



**CITY OF SOUTH PASADENA  
CITY COUNCIL**

**AMENDED AGENDA**

**SPECIAL MEETING  
CLOSED SESSION**

**WEDNESDAY, DECEMBER 7, 2022  
6:00 P.M.**

**AMEDEE O. "DICK" RICHARDS JR. COUNCIL CHAMBERS  
1424 MISSION STREET, SOUTH PASADENA, CA 91030**

**NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY**

The South Pasadena City Council Meeting will be conducted in-person from the Amedee O. "Dick" Richards, Jr. Council Chambers, located at 1424 Mission Street, South Pasadena, CA 91030. Pursuant to Assembly Bill 361 Government Code Section 54953, subdivision (e)(3), the City Council may conduct its meetings remotely and may be held via video conference.

Public Comment regarding items on the Closed Session Meeting agenda will be taken at the beginning of the meeting. The public will be released from the meeting so that the City Council may convene Closed Session discussion of items allowed under the Government Code. Any reportable action taken in Closed Session will be reported by the City Attorney during the next Open Session meeting. A separate Zoom link will be provided for the Open Session for the public to attend.

Public Participation may be made as follows:

- In-Person Hybrid – Council Chambers, 1424 Mission Street, South Pasadena, CA 91030
- Via Zoom – Meeting ID: **226 442 7248**
- Written Public Comment – written comment must be submitted by 12:00 p.m. the day of the meeting

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information; or
2. Click on the following unique Zoom meeting link:  
<https://us06web.zoom.us/j/2264427248?pwd=aEFuSGszQ2I5WjJkemoTms0RTIVUT09> or
3. You may listen to the meeting by calling: +1-669-900-6833 and entering the Zoom Meeting ID listed above and Passcode when prompted.

**CALL TO ORDER:** Mayor Michael Cacciotti

**ROLL CALL:**

Mayor	Michael Cacciotti
Mayor Pro Tem	Jon Primuth
Councilmember	Jack Donovan
Councilmember	Diana Mahmud
Councilmember	Evelyn G. Zneimer

**PUBLIC COMMENT**

**CLOSED SESSION AGENDA ITEMS**

**A. CONFERENCE WITH LEGAL COUNSEL: EXISTING LITIGATION**

(Government Code Section 54956.9(d)(1))

- 1. Shahid Abbas v. City of South Pasadena (LASC Case No. 22STCV19084)
- 2. James v. City of South Pasadena (CDCA, Case No. 2:21-cv-08256-DSF-KK)
- 3. Lucina Demirjian v. City of South Pasadena (WCAB Case No. ADJ16479017)
- 4. City of South Pasadena v. California Department of Transportation (LASC Case No. 21STCP01779)
- 5. Justin Miller v. City of South Pasadena (WCAB Case No. ADJ 16011558)

**CERTIFICATION OF POSTING**

*I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on **December 7, 2022**, on the bulletin board in the courtyard of City Hall located at 1414 Mission Street, South Pasadena, CA 91030, and on the City website as required by law, on the date listed below.*

12/05/2022

/S/

Date

Desiree Jimenez, CMC, Chief City Clerk



**CITY OF SOUTH PASADENA  
CITY COUNCIL**

**A G E N D A**

**REGULAR MEETING  
WEDNESDAY, DECEMBER 7, 2022, AT 7:00 P.M.**

**AMEDEE O. “DICK” RICHARDS JR. COUNCIL CHAMBERS  
1424 MISSION STREET, SOUTH PASADENA, CA 91030**

**South Pasadena City Council Statement of Civility**

*As your elected governing board, we will treat each other, members of the public, and City employees with patience, civility, and courtesy as a model of the same behavior we wish to reflect in South Pasadena for the conduct of all City business and community participation. The decisions made tonight will be for the benefit of the South Pasadena community and not for personal gain.*

**NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY**

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The Meeting will be available:

- In Person Hybrid – Council Chambers, 1424 Mission Street, South Pasadena, CA 91030
- Live Broadcast via the City website - [http://www.spectrumstream.com/streaming/south\\_pasadena/live.cfm](http://www.spectrumstream.com/streaming/south_pasadena/live.cfm)
- Via Zoom – **Webinar ID: 825 9999 2830**

To maximize public safety while still maintaining transparency and public access, members of the public may observe the meeting via Zoom in one of the three methods below:

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information; or
2. Click on the following unique Zoom meeting link: <https://us06web.zoom.us/j/82599992830> or
3. You may listen to the meeting by calling: +1-669-900-6833 and entering the Zoom Meeting ID listed above.

<b>CALL TO ORDER:</b>	Mayor	Michael Cacciotti
<b>ROLL CALL:</b>	Mayor	Michael Cacciotti
	Mayor Pro Tem	Jon Primuth
	Councilmember	Jack Donovan
	Councilmember	Diana Mahmud
	Councilmember	Evelyn G. Zneimer
<b>PLEDGE OF ALLEGIANCE:</b>	Councilmember:	Diana Mahmud

**PRESENTATIONS**

- 1A. **RECOGNITION OF ASSEMBLYMEMBER CHRIS HOLDEN**
- 1B. **WELCOME AND INTRODUCTION OF ASSEMBLYMEMBER MIKE FONG**

**STATE OF THE CITY / PRESENTATIONS**

2. **2022 STATE OF THE CITY PRESENTATION BY MAYOR CACCIOTTI**

**PUBLIC COMMENT GUIDELINES**

The City Council welcomes public input. Members of the public may comment on a non-agenda subject under the jurisdiction of the City Council or on an agenda item. Members of the public will have three minutes to address the City Council, however, the Mayor and City Council may adjust the time allotted, as needed. You may participate **by one of the following options:**

Option 1:  
Participate in-person at the City Council Chambers.

Option 2:  
Participate via Zoom.  
Public comment speakers are able to speak by going to the Zoom webinar controls and clicking on the "Raise Hand" icon. The Meeting Host will be notified that a hand has been raised and speakers will have their microphone un-muted by the Host during the appropriate Public Comment period.

Option 3:  
Email public comment to [ccpubliccomment@southpasadenaca.gov](mailto:ccpubliccomment@southpasadenaca.gov).  
Public Comments received in writing will not be read aloud at the meeting, but will be part of the meeting record. Written public comments will be uploaded to the City website for public viewing under Additional Documents. When submitting a public comment, please make sure to include the following:

- 1) Name (optional), and
- 2) Agenda item you are submitting public comment on.
- 3) Submit by no later than 12:00 p.m., on the day of the City Council meeting. Correspondence received after this time will be distributed the following business day.

PLEASE NOTE: The Mayor may exercise the Chair's discretion, subject to the approval of the majority of the City Council, to adjust public comment time limit to less than three minutes, as needed.

Pursuant to State law, the City Council may not discuss or take action on issues not on the meeting agenda, except that members of the City Council or staff may briefly respond to statements made or questions posed by persons exercising public testimony rights (Government Code Section 54954.2). Staff may be asked to follow up on such items.

**CLOSED SESSION ANNOUNCEMENTS**

3. **CLOSED SESSION ANNOUNCEMENTS**



## PUBLIC COMMENT

### 4. **PUBLIC COMMENT – GENERAL (NON-AGENDA ITEMS)**

General Public Comment will be limited to 30 minutes at the beginning of the agenda. If there are speakers remaining in the queue, they will be heard at the end of the meeting. Only Speakers who submit a Public Comment card within the first 30 minutes of Public Comment period will be queued up to speak.

## PRESENTATIONS CONTINUED

### 5. **SOUTH PASADENA TOURNAMENT OF ROSES COMMITTEE RAFFLE**

### 6. **PRESENTATION OF A CERTIFICATE OF APPRECIATION TO CALIFORNIA PROTECTIVE PARENTS ASSOCIATION AND ANA ESTEVEZ IN HONOR OF “PIQUI’S LAW,” KEEPING CHILDREN SAFE FROM FAMILY VIOLENCE**

### 7. **PRESENTATION OF A CERTIFICATE OF APPRECIATION TO THE MEASURE LL COMMITTEE FOR EFFORTS TO PLACE AN ITEM ON THE NOVEMBER 8, 2022 GENERAL MUNICIPAL ELECTION BALLOT TO EXTEND THE SOUTH PASADENA LIBRARY SPECIAL TAX TO REMAIN IN EFFECT UNTIL OTHERWISE TERMINATED BY A MAJORITY VOTE OF THE SOUTH PASADENA ELECTORATE**

### 8. **DEPARTMENT HIGHLIGHT VIDEO: MANAGEMENT SERVICES DEPARTMENT**

### 9. **STAFF INTRODUCTIONS/RECOGNITION**

Finance Department:

Kenneth L. Louie, Deputy City Manager/Interim Finance Director  
Hsiulee Tran, Deputy Finance Director/Controller

Public Works Department:

Maizon Van Zandt, Maintenance Worker I

## COMMUNICATIONS

### 10. **COUNCILMEMBER COMMUNICATIONS**

Time allotted to speak per Councilmember is three minutes. Additional time will be allotted at the end of the City Council meeting agenda, if necessary.

### 11. **CITY MANAGER COMMUNICATIONS**

### 12. **REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA**

## CONSENT CALENDAR

### **OPPORTUNITY TO COMMENT ON CONSENT CALENDAR**

Items listed under the Consent Calendar are considered by the City Manager to be routine in nature and will be enacted by one motion unless a public comment has been received or Councilmember requests otherwise, in which case the item will be removed for separate consideration. Any motion relating to an ordinance or a resolution shall also waive the reading of the ordinance or resolution and include its introduction or adoption as appropriate.

13. **APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF \$80,967.15; GENERAL CITY WARRANTS IN THE AMOUNT OF \$728,953.77; VOIDS IN THE AMOUNT OF (\$374.04); ONLINE PAYMENTS IN THE AMOUNT OF \$11,669.35; TRANSFERS IN THE AMOUNT OF \$47,313.19; PAYROLL IN THE AMOUNT OF \$793,400.62**

**Recommendation**

It is recommended that the City Council approve the Warrants as presented.

14. **SECOND READING AND ADOPTION OF AN ORDINANCE AMENDING ARTICLES XI (“PURCHASING”) AND XIII (“AWARDING PUBLIC WORKS CONTRACTS”) OF THE SOUTH PASADENA MUNICIPAL CODE PERTAINING TO PURCHASING POLICIES**

**ORDINANCE**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING SECTION 2.99-29 OF ARTICLE XI RELATING TO “PURCHASING PROCEDURES”, AND SECTIONS 2.99-35 AND 2.99-37 OF ARTICLE XIII “AWARDING PUBLIC WORKS CONTRACTS” OF CHAPTER 2 OF THE SOUTH PASADENA MUNICIPAL CODE

**Recommendation**

It is recommended that the City Council conduct a second reading and adopt the ordinance of the City Council of the City of South Pasadena, California, Amending Section 2.99-29 of Article XI Relating to “Purchasing Procedures”, and Sections 2.99-35 and 2.99-37 of Article XIII “Awarding Public Works Contracts” of Chapter 2 of the South Pasadena Municipal Code.

15. **APPROVAL OF A DISCRETIONARY FUNDS REQUEST FROM COUNCILMEMBER DIANA MAHMUD IN THE AMOUNT OF \$250 FOR THE SOUTH PASADENA TOURNAMENT OF ROSES FLOAT**

**Recommendation**

It is recommended that the City Council:

1. Find that the requested allocation of Discretionary Funds to support the South Pasadena Tournament of Roses (SPTOR) float is consistent with the findings required pursuant to the Guidelines for the Application of City Council Discretionary Budget Accounts adopted by Resolution No. 7174; and
2. Approve the requested allocation in the amount of \$250 by Councilmember Mahmud to support the SPTOR float.

16. **APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT WITH TRUEPOINT SOLUTIONS, AN ACCELA LICENSING/SUBSCRIPTION AGREEMENT, AND AN ASSOCIATED LASERFICHE AGREEMENT TO IMPLEMENT AN ACCELA-BASED PROJECT MANAGEMENT AND CASE MANAGEMENT ON-LINE PERMITTING SYSTEM**

**Recommendation**

It is recommended that the City Council:

1. Review and approve the Professional Services Agreement with TruePoint Solutions for the purchase and implementation of an Accela-based case management and on-line permitting system for a total not-to-exceed amount of \$252,567;
2. Review and approve a three-year Accela licensing/subscriptions agreement for a first year not-to-exceed amount of \$28,800 and a three-year not-to exceed amount of \$90,792;
3. Authorize the City Manager to execute the necessary subscription agreement with Laserfiche in support of the on-line permitting system in an amount not to exceed \$11,388 for the first year; and

4. Authorize the City Manager to execute any other documents related to this Agreement and enter into a Professional Services Agreement with TruePoint Solutions, sign the Accela licensing agreement, and execute a Laserfiche subscription agreement for the implementation of an Accela-based case management and on-line permitting system for the Community Development Department.

**17. APPROVAL OF RENEWAL OF ANNUAL AGREEMENT WITH DIGITAL MAP PRODUCTS, L.P. FOR GOVCLARITY**

Recommendation

It is recommended that the City Council approve the renewal agreement with Digital Map Products, L.P. in an amount not-to-exceed \$26,114 for GovClarity, a map-based location information license and application, for the term of October 1, 2022 through September 30, 2023.

**18. AUTHORIZE THE CITY MANAGER TO EXECUTE A CONTRACT AMENDMENT FOR THE PROFESSIONAL SERVICES AGREEMENT WITH CATALYST CONSULTING FOR A COMMUNITY SERVICES DEPARTMENT ASSESSMENT**

Recommendation

It is recommended that the City Council authorize the City Manager to execute the first amendment for the professional services agreement with Catalyst Consulting - Recreation Services for the Community Services Department Assessment for additional analysis in the amount of \$5,850 for a total not-to-exceed amount of \$30,150 and extend the contract until March 31, 2023.

**19. RECEIVE AND FILE AN ANNUAL REPORT FOR THE FISCAL YEAR 2021-2022 LIBRARY SPECIAL TAX**

Recommendation

It is recommended that the City Council receive and file a report on the Fiscal Year 2021-2022 Library Special Tax, per the requirements of the State of California Local Agency Special Tax and Bond Accountability Act.

**20. REINSTATEMENT OF CONCEAL CARRY WEAPON PERMIT FEES AND ESTABLISHMENT OF RECURRING APPROPRIATION OF GENERAL FUND RESERVES FOR DIFFERENCE IN COST FOR APPLICANT PSYCHOLOGICAL EXAM**

Recommendation

It is recommended that the City Council:

1. Approve the recommended edits to the City's Fee schedule and establishment of the following fees: \$317.16 Conceal Carry Weapon (CCW) application fee, \$35.00 CCW permit clerical fee, \$150.00 CCW psychological evaluation fee, \$20.00 CCW amendment fee.
2. Approve an appropriation of \$4,500 from General Fund Reserves to Special Department Expense Account 101-4010-4011-8020 for an estimated annual processing of 15 CCW permits within the City, in order to address the difference between cost and reimbursement of applicant psychological exams.

**21. APPROVAL OF TRANSPORTATION PROGRAM MANAGER JOB DESCRIPTION**

Recommendation

It is recommended that the City Council approve the revised job classification for the Transportation Program Manager position.

**22. APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT WITH CAROLLO ENGINEERS, INC. TO PROVIDE SEWER CONSENT JUDGMENT RELATED REPORTS**

Recommendation

It is recommended that the City Council:

1. Authorize the City Manager to enter into a Professional Services Agreement with Carollo Engineers, Inc. (Consultant) to assist the City in submitting required reports to the Los Angeles Regional Water Quality Control Board (RWQCB) Enforcement Unit to comply with an existing Consent Judgment. The Professional Services Agreement is in the amount of Sixty-Six Thousand Dollars (\$66,000), including \$59,968 for the proposed work, and \$6,032 (approximately 10%) as a contingency;
2. Authorize an appropriation of \$66,000 from the Sewer Reserves Fund 210 to Public Works Sewer Maintenance Professional Services Expenditure Account No. 210-6010-6501-8170-000 for this work; and
3. Authorize the City Manager to execute all related documents on behalf of the City.

**PUBLIC HEARING**

**23. ADOPTION OF URGENCY AND SECOND READING AND ADOPTION OF REGULAR ORDINANCES BY REFERENCE OF THE 2023 LOS ANGELES COUNTY BUILDING, RESIDENTIAL, ELECTRICAL, MECHANICAL, PLUMBING AND EXISTING BUILDING CODES WITH CERTAIN AMENDMENTS, ADDITIONS AND DELETIONS THERETO BY AMENDING CHAPTER 9 ARTICLE 1 OF THE SOUTH PASADENA MUNICIPAL CODE AND ADD NEW SECTION TO ARTICLE 2 OF CHAPTER 9 TO COMPLY WITH AB 1236 AND AB 970 TO EXPEDITE PERMITTING FOR ELECTRICAL VEHICLE CHARGING STATIONS**

**ORDINANCE**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING THE CITY OF SOUTH PASADENA MUNICIPAL CODE BY MODIFYING CHAPTER 9 ARTICLE I THEREOF ADOPTING BY REFERENCE THE 2023 LOS ANGELES COUNTY BUILDING CODE (TITLE 26), ELECTRICAL CODE (TITLE 27), PLUMBING CODE (TITLE 28), MECHANICAL CODE (TITLE 29), RESIDENTIAL CODE (TITLE 30), AND EXISTING BUILDING CODE (TITLE 33) AND BY MODIFYING ARTICLE II THEREOF ADDING EXPEDITED PERMITTING WITH CERTAIN AMENDMENTS, ADDITIONS AND DELETIONS THERETO

**URGENCY ORDINANCE**

AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING THE CITY OF SOUTH PASADENA MUNICIPAL CODE BY MODIFYING CHAPTER 9 ARTICLE I THEREOF ADOPTING BY REFERENCE THE 2023 LOS ANGELES COUNTY BUILDING CODE (TITLE 26), ELECTRICAL CODE (TITLE 27), PLUMBING CODE (TITLE 28), MECHANICAL CODE (TITLE 29), RESIDENTIAL CODE (TITLE 30), AND EXISTING BUILDING CODE (TITLE 33) AND BY MODIFYING ARTICLE II THEREOF ADDING EXPEDITED PERMITTING WITH CERTAIN AMENDMENTS, ADDITIONS AND DELETIONS THERETO

Recommendation

It is recommended that the City Council:

1. Hold a Public Hearing to hear any objections to an Ordinance and Urgency Ordinance both adopting by reference and amending the 2023 Los Angeles County Building, Residential, Electrical, Mechanical, Plumbing, and Existing Building Codes;
2. Read by title only and waive further reading for the second reading of an Ordinance adopting by reference and amending the 2023 Los Angeles County Building, Electrical, Plumbing, Mechanical, Residential, and Existing Building Codes;
3. Read by title only and waive further reading of an Urgency Ordinance adopting by reference and amending the 2023 Los Angeles County Building, Electrical, Plumbing, Mechanical, Residential, and Existing Building Codes;
4. Find that adoption of the proposed Ordinance and Urgency Ordinance are exempt from the provisions of the California Environmental Quality Act because such actions Section 15061(b)(3) of Title 14 of the California Code of Regulations;
5. Adopt the Ordinance on Second Reading; and
6. Adopt the Urgency Ordinance.

**ACTION / DISCUSSION**

**24. ADOPTION OF A RESOLUTION ELECTING AN ALTERNATE COUNCILMEMBER TO REPRESENT CITIES WITH PRESCRIPTIVE PUMPING RIGHTS TO THE SAN GABRIEL BASIN WATER QUALITY AUTHORITY**

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, CASTING ITS VOTES FOR COUNCILMEMBER TO REPRESENT CITIES WITH PRESCRIPTIVE WATER PUMPING RIGHTS AS AN ALTERNATE MEMBER ON THE BOARD OF THE SAN GABRIEL BASIN WATER QUALITY AUTHORITY

Recommendation

1. It is recommended that the City Council take a vote to determine who they wish to elect to the San Gabriel Basin Water Quality Authority; and
2. Waive further reading, read by title only and adopt Resolution entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, CASTING ITS VOTES FOR COUNCILMEMBER TO REPRESENT CITIES WITH PRESCRIPTIVE WATER PUMPING RIGHTS AS AN ALTERNATE MEMBER ON THE BOARD OF THE SAN GABRIEL BASIN WATER QUALITY AUTHORITY".

**25. ADOPTION OF THE CITY OF SOUTH PASADENA UPDATED EMERGENCY OPERATIONS PLAN ALONG WITH AN EARTHQUAKE ANNEX AND A HEAT EMERGENCY ANNEX**

Recommendation

It is recommended that the City Council adopt the updated Emergency Operations Plan and associated Annexes.

**PUBLIC COMMENT – CONTINUED**

**26. CONTINUED PUBLIC COMMENT – GENERAL**

This time is reserved for speakers in the Public Comment queue not heard during the first 30 minutes of Item No. 4. No new speakers will be accepted at this time.

**ADJOURNMENT**

**FOR YOUR INFORMATION**

**FUTURE CITY COUNCIL MEETINGS**

December 21, 2022	Regular City Council Meeting – City Council Reorganization	7:00 p.m.
January 4, 2023	Meeting Cancelled Due to the Winter Holiday Closure	
January 18, 2023	Regular City Council Meeting	7:00 p.m.

**PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS**

City Council meeting agenda packets, any agenda related documents, and additional documents are available online for public viewing on the City’s website:

[www.southpasadenaca.gov/CityCouncilMeetings2022](http://www.southpasadenaca.gov/CityCouncilMeetings2022)


Regular meetings are live streamed via the internet at:

[http://www.spectrumstream.com/streaming/south\\_pasadena/live.cfm](http://www.spectrumstream.com/streaming/south_pasadena/live.cfm)

**AGENDA NOTIFICATION SUBSCRIPTION**

If you wish to receive an agenda email notification please contact the City Clerk’s Division via email at [cityclerk@southpasadenaca.gov](mailto:cityclerk@southpasadenaca.gov) or call (626) 403-7230.

**ACCOMMODATIONS**

 The City of South Pasadena wishes to make all of its public meetings accessible to the public. If special assistance is needed to participate in this meeting, please contact the City Clerk’s Division at (626) 403-7230 or [cityclerk@southpasadenaca.gov](mailto:cityclerk@southpasadenaca.gov). Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

**CERTIFICATION OF POSTING**

*I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on **December 7, 2022**, on the bulletin board in the courtyard of City Hall located at 1414 Mission Street, South Pasadena, CA 91030, and on the City website as required by law, on the date listed below.*

12/01/2022	/S/
Date	Desiree Jimenez, CMC, Chief City Clerk



# City Council Agenda Report

ITEM NO. 13

**DATE:** December 7, 2022

**FROM:** Arminé Chaparyan, City Manager *Ac*

**PREPARED BY:** Kenneth L. Louie, Interim Deputy City Manager-Finance

**SUBJECT:** **Approval of Prepaid Warrants in the Amount of \$80,967.15; General City Warrants in the Amount of \$728,953.77; Voids in the Amount of (\$374.04); Online Payments in the Amount of \$11,669.35; Transfers in the Amount of \$47,313.19; Payroll in the Amount of \$793,400.62**

### Recommendation

It is recommended that the City Council approve the Warrants as presented.

### Fiscal Impact

#### Prepaid Warrants:

Warrant # 315522-315528	\$	32,218.44
ACH	\$	48,748.71
Voids	\$	0

#### General City Warrants:

Warrant # 315529-315634	\$	428,469.45
ACH	\$	300,484.32
Voids	\$	(374.04)

Payroll Period Ending: 11/11/2022	\$	789,511.93
Payroll Period Ending: 11/18/2022	\$	3,888.69
Wire Transfers Out – To (LAIF)	\$	0
Wire Transfers In – From (LAIF)	\$	0
Wire Transfers (RSA)	\$	0
Wire Transfers Out – To (Acct # 2413)	\$	47,313.19
Wire Transfers Out – To (Acct # 1936)	\$	0
Online Payments	\$	11,669.35
Prepaid Warrants	\$	0
General City Warrants	\$	0

<b>Total</b>	<b>\$</b>	<b>1,661,930.04</b>
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**Commission Review and Recommendation**

This matter was not reviewed by a Commission.

**Explanation of Terms**

Warrant – Directs the Finance Department to pay a sum of money out of the City’s funds to bearer of claim/invoice (named individual, company) also known as a payable. The warrants (payments) are only released after City Council approval.

Warrant Summary – Summarizes all of the payments prepared during a specific cycle. The beginning of the cycle is the period after the last set of warrants were approved by Council and released as payment. The end of the cycle is the last date of invoice processing. All the warrants for the current cycle are summarized and the detail of warrants provided to Council for review and approval.

Prepaid Warrant List - A Prepaid Warrant directs the Finance Department to pay a sum of money out of the City’s funds to bearer of claim/invoice (named individual, company) also known as a payable. The Prepaid Warrants (payments) are released prior to City Council approval, however reported to City Council as a Prepaid. Prepayments are generally time sensitive and would incur additional charges if not paid within a specific time frame.

General City Warrant List – Detailed listing of all payments made for a specific cycle. The beginning of the cycle is the period after the last set of warrants were approved by Council and released as payment. The end of the cycle is the last date of invoice processing.

Online Payments – Payments made online. These are typically for time sensitive utilities, credit card payments, and sometimes require the use of the payee’s portal (SCE, So Cal Gas, Amazon, etc.).

VOIDS – Checks that were issued and voided. Examples of such instances would be lost checks that were mailed out. Checks that were on a warrant that did not get approved by Council.

Payroll – All payments made related to payroll, such as payroll taxes, retirement benefits, CalPERS, Garnishments, payroll etc.

Attachments:

1. Warrant Summary
2. Prepaid Warrant List
3. General City Warrant List
4. Online Payments
5. Voids
6. Payroll



**ATTACHMENT 1**  
**Warrant Summary**

**City of South Pasadena  
Demand/Warrant Register**

<b>Recap by fund</b>	<b>Fund No.</b>	<b>Date</b>	<b>12/7/2022</b>	
			<b>Amounts</b>	
			<b>Prepaid</b>	<b>Written</b>
General Fund	101	30,901.41		538,728.72
Insurance Fund	103	6,702.07		2,074.40
Street Improvement Program	104	-		9,786.00
Facilities & Equip.Cap. Fund	105	-		-
Programs and Projects	107	-		-
Local Transit Return "A"	205	-		3,149.17
Local Transit Return "C"	207	355.88		3,079.15
TEA/Metro	208	-		-
Sewer Fund	210	355.84		4,816.42
CTC Traffic Improvement	211	-		-
Rogan HR5294 Grant	214	-		11,833.31
Street Lighting Fund	215	355.84		8,586.94
Public, Education & Govt Fund	217	-		-
Clean Air Act Fund	218	-		-
Business Improvement Tax	220	-		21,000.00
Gold Line Mitigation Fund	223	-		-
Mission Meridian Public Garage	226	-		804.13
Housing Authority Fund	228	-		-
State Gas Tax	230	355.88		763.30
County Park Bond Fund	232	-		2,466.42
Measure R	233	-		-
Measure M	236	-		-
Road Maint & Rehab (SB1)	237	-		-
MSRC Grant Fund	238	-		-
Measure W	239	-		46,411.75
Measure H	241	-		-
Prop C Exchange Fund	242	-		-
Bike & Pedestrian Paths	245	-		-
BTA Grants	248	-		-
Golden Street Grant	249	-		-
Capital Growth Fund	255	-		1,461.31
CDBG	260	-		10,664.50
Asset Forfeiture	270	-		-
Police Grants - State	272	-		-
Homeland Security Grant	274	-		-
Park Impact Fees	275	-		-
Historic Preservation Grant	276	-		-
HSIP Grant	277	-		-
Arroyo Seco Golf Course	295	-		-
Sewer Capital Projects Fund	310	-		-
Water Fund	500	711.68		47,291.43
Water Efficiency Fund	503	-		16,036.82
2016 Water Revenue Bonds Fund	505	-		-
SRF Loan - Water	506	-		-
Water & Sewer Impact Fee	510	-		-
Public Financing Authority	550	-		-
Payroll Clearing Fund	700	41,228.55		-
				-
<b>Column Totals:</b>		<b>80,967.15</b>		<b>728,953.77</b>

<b>Recap by fund</b>	<b>Fund No.</b>	<b>Amounts</b>	
		<b>Prepaid</b>	<b>Written</b>
RSA	227	-	-
<b>RSA Report Totals:</b>		-	-
<b>City Report Totals:</b>			<b>809,920.92</b>

Payroll Period Ending: 11/11/2022	789,511.93
Payroll Period Ending: 11/18/2022	3,888.69
Wire Transfer Out - To LAIF	-
Wire Transfer In - From LAIF	-
Wire Transfer - RSA	-
Wire Transfer Out - To Acct. # 2413	47,313.19
Wire Transfer Out - To Acct. # 1936	-
Online Payments	11,669.35
VOIDS - Prepaid	-
VOIDS - General Warrant	(374.04)

**Grand Report Total:** 1,661,930.04

Michael A. Cacciotti, Mayor

Kenneth L. Louie, Interim Deputy City Manager-Finance

**ATTACHMENT 2**  
**Prepaid Warrant List**

# Accounts Payable

## Check Detail

User: calvarez  
Printed: 11/28/2022 - 4:56PM



Check Number	Check Date	Amount
<b>CLIFWSNI - Snider III, Owen Clifford</b>		
315522	11/16/2022	
Inv	LA-CE-1180-M	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/16/2022	Settlement	3,467.09
Inv LA-CE-1180-M Total		3,467.09
315522 Total:		3,467.09
<b>CLIFWSNI - Snider III, Owen Clifford Total:</b>		3,467.09
Total:		3,467.09

# Accounts Payable

## Check Detail

User: calvarez  
Printed: 11/28/2022 - 4:58PM



Check Number	Check Date		Amount
<b>AFLA7010 - AFLAC</b>			
0	11/28/2022		
Inv	496675		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/28/2022	Employee Optional Insurance October 2022.		1,070.09
Inv 496675 Total			1,070.09
			<hr/>
0 Total:			1,070.09
			<hr/>
<b>AFLA7010 - AFLAC Total:</b>			1,070.09
<b>AME0229 - Ameritas</b>			
0	11/28/2022		
Inv	November 2022		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/01/2022	Employee Vision Plan Premiums November 2022.		3,284.44
Inv November 2022 Total			3,284.44
			<hr/>
0 Total:			3,284.44
			<hr/>
<b>AME0229 - Ameritas Total:</b>			3,284.44
<b>PRPHTBD - Bolden, Prophet</b>			
315523	11/28/2022		
Inv	100		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/22/2022	DJ Entertainment for Halloween Spooktacular.		250.00
Inv 100 Total			250.00
			<hr/>
315523 Total:			250.00
			<hr/>
<b>PRPHTBD - Bolden, Prophet Total:</b>			250.00
<b>CSD3014 - Ca. State Disbursement Unit</b>			
315524	11/28/2022		

Check Number	Check Date		Amount
Inv	PR 11/11/2022		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/09/2022	PR Batch 11112.11.2022 - Garnishment Case # FAMSS-1406906		814.15
Inv PR 11/11/2022 Total			814.15
315524 Total:			814.15
<b>CSD3014 - Ca. State Disbursement Unit Total:</b>			814.15
<b>CAEN9297 - Carollo Engineers</b>			
0	11/28/2022		
Inv	FB23392		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/17/2022	Hydraulic Model Analysis for 815 Fremont.		4,995.50
05/17/2022	Hydraulic Model Analysis for 815 Fremont.		4,995.50
05/17/2022	Hydraulic Model Analysis for 815 Fremont.		-4,995.50
Inv FB23392 Total			4,995.50
Inv	FB23393		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/17/2022	Hydraulic Model Analysis for 1101-1105 Mission.		4,960.75
05/17/2022	Hydraulic Model Analysis for 1101-1105 Mission.		4,960.75
05/17/2022	Hydraulic Model Analysis for 1101-1105 Mission.		-4,960.75
Inv FB23393 Total			4,960.75
Inv	FB24582		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/17/2022	Hydraulic Model Analysis for 1101-1105 Mission.		2,289.75
05/17/2022	Hydraulic Model Analysis for 1101-1105 Mission.		2,289.75
05/17/2022	Hydraulic Model Analysis for 1101-1105 Mission.		-2,289.75
Inv FB24582 Total			2,289.75
Inv	FB24583		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/17/2022	Hydraulic Model Analysis for 815 Fremont.		-3,001.50
05/17/2022	Hydraulic Model Analysis for 815 Fremont.		3,001.50
05/17/2022	Hydraulic Model Analysis for 815 Fremont.		3,001.50
Inv FB24583 Total			3,001.50
0 Total:			15,247.50
<b>CAEN9297 - Carollo Engineers Total:</b>			15,247.50
<b>DEL0771 - Delta Dental of California</b>			
315525	11/28/2022		

Check Number	Check Date	Amount
Inv	BE005175609	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/01/2022	Employee Dental Premiums for October 2022	11,483.01
Inv BE005175609 Total		11,483.01
Inv	BE005213360	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/01/2022	Employee Dental Premiums for November 2022	12,340.32
Inv BE005213360 Total		12,340.32
315525 Total:		23,823.33
<b>DEL0771 - Delta Dental of California Total:</b>		23,823.33
<b>ITCR2501 - Intercare Holdings Insurance Services</b>		
0	11/28/2022	
Inv	76-009536	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/31/2022	Workers Comp Admin Fees - October 2022.	3,234.98
Inv 76-009536 Total		3,234.98
0 Total:		3,234.98
<b>ITCR2501 - Intercare Holdings Insurance Services Total:</b>		3,234.98
<b>VRMZ7000 - Munoz, Valerie</b>		
315526	11/28/2022	
Inv	PR 11/11/2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/09/2022	PR Batch 11112.11.2022 - Garnishment	750.00
Inv PR 11/11/2022 Total		750.00
315526 Total:		750.00
<b>VRMZ7000 - Munoz, Valerie Total:</b>		750.00
<b>SOU5435 - S.P. Police Officers Association 700-0000-0000-2246-000</b>		
0	11/28/2022	
Inv	November 2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/09/2022	PR Batch 11112.11.2022 SPPOA Insurance	2,309.26
11/09/2022	PR Batch 11112.11.2022 SPPOA - Union Dues	3,257.45
Inv November 2022 Total		5,566.71

Check Number	Check Date	Amount
0 Total:		5,566.71
<b>SOU5435 - S.P. Police Officers Association Total:</b>		5,566.71
<b>SOU5451 - S.P. Public Service Employees Association 700-0000-0000-2248-000</b>		
0	11/28/2022	
Inv	November 2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/09/2022	PR Batch 11112.11.2022 SPPSEA - Union Dues	1,410.00
Inv November 2022 Total		1,410.00
0 Total:		1,410.00
<b>SOU5451 - S.P. Public Service Employees Association Total:</b>		1,410.00
<b>CEAP7000 - S.P. Public Service Employees Association-PT 700-0000-0000-2249-000</b>		
0	11/28/2022	
Inv	November 2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/09/2022	PR Batch 11112.11.2022 PART TIME ASSN. DUES / FEE	272.00
Inv November 2022 Total		272.00
0 Total:		272.00
<b>CEAP7000 - S.P. Public Service Employees Association-PT Total:</b>		272.00
<b>SOU5230 - S.P.Firefighters L-3657</b>		
0	11/28/2022	
Inv	November 2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/09/2022	PR Batch 11112.11.2022 FFA Fire Rec Fees	90.00
11/09/2022	PR Batch 11112.11.2022 Firefighters 3657 - Union	1,925.00
11/09/2022	PR Batch 11112.11.2022 Fire Assn. Insurance	177.42
Inv November 2022 Total		2,192.42
0 Total:		2,192.42
<b>SOU5230 - S.P.Firefighters L-3657 Total:</b>		2,192.42
<b>SSDV2018 - Sandoval, Sheila</b>		
0	11/28/2022	



Check Number	Check Date	Amount
Inv	PR 11/11/2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/09/2022	PR Batch 11112.11.2022 - Garnishment	110.63
11/09/2022	PR Batch 11112.11.2022 - Garnishment	956.03
Inv PR 11/11/2022 Total		1,066.66
0 Total:		1,066.66
<b>SSDV2018 - Sandoval, Sheila Total:</b>		1,066.66
<b>SOGA6501 - SoCalGAS</b>		
315527	11/28/2022	
Inv	10/1/22-11/1/22	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/07/2022	CNG for City Vehicles (PW and Transit) 10/1/2022-11/1/2022	164.86
11/07/2022	CNG for City Vehicles (PW and Transit) 10/1/2022-11/1/2022	164.86
11/07/2022	CNG for City Vehicles (PW and Transit) 10/1/2022-11/1/2022	164.88
11/07/2022	CNG for City Vehicles (PW and Transit) 10/1/2022-11/1/2022	164.86
11/07/2022	CNG for City Vehicles (PW and Transit) 10/1/2022-11/1/2022	164.88
11/07/2022	CNG for City Vehicles (PW and Transit) 10/1/2022-11/1/2022	164.86
Inv 10/1/22-11/1/22 Total		989.20
Inv	6/1/22-7/1/22	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/01/2022	CNG for City Vehicles (PW and Transit) 6/1/22-7/1/22	191.00
07/01/2022	CNG for City Vehicles (PW and Transit) 6/1/22-7/1/22	191.00
07/01/2022	CNG for City Vehicles (PW and Transit) 6/1/22-7/1/22	190.98
07/01/2022	CNG for City Vehicles (PW and Transit) 6/1/22-7/1/22	190.98
07/01/2022	CNG for City Vehicles (PW and Transit) 6/1/22-7/1/22	190.98
07/01/2022	CNG for City Vehicles (PW and Transit) 6/1/22-7/1/22	190.98
Inv 6/1/22-7/1/22 Total		1,145.92
315527 Total:		2,135.12
<b>SOGA6501 - SoCalGAS Total:</b>		2,135.12
<b>COBR7131 - The Advantage Group</b>		
0	11/28/2022	
Inv	150371	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/19/2022	HRA - Administration Fee	318.00
Inv 150371 Total		318.00
Inv	November 2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/19/2022	HRA - Retiree Benefits November 2022	15,085.91

Check Number	Check Date	Amount
Inv November 2022 Total		15,085.91
0 Total:		15,403.91
<b>COBR7131 - The Advantage Group Total:</b>		15,403.91
<b>HAFR7000 - The Hartford</b>		
315528	11/28/2022	
Inv 085039416312		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/01/2022	Employee Life Insurance Benefits - November 2022	978.75
Inv 085039416312 Total		978.75
315528 Total:		978.75
<b>HAFR7000 - The Hartford Total:</b>		978.75
Total:		77,500.06

# **ATTACHMENT 3 General City Warrant List**

# Accounts Payable

## Check Detail

User: calvarez  
Printed: 11/29/2022 - 9:35AM



Check Number	Check Date		Amount
<b>ACHG2013 - A-Check Global</b>			
315529	12/07/2022		
Inv	59-0691537		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/19/2022	Pre-employment Screening		406.28
Inv 59-0691537 Total			406.28
315529 Total:			406.28
<b>ACHG2013 - A-Check Global Total:</b>			
			406.28
<b>ATGC8530 - Acorn Technology Services</b>			
0	12/07/2022		
Inv	96325		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/01/2022	Management of IT Services for Network Administration October 22		30,276.53
Inv 96325 Total			30,276.53
0 Total:			30,276.53
<b>ATGC8530 - Acorn Technology Services Total:</b>			
			30,276.53
<b>AIRT5150 - Air-Tro, Inc.</b>			
315530	12/07/2022		
Inv	426152		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/21/2022	HVAC EmergencyAC/Heater Wall Unit Mayor's Conf. Room		453.60
Inv 426152 Total			453.60
315530 Total:			453.60
<b>AIRT5150 - Air-Tro, Inc. Total:</b>			
			453.60
<b>ALH0179 - Alhambra Car Wash</b>			
315531	12/07/2022		

Check Number	Check Date	Amount
Inv	August	
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/13/2022	Car Wash - PW Inspector Truck	13.00
Inv August Total		13.00
Inv	May & June	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/08/2022	Car Wash - PW Inspector Truck	26.00
Inv May & June Total		26.00
Inv	October 2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/07/2022	Alhambra Car Wash October 2022	221.00
Inv October 2022 Total		221.00
Inv	September	
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/13/2022	Car Wash - PW Inspector Truck	13.00
Inv September Total		13.00
315531 Total:		273.00
<b>ALH0179 - Alhambra Car Wash Total:</b>		273.00
<b>ACMT2920 - All City Management Services, Inc.</b>		
315532	12/07/2022	
Inv	80982	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/11/2022	Crossing Guard Services: 10/16/2022-10/29/2022	11,746.57
Inv 80982 Total		11,746.57
315532 Total:		11,746.57
<b>ACMT2920 - All City Management Services, Inc. Total:</b>		11,746.57
<b>AIS0107 - Alliant Insurance Svcs, Inc.</b>		
0	12/07/2022	
Inv	2121019	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/27/2022	Special Events Coverage - Art Crawl	524.00
Inv 2121019 Total		524.00

Check Number	Check Date	Amount
0 Total:		524.00
<b>AIS0107 - Alliant Insurance Svcs, Inc. Total:</b>		524.00
<b>AMAZONCP - Amazon Capital Services, Inc.</b>		
0	12/07/2022	
Inv	11CW-13K1-K764	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/19/2022	Employee Engagement Activity	123.85
Inv	11CW-13K1-K764 Total	123.85
Inv	13NW-W3PY-JL9R	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/07/2022	Fire Department Supplies - Black Long Flat Hook	36.77
Inv	13NW-W3PY-JL9R Total	36.77
Inv	14WT-7K4K-1Y3T	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/31/2022	4 copies of "I'm Glad My Mom Died"	76.20
Inv	14WT-7K4K-1Y3T Total	76.20
Inv	1CQ1-PQVL-FVWP	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/14/2022	City Manager Office Furniture	241.45
Inv	1CQ1-PQVL-FVWP Total	241.45
Inv	1FP4-GLH3-731P	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/19/2022	Employee Engagement Activity	16.26
Inv	1FP4-GLH3-731P Total	16.26
Inv	1K6D-RW1H-Y9DG	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/31/2022	Fire Department Supplies - Bug Zapper	75.04
Inv	1K6D-RW1H-Y9DG Total	75.04
Inv	1PHN-MCJJ-FYFR	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/14/2022	Touchless Bottleless Water	132.29
Inv	1PHN-MCJJ-FYFR Total	132.29
Inv	1VJW-6KDM-FPGG	
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount
10/17/2022	Remotes for Stoney Dr. Yard Gate & PWD cells Hardware protectio	135.82
10/17/2022	Remotes for Stoney Dr. Yard Gate & PWD cells Hardware protectio	135.82
10/17/2022	Remotes for Stoney Dr. Yard Gate & PWD cells Hardware protectio	135.82
10/17/2022	Remotes for Stoney Dr. Yard Gate & PWD cells Hardware protectio	67.91
10/17/2022	Remotes for Stoney Dr. Yard Gate & PWD cells Hardware protectio	693.35
10/17/2022	Remotes for Stoney Dr. Yard Gate & PWD cells Hardware protectio	203.79
10/17/2022	Remotes for Stoney Dr. Yard Gate & PWD cells Hardware protectio	339.55
Inv 1VJW-6KDM-FPGG Total		1,712.06
Inv 1Y3Q-Y4JR-MMR9		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/17/2022	Office Supplies for Department	29.32
Inv 1Y3Q-Y4JR-MMR9 Total		29.32
0 Total:		2,443.24
<b>AMAZONCP - Amazon Capital Services, Inc. Total:</b>		2,443.24
<b>RatPactI - ASM Industrial Corp.</b>		
315533	12/07/2022	
Inv 13545		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/21/2021	Gopher Abatement-Oct 2022	500.00
10/21/2022	Gopher Abatement-Oct 2022	500.00
Inv 13545 Total		1,000.00
Inv 13556		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/03/2022	Gopher Abatement-Extra Services	1,150.00
Inv 13556 Total		1,150.00
Inv 13563		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/04/2022	Gopher Abatement-Extra Services	1,300.00
Inv 13563 Total		1,300.00
315533 Total:		3,450.00
<b>RatPactI - ASM Industrial Corp. Total:</b>		3,450.00
<b>AT&amp;T5011 - AT&amp;T</b>		
315534	12/07/2022	
Inv 33184107563432		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/07/2022	An 331-841-0756-343-2 Services Through 10/7-11/6/2022	78.48

Check Number	Check Date	Amount
11/07/2022	Account # 331 841-0756 343 2 (11/7/22-12/6/22)	102.97
Inv 33184107563432	Total	181.45
Inv 33184108023436		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/07/2022	Account # 331 841-0802 343 6 (10/7/22-11/7/22)	33.97
Inv 33184108023436	Total	33.97
315534 Total:		215.42
315535	12/07/2022	
Inv 000018975383		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/27/2022	AN 9391036943 (9/27-10/26) RD 1801 Mission, PD Dispatch 441-1	1,290.76
Inv 000018975383	Total	1,290.76
Inv 000018980392		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/27/2022	AN CLAPDSOPAS (09/27/22 - 10/26/2022) PD Phone Services	644.61
Inv 000018980392	Total	644.61
315535 Total:		1,935.37
<b>ATCN9011 - AT&amp;T Total:</b>		2,150.79
<b>CIN4011 - AT&amp;T Mobility</b>		
315536	12/07/2022	
Inv 118886X11102022		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/02/2022	AN 287312118886 (10/03/2022-11/02/2022) SPPD	1,876.68
Inv 118886X11102022	Total	1,876.68
Inv 287269956155x10		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/06/2022	An 287269956155 Services Through 9/7-11/6/2022 Fire and Pd	616.79
Inv 287269956155x10	Total	616.79
Inv 287288006612X10		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/02/2022	Acct # 287288006612 - Oct 2022-Sewer	40.76
10/02/2022	Acct # 287288006612 - Oct 2022-Admin	614.06
10/02/2022	Acct # 287288006612 - Oct 2022-Water Prod.	160.55
10/02/2022	Acct # 287288006612 - Oct 2022-Water DIst.	225.06



Check Number	Check Date	Amount
Inv 287288006612X10 Total		1,040.43
Inv 984615X11102022		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/02/2022	AN 287297984615 (10/3-11/2) SPFD + PD Chief	291.91
Inv 984615X11102022 Total		291.91
315536 Total:		3,825.81
<b>CIN4011 - AT&amp;T Mobility Total:</b>		3,825.81
<b>AXON4010 - Axon Enterprise Inc.</b>		
315537	12/07/2022	
Inv INUS107511		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/11/2022	Year 1 of agreement for taser and body worn camera purchase	72,953.16
Inv INUS107511 Total		72,953.16
315537 Total:		72,953.16
<b>AXON4010 - Axon Enterprise Inc. Total:</b>		72,953.16
<b>BFWB4011 - Badge Frame, Inc.</b>		
0	12/07/2022	
Inv 39900		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/28/2022	Sergeant Bob Bartl Retirement Presentation	79.20
Inv 39900 Total		79.20
0 Total:		79.20
<b>BFWB4011 - Badge Frame, Inc. Total:</b>		79.20
<b>BAK0369 - Baker &amp; Taylor Books</b>		
0	12/07/2022	
Inv 2037035267		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/25/2022	Library Books	314.77
Inv 2037035267 Total		314.77
Inv 2037045920		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/31/2022	Library Books	711.96

Check Number	Check Date	Amount
Inv 2037045920	Total	711.96
Inv 2037062407		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/25/2022	Library Books	345.20
Inv 2037062407	Total	345.20
Inv 2037066175		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/21/2022	Library Books	43.20
Inv 2037066175	Total	43.20
Inv 2037073704		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/19/2022	Library Books	363.33
Inv 2037073704	Total	363.33
Inv 2037076568		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/24/2022	Library Books	207.30
Inv 2037076568	Total	207.30
Inv 2037094504		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/31/2022	Library Books	477.99
Inv 2037094504	Total	477.99
Inv 2037102738		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/24/2022	Library Books	62.13
Inv 2037102738	Total	62.13
Inv 2037104604		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/24/2022	Library Books	36.13
Inv 2037104604	Total	36.13
Inv 2037107157		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/26/2022	Library Books	41.59
Inv 2037107157	Total	41.59

Check Number	Check Date	Amount
Inv	2037121975	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/01/2022	Library Books	101.94
Inv 2037121975 Total		101.94
		<hr/>
0 Total:		2,705.54
		<hr/>
<b>BAK0369 - Baker &amp; Taylor Books Total:</b>		2,705.54
<b>BAK0366 - Baker &amp; Taylor Entertainment</b>		
0	12/07/2022	
Inv	H62805310	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/25/2022	DVDs/CDs	18.19
Inv H62805310 Total		18.19
Inv	H62818130	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/26/2022	DVDs/CDs	128.94
Inv H62818130 Total		128.94
Inv	H62836350	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/26/2022	DVDs/CDs	199.08
Inv H62836350 Total		199.08
Inv	H62848620	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/27/2022	DVDs/CDs	334.46
Inv H62848620 Total		334.46
Inv	H62858600	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/27/2022	DVDs/CDs	80.95
Inv H62858600 Total		80.95
Inv	H62885500	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/02/2022	DVDs/CDs	49.37
Inv H62885500 Total		49.37
Inv	H62944240	
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date		Amount
	11/07/2022	DVDs/CDs	45.44
	Inv H62944240 Total		45.44
	Inv H62946210		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	11/07/2022	DVDs/CDs	263.45
	Inv H62946210 Total		263.45
	Inv T24155320		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	10/18/2022	DVDs/CDs	14.04
	Inv T24155320 Total		14.04
	0 Total:		1,133.92
	<b>BAK0366 - Baker &amp; Taylor Entertainment Total:</b>		1,133.92
	<b>TYBL7000 - Borrello, Tyler</b>		
	315538	12/07/2022	
	Inv	11/03/2022	
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	11/15/2022	Driver Training Reimbursement for Cpl. Borrello 11/03/22	20.13
	Inv 11/03/2022 Total		20.13
	315538 Total:		20.13
	<b>TYBL7000 - Borrello, Tyler Total:</b>		20.13
	<b>CAL5236 - CA Linen Services</b>		
	315539	12/07/2022	
	Inv	2042120	
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	11/03/2022	Fire Department Linen Rental and Cleaning Services: FY22-23	114.85
	Inv 2042120 Total		114.85
	Inv 2048002		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	11/17/2022	Fire Department Linen Rental and Cleaning Services: FY22-23	35.00
	Inv 2048002 Total		35.00
	315539 Total:		149.85

Check Number	Check Date		Amount
<b>CAL5236 - CA Linen Services Total:</b>			149.85
<b>CAL8012 - Califa Group</b>			
315540	12/07/2022		
Inv	6093		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/08/2022	12 Month Library Subscription for LOTE4Kids		675.00
Inv 6093 Total			675.00
315540 Total:			675.00
<b>CAL8012 - Califa Group Total:</b>			675.00
<b>CPO4011 - California Police Officers' Association</b>			
315541	12/07/2022		
Inv	363020		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/03/2022	Department Membership 01/01/2023-12/31/2023.		1,150.00
Inv 363020 Total			1,150.00
315541 Total:			1,150.00
<b>CPO4011 - California Police Officers' Association Total:</b>			1,150.00
<b>CAN0607 - Cantu Graphics Inc.</b>			
315542	12/07/2022		
Inv	20862		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/26/2022	Department Sign		52.86
Inv 20862 Total			52.86
Inv	21053		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/22/2022	Business cards for Librarian Alexis Mendoza		55.07
Inv 21053 Total			55.07
Inv	21075		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/09/2022	SC 11x17 Foambaord with easels		62.02
Inv 21075 Total			62.02
Inv	21126		
<u>Line Item Date</u>	<u>Line Item Description</u>		

Check Number	Check Date	Amount
	10/06/2022	Social Services and Social Justice Forum Supplies 125.69
	Inv 21126 Total	125.69
	Inv 21145	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/28/2022	Mobile Crisis Media Day Signage	39.82
10/28/2022	Councilmember Donovan Business Cards, District Town Hall Signage	81.95
	Inv 21145 Total	121.77
	Inv 21150	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/02/2022	Business Cards for Alison Becker	38.53
	Inv 21150 Total	38.53
	Inv 21160	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/04/2022	Business cards for Detective Valdez	27.51
	Inv 21160 Total	27.51
	Inv 21172	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/11/2022	CM Conference Room Canvas Prints	132.19
	Inv 21172 Total	132.19
	Inv 21180	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/16/2022	Supplies for City Clerk Division	357.21
	Inv 21180 Total	357.21
	Inv 21186	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/11/2022	Business cards for Officer Perez	33.02
	Inv 21186 Total	33.02
	Inv 21187	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/17/2022	Business Cards	99.06
	Inv 21187 Total	99.06
	315542 Total:	1,104.93
	<b>CAN0607 - Cantu Graphics Inc. Total:</b>	<b>1,104.93</b>

Check Number	Check Date		Amount
<b>CRSC2013 - Capital Research &amp; Consulting LLC</b>			
315543	12/07/2022		
Inv	3084		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/17/2022	Quarterly fee for overseeing Empower 457 Deferred Compensation		2,781.29
Inv 3084 Total			2,781.29
315543 Total:			2,781.29
<b>CRSC2013 - Capital Research &amp; Consulting LLC Total:</b>			2,781.29
<b>CWNC2501 - Carl Warren &amp; Company</b>			
0	12/07/2022		
Inv	2026760-2026784		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/05/2022	Legal Matters		1,550.40
Inv 2026760-2026784 Total			1,550.40
0 Total:			1,550.40
<b>CWNC2501 - Carl Warren &amp; Company Total:</b>			1,550.40
<b>GBCL4010 - Carrillo, Gilbert</b>			
315544	12/07/2022		
Inv	11/09/2022		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/15/2022	Ripa Summit Training Reimbursement for Cpl. Carrillo		40.75
Inv 11/09/2022 Total			40.75
Inv	11/10/2022		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/15/2022	Driver Training Reimbursement for Cpl. Carrillo		20.13
Inv 11/10/2022 Total			20.13
315544 Total:			60.88
<b>GBCL4010 - Carrillo, Gilbert Total:</b>			60.88
<b>ASHCASE - Case, Ashley</b>			
315545	12/07/2022		
Inv	AC514		
<u>Line Item Date</u>	<u>Line Item Description</u>		

Check Number	Check Date	Amount
11/14/2022	Closed Water Account Refund	0.60
11/14/2022	Closed Water Account Refund	9.14
11/14/2022	Closed Water Account Refund	28.28
11/14/2022	Closed Water Account Refund	200.00
11/14/2022	Closed Water Account Refund	104.00
11/14/2022	Closed Water Account Refund	2.12
Inv AC514 Total		344.14
315545 Total:		344.14
<b>ASHCASE - Case, Ashley Total:</b>		344.14
<b>CBSE6010 - Cell Business Equipment</b>		
315546	12/07/2022	
Inv	77782023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/01/2022	Contract No. 25334839 Acct No. 857406 Svcs for 10/1-10/31/2022	266.00
Inv 77782023 Total		266.00
315546 Total:		266.00
<b>CBSE6010 - Cell Business Equipment Total:</b>		266.00
<b>TIM4011 - Charter Communications</b>		
315547	12/07/2022	
Inv	0052005092622	
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/26/2022	An 8448-20-899-0052005 Internet for City Facilities	3,472.86
Inv 0052005092622 Total		3,472.86
Inv	0052005102622	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/26/2022	An 8448-20-899-0052005 Internet for City Facilities	3,472.86
Inv 0052005102622 Total		3,472.86
Inv	0224964100822	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/08/2022	An 8448-30-008-0224964 Services for 10/8-11-7/2022	103.38
Inv 0224964100822 Total		103.38
Inv	0251967102222	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/22/2022	An 8448-30-008-0251967 Services For 10/22-11/21/2022 1102 Oxley	102.71
Inv 0251967102222 Total		102.71



Check Number	Check Date	Amount
Inv	0357905110522	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/14/2022	Acct # 8448 30 008 0357905 - 11/05/22-12/04/22.	130.52
Inv 0357905110522 Total		130.52
315547 Total:		7,282.33
<b>TIM4011 - Charter Communications Total:</b>		7,282.33
<b>CINTAS - Cintas CORP No. 2</b>		
315548	12/07/2022	
Inv	5132530490	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/14/2022	First Aid Cabinet & AED Monthly Servicing - FY2022-2023	35.72
Inv 5132530490 Total		35.72
315548 Total:		35.72
<b>CINTAS - Cintas CORP No. 2 Total:</b>		35.72
<b>ALPD4010 - City of Alhambra Police Department</b>		
315549	12/07/2022	
Inv	October 2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/16/2022	Inmate housing for October 2022	3,612.00
Inv October 2022 Total		3,612.00
315549 Total:		3,612.00
<b>ALPD4010 - City of Alhambra Police Department Total:</b>		3,612.00
<b>CIV2123 - CivicStone, LLC</b>		
0	12/07/2022	
Inv	2018-194	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/10/2022	Caltrans Housing Consultant - September 2022	5,637.50
Inv 2018-194 Total		5,637.50
0 Total:		5,637.50
<b>CIV2123 - CivicStone, LLC Total:</b>		5,637.50

**CHWP2010 - Colantuono,Highsmith & Whatley,PC**

0	12/07/2022	
Inv	53922	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/22/2022	General Services - October 2022	10,017.57
Inv 53922 Total		10,017.57
Inv	53923	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/22/2022	Labor & Employment - October 2022	4,263.00
Inv 53923 Total		4,263.00
Inv	53924	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/22/2022	Water & Utilities - October 2022	1,198.50
Inv 53924 Total		1,198.50
Inv	53925	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/22/2022	Special Projects - October 2022	53,005.86
Inv 53925 Total		53,005.86
Inv	53926	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/22/2022	Litigation - October 2022	1,298.50
Inv 53926 Total		1,298.50
Inv	53927	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/22/2022	Litigation - October 2022	1,347.50
Inv 53927 Total		1,347.50
Inv	53928	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/22/2022	Litigation - October 2022	3,361.00
Inv 53928 Total		3,361.00
Inv	53929	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/22/2022	Litigation - October 2022	10,563.81
Inv 53929 Total		10,563.81

Check Number	Check Date	Amount
Inv 53930		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/22/2022	Litigation - October 2022	10,473.11
Inv 53930 Total		10,473.11
Inv 53931		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/22/2022	Litigation - October 2022	637.00
Inv 53931 Total		637.00
Inv 53932		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/22/2022	Litigation - October 2022	6,091.15
Inv 53932 Total		6,091.15
Inv 53933		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/22/2022	Litigation - October 2022	3,516.25
Inv 53933 Total		3,516.25
0 Total:		105,773.25
<b>CHWP2010 - Colantuono,Highsmith &amp; Whatley,PC Total:</b>		105,773.25
<b>KRSCOLE - Cole, Kristy</b>		
315550	12/07/2022	
Inv KC645		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/14/2022	Closed Water Account Refunds	17.37
Inv KC645 Total		17.37
Inv KC646		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/14/2022	Closed Water Account Refunds	4.93
Inv KC646 Total		4.93
315550 Total:		22.30
<b>KRSCOLE - Cole, Kristy Total:</b>		22.30
<b>ROSCLLR - Collier, Rosalyn B.</b>		
315551	12/07/2022	

Check Number	Check Date	Amount
Inv RC429		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/14/2022	Closed Water Account Refund	45.15
Inv RC429 Total		45.15
315551 Total:		45.15
<b>ROSCLLR - Collier, Rosalyn B. Total:</b>		45.15
<b>CORE6011 - CoreLogic Information Solutions, Inc.</b>		
315552	12/07/2022	
Inv 50032523		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/08/2022	Subscription Renewal - Public Record Database	3,600.00
Inv 50032523 Total		3,600.00
315552 Total:		3,600.00
<b>CORE6011 - CoreLogic Information Solutions, Inc. Total:</b>		3,600.00
<b>COR7788 - Cornforth, Robert Darren</b>		
0	12/07/2022	
Inv 8736		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/10/2022	Contract Class Instructor Tennis - Beginner 9AM	624.00
Inv 8736 Total		624.00
Inv 8737		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/10/2022	Contract Class Instructor Tennis - Intermediate 11AM	624.00
Inv 8737 Total		624.00
Inv 8762		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/10/2022	Contract Class Instructor Tennis - Beginner 12PM	624.00
Inv 8762 Total		624.00
Inv 8826		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/10/2022	Contract Class Instructor Tennis - Intermediate 10AM	624.00
Inv 8826 Total		624.00

Check Number	Check Date	Amount
0 Total:		2,496.00
<b>COR7788 - Cornforth, Robert Darren Total:</b>		2,496.00
<b>CRDA1021 - Corodata Records Management</b>		
0	12/07/2022	
Inv	RS4838653	
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/13/2022	AN No. 042023 for records storage for period of 9/1/-9/30/2022	413.78
Inv RS4838653 Total		413.78
0 Total:		413.78
<b>CRDA1021 - Corodata Records Management Total:</b>		413.78
<b>CRSR2010 - Corodata Shredding Inc.</b>		
0	12/07/2022	
Inv	DN1376320	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/31/2022	Shredding Services for Oxley St And Library/Ansd041103	280.30
Inv DN1376320 Total		280.30
Inv	DN1380601	
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/30/2022	Shredding Services for Oxley St And Library/Ansd041103	175.56
Inv DN1380601 Total		175.56
Inv	DN1384776	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/31/2022	Shredding Services for Oxley St And Library/Ansd041103	175.56
Inv DN1384776 Total		175.56
0 Total:		631.42
<b>CRSR2010 - Corodata Shredding Inc. Total:</b>		631.42
<b>MNBL8170 - Crestline Software, LLC dba MuniBilling</b>		
0	12/07/2022	
Inv	16814	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/12/2022	Open House Flyers	815.89
10/12/2022	Open House Flyers	3,916.25
Inv 16814 Total		4,732.14

Check Number	Check Date	Amount
Inv 16963		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/11/2022	Contract Services OCT & Lock Box SEPT	25,606.50
11/11/2022	Credit Card & Return Fees SEPT	11,010.34
Inv 16963 Total		36,616.84
Inv 17072		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/12/2022	Printing & Postage Fees SEPT	2,051.84
Inv 17072 Total		2,051.84
0 Total:		43,400.82
<b>MNBL8170 - Crestline Software, LLC dba MuniBilling Total:</b>		43,400.82
<b>CSGCONLT - CSG Consultants, Inc.</b>		
315553	12/07/2022	
Inv 46737		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/14/2022	Entitlement Expediting Services (181,185,187 Monterey)	7,170.00
Inv 46737 Total		7,170.00
315553 Total:		7,170.00
<b>CSGCONLT - CSG Consultants, Inc. Total:</b>		7,170.00
<b>CSULB40 - CSULB Foundation</b>		
315554	12/07/2022	
Inv 2825		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/15/2022	Field Training Program for Lt. Jacobs And Cpl. Carrillo	908.00
Inv 2825 Total		908.00
315554 Total:		908.00
<b>CSULB40 - CSULB Foundation Total:</b>		908.00
<b>DROW8010 - D &amp; R Office Works, Inc.</b>		
315555	12/07/2022	
Inv 0125661-IN		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/14/2022	Office Furniture for Garfield Reservoir	40,000.00

Check Number	Check Date		Amount
10/14/2022		Office Furniture for Garfield Reservoir	2,385.26
		Inv 0125661-IN Total	42,385.26
315555 Total:			42,385.26
<b>DROW8010 - D &amp; R Office Works, Inc. Total:</b>			42,385.26
<b>SZDELG - Delgado, Suzanna</b>			
315556	12/07/2022		
		Inv 126766	
<u>Line Item Date</u>		<u>Line Item Description</u>	
11/17/2022		Partial refund for gazebo reservation due to patron cancellation	62.50
		Inv 126766 Total	62.50
315556 Total:			62.50
<b>SZDELG - Delgado, Suzanna Total:</b>			62.50
<b>DIG0800 - Digital Telecommunications Corp</b>			
0	12/07/2022		
		Inv 46514	
<u>Line Item Date</u>		<u>Line Item Description</u>	
11/01/2022		Monthly Services Contract for December 2022	984.00
		Inv 46514 Total	984.00
0 Total:			984.00
<b>DIG0800 - Digital Telecommunications Corp Total:</b>			984.00
<b>DDL8010 - Dr. Detail Ph.D</b>			
0	12/07/2022		
		Inv 2699	
<u>Line Item Date</u>		<u>Line Item Description</u>	
11/09/2022		Dial-A-Ride Fleet Washing and Santizing	1,040.00
		Inv 2699 Total	1,040.00
0 Total:			1,040.00
<b>DDL8010 - Dr. Detail Ph.D Total:</b>			1,040.00
<b>JESDUBOI - Dubois, Jessie</b>			
315557	12/07/2022		

Check Number	Check Date		Amount
Inv	JD499		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/14/2022	Closed Water Account Refund		25.59
Inv JD499 Total			25.59
315557 Total:			25.59
<b>JESDUBOI - Dubois, Jessie Total:</b>			25.59
<b>EBS1007 - EBSCO - Accounts Receivable</b>			
0	12/07/2022		
Inv	0495993		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/04/2022	Annual Renewal for Subscription of Periodicals.		3,966.80
Inv 0495993 Total			3,966.80
Inv	2201931		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/13/2022	CREDIT - Annual Renewal for Subscription of Periodicals.		-22.33
Inv 2201931 Total			-22.33
Inv	2202256		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/13/2022	CREDIT - Annual Renewal for Subscription of Periodicals.		-32.48
Inv 2202256 Total			-32.48
Inv	2203456		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/13/2022	CREDIT - Annual Renewal for Subscription of Periodicals.		-49.95
Inv 2203456 Total			-49.95
0 Total:			3,862.04
<b>EBS1007 - EBSCO - Accounts Receivable Total:</b>			3,862.04
<b>ECMS5010 - ECMS, Inc.</b>			
315558	12/07/2022		
Inv	INV643907		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/25/2022	FireFighter Turnout Clothing & Gear Repair and Cleaning.		1,023.83
Inv INV643907 Total			1,023.83



Check Number	Check Date		Amount
Inv	INV646297		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/31/2022	FireFighting Turnout Clothing & Gear Repair and Cleaning.		620.70
Inv INV646297 Total			620.70
315558 Total:			1,644.53
<b>ECMS5010 - ECMS, Inc. Total:</b>			1,644.53
<b>EMPRINT - EM Print Studio</b>			
315559	12/07/2022		
Inv	2105		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/15/2022	PW Operations and Water Division Staff Cotton/Poly Blend T-Shirt		75.63
10/15/2022	PW Operations and Water Division Staff Cotton/Poly Blend T-Shirt		423.75
10/15/2022	PW Operations and Water Division Staff Cotton/Poly Blend T-Shirt		64.43
10/15/2022	PW Operations and Water Division Staff Cotton/Poly Blend T-Shirt		145.59
10/15/2022	PW Operations and Water Division Staff Cotton/Poly Blend T-Shirt		222.65
10/15/2022	PW Operations and Water Division Staff Cotton/Poly Blend T-Shirt		377.77
Inv 2105 Total			1,309.82
315559 Total:			1,309.82
<b>EMPRINT - EM Print Studio Total:</b>			1,309.82
<b>EVGI8520 - Emergency Vehicle Group Inc.</b>			
315560	12/07/2022		
Inv	41452		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/09/2022	Vehicle RA781 - Troubleshoot & repair crank and A/C unit		2,552.89
Inv 41452 Total			2,552.89
315560 Total:			2,552.89
<b>EVGI8520 - Emergency Vehicle Group Inc. Total:</b>			2,552.89
<b>ENT5426 - Entenmann-Rovin</b>			
315561	12/07/2022		
Inv	0169294-IN		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/28/2022	Flat badge and duty badge for Detective Pech		257.44
Inv 0169294-IN Total			257.44

Check Number	Check Date		Amount
Inv	0169345-IN		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/01/2022	Retired flat badge for Sgt. Bartl		84.97
Inv 0169345-IN Total			84.97
315561 Total:			342.41
<b>ENT5426 - Entenmann-Rovin Total:</b>			342.41
<b>EXHBITA - Exhibit A Discovery, LLC</b>			
0	12/07/2022		
Inv	INV-001200		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/22/2022	General IT Consulting Services		9,946.93
Inv INV-001200 Total			9,946.93
0 Total:			9,946.93
<b>EXHBITA - Exhibit A Discovery, LLC Total:</b>			9,946.93
<b>FDBC8025 - Fast Deer Bus Charter Inc.</b>			
315562	12/07/2022		
Inv	157513		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/15/2022	Charter Bus Services for Senior Excursion Program: 11/17/2022		1,127.00
Inv 157513 Total			1,127.00
315562 Total:			1,127.00
<b>FDBC8025 - Fast Deer Bus Charter Inc. Total:</b>			1,127.00
<b>FED1109 - FedEx</b>			
315563	12/07/2022		
Inv	7-944-12237		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/17/2022	Shipment of parking control cite machine for repairs		21.14
Inv 7-944-12237 Total			21.14
315563 Total:			21.14
<b>FED1109 - FedEx Total:</b>			21.14

Check Number	Check Date		Amount
<b>GLBMSRHT - Global Music Rights, LLC</b>			
315564	12/07/2022		
Inv	INV-GMR-64510		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/07/2022	Licensing to use music during City events		850.00
Inv	INV-GMR-64510 Total		850.00
315564 Total:			850.00
<b>GLBMSRHT - Global Music Rights, LLC Total:</b>			850.00
<b>NCGY7000 - Godoy, Nicholas</b>			
315565	12/07/2022		
Inv	11/08/2022		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/15/2022	Report Writing Training Reimbursement for Officer Godoy		85.63
11/15/2022	Report Writing Training Reimbursement for Officer Godoy		9.25
Inv	11/08/2022 Total		94.88
315565 Total:			94.88
<b>NCGY7000 - Godoy, Nicholas Total:</b>			94.88
<b>HAA5569 - Haaker Equipment Company</b>			
315566	12/07/2022		
Inv	C1A1Z0		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/27/2022	Automotive Safety Reflector		14.88
Inv	C1A1Z0 Total		14.88
Inv	C1A1Z1		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/27/2022	Filler Oil Cap		131.38
Inv	C1A1Z1 Total		131.38
315566 Total:			146.26
<b>HAA5569 - Haaker Equipment Company Total:</b>			146.26
<b>HDLC3011 - HdL Coren &amp; Cone</b>			
315567	12/07/2022		
Inv	SIN022390		
<u>Line Item Date</u>	<u>Line Item Description</u>		

Check Number	Check Date	Amount
10/24/2022	Contract Services - Property Tax: Quarterly (Oct-Dec2022)	3,249.26
	Inv SIN022390 Total	3,249.26
315567 Total:		3,249.26
<b>HDLC3011 - HdL Coren &amp; Cone Total:</b>		3,249.26
<b>MOBPLAN - Henninger, Grant</b>		
315568	12/07/2022	
Inv	165	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/08/2022	Housing Element Consultant - 09/16/22-11/2/22	7,989.50
	Inv 165 Total	7,989.50
315568 Total:		7,989.50
<b>MOBPLAN - Henninger, Grant Total:</b>		7,989.50
<b>JENHO - Ho, Jennifer</b>		
315569	12/07/2022	
Inv	126540	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/03/2022	Refund for gazebo reservation due to Covid.	168.00
	Inv 126540 Total	168.00
315569 Total:		168.00
<b>JENHO - Ho, Jennifer Total:</b>		168.00
<b>IASPEVIN - Internal Association for Property and Evidence Inc</b>		
315570	12/07/2022	
Inv	LI964604	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/15/2022	Evidence Management Course for P.A. Zavala	395.00
	Inv LI964604 Total	395.00
315570 Total:		395.00
<b>IASPEVIN - Internal Association for Property and Evidence Inc Total:</b>		395.00
<b>JSAR4011 - Jack's Auto Repair</b>		
315571	12/07/2022	

Check Number	Check Date		Amount
Inv	17819		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/14/2022	Police Department Unit # 1404 - Replacement of Radiator		627.91
Inv 17819 Total			627.91
Inv	17827		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/04/2022	Police Department Unit # 1703 - Testing of Battery		38.59
Inv 17827 Total			38.59
Inv	17830		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/09/2022	Police Department Unit # 198 - Oil and Filter Change		100.00
Inv 17830 Total			100.00
Inv	17842		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/15/2022	PD Unit # 0317 - Oil Change, Ignition Coil, Brakes		720.68
Inv 17842 Total			720.68
315571 Total:			1,487.18
<b>JSAR4011 - Jack's Auto Repair Total:</b>			1,487.18
<b>JHMS8020 - JHM Supply</b>			
0	12/07/2022		
Inv	308591/1		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/17/2022	War Memorial Building Irrigation Repairs		52.73
Inv 308591/1 Total			52.73
0 Total:			52.73
<b>JHMS8020 - JHM Supply Total:</b>			52.73
<b>JHA307 - John L. Hunter and Associates, Inc.</b>			
315572	12/07/2022		
Inv	SP1FOG12204		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/06/2022	FOG Control Program		1,020.00
Inv SP1FOG12204 Total			1,020.00

Check Number	Check Date	Amount
Inv	SP1FOG12205	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/16/2022	FOG Control Program	1,821.25
Inv SP1FOG12205 Total		1,821.25
Inv	SP1FOG12208	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/31/2022	FOG Control Program	357.50
Inv SP1FOG12208 Total		357.50
Inv	SP1FOG12209	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/10/2022	FOG Control Program	467.50
Inv SP1FOG12209 Total		467.50
Inv	SP1MS412204	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/06/2022	MS4 NPDES Stormwater Compliance & Monitoring	2,382.00
Inv SP1MS412204 Total		2,382.00
Inv	SP1MS412205	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/16/2022	MS4 NPDES Stormwater Compliance & Monitoring	4,232.81
Inv SP1MS412205 Total		4,232.81
Inv	SP1MS412209	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/10/2022	MS4 NPDES Stormwater Compliance & Monitoring	10,367.69
Inv SP1MS412209 Total		10,367.69
315572 Total:		20,648.75
<b>JHA307 - John L. Hunter and Associates, Inc. Total:</b>		20,648.75
<b>JCRS5011 - Jones Coffee Roasters</b>		
315573	12/07/2022	
Inv	58343	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/08/2022	Fire Department Coffee Supplies (FY22-23)	162.67
Inv 58343 Total		162.67
315573 Total:		162.67

Check Number	Check Date		Amount
<b>JCRS5011 - Jones Coffee Roasters Total:</b>			162.67
<b>KOAC6010 - KOA Corporation</b>			
315574	12/07/2022		
Inv	JC1i001-3		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/17/2022	Engineering Design Services for North-South Corridor		1,461.31
11/17/2022	Engineering Design Services for North-South Corridor Project		11,833.31
Inv	JC1i001-3 Total		13,294.62
315574 Total:			13,294.62
<b>KOAC6010 - KOA Corporation Total:</b>			13,294.62
<b>CUR7778 - L.N. Curtis &amp; Sons</b>			
315575	12/07/2022		
Inv	INV643655		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/24/2022	FireFighter GPS Response Ready Coats Qty # 4		8,797.64
Inv	INV643655 Total		8,797.64
315575 Total:			8,797.64
<b>CUR7778 - L.N. Curtis &amp; Sons Total:</b>			8,797.64
<b>LDCR6410 - LandCare USA LLC</b>			
0	12/07/2022		
Inv	539507		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/30/2022	Water Distribution-July 2022		1,669.68
07/30/2022	Park Maintenance Contract Services-July 2022		17,223.90
07/30/2022	Landscape and Lighting Maint. District		4,227.30
07/30/2022	Prop A Park Maintenance-July 2022		1,233.21
Inv	539507 Total		24,354.09
Inv	558270		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/30/2022	Landscape and Lighting Maint. District-Sep 2022		4,227.30
09/30/2022	Water Distribution- Sep 2022		1,669.68
09/30/2022	Park Maintenance Contract Services-Sep 2022		17,223.90
09/30/2022	Prop A Park Maintenance-Sep 2022		1,233.21
Inv	558270 Total		24,354.09

Check Number	Check Date	Amount
0 Total:		48,708.18
<b>LDCR6410 - LandCare USA LLC Total:</b>		48,708.18
<b>LEE1111 - Lee, Richard</b>		
315576	12/07/2022	
Inv	11/02/2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/15/2022	Benelli M1, M2 & 4 Training Reimbursement for Det. Lee	76.54
Inv 11/02/2022 Total		76.54
315576 Total:		76.54
<b>LEE1111 - Lee, Richard Total:</b>		76.54
<b>DEBLWS - Lewis, Deborah</b>		
315577	12/07/2022	
Inv	7	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/17/2022	2 Notary Services For 2 Police Officer Recruit Applicants	65.00
Inv 7 Total		65.00
315577 Total:		65.00
<b>DEBLWS - Lewis, Deborah Total:</b>		65.00
<b>LXNX4010 - LexisNexis Claims Solutions Inc,</b>		
315578	12/07/2022	
Inv	C10021520221031	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/31/2022	Annual DeskOfficer Online Reporting System: 10/01/22-09/30/23.	7,387.28
Inv C10021520221031 Total		7,387.28
315578 Total:		7,387.28
<b>LXNX4010 - LexisNexis Claims Solutions Inc, Total:</b>		7,387.28
<b>LIFE822 - Life-Assist Inc.</b>		
315579	12/07/2022	
Inv	1264962	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/03/2022	Fire Department Medical Supplies - FY 22-23	887.77



Check Number	Check Date	Amount
Inv 1264962 Total		887.77
		<hr/>
315579 Total:		887.77
		<hr/>
<b>LIFE822 - Life-Assist Inc. Total:</b>		887.77
<b>BLPN8267 - Lipson, Bob</b>		
315580	12/07/2022	
Inv 1116		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/16/2022	Thanksgiving Luncheon Music	250.00
Inv 1116 Total		250.00
		<hr/>
315580 Total:		250.00
		<hr/>
<b>BLPN8267 - Lipson, Bob Total:</b>		250.00
<b>LACG1011 - Los Angeles Community Garden Council</b>		
0	12/07/2022	
Inv Item # 14		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/16/2022	Council Member Mahmud Discretionary funds at S.Pas. Com. Garden	1,750.00
Inv Item # 14 Total		1,750.00
		<hr/>
0 Total:		1,750.00
		<hr/>
<b>LACG1011 - Los Angeles Community Garden Council Total:</b>		1,750.00
<b>MCAD1021 - MCA Direct LLC</b>		
315581	12/07/2022	
Inv 2022192		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/09/2022	Late Fee for Inv2022160 For Elections Supplies	207.61
Inv 2022192 Total		207.61
		<hr/>
315581 Total:		207.61
		<hr/>
<b>MCAD1021 - MCA Direct LLC Total:</b>		207.61
<b>SCML5010 - McLellan, Scott</b>		
315582	12/07/2022	
Inv P24414		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount
11/08/2022	Paramedic License Renewal	250.00
Inv P24414 Total		250.00
315582 Total:		250.00
<b>SCML5010 - McLellan, Scott Total:</b>		250.00
<b>EVLMCNT - McNett, Karin</b>		
315583	12/07/2022	
Inv 126751		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/17/2022	Reund due to incorrect fee provided by instructor.	31.00
Inv 126751 Total		31.00
315583 Total:		31.00
<b>EVLMCNT - McNett, Karin Total:</b>		31.00
<b>MER2145 - Merit Oil Company</b>		
315584	12/07/2022	
Inv 743096		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/09/2022	3,000 Gallons of Unleaded Gas (Octane 87)	13,709.57
Inv 743096 Total		13,709.57
315584 Total:		13,709.57
<b>MER2145 - Merit Oil Company Total:</b>		13,709.57
<b>MMV9126 - Mission Meridian Village POA</b>		
315585	12/07/2022	
Inv 331-101 - Nov22		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/28/2022	Mission Meridian HOA Hospital Dues: 09/01/22-10/20/22	804.13
11/28/2022	Mission Meridian HOA Parking Dues: 09/01/22-10/20/22	1,730.17
Inv 331-101 - Nov22 Total		2,534.30
315585 Total:		2,534.30
<b>MMV9126 - Mission Meridian Village POA Total:</b>		2,534.30
<b>MMA2011 - MMASC</b>		

Check Number	Check Date	Amount
315586	12/07/2022	
Inv 5942		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/17/2022	Annual dues for MA Wehrle	90.00
Inv 5942 Total		90.00
315586 Total:		90.00
<b>MMA2011 - MMASC Total:</b>		90.00
<b>MOR2900 - Morrow &amp; Holman Plumbing Inc</b>		
315587	12/07/2022	
Inv P-10-19812		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/30/2022	Emergency Plumbing Repair-Orange Grove Park Mens Restroom	1,249.93
Inv P-10-19812 Total		1,249.93
315587 Total:		1,249.93
<b>MOR2900 - Morrow &amp; Holman Plumbing Inc Total:</b>		1,249.93
<b>MWSI2029 - Multi W. Systems Inc.</b>		
315588	12/07/2022	
Inv 32231156		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/26/2022	Emergency Services to Repair Sewer Lift	500.00
Inv 32231156 Total		500.00
315588 Total:		500.00
<b>MWSI2029 - Multi W. Systems Inc. Total:</b>		500.00
<b>NAT4011 - Nat'l Emblem Inc</b>		
315589	12/07/2022	
Inv 399220		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/14/2022	Police Department Patches	599.69
Inv 399220 Total		599.69
315589 Total:		599.69
<b>NAT4011 - Nat'l Emblem Inc Total:</b>		599.69

**TORNATSU - Natsuki, Toru**

315590            12/07/2022

Inv    126749

<u>Line Item Date</u>	<u>Line Item Description</u>	
11/14/2022	Refund due to incorrect fee provided by instructor.	30.00

Inv 126749 Total 30.00

Inv    126750

<u>Line Item Date</u>	<u>Line Item Description</u>	
11/14/2022	Refund due to incorrect fee provided by instructor.	31.00

Inv 126750 Total 31.00

315590 Total: 61.00

**TORNATSU - Natsuki, Toru Total:**

61.00

**OREI6711 - O' Reilly Automotive Inc.**

315591            12/07/2022

Inv    3213-275555

<u>Line Item Date</u>	<u>Line Item Description</u>	
09/14/2022	Street Division Automotive Supplies	55.65

Inv 3213-275555 Total 55.65

Inv    3213-278685

<u>Line Item Date</u>	<u>Line Item Description</u>	
10/06/2022	Street Division Automotive Supplies	354.91

Inv 3213-278685 Total 354.91

315591 Total: 410.56

**OREI6711 - O' Reilly Automotive Inc. Total:**

410.56

**OLNP8010 - Outlook Newspapers Group**

315592            12/07/2022

Inv    76590

<u>Line Item Date</u>	<u>Line Item Description</u>	
11/09/2022	20 Column-inch display ad(South Pasadena Review) Sr. Lifestyle	225.00

Inv 76590 Total 225.00

315592 Total: 225.00

Check Number	Check Date		Amount
<b>OLNP8010 - Outlook Newspapers Group Total:</b>			225.00
<b>OVDR8011 - OverDrive Inc.</b>			
0	12/07/2022		
Inv	01148CO22399888		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/01/2022	eBooks / eAudiobooks		448.54
Inv	01148CO22399888 Total		448.54
Inv	01148CO22407512		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/08/2022	eBooks / eAudiobooks		1,538.55
Inv	01148CO22407512 Total		1,538.55
Inv	01148CO22407513		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/08/2022	eBooks / eAudiobooks		417.15
Inv	01148CO22407513 Total		417.15
0 Total:			2,404.24
<b>OVDR8011 - OverDrive Inc. Total:</b>			2,404.24
<b>PHS4011 - Pasadena Humane Society</b>			
315593	12/07/2022		
Inv	NOV2022SoPas		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/03/2022	Animal Control Services: November 2022		14,456.90
Inv	NOV2022SoPas Total		14,456.90
315593 Total:			14,456.90
<b>PHS4011 - Pasadena Humane Society Total:</b>			14,456.90
<b>PSLSV802 - Pasadena Live Scan Service</b>			
315594	12/07/2022		
Inv	1074		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/19/2022	Pre-employment Live Scan Services - October 2022		550.00
Inv	1074 Total		550.00
315594 Total:			550.00

Check Number	Check Date	Amount
<b>PSLSV802 - Pasadena Live Scan Service Total:</b>		550.00
<b>CRPC7000 - Pech, Carlos</b>		
315595	12/07/2022	
Inv	11/07-08/22	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/15/2022	Two Day Search Warrant Training Reimbursement For Det. Pech	544.99
Inv 11/07-08/22 Total		544.99
315595 Total:		544.99
<b>CRPC7000 - Pech, Carlos Total:</b>		544.99
<b>WENDPHLL - Phillips, Wendy</b>		
315596	12/07/2022	
Inv	Lustig688	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/14/2022	Closed Water Account Refund	96.00
Inv Lustig688 Total		96.00
315596 Total:		96.00
<b>WENDPHLL - Phillips, Wendy Total:</b>		96.00
<b>PNCR8025 - Phoenix Cars LLC</b>		
315597	12/07/2022	
Inv	S1862	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/16/2022	Dial-A-Ride Vehicle Maint. of Unit # 80	1,868.35
Inv S1862 Total		1,868.35
315597 Total:		1,868.35
<b>PNCR8025 - Phoenix Cars LLC Total:</b>		1,868.35
<b>PHOE4610 - Phoenix Group Information Systems</b>		
315598	12/07/2022	
Inv	102022184	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/15/2022	Citation Processing October 2022	5,976.40
Inv 102022184 Total		5,976.40

Check Number	Check Date	Amount
315598 Total:		5,976.40
<b>PHOE4610 - Phoenix Group Information Systems Total:</b>		5,976.40
<b>POS5265 - Post Alarm Systems</b>		
0	12/07/2022	
Inv	1523845	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/14/2022	Post Alarm Services for War Memorial Building	54.33
11/14/2022	Post Alarm Services for Orange Grove Recreation Center	54.33
Inv 1523845 Total		108.66
Inv	1532490	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/14/2022	Post Alarm Services for War Memorial Building	54.33
11/14/2022	Post Alarm Services for Orange Grove Recreation Center	54.33
Inv 1532490 Total		108.66
0 Total:		217.32
<b>POS5265 - Post Alarm Systems Total:</b>		217.32
<b>PUBRSKAG - Public Agency Risk Management Association</b>		
315599	12/07/2022	
Inv	174870	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/18/2022	Risk Management Conference for HR Staff	700.00
Inv 174870 Total		700.00
315599 Total:		700.00
<b>PUBRSKAG - Public Agency Risk Management Association Total:</b>		700.00
<b>RCSI2013 - RCS Investigations &amp; Consult. LLC</b>		
315600	12/07/2022	
Inv	5028	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/16/2022	Professional Services - Investigation	6,700.00
Inv 5028 Total		6,700.00
315600 Total:		6,700.00

Check Number	Check Date		Amount
<b>RCSI2013 - RCS Investigations &amp; Consult. LLC Total:</b>			6,700.00
<b>REGUCLA - Regents of The University of California</b>			
315601	12/07/2022		
Inv	6618306		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/23/2021	Assault medical exam medical		991.00
Inv 6618306 Total			991.00
315601 Total:			991.00
<b>REGUCLA - Regents of The University of California Total:</b>			991.00
<b>RTPC5500 - Regional TAP Service Center</b>			
315602	12/07/2022		
Inv	6017975		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/15/2022	Metro 30 day Senior Bus Pass October 2022		292.00
Inv 6017975 Total			292.00
315602 Total:			292.00
<b>RTPC5500 - Regional TAP Service Center Total:</b>			292.00
<b>BT4U8180 - Revolution Foods, PBC</b>			
315603	12/07/2022		
Inv	0922-3319		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/10/2022	Meals for Onsite and Home Delivery - September 2022		4,945.00
Inv 0922-3319 Total			4,945.00
Inv	1022-3319		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/10/2022	Meals for Onsite and Home Delivery: October 2022		5,719.50
Inv 1022-3319 Total			5,719.50
315603 Total:			10,664.50
<b>BT4U8180 - Revolution Foods, PBC Total:</b>			10,664.50
<b>RIN7777 - Rincon Consultants, Inc.</b>			
0	12/07/2022		



Check Number	Check Date	Amount
Inv 31440		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/25/2021	#31440	82.50
Inv 31440 Total		82.50
0 Total:		82.50
<b>RIN7777 - Rincon Consultants, Inc. Total:</b>		82.50
<b>RHCC7101 - Rio Hondo College</b>		
315604	12/07/2022	
Inv F22-153-ZSPS		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/15/2022	Driver Training Course for Officers Valdez and Hand 10/05/22	50.00
Inv F22-153-ZSPS Total		50.00
315604 Total:		50.00
<b>RHCC7101 - Rio Hondo College Total:</b>		50.00
<b>ACTM3010 - Robert Half International, Inc.</b>		
0	12/07/2022	
Inv 0194189C		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/19/2022	Professional Services - Temporary Staffing	480.30
Inv 0194189C Total		480.30
Inv 60929254		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/19/2022	Professional Services - Temporary Staffing	1,921.20
Inv 60929254 Total		1,921.20
Inv 60961451		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/19/2022	Professional Services - Temporary Staffing	1,921.20
Inv 60961451 Total		1,921.20
Inv 61010224		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/19/2022	Professional Services - Temporary Staffing	1,921.20
Inv 61010224 Total		1,921.20

Check Number	Check Date	Amount
0 Total:		6,243.90
<b>ACTM3010 - Robert Half International, Inc. Total:</b>		6,243.90
<b>SSSS8267 - Round Star West, LLC</b>		
0	12/07/2022	
Inv 8801		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/10/2022	Contract Class Instructor-Soccer Class	448.50
Inv 8801 Total		448.50
Inv 8802		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/10/2022	Contract Class Instructor-Soccer Class	1,196.00
Inv 8802 Total		1,196.00
Inv 8803		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/10/2022	Contract Class Instructor-Soccer Class	448.50
Inv 8803 Total		448.50
0 Total:		2,093.00
<b>SSSS8267 - Round Star West, LLC Total:</b>		2,093.00
<b>RTTKLLP - Rutan &amp; Tucker, LLP</b>		
315605	12/07/2022	
Inv 927179		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/06/2022	Holy Family Church Specific Plan	1,440.00
Inv 927179 Total		1,440.00
Inv 938006		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/08/2022	Holy Family Church Specific Plan	1,770.00
Inv 938006 Total		1,770.00
Inv 940928		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/07/2022	Holy Family Church Specific Plan	3,570.00
Inv 940928 Total		3,570.00

Check Number	Check Date	Amount
315605 Total:		6,780.00
<b>RTTKLLP - Rutan &amp; Tucker, LLP Total:</b>		6,780.00
<b>SGVE2011 - San Gabriel Valley City Managers' Association</b>		
315606	12/07/2022	
Inv	11162022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/09/2022	SGVCMA Lunch Meeting 11-16-22	70.00
Inv 11162022 Total		70.00
315606 Total:		70.00
<b>SGVE2011 - San Gabriel Valley City Managers' Association Total:</b>		70.00
<b>SAN4961 - San Gabriel Valley Council of Governments</b>		
315607	12/07/2022	
Inv	VMT-MitFee-23	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/26/2021	San Gabriel Valley Regional VHT Mitigation Fee Program	5,000.00
Inv VMT-MitFee-23 Total		5,000.00
315607 Total:		5,000.00
<b>SAN4961 - San Gabriel Valley Council of Governments Total:</b>		5,000.00
<b>SCF1400 - SC Fuels</b>		
315608	12/07/2022	
Inv	2264793-IN	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/09/2022	2,287 Gallons of Diesel # 2.	11,832.47
Inv 2264793-IN Total		11,832.47
315608 Total:		11,832.47
<b>SCF1400 - SC Fuels Total:</b>		11,832.47
<b>SDSI0107 - SDS Security Design Systems</b>		
315609	12/07/2022	
Inv	239121	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/01/2022	SDS Security Design Systems - December 2022 NM486	65.18

Check Number	Check Date	Amount
Inv 239121 Total		65.18
Inv 239122		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/01/2022	SDS Security Design Systems - December 2022 NM315	217.46
Inv 239122 Total		217.46
Inv 239123		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/01/2022	SDS Security Design Systems - December 2022 NM316	113.00
Inv 239123 Total		113.00
Inv 239124		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/01/2022	SDS Security Design Systems - December 2022 L84979	30.00
Inv 239124 Total		30.00
315609 Total:		425.64
<b>SDSI0107 - SDS Security Design Systems Total:</b>		425.64
<b>SEITECIN - SEITec, Inc.</b>		
315610	12/07/2022	
Inv 1027-002-1		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/16/2022	City Hall Stormwater Project	11,942.45
Inv 1027-002-1 Total		11,942.45
Inv 1027-003-1		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/15/2022	Huntington Drive Stormwater Project	17,486.80
Inv 1027-003-1 Total		17,486.80
Inv 1027-004-1		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/15/2022	South Pasadena Recycled Water Supply Project	14,527.60
Inv 1027-004-1 Total		14,527.60
315610 Total:		43,956.85
<b>SEITECIN - SEITec, Inc. Total:</b>		43,956.85
<b>SHO7777 - Showcases</b>		

Check Number	Check Date		Amount
0	12/07/2022		
Inv	324824		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/26/2022	DVD cases		216.00
Inv 324824 Total			216.00
			<hr/>
0 Total:			216.00
			<hr/>
<b>SHO7777 - Showcases Total:</b>			216.00
<b>SHRLGNA - Shura Laguna LLC</b>			
315611	12/07/2022		
Inv	Laguna096		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/14/2022	Closed Water Account Refund		30.88
Inv Laguna096 Total			30.88
			<hr/>
315611 Total:			30.88
			<hr/>
<b>SHRLGNA - Shura Laguna LLC Total:</b>			30.88
<b>MLSN8264 - Snyder, Melissa</b>			
315612	12/07/2022		
Inv	101522		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/01/2022	Reimbursement for SC holiday decorations		281.03
Inv 101522 Total			281.03
			<hr/>
315612 Total:			281.03
			<hr/>
<b>MLSN8264 - Snyder, Melissa Total:</b>			281.03
<b>SCOT8300 - So Cal Office Technologies</b>			
315613	12/07/2022		
Inv	IN2989359		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/04/2022	AN Co72:21124-002-S Black/ Color Copies For Xerox Machines		8,402.46
Inv IN2989359 Total			8,402.46
			<hr/>
315613 Total:			8,402.46
			<hr/>
<b>SCOT8300 - So Cal Office Technologies Total:</b>			8,402.46

Check Number	Check Date	Amount
<b>STPD - South Pasadenan</b>		
315614	12/07/2022	
Inv 3530		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/12/2022	Publication for Elections Notices	100.00
Inv 3530 Total		100.00
315614 Total:		100.00
<b>STPD - South Pasadenan Total:</b>		100.00
<b>SOU3232 - South Pasadena Tournament of Roses Association</b>		
315615	12/07/2022	
Inv Item # 20		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/16/2022	Donovan discretionary funds for float - ( Item # 20 - 11/16/22)	300.00
Inv Item # 20 Total		300.00
315615 Total:		300.00
<b>SOU3232 - South Pasadena Tournament of Roses Association Total:</b>		300.00
<b>CHA3010 - SPCC Corporation</b>		
0	12/07/2022	
Inv 8416		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/15/2022	Business Improvement Tax Allocation - FY 2022-23 Payment 2/4	21,000.00
Inv 8416 Total		21,000.00
0 Total:		21,000.00
<b>CHA3010 - SPCC Corporation Total:</b>		21,000.00
<b>SGMC2013 - St. George's Medical Clinic</b>		
0	12/07/2022	
Inv 133509		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/01/2022	Employee Pre-Employment Physical	175.00
Inv 133509 Total		175.00
Inv 138575		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date		Amount
09/01/2022		Employee Pre-Employment Physical	175.00
Inv 138575		Total	175.00
Inv 138744			
<u>Line Item Date</u>		<u>Line Item Description</u>	
09/01/2022		Employee Pre-Employment Physical	175.00
Inv 138744		Total	175.00
Inv 138777			
<u>Line Item Date</u>		<u>Line Item Description</u>	
09/01/2022		Employee Pre-Employment Physical	75.00
Inv 138777		Total	75.00
Inv 138869			
<u>Line Item Date</u>		<u>Line Item Description</u>	
09/01/2022		Employee Pre-Employment Physical	175.00
Inv 138869		Total	175.00
Inv 138964			
<u>Line Item Date</u>		<u>Line Item Description</u>	
09/01/2022		Employee Pre-Employment Physical & Hep B	375.00
Inv 138964		Total	375.00
Inv 99214			
<u>Line Item Date</u>		<u>Line Item Description</u>	
09/01/2022		Employee DMV Physical	120.00
Inv 99214		Total	120.00
0 Total:			1,270.00
<b>SGMC2013 - St. George's Medical Clinic Total:</b>			1,270.00
<b>STA5219 - Staples Business Advantage</b>			
0	12/07/2022		
Inv 3516632399			
<u>Line Item Date</u>		<u>Line Item Description</u>	
08/30/2022		Water Conservation Supplies	24.22
Inv 3516632399		Total	24.22
Inv 3516932780			
<u>Line Item Date</u>		<u>Line Item Description</u>	
08/31/2022		Office Supplies for Management Services	97.80

Check Number	Check Date	Amount
Inv 3516932780	Total	97.80
Inv 3517426227		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/07/2022	Office Supplies for Management Services	36.55
Inv 3517426227	Total	36.55
Inv 3517719424		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/10/2022	Office Supplies for Management Services	157.35
Inv 3517719424	Total	157.35
Inv 3517719425		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/10/2022	Office Supplies for Management Services	201.52
Inv 3517719425	Total	201.52
Inv 3520686876		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/15/2022	Office Supplies for Management Services	113.97
Inv 3520686876	Total	113.97
Inv 3521161067		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/20/2022	febreeze, pens, safety pins, paper, glue sticks	61.99
Inv 3521161067	Total	61.99
Inv 3521304963		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/20/2022	magnets	15.04
Inv 3521304963	Total	15.04
Inv 3521304964		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/20/2022	HDMI cable	40.78
Inv 3521304964	Total	40.78
Inv 3521447791		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/26/2022	Office Supplies-Paper, Memo Book, Index Card, Post It	94.70
Inv 3521447791	Total	94.70



Check Number	Check Date	Amount
Inv	3521447792	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/26/2022	Office Supplies-Paper, Sheet Protector	71.96
Inv 3521447792 Total		71.96
Inv	3521447793	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/26/2022	alcohol pads, drawer organizer, wrist pad, file folders, markers	108.08
Inv 3521447793 Total		108.08
Inv	3521447794	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/27/2022	Office Supplies for Management Services	128.84
Inv 3521447794 Total		128.84
Inv	3521447796	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/27/2022	PD office supplies	297.33
Inv 3521447796 Total		297.33
Inv	3521447797	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/27/2022	PD office supplies	620.02
Inv 3521447797 Total		620.02
Inv	3521447798	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/03/2022	Dial-a-Ride office supplies	136.08
11/03/2022	Senior Center office supplies	6.18
Inv 3521447798 Total		142.26
Inv	3521534045	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/26/2022	Office Supplies-Lined Notepad 3x5	9.01
Inv 3521534045 Total		9.01
Inv	3522261341	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/26/2022	megaphone	51.81
Inv 3522261341 Total		51.81
Inv	3522261343	
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount
	11/01/2022 Office Supplies for Management Services	44.64
	Inv 3522261343 Total	44.64
	Inv 3522261344	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/03/2022	Dial-a-Ride office supplies	34.72
	Inv 3522261344 Total	34.72
	Inv 3522327824	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/02/2022	Social Services and Justice Forum Supplies and CM Office Supplie	63.95
	Inv 3522327824 Total	63.95
	Inv 3522327825	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/02/2022	PD office supplies	584.14
	Inv 3522327825 Total	584.14
	Inv 3522395402	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/03/2022	PD office supplies	19.10
	Inv 3522395402 Total	19.10
	Inv 3522852979	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/27/2022	PD office supplies	252.11
	Inv 3522852979 Total	252.11
	Inv 3522852980	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/03/2022	Senior Center office supplies	17.62
	Inv 3522852980 Total	17.62
	Inv 3522916447	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/11/2022	PD office supplies	67.77
	Inv 3522916447 Total	67.77
	Inv 3523198568	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/17/2022	Desktop Keyboard replacement for Recreation Office	70.50
	Inv 3523198568 Total	70.50

Check Number	Check Date	Amount
0 Total:		3,427.78
<b>STA5219 - Staples Business Advantage Total:</b>		3,427.78
<b>SUN8556 - Sun Badge Company</b>		
315616	12/07/2022	
Inv 412061		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/28/2022	Challenge Coins for PD	1,026.03
Inv 412061 Total		1,026.03
315616 Total:		1,026.03
<b>SUN8556 - Sun Badge Company Total:</b>		1,026.03
<b>SCRR4010 - Superior Court of California, County of LA</b>		
315617	12/07/2022	
Inv October 2022		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/14/2022	October 2022 Parking Citations Revenue Distribution	6,688.50
Inv October 2022 Total		6,688.50
315617 Total:		6,688.50
<b>SCRR4010 - Superior Court of California, County of LA Total:</b>		6,688.50
<b>SWCAINC - SWCA, Incorporated</b>		
315618	12/07/2022	
Inv 151783		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/01/2022	Historical Resources Evaluation 1023 Adelaine Avenue.	5,379.75
Inv 151783 Total		5,379.75
Inv 153993		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/19/2022	Historical Resources Evaluation 1023 Adelaine Avenue.	144.75
Inv 153993 Total		144.75
315618 Total:		5,524.50
<b>SWCAINC - SWCA, Incorporated Total:</b>		5,524.50

Check Number	Check Date		Amount
<b>THCS8170 - Thales Consulting Solutions for Government</b>			
315619	12/07/2022		
Inv	2954		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/22/2022	FY 2021 SCO Report		2,200.00
Inv 2954 Total			2,200.00
315619 Total:			2,200.00
<b>THCS8170 - Thales Consulting Solutions for Government Total:</b>			2,200.00
<b>PTSP2011 - The Print Spot</b>			
315620	12/07/2022		
Inv	5973		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/14/2022	Peafowl Volunteer Trappers Flier and Mailer District 1.		5,593.31
Inv 5973 Total			5,593.31
315620 Total:			5,593.31
<b>PTSP2011 - The Print Spot Total:</b>			5,593.31
<b>TSCS8030 - The Sauce Creative Services</b>			
315621	12/07/2022		
Inv	5769		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/16/2022	Mobile App Street Banner		1,345.96
Inv 5769 Total			1,345.96
315621 Total:			1,345.96
<b>TSCS8030 - The Sauce Creative Services Total:</b>			1,345.96
<b>LEBE8032 - The Skateside, LLC</b>			
315622	12/07/2022		
Inv	8835		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/10/2022	Contract Class Instructor-Soccer Day Camp		283.50
Inv 8835 Total			283.50
315622 Total:			283.50

Check Number	Check Date		Amount
<b>LEBE8032 - The Skateside, LLC Total:</b>			283.50
<b>CLEMTSY - Tsay, Clement</b>			
315623	12/07/2022		
Inv	Tsay738		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/14/2022	Closed Water Acct Refund		25.58
Inv Tsay738 Total			25.58
315623 Total:			25.58
<b>CLEMTSY - Tsay, Clement Total:</b>			25.58
<b>UCL6115 - UC Regents</b>			
315624	12/07/2022		
Inv	3013-301		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/24/2022	Fire Department Continuing Education - October 2022		2,281.47
Inv 3013-301 Total			2,281.47
Inv	3013-325		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/01/2022	Fire Department Continuing Education - November 2022		2,281.47
Inv 3013-325 Total			2,281.47
315624 Total:			4,562.94
<b>UCL6115 - UC Regents Total:</b>			4,562.94
<b>UQMS8010 - Unique Management Svcs Inc.</b>			
0	12/07/2022		
Inv	6106318		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/01/2022	Library Agency Recovery Services: FY 2022-23		120.10
Inv 6106318 Total			120.10
0 Total:			120.10
<b>UQMS8010 - Unique Management Svcs Inc. Total:</b>			120.10
<b>UPP7789 - Upper San Gabriel Valley MWD</b>			
315625	12/07/2022		

Check Number	Check Date		Amount
Inv	SoPas-10.11.22		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/11/2022	MWD Co-fund for designated devices rebate.		1,485.00
Inv SoPas-10.11.22 Total			1,485.00
315625 Total:			1,485.00
<b>UPP7789 - Upper San Gabriel Valley MWD Total:</b>			1,485.00
<b>TLC2155 - VCA TLC Pasadena Veterinary Specilaty &amp; Emergency</b>			
315626	12/07/2022		
Inv	5418601434		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/16/2022	Medical Expenses for K9		737.54
Inv 5418601434 Total			737.54
Inv	5418601681		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/16/2022	Medical Expenses for K9		52.65
Inv 5418601681 Total			52.65
Inv	5418601863		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/16/2022	Medical Expenses for K9		115.24
Inv 5418601863 Total			115.24
315626 Total:			905.43
<b>TLC2155 - VCA TLC Pasadena Veterinary Specilaty &amp; Emergency Total:</b>			905.43
<b>VMIS8011 - Venmill Industries</b>			
315627	12/07/2022		
Inv	16819		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/28/2022	VMI-2500 Platen Pad		27.50
Inv 16819 Total			27.50
315627 Total:			27.50
<b>VMIS8011 - Venmill Industries Total:</b>			27.50
<b>VERW6711 - Verizon Wireless</b>			

Check Number	Check Date		Amount
315628	12/07/2022		
Inv	9918929135		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/23/2022	AN 571839627-00001 (09/24/2022-10/23 /2022) PD		16.03
Inv 9918929135 Total			16.03
Inv	9919135432		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/26/2022	AN 270619951-0004 (09/27/2022-10/26/2022)PD 11 lines		1,031.84
Inv 9919135432 Total			1,031.84
Inv	9919492958		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/01/2022	AN 542443342-00001 (10/02/2022-11/01 /2022) CD Direct Cell		51.21
Inv 9919492958 Total			51.21
Inv	9919511635		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/01/2022	AN 642443919-00001 (10/02/2022-11/01 /2022) CD, Code, CM,FD		1,211.07
Inv 9919511635 Total			1,211.07
315628 Total:			2,310.15
<b>VERW6711 - Verizon Wireless Total:</b>			2,310.15
<b>WEFN6501 - Water Environment Federation</b>			
315629	12/07/2022		
Inv	RE90BE		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/01/2022	CWEA Certification/Training Membership for Richard Arriola-Sewc		332.00
Inv RE90BE Total			332.00
315629 Total:			332.00
<b>WEFN6501 - Water Environment Federation Total:</b>			332.00
<b>WIL2010 - Willdan Engineering</b>			
315630	12/07/2022		
Inv	00417575		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/17/2022	On-Call Construction Mgmt. - Fair Oaks Signal Project		6,144.00
Inv 00417575 Total			6,144.00

Check Number	Check Date	Amount
Inv 00417666		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/19/2022	On-Call Construction Mgmt. - Fair Oaks Signal Project	3,642.00
Inv 00417666 Total		3,642.00
Inv 00713656		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/24/2022	Historical Resources Planning Services	67.50
Inv 00713656 Total		67.50
315630 Total:		9,853.50
<b>WIL2010 - Willdan Engineering Total:</b>		9,853.50
<b>WIT6353 - Wittman Enterprises LLC</b>		
315631 12/07/2022		
Inv 2209059		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/09/2022	FY 2022-23 Paramedic Billing Services: September 2022	4,008.12
Inv 2209059 Total		4,008.12
315631 Total:		4,008.12
<b>WIT6353 - Wittman Enterprises LLC Total:</b>		4,008.12
<b>RRXF5010 - Xerox Financial Services</b>		
315632 12/07/2022		
Inv 3545676		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/11/2022	Contract No.010-0061587-001 Svcs. for 10/10-11/09/2022	1,906.08
Inv 3545676 Total		1,906.08
Inv 3556274		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/17/2022	Contract No.010-0061587-002 Svcs for 10/06-11/05/2022	275.05
Inv 3556274 Total		275.05
315632 Total:		2,181.13
<b>RRXF5010 - Xerox Financial Services Total:</b>		2,181.13
<b>INTC7101 - YourMembership.com, Inc.</b>		



Check Number	Check Date	Amount
315633	12/07/2022	
Inv R60280092		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/26/2022	Comm Dev. Job Advertising - International Code Council (ICC)	229.00
Inv R60280092 Total		229.00
315633 Total:		229.00
<b>INTC7101 - YourMembership.com, Inc. Total:</b>		229.00
<b>ZAVA4011 - Zavala, Jeanette</b>		
315634	12/07/2022	
Inv 11/09/2022		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/15/2022	Ripa Summit Training Reimbursement for P.A. Zavala	40.75
Inv 11/09/2022 Total		40.75
315634 Total:		40.75
<b>ZAVA4011 - Zavala, Jeanette Total:</b>		40.75
Total:		728,953.77

# **ATTACHMENT 4**

## **Online Payments**

City of  
**SOUTH PASADENA**

Online Payment Log			
Date	Vendor	Amount	Description
11/14/2022	So Cal Gas	\$662.44	Online Payment for City's So Cal Gas Accounts: 09/15/22-10/14/22.
11/15/2022	So Cal Edison	\$11,006.91	Online Payment for various City Owned So Cal Edison Accounts.

**Total:** **\$11,669.35**

**ATTACHMENT 5**  
**Prepaid &Warrant Voids**

# Accounts Payable

## Void Check Proof List

User: calvarez  
 Printed: 11/21/2022 - 5:24PM  
 Batch: 00003.11.2022



Account Number	Amount	Invoice No	Inv Date	Description	Reference	Task Label	Type	PO Number	Close PO?	Line Item
Vendor: AMZN8030		Amazon/SYNCB								
Check No: 315438		Check Date: 11/16/2022								
101-5010-5011-8120-000	75.04	IK6D-RW1H-	10/31/2022	Bug Repellants					No	0
Check Total:	75.04									
Vendor Total:	75.04									
Vendor: INTC7101		YourMembership.com, Inc.								
Check No: 315469		Check Date: 11/16/2022								
101-2030-2034-8040-000	299.00	R60280092	10/26/2022	Job Advertisement - Community Development					No	0
Check Total:	299.00									
Vendor Total:	299.00									
Report Total:	374.04									

**ATTACHMENT 6**  
**Payroll Summary**

# Payroll

## Payroll Summary Report



**Payroll Date:** 11/11/2022 Regular

Checks	\$	1,159.64
Direct Deposits	\$	507,335.26
IRS Payments	\$	112,173.54
EDD - State of CA	\$	34,178.42
PERS Pension	\$	116,774.26
Deferred Comp	\$	17,890.81
PERS Health	\$	-
<b>Subtotal:</b>	<b>\$</b>	<b>789,511.93</b>

**Payroll Date:** 11/18/2022 Off-Cycle

Checks	\$	-
Direct Deposits	\$	3,871.73
IRS Payments	\$	16.96
EDD - State of CA	\$	-
PERS Pension	\$	-
Deferred Comp	\$	-
PERS Health	\$	-
<b>Subtotal:</b>	<b>\$</b>	<b>3,888.69</b>

**Grand Total:** \$ **793,400.62**



# City Council Agenda Report

ITEM NO. 14

**DATE:** December 7, 2022

**FROM:** Arminé Chaparyan, City Manager *AC*  
Ken Louie, Deputy City Manager - Finance

**PREPARED BY:** Andrew L. Jared, City Attorney

**SUBJECT:** **Second Reading and Adoption of an Ordinance Amending Articles XI (“Purchasing”) and XIII (“Awarding Public Works Contracts”) of the South Pasadena Municipal Code Pertaining to Purchasing Policies**

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## **Recommendation**

It is recommended that the City Council conduct a second reading and adopt the ordinance of the City Council of the City of South Pasadena, California, Amending Section 2.99-29 of Article XI Relating to “Purchasing Procedures”, and Sections 2.99-35 and 2.99-37 of Article XIII “Awarding Public Works Contracts” of Chapter 2 of the South Pasadena Municipal Code.

## **Background**

The City of South Pasadena (City) has perennially received audit findings with regards to the lack of financial policies and procedures. In Fiscal Year 2021-2022, the City, through the approval of the Finance Commission and City Council, secured the services of Management Partners to perform an independent analysis of the Finance Department’s workflow/activity and provide recommended/updated policies for the following processes: General Accounting, Payroll, Accounts Receivable, Accounts Payable, Purchasing, and Water Billing. These policies either did not exist or had not been updated since 1987.

## Recent History

In Fiscal Year 2021-2022, the City secured the services of Management Partners to create comprehensive financial policies and make recommendations to the Finance Commission and ultimately the City Council. Management Partners held meetings with staff to review workflow/activity and ascertain appropriate policies and procedures given the City’s logistics and staffing. Management Partners then finalized their recommendations and, in conjunction with staff, presented recommendations to the Finance Commission at the April 28, 2022 Meeting. On June 1, 2022 the City Council received a presentation by Management Partners at the City Council Meeting. At that meeting, the City Council also received recommendations from the Finance Commission. The City Council voiced supported the Finance Commission’s lower threshold increases and requested that some additional wording and modifications be made to the policy. The City Council adopted the policy, with amendments, at the



regularly scheduled City Council meeting of September 7, 2022. As part of the 2022 Finance Policies and Procedures, Pages 9-22 addressed policies specific to the procurement and award of contracts for good, services, professional services, and certain public works contracts.

The Purchasing Policy establishes efficient procedures for the purchase of goods and services, exercises positive control over purchases, clearly defines authority for the purchasing function, and assures the quality of purchases. The changes in this Purchasing Policy also makes revisions to the purchasing thresholds that were established in 1997, 2001, and 2016 by Ordinances No's. 2048, 2096, and 2299, respectively.

On September 7, 2022, the City Council adopted the 2022 Finance Policies and Procedures in order to, among other things, establish rules and regulations to establish efficient procedures for the purchase of supplies, services and equipment at the lowest possible cost commensurate with quality needed, to exercise positive financial control over purchases, to clearly define authority for the purchases function, and to assure the quality of purchases. Pages 9-22 of the Finance Policies and Procedures are included as Attachment C ("Purchasing Policy").

On November 2, 2022, Councilmember Diana Mahmud asked that the Purchasing Policy be brought back for slight amendments as well as the ordinance relating to "Purchasing Procedures". She asked for the consideration of giving her time to make suggested amendments that would assist the Policy and Ordinance with being in greater line with respect to the Public Contract Code.

On November 16, 2022, the City Council conducted the first reading of the Ordinance. There were no Council comments or modifications.

### **Discussion/Analysis**

Tonight, staff is proposing the second reading and adoption of the ordinance. At the last meeting, the City Council had no changes and moved to conduct the first reading.

The change in purchasing thresholds are summarized in Table 2 in the Policy, which is presented here:

**Table 2:**  
 Competitive Bidding and Contract Award Thresholds Accepted by the City Council

Purchase Category	Revised Thresholds	Solicitation Method	Award Authority
<b>Goods and/or General Services</b>	Up to \$2,500	Quotes Optional	Dept. Director
	\$2,501 to \$10,000	3 Written Quotations	Dept. Director
	\$10,001 to \$30,000	3 Written Quotations	Purchasing Agent
	Greater than \$30,000	Formal Contract Authorized by City Council (Sealed Bidding)	City Council Approval
<b>Professional Services</b>	Up to \$30,000	Exempt from Bidding, Less than 3 quotes requires justification	City Manager
	Greater than \$30,000	Exempt from Bidding, Less than 3 quotes requires justification.	City Council
<b>Public Works Projects</b>	Up to \$50,000	CUPCCAA, Public Contr. Code 22000 et seq. <sup>1</sup>	City Manager
	Greater than \$50,000		City Council

<sup>1</sup> The California Uniform Construction Cost Accounting Act (CUPCCA, Public Contract Code sec. 22000 *et seq.*) provides for alternative bidding procedures for public works contracts up to \$200,000 in value. When public works contracts are above \$200,000 in value, formal bidding procedures pursuant to Article XIII and the Public Contract Code are required.

The changes to the Purchasing Policy necessitates changes to two Articles of the South Pasadena Municipal Code.

Those changes are summarized as follows:

- Article XI Purchasing Procedures
  - o 2.99-29(1) Purchasing System Adopted: Additions required to reflect new policy statements from Purchasing Policy.
  - o 2.99-29(2) Definitions: Changes required to reflect new terms in Purchasing Policy.
  - o 2.99-29(3) Purchasing Department Established: No change
  - o 2.99-29(4) Purchasing Agent Designated: Changes required to reflect new policy statements from Purchasing Policy.
  - o 2.99-29(5) Filling Estimated Requirements: No change
  - o 2.99-29(6) Exemptions: No change

- 2.99-29(7) Public Projects Exemptions: Changes required to clarify intent that certain portions of Purchasing Policy apply to public works contracts.
- 2.99-29(8) Local Vendor: Change to reflect increase to local preference adjustment in Purchasing Policy.
- 2.99-29(9) Competitive Bidding: Changes required to address general conditions common to all competitive bidding procurements in Purchasing Policy and existing city code.
- 2.99-29(10) Goods and/or General Services: Changes required to address changes to procurements processes, and award authority at new contract value thresholds in Purchasing Policy.
- 2.99-29(11) Best Value Procurement and Qualifications Based Selection: New section required to address new procurement requirements in Purchasing Policy.
- 2.99-29(12) Professional Services. Changes required to address clarification made in in Purchasing Policy.
- 2.99-29(13) Encumbrance of Funds: Addressing clarification made in Purchasing Policy.
- 2.99-29(14) Inspection and Testing: No changes
- 2.99-29(15) Surplus Supplies and Equipment: No changes
- 2.99-29(16) Splitting Orders: Minor change to address clarification in Purchasing Policy.
- 2.99-29(17) Equipment Leasing Agreements: Minor change to address applicability of leasing to other leasing opportunities.
- 2.99-29(18) Maintenance Agreements: No changes.
- 2.99-29(19) Non-competitive Procurements: Change to reflect name change and clarifications in Purchasing Policy.
- 2.99-29(20) Library Books and Periodicals: No Change.
- 2.99-29(21) Best Interest of the City: No Change.
- 2.99-29(22) Purchase Utilizing Federal Funding: Added to reflect new policy statement regarding procurement and use of federal grant funding.
- Article XIII Awarding Public Works Contracts
  - 2.99-35 Public Projects: Changes to update limits on award thresholds of public projects by City Manager or City Council as stated in Purchasing Policy; Incorporate updated CUPPCA limits.
  - 2.99-37 Informal Bidding Procedure: Changes to update limits on award thresholds of public projects by City Manager or City Council as stated in Purchasing Policy; Incorporate updated CUPPCA limits.

Changes have been presented in strikethrough/underlined (e.g., redline) format with comments in Attachment B to clarify where current code has been moved or deleted, and where new Purchasing Policy statements necessitate changes in the city code.

### Conclusion

The adoption of this ordinance will allow for the full implementation of the Purchasing Policies. Without adoption of the proposed ordinance, the Purchasing Policies will be in conflict with the adopted code.

**Fiscal Impact**

There is no direct fiscal impact associated with the adoption of the proposed ordinance.

Attachments:

- A. Draft Purchasing Policy Revisions
- B. Draft Purchasing Ordinance

**ATTACHMENT A**  
Draft Purchasing Policy Revisions

# PURCHASING

## A. Introduction

The purpose of this section is to provide information for procuring goods and services consistent with adopted policies and procedures and best practices. This section is intended to provide sufficient information to enable employees to be fully aware of and comply with City purchasing policies and to effectively participate in the purchasing system. This system was adopted to:

- Establish efficient procedures for the purchase of goods and services at the lowest possible cost commensurate with the quality needed.
- Exercise positive control over purchases.
- Clearly define authority for the purchasing function.
- Ensure the quality of purchases.

The City's purchasing system is codified in [Articles XI \(Purchasing\) and XIII \(Awarding Public Works Contracts\)](#) of Chapter 2 (Administration) of the South Pasadena Municipal Code (municipal code).

The City's purchasing policy places an emphasis on competitive bidding to ensure best value in exchange for public funds, to facilitate fair and open competition, and to uphold the integrity of the purchasing system. However, there are alternatives to competitive bidding that may be used if appropriately justified, as explained in the Purchasing Related Programs, Procedures and Requirements subsection below.

## B. Purchase Categories

City purchases generally consist of the following categories for which different procurement methods may apply.

- **Goods.** The purchase of goods consists of materials, equipment and supplies needed by any department, including those items purchased with City funds and furnished to contractors for use with public projects. For contracts providing a mixed procurement of goods and services, the Purchasing Agent shall make a determination which category shall apply based on the totality of the circumstances related to that procurement.
- **Services.** City staff may require contracts for services, which fall into two categories:
  - *General Services.* General services are defined as services rendered by independent contractors such as custodial, building/equipment maintenance and machinery/equipment rental, excluding contracts to construct public projects.
  - *Professional Services.* Professional services are those rendered by engineers, architects, accountants, attorneys, doctors, and other individuals or businesses with specialized scientific, expert, technical or other skills of a similar nature.
- **Public Works Projects.** Public works projects pertain to the construction, alteration, repair, painting, or improvement of any publicly owned, leased or operated facility, structure, building, road, or other public improvement of any kind, including demolitions, the construction and installation of drainage systems, lighting and signaling systems, sewer and water systems, and park and recreational facilities. (see Pub. Contract Code sec 22002(c)). Maintenance required to preserve a public improvement is not considered a public work. (see Pub. Contract Code sec 22002(d)).

Public works projects are awarded in accordance with [Article XIII commencing with section 2.99-34](#) and the requirements of the Uniform Public Construction Cost Accounting Act ([CUPCCAA, Public Contract Code sections 22000 et seq.](#))

### **C. Purchasing Authorities, Roles and Responsibilities**

The South Pasadena Municipal Code establishes the following authorities, roles and responsibilities associated with the purchasing system.

#### ***Purchasing Agent***

The Finance Director is designated as the Purchasing Agent and may delegate purchasing responsibilities to another staff person. The Purchasing Agent is responsible for:

- Contracting for quality equipment, supplies and non-professional services at the least expense and/or best quality to the City.
- Where competitive bidding is required, ensuring that it is conducted with full and open competition and in full compliance with applicable law.
- Where competitive bidding is not required, ensuring that the City's procurement of services is undertaken in a fair and transparent manner, based on demonstrated competence and qualifications, at a fair and reasonable price.
- Preparing and recommending purchasing policies and procedures in accordance with best practices.
- Prescribing and maintaining forms necessary to effectively administer the purchasing system.
- Keeping informed about procurement trends, market conditions, and new products to maximize value.
- Overseeing the disposal of surplus equipment and supplies that have become unsuitable for city use.

#### ***Other City Departments***

To ensure that the purchasing system is efficiently and effectively administered, staff in City departments are responsible for:

- Preparing cost estimates of their purchase requirements.
- Clearly identifying procurement needs and funding availability.
- Submitting accurate and concise purchase order requisition forms.
- Preparing and maintaining bidder's lists, as requested or required.
- Soliciting and evaluating bids and proposals as required.
- Inspecting goods delivered and/or services performed in a timely manner to verify conformance with bid specifications and contractual obligations.
- Authorizing payment for conforming goods and/or services.
- Reporting surplus property to the purchasing agent for disposal.

#### ***Ability to Legally Bind the City***

To exercise positive control over purchases using public funds, the ability to legally bind the City (award contracts, sign written agreements on behalf of the City, and approve purchase orders) is limited to the City Council, City Manager, Finance Director (Purchasing Agent) and department directors, in accordance with the purchase types and dollar thresholds in accordance with Section E

(Competitive Bidding and Contract Award Thresholds) below. Once codified by the City Council, those principles in Section E shall take full effect.

### ***Unauthorized Purchases***

Purchases not approved by the designated award authorities are unauthorized and do not constitute a valid charge against City funds. The City is under no obligation to pay vendors for unauthorized purchases, and employees who make or authorize such purchases without proper authority will be subject to disciplinary procedures in accordance with the City's personnel policies, may be subject to criminal sanction, and may be required to provide reimbursement.

### ***Encumbrance Requirement***

Except in cases of emergency, or as approved by the City Manager, and later ratified by the City Council, the Purchasing Agent cannot issue a purchase order for goods or services purchased unless there is a sufficient budget appropriation against which the purchase would be charged. Emergency transactions may be subject to Public Contract Code Sections 1102 and 22050.

## **D. Ethical Conduct**

All employees are responsible for impartially ensuring fair competitive access to procurement opportunities by responsible suppliers and contractors. City officers and employees are prohibited from having financial interests in contracts made by them or by any board or body of which they are members. (Gov. Code sec. 1090). Additionally, all employees will conduct themselves in a manner that avoids any impropriety, or appearance of impropriety, and that fosters the highest level of public confidence in the integrity of the City's purchasing system.

- 1. Code of Conduct and Conflict of Interest.** No employee shall participate in a procurement when the employee knows:
  - a. The employee or employee's spouse, domestic partner, dependent relative (dependent child, stepchild, parent, or stepparent) will benefit financially from the procurement, and/or
  - b. The employee or employee's spouse, domestic partner, dependent relative (dependent child, stepchild, parent, or stepparent) is negotiating or has an employment arrangement contingent on or will be affected by the procurement.

Upon discovery of an actual or potential conflict of interest, an employee shall immediately withdraw from further participation in the procurement. Notwithstanding the forgoing, nothing in this policy shall abrogate the common law rule of necessity, or the statutory exceptions of remote interests and non-interests as expressed in Gov. Code sec. 1091 *et seq.*

- 2. Gifts and Gratuities.** No City employee shall solicit, demand, accept or agree to accept a gift of goods or services, payment, loan, or employment offer presented, promised in return for, or in anticipation of favorable consideration in a City procurement. Unsolicited gifts sent to City employees by prospective or existing vendors shall follow the reporting requirements for public officials established by the [California Fair Political Practices Commission \(FPPC\)](https://www.fppc.ca.gov/) (<https://www.fppc.ca.gov/>)
- 3. Conduct with Vendors.** Conduct with vendors who provide goods or services to the City shall be fair, open, and transparent. City employees must refrain from showing favoritism to vendors, safeguard confidentiality when required, and select vendors only on the basis of appropriate and fair criteria.



## E. Competitive Bidding and Contract Award Thresholds

The City has established the competitive bidding and contract award thresholds shown in Table 2 below.

Table 1. Competitive Bidding and Contract Award Thresholds\*

Purchase Category	Estimated Value	Method	Award Authority
<b>Goods and/or General Services</b>	Up to \$2,500	Written quotations are encouraged but not required	Department Director
	\$2,501 to \$10,000	Written quotations	Department Director
	\$10,001 to \$30,000	Written quotations	Purchasing Agent
	Greater than \$30,000	Sealed bidding	City Council
<b>Professional Services (Architects and Engineers)</b>	Any Value	Qualifications Based Selection**	City Manager (up to \$30,000) City Council (greater than \$30,000)
<b>Professional Services (Other)</b>	Any value	If 3 bids are not obtained, a justification of the selection must be provided	City Manager (up to \$30,000) City Council (greater than \$30,000)
<b>Public Works Projects</b>	In accordance with the values and methods pursuant to <a href="#">CUPCCAA, Public Contract Code sections 22000 et seq. and Article XIII commencing with section 2.99-34</a>		City Manager (up to \$50,000) City Council (greater than \$50,000; up to \$200,000)
*Note: Award thresholds to be reviewed annually to account for changes in the economy and/or consistency with industry trends			
**Note: Qualifications Based Selection methods are explained in the Best Value Procurements section below.			

### Prohibition on Splitting

Purchases of goods and services cannot be split or separated into smaller components to avoid the City's competitive bidding requirements or more rigorous purchasing procedures. The only exception to this requirement would be to comply with diversity and inclusion goals required by federal or state grants.

### Competitive Bidding Procedures

Whether soliciting price quotations or conducting sealed bidding, it is a best practice to provide notice to as many qualified bidders as possible to ensure fair and open competition. *It is the policy of the City that a minimum of three quotations must be solicited whenever possible.*

If less than three quotes are received, the using department must provide a written explanation with the purchase requisition to the awarding authority that good faith efforts were made to obtain the required number of quotations. The requisition must also include documentation of the good faith efforts, i.e., vendor "no bid" response, email(s) sent to prospective vendors, etc.

The competitive bidding dollar thresholds shown below apply specifically to **goods** and **general services** as defined above. While **professional services** are exempt from competitive bidding under the City's purchasing policy, proposals should be solicited from at least three sources to ensure best value and/or to comply with federal or state law as required.

**Purchases up to \$2,500 (Over the Counter)**

For purchases up to \$2,500 for goods and/or general services, written quotations are not required but are strongly encouraged. The award authority is granted to the department director.

**Purchases Between \$2,501 and \$10,000 Department Directors (Open Market Procedure)**

For purchase of goods and /or general services between \$2,501 and \$10,000 written quotations are required. Written quotations must be submitted to the department director, and routed to the Purchasing Agent for final verification. The award authority is granted to the department director.

**Purchases Between \$10,001 and \$30,000 Purchasing Agent (Open Market Procedure)**

For the purchase of goods and/or general services between \$10,001 and up to \$30,000 written quotations are required, to be solicited by written notice inviting quotations. Written quotations will be reviewed by the Purchasing Agent for final verification. The award authority is granted to the purchasing agent.

**Purchases Greater than \$30,000 (Formal Sealed Bidding)**

Purchases greater than \$30,000 require sealed bidding using the City’s standard bidding template(s) and associated product specifications and/or scope of services. All purchases greater than \$30,000 must be approved by the City Council, after having been reviewed and authorized to proceed by the department director, Purchasing Agent, and City Manager.

Notification to prospective bidders must be provided by issuing a notice inviting bids. This must be published at least ten days before the date of bid opening in a newspaper of general circulation in the City. The notice inviting bids must include the following:

- General description of the items to be procured,
- Information on how to obtain the bid document and associated specifications, and
- Time and place for the bid opening.

The notice inviting bids must be sent to a bidder’s list, if one has been prepared and maintained for the items being procured.

**Bidder’s Security**

When required, bidders must submit a bid security (bid bond) in an amount not to exceed 10% of the bid price, in further accordance with the instructions to bidders in the City’s standard bidding template(s). A bid bond is a guarantee by a bidder that they will execute a contract if deemed to be the lowest responsive and responsible bidder. This entitles the City to compensation if the low bidder fails to execute a contract and the City must award a contract to a higher bidder. (The entitlement is the difference between the lowest responsive and responsible bidder and the bidder ultimately awarded a contract.)

**Bid Opening Procedure**

Unless otherwise specified, bids will be publicly opened by the City Clerk at the time and place stated in the bid notice, with each bid read aloud, and an apparent low bidder announced. If a bid bond was required as part of the solicitation requirements, the staff member opening the bids must verify that it was received for each submitted bid (a bid submitted without a bid bond, if required, cannot be accepted).

Following the bid opening, a bid tabulation sheet must be prepared and available for public inspection as soon as practical and in accordance with public records disclosure requirements.

### **Lowest Responsible Bidder**

Contracts resulting from competitive bidding will be awarded by the appropriate award authority based on the lowest responsible bidder who submitted a bid that was responsive to the solicitation request. A bid is considered to be responsive if it conforms in all material respects to the solicitation requirements; minor defects may be waived by the Purchasing Agent.

A bidder is considered to be responsible if they possess the demonstrated ability, capacity, experience and skill to provide the goods and/or services required by the solicitation.

### **Best Value Procurements**

Some procurements may require the use of a best value process where factors such as vendor qualifications and/or product or system functionality are evaluated in addition to low bid pricing. This means that a higher price can be paid for goods and/or services if the overall best value to the City can be justified.

When using the best value procurement method, the solicitation documents must include descriptive information that explains the evaluation process and criteria being used to award a contract. This type of solicitations is typically done using a request for proposals (RFP) process.

Note: When conducting a best value solicitation, the submitted proposals are not publicly opened and information on pricing is not read aloud (the evaluation process is confidential until a contract is awarded).

### **Qualifications Based Selection Process**

Federal and state laws require that contracts for professional services provided by architects, engineers, land surveying and construction management firms be awarded based on demonstrated competence through a Qualifications Based Selection (QBS) process (see [Section 4525 et. seq. of the California Government Code](#) or its federal counterpart for federal aid projects, the [Brooks Act](#)). Such services shall be obtained at a fair and reasonable price. Staff will ensure that services are engaged on the basis of demonstrated competence and qualifications for the types of services to be performed.

### **Payment and Performance Bonds**

Depending on the type of goods and/or services being procured, payment and/or performance bonds may be required. A payment bond ensures that the prime contractor pays its subcontractors. A performance bond guarantees contractor performance in accordance with the City's specifications and contract terms and conditions. Bonds are typically set at 100% of the bid price.

If bonding is required, the bond form(s) and specified amount must be described in the notice inviting bids and sample forms included in the solicitation document.

### **Bidder's Lists**

Establishing and maintaining lists of prospective bidders can be an effective way of facilitating open competition for planned purchases of goods and services where open market procedures and/or sealed bidding is required. Using departments are encouraged to establish/maintain such lists where

it makes sense to do so. In any event, using departments should keep records of prospective bidders who contact the City to specifically request being included on a bidder's list for future business opportunities. The department should review and update the bidder's list annually.

Note: Given the City's participation in CUPCCAA, the Public Works Department is *required* to establish and maintain lists of qualified contractors, identified by category of work, and provide notice to them of bidding opportunities for construction projects.

### **Recordkeeping**

Using departments must retain bid documents in accordance with the City's records retention schedule.

### **Competitive Bidding Solution (E-Procurement)**

As part of the City's efforts to continually evaluate processes and procedures for efficiency improvements, Finance Department staff will partner with the City Clerk and other staff members to assess e-procurement solutions to determine whether such a system should be procured for administering competitive bidding processes. Any such system shall adhere to the purchasing requirements specified in this document.

## **F. Purchasing Related Programs, Procedures and Requirements**

This section of the manual includes information on purchasing-related programs and procedures.

### ***Purchase Requisition and Purchase Order Required***

Unless procured by City-issued purchasing card, all purchases of goods and services greater than \$2,500 require the submittal of a properly completed purchase requisition form and approval of a purchase order by the Purchasing Agent. Purchasing agent shall develop workflow processes.

### ***Use of Blanket Purchase Orders***

Blanket purchase orders are term contracts (usually for one year) for goods and/or services that can be purchased as needed throughout the year, as opposed to purchase orders that are used for one-time purchases. Blanket purchase orders are typically used for operational supplies such as hand tools, equipment, parts for equipment, etc., but can also be evaluated for other supplies that are required by using departments.

### ***Local Vendor Purchasing Preference***

Purchases from South Pasadena vendors are strongly encouraged where competitive prices and quality are apparent. When general funds are used for a purchase, local (in-city) vendors will be given a five percent preference of the quoted price. The cost of doing business in the City of South Pasadena is acknowledged to be considerably higher compared to the cost of doing business outside of the city. As further rationale for local preference is that one percent of the sales tax on most acquisitions returns to the City General Fund as revenue, effectively reducing the procurement cost.

### ***Cooperative Procurements ("Piggybacking")***

The use of cooperative purchasing programs is encouraged as a way to obtain goods and/or services by aggregating volume, securing value pricing and reducing administrative overhead. Cooperative purchasing methods generally include the use of another public entity's (local or state) competitive bidding process to establish a contract with that agency's awardee (also known as "piggybacking").

Additionally, there are numerous regional and national purchasing cooperatives that offer cost free memberships to access databases of available goods and/or services. Examples of state contracts and purchasing cooperatives include:

- [California Multiple Award Schedules \(CMAS\)](#) of the Department of General Services (DGS),
- [OMNIA Partners, Public Sector](#) (formerly U.S. Communities),
- [Sourcewell](#) (formerly National Joint Partners Alliance),
- [NASPO ValuePoint](#) (formerly WSCA-NASPO, or the Western States Contracting Alliance-National Association of State Procurement Officials), and
- [nppgov](#) (national cooperative based in Seattle, WA)

### ***Non-competitive Procurements***

Non-competitive procurements represent purchases made without competitive bidding where it may otherwise be required. Examples of such procurements are provided below.

- Sole source. A sole source procurement represents a purchase that can only be obtained from a single source.
- Single source. A single source procurement represents a purchase that can be obtained from more than one source, but a decision is made to source the purchase based on compelling factors such as price/value, degree of specialization or technical expertise, or product standardization.
- Cooperative procurements. Cooperative purchases leverage competitive bidding conducted by another agency, as specified above.

The City Manager or designee may authorize the purchase of goods and services up to \$30,000 without competitive bidding if it is in the best interest of the City. The purchasing department must provide a written description explaining why competitive bidding is not in the City's best interest. Sourced purchases of goods and services greater than \$30,000 must be approved by the City Council.

When submitting a purchase requisition for a sourced purchase, using departments must provide a written justification that explains why the procurement cannot be competitively bid.

### ***Procuring Goods or Services During Emergencies***

Emergency events that pose threats to life or property may require immediate purchases without complying with competitive bidding or other policy requirements. Requirements for making purchases in emergency situations are contained in [Articles XI \(Purchasing\) and XIII \(Awarding Public Works Contracts\)](#) (<https://www.codepublishing.com/CA/SouthPasadena/#!/SouthPasadena02.html>). Emergency contracts may be subject to Public Contract Code Section 1102 and 22050.

Note: During declared disasters where the City may seek reimbursement from the Federal Emergency Management Agency (FEMA), many purchases must be procured using competitive bidding methods as established by the granting agency.

### ***Environmentally Preferable Purchasing***

In seeking to encourage the preservation and improvement of the environment, the City is establishing an Environmentally Preferable Purchasing Policy (EPP). The overall objective of the EPP is to help ensure that City purchases:

- Conserve natural resources,
- Minimize environmental impacts such as pollution and use of water and energy (Energy Star and Low Emission Vehicles),
- Strive to procure electric vehicles whenever reasonably feasible with regard to its intended function,
- Eliminate or reduce toxins that create hazards to workers and the community,
- Support strong recycling markets (recycled content paper),
- Reduce materials that would otherwise go to a landfill, and
- Increase the use and availability of products that protect the environment.

### ***Additional EPP Resources***

The Procurement Division of the California Department of General Services (DGS), as the lead state agency for implementing EPPs at the state level, can be used as a resource for [best practice information on "buying green."](#)

### ***City Purchase Cards***

The City has established a purchase card program whereby authorized employees may use a city-issued credit card for small dollar purchases of certain goods and services costing less than \$1,000. As part of the program, the Finance Department has a purchase card available for "checkout" with department director approval. Use of purchase cards is governed by the City's Purchase Card Use Policy.

Usage of a city-issued credit card is determined by the City Manager or Finance Director based on operational need for employees who are granted purchasing authority. Cardholders are required to sign an agreement that acknowledges the obligation to comply with the purchase card and purchasing policies with the understanding that policy violations can lead to disciplinary measures, including termination of employment. Under no circumstances can the purchase card be used for personal purchases.

Note: Purchase card transactions are reviewed each month by the Finance Director to ensure policy compliance. Additionally, the purchase card program is periodically reviewed by an independent party.

Detailed information such as allowable/prohibited uses, cardholder responsibilities, authorizations, conditions of use and penalties for incorrect use are provided in the Purchase Card Use Policy.

### ***Amazon Business Account***

The City has an online business account with Amazon, Inc. to facilitate the purchase of goods and/or services costing less than \$1,000 that are not available through other procurement means. Use of the Amazon business account is at the discretion of the Finance Director to employees who are granted purchasing authority.

Accountholders are required to sign an agreement that acknowledges the obligation to comply with all applicable City policies and procedures and will be subject to disciplinary procedures for policy violations, including termination of employment and/or criminal prosecution.

Prohibited uses include:

- Purchase of items for personal use,
- Splitting purchase transactions to circumvent policy requirements,

- Sharing the account with unauthorized users, and
- Failure to follow City purchasing policies.

Authorized account users must obtain transaction receipts and forward them, along with any required documentation, to the department head for approval.

### ***Procurement Risk Management***

Every purchase made by staff members carries an element of risk that must be mitigated through the use of contract terms and conditions that limit liability and/or through insurance requirements that vendors must meet to conduct business with the City.

### **Insurance Requirements**

Typically, insurance is required for general services and public works construction where contractors are working on City property or in rights-of-way. Insurance is also required for professional services contracts.

Insurance is not typically required for goods purchases, unless there is a services component that requires onsite work such as installation or ongoing maintenance, or for off-site services or memberships.

The City Clerk is responsible for tracking insurance certificates and ensuring they are up to date. However, the using department responsible for procuring the services must ensure that insurance requirements are initially met when establishing a contract. This includes verifying that insurance certificates include policy endorsement pages and appropriately insure the City. Given that contract terms rarely match up with insurance coverage terms, the points of contact for service contracts must collaborate with the City Clerk to ensure coverage is maintained at all times.

### ***Making Purchases that Utilize Federal Grant Funding***

When purchasing goods and services that utilize federal grants funds, the City is required to follow the Uniform Guidance requirements contained in the Code of Federal Regulations at [2 CFR 200.318 through 327](#).

### ***Disposal of Surplus Supplies and Equipment***

Using departments are required to notify the Purchasing Agent when supplies and equipment are no longer needed or have reached the end of their useful life. With the concurrence of the Purchasing Agent, if the item is not reassigned to another department then the using department has the authority to dispose of the item consistent with the Surplus Disposal Methods found in the Fixed Assets section of this manual. City Manager approval is needed for the sale of any surplus items for which the estimated value exceeds \$10,000.

Depending on the estimated dollar value and other factors, the Purchasing Agent may require surplus supplies or equipment to be competitively bid or publicly auctioned.

Surplus items with no salvage value shall be disposed of in a manner that salvages recyclable components if practical.

No surplus supplies and equipment shall be purchased by any City officer, employee or agent, except at public auction conducted by a third party. Surplus items with no salvage value shall not be acquired by any City officer, employee or agent, except at public auction conducted by a third party.

Notwithstanding the foregoing, upon the approval of the department head and City Manager, sworn public safety personnel may acquire service firearms and other equipment used in their service with the City may at the time of retirement or time of end of useful life of such equipment acquire such equipment at the then fair market value for such item, as determined by the Purchasing Agent.



**ATTACHMENT B**  
Draft Purchasing Ordinance

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING SECTION 2.99-29 OF ARTICLE XI RELATING TO “PURCHASING PROCEDURES”, AND SECTIONS 2.99-35 AND 2.99-37 OF ARTICLE XIII “AWARDING PUBLIC WORKS CONTRACTS” OF CHAPTER 2 OF THE SOUTH PASADENA MUNICIPAL CODE**

**WHEREAS**, on September 7, 2022, the City Council adopted the 2022 Finance Policies and Procedures (the “Purchasing Policy”) in order to establish rules and regulations to establish efficient procedures for the purchase of supplies, services and equipment at the lowest possible cost commensurate with quality needed, to exercise positive financial control over purchases, to clearly define authority for the purchases function, and to assure the quality of purchases; and

**WHEREAS**, the City Council has previously established by ordinance the Purchasing System codified in the South Pasadena Municipal Code at certain through the South.

**NOW THEREFORE, THE COUNCIL OF THE CITY OF SOUTH PASADENA DOES ORDAIN AS FOLLOWS:**

**Section 1.** Section 2.99-29 of the South Pasadena Municipal Code is hereby amended to read as follows with additions denoted in underline and deletions noted in strikethrough:

**2.99-29 Purchasing System**

(1) Purchasing System Adopted—Purpose. In order to establish efficient procedures for the purchase of supplies, nonprofessional services and equipment at the lowest possible cost commensurate with quality needed, to exercise positive financial control over purchases, to clearly define authority for the purchasing function, and to assure the quality of purchases, a purchasing system is adopted.

(a) Authority to legally bind. The authority to legally bind the city is limited to the City Council, City Manager, Finance Director (Purchasing Agent) and department directors, in accordance with the purchase types and dollar thresholds in accordance with this Chapter and the adopted purchasing policy.

(b) Unauthorized Purchases. Purchases approved by anyone other than the designated award authorities are unauthorized and do not constitute a valid charge against City funds. The City is under no obligation to pay vendors for unauthorized purchases, and employees who make such purchases will be subject to

disciplinary procedures in accordance with the City's personnel policies and may be required to provide reimbursement.

(c) All employees are responsible for impartially ensuring fair competitive access to procurement opportunities by responsible suppliers and contractors. All employees shall abide by the ethical conduct standard stated in the purchasing policy.

(2) Definition of Terms. The following terms, whenever used in these procedures, shall be construed as follows:

(a) "Bidders' List" means a current file of sources of supply of articles for each category of commodities repetitively purchased for city use.

(b) "Department" means any department, commission or other unit of the city government, which derives its support wholly or in part from the city.

(c) "Lowest responsible bidder" means in addition to price, the "lowest responsible bidder" will be determined after the following factors have been considered:

1. The ability, capacity and skill of the bidder to perform the contract or provide the service required;
2. Whether the bidder has the facilities to perform the contract or provide the service promptly, or within the time specified, without delay or interference;
3. The character, integrity, reputation, judgment, experience and efficiency of the bidder;
4. The bidders record of performance of previous contracts or services;
5. The previous and existing compliance by the bidder with laws and ordinances relating to the contract or services;
6. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the services;
7. The quality, availability and adaptability of the supplies, equipment or services to the particular use required;

8. The ability of the bidder to provide future maintenance and services for the use of the subject of the contract;

9. The number and scope of conditions attached to the bid.

(d) "Open market" means and pertains to purchases or transactions that are executed without recourse to formalized purchasing procedure.

(e) "Over the counter" means and pertains to purchases or transactions that are executed without recourse to competitive bidding and without a purchase order.

(f) "Professional services" means services of engineers, architects, accountants, attorneys, doctors, and other persons or businesses with specialized scientific, expert, technical, or other skills of a similar nature.

(g) "Purchases." Purchases of supplies, equipment and personal property shall include leases or rentals as well as transactions by which the city acquires ownership.

(h) "Purchase order" means a document which authorizes the delivery of specified merchandise or the rendering of certain service and the making of a charge for such merchandise or service.

(i) "Requisition" means a written demand or request from the using department to the purchasing agent for specified article or service.

(j) "Responsible bid" means an offer, submitted by a responsible bidder to furnish supplies, equipment or services in conformity with the specification, delivery terms and conditions and other requirements included in the invitation for bids.

(k) "Responsible bidder" means a bidder who submits a responsible bid and who is not only financially responsible, but is possessed of the resources, judgment, skill, ability, capacity and integrity requisite and necessary to perform the contract according to its terms.

(l) "Services (general)" means any and all services rendered by independent contractors not otherwise specified including but not limited to the following: custodial services, building/equipment maintenance, the repair or maintenance of equipment, machinery and other city-owned or operated property. The term does

not include services rendered by city officers or employees, or professional services which are in their nature unique and not subject to competition. This definition excludes contracts to construct public works projects addressed in Chapter 2, Article XIII commencing with section 2.99-34. Public works projects pertain to the construction, alteration, repair, or improvement of any public structure, building, road, or other public improvement of any kind, including demolitions, the construction and installation of drainage systems, lighting and signaling systems, sewer and water systems, and park and recreational facilities. Maintenance required to preserve a public improvement is not considered a public work.

(m) "Specification" means a formulated, definite and complete statement of what is required by the city of the vendor, in the way of composition, construction, utility, durability, efficiency, texture, shape, form or dimension.

(n) "Supplies and equipment" means any and all articles or things which shall be furnished to or used by any Department, including all printing, binding, publications, stationery, forms, journals or reports.

(o) "Using department" means the department that uses the supplies, equipment or services obtained pursuant to a particular requisition.

(p) "Goods" means materials, equipment and supplies needed by any department, including those items purchased with City funds and furnished to contractors for use with public works projects.

(q) "Purchasing policy" means the South Pasadena Finance Policies and Procedures Manual, as adopted by the city council on September 7, 2022, and as may be amended from time to time by action of the city council.

(3) Purchasing Department Established. There is created a centralized purchasing department, in which is vested authority for the purchase of supplies, nonprofessional services and equipment.

(4) Purchasing Agent Designated—Powers and Duties.

(a) The director of finance is designated as purchasing agent. The director of finance may delegate the routine administrative responsibilities as specified in this section, the purchasing policy, or in any other applicable purchasing regulations, to another

staff person. The purchasing agent shall be the head of, and have general supervisory duties over, the purchasing department. The duties of the purchasing agent may be combined with those of any other office or position.

(b) The purchasing agent shall:

1. Negotiate where appropriate and purchase and contract for equipment, supplies (other than library books and periodicals), nonprofessional services or services not involving peculiar ability required by any office or department of the city in accordance with purchasing procedures prescribed by this section, and such other rules or regulations as shall be prescribed by the city council;
2. Act to procure for the city at least expense and/or best quality to the city the needed quality in equipment, supplies, nonprofessional services or services not involving peculiar ability;
3. Where competitive bidding is required, ensure that it is conducted with full and open competition and in full compliance with applicable law. Where competitive bidding is not required, ensure that the City's procurement of services is undertaken in a fair and transparent manner, based on demonstrated competence and qualifications, at a fair and reasonable price. Discourage uniform bidding, and endeavor to obtain as full and open competition as possible on all purchases;
4. Prepare and recommend to the city manager and city council rules governing the purchase of supplies, services and equipment for the city in accordance with best practices;
5. Keep informed of current developments in the field of procurement trends, purchasing prices, market conditions and new products;
6. Prescribe and maintain such forms as are reasonably necessary to effectively administer the operation of this section and other rules and regulations;
7. Oversee the disposal of surplus equipment and supplies that have become unsuitable for city use. Recommend the transfer of surplus or unused supplies and equipment between departments as needed, and the sale of all supplies

and equipment which cannot be used by any department, or which have become unsuitable for city use.

(c) The responsibility of staff in other departments in support of the efficient and effective administration of the purchasing system may be identified through the purchasing policy.

(5) Filing of Estimated Requirements. Each city department shall file detailed estimates of their requirements in supplies, services and equipment in such manner, at such time, and for such future periods as the purchasing agent shall prescribe.

(6) Exemptions from Centralized Purchasing. The purchasing agent may, in writing and with the approval of the city manager, authorize any city department to purchase or contract for specified supplies, services and equipment independently of the purchasing department, but the purchasing agent shall require that such purchases or contract be made in conformity with the procedures established by this section, and shall further require periodic reports from the department on the purchases and contracts made under such written authorization.

(7) Public Works Projects Exemptions. This section, except subsections (1) through (4) hereto, is expressly made inapplicable to bids for public works projects, governed by the procedures in Public Contract Code Sections 20100 and 22000 et seq. Public works projects shall be awarded according the procedures of Chapter, Article XIII, Awarding Public Works Contracts.

(8) Local Vendor Purchasing Preference. Local preference is the practice of procurement from South Pasadena vendors because they are also local taxpayers. Purchases from South Pasadena vendors are strongly encouraged where competitive prices and quality exist. With all specifications and conditions equal except price, a preference will be given to in-city vendors equal to five percent of the quoted price when general fund monies are used for the acquisition. The rationale for local preference is that one percent of the sales tax on most acquisitions returns to the city general fund as revenue, effectively reducing the cost of acquisition.

(9) Competitive Bidding

(a) Contracts resulting from competitive bidding will be awarded by the appropriate award authority based on the lowest responsible bidder who submitted a bid that

was responsive to the solicitation request. A bid is considered to be responsive if it conforms in all material respects to the solicitation requirements; minor defects may be waived by the purchasing agent. A bidder is considered to be responsible if they possess the demonstrated ability, capacity, experience and skill to provide the goods and/or services required by the solicitation.

(b) Whether soliciting price quotations or conducting sealed bidding, it is a best practice to provide notice to as many qualified bidders as possible to ensure fair and open competition. It is the policy of the city that a minimum of three quotations must be solicited whenever possible; provided, however, all quotations may be dispensed with in an emergency, or where said goods and/or services can be obtained from only one source. With regard to emergency purchases, Public Contracts Code sections 1102 and 22050 may apply and if applicable, shall be followed.

(c) If fewer than three quotes are received, the using department must provide an explanation with the purchase requisition that good faith efforts were made to obtain the required number of quotations. The requisition must also include documentation of the good faith efforts, i.e., vendor "no bid" response, email(s) sent to prospective vendors, etc. Though professional services are exempt from competitive bidding under the City's purchasing policy, proposals should be solicited from at least three sources to ensure best value and/or to comply with federal or state law as required.

(d) The city council may authorize purchase of supplies, equipment and services of a value greater than thirty thousand dollars without complying with the above procedures when in the opinion of the council, compliance with competitive bidding is not in the best interest of the city.

(e) Conditions

1. Bid Security. When deemed necessary by the purchasing agent, bidders' security shall be required. Bidders shall be entitled to return of bid security upon execution of the contract or upon the readvertisement for bids; provided, that a successful bidder shall forfeit his bid security upon refusal or failure to execute the contract within ten days after the notice of award of contract has been mailed, unless the city is responsible for the delay. The awarding authority may, on refusal or failure of the successful bidder to execute the contract, award it to the next lowest responsible bidder. If the awarding



authority awards the contract to the next lowest bidder, the bidder first awarded the contract shall forfeit only the portion of his security, which is equal to the difference between his bid and the bid of the next lowest responsible bidder. If the next lowest bidder is awarded the contract and he fails or refuses to execute the contract, he shall forfeit his entire bid security.

2. Bid Opening Procedure. Sealed bids shall be submitted to the purchasing agent, and shall be identified as bids on the envelope. Bids shall be opened in public at the time and place stated in the public notices. A tabulation of all bids received shall be open for public inspection during regular business hours for a period of not less than thirty calendar days after the bid opening.

3. Rejection of Bids. At its discretion, the awarding authority may reject any and all bids presented, and re-advertise for bids.

4. Tie Bids. If two or more bids received are for the same total amount or unit price, quality, service and delivery being equal, and if the public interest will not permit the delay of re-advertising for bids, the awarding authority may accept the one it chooses, or accept the lowest bona fide offer by negotiation with the tie bidders at the time of the bid opening.

5. Payment and Performance Bonds. The purchasing agent shall have authority to require a performance bond before entering a contract, in such amount as it shall be found reasonably necessary to protect the best interests of the city. If the purchasing agent requires a performance bond, the form and amount of the bond shall be described in the notice inviting bids.

6. Purchases of goods or services that can be obtained from only one source may be made by the purchasing agent without advertising and after approval by the awarding authority.

(10) Goods and/or General Services: Competitive Bidding and Contract Award Thresholds

(a) Purchases up to \$2,500 (Over the Counter). Purchase of goods, supplies, equipment, or services not involving a unique ability and not exceeding an estimated value of up to two thousand five hundred dollars may be made by the department

director over the counter. Quotations are encouraged. Purchases may be made by the relevant department director.

(b) Purchases between \$2,501 and \$10,000 (Open Market Procedures). Purchase of goods, supplies, (other than library books and periodicals), equipment, or services not involving a unique ability with an estimated value above two thousand five hundred dollars and not exceeding ten thousand dollars may be made by the department director in the open market after obtaining written quotations. Written quotations shall be submitted to the department director, and routed to the purchasing agent for final verification. Purchases are awarded by the department director. The City Attorney shall determine whether the required written agreements for the purchase shall be in purchase order or contract form.

(c) Purchases between \$10,001 and \$30,000 (Open Market Procedures). Purchase of goods, supplies, (other than library books and periodicals), equipment, or services not involving a unique ability with an estimated value above ten thousand dollars and not exceeding thirty thousand dollars may be made by the purchasing agent in the open market after obtaining written quotations solicited by written notice inviting quotations. Written quotations shall be submitted to the department director, and routed to the purchasing agent for final verification. Purchases are awarded by the purchasing agent. The City Attorney shall determine whether the required written agreements shall be in purchase order or contract form.

(d) Purchases above \$30,000 (Formal Sealed Bidding).

Purchase of goods, supplies (other than library books and periodicals), equipment, or services not involving a unique ability and exceeding an estimated value of thirty thousand dollars shall be made by formal sealed bidding, using city's standard bidding templates, associated product specifications, and/or scope of services, except as otherwise provided herein. Notification to prospective bidders must be provided by issuing a notice inviting bids, published and processed in accordance with the procedures identified in the purchasing policy, and sent to names on the bidders' list. Award of contract shall be made by the city council. Written contracts shall be required for purchases made under this section, and reviewed by the city attorney. The purchasing agent is authorized to execute such contracts on behalf of the city, attested to by the city clerk.

(11) Best Value Procurement and Qualifications Based Selection

Best value procurement and qualifications-based selection shall be undertaken in accordance with the purchasing policy.

(12) Professional Services.

Contracts for services of specially trained and professional persons or businesses shall be exempt from bidding. No solicitation method is required but quotations are encouraged; Contracts for architects and engineers shall be on a qualifications-based selection process. If the contract is equal to or below thirty thousand dollars, the contract shall be reviewed by the City Attorney and require the approval of, and be executed by, the city manager. All contracts exceeding thirty thousand dollars must be reviewed by the City Attorney and approved by the city council.

(13) Encumbrance of Funds.

Except in cases of emergency and as approved by the City Manager and later ratified by the City Council, the purchasing agent shall not issue any purchase order for goods, supplies, equipment, non-professional services or services not involving a unique ability for which there is an insufficient appropriation in the budgetary account against which said purchase is to be charged. Emergency transactions may be subject to Public Contract Code sections 1102 and 22050.

(14) Inspection and Testing of Materials and services

The purchasing agent may inspect supplies and equipment delivered, and determine their conformance with the specifications set forth in the order or contract. The purchasing agent shall have authority to require chemical and physical tests of samples submitted with bids, and samples of deliveries, which are necessary to determine their quality and conformance with specifications.

(15) Surplus Supplies and Equipment. All using departments shall submit to the purchasing agent, at such times and in such forms as he shall prescribe, reports showing all supplies and equipment which are no longer used or which have become obsolete or worn out. The using department, with the concurrence of the purchasing agent, shall have authority to sell all supplies and equipment which cannot be used by any department, or which have become unsuitable for city use, or to exchange the same for or trade the same

in on new supplies and equipment. City Manager approval is needed for sale of supplies and/or equipment when the total estimated value exceeds ten thousand dollars. The purchasing agent shall also have the authority to make transfers between departments of any usable surplus supplies or equipment.

(16) Splitting Orders to Avoid Competitive Bidding or More Rigorous Purchasing Procedures Prohibited. Purchases of supplies, materials, equipment or services shall not be split into smaller orders or components for the purpose of avoiding competitive bidding or more rigorous purchase procedures.

(17) Equipment Leasing Agreements.

(a) As used in this section:

1. "Leasing of non-purchasable equipment" means equipment which is available through "lease only" plans;
2. "Leasing purchasable equipment" means equipment which can be acquired through "lease with option to purchase" type plans;

(b) Equipment Leasing. Leasing of purchasable or non-purchasable equipment shall be in accordance with subsections 7, 8, 9, 10 and/or 19 of this section.

(18) Maintenance Agreements.

(a) As used in this section, "maintenance agreements" means agreements with maintenance service providers for the maintenance of city equipment in good operating condition subject to terms and conditions agreeable to both the provider and the city.

(b) Maintenance agreements shall be signed or terminated before agreement expiration by the purchasing agent with prior approval of the department head responsible for the equipment.

(19) Non-competitive Procurements. Nothing contained in this section shall prohibit procurement made by sole source, single source, or cooperative procurement methods as addressed through and in accordance with the purchasing policy, where competitive bidding may otherwise be required.

(20) Library Books and Periodicals. The city librarian may purchase library books, periodicals, audiovisual, CD-ROM, and electronic format materials in accordance with the budget approved by the city council.

(21) Nothing contained in this section shall prohibit the city from purchasing supplies, services or equipment, without complying with the herein bidding procedure, from a supplier who offers the same or better price, terms and/or conditions as the supplier previously offered as the lowest responsible bidder under competitive procurement conducted by another city or public agency, provided that the competitive procurement process of the other agency meets or exceeds the standards of the city, is for like or greater quantities and that, in the opinion of the purchasing agent, it is in the best interest of the city.

(22) Purchases Utilizing Federal Funding. Uniform Guidance requirements contained in the Code of Federal Regulations at 2 CFR 200.318 through 327 shall be followed when purchasing goods and services that utilize federal grants funds.

Section 2. Section 2.99-35 of Article XIII of Chapter 2 of the South Pasadena Municipal Code is hereby amended to read as follows with additions denoted in underline and deletions noted in strikethrough:

2.99-35 Public works projects.

(a) Except as provided in subsection (e) of this section, the city manager may cause public works projects of \$50,000 or less to be performed by employees of the city by force account, by negotiated contract, or by purchase order. Public works projects in excess of such amount shall be awarded by city council.

(b) Except as provided in subsection (e) of this section, public works projects of \$200,000 or less may be let to contract by informal procedures as set forth in SPMC 2.99-37.

(c) Except as provided in subsection (e) of this section and SPMC 2.99-37(e), public works projects of more than \$200,000 shall be let to contract by the formal bidding procedure outlined in SPMC 2.99-38 and 2.99-39.

(d) The term “public works project” shall have the definition set forth for “public project” in Public Contract Code Section 22002.

(e) The dollar limits set forth in subsections (a), (b), and (c) of this section, and subsection (e) of section 2.99-37, shall adjust without city council action as necessary to comply with any adjustment mandated by the State Controller pursuant to the authority granted by Public Contract Code Section 22020.

Section 3. Section 2.99-37 of Article XIII of Chapter 2 of the South Pasadena Municipal Code is hereby amended to read as follows with additions denoted in underline and deletions noted in strikethrough:

2.99-37 Informal Bidding Procedure.

The following apply to informal bids for public works projects:

(a) Notice Inviting Informal Bids.

(1) Required Noticing. When a public contract is to be bid pursuant to the procedures in this section, a notice inviting informal bids shall be mailed to all construction trade journals specified by the Commission in accordance with Public Contract Code Section 22036.

(2) Optional Noticing. Notification may be also provided to the contractors on the list created pursuant to SPMC 2.99-36 for the category of work being bid, and to any additional contractors and/or construction trade journals.

(3) Exception. If the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.

(b) Mailing Notices. All mailing of notices to contractors and construction trade journals pursuant to subsections (a)(1) and (3) of this section shall be completed not less than 10 calendar days before bids are due.

(c) Description of Project. The notice inviting informal bids shall describe the project in general terms and how to obtain more detailed information about the project, and state the time and place for the submission of bids.

(d) Authority to Award Contracts. The city manager is authorized to award a contract if the lowest bid received is \$50,000 or less. Contracts valued at more than \$50,000 can only be awarded by the city council.

(e) Bids Exceeding \$200,000. If all bids received pursuant to the informal process are in excess of \$200,000, the city council may adopt a resolution by a four-fifths vote to award the contract at \$212,500 or less to the lowest responsible bidder, if it determines the city's cost estimate was reasonable. Otherwise, the project shall be rebid pursuant to SPMC 2.99-38 and awarded pursuant to SPMC 2.99-38 and 2.99-39.

(f) Award of Contract. The contract shall be awarded to the lowest responsible bidder.

SECTION 4. SEVERABILITY. If any portion or provision of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the validity of the remaining portions or provisions or their application and, to this end, the provisions of this Ordinance are severable.

SECTION 5. CERTIFICATION AND PUBLICATION. The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause this Ordinance to be published within 15 days after its passage, in accordance with Section 36933 of the Government Code.

SECTION 6. EFFECTIVE DATE. Unless expressly stated otherwise as to a specific Section of this Ordinance, this Ordinance shall go into effect and be in full force and effect thirty (30) days after its passage.

**PASSED, APPROVED AND ADOPTED ON** this 7th day of December, 2022.

\_\_\_\_\_  
Michael A. Cacciotti, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Desiree Jimenez, CMC  
Chief City Clerk

\_\_\_\_\_  
Andrew L. Jared, City Attorney

**I HEREBY CERTIFY** that Ordinance was duly approved and adopted at a Regular meeting of the City Council on this 7<sup>th</sup> day of December, 2022, by the following votes as the same appears on file and of record in the Office of the City Clerk.

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
Desiree Jimenez, CMC  
Chief City Clerk





# City Council Agenda Report

ITEM NO. 15

**DATE:** December 7, 2022

**FROM:** Arminé Chaparyan, City Manager *AC*

**PREPARED BY:** Sheila Pautsch, Community Services Director

**SUBJECT:** **Approval of a Discretionary Funds Request from Councilmember Diana Mahmud in the amount of \$250 for the South Pasadena Tournament of Roses Float**

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## Recommendation

It is recommended that the City Council:

1. Find that the requested allocation of Discretionary Funds to support the South Pasadena Tournament of Roses (SPTOR) float is consistent with the findings required pursuant to the Guidelines for the Application of City Council Discretionary Budget Accounts adopted by Resolution No. 7174; and
2. Approve the requested allocation in the amount of \$250 by Councilmember Mahmud to support the SPTOR float.

## Background

In September 2004, the City Council approved the creation of discretionary spending budgets that allow each Councilmember the opportunity to fund projects or purchases that might not otherwise be funded in the approved budget. Discretionary funds must be used for a public purpose benefiting the City. On August 17, 2011, the City Council approved Resolution No. 7174, establishing guidelines for the application of City Council discretionary budget accounts. It requires that use of such funds may be used if findings can be made by the City Council. Resolution No. 7174 states that all funds not expended during the fiscal year shall be carried over to subsequent fiscal years, up to a maximum carryover amount of \$10,000 per Councilmember account. The allocated funds need not be encumbered by a purchase order to be carried over to the following fiscal year. In Fiscal Year (FY) 2019-20, the Budget included \$20,000 of Discretionary Funds, which amounts to \$4,000 per Councilmember which was a decrease from \$25,000 in prior years. Each Fiscal Year since, the budget has remained at \$20,000 for Discretionary Funds.

## Analysis

The City Council receives an annual discretionary fund and shall make the following specific findings before recommending the use of any funds in a discretionary account for City-related projects or purchases: a) The expenditure has a public purpose benefitting the City; b) The expenditure is free of any conflicts of interest that may arise

Discretionary Funds Request from Councilmember Mahmud  
 December 7, 2022  
 Page 2 of 2

from the use of City funds; and c) The expenditure is not a gift to any individual, corporation, or municipality, but is only used to benefit the general public of the City. The following table displays the current discretionary fund balances:

City Councilmembers Discretionary Funds						
Fiscal Year 2022-23						
		District 1	District 2	District 3	District 4	District 5
		<u>Zneimer</u>	<u>Donovan</u>	<u>Primuth</u>	<u>Cacciotti</u>	<u>Mahmud</u>
<i>Current Year Allowance Beginning Balance</i>		\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
Date						
<u>Pledged</u>	<u>Description</u>					
10/11/2022	Three new raised garden beds for South Pasadena Community Garden					\$1,750
11/2/2022	South Pasadena Tournament of Roses Float		\$300			
12/7/2022	South Pasadena Tournament of Roses Float					\$250
	<i>YTD Appropriations</i>	\$0	\$300	\$0	\$0	\$1,750
	Carry Over Funds FY 21/22	\$0	\$0	\$2,912	\$0	\$0
	<b>Available 12/07/2022</b>	<b>\$4,000</b>	<b>\$3,700</b>	<b>\$6,912</b>	<b>\$4,000</b>	<b>\$2,250</b>

On November 10, 2022, Councilmember Mahmud requested approval and received a second from Councilmember Donovan to use Discretionary Funds in the amount of \$250 to assist with the SPTOR float. This request supports a public purpose benefitting the City in the promotion of the City before an international audience; There are no known or anticipated conflicts of interest that may arise from the use of City funds, and this request is not a gift but is to benefit the general public of the City.

**Fiscal Impact**

Sufficient funds are available in the FY 2022-23 City Council Discretionary Budget Account No. 101-1010-1011-8021.



# City Council Agenda Report

ITEM NO. 16

**DATE:** December 7, 2022

**FROM:** Arminé Chaparyan, City Manager *Ac*

**PREPARED BY:** Angelica Frausto-Lupo, Community Development Director  
Ben Jarvis, Interim Senior Planner

**SUBJECT:** **Approval of a Professional Services Agreement with TruePoint Solutions, an Accela Licensing/Subscription Agreement, and an associated Laserfiche agreement to implement an Accela-based Project Management and Case Management On-line Permitting System**

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## Recommendation

It is recommended that the City Council:

1. Review and approve the Professional Services Agreement with TruePoint Solutions for the purchase and implementation of an Accela-based case management and on-line permitting system for a total not-to-exceed amount of \$252,567;
2. Review and approve a three-year Accela licensing/subscription agreement for a first year not-to-exceed amount of \$28,800 and a three-year not-to exceed amount of \$90,792;
3. Authorize the City Manager to execute the necessary subscription agreement with Laserfiche in support of the on-line permitting system in an amount not to exceed \$11,388 for the first year; and
4. Authorize the City Manager to execute any other documents related to this Agreement and enter into a Professional Services Agreement with TruePoint Solutions, sign the Accela licensing agreement, and execute a Laserfiche subscription agreement for the implementation of an Accela-based case management and on-line permitting system for the Community Development Department.

## Background

On August 21, 2019, the City Council adopted a resolution to authorize staff to file an application for the Senate Bill 2 (SB2) Planning Grants Program. The purpose of the Planning Grants Program is to provide financial and technical assistance to local governments to accelerate housing production, streamline the approval of housing development, facilitate housing affordability, and to promote the development of housing. Several types of projects were eligible for SB2 grant funds, and the City of South

Pasadena opted to use its grant to implement an on-line case management and permitting system for the Community Development Department.

On August 6, 2020, the California Department of Housing and Community Development (HCD) executed a contract with the City in the amount of \$160,000 to reimburse expenses associated with eligible projects, and specifically, the City’s proposed case management/on-line permitting system. Funds were originally required to be expended by June 30, 2022, however, due to the COVID-19 pandemic, that deadline was extended to September 2023. On October 6, 2022, HCD approved a revised project schedule that reflects the new deadlines. Under the revised schedule, the initial implementation tasks are scheduled to be completed by August 31, 2023. The proposed tasks and deadlines from the revised HCD agreement can be found in Table I below:

**Table I: Department of Housing and Community Development Approved Timeline**

<b>Task</b>	<b>Date</b>	<b>Status</b>
Write and Release an RFP	March 31, 2022	Complete
Select Vendor and Prepare Contract	October 15, 2022	Complete
City Council Contract Approval	December 31, 2022	In Process
Workflow Needs Assessment	March 15, 2023	Pending
Purchase Electronic Permitting System	March 31, 2023	Pending
Phase-In Implementation	June 30, 2023	Pending
Final Launch/Quality Control	July 31, 2023	Pending
First Annual Subscription Fee	August 31, 2023	Pending

The City is working within a tight timeline, and intends to have the first phase of the new system operational by the end of July 2023. The HCD-approved scope of work and timelines are general benchmarks, and specific tasks may be completed before or after the time estimate. As long as all work is completed by August 31, 2023, and the appropriate documentation is submitted to HCD for reimbursement by the State deadline, the City will comply with the approved contract and grant obligations, and be eligible for reimbursement through the SB2 Planning Grants Program.

Request for Proposals

On February 22, 2022, the City released a Request for Proposals (RFP) through PlanetBids to implement a Community Development Case Management and On-line Permitting System (System). Specifically, the RFP sought firms that could competently transition the Community Development Department from a paper-based record keeping and permitting system to an electronic permitting system. The System was expected to include modules that could improve the customer service experience for applicants and that would increase efficiency in the City’s permitting process. The RFP stated that vendors should have demonstrable, successful expertise and experience in developing, implementing, and maintaining community development management software. The System was expected to be able to manage tasks pertaining to land use, permitting, project/case management, code enforcement, and citizen requests. The RFP listed the

features that were expected to be included in the software, a conceptual scope of work, project timeline, and scoring criteria. The proposal window closed on March 28, 2022, and the City received proposals from the following nine firms: Brightly, Camino, Citizenseve, Edgesoft, GeoCivix, Maintstar, TruePoint Solutions, Tyler Technologies, and ZipFlow.

The proposals were reviewed and scored in August 2022, by a Selection Committee that included staff members from the Community Improvement (Code Enforcement), Planning, and Building & Safety Divisions, and also from the Public Works Department. Based on its initial review, the Committee deemed two proposals as non-responsive to the RFP. The Committee determined the remaining seven proposals were responsive, and addressed the minimum requirements of the RFP. All proposals were scored regardless of their responsiveness, and the Committee opted to interview four firms that scored at least 65 points in the initial round. Table II below contains the initial scores of the proposals:

**Table II: Initial Proposal Scoring**

Firm Name	Score	Responsive to RFP
Brightly	68	Yes
Camino	53	No
Citizenseve	72	Yes
Edgesoft	58	Yes
GeoCivix	57	Yes
Maintstar	70	Yes
TruePoint Solutions	79	Yes
Tyler Technologies	61	Yes
ZipFlow	38	No

Firms that were selected for interviews included Brightly, Citizenseve, Maintstar, and TruePoint Solutions. On September 14, 2022, the firms not selected for interviews were sent letters informing them of the City’s decision.

**Analysis**

The Committee interviewed four firms on September 27 and 28, 2022: Brightly, Citizenseve, Maintstar, and TruePoint Solutions. Based on the interviews and the submitted proposals, TruePoint Solutions was determined to be the best-qualified firm to meet the City’s needs in implementing an on-line case management and permitting system.

TruePoint Solutions proposes to use Accela, a web-based land management software program; TruePoint Solutions installs and maintains Accela systems and is not the owner of the platform. The initial estimated cost of TruePoint Solutions’ proposal was \$308,640, with an implementation timeline of 12 months, \$28,800 per year for the first year Accela subscription with an ongoing cost associated, and a 5% annual increase. This cost

includes 10 Accela licenses, the minimum number required in the RFP. When the City checked references, each agency spoke highly of TruePoint Solutions' technical abilities and customer service, particularly its technical support function. Each agency also spoke highly of the Accela platform, sharing that the software met their expectations and was able to adapt and expand to meet their changing needs. One agency implemented Accela a decade ago and intended to replace the system in FY2023/2024. While that agency budgeted for replacement of the system, Accela has continued to run smoothly and there is no reason to replace the system, which has resulted in a cost-savings. The reference agencies were unanimous in their satisfaction with both Accela and TruePoint Solutions, and encouraged the City to consider using TruePoint Solutions to implement Accela. The initial TruePoint Solutions' proposal can be found in Attachment 2.

Based on the original proposal, the interview, and reference checks, TruePoint Solutions/Accela is the most qualified firm and data management system to meet the City's needs. The firm had unanimous positive responses from the references provided, and the Committee found the TruePoint Solutions proposal was the most realistic in terms of timeline and cost. Additionally, Accela is used by multiple agencies, which means the applicants who have done work in other Accela cities would be familiar with the system once it is up and running in South Pasadena. Some nearby agencies that use Accela include the cities of Eastvale, Moreno Valley, Ontario, Palmdale, Rancho Cucamonga, San Diego, Santa Clarita, Santa Monica, South El Monte, Torrance, and Whittier. Another advantage to using Accela is the fact that the platform that can be configured by any consultant who is familiar with the software. This will allow the City more options and flexibility in working with third-party contractors on future Accela projects, should such projects be necessary.

Given the shortened timeline and refined work plan that was recently approved by HCD, TruePoint Solutions provided a revised cost estimate and scope of work. That proposal can be found in Attachment 3 and will serve as the Scope of Work for the contract. The total contract amount is \$252,567, which includes the required work tasks, the first year subscription to both Accela and Laserfiche, plus a contingency of \$25,559. As TruePoint Solutions is an Accela implementor and not the owner of the Accela software, The City will also need to enter into a licensing/subscription agreement with Accela. That agreement can be found in Attachment 4 and lists the annual subscription costs as \$28,800 for the first year, \$30,240 for the second year, and \$31,752 for the third year (total amount for the three-year agreement: \$90,792). The total TruePoint Solutions contract amount (\$252,567) includes the first year Accela subscription, which will be paid on a pass-through basis.

Accela has superior capabilities compared to the other software platforms that were reviewed, is familiar to applicants who use the system in other cities, and can grow and adapt as the City's needs change. Therefore, staff recommends the approval of the Professional Services Agreement with TruePoint Solutions for a total not-to-exceed amount of \$252,567 (Attachment 5), to authorize the City Manager or designee to execute the Accela licensing/subscription agreement for 10 annual staff licenses, and to execute

any other documents or agreements associated with the project, such as the Laserfiche subscription agreement, associated with the project.

**Fiscal Impact**

Expenses associated with this project in the amount of not-to-exceed \$252,567 will be paid from the Community Development Professional Services Account No. 101-7010-7011-9186-000. This expense was identified in the budget process (\$160,000) and the City is eligible for state reimbursement of up to \$160,000 based on the signed HCD Agreement No. 19-PGP-14277 (Attachment 5). Additional funds will be required during the midyear budget process. Upon implementation, there will be an ongoing cost to the City based on the annual subscriptions to Accela, Laserfiche, and other related applications.

Attachments:

1. TruePoint Solutions Initial Proposal
2. TruePoint Solutions Revised Proposal
3. Accela Licensing Agreement
4. Professional Services Agreement for TruePoint Solutions
5. HCD Agreement No. 19-PGP-14277

# **ATTACHMENT 1**

TruePoint Solutions/Accela Initial Proposal



*Response:*

***City of South Pasadena, CA***

*Request for Proposals to*

***Implement a Community Development  
Case Management System***

*1414 Mission St.  
South Pasadena, CA 91030*

***March 28, 2022***

***3262 Penryn Rd.  
Suite 100-B  
Loomis, CA 95650  
(916) 259-1293  
TruePointSolutions.com***



# City of South Pasadena, CA

Request for Proposals to

## Implement a Community Development Case Management System

*Submitted by:*

**TruePoint**  
Solutions

*3262 Penryn Rd.  
Suite 100-B  
Loomis, CA 95650*

*Submittal Due  
4:00PM (PST)  
March 28, 2022*



March 28, 2022

Margaret Lin  
Project Manager  
Community Development Department  
1414 Mission St.  
South Pasadena, CA 91030

**RE: RFP to Implement a Community Development Case Management System**

Dear Ms. Lin and Evaluation Committee:

TruePoint is proud to present our response to the City of South Pasadena's (the City) Request for Proposals (RFP) to Implement a **Community Development Case Management System**.

Our proposal is based upon our significant experience working on engagements of similar size and scope with Agencies very much like South Pasadena at numerous agencies over the last 30 years. We hope to demonstrate this expertise in implementing and supporting the Accela Civic Platform on the following pages.

We would like to take this time to thank you for your consideration in allowing us to demonstrate TruePoint's successful strategy to implement a business-critical solution for the City. We look forward to working with you and to the prospect of building a long-term relationship.

Regards,



Kent Johnson  
TruePoint Solutions  
(916) 259-1293 office  
(916) 607-4490 mobile  
(916) 256-1975 fax  
[www.truepointsolutions.com](http://www.truepointsolutions.com)

**COMPANY OVERVIEW**

- TruePoint Solutions

**Incorporated:**

- 2004
- 48 employees

**Professional Services:**

- Business Analysis
- Configuration
- Data Conversion
- Report Development
- Event Scripting
- Interface Development
- Consulting
- Training

**Industry:**

- State and Local Government

**Industry Focus:**

- Land Management and Permitting
- Business and Trade Licensing
- Code Enforcement
- Asset Management
- Electronic Document Review
- Utility Billing
- IT Consulting

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## 2. Scope of Work

*A detailed proposal describing each milestone of the work as described including the following:*

### ***a. Synopsis of the project***

*Synopsis of the project based on the description and your team's experience working on similar projects.*

The City of South Pasadena seeks a partner to provide and implement an Implement a Community Development Case Management System for the Planning and Community Development Department (including Planning, Building, and Code Enforcement Divisions). The new system will replace the City's existing paper system to provide a streamlined planning and approval process for development projects. The new system should also include a broad array of configurable tools or modules including project management, reporting, mapping, record retention, interdepartmental communication, ability to accept online payments and provide web-based public access to property information and other public documents.

We are proposing the Accela solution, and we are confident that Accela can provide the desired functionality listed above in addition to a multitude of other features which will benefit the City. TruePoint Solutions has the depth and breadth of knowledge sought by the City in the area of municipal permit processes and permit system requirements, a proficiency which we believe far exceeds the City's requirements. We have a team of 25 Accela implementation consultants who have worked with over 130 Accela clients across the US.

TruePoint looks forward to working collaboratively with City staff and stakeholders to achieve all desired outcomes. These include, but are not limited to the following:

1. TruePoint will start by conducting a needs assessment based on the current Planning and Community Development organization, applications, workflow, and entitlement processes;
2. We will use the needs assessment to identify bottlenecks and recommend best practices for expedited review;
3. The TruePoint team will provide Accela configurable software and system modules to manage plan submittals, processing, permitting, reporting, workflow management, mapping, code enforcement, complaint management, and web portal for online applications and customer interface;
4. Our project plan incorporates a methodology which requires input from and collaboration with City staff on system integration;
5. The TruePoint methodology also includes training for City staff on the operations and maintenance of the system; and,
6. Part and parcel of our collaboration with the City on this project will be the development of materials and public presentations regarding the new customer interface.

In addition to a robust complement of other features, the Accela system readily fulfills the following City requirements:

- ✓ General permit (building, engineering, and planning) and land use application (Administrative Decisions, Appeals, Conditional Use Permits, Zoning Code Amendments, Environmental Checklists, Hillside Developments, Lot Line Adjustments, Mills Act, and Variances) management and reporting
- ✓ Inspection and Code Enforcement
- ✓ Security and user administration
- ✓ Public portal with online search functions, permit submittal, and management
- ✓ Geographical Information System integration
- ✓ Los Angeles County Assessor’s integration (microfiche/microfilm files)
- ✓ Electronic plan acceptance integration
- ✓ Data conversion capabilities
- ✓ Ability to integrate with Laserfiche records management database
- ✓ Flexible permit types and numbering system, with annual reset
- ✓ Robust and flexible search, display, audit, and report generating capabilities (including options to exclude specified addresses for specific dates)
- ✓ Ability for users to access across departments

TruePoint Solutions is the most experienced and successful Accela implementation partner. Having become a certified services partner in early 2005, TruePoint has been engaged on over 130 Accela implementation projects.

TruePoint has a team of 25 Accela implementation consultants who have worked with hundreds of clients across the US. We know that providing superior customer support is the key component to our success. Our goal and objective is to have all of our business relationships produce quality reference accounts. That only happens by delivering exceptional products and services. We accomplish this by taking the time to listen to our clients’ needs and understand the business issues they face; as a result, we can provide appropriate solutions to resolve your business issues in a manner that is supportable, maintainable, and affordable.

### Accela’s Civic Excellence

When governments and technology work together, great things happen. For those who serve government, TruePoint understands the power of transforming processes and perceptions. For over 20 years, Accela has been designing modern technologies and secure cloud solutions that help communities thrive. Today, Accela serves thousands of customers and communities and work with trusted partners who are committed to your success.

- ▶ With Accela solutions, **Agencies** have the flexibility, options, and scalability to enable innovation over time without the need to invest in new technology. Regardless of agency size or budget, the Accela solutions *streamline and accelerate* services through online citizen access, mobile solutions, improved workflow, and the elimination of paperwork.
- ▶ **Citizens** can *engage and have easy access* to their government with Accela Citizen Access and mobile apps. They can *enjoy two-way conversations* with social media integration and citizen engagement apps, track statuses, and take part in the government decision-making process.



- ▶ **Partners and Developers** can *build and deliver* innovative solutions and apps that extend the value of our solutions. By taking advantage of Application Programming Interfaces, Software Development Kits, and scripting to help speed deployment, partners can *create and deploy*, offering the opportunity to build profitable businesses.

Together, TruePoint and Accela envision what is possible today to ensure a better tomorrow. The heartbeat of government transformation is everywhere. **Join us to transform and govern the future together.**

## ***b. Breakdown of Tasks – Implementation Approach***

*Detailed step-by-step break down of tasks with responsible person, anticipated time to complete, and deliverables*

### **Task 1 Project Initiation/Administration**

Project initiation is an opportunity to ensure the project starts in a well-organized, structured fashion while re-confirming the Agency and TruePoint expectations regarding the implementation. This task is comprised of project planning activities, core project management documents and templates and the project kickoff.

In conjunction with the Agency representatives, TruePoint will perform the following tasks:

- Finalize staffing for the project teams.
- Conduct a Kickoff meeting. The objective of this meeting is to review the purpose of the project and discuss the project scope, roles and responsibilities, deliverables, and timeline.
- Finalize an integrated baseline project plan that includes resource allocation for all tasks (in cooperation with the Agency Project Manager).
- Conduct Core Team training to prepare the Subject Matter Experts for the To-Be Analysis stage.

#### TruePoint Responsibilities

- Provide timely and appropriate responses to Agency’s request for information.
- Communicate the Accela Implementation Methodology that will be used by TruePoint to deliver Services.
- Complete Baseline Project Plan, Project Status Report Template, and Project Kickoff Presentation deliverables with input from appropriate Agency resources.

#### Agency Responsibilities

- Identify and set expectations with key resources and subject matter experts for ongoing participation in the project.
- Provide timely and appropriate responses to TruePoint’s requests for project planning input and meeting logistics requests.
- Work with TruePoint PM to schedule remote Project Kickoff and other activities as needed.

## Task 2 Needs Assessment

Needs assessment is comprised of the activities required to define the Accela Civic Platform Solution Foundation for the Agency. The key output of the process is the Configuration Document(s), which serves as a ‘blueprint’ for design and baseline configuration efforts throughout the implementation.

The following departments will participate in the Business Analysis (Building and Safety, Planning, Economic Development, Public Works, and Enforcement). The Configuration Document(s) will provide detailed information on the Agency’s business processes to be configured in the Accela Civic Platform Solution Foundation, including the following topics:

- Overall Process Overview
- Intake Process, user defined and required fields
- Required/Optional Review Tasks
- Issuance requirements
- Inspection Types, scheduling and checklists
- Workflow and processing requirements
- Fees – types, processing and schedules
- Citizen Portal (Accela Citizen Access) specific to online submittal, inquiry, inspection scheduling and fee payments.

## Task 3 To-Be Analysis and Configuration Document

To develop the content for the To-Be Analysis Document(s), TruePoint will work closely with designated Agency personnel and will conduct analysis sessions to capture the “to-be” required business processes.

In conjunction with the Agency representatives, TruePoint will perform the following tasks:

- Review and understand existing business processes intended for migration into Accela Civic Platform.
- Review the developed business process as a basis for configuration in Accela Civic Platform’s workflow tool.
- Assist the Agency in **streamlining current** permit types to fit into **Accela Civic Applications**.
- Collect employee names and associated roles and identify user group setups.
- Review the collected document intake requirements, forms, and data fields for each process.
- Review the collected document output requirements (documents/letters/reports).
- Review the required fees, fee schedules, and collection procedures for each process.
- Review the required inspections and inspection result options for each type.

### TruePoint Responsibilities

- Interview staff to understand existing business processes.
- Conduct to-be analysis sessions to capture the required business processes to be automated within the system.

- Conduct meetings via email, web conference, phone, and in person to gather and validate analysis input.
- Demo basic prototypes off records for each department.

#### Agency Responsibilities

- Make available the appropriate Agency key users and content experts to provide required information, participate in the configuration analysis and verify the accuracy of the documented workflows, input/output formats, and data elements.
- Provide any existing business process documentation, including process flows; fee schedules; commonly used applications, reports and forms; and other relevant information.
- Work with TruePoint PM to schedule participants and meetings for analysis activities.

## Task 4 Case Management System

### ***Task 4.1 System Installation***

TruePoint will work with Accela to setup the Accela Automation software in the Accela Cloud environment, such that Agency can log into the system and verify that the software is available. TruePoint will populate the new environment with civic application templates or configuration from other implementations.

### ***Task 4.2 System Integration***

TruePoint will provide professional services to develop the Accela Civic Platform Solution Foundation in accordance with requirements established and agreed upon during the execution of the tasks that comprise To-Be Analysis. TruePoint will produce a detailed Configuration Document(s) that represents the entire foundation of the system, for each module. This document will be delivered for review with the completed solution.

### ***Task 4.3 Accela Base Civic Platform Solution Foundation***

TruePoint will provide professional services to develop the Solution Foundation of the Accela Civic Platform product in accordance with requirements established and documented in the To-Be Analysis Document(s).

The solution foundation will include core Accela Civic Platform features for:

- Modules
- Admin User and User Groups
- Departments/Divisions
- Consoles (Administrator, Daily User, Inspection, and Cashiering)
- Portlets (Customized portlets for all Automation Screens)
- My Navigation Setup
- Menu Navigation Setup
- Quick Links
- Quick Queries for the Record, Inspection, and My Task Portlets

**Task 4.4 Accela Civic Platform Configuration**

TruePoint will provide professional services to configure Accela Civic Platform in accordance with requirements established and agreed upon during the execution of the tasks that comprise To-Be Analysis.

The configuration will include Accela Civic Platform features for:

- Users and User Groups
- Record Types (based on Civic Applications)
- Intake Forms
- Workflows
- Fees
- Inspections
- Conditions
- Custom Fields and Lists

TruePoint Responsibilities

- Configure the foundational components as defined in the To-Be Analysis Document(s).

Agency Responsibilities

- Make available the appropriate Agency key users and content experts to participate in solution configuration of the system to learn about the system and facilitate in knowledge transfer.
- Work with TruePoint to verify that the system meets the foundational requirements documented in the To-Be Analysis Document(s).
- The Agency will test the system for purposes of validating the configuration.

**Task 4.5 (Optional) Accela Civic Platform Electronic Plan Review Integration**

**DigEplan** has become the product of choice for Electronic Plan Review. DigEplan is:

- A true plugin to Accela using the construct API
- 100% integrated to Accela
- 100% integrated to Accela Citizen Access
- 100% cloud based with no desktop install
- 100% integrated to the Accela Standard Comment library
- Easy to implement WITHOUT a team of programmers or 3rd part tools and very easy to learn and use
- Leverages Accela for what it does best so no need to create additional workflows, document storages, citizen portals, etc.
- Has a robust set of markup tools
- Has Align, Rotate, Calibrate, Scale, Overlay and Compare tools
- Robust Stamp creation tool that can pull data from Accela, barcodes, signatures on to stamps
- An Accela Technology Partner and more Cost efficient than other Accela partner options
- Incredible performance with large or small files. Seems much faster than others
- And much more

## Task 5 Case Management System Data Conversion

### **Task 5.1 Historical Data Conversion Analysis**

Data conversion of historic/legacy data is a critical activity for the success of this project. The TruePoint team is highly experienced in planning for and executing these activities and will work closely with Agency staff to ensure a successful transition of data. For conversions, it is expected and anticipated that the Agency will provide resources knowledgeable with the historical data to assist in the data migration/conversion effort. TruePoint will conduct Analysis/Mapping and Data Conversion Development for the Legacy Data.

TruePoint's anticipation is to convert all Agency Historic Access DB permit data: Permit History, Status, Address, Parcel, Owner, Custom Fields, Fees, Inspections, as well as all other appropriate data elements into the new Accela configuration.

TruePoint will create a Data Conversion Mapping Document detailing the data conversion process, mutually agreed upon requirements and mapping of Agency's historical data into Accela Civic Platform.

#### TruePoint Responsibilities

- Work with the Agency to define and document historical data elements that are required for the conversion.
- Facilitate the data analysis and mapping process
- Complete the Data Conversion Specifications Document.

#### Agency Responsibilities

- Provide historical data in acceptable formats.
- Provide subject matter experts on the data source to aid TruePoint in identifying key components of the historical data
- Provide subject matter experts on the historical configuration to aid in the data mapping process

### **Task 5.2 Historical data Conversion development**

Upon Agency approval of the Historical Data Conversion Specifications document, TruePoint will provide a program(s) to migrate appropriate historical data into Accela Civic Platform. Upon receipt of the conversion from TruePoint, the Agency DBA will load the data into the TEST environment for validation.

#### TruePoint Responsibilities

- Provide a program to migrate historical data into the Agency's AA test database environment.
- Each data conversion will include up to three (3) conversion loads for client testing
- Validate the successful completion of the migration of historical data into the Agency's test environment.

#### Agency Responsibilities

- Providing the legacy data source in an accepted format. For example, MS Access, Excel or delimited Text formats.

- Assist in the execution of the data conversion program and provide access to environments as needed
- Provide resources to validate the conversion counts and the quality of the data converted into Accela Civic Platform

## **Task 6 Report Analysis and Development**

Reports are defined as anything that can be generated from the system, including but not limited to, reports, forms, documents, notices, and letters that the Agency wishes to print as identified during configuration analysis. The Configuration Document will define the reports and documents that are required by the Agency to effectively use Accela Civic Platform. These reports will be broken down by level of effort and identified in the configuration document. It is expected that, after the appropriate training on the database and the selected report writing tool is completed, Agency personnel will be able to handle additional and future report requirements.

Reports can be developed using the integral Ad-Hoc Report Writer included with Accela Civic Platform, Microsoft Report Service (SSRS) or Crystal Reports at the Agency's discretion. Custom reports, whether developed with Ad-Hoc Report Writer, SSRS or Crystal Reports, will be deployed in the Report Manager for use within Accela Civic Platform. The Agency will need to create a local Accela DB environment for use in creating and testing reports in-house. Request for a local copy of the Agency data can be requested through CRC.

### ***Task 6.1 Report Specifications***

TruePoint will develop 15 to 20 documents/letters/reports from those identified by the Agency as required for the new system.

Prior to the development of a report the Agency will approve report design specification documents that will be created jointly by the Agency and TruePoint. The approved documents will be used as a basis for determining completion and approval of the reports. Development of each report cannot begin until agreement on each specification is complete.

A proven strategy that combines the use of the Accela Civic Platform Quick Queries, Accela Ad-Hoc reports and custom reports developed by TruePoint, or Agency, can ensure that all required reporting requirements are met.

#### TruePoint Responsibilities

- Assist in determining level of effort for reports to assist with prioritization
- Develop report specifications

#### Agency Responsibilities

- Make available the appropriate key users and content experts to participate in the report specification
- Provide information and data in the formats specified by TruePoint that will be needed for agreement on the Deliverable

### **Task 6.2 Report development**

TruePoint will develop custom documents/letters/reports per the specifications developed and approved in the Report Specifications. Changes to the report specifications after approval can negatively impact project progress and the overall schedule.

#### TruePoint Responsibilities

- Develop reports per specifications in Crystal Report XI server format or later.
- Assist in the validation of the reports in test environment

#### Agency Responsibilities

- Make available the appropriate key users and content experts to participate in the report development and validation activities
- Request change order if changes to specifications are required

### **Task 7 Accela Citizen Access Configuration**

This task includes setup and configuration of Accela Citizen Access (ACA) per the Requirements gathered in the To-Be Analysis Phase. TruePoint will work with the Agency representatives validate and implement Accela Citizen Access to extend certain aspects of the internal Accela Civic Platform configuration for use by the general public.

#### TruePoint Responsibilities

- Setup Accela Citizen Access in Dev and Test environments
- Assist agency in set up and validation of merchant account integration
- Work with the Agency to determine which services to expose to the public via Accela Citizen Access
- Configure the Online Record types defined in the System Configuration Document in Accela Citizen Access

#### Agency Responsibilities

- Obtain a merchant account, and deploy an internet-enabled payment engine
- Validate that the configuration specification for Accela Citizen Access meets Agency requirements based on details from the Configuration phase of the project
- Perform testing of all Online Record types for purposes of validating the configuration

TruePoint configure Accela GIS to link and leverage existing Agency GIS information, including assistance with establishing the map service to be used in conjunction with Accela GIS. The following are the main objectives being pursued through the implementation of the Accela GIS:

- Look up permit information and parcel information from the Permitting system
- View selection, location, and associated GIS information
- Select one or more parcels and add new applications to the permit system
- Auto-populate spatial attributes for a property in forms
- MAP XAPO (external Address, Parcel and Owner like with GIS) data attributes

#### TruePoint Responsibilities

- Demonstrate that the Accela GIS applications are operational in the Agency computing environment thus communicating with the Accela Civic Platform system

#### Agency Responsibilities

- Arrange for the availability of appropriate staff for the system setup, testing, and quality assurance throughout the setup process
- Provide information and data in the formats specified by Accela that will be needed for the GIS implementation.

### **Task 8 Accela Mobile Deployment**

TruePoint will setup the Accela Mobile Gateway. As part of this deliverable TruePoint will perform the configuration tasks required to ensure the Accela Mobile Apps interfaces with Accela Civic Platform in both a test and production environment. Using Accela Mobile Apps, an Agency inspector can perform activities such as:

- Result inspections/investigations in either store/forward or wireless mode
- Create or Review Record information in the field

#### TruePoint Responsibilities

- Create configuration specifications for Accela Mobile Office based on analysis with the Agency
- Configure Accela Mobile Apps

### **Task 9 Staff Training**

TruePoint will provide training for Agency staff that focuses on the administration, maintenance, and augmentation of its Accela Civic Platform configuration. Our aim is to educate Agency resources on all aspects of Accela Civic Platform to ensure the Agency is self-sufficient. This allows the Agency to best react to changing requirements and ongoing maintenance, which can allow the Agency to be reactive and significantly reduce system maintenance costs over time.

TruePoint can provide on-site or remote training services as desired by the Agency. With COVID-19 we have adapted to remote web training for most of our customers that has been very successful.

In terms of specific training sessions, the following are recommended:

- Accela Civic Platform - Core Team Training – .5 days (SME's and Admins)
- Accela Civic Platform Admin Training – 2 days (System Admin)
- Accela Civic Platform Business Rules Scripting (Basic) – 1 day
- Accela Civic Platform Database Schema Fundamentals – .5 day (report writers)
- Report Workshop Report Training .5 day of workshop training
- Report Workshop Ad-Hoc Report Training 2 (2 hour) remote sessions
- Train the Trainer Training Support 4 days

#### TruePoint Responsibilities

- Coordinate with the Agency to define training schedule and coordination.
- Deliver training per the specific requirements listed above.



#### Agency Responsibilities

- Select and prepare the power-users who will be participating in the training and subsequently training end users.
- Arrange the time and qualified people for the training who are critical to the project success.
- Provide suitable Agency facilities (this can be remote if necessary) to accommodate various training classes.
- For the Report Workshop agency, will need to provide a local MSSQL environment loaded with a current copy of the configured Data Base.

### **Task 10 Staff Training**

This task is comprised of the assistance TruePoint will provide to allow the Agency to accept that the solution meets the requirements as documented in all the deliverables.

TruePoint will provide support for training, oversight, answering questions and addressing issues discovered in User Acceptance Testing. It should be noted that it is critical that the Agency devote ample time and resources to his effort to ensure that the system is operating per signed specifications and ready for the move to production.

TruePoint will aid the Agency by providing User Acceptance Testing (UAT) support and a defined testing process. TruePoint will address and rectify issues discovered during the UAT process as Agency staff executes testing activities.

#### TruePoint Responsibilities

- Provide recommendations on testing strategy and best practices.
- Lead the Agency in up to [3] weeks of User Acceptance testing effort and the validation of the system configuration and its readiness to be migrated to production for active use.
- Resolution of issues as a result of User Acceptance Testing activities.

#### Agency Responsibilities

- Make available the appropriate Agency key users and content experts to participate in user acceptance testing as defined and managed by Agency.
- Develop the User Acceptance test scripts.
- Utilize the use cases documented in each Configuration Document Deliverable as the basis for the acceptance of this Deliverable.

### **Task 11 Deployment / Customer Service and Maintenance**

Production date is defined as the official date in which Accela Civic Platform moves from the test environment to production for daily Agency usage. This date will be agreed to by both TruePoint and the Agency at project inception. It may be altered only by change order agreed to by both parties. In the weeks prior to moving to Production, TruePoint will assist in final data conversions, system validation, staff preparation assistance and training, and coordination of deployment.

#### TruePoint Responsibilities

- Provide on-site or remote resources to support the move to Production and Post-Production Support effort
- With assistance from the Agency, lead the effort to transfer the system configuration and any required data from Support to Production
- Assist in the development of a Pre-Production checklist that details the critical tasks that must be accomplished prior to moving to Production

#### Agency Responsibilities

- Provide technical and functional user support for pre and postproduction Planning, execution, and monitoring
- Provide timely and appropriate responses to TruePoint's request for information
- Assist in the development of a Pre-Production checklist that details the critical tasks that must be accomplished prior to moving to Production
- Make available the appropriate Agency key users and content experts to participate in user acceptance testing as defined and managed by Agency

#### **Task 12 Public Presentation**

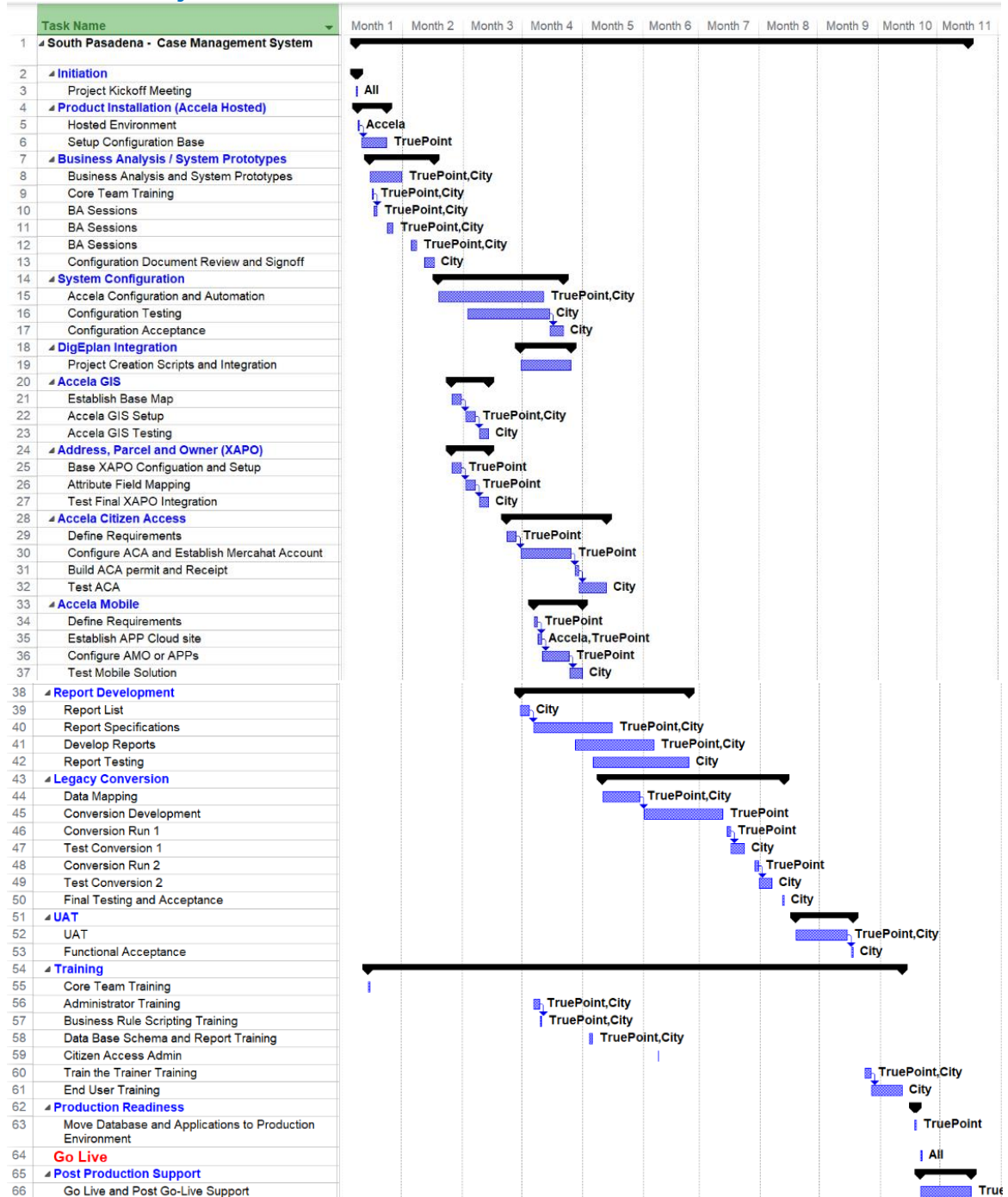
TruePoint will provide two (2) public presentations to the City Council, Planning Commission, and/or community stakeholders to demonstrate the customer interface of the new system. The Vendor will provide a press release and brochure to educate the public about the new system

### 3. Project Schedule

#### Project Schedule

The Case Management System is a high priority project for the City. Proposals should include a schedule based on the deadlines described above or more expedited if Proposer is able to do so. A detailed schedule for completion of the entire project

#### a. Overall Project Schedule



## b. List and Description of all Final Products.

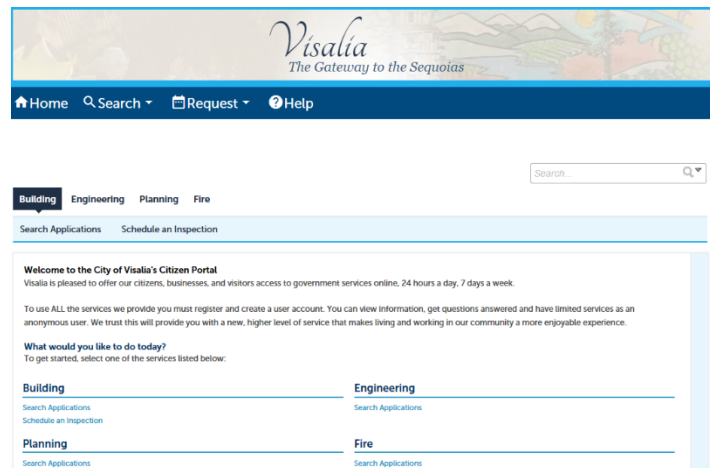
### **Accela Civic Platform Hosted Application**

Accela provides a market-leading platform of SaaS solutions that empower state and local governments to build thriving communities, attract and grow businesses, and deliver citizen services. From planning, to building, to service request management and more, Accela’s SaaS offerings level the playing field for small and medium governments and enable small agencies to leverage big city technologies.

### **Accela Citizen Portal**

Citizen participation and collaboration is now one of the most urgent needs facing our government. The ability to put processes online greatly assists this mission in two ways - by allowing applicants to take advantage of self-service and by increasing agency staff productivity. Another obvious advantage is the solution’s inherent ability to address budgetary concerns and help government do more with less.

Accela has long been cognizant of the need for transparency and accountability. Elevating citizen service delivery through a self-service web portal, Citizen Access extends government services to the public 24-hours a day by providing members of the public with online access to apply for land development applications, permits, licenses, schedule inspections, request services, and perform tasks from the convenience of their home, office, or jobsite. This presents a useful way for public users to interact with your agency in an efficient manner.



Among the many citizen privileges available, external users can take advantage of the following capabilities:

- ▶ Apply for permits
- ▶ Research parcels using Esri
- ▶ Submit complaints
- ▶ Submit requests for service
- ▶ Check Status of applications, permits, and inspections
- ▶ Upload electronic plans and other documents or photographs
- ▶ View solution generated alerts and notifications
- ▶ View a history of all complaints/requests
- ▶ Conduct searches
- ▶ Pay whole or partial fees
- ▶ View data on maps
- ▶ Search addresses/parcel information
- ▶ Access government documents
- ▶ View all parcel history

Citizen Access inherits the business rules established in our Land Management solution/Building Civic Application/Planning Civic Application. System administrators simply select which service request activities are to be made available to the public. Additionally, Accela’s solutions utilize one central database—data submitted through Citizen Access is immediately available for processing by back office Accela users.

**Accela Mobile**

Accela Mobile Inspector adds to Accela’s expanding m-government ecosystem, which includes applications, devices and Accela data, all connected through the Accela Cloud. Accela is currently developing versions of Accela Mobile Inspector for Windows Phone 7 and Android devices, as well as a range of other role-based and task-centric apps targeted at the specific needs of various government workers.

As with other Accela mobile solutions, Accela Mobile Inspector boosts productivity by enabling users to perform their role-specific tasks without needing to return to the office. Inspectors using the app on their iPhones and iPads can execute complete onsite inspections—from initial log-in to submittal - and also can view and update their inspection details including checklists, attachments and comments. The app prevents remote data loss in areas with limited or no cellular service by saving all work locally to the device and seamlessly submitting the information when a connection is available.

**Accela GIS**

Accela was selected as the recipient of the Esri Partner Conference Award for Private (Internal) Web Application for Accela’s solutions, a GIS-infused platform for government. The award is given to the company that demonstrates practical yet innovative solutions with ArcGIS. Partners were nominated by various Esri staff and distributors.

Esri GIS integration is critical for agencies to visualize specifics for planning and permitting utilizing maps. It enables agencies to gather, manage and analyze data, helping users make smarter decisions. Through GIS data, users can gain insight into specific land parcels, kick off the permitting process, see zoning and land use entitlements and more. *To read about four ways GIS can make your agency smarter, visit <https://bit.ly/2xEY20>.*

Accela integrates with GIS technology to help users visualize specifics for planning and permitting. *Accela offers GIS mapping in the field via mobile devices and is able to link back to Esri’s back-office to supply them with system updates.* The technology integration offers governments a geographic view of all land-use, zoning and infrastructure information associated with parcels, permits, inspections, and service requests, and works seamlessly with Esri maps, layering the information for increased visibility.

Accela has been an Esri partner since 1992. This has given Accela access to Esri staff and valuable information for creating tight integration with the GIS industry leading technology. The Accela map component is built using the Esri JavaScript map control and consumes GIS services published from the agency’s ArcGIS Server or ArcGIS Online, as well as can consume Open Geospatial Consortium Web Mapping and Web Feature Service map services.

GIS also provides visualization of an agency's government data geographically by plotting locations of activities captured in our solutions on the map. GIS provides enhanced user experience with:

- ▶ Optimal server response times
- ▶ Smooth panning
- ▶ Context sensitive commands and menu items
- ▶ Drag and drop functionality
- ▶ Client side graphic rendering

### ***DigEplan Electronic Plan Review***

DigEplan is the product of choice for Electronic Plan Review For Accela Civic Platform customers. DigEplan is:

- A true plugin to Accela using the construct API
- 100% integrated to Accela
- 100% integrated to Accela Citizen Access
- 100% cloud based with no desktop install
- 100% integrated to the Accela Standard Comment library
- Easy to implement WITHOUT a team of programmers or 3<sup>rd</sup> part tools and very easy to learn and use
- Leverages Accela for what it does best so no need to create additional workflows, document storages, citizen portals, etc.
- Has a robust set of markup tools
- Has Align, Rotate, Calibrate, Scale, Overlay and Compare tools
- Robust Stamp creation tool that can pull data from Accela, barcodes, signatures on to stamps
- An Accela Technology Partner and more Cost efficient than other Accela partner options
- Incredible performance with large or small files. Seems much faster than others
- And much more

### ***Laserfiche Adaptor***

Laserfiche Adaptor is Fully integrated into Accela for all document management

## 4. Project Budget

A table showing estimated costs for each milestone of the project and hourly billing rates for all members of the team. The schedule should also include a 10% contingency billing amount of the overall cost to accommodate any City-initiated changes to the scope of work. The project budget should identify one-time costs, recurring costs, maintenance schedule, and any additional costs.

11 month implementation estimate				
Professional Services Tasks	Hours	Rate	Amount	Description
Project Management	140	\$165.00	\$23,100.00	Project Management for the duration of the project
Agency Setup (SaaS)	8	\$150.00	\$1,200.00	PROD, SUPP and TEST environments
Configuration Analysis and Prototypes	160	\$150.00	\$24,000.00	Analysis for: Planning, Building, Code Enforcement and Engineering
System Configuration	320	\$150.00	\$48,000.00	
Business Automation Script Development	80	\$150.00	\$12,000.00	Business Automation Scripts
Data Conversion	300	\$150.00	\$45,000.00	from Excel files
Report Creation	80	\$150.00	\$12,000.00	Time for 15 to 20 reports, City will also support the Report creation effort
3rd Party Integrations				
Interface (XAPO integration to ESRI) - Address, Parcel and Owner	40	\$150.00	\$6,000.00	Requires ESRI ArcGIS
Interface - CSLB integration	8	\$150.00	\$1,200.00	Using CSLB API
Electronic Plan Review - DigEplan	120	\$150.00	\$18,000.00	Electronic Plan Review integration with DigEplan
Financial System Export	32	\$150.00	\$4,800.00	Daily payment by Account export
Accele Mobile Cloud and APP Setup	40	\$150.00	\$6,000.00	
Accele Citizen Access Configuration	100	\$150.00	\$15,000.00	Assuming City will use Accele standard payment adaptor for Elavon, PayPal or Virtual Merchant
Accele GIS Configuration	24	\$150.00	\$3,600.00	
Training	76	\$165.00	\$12,540.00	Train the Trainer Approach
User Acceptance Testing and Go Live prep	120	\$150.00	\$18,000.00	
Go Live Support	40	\$150.00	\$6,000.00	
<b>Professional Services Totals</b>	<b>1,688</b>		<b>\$256,440.00</b>	
Travel and Expense Estimate Breakdown				
Transportation Expenses per Trip	6	\$500	\$3,000	
Estimate Per day on site for Meals, Lodging, Transportation and other Misc. travel expenses	18	\$320	\$5,760	
<b>Travel and Expenses Total</b>			<b>\$8,760.00</b>	
<b>Total Services Budget</b>			<b>\$265,200.00</b>	
Software Subscription Pricing				
Department Users (Building, Planning, Enforcement, Engineering):	10	\$2,880.00	\$28,800.00	Year 1 subscription, includes maintenance (5% uplift starting year 3)
DigEplan - Electric Plan Review Subscription	5	\$828.00	\$4,140.00	Year 1 subscription, includes maintenance (3% uplift yearly)
Laserfiche Hosted Service Integration	1		\$10,500.00	Laserfiche Integration, On-Premise, Subscription Accela Civic Platform to Laserfiche on premise integration with Gray Quarter platform connector. Yearly subscription
<b>Total Year 1</b>			<b>\$308,640.00</b>	



## 5. Project Team

### a. Project Manager and Staff Proposed

*Identify the key staff person responsible for general project management and specific staff proposed to work on each phase of the project and describe their relevant experience to demonstrate qualification for this project.*

Here we have provided a brief summary of the qualifications and experience of our primary proposed team members for this project. Below this, we have provided full resumes for these individuals.

#### **Keith Hobday**

#### **Project Director**

Keith is a senior level manager with thirty years of combined experience in government solutions, professional services and technology. He possesses extensive and proven abilities in, executive management, project management, systems analysis, systems design, team building and successful implementations. Keith has led the Accela Services practice for over 15 years.

#### **David Brown**

#### **Project Manager**

As a services director and PM David is experienced in managing multiple groups for implementation and application development in a government environment for over 17 years. David can manage multiple projects in all aspects of execution including budgeting, implementation design, execution, training and post go-live support.

**Notable Projects:**

*Pinal County, AZ , Multnomah County, WA , Cleveland, OH , Tacoma, WA , Guilford County, NC , Moreno Valley, CA , Pima County, AZ , Paso Robles, CA , New York State , El Paso, TX , Santa Monica, CA , Pasco County, FL , Stockton, CA , Queen Creek, AZ , Visalia, CA , Santa Barbara County Fire, CA*

#### **Jackie Ramirez**

#### **Implementation Consultant**

Jackie's has over 10 years of experience in public and private sector service agencies has encompassed various large projects, utilizing her skills in organization and management. From permitting to licensing to mobile applications, she possesses the skills to assist a client in all aspects of an implementation. Jackie originally worked with the City of El Paso, TX as an Accela customer before coming to TruePoint.

**Notable Projects:**

*Tacoma WA, Multnomah WA, Boise ID, State of NV, Taxi Authority, Moreno Valley CA, Menlo Park CA,*

#### **Tyler Suarez**

#### **Implementation/Technical Consultant**

Tyler has worked as an implementation consultant specializing in Configuration, Business Automation, Batch Scripting, and Training. For 6 years

**Notable Projects**

*Tacoma WA, Cleveland OH, Visalia CA, Moreno Valley CA, Queen Creek AZ, Washoe County NV, Pinal County AZ, Pima County AZ, Leon County FL*



**Joe Cipriano**

**Conversion Specialist**

Joe has been doing Accela conversions for 13 years and has been a data conversion specialist for over 20 years

**Notable Projects**

*City of Seattle, WA, California Department of Water Resources, City of Tacoma, WA, City of Alameda, CA, City of Concord, CA, County of San Diego, CA, City of West Sacramento, CA*

**Erin Griffith**

**Report Specialist**

Erin has 10 years of programming and report development experience and has provides reports for all of TruePoint's current customers. Erin has written thousands of reports for our 120 clients and has a huge library of reports that can be used as a starting point for any reporting need. I think it is safe to say Erin is one of the most experienced Accela report writers in the world.

**Notable Projects:**

*Stanislaus County CA, San Diego County CA, Atlanta GA, Corvallis OR, Clackamas OR, Asheville NC, Pasco County, FL, San Antonio TX, Washoe County NV, Tacoma WA.*

***b. Names, Resumes, and Professional Titles***

*Include all project team members' names, resumes, and professional titles, including relevant work experience/projects*

We have provided full resumes for these individuals beginning on the following page.

**KEITH HOBDAY**

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**PROJECT DIRECTOR**

**PROFILE**

Keith is a senior level manager with thirty-five years of combined experience in government solutions, professional services and technology. He possesses extensive and proven abilities in, executive management, project management, systems analysis, systems design, team building and successful implementations.

**PROFESSIONAL EXPERIENCE:**

**TruePoint Solutions, LLC.**

**Loomis, CA**

**01/05 – Present**

**Partner**

A founding member and Principal of TruePoint Solutions, responsible for professional services, corporate leadership, and customer satisfaction.

Responsibilities include:

- Act as the project sponsor, project director, project manager, business analyst, configuration specialist, and/or quality assurance specialist in solo or team projects.
- Develop conversion document, programs and test plans
- Develop interface document, programs and test plans
- Develop scripting specification, scripts and test plans
- Develop, maintain and implement project timelines and deliverables
- Maintain system life cycle procedures and documentation
- Manage end user support procedures and productivity

Notable Projects:

- County of Sacramento CA - Project Director, Accela Automation, Wireless, Apps, ACA, and AGIS implementation for Land Management and Business Licensing
- Pasco County implementation for Business Licensing
- City of Asheville, NC - Project Director Accela Automation implementation
- County of San Mateo - Project Director Accela Automation implementation
- County of Stanislaus - Project Director Accela Automation implementation
- City of Santa Monica, CA - Project Director Accela Automation implementation
- City of Oklahoma City, OK – Project Director Accela Automation implementation
- City of Palo Alto, CA – Project Director Accela Automation implementation
- City of Tacoma, WA - Project Director, Accela Automation implementation for Building, Land Use and Site Development
- City of El Paso, TX – Project Director, Accela Automation implementation for Building, Planning, Health, Fire and Code Enforcement
- City of Sacramento, CA - Project Director, Accela Automation implementation
- City of Alameda CA - Project Director, Accela Automation implementation for the Building, Planning, Code Enforcement, Public Works and Fire departments

- City of Tigard, OR - Project Manager/Implementation Consultant for the Tidemark to Accela Automation implementation
- City of Reno, NV - Implementation Consultant, Tidemark upgrade to Accela Automation
- Marion County, GA - Project Manager/Implementation Consultant, Tidemark to Accela Automation implementation
- Napa County, CA - Implementation Consultant, Accela Automation implementation

**Hansen Information Technologies**

***Sacramento, CA***

***03/00 – 02/05***

***Vice President, Professional Services***

Project Management, Consulting, System Integration, Data Conversion, and Training; managed sales and business partnership opportunities, client relationships and product direction

Responsibilities included:

- Member of the Hansen Board of Directors working closely with other board members to plan the direction and growth of the company.
- Worked closely with a select group of Hansen’s customers (Hansen Advisory Board) to share ideas, needs and industry direction.

Notable Projects:

- City of Portland, ME - Project Director, Utility Billing implementation.
- City of Nashville, TN - Hansen's first Advanced Inventory Control Implementation
- City of Bellingham, WA - Project Director, implementing the Sewer, Water, Plant, Street, Fleet, Customer Service, and FieldWORKS modules.
- City of Virginia Beach, VA - Project Manager, Storm, Street, Sewer and Water modules with interfaces to pavement management, bar coding, and GIS.
- City of Norwalk, VA - Project Manager, Sewer, Water and Plant modules, with interfaces to SCADA systems, PeopleSoft, and internal accounting systems.
- City of Baton Rouge, LA - Project Manager, Sewer system implementation.

**SOFTWARE EXPERIENCE:**

- |                         |                |
|-------------------------|----------------|
| • Accela Civic Platform | • Permits Plus |
| • Crystal Reports       | • Hansen       |
| • Tidemark              | • Kiva         |

**DAVID BROWN**

**PROJECT MANAGER**

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**PROFILE**

As a member of the TruePoint team, David is experienced in managing multiple groups for implementation and application development in a government environment. David can manage multiple projects in all aspects of execution including budgeting, implementation design, execution, training, and post go-live support. David is detail oriented and has strong management, communication, and organizational skills.

**PROFESSIONAL EXPERIENCE**

**TruePoint Solutions, LLC.**

**Tucson, AZ**

**10/11 – Present**

**Regional Services Manager**

As a Regional Services Manager, David provides management skills to bring a Project to a successful completion.

Responsibilities included:

- Manage a team of Business and Technical Consultants and multiple projects
- Perform business analysis
- Identify and Determine current inefficiencies and gaps
- Share best practice implementation approaches with each client to increase productivity and gain efficiencies
- Develop configuration and reporting requirements
- Develop As-is and To-be documentation
- Configure software based on approved configuration document
- Provide training and guidance on system procedures
- Develop Event Scripts - JavaScript
- Develop Expression Builder Scripts
- Configure AGIS with ArcGIS for XAPO integration
- SSRS report creation/modification

Notable Projects

- Pinal County, AZ
- Multnomah County, WA
- Cleveland, OH
- Tacoma, WA
- Guilford County, NC
- Moreno Valley, CA
- Pima County, AZ
- Paso Robles, CA
- Nevada Taxi Authority, NV
- Queen Creek, AZ
- Santa Barbara County, CA
- New York State
- El Paso, TX
- Santa Monica, CA
- Pasco County, FL
- Stockton, CA
- Queen Creek, AZ
- Visalia, CA
- Torrance, CA

**Pinal County**

**Florence, AZ**

**04/07 – 10/11**

**Server Application Supervisor**

Responsibilities included:

- Supervise Server Application Specialist in coordinating multiple projects County-wide
- Present project schedules and budgetary plans to Department Directors
- Review County departments IT requirements and RFP proposals
- Determine proper server production hardware requirements for County-wide projects

**Accela, Inc.**

**San Ramon, CA**

**08/06 – 04/07**

**Sr. Implementation Consultant**

Among other duties, David was assigned the Contra Costa County project to manage the Accela Automation Project

Responsibilities included:

- Install and configure Accela's Land Management System along with Citizen Access, AGIS, Wireless, V360, EDMS (Electronic Data Management System) add on modules
- Develop EMSE (Event Management Script Engine) scripts to integrate with user input and system configuration
- Write/Publish system configuration enhancements
- Supervise Implementation Consultants on larger projects

Notable Projects:

- Contra Costa County

**Pinal County**

**Florence, AZ**

**02/04 – 08/06**

**Server Application Specialist**

Responsibilities included:

- Configuration, implementation of Accela Automation Permitting System within Thin Client architecture and maintain project scope within Microsoft Project
- Configure and maintain SQL Server databases
- Maintain multiple server clusters within an EVA/SAN and load balanced environment
- Provide user and administrative technical support with Accela Automation Permitting System and Desktop Computers
- Provide system and database support for Environment Health's Server/Client tracking system within Citrix environment
- Administer user training classes
- Install, configure & support F5 BigIP LAN traffic load balance server
- Plan/Configure version upgrades for supported applications
- Plan/Research/Deploy server equipment within development environment

Notable Projects:

- Project Manager for Accela Automation Implementation

- Project Manager for Development Services Department - Accela, GIS, and OnBase imaging integration

**Packaging Corporation of America (PCA)**

**Tucson, AZ**

**11/91 – 12/03**

**IT/Resource Manager**

Management of Information Systems, Purchasing, Scheduling, Customer Service, Shipping/Receiving

Responsibilities included:

- Install/maintain workstations, servers running Novell Netware 5.1, Windows NT, Windows 2000 Advanced Server, Windows 2000 Pro,
- Install/configure tcp/ip protocol on WAN & LAN structure, fiber optic connections
- Create/maintain security & users - Novell, Active Directory and local website

**LICENSES/CERTIFICATIONS**

- CNA-Certified Novell Administrator

**SOFTWARE EXPERIENCE**

- Accela Automation
- Citrix
- Novell
- MSSQL Server 2005, 2008, 2008R2, 2012, 2016
- MSSQL Server Reporting Services
- Microsoft Office Products
- Active Directory
- OnBase

**EDUCATION**

- Bachelor of Science, Computer Science

**JACQUELINE RAMIREZ**

**BUSINESS CONSULTANT**

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**PROFILE**

Jackie’s 13-year career working with public service agencies has encompassed various large projects, utilizing her skills in organization and management. From permitting, licensing or assets to cutting edge use of mobile and social media applications, she possesses the skills to assist a client in all aspects of an implementation.

**PROFESSIONAL EXPERIENCE**

**TruePoint Solutions, LLC.**

**Loomis, CA**

**12/13 – Present**

**Business Consultant**

Since joining TruePoint Solutions, Jackie has been involved in 9 Accela Automation Implementation projects working with over 15 different departments. This has allowed her to utilize her experience and skills to assist clients in achieving a successful and efficient implementation using the latest functionality provided by Accela.

Responsibilities included:

- Perform business analysis
- Identify and Determine current inefficiencies and gaps
- Share best practice implementation approaches with each client to increase productivity and gain efficiencies
- Develop configuration and reporting requirements
- Develop As-is and To-be documentation
- Configure software based on approved configuration document
- Provide training and guidance on system procedures
- Develop conversion documents

Notable Projects

- Wyandotte County, Kansas – Accela Automation, ACA, Accela Mobile, Conversion
- Moreno Valley, CA – Accela Automation, ACA, AMO (Mobile App) Implementation, Permits Plus Conversion
- Socorro, TX – Accela Automation
- Menlo Park, CA – Accela Automation, AMO (Mobile App) Implementation, Data Conversion
- Tacoma, WA -Accela Automation, ACA, AMO Implementation, Tidemark Conversion, SAP Conversion
- Multnomah, WA - Accela Automation and ACA Configuration
- Boise, ID – Accela Automation, ACA, Conversion (Tidemark to Accela Automation 9.0)
- State of Nevada – Taxicab Authority – Accela Automation, Custom Mobile Apps

**City of El Paso*****El Paso, Texas******03/10 – 12/13******Departmental Data Management Specialist***

Jackie's quick understanding of departmental functions enabled her to assume project management duties for a variety of implementations in Environmental Services Divisions.

Responsibilities included:

- Plan, analyze, coordinate and maintain information management systems
- Project Management – Mobile App development, Department PC Refresh, Website Content Management, Social Media, AVA System, Enterprise Video Conferencing System
- Responsible for software configuration, testing, troubleshooting, and implementation.
- Perform business analysis and determine future system/hardware needs
- Provide training and development of department staff on system hardware and software
- Research, compile and prepare statistical reports and presentations for advisory committees, City Council and department administration

**Notable Projects**

- Animal Services, El Paso TX – Accela Automation, ACA and AMO Implementation
- Environmental Services, El Paso, TX – Video conferencing Project
- Solid Waste Collections, El Paso TX – Martindale Data Collection and developed concept for iOS Application for Accela Automation
- Code Enforcement, El Paso TX – Accela Department Administrator
- Facilities Maintenance, El Paso, TX – MainStar Work Order Implementation



**TYLER SUAREZ**

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**IMPLEMENTATION CONSULTANT**

**PROFILE**

During his six years with TruePoint Solutions, Tyler has worked tirelessly as an implementation consultant specializing in Analysis, Configuration, EDR, EMSE, Batch Scripting, and Training. He is conversant with SAS 9.2, Excel Master Certification Prep, and has passed the Arizona Life & Health Exam in addition to the 13-33, Series 7, Series 66 Exams. Accela Bronze Certified Implementation Professional. W3 Schools JavaScript Development Certification. Tyler graduated from Eller College of Management in the Fall of 2011 with a Bachelor of Science in Business Administration December 2011, achieving Dean’s List Honorable Mention and recognition on the Eller Top 100.

**PROFESSIONAL EXPERIENCE**

**TruePoint Solutions**

**Tucson, AZ**

**Implementation Consultant**

**January 2014 to Present**

As an implementation consultant on various projects Tyler has the following responsibilities:

- Define and document processes
- Determine inefficiencies
- Share best practice implementation approaches with each client
- Develop configuration requirements
- Create As-is and To-be workflow diagrams
- Configure software based on and agreed upon configuration document
- Develop EMSE and Batch Scripting
- Determine Reporting needs and create Report Specifications

Notable engagements include:

- Cleveland, OH – Analysis, Configuration, EDR, EMSE, Batch Scripting, and Training
- Visalia, CA – Analysis, Configuration, EMSE, Batch Scripting, and Training
- Moreno Valley, CA – EMSE and Batch Scripting
- Queen Creek, AZ – Analysis, Configuration, EMSE, Batch Scripting, and Training
- Washoe County, NV – EMSE and Batch Scripting
- Tacoma, WA – EMSE and Batch Scripting
- Pinal County, AZ – EMSE and Training
- Pima County, AZ – Analysis, Configuration, EMSE, Batch Scripting, and Training
- Leon County, FL - EMSE and Batch Scripting

**EDUCATION**

Bachelor of Science in Business Administration, 2011

University of Arizona (Eller College of Management)

Associates in Business Administration, 2009

Pima Community College

**JOSEPH CIPRIANO**

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**TECHNICAL CONSULTANT**

**PROFILE**

Responsible for the coordination and allocation of personnel resources to individual Land Management projects. Assist and support project managers in overall project management approach & problem solving. Monitor progress and status of projects. Provide technical expertise in the Land Management and Consumption Billing arenas.

**PROFESSIONAL EXPERIENCE**

**TruePoint Solutions, LLC.**

**Loomis, CA**

**05/07 – Present**

**Senior Technical Consultant**

As the Senior Technical Consultant at TruePoint Solutions, Joseph has utilized his technical background to assist in large and small implementations with various software products. His attention to detail and his organizational skills result in quality installations.

Responsibilities include:

- Create Report Specification and Reports in Crystal or SSRS
- Develop strategies for converting data from legacy systems
- Create data conversion documents and data conversion programs
- Create interfaces to 3rd party data
- Create JAVA scripting (Event Scripts) to automate business processes
- Installation of various products on client's servers

Notable Projects:

- City of Boise, ID - Converted the city Tidemark Building and Planning data into Accela environment.
- California Department of Water Resources – Converted historical data and documents into Accela Automation.
- City of Visalia, CA – Converted the city Permit Plus data into Accela Automation.
- County of Yakima, CO – Develop financial interface to export data from Accela Automation.
- County of Santa Clara, CA – Converted the county historical FileMaker data into their hosted Accela Automation environment.
- Carson City, NV – Converted the city Taxi licensing data into their hosted Accela Automation environment.

**Hansen Information Technologies**

**Sacramento, CA**

**07/95 – 05/07**

**Data Conversion Specialist**

Joseph was recognized for his technical talents early in his career with Hansen and was assigned many varying tasks on large and small implementations.

**Responsibilities included:**

- Worked in team environments as either the lead conversion/interface developer or as a member in large conversion/interface implementations.
- Acquire Business processes and procedures at client sites to organize, document and create a functional analysis of business requirements.
- Interface with project managers and clients
- Coordinate and create plans for conversion, data mapping, data formats and implementation plans.
- Implement client data from various sources (text files, Dbase, MS Access, SQL Server and Oracle) using ODBC, MS Access, T-SQL, PL/SQL.
- Convert and preserve decommissioned, legacy system data as part of phased software implementations.
- Perform database tasks such as development of stored procedures, functions, SQL Queries, packages, triggers and creation of database objects such as tables, indexes, and views.
- Provide technical solutions and consultation on the conversion/ interface development needs of a given project.

**SOFTWARE EXPERIENCE**

- Accela Automation
- Tidemark
- Permit Plus
- Oracle 9i/10g/11g Client and Server
- Oracle PL/SQL development
- Crystal Reports
- Visual Studio
- Windows Operating Systems
- Microsoft Office
- SQL Server 2008 R2 and above versions
- Java Script
- Microsoft Transact SQL development
- SQL Server Reporting
- PL/SQL Developer

**ERIN GRIFFITH**

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**CRYSTAL REPORTS, SSRS, AND SQL DEVELOPER**

**PROFILE**

Erin came to TruePoint with 10 years of programming and report development experience and has worked on a number of projects over the last nine years for TruePoint.

**PROFESSIONAL EXPERIENCE**

**TruePoint Solutions**

***Technical Consultant (Reporting Specialist)***

***Jul-2010 to Present***

As a Technical Consultant on various projects Erin has the following responsibilities:

- Creating report specifications
- Creating reports in Crystal or SSRS in conjunction with PL/SQL or T-SQL queries
- Developing strategies for converting data from legacy systems
- Training clients on report development

Selected TruePoint Engagements:

- Stanislaus County, CA – Report writer and reporting trainer
- San Diego County, CA - Report writer
- Atlanta, GA - Report writer
- Corvallis, OR - Report writer and reporting trainer
- Clackamas, OR - Report writer and reporting trainer
- Asheville, NC – Report writer and reporting trainer
- Pasco County, FL – Report writer and reporting trainer
- San Antonio, TX – Report writer and reporting trainer
- Washoe County, NV – Report writer

**Clear Capital**

***Crystal Reports Developer***

***Jul-2009 to 2011***

Erin was the sole report writer at an extremely fast paced company which deals with mortgage valuation and other real estate products. Most of her work involved PL/SQL ad-hoc queries and packages that are accessed by Crystal Reports. Responsibilities included:

- Working with departments throughout the company to create a suite of reports to meet each group's needs
- Custom design of customer reports and procedures using mainly Crystal Reports and PL/SQL
- Rewriting and optimizing stored procedures and packages
- Developing procedures and packages in Oracle using PL/SQL

**CorVel, OHSU, Foundation, Integra Telecom, Epiq Systems**

***Crystal Reports/SQL Developer***

***Dec-2005 to Jun-2009***

During this time Erin worked on contracts with a variety of companies through Kforce (Integra), ATSI Group (CorVel and Epiq), and OHSU Foundation. She worked mainly as a Crystal Reports Developer with some time spent as a SQL developer as well.

**Genesis Financial Solutions, Inc.*****Crystal Reports Developer******Sep-2004 to Dec-2005***

At GFS Erin was the Crystal Reports Developer for a company specializing in debt purchasing and recovery. Erin did everything that goes between the Data Warehousing and the final Crystal Report. This includes managing and coding for the Data Mart, writing and testing the queries for the reports, and development and quality assurance of the reports themselves.

**Zoot Enterprises, Inc.*****Crystal Reports Developer and Applications Programmer******Bozeman, MT******Dec-2000 to Apr-2004***

At Zoot Erin was the senior reports developer as well as an applications programmer. She worked on a variety of projects for many of the nation's top financial institutions. The most challenging of those involved creating custom reports for Bank of America, First Tennessee, and MBNA that cover every aspect of the Credit Analysis process. For Bank of America I led the report development on a web delivered reporting system that takes 60 reports and turns them into over 700 scheduled Adobe and Excel files, covering their entire sales force and all aspects of their business.

**TECHNICAL SKILLS**

- Software: Crystal Reports 8.0/9.0/10.0/11.0, Crystal Enterprise, Seagate Info Desktop, Seagate Analysis, Microsoft
- Visual Studio 6.0, Microsoft Office programs, Microsoft Access, Raiser's Edge, SSRS, SSIS
- Languages: Zootscript, T-SQL, Visual Basic 6.0, PL/SQL
- Operating Systems: Windows (2000, XP, NT, 95, 98), UNIX/LINUX
- Office Experience: 10-Key, Spreadsheets, Customer Service, Data Entry, Email, Internet, Scheduling
- Other Skills: ODBC Data Sources, CVS, Database Queries, Statistical Analysis, Documentation, Data Mining, Cash Handling, DTS

**EDUCATION**

- Majored in Mathematics with a Minor in Physics at Montana State University located in Bozeman, Montana. My upper-level course selection indulged a variety of interests with the most emphasis being in Computer Science, Mathematics, Physics, Statistics, History, and Philosophy
- Liberal Studies Degree from Portland State University with a minor in English

### ***c. Responsibility and Availability***

*Describe the specific responsibility each team member will have on the project and confirm her/his availability to work on this project.*

The TruePoint team being proposed will be made available to work on the project. The proposed roles are as follows.

- |                       |  |
|-----------------------|--|
| <b>Keith Hobday</b>   | Executive Oversight                          |
| <b>David Brown</b>    | Project Manager (Regional Services Director) |
| <b>Jackie Ramirez</b> | Analysis and Configuration Specialist        |
| <b>Tyler Suarez</b>   | Technical Specialist                         |
| <b>Joe Cipriano</b>   | Conversion Specialist                        |
| <b>Erin Griffith</b>  | Report Specialist                            |

Below is a list of the typical roles needed by the City team.

City Resources	Responsibilities
<b>Project Sponsor</b>	<ul style="list-style-type: none"> <li>Ultimate responsibility for the success of the project</li> <li>Creating an environment that promotes project buy-in</li> <li>Driving the project through all levels of the City</li> <li>High-level oversight throughout the duration of the project</li> <li>Serving as the primary escalation point to address project issues in a timely manner</li> </ul>
<b>Project Manager</b>	<ul style="list-style-type: none"> <li>Overall administration, coordination, communication, and decision-making associated with the implementation</li> <li>Planning, scheduling, coordinating and tracking the implementation with TruePoint and within the City</li> <li>Ensuring that the project team stays focused, tasks are completed on schedule, and that the project stays on track</li> </ul>
<b>Division/Departmental Business Leads</b>	<p>A user representative for each affected department must be appointed to facilitate analysis and configuration and serve as a decision-making entity for that group. These critical appointments may well determine the success of the implementation for their respective areas. Responsibilities include:</p> <ul style="list-style-type: none"> <li>Attending requirements workshop sessions</li> <li>Willing and able to gather data and make decisions about business processes</li> <li>Assist in the creation of specifications for reports, interfaces &amp; conversions</li> <li>Review and test the system configuration, reports, conversion, interfaces</li> <li>Participating in the implementation of the Accela solution</li> </ul>
<b>Division/Departmental Subject Matter Expert (SME)</b>	<p>Responsibilities include:</p> <ul style="list-style-type: none"> <li>Being trained on the Accela system at a System Administration level</li> <li>Being fully engaged in the Business Analysis and system configuration activities</li> <li>Assist internal efforts towards the creation of reports, interfaces &amp; conversions</li> <li>Assist in the review and testing of the system</li> <li>Actively participate in the full implementation of the Accela solution</li> </ul>

<b>Technical Lead</b>	Responsibilities include: <ul style="list-style-type: none"> <li>• Primary responsibility for the technical environment during the software implementation</li> <li>• Act as the primary technical resource for troubleshooting problems</li> <li>• Work with TruePoint technical personnel during implementation</li> </ul>
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### Staff Availability

As our references will attest, TruePoint Solutions possesses a robust team of experienced staff, and our deep bench of professional IT resources gives us the facility to easily provide additional staffing resources based on project demands. Below we have provided a listing of TruePoint's consultants, with notations of individual skillsets.



Proj. Manager	Business Analysis	Accela Automation	Citizen Access	Mobile Office	Accela GIS	EDR	Ad-hoc	Crystal Reports	SSRS	Event Scripts	Interfaces	Conversion	End User Training
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\* Marked individual has been with TruePoint for 10 years or more.

Consultant	Primary Role	Public Sector	Proj. Manager	Business Analysis	Accela Automation	Citizen Access	Mobile Office	Accela GIS	EDR	Ad-hoc	Crystal Reports	SSRS	Event Scripts	Interfaces	Conversion	End User Training
Keith Hobday	Implementation Consultant	31yrs.	●				●		●	●			●	●		●
Terry Dunn	Implementation Consultant	20 yrs.	●	●	●	●	●			●			●			●
Cory Probasco	Implementation Consultant	23 yrs.	●	●	●	●	●	●	●	●			●			●
Melissa Bouquin	Implementation Consultant	20 yrs.	●	●	●	●	●			●			●			●
David Brown	Implementation Consultant	17 yrs.	●	●	●	●	●	●	●	●			●			●
Thomas Hornick	Technical Consultant	21 yrs.		●	●	●	●			●	●	●	●		●	
Joe Cipriano	Technical Consultant	22 yrs.								●	●	●	●	●	●	
Richard Holland	Technical Consultant	12 yrs.								●	●	●		●	●	
Michele Niccore	Implementation Consultant	12 yrs.	●	●	●	●	●			●			●	●		●
McKenzie Helvick	Implementation Consultant	12 yrs.		●	●	●	●		●	●			●			●
Jay Lum	Technical Consultant	31 yrs.								●	●	●				
Deborah Herman	Implementation Consultant	22 yrs.	●	●	●	●	●			●	●	●	●			●
Johnny Guest	Implementation Consultant	14 yrs.		●	●											
Erin Griffith	Technical Consultant	14 yrs.								●	●	●				
Jackie Ramirez	Implementation Consultant	10 yrs.		●	●	●	●			●			●		●	●
Tyler Suarez	Implementation Consultant	6 yrs.		●	●	●				●	●	●		●		●
Ray Schug	Implementation Consultant	26 yrs.	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Erica Rodriguez	Implementation Consultant	14 yrs.		●	●	●				●	●	●		●		●
Greg Lamy	Implementation Consultant	3 yrs.		●	●	●				●	●	●		●		●
Michael Becker	Implementation Consultant	5 yrs.								●	●	●	●	●	●	
Alex Charlton	Implementation Consultant	5 yrs.		●	●	●	●			●			●		●	●

## 6. References

*A list of three to five public sector client references for which related systems have been implemented.*

*a. Provide name, title, email address, and telephone number of contacts.*

*b. Provide a brief description of the service provided and the dates of the work provided.*

Client	Contact	Description	Dates of Work
<b>Moreno Valley, CA</b>	Kimberly Krueger 14177 Frederick Street Moreno Valley, CA 92552 951.413.3428, kimk@moval.org	Complete Land Management Implementation Including Accela ad-on products. Also have an on-going support contract in place for as needed support.	Implementation date: December 2016
<b>City of Torrance, CA</b>	Stephen Lavey 3031 Torrance Blvd. 310.618.2567 Torrance, CA 90503 slavey@torranceca.gov	Accela Enhancement Services for: Street maintenance activities, annual fire inspections, special event permits, filming permits, business visit tracking, and permits for street tree pruning and street tree removal/replanting.	January 2019, on-going engagement
<b>City of Visalia</b>	Fitz Barrientos Systems Analyst 707 W. Acequia Ave. 559-713-4496 Visalia, CA 93291 fitz.barrientos@visalia.city	Analysis, Configuration, Scripting, Permits Plus Conversion, over 60 new Record Types, heavy automation, Accela Citizen Access. Accela Automation (Civic Platform)	September 2016 to Present
<b>City of Santa Monica</b>	Colin Probert Lead Systems Analyst 1685 Main St (310) 458-8381, ext. 5016 Santa Monica, CA 90401 colin.probert@smgov.net	Permits Plus to Accela Civic Platform upgrade for Building, Planning, Fire, Code Enforcement, Public Works. Citizen Access and GIS integration including CSLB, Hdl and Selectron integrations.	May 2013 to May 2014
<b>City of Roseville, CA</b>	Colin Parks Sr. Dev. Svcs. Analyst 311 Vernon Street (916) 746-1353 Roseville, CA 95678 cparks@roseville.ca.us	Accela migration from Permits Plus to Accela Automation for Permitting, Licensing, Planning, and Fire. Project went live in July 2013. Currently providing ongoing support services.	Project went live in July 2013. Currently providing ongoing support services on-going
<b>City of Ontario, CA</b>	Jose Andrade Principle IT Analyst 303 E B Street (909) 395-2045 Ontario, CA 91764 jandrade@ontarioca.gov	Accela enhancement services for: Development Impact Fees, System Upgrades, online permits for all modules.	Original Implementation 2012 – Currently for enhancements and expansion of Accela features, on-going support







## **ATTACHMENT 2**

TruePoint Solutions/Accela Revised Proposal

# Statement of Work



**City of South Pasadena, CA**

**Accela Civic Applications  
for a  
Building, Planning, Engineering, Code Enforcement and Electronic Plan  
Review**

10-18-22

TruePoint Solutions  
3262 Penryn Road  
Suite 100-B  
Loomis, CA 95650  
Tel: 916-259-1293

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## DOCUMENT CONTROL

Date	Author	Version	Change Reference
10-28-22	Keith	v1.0	Initial Draft
		V2.0	Remove some scope

## INTRODUCTION

### OVERVIEW

The following Statement of Work will detail how TruePoint Solutions will implement the software and services you have purchased.

This Statement of Work (“SOW”) sets forth a scope and definition of the consulting/professional services, work and/or project (collectively, the “Services”) to be provided by TruePoint Solutions (“TruePoint”) to Agency (“City of South Pasadena”).

### CRITICAL SUCCESS FACTORS

To successfully execute the services described herein, there are several critical success factors for the project that must be closely monitored and managed by the stakeholders. These factors are critical in setting expectations between the Agency and TruePoint, identifying and monitoring project risks, and promoting strong project communication.

- **Dedicated Agency Participation** – Agency acknowledges that its staff must be actively involved throughout the entire duration of Services as defined in the agreed upon Project Plan. TruePoint will communicate insufficient participation of Agency resources through Project Status Reports with real and potential impacts to the project timeline. TruePoint will work with the project sponsors and department leaders to determine appropriate team member involvement. This could range from full-time, during early analysis meetings, to part-time during the technical implementation phase.
  
- **Knowledge Transfer** – It is critical that Agency personnel participate in the analysis, configuration, and deployment of Accela Civic Platform for TruePoint to transfer knowledge to the Agency. Once Postproduction assistance tasks are completed by TruePoint, the Agency assumes all day-to-day operations of Accela Civic Platform outside of the Support and Maintenance Agreement. The Support and Maintenance Agreement does not cover any Agency manipulation of implemented scripts, reports, interfaces, and adaptors. Key knowledge transfer areas could include:
  - Configuration
  - Business Rules Scripting
  - Interfaces
  - Reports and Forms
  - Release Management

## PROJECT ASSUMPTIONS

### GENERAL PROJECT ASSUMPTIONS

#### Scope and Timeline

- Scope is based on RFP response and feedback with Agency prior to the SOW development.
- Agency and TruePoint will review their responsibilities before work begins to ensure that Services can be satisfactorily completed and in the appropriate timeframe.
- Tasks not specifically described in this document are the responsibility of Agency.
- “Go live” (system is in production) timeline assumes timely completion of Agency deliverables (including finalization of requirements / use cases), availability of key Agency resources, and collaboration and availability of any third-party vendor resources. Late (per mutually agreed project plan) Agency deliverables may adversely impact overall implementation timeline.
- Overall project plan will be mutually agreed to by Agency and TruePoint project managers prior to final Configuration.

#### Training

- Project assumes that a Train the Trainer approach will be taken during this implementation. The Trainer will train the Agency super users in the day-to-day operation features of Accela. The training will also focus on successful training techniques and styles for training system end users that can be performed via web training sessions.

#### Testing

- TruePoint is responsible for testing the initial configuration of system along with functional use cases sample input/output for each (as demonstrated on onsite visit).
- TruePoint to validate system and interfaces before turning module over to the Agency for testing.
- Agency is responsible for User Acceptance Test and System Integration Testing

#### Go Live and Go Live Support

- “Go Live” definition is that the Accela software is up and running in production. If an Agency moves to production, i.e., “Goes Live” it is deemed to have accepted the product and shall comply with any payment obligation for “Go-Live” and/or “Acceptance”.

### PROJECT RESOURCING ASSUMPTIONS

#### Agency Resourcing

- Agency will provide a Project Manager throughout the course of the implementation.
- Agency Project Manager will maintain primary responsibility for the scheduling of Agency employees and facilities in support of project activities.
- Agency has committed to the involvement of key resources and subject matter experts for ongoing participation in all project activities as defined in the project plan associated with this SOW.
- Agency agrees during the Initiation Phase of the project to assign a designated approver for each major project deliverable. The designated approver will be responsible for overseeing and/or directly participating in the design and development, as well as the approval, of the deliverable. Agency may make changes to designated approvers with written notification to TruePoint a minimum of one month before a deliverable is due.
- Agency will provide access to subject matter experts and decision makers in a timely fashion.



### TruePoint Resourcing

- TruePoint has assumed that project team will need to be on-site as appropriate with-in the expense budget. Any additional on-site consulting will be at the mutual agreement of Agency and TruePoint Project Manager. All travel expenses incurred for on-site work are per the terms of expense reimbursement outlined above.
- In the pricing, TruePoint has assumed the appropriate resourcing to ensure deployment success for the scope outlined. Significant additional support requested by Agency over this level of resourcing would necessitate a change order that could impact the cost of the project.
- TruePoint will provide a project manager for services throughout the implementation to plan and monitor execution of the project in accordance with deliverables outlined in the Statement of Work. To support the implementation of the Accela Civic Platform software at the Agency, TruePoint will provide Project Management services throughout the project.
- Changes in project scope or expectations that require additional worked hours over the hours or scope stated in the SOW may require a Change Order.

## ACCELA SOLUTION ASSUMPTIONS

### General

- TruePoint will implement the most current version of Accela Civic Platform that is available at time of initial installation. This will likely be Civic Platform 22.2.0
- Agency will provide/purchase/acquire the appropriate hardware, software, and infrastructure assets to support all required Accela software products in both support/testing and production environments as defined in the project schedule.
- For use with Accela Citizen Access, Agency will provide/purchase/acquire an Accela supported online merchant account and all related hardware required by the merchant account provider for the handling of credit cards and/or checks.
- Agency is responsible for proper site preparation, hardware, software, and network configuration in accordance with Accela specifications.

## ADMINISTRATION

### CHANGE ORDERS

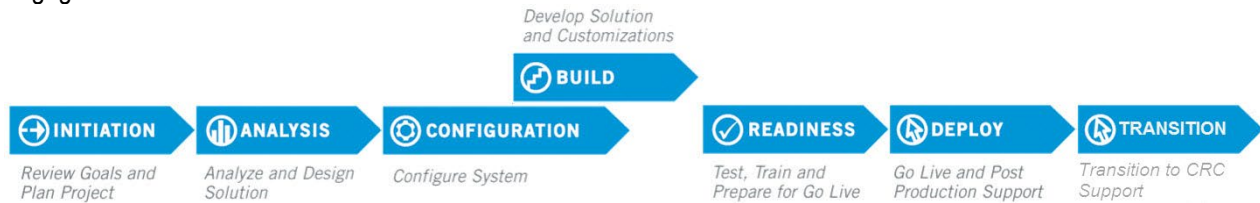
To make a change to the scope of Professional Services in this SOW, Agency must submit a written request to TruePoint specifying the proposed changes in detail. TruePoint shall submit to Agency an estimate of the charges and the anticipated changes in the delivery schedule if any that will result from the proposed change in the Professional Services (“Change Order”). TruePoint shall continue performing the Professional Services in accordance with the SOW until the parties agree in writing on the change in scope of work, scheduling, and fees. Any Change Order shall be agreed to by the parties in writing prior to implementation of the Change Order.

## APPENDIX A - ACCELA IMPLEMENTATION APPROACH

TruePoint will deliver its Services to the Agency by employing the methodology detailed in this section. This is a proven methodology that guides the project from inception to deployment, thereby increasing the chances of successfully implementing Accela software products. Project delivery through execution of this Implementation Life Cycle is described below.

### IMPLEMENTATION LIFE CYCLE

Thorough execution of these six stages ensures that customers receive high-quality services throughout the project engagement.



As illustrated in the figure above, the stages of project delivery flow in linear direction, although many tasks run in parallel as appropriate to avoid unnecessary project delays. Each stage has pre-defined objectives, tasks, and associated deliverables. Depending on the exact scope of the project, a full complement or subset of all available deliverables will be delivered through the services defined for the project. Employing this deliverables-based approach ensures that TruePoint and the Agency understand the composition and 'downstream' impact of each project deliverable to ensure the project is delivered with quality and in a timely manner.

#### INITIATION

**Initiation** represents the first stage in the lifecycle. During the Initiation stage, project contracts and the SOW are finalized, project scope and objectives are reviewed, and project planning activities and deliverables are completed.

#### ANALYSIS

**Analysis** is the second stage in the lifecycle. During the Analysis stage, TruePoint reviews existing agency documentation, interviews agency staff, and conducts workshops to understand the "To-Be" vision of the Agency that can be executed with the aid of Accela Civic Platform. It is during this Phase that TruePoint gains a deeper understanding of Agency processes and business rules; simultaneously, the Agency begins to gain a deeper understanding of the methodology and Accela Civic Platform capabilities. A key output of this Phase is the To-Be Analysis Document(s) which serve as the 'foundation' for configuration of Accela Civic Platform to support germane elements of the Agency "To-Be" vision. Supplementing the To-Be Analysis Document(s) are all other configuration specifications documents related to data conversion, interfaces, reports, and event scripts.

#### SOLUTION FOUNDATION

**Solution Foundation** is the third stage in the lifecycle. It begins upon completion of Stage 2 and should be completed prior to the next stage, Build. During the Solution Foundation stage, Accela Civic Platform will be built to match the to-be processes agreed to in the Analysis stage. Essential to this effort is the configuration of the Record (Case, Application, Permit, etc.) types that were agreed to during the Analysis phase.

#### BUILD

**Build** serves as the fourth stage in the lifecycle, and execution of this stage overlaps Configuration, but ends after Configuration is complete. During the Build stage, all defined elements during the Analysis stage

beyond the Solution Foundation will be implemented. This includes conversions, business rule scripts, interfaces, and reports.

### READINESS

**Readiness** is the fifth stage in the lifecycle. During the Readiness stage Accela Civic Platform is fully tested, errors are identified, documented, and corrected. Additionally, the solution is prepared for deployment. In addition, system administrators and end users are trained so that all appropriate agency staff members are prepared to use and maintain the software once the move to production occurs.

### DEPLOY

**Deploy** is the sixth and final stage in the lifecycle. During the Deploy stage the applications are moved to production; all requisite pre-production activities are identified, tracked, and completed, and post-production analysis and review is completed. Upon moving to production, the Accela Civic Platform applications are transitioned to the Accela Customer Resource Center ('CRC') for ongoing support. A formal introduction will occur between the Services team and the CRC that instructs the agency on available communication channels (telephone, email, online tracking system) and use of the Accela knowledge base

## APPENDIX B

### BASIC SCOPE OF WORK

The following section describes the specific activities and tasks that will be executed to meet the business objectives and business requirements of the Agency. In support of the implementation effort as described above, TruePoint will provide the following implementation services

#### STAGE 1 - INITIATION

##### TASK 1: PROJECT INITIATION

Project initiation is an opportunity to ensure the project starts in a well-organized, structured fashion while re-confirming the Agency and TruePoint expectations regarding the implementation. This task is comprised of project planning activities, core project management documents and templates and the project kickoff.

In conjunction with the Agency representatives, TruePoint will perform the following tasks:

- Finalize staffing for the project teams.
- Conduct a Kickoff meeting. The objective of this meeting is to review the purpose of the project and discuss the project scope, roles and responsibilities, deliverables, and timeline.
- Finalize an integrated baseline project plan that includes resource allocation for all tasks (in cooperation with the Agency Project Manager).
- Conduct Core Team training to prepare the Subject Matter Experts for the To-Be Analysis stage.

##### TruePoint Responsibilities:

- Provide timely and appropriate responses to Agency's request for information.
- Communicate the Accela Implementation Methodology that will be used by TruePoint to deliver Services.
- Complete Baseline Project Plan, Project Status Report Template, and Project Kickoff Presentation deliverables with input from appropriate Agency resources.

##### Agency Responsibilities:

- Identify and set expectations with key resources and subject matter experts for ongoing participation in the project.
- Provide timely and appropriate responses to TruePoint's requests for project planning input and meeting logistics requests.
- Work with TruePoint PM to schedule remote Project Kickoff and other activities as needed.

##### TASK 2: ACCELA ENVIRONMENT DEPLOYMENT

TruePoint will work with Accela to setup the Accela Automation software in the Accela Cloud environment, such that Agency can log into the system and verify that the software is available. TruePoint will populate the new environment with civic application templates or configuration from other implementations.

## STAGE 2 – TO-BE / BUSINESS ANALYSIS

To-Be Analysis is comprised of the activities required to define the Accela Civic Platform Solution Foundation for the Agency. The key output of the process is the Configuration Document(s), which serves as a 'blueprint' for design and baseline configuration efforts throughout the implementation. The following departments will participate in the Business Analysis (Building, Planning, Code Enforcement and Electronic Plan Review). The Configuration Document(s) will provide detailed information on the Agency's business processes to be configured in the Accela Civic Platform Solution Foundation, including the following topics:

- Overall Process Overview
- Intake Process, user defined and required fields
- Required/Optional Review Tasks
- Issuance requirements
- Inspection Types, scheduling and checklists
- Workflow and processing requirements
- Fees – types, processing, and schedules
- Citizen Portal (Accela Citizen Access) specific to online submittal, inquiry, inspection scheduling and fee payments

### TASK 3: TO-BE ANALYSIS AND CONFIGURATION DOCUMENT

To develop the content for the To-Be Analysis Document(s), TruePoint will work closely with designated Agency personnel and will conduct analysis sessions to capture the "to-be" required business processes. In conjunction with the Agency representatives, TruePoint will perform the following tasks:

- Review and understand existing business processes intended for migration into Accela Civic Platform.
- Review the developed business process as a basis for configuration in Accela Civic Platform's workflow tool.
- Assist the Agency in **streamlining current** permit types to fit into **Accela Civic Applications**.
- Collect employee names and associated roles and identify user group setups.
- Review the collected document intake requirements, forms, and data fields for each process.
- Review the collected document output requirements (documents/letters/reports).
- Review the required fees, fee schedules, and collection procedures for each process.
- Review the required inspections and inspection result options for each type.

#### TruePoint Responsibilities:

- Interview staff to understand existing business processes.
- Conduct to-be analysis sessions to capture the required business processes to be automated within the system.
- Conduct meetings via email, web conference, phone, and in person to gather and validate analysis input.
- Demo basic prototypes off records for each department.

Agency Responsibilities:

- Make available the appropriate Agency key users and content experts to provide required information, participate in the configuration analysis and verify the accuracy of the documented workflows, input/output formats, and data elements.
- Provide any existing business process documentation, including process flows; fee schedules; commonly used applications, reports, and forms; and other relevant information.
- Work with TruePoint PM to schedule participants and meetings for analysis activities.

## **STAGE 3 – SOLUTION FOUNDATION**

TruePoint will provide professional services to develop the Accela Civic Platform Solution Foundation in accordance with requirements established and agreed upon during the execution of the tasks that comprise Stage 2 – To-Be Analysis. TruePoint will produce a detailed Configuration Document(s) that represents the entire foundation of the system, for each module. This document will be delivered for review with the completed solution.

### **TASK 4: ACCELA BASE CIVIC PLATFORM SOLUTION FOUNDATION**

TruePoint will provide professional services to develop the Solution Foundation of the Accela Civic Platform product in accordance with requirements established and documented in the To-Be Analysis Document(s).

The solution foundation will include core Accela Civic Platform features for:

- Modules
- Admin User and User Groups
- Departments/Divisions
- Consoles (Administrator, Daily User, Inspection, and Cashiering)
- Portlets (Customized portlets for all Automation Screens)
- My Navigation Setup
- Menu Navigation Setup
- Quick Links
- Quick Queries for the Record, Inspection, and My Task Portlets

### **TASK 5: ACCELA CIVIC PLATFORM AND DIGEPLAN CONFIGURATION (NOT INCLUDED)**

### **TASK 6: ACCELA CIVIC PLATFORM ELECTRONIC PLAN REVIEW INTEGRATION (NOT INCLUDED)**

## **STAGE 4 – BUILD**

The Build stage includes data conversions, development of interfaces, development of all Business Process Validation and Automation (Business Rule Scripts and Expressions) configuration of add-on products and custom report development. It comprises all the additional activities outside of solution foundation that are required to complete the total solution for the Agency. Like the Configuration Stage,

it is critical that appropriate agency representatives are involved in each step of the process to ensure success.

## TASK 7: BUSINESS PROCESS VALIDATION AND AUTOMATION (BUSINESS RULE SCRIPTING)

During the configuration analysis phase of the implementation project, TruePoint will identify opportunities to supplement the Accela Civic Platform base functionality via Business Rule Script Engine scripts and Expression Builder to validate and automate business processes. TruePoint will work with Agency to identify desired functionality, and subsequently will assist with prioritizing the needs to determine that will be developed by TruePoint within the scope of this implementation. The Business Process Validation and Automation developed by TruePoint can be used as models whereby agency staff can develop and modify additional functionality as needed.

Business Process Validation and Automation is broken out into two functional areas of the Accela solution, as defined below:

- **Business Rule Scripting Engine** – used to script based on system activities, such as a before or after event, that allow the system to automate activities (**example:** do not allow an inspection to be scheduled prior to a specific workflow task, or, auto-calculate and invoice a fee upon application submittal)
- **Expression Builder** – used to script form-based interactions that occur prior to triggering an event or master script activity (**example:** auto-population form-based data fields based on user-selected values)

### TruePoint Responsibilities:

- Work with Agency staff to identify potential uses of automation
- Assist with development of a list of desired functionalities
- Aid the Agency in prioritizing which scripts will be developed by TruePoint
- Develop automation scripts based on the specifications

### Agency Responsibilities:

- Identify resources that will learn scripting tools and approaches for ongoing maintenance
- Prioritize desired functionality to determine which scripts TruePoint will develop
- Provide timely and appropriate responses to TruePoint's request for information
- Verify the Script Specification meets the intended business requirement
- Allocate the time for qualified personnel to test the script for acceptance

## DATA CONVERSION (NOT REQUIRED)

### SYSTEM INTERFACES

For each interface, the TruePoint technical lead will work together with Agency's technical lead and business leads to document functional and technical requirements of the interface in an Interface Specifications Document. Interface development begins upon written approval of the specifications. It is expected all interfaces will use Accela's Construct API, web services or batch engine. No custom or third party integration tool will be used to accomplish input or output of data to/from the Accela system. In other words, data coming into Accela and data coming from Accela will use the existing integration technology. Agency responsibility includes obtaining permission for level/type of integration from

appropriate application owners (including on premises or cloud/hosted, etc.). All interfaces will be developed against 1 (one), agreed upon version of the 3<sup>rd</sup> party system.

TruePoint will conduct Analysis for each Integration that will be developed in the scope of this implementation.

Deliverable	System Name	Description
9A	Address, Parcel Owner Import	Address, Parcel Owner Migration from Accessor files
9B	CSLB	Real time validation from the CSLB from Professional Portlet
9C	Financial System Export	Daily payment by Account export file
9D	Laserfiche	Gray Quarter Laserfiche adaptor subscription

### TASK 9A THRU D: INTERFACE ANALYSIS AND DEVELOPMENT

To determine the Agency requirements for each interface, analysis sessions will be conducted as a portion of this deliverable. The findings will then be documented in the Interface Specifications Document(s) for use by TruePoint in building the interface code. The implementation of each interface is dependent on the assistance of the Agency’s staff, specifically, interface analysis, data mapping, and data manipulation as required in the source system. TruePoint will provide a program to integrate 3<sup>rd</sup> Party data to/from Accela Civic Platform.

In terms of specific output, the following will be executed for each integration:

- Integration Specifications Document
- Operational Integration in the Development or Test environment

#### TruePoint Responsibilities:

- Provide timely and appropriate responses to Agency’s request for information.
- Conduct Interface Analysis sessions.
- Work with Agency staff to develop interface specifications document.
- Use an Accela web service or other tool to implement the interface functionality based on the specifications.
- Build all aspects of the interface that interact directly with the Accela Civic Platform.

#### Agency Responsibilities:

- Provide timely and appropriate responses to TruePoint’s request for information.
- Provide system and access to individuals to provide required details of system interface.
- Allocate the time for qualified business and technical experts for the testing sessions that are critical to the project success.
- Identify and coordinate any related tools used to implement the interface (3<sup>rd</sup> party or in-house development).
- Assist in the interface specification development and data mapping process.
- Review and approve the interface specification documents.
- Work with Third Party Data Sources to determine best methods of interfacing to Accela system.
- Validate interface through testing.
- Work with 3<sup>rd</sup> party to ensure data from Accela is in correct format.



- Updates to interface, post go-live, due to changes in 3<sup>rd</sup> party system or Agency business processes.

## REPORTS

Reports are defined as anything that can be generated from the system, including but not limited to, reports, forms, documents, notices, and letters that the Agency wishes to print as identified during configuration analysis. The Configuration Document will define the reports and documents that are required by the Agency to effectively use Accela Civic Platform. These reports will be broken down by level of effort and identified in the configuration document. It is expected that, after the appropriate training on the database and the selected report writing tool is completed, Agency personnel will be able to handle additional and future report requirements.

Reports can be developed using the integral Ad-Hoc Report Writer included with Accela Civic Platform, Microsoft Report Service (SSRS) or Crystal Reports at the Agency's discretion. Custom reports, whether developed with Ad-Hoc Report Writer, SSRS or Crystal Reports, will be deployed in the Report Manager for use within Accela Civic Platform. The Agency will need to create a local Accela DB environment for use in creating and testing reports in-house. Request for a local copy of the Agency data can be requested through CRC.

## TASK 10: REPORT SPECIFICATIONS

TruePoint will develop 15 to 20 documents/letters/reports from those identified by the Agency as required for the new system.

Prior to the development of a report the Agency will approve report design specification documents that will be created jointly by the Agency and TruePoint. The approved documents will be used as a basis for determining completion and approval of the reports. Development of each report cannot begin until agreement on each specification is complete.

A proven strategy that combines the use of the Accela Civic Platform Quick Queries, Accela Ad-Hoc reports and custom reports developed by TruePoint, or Agency, can ensure that all required reporting requirements are met.

### TruePoint Responsibilities:

- Assist in determining level of effort for reports to assist with prioritization
- Develop report specifications

### Agency Responsibilities:

- Make available the appropriate key users and content experts to participate in the report specification
- Provide information and data in the formats specified by TruePoint that will be needed for agreement on the Deliverable

### **TASK 11: REPORT DEVELOPMENT**

TruePoint will develop custom documents/letters/reports per the specifications developed and approved in the Report Specifications. Changes to the report specifications after approval can negatively impact project progress and the overall schedule.

#### TruePoint Responsibilities:

- Develop reports per specifications in Crystal Report XI server format or later.
- Assist in the validation of the reports in test environment

#### Agency Responsibilities:

- Make available the appropriate key users and content experts to participate in the report development and validation activities
- Request change order if changes to specifications are required

### **TASK 12: ACCELA CITIZEN ACCESS CONFIGURATION AND INTEGRATION TO DIGEPLAN**

This task includes setup and configuration of Accela Citizen Access (ACA) per the Requirements gathered in the To-Be Analysis Phase. TruePoint will work with the Agency representatives to validate and implement Accela Citizen Access to extend certain aspects of the internal Accela Civic Platform configuration for use by the general public.

#### TruePoint Responsibilities:

- Setup Accela Citizen Access in Dev and Test environments
- Assist agency in set up and validation of merchant account integration
- Work with the Agency to determine which services to expose to the public via Accela Citizen Access
- Configure the Online Record types defined in the System Configuration Document in Accela Citizen Access

#### Agency Responsibilities:

- Obtain a merchant account, and deploy an internet-enabled payment engine
- Validate that the configuration specification for Accela Citizen Access meets Agency requirements based on details from the Configuration phase of the project
- Perform testing of all Online Record types for purposes of validating the configuration

### **TASK 13: ACCELA GIS CONFIGURATION (NOT INCLUDED)**

### **TASK 14: ACCELA MOBILE DEPLOYMENT**

TruePoint will setup the Accela Mobile Gateway. As part of this deliverable TruePoint will perform the configuration tasks required to ensure the Accela Mobile Apps interfaces with Accela Civic Platform in both a test and production environment. Using Accela Mobile Apps, an Agency inspector can perform activities such as:

- Result inspections/investigations in either store/forward or wireless mode
- Create or Review Record information in the field

TruePoint Responsibilities:

- Create configuration specifications for Accela Mobile Office based on analysis with the Agency
- Configure Accela Mobile Apps

## STAGE 5 – READINESS

### TASK 15: TRAINING

TruePoint will provide training for Agency staff that focuses on the administration, maintenance, and augmentation of its Accela Civic Platform configuration. Our aim is to educate Agency resources on all aspects of Accela Civic Platform to ensure the Agency is self-sufficient. This allows the Agency to best react to changing requirements and ongoing maintenance, which can allow the Agency to be reactive and significantly reduce system maintenance costs over time.

TruePoint can provide on-site or remote training services as desired by the Agency. With COVID-19 we have adapted to remote web training for most of our customers that has been very successful.

In terms of specific training sessions, the following are recommended:

- Accela Civic Platform - Core Team Training – .5 days (SME's and Admins)
- Accela Civic Platform Admin Training – 2 days (System Admin)
- Accela Civic Platform Business Rules Scripting (Basic) – 1 day
- Accela Civic Platform Database Schema Fundamentals – .5 day (report writers)
- Report Workshop Report Training .5 day of workshop training
- Report Workshop Ad-Hoc Report Training 2 (2 hour) remote sessions
- Train the Trainer Training Support 4.5 days

TruePoint Responsibilities:

- Coordinate with the Agency to define training schedule and coordination.
- Deliver training per the specific requirements listed above.

Agency Responsibilities:

- Select and prepare the power-users who will be participating in the training and subsequently training end users.
- Arrange the time and qualified people for the training who are critical to the project success.
- Provide suitable Agency facilities (this can be remote if necessary) to accommodate various training classes.
- For the Report Workshop agency, will need to provide a local MSSQL environment loaded with a current copy of the configured Data Base.

### TASK 16: USER ACCEPTANCE TESTING (UAT) AND GO LIVE PREP

This task is comprised of the assistance TruePoint will provide to allow the Agency to accept that the solution meets the requirements as documented in all the deliverables.

TruePoint will provide support for training, oversight, answering questions and addressing issues discovered in User Acceptance Testing. It should be noted that it is critical that the Agency devote ample time and resources to his effort to ensure that the system is operating per signed specifications and ready for the move to production.

TruePoint will aid the Agency by providing User Acceptance Testing (UAT) support and a defined testing process. TruePoint will address and rectify issues discovered during the UAT process as Agency staff executes testing activities.

#### TruePoint Responsibilities:

- Provide recommendations on testing strategy and best practices.
- Lead the Agency in up to [3] weeks of User Acceptance testing effort and the validation of the system configuration and its readiness to be migrated to production for active use.
- Resolution of issues because of User Acceptance Testing activities.

#### Agency Responsibilities:

- Make available the appropriate Agency key users and content experts to participate in user acceptance testing as defined and managed by Agency.
- Develop the User Acceptance test scripts.
- Utilize the use cases documented in each Configuration Document Deliverable as the basis for the acceptance of this Deliverable.

## **STAGE 6 - DEPLOY**

### **TASK 17: PRODUCTION SUPPORT**

Production date is defined as the official date in which Accela Civic Platform moves from the test environment to production for daily Agency usage. This date will be agreed to by both TruePoint and the Agency at project inception. It may be altered only by change order agreed to by both parties. In the weeks prior to moving to Production, TruePoint will assist in final data conversions, system validation, staff preparation assistance and training, and coordination of deployment.

#### TruePoint Responsibilities:

- Provide on-site or remote resources to support the move to Production and Post-Production Support effort
- With assistance from the Agency, lead the effort to transfer the system configuration and any required data from Support to Production
- Assist in the development of a Pre-Production checklist that details the critical tasks that must be accomplished prior to moving to Production

#### Agency Responsibilities:

- Provide technical and functional user support for pre and postproduction Planning, execution, and monitoring
- Provide timely and appropriate responses to TruePoint's request for information
- Assist in the development of a Pre-Production checklist that details the critical tasks that must be accomplished prior to moving to Production

- Make available the appropriate Agency key users and content experts to participate in user acceptance testing as defined and managed by Agency

## PROJECT TIMELINE

The estimated duration of this project is 7 months.

Upon initiation of these Services, the TruePoint Project Manager will work with the Agency to collaboratively define a baseline project schedule. Given the fact that project schedules are working documents that change over the course of the project, the TruePoint Project Manager will work closely with Agency to update, monitor, agree, and communicate any modifications.

## PROJECT SERVICES BUDGET

### EXPENSES:

Due to COVID -19 restrictions TruePoint will plan to perform as many services remotely as possible. If travel is allowed and required actual amounts of any reasonable and customary travel expenses incurred during the performance of services under this SOW will be billed to Agency. TruePoint will bill Agency for actual expenses incurred for travel and lodging/living, as well as other approved out-of-pocket expenses (such as mileage, parking, tolls, and telecommunications charges). TruePoint will work with Agency to manage and control its expenses and will not incur expenses more than the initial contracted budget below without Agency's prior written consent. Expense receipts will be made available as requested by the Agency.

<b>7 month implementation estimate</b>				
<b>Professional Services Tasks</b>	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	<b>Description</b>
Project Management	140	\$165.00	\$23,100.00	Project Management for the duration of the project
Agency Setup (SaaS)	8	\$150.00	\$1,200.00	PROD, SUPP and TEST environments
Configuration Analysis and Prototypes	120	\$150.00	\$18,000.00	Analysis for: Planning, Building, Code Enforcement
System Configuration	280	\$150.00	\$42,000.00	
Business Automation Script Development	80	\$150.00	\$12,000.00	Business Automation Scripts
Data Conversion	0	\$150.00	\$0.00	Not required
Report Creation	80	\$150.00	\$12,000.00	Time for 15 to 20 reports, City will also support the Report creation effort
<b>3rd Party Integrations</b>				
Address, Parcel and Owner Import	48	\$150.00	\$7,200.00	Import of Accessor Data
Interface - CSLB integration	8	\$150.00	\$1,200.00	Using CSLB API
Financial System Export	32	\$150.00	\$4,800.00	Daily payment by Account export
Accela Mobile Cloud and APP Setup	40	\$150.00	\$6,000.00	
Accela Citizen Access Configuration	100	\$150.00	\$15,000.00	Assuming City will use Accela standard payment adaptor for Elavon, PayPal or Virtual Merchant
Accela GIS Configuration	0	\$150.00	\$0.00	Not Required
Training	64	\$165.00	\$10,560.00	Train the Trainer Approach
User Acceptance Testing and Go Live prep	120	\$150.00	\$18,000.00	
Go Live Support	40	\$150.00	\$6,000.00	
15% Contingency			\$26,559.00	If needed
<b>Professional Services Totals</b>	<b>1,160</b>		<b>\$203,619.00</b>	
<b>Travel and Expense Estimate Breakdown</b>				
Transportation Expenses per Trip	6	\$500	\$3,000	
Estimate Per day on site for Meals, Lodging, Transportation and other Misc. travel expenses	18	\$320	\$5,760	
<b>Travel and Expenses Total</b>			<b>\$8,760.00</b>	
<b>Total Services Budget</b>			<b>\$212,379.00</b>	
<b>Software Subscription Pricing( yearly costs)</b>				
Department Users (Building, Planning, Enforcement, Engineering):	10	\$2,880.00	\$28,800.00	Year 1 subscription, includes maintenance (5% yearly uplift , 5 year agreement)
Laserfiche Hosted Service Integration (Optional)	1		\$11,388.00	Laserfiche Integration, On-Premise, Subscription Accela Civic Platform to Laserfiche on premise integration with Gray Quarter platform connector. Yearly subscription (3% yearly uplift)
<b>Total Year 1</b>			<b>\$252,567.00</b>	

ID	Task Name	Duration	Start	Finish	December	January	February	March	April	May	June	July	August	September
1	<b>South Pasadena - Case Management System</b>	<b>164 days</b>	<b>Tue 1/3/23</b>	<b>Fri 8/18/23</b>	[Gantt bar from Dec to Aug]									
2	<b>Initiation</b>	<b>1 day</b>	<b>Tue 1/3/23</b>	<b>Tue 1/3/23</b>	[Task bar]									
3	Project Kickoff Meeting	1 day	Tue 1/3/23	Tue 1/3/23	[Task bar]									
4	<b>Product Installation (Accela Hosted)</b>	<b>11 days</b>	<b>Tue 1/3/23</b>	<b>Tue 1/17/23</b>	[Task bar]									
5	Hosted Environment	1 day	Tue 1/3/23	Tue 1/3/23	[Task bar]									
6	Setup Configuration Base	9 days	Wed 1/4/23	Tue 1/17/23	[Task bar]									
7	<b>Business Analysis / System Prototypes</b>	<b>31 days</b>	<b>Thu 1/12/23</b>	<b>Thu 2/23/23</b>	[Task bar]									
8	Business Analysis and System Prototypes	12.5 days	Thu 1/12/23	Mon 1/30/23	[Task bar]									
9	Core Team Training	1 day	Mon 1/16/23	Mon 1/16/23	[Task bar]									
10	BA Sessions	2 days	Tue 1/17/23	Wed 1/18/23	[Task bar]									
11	BA Sessions	3 days	Mon 1/23/23	Wed 1/25/23	[Task bar]									
12	BA Sessions	3 days	Tue 2/7/23	Thu 2/9/23	[Task bar]									
13	Configuration Document Review and Signoff	5 days	Fri 2/17/23	Thu 2/23/23	[Task bar]									
14	<b>System Configuration</b>	<b>50 days</b>	<b>Mon 2/27/23</b>	<b>Fri 5/5/23</b>	[Task bar]									
15	Accela Configuration and Automation	35 days	Mon 2/27/23	Fri 4/14/23	[Task bar]									
16	Configuration Testing	30 days	Mon 3/20/23	Fri 4/28/23	[Task bar]									
17	Configuration Acceptance	5 days	Mon 5/1/23	Fri 5/5/23	[Task bar]									
18	<b>Address, Parcel and Owner Import</b>	<b>15 days</b>	<b>Mon 2/27/23</b>	<b>Fri 3/17/23</b>	[Task bar]									
19	Base APO Configuration and Setup	5 days	Mon 2/27/23	Fri 3/3/23	[Task bar]									
20	Attribute Field Mapping	5 days	Mon 3/6/23	Fri 3/10/23	[Task bar]									
21	Test Final APO Import	5 days	Mon 3/13/23	Fri 3/17/23	[Task bar]									
22	<b>Accela Citizen Access</b>	<b>32 days</b>	<b>Mon 3/13/23</b>	<b>Tue 4/25/23</b>	[Task bar]									
23	Define Requirements	5 days	Mon 3/13/23	Fri 3/17/23	[Task bar]									
24	Configure ACA and Establish Mercahat Account	15 days	Mon 3/20/23	Fri 4/7/23	[Task bar]									
25	Build ACA permit and Receipt	2 days	Mon 4/10/23	Tue 4/11/23	[Task bar]									
26	Test ACA	10 days	Wed 4/12/23	Tue 4/25/23	[Task bar]									
27	<b>Accela Mobile</b>	<b>19 days</b>	<b>Mon 3/20/23</b>	<b>Thu 4/13/23</b>	[Task bar]									
28	Define Requirements	2 days	Mon 3/20/23	Tue 3/21/23	[Task bar]									
29	Establish APP Cloud site	2 days	Wed 3/22/23	Thu 3/23/23	[Task bar]									
30	Configure AMO or APPs	10 days	Fri 3/24/23	Thu 4/6/23	[Task bar]									
31	Test Mobile Solution	5 days	Fri 4/7/23	Thu 4/13/23	[Task bar]									
32	<b>Report Development</b>	<b>35 days</b>	<b>Mon 4/10/23</b>	<b>Fri 5/26/23</b>	[Task bar]									
33	Report List	5 days	Mon 4/10/23	Fri 4/14/23	[Task bar]									
34	Report Specifications	20 days	Mon 4/17/23	Fri 5/12/23	[Task bar]									
35	Develop Reports	20 days	Mon 4/24/23	Fri 5/19/23	[Task bar]									
36	Report Testing	20 days	Mon 5/1/23	Fri 5/26/23	[Task bar]									
37	<b>UAT</b>	<b>16 days</b>	<b>Mon 6/5/23</b>	<b>Mon 6/26/23</b>	[Task bar]									
38	UAT	15 days	Mon 6/5/23	Fri 6/23/23	[Task bar]									
39	Functional Acceptance	1 day	Mon 6/26/23	Mon 6/26/23	[Task bar]									
40	<b>Training</b>	<b>131 days</b>	<b>Mon 1/9/23</b>	<b>Mon 7/10/23</b>	[Task bar]									
41	Core Team Training	1 day	Mon 1/9/23	Mon 1/9/23	[Task bar]									
42	Administrator Training	3 days	Mon 2/13/23	Wed 2/15/23	[Task bar]									

ID	Task Name	Duration	Start	Finish	December	January	February	March	April	May	June	July	August	September
43	Business Rule Scripting Training	1 day	Thu 2/16/23	Thu 2/16/23			TruePoint, City							
44	Data Base Schema and Report Training	2 days	Mon 4/10/23	Tue 4/11/23					TruePoint, City					
45	Citizen Access Admin	0.5 days	Mon 3/13/23	Mon 3/13/23										
46	Train the Trainer Training	3 days	Mon 6/26/23	Wed 6/28/23								TruePoint, City		
47	End User Training	8 days	Thu 6/29/23	Mon 7/10/23								City		
48	<b>Production Readiness</b>	<b>1 day</b>	<b>Fri 7/21/23</b>	<b>Fri 7/21/23</b>								TruePoint		
49	Move Database and Applications to Production Environment	1 day	Fri 7/21/23	Fri 7/21/23								All		
50	<b>Go Live</b>	1 day	Mon 7/24/23	Mon 7/24/23										
51	<b>Post Production Support</b>	<b>15 days</b>	<b>Mon 7/31/23</b>	<b>Fri 8/18/23</b>										
52	Go Live and Post Go-Live Support	15 days	Mon 7/31/23	Fri 8/18/23									TruePoint	



# **ATTACHMENT 3**

Accela Licensing/Subscription Agreement



Proposed by: Keith Hobday  
 Contact Phone:(916) 600-4993  
 Email: khobday@truepointsolutions.com  
 Valid Through: 1/31/2023  
 Currency: USD

3262 Penryn Road, Suite 100-B  
 Loomis, CA 95650

## Order Form

### Address Information

#### Bill To:

City of South Pasadena, CA  
 1414 Mission St  
 South Pasadena, California 91030  
 United States

#### Ship To:

City of South Pasadena, CA  
 1414 Mission St  
 South Pasadena, California 91030  
 United States

Billing Name: Lucy Demirjian  
 Billing Phone: 626-403-7213  
 Billing Email: [ldemirjian@southpasadenaca.gov](mailto:ldemirjian@southpasadenaca.gov)

Services	Year	Start Date	End Date	Term (Months)	Price	Qty	Net Total
Multi Solution User	Year 1	1/16/2023	1/15/2024	12	\$2,880.00	10	\$28,800.00
> Accela Building - SaaS	Year 1	1/16/2023	1/15/2024	12	\$0.00	10	\$0.00
> Accela Planning - SaaS	Year 1	1/16/2023	1/15/2024	12	\$0.00	10	\$0.00
<b>TOTAL:</b>							\$28,800.00

Services	Year	Start Date	End Date	Term (Months)	Price	Qty	Net Total
Multi Solution User	Year 2	1/16/2024	1/15/2025	12	\$3,024.00	10	\$30,240.00
> Accela Building - SaaS	Year 2	1/16/2024	1/15/2025	12	\$0.00	10	\$0.00
> Accela Planning - SaaS	Year 2	1/16/2024	1/15/2025	12	\$0.00	10	\$0.00
<b>TOTAL:</b>							\$30,240.00

Services	Year	Start Date	End Date	Term (Months)	Price	Qty	Net Total
Multi Solution User	Year 3	1/16/2025	1/15/2026	12	\$3,175.20	10	\$31,752.00
> Accela Building - SaaS	Year 3	1/16/2025	1/15/2026	12	\$0.00	10	\$0.00
> Accela Planning - SaaS	Year 3	1/16/2025	1/15/2026	12	\$0.00	10	\$0.00
<b>TOTAL:</b>							\$31,752.00

**Pricing Summary**

Period	Net Total
Year 1	\$ 28,800.00
Year 2	\$ 30,240.00
Year 3	\$ 31,752.00
<b>Total</b>	<b>\$ 90,792.00</b>

**Additional Terms:**

1. No additional or conflicting terms or conditions stated in Customer's order documentation, including purchase orders, will be incorporated into or form any part of this Order Form or the governing agreement, and all such terms or conditions will be null.
2. Customers use of the Accela product are subject to customers' acceptance of the terms at <https://www.accela.com/terms/>.
3. All Software Licenses, Maintenance, and Subscription purchases are non-cancelable and non-refundable.
4. If Customer has a prior agreement with Accela, and this purchase is co-terming with that prior agreement, if the start date on this Order Form is before the actual delivery date of the purchase, Accela may pro-rate this purchase so that it can co-term with the prior agreement.
5. If this Order Form is executed and/or returned to TruePoint by Customer after the Order Start Date above, TruePoint may adjust the Order Start Date and Order End Date without increasing the total price based on the date TruePoint activates the products and provided that the total term length does not change.

**Signatures**

TruePoint Solutions	City of South Pasadena, CA
Signature:	Signature:
Print Name: Kent Johnson	Print Name:
Title: CEO	Title:
Date:	Date:



## ACCELA SUBSCRIPTION SERVICES AGREEMENT

This Accela Subscription Services Agreement (this "**Agreement**") is entered into as of the date of the applicable Order, as defined below, that incorporates these terms (the "**Effective Date**") by and between Accela, Inc. and the entity identified in such Order ("**Customer**").

### 1. DEFINITIONS.

1.1 "**Accela System**" means the information technology infrastructure used by or on behalf of Accela in performing the Subscriptions Services, including all computers, software (including but not limited to Accela Software), hardware, databases, electronic systems (including database management systems), and networks, whether operated directly by Accela or its third party suppliers.

1.2 "**Aggregate Data**" means data and information related to Customer's use of the Subscription Services, including anonymized analysis of all data processed in the Subscription Services, that is used by Accela in an aggregate and anonymized manner, including compiling statistical and performance information related to the provision and operation of the Services.

1.3 "**Authorized User**" means one named employee, contractor or agent of Customer (each identified by a unique email address) for whom Customer has purchased a subscription to the Subscription Services and who is authorized by Customer to access and use the Services under the rights granted to Customer pursuant to this Agreement.

1.4 "**Consulting Services**" means packaged or time and materials consulting, review, training or other services (but excluding Subscription and Support Services) delivered by Accela to Customer pursuant an Order. The current Consulting Services Policy is available at [www.accela.com/terms/](http://www.accela.com/terms/).

1.5 "**Customer Data**" means the content, materials, and data that Customer, Authorized Users, and External Users enter into the Subscription Services. Customer Data does not include any component of the Subscription Services, material provided by or on behalf of Accela, or Aggregate Data.

1.6 "**Documentation**" means the then-current technical and functional user documentation in any form made generally available by Accela for the Subscription Services.

1.7 "**External Users**" means third party users of the Subscription Services that access the public-facing interfaces of the Subscription Services to submit queries and requests to facilitate communications between such third party and Customer.

1.8 "**Intellectual Property Rights**" means any patent rights (including, without limitation, patent applications and disclosures), copyrights, trade secrets, know-how, and any other intellectual property rights, in all cases whether or not registered or registrable and recognized in any country or jurisdiction in the world.

1.9 "**Order**" means an Accela order form or other mutually acceptable document fully executed between Customer and Accela that incorporates this Agreement.

1.10 "**Service Availability Policy**" means the Service Availability and Security Policy located at [www.accela.com/terms/](http://www.accela.com/terms/).

1.11 "**Subscription Services**" means the civic administration services, comprised of the Accela System, Software, and Support Services, to which Customer may license access to in accordance with the terms herein.

1.12 "**Software**" means any licensed software (including client software for Authorized Users' devices) and Documentation that Accela uses or makes available as part of the Subscription Services.



1.13 “**Support Services**” means those technical and help services provided by Accela in accordance with the Software Support Services Policies (SaaS) located at [www.accela.com/terms/](http://www.accela.com/terms/).

1.14 “**Subscription Period**” means the duration of Customer’s authorized use of the Subscription Services as designated in the Order.

## 2. USAGE AND ACCESS RIGHTS.

2.1 Right to Access. Subject to the terms and conditions of this Agreement, Accela hereby grants to Customer a limited, non-exclusive, non-transferable right and license during the Subscription Period, to permit: (i) Authorized Users to access and use the internal and administrative interfaces of the Subscription Services in accordance with the Documentation to support Customer’s internal business purposes and (ii) its External Users the ability to access and use the publicly available interfaces to submit requests and information to Customer. Each instance of the Subscription Service shall be provisioned with the amount of storage set forth in the Order and additional storage may be purchased at the then-current rates.

2.2 Support Services & Service Availability. During the Subscription Period, Accela shall provide to Customer the Support Services specified in the Order and shall make all commercially reasonable efforts to attain the service levels specified in the applicable policies. The remedies set forth in the Support Services and Service Availability Policy are the sole and exclusive remedies for any breach of the service levels. Customer grants Accela a royalty-free, worldwide, transferable, sub- licensable, irrevocable, perpetual license to use or incorporate into its software or services any suggestions or other feedback provided by Customer or Authorized Users relating to the operation or features of the Subscription Services.

2.3 Purchasing Consulting Services. Customer may purchase Consulting Services from Accela by executing an Order for such services. All prices are exclusive of travel and expenses, which will be invoiced at actual cost, without markup, and will comply with the Consulting Services Policy located at [www.accela.com/terms/](http://www.accela.com/terms/) or as otherwise agreed in the applicable Order. If applicable, one Consulting Services day shall be equal to eight (8) hours.

2.4 Restrictions on Use. Customer shall not, and shall not permit others to: (i) use or access the Subscription Services in any manner except as expressly permitted by the Agreement, including but not limited to, in a manner that circumvents contractual usage restrictions set forth in this Agreement; (ii) license, sub-license, sell, re-sell, rent, lease, transfer, distribute, time share or otherwise make any portion of the Subscription Services available for access by third parties except as otherwise expressly provided herein; (iii) use the Subscription Service in a way that: (a) violates or infringes upon the rights of a third party; or (b) stores or transmits libelous, tortious, or otherwise unlawful material or malicious code or viruses; (iv) create derivative works, reverse engineer, decompile, disassemble, copy, or otherwise attempt to derive source code or other trade secrets from or about any of the Subscription Services (except to and only to the extent such rights are proscribed by law); (v) interfere with or disrupt the security, integrity, operation, or performance of the Subscription Services; (vi) access, use, or provide access or use to the Subscription Services or Documentation for the purposes of competitive analysis or the development, provision, or use of a competing software, SaaS or product or any other purpose that is to Accela’s detriment or commercial disadvantage; (vii) provide access to the Subscription Services to competitors of Accela; (viii) access or use components of the Subscription Service not licensed by Customer; (ix) use or allow the use of the Subscription Services by anyone located in, under the control of, or that is a national or resident of a U.S. embargoed country or territory or by a prohibited end user under Export Control Laws (as defined in Section 12.3, Compliance with Laws); (x) remove, delete, alter or obscure any trademarks, Documentation, warranties, or disclaimers, or any copyright, trademark, patent or other intellectual property or proprietary rights notices from any Subscription Services; or (xi) access or use the Subscription Services in, or in association with, the design, construction, maintenance, or operation of any hazardous environments, systems or applications, any safety response systems or other safety-critical applications, or any other use or application in which the use or failure of the Subscription Services could lead to personal injury or severe physical or property damage.



2.5 Ownership. Accela retains all Intellectual Property Rights, including all rights, title and license to the Subscription Service, Software, Accela System, Support Services, Consulting Services, and Aggregate Data, any related work product of the foregoing and all derivative works thereof by whomever produced; provided however, that to the extent such materials are delivered to Customer as part of the Subscription Services, Consulting Services or Support Services then Customer shall receive a limited license consistent with the terms of Section 2 to use such materials during the Subscription Period.

2.6 Customer's Responsibilities. Customer will: (i) be responsible for meeting Accela's applicable minimum system requirements for use of the Subscription Services set forth in the Documentation; (ii) be responsible for Authorized Users' compliance with this Agreement and for any other activity (whether or not authorized by Customer) occurring under Customer's account; (iii) be solely responsible for the accuracy, quality, integrity and legality of Customer Data; (iv) use commercially reasonable efforts to prevent unauthorized access to or use of the Subscription Services and Customer Data under its account, and notify Accela promptly of any such unauthorized access or use, and; (v) use the Subscription Services only in accordance with the applicable Documentation, laws and government regulations.

### 3. PAYMENT TERMS.

3.1 Purchases Directly from Accela. Except as otherwise set forth in an Order, Subscription fees shall be invoiced annually in advance and such fees shall be due and payable on the first day of the Subscription and on each anniversary thereafter for each renewal, if any. All other invoices shall be due and payable net thirty (30) from the date of the applicable invoice. All amounts payable to Accela under this Agreement shall be paid by Customer in full without any setoff, deduction, debit, or withholding for any reason. Any late payments shall be subject to an additional charge of the lesser of 1.5% per month or the maximum permitted by law. All Subscription Services fees are exclusive of any taxes, levies, duties, withholding or similar governmental assessments of any nature (collectively, "**Taxes**"). If any such Taxes are owed or payable for such transactions, they shall be paid separately by Customer without set-off to the fees due Accela.

3.2 Purchases from Authorized Resellers. In the event that Customer has purchased any products or services through a reseller, subject to these terms, any separate payment arrangements and terms shall be exclusively through such reseller and Accela is not a party to such transactions. Accela's sole obligations are set forth herein and Customer acknowledges that its rights hereunder may be terminated for non-payment to such third party.

4. CONFIDENTIALITY. As used herein, "**Confidential Information**" means all confidential information disclosed by a one party to this Agreement to the other party of this Agreement whether orally or in writing, that is designated as confidential or that reasonably should be understood to be confidential given the nature of the information and the circumstances of disclosure. However, Confidential Information will not include any information that: (i) is or becomes generally known to the public without breach of any obligation owed to the disclosing party; (ii) was known to the receiving party prior to its disclosure without breach of any obligation owed to the disclosing party; (iii) is received without restriction from a third party without breach of any obligation owed to the disclosing party; or (iv) was independently developed by the receiving party. Each party will use the same degree of care that it uses to protect the confidentiality of its own confidential information of like kind (but in no event less than reasonable care) not to disclose or use any Confidential Information except as permitted herein, and will limit access to Confidential Information to those of its employees, contractors and agents who need such access for purposes consistent with this Agreement and who are bound to protect such Confidential Information consistent with this Agreement. The receiving party may disclose Confidential Information if it is compelled by law to do so, provided the receiving party gives the disclosing party prior notice of such compelled disclosure (to the extent legally permitted) and reasonable assistance, at the disclosing party's request and cost, to contest, limit, or protect the disclosure.

### 5. CUSTOMER DATA.



5.1 Ownership. Customer reserves all its rights, title, and interest in and to the Customer Data. No rights are granted to Accela hereunder with respect to the Customer Data, except as otherwise set forth explicitly in Section 5.

5.2 Usage. Customer shall be responsible for Customer Data as entered in to, applied or used in the Subscription Services. Customer acknowledges that Accela generally does not have access to and cannot retrieve lost Customer Data. Customer grants to Accela the non-exclusive right to process Customer Data (including personal data) for the sole purpose of and only to the extent necessary for Accela: (i) to provide the Subscription Services; (ii) to verify Customer's compliance with the restrictions set forth in Section 2.4 (Restrictions on Use) if Accela has a reasonable belief of Customer's non-compliance; and (iii) as otherwise set forth in this Agreement. Accela may utilize the information concerning Customer's use of the Subscription Services (excluding any use of Customer's Confidential Information) to improve Subscription Services, to provide Customer with reports on its use of the Subscription Services, and to compile aggregate statistics and usage patterns by customers using the Subscription Services.

5.3 Use of Aggregate Data. Customer agrees that Accela may collect, use and disclose Aggregate Data derived from the use of the Subscription Services for industry analysis, benchmarking, analytics, marketing and other business purposes. All Aggregate Data collected, used and disclosed will be in aggregate form only and will not identify Customer, its Authorized Users or any third parties utilizing the Subscription Services.

## 6. **WARRANTIES AND DISCLAIMERS.**

6.1 Subscription Services Warranty. During the Subscription Period, Accela warrants that Subscription Services shall perform materially in accordance with the applicable Documentation. As Customer's sole and exclusive remedy and Accela's entire liability for any breach of the foregoing warranty, Accela will use commercially reasonable efforts to: (a) repair the Subscription Services in question; (b) replace the Subscription Services in question with those of substantially similar functionality; or (c), after making all commercially reasonable attempts to do the foregoing, terminate the applicable Subscription Services and refund all unused, prepaid fees paid by Customer for such non-compliant Subscription Services.

6.2 Consulting Services Warranty. For ninety (90) days from the applicable delivery, Accela warrants that Consulting Services shall be performed in a professional and workmanlike manner. As Customer's sole and exclusive remedy and Accela's entire liability for any breach of the foregoing warranty, Accela will use commercially reasonable efforts to (a) re-perform the Consulting Services in a compliant manner; or, after making all commercially reasonable attempts to do the foregoing, (b) refund the fees paid for the non-compliant Consulting Services.

6.3 Disclaimers. EXCEPT AS EXPRESSLY PROVIDED HEREIN, ACCELA MAKES NO WARRANTY OF ANY KIND, WHETHER EXPRESS, IMPLIED, STATUTORY OR OTHERWISE, AND SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY, SECURITY, FITNESS FOR A PARTICULAR PURPOSE OR NON-INFRINGEMENT, TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW.

6.4 Cannabis-Related Activities. If Customer purchases any Subscription Services for use with any cannabis-related activities, the following additional disclaimers shall apply: Accela is considered a software service provider to its customers and not a cannabis related business or agent thereof. In addition to the foregoing, Accela only retains Subscription Services fees of this Agreement from its Customer for general software services, a state or local government agency, and does not retain these fees from any type of External Users. It is the sole responsibility of the Customer to offer state law compliant services, which may be coordinated and facilitated through the use of the Subscription Services. Accela makes no representations, promises, or warranties with respect to the legality, suitability, or otherwise regarding any third party provider, including partners, and have no responsibility or liability with respect to services provided to Customer by such third parties.

7. **INDEMNIFICATION**. Accela will defend (or at Accela's option, settle) any third party claim, suit or action brought against Customer to the extent that it is based upon a claim that the Subscription Services, as furnished by Accela hereunder, infringes or misappropriates the Intellectual Property Rights of any third party, and will pay any costs,



damages and reasonable attorneys' fees attributable to such claim that are finally awarded against Customer, provided that Customer provides: (a) Accela notice of such claim as soon practical and in no event later than would reasonably permit Accela to respond to such claim, (b) reasonable cooperation to Accela, at Accela's expense, in the defense and/or settlement of such claim and (c) Accela the sole and exclusive control of the defense, litigation and settlement of such claim. In the event that Accela reasonably believes, in its sole discretion, that such claim may prevail or that the usage of the Subscription Services may be joined, Accela may seek to: (a) modify the Subscription Services such that it will be non-infringing (provided such modification does not materially reduce the functionality or performance of Customer's installed instance); (b) replace the Subscription Services with a service that is non-infringing and provides substantially similar functionality and performance; or, if the first two options are not commercially practicable, (c) terminate the remainder of the Subscription Period and refund any, pre-paid, unused fees received by Accela. Accela will have no liability under this Section 7 to the extent any claims arise from (i) any combination of the Subscription Services with products, services, methods of a third party; (ii) a modification of the Subscription Services that were either implemented by anyone other than Accela or implemented by Accela in accordance with Customer specifications; (iii) any use of the Subscription Services in a manner that violates this Agreement or the instructions given to Customer by Accela; (iv) a version of the Subscription Services other than the current, fully patched version, provided such updated version would have avoided the infringement; or (v) Customer's breach of this Agreement. THIS SECTION 7 STATES THE ENTIRE OBLIGATION OF ACCELA AND ITS LICENSORS WITH RESPECT TO ANY ALLEGED OR ACTUAL INFRINGEMENT OR MISAPPROPRIATION OF INTELLECTUAL PROPERTY RIGHTS RELATED TO THIS AGREEMENT.

**8. LIMITATION OF LIABILITY.** EXCEPT FOR LIABILITY ARISING OUT OF EITHER PARTY'S LIABILITY FOR DEATH OR PERSONAL INJURY OR CUSTOMER'S BREACH OF SECTION 2, NEITHER PARTY'S AGGREGATE LIABILITY FOR DAMAGES ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT OR FROM THE USE OF OR INABILITY TO USE THE SERVICE, WHETHER IN CONTRACT, TORT OR UNDER ANY OTHER THEORY OF LIABILITY, SHALL EXCEED THE TOTAL AMOUNT PAID BY CUSTOMER HEREUNDER IN THE TWELVE (12) MONTH PERIOD IMMEDIATELY PRECEDING THE INCIDENT. EXCEPT FOR LIABILITY ARISING OUT OF CUSTOMER'S BREACH OF SECTION 2 OR EITHER PARTY'S LIABILITY FOR DEATH OR PERSONAL INJURY, IN NO EVENT SHALL EITHER PARTY OR ANY OTHER PERSON OR ENTITY INVOLVED IN CREATING, PRODUCING OR DELIVERING THE SERVICE BE LIABLE FOR ANY INCIDENTAL, SPECIAL, EXEMPLARY OR CONSEQUENTIAL DAMAGES, INCLUDING LOST PROFITS, LOSS OF DATA OR LOSS OF GOODWILL, SERVICE INTERRUPTION, COMPUTER DAMAGE OR SYSTEM FAILURE OR THE COST OF SUBSTITUTE PRODUCTS OR SERVICES, ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT OR FROM THE USE OF OR INABILITY TO USE THE SUBSCRIPTION SERVICES, WHETHER BASED ON WARRANTY, CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCT LIABILITY OR ANY OTHER LEGAL THEORY. THE FOREGOING EXCLUSIONS APPLY WHETHER OR NOT A PARTY HAS BEEN INFORMED OF THE POSSIBILITY OF SUCH DAMAGE, AND EVEN IF A LIMITED REMEDY SET FORTH HEREIN IS FOUND TO HAVE FAILED OF ITS ESSENTIAL PURPOSE.

**9. SECURITY.** Accela has implemented commercially viable and reasonable information security processes, policies and technology safeguards to protect the confidentiality and integrity of Customer Data, personal data protect against reasonably anticipated threats. Customer acknowledges that, notwithstanding security features of the Subscription Services, no product, hardware, software or service can provide a completely secure mechanism of electronic transmission or communication and that there are persons and entities, including enterprises, governments and quasi- governmental actors, as well as technologies, that may attempt to breach any electronic security measure. Subject only to its limited warranty obligations set forth in Section 6, Accela will have no liability for any such security breach. Customer further acknowledges that the Subscription Services is not guaranteed to operate without interruptions, failures, or errors. If Customer or Authorized Users use the Subscription Services in any application or environment where failure could cause personal injury, loss of life, or other substantial harm, Customer assumes any associated risks and will indemnify Accela and hold it harmless against those risks.

**10. THIRD PARTY SERVICES.** Customer may choose to obtain a product or service from a third party that is not directly produced by Accela as a component of the Subscription Services ("**Third Party Services**") and this may include third party products resold by Accela. Accela assumes no responsibility for, and specifically disclaims any liability, warranty or obligation with respect to, any Third Party Service or the performance of the Subscription





Services (including Accela's service level commitment) when the Subscription Services are used in combination with or integrated with Third Party Services.

## 11. TERM AND TERMINATION.

11.1 Agreement Term. This Agreement shall become effective on the Effective Date and shall continue in full force and effect until the expiration of any Subscription Periods set forth in an applicable Order governed by the Agreement.

11.2 Subscription Periods & Renewals. Subscription Periods begin as specified in the applicable Order and, unless terminated earlier in accordance with this Agreement, continue for the term specified therein. Except as otherwise specified in the applicable Order, (a) all Subscription Services will automatically renew for additional Subscription Periods equal to the expiring Subscription Period, unless either party gives the other at least sixty (60) days' notice of non-renewal before the end of the relevant Subscription Period and (b), Orders may only be cancelled or terminated early in accordance with Section 11.3. Subscription Services renewals may be subject to an annual increase, for which Accela shall provide Customer notice prior to the renewal of the Subscription Period. In the event of any non-renewal or other termination, Customer's right to use the Subscription Services will terminate at the end of the relevant Subscription Period.

11.3 Termination or Suspension for Cause. A party may terminate this Agreement and Subscription Services license granted hereunder for cause upon thirty (30) days' written notice to the other party of a material breach if such breach remains uncured at the expiration of such thirty (30) day period. Either party may terminate immediately if the other party files for bankruptcy or becomes insolvent. Accela may, at its sole option, suspend Customer's or any Authorized User's access to the Subscription Services, or any portion thereof, immediately if Accela: (i) suspects that any person other than Customer or an Authorized User is using or attempting to use Customer Data; (ii) suspects that Customer or an Authorized User is using the Subscription Services in a way that violates this Agreement and could expose Accela or any other entity to harm or legal liability; (iii) is or reasonably believes it is required to do so by law or court order or; (iv) Customer's payment obligations are more than ninety (90) days past due, provided that Accela has provided at least thirty (30) days' notice of such suspension for delinquent payment. Should Customer terminate this Agreement for cause, Accela will refund a pro-rata portion of unused, pre-paid fees.

11.4 Effect of Termination. If this Agreement expires or is terminated for any reason: (i) within thirty (30) calendar days following the end of Customer's final Subscription Period, upon Customer's request Accela provided Customer Data and associated documents in a database dump file; provided that Customer pays (a) all costs of and associated with such copying, as calculated at Accela's then-current time-and-materials rates, and (b) any and all unpaid amounts due to Accela; (ii) licenses and use rights granted to Customer with respect to Subscription Services and intellectual property will immediately terminate; and (iii) Accela's obligation to provide any further services to Customer under this Agreement will immediately terminate, except as mutually agreed between the parties. If the Subscription Services are nearing expiration date or are otherwise terminated, Accela will initiate its data retention processes, including the deletion of Customer Data from systems directly controlled by Accela. Accela's current Data Storage Policy can be accessed [www.accela.com/terms/](http://www.accela.com/terms/).

11.5 Survival. Sections 2.5 (Ownership and Proprietary Rights), 4 (Confidentiality), 6.3 (Disclaimer), 8 (Limitation of Liability), 11.4 (Effect of Termination), 11.5 (Surviving Provisions), and 12 (General Provisions) will survive any termination or expiration of this Agreement.

## 12. GENERAL.

12.1 Notice. Except as otherwise specified in this Agreement, all notices, permissions and approvals hereunder will be in writing and will be deemed to have been given upon: (i) personal delivery; (ii) three days after sending registered, return receipt requested, post or; (iii) one day after sending by commercial overnight carrier. Notices will be sent to the address specified by the recipient in writing when entering into this Agreement or establishing Customer's account for the Subscription Services.



12.2 Governing Law and Jurisdiction. This Agreement and any action related thereto will be governed by the laws of the State of California without regard to its conflict of laws provisions. The exclusive jurisdiction and venue of any action related to the subject matter of this Agreement will be the state and federal courts located in the Northern District of California and each of the parties hereto waives any objection to jurisdiction and venue in such courts.

12.3 Compliance with Laws. Each party will comply with all applicable laws and regulations with respect to its activities under this Agreement including, but not limited to, export laws and regulations of the United States and other applicable jurisdictions. Further, in connection with the services performed under this Agreement and Customer's use of the Subscription Services, the parties agree to comply with all applicable anti-corruption and anti-bribery laws, statutes and regulations.

12.4 Assignment. Customer may not assign or transfer this Agreement, whether by operation of law or otherwise, without the prior written consent of Accela, which shall not be unreasonably withheld. Any attempted assignment or transfer, without such consent, will be null and void. Subject to the foregoing, this Agreement will bind and inure to the benefit of the parties, their respective successors and permitted assigns.

12.5 Publicity. Notwithstanding anything to the contrary, each party will have the right to publicly announce the existence of the business relationship between parties without disclosing the specific terms of the Agreement.

12.6 Miscellaneous. No failure or delay by either party in exercising any right under this Agreement will constitute a waiver of that right. Other than as expressly stated herein, the remedies provided herein are in addition to, and not exclusive of, any other remedies of a party at law or in equity. If any provision of this Agreement is held by a court of competent jurisdiction to be contrary to law, the provision will be modified by the court and interpreted so as best to accomplish the objectives of the original provision to the fullest extent permitted by law, and the remaining provisions of this Agreement will remain in effect. Accela will not be liable for any delay or failure to perform under this Agreement to the extent such delay or failure results from circumstances or causes beyond the reasonable control of Accela. This Agreement does not create a partnership, franchise, joint venture, agency, fiduciary or similar relationship between the parties. This Agreement, including any attachments hereto as mutually agreed upon by the parties, constitute the entire agreement between the parties concerning its subject matter and it supersedes all prior communications, agreements, proposals or representations, written or oral, concerning its subject matter. No modification, amendment, or waiver of any provision of this Agreement will be effective unless in writing and signed by a duly authorized representative of each party against whom the modification, amendment or waiver is to be asserted. Notwithstanding any language to the contrary, no additional or conflicting terms or conditions stated in any of Customer's purchase order documentation or otherwise will be incorporated into or form any part of this Agreement, and all such terms or conditions shall be null and void.

In WITNESS WHERE OF, the parties have indicated their acceptance of the terms of this Agreement by their signatures below

**ACCELA, INC.**

**CUSTOMER:** \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## **ATTACHMENT 4**

Draft Professional Services Agreement for TruePoint Solutions

# Attachment 4

## PROFESSIONAL SERVICES AGREEMENT FOR CONSULTANT SERVICES

(City of South Pasadena / TruePoint Solutions)

### 1. IDENTIFICATION

This PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is entered into by and between the City of South Pasadena, a California municipal corporation (“City”), and TruePoint Solutions (“Consultant”).

### 2. RECITALS

- 2.1. City has determined that it requires the following professional services from a consultant: TruePoint Solutions.
- 2.2. Consultant represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. Consultant further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.
- 2.3. Consultant represents that it has no known relationships with third parties, City Council members, or employees of City which would (1) present a conflict of interest with the rendering of services under this Agreement under Government Code Section 1090, the Political Reform Act (Government Code Section 81000 *et seq.*), or other applicable law, (2) prevent Consultant from performing the terms of this Agreement, or (3) present a significant opportunity for the disclosure of confidential information.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Consultant agree as follows:

### 3. DEFINITIONS

- 3.1. “Scope of Services”: Exhibit B
- 3.2. “Agreement Administrator”: The Agreement Administrator for this project is Angelica Frausto-Lupo, Community Development Director. The Agreement Administrator shall be the principal point of contact at the City for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim milestones. City reserves the right to change this designation upon written notice to Consultant
- 3.3. “Approved Fee Schedule”: Consultant’s compensation rates are set forth in the fee schedule attached hereto as Exhibit B and incorporated herein by this reference. This

fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.

- 3.4. “Maximum Amount”: The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is two hundred fifty two thousand five hundred sixty-seven Dollars (\$252,567.00).
- 3.5. “Commencement Date”: December 22, 2022.
- 3.6. “Termination Date”: December 21, 2023

#### 4. TERM

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall expire at 11:59 p.m. on the Termination Date unless extended by written agreement of the parties or terminated earlier under Section 18 (“Termination”) below. Consultant may request extensions of time to perform the services required hereunder. Such extensions shall be effective if authorized in advance by City in writing and incorporated in written amendments to this Agreement.

#### 5. CONSULTANT’S DUTIES

- 5.1. **Services.** Consultant shall perform the services identified in the Scope of Services. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement.
- 5.2. **Coordination with City.** In performing services under this Agreement, Consultant shall coordinate all contact with City through its Agreement Administrator.
- 5.3. **Budgetary Notification.** Consultant shall notify the Agreement Administrator, in writing, when fees and expenses incurred under this Agreement have reached eighty percent (80%) of the Maximum Amount. Consultant shall concurrently inform the Agreement Administrator, in writing, of Consultant’s estimate of total expenditures required to complete its current assignments before proceeding, when the remaining work on such assignments would exceed the Maximum Amount.
- 5.4. **Business License.** Consultant shall obtain and maintain in force a City business license for the duration of this Agreement.
- 5.5. **Professional Standards.** Consultant shall perform all work to the standards of Consultant’s profession and in a manner reasonably satisfactory to City. Consultant shall keep itself fully informed of and in compliance with all local, state, and federal laws, rules, and regulations in any manner affecting the performance of this Agreement, including all Cal/OSHA requirements, the conflict of interest provisions of

Government Code § 1090 and the Political Reform Act (Government Code § 81000 et seq.).

- 5.6. **Avoid Conflicts.** During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working at the Commencement Date if such work would present a conflict interfering with performance under this Agreement. However, City may consent in writing to Consultant's performance of such work.
- 5.7. **Appropriate Personnel.** Consultant has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. Kent Johnson shall be Consultant's project administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No change shall be made in Consultant's project administrator without City's prior written consent.
- 5.8. **Substitution of Personnel.** Any persons named in the proposal or Scope of Services constitutes a promise to the City that those persons will perform and coordinate their respective services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. If City and Consultant cannot agree as to the substitution of key personnel, City may terminate this Agreement for cause.
- 5.9. **Permits and Approvals.** Consultant shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary for Consultant's performance of this Agreement. This includes, but shall not be limited to, professional licenses, encroachment permits and building and safety permits and inspections.
- 5.10. **Notification of Organizational Changes.** Consultant shall notify the Agreement Administrator, in writing, of any change in name, ownership or control of Consultant's firm or of any subcontractor. Change of ownership or control of Consultant's firm may require an amendment to this Agreement.
- 5.11. **Records.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to Consultant under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of City. In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of City, for a period of three (3) years after final payment under this Agreement.

## 6. SUBCONTRACTING

- 6.1. **General Prohibition.** This Agreement covers professional services of a specific and unique nature. Except as otherwise provided herein, Consultant shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement.
- 6.2. **Consultant Responsible.** Consultant shall be responsible to City for all services to be performed under this Agreement.
- 6.3. **Identification in Fee Schedule.** All subcontractors shall be specifically listed and their billing rates identified in the Approved Fee Schedule, Exhibit B. Any changes must be approved by the Agreement Administrator in writing as an amendment to this Agreement.
- 6.4. **Compensation for Subcontractors.** City shall pay Consultant for work performed by its subcontractors, if any, only at Consultant's actual cost plus an approved mark-up as set forth in the Approved Fee Schedule, Exhibit B. Consultant shall be liable and accountable for any and all payments, compensation, and federal and state taxes to all subcontractors performing services under this Agreement. City shall not be liable for any payment, compensation, or federal and state taxes for any subcontractors.

## 7. COMPENSATION

- 7.1. **General.** City agrees to compensate Consultant for the services provided under this Agreement, and Consultant agrees to accept payment in accordance with the Fee Schedule in full satisfaction for such services. Compensation shall not exceed the Maximum Amount. Consultant shall not be reimbursed for any expenses unless provided for in this Agreement or authorized in writing by City in advance.
- 7.2. **Invoices.** Consultant shall submit to City an invoice, on a monthly basis or as otherwise agreed to by the Agreement Administrator, for services performed pursuant to this Agreement. Each invoice shall identify the Maximum Amount, the services rendered during the billing period, the amount due for the invoice, and the total amount previously invoiced. All labor charges shall be itemized by employee name and classification/position with the firm, the corresponding hourly rate, the hours worked, a description of each labor charge, and the total amount due for labor charges.
- 7.3. **Taxes.** City shall not withhold applicable taxes or other payroll deductions from payments made to Consultant except as otherwise required by law. Consultant shall be solely responsible for calculating, withholding, and paying all taxes.
- 7.4. **Disputes.** The parties agree to meet and confer at mutually agreeable times to resolve any disputed amounts contained in an invoice submitted by Consultant.

- 7.5. **Additional Work.** Consultant shall not be reimbursed for any expenses incurred for work performed outside the Scope of Services unless prior written approval is given by the City through a fully executed written amendment. Consultant shall not undertake any such work without prior written approval of the City.
- 7.6. **City Satisfaction as Precondition to Payment.** Notwithstanding any other terms of this Agreement, no payments shall be made to Consultant until City is satisfied that the services are satisfactory.
- 7.7. **Right to Withhold Payments.** If Consultant fails to provide a deposit or promptly satisfy an indemnity obligation described in Section 11, City shall have the right to withhold payments under this Agreement to offset that amount.

## 8. PREVAILING WAGES

Consultant is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., (“Prevailing Wage Laws”), which require the payment of prevailing wage rates and the performance of other requirements on certain “public works” and “maintenance” projects. Consultant shall defend, indemnify, and hold the City, its elected officials, officers, employees, and agents free and harmless from any claim or liability arising out of any failure or alleged failure of Consultant to comply with the Prevailing Wage Laws.

## 9. OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents or other written material (“written products” herein) developed by Consultant in the performance of this Agreement shall be and remain the property of City without restriction or limitation upon its use or dissemination by City except as provided by law. Consultant may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Consultant.

## 10. RELATIONSHIP OF PARTIES

- 10.1. **General.** Consultant is, and shall at all times remain as to City, a wholly independent contractor.
- 10.2. **No Agent Authority.** Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant’s employees, except as set forth in this Agreement. Consultant shall not represent that it is, or that any of its agents or employees are, in any manner employees of City.



- 10.3. **Independent Contractor Status.** Under no circumstances shall Consultant or its employees look to the City as an employer. Consultant shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Consultant's previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Consultant specifically assumes the responsibility for making such a determination. Consultant shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation, and other applicable federal and state taxes.
- 10.4. **Indemnification of CalPERS Determination.** In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

## 11. INDEMNIFICATION

- 11.1 **Definitions.** For purposes of this Section 11, "Consultant" shall include Consultant, its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Consultant or its subcontractors, in the performance of this Agreement. "City" shall include City, its officers, agents, employees and volunteers.
- 11.2 **Consultant to Indemnify City.** To the fullest extent permitted by law, Consultant shall indemnify, hold harmless, and defend City from and against any and all claims, losses, costs or expenses for any personal injury or property damage arising out of or in connection with Consultant's alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Consultant or failure to comply with any provision in this Agreement.
- 11.3 **Scope of Indemnity.** Personal injury shall include injury or damage due to death or injury to any person, whether physical, emotional, consequential or otherwise, Property damage shall include injury to any personal or real property. Consultant shall not be required to indemnify City for such loss or damage as is caused by the sole active negligence or willful misconduct of the City.
- 11.4 **Attorneys Fees.** Such costs and expenses shall include reasonable attorneys' fees for counsel of City's choice, expert fees and all other costs and fees of litigation. Consultant shall not be entitled to any refund of attorneys' fees, defense costs or expenses in the event that it is adjudicated to have been non-negligent.

- 11.5 **Defense Deposit.** The City may request a deposit for defense costs from Consultant with respect to a claim. If the City requests a defense deposit, Consultant shall provide it within 15 days of the request.
- 11.6 **Waiver of Statutory Immunity.** The obligations of Consultant under this Section 11 are not limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City.
- 11.7 **Indemnification by Subcontractors.** Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 11 from each and every subcontractor or any other person or entity involved in the performance of this Agreement on Consultant's behalf.
- 11.8 **Insurance Not a Substitute.** City does not waive any indemnity rights by accepting any insurance policy or certificate required pursuant to this Agreement. Consultant's indemnification obligations apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

## 12. INSURANCE

- 12.1. **Insurance Required.** Consultant shall maintain insurance as described in this section and shall require all of its subcontractors, consultants, and other agents to do the same. Approval of the insurance by the City shall not relieve or decrease any liability of Consultant Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.
- 12.2. **Documentation of Insurance.** City will not execute this agreement until it has received a complete set of all required documentation of insurance coverage. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. Consultant shall file with City:
- Certificate of Insurance, indicating companies acceptable to City, with a Best's Rating of no less than A:VII showing. The Certificate of Insurance must include the following reference: Electronic Permitting System.
  - Documentation of Best's rating acceptable to the City.
  - Original endorsements effecting coverage for all policies required by this Agreement.
  - City reserves the right to obtain a full certified copy of any Insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of the right to exercise later.
- 12.3. **Coverage Amounts.** Insurance coverage shall be at least in the following minimum amounts:
- Professional Liability Insurance: \$2,000,000 per occurrence,  
Professional Services Agreement – Consultant Services

\$2,000,000 aggregate

- General Liability:
  - General Aggregate: \$2,000,000
  - Products Comp/Op Aggregate \$2,000,000
  - Personal & Advertising Injury \$2,000,000
  - Each Occurrence \$2,000,000
  - Fire Damage (any one fire) \$ 100,000
  - Medical Expense (any 1 person) \$ 10,000
  
- Workers' Compensation:
  - Workers' Compensation Statutory Limits
  - EL Each Accident \$1,000,000
  - EL Disease - Policy Limit \$1,000,000
  - EL Disease - Each Employee \$1,000,000
  
- Automobile Liability
  - Any vehicle, combined single limit \$1,000,000

Any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements or limits shall be available to the additional insured. Furthermore, the requirements for coverage and limits shall be the greater of (1) the minimum coverage and limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured

- 12.4. **General Liability Insurance.** Commercial General Liability Insurance shall be no less broad than ISO form CG 00 01. Coverage must be on a standard Occurrence form. Claims-Made, modified, limited or restricted Occurrence forms are not acceptable.
- 12.5. **Worker's Compensation Insurance.** Consultant is aware of the provisions of Section 3700 of the Labor Code which requires every employer to carry Workers' Compensation (or to undertake equivalent self-insurance), and Consultant will comply with such provisions before commencing the performance of the work of this Agreement. If such insurance is underwritten by any agency other than the State Compensation Fund, such agency shall be a company authorized to do business in the State of California.
- 12.6. **Automobile Liability Insurance.** Covered vehicles shall include owned if any, non-owned, and hired automobiles and, trucks.
- 12.7. **Professional Liability Insurance or Errors & Omissions Coverage.** The deductible or self-insured retention may not exceed \$50,000. If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of the work. Coverage shall be continued for two years after the completion of the work by one of

the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the work under this Agreement.

- 12.8. **Claims-Made Policies.** If any of the required policies provide coverage on a claims-made basis the Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work. Claims-Made Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase “extended reporting” coverage for a minimum of five (5) years after completion of contract work.
- 12.9. **Additional Insured Endorsements.** The City, its City Council, Commissions, officers, and employees of South Pasadena must be endorsed as an additional insured for each policy required herein, other than Professional Errors and Omissions and Worker’s Compensation, for liability arising out of ongoing and completed operations by or on behalf of the Consultant. Consultant’s insurance policies shall be primary as respects any claims related to or as the result of the Consultant’s work. Any insurance, pooled coverage or self-insurance maintained by the City, its elected or appointed officials, directors, officers, agents, employees, volunteers, or consultants shall be non-contributory. All endorsements shall be signed by a person authorized by the insurer to bind coverage on its behalf. General liability coverage can be provided using an endorsement to the Consultant’s insurance at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37.
- 12.10. **Failure to Maintain Coverage.** In the event any policy is canceled prior to the completion of the project and the Consultant does not furnish a new certificate of insurance prior to cancellation, City has the right, but not the duty, to obtain the required insurance and deduct the premium(s) from any amounts due the Consultant under this Agreement. Failure of the Consultant to maintain the insurance required by this Agreement, or to comply with any of the requirements of this section, shall constitute a material breach of this Agreement.
- 12.11. **Notices.** Contractor shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. Consultant shall provide no less than 30 days’ notice of any cancellation or material change to policies required by this Agreement. Consultant shall provide proof that cancelled or expired policies of insurance have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages. The name and address for Additional Insured Endorsements, Certificates of Insurance and Notices of Cancellation is: City of South

Pasadena, Attn: Angelica Frausto-Lupo Community Development Director, South Pasadena, CA 91030.

- 12.12. **Consultant's Insurance Primary.** The insurance provided by Consultant, including all endorsements, shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.
- 12.13. **Waiver of Subrogation.** Consultant hereby waives all rights of subrogation against the City. Consultant shall additionally waive such rights either by endorsement to each policy or provide proof of such waiver in the policy itself.
- 12.14. **Report of Claims to City.** Consultant shall report to the City, in addition to the Consultant's insurer, any and all insurance claims submitted to Consultant's insurer in connection with the services under this Agreement.
- 12.15. **Premium Payments and Deductibles.** Consultant must disclose all deductibles and self-insured retention amounts to the City. The City may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within retention amounts. Ultimately, City must approve all such amounts prior to execution of this Agreement.

City has no obligation to pay any premiums, assessments, or deductibles under any policy required in this Agreement. Consultant shall be responsible for all premiums and deductibles in all of Consultant's insurance policies. The amount of deductibles for insurance coverage required herein are subject to City's approval.

- 12.16. **Duty to Defend and Indemnify.** Consultant's duties to defend and indemnify City under this Agreement shall not be limited by the foregoing insurance requirements and shall survive the expiration of this Agreement.

### 13. MUTUAL COOPERATION

- 13.1. **City Cooperation in Performance.** City shall provide Consultant with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Consultant's services under this Agreement.
- 13.2. **Consultant Cooperation in Defense of Claims.** If any claim or action is brought against City relating to Consultant's performance in connection with this Agreement, Consultant shall render any reasonable assistance that City may require in the defense of that claim or action.

### 14. NOTICES

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile or overnight courier service during Consultant's and City's regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to City

If to Consultant

Angelica Frausto-Lupo  
Community Development Director  
City of South Pasadena  
1414 Mission Street  
South Pasadena, CA 91030  
Telephone: (626) 403-7220  
Facsimile: (626) 403-7241

Kent Johnson, CEO  
TruePoint Solutions  
3282 Penryn Road, Suite 100-B  
Loomis, CA 95650  
Telephone: (916) 259-1293

With courtesy copy to:

Andrew Jared  
South Pasadena City Attorney  
Colantuono, Highsmith & Whatley, PC  
790 E. Colorado Blvd. Ste. 850  
Pasadena, CA 91101  
Telephone: (213) 542-5700  
Facsimile: (213) 542-5710

## 15. SURVIVING COVENANTS

The parties agree that the covenants contained in paragraph 5.11 (Records), paragraph 10.4 (Indemnification of CalPERS Determination), Section 11 (Indemnity), paragraph 12.8 (Claims-Made Policies), paragraph 13.2 (Consultant Cooperation in Defense of Claims), and paragraph 18.1 (Confidentiality) of this Agreement shall survive the expiration or termination of this Agreement, subject to the provisions and limitations of this Agreement and all otherwise applicable statutes of limitations and repose.

## 16. TERMINATION

- 16.1. **City Termination.** City may terminate this Agreement for any reason on five calendar days' written notice to Consultant. Consultant agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.

- 16.2. **Consultant Termination.** Consultant may terminate this Agreement for a material breach of this Agreement upon 30 days' notice.
- 16.3. **Compensation Following Termination.** Upon termination, Consultant shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement. The City shall have the benefit of such work as may have been completed up to the time of such termination.
- 16.4. **Remedies.** City retains any and all available legal and equitable remedies for Consultant's breach of this Agreement.

## 17. INTERPRETATION OF AGREEMENT

- 17.1. **Governing Law.** This Agreement shall be governed and construed in accordance with the laws of the State of California.
- 17.2. **Integration of Exhibits.** All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Consultant with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed on by City and Consultant.
- 17.3. **Headings.** The headings and captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the language of the section or paragraph shall control and govern in the construction of this Agreement.
- 17.4. **Pronouns.** Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).
- 17.5. **Severability.** If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to the extent necessary to, cure such invalidity or unenforceability, and shall be enforceable in its amended form. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

- 17.6. **No Presumption Against Drafter.** Each party had an opportunity to consult with an attorney in reviewing and drafting this agreement. Any uncertainty or ambiguity shall not be construed for or against any party based on attribution of drafting to any party.

## 18. GENERAL PROVISIONS

- 18.1. **Confidentiality.** All data, documents, discussion, or other information developed or received by Consultant for performance of this Agreement are deemed confidential and Consultant shall not disclose it without prior written consent by City. City shall grant such consent if disclosure is legally required. All City data shall be returned to City upon the termination or expiration of this Agreement.
- 18.2. **Conflicts of Interest.** Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Consultant further agrees to file, or shall cause its employees or subcontractor to file, a Statement of Economic Interest with the City's Filing Officer if required under state law in the performance of the services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer, or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.
- 18.3. **Non-assignment.** Consultant shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Consultant.
- 18.4. **Binding on Successors.** This Agreement shall be binding on the successors and assigns of the parties.
- 18.5. **No Third-Party Beneficiaries.** Except as expressly stated herein, there is no intended third-party beneficiary of any right or obligation assumed by the parties.
- 18.6. **Time of the Essence.** Time is of the essence for each and every provision of this Agreement.
- 18.7. **Non-Discrimination.** Consultant shall not discriminate against any employee or applicant for employment because of race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law, disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Employment actions to which this provision applies shall include, but not be limited to, the



following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; or in terms, conditions or privileges of employment, and selection for training. Consultant agrees to post in conspicuous places, available to employees and applicants for employment, the provisions of this nondiscrimination clause.

- 18.8. **Waiver.** No provision, covenant, or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in writing signed by one authorized to bind the party asserted to have consented to the waiver. The waiver by City or Consultant of any breach of any provision, covenant, or condition of this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other provision, covenant, or condition.
- 18.9. **Excused Failure to Perform.** Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in City's sole judgment, that such failure was due to causes beyond the control and without the fault or negligence of Consultant.
- 18.10. **Remedies Non-Exclusive.** Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance from the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any or all of such other rights, powers or remedies.
- 18.11. **Attorneys' Fees.** If legal action shall be necessary to enforce any term, covenant or condition contained in this Agreement, the prevailing party shall be entitled to an award of reasonable attorneys' fees and costs expended in the action.
- 18.12. **Venue.** The venue for any litigation shall be Los Angeles County, California and Consultant hereby consents to jurisdiction in Los Angeles County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.

**TO EFFECTUATE THIS AGREEMENT**, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

“City”  
City of South Pasadena

“Consultant”  
TruePoint Solutions

By: \_\_\_\_\_  
*Signature*

By: \_\_\_\_\_  
*Signature*

Printed: \_\_\_\_\_

Printed: Kent Johnson

Title: \_\_\_\_\_

Title: CEO

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Attest:**

By: \_\_\_\_\_  
Christina Munoz  
Deputy City Clerk

Date: \_\_\_\_\_

**Approved as to form:**

By: \_\_\_\_\_  
Andrew Jared, City Attorney

Date: \_\_\_\_\_

**ATTACHMENT 5**  
HCD Agreement No. 19-PGP-14277

STANDARD AGREEMENT

STD 213 (Rev. 03/2019)

AGREEMENT NUMBER

19-PGP-14277

PURCHASING AUTHORITY NUMBER (if applicable)

Attachment 5

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

CONTRACTOR'S NAME
City of South Pasadena

2. The term of this Agreement is:

START DATE
Upon HCD Approval
THROUGH END DATE
12/31/2022

3. The maximum amount of this Agreement is:
\$160,000.00

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.

Table with 3 columns: EXHIBITS, TITLE, PAGES. Includes rows for Exhibit A through E and a total number of pages attached (15).

Items shown with an asterisk (\*), are hereby incorporated by reference and made part of this agreement as if attached hereto.
These documents can be viewed at https://www.dgs.ca.gov/OLS/Resources

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

CONTRACTOR

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

City of South Pasadena

CONTRACTOR BUSINESS ADDRESS: 1414 Mission Street, CITY: South Pasadena, STATE: CA, ZIP: 91030

PRINTED NAME OF PERSON SIGNING: Stephanie DeWolfe, TITLE: City Manager

CONTRACTOR AUTHORIZED SIGNATURE, DATE SIGNED

Handwritten signature of Stephanie DeWolfe

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME: Department of Housing and Community Development

CONTRACTING AGENCY ADDRESS: 2020 W. El Camino Ave., Suite 130, CITY: Sacramento, STATE: CA, ZIP: 95833

PRINTED NAME OF PERSON SIGNING: Synthia Rhinehart, Shaun Singh, TITLE: Contracts Manager, Business & Contract Services Branch

CONTRACTING AGENCY AUTHORIZED SIGNATURE, DATE SIGNED

For

Shaun Singh

8/6/2020

Handwritten signature of Shaun Singh

California Department of General Services Approval (or exemption, if applicable)

Exempt per: SCM Vol. 1 4.04.A.3 (DGS memo dated 6/12/1981)

**EXHIBIT A**

**AUTHORITY, PURPOSE AND SCOPE OF WORK**

**1. Authority**

Pursuant to Health and Safety Code section 50470, subdivision (b)(1)(A), the State of California Department of Housing and Community Development (the "Department" or "State") has established the Planning Grants Program ("PGP," or the "Program" as defined in Section 102 of the Guidelines) for Local Governments and Localities. This Standard Agreement, along with all its exhibits (the "Agreement"), is entered into under the authority of, and in furtherance of, the purpose of the Program. Pursuant to Health and Safety Code Section 50470, subdivision (d), the Department has issued the Senate Bill 2 Planning Grants Program Year 1 Guidelines (the "Guidelines") dated December 2018 governing the Program, and a Notice of Funding Availability ("NOFA") dated March 28, 2019.

**2. Purpose**

In accordance with the authority cited above, the Grantee has been awarded financial assistance in the form of a grant from the Program. The Department has agreed to make the grant to provide financial assistance for the preparation, adoption and implementation of a plan for Accelerating Housing Production and Streamlined Housing Production (as defined in Section 102 of the Guidelines) pursuant to the terms of the Guidelines, the NOFA, and this Agreement. By entering into this Agreement and thereby accepting the award of the Program funds, the Grantee agrees to comply with the terms and conditions of the Guidelines, the NOFA, this Agreement, the representations contained in the application, and the requirements of the authority cited above. Based on the representations made by the Grantee, the State shall provide a grant in the amount shown in Exhibit B, Section 2.

**3. Definitions**

Terms herein shall have the same meaning as definitions in Section 102 of the Guidelines.

**4. Scope of Work**

Update planning documents, entitlement processes or zoning ordinances in accordance with the Grantee's Schedule F: Project Timeline and Budget, as provided by the Grantee in the SB 2 Planning Grant Program application used for subsequent approval by the Department.

**5. Department Contract Coordinator**

The Contract Coordinator of this Agreement for the Department is the Housing Policy Development Manager, or the Manager's designee. Unless otherwise informed, any

Planning Grants Program (PGP)  
NOFA Date: March 28, 2019  
Approved Date: October 17, 2019  
Prep. Date: April 30, 2020

**EXHIBIT A**

notice, report, or other communication required by this Agreement shall be mailed by first class mail to the Department Contract Coordinator at the following address:

Department of Housing and Community Development  
Housing Policy Development  
Land Use Planning Unit  
Attention: PGP Program Manager  
2020 West El Camino Avenue, Suite 500  
Sacramento, CA 95833  
P. O. Box 952050  
Sacramento, CA 94252-2050



**EXHIBIT B**

**BUDGET DETAIL AND PAYMENT PROVISIONS**

**1. Application for Funds**

- A. The Department is entering into this Agreement on the basis of, and in reliance on facts, information, assertions and representations contained in the Application and any subsequent modifications or additions thereto approved by the Department. The Application and any approved modifications and additions thereto are hereby incorporated into this Agreement.
- B. The Grantee warrants that all information, facts, assertions and representations contained in the Application and approved modifications and additions thereto are true, correct, and complete to the best of the Grantee's knowledge. In the event that any part of the Application and any approved modification and addition thereto is untrue, incorrect, incomplete, or misleading in such a manner that would substantially affect the Department's approval, disbursement, or monitoring of the funding and the grant or activities governed by this Agreement, the Department may declare a breach hereof and take such action or pursue such remedies as are provided for breach hereof.

**2. Grant and Reimbursement Limit**

The maximum total amount granted and reimbursable to the Grantee pursuant to this Agreement shall not exceed \$160,000.

**3. Grant Timelines**

- A. This Agreement is effective upon approval by all parties and the Department, which is evidenced by the date signed by the Department on page one, Standard Agreement, STD 213 (the "Effective Date").
- B. All Grant funds must be expended by June 30, 2022.
- C. The Grantee shall deliver to the Department all final invoices for reimbursement on or before February 28, 2022, to ensure meeting the June 30, 2022 deadline. Under special circumstances, as determined by the Department, the Department may modify the February 28, 2022 deadline.
- D. It is the responsibility of the Grantee to monitor the project and timeliness of draws within the specified dates.

## EXHIBIT B

### 4. Allowable Uses of Grant Funds

- A. The Department shall not award or disburse funds unless it determines that the grant funds shall be expended in compliance with the terms and provisions of the Guidelines, the NOFA, and this Agreement.
- B. Grant funds shall only be used by the Grantee for project activities approved by the State that involve the preparation and adoption of project activities as stated in the scope of work, project description, project timeline and other parts of the application, and eligible activities and uses pursuant to Article III of the Guidelines.
- C. Grant funds may not be used for administrative costs of persons employed by the Grantee for activities not directly related to the preparation and adoption of the proposed activity.
- D. The Grantee shall use no more than 5 percent of the total grant amount for costs related to administration of the project.
- E. A Grantee that receives funds under this Program may use a subcontractor. The subcontract shall provide for compliance with all the requirements of the Program. The subcontract shall not relieve the Grantee of its responsibilities under the Program.
- F. After the contract has been executed by the Department and all parties, approved and eligible costs for eligible activities may be reimbursed for the project(s) upon completion of deliverables in accordance with Schedule F: Project Timeline and Budget and the Statement of Work and subject to the terms and conditions of this Agreement.
- G. Only approved and eligible costs incurred for work after the NOFA date, continued past the date of execution and acceptance of the Standard Agreement and completed during the grant term will be reimbursable.
- H. Approved and eligible costs incurred prior to the NOFA date are ineligible.

### 5. Performance

The Grantee shall take such actions, pay such expenses, and do all things necessary to complete the scope of work specified in Exhibit A and as incorporated by the SB 2 Program application in accordance with the schedule for completion set forth therein and within the terms and conditions of this Agreement.

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Prep. Date: April 30, 2020



**EXHIBIT B**

**6. Fiscal Administration**

- A. The Grantee is responsible for maintaining records which fully disclose the activities funded by the PGP grant. Adequate documentation for each reimbursable transaction shall be maintained to permit the determination, through an audit if requested by the State, of the accuracy of the records and the allowability of expenditures charged to PGP grant funds. If the allowability of expenditure cannot be determined because records or documentation are inadequate, the expenditure may be disallowed, and the State shall determine the reimbursement method for the amount disallowed. The State's determination of the allowability of any expense shall be final, absent fraud, mistake or arbitrariness.
- B. Work must be completed prior to requesting reimbursement. The Department may make exceptions to this provision on a case by case basis. In unusual circumstances, the Department may consider alternative arrangements to reimbursement and payment methods based on documentation demonstrating cost burdens, including the inability to pay for work.
- C. Prior to receiving reimbursement, the Grantee shall submit the following documentation:
- 1) Government Agency Taxpayer ID Form (GovTIN; Fi\$cal form);
  - 2) A Request for Funds on a form provided by the Department; and
  - 3) Any and all documentation requested by the Department in the form and manner as outlined in the following subsection D.
- D. Grantee shall submit all required reimbursement documentation to the following address:
- Department of Housing and Community Development  
Housing Policy Development  
Land Use Planning Unit  
Attention: PGP Program Manager  
2020 West El Camino Avenue, Suite 500  
Sacramento, CA 95833  
P. O. Box 952050  
Sacramento, CA 94252-2050
- E. The Grantee shall submit invoices for reimbursement to the Department according to the following schedule:

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Prep. Date: April 30, 2020

**EXHIBIT B**

- 1) At maximum, once per quarter; or
- 2) Upon completion of a deliverable, subject to the Department's approval; and
- 3) At minimum, one invoice for reimbursement annually.

The Department will use the 2019 calendar year beginning with January, with first requests for reimbursement accepted on or after September 30, 2019.

- F. The request for reimbursement must be for a minimum of 15 percent of the maximum grant amount awarded. The Department may consider exceptions to the minimum amount requested on a case-by-case basis. All invoices shall reference the contract number and shall be signed and submitted to the Department's Program Manager at the address provided above in Section 6, item D of Exhibit B. Invoices shall include at a minimum the following information:
- 1) Names of the Grantee's personnel performing work;
  - 2) Dates and times of project work;
  - 3) Itemized costs in accordance with the Schedule F: Project Timeline and Budget and Statement of Work, including identification of each employee, contractor, subcontractor staff who provided services during the period of the invoice, the number of hours and hourly rates for each of the Grantee's employees, contractor(s), sub-recipient(s) or subcontractor's staff member(s), authorized expenses with receipts, and contractor, sub-recipient and subcontractor invoices; and
  - 4) Any other documents, certifications, or evidence deemed necessary by the Department prior to disbursement of grant funds.
- G. The Department will reimburse the Grantee directly for all allowable project costs as promptly as the Department's fiscal procedures permit upon receipt of an itemized signed invoice.
- H. The Department recognizes that budgeted deliverable amounts are based upon estimates. Grantees may request, in writing, a budget adjustment across deliverables subject to written approval by the Department, as long as the total budget does not exceed the maximum amount awarded to the Grantee.
- I. Grant funds cannot be disbursed until this Standard Agreement has been fully executed.

**EXHIBIT B**

- J. Grant fund payments will be made on a reimbursement basis; advance payments are not allowed. The Grantee, its subcontractors and all partners, must have adequate cash flow to pay all grant-related expenses prior to requesting reimbursement from the Department. The Department may consider alternative arrangements to reimbursement and payment methods based on documentation demonstrating cost burdens, including the inability to pay for work pursuant to Section 601(f) of the Guidelines.
- K. The Grantee will be responsible for compiling and submitting all invoices, supporting documentation and reporting documents. Invoices must be accompanied by reporting materials where appropriate. Invoices without the appropriate reporting materials will not be paid.
  - 1) Supporting documentation may include, but is not limited to; purchase orders, receipts, progress payments, subcontractor invoices, timecards, or any other documentation as deemed necessary by the Department to support the reimbursement to the Grantee for expenditures incurred.
- L. The Grantee will submit for reimbursements to the Department based on actual costs incurred, and must bill the State based on clear and completed objectives and deliverables as outlined in the application, in Schedule F: Project Timeline and Budget, the Statement of Work, and/or any and all documentation incorporated into this Standard Agreement and made a part thereof.
- M. The Department may withhold 10 percent of the grant until grant terms have been fulfilled to the satisfaction of the Department.

## **Exhibit C**

**Exhibit C (State of California General Terms and Conditions) is included by reference. See the note on cover page under the Title Section.**



**EXHIBIT D**

**PGP TERMS AND CONDITIONS**

**1. Reporting**

- A. During the term of the Standard Agreement the Grantee shall submit, upon request of the Department, a performance report that demonstrates satisfaction of all requirements identified in this Standard Agreement.
- B. Upon completion of all objectives and deliverables required to fulfill this contract pursuant to Schedule F: Project Timeline and Budget and the Scope of Work, Exhibit A, Section 4, and as referred to in Exhibit B, Section 6, subsection K. within this Standard Agreement, the Grantee shall submit a final close out report in accordance with Section 604, subsection (b), and as instructed in Attachment 3 of the December 2018 Planning Grants Program Guidelines. The close out report shall be submitted with the final invoice by the end of the grant term as listed in Exhibit B, Section 3, subsection C.

**2. Accounting Records**

- A. The Grantee, its staff, contractors and subcontractors shall establish and maintain an accounting system and reports that properly accumulate incurred project costs by line. The accounting system shall conform to Generally Accepted Accounting Principles (GAAP), enable the determination of incurred costs at interim points of completion, and provide support for reimbursement payment vouchers or invoices.
- B. The Grantee must establish a separate ledger account for receipts and expenditures of grant funds and maintain expenditure details in accordance with the scope of work, project timeline and budget. Separate bank accounts are not required.
- C. The Grantee shall maintain documentation of its normal procurement policy and competitive bid process (including the use of sole source purchasing), and financial records of expenditures incurred during the course of the project in accordance with GAAP.
- D. The Grantee agrees that the state or designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of the Standard Agreement.
- E. Subcontractors employed by the Grantee and paid with moneys under the terms of this Standard Agreement shall be responsible for maintaining accounting records as specified above.

**3. Audits**

- A. At any time during the term of the Standard Agreement, the Department may perform or cause to be performed a financial audit of any and all phases of the award. At the

## EXHIBIT D

Department's request, the Grantee shall provide, at its own expense, a financial audit prepared by a certified public accountant. The State of California has the right to review project documents and conduct audits during and over the project life.

- 1) The Grantee agrees that the Department or the Department's designee shall have the right to review, obtain, and copy all records and supporting documentation pertaining to performance of this Agreement.
  - 2) The Grantee agrees to provide the Department or the Department's designee, with any relevant information requested.
  - 3) The Grantee agrees to permit the Department or the Department's designee access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees who might reasonably have information related to such records and inspecting and copying such books, records, accounts, and other material that may be relevant to a matter under investigation for the purpose of determining compliance with statutes, Program guidelines, and this Agreement.
- B. If a financial audit is required by the Department, the audit shall be performed by an independent certified public accountant. Selection of an independent audit firm shall be consistent with procurement standards contained in Exhibit D, Section 8 subsection A. of this Standard Agreement.
- 1) The Grantee shall notify the Department of the auditor's name and address immediately after the selection has been made. The contract for the audit shall allow access by the Department to the independent auditor's working papers.
  - 2) The Grantee is responsible for the completion of audits and all costs of preparing audits.
  - 3) If there are audit findings, the Grantee must submit a detailed response acceptable to the Department for each audit finding within 90 days from the date of the audit finding report.
- C. The Grantee agrees to maintain such records for possible audit after final payment pursuant to Exhibit D, Section 3, subsection E. below, unless a longer period of records retention is stipulated.
- 1) If any litigation, claim, negotiation, audit, monitoring, inspection or other action has been started before the expiration of the required record retention period, all records must be retained by the Grantee, contractors and sub-contractors until completion of the action and resolution of all issues which arise from it. The Grantee shall include in any contract that it enters into in an amount exceeding \$10,000, the Department's right to audit the contractor's records and interview their employees.



**EXHIBIT D**

2) The Grantee shall comply with the caveats and be aware of the penalties for violation of fraud and for obstruction of investigation as set forth in California Public Contracts Code Section 10115.10.

D. The determination by the Department of the eligibility of any expenditure shall be final.

E. The Grantee shall retain all books and records relevant to this Agreement for a minimum of (3) three years after the end of the term of this Agreement. Records relating to any and all audits or litigation relevant to this Agreement shall be retained for five years after the conclusion or resolution of the matter.

**4. Remedies of Non-performance**

A. Any dispute concerning a question of fact arising under this Standard Agreement that is not disposed of by agreement shall be decided by the Department's Housing Policy Development Manager, or the Manager's designee, who may consider any written or verbal evidence submitted by the Grantee. The decision of the Department's Housing Policy Development Manager or Designee shall be the Department's final decision regarding the dispute.

B. Neither the pendency of a dispute nor its consideration by the Department will excuse the Grantee from full and timely performance in accordance with the terms of this Standard Agreement.

C. In the event that it is determined, at the sole discretion of the Department, that the Grantee is not meeting the terms and conditions of the Standard Agreement, immediately upon receiving a written notice from the Department to stop work, the Grantee shall cease all work under the Standard Agreement. The Department has the sole discretion to determine that the Grantee meets the terms and conditions after a stop work order, and to deliver a written notice to the grantee to resume work under the Standard Agreement.

D. Both the Grantee and the Department have the right to terminate the Standard Agreement at any time upon 30 days written notice. The notice shall specify the reason for early termination and may permit the grantee or the Department to rectify any deficiency(ies) prior to the early termination date. The Grantee will submit any requested documents to the Department within 30 days of the early termination notice.

E. There must be a strong implementation component for the funded activity through this Program, including, where appropriate, agreement by the locality to formally adopt the completed planning document. Localities that do not formally adopt the funded activity could be subject to repayment of the grant.

F. The following shall each constitute a breach of this Agreement:

1) Grantee's failure to comply with any of the terms and conditions of this Agreement.

2) Use of, or permitting the use of, grant funds provided under this Agreement for any

## EXHIBIT D

ineligible costs or for any activity not approved under this Agreement.

- 3) Any failure to comply with the deadlines set forth in this Agreement unless approved by the Program Manager.

G. In addition to any other remedies that may be available to the Department in law or equity for breach of this Agreement, the Department may at its discretion, exercise the following remedies:

- 1) Disqualify the Grantee from applying for future PGP Funds or other Department administered grant programs;
- 2) Revoke existing PGP award(s) to the Grantee;
- 3) Require the return of unexpended PGP funds disbursed under this Agreement;
- 4) Require repayment of PGP Funds disbursed and expended under this agreement;
- 5) Seek a court order for specific performance of the obligation defaulted upon, or the appointment of a receiver to complete the obligations in accordance with the PGP Program requirements; and
- 6) Other remedies available at law, or by and through this agreement. All remedies available to the Department are cumulative and not exclusive.
- 7) The Department may give written notice to the Grantee to cure the breach or violation within a period of not less than 15 days.

### 5. Indemnification

Neither the Department nor any officer or employee thereof is responsible for any injury, damage or liability occurring by reason of anything done or omitted to be done by the Grantee, its officers, employees, agents, its contractors, its sub-recipients or its subcontractors under or in connection with any work, authority or jurisdiction conferred upon the Grantee under this Standard Agreement. It is understood and agreed that the Grantee shall fully defend, indemnify and save harmless the Department and all of the Department's staff from all claims, suits or actions of every name, kind and description brought forth under, including, but not limited to, tortious, contractual, inverse condemnation or other theories or assertions of liability occurring by reason of anything done or omitted to be done by the Grantee, its officers, employees, agents contractors, sub-recipients, or subcontractors under this Standard Agreement.

### 6. Waivers

No waiver of any breach of this Agreement shall be held to be a waiver of any prior or subsequent breach. The failure of the Department to enforce at any time the provisions of this Agreement, or to require at any time, performance by the Grantee of these provisions, shall in no way be



## EXHIBIT D

construed to be a waiver of such provisions nor to affect the validity of this Agreement or the right of the Department to enforce these provisions.

### 7. Relationship of Parties

It is expressly understood that this Standard Agreement is an agreement executed by and between two independent governmental entities and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture or association, or any other relationship whatsoever other than that of an independent party.

### 8. Third-Party Contracts

- A. All state-government funded procurements must be conducted using a fair and competitive procurement process. The Grantee may use its own procurement procedures as long as the procedures comply with all City/County laws, rules and ordinances governing procurement, and all applicable provisions of California state law.
- B. Any contract entered into as a result of this Agreement shall contain all the provisions stipulated in the Agreement to be applicable to the Grantee's sub-recipients, contractors, and subcontractors. Copies of all agreements with sub-recipients, contracts, and subcontractors must be submitted to the Department's program manager.
- C. The Department does not have a contractual relationship with the Grantee's sub-recipients, contractors, or subcontractors, and the Grantee shall be fully responsible for all work performed by its sub-recipients, contractors, or subcontractors.
- D. In the event the Grantee is partnering with another jurisdiction or forming a collaborative effort between the Grantee and other jurisdictions who are grantees of the SB 2 Planning Grants Program, the Grantee acknowledges that each partner and/or all entities forming the SB 2 Planning Grants Program collaborative are in mutual written agreement with each other but are contractually bound to the Department under separate, enforceable contracts.
- E. In the event the Grantee is partnering with another jurisdiction or forming a collaborative effort with other entities that are not grantees of the SB 2 Planning Grants Program, the Department shall defer to the provisions as noted in subsections 8(B) and 8(C) of this part.

### 9. Compliance with State and Federal Laws, Rules, Guidelines and Regulations

- A. The Grantee agrees to comply with all state and federal laws, rules and regulations that pertain to construction, health and safety, labor, fair employment practices, equal opportunity, and all other matters applicable to the grant, the Grantee, its contractors or subcontractors, and any other grant activity.
- B. During the performance of this Agreement, the Grantee assures that no otherwise qualified person shall be excluded from participation or employment, denied program

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Approved Date: October 17, 2019  
Prep. Date: April 30, 2020

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benefits, or be subjected to discrimination based on race, color, ancestry, national origin, sex, gender, gender identity, gender expression, genetic information, age, disability, handicap, familial status, religion, or belief, under any program or activity funded by this contract, as required by Title VI of the Civil Rights Act of 1964, the Fair Housing Act (42 USC 3601-20) and all implementing regulations, and the Age Discrimination Act of 1975 and all implementing regulations.

- C. The Grantee shall include the nondiscrimination and compliance provisions of this clause in all agreements with its sub-recipients, contractors, and subcontractors, and shall include a requirement in all agreements with all of same that each of them in turn include the nondiscrimination and compliance provisions of this clause in all contracts and subcontracts they enter into to perform work under the PGP.
- D. The Grantee shall, in the course of performing project work, fully comply with the applicable provisions of the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)
- E. The Grantee shall adopt and implement affirmative processes and procedures that provide information, outreach and promotion of opportunities in the PGP project to encourage participation of all persons regardless of race, color, national origin, sex, religion, familial status, or disability. This includes, but is not limited to, a minority outreach program to ensure the inclusion, to the maximum extent possible, of minorities and women, and entities owned by minorities and women, as required by 24 CFR 92.351.

### 10. Litigation

- A. If any provision of this Agreement, or an underlying obligation, is held invalid by a court of competent jurisdiction, such invalidity, at the sole discretion of the Department, shall not affect any other provisions of this Agreement and the remainder of this Agreement shall remain in full force and effect. Therefore, the provisions of this Agreement are, and shall be, deemed severable.
- B. The Grantee shall notify the Department immediately of any claim or action undertaken by or against it, which affects or may affect this Agreement or the Department, and shall take such action with respect to the claim or action as is consistent with the terms of this Agreement and the interests of the Department.

### 11. Changes in Terms/Amendments

This Agreement may only be amended or modified by mutual written agreement of both parties.

### 12. State-Owned Data

- A. Definitions

Planning Grants Program (PGP)  
NOFA Date: March 28, 2019  
Approved Date: October 17, 2019  
Prep. Date: April 30, 2020



## EXHIBIT D

1) Work:

The work to be directly or indirectly produced by the Grantee, its employees, or by and of the Grantee's contractor's, subcontractor's and/or sub-recipient's employees under this Agreement.

2) Work Product:

All deliverables created or produced from Work under this Agreement including, but not limited to, all Work and Deliverable conceived or made, or made hereafter conceived or made, either solely or jointly with others during the term of this Agreement and during a period of six months after the termination thereof, which relates to the Work commissioned or performed under this Agreement. Work Product includes all deliverables, inventions, innovations, improvements, or other works of authorship Grantee and/or Grantee's contractor subcontractor and/or sub-recipient may conceive of or develop in the course of this Agreement, whether or not they are eligible for patent, copyright, trademark, trade secret or other legal protection.

3) Inventions:

Any ideas, methodologies, designs, concept, technique, invention, discovery, improvement or development regardless of patentability made solely by the Grantee or jointly with the Grantee's contractor, subcontractor and/or sub-recipient and/or Grantee's contractor, subcontractor, and/or sub-recipient's employees with one or more employees of the Department during the term of this Agreement and in performance of any Work under this Agreement, provided that either the conception or reduction to practice thereof occurs during the term of this Agreement and in performance of Work issued under this Agreement.

### B. Ownership of Work Product and Rights

- 1) All work Product derived by the Work performed by the Grantee, its employees or by and of the Grantee's contractor's, subcontractor's and/or sub-recipient's employees under this Agreement, shall be owned by the Department and shall be considered to be works made for hire by the Grantee and the Grantee's contractor, subcontractor and/or subrecipient for the Department. The Department shall own all copyrights in the work product.
- 2) Grantee, its employees and all of Grantee's contractor's, subcontractor's and sub-recipient's employees agree to perpetually assign, and upon creation of each Work Product automatically assigns, to the Department, ownership of all United States and international copyrights in each and every Work Product, insofar as any such Work Product, by operation of law, may not be considered work made for hire by the Grantee's contractor, subcontractor and/or subrecipient from the Department. From time to time upon the Department's request, the Grantee's contractor, subcontractor and/or subrecipients, and/or its employees, shall confirm such

**EXHIBIT D**

assignments by execution and delivery of such assignment, confirmations or assignment or other written instruments as the Department may request. The Department shall have the right to obtain and hold in its name all copyright registrations and other evidence of rights that may be available for Work Product under this Agreement. Grantee hereby waives all rights relating to identification of authorship restriction or limitation on use or subsequent modification of the Work.

- 3) Grantee, its employees and all Grantee's contractors, subcontractors and sub-recipients hereby agrees to assign to the Department all Inventions, together with the right to seek protection by obtaining patent rights therefore and to claim all rights or priority thereunder and the same shall become and remain the Department's property regardless of whether such protection is sought. The Grantee, its employees and Grantee's contractor, subcontractor and /or subrecipient shall promptly make a complete written disclosure to the Department of each Invention not otherwise clearly disclosed to the Department in the pertinent Work Product, specifically noting features or concepts that the Grantee, its employees and/or Grantee's contractor, subcontractor and/or subrecipient believes to be new or different.
- 4) Upon completion of all work under this Agreement, all intellectual property rights, ownership and title to all reports, documents, plans, specifications and estimates, produced as part of this Agreement will automatically be vested in Department and no further agreement will be necessary to transfer ownership to Department.

**13. Special Conditions**

The State reserves the right to add any special conditions to this Agreement it deems necessary to assure that the policy and goals of the Program are achieved.

**SB2 Planning Grants Application**

**F. Project Timeline and Budget**

**City of South Pasadena**

**Electronic Permitting/Case Management System Revised Schedule; September 2022**

Project Goal: Priority Policy Area (PPA): Implement a new Electronic Permitting System (Local Process Improvements that Improve and Expedite Local Planning)								
Task	Responsible Party	Estimated Cost	Begin	End	Deliverable	PPA*	Status	Notes
Write and Release an RFP	Applicant (City)	0	<del>1/1/2022</del> Revised Dates: 2/22/2022	<del>1/31/2022</del> 3/31/2022	Proposals and Cost Estimates	Yes	Complete	Inhouse (City)
Select Vendor and Prepare Contract	Applicant (City)	0	<del>1/1/2022</del> Revised Dates: 9/1/2022	<del>1/31/2022</del> 10/15/2022	Staff Report for City Council Approval	Yes	Pending	Inhouse (City)
City Council Contract Approval	Applicant (City)		<del>2/1/2022</del> Revised Dates: 10/15/2022	<del>2/28/2022</del> 12/31/2022		Yes	Pending**	Inhouse (City)
Workflow Needs Assessment	Selected Vendor	\$15,000	<del>2/1/2022</del> Revised Dates: 1/3/2023	<del>3/31/2022</del> 3/15/2023	Map internal workflow and recommend improvements (is part of the proposal)	Yes	Pending	Selected Vendor and City
Purchase Electronic Permitting System	Applicant (City)	\$80,000	<del>4/1/2022</del> Revised Dates: 1/2/2023	<del>4/30/2022</del> 3/31/2023	Software Purchase (is part of the proposal)	Yes	Pending	Inhouse (City)
Phase-In Implementation	Selected Vendor	\$21,500	<del>5/1/2022</del> Revised Dates: 3/15/2023	<del>8/31/2022</del> 6/30/2023	Quarterly Implementation Milestones (is part of the proposal)	Yes	Pending	Selected Vendor and City
Final Launch/Quality Control	Selected Vendor	\$8,500	<del>9/1/2023</del> Revised Dates: 7/14/3023	<del>9/30/2023</del> 7/31/2023	Go Live	Yes	Pending	Selected Vendor and City
First Annual Subscription Fee	Applicant (City)	\$35,000	<del>9/1/2023</del> Revised Dates: 8/1/2023	<del>9/30/2023</del> 8/31/2023	First Year Subscription Contract	Yes	Pending	City

\*Priority Policy Area

\*\* All contracts over \$25,000 require City Council Approval

Approved  
  
 10/6/2022





# City Council Agenda Report

ITEM NO. 17

**DATE:** December 7, 2022

**FROM:** Arminé Chaparyan, City Manager *AC*

**PREPARED BY:** Angelica Frausto-Lupo, Community Development Director  
Matt Chang, Planning Manager

**SUBJECT:** **Approval of Renewal of Annual Agreement with Digital Map Products, L.P. for GovClarity**

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## Recommendation

It is recommended that the City Council approve the renewal agreement with Digital Map Products, L.P. in an amount not-to-exceed \$26,114 for GovClarity, a map-based location information license and application, for the term of October 1, 2022 through September 30, 2023.

## Background

GovClarity is a digital map-based location data service provided by Digital Map Products, L.P. that is used by the Community Development Department to access data in support of planning, building, code enforcement, and housing functions. The service provides a digital platform for the City of South Pasadena's basic Geographic Information System (GIS) needs, and does not require City IT resources to maintain and update.

GovClarity provides the following services:

- The ability for City staff members to create data-based maps
- The baseline GIS product, with 10 user accounts
- The LAR-IAC imagery, as purchased by the City
- L.A. County Parcels, updated quarterly
- L.A. County Tax Roll, updated annually
- L.A. County Property Sales transactions, updated quarterly
- U.S. Census streets
- Ability to create certain City layers added to the map
- City-maintained layers
- Generic Point mapping-unlimited number of point layers added and maintained by the City
- Addresses - initial layer added from parcel data; City may choose to add additional address/unit points on the map for better address geocoding

- Scanned documents - upload and linking of scanned documents to street segments, parcels, or regions on the map
- Staff training sessions provided by Digital Map Products, L.P.

The City initially contracted with Digital Map Products, L.P. in 2014 for the GovClarity digital application. The 2018 and subsequent agreements include an automatic annual renewal and 2% service charge increase per year unless the agreement is cancelled at least 60 days prior to the end of the term. Agreements prior to the 2020-2021 agreement were renewed annually under the City Manager's contract authority; however, the service fee now exceeds \$25,000 and, therefore, the processing of the annual agreement requires City Council approval.

Over the last several months, staff was working with the vendor to get a full understanding of the services provided as well as the terms of the contract. After reviewing these items, staff is ready to present this renewal agreement to the City Council for approval.

### **Analysis**

The annual agreement amount increases by 2% per year under an automatic renewal, and the cost for these services for the 2022-2023 term is \$26,113.67. The term of the agreement begins on October 1<sup>st</sup> every year for services provided through September 30<sup>th</sup> of the next calendar year. Continued access to map-based location data through GovClarity is critical to the function of the Community Development Department. This agreement complies with the purchasing policy in that bidding is not required for a professional and contractual service of specially trained and professional business. This service is a specialized information technology and geographic information system (GIS) product that will provide a continuation of GIS product specialization and staff will have access to the existing stored data, including but not limited to, documents and GIS map layers.

In addition, according to Digital Map Products, the annual increase of 2% for local government agencies is below typical industry standard increases of 5-6%. The annual 2% increase covers the increased costs of data licensed by and integrated into GovClarity every year. Staff will continue to evaluate the services provided prior to the next renewal agreement.

Staff recommends that the City Council approve the 2022-2023 agreement.

### **Fiscal Impact**

The cost for the 2022-2023 GovClarity agreement is \$26,113.67. Funding for the contract agreement is available in Fiscal Year 2022-2023 Community Development Department Contract Services Budget Account No. 101-7010-7077-8180-000.

**Attachment:** 2022-2023 Agreement with Digital Map Products, L.P. for GovClarity

# **ATTACHMENT**

2022-2023 Agreement with Digital Map Products, L.P. for GovClarity



# Order Form



6 Armstrong Road, 4th Floor, Shelton, CT 06484

DATE  
8/3/2022 12:04 PM

EXPIRES ON  
10/15/2022

QUOTE NUMBER  
Q-20781

## CONTACT INFORMATION

CLIENT LEGAL NAME

DBA

BILL TO ADDRESS  
1414 Mission Street  
South Pasadena, CA 91030

SHIP TO ADDRESS  
1414 Mission Street  
South Pasadena, CA 91030

PRIMARY CONTACT  
Angelica FraustoLupo

PHONE  
6264037222

EMAIL  
afraustolupo@southpasadenaca.gov

BILLING CONTACT  
Angelica FraustoLupo

PHONE  
6264037222

EMAIL  
afraustolupo@southpasadenaca.gov

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LIGHTBOX SALES  
Mary Kane  
mkane@digmap.com

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## PRODUCTS, SERVICES AND PRICING

### COMMERCIAL TERMS

Commencement Date: 10/1/2022  
End Date: 9/30/2023  
Initial Term (months): 12  
Payment Type: Check  
Payment Term: Payable Upon Invoice

SUBSCRIPTIONS	UNIT PRICE / YEAR	QUANTITY	BILLING	PRICE
GovClarity Enterprise Edition - Enterprise	USD 26,113.67	10.00	Annual	USD 26,113.67
			<b>TOTAL:</b>	USD 26,113.67

# Order Form



6 Armstrong Road, 4th Floor, Shelton, CT 06484

## DEFINITIONS

Annual Billing: The annual fee will be invoiced in full based on the contract execution date

Client must check this Box if Client is a tax-exempt organization. If this Box is checked, Client must submit a copy of Client's tax-exempt certificate to [AR@lightboxre.com](mailto:AR@lightboxre.com) or to LightBox, Accounts Receivable, 6 Armstrong Road, 4th Floor, Shelton, CT 06484. If such a certificate is not received by LightBox by the time of the first billing, sales tax will be charged even if such Box is checked.

## TERMS

***This Order Form is governed by and incorporates by reference the Master Services Agreement in effect as of the Commencement Date and located at <https://www.lightboxre.com/masterservicesagreement/>***

***Capitalized terms not defined herein shall retain the meaning in the Master Services Agreement.***

IN WITNESS WHEREOF, the parties hereto have caused this Order Form to be executed by their duly authorized officers or representatives, either by signature below or by electronic signature.

South Pasadena, City of

Approved as to form:

Digital Map Products, L.P.

(Authorized Signature)

By: \_\_\_\_\_  
Andrew Jared, City Attorney

(Authorized Signature)

(Printed Name)

\_\_\_\_\_  
(Signature Date)

(Printed Name)

(Title)

Attest:

(Title)

(Signature Date)

By: \_\_\_\_\_  
Desiree Jimenez, Chief City Clerk

(Signature Date)

\_\_\_\_\_  
(Signature Date)

# Master Services Agreement

Last Revised: 8-1-2022

This Master Services Agreement governs the use of the Services (defined below) and Professional Services (defined below) and are an agreement between the client identified on the Order Form (“Client”) and LightBox Parent, L.P. or its Affiliate as set forth on the Order Form (“Provider”). This Master Services Agreement is part of the Order Form (defined below) and is incorporated into the Order Form as if fully set forth therein. This Master Services Agreement (as may be amended from time to time), together with any Order Form(s) and Additional Service Terms (defined below), form a binding agreement (the "Agreement") between Client and Provider.

## 1. Definitions and Interpretation.

1.1 Definitions. The following terms used in the Agreement have the meanings provided below, and other terms are defined in the body of this Master Services Agreement:

- (a) “Additional Service Terms” means the applicable Service’s additional terms and descriptions which are available at <https://www.lightboxre.com/additionaltermsofuse/> as updated from time to time. The Additional Service Terms are incorporated into the Agreement by reference.
- (b) “Affiliate” means an entity owned by, controlling, controlled by, or under common control with, directly or indirectly, a party. For this purpose, one entity “controls” another entity if it has the power to direct the management and policies of the other entity (for example, through the ownership of voting securities or other equity interest, representation on its board of directors or other governing body, or by contract).
- (c) “Commencement Date” means the date set forth on the Order Form as the Commencement Date.
- (d) “Documentation” means any user guides, manuals, on-line help, software release notes, instructions, performance descriptions, design documents, test materials, operation guides, training materials and other materials and documentation provided by Provider in written or electronic format referring to or relating to the use of the Services.
- (e) “Hosted Services” means any hosted software as-a-service platform provided by Provider to Client under the Agreement, as specified in an Order Form.
- (f) “Input Data” means the data and other information and content provided by Client to Provider (including through the Services) for use in connection with the Services.
- (g) “Order Form” means the order form, order and pricing form, purchase form or similar document for the Services (as it may be amended from time to time). The Order Form incorporates therein by reference this Master Services Agreement and the Additional Service Terms. By executing the Order Form, Client agrees to this Master Services Agreement and the Additional Service Terms.
- (h) “Professional Services” means implementation services provided by Provider in connection with the Services as described more fully in a Statement of Work. Professional Services shall not include the Services.
- (i) “Provider Data” means certain data or information owned by Provider or any of its Affiliates or licensed to Provider or any of its Affiliates and to be provided as a Service or provided through any Services to Client. Provider Data includes information portrayed or rendered in any manner, including without limitation maps, data, analysis, and images of any kind.
- (j) “Services” means the Software, Hosted Services, Provider Data, and Documentation, together with any upgrades, modified versions, bug fixes or updates thereto as provided by Provider.

- (k) “Software” means any software distributed by Provider to Client under the Agreement for use in connection with a Service, including any APIs, pixels, and applications (but excluding any hosted software used to provide the Hosted Services).
- (l) “Statement of Work” means a document that describes certain Professional Services purchased by Client. Each Statement of Work shall incorporate this Master Services Agreement by reference.
- (m) “User” shall mean all persons who are authorized by Client to access and use the Services under Client’s account and on its behalf.

## **2. Term and Termination.**

2.1 Term. The term of the Agreement shall commence on the Commencement Date and shall continue in full force for an initial period set out on the Order Form (the “Initial Term”), and will automatically renew thereafter for successive one year periods, unless a different period is set out on the Order Form (each a “Renewal Term” and collectively with the Initial Term, the “Term”) unless Client or Provider gives the other party written notice of termination at least thirty (30) days prior to the end of the Initial Term or the then-current Renewal Term. Any notice not delivered within such thirty (30) day period shall be null and void.

2.2 Termination for Non-Payment. Provider may terminate the Agreement immediately on written notice if Client fails to make any payment due under the Agreement within ten (10) days of the due date.

2.3 Termination for Cause. Provider or Client may terminate the Agreement with immediate effect by written notice to the other party if the other party:

- (a) commits a material breach of any of the terms of the Agreement and (if such breach is remediable) fails to remedy that breach within thirty (30) days of that party being notified under this sub-clause of the breach, such notice to refer to the notifying party’s intent to terminate the Agreement unless the breach is remedied; or
- (b) enters any arrangement with its creditors or becomes subject to external administration or ceases to be able to pay its debts as and when they become due or ceases to carry on business.

2.4 Payment Obligations. If Provider terminates the Agreement pursuant to Section 2.2 or 2.3, all Fees (defined below) due by Client as of the effective date of termination shall be immediately due and payable.

2.5 Effect of Termination. Upon termination or expiration of the Agreement:

- (a) All access and use rights of Client in and to the Services (including, for clarification Provider Data) under the Agreement shall immediately terminate.
- (b) Client and all Users shall immediately cease using the Services (including, for clarification, Provider Data) and shall have no further right to access or use the Services.
- (c) Client must return, delete, or destroy all copies of any Provider Data or other data and information contained in or retrieved from the Services in the possession or control of Client or any of its Users; provided that Client shall not be obligated to delete or destroy (i) any information contained in any reports written by Client for any of its customers, or (ii) any information required for statutory or regulatory purposes (provided further that any information described in clauses (i) and (ii) shall remain subject to the provisions of the Agreement which survive termination). Client must certify in writing to Provider as to the return, deletion or destruction of such items. Such certification shall be signed by an authorized officer of Client and shall be provided to Provider within ten (10) days of the termination or expiration of the Agreement.
- (d) Client shall permanently erase all of Provider’s Confidential Information (defined below) from its computer systems and certify such erasure and in writing signed by an authorized representative of Client. Such certification shall be delivered to Provider within ten (10) days of the termination or expiration of the Agreement.
- (e) Provider shall have no obligation to preserve or maintain any Input Data or to deliver any Input Data to Client or any User.

2.6 Sections Surviving Termination. The provisions of Sections 1, 2.5, 2.6, 4.5, 4.6, 4.7, 4.8, 5 – 7, 10 – 15, 17 – 23 of this Master Services Agreement and obligations to pay Fees under the Agreement shall survive any termination or expiration of the Agreement.

### 3. Fees; Payment.

3.1 Fees. The fees for the Services and fees for Professional Services (“Fees”) are calculated and set forth in the Order Form and the Statement of Work (but are subject to adjustment pursuant to the terms of the Agreement, including without limitation Section 3.4). Fees shall be due and payable in accordance with the billing schedule set forth on the Order Form or Statement of Work (and if no billing schedule is provided, Client will pay Fees as invoiced by Provider). Unless otherwise set forth on the Order Form or in a Statement of Work, all Fees and other payments pursuant to the Agreement (i) are due upon invoice; (ii) shall be paid via ACH to the bank account set forth on the invoice; and (iii) shall be in U.S. Dollars. All Fees shall be paid in full without any right of set-off or deduction. Provider may accept any payment without prejudice to its rights to recover the balance due or to pursue any right or remedy. No endorsement or similar statement on any payment shall be construed as an accord or satisfaction. All Fees are non-refundable except as set forth in Section 8.2.

3.2 Taxes. Fees do not include and may not be reduced to account for any taxes including any local, state, provincial, federal or foreign taxes, levies, duties or similar governmental assessments of any nature, including sales, value-added, goods and services, use or withholding taxes (collectively, “Taxes”). Client is solely responsible for paying all Taxes which may be levied as a result of the Agreement and the transactions contemplated hereby (excluding taxes based on Provider’s net income or property) unless Client provides Provider with a valid tax exemption certificate authorized by the appropriate taxing authority.

3.3 Late Payments; Charges. If any Fees or other amounts payable by Client under the Agreement are not paid when due, Provider reserves the right (i) to charge a finance charge on the overdue amounts at a rate of 1.5% per month (compounded monthly to the extent allowable by law), until paid, and /or (ii) to suspend Client’s access to the Services. Client shall reimburse Provider for all reasonable costs and expenses incident to the collection of overdue amounts, including without limitation collection agency fees and reasonable attorneys’ fees.

3.4 Increases Following Initial Term or Renewal Term. Provider may increase or adjust the Fees for any Service or Professional Service, or the basis for calculating such Fees, after the Initial Term or any Renewal Term provided that Provider has given Client notice of such increase or adjustment at least sixty (60) days prior to the end of the Initial Term or Renewal Term; provided further that in the event Provider does not provide any such written notice, Provider reserves the right to increase the Fees after the Initial Term or after any Renewal Term by the greater of (i) 5% or (ii) the increase in the Consumer Price Index for All Urban Consumers (CPI-U); U.S. City Average; All items, not seasonally adjusted, 1982–1984=100 reference base (as reported by the Bureau of Labor Statistics of the U.S. Department of Labor). Notwithstanding Section 22 below, such notice may be provided by email to Client.

### 4. Use.

4.1 Use. Subject to the terms and condition of the Agreement, Provider grants to Client during the Term a non-exclusive, non-transferable, non-sublicensable, right to access and use the Services as set forth in the Order Form, solely for the permitted use set forth on the Order Form, and if no permitted use is set forth on the Order Form, then solely for the internal business purposes of Client, in each case subject to the limitations herein and in the Additional Service Terms.

4.2 Restrictions. Without limiting Section 4.1, Client will not, and will not permit any third-party, including any User, to:

- (i) use the Services except as expressly permitted in the Agreement;
- (ii) distribute, lease, sublicense, or otherwise disclose or give anyone else access to the Services;
- (iii) access or use the Services if Client is a direct or indirect competitor of Provider or any of its Affiliates, or provides any portion of the Services to any direct or indirect competitor of Provider or any of its Affiliates;
- (iv) use the Services in a manner that violates applicable law or any third party's privacy rights or intellectual property rights;

- (v) use the Services for benchmarking purposes or to create a similar or competitive product or service to the Services (or any portion thereof) or to gather any information for a competitor or potential competitor of Provider or any of its Affiliates;
- (vi) decompile, disassemble, reverse engineer or attempt to reconstruct, identify or discover any source code, underlying ideas, underlying user interface techniques or algorithms of the Services by any means whatsoever (unless this restriction is not permitted under applicable law);
- (vii) in any way reproduce or circumvent the integration system, encryption methods, copy protections, navigational structure or presentation of the Services or the data contained therein;
- (viii) use, reproduce, transfer to, or combine in any way, the Services or any other data, material or any other information contained in, or provided in or through the Services, with any neural networks, machine learning system, artificial intelligence or other similar software techniques or systems whatsoever, whether now known or developed or devised following the Commencement Date;
- (ix) create derivative works (including without limitation models or algorithms) from the Services (including any of the Provider Data and other data and information contained in or retrieved from the Services);
- (x) use the Services for knowledge transfer to enhance Client's intellectual property;
- (xi) use the Services in any way that threatens the integrity, performance, or availability of the Services;
- (xii) attempt to gain unauthorized access to the Services or its related systems or networks;
- (xiii) permit direct or indirect access to or use of the Services in a way that circumvents contractual obligations or usage limits, or use the Services to access or use any Provider intellectual property except as permitted under the Agreement;
- (xiv) use or combine the Services (including any Provider Data) with any other material or otherwise that may subject the Services (or any Provider Data) to any open source software, open content, open database, licenses or other resembling terms where such licenses or terms would (a) cause the disclosure or distribution of the Services or Provider Data (or any part thereof); (b) grant any licenses to any derivative works of any Services or Provider Data (or any part thereof); (c) cause redistribution of the Services or Provider Data (or any part thereof) at no charge, as a condition for use, modification or distribution of such other material; or (d) otherwise restrict or impact the licensing or other use of the Services or Provider Data (or any part thereof);
- (xv) attempt to access the Services through any means not intentionally made available or provided by Provider;
- (xvi) use robotic mechanisms, web crawlers, spiders, search engines, artificial or software based searches or any other form of manual or automated data collection processes to access the Services or any of the data contained therein; or
- (xvii) engage in data mining, screen scraping, copying, electronic extracting, downloading or compiling data or any other activity designed to obtain, re-use or reformat information contained within the Services.

4.3 Evaluation. If an Order Form indicates that the Services are to be used by Client for evaluation purposes, Client shall be granted a non-exclusive, non-transferable, non-sublicensable, right to access and use the Services solely for Client's own non-production, internal evaluation purposes (an "Evaluation Use"). Each Evaluation Use shall be granted for an evaluation period of up to thirty (30) days from the date of delivery, plus any extensions granted by Provider in writing (the "Evaluation Period"). There is no fee for the Evaluation Use during the Evaluation Period. Notwithstanding anything otherwise set forth in the Agreement, Client understands and agrees that the Services for any Evaluation Use is provided "AS IS" and that Provider does not provide warranties for or in connection with any Evaluation Use.

4.4 Professional Services. Client and Provider may enter into Statements of Work that describe the specific Professional Services to be performed by Provider. Unless otherwise expressly set forth on the applicable Statement of Work, all right, title, and interest in and to all deliverables and content created or delivered under such Statement of Work

are the property of Provider, its third party suppliers or its Affiliates and no part thereof shall be considered a “work made for hire” or a work made in the course of employment. If applicable, while on Client premises for Professional Services, Provider personnel shall comply with reasonable Client rules and regulations regarding safety, security, and conduct made known to Provider. Provider warrants that the Professional Services will be performed in a good and workmanlike manner consistent with applicable industry standards. As Client’s sole and exclusive remedy and Provider’s entire liability for any breach of the foregoing warranty, Provider will, at its sole option and expense, promptly re-perform any Professional Services that fail to meet this limited warranty or refund to Client the fees paid for the non-conforming Professional Services.

4.5 Input Data. By submitting Input Data into the Services, Client represents and warrants that it exclusively owns such Input Data or has all rights necessary to grant all rights and licenses to the Input Data required for Provider and its Affiliates, subcontractors and service providers to access and use the Input Data in connection with the Services or otherwise permitted pursuant to the terms of the Agreement. Client represents and warrants that it will not transmit or expose to Provider any (i) protected health information (as that term is used in the Health Insurance Portability and Accountability Act of 1996 (HIPAA)) or (ii) cardholder data (as regulated by the Payment Card Industry Security Standards Council) as a part of using the Services. Client acknowledges and agrees that it shall be responsible in the event that any damage or loss of any kind results from Client's provision of Input Data. Without limiting the foregoing, Client shall defend, indemnify, and hold harmless Provider and its Affiliates and their respective partners, members, officers, directors, employees, agents, successors and assigns from and against any and all claims, damages, obligations, losses, liabilities, costs or debt, and expenses (including reasonable attorneys' fees), arising from or relating to Client's provision of the Input Data, including any claim that the Input Data or Provider's use thereof in accordance with the terms of the Agreement infringes, violates or misappropriates a third party's contractual rights, intellectual property rights or trade secret or violates any contract or obligation to which Client is bound.

4.6 Use of Input Data. Provider will use the Input Data to perform its obligations under the Agreement; provided that Client grants Provider and its Affiliates a perpetual, non-exclusive, royalty-free, license to use the Input Data in anonymized form (i) for Provider's and its Affiliates' internal business purposes (including without limitation consistent with business operations and product development); and (ii) to create, publish, sell, license, market, distribute and use derivative products ("Derivatives"). Any Input Data which has been anonymized by Provider or any of its Affiliates such that it is not identifiable shall not, after such anonymization, be considered Input Data or Client's Confidential Information, and Client shall have no further rights therein. Client will not claim any ownership interest in, or right to use any Derivative, nor will it contest Provider's or any of Provider's Affiliates' ownership interest in any Derivative. Client further agrees that (i) Provider or the applicable Provider Affiliate will maintain exclusive ownership and rights in each Derivative, and (ii) the Agreement will not be construed to vest in Client any rights with respect to any Derivative.

4.7 Feedback. In the event Client or any of its Users submit comments, feedback, suggestions or ideas about the Services, including without limitation about how to improve the Services or any other products or services of Provider or any of its Affiliates ("Feedback"), Provider and its Affiliates may use the Feedback without obligation to Client or any User, and Client and each User hereby irrevocably assigns to Provider and its Affiliates all right, title, and interest in such Feedback, including without limitation all intellectual property rights therein.

4.8 No Other Rights. As between Client and Provider, Provider shall own all right, title and interest (including all intellectual property rights and other proprietary rights embodied therein) in and to the Services and no part thereof shall be considered a “work made for hire” or a work made in the course of employment. The underlying structure, organization, and code of the Services (including the Provider Data) and of the products and services provided by Provider are the valuable trade secrets and Confidential Information of Provider, its third party suppliers and/or its Affiliates. Provider will own all rights in any copy, translation, modification, adaptation, or derivation of the Services. Client will obtain, at Provider’s request, the execution of any instrument that may be appropriate to assign these rights to Provider or perfect these rights in Provider’s name. Except for the rights expressly granted under the Agreement, Provider and its third party suppliers and its Affiliates retain all right, title, and interest in and to the Services, including without limitation all related intellectual property rights inherent therein. No rights are granted to Client other than as expressly set forth in the Agreement.

4.9 Modifications. Client agrees that Client’s use of the Services is not contingent on the delivery of any future functionality or content, nor dependent on any oral or written public comments made by Provider regarding future functionality or content. Client agrees that Provider may make changes to the Services over time for any reason, without limitation, and that Provider may not continue to provide or support older versions of the Services. Without limiting the foregoing, in order to, to comply with applicable laws, to respond to requests or demands of a government or regulatory

entity or concerning third party privacy or intellectual property rights or to mitigate an emergency or threat to Provider's operations, Provider may change, discontinue, limit or remove functionality of certain Services at any time; provided that in such event, Provider will reasonably cooperate with Client to mitigate any material disruption to the Services. The sources from which Provider collects Provider Data and the information available from such sources may change from time to time. As a result, items of Provider Data may change from time to time. In the event the Provider Data includes third party data and Provider's agreement with such third party for such third party data is terminated, the Provider Data shall cease to include such third party data, and Provider shall not be deemed to be in breach of the Agreement, provided that Provider shall use commercially reasonable efforts to replace such terminated third party data with equally suitable, functionally equivalent, data.

4.10 Equipment. Client may access the Services utilizing any browser that meets the compatibility requirements established by Provider from time to time. Client shall, at its own expense, obtain, install, configure, and maintain any and all equipment necessary to access and use the Services. Client shall bear all risk and responsibility for ensuring the ongoing compatibility of access equipment with the Services.

4.11 Passwords. Any user name and password issued to a User for access to the Services is personal to the User and such User is obligated to keep the user name and password confidential and may not share the user name or password with any third party. Client shall immediately notify Provider if any third party gains or has the potential to gain access to any of Client's passwords, and shall be fully responsible for any and all activities that occur under any password, whether conducted by a User, other employee or a third party. Client shall advise each User of Client's obligations in the Agreement and, for purposes of the Agreement, all acts or omissions of Users shall be deemed to be acts or omissions of Client. Client shall be responsible for all activities of its Users relating to the Services, including without limitation any violation of the Agreement by its Users. Client shall safeguard and protect all profiles and passwords from disclosure or unauthorized use.

4.12 Application Programming Interface. Application Programming Interface ("API") shall be defined as Provider's application program interface which may include object code, software, libraries, software tools, sample source code, published specifications, documentation manuals, materials, and information appropriate or necessary for use in connection with the API. To the extent any API is used in connection with any Services, Provider grants to Client a non-sublicensable, non-transferable, non-exclusive, terminable, limited right to use the API solely to receive Provider Data from the Services and deliver Input Data to the Services. Without limiting anything herein, Client will not (i) make the API available for, or use the API for any purpose, industry, or beneficiary other than the as described in this Section 4.12, (ii) sell, resell, license, sublicense, distribute, rent, or lease any portion of the API, (iii) use the API to store or transmit infringing, libelous, or otherwise unlawful or tortious material, or to store or transmit material in violation of third-party privacy rights, (iv) attempt to gain unauthorized access to, interfere with, damage, or disrupt any parts of the API or any server, network, computer, database, or other resource or element connected to or providing the API, (v) copy, process, extract, store, conduct load testing on, or place undue load on any part of the Services without Provider's express written permission, (vi) access the API in order to build or enhance a competitive product or service, (vii) introduce into products or services of Provider of any of its Affiliates any viruses, worms, defects, Trojan horses, malware, or any items of a destructive nature, or (viii) use the API to conduct, or have conducted by a third party, security penetration testing without the prior written consent of Provider. No license is granted by Provider to any API directly, by implication, estoppel or otherwise, under any patent, copyright, trade secret or trademark or other intellectual property rights of Provider. Client agrees not to assert any patent rights related to the API or applications developed using the API against Provider, Provider's distributors, Provider's customers, or other licensees of the API for making, using, selling, offering for sale, or importing any products or technology developed using the API.

4.13 Data Security. Provider has established and implemented an industry standard information security program regarding the protection of Input Data, including administrative, technical and physical security processes. Those safeguards will include, but will not be limited to measures designed to prevent unauthorized access to or disclosure of Input Data (other than by Client or its Users). Notwithstanding the foregoing, Client is responsible for maintaining appropriate security, protection, and backup of its hardware, software, systems, information, and Input Data. As Provider has no access to Client's systems, Provider is not responsible for any unauthorized access to, alteration of, or the deletion, destruction, or loss of, or damage to, or failure to store or encrypt, any hardware, software, systems, information, or Input Data on such systems.

4.14 Third Party Services. The Services may enable Client to procure services, reports or products not provided by Provider or any of its Affiliates ("Third Party Services"). Such Third Party Services are provided directly to Client by third party service providers ("Third Party Providers"), are not part of the Services, and are subject to change by such Third Party Providers. The Services may also contain certain links to websites of Third Party Providers as well as functionality to transmit information or data to the Third Party Providers. Any exchange of data or other interaction between Client and a



Third Party Provider, and any purchase by Client of any product or service offered by a Third Party Provider (including any terms and conditions), is solely between Client and such Third Party Provider. Client shall pay all fees for the Third Party Services directly to the Third Party Provider. Provider provides access and links to the Third Party Provider, and transmits information and data to Third Party Provider, solely as a convenience to Client and not as an endorsement by Provider or any of its Affiliates. Client's use of such Third Party Services is solely at its own risk. Provider and its Affiliates are not responsible for and make no representations or warranties with respect to any Third Party Services, the actions of any Third Party Provider, or the handling of Client's information or data.

4.15 **Terms Required by Third Party Suppliers.** Certain third party suppliers require Provider to flow down additional terms and attribution requirements to Client. These third party supplier terms are subject to change at such third party's discretion and new third party providers are added from time to time. Such additional terms and attribution requirements are available at <https://www.lightboxre.com/thirdpartyterms/>. Client's use of the Services constitutes Client's agreement to be bound by these additional terms which are incorporated herein by reference.

5. **Confidentiality.** Each party agrees to keep confidential all Confidential Information disclosed to it by the other party in accordance herewith, and to protect the confidentiality thereof, in the same way it protects the confidentiality of similar information and data of its own (at all times exercising at least a reasonable degree of care in the protection of Confidential Information). For purposes of the Agreement, "**Confidential Information**" means information that is not generally known to the public and at the time of disclosure is identified as or would reasonably be understood by the receiving party to be, proprietary or confidential. The Agreement shall be considered Confidential Information of Provider. Confidential Information does not include information that: (i) is publicly available information or generally becomes available to the public without violation of any obligation of confidentiality or non-disclosure obligation; (ii) was already in possession of the receiving party prior to the Commencement Date; or (iii) was or is provided to the receiving party by others without violation of any confidentiality or non-disclosure obligation. Notwithstanding the foregoing, Client acknowledges and agrees that the Services constitute Confidential Information of Provider. Client further acknowledges and agrees that the unauthorized use, transfer, assignment, sublicensing, or disclosure of the Services, or copies of any portions thereof, will (i) substantially diminish the value the intellectual property in the Services, and (ii) render Provider's remedy at law for such unauthorized use, disclosure, or transfer inadequate. If Client or any User breaches any of Client's obligations with respect to the use or confidentiality of the Services, or any copies of portions thereof, Provider shall be entitled to equitable relief to protect its interests therein, including without limitation, preliminary and permanent injunctive relief.

6. **Limitation of Liability.** IN NO EVENT SHALL PROVIDER OR ITS SUBSIDIARIES, AFFILIATES OR THIRD PARTY SUPPLIERS BE LIABLE TO CLIENT FOR ANY INCIDENTAL, INDIRECT, SPECIAL, CONSEQUENTIAL OR OTHER DAMAGES OF ANY TYPE OR KIND (INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS, LOSS OF USE, OR LOSS OF DATA), ARISING OUT OF OR IN ANY WAY CONNECTED WITH THE AGREEMENT, THE SERVICES, PROFESSIONAL SERVICES OR ANY OF THE PROVIDER DATA OR OTHER DATA AND INFORMATION CONTAINED IN OR RETRIEVED FROM THE SERVICES, EVEN IF PROVIDER OR ITS SUBSIDIARIES, AFFILIATES OR THIRD PARTY SUPPLIERS HAVE PREVIOUSLY BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. TO THE MAXIMUM EXTENT PERMITTED BY LAW, PROVIDER'S ENTIRE LIABILITY AND CLIENT'S EXCLUSIVE REMEDY FOR DAMAGES FOR ANY CLAIMS ARISING UNDER OR IN CONNECTION WITH THE AGREEMENT, REGARDLESS OF THE CAUSE OF ACTION, WHETHER IN CONTRACT OR IN TORT (INCLUDING WITHOUT LIMITATION, BREACH OF WARRANTY AND NEGLIGENCE CLAIMS) SHALL BE LIMITED TO CLIENT'S ACTUAL DIRECT DAMAGES, NOT TO EXCEED THE AMOUNTS ACTUALLY PAID BY CLIENT UNDER THE AGREEMENT DURING THE TWELVE MONTHS IMMEDIATELY PRECEDING THE MONTH IN WHICH THE CAUSE OF ACTION AROSE.

7. **Disclaimer of Warranties.** THE SERVICES (INCLUDING THE PROVIDER DATA AND THE DOCUMENTATION) ARE PROVIDED AND LICENSED "AS IS," "AS AVAILABLE" AND PROVIDER AND ITS SUBSIDIARIES, AFFILIATES AND THIRD PARTY SUPPLIERS DISCLAIM ALL WARRANTIES, OF ANY KIND OR NATURE, EXPRESS OR IMPLIED, ARISING OUT OF OR RELATED TO THE AGREEMENT, THE SERVICES, THE PROFESSIONAL SERVICES OR ANY OF THE PROVIDER DATA OR OTHER DATA AND INFORMATION CONTAINED IN OR RETRIEVED FROM THE SERVICES AND THE MEDIUM ON WHICH THEY ARE PROVIDED TO CLIENT, INCLUDING WITHOUT LIMITATION, ANY WARRANTIES REGARDING ACCURACY, QUALITY, CORRECTNESS, COMPLETENESS, COMPREHENSIVENESS, SUITABILITY, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, NON-INFRINGEMENT, MISAPPROPRIATION, OR OTHERWISE (IRRESPECTIVE OF ANY COURSE OF DEALING, CUSTOM OR USAGE OF TRADE) OF THE SERVICES, THE PROFESSIONAL SERVICES OR ANY OF THE PROVIDER DATA OR OTHER DATA AND INFORMATION

CONTAINED IN OR RETRIEVED FROM THE SERVICES OR THE MEDIUM ON WHICH THEY ARE PROVIDED TO CLIENT, EACH OF WHICH IS HEREBY EXCLUDED BY AGREEMENT OF THE PARTIES. NEITHER PROVIDER NOR ANY OF ITS SUBSIDIARIES, AFFILIATES OR THIRD-PARTY SUPPLIERS REPRESENTS OR WARRANTS THAT THE SERVICES, THE PROFESSIONAL SERVICES OR ANY OF THE PROVIDER DATA OR OTHER DATA AND INFORMATION CONTAINED IN OR RETRIEVED FROM THE SERVICES ARE COMPLETE OR FREE FROM ERROR. PROVIDER, ITS SUBSIDIARIES, AFFILIATES AND ITS THIRD-PARTY SUPPLIERS EXPRESSLY DISCLAIM AND DO NOT ASSUME ANY LIABILITY TO ANY PERSON OR ENTITY FOR LOSS OR DAMAGE CAUSED BY ERRORS OR OMISSIONS IN THE PROVIDER DATA OR OTHER DATA AND INFORMATION CONTAINED IN OR RETRIEVED FROM THE SERVICES, REGARDLESS OF WHETHER SUCH ERRORS OR OMISSIONS RESULT FROM NEGLIGENCE, ACCIDENT OR OTHER CAUSE. PROVIDER DOES NOT GIVE ANY WARRANTY THAT ACCESS TO AND OPERATION OF THE SERVICES WILL BE ERROR-FREE OR WITHOUT INTERRUPTION. THE PARTIES ACKNOWLEDGE AND AGREE THAT THERE ARE CERTAIN RISKS INHERENT TO THEIR ENGAGEMENT HEREUNDER, AND THAT CLIENT'S USE OF AND PROVIDER'S PROVISION OF, THE SERVICES OR THE PROFESSIONAL SERVICES MAY NOT RESULT IN ANY SPECIFIED RESULT. THE PARTIES ACKNOWLEDGE AND AGREE THAT INFORMATION PROVIDED VIA THE SERVICES, IS INTENDED TO BE INFORMATIVE, AND SHOULD NOT BE CONSTRUED AS ADVICE OR RECOMMENDATIONS. ACCORDINGLY, PROVIDER (ON BEHALF OF ITSELF AND ITS THIRD-PARTY SUPPLIERS) HEREBY DISCLAIMS, AND CLIENT HEREBY EXPRESSLY RELIEVES PROVIDER FROM, ANY CLAIMS, DAMAGES, COSTS, OR LIABILITIES THAT MAY ARISE FROM OR RELATE TO ANY ACTS OR OMISSIONS MADE BY CLIENT BASED IN WHOLE OR IN PART BASED ON ANY INFORMATION PROVIDED VIA THE SERVICES. NEITHER PROVIDER NOR ANY OF ITS AFFILIATES IS A FIDUCIARY, DEALER, BROKER, OR INVESTMENT ADVISOR

THE SERVICES MAY INCLUDE OR EMPLOY MODELS, AND CLIENT AGREES THAT THE MODELS ARE BASED UPON CERTAIN ASSUMPTIONS AND METHODOLOGIES (WHICH ASSUMPTIONS AND METHODOLOGIES MAY BE CHANGED BY PROVIDER FROM TIME TO TIME WITHOUT ANY NOTICE), AND THAT THERE MAY BE ERRORS OR DEFECTS IN SUCH ASSUMPTIONS OR METHODOLOGIES THAT MAY CAUSE SUCH MODELS OR ANY OUTPUT THEREFROM TO BE INAPPROPRIATE FOR USE. CLIENT HOLDS PROVIDER COMPLETELY HARMLESS FOR ANY SUCH ERRORS OR DEFECTS.

ANY ANALYSES, OPINIONS, ESTIMATES, RATINGS OR RISK CODES PROVIDED BY PROVIDER OR THROUGH THE SERVICES ARE PROVIDED FOR ILLUSTRATIVE PURPOSES ONLY, AND ARE NOT INTENDED TO PROVIDE, NOR SHOULD THEY BE INTERPRETED AS PROVIDING, ANY FACTS REGARDING, OR PREDICTION OR FORECAST OF, ANY PARTICULAR EVENT OR RISK.

No employee, agent, or other representative of Provider or any of its subsidiaries or Affiliates has any authority to bind Provider with respect to any statement, representation, warranty, or other expression not specifically set forth in the Agreement.

## **8. Indemnification.**

8.1 Provider Indemnification. Subject to the terms of the Agreement, and provided that Client is not in unremedied default under the Agreement, Provider will defend and indemnify Client against any claim by a third party that Client's use of the Services in accordance with the Agreement constitutes infringement of that party's U.S. patent, copyright or other intellectual property right issued and existing as of the Commencement Date, and will pay the amount of any resulting adverse final judgment issued by a court of competent jurisdiction or of any settlement that Provider pre-approves in writing, including reasonable attorneys' fees, provided that Client promptly notifies Provider in writing of any such claim, gives Provider reasonable cooperation, information, and assistance in connection with such claim, and consents to Provider's sole control and authority with respect to the defense, settlement or compromise of the claim. Provider will not be obligated under this section to the extent the infringement results from: (i) a combination of the Services with devices or products not provided by Provider; (ii) use of the Services in applications, business environments or processes for which they were not designed or contemplated; (iii) modifications that Client makes to the Services; or (iv) use of the Services not in accordance with the Agreement and Client shall indemnify and hold harmless Provider and its Affiliates and their respective officers, directors, employees, agents, successors and assigns against any damages, losses, and expenses (including reasonable attorneys' fees) arising from any third-party action to the extent based upon a claim of any kind based on any of the foregoing factors in (i) through (iv) (inclusive) above. This Section 8 states Provider's sole obligations, and Client's sole remedies, in connection with intellectual property infringement claims.

8.2 **Election of Remedy.** If Provider reasonably believes the Services is or may be subject to an infringement claim, or if a court of competent jurisdiction enjoins Client's use of the Services as a result of an infringement claim, Provider may, at its expense and discretion: (i) procure for Client the right to continue using the Services; (ii) modify the Services to make it non-infringing; or (iii) replace the Services with a non-infringing functional equivalent. If none of these options is reasonably available, Provider may terminate Client's access and use of the allegedly infringing Services and refund to Client the fees paid for the Services, adjusted from the effective date of such termination for that portion of the fees attributable to the remaining portion of the Term.

9. **U.S. Government Restricted Rights.** If Client is the U.S. Government or an agency thereof, Client (i) with respect to civilian agencies, shall grant protection for the Services as "commercial computer software" and related documentation in accordance with the terms of 48 C.F.R. 12.212 of the Federal Acquisition Regulations; and (ii) for use by or on behalf of the Department of Defense, shall grant protection for any Services as "commercial computer software" and related documentation in accordance with the terms of 48 C.F.R. 227.7202-1 of the DoD FAR Supplement. This Section is in lieu of, and supersedes, any other FAR, DFARS, or other clause or provision that addresses government rights in computer software or technical data.

10. **Export Law Assurances.** Client understands that the Services are or may be subject to export control laws and regulations. CLIENT MAY NOT DOWNLOAD OR OTHERWISE EXPORT OR RE-EXPORT THE SERVICES OR ANY TECHNICAL OR OTHER DATA PROVIDED IN CONNECTION THEREWITH OR ANY UNDERLYING INFORMATION OR TECHNOLOGY EXCEPT IN FULL COMPLIANCE WITH ALL APPLICABLE LAWS AND REGULATIONS, IN PARTICULAR, BUT WITHOUT LIMITATION, UNITED STATES EXPORT CONTROL LAWS. NONE OF THE SERVICES OR ANY UNDERLYING INFORMATION OR TECHNOLOGY MAY BE DOWNLOADED OR OTHERWISE EXPORTED OR RE-EXPORTED: (A) INTO (OR TO A NATIONAL OR RESIDENT OF) ANY COUNTRY TO WHICH THE UNITED STATES HAS EMBARGOED GOODS; OR (B) TO ANYONE ON THE U.S. TREASURY DEPARTMENT'S LIST OF SPECIALLY DESIGNATED NATIONALS OR THE U.S. COMMERCE DEPARTMENT'S LIST OF PROHIBITED COUNTRIES OR DEBARRED OR DENIED PERSONS OR ENTITIES. CLIENT HEREBY AGREES TO THE FOREGOING AND REPRESENTS AND WARRANTS THAT CLIENT IS NOT LOCATED IN, UNDER CONTROL OF, OR A NATIONAL OR RESIDENT OF ANY SUCH COUNTRY OR ON ANY SUCH LIST.

11. **Information; Audit and Certification.** Client shall keep complete and accurate records and accounts pertaining to its compliance with its obligations under the Agreement. Upon Provider's written request, Client shall provide Provider (i) reasonable information relating to the usage and distribution of the Services (including any Provider Data) and (ii) a written certification of a duly authorized officer of Client that Client is in compliance with the material terms of the Agreement (including without limitation any terms relating to limitations on the usage and distribution of the Service (including any Provider Data)). Additionally, Provider (and Provider's representatives and third-party suppliers of data included in the Provider Data), on reasonable prior notice, during the Term and for the one (1) year period following the termination or expiration of the Agreement may periodically examine, inspect and audit Client's systems and records with respect to matters covered by the Agreement including without limitation, in order to verify Client's compliance with Sections 2.5, 3, 4.1 and 4.2.

12. **Provision of Services / Assignment.** To the extent that the Services or any portion thereof to be provided under the Agreement are owned by or licensed to, any Affiliate of Provider, Provider will cause such Affiliate to provide such Services or portion thereof to Client. Additionally, Provider may cause certain of its Affiliates to perform all or some of the services to be performed under the Agreement (including without limitation the Professional Services). Notwithstanding the foregoing, Provider shall be solely responsible the Services or such other services (including without limitation the Professional Services), and Client's sole recourse with respect to the Services or such other services (including without limitation the Professional Services) shall be against Provider, subject to, and in accordance with the terms, provisions and limitations set forth herein. Client shall not be permitted to assign or delegate any rights or obligations under the Agreement. Any transfer of a majority of the stock, membership interests, partnership interests or other evidence of ownership of Client shall be deemed to be an assignment of the Agreement. Provider may assign the Agreement or assign or delegate any of its rights, duties, or obligations under the Agreement to any Affiliate of Provider without notice to Client. In addition, Provider may assign the Agreement to any third party in the event of merger, reorganization, sale of all or substantially all of Provider's assets, change of control or operation of law. The Agreement shall be binding on and shall inure to the benefit of the parties hereto, and their successors and permitted assigns.

13. **Governing Law; Jurisdiction.** This paragraph shall apply if Provider is any party other than DMTI Spatial ULC. The Agreement and the rights and obligations of the parties under the Agreement shall be exclusively governed by

and construed in accordance with the laws of the State of Delaware without giving effect to any choice or conflict of law provision or rule. Client agrees that the exclusive venue and jurisdiction for any controversy, dispute or claim arising out of or relating to the Agreement shall be the federal and state courts located in the State of Delaware. Client submits to the exclusive venue and jurisdiction of such courts, agrees that it will not bring any suit or judicial proceeding in any forum other than such courts, and agrees not to assert any objection that it may have to the venue or jurisdiction of such courts. In the event Provider employs attorneys to enforce any right arising out of or relating to the Agreement, Client shall reimburse Provider its reasonable attorneys' fees and costs.

**This paragraph shall apply only in the event that Provider is DMTI Spatial ULC.** The Agreement and the rights and obligations of the parties under the Agreement shall be exclusively governed by and construed in accordance with the laws of the Province of Ontario, and the federal laws of Canada applicable therein, without regard to principles of conflict of law that would impose a law of another jurisdiction. Client irrevocably and unconditionally attorns to the exclusive jurisdiction of the courts of the province of Ontario, and where applicable, including the Federal Court of Canada, and all courts competent to hear appeals therefrom, and Client explicitly waives any jurisdictional or venue defenses. In the event Provider employs attorneys to enforce any right arising out of or relating to the Agreement, Client shall reimburse Provider its reasonable attorneys' fees and costs.

14. **Headings Not Controlling.** Headings used in this Master Services Agreement are for convenience only and shall not be considered in construing or interpreting this Master Services Agreement.

15. **Severability.** If any provision hereof is held invalid or unenforceable by a court of competent jurisdiction, such invalidity shall not affect the validity or operation of any other provision and such invalid provision shall be deemed to be severed from the Agreement to the extent necessary to comply with law.

16. **Force Majeure.** Neither party will incur any liability to the other party on account of any loss or damage resulting from any delay or failure to perform all or any part of the Agreement if such delay or failure is caused, in whole or in part, by events, occurrences, or causes beyond the control and without negligence of such party. Such events, occurrences, or causes will include, acts of God, epidemic, pandemic, government order, strikes, lockouts, riots, acts of war, earthquake, fire and explosions, but the inability to meet financial obligations is expressly excluded.

17. **Independent Contractor.** The relationship between Client and Provider is solely contractual and not in the nature of an employer/employee, partnership, joint venture, or general agency. Neither party may speak nor act on behalf of the other, nor legally commit the other.

18. **Entire Agreement.** The Agreement constitutes the sole and entire agreement between Client and Provider regarding the subject matter herein and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, regarding the subject matter herein. The United Nations Convention for the International Sale of Goods is expressly excluded. No purchase order or similar document issued by Client shall be binding on Provider.

19. **Amendments; Waiver.** The Agreement may not be altered, amended or modified except by a written amendment signed by Provider and Client. No waiver of any condition, term or provision of the Agreement shall be deemed to be a waiver of any preceding or succeeding breach of such condition, term or provision or of any condition, term or provision hereof.

20. **Publicity.** Neither party may use the other party's name, logo or marks without such other party's written pre-approval; provided that Provider and its Affiliates may: (i) after the Commencement Date, issue one (1) or more press releases or similar materials announcing that Client is a customer and user of the Services; (ii) use Client's name, logo and/or marks on Provider's or its Affiliates' customer lists, websites, and other marketing materials subject to any standard trademark usage guidelines that Client expressly provides to Provider; and (iii) develop use cases based on Client's use of the Services with respect to which Client will provide all reasonable cooperation requested by Provider.

21. **Advice of Legal Counsel.** Each party acknowledges and represents that, in executing the Agreement, it has had the opportunity to seek advice as to its legal rights from legal counsel and that the person signing on its behalf has read and understood all the terms and provisions of the Agreement. The Agreement shall not be construed against any party by reason of the drafting or preparation thereof.

22. **Notices.** All notices, requests, demands, claims and other communications under the Agreement shall be in writing.

Any notice, request, demand, claim or other communication under the Agreement shall be deemed duly delivered four (4) business days after it is sent by registered or certified mail, return receipt requested, postage prepaid, or one (1) business day after it is sent for next business day delivery via a reputable international courier service, in each case to the intended recipient as follows:

- (i) if to Provider, to 5201 California Avenue, Suite 200, Irvine, CA 92617: Attention: Contracts
- (ii) if to Client, to the address set forth on the Order Form.

A party may change the address to which notices, requests, demands, claims and other communications under the Agreement are to be delivered by giving the other party notice in the manner set forth herein.

**23. Order of Precedence.** If there is a conflict or inconsistency between the terms of this Master Services Agreement, the Additional Service Terms and the Order Form or Statement of Work, the order of precedence shall be as follows: (a) this Master Services Agreement and then (b) the Additional Service Terms, and then (c) the Order Form or Statement of Work. Notwithstanding the foregoing, a term of the Order Form or Statement of Work may control and take precedence over this Master Services Agreement and the Additional Service Terms if a term of the Order Form or Statement of Work specifically provides that it will control and take precedence, and recites the specific Section of this Master Services Agreement or Additional Service Terms being modified or superseded, in which case such term shall control and take precedence with respect to such Order Form or Statement of Work only.

[END OF MASTER SERVICES AGREEMENT]



# City Council Agenda Report

ITEM NO. 18

**DATE:** December 7, 2022

**FROM:** Arminé Chaparyan, City Manager *Ac*

**PREPARED BY:** Sheila Pautsch, Community Services Director

**SUBJECT:** **Authorize the City Manager to Execute a Contract Amendment for the Professional Services Agreement with Catalyst Consulting for a Community Services Department Assessment**

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### Recommendation

It is recommended that the City Council authorize the City Manager to execute the first amendment for the professional services agreement with Catalyst Consulting - Recreation Services for the Community Services Department Assessment for additional analysis in the amount of \$5,850 for a total not-to-exceed amount of \$30,150 and extend the contract until March 31, 2023.

### Background

On July 13, 2022, the City Manager approved a professional services agreement with Catalyst Consulting (Consultant) for a Community Services Department (Department) Assessment (Department Assessment) in the amount of \$24,300. The City Manager is conducting operational assessments of all City departments to include a review of staffing, operations, resources, policy review, and general feedback. An expanded scope of services is needed to review Department policies and procedures, and to accommodate additional City Council interviews and final presentations, which expanded the workload. With this approval, the contract will be extended until March 31, 2023.

### Analysis

In addition to the original scope of work, additional interviews and presentations were requested with the City Council, and a review of various Department policies and procedures calls for thirty-nine (39) additional hours that are needed to complete these tasks:

1. Conduct five additional interviews and present the final Department Assessment Report to the City Council - 19 additional hours.
2. Review, compare, and update the following policies and procedures, and recommend suggested changes to bring them to "Best Practices" within the Recreation Profession - 20 hours.

3. Adjust the project deadline date from December 31, 2022 to March 31, 2023.

Upon completion of the assessment, the consultant will make a presentation to the City Manager and City Council, and provide a written report of findings and suggestions. This final phase is expected to be completed in Spring 2023.

**Fiscal Impact**

This professional services agreement is budgeted for Fiscal Year (FY) 21/22 and carried over to FY 22/23. The additional \$5,850 will be allocated from existing funds in the Community Services Account No. 101-8030-8031-8180 to complete the Department Assessment.

Attachment: First Amendment of the Catalyst Consulting – Recreation Services Agreement

**ATTACHMENT**  
First Amendment of the Catalyst Consulting –  
Recreation Services Agreement



**FIRST AMENDMENT TO THE  
PROFESSIONAL SERVICES AGREEMENT  
FOR CONSULTANT SERVICES WITH CATALYST CONSULTING  
– RECREATION SERVICES**

This First Amendment to the Catalyst Consulting – Recreation Services Agreement (hereinafter “First Amendment”) is made as of the 16th day of November 2022 (the “Execution Date”) by and between The City of South Pasadena, California (hereinafter referred to as “City”) and Catalyst Consulting –Recreation Service (hereinafter referred to as “Consultant”) to amend the terms of the Agreement.

WITNESSETH:

WHEREAS, on or about July 13, 2022, the City Manager execute a contract with Catalyst Consulting – Recreation Services, for consultant services for a Department Assessment for the Community Services Department;

WHEREAS, the Terms of the Agreements expire on December 31, 2022;

WHEREAS, the City and Consultant desire to amend the Scope of Services to incorporate four additional interviews and presentation of the final report to the City Council, review, compare, and update department policies and procedures, add hourly compensation and extend the contract term.

NOW, THEREFORE, THE CITY AND THE CONSULTANT AGREE AS FOLLOWS:

1. PARAGRAPH 3.1 “Scope of Services” is amended by adding the following sentences to include additional work to the existing scope of services: a)“Consultant shall also conduct five (5) additional interviews and present the Final Community Services Department Assessment Report to the City Council for a total of 19 additional hours.” b)“Consultant shall also review, compare, and update the following policies and procedures, and recommend suggested changes to bring them to “Best Practices” within the Recreation Profession for a total of 20 hours.”
2. PARAGRAPH 3.4 “Maximum Amount” is amended to read as follows: “The highest total compensation and cost payable to Consultant by the City under this agreement. The Maximum Amount under this Agreement is Thirty Thousand, one hundred fifty dollars (\$30,150).”
3. PARAGRAPH 3.6 “Termination Date” is amended to read as follows: “March 31, 2023.”
4. PROVISIONS OF AGREEMENT. All other terms, conditions, and provisions of the Agreement to the extent not modified by this Amendment, shall remain in full force and effect.

**TO EFFECTUATE THIS AMENDMENT**, the parties have caused their duly authorized representatives to execute this Amendment on the dates set forth below.

“CITY”  
City of South Pasadena

“CONSULTANT”  
Catalyst Consulting –  
Recreation Services

By: \_\_\_\_\_

Name: Arminé Chaparyan

Title: City: Manager

Date: \_\_\_\_\_

By: \_\_\_\_\_

Name: John Jones

Title: President

Date: \_\_\_\_\_

**APPROVED AS TO  
FORM:**

\_\_\_\_\_  
Name: Andrew L. Jared

Title: City Attorney

Date: \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
Desiree Jimenez, CMC

Title: Chief City Clerk

Date: \_\_\_\_\_



# City Council Agenda Report

ITEM NO. 19

**DATE:** December 7, 2022

**FROM:** Arminé Chaparyan, City Manager *AC*

**PREPARED BY:** Cathy Billings, Library Director  
Ken Louie, Interim Deputy City Manager - Finance

**SUBJECT:** **Receive and File an Annual Report for the Fiscal Year 2021-2022 Library Special Tax**

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## **Recommendation**

It is recommended that the City Council receive and file a report on the Fiscal Year 2021-2022 Library Special Tax, per the requirements of the State of California Local Agency Special Tax and Bond Accountability Act.

## **Background**

Senate Bill 165, filed with the Secretary of State on September 19, 2000, enacted the Local Agency Special Tax and Bond Accountability Act (Act). The Act requires that any local special tax or local bond measure subject to voter approval contain a statement indicating the specific purposes of the special tax, require that the proceeds of the special tax be applied to those purposes, require the creation of an account into which the proceeds shall be deposited, and require an annual report containing specified information concerning the use of the proceeds. The Act only applies to any local special tax measure or local bond measure adopted on or after January 1, 2001 in accordance with Section 50075.1 or Section 53410 of the California Government Code.

Some of the requirements of the Act are handled at the formation of the Special Tax District, and others are handled through annual reports. The attached report intends to comply with Section 50075.3 of the California Government Code that states:

“The chief fiscal officer of the issuing local agency shall file a report with its governing body no later than January 1, 2002, and at least once a year thereafter. The annual report shall contain all of the following:

1. The amount of funds collected and expended.
2. The status of any project required or authorized to be funded as identified in subdivision (a) of Section 50075.1.”

The requirements of the Act apply to the Funds for the City of South Pasadena Library Special Tax.

**Fiscal Impact**

This staff report concerns an annual reporting requirement related to the Library Special Tax. The receipt and filing of this report by the City Council will have no fiscal impact.

**Commission Review and Recommendation**

The Library Board of Trustees was given an update on the reporting requirement at their meeting on November 10, 2022. The update was provided during Library Director Communications and no action was taken.

Attachment: Fiscal Year 2021-2022 Library Special Tax Report

**ATTACHMENT 1**  
Fiscal Year 2021-2022 Library Special Tax  
Report

# Fiscal Year 2021-2022 Library Special Tax Report

Prepared by:  
NBS Government Finance Group  
November 8, 2022

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This report intends to comply with Section 50075.3 of the California Government Code, and applies to the Funds for the following:

## City of South Pasadena Library Special Tax

### Purpose of Special Tax

The City of South Pasadena Library Special Tax was established to provide funds to the City of South Pasadena to finance the maintenance and operation costs of the South Pasadena Public Library.

The Service Projects funded by the Special Tax are ongoing on an annual basis.

### Collections & Expenditures

Special Tax Measure	Total Special Tax Collected <sup>(1)</sup>	Total Special Tax Expended <sup>(2)</sup>
Library Special Tax	\$364,223	\$364,223

(1) Amount collected during Fiscal Year 2021/22, including interest earned and transfers between funds.

(2) The Total Special Tax Expended is representative of a portion of the total amount expended from the General Fund with respect to the Library Special Tax in Fiscal Year 2021-22. The total amount expended in Fiscal Year 2021-22 was \$1,839,132.



# City Council Agenda Report

ITEM NO. 20

**DATE:** December 7, 2022

**FROM:** Arminé Chaparyan, City Manager *AC*

**PREPARED BY:** Brian Solinsky, Chief of Police  
Alison Wehrle, Management Analyst

**SUBJECT:** **Reinstatement of Conceal Carry Weapon Permit Fees and Establishment of Recurring Appropriation of General Fund Reserves for Difference in Cost for Applicant Psychological Exam**

## Recommendation

It is recommended that the City Council:

1. Approve the recommended edits to the City's Fee schedule and establishment of the following fees: \$317.16 Conceal Carry Weapon (CCW) application fee, \$35.00 CCW permit clerical fee, \$150.00 CCW psychological evaluation fee, \$20.00 CCW amendment fee.
2. Approve an appropriation of \$4,500 from General Fund Reserves to Special Department Expense Account 101-4010-4011-8020 for an estimated annual processing of 15 CCW permits within the City, in order to address the difference between cost and reimbursement of applicant psychological exams.

## Background

In 2019, the South Pasadena Police Department (Police Department) entered into an agreement with the Los Angeles County Sheriff's Department to process and issue all Conceal Carry Weapon (CCW) permit applications. There was no cost associated with Sheriff's Department assuming CCW responsibilities. Prior to 2019, the Police Department processed all CCW applications, which included performing background checks on applicants. With an average of 1-2 applications per year, the impact on staff and any related fiscal concerns were minimal.

On June 23, 2022, the United States Supreme Court issued a ruling on *New York State Rifle & Pistol Association, Inc. v. Bruen*. The Courts held that the government may not limit a person's right to carry a handgun in public by conditioning that right on the government's discretion to issue a license. This opinion affects how CCW applications are processed, as the "good cause" requirement in California's concealed carry statute is now considered "likely" unconstitutional.

Prior to the ruling, the Sheriff's Department indicated they processed approximately 15 CCWs per year to South Pasadena residents. Since the Supreme Court's decision, the

Sheriff's Department has informed the City that applications for CCWs have increased significantly across the county, and they can no longer provide processing services for South Pasadena and other jurisdictions. On August 1, 2022, the Sheriff's Department officially ended the agreement for CCW processing.

When the Police Department previously processed CCW applications, the City's Master Fee Schedule included the appropriate fees for the service. However, during the 2018-2019 Fiscal Year, the fees were considered unnecessary and removed. As a result of the Court's recent decision, the Police Department has received a number of inquiries and applications for CCWs. Due to this service returning in-house, and the cost related to it, the Police Department will need to recover costs associated with the reinstatement of the program, as well as return the CCW fees to the Master Fee Schedule.

### **Analysis**

In order to move forward with the processing of CCW applications, staff is proposing an updated Master Fee Schedule for applicants as part of a re-established conceal carry process. Previously, the City's Master Fee Schedule contained fees for initial CCW permits, renewed CCW permits, and amended CCW permits. With the return of the service in-house, staff is also looking to implement a permitting management module for the website called Permittium. The module comes highly recommended by several area agencies for streamlining the CCW process for law enforcement agencies of all sizes. Permits for civilian applicants would be issued for a period of two years, judicial/judge applicants for three years, and reserve police officers and law enforcement custodial permits for four years.

A completed CCW application involves several different fees, including a standardized California Department of Justice (DOJ) fee, a Live Scan fingerprinting fee through the California DOJ, City application fees, a psychological evaluation fee, and firearms training and qualification fees. Some of the fees, such as the DOJ fees and fees for firearms training and qualification, would be paid directly to the DOJ or the business conducting the training. Additionally, a Police Department-conducted background investigation, an interview with the Chief of Police or designee, and a psychological evaluation would be required for all applicants.

Current State law, penal code 190, sets a maximum fee for psychological examinations at \$150 for the applicant, irrespective of the total cost of the exam. The State penal code also indicates that CCW applicants must use the same psychological reviewer that Police Departments use to screen their own employees. The Police Department and other regional agencies often pay approximately \$450 for each pre-employment screening conducted, leaving a difference of \$300, which is likely to be the responsibility of the City. California law also currently dictates the length of time for which the permits may be issued. Standard civilian permits are limited to two years, judicial/judge permits are limited to three years, and reserve police officer and law enforcement custodial permits are limited to four years.



Police Department staff has researched fees at neighboring agencies and was provided the following information from Pasadena Police Department (PPD) and San Marino Police Department (SMPD). PPD is proposing an application processing fee of \$337.14, determined as three hours of top step officer rate to conduct a background check. Also proposed by PPD would be a Live Scan/DOJ fee of \$93 for new applicants or \$52 for renewals, \$150 for a psychological examination as mandated by the state, and a \$10 amendment fee for any edits. A new application would total \$580.14, while a renewed application (no psychological exam) would total \$389.14. Pasadena would bill 20% of the fee payable upon application, and 80% collected upon approval by the Chief of Police.

SMPD is proposing an application processing fee of \$373.17 based on three hours of a top step detective to conduct a background check. Also proposed by SMPD would be a Live Scan/DOJ fee of \$93 for new applicants or \$52 for renewals, \$150 for a psychological examination as mandated by the state, and a \$20 clerical fee, and a \$10 amendment fee for any edits. A new application would total \$636.17, and a renewed application would total \$445.17. San Marino would also bill 20% of the fee payable upon application acceptance, and 80% due upon permit issuance.

South Pasadena Police Department staff is proposing an application fee of \$317.16 for an initial application based on three hours for an Office of Professional Standards (OPS) Sergeant to conduct a background check, \$150 for a psychological evaluation, and a \$35 clerical fee, totaling \$502.16. Renewal applications without the psychological exam would total \$352.16, as proposed. In both cases, the Police Department would require applicants to handle the Live Scan/DOJ fees and requirements separately, and any amendments to a CCW permit would be subject to a \$20 fee per amendment. The following table details the proposed fees for City of South Pasadena applicants:

<b>Proposed South Pasadena CCW Fees</b>	
Application Fee	\$317.16
Clerical Fee	\$35.00
Psychological Evaluation Fee (not needed for renewal)	\$150.00
CCW Amendment Fee (as applicable)	\$20.00
<b>Initial Application Total</b>	<b>\$502.16</b>
<b>Renewal Application Total (no psychological exam)</b>	<b>\$352.16</b>

## Conceal Carry Weapon Permit Fees and Appropriation

December 7, 2022

Page 4 of 4

It is estimated that the remaining fees for applicants within South Pasadena would be, \$93 for Live Scan/DOJ fees (\$52 for renewals), approximately \$10 for passport-style ID photos, and approximately \$400 for a firearms course and certification. The fees would be established for all applicants at the same pricing scale, but only the terms of the permits would vary by type of applicant.

### **Fiscal Impact**

Staff recommends amendments to the City's published Master Fee Schedule and establishment of the following fees: \$317.16 Conceal Carry Weapon (CCW) application fee, \$35 CCW permit clerical fee, \$150 CCW psychological evaluation fee, and \$20 CCW amendment fee. With approximately 15 permits processed annually, the annual value of incoming fees is estimated to be between \$5,282.40 and \$7,532.40, depending on the number of new applicants and renewal applicants. Staff also requests an appropriation of \$4,500 from General Fund Reserves to Special Department Expense Account Number 101-4010-4011-8020 for an estimated annual processing of 15 CCW permits within the City in order to address the \$300 difference between the cost and reimbursement of applicant psychological exams.

### **Commission Review and Recommendation**

This matter was not reviewed by the Public Safety Commission.



# City Council Agenda Report

ITEM NO. 21

**DATE:** December 7, 2022

**FROM:** Arminé Chaparyan, City Manager *Ac*

**PREPARED BY:** Luis Frausto, Management Services Director  
Belinda Varela, Human Resources and Risk Manager

**SUBJECT:** **Approval of Transportation Program Manager Job Description**

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## **Recommendation**

It is recommended that the City Council approve the revised job classification for the Transportation Program Manager position.

## **Background**

On September 7, 2022, the City Council approved the Transportation Program Manager job classification and salary and authorized the necessary appropriations. The job description (Attachment) that was attached to the staff report did not include language in the Working Conditions and Physical Demands sections of the job description, a scrivener's omission that must be addressed ahead of recruiting for the position.

## **Analysis**

The Adopted 2022-2023 Fiscal Year Budget included the addition of new staff positions, which required additional City Council action to approve respective job descriptions and salary schedules before beginning recruitment efforts. Through the adopted Budget, a new management position was created in the Public Works Department (Department) for a Transportation Engineer, and this position was reclassified to a Transportation Program Manager by the City Council on September 7, 2022, per the needs of the Department and agency.

Upon further review of this job description, the City of South Pasadena (City) noted that two sections, Physical Demands and Working Conditions verbiage, of the previously approved job description said "N/A". Staff recommends revising the job description to include descriptive Physical Demands and Working Conditions verbiage. The City reviewed other Public Works job descriptions with similar types of job functions, working conditions, and physical demands to determine the appropriate language updates for these sections.

Upon the approval of this job description, the Human Resources team will begin recruitment efforts to fill the position with a qualified candidate as soon as possible.

Transportation Program Manager  
December 7, 2022  
Page 2 of 2

**Fiscal Impact**

This item has no fiscal impact as the City Council approved a reclassification to a Transportation Program Manager position and the necessary budget for this position at its meeting on September 7, 2022.

Attachment: Transportation Program Manager Job Description

**ATTACHMENT**  
Transportation Program Manager Job Description

# Exhibit A

## Transportation Program Manager

(Full-time, Management Unrepresented)

### Purpose

Under general direction from the Public Works Director, to manage and direct the planning, implementation, and administration of various transportation planning, parking, transit, funding programs, and projects; analyze and prepare policy recommendations on complex transportation matters; and perform related duties as required.

### Distinguishing Characteristics

This position is classified as Management At-Will and is responsible for overseeing city wide efforts across all City departments, and acts as a liaison to the community and various stakeholder and providers groups.

### Examples of Duties and Essential Functions

- Plans, administers, and directs the City's transportation planning, parking, transit, and funding programs;
- Provides assistance to Community Development in the development and preparation of the General Plan;
- Provides long-range and short-range transportation planning policy, and directs specific transportation and transit capital projects and programs to implement the City's transportation objectives outlined in these plans and policy documents;
- Confers with representatives of other City departments and other public agencies as needed;
- Oversees and manages the planning and administration of various transportation infrastructure and transit projects funded by local, regional, and federal transportation funds;
- Monitors compliance with federal, state, and local government in the area of transportation planning, transit program, and parking management administration;
- Develops the Capital Improvement Program (CIP) for transportation projects;
- Manages mobility and transportation infrastructure operational projects and Capital Improvement Program (CIP) projects;
- Manages program and project budgets and recommends adjustments as required;
- Serves as the City's transportation liaison to local, state, and federal agencies and groups;

# Exhibit A

- Conducts negotiations with cities and regional transit operators regarding coordination and duplication of transit services;
- Prepares complex reports and other written correspondence;
- Develops and delivers presentations to boards, commissions, City Council, and the public; represents the City in all matters related to the City's transportation, transit, and parking programs;
- Oversees various contract transportation services; oversees all marketing, outreach, and other public information efforts related to transportation programs and projects;
- Directs the review of project and program environmental impact reports (EIR) and environmental review, transportation and parking studies, land use, and transportation plans, parking management programs, and transportation mitigation measures for effects and/or consistency with City transportation policy;
- Supervises, trains, and evaluates employees; makes effective recommendations regarding hiring, promotions, and transfers;
- Effectively recommends disciplinary action as needed, up to and including termination; drives on City business.

## Employment Standards

### Education/Experience:

A Bachelor's degree from an accredited college or university in civil engineering, traffic/transportation engineering or electrical engineering, transportation, urban or regional planning, public policy, business administration or a related field. Five (5) years of progressively responsible experience in transportation or public works, public-sector management or a closely related field with a minimum of three (3) years at the supervisory level.

### Knowledge of:

Principles and practices of transportation operations, planning and engineering, including project delivery, applicable design guidelines, industry standards, and multimodal planning practices. Principles and practices of contract administration and project management. Principles of personnel management, training and evaluation. Budget development, implementation, and administration. Principles and practices of customer service and community engagement. Work place safety principles, practices and procedures. Computer systems and software applications.

### Ability to:

Plan, organize, direct and coordinate a variety of transportation planning and engineering, project, program, maintenance, and operational activities to meet City needs. Supervise, train, coach and evaluate staff. Prepare clear and concise reports on topics of complex or technical nature, correspondence and other written materials.

# Exhibit A

Interface effectively with other departments, elected officials, the public, and other agencies. Analyze complex technical and administrative problems, evaluate alternative solutions, and recommend or adopt effective courses of action. Develop and implement goals, objectives, policies, procedures, work standards and internal controls. Manage and coordinate multiple concurrent projects, programs or activities. Communicate effectively orally and in writing; make presentations to diverse audiences of various sizes; Prepare, implement, and administer budgets. Utilize a computer system and software applications. Establish and maintain effective working relationships in the performance of assigned duties.

## Special Requirements:

Valid California Driver's License throughout the tenure of employment. Engineering licenses and certifications from professional organizations are highly desirable.

## Physical Demands:

Work is regularly performed indoors in an office environment with frequent interruptions. Office work requires sitting for prolonged periods of time and using a computer keyboard and screen. Physical demands include sitting, standing, reaching, carrying and walking. Work includes attending events and meetings at off-site locations. Occasionally required to work evenings and/or weekends.

Work in an office and field environment; sustain posture in a standing, walking, or seated position for prolonged periods of time; travel to attend a variety of meetings. May be required to attend off-hour meetings and council meetings.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform ~~the~~ essential job functions.

## Working Conditions

Employees generally work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may also work in a field environment and may be exposed to inclement weather conditions. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing department guidelines, policies, and procedures.

## **FLSA Status:**

Exempt





# City Council Agenda Report

ITEM NO. 22

**DATE:** December 7, 2022

**FROM:** Arminé Chaparyan, City Manager *AC*

**PREPARED BY:** H. Ted Gerber, Director of Public Works

**SUBJECT:** **Approval of a Professional Services Agreement with Carollo Engineers, Inc. to provide Sewer Consent Judgment Related Reports**

## Recommendation

It is recommended that the City Council:

1. Authorize the City Manager to enter into a Professional Services Agreement with Carollo Engineers, Inc. (Consultant) to assist the City in submitting required reports to the Los Angeles Regional Water Quality Control Board (RWQCB) Enforcement Unit to comply with an existing Consent Judgment. The Professional Services Agreement is in the amount of Sixty-Six Thousand Dollars (\$66,000), including \$59,968 for the proposed work, and \$6,032 (approximately 10%) as a contingency;
2. Authorize an appropriation of \$66,000 from the Sewer Reserves Fund 210 to Public Works Sewer Maintenance Professional Services Expenditure Account No. 210-6010-6501-8170-000 for this work; and
3. Authorize the City Manager to execute all related documents on behalf of the City.

## Background

The City has specific requirements related to sewer maintenance and operations that must be completed under a 2011 Consent Judgment (Exhibit C of the Attachment). These requirements include sewer repair work at specific locations, submittal of quarterly reports, implementation of an asset management software program, a flow and capacity study, video analysis of the sewer system and related quarterly reports, a Fats, Oils, and Grease (FOG) Control Program, frequent inspection of locations with historic performance issues (hot spots), and staff training.

The City undertook a comprehensive sewer infrastructure improvement program to implement the requirements of the Consent Judgment. The Los Angeles RWQCB Enforcement Unit has made inquiries to the City regarding the status of the work related to the Consent Judgment. In 2019, a Project Completion Report was submitted to the RWQCB, however, the 2019 report did not include a list or description of all the projects listed in the Consent Judgment that have been completed. Specifically, the RWQCB is requesting additional information to resolve discrepancies between the Consent

Judgment and the completed sewer rehabilitation work documented in the 2019 Project Completion Report, the completed video inspection work, and the completed staff inspections and staff training. In addition, the RWQCB is requesting a resolution on the lack of submitted quarterly required reports since 2017.

### **Analysis**

Compliance with the Consent Judgment is overseen by the Director of Public Works. The current Director has made this project a priority since taking the position earlier this year. However, staffing levels have not allowed for this to be accomplished with the current personnel. Staff is seeking assistance from a professional consultant to develop several reports that detail the City's actions and findings related to the Consent Judgment requirements.

Carollo Engineers, Inc. (Carollo) has become familiar with the City's sewer system as part of developing the City's One Water 2050 Plan, a 30-year master planning effort for the City's water, sewer, and stormwater systems. Carollo has also developed the City's Sewer System Management Plan (SSMP), recently adopted at the November 16, 2022 City Council Regular Meeting. Carollo has thorough knowledge and familiarity with the City's sewer system and processes, and is therefore the best vendor to complete this critical work.

The Professional Services Agreement (Attachment) includes three tasks related to requirements in the Consent Judgment. These tasks include the completion of a Supplemental Project Completion Report, a Flow and Capacity Study, and a Report on Subsequent Video Analysis covering multiple quarters from 2018 through 2022.

### **Fiscal Impact**

Staff is recommending an appropriation of \$66,000 from the Sewer Fund Reserves to the Public Works Sewer Maintenance Professional Services Expenditure Account No. 210-6010-6501-8170-000 for this work.

### **Environmental Analysis**

This item is related to the development of reports to comply with a State mandated Consent Judgment for the City's existing sanitary sewer system. Pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15308, Class 8, "Actions by Regulatory Agencies for Protection of the Environment," this action is exempt from further review under CEQA. The development and implementation of the plan is a requirement of the California State Water Resources Control Board, and is exempt from the CEQA (Public Resources Code §21000 et seq.) because it is an action pursuant to a regulatory requirement to assure the protection of the environment. Furthermore, the Plan applies to the City's existing sanitary sewer collection system, where there is no expansion of use in this reporting action, and is therefore exempt from the CEQA analysis based on State CEQA Guidelines Section requirements under Section 21084 of the Public Resources Code, in accordance with Article 19, Section 15301, Class (1) "existing facilities."

Contract with Carollo Engineers to provide Sewer Consent Judgment Related Reports  
December 7, 2022  
Page 3 of 3

**Public Notification of Agenda Item**

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website.

**Attachment**

Draft Professional Services Agreement and Exhibits

**ATTACHMENT**  
Draft Professional Services Agreement

**PROFESSIONAL SERVICES AGREEMENT  
FOR CONSULTANT SERVICES**

**(City of South Pasadena / Carollo Engineers, Inc.)**

**1. IDENTIFICATION**

This PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is entered into by and between the City of South Pasadena, a California municipal corporation (“City”), and Carollo Engineers, Inc. (“Consultant”).

**2. RECITALS**

- 2.1. City has determined that it requires the following professional services from a consultant: **Development of Reports Related to a Sewer Consent Judgement.**
- 2.2. Consultant represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. Consultant further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.
- 2.3. Consultant represents that it has no known relationships with third parties, City Council members, or employees of City which would (1) present a conflict of interest with the rendering of services under this Agreement under Government Code Section 1090, the Political Reform Act (Government Code Section 81000 *et seq.*), or other applicable law, (2) prevent Consultant from performing the terms of this Agreement, or (3) present a significant opportunity for the disclosure of confidential information.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Consultant agree as follows:

**3. DEFINITIONS**

- 3.1. “Scope of Services”: **see Exhibit A**
- 3.2. “Agreement Administrator”: The Agreement Administrator for this project is **H. Ted Gerber, Public Works Director**. The Agreement Administrator shall be the principal point of contact at the City for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim milestones. City reserves the right to change this designation upon written notice to Consultant
- 3.3. “Approved Fee Schedule”: Consultant’s compensation rates are set forth in the fee schedule attached hereto as Exhibit B and incorporated herein by this reference. This

fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.

- 3.4. “Maximum Amount”: The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is Sixty-Six Thousand Dollars (**\$66,000**), including \$59,968 for the proposed work, and \$6,032 (approximately 10%) as a contingency.
- 3.5. “Commencement Date”: **December 8, 2022.**
- 3.6. “Termination Date”: **Until determined to be complete by the City of South Pasadena Public Works Director.**

#### **4. TERM**

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall expire at 11:59 p.m. on the Termination Date unless extended by written agreement of the parties or terminated earlier under Section 18 (“Termination”) below. Consultant may request extensions of time to perform the services required hereunder. Such extensions shall be effective if authorized in advance by City in writing and incorporated in written amendments to this Agreement.

#### **5. CONSULTANT’S DUTIES**

- 5.1. **Services.** Consultant shall perform the services identified in the Scope of Services. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement.
- 5.2. **Coordination with City.** In performing services under this Agreement, Consultant shall coordinate all contact with City through its Agreement Administrator.
- 5.3. **Budgetary Notification.** Consultant shall notify the Agreement Administrator, in writing, when fees and expenses incurred under this Agreement have reached eighty percent (80%) of the Maximum Amount. Consultant shall concurrently inform the Agreement Administrator, in writing, of Consultant’s estimate of total expenditures required to complete its current assignments before proceeding, when the remaining work on such assignments would exceed the Maximum Amount.
- 5.4. **Business License.** Consultant shall obtain and maintain in force a City business license for the duration of this Agreement.
- 5.5. **Professional Standards.** Consultant shall perform all work to the standards of Consultant’s profession and in a manner reasonably satisfactory to City. Consultant shall keep itself fully informed of and in compliance with all local, state, and federal

laws, rules, and regulations in any manner affecting the performance of this Agreement, including all Cal/OSHA requirements, the conflict of interest provisions of Government Code § 1090 and the Political Reform Act (Government Code § 81000 et seq.).

- 5.6. **Avoid Conflicts.** During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working at the Commencement Date if such work would present a conflict interfering with performance under this Agreement. However, City may consent in writing to Consultant's performance of such work.
- 5.7. **Appropriate Personnel.** Consultant has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. **Matt Huang, Associate Vice President / Project Manager** shall be Consultant's project administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No change shall be made in Consultant's project administrator without City's prior written consent.
- 5.8. **Substitution of Personnel.** Any persons named in the proposal or Scope of Services constitutes a promise to the City that those persons will perform and coordinate their respective services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. If City and Consultant cannot agree as to the substitution of key personnel, City may terminate this Agreement for cause.
- 5.9. **Permits and Approvals.** Consultant shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary for Consultant's performance of this Agreement. This includes, but shall not be limited to, professional licenses, encroachment permits and building and safety permits and inspections.
- 5.10. **Notification of Organizational Changes.** Consultant shall notify the Agreement Administrator, in writing, of any change in name, ownership or control of Consultant's firm or of any subcontractor. Change of ownership or control of Consultant's firm may require an amendment to this Agreement.
- 5.11. **Records.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to Consultant under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of City. In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this Agreement shall

be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of City, for a period of three (3) years after final payment under this Agreement.

## 6. SUBCONTRACTING

- 6.1. **General Prohibition.** This Agreement covers professional services of a specific and unique nature. Except as otherwise provided herein, Consultant shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement.
- 6.2. **Consultant Responsible.** Consultant shall be responsible to City for all services to be performed under this Agreement.
- 6.3. **Identification in Fee Schedule.** All subcontractors shall be specifically listed in the Scope of Work, Exhibit A, and their billing rates identified in the Approved Fee Schedule, Exhibit B. Any changes must be approved by the Agreement Administrator in writing as an amendment to this Agreement.
- 6.4. **Compensation for Subcontractors.** City shall pay Consultant for work performed by its subcontractors, if any, only at Consultant's actual cost plus an approved mark-up as set forth in the Approved Fee Schedule, Exhibit B. Consultant shall be liable and accountable for any and all payments, compensation, and federal and state taxes to all subcontractors performing services under this Agreement. City shall not be liable for any payment, compensation, or federal and state taxes for any subcontractors.

## 7. COMPENSATION

- 7.1. **General.** City agrees to compensate Consultant for the services provided under this Agreement, and Consultant agrees to accept payment in accordance with the Fee Schedule in full satisfaction for such services. Compensation shall not exceed the Maximum Amount. Consultant shall not be reimbursed for any expenses unless provided for in this Agreement or authorized in writing by City in advance.
- 7.2. **Invoices.** Consultant shall submit to City an invoice, on a monthly basis or as otherwise agreed to by the Agreement Administrator, for services performed pursuant to this Agreement. Each invoice shall identify the Maximum Amount, the services rendered during the billing period, the amount due for the invoice, and the total amount previously invoiced. All labor charges shall be itemized by employee name and classification/position with the firm, the corresponding hourly rate, the hours worked, a description of each labor charge, and the total amount due for labor charges.
- 7.3. **Taxes.** City shall not withhold applicable taxes or other payroll deductions from payments made to Consultant except as otherwise required by law. Consultant shall be solely responsible for calculating, withholding, and paying all taxes.



- 7.4. **Disputes.** The parties agree to meet and confer at mutually agreeable times to resolve any disputed amounts contained in an invoice submitted by Consultant.
- 7.5. **Additional Work.** Consultant shall not be reimbursed for any expenses incurred for work performed outside the Scope of Services unless prior written approval is given by the City through a fully executed written amendment. Consultant shall not undertake any such work without prior written approval of the City.
- 7.6. **City Satisfaction as Precondition to Payment.** Notwithstanding any other terms of this Agreement, no payments shall be made to Consultant until City is satisfied that the services are satisfactory.
- 7.7. **Right to Withhold Payments.** If Consultant fails to provide a deposit or promptly satisfy an indemnity obligation described in Section 11, City shall have the right to withhold payments under this Agreement to offset that amount.

## 8. PREVAILING WAGES

Consultant is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., (“Prevailing Wage Laws”), which require the payment of prevailing wage rates and the performance of other requirements on certain “public works” and “maintenance” projects. Consultant shall defend, indemnify, and hold the City, its elected officials, officers, employees, and agents free and harmless from any claim or liability arising out of any failure or alleged failure of Consultant to comply with the Prevailing Wage Laws.

## 9. OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents or other written material (“written products” herein) developed by Consultant in the performance of this Agreement shall be and remain the property of City without restriction or limitation upon its use or dissemination by City except as provided by law. Consultant may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Consultant.

## 10. RELATIONSHIP OF PARTIES

- 10.1. **General.** Consultant is, and shall at all times remain as to City, a wholly independent contractor.
- 10.2. **No Agent Authority.** Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant’s employees, except as set forth in this Agreement. Consultant shall not

represent that it is, or that any of its agents or employees are, in any manner employees of City.

- 10.3. **Independent Contractor Status.** Under no circumstances shall Consultant or its employees look to the City as an employer. Consultant shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Consultant's previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Consultant specifically assumes the responsibility for making such a determination. Consultant shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation, and other applicable federal and state taxes.
- 10.4. **Indemnification of CalPERS Determination.** In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

## 11. INDEMNIFICATION

- 11.1 **Definitions.** For purposes of this Section 11, "Consultant" shall include Consultant, its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Consultant or its subcontractors, in the performance of this Agreement. "City" shall include City, its officers, agents, employees and volunteers.
- 11.2 **Consultant to Indemnify City.** To the fullest extent permitted by law, Consultant shall indemnify, hold harmless, and defend City from and against any and all claims, losses, costs or expenses for any personal injury or property damage arising out of or in connection with Consultant's alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Consultant or failure to comply with any provision in this Agreement.
- 11.3 **Scope of Indemnity.** Personal injury shall include injury or damage due to death or injury to any person, whether physical, emotional, consequential or otherwise, Property damage shall include injury to any personal or real property. Consultant shall not be required to indemnify City for such loss or damage as is caused by the sole active negligence or willful misconduct of the City.
- 11.4 **Attorneys Fees.** Such costs and expenses shall include reasonable attorneys' fees for counsel of City's choice, expert fees and all other costs and fees of litigation. Consultant shall not be entitled to any refund of attorneys' fees, defense costs or expenses in the event that it is adjudicated to have been non-negligent.

- 11.5 **Defense Deposit.** The City may request a deposit for defense costs from Consultant with respect to a claim. If the City requests a defense deposit, Consultant shall provide it within 15 days of the request.
- 11.6 **Waiver of Statutory Immunity.** The obligations of Consultant under this Section 11 are not limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City.
- 11.7 **Indemnification by Subcontractors.** Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 11 from each and every subcontractor or any other person or entity involved in the performance of this Agreement on Consultant's behalf.
- 11.8 **Insurance Not a Substitute.** City does not waive any indemnity rights by accepting any insurance policy or certificate required pursuant to this Agreement. Consultant's indemnification obligations apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

## 12. INSURANCE

- 12.1. **Insurance Required.** Consultant shall maintain insurance as described in this section and shall require all of its subcontractors, consultants, and other agents to do the same. Approval of the insurance by the City shall not relieve or decrease any liability of Consultant Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.
- 12.2. **Documentation of Insurance.** City will not execute this agreement until it has received a complete set of all required documentation of insurance coverage. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. Consultant shall file with City:
- Certificate of Insurance, indicating companies acceptable to City, with a Best's Rating of no less than A:VII showing. The Certificate of Insurance must include the following reference: **Development of Reports Related to a Sewer Consent Judgement**
  - Documentation of Best's rating acceptable to the City.
  - Original endorsements effecting coverage for all policies required by this Agreement.
  - City reserves the right to obtain a full certified copy of any Insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of the right to exercise later.

12.3. **Coverage Amounts.** Insurance coverage shall be at least in the following minimum amounts:

- Professional Liability Insurance: \$2,000,000 per occurrence,  
\$2,000,000 aggregate
  
- General Liability:
  - General Aggregate: \$2,000,000
  - Products Comp/Op Aggregate \$2,000,000
  - Personal & Advertising Injury \$2,000,000
  - Each Occurrence \$2,000,000
  - Fire Damage (any one fire) \$ 100,000
  - Medical Expense (any 1 person) \$ 10,000
  
- Workers' Compensation:
  - Workers' Compensation Statutory Limits
  - EL Each Accident \$1,000,000
  - EL Disease - Policy Limit \$1,000,000
  - EL Disease - Each Employee \$1,000,000
  
- Automobile Liability
  - Any vehicle, combined single limit \$1,000,000

Any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements or limits shall be available to the additional insured. Furthermore, the requirements for coverage and limits shall be the greater of (1) the minimum coverage and limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured

12.4. **General Liability Insurance.** Commercial General Liability Insurance shall be no less broad than ISO form CG 00 01. Coverage must be on a standard Occurrence form. Claims-Made, modified, limited or restricted Occurrence forms are not acceptable.

12.5. **Worker's Compensation Insurance.** Consultant is aware of the provisions of Section 3700 of the Labor Code which requires every employer to carry Workers' Compensation (or to undertake equivalent self-insurance), and Consultant will comply with such provisions before commencing the performance of the work of this Agreement. If such insurance is underwritten by any agency other than the State Compensation Fund, such agency shall be a company authorized to do business in the State of California.

12.6. **Automobile Liability Insurance.** Covered vehicles shall include owned if any, non-owned, and hired automobiles and, trucks.

- 12.7. **Professional Liability Insurance or Errors & Omissions Coverage.** The deductible or self-insured retention may not exceed \$50,000. If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of the work. Coverage shall be continued for two years after the completion of the work by one of the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the work under this Agreement.
- 12.8. **Claims-Made Policies.** If any of the required policies provide coverage on a claims-made basis the Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work. Claims-Made Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase “extended reporting” coverage for a minimum of five (5) years after completion of contract work.
- 12.9. **Additional Insured Endorsements.** The City, its City Council, Commissions, officers, and employees of South Pasadena must be endorsed as an additional insured for each policy required herein, other than Professional Errors and Omissions and Worker’s Compensation, for liability arising out of ongoing and completed operations by or on behalf of the Consultant. Consultant’s insurance policies shall be primary as respects any claims related to or as the result of the Consultant’s work. Any insurance, pooled coverage or self-insurance maintained by the City, its elected or appointed officials, directors, officers, agents, employees, volunteers, or consultants shall be non-contributory. All endorsements shall be signed by a person authorized by the insurer to bind coverage on its behalf. General liability coverage can be provided using an endorsement to the Consultant’s insurance at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37.
- 12.10. **Failure to Maintain Coverage.** In the event any policy is canceled prior to the completion of the project and the Consultant does not furnish a new certificate of insurance prior to cancellation, City has the right, but not the duty, to obtain the required insurance and deduct the premium(s) from any amounts due the Consultant under this Agreement. Failure of the Consultant to maintain the insurance required by this Agreement, or to comply with any of the requirements of this section, shall constitute a material breach of this Agreement.
- 12.11. **Notices.** Contractor shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. Consultant shall provide no less than 30 days’ notice of any cancellation or material change to policies required by this Agreement. Consultant shall provide proof that cancelled or expired policies of insurance have been renewed or replaced with other policies providing at

least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages. The name and address for Additional Insured Endorsements, Certificates of Insurance and Notices of Cancellation is: City of South Pasadena, Attn: Risk Management, 1414 Mission St., South Pasadena, CA 91030. Telephone: (626) 403-7230.

- 12.12. **Consultant's Insurance Primary.** The insurance provided by Consultant, including all endorsements, shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.
- 12.13. **Waiver of Subrogation.** Consultant hereby waives all rights of subrogation against the City. Consultant shall additionally waive such rights either by endorsement to each policy or provide proof of such waiver in the policy itself.
- 12.14. **Report of Claims to City.** Consultant shall report to the City, in addition to the Consultant's insurer, any and all insurance claims submitted to Consultant's insurer in connection with the services under this Agreement.
- 12.15. **Premium Payments and Deductibles.** Consultant must disclose all deductibles and self-insured retention amounts to the City. The City may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within retention amounts. Ultimately, City must approve all such amounts prior to execution of this Agreement.

City has no obligation to pay any premiums, assessments, or deductibles under any policy required in this Agreement. Consultant shall be responsible for all premiums and deductibles in all of Consultant's insurance policies. The amount of deductibles for insurance coverage required herein are subject to City's approval.

- 12.16. **Duty to Defend and Indemnify.** Consultant's duties to defend and indemnify City under this Agreement shall not be limited by the foregoing insurance requirements and shall survive the expiration of this Agreement.

### 13. MUTUAL COOPERATION

- 13.1. **City Cooperation in Performance.** City shall provide Consultant with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Consultant's services under this Agreement.
- 13.2. **Consultant Cooperation in Defense of Claims.** If any claim or action is brought against City relating to Consultant's performance in connection with this Agreement, Consultant shall render any reasonable assistance that City may require in the defense of that claim or action.

## 14. NOTICES

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile or overnight courier service during Consultant's and City's regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

### If to City

H. Ted Gerber  
City of South Pasadena  
1414 Mission Street  
South Pasadena, CA 91030  
Telephone: (626) 460-6392  
Facsimile: (626) 403-7241

### If to Consultant

Inge Wiersema, P.E.  
Vice President / Principal-in-Charge  
Carollo Engineers, Inc.  
707 Wilshire Boulevard, Suite 3920  
Los Angeles, CA 90017  
Telephone: (213) 489-1587

With courtesy copy to:

Andrew L. Jared  
South Pasadena City Attorney  
Colantuono, Highsmith & Whatley, PC  
790 E. Colorado Blvd. Ste. 850  
Pasadena, CA 91101  
Telephone: (213) 542-5700  
Facsimile: (213) 542-5710

## 15. SURVIVING COVENANTS

The parties agree that the covenants contained in paragraph 5.11 (Records), paragraph 10.4 (Indemnification of CalPERS Determination), Section 11 (Indemnity), paragraph 12.8 (Claims-Made Policies), paragraph 13.2 (Consultant Cooperation in Defense of Claims), and paragraph 18.1 (Confidentiality) of this Agreement shall survive the expiration or termination of this Agreement, subject to the provisions and limitations of this Agreement and all otherwise applicable statutes of limitations and repose.

## 16. TERMINATION

- 16.1. **City Termination.** City may terminate this Agreement for any reason on five calendar days' written notice to Consultant. Consultant agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.

- 16.2. **Consultant Termination.** Consultant may terminate this Agreement for a material breach of this Agreement upon 30 days' notice.
- 16.3. **Compensation Following Termination.** Upon termination, Consultant shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement. The City shall have the benefit of such work as may have been completed up to the time of such termination.
- 16.4. **Remedies.** City retains any and all available legal and equitable remedies for Consultant's breach of this Agreement.

## 17. INTERPRETATION OF AGREEMENT

- 17.1. **Governing Law.** This Agreement shall be governed and construed in accordance with the laws of the State of California.
- 17.2. **Integration of Exhibits.** All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Consultant with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed on by City and Consultant.
- 17.3. **Headings.** The headings and captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the language of the section or paragraph shall control and govern in the construction of this Agreement.
- 17.4. **Pronouns.** Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).
- 17.5. **Severability.** If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to the extent necessary to, cure such invalidity or unenforceability, and shall be enforceable in its amended form. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.



- 17.6. **No Presumption Against Drafter.** Each party had an opportunity to consult with an attorney in reviewing and drafting this agreement. Any uncertainty or ambiguity shall not be construed for or against any party based on attribution of drafting to any party.

## 18. GENERAL PROVISIONS

- 18.1. **Confidentiality.** All data, documents, discussion, or other information developed or received by Consultant for performance of this Agreement are deemed confidential and Consultant shall not disclose it without prior written consent by City. City shall grant such consent if disclosure is legally required. All City data shall be returned to City upon the termination or expiration of this Agreement.
- 18.2. **Conflicts of Interest.** Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Consultant further agrees to file, or shall cause its employees or subcontractor to file, a Statement of Economic Interest with the City's Filing Officer if required under state law in the performance of the services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer, or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.
- 18.3. **Non-assignment.** Consultant shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Consultant.
- 18.4. **Binding on Successors.** This Agreement shall be binding on the successors and assigns of the parties.
- 18.5. **No Third-Party Beneficiaries.** Except as expressly stated herein, there is no intended third-party beneficiary of any right or obligation assumed by the parties.
- 18.6. **Time of the Essence.** Time is of the essence for each and every provision of this Agreement.
- 18.7. **Non-Discrimination.** Consultant shall not discriminate against any employee or applicant for employment because of race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law, disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Employment actions to which this provision applies shall include, but not be limited to, the

following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; or in terms, conditions or privileges of employment, and selection for training. Consultant agrees to post in conspicuous places, available to employees and applicants for employment, the provisions of this nondiscrimination clause.

- 18.8. **Waiver.** No provision, covenant, or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in writing signed by one authorized to bind the party asserted to have consented to the waiver. The waiver by City or Consultant of any breach of any provision, covenant, or condition of this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other provision, covenant, or condition.
- 18.9. **Excused Failure to Perform.** Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in City's sole judgment, that such failure was due to causes beyond the control and without the fault or negligence of Consultant.
- 18.10. **Remedies Non-Exclusive.** Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance from the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any or all of such other rights, powers or remedies.
- 18.11. **Attorneys' Fees.** If legal action shall be necessary to enforce any term, covenant or condition contained in this Agreement, the prevailing party shall be entitled to an award of reasonable attorneys' fees and costs expended in the action.
- 18.12. **Venue.** The venue for any litigation shall be Los Angeles County, California and Consultant hereby consents to jurisdiction in Los Angeles County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.

**TO EFFECTUATE THIS AGREEMENT**, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

“City”  
City of South Pasadena

“Consultant”  
Carollo Engineers, Inc.

By: \_\_\_\_\_  
*Signature*

By: \_\_\_\_\_  
*Signature*

Printed: \_\_\_\_\_

Printed: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Attest:**

By: \_\_\_\_\_  
Desiree Jimenez, CMC  
Chief City Clerk

Date: \_\_\_\_\_

**Approved as to form:**

By: \_\_\_\_\_  
Andrew L. Jared, City Attorney

Date: \_\_\_\_\_

## **EXHIBIT A**

### **Scope of Work**

**Carollo Engineers, Inc.**

#### **Task 1 – Supplemental Project Completion Report**

Carollo will, using the available geographic information system (GIS) data associated with the sewer video analysis performed by through year 2015, summarize in a map and table the pipelines considered to be in Groups “C”, “D”, “I”, and “II”, as noted in paragraph 5 of the Consent Judgement, shown in Exhibit C of this agreement. Carollo will review the record drawings, summary maps, reports and tables developed at the end of the Phase 1 and Phase 2 sewer projects to identify the pipelines that were replaced and had spot repairs completed. For the pipelines considered to be in Groups “C”, “D”, “I”, and “II” where the documentation does not clearly show that repairs have been made, Carollo will review the subsequent video analysis to evaluate whether repairs have been made on those pipelines or not.

Carollo will develop a Supplemental Project Completion Report summarizing the pipelines that were classified as Groups “C”, “D”, “I”, and “II”; the pipelines that were replaced or repaired; and identification of any pipelines in Groups “C”, “D”, “I”, and “II” that did not have work completed. Carollo will submit a draft technical memorandum (TM) to the City. After receiving City comments, Carollo will submit a draft final TM to the City for submission to the Los Angeles Regional Water Quality Control Board (RWQCB). Carollo will incorporate RWQCB comments and produce a final, stamped TM.

Carollo has also budgeted three virtual conference calls, one as a kickoff meeting, one to present summarized results, and one to review the draft TM. Carollo has also budgeted one visit to the City’s offices to review/obtain data.

#### Schedule:

Carollo will produce the draft TM for Task 1 within two (2) months of Notice to Proceed.

Final TM will be delivered within seven business days of receiving comments on the final draft TM.

#### Deliverables:

Draft TM, Final TM

#### **Task 2 – Flow and Capacity Study**

A flow and capacity study is required by paragraph D of the Consent Judgment, shown in Exhibit C. Carollo will develop a flow and capacity study report based on work performed as part of a previous scope (One Water 2050 Plan). Paragraph D required the development of an approved plan, followed by

the performance of the System Flow Monitoring and Capacity Analysis. Carollo will develop a summary TM summarizing the capacity analysis work already performed in the One Water 2050 Plan.

After receiving City comments, Carollo will submit a draft final TM to the City for submission to the RWQCB. Carollo will incorporate RWQCB comments and produce a final, stamped TM.

Calls and meetings for this task will be completed as part of Task 1.

Schedule:

Carollo will produce the draft TM for Task 2 within two (2) months of Notice to Proceed.

Final TM will be delivered within seven business days of receiving comments on the final draft TM.

Deliverables:

Draft TM, Final TM

**Task 3 – Quarterly Report on Subsequent Video Analysis**

The City is required to submit a quarterly report summarizing Subsequent Video Analysis as required by paragraph D of the Consent Judgement, shown in Exhibit C. The last report submitted to RWQCB covered 4th quarter 2017, and the report has not been submitted since then. Carollo will develop a single quarterly report covering the period from the 1st quarter of 2018 through the 4th quarter of 2022.

The report will discuss Subsequent Video Analysis; new sanitary sewer overflows (SSOs) data; continued implementation of routine maintenance; City's fats, oils, and grease (FOG) control program; and the City's Hot Spot program.

Carollo will review the video analysis performed in 2020 for all pipes that were initially classified as Groups "C", "D", "I", and "II" per the Consent Judgement. Any Groups "C", "D", "I", and "II" pipelines with significant defects from the video analysis from 2020 will be identified, including a recommendation for replacement, lining, and/or repair.

Carollo will also compile new Sanitary Sewer Overflow (SSO) data from years 2018 through 2022, as well as document the City's ongoing maintenance processes.

Carollo will submit a draft TM to the City. After receiving City comments, Carollo will submit a draft final TM to the City for submission to the RWQCB. Carollo will incorporate RWQCB comments and produce a final, stamped TM.

Carollo has also budgeted two virtual conference calls for this task beyond those in Task 1, one to present summarized results, and one to review the draft TM.

Schedule:

Carollo will produce the draft TM for Task 3 within two months of completion of the draft TM of Task 1.

Final TM will be delivered within seven business days of receiving comments on the final draft TM.

If the project extended beyond four months, additional project management budget will be required.

Deliverables:

Draft TM, Final TM

**Scope Clarifications**

If RWQCB rejects the Flow and Capacity Study, no work is included to perform additional flow or capacity analysis to meet RWQCB requests.

No work is included in this Scope of Work to assist the City on the Asset Management Program (paragraph 6 of the Consent Judgment).

No work is included in this Scope of Work to assist the City with ongoing biannual requirements for Subsequent Video Analysis, other than a summary of the video analysis performed in 2020.

## EXHIBIT B

### Project Fees and Hourly Billing Rates

Task Description	Principal-in-Charge	Project Manager	Quality Control	Project Engineer	Staff Engineer	GIS Analyst	Admin	Total Hours	ODCs	Total Fee
Supplemental Project Completion TM	4	18	4	24	40	24	12	126	\$100	\$28,514
Flow and Capacity Study	0	6	2	16	0	4	4	32	-	\$ 7,832
Quarterly TM on Video Analysis	4	14	4	24	32	12	12	102	-	\$23,622
<b>Total</b>	<b>8</b>	<b>38</b>	<b>10</b>	<b>64</b>	<b>72</b>	<b>40</b>	<b>28</b>	<b>260</b>	<b>\$100</b>	<b>\$59,968</b>

#### Hourly Rate

#### Engineers/Scientists

Assistant Professional	\$213.00
Professional	258.00
Project Professional	272.00
Lead Project Professional	313.00
Senior Professional	345.00

#### Technicians

Technicians	153.00
Senior Technicians	223.00

#### Support Staff

Document Processing / Clerical	147.00
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#### Other Direct Expenses

Travel and Subsistence	at cost
Mileage at IRS Reimbursement Rate Effective July 1, 2022	\$.625 per mile
Subconsultant	cost + 10%
Other Direct Cost	cost + 10%
Expert Witness	Rate x 2.0

Rates listed are valid through December 31, 2023.  
This fee schedule is subject to annual revisions due to labor adjustments.

**EXHIBIT C**

**2011 Consent Judgement (included as a Reference to Exhibit A Scope of Work)**



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SUPERIOR COURT OF THE STATE OF CALIFORNIA  
COUNTY OF LOS ANGELES

**PEOPLE OF THE STATE OF CALIFORNIA EX REL. REGIONAL WATER QUALITY CONTROL BOARD, LOS ANGELES REGION,**

**PLAINTIFF,**

**v.**

**THE CITY OF SOUTH PASADENA,**

**DEFENDANT.**

Case No.

**[PROPOSED] CONSENT JUDGMENT PURSUANT TO STIPULATION OF THE PARTIES; [PROPOSED] ORDER**

This consent judgment pursuant to stipulation (Consent Judgment) is entered into by Plaintiff the People of the State of California, ex rel. Regional Water Quality Control Board, Los Angeles Region (Regional Board), and Defendant the City of South Pasadena (City). For purposes of this Consent Judgment, the Regional Board and the City shall be referred to collectively as the Parties.

**INTRODUCTION**

This Consent Judgment relates to the City's failure to comply with the terms of State Water Resources Control Board Order No. 2006-0003-DWQ, Statewide General Waste Discharge

1 Requirements for Sanitary Sewer Systems (WDR). As set forth in the Complaint filed  
2 concurrently hereto, the Regional Board alleges that the City failed to comply with the WDR by  
3 discharging pollutants, including but not limited to raw sewage, into waters of the United States  
4 and/or waters of the state, in violation of Water Code sections 13263 and/or 13376, for which the  
5 Regional Board or a superior court can assess civil liability pursuant to Water Code sections  
6 13350 and/or 13385.

7 The Parties engaged in extended settlement negotiations prior to the initiation of litigation.  
8 In these negotiations, the Regional Board was represented by the Attorney General of the State of  
9 California. The City was represented by Richard Adams II of Jones and Mayer, City Attorney  
10 and James L. Markman of Richards, Watson & Gershon, Special Counsel.

11 The Parties have agreed to settle this matter without litigation pursuant to the terms of this  
12 Consent Judgment. The Regional Board has filed a Complaint simultaneously with the lodging  
13 of this Consent Judgment. The Parties enter into this Consent Judgment pursuant to a  
14 compromise and settlement of the allegations in the Complaint. The Parties believe that the  
15 resolution embodied in this Consent Judgment is fair and reasonable and fulfills the Regional  
16 Board's enforcement objectives; that its terms are appropriate in light of certain corrective efforts  
17 the City has made or will make, and penalties to which the City has agreed to pay; and that entry  
18 of this Consent Judgment is in the best interest of the public.

19 The Parties, after opportunity for review by counsel, hereby stipulate and consent to the  
20 entry of this Consent Judgment as set forth below.

21 **IT IS HEREBY ORDERED, ADJUDGED, AND DECREED:**

22 **CONSENT JUDGMENT PURSUANT TO STIPULATION**

23 **1. DEFINITIONS**

24 Except where otherwise expressly defined in this Consent Judgment, all terms shall be  
25 interpreted consistent with the Porter-Cologne Water Quality Control Act, Water Code sections  
26 13300 et seq., including the regulations promulgated pursuant to those sections, and the Federal  
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1 Water Pollution Control Act, 33 U.S.C. sections 1251 et seq., including the regulations  
2 promulgated under those sections, 40 C.F.R. 100 et seq.

3 **2. COMPLAINT AND SCOPE OF AGREEMENT**

4 The Complaint in this action alleges that the City violated Water Code sections 13263  
5 and/or 13376, for which the Regional Board or a superior court can assess civil liability pursuant  
6 to Water Code sections 13350 and/or 13385. This Consent Judgment resolves all allegations and  
7 violations made in the Complaint in this case as well as four (4) additional violations that the  
8 Parties have agreed will be covered by this Consent Judgment. The total number of violations  
9 covered by this Consent Judgment shall be twenty six (26) violations, all of which are listed in the  
10 table attached hereto as Exhibit A.

11 **3. JURISDICTION AND VENUE**

12 The Parties agree that the Superior Court of California, County of Los Angeles, has subject  
13 matter jurisdiction over the matters alleged in this action and personal jurisdiction over the Parties  
14 to this Consent Judgment, and that the Superior Court for the County of Los Angeles is the proper  
15 venue of this action.

16 **4. PAYMENT OF CIVIL PENALTIES AND INVESTIGATION AND**  
17 **ENFORCEMENT COSTS**

18 **4.1 Total Penalties**

19 On entry of this Consent Judgment, the City shall be liable for a total of nine hundred  
20 thousand dollars (\$900,000) in civil penalties.

21 **4.2 Civil Penalty Payment**

22 Within thirty (30) days of entry of this Consent Judgment, the City shall pay a civil penalty  
23 of an amount equal to the remainder of two hundred twenty-five thousand dollars (\$225,000) less  
24 the cost to the City of an asset management software system acceptable to the Regional Board,  
25 such cost not to exceed fifty thousand dollars (\$50,000) with a check payable to the State Water  
26 Pollution Cleanup and Abatement Account. If the City fails to make payment of this amount  
27 within thirty (30) days, the City shall pay a stipulated penalty of one thousand dollars (\$1,000) for  
28 each day payment is overdue.

1 The City shall deliver these payments to the Regional Board addressed to:  
2 Regional Water Quality Control Board, Los Angeles Region  
3 320 West Fourth Street, Suite 200  
4 Los Angeles, California 90013  
5 Attention: Paula Rasmussen

6 **4.3 Suspended Penalties**

7 The remaining civil penalties in the amount of six hundred and seventy-five thousand  
8 dollars (\$675,000) shall be suspended. These suspended penalties (Suspended Civil Liability)  
9 shall be deemed satisfied once the City completes all obligations pursuant to section 5 below.

10 **4.3a Reductions in Suspended Civil Liability**

11 Notwithstanding section 4.3 above, the City shall receive a reduction in the amount of the  
12 Suspended Civil Liability as follows. When the City completes fifty percent (50%) of the  
13 obligations pursuant to section 5 below, the City shall receive a credit of one hundred seventy  
14 thousand dollars (\$170,000). When the City completes seventy five percent (75%) of the  
15 obligations pursuant to section 5 below, the City shall receive an additional credit of one hundred  
16 seventy thousand dollars (\$170,000), for a total credit of three hundred and forty thousand dollars  
17 (\$340,000). The remaining portion of the Suspended Civil Liability shall be satisfied when the  
18 entire obligation pursuant to section 5 below is complete.

19 **4.4 Attorney Fees, Staff Investigation Costs, and SEP Oversight Costs**

20 Within thirty (30) days of entry of this Consent Judgment, the City shall pay fifty thousand  
21 dollars (\$50,000) for attorneys' fees and staff investigation costs and all oversight costs, delivered  
22 as set forth in Section 4.2 above and with a check payable to the State Water Pollution Cleanup  
23 and Abatement Account. If the City fails to make payment of this amount within thirty (30) days  
24 of entry of this Consent Judgment, the City shall pay a stipulated penalty of one thousand dollars  
25 (\$1,000) for each day payment is overdue with a check payable to the State Water Pollution  
26 Cleanup and Abatement Account delivered to the Regional Board as set forth in Section 4.2  
27 above.

28 **4.5 Disputes Pertaining to Payment of Penalties**

Should any disagreement arise pertaining to the City's failure to pay civil penalties,

1 attorneys' fees, or staff investigation costs, the Regional Board may enforce these provisions by  
2 using the procedures set forth in section 14 below. If the Regional Board believes that the City  
3 has failed to complete any portion of the obligations pursuant to section 5 of this Consent  
4 Judgment, the Regional Board may seek to lift the suspension of any Suspended Civil Liability  
5 amount as defined in section 4.3 of this Consent Judgment by using the procedures set forth in  
6 section 14 below, taking into account any credits that are due to the City pursuant to section 4.3a  
7 above.

8 **5. SEWER REPAIR WORK**

9 The City, through DMR Team Inc. (DMR), has completed video analysis of at least 50%  
10 of the City's sewer system, and has grouped the condition of the sewer mains into four categories,  
11 groups A, B, C, and D. DMR has also grouped all spot repairs needed in those mains into four  
12 categories, groups I, II, III, and IV. The City shall complete the video analysis of the remaining  
13 50% of the City's sewer system, as specified in section 8 of this Consent Judgment. The City  
14 shall then complete repairs on all mains that the City has defined as in a Group "C" or "D" repair  
15 condition in its "Sewer Video Analysis and Condition Assessment" (Condition Assessment  
16 Report)<sup>1</sup> as specified in sections 5.1 and 5.2 below. Additionally, the City shall complete all local  
17 spot repairs found to be in a Group "I" or "II" repair condition in the City's Condition  
18 Assessment Report as specified in sections 5.1 and 5.2 below. Together, Groups "C" and "D"  
19 and "I" and "II" shall be referred to as the Capital Improvement Program. If the City fails to  
20 complete any part of the Capital Improvement Program repairs within the time periods specified  
21 below, the City shall pay the appropriate Suspended Civil Liability amount as specified in  
22 sections 4.3 and 4.5 above.

23 **5.1 Group "D" and Group "I" Repair Condition**

24 The City shall complete the repairs of the sewer mains in Group "D" and local spot repairs  
25 in Group "I" repair condition within 4 years of entry of this Consent Judgment.  
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27 \_\_\_\_\_  
28 <sup>1</sup> The Condition Assessment Report is attached hereto as Exhibit B.

1                   **5.2     Group “C” and Group “II” Repair Condition**

2                   The City shall complete the repairs of the sewer mains in Group “C” and local spot repairs  
3 in Group “II” repair condition within 10 years of entry of this Consent Judgment.

4                   **5.3     Additional Incentive Payments**

5                   If the City fails to complete the Capital Improvement Program above within 9 years from  
6 the date of entry of this Consent Judgment, the City shall pay \$10,000 a month for each month the  
7 City has not completed its Capital Improvement Program (Additional Incentive Monies). There  
8 shall be no noticed motion required to collect this Additional Incentive Monies and it shall be  
9 paid to the State Water Pollution Cleanup and Abatement Account and delivered pursuant to  
10 section 4.2 above. The Regional Board shall meet and confer with the City prior to demanding  
11 any Additional Incentive Monies. If the parties are unable to resolve their differences through the  
12 meet and confer process, the Regional Board shall demand in writing the appropriate Additional  
13 Incentive Money and the payment shall be due and payable within 30 days of the date of the  
14 demand. This obligation does not require a Court finding. If the City disagrees with the Regional  
15 Board’s demand, the City shall have the right to move the Court to set aside the Regional Board’s  
16 demand.

17                   **5.4     Submittal of Quarterly Reports**

18                   The City shall submit quarterly reports to the Regional Board with the most up-to-date  
19 information on the progress the City is making on the Capital Improvement Program. These  
20 quarterly reports shall be due on January 30, April 30, July 30, and October 30 of each year. In  
21 addition, when the City has completed its work on the Capital Improvement Program, it shall  
22 submit a final report to the Regional Board that shall state that the Capital Improvement Program  
23 has been completed and provide a complete list of all work completed pursuant to the Capital  
24 Improvement Program (Final Report). The Regional Board shall have 90 days to review the Final  
25 Report. If the Regional Board finds that the work pursuant to the Capital Improvement Program  
26 is incomplete, then the Regional Board shall inform the City within those 90 days and shall meet  
27 and confer regarding what work is outstanding. The City shall not be required to pay any  
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1 Suspended Civil Liability amount or any Additional Incentive Monies during the 90 days that the  
2 Regional Board is reviewing the Final Report. If a dispute regarding whether or not the City has  
3 completed its Capital Improvement Program remains following the meet and confer, then the  
4 Regional Board shall seek any Suspended Civil Liability pursuant to the procedures set forth in  
5 section 14 of this Consent Judgment.

6 **6. ASSET MANAGEMENT SOFTWARE PROGRAM**

7 As an enhanced compliance project, the City shall acquire a subscription to, and enter into  
8 an agreement for, an asset management software program for its sewer system within 60 days of  
9 entry of this Consent Judgment (Enhanced Compliance Project). If the City fails to complete its  
10 Enhanced Compliance Project within 60 days of entry of this Consent Judgment, the City shall  
11 pay a stipulated penalty of \$1,000 per day that the Enhanced Compliance Project is incomplete.

12 **7. FLOW AND CAPACITY STUDY**

13 A proposed plan to study flow and capacity shall be prepared by the City and submitted to  
14 the Regional Board within 60 days of entry of this Consent Judgment. The City shall then  
15 complete the approved System Flow Monitoring and Capacity Analysis, which shall consist of a  
16 flow and capacity study of the City's sanitary sewer system within 3 years of entry of this  
17 Consent Judgment. If the City does not complete this study within 3 years, then the City shall  
18 pay a stipulated penalty of \$1,000 per day that the study is incomplete.

19 **8. VIDEO ANALYSIS OF THE SEWER SYSTEM**

20 The City shall complete Phase III of its four phase video analysis of its sanitary sewer  
21 system on or before December 31, 2011. The City shall complete Phase IV of its four phase  
22 video analysis of its sanitary sewer system on or before December 31, 2012. The City shall then  
23 complete a video analysis of its sanitary sewer system every 2 years starting January 1, 2013  
24 (Subsequent Video Analysis). If the City fails to complete these video analyses in the time stated,  
25 then the City shall pay \$1,000 per day until the analysis is complete.

26 **8.1. Routine Maintenance**

27 The City shall complete flushing and hydrojetting to clear blockages and roots and remove  
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1 grease buildup (hereinafter "Routine Maintenance") discovered by the Subsequent Video  
2 Analysis of its sanitary sewer system within 60 days from the determination that such Routine  
3 Maintenance is necessary. If the City fails to complete the Routine Maintenance discovered by  
4 the Subsequent Video Analysis of its sanitary sewer system within 60 days from the  
5 determination that such repairs are necessary, then the City shall pay a stipulated penalty of  
6 \$1,000 for every day that the repairs remain incomplete.

7 **8.2. Groups "D" and "I" Repair Condition After Subsequent Video Analysis**

8 Any Group "D" mains or Group "I" spot repairs as defined in Section 5 above that are  
9 detected on any Subsequent Video Analysis of the sanitary sewer system, that were not  
10 previously identified, shall be completed within 4 years from entry of this Consent Judgment, or  
11 within 1 year of detection, whichever is later.

12 **8.3. Groups "C" and "II" Repair Condition After Subsequent Video Analysis**

13 Any Group "C" mains or Group "II" spot repairs as defined in Section 5 above that are  
14 detected on any Subsequent Video Analysis of the sanitary sewer system, that were not  
15 previously identified, shall be completed within 10 years from entry of this Consent Judgment, or  
16 2 years from detection, whichever is later. The City shall not be required to pay any Additional  
17 Incentive Monies for any Group "D" or Group "C" mains or Group "I" or Group "II" spot repairs  
18 detected on any Subsequent Video Analysis of the sanitary sewer system that were not previously  
19 identified in the first video analysis completed prior to December 31, 2012.

20 **8.4. Modification of Subsequent Video Analysis Repairs**

21 If the City determines that it cannot meet the schedule for the repairs discovered in any  
22 Subsequent Video Analysis, then it may meet and confer with the Regional Board and attempt to  
23 modify the schedule. If the parties are then unable to resolve any disputes, the City may bring a  
24 noticed motion seeking judicial relief or modification of the schedule. Any change in the timing  
25 of these repairs will not affect the City's obligations under Section 5 of this agreement. If the  
26 City fails to comply with this term of the agreement, the Regional Board may seek the suspended  
27 civil penalty by noticed motion as described in section 14 of this Consent Judgment, including  
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1 any necessary meet and confer.

2 **9. SUBMITTAL OF SUBSEQUENT VIDEO ANALYSIS QUARTERLY**  
3 **REPORTS**

4 The City shall submit quarterly reports to the Regional Board with the most up-to-date  
5 information on the Subsequent Video Analysis of its sewer system. These quarterly reports shall  
6 be due to the Regional Board on January 30, April 30, July 30, and October 30 of each year. In  
7 addition, the quarterly reports shall provide the most up-to-date information on: 1) any new SSO  
8 data (including the cause of the SSO and the measures taken to prevent recurrence); 2) the  
9 continued implementation of the Routine Maintenance; 3) the City's fats, oils and grease (FOG)  
10 control program (FOG control program); and 4) the City's Hot Spot program. If the City fails to  
11 submit these quarterly reports to the Regional Board, then the City shall pay a stipulated penalty  
12 of \$1,000 per day that any quarterly reports are overdue.

13 **10. FATS OILS AND GREASE CONTROL PROGRAM**

14 The City shall implement its FOG control program, attached hereto as Exhibit C, and make  
15 its best efforts to have all food service establishments as defined in its FOG ordinance inspected  
16 within 15 days of the City becoming aware of the existence of the establishment. If the City fails  
17 to implement its FOG control program within 45 days of entry of this Consent Judgment, then the  
18 City shall pay a stipulated penalty of \$1,000 for every day that it remains unimplemented.

19 **11. HOT SPOTS**

20 The City shall inspect locations in its sanitary sewer system known to the City to require  
21 more frequent attention due to historic performance issues (Hot Spots) every 45 days and  
22 complete all required Routine Maintenance within 45 days of determining that any Routine  
23 Maintenance is necessary. If the City fails to inspect its known Hot Spots every 45 days or fails  
24 to complete all required Routine Maintenance at its Hot Spots within 45 days of determining that  
25 any Routine Maintenance is necessary, then the City shall pay a stipulated penalty of \$1,000 for  
26 every day that the Hot Spots are not inspected and \$1,000 for every day that the required Routine  
27 Maintenance is not complete.  
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**12.     STAFF TRAINING**

The City shall make its best efforts to train and certify its staff through the California Water Environment Association in collection system maintenance. All new hires in the sewer maintenance crew shall be required to receive such certification and training, provided it does not interfere with their Union contracts.

**13.     FORCE MAJEURE**

**13.1.** Any event (which may include an act or an omission) that is beyond the City’s control and that prevents the City from timely performing any obligation under this Consent Judgment, despite the City’s reasonable best efforts, is a “Force Majeure” event. Force Majeure does not include the City’s financial inability to fund or complete the obligation or circumstances that the City could have avoided if it had complied with preventative requirements imposed by law, regulation or ordinance.

**13.2.** If any Force Majeure event occurs that may prevent or delay the City’s performance of any obligation under this Consent Judgment, within ten (10) business days of when the City first receives reasonable notice of the event, it shall provide to the Regional Board a written explanation and description of the event; the anticipated duration of any delay; all actions the City has taken or will take to prevent or minimize the delay or other noncompliance and a schedule of such actions; and the rationale for categorizing the event as a Force Majeure. In addition, the City shall provide all available non-privileged, material, factual documentation supporting a Force Majeure claim.

**13.3.** Within fourteen (14) days of receiving the notice set forth in Section 13.2, the Regional Board shall notify the City in writing whether it agrees with its assertion of Force Majeure. If the Regional Board agrees that the prevention of performance or anticipated prevention of performance or delay or anticipated delay is attributable to Force Majeure, the City’s performance will be excused to such degree as the Regional Board and the City agree, or the time for performance of its obligations under this Consent Judgment that are affected by Force

1 Majeure will be excused to such degree, or extended for such time, as the Regional Board and the  
2 City agree is necessary to complete those obligations.

3       **13.4.** If the City and the Regional Board disagree about the existence or effect of Force  
4 Majeure, either the City or the Regional Board may petition the Court to resolve the dispute. If  
5 either the City or the Regional Board petitions the Court to resolve the Force Majeure dispute, it  
6 will neither preclude nor prejudice the Regional Board from bringing a motion to enforce the  
7 Consent Judgment as provided in this Consent Judgment, nor will it preclude nor prejudice the  
8 City's ability to oppose such a motion. Alternatively, the City may raise Force Majeure as a  
9 defense to a motion to enforce. In all instances, the City shall have the burden of proof to  
10 demonstrate Force Majeure.

11       **14.       ENFORCEMENT AND PENALTIES**

12       **14.1.     Procedure**

13       The Regional Board may move this Court to enforce any provision of this Consent  
14 Judgment and to award other appropriate relief, including penalties for violations of sections 4  
15 through 11 above, by serving and filing a regularly noticed motion in accordance with Code of  
16 Civil Procedure section 1005 (Enforcement Motion). The City may file an opposition, and the  
17 Regional Board may file a reply, both also in accordance with Code of Civil Procedure section  
18 1005. At least ten (10) business days before filing an Enforcement Motion under this Consent  
19 Judgment, the Regional Board must meet and confer with the City to attempt to resolve the matter  
20 without judicial intervention. To ensure that the "meet and confer" is as productive as possible,  
21 the Regional Board will identify, as specifically as the available information allows, the specific  
22 instances and dates of non-compliance and the actions that the Regional Board believes the City  
23 must take to remedy that non-compliance.

24       **15.       PUBLIC COMMENT**

25       The Parties agree and acknowledge that the Regional Board's final approval of this Consent  
26 Judgment is subject to the requirements of notice and comment pursuant to federal and state  
27 requirements. Section 123.27(d)(2) of Title 40, Code of Federal Regulations, provides that notice  
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1 of the proposed settlement be given to the public and that the public shall have at least thirty (30)  
2 days after the notice to submit comments on the proposal. The Regional Board will publish notice  
3 on the Regional Board website after the Consent Judgment is lodged with the Court. The  
4 Regional Board reserves the right to withdraw or withhold its consent, prior to entry of the  
5 Consent Judgment, if the comments received disclose information or considerations that indicate  
6 that the Consent Judgment is inappropriate, improper, or inadequate. The City agrees not to  
7 withdraw from, oppose entry of, or to challenge any provision of this Consent Judgment, unless  
8 the Regional Board notifies the City in writing that it no longer supports entry of this Consent  
9 Judgment.

10 **16. NOTICE**

11 All submissions and notices required by this Consent Judgment shall be sent to:

12 For the Regional Board:

13 Paula Rasmussen  
14 Los Angeles Regional Water Quality Control Board  
15 320 West Fourth Street, Suite 200  
16 Los Angeles, California 90013

17 Noah Golden-Krasner  
18 Deputy Attorney General  
19 Office of the Attorney General  
20 300 South Spring Street, Ste 1702  
21 Los Angeles, California 90013

22 For the City: Sergio Gonzalez, Interim City Manager  
23 City of South Pasadena  
24 1414 Mission Street  
25 South Pasadena, California 91030

26 Richard Adams II, City Attorney  
27 City of South Pasadena  
28 3777 N. Harbor Boulevard  
Fullerton, California 92835

1 Any Party may change its notice name and address by informing the other Party in writing,  
2 but no change is effective until it is received. All notices and other communications required or  
3 permitted under this Consent Judgment that are properly addressed as provided in this Section are  
4 effective upon delivery if delivered personally or by overnight mail, or are effective five (5) days  
5 following deposit in the United States mail, postage prepaid, if delivered by mail.

6 **17. CONSENT TO INSPECTION OF FACILITIES AND DOCUMENTS**

7 **17.1. Documents**

8 On reasonable notice, the City shall permit any duly authorized representative of the  
9 Regional Board to inspect and copy any documents in the City's possession that relate to this  
10 Consent Judgment, to determine whether the City is in compliance with the terms of this Consent  
11 Judgment. Nothing in this section is intended to require access to or production of any documents  
12 that are protected by the attorney-client privilege, attorney work product doctrine or any other  
13 applicable privilege afforded to the City under law.

14 **17.2. Facilities**

15 On reasonable notice, the City shall permit any duly authorized representative of the  
16 Regional Board to inspect its sewer system facilities including, but not limited to, sewer mains,  
17 manholes, Hot Spots, Routine Maintenance areas, and any other City facility involved in this  
18 Consent Judgment

19 **18. NECESSITY FOR WRITTEN APPROVALS**

20 All approvals and decisions of the Regional Board under the terms of this Consent  
21 Judgment shall be communicated to the City in writing. No oral advice, guidance, suggestions or  
22 comments by employees or officials of the Regional Board regarding submissions or notices shall  
23 be construed to relieve the City of its obligation to obtain any final written approval required by  
24 this Consent Judgment.

25 **19. EFFECT OF JUDGMENT**

26 Except as expressly provided in this Consent Judgment, nothing in this Consent Judgment  
27 is intended nor shall it be construed to preclude the Regional Board, or any state, county, or local  
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1 agency, department, board or entity, or any Certified Unified Program Agency, from exercising  
2 its authority under any law, statute or regulation.

3 **20. LIABILITY OF REGIONAL BOARD**

4 The Regional Board shall not be liable for any injury or damage to persons or property  
5 resulting from acts or omissions by the City, its directors, officers, employees, agents,  
6 representatives or contractors in carrying out activities pursuant to this Consent Judgment, nor  
7 shall the Regional Board be held as a party to or guarantor of any contract entered into by the  
8 City, its directors, officers, employees, agents, representatives or contractors, in carrying out the  
9 requirements of this Consent Judgment.

10 **21. NO WAIVER OF RIGHT TO ENFORCE**

11 The failure of the Regional Board to enforce any provision of this Consent Judgment shall  
12 neither be deemed a waiver of such provision nor in any way affect the validity of this Consent  
13 Judgment. The failure of the Regional Board to enforce any such provision shall not preclude it  
14 from later enforcing the same or any other provision of this Consent Judgment. No oral advice,  
15 guidance, suggestions or comments by employees or officials of any Party regarding matters  
16 covered in this Consent Judgment shall be construed to relieve any Party of its obligations under  
17 this Consent Judgment.

18 **22. FUTURE REGULATORY CHANGES**

19 Nothing in this Consent Judgment shall excuse the City from meeting any more stringent  
20 requirements that may be imposed by changes in the applicable law.

21 **23. APPLICATION OF CONSENT JUDGMENT**

22 Upon entry, this Consent Judgment shall apply to and be binding upon the Regional Board  
23 and the City, and their employees, agents, successors, and assigns.

24 **24. AUTHORITY TO ENTER CONSENT JUDGMENT**

25 Each signatory to this Consent Judgment certifies that he or she is fully authorized by the  
26 Party he or she represents to enter into this Consent Judgment, to execute it on behalf of the Party  
27 represented and legally to bind that Party.  
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**25.     RETENTION OF JURISDICTION**

25.1     The Parties agree that this Court has exclusive jurisdiction to interpret and enforce the Consent Judgment. The Court shall retain continuing jurisdiction to enforce the terms of this Consent Judgment and to address any other matters arising out of or regarding this Consent Judgment. The Parties shall meet and confer prior to the filing of any motion relating to this Consent Judgment, including any Enforcement Motion as contemplated by Sections 4.3, 4.5, 6.7, 6.8, and 7.1, and shall negotiate in good faith in an effort to resolve any dispute without judicial intervention.

25.2     This Consent Judgment shall go into effect immediately upon entry thereof. Entry is authorized by Stipulation of the Parties upon filing.

**26.     PAYMENT OF LITIGATION EXPENSES AND FEES**

The City shall pay its own attorney fees and costs and all other costs of litigation and investigation incurred to date.

**27.     INTERPRETATION**

This Consent Judgment was drafted equally by all Parties. The Parties agree that the rule of construction holding that ambiguity is construed against the drafting Party shall not apply to the interpretation of this Consent Judgment.

**28.     COUNTERPART AND FACSIMILE SIGNATURES**

This Consent Judgment may be executed by the Parties in counterparts, by Portable Document Format (PDF), and facsimiles, each of which shall be deemed an original, and all of which, when taken together, shall constitute one and the same document.

**29.     INTEGRATION**

This Consent Judgment constitutes the entire agreement between the Parties and may not be amended or supplemented except as provided for in the Consent Judgment.

**30.     MODIFICATION OF CONSENT JUDGMENT**

This Consent Judgment may be modified only by the Court, or upon written consent by the Parties and the approval of the Court.

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**31. TERMINATION OF CONSENT JUDGMENT**

This Consent Judgment will expire and be of no further effect after the City has completed all work contemplated by Sections 5 and 8, the Regional Board has agreed that such work is complete, and the City has paid all penalties as required by this Consent Judgment.

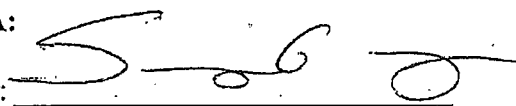
**32. FINAL JUDGMENT**

Upon approval and entry of this Consent Judgment by the Court, this Consent Judgment shall constitute a Final Judgment by the Court as to the Parties.

**SO STIPULATED.**

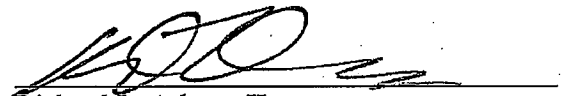
**FOR DEFENDANT CITY OF SOUTH PASADENA:**

Dated: November 28, 2011

By:   
Sergio Gonzalez  
Interim City Manager  
City of South Pasadena


**APPROVED AS TO FORM:**

Dated: November 29, 2011

  
Richard L. Adams II  
Jones & Mayer  
Attorneys for Defendant  
City of South Pasadena

**FOR PLAINTIFF PEOPLE OF THE STATE OF CALIFORNIA EX REL. THE CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD, LOS ANGELES REGION:**

Dated: November 30, 2011

By:   
Samuel L. Unger  
Executive Officer  
California Regional Water Quality Control Board, Los Angeles Region

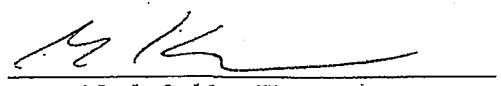
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APPROVED AS TO FORM:

Dated: November 30, 2011.



Noah Golden-Krasner  
Deputy Attorney General  
Attorney for Plaintiff  
Regional Water Quality Control Board,  
Los Angeles Region

IT IS HEREBY ORDERED:

Entered this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
Judge of the Superior Court of Los Angeles County

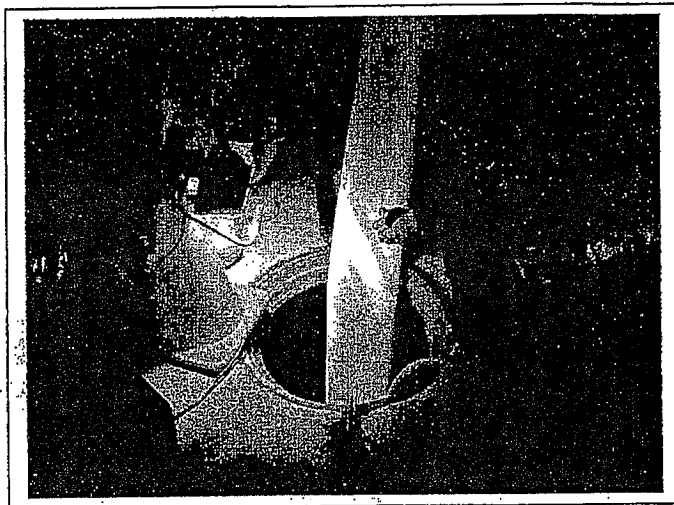
**Exhibit A**  
City of South Pasadena  
Sanitary Sewer Overflows entered into CIWQS

<b>EVENT ID</b>	<b>Start Date</b>	<b>SSO Address</b>	<b>SSO City</b>	<b>SSO Vol</b>	<b>SSO Failure Point</b>
647430	1/29/07 12:00 AM	E Huntington Dr and Fair Oaks	South Pasadena	600	Main
650881	5/21/07 8:10 AM	354 Camino del Sol	South Pasadena	5,400	Main
652469	6/19/07 1:58 AM	1800 Fremont Ave	South Pasadena	240	Main
705141	10/12/07 7:00 AM	Fair Oaks Ave. and State Street	South Pasadena	3,360	Main
724279	8/4/08 12:00 AM	1948 Fletcher Avenue	South Pasadena	600	Main
725177	8/24/08 9:15 PM	1035 Arroyo Verde	South Pasadena	2,250	Main
731039	12/22/08 5:45 PM	1129 Garfield Avenue	South Pasadena	7,500	Main
732173	1/18/09 12:00 PM	Arroyo Verde at Marmion Way	South Pasadena	1,500	Main
762438	1/25/09 9:20 AM	Fairview Avenue	South Pasadena	300	Main
735004	3/14/09 7:00 AM	Fair Oaks Ave. and State Street	South Pasadena	18,000	Main
735196	3/18/09 8:30 PM	1709 Meridia Meridian Avenue	South Pasadena	1,500	Main
736533	4/17/09 8:00 PM	324 Camino Del Sol	South Pasadena	200	Main
737165	5/5/09 10:00 PM	1020 Arroyo Verde	South Pasadena	6,000	Main
745368	10/4/09 10:10 AM	1020 Arroyo Verde	South Pasadena	13,500	Main
745593	10/10/09 10:40 AM	1020 Arroyo Verde	South Pasadena	14,000	Main
747704	12/4/09 5:00 PM	809 Bonita Drive	South Pasadena	300	Main

**Exhibit A**  
City of South Pasadena  
Sanitary Sewer Overflows entered into CIWQS

<b>EVENT ID</b>	<b>Start Date</b>	<b>SSO Address</b>	<b>SSO City</b>	<b>SSO Vol</b>	<b>SSO Failure Point</b>
747715	12/18/09 10:15 AM	422 Magnolia Street	South Pasadena	2,750	Main
748170	12/31/09 5:30 PM	Fair Oaks Avenue	South Pasadena	10,000	Main
748478	1/18/10 3:30 PM	342 Camino Del Sol	South Pasadena	7,500	Main
752040	4/27/10 2:00 PM	Fair Oaks Avenue	South Pasadena	300	Main
752257	5/9/10 8:15 AM	345 Pasadena Avenue	South Pasadena	1,875	Main
754246	6/30/10 8:30 PM	1600 Meridian Avenue	South Pasadena	4,250	Main
757719	10/13/10 6:30 PM	1701 Meridian Avenue	South Pasadena	300	Main
759022	11/29/10 12:00 PM	602 Indiana Place	South Pasadena	60	Main
759801	12/22/10 9:15 AM	1425 Fair Oaks Avenue	South Pasadena	18,750	Main
760776	1/7/11 12:00 PM	Indiana Place	South Pasadena	5	Main
			<b>Total =</b>	<b>121,040</b>	
			<b>(in gallons)</b>		

**PHASE I  
SEWER VIDEO ANALYSIS AND  
CONDITION ASSESSMENT**



**PREPARED FOR  
CITY OF SOUTH PASADENA**

***SUBMITTED BY:***

**DMR Team, Inc.**

**May 4, 2010  
Revised August 5, 2010**

## **INTRODUCTION**

As part of the City's effort to identify Citywide sewer system structural deficiencies, Phase I sewer video inspection of a 4 year inspection assessment and repair program has been completed. This report summarizes the results of the review and analysis of the video inspection, as well as the estimated cost of improvements for sewer lines that require attention. Based on the results of the Phases 1 assessment, an estimate of the repair cost is projected for the city's entire system.

## **RANKING CONSIDERATIONS**

The sewer lines that were video inspected have been categorized into four groups of "A", "B", "C", & "D" depending on the condition of the lines within each reach.

Group "A" represents a no deficiency condition and Group "D" represents a high priority repair condition. Factors that were considered in rating a reach included root intrusion, joint separation, cracks and sags, along with the frequency of occurrence and their severity.

Local problems that require spot repair have been evaluated under a separate grouping.

## **CONDITION ASSESSMENT**

The rating of the condition of the sewer mains are tabulated in Table 1. The reaches are identified as referenced in the sewer video inspection from manhole to manhole and in the same sequence.

In cases where there is a local condition that is significantly different than the condition of the main, the reach has been rated without taking the local problem into account. Local problems have been evaluated as a separate category, and prioritized according to the urgency of the required repair (see Table 2).

## **SEWER MAIN RANKING CLASSIFICATIONS**

Group "A" represents sewer mains in optimal pipe condition that did not reflect an issue needing action.

Group "B" represents sewer mains that do not have a structural deficiency. The mains in this group do not require immediate attention, nor is it anticipated that they would need to be repaired within the next 15 years.

Group "C" represents sewer mains that display minor structural deficiencies such as minor cracks, and require attention within the next 10 years.

Group "D" represents sewer mains that exhibit more serious structural deficiencies such as multiple cracks and fractures, and in general need to be repaired within the first 5 years of the program.

## SPOT REPAIR RANKING CLASSIFICATIONS

Spot repairs have been categorized as Group I, II, III & IV depending on the severity of the required repair. Group I represents the most severe conditions, and Group IV the least. Spot repair conditions have been classified as follows:

<u>GROUP</u>	<u>DEFICIENCY</u>
I	Fractures, holes, missing pipe
II	Joint displacement, multiple cracks, sags
III	Hair line cracks
IV	Root intrusion at lateral

## RECOMMENDED REPAIR AND RECONNAISSANCE PROGRAM

The program is recommended to have 2 distinct components of repair and reconnaissance. A 20 year period is envisioned to complete the first cycle of the program, with major repairs completed in the first 10 years, minor repairs between 11<sup>th</sup> and 15<sup>th</sup> year, and re-inspection of mains that are not currently subject to any repair work due to their good condition in the last 5 years.

Considering that Group "D" of the sewer mains and Group "I" of the sewer spot repairs represent the worst conditions in the system, they have been classified as priority 1 in the program,

Sewer mains with Group "C" classification that exhibited minor structural deficiencies, and Group II of the spot repair have been classified as priority 2 in the program.

Group III of the Sewer priority spot repair that deals with less serious and non structural deficiencies has been classified as priority 3.

Video inspection and analysis of sewer mains with conditions "A" & "B", along with the Group IV of the spot repairs have been classified as priority 4.

## INFORMATION TABLES

Table "A" shows the condition of the mains sorted alphabetically. Table "B" shows the condition of the spot repairs sorted alphabetically. Table "C" ranks the condition of the mains from worst to best, and Table "D" ranks the condition of the spot repairs from worst to best.

Table "E" identifies the DVD number, location, manhole #s, lengths of repair, number of laterals, condition assessment and implementation phasing order, as well as estimated repair costs.

**ESTIMATED PHASE 1 REPAIR COST**

The following table reflects the summary of the review of Phases 1 & 2 Sewer Video Inspection, with repair description and respective priority and estimated cost. The repair cost has been estimated based on unit prices of \$180/LF for removal and replacement of mains, and \$4,000 per each lateral repair.

Priority	Completion Years	Repair Description	Required Cost
1	1-5	Group "D" mains, and Group I of spot repairs	\$ 630,000
2	6-10	Group "C" mains, and Group II spot repairs	\$1,104,000
3	11-15	Group III spot repairs	\$ 346,000
4	16-20	Group "A" & "B" mains and Group IV spot repairs	\$ 309,000
<b>TOTAL</b>			<b>\$ 2,389,000</b>

**ESTIMATED REPAIR COSTS FOR THE ENTIRE SEWER SYSTEM**

Phase 1 encompasses roughly 25% of the entire City's sewer system.

Assuming that Phase 1 deficiencies and costs are representative of the entire system, a 20 year repair program would require the repair cost as shown below

Priority	Completion Years	Repair Description	Cost
1	1-5	Group "D" mains, and Group I of spot repairs	\$2,520,000
2	6-10	Group "C" mains, and Group II spot repairs	\$4,416,000
3	11-15	Group III spot repairs	\$1,384,000
4	16-20	Group "A" and "B" mains and Group IV spot repairs	\$1,236,000
<b>TOTAL</b>			<b>\$9,556,000</b>

The estimated repair cost shown above will be re-assessed as the results of the remaining phases' video analyses becomes available.

### 20 YEAR PROGRAM BUDGET

Based on the estimated improvements costs for the entire City's sewer deficiency upgrade and addition of soft costs and video inspection, a total preliminary annual budget of \$760,000 would be required:

<u>REQUIRED WORK DESCRIPTION</u>	<u>COST</u>
Estimated Construction Cost	\$ 9,560,000
Soft Cost (design, inspection, CM)	\$ 2,500,000
Video Inspection	\$ 400,000
Sub Total	\$ 12,460,000
10% Contingency	\$ 1,240,000
<b>Total Cost</b>	<b>\$13,706,000 over a 20 year period</b>
	<b>\$685,000 annually</b>



**TABLE A**  
**PHASE I**  
**SEWER MAIN CONDITION (ALPHABETICAL ORDER OF STREET NAME)**

Location	Limits	Condition	DVD No.
Avon Place	Mission - Oakley	B*	2
Bank Street	Fremont - Fair Oaks	B*	8
Bank Street	Marengo - Fair Oaks	B*	4
Bank Street Easement	Fremont - Diamond	B*	8
Beech Street	Fremont - Mid Pt.	B*	7
Brent Avenue	Grevelia - Monterey Road	A*	1
Brent Avenue	Grevelia - Viola	B	8
Brent Avenue	Hope - Monterey	B*	3
Brent Avenue	Monterey - Oxley	A*	5
Crestlake	Entire Roadway	A	7
Diamond Avenue	Bank - Oak	B*	3
Diamond Avenue	Monterey - Bank	B*	8
Diamond Avenue	Oak - Pine	B*	5
Donaldo Circle	Entire Roadway	B*	8
Easement	Fremont - Empress	A	7
Edison Lane	Mission - Oxley	B*	5
Edison Lane	Oxley - Monterey	B*	6
Edison Lane	Oxley - Monterey		7
El Centro	Fairview - Fremont	A*	4
El Centro Street	Fair Oaks - Fremont	A	6
Elm Park	Entire Roadway	C	4
Empress Avenue	Entire Roadway	C	4
Fair Oaks Avenue	E. Side, Lyndon - Bank	B*	6
Fair Oaks Avenue	Freeway - Mission	A	5
Fair Oaks Avenue	Lyndon - Rollin	A*	8
Fair Oaks Avenue	Oak Street - Alhambra Road	B*	7
Fair Oaks Avenue	Oak Street - Huntington	A	6
Fair Oaks Avenue	Rollin - Oak Street	B*	8
Fairview Avenue	El Centro - Monterey	B*	3
Fairview Avenue	Freeway - Mission	B	2
Fairview Avenue	Mission - El Centro	A	4
Fremont Alley	Fremont - midway	B*	6
Fremont Alley	Mid Pt - Maple Street	A	7
Fremont Avenue	Beach - Alhambra	B*	8
Fremont Avenue	Beach - Maple	A	7
Fremont Avenue	Huntington - Maple Street	A*	6
Fremont Avenue	Magnolia - Mission	B*	2
Fremont Avenue	Mission - Oxley	B*	6
Fremont Avenue	Monterey - Bank Street	A	8
Fremont Avenue	Oxley - Monterey	B*	7
Fremont Avenue	Rollin - Spruce	C*	4
Garfield Avenue	Freeway - Stratford	A	8
Grevelia Street	Fairview - Mound	A	8

\* Denotes spot repair required

**TABLE A**  
**PHASE I**  
**SEWER MAIN CONDITION (ALPHABETICAL ORDER OF STREET NAME)**

Location	Limits	Condition	DVD No.
Hermosa Place	Cul de Sac - Grand	B *	C.O. 2
Highland Street	Meriden - Fairview	B	C.O. 2
Hope Circle	Entire Roadway	A	8
Hope Street	Fair Oaks - Park Avenue	A *	1
Hope Street	Meridian - Fair Oaks	A *	2
Huntington Drive	E. Side, Maple - Alhambra Road	B *	7
Huntington Drive	N Side - Fair Oaks - Marengo	B *	8
Huntington Drive	N. Side - Fremont - Fair Oaks	C	6
Huntington Drive	Ramona - Fremont	B *	5
Huntington Drive	S. Side Fremont - Fair Oaks	B *	7
Huntington Drive	S. Side Fremont - Marengo	B *	7
Huntington Drive	Westside - Pine Street - Alhambra Road	B *	7
Laurel Street	Marengo Avenue to Fair Oaks	B*	6
Lyndon Alley	Diamond - Fremont	A	5
Lyndon Alley	Lyndon Street - Monterey	A	3
Lyndon Street	Fremont - Fair Oaks	B *	8
Lyndon Street	Fair Oaks - Marengo	B *	6
Magnolia Street	Fairview - Freemont	A *	1
Magnolia Street	Mound - Meridian	A *	2
Marengo Avenue	Bank - Huntington	D	5
Marengo Avenue	Mission - Monterey	D	3
Marengo Avenue	Spruce -Huntington	B *	8
Meridian Avenue	Freeway - Mission	C	1
Meridian Avenue	Oak - Maple	C	C.O. 2
Milan Avenue	Garfield - Mission	B	1
Milan Avenue	Mission - Oxley	B	3
Mill Road	Garfield - End	B	1
Mission Alley	Hope - Mission	B	8
Mission Street	Brent - Mound	A	3
Mission Street	Brent - Park	B	8
Mission Street	Fair Oaks - Alley W. of Fair Oaks	B	8
Mission Street	Fair Oaks - Ramona	A	4
Mission Street	Meridian - Fair Oaks	B *	2
Mission Street	Milan -Stratford	A	2
Monterey Road	Fair Oaks - Marengo	B *	5
Monterey Road	Fairview - Fair Oaks	B *	3
Monterey Road	Milan - Marengo	B *	2
Monterey Road	Milan Avenue - Easement	B *	8
Monterey Road	W. Alley - Fair Oaks	B *	7
Monterey West	Meridian - Indian	B *	C.O. 2
Monterey West	Orange Grove - Pasadena	B *	C.O. 2

\* Denotes spot repair required

TABLE A  
PHASE I

SEWER MAIN CONDITION (ALPHABETICAL ORDER OF STREET NAME)

Location	Limits	Condition	DVD No.
Mound Alley	Oxley - Monterey	B	7
Mound Avenue	Freeway - Mission	A*	2
Mound Avenue	Hope - Mission	B*	8
Oak Street	Across Fair Oaks	B*	8
Oak Street	Diamond Avenue N and S	B*	5
Oak Street	Fremont - Fair Oaks	B*	6
Oak Street	Marengo - Fair Oaks	B*	4
Oneonta Knoll	Entire Roadway	D	4
Oxley Street	Brent - Marengo	B	1
Oxley Street	Diamond Ave - Mound Ave	B*	3
Oxley Street	Stratford - Milan	B*	3
Park Avenue	Garfield - Hope	D	1
Park Avenue	Hope - Oxley	C*	1
Pasadena Avenue	Hawthorne - Sycamore	B	C.O. 2
Pine Street	Meriden - Ramona	B*	5
Pinecrest Drive	Entire Roadway	B*	C.O. 2
Ramona Avenue	Rollin - Huntington	C	4
Raymond Lane	Monterey - Mission	C*	4
Rollin Street	Fremont - Fair Oaks	C*	6
Rollin Street	Marengo - Fair Oaks	B*	3
Spruce Street	Fremont to Fair Oaks	B*	6
Spruce Street	Ramona - Fremont	B	5
Spruce Street	Rollin - West	C	4
State Street	Easterly Part - Across Fair Oaks	A	C.O.1
State Street Easement	Fair Oaks - Fremont	D	C.O.1
Stratford Avenue	Grevelia - Mission	A*	1
Stratford Avenue	Mission - Monterey	C	2
Virginia Place	Mission - Monterey	A	3
Windsor Place	Oxley - Monterey	B*	7

\* Denotes spot repair required

**TABLE B**  
**SPOT REPAIR CONDITION (ALPHABETICAL ORDER OF STREET NAME)**

LOCATION	MANHOLE NOS.	PRIORITY	DVD NO.
Bank Street	12G-89C	II	8
Bank Street	12G-89C	IV	8
Bank Street	51C-53C	II	4
Bank Street	51D-51C	I	4
Bank Street	89C-47C	I	8
Bank Street Easement	84F-89A	I	8
Bank Street Easement	89B-12G	II	8
Beech Street	39D-141G	III	7
Beech Street	39D-141G	IV	7
Brent Avenue	13A-52H	III	5
Brent Avenue	52E-52F	II	3
Brent Avenue	52F-52D	III	3
Brent Avenue	52F-52G	II	3
Brent Avenue	52G-52H	III	3
Diamond Avenue	84D-84E	II	8
Diamond Avenue	84E-84F	II	8
Diamond Avenue	85B-85A	II	3
Diamond Avenue	85D-85C	II	3
Diamond Avenue	85D-85C	IV	3
Diamond Avenue	85D-85E	III	3
Diamond Avenue	85D-85E	IV	3
Diamond Avenue	85E-85F	III	5
Diamond Avenue	85E-85F	IV	5
Diamond Avenue	85F-95B	II	5
Diamond Avenue	85F-95B	IV	5
Donaldo Circle	13C-134F	IV	8
Edison Lane	76F-78A	III	5
Edison Lane	78B-86E	I	5
El Centro Street	85D-85C	II	4
Fair Oaks Avenue	29A-29B	I	5
Fair Oaks Avenue	45B-45A	II	5
Fair Oaks Avenue	45B-45C	II	5
Fair Oaks Avenue	45D-45E	III	7
Fair Oaks Avenue	46C-29A	I	5
Fair Oaks Avenue	47A-47B	II	7
Fair Oaks Avenue	47B-47C	III	8
Fair Oaks Avenue	47C-47D	II	8
Fair Oaks Avenue	47D-92C	IV	8
Fair Oaks Avenue	48C-48D	I	7
Fair Oaks Avenue	48C-48D	II	5
Fair Oaks Avenue	48C-48D	IV	7
Fairview Avenue	69C-64B	III	2
Fairview Avenue	83D-65B	II	3
Fairview Avenue	83D-65B	IV	3
Fairview Avenue	86A-65C	II	3
Freemont Avenue Alley	39C-39D	II	6
Fremont Avenue	39C-39D	III	6
Fremont Avenue	39F-39G	IV	8
Fremont Avenue	39G-39H	II	8
Fremont Avenue	59F-59G	IV	2
Fremont Avenue	62B-62A	II	4

**TABLE B**  
**SPOT REPAIR CONDITION (ALPHABETICAL ORDER OF STREET NAME)**

LOCATION	MANHOLE NOS.	PRIORITY	DVD NO.
Fremont Avenue	62C-62B	II	4
Fremont Avenue	62C-62D	II	4
Fremont Avenue	62D-62E	I	7
Fremont Avenue	62D-62E	IV	7
Fremont Avenue	63D-60B	IV	5
Fremont Avenue	69C-76D	I	2
Fremont Avenue	86C-60C	I	7
Grevelia Street	144B-144C	III	1
Grevelia Street	59H-67B	IV	8
Grevelia Street	71D-67A	III	1
Hardison Place	133B-133A	II	8
Hermosa Place	115A-115B	III	C.O.2
Hermosa Place	115C-115C	II	C.O.2
Hermosa Place	149B-115A	III	C.O.2
Hermosa Place	149B-149A	II	C.O.2
Hope Street	55C-55D		1
Hope Street	69B-69A	II	2
Hope Street	69C-59G	II	2
Huntington Drive	29B-62E	I	6
Huntington Drive	29D-29C	II	7
Huntington Drive	29D-29C	IV	7
Huntington Drive	29D-39A	II	7
Huntington Drive	29F-29E	II	7
Huntington Drive	29F-31A	I	7
Huntington Drive	29H-29J	II	8
Huntington Drive	29H-29J	IV	8
Huntington Drive	29J-32C	II	8
Huntington Drive	30B-30A	II	7
Huntington Drive	30B-30A	IV	7
Huntington Drive	30C-30B	I	7
Huntington Drive	30C-30D	III	7
Huntington Drive	30D-30E	II	7
Huntington Drive	30J-30H	I	7
Huntington Drive	30J-30K	I	7
Huntington Drive	30J-30K	IV	7
Huntington Drive	30K-30L	I	7
Huntington Drive	95C-95D	II	5
Huntington Drive	95C-95D	IV	5
Laurel Street	46E-46D	II	5
Laurel Street	46E-46D	IV	5
Laurel Street	49A-49B	IV	6
Laurel Street	49B-32A	II	6
Lyndon Street	47B-88C	II	8
Lyndon Street	47B-88C	IV	8
Lyndon Street	51A-51B	IV	5
Magnolia Street	57G-70A	I	2
Magnolia Street	68B-59F	II	1
Marengo Avenue	32C-32B	IV	8
Marengo Avenue	33A-13E	IV	5
Marengo Avenue	33B-33A	III	5
Marengo Avenue	33B-33A	IV	5

**TABLE B**  
**SPOT REPAIR CONDITION (ALPHABETICAL ORDER OF STREET NAME)**

LOCATION	MANHOLE NOS.	PRIORITY	DVD NO.
Marengo Avenue	33C-33D	II	5
Marengo Avenue	33C-33D	IV	5
Marengo Avenue	33E-33C	I	5
Marengo Avenue	34B-34C	II	3
Marengo Avenue	34C-13D	I	3
Marengo Avenue	35D-50C	I	5
Marengo Avenue	35D-50C	IV	5
Marengo Avenue	50C-32A	II	5
Marengo Avenue	50C-32A	IV	5
Milan Avenue	11D-9B	IV	3
Milan Avenue	1C-7C	III	2
Mission Street	52E-54C	I	3
Mission Street	54E-54D	IV	8
Mission Street	76B-76A	I	2
Mission Street	76D-76E	III	2
Monterey Road	136-13F	II	2
Monterey Road	136-14E	IV	2
Monterey Road	13A-13B	IV	5
Monterey Road	13C-13D	I	5
Monterey Road	13C-13D	IV	5
Monterey Road	13G-13H	IV	8
Monterey Road	86A-86B	II	3
Monterey Road	86B-86C	II	3
Monterey Road	86C-86D	II	3
Monterey Road	86D-86E	II	3
Monterey Road	86E-47A	III	7
Monterey Road East	12B-12C	III	C.O.2
Monterey Road East	12C-12D	I	C.O.2
Monterey Road West	105B-131A	I	C.O.2
Monterey Road West	105C-105D	I	C.O.2
Monterey Road West	105E-105F	II	C.O.2
Monterey Road West	87B-166G	I	C.O.2
Monterey Road West	87E-84C	I	C.O.2
Monterey Road West	97E-87A	II	C.O.2
Mound Alley	86D-79B	IV	7
Mound Avenue	57G-57F	III	2
Mound Avenue	57G-57H	I	2
Mound Avenue	57H-76E	I	8
Oak Street	50B-50A	II	4
Oak Street	50B-50A	IV	4
Oak Street	50B-50C	III	4
Oak Street	85E-92E	IV	5
Oak Street	92B-92A	IV	6
Oak Street	92B-92C	II	6
Oak Street	92C-45C	II	8
Oxley Street	11E-10A	III	3
Oxley Street	83B-83C	IV	3
Oxley Street	83C-83D	II	3
Oxley Street	83D-78B	II	3
Park Avenue	55C-11G	II	1
Park Avenue	55D-55E	II	1

**TABLE B**  
**SPOT REPAIR CONDITION (ALPHABETICAL ORDER OF STREET NAME)**

LOCATION	MANHOLE NOS.	PRIORITY	DVD NO.
Pasadena Avenue	132D-132E	II	C.O.2
Pasadena Avenue	132E-132F	I	C.O.2
Pasadena Avenue	132F-118K	I	C.O.2
Pasadena Avenue	132F-132G	I	C.O.2
Pasadena Avenue	132G-132D	I	C.O.2
Pinecrest Drive	120A-121A	1	C.O.2
Pinecrest Drive	120A-121D	I	C.O.2
Rollin Street	50E-35D	II	3
Rollin Street	50E-35D	IV	3
Rollin Street	85B-90C	II	3
Rollin Street	85B-90C	II	3
Rollin Street	90B-47D	II	6
Rollin Street	90B-47D	IV	6
Rollin Street	90B-90A	I	6
Spruce Street	32B-49D	II	6
Stratford Avenue	10A-13F	II	2
Stratford Avenue	6C-6D	II	1
Stratford Avenue	6D-6E	III	1
Stratford Avenue	6E-7B	I	1
Stratford Avenue	7A-10A	II	2
Windsor Place	86B-79A	II	7

**TABLE C  
PHASE I  
SEWER MAIN CONDITION (WORST TO BEST)**

Location	Limits	Condition
Marengo Avenue	Bank - Huntington	D
Marengo Avenue	Mission - Monterey	D
Oneonta Knoll	Entire Roadway	D
Park Avenue	Garfield - Hope	D
State Street Easement	Fair Oaks - Fremont	D
Fremont Avenue	Rollin - Spruce	C *
Elm Park Avenue	Entire Roadway	C
Empress Avenue	Entire Roadway	C
Huntington Drive	N. Side - Fremont - Fair Oaks	C
Meridian Avenue	Freeway - Mission	C
Meridian Avenue	Oak - Maple	C
Park Avenue	Hope - Oxley	C *
Ramona Avenue	Rollin - Huntington	C
Raymond Lane	Monterey - Mission	C *
Rollin Street	Fremont - Fair Oaks	C *
Spruce Street	Rollin - West	C
Stratford Avenue	Mission - Monterey	C
Avon Place	Mission - Oakley	B *
Bank Street	Fremont - Fair Oaks	B *
Bank Street	Marengo - Fair Oaks	B *
Bank Street Easement	Fremont - Diamond	B *
Beech Street	Fremont - Mid Pt.	B *
Brent Avenue	Hope - Monterey	B *
Brent Avenue	Grevelia - Viola	B
Diamond Avenue	Bank - Oak	B *
Diamond Avenue	Monterey - Bank	B *
Diamond Avenue	Oak - Pine	B *
Donaldo Circle	Entire Roadway	B *
Edison Lane	Oxley - Monterey	B *
Edison Lane	Mission - Oxley	B *
Edison Lane	Oxley - Monterey	B *
Fair Oaks Avenue	E. Side, Lyndon - Bank	B *
Fair Oaks Avenue	Oak Street - Alhambra Road	B *
Fair Oaks Avenue	Rollin - Oak Street	B *
Fairview Avenue	El Centro - Monterey	B *
Fairview Avenue	Freeway - Mission	B
Fremont Alley	Fremont - midway	B *
Fremont Avenue	Beach - Alhambra	B *
Fremont Avenue	Magnolia - Mission	B *
Fremont Avenue	Mission - Oxley	B *
Fremont Avenue	Oxley - Monterey	B *
Hermosa Place	Cul de Sac - Grand	B *
Highland Avenue	Meridian - Fairview	B

\* Denotes spot repair required



**TABLE C  
PHASE I  
SEWER MAIN CONDITION (WORST TO BEST)**

Location	Limits	Condition
Huntington Drive	E. Side, Maple - Alhambra Road	B *
Huntington Drive	N Side - Fair Oaks - Marengo	B *
Huntington Drive	Ramona - Fremont	B *
Huntington Drive	S. Side Fremont - Fair Oaks	B *
Huntington Drive	S. Side Fremont - Marengo	B *
Huntington Drive	Westside - Pine Street - Alhambra Road	B *
Laurel Street	Marengo Avenue - Fair Oaks	B*
Lyndon Street	Fremont - Fair Oaks	B *
Lyndon Street	Fair Oaks - Marengo	B *
Marengo Avenue	Spruce -Huntington	B *
Milan Avenue	Garfield - Mission	B
Milan Avenue	Mission - Oxley	B
Mill Road	Garfield - End	B
Mission Alley	Hope - Mission	B
Mission Street	Meridian - Fair Oaks	B *
Mission Street	Brent - Park	B
Mission Street	Fair Oaks - Alley W. of Fair Oaks	B
Monterey Road	Fair Oaks - Marengo	B *
Monterey Road	Fairview - Fair Oaks	B *
Monterey Road	Milan - Marengo	B *
Monterey Road	Milan Avenue - Easement	B *
Monterey Road	W. Alley - Fair Oaks	B *
Monterey Road West	Meridian - Indian	B *
Monterey Road West	Orange Grove - Pasadena	B *
Mound Alley	Oxley - Monterey	B
Mound Avenue	Hope - Mission	B *
Oak Street	Across Fair Oaks	B *
Oak Street	Diamond	B *
Oak Street	Fremont - Fair Oaks	B *
Oak Street	Marengo - Fair Oaks	B *
Oxley Street	Diamond Ave - Mound Ave	B *
Oxley Street	Stratford - Milan	B *
Oxley Street *	Brent - Marengo	B
Pasadena Avenue	Hawthorne - Sycamore	B
Pine Street	Meridian - Ramona	B *
Pinecrest Drive	Entire Roadway	B *
Rollin Street	Marengo - Fair Oaks	B *
Spruce Street	Fremont - Fair Oaks	B*
Spruce Street	Ramona - Fremont	B
Windsor Place	Oxley - Monterey	B *
Brent Avenue	Grevelia - Monterey Road	A *

\* Denotes spot repair required

**TABLE C  
PHASE I  
SEWER MAIN CONDITION (WORST TO BEST)**

Location	Limits	Condition
Brent Avenue	Monterey - Northerly Terminus	A *
Crestlake Avenue	Entire Roadway	A
Easement	Fremont - Empress	A
El Centro Street	Fairview - Fremont	A *
El Centro Street	Fair Oaks - Fremont	A
Fair Oaks Avenue	Lyndon - Rollin	A *
Fair Oaks Avenue	Freeway - Mission	A
Fair Oaks Avenue	Oak Street - Huntington	A
Fairview Avenue	Mission - El Centro	A
Fremont Alley	Mid Pt - Maple Street	A
Fremont Avenue	Huntington - Maple Street	A *
Fremont Avenue	Beach - Maple	A
Fremont Avenue	Monterey - Bank Street	A
Garfield Street	Freeway - Stratford	A
Grevelia Street	Fairview - Mound	A
Hope Circle	Entire Roadway	A
Hope Street	Fair Oaks - Park Avenue	A *
Hope Street	Meridian - Fair Oaks	A *
Lyndon Alley	Diamond - Fremont	A
Lyndon Alley	Lyndon - Monterey	A
Magnolia Street	Fairview - Fremont	A *
Magnolia Street	Mound - Meridian	A *
Mission Street	Brent - Mound	A
Mission Street	Fair Oaks - Ramona	A
Mission Street	Milan - Stratford	A
Mound Avenue	Freeway - Mission	A *
State Street	Easterly Part - Across Fair Oaks	A
Stratford Avenue	Grevelia - Mission	A *
Virginia Place	Mission - Monterey	A

\* Denotes spot repair required

**TABLE D**  
**PHASE I**  
**SPOT REPAIR CONDITION (WORST TO BEST)**

LOCATION	MANHOLE NOS.	PRIORITY
Bank Street	51D-51C	I
Bank Street	89C-47C	I
Bank Street Easement	84F-89A	I
Edison Lane	78B-86E	I
Fair Oaks Avenue	29A-29B	I
Fair Oaks Avenue	46C-29A	I
Fair Oaks Avenue	48C-48D	I
Fremont Avenue	62D-62E	I
Fremont Avenue	69C-76D	I
Fremont Avenue	86C-60C	I
Huntington Drive	29B-62E	I
Huntington Drive	29F-31A	I
Huntington Drive	30C-30B	I
Huntington Drive	30J-30H	I
Huntington Drive	30J-30K	I
Huntington Drive	30K-30L	I
Magnolia Street	57G-70A	I
Marengo Avenue	33E-33C	I
Marengo Avenue	34C-13D	I
Marengo Avenue	35D-50C	I
Mission Street	52E-54C	I
Mission Street	76B-76A	I
Monterey Road	13C-13D	I
Monterey Road East	12C-12D	I
Monterey Road West	105B-131A	I
Monterey Road West	105C-105D	I
Monterey Road West	87B-166G	I
Monterey Road West	87E-84C	I
Mound Avenue	57G-57H	I
Mound Avenue	57H-76E	I
Pasadena Avenue	132E-132F	I
Pasadena Avenue	132F-118K	I
Pasadena Avenue	132F-132G	I
Pasadena Avenue	132G-132D	I
Pinecrest Drive	120A-121A	I
Pinecrest Drive	120A-121D	I
Rollin Street	90B-90A	I
Stratford Avenue	6E-7B	I
Bank Street	12G-89C	II
Bank Street	51C-53C	II
Bank Street Easement	89B-12G	II
Brent Avenue	52E-52F	II
Brent Avenue	52F-52G	II
Diamond Avenue	84D-84E	II
Diamond Avenue	84E-84F	II
Diamond Avenue	85B-85A	II
Diamond Avenue	85D-85C	II
Diamond Avenue	85F-95B	II
El Centro Street		II
Fair Oaks Avenue	45B-45A	II

**TABLE D**  
**PHASE I**  
**SPOT REPAIR CONDITION (WORST TO BEST)**

LOCATION	MANHOLE NOS.	PRIORITY
Fair Oaks Avenue	45B-45C	II
Fair Oaks Avenue	47A-47B	II
Fair Oaks Avenue	47C-47D	II
Fair Oaks Avenue	48C-48D	II
Fairview Avenue	83D-65B	II
Fairview Avenue	86A-65C	II
Fremont Alley		II
Fremont Avenue	39G-39H	II
Fremont Avenue	62B-62A	II
Fremont Avenue	62C-62B	II
Fremont Avenue	62C-62D	II
Hardison Place	133B-133A	II
Hermosa Place	115C-115C	II
Hermosa Place	149B-149A	II
Hope Street	69B-69A	II
Hope Street	69C-59G	II
Huntington Drive	29D29C	II
Huntington Drive	29D-39A	II
Huntington Drive	29F-29E	II
Huntington Drive	29H-29J	II
Huntington Drive	29J-32C	II
Huntington Drive	30B-30A	II
Huntington Drive	30D-30E	II
Huntington Drive	95C-95D	II
Laurel Street	46E-46D	II
Laurel Street	49B-32A	II
Lyndon Street	47B-88C	II
Marengo Avenue	33C-33D	II
Marengo Avenue	34B-34C	II
Marengo Avenue	50C-32A	II
Monterey Road	136-13F	II
Monterey Road	86A-86B	II
Monterey Road	86B-86C	II
Monterey Road	86C-86D	II
Monterey Road	86D-86E	II
Monterey Road West	105E-105F	II
Monterey Road West	97E-87A	II
Oak Street	50B-50A	II
Oak Street	92B-92C	II
Oak Street	92C-45C	II
Oxley Street	83C-83D	II
Oxley Street	83D-78B	II
Park Avenue	55C-11G	II
Park Avenue	55D-55E	II
Pasadena Avenue	132D-132E	II
Rollin Street	50E-35D	II
Rollin Street	85B-90C	II
Rollin Street	85B-90C	II
Rollin Street	90B-47D	II
Spruce Street	32B-49D	II

**TABLE D**  
**PHASE I**  
**SPOT REPAIR CONDITION (WORST TO BEST)**

LOCATION	MANHOLE NOS.	PRIORITY
Stratford Avenue	10A-13F	II
Stratford Avenue	68B-59F	II
Stratford Avenue	6C-6D	II
Stratford Avenue	7A-10A	II
Windsor Place	86B-79A	II
Beech Street	39D-141G	III
Brent Avenue	13A-52H	III
Brent Avenue	52F-52D	III
Brent Avenue	52G-52H	III
Diamond Avenue	85D-85E	III
Diamond Avenue	85E-85F	III
Edison Lane	76F-78A	III
Fair Oaks Avenue	45D-45E	III
Fair Oaks Avenue	47B-47C	III
Fairview Avenue	69C-64B	III
Fremont Avenue	39C-39D	III
Grevelia Street	144B-144C	III
Grevelia Street	71D-67A	III
Hermosa Place	115A-115B	III
Hermosa Place	149B-115A	III
Huntington Drive	30C-30D	III
Marengo Avenue	33B-33A	III
Milan Avenue	1C-7C	III
Mission Street	76D-76E	III
Monterey Road	86E-47A	III
Monterey Road East	12B-12C	III
Mound Avenue	57G-57F	III
Oak Street	50B-50C	III
Oxley Street	11E-10A	III
Stratford Avenue	6D-6E	III
Bank Street	12G-89C	IV
Beech Street	39D-141G	IV
Diamond Avenue	85D-85E	IV
Diamond Avenue	85D-85C	IV
Diamond Avenue	85E-85F	IV
Diamond Avenue	85F-95B	IV
Donaldo Circle	13C-134F	IV
Fair Oaks Avenue	47D-92C	IV
Fair Oaks Avenue	48C-48D	IV
Fairview Avenue	83D-65B	IV
Fremont Avenue	39F-39G	IV
Fremont Avenue	59F-59G	IV
Fremont Avenue	62D-62E	IV
Fremont Avenue	63D-60B	IV
Grevelia Street	59H-67B	IV
Hope Street	55C-55D	IV
Huntington Drive	29D-29C	IV
Huntington Drive	29H-29J	IV
Huntington Drive	30B-30A	IV
Huntington Drive	30J-30K	IV

**TABLE D**  
**PHASE I**  
**SPOT REPAIR CONDITION (WORST TO BEST)**

LOCATION	MANHOLE NOS.	PRIORITY
Huntington Drive	95C-95D	IV
Laurel Street	46E-46D	IV
Laurel Street	49A-49B	IV
Lyndon Street	47B-88C	IV
Lyndon Street	51A-51B	IV
Marengo Avenue	32C-32B	IV
Marengo Avenue	33A-13E	IV
Marengo Avenue	33B-33A	IV
Marengo Avenue	33C-33D	IV
Marengo Avenue	35D-50C	IV
Marengo Avenue	50C-32A	IV
Milan Avenue	11D-9B	IV
Mission Street	54E-54D	IV
Monterey Road	136-14E	IV
Monterey Road	13A-13B	IV
Monterey Road	13C-13D	IV
Monterey Road	13G-13H	IV
Mound Alley	86D-79B	IV
Oak Street	50B-50A	IV
Oak Street	85E-92E	IV
Oak Street	92B-92A	IV
Oxley Street	83B-83C	IV
Rollin Street	50E-35D	IV
Rollin Street	90B-47D	IV

**TABLE E**  
**PHASE I**  
**ESTIMATED COST OF SEWER REPAIRS**

DVD NO.	LOCATION	MANHOLE NOS.	R&R PIPE (FT.)	REPAIR LATERAL (EA)	REPAIR COST IN THOUSANDS			
					PRIORITY 1	PRIORITY 2	PRIORITY 3	PRIORITY 4
1	Grevelia	144B-144C	75				17	
		71D-67A						
	Park Avenue	55D-55E	75			17		
		55C-11G				6		
	Stratford Avenue	6C-6D	25					6
		6D-6E	25					
		6E-7B	75		17			
	Magnolia Street	68B-59F	25			6		
Meridian Avenue	71D-71C	125					34	
	71C-71B							
	71B-71A							
2	Milan Avenue	1C-7C	75				17	
	Stratford Avenue	7A-10A	125			26		
		10A-13F	150			34		
	Mission Street	76B-76A	25		6			
		76D-76E	25				6	
	Mound Avenue	57G-57F		1				4
		57G-57H	75		17			
	Magnolia Street	57G-70A	50		12			
	Hope Street	69B-69A	50			12		
		69C-59G						
	Fairview	69C-64B	25				6	
Fremont	69C-76D	100		23				
	59F-59G		1				4	
Monterey Road	136-13F	75				17		
	136-14E		1				4	
3	Oxley Street	11E-10A	25				6	
		83B-83C		1				4
	Milan Avenue	11D-9B		4				16
	Brent Avenue	52E-52F	25			6		
		52F-52G	25			6		
		52G-52H	50				12	
52F-52D		50				12		

**TABLE E  
PHASE I  
ESTIMATED COST OF SEWER REPAIRS**

DVD NO.	LOCATION	MANHOLE NOS.	R&R PIPE (FT.)	REPAIR LATERAL (EA)	REPAIR COST IN THOUSANDS				
					PRIORITY 1	PRIORITY 2	PRIORITY 3	PRIORITY 4	
3	Meridian Avenue	71B-71A	25				6		
			3					12	
	Marengo	34B-34C	25				6		
			34C-13D	25		6			
	Mission Street	52E-54C	25			6			
	Rollin Street	50E-35D	75				17		
				1				4	
	Oxley Street	83C-83D	50				11		
			83D-78B	25			6		
	Fairview Avenue	83D-65B	25			6			
				2				8	
	Monterey Road	86A-86B	50				12		
			86B-86C	25			6		
			86C-86D	75				17	
			86D-86E	100				23	
	Fairview Avenue	86A-65C	25				6		
Diamond Avenue	85B-85A	25				6			
		85D-85E	50				12		
			4				16		
Rollin Street	85B-90C	25				6			
			1				4		
Diamond Avenue	85D-85C			4			16		
4	El Centro Street		50			12			
	Bank Street	51D-51C	75		17				
			51C-53C	100			23		
	Oak Street	50B-50A	25			6			
				2				8	
	Fremont Avenue	50B-50C	75				17		
			62C-62B	50			12		
	Raymond Lane	62B-62A	50				12		
			62C-62D	100			23		
	Raymond Lane	53A-53B	850				85*		
53B-53C									



**TABLE E**  
**PHASE I**  
**ESTIMATED COST OF SEWER REPAIRS**

DVD NO.	LOCATION	MANHOLE NOS.	R&R PIPE (FT.)	REPAIR LATERAL (EA)	REPAIR COST IN THOUSANDS			
					PRIORITY 1	PRIORITY 2	PRIORITY 3	PRIORITY 4
4	Ramona Avenue	93C-93D	580			58*		
	Spruce Street	93D-94A	280			28*		
	Elm Park	148A-148B	530			53*		
		148B-39F						
	Empress Avenue	148C-148D	650			65*		
		148D-148E						
Oneonta Knoll	141D-39C	170		38				
5	Diamond Avenue	85E-85F	25				6	
				1				4
	Oak Street	85F-95B	25				6	
				5				20
	Marengo	85E-92E			1			4
		33C-33D	50				12	
				3				12
		35D-50C	50			12		
				1				4
		50C-32A	50				12	
				1				4
		33E-33C	50			12		
	33B-33A	25					6	
			2					8
		33A-13E			1			4
	Edison Lane	76F-78A	25				6	
Monterey Road	13A-13B			2			8	
	13C-13D	75			17			
				1			4	
Brent Avenue	13A-52H	25				6		
Huntington Drive	95C-95D	75				17		
				1			4	
Fair Oaks Avenue	48C-48D	100				23		
Laurel Street	46E-46D	25				6		
				1			4	
Lyndon Street	51A-51B			4			16	

**TABLE E  
PHASE I  
ESTIMATED COST OF SEWER REPAIRS**

DVD NO.	LOCATION	MANHOLE NOS.	R&R PIPE (FT.)	REPAIR LATERAL (EA)	REPAIR COST IN THOUSANDS			
					PRIORITY 1	PRIORITY 2	PRIORITY 3	PRIORITY 4
5	Fremont Avenue	63D-60B		1				4
	Edison Lane	78B-86E	75		17			
	Fair Oaks Avenue	46C-29A	125		28			
	Fair Oaks Avenue	29A-29B	50		11			
		45B-45C	50			12		
		45B-45A	25			6		
6	Huntington Drive	29B-62E	150		34			
	Laurel Street	49B-32A	25			6		
		49A-49B		4				16
	Huntington Drive	29B-62E	500			50*		
	Rollin Street	90B-90A	75		17			
7	Beech Street	39D-141G	50	6			12	24
8	Fair Oaks Avenue	47B-47C	25				6	
		47C-47D	50			12		
		39F-39G	25				6	
	Fremont Avenue			1				4
		39G-39H	100			23		
CO2	Mound Avenue	57H-76E	100		23			
	Mission Street	54E-54D		1				4
	Bank Street	12G-89C	50			12		
				1				4
		89C-47C	125		28			4
	Huntington Drive	29J-32C	75			17		
	Marengo Avenue	32C-32B		3				17
	Huntington Drive	29H-29J	75			17		
				2				8
	Fair Oaks Avenue	47D-92C		1				4
	Oak Street	92C-45C	25			6		
	Bank Street Easen	84F-89A	75		17			
		89B-12G	50			12		
	Diamond Avenue	84D-84E	25			6		
		84E-84F	100			23		

**TABLE E**  
**PHASE I**  
**ESTIMATED COST OF SEWER REPAIRS**

DVD NO.	LOCATION	MANHOLE NOS.	R&R PIPE (FT.)	REPAIR LATERAL (EA)	REPAIR COST IN THOUSANDS				
					PRIORITY 1	PRIORITY 2	PRIORITY 3	PRIORITY 4	
CO2	Grevelia Street	59H-67B		1				4	
	Lyndon Street	47B-88C	25			6		4	
	Donaldo Circle	13C-134F		2				8	
	Monterey Road	13G-13H		2				8	
	Hardison Place	133B-133A	125			28			
	Meridian Avenue	127M-75B		820			82*		
		75B-75C							
		75C-75D							
		74E-127M							
	Hermosa Place	149 B-149A		25			6		
				270				61	
		149B-115A		90				20	
		115A-115B		240				54	
		115B-115C		230			52		
	Pinecrest	120A-121D		50		12			
		120A-121A		480					
	Monterey West	105B-131A		75		17			
		105C-105D		25		6			
		105E-105F		50			17		
	Monterey East	12B-12C		25				6	
		12C-12D		75		17			
	Monterey West	87E-84C		100		73			
		87B-166G		50		12			
97E-87A			50			12			
Pasadena Avenue	132G-132DE		50		12				
	132D-132E		50			12			
	132E-132F		50		12				
	132F-132G		170		36				
	132F-118K		280		63				
<b>TOTALS</b>			<b>11,643</b>	<b>73</b>	<b>630</b>	<b>1,104</b>	<b>346</b>	<b>309</b>	

**PHASE II  
SEWER VIDEO ANALYSIS AND  
CONDITION ASSESSMENT**



**PREPARED FOR  
CITY OF SOUTH PASADENA**

*SUBMITTED BY:*

**DMR Team, Inc.**

**July 9, 2010  
Revised August 4, 2010**

## INTRODUCTION

As part of the City's effort to identify Citywide sewer system structural deficiencies, Phase 2 sewer video inspection of a 4 year inspection assessment and repair program has been completed. This report summarizes the results of the review and analysis of the video inspection, as well as the estimated cost of improvements for sewer lines that require attention. Moreover, based on the results of the Phases 1 & 2 assessments, an updated estimate of the repair cost is projected for the city's entire system.

## RANKING CONSIDERATIONS

The sewer lines that were video inspected have been categorized into four groups of "A", "B", "C", & "D" depending on the condition of the lines within each reach.

Group "A" represents a no deficiency condition and Group "D" represents a high priority repair condition. Factors that were considered in rating a reach included root intrusion, joint separation, cracks and sags, along with the frequency of occurrence and their severity.

Local problems that require spot repair have been evaluated under a separate grouping.

## CONDITION ASSESSMENT

The rating of the condition of the sewer mains are tabulated in Table 1. The reaches are identified as referenced in the sewer video inspection from manhole to manhole and in the same sequence.

In cases where there is a local condition that is significantly different than the condition of the main, the reach has been rated without taking the local problem into account. Local problems have been evaluated as a separate category, and prioritized according to the urgency of the required repair (see Table 2).

## SEWER MAIN RANKING CLASSIFICATIONS

Group "A" represents sewer mains in optimal pipe condition that did not reflect an issue needing action.

Group "B" represents sewer mains that do not have a structural deficiency. The mains in this group do not require immediate attention, nor is it anticipated that they would need to be repaired within the next 15 years.

Group "C" represents sewer mains that display minor structural deficiencies such as minor cracks, and require attention within the next 10 years.

Group "D" represents sewer mains that exhibit more serious structural deficiencies such as multiple cracks and fractures, and in general need to be repaired within the first 5 years of the program.

## SPOT REPAIR RANKING CLASSIFICATIONS

Spot repairs have been categorized as Group I, II, III & IV depending on the severity of the required repair. Group I represents the most severe conditions, and Group IV the least. Spot repair conditions have been classified as follows:

<u>GROUP</u>	<u>DEFICIENCY</u>
I	Fractures, holes, missing pipe
II	Joint displacement, multiple cracks, sags
III	Hair line cracks
IV	Root intrusion at lateral

## RECOMMENDED REPAIR AND RECONNAISSANCE PROGRAM

The program is recommended to have 2 distinct components of repair and reconnaissance. A 20 year period is envisioned to complete the first cycle of the program, with major repairs completed in the first 10 years, minor repairs between 11<sup>th</sup> and 15<sup>th</sup> year, and re-inspection of mains that are not currently subject to any repair work due to their good condition in the last 5 years.

Considering that Group "D" of the sewer mains and Group "I" of the sewer spot repairs represent the worst conditions in the system, they have been classified as priority 1 in the program,

Sewer mains with Group "C" classification that exhibited minor structural deficiencies, and Group II of the spot repair have been classified as priority 2 in the program.

Group III of the Sewer priority spot repair that deals with less serious and non structural deficiencies has been classified as priority 3.

Video inspection and analysis of sewer mains with conditions "A" & "B", along with the Group IV of the spot repairs have been classified as priority 4.

## INFORMATION TABLES

Table "A" shows the condition of the mains sorted alphabetically. Table "B" shows the condition of the spot repairs sorted alphabetically. Table "C" ranks the condition of the mains from worst to best, and Table "D" ranks the condition of the spot repairs from worst to best.

Table "E" identifies the DVD number, location, manhole #s, lengths of repair, number of laterals, condition assessment and implementation phasing order, as well as estimated repair costs.

**ESTIMATED PHASE 2 REPAIR COST**

The following table reflects the summary of the review of Phases 1 & 2 Sewer Video Inspection, with repair description and respective priority and estimated cost. The repair cost has been estimated based on unit prices of \$180/LF for removal and replacement of mains, and \$4,000 per each lateral repair.

Priority	Completion Years	Repair Description	Required Cost
1	1-5	Group "D" mains, and Group I of spot repairs	\$ 989,000
2	6-10	Group "C" mains, and Group II spot repairs	\$1,390,000
3	11-15	Group III spot repairs	\$ 140,000
4	16-20	Group "A" & "B" mains and Group IV spot repairs	\$ 580,000
<b>TOTAL</b>			<b>\$ 3,099,000</b>

**SUMMARY OF ESTIMATED REPAIR COSTS FOR PHASES 1 & 2**

The following table reflects the overall cost summary of the review of Phases 1 & 2, Sewer Video Inspection, with repair description and respective priority and estimated cost. The repair cost has been estimated based on unit prices of \$180/LF for removal and replacement of mains, and \$4,000 per each lateral repair.

Priority	Completion Years	Phase 1		Phase 2		Total of Phases 1 & 2
		Repair Description	Required Costs	Repair Description	Required Cost	
1	One to Five	Group "D" mains and Group I spot repairs	\$ 630,000.00	Group "D" mains and Group I spot repairs	\$ 989,000.00	\$ 1,619,000.00
2	Six to Ten	Group "C" mains and Group II spot repairs	\$ 1,104,000.00	Group "C" mains and Group II spot repairs	\$ 1,390,000.00	\$ 2,494,000.00
3	Eleven to Fifteen	Group III spot repairs	\$ 346,000.00	Group III spot repairs	\$ 140,000.00	\$ 486,000.00
4	Sixteen to Twenty	Group IV spot repairs and Group "A" & "B" mains	\$ 309,000.00	Group IV spot repairs and Group "A" & "B" mains	\$ 580,000.00	\$ 889,000.00
<b>TOTAL</b>			<b>\$ 2,389,000.00</b>		<b>\$ 3,099,000.00</b>	<b>\$ 5,488,000.00</b>

**ESTIMATED REPAIR COSTS FOR THE ENTIRE SEWER SYSTEM**

Phases 1 & 2 video inspection includes approximately half of the entire City's sewer system.

Assuming that phases 1 & 2 deficiencies and costs are representative of the entire system, a 20 year repair program would require the repair cost as shown below

Priority	Completion Years	Repair Description	Cost
1	1-5	Group "D" mains, and Group I of spot repairs	\$3,238,000
2	6-10	Group "C" mains, and Group II spot repairs	\$4,988,000
3	11-15	Group III spot repairs	\$972,000
4	16-20	Group "A" and "B" mains and Group IV spot repairs	\$1,778,000
<b>TOTAL</b>			<b>\$10,976,000</b>



The estimated repair cost shown above will be re-assessed as the results of the phases 3 and 4 video analysis becomes available.

**20 YEAR PROGRAM BUDGET**

Based on the estimated improvements costs for the entire City's sewer deficiency upgrade and addition of soft costs and video inspection, a total preliminary annual budget of \$760,000 would be required:

<u>REQUIRED WORK DESCRIPTION</u>	<u>COST</u>
Estimated Construction Cost	\$ 10,976,000
Soft Cost (design, inspection, CM)	\$ 2,500,000
Video Inspection	\$ 400,000
Sub Total	<u>\$ 13,888,000</u>
10% Contingency	\$ 1,389,000
<b>Total Cost</b>	<b>\$15,277,000 over a 20 year period</b>
	<b>\$764,000 annually</b>

**TABLE A**  
**PHASE II**  
**SEWER MAIN CONDITION (ALPHABETICAL ORDER OF STREET NAME)**

Location	Limits	Condition	DVD No.
Amherst Drive	Wayne Avenue to Mid Pt.	B*	1
Atlantic Boulevard	Garfield Avenue to Pine Street	B*	10
Beech Street	Primrose Avenue to 2/3 Way	B*	2
Bushnell Avenue	Oak Street to Huntington Drive	B*	5
Camden Avenue	Oak lane to 1/2 Point	D	3
Camden Avenue	Huntington Drive to 1/2 Point	C	3
Chelton Way	Edgewood Drive to Oak Street	B*	1
Chelton Way	Oaks Street to Edgewood Drive	B*	4
Court Avenue	Huntington Drive to Northerly Terminus	C	3
Court Avenue	Oak Street to 1/2 Point	B*	3
Edgewood Drive	Milan Avenue to Wayne Avenue	B*	1
Fair Oaks Avenue	Maple Street to Alhambra Road	B*	4
Fair Oaks Avenue	Alhambra Road to Midway to Maple	B*	11
Fletcher Avenue	Oak to 1/2 Point S	B*	1
Fletcher Avenue	Huntington Drive to Alhambra Road	B*	10
Garfield Avenue	Huntington Drive to Atlantic Boulevard	B*	11
Garfield Avenue	Mill Road to Huntington Drive	B*	6, 7 & 8
Huntington Drive	South Side to Court Avenue to Wayne Avenue	D	8
Huntington Drive	N Side, Court Avenue to Garfield Avenue	B*	2
Huntington Drive	Fletcher Avenue to Marengo Avenue	B*	6
Huntington Drive	South Side to La Senda Avenue to Bushnell Avenue	B*	8
Huntington Drive	South Side, La Senda Place to Garfield Avenue	B*	8
Huntington Drive N	Fletcher Avenue to Court Avenue	B*	10
Huntington Drive S	Morengo Avenue to Bushnell Avenue	B	10
Indiana Avenue	Monterey Road to El Centro Street	B*	11
La France Avenue	Huntington Dr. to Alhambra Road	B*	2
La France Avenue	Maple Street to Mid Block	B*	11
La Senda Place	Huntington Drive to Garfield Avenue	B*	5
Laurel Street	Milan Avenue to Marengo Avenue	B*	3
Le Droit Drive	Milan Avenue to Montrose Avenue	B*	1
Le Droit Drive	Montrose Avenue to Garfield Avenue	B*	9
Leman Street	Milan Avenue to Huntington Drive	B*	2
Maple Street	Fremont Avenue to Primrose Avenue	B*	4
Milan Avenue	Monterey Road to Huntington Drive	C* & B*	2,3,4
Milan Avenue	Monterey Road to Edgewood Drive	B*	1

\* Denotes Spot Repair Required. See Table "B" for Details

**TABLE A**  
**PHASE II**  
**SEWER MAIN CONDITION (ALPHABETICAL ORDER OF STREET NAME)**

Location	Limits	Condition	DVD No.
Milan Avenue	Huntington Drive to Spruce Street	B*	6
Milan Avenue	Oxley Street to Monterey Road	B*	9
Mission Street	Montrose Avenue to Garfield Avenue	B*	6
Mission Street	Milan Avenue to Montrose Avenue	A	2
Monterey Road	Milan Avenue to Montrose Avenue	B*	9
Monterey Road	Montrose Avenue to Garfield Avenue	B*	8
Montrose Avenue	Mission Street to Oxley Street	D	1
Montrose Avenue	Oxley Street to Le Droit Drive	B*	1
Montrose Avenue	Mission Street to Garfield Avenue	B*	2
Montrose Avenue	Monterey Road to Le Droit	A	9
Oak Meadow Lane	Oak Street to Cul de Sac	B*	9
Oak Street	Milan Avenue to Mid Point to Chelton Way	D	4
Oak Street	Chelton Way to Garfield Avenue	B*	3
Oak Street	Chelton Way to Mid Point to Milan Avenue	B*	4
Oak Street	Stratford Avenue to Milan Avenue	B*	5
Olive Street	Pine Street to Huntington Drive	B*	6
Oneonta Knoll	Primrose Avenue to 1/2 Point	B*	2
Oxley Street	Montrose Avenue to Garfield Avenue	B*	7
Pine Street	Huntington Drive to Garfield Avenue	B*	6
Primrose Avenue	Hunting Drive to Maple Street	B*	2
Primrose Avenue	Maple Street to Alhambra Road	B*	4
Primrose Avenue	Alhambra Road to Maple Road	B*	9
Spruce Street	Milan Avenue to Marengo Avenue	B*	3
Spruce Street	Milan to Southerly Terminus	A	6
Stratford Avenue	Along the Park	D	1
Stratford Avenue	Monterey Road to North of Park	B*	1
Stratford Avenue	Alhambra Road to Cul de Sac	B*	2
Stratford Avenue	Oak Street to Rollin Street	B*	5
Stratford Avenue	Oak street to Banks	B*	9
Stratford Avenue	Along Marengo Park	B*	11
Wayne Avenue	Amherst Drive to S. of Ashbourne Drive	B*	1
Wayne Avenue	Huntington Drive to Amherst Drive	B*	3
Wayne Avenue	Huntington Avenue to Oak Street	B*	5 & 6
Wayne Avenue	Huntington Drive and Oak Street	B*	8

\* Denotes Spot Repair Required. See Table "B" for Details

**TABLE B**  
**PHASE II**  
**SPOT REPAIR CONDITION (ALPHABETICAL ORDER OF STREET NAME)**

Location	Manhole No.	Group	DVD No.
Amherst Drive	17D-127B	I	1
Atlantic Boulevard	117E-117L	II	10
Atlantic Boulevard	23B-28C	II	10
Beech Street	141F-141E	I	2
Beech Street	141F-36D	I	2
Bushnell Avenue	22B-22A	II	5
Bushnell Avenue	22B-22E	II	5
Camden Avenue	20B-20A	I	3
Camden Avenue	20B-20C	I	3
Camden Avenue	20C-27A	IV	3
Chelton Way	19E-16D	I	4
Chelton Way	16C-16B	II	1
Court Avenue	20D-20E	II	3
Court Avenue	20G-20F	II	3
Edgewood Drive	16C-17E	II	1
Edgewood Drive	16C-17F	II	1
Edgewood Drive	17F-17C	II	1
Fair Oaks Avenue	37A-37B	I	4
Fair Oaks Avenue	38B-37A	II	4
Fletcher Avenue	23B-23A	II	1
Fletcher Avenue	28H-24A	II	10
Fletcher Avenue	24A-24B	II	10
Fletcher Avenue	24B-24C	II	10
Garfield Avenue	117L-117K	III	11
Garfield Avenue	12D-3D	I	8
Garfield Avenue	12D-3D	I	7
Garfield Avenue	2B-2A	IV	7
Garfield Avenue	2C-2B Drop	IV	7
Garfield Avenue	2C-2D	IV	7
Garfield Avenue	2D-2E	III	6
Garfield Avenue	2E-3A	IV	7
Garfield Avenue	3A-3B	IV	7
Garfield Avenue	3C-12D	III	7
Garfield Avenue	4A-27H	II	8
Garfield Avenue	4A-27H	II	8
Garfield Avenue	4B-4A	II	8
Garfield Avenue	4B-4A	II	8
Huntington Drive	27F-27G	I	8
Huntington Drive	27H-27G	I	8
Huntington Drive	27C-27D	II	2
Huntington Drive	27C-27B	II	2
Huntington Drive	25D-28C	II	6
Huntington Drive	25D-28B	II	6
Huntington Drive	28B-28A	II	6
Huntington Drive	27E-28K	II	8
Huntington Drive	28K-28J	II	8
Huntington Drive	28K-28F	II	8
Huntington Drive	27H-27G	II	8
Huntington Drive N	27A-21B	I	10

**TABLE B**  
**PHASE II**  
**SPOT REPAIR CONDITION (ALPHABETICAL ORDER OF STREET NAME)**

Location	Manhole No.	Group	DVD No.
Huntington Drive N	28E-21B	I	10
Huntington Drive S	28G-28H	I	10
Huntington Drive S	28J-28H	II	10
Huntington Drive S	28G-28F	III	10
Indiana Avenue	131A-103D	I	11
Indiana Avenue	103D-104C	I	11
Indiana Avenue	103C-82E	I	11
La France Avenue	35B-35C	I	2
La France Avenue	35C-35D	I	2
La France Avenue	36B-36A	II	2
La France Avenue	35D-35C	II	11
La Senda Place	27C-126B	II	5
La Senda Place	126B-126A	II	5
Laurel Street	25B-19F	II	3
Le Droit Drive	11C-3B	I	9
Le Droit Drive	8D-8E	II	1
Le Droit Drive	11C-11B	III	9
Leman Street	26B-37D	II	2
Leman Street	37D-37C	II	2
Maple Street	38B-38A	I	4
Maple Street	38B-38C	III	4
Milan Avenue	25B-25C	I	3
Milan Avenue	15A-9C	I	9
Milan Avenue	15B-15A	II	1
Milan Avenue	15B-15C	II	1
Milan Avenue	15C-15D	II	1
Milan Avenue	25B-19C	II	3
Milan Avenue	26B-26C	II	4
Milan Avenue	26E-26F	II	4
Milan Avenue	25D-220B	II	6
Milan Avenue	15D-19C	II	4
Milan Avenue	26C-26D	III	4
Milan Avenue	26D-26E	III	4
Mission Street	7E-2D	III	6
Monterey Road	12B-12A	III	9
Monterey Road	12D-12C	I	8
Monterey Road	12C-12B	I	8
Montrose Avenue	7E-6A	I	2
Montrose Avenue	8D-8C	III	1
Oak Meadow Lane	19D-232A	II	9
Oak Street	18B-18C	I	3
Oak Street	18B-18A	I	3
Oak Street	18D-18E	II	3
Oak Street	18B-18C	II	3
Oak Street	19D-19C	II	4
Oak Street	19E-19D	III	4
Oak Street	19B-19C	III	5
Olive Street	117C-128E	II	6
Olive Street	128E-128D	II	6

**TABLE B  
PHASE II  
SPOT REPAIR CONDITION (ALPHABETICAL ORDER OF STREET NAME)**

Location	Manhole No.	Group	DVD No.
Oneonta Knoll	36B-141B	I	2
Oneonta Knoll	141B-141A	II	2
Oxley Street	3A-11A	II	7
Pine Street	117C-117B	I	6
Pine Street	117C-117D	I	6
Pine Street	117D-117E	II	6
Pine Street	117E-117F	II	6
Pine Street	117F-117G	II	6
Pine Street	117B-117A	III	6
Primrose Avenue	36G-36H	I	4
Primrose Avenue	36H-36G	I	9
Primrose Avenue	36D-36E	II	2
Primrose Avenue	36F-36G	II	4
Primrose Avenue	36B-36A	III	2
Primrose Avenue	36B-36C	III	2
Primrose Avenue	36C-36D	III	2
Primrose Avenue	36E-36F	III	2
Spruce Street	25C-25A	III	3
Stratford Avenue	129A-129B	I	2
Stratford Avenue	129D-129C	II	9
Stratford Avenue	134B-134A	II	2
Stratford Avenue	134C-134B	I	2
Stratford Avenue	14C-14A	II	1
Stratford Avenue	14D-14C	III	11
Stratford Avenue	19B-14D	II	5
Wayne Avenue	17C-17D	II	1
Wayne Avenue	17C-17B	II	1
Wayne Avenue	17D-18C	II	3
Wayne Avenue	18B-21A	II	5
Wayne Avenue	21A-2B	II	6
Wayne Avenue	21B-21A	III	8

**TABLE C**  
**PHASE II**  
**SEWER MAIN CONDITION (WORST TO BEST)**

Condition	Location	Limits	DVD No.
D	Camden Avenue	Oak lane to 1/2 Point	3
D	Huntington Drive	South Side to Court Avenue to Wayne Avenue	8
D	Montrose Avenue	Mission Street to Oxley Street	1
D	Oak Street	Milan Avenue to Mid Point to Chelton Way	4
D	Stratford Avenue	Along the Park	1
C* & B*	Milan Avenue	Monterey Road to Huntington Drive	2,3,4
C	Camden Avenue	Huntington Drive to 1/2 Point	3
C	Court Avenue	Huntington Drive to Northerly Terminus	3
B*	Amherst Drive	Wayne Avenue to Mid Pt.	1
B*	Atlantic Boulevard	Garfield Avenue to Pine Street	10
B*	Beech Street	Primrose Avenue to 2/3 Way	2
B*	Bushnell Avenue	Oak Street to Huntington Drive	5
B*	Chelton Way	Edgewood Drive to Oak Street	1
B*	Chelton Way	Oaks Street to Edgewood Drive	4
B*	Court Avenue	Oak Street to 1/2 Point	3
B*	Edgewood Drive	Milan Avenue to Wayne Avenue	1
B*	Fair Oaks Avenue	Alhambra Road to Midway to Maple	11
B*	Fair Oaks Avenue	Maple Street to Alhambra Road	4
B*	Fletcher Avenue	Huntington Drive to Alhambra Road	10
B*	Fletcher Avenue	Oak to 1/2 Point S	1
B*	Garfield Avenue	Huntington Drive to Atlantic Boulevard	11
B*	Garfield Avenue	Mill Road to Huntington Drive	6, 7 & 8
B*	Huntington Drive	Fletcher Avenue to Marengo Avenue	6
B*	Huntington Drive	N Side, Court Avenue to Garfield Avenue	2
B*	Huntington Drive	South Side to La Senda Avenue to Bushnell Avenue	8
B*	Huntington Drive	South Side, La Senda Place to Garfield Avenue	8
B*	Huntington Drive N	Fletcher Avenue to Court Avenue	10
B	Huntington Drive S	Morengo Avenue to Bushnell Avenue	10
B*	Indiana Avenue	Monterey Road to El Centro Street	11
B*	La France Avenue	Huntington Dr. to Alhambra Road	2
B*	La France Avenue	Maple Street to Mid Block	11
B*	La Senda Place	Huntington Drive to Garfield Avenue	5
B*	Laurel Street	Milan Avenue to Marengo Avenue	3
B*	Le Droit Drive	Milan Avenue to Montrose Avenue	1
B*	Le Droit Drive	Montrose Avenue to Garfield Avenue	9
B*	Leman Street	Milan Avenue to Huntington Drive	2

\* Denotes Spot Repair Required. See Table "B" for Details

**TABLE C**  
**PHASE II**  
**SEWER MAIN CONDITION (WORST TO BEST)**

B*	Maple Street	Fremont Avenue to Primrose Avenue	4
B*	Milan Avenue	Huntington Drive to Spruce Street	6
B*	Milan Avenue	Monterey Road to Edgewood Drive	1
B*	Milan Avenue	Oxley Street to Monterey Road	9
B*	Mission Street	Montrose Avenue to Garfield Avenue	6
B*	Monterey Avenue	Milan Avenue to Montrose Avenue	9
B*	Monterey Road	Montrose Avenue to Garfield Avenue	8
B*	Montrose Avenue	Mission Street to Garfield Avenue	2
B*	Montrose Avenue	Oxley Street to Le Droit Drive	1
B*	Oak Meadow Lane	Oak Street to Cul de Sac	9
B*	Oak Street	Chelton Way to Garfield Avenue	3
B*	Oak Street	Chelton Way to Mid Point to Milan Avenue	4
B*	Oak Street	Stratford Avenue to Milan Avenue	5
B*	Olive Street	Pine Street to Huntington Drive	6
B*	Oneonta Knoll	Primrose Avenue to 1/2 Point	2
B*	Oxley Street	Montrose Avenue to Garfield Avenue	7
B*	Pine Street	Huntington Drive to Garfield Avenue	6
B*	Primrose Avenue	Alhambra Road to Maple Road	9
B*	Primrose Avenue	Huntington Drive to Maple Street	2
B*	Primrose Avenue	Maple Street to Alhambra Road	4
B*	Spruce Street	Milan Avenue to Marengo Avenue	3
B*	Stratford Avenue	Alhambra Road to Cul de Sac	2
B*	Stratford Avenue	Along Marengo Park	11
B*	Stratford Avenue	Monterey Road to North of Park	1
B*	Stratford Avenue	Oak Street to Banks	9
B*	Stratford Avenue	Oak Street to Rollin Street	5
B*	Wayne Avenue	Amherst Drive to S. of Ashbourne Drive	1
B*	Wayne Avenue	Huntington Avenue to Oak Street	5 & 6
B*	Wayne Avenue	Huntington Drive and Oak Street	8
B*	Wayne Avenue	Huntington Drive to Amherst Drive	3
A	Mission Street	Milan Avenue to Montrose Avenue	2
A	Montrose Avenue	Monterey Road to Le Droit	9
A	Spruce Street	Milan to Southerly Terminus	6

\* Denotes Spot Repair Required. See Table "B" for Details



**TABLE D**  
**PHASE II**  
**SPOT REPAIR CONDITION (WORST TO BEST)**

Group	Location	Manhole No.	DVD No.
I	Amherst Drive	17D-127B	1
I	Beech Street	141F-141E	2
I	Beech Street	141F-36D	2
I	Camden Avenue	20B-20A	3
I	Camden Avenue	20B-20C	3
I	Chelton Way	19E-16D	4
I	Fair Oaks Avenue	37A-37B	4
I	Garfield Avenue	12D-3D	8
I	Garfield Avenue	12D-3D	7
I	Huntington Drive	27F-27G	8
I	Huntington Drive	27H-27G	8
I	Huntington Drive N	27A-21B	10
I	Huntington Drive N	28E-21B	10
I	Huntington Drive S	28G-28H	10
I	Indiana Avenue	131A-103D	11
I	Indiana Avenue	103D-104C	11
I	Indiana Avenue	103C-82E	11
I	La France Avenue	35B-35C	2
I	La France Avenue	35C-35D	2
I	Le Droit Drive	11C-3B	9
I	Maple Street	38B-38A	4
I	Milan Avenue	25B-25C	3
I	Milan Avenue	15A-9C	9
I	Monterey Road	12D-12C	8
I	Monterey Road	12C-12B	8
I	Montrose Avenue	7E-6A	2
I	Oak Street	18B-18C	3
I	Oak Street	18B-18A	3
I	Oneonta Knoll	36B-141B	2
I	Pine Street	117C-117B	6
I	Pine Street	117C-117D	6
I	Primrose Avenue	36G-36H	4
I	Primrose Avenue	36H-36G	9
I	Stratford Avenue	134C-134B	2
I	Stratford Avenue	129A-129B	2
II	Atlantic Boulevard	117E-117L	10
II	Atlantic Boulevard	23B-28C	10
II	Bushnell Avenue	22B-22A	5
II	Bushnell Avenue	22B-22E	5
II	Chelton Way	16C-16B	1
II	Court Avenue	20D-20E	3
II	Court Avenue	20G-20F	3
II	Edgewood Drive	16C-17E	1
II	Edgewood Drive	16C-17F	1
II	Edgewood Drive	17F-17C	1
II	Fair Oaks Avenue	38B-37A	4
II	Fletcher Avenue	23B-23A	1
II	Fletcher Avenue	28H-24A	10
II	Fletcher Avenue	24A-24B	10

**TABLE D**  
**PHASE II**  
**SPOT REPAIR CONDITION (WORST TO BEST)**

Group	Location	Manhole No.	DVD No.
II	Fletcher Avenue	24B-24C	10
II	Garfield Avenue	4B-4A	8
II	Garfield Avenue	4A-27H	8
II	Garfield Avenue	4B-4A	8
II	Garfield Avenue	4A-27H	8
II	Huntington Drive	27C-27D	2
II	Huntington Drive	27H-27G	8
II	Huntington Drive	27C-27B	2
II	Huntington Drive	25D-28C	6
II	Huntington Drive	25D-28B	6
II	Huntington Drive	28B-28A	6
II	Huntington Drive	27E-28K	8
II	Huntington Drive	28K-28J	8
II	Huntington Drive	28K-28F	8
II	Huntington Drive S	28J-28H	10
II	La France Avenue	36B-36A	2
II	La France Avenue	35D-35C	11
II	La Senda Place	27C-126B	5
II	La Senda Place	126B-126A	5
II	Laurel Street	25B-19F	3
II	Le Droit Drive	8D-8E	1
II	Leman Street	26B-37D	2
II	Leman Street	37D-37C	2
II	Milan Avenue	15B-15A	1
II	Milan Avenue	15B-15C	1
II	Milan Avenue	15C-15D	1
II	Milan Avenue	25B-19C	3
II	Milan Avenue	26B-26C	4
II	Milan Avenue	26E-26F	4
II	Milan Avenue	25D-220B	6
II	Milan Avenue	15D-19C	4
II	Oak Meadow Lane	19D-232A	9
II	Oak Street	18D-18E	3
II	Oak Street	18B-18C	3
II	Oak Street	19D-19C	4
II	Olive Street	117C-128E	6
II	Olive Street	128E-128D	6
II	Oneonta Knoll	141B-141A	2
II	Oxley Street	3A-11A	7
II	Pine Street	117D-117E	6
II	Pine Street	117E-117F	6
II	Pine Street	117F-117G	6
II	Primrose Avenue	36D-36E	2
II	Primrose Avenue	36F-36G	4
II	Stratford Avenue	129D-129C	9
II	Stratford Avenue	134B-134A	2
II	Stratford Avenue	14C-14A	1
II	Stratford Avenue	19B-14D	5
II	Wayne Avenue	17C-17D	1

**TABLE D  
PHASE II  
SPOT REPAIR CONDITION (WORST TO BEST)**

Group	Location	Manhole No.	DVD No.
II	Wayne Avenue	17C-17B	1
II	Wayne Avenue	17D-18C	3
II	Wayne Avenue	18B-21A	5
II	Wayne Avenue	21A-2B	6
III	Garfield Avenue	117L-117K	11
III	Garfield Avenue	2D-2E	6
III	Garfield Avenue	3C-12D	7
III	Huntington Drive S	28G-28F	10
III	Le Droit Drive	11C-11B	9
III	Maple Street	38B-38C	4
III	Milan Avenue	26C-26D	4
III	Milan Avenue	26D-26E	4
III	Mission Street	7E-2D	6
III	Monterey Avenue	12B-12A	9
III	Montrose Avenue	8D-8C	1
III	Oak Street	19B-19C	5
III	Oak Street	19E-19D	4
III	Pine Street	117B-117A	6
III	Primrose Avenue	36B-36A	2
III	Primrose Avenue	36B-36C	2
III	Primrose Avenue	36C-36D	2
III	Primrose Avenue	36E-36F	2
III	Spruce Street	25C-25A	3
III	Stratford Avenue	14D-14C	11
III	Wayne Avenue	21B-21A	8
IV	Camden Avenue	20C-27A	3
IV	Garfield Avenue	3A-3B	7
IV	Garfield Avenue	2B-2A	7
IV	Garfield Avenue	2C-2B Drop	7
IV	Garfield Avenue	2C-2D	7
IV	Garfield Avenue	2E-3A	7

**TABLE E  
PHASE II  
ESTIMATED COST OF SEWER REPAIRS**

DVD No.	LOCATION	MANHOLE NOS.	R&R PIPE (FT.)	REPAIR LATERAL (EA)	REPAIR COST IN THOUSANDS			
					PRIORITY 1	PRIORITY 2	PRIORITY 3	PRIORITY 4
1	Montrose Avenue	8D-8C	25	1			4	4
		8C-8B	325		59			
	Le Droit Drive	8D-8E	100	1		18		4
		15B-15A	125			23		
	Milan Avenue	15B-15C	225	1		41		4
		15C-15D	175			32		
	Edgewood Drive	16C-17E	60			11		
		16C-17F	75		14			
		17F-17C	75	2		14		8
	Chelton Way	16C-16B	25			4		
		17C-17D	150	1		27		4
	Wayne Avenue	17C-17B	25	1		4		4
		17D-127B	150	3	27			12
	Fletcher Avenue	23B-23A	50	2		9		8
Stanford Avenue	14C-14A	50			9			
	14C-14D	400		72				
2	Primrose Avenue	36B-36A	25				4	
		36B-36C	25				4	
		36C-36D	25				4	
		36D-36E	25			4		
		36E-36F	50				9	
	Oneonta Knoll	36B-141B	100		18			
		141B-141A	150			27		
	Beech Street	141F-36D	150'		27			
		141F-141E	100		18			
	Montrose Avenue	7E-6A	150		27			
	La France Avenue	36B-36A	25	1		9		4
		35B-35C	175	8	32			32
		35C-35D	200	11	36			44
	Stratford Avenue	134C-134B	25	1	5			4
		134B-134A	50			9		
		134C-129A	125		23			
		129A-129B	175	4	32			16
129B-129D		305		55				
Milan Avenue	26B-26A		5				20	

**TABLE E**  
**PHASE II**  
**ESTIMATED COST OF SEWER REPAIRS**

DVD No.	LOCATION	MANHOLE NOS.	R&R PIPE (FT.)	REPAIR LATERAL (EA)	REPAIR COST IN THOUSANDS			
					PRIORITY 1	PRIORITY 2	PRIORITY 3	PRIORITY 4
2	Leman Street	26B-37D	50			9		
		37D-37C	200			36		
	Huntington Drive	27C-27D	50			9		
		27C-27B	150			36		
3	Court Avenue	20F-27B	450			81		
	Camden Avenue	20C-27A	300	5		64		20
	Wayne Avenue	17D-18C	75	1		14		4
		18B-18C	25	1	5			4
	Oak Street	18D-18E	25	1		5		4
		18B-18A	100		18			
	Milan Avenue	25B-19C	100			18		
		25B-25C	200	4	36			16
	Laurel Street	25B-19F	150	1		18		4
	Spruce Street	25C-25A	75				14	
	Camden Avenue	20B-20A	400		72			
		20B-20C	100			18		
	Court Avenue	20D-20E	75			14		
20G-20F		25			5			
4	Chelton Way	19E-16D	200		36			
	Oak Street	19E-19D	50	2			9	8
		19D-19C	330		60			
	Milan Avenue	15D-19C	375			68		
	Maple Street	38B-38C	50	2	9			8
		38B-38A	50					
	Fair Oaks Avenue	38B-37A	250			45		
	Primrose Avenue	36F-36G	250	10		45		40
		36G-36H	100	1	18			4
	Milan Avenue	26B-26C	100	4		18		16
		26C-26D	75				14	
		26D-26E	75	5			14	20
26E-26F		200	4		36		16	
Fair Oaks Avenue	37A-37B	75	1	14			4	
5	Oak Street	19B-19C	50	2			9	8
	Stratford Avenue	19B-14D	75			14		

**TABLE E  
PHASE II  
ESTIMATED COST OF SEWER REPAIRS**

DVD No.	LOCATION	MANHOLE NOS.	R&R PIPE (FT.)	REPAIR LATERAL (EA)	REPAIR COST IN THOUSANDS				
					PRIORITY 1	PRIORITY 2	PRIORITY 3	PRIORITY 4	
5	La Senda Place	27C-126B	100			18			
		126B-126A	400			72			
	Bushnell Avenue	22B-22A	225	7		41		28	
		22B-22E	200	2		36		8	
	Wayne Avenue	18B-21A	200	11		36		44	
6	Wayne Avenue	21A-2B	75			14			
	Huntington Drive	25D-28C	225			41			
		25D-28B	175			32			
		28B-28A	100			18			
	Milan Avenue	25D-220B	150	1		27		4	
	Pine Street	117C-117B	25		5				
		117B-117A	75	3			14	12	
	Olive Street	117C-128E	25	1			4	4	
		128E-128D	25				4		
	Pine Street	117C-117D							
		117D-117E	150				27		
117E-117F		25		5					
		117F-117G	125			23			
7	Garfield Street	2C-2D		2				8	
		2D-2E	25				4		
		2E-3A			1				4
		2C-2B Drop			4				16
		2B-2A			6				24
	Mission Street	7E-2D	25				4		
	Oxley Street	3A-11A	25	1		4		4	
	Garfield Avenue	3A-3B			1				4
3C-12D		25		1	5		4	4	
8	Garfield Avenue	12D-3D	50		9				
	Monterey Road	12D-12C	50		9				
		4B-4A	75				14		
	Garfield Avenue	4A-27H	75				14		
		27F-27E	410			74			
	Huntington Drive	27E-28K	75				14		
		27F-27G	50			9			
28K-28J		25				4			

**TABLE E  
PHASE II  
ESTIMATED COST OF SEWER REPAIRS**

DVD No.	LOCATION	MANHOLE NOS.	R&R PIPE (FT.)	REPAIR LATERAL (EA)	REPAIR COST IN THOUSANDS			
					PRIORITY 1	PRIORITY 2	PRIORITY 3	PRIORITY 4
8	Wayne Avenue	21B-21A	25	1			4	4
	Huntington Drive	27H-27G	100		18			
9	Stratford Avenue	129D-129C	25	2		4		8
		36D-36E		2				8
	Primrose Avenue	36H-36G	100	2	18			8
	Oak Meadow Lane	19D-232A	25			4		
	Milan Avenue	15A-9C	75	1	14			4
	Monterey Avenue	12B-12A	25	1			4	4
		11C-3B	100		18			
Le Droit Drive	11C-11B	50				9		
10	Huntington Drive N	27A-21B	100	1	18			4
		27A-27B	75			14		
		28E-21B	100					
	Atlantic Boulevard	117E-117L	75			14		
		23B-28C	50	2		9		8
	Huntington Drive S	28G-28F	25				4	
		28G-28H	75		14			
		28J-28H	125				23	
	Fletcher Avenue	28H-24A	225	6			41	24
		24A-24B	200				36	
24B-24C		75				14		
11	Garfield Avenue	117L-117K	25				4	
	Stratford Avenue	14D-14C	25				4	
	La France Avenue	35D-35C	25			4		
		131A-103D	75		14			
	Indiana Avenue	103D-104C	75		14			
103C-82E		175		32				
<b>TOTALS</b>			<b>13880</b>	<b>145</b>	<b>989</b>	<b>1390</b>	<b>140</b>	<b>580</b>

## 2. Current Sewer Rates





**CITY OF SOUTH PASADENA**

**2010 Water, Sewer and Refuse Rate Adjustments**

Dear South Pasadena Water, Sewer and Refuse customers:

This month's bill is longer than usual due to rate adjustments effective July 1, 2010. The first part of your bill represents services received in June 2010. The second part is for services in July 2010.

Effective July 1, 2010, the water and sewer rates have been adjusted per City Resolutions 7046, 7047 and 7048 adopted in May 2009. The old and new rates are presented below.

Water Bi-Monthly Charges		
Meter Charge	Old Total	New Total
3/4"	\$44.34	\$51.00
1"	62.08	71.40
1 1/2"	79.82	91.80
2"	128.60	147.90
3"	487.84	561.00
4"	620.88	714.00
6"	931.32	1,071.02
8"	1,286.10	1,479.02
Consumption Charge	Old Total	New Total
Per Hundred Cubic Feet of Consumption	\$0.92	\$1.06

Sewer Bi-Monthly Charges		
Sewer Charge	Old	New
Single Family	\$ 12.67	\$ 14.57
Multi-Family	8.56	9.84
Commercial	12.67	14.57

Refuse Bi-Monthly Charges		
Refuse Charge	Old	New
Standard	\$ 69.60	\$ 71.46
3 Yard Bin	268.76	277.04
Roll-Off	416.60	424.54

Refuse rates, effective July 1, 2010, reflect a rate increase of approximately 2.67%. The increase is based on the percentage change in the Consumer Price Index from April 2009 to April 2010 and "pass through" increase for increased landfill fees per the contract approved by the City Council.

*For further questions, contact the Finance Department at (626) 403-7259*

**South Pasadena Municipal Code**

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[CHAPTER 30 SEWERS](#)

**ARTICLE II. FOG CONTROL PROGRAM****30.20 FOG discharge requirement.**

No FSE shall discharge or cause to be discharged into the sewer system FOG that exceeds a concentration level adopted by a regulatory agency or that may accumulate and/or cause or contribute to blockages in the sewer system or at the sewer system lateral which connects the FSE to the sewer system. (Ord. No. 2186, § 2, 2009.)

**30.21 FOG prohibitions.**

The following prohibitions shall apply to all FSEs:

(a) No person shall discharge, or cause to be discharged any wastewater from FSEs directly or indirectly into the sewer system without first obtaining a FOG wastewater discharge permit pursuant to this chapter.

(b) Discharge of any waste, including FOG and solid materials removed from the grease control device to the sewer system, is prohibited.

(c) The installation and use of food grinders shall be prohibited in all new food service establishments that are located in new or existing buildings, in all existing food service establishments undergoing remodeling, and in all existing food preparation and service establishments undergoing remodeling or a change in operations such that they would become a commercial kitchen.

(d) Introduction of any additives into a food service establishment's wastewater system for the purpose of emulsifying or biologically/chemically treating FOG for grease remediation or as a supplement to interceptor maintenance, unless a specific written authorization from the director is obtained.

(e) Disposal of waste cooking oil into drainage pipes.

(f) The discharge of wastewater from dishwashers to any grease traps or grease interceptor.

(g) Discharge of wastewater with temperature in excess of one hundred forty degrees Fahrenheit to any grease control device, including grease traps and grease interceptors.

(h) Discharge of wastes from toilets, urinals, wash basins, and other fixtures containing fecal material to sewer lines intended for grease interceptor service, is prohibited.

(i) A grease removal device should not be considered properly maintained if for any reason it is not in good working condition, or if sand, oil, sludge, and grease accumulations total more than twenty-five percent of the operative fluid capacity.

(j) The discharge of any waste or FOG to the sewer system in a manner which either violates the California State Water Resources Control Board's Sewer WDRs or causes or contributes to condition which fails to comply with any of the provisions of the sewer WDRs is prohibited. (Ord. No. 2186, § 2, 2009.)

**30.22 FOG wastewater discharge permit required.**

(a) FSEs proposing to discharge or currently discharging wastewater containing FOG into the city's sewer system shall obtain a FOG wastewater discharge permit from the city within either (1) one hundred eighty days from the effective date of the ordinance codified in this chapter; or (2) at the time any FSE applies

for or renews its annual business license from the city. Compliance with this chapter must be demonstrated at the time any business license is issued, provided that the director may extend the compliance date for no more than ninety days after the date of the issuance of the license.

(b) FOG wastewater discharge permits shall be expressly subject to all provisions of this chapter and all other regulations, charges for use, and fees established by the city. The conditions of FOG wastewater discharge permits shall be enforced by the city in accordance with this chapter and applicable state and federal regulations.

(c) The city shall not issue a certificate of occupancy for any new construction, or occupancy unless a FSE has fully complied with the provisions of this chapter. (Ord. No. 2186, § 2, 2009.)

### **30.23 FOG wastewater discharge permit application.**

Any person required to obtain a FOG wastewater discharge permit shall complete and file with the city prior to commencing discharges, an application in a form prescribed by the director and shall provide the city such information and documents as the director determines is necessary and appropriate to properly evaluate the application. The applicable fees shall accompany this application. After evaluation of the data furnished, the director may issue a FOG wastewater discharge permit, subject to terms and conditions set forth in this chapter and as otherwise determined by the director to be appropriate to protect the city's sewer system. (Ord. No. 2186, § 2, 2009.)

### **30.24 FOG wastewater discharge permit conditions.**

The issuance of a FOG wastewater discharge permit may contain any of the following conditions or limits as determined by the director:

- (a) Limits on discharge of FOG and other priority pollutants;
- (b) Requirements for proper operation and maintenance of grease interceptors and other grease control devices;
- (c) Grease interceptor maintenance frequency and schedule;
- (d) Requirements for implementation of best management practices and installation of adequate grease interceptor and/or grease control device;
- (e) Requirements for maintaining and reporting status of best management practices;
- (f) Requirements for maintaining and submitting logs and records, including waste hauling records and waste manifests;
- (g) Requirements to self-monitor;
- (h) Requirements for the FSE to construct, operate and maintain, at its own expense, FOG control device and sampling facilities;
- (i) Consent by the operator of the FSE for the city and other regulatory agencies to inspect the FSE to confirm compliance with this chapter, the NPDES permit and other applicable laws, rules and regulations, including any NPDES permit applicable to the city;
- (j) Additional requirements as otherwise determined to be reasonably appropriate by the director to protect the city's system or as specified by other regulatory agencies;
- (k) Other terms and conditions, which may be reasonably applicable to ensure compliance with this chapter as determined by the director. (Ord. No. 2186, § 2, 2009.)

### **30.25 FOG wastewater discharge permit fee.**

The FOG wastewater discharge permit fee shall be paid by the applicant in an amount adopted by resolution of the city council. Payment of permit fees must be received by the city prior to issuance of either a new permit or a renewed permit. A permittee shall also pay any delinquent invoices in full prior to permit renewal. (Ord. No. 2186, § 2, 2009.)

### **30.26 FOG wastewater discharge permit modifications of terms and conditions.**

(a) The terms and conditions of an issued permit may be subject to modification and change by the sole determination of the director during the life of the permit based on:

- (1) The discharger's current or anticipated operating data;
- (2) The city's current or anticipated operating data;
- (3) Changes in the requirements of regulatory agencies which affect the city; or
- (4) A determination by the director that such modification is appropriate to further the objectives of this chapter.

(b) The permittee may request a modification to the terms and conditions of an issued permit. The request shall be in writing stating the requested change, and the reasons for the change. The director shall review the request, make a determination on the request, and respond in writing.

(c) The permittee shall be informed of any change in the permit limits, conditions, or requirements at least forty-five days prior to the effective date of change. Any changes or new conditions in the permit shall include a reasonable time schedule for compliance. (Ord. No. 2186, § 2, 2009.)

### **30.27 FOG wastewater discharge permit duration and renewal.**

FOG wastewater discharge permits shall be issued for a period not to exceed five years. Upon expiration of the permit, the discharger shall apply for renewal of the permit in accordance with the provisions of this chapter. (Ord. No. 2186, § 2, 2009.)

### **30.28 Exemption from FOG wastewater discharge permit.**

A limited food preparation establishment is not considered a FSE for the purposes of this chapter and is exempt from obtaining a FOG wastewater discharge permit. Exempted establishment shall be engaged only in reheating, hot holding or assembly of ready to eat food products and as a result, there is no wastewater discharge containing significant amount of FOG. A limited food preparation establishment does not include any operation that changes the form, flavor, or consistency of food. (Ord. No. 2186, § 2, 2009.)

### **30.29 Nontransferability of permits.**

(a) FOG wastewater discharge permits issued under this chapter are for a specific FSE, for a specific operation and create no vested rights.

(b) No permit holder shall assign, transfer or sell any FOG wastewater discharge permit issued under this chapter nor use any such permit for or on any premises or for facilities or operations or discharges not expressly encompassed within the underlying permit.

(c) Any permit, which is transferred to a new owner or operator or to a new facility, is void. (Ord. No. 2186, § 2, 2009.)

### **30.30 Best management practices required.**

All FSEs shall implement best management practices in its operation to minimize the discharge of FOG to the sewer system.

(a) Installation of Drain Screens. Drain screens shall be installed on all draining pipes in food preparation areas. Clean drain screens frequently by placing the collected material in the garbage.

(b) Disposal of Food Waste. All food waste shall be disposed of directly into the trash or garbage and not in sinks.

(c) Segregation and Collection of Waste Cooking Oil. Licensed waste haulers or an approved recycling facility must be used to dispose of waste cooking oil.

(d) Maintenance of Kitchen Exhaust Filters. Filters shall be cleaned as frequently as necessary to be maintained in good operating condition. The wastewater generated from cleaning the exhaust filters shall be disposed properly.

(e) Kitchen Signage. Best management and waste minimization practices shall be posted conspicuously in the food preparation and dishwashing areas at all times.

(f) Employee Training. Employees of the food service establishment shall be trained by ownership within one hundred eighty days of notification, and twice each calendar year thereafter, on the following subjects:

- (1) How to "dry wipe" pots, pans, dishware, and work area before washing to remove grease;
- (2) How to properly dispose of food waste and solids in enclosed plastic bags prior to disposal in trash bins or containers to prevent leaking and odors;
- (3) The location and use of absorption products to clean under fryer baskets and other locations where grease may be spilled or dripped;
- (4) How to properly dispose of grease or oils from cooking equipment into a grease receptacle such as a barrel or drum without spilling.

Training shall be documented and employee signatures retained indicating each employee's attendance and understanding of the practices reviewed. Training records shall be available for review at any reasonable time by or other authorized inspector. (Ord. No. 2186, § 2, 2009.)

### **30.31 FSEs FOG pretreatment required.**

FSEs shall install an approved grease control device and regularly maintain it so as to prevent excessive discharges of grease and oil into the public sewer. Exceptions to the installation of a grease and oil interceptor shall be determined on a case-by-case basis by the director. (Ord. No. 2186, § 2, 2009.)

### **30.32 FOG pretreatment required for new construction of food service establishments.**

All new construction of food service establishments and those undergoing a significant remodel shall install a grease interceptor prior to commencing discharge of wastewater to sewer system. (Ord. No. 2186, § 2, 2009.)

### **30.33 Variance and waiver of grease interceptor requirement.**

(a) Variance from Grease Interceptor Requirements. A variance or a conditional waiver from the grease interceptor requirements on such terms and conditions as may be established by the director, consistent with the requirements of the sewer WDRs, the city's FOG control program, and best construction, engineering, environmental and health and safety practices, to: (1) allow alternative pretreatment technology that is, at least, equally effective in controlling the FOG discharge in lieu of a grease interceptor, may be granted by the

director to FSEs demonstrating to the director's satisfaction that it is impossible to install, operate or maintain a grease interceptor; or (2) where the FSE demonstrates to the director's satisfaction that any FOG discharge from the FSE is negligible and will have an insignificant impact to the sewer system.

(b) Waiver from Grease Interceptor Installation with a Grease Disposal Mitigation Fee. For FSEs where the installation of grease interceptor is not feasible and no equivalent alternative pretreatment can be installed, a waiver from the grease interceptor requirement may be granted with the imposition of a grease disposal mitigation fee as described in section 30.34. The director's determination to grant the waiver with a grease disposal mitigation fee will be based upon such considerations that the director determines to be appropriate and consistent with the sewer WDRs, the city's FOG control program, and best construction, engineering, environmental and health and safety practices. Provided, however, that a grease interceptor will be installed when the FSE undergoes a significant remodel. No discretionary permit, including but not limited to a conditional use permit, shall be issued to a FSE unless the applicant can demonstrate that a grease interceptor has been or will be installed at the FSE.

(c) Application for Waiver or Variance of Requirement for Grease Interceptor. A FSE may submit an application for waiver or variance from the grease interceptor requirement to the director. Terms and conditions for issuance of a variance to a FSE shall be set forth in the permit. A waiver or variance may be revoked at any time when any of the terms and conditions for its issuance is not satisfied or if the conditions upon which the waiver was based change so that the justification for the waiver no longer exists. (Ord. No. 2186, § 2, 2009.)

### **30.34 Grease disposal mitigation fee.**

(a) FSEs that operate without a grease control interceptor may be required to pay an annual grease disposal mitigation fee to equitably cover the costs of increased maintenance and administration of the sewer system as a result of the FSEs' inability to adequately remove FOG from its wastewater discharge. This section shall not be interpreted to allow a new FSE, or existing FSEs undergoing remodeling or change in operations, to operate without an approved grease interceptor unless the director has determined that it is impossible to install or operate a grease control interceptor for the FSE under the provisions of this chapter.

(b) The grease disposal mitigation fee shall be established by resolution of the city council, and shall be based on the estimated annual increased cost of maintaining the sewer system for inspection and removal of FOG and other viscous or solidifying agents attributable to the FSE resulting from the lack of a grease interceptor or grease control device and such other costs that the city council considers appropriate.

(c) The grease disposal mitigation fee may not be waived or reduced when the FSE does not comply with the minimum requirements of this chapter. (Ord. No. 2186, § 2, 2009.)

### **30.35 Grease interceptor maintenance requirements.**

(a) Grease interceptors shall be maintained in efficient operating condition by periodic removal of the full content of the interceptor which includes wastewater, accumulated FOG, floating materials, sludge and solids.

(b) Wastewater, accumulated FOG, floating material, sludge/solids, and other materials removed from the grease interceptor shall be disposed off site properly by waste haulers in accordance with federal, state and/or local laws.

(c) Grease interceptors shall be fully pumped out and cleaned on a quarterly basis. The agency may change the maintenance frequency at any time to reflect changes in actual operating conditions in accordance with the FOG control program. Based on the actual generation of FOG from the food service establishment, the maintenance frequency may increase or decrease.

(d) The permittee shall be required to keep all documents identified by the director relating to its compliance with this chapter, including manifests, receipts and invoices of all cleaning, maintenance, grease removal off/from the grease control device, disposal carrier and disposal site location for no less than two years. The permittee shall, upon request, make the manifests, receipts and invoices available to any city representative, or inspector.

(e) If the grease interceptor, at any time, contains excess FOG and solids accumulation the FSE shall be required to have the grease interceptor serviced immediately such that all fats, oils, grease, sludge, and other materials are completely removed from the grease interceptor. If deemed necessary, the director may also increase the maintenance frequency of the grease interceptor from the current frequency. (Ord. No. 2186, § 2, 2009.)

### **30.36 FOG inspections.**

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The director, or representative, shall be authorized at any reasonable time to enter the premises of any discharger to determine compliance with the provisions of this chapter; such inspection may include but not be limited to: inspection, sampling, monitoring, review, photograph, videotape and copy of any records, reports, test results or other data, wastes, chemicals, storage areas, storage containers, waste generating processes, treatment facilities and discharge locations. (Ord. No. 2186, § 2, 2009.)

### **30.37 FOG inspections fees.**

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The amount of FOG inspections fee shall be established by resolution of the city council as amended from time to time in accordance with provisions of this chapter. (Ord. No. 2186, § 2, 2009.)



# City Council Agenda Report

ITEM NO. 23

**DATE:** December 7, 2022

**FROM:** Arminé Chaparyan, City Manager *AC*

**PREPARED BY:** Angelica Frausto-Lupo, Community Development Director  
Ayla Jefferson, Building Official

**SUBJECT:** **Adoption of Urgency and Second Reading and Adoption of Regular Ordinances by Reference of the 2023 Los Angeles County Building, Residential, Electrical, Mechanical, Plumbing and Existing Building Codes with Certain Amendments, Additions and Deletions thereto by Amending Chapter 9 Article 1 of the South Pasadena Municipal Code and Add New Section to Article 2 of Chapter 9 to Comply with AB 1236 and AB 970 to Expedite Permitting for Electrical Vehicle Charging Stations**

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## Recommendation

It is recommended that the City Council:

1. Hold a Public Hearing to hear any objections to an Ordinance and Urgency Ordinance both adopting by reference and amending the 2023 Los Angeles County Building, Residential, Electrical, Mechanical, Plumbing, and Existing Building Codes;
2. Read by title only and waive further reading for the second reading of an Ordinance adopting by reference and amending the 2023 Los Angeles County Building, Electrical, Plumbing, Mechanical, Residential, and Existing Building Codes;
3. Read by title only and waive further reading of an Urgency Ordinance adopting by reference and amending the 2023 Los Angeles County Building, Electrical, Plumbing, Mechanical, Residential, and Existing Building Codes;
4. Find that adoption of the proposed Ordinance and Urgency Ordinance are exempt from the provisions of the California Environmental Quality Act because such actions Section 15061(b)(3) of Title 14 of the California Code of Regulations;
5. Adopt the Ordinance on Second Reading; and
6. Adopt the Urgency Ordinance.



**Title of the Ordinance to Read:**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING THE CITY OF SOUTH PASADENA MUNICIPAL CODE BY MODIFYING CHAPTER 9 ARTICLE I THEREOF ADOPTING BY REFERENCE THE 2023 LOS ANGELES COUNTY BUILDING CODE (TITLE 26), ELECTRICAL CODE (TITLE 27), PLUMBING CODE (TITLE 28), MECHANICAL CODE (TITLE 29), RESIDENTIAL CODE (TITLE 30), AND EXISTING BUILDING CODE (TITLE 33) AND BY MODIFYING ARTICLE II THEREOF ADDING EXPEDITED PERMITTING WITH CERTAIN AMENDMENTS, ADDITIONS AND DELETIONS THERETO**

**Title of the Urgency Ordinance to Read:**

**AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING THE CITY OF SOUTH PASADENA MUNICIPAL CODE BY MODIFYING CHAPTER 9 ARTICLE I THEREOF ADOPTING BY REFERENCE THE 2023 LOS ANGELES COUNTY BUILDING CODE (TITLE 26), ELECTRICAL CODE (TITLE 27), PLUMBING CODE (TITLE 28), MECHANICAL CODE (TITLE 29), RESIDENTIAL CODE (TITLE 30), AND EXISTING BUILDING CODE (TITLE 33) AND BY MODIFYING ARTICLE II THEREOF ADDING EXPEDITED PERMITTING WITH CERTAIN AMENDMENTS, ADDITIONS AND DELETIONS THERETO**

**Background and Analysis**

Every three years, the State adopts new codes (known collectively as the California Building Standards Code or "Title 24") to establish uniform standards for the construction and maintenance of buildings, electrical systems, plumbing systems, mechanical systems, and fire and life safety systems. Sections 17922, 17958 and 18941.5 of the California Health and Safety Code requires that the latest edition of the Title 24 be applied to local construction 180 days after publication by the state.

While State law requires local governments to enforce California Title 24, the law allows local governments to enact additional local amendments, but only where the City Council can make a finding that these amendments are based on local climatic, geological, or topographical conditions.

The City of South Pasadena historically has adopted the Los Angeles County version of the codes (Title 24 plus Los Angeles County amendments) based on local conditions that include Santa Ana Winds, wildfires, and greater earthquake risk. Adoption of the Los Angeles County Codes by the City ensures that the codes used by the City set the safest standard permitted by law; are consistent with codes throughout the region; and are readily available to architects, engineers, and contractors.

Assembly Bill (AB) 1236 specifically adds Section 65850.7 to the Government Code, relating to local ordinances, to require cities to adopt by ordinance an expedited permitting process for electric vehicle charging stations. AB 970 requires a city, county, or city and county to reduce the number of required parking spaces to accommodate the electric vehicle charging station, as specified. The AB 970's provisions would become operative

on January 1, 2022, but for every city, county, or city and county with a population of less than 200,000 residents, the Bill's provisions would apply beginning on January 1, 2023.

Note: Two identical Ordinances are being brought before the City Council. One Ordinance is by 'Urgency' and is to take effect January 1, 2023. The Urgency Ordinance requires a four-fifths vote by the City Council. The non-Urgency Ordinance will take effect 30 days after second reading and adoption of the non-Urgency Ordinance. The need for the Urgency Ordinance adopting the County Codes is to allow the new Building Code to go into effect on January 1, 2023 as opposed to on January 6, 2023 when the non-Urgency Ordinance will go into effect.

Under Government Code Section 36937, cities may adopt urgency ordinances for the immediate preservation of the public peace, health, or safety, containing a declaration of the facts constituting the urgency, and passed by a four-fifths vote of the City Council.

The non-Urgency Ordinance was introduced on November 16, 2022 for the first reading and was read by title only. An analysis of the non-Urgency Ordinance can be found in the staff report dated November 16, 2022 (Attachment 2). The findings supporting the local amendment of the California Building Standards Code can be found in Attachment 4 and supporting materials.

### **Environmental Analysis**

The adoption of local amendments to the California Building Standards Code amends the South Pasadena Municipal Code are largely administrative in nature. These amendments are designed to improve and not degrade environmental quality, and the impacts of these local amendments to the building standards code will not adversely affect the environment in any manner that could be significant. Accordingly, this action is exempt from the provisions of the California Environmental Quality Act because such actions Section 15061(b)(3) of Title 14 of the California Code of Regulations.

### **Fiscal Impact**

The fiscal impact associated with the adoption of the Urgency Ordinance and the non-Urgency Ordinance will be the purchase of the 2023 Los Angeles County Building Standards Code books estimated to cost \$400. Funding to purchase the books is available in the FY 2022-23 Budget Community Development Department Dues, Memberships, Subscriptions, and Books Budget Account No. 101-7010-7011-8060-000.

### **Public Noticing**

A Public Hearing Notice was published November 23 and November 30, 2022 in the Pasadena Star-News.

### **Attachments:**

1. [Proposed] Ordinance to adopt by reference and amend the 2023 Los Angeles County Building, Residential, Electrical, Plumbing, Mechanical and Existing Building Codes and Expedited Permitting for Electric Vehicle charging stations

2. Staff Report of the 1<sup>st</sup> Reading Dated November 16, 2022
3. [Proposed] Urgency Ordinance to adopt by reference and amend the 2023 Los Angeles County Building, Residential, Electrical, Plumbing, Mechanical and Existing Building Codes and Expedited Permitting for Electric Vehicle charging stations
4. Findings and Los Angeles County Ordinance adopting and amending the 2022 California Codes and creating the 2023 Los Angeles County Codes

Due to the size of the Los Angeles County Ordinance, these documents can be viewed at the following links:

- Building Code and Findings  
<http://file.lacounty.gov/SDSInter/bos/supdocs/173612.pdf>
  - Residential Code and findings  
<http://file.lacounty.gov/SDSInter/bos/supdocs/173615.pdf>
  - Electrical Code and findings  
<http://file.lacounty.gov/SDSInter/bos/supdocs/173568.pdf>
  - Plumbing Code and findings  
<http://file.lacounty.gov/SDSInter/bos/supdocs/173643.pdf>
  - Mechanical Code and findings  
<http://file.lacounty.gov/SDSInter/bos/supdocs/173614.pdf>
  - Existing Building Code and findings  
<http://file.lacounty.gov/SDSInter/bos/supdocs/173617.pdf>
  - California Codes can be viewed at <https://www.dgs.ca.gov/BSC/Codes>
5. Findings amending the Fire code may be reviewed on the agenda posted for the November 2, 2022 City Council Meeting, Agenda Item Number 12  
<https://www.southpasadenaca.gov/home/showpublisheddocument/30798/638024872551348226>

## **ATTACHMENT 1**

[Proposed] Ordinance to adopt by reference and amend the 2023 Los Angeles County Building, Residential, Electrical, Plumbing, Mechanical and Existing Building Codes and Expedited Permitting for Electric Vehicle charging stations

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING THE CITY OF SOUTH PASADENA MUNICIPAL CODE BY MODIFYING CHAPTER 9 ARTICLE I THEREOF ADOPTING BY REFERENCE THE 2023 LOS ANGELES COUNTY BUILDING CODE (TITLE 26), ELECTRICAL CODE (TITLE 27), PLUMBING CODE (TITLE 28), MECHANICAL CODE (TITLE 29), RESIDENTIAL CODE (TITLE 30), AND EXISTING BUILDING CODE (TITLE 33) AND BY MODIFYING ARTICLE II THEREOF ADDING EXPEDITED PERMITTING WITH CERTAIN AMENDMENTS, ADDITIONS AND DELETIONS THERETO**

WHEREAS, the 2022 California Building, Residential, Electrical, Mechanical, Plumbing, and Existing Building Codes have been published by the California Building Standards Commission; and

WHEREAS, the City of South Pasadena (City) is permitted by state law to amend the California Building, Residential, Electrical, Mechanical, Plumbing, and Existing Building Codes (Title 24, Parts 2, 2.5, 3, 4, 5, and 10) by adoption and amendment only prior to January 1, 2023; and

WHEREAS, the County of Los Angeles has adopted by reference and amended the 2022 California Building (Ordinance Number 22-3725), Electrical (Ordinance Number 22-3727, Plumbing (Ordinance Number 22-3729), Mechanical (Ordinance Number 22-3736), Residential (Ordinance Number 22-3734), Existing Building (Ordinance Number 22-3739); and

WHEREAS, the City finds that the amendments to the California Building, Residential, Electrical, Mechanical, Plumbing, and Existing Building Codes as adopted by the County of Los Angeles are necessary and appropriate for the City because of local climatic, geologic and/or topographic conditions; and

WHEREAS, the City finds that further amendments to the 2023 Los Angeles County Building, Residential, Electrical, Mechanical, Plumbing, and Existing Building Codes are necessary because of local climatic, geologic and/or topographic conditions; and

WHEREAS, the City is located within the County of Los Angeles, and the City Council believes that the findings made by the Los Angeles County Board of Supervisors are applicable to and consistent with the desire of the City to provide the most technically proficient and safe construction codes possible; and

WHEREAS, the Los Angeles County Building, Residential, Electrical, Mechanical, Plumbing and Existing Building Codes are used throughout the County of Los Angeles and a significant portion of the incorporated cities within the County of Los Angeles; and

WHEREAS, the Los Angeles County Codes are common, readily available for purchase, and well known to contractors, engineers, and architects; and

WHEREAS, Assembly Bill 1236 imposes new requirements for cities. Assembly Bill 1236 specifically add Section 65850.7 to the Government Code, relating to local ordinances, to require cities to adopt by ordinance an expedited permitting process for electric vehicle charging stations; and

WHEREAS, creation of an expedited, streamlined permitting process for electric vehicle charging stations would facilitate convenient charging of electric vehicles and help reduce the City's reliance on environmentally damaging fossil fuels; and

WHEREAS, Assembly Bill 970 would require a city, county, or city and county to reduce the number of required parking spaces to accommodate the electric vehicle charging station, as specified; and

WHEREAS, Assembly Bill 970's provisions would become operative on January 1, 2022, but for every city, county, or city and county with a population of less than 200,000 residents, the bill's provisions would apply beginning on January 1, 2023; and

WHEREAS, in accordance with Section 15061(b)(3) of Title 14 of the California Code of Regulations, the adoption of local amendments to the California Building Standards Code which amend the South Pasadena Municipal Code are exempt from the provisions of the California Environmental Quality Act because such actions are largely administrative in nature, are designed to improve and not degrade environmental quality, and the impacts of these local amendments to the building standards code will not adversely affect the environment in any manner that could be significant.

WHEREAS, To the extent the provisions of this Ordinance are substantially the same as previous provisions of the South Pasadena Municipal Code, these provisions shall be construed as continuations of those provisions and not as new enactments.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:**

**SECTION 1.** The following table has been added to the beginning of 9.1 of Article I of Chapter 9 to read as follows:

ARTICLE I. CODE ADOPTION AND AMENDMENTS

9.1 Building code administration

All of the below sections and subsections in this section 9.1 of Article I shall read as having a prefix of 9.1- as in the below table.

Sections in this code	Prefix to be added to each section as to read	Sections in this code	Prefix to be added to each section as to read	Sections in this code	Prefix to be added to each section as to read
101	9.1 - 101	104.2.9	9.1 - 104.2.9	110.2.3.1.	9.1 - 110.2.3.1.
101.1	9.1 - 101.1	104.2.10	9.1 - 104.2.10	110.2.3.2.	9.1 - 110.2.3.2.
101.2	9.1 - 101.2	104.2.11	9.1 - 104.2.11	110.2.3.3.	9.1 - 110.2.3.3.
101.3	9.1 - 101.3	104.2.12.	9.1 - 104.2.12	110.2.3.4.	9.1 - 110.2.3.4.
102	9.1 - 102	104.2.13	9.1 - 104.2.13	110.2.3.5.	9.1 - 110.2.3.5.
102.1	9.1 - 102.1	104.2.14	9.1 - 104.2.14	110.2.3.6.	9.1 - 110.2.3.6.
102.2	9.1 - 102.2	104.3	9.1 - 104.3	110.2.3.7.	9.1 - 110.2.3.7.
102.3	9.1 - 102.3	105	9.1 - 105	110.2.3.8.	9.1 - 110.2.3.8.
102.4	9.1 - 102.4	105.1	9.1 - 105.1	110.2.3.9.	9.1 - 110.2.3.9.
102.4.1	9.1 - 102.4.1	105.2	9.1 - 105.2	110.2.3.10	9.1 - 110.2.3.10
102.4.2	9.1 - 102.4.2	105.3	9.1 - 105.3	111	9.1 - 111
102.4.3	9.1 - 102.4.3	105.4	9.1 - 105.4	112	9.1 - 112
102.4.4	9.1 - 102.4.4	106	9.1 - 106	113	9.1 - 113
102.4.5	9.1 - 102.4.5	106.1	9.1 - 106.1	113.1	9.1 - 113.1
102.4.6	9.1 - 102.4.6	106.2	9.1 - 106.2	113.2	9.1 - 113.2
102.5	9.1 - 102.5	106.3	9.1 - 106.3	113.3	9.1 - 113.3
102.5.1	9.1 - 102.5.1	106.4	9.1 - 106.4	113.4	9.1 - 113.4
102.5.2	9.1 - 102.5.2	106.5	9.1 - 106.5	113.5	9.1 - 113.5
102.5.3	9.1 - 102.5.3	106.6	9.1 - 106.6	114	9.1 - 114

102.5.4	9.1 -	102.5.4	106.7	9.1 -	106.7	114.1	9.1 -	114.1
102.5.5	9.1 -	102.5.5	106.8	9.1 -	106.8	115	9.1 -	115
102.6	9.1 -	102.6	107	9.1 -	107	115.1	9.1 -	115.1
103	9.1 -	103	107.1	9.1 -	107.1	115.2	9.1 -	115.2
103.1	9.1 -	103.1	107.2	9.1 -	107.2	115.3	9.1 -	115.3
103.2	9.1 -	103.2	107.3	9.1 -	107.3	116	9.1 -	116
103.3	9.1 -	103.3	107.4	9.1 -	107.4	116.1	9.1 -	116.1
103.4	9.1 -	103.4	107.5	9.1 -	107.5	116.2	9.1 -	116.2
103.4.1	9.1 -	103.4.1	107.6	9.1 -	107.6	117	9.1 -	117
103.4.2	9.1 -	103.4.2	107.7	9.1 -	107.7	117.1	9.1 -	117.1
103.4.3	9.1 -	103.4.3	107.8	9.1 -	107.8	117.2	9.1 -	117.2
103.4.4	9.1 -	103.4.4	107.9	9.1 -	107.9	117.3	9.1 -	117.3
103.5	9.1 -	103.5	107.9.1	9.1 -	107.9.1	117.4	9.1 -	117.4
103.6	9.1 -	103.6	107.9.2	9.1 -	107.9.2	117.4.1	9.1 -	117.4.1
103.7	9.1 -	103.7	107.9.3	9.1 -	107.9.3	117.4.2	9.1 -	117.4.2
104	9.1 -	104	108	9.1 -	108	117.4.3	9.1 -	117.4.3
104.1	9.1 -	104.1	109	9.1 -	109	117.5	9.1 -	117.5
104.2.1	9.1 -	104.2.1	109.1	9.1 -	109.1	117.5.1	9.1 -	117.5.1
104.2.1.1	9.1 -	104.2.1. 1	109.2	9.1 -	109.2	117.5.2	9.1 -	117.5.2
104.2.2	9.1 -	104.2.2	109.3	9.1 -	109.3	117.5.3	9.1 -	117.5.3
104.2.3	9.1 -	104.2.3	109.4	9.1 -	109.4	117.6	9.1 -	117.6
104.2.3.1	9.1 -	104.2.3. 1	109.5	9.1 -	109.5	117.7	9.1 -	117.7
104.2.3.2	9.1 -	104.2.3. 2	109.6	9.1 -	109.6	117.8	9.1 -	117.8
104.2.3.3	9.1 -	104.2.3. 3	109.7	9.1 -	109.7	117.9	9.1 -	117.9
104.2.3.4	9.1 -	104.2.3. 4	110	9.1 -	110	117.1	9.1 -	117.1
104.2.4	9.1 -	104.2.4	110.1	9.1 -	110.1	117.11	9.1 -	117.11



104.2.5	9.1 -	104.2.5	110.2	9.1 -	110.2	117.12	9.1 -	117.12
104.2.6	9.1 -	104.2.6	110.2.1.	9.1 -	110.2.1.			
104.2.7	9.1 -	104.2.7	110.2.2.	9.1 -	110.2.2.			
104.2.8	9.1 -	104.2.8	110.2.3.	9.1 -	110.2.3.			

**SECTION 2.** Chapter 9 (“Buildings”), Article 1 (“Code Adoption and Amendments”), Section 9.1.1 of the South Pasadena Municipal Code (SPMC) is amended to read as follow:

“9.1.1 2023 LOS ANGELES COUNTY CODE, TITLE 26, BUILDING CODE ADOPTED – WHERE FILED.

Chapters 2 through 35, 66, 67, 96, 98, 99 and Appendices I and J of Title 26, Los Angeles County Building Code, as amended and in effect on or before January 1, 2023, is hereby adopted by reference pursuant to the provisions of Sections 50022.1 through 50022.10 of the Government Code of the State of California as though fully set forth herein, and made a part of the South Pasadena Municipal Code with the same force and effect as though set out herein in full, including all of the regulations, revisions, conditions and terms contained therein except as revised in this ordinance.

In accordance with Section 50022.6 of the California Government Code, not less than one copy of said Title 26 of the Los Angeles County Building Code together with any and all amendments thereto proposed by the City, has been and is now filed in the office of the Community Development Department, shall be remain on file with the Building Official, shall collectively be known as the *City of South Pasadena Building Code* and may be cited as Chapter 9, Article 1 Section 9.1 of the City of South Pasadena Municipal Code.”

**SECTION 2.** Chapter 9 (“Buildings”), Article 1 (“Code Adoption and Amendments”), Section 9.1.2 (“City Specific Modifications”) of the South Pasadena Municipal Code (SPMC) is amended to read as follows:

“9.1.2 CITY SPECIFIC MODIFICATIONS

Chapters 9, 15, 33, 96, 99 and Appendix J of Title 26 of the 2023 Los Angeles County Code (the Los Angeles County Building Code), adopted by reference as the Building Code of the City, are hereby amended, deleted or added as follows:

1. Chapter 9 of the Los Angeles County Building Code is deleted in its entirety and replaced with Chapter 9 of California Fire Code as adopted and amended by SPMC Chapter 14 Fire Prevention, Section 14.4, Fire Code Amended.

2. Section 1505.1.3 is amended in its entirety to read:

Section 1505.1.3 Roof Coverings. Except as permitted per SPMC Chapter 14 Fire Prevention, Section 14.1.2 Special provisions related to roof types, all roof covering of every structure shall be Class A.

3. A new Section 3301.3 is added to read:

3301.3 On-Site Fencing During Construction.

3301.3.1 General. A fence shall be provided any time grading, demolition, or construction work requiring a grading or building permit is performed. The fence shall totally enclose the perimeter of all property. Locking gates may be provided at any location.

Exceptions:

- 1) When approved by the Building Official, a fence need not enclose residential property when at least one dwelling is continuously occupied. Approval not to fence the property may be revoked in writing by the Building Official if the property is found to be unoccupied for any length of time. For the purposes of this exception, continuously occupied is not intended to imply that the occupants must be continuously present.
- 2) When approved by the Building Official, the fence may enclose areas other than the perimeter of the property.

3301.3.2 Fence Construction. The fence shall be 6 feet in height measured from adjacent grade on the exterior side of the fence, and constructed from chain link, lumber, masonry or other approved materials. The fence shall be self-supporting and shall not incorporate structures or fencing on adjacent property without written approval of the adjacent property owner.

3301.3.3 Duration of Fencing. The fence shall be erected prior to the start of any grading, demolition, or construction work and shall remain in place until the work for which a grading or building permit is required has been completed.

Exceptions:

- 1) All or portions of the fence may be removed daily during construction so long as the property is continuously occupied, and all portions of the removed fence are replaced prior to the property being unoccupied.
- 2) When approved by the Building Official, the fence may be removed prior to completion of the grading, demolition, or construction work, if the property is determined by the building official to no longer provide an unsafe or hazardous condition.

3301.3.4 Failure to Comply. If the property is found unfenced and the building official determines that an unsafe or hazardous condition exists, the City may take action to correct the noncomplying condition by providing the required fence. The building official may then issue a notice to stop work until all fees incurred by the City to properly fence the property have been recovered. If such fees have not been recovered by the City within 30 days, the City may take action to recover the costs in accordance with the requirements of the Code(s) having jurisdiction over any portion of the work.

4. Section 9605.1 is amended in its entirety to read:

9605.1 Time Limitations. The owner of each building within the scope of the 2023 Los Angeles County Building Code Chapter 96 shall, upon receipt of a Service Order and within the time limits set forth in this Ordinance, cause a structural analysis to be made of the building by a licensed civil engineer or architect. If the building does not comply with standards specified in this Chapter and Existing Building Code Appendix Chapter A1 of Part 10, Title 24 of the California Code of Regulations, then the owner shall cause the building to be structurally altered to conform to such standards or shall cause the building to be demolished.

No person shall make any exterior modification or demolish any structure listed on the City's Inventory of Cultural Resources without prior review by the Cultural Heritage Commission and issuance of a Certificate of Appropriateness pursuant to South Pasadena Municipal Code Section 2.64 or any successor regulation.

Where a Certificate of Appropriateness is required, no plans may be submitted to the Building Division for plan review, and no permits shall be issued for covered work without the required Certificate of Appropriateness.

1. Compliance by Alteration. Where the building owner intends to comply by structural alteration of the building found to be within the scope of this Ordinance, the owner shall complete the structural alteration work in accordance with the following time limits:
  - a. i) Within 120 calendar days of receipt of the Service Order, the building owner is required to provide documentation to the City from a California registered civil or structural engineer or licensed architect that their building is not an unreinforced masonry bearing wall building subject to the requirements of this Ordinance; or
  - a. ii) Within 120 calendar days of receipt of the Service Order, the building owner is required to select and contract with a

California registered civil or structural engineer or licensed architect to prepare structural alteration plan in compliance with Chapter 96;

- b. Within twelve (12) calendar months after service of the order, the building owner is required to submit plans to the Planning and Building Department for building plan check review of the proposed structural alteration work;
  - c. Within eighteen (18) months of receipt of the Service Order, the building owner is to obtain plan check approval of the structural alteration work that is to be performed;
  - d. Within twenty-one (21) months of receipt of the Service Order, the building owner is to obtain a permit and commence construction of the structural alteration work;
  - e. Within thirty (30) months of receipt of the Service Order, the building owner is to complete the structural alteration work, and to have the permit finalized by the Community Development Department.
2. Compliance by Demolition. Where the building owner intends to comply with the requirements of this ordinance by demolition, the owner shall comply with the following time limits:
- a. i) Within 180 calendar days of receipt of the Service Order, the building owner is required to provide documentation to the City from a California registered civil or structural engineer that their building is not an unreinforced masonry bearing wall building subject to the requirements of this Ordinance; or
  - a. ii) Within 180 days of receipt of the Service Order, notify the City of the intent to demolish the building, submit all required applications and pay all required fees associated with a request to demolish the building;
  - b. Within twelve (12) calendar months of receipt of the Service Order, obtain a demolition permit and commence demolition;
  - c. Within eighteen (18) calendar months of receipt of the Service Order, complete the demolition work.
5. Section 9605.2 is deleted in its entirety.
6. Section 9606.1 is amended in its entirety to read:

9606.1 Order-service. The Building Official shall issue an order as provided in this Section to the owner of each building within the scope of Chapter 96 of the Building Code.

7. Section 9606.2 is deleted in its entirety.
8. Section 9606.10 is amended in its entirety to read:

9606.10 (Other abatement procedures) The City shall have the unrestricted ability to enforce compliance with this ordinance by any means prescribed by the South Pasadena Municipal Code, the Building Code or other laws including, but not limited to, ordering the building vacated, termination of all utilities, and/or nuisance abatement including civil and/or criminal prosecution.

9. Table 96-B (Time Limits for Compliance) is deleted in its entirety.
10. Table 96-C (Extensions of Time and Service Priorities) is deleted in its entirety.
11. Section 9903.2 is amended to read:

9903.2 Any unfinished building or structure that has been in the course of construction for an unreasonable period of time, and where the appearance and other conditions of said unfinished building or structure are such that the unfinished structure substantially detracts from the appearance of the immediate neighborhood or reduces the value of property in the immediate neighborhood, or is otherwise a nuisance, shall be deemed and hereby is declared a substandard building.

For the purposes of this Section, an unreasonable period of time shall be defined as eighteen (18) months for residential construction or construction located in a Residential Zone, and thirty-six (36) months for all other construction. For the purpose of the Section, residential construction shall also include detached garages and similar accessory structures that serve a residential structure or are located within a Residential Zone.

12. Section J103.5 is amended in its entirety to read:

J 103.5 Grading Fees. Fees shall be assessed in accordance with the provisions of this section. The amount of the fees shall be as specified in the fee resolution.

J 103.5.1 Plan Review Fees. When a plan or other data are required to be submitted, a plan review fee shall be paid at the time of submitting plans and specifications for review. Separate plan review fees shall apply to retaining walls or major drainage structures as required elsewhere in any code. For

excavation and fill on the same site, the fee shall be based on the total volume of earth handled of excavation and fill.

J 103.5.2 Permit Fees. A fee for each grading permit shall be paid to the Building Official at the time of issuance of the permit. Separate permits and fees shall apply to retaining walls or major drainage structures as required elsewhere in any code.

13. Section J 103.6 is amended in its entirety to read:

J 103.6 Compliance with Zoning Code. The Building Official may refuse to issue a grading permit for work on a site if either the proposed grading or the proposed land use for the site shown on the grading plan application does not comply with the provisions of "Planning and Zoning" of the SPMC.

14. Section J105.12 is amended in its entirety to read:

J105.12 Completion of work. Upon completion of the rough grading work and at the final completion of the work, the following reports and drawings and supplements thereto are required for engineered grading or when professional inspection is otherwise required by the Building Official:

1. A certification by the Field Engineer that to the best of his or her knowledge, the work within the Field Engineer's area of responsibility was done in accordance with the final approved grading plan.
2. A report prepared by the Soils Engineer retained to provide such services in accordance with Section J105.4, including locations and elevations of field density tests, summaries of field and laboratory tests, other substantiating data, and comments on any changes made during grading and their effect on the recommendations made in the approved soils engineering investigation report. The report shall include a certification by the Soils Engineer that to the best of his or her knowledge, the work within the Soils Engineer's area of responsibility is in accordance with the approved Soils Engineering report and applicable provisions of the Building Code. The report shall contain a finding regarding the safety of the completed grading and any proposed structures against hazard from landslide, settlement, or slippage.
3. A report prepared by the Engineering Geologist retained to provide such services in accordance with Section J105.5, including a final description of the geology of the site and any new information disclosed during the grading and the effect of such new information, if any, on the recommendations incorporated in the approved grading plan. The report shall contain a certification by the Engineering Geologist that, to the best of his or her knowledge, the work within the Engineering Geologist's area

of responsibility is in accordance with the approved engineering geology report and applicable provisions of the Building Code. The report shall contain a finding regarding the safety of the completed grading and any proposed structures against hazard from landslide, settlement, or slippage. The report shall contain a final as-built geologic map and cross-sections depicting all the information collected prior to and during grading.

4. The grading contractor shall certify, on a form prescribed by the building official that the grading conforms to the approved plans and specifications.”

**SECTION 3.** Chapter 9 (“Buildings”), Article 1 (“Code Adoption and Amendments), Section 9.2.1 (“Los Angeles County Code, Title 27, Electrical Code Adopted”) of the South Pasadena Municipal Code (SPMC) is amended to read as follows:

**“9.2.1 2023 LOS ANGELES COUNTY CODE, TITLE 27, ELECTRICAL CODE ADOPTED**

Los Angeles County Electrical Code Article 90, Chapter 1 through 9, and Annexes A, B, C, D, E, F, G, H, I and J, Title 27, The 2023 Los Angeles County Electrical Code, as amended and in effect on or before January 1, 2023, except as otherwise provided in said Title 27, is hereby adopted by reference pursuant to the provisions of Sections 50022.1 through 50022. 10 of the Government Code of the State of California as though fully set forth herein, and made a part of the South Pasadena Municipal Code with the same force and effect as though set out herein in full, including all the regulations, revisions, conditions and terms contained therein.

In accordance with California Government Code Section 50022.6, one copy of said Los Angeles County Electrical Code will remain on file with the building official within the planning and building department and shall be at all times maintained by the building official for use and examination by the public.”

**SECTION 4.** Chapter 9 (“Buildings”), Article 1 (“Code Adoption and Amendments), Section 9.3.1 (“Los Angeles County Code, Title 28, Plumbing Code Adopted”) of the South Pasadena Municipal Code (SPMC) is amended to read as follows:

**“9.3.1 2023 LOS ANGELES COUNTY CODE, TITLE 28, PLUMBING CODE ADOPTED**

Los Angeles County Plumbing Code Chapter 2 through Chapter 17, and Appendices A,B, D, H, I and J, Title 28, the 2023 Los Angeles County Plumbing Code, as amended and in effect on or before January 1, 2023, is hereby adopted by reference pursuant to the provisions of Sections 50022.1 through 50022.10 of the Government Code of the State of California as though fully set forth herein, and made a part of the South Pasadena Municipal Code with the same force and effect as though set out herein in full, including all of the regulations, revisions, conditions and terms contained.

In accordance with California Government Code Section 50022.6, one copy of said Los Angeles County Plumbing Code will remain on file with the Building Official within the Community Development Department and shall be at all times maintained by the Building Official for use and examination by the public.”

**SECTION 5.** Chapter 9 (“Buildings”), Article 1 (“Code Adoption and Amendments), Section 9.4.1 (“Los Angeles Code, Title 29, Mechanical Code Adopted”) of the South Pasadena Municipal Code (SPMC) is amended to read as follows:

“9.4.1 2023 LOS ANGELES COUNTY CODE, TITLE 29, MECHANICAL CODE ADOPTED

Los Angeles County Mechanical Code Chapter 2 through Chapter 17 and Appendices B, C and D, Title 29, the 2023 Los Angeles County Mechanical Code, as amended and in effect on or before January 1, 2023, is hereby adopted by reference pursuant to the provisions of Sections 50022.1 through 50022.10 of the Government Code of the State of California as though fully set forth herein, and made a part of the South Pasadena Municipal Code with the same force and effect as though set out herein in full, including all of the regulations, revisions, conditions and terms contained therein.

In accordance with California Government Code Section 50022.6, one copy of said Los Angeles County Mechanical Code will remain on file with Building Official within the Community Development Department and shall be at all times maintained by the Building Official for use and examination by the public.”

**SECTION 6.** Chapter 9 (“Buildings”), Article 1 (“Code Adoption and Amendments), Section 9.5.1 (Los Angeles County Code, Title 30, Residential Code Adopted”) of the South Pasadena Municipal Code (SPMC) is amended to read as follows:

“9.5.1 2023 LOS ANGELES COUNTY CODE, TITLE 30, RESIDENTIAL CODE ADOPTED

Section 1206 (Sound Transmission) of Chapter 12, Chapters 67, 69, 96, 98, 99, and appendix J of Title 26 of the Los Angeles County Building Code are adopted by reference as amended by City Building Code (9.1) and incorporated in to this Section 9.5.1 as if fully set forth below and shall be known as Section 1206 (Sound Transmission) of Chapter 12, Chapters 67, 69, 96, 98, 99, and appendix J of the City Residential Code.

Chapters 2 through 10, 44 and Appendix H of Title 30, Los Angeles County Residential Code, as amended and in effect on or before January 1, 2023, is hereby adopted by reference pursuant to the provisions of Sections 50022.1 through 50022.10 of the Government Code of the State of California as though fully set forth herein, and made a part of the South Pasadena Municipal Code with the same force and effect as though set out herein in full, including all of the



regulations, revisions, conditions and terms contained therein except that those certain sections thereof which are necessary to meet local conditions as hereinafter set forth in Section 9.5.2 of this Code are hereby repealed, added or amended to read as set forth therein.

In accordance with California Government Code Section 50022.6, one copy of said Los Angeles County Building Code will remain on file with the Building Official within the Community Development Department and shall be at all times maintained by the building Official for use and examination by the public”

**SECTION 7.** Chapter 9 (“Buildings”), Article 1 (“Code Adoption and Amendments), Section 9.5.2 (“City Specific Modifications”) of the South Pasadena Municipal Code (SPMC) is amended to read as follows:

**“9.5.2 CITY SPECIFIC MODIFICATIONS**

Chapter 3 of Title 30 of the Los Angeles County Code (the Los Angeles County Residential Code), adopted by reference as the Residential Code of the City, are hereby amended, deleted or added as follows:

1. Section R313 is deleted in its entirety and replaced with section 903 of the Chapter 9 Section 903 of California Fire Code as adopted and amended by SPMC Chapter 14 Fire Prevention, Section 14.4, Fire Code Amended.
2. Section R902.2 is amended in its entirety to read:

R902.2 Roof Coverings in All Areas. Except as permitted per SPMC Chapter 14 Fire Prevention, Section 14.1.2 Special provisions related to roof types, all roof covering of every structure shall be Class A.”

**SECTION 8.** Chapter 9 (“Buildings”), Article 1 (“Code Adoption and Amendments), Section 9.6.1 (“Los Angeles County Code, Title 33, Existing Building Code Adopted”) of the South Pasadena Municipal Code (SPMC) is amended to read as follows:

**“9.6.1 LOS ANGELES COUNTY CODE, TITLE 33, EXISTING BUILDING CODE ADOPTED**

Los Angeles County Existing Building Code Chapter 2 through 4, 15, 16 and Appendix A, Chapter A1, A3, A4 and A5 of the Title 33, the 2023 Los Angeles County Existing Building Code, as amended and in effect on or before January 1, 2023, is hereby adopted by reference pursuant to the provisions of Sections 50022.1 through 50022.10 of the Government Code of the State of California as though fully set forth herein, and made a part of the South Pasadena Municipal Code with the same force and effect as though set out herein in full, including all of the regulations, revisions, conditions and terms contained therein.

In accordance with California Government Code Section 50022.6, one copy of said Los Angeles County Building Code will remain on file with the Building Official within the Community Development Department and shall be at all times maintained by the Building Official for use and examination by the public.”

**SECTION 9.** Chapter 9 (“Buildings”), Article II (“Small Residential Rooftop Solar Energy Systems”), the name of the Article II and the name of Section 9.20 has been amended to read as follows:

#### ARTICLE II. EXPEDITED PERMITTING

9.20 Small Residential Rooftop Solar Energy Systems. Intent and purpose.

**SECTION 10.** Chapter 9 (“Buildings”), Article II is amended to add new Sections 9.30, 9.31, 9.32 and 9.33 all to read as follows:

9.30 Electrical Vehicle Charging Stations. Intent and purpose.

The purpose of this chapter is to establish an expedited, streamlined electric vehicle charging stations permitting process to achieve timely and cost-effective installations electric vehicle charging stations, and, to promote and encourage the use of electric vehicle charging stations and to limit obstacles to their use.

Electric Vehicle Charging Stations which qualify for expedited permit processing, pursuant to Government Code Section 65850.7, shall be subject to the administrative permitting procedures set forth in the City’s Electric Vehicle Charging Station Permit Expediting Ordinance.

9.31 DEFINITIONS.

For the purpose of this Article, words and terms used in this Article shall have the meanings set forth in this Section. Where terms are not defined in this Section and are defined elsewhere in this Code, or the Building Code, such terms shall have the meanings ascribed to them in such codes. The terms, phrases, and words used in this Ordinance shall be construed in compliance with the definitions set forth by California Government Code Section 65850.7.

“Electric vehicle charging station” or “charging station” means any level of electric vehicle supply equipment station that is designed and built-in compliance with Article 625 of the California Electrical Code, as it reads on the effective date of this section and delivers electricity from a source outside an electric vehicle into a plug-in electric vehicle.

“Specific, adverse impact” means a significant, quantifiable, direct, and unavoidable impact, based on objective, identified, and written public health or safety standards, policies, or conditions as they existed on the date the application was deemed complete.

### 9.32 EXPEDITED REVIEW PROCESS

- A. Consistent with Government Code Section 65850.7, the Building Official shall implement an expedited administrative permit review process for electric vehicle charging stations and a checklist of all requirements with which electric vehicle charging stations shall comply with in order to be eligible for expedited review. The expedited administrative permit review process and checklist may refer to the recommendations in the checklist prescribed by the most current version of the “Plug-In Electric Vehicle Infrastructure Permitting Checklist” of the “Zero-Emission Vehicles in California: Community Readiness Guidebook” published by the Governor’s Office of Planning and Research. The City’s checklist shall be published on the City’s website.
- B. Consistent with Government Code Section 65850.7, the Building Official shall allow for electronic submittal of permit applications covered by this Ordinance and associated supporting documentations. In accepting such permit applications, the Building Official shall also accept electronic signatures on all forms, applications, and other documentation in lieu of a wet signature by any applicant.
- C. Consistent with Government Code Section 65850.7, the Building Official shall not condition the approval for any electric vehicle charging station permit on the approval of such a system by an association, as that term is defined by Civil Code Section 4080.
- D. A permit application that satisfies the information requirements in the City’s checklist shall be deemed complete and be promptly processed. Upon confirmation by the Building Official that the permit application and supporting documents meets the requirements of the City checklist, and is consistent with all applicable laws, the Building Official shall, consistent with Government Code Section 65850.7, approve the application and issue all necessary permits. Such approval does not authorize an applicant to energize or utilize the electric vehicle charging station until approval is granted by the City. If the Building Official determines that the permit application is incomplete, he or she shall issue a written correction notice to the applicant, detailing all deficiencies in the application and any additional information required to be eligible for expedited permit issuance.

### 9.33 TECHNICAL REVIEW

It is the intent of this Ordinance to encourage the installation of electric vehicle charging stations by removing obstacles to permitting for charging stations so long as the action does not supersede the Building Official’s authority to address higher priority life-safety situations. If the Building Official makes a finding based on substantial evidence that the electric vehicle charging station could have a specific adverse impact upon the public health or safety, as defined in Government Code 65850.7, the City may require the applicant to apply for a use permit

**SECTION 11.** The adoption of the City Building Code, Electrical Code, Plumbing Code, Mechanical Code, Residential Code and Existing Building Code, Expedited Permitting and the repeal, addition or amendment of ordinances by this Code shall not affect the following matters:

1. Actions and proceedings which began the effective date of this Code.
2. Prosecution for ordinance violations committed before the effective date of this Code.
3. Licenses and penalties due and unpaid at the effective date of this Code, and the collection of these licenses and penalties.
4. Bonds and cash deposits required to be posted, filed or deposited pursuant to any ordinance.
5. Matters of record which refer to or are connected with ordinances the substances of which are included in this code; these references shall be construed to apply to the corresponding provisions of the Code.

**SECTION 12.** The adoption of the City Building Code, Electrical Code, Plumbing Code, Mechanical Code, Residential Code and Existing Building Code, Expedited Permitting and the repeal, addition or amendment of ordinances by this Code shall not affect the following matters:

1. General penalty; continuing violations. Every act prohibited or declared unlawful and every failure to perform an act required by this Code is a misdemeanor or an infraction as set forth in the said respective pertinent sections of this Code and any person causing or permitting a violation of any such section of said Code shall be subject to the penalties ascribed to each such section as set forth herein.
2. Violations including aiding, abetting, and concealing. Every person who causes, aids, abets or conceals the fact of a violation of this Code is guilty of violating this Code.
3. Enforcement by civil action. In addition to the penalties provided herein, the said Code may be enforced by civil action. Any condition existing in violation of this Code is a public nuisance and may be summarily abated by the city.

**SECTION 13.** The City Council hereby declares that, should any provision, section, subsection, paragraph, sentence, clause, phrase, or word of this ordinance or any part thereof, be rendered or declared invalid or unconstitutional by any final court action in a court of competent jurisdiction or by reason of any preemptive legislation, such decision or action shall not affect the validity of the remaining section or portions of the ordinance or part thereof. The City Council hereby declares that it would have independently adopted the remaining provisions, sections, subsections, paragraphs, sentences, clauses, phrases, or words of this ordinance irrespective of the fact that any one or more provisions, sections, subsections, paragraphs, sentences, clauses, phrases, or words may be declared invalid or unconstitutional.

**SECTION 14.** This ordinance shall take effect thirty (30) days after its final passage by City Council, and within fifteen (15) days after its passage the City Clerk of the City of South Pasadena shall certify to the passage and adoption of this ordinance and to its approval by the Mayor and City Council, shall cause the same to be published in a newspaper in the manner required by law, and shall cause the same to be filed with the California Building Standards Commission at 2525 Natomas Park Drive, Suite 130, Sacramento, CA 95833.

**PASSED, APPROVED, AND ADOPTED** this 7<sup>th</sup> day of December 2022.

\_\_\_\_\_  
Michael A Cacciotti, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Desiree Jimenez, CMC  
Chief City Clerk

\_\_\_\_\_  
Andrew L Jared, City Attorney

**I HEREBY CERTIFY** the foregoing ordinance was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 7<sup>th</sup> day of December 2022, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

\_\_\_\_\_  
Desiree Jimenez, CMC  
Chief City Clerk

## **ATTACHMENT 2**

Staff Report of the 1st Reading Dated November 16, 2022



# City Council Agenda Report

ITEM NO. _____
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**DATE:** November 16, 2022

**FROM:** Arminé Chaparyan, City Manager *AC*

**PREPARED BY:** Angelica Frausto-Lupo, Community Development Director  
Ayla Jefferson, Building Official

**SUBJECT:** **First Reading and Introduction of an Ordinance to Adopt by Reference the 2023 Los Angeles County Building, Residential, Electrical, Mechanical, Plumbing and Existing Building Codes with Certain Amendments, Additions and Deletions thereto by amending Chapter 9 Article 1 of the South Pasadena Municipal Code and Add New Section to Article 2 of Chapter 9 to Comply with AB 1236 and AB 970 to Expedite Permitting for Electrical Vehicle Charging Stations**

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## **Recommendation**

It is recommended that the City Council:

1. Introduce for first reading by title only and waive further reading of an ordinance adopting by reference and amending the 2023 Los Angeles County Building, Electrical, Plumbing, Mechanical, Residential and Existing Building Codes; and
2. Schedule a public hearing on December 7, 2022 to consider adoption and second reading of the same ordinance.

### **Title of the Ordinance to Read:**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING THE CITY OF SOUTH PASADENA MUNICIPAL CODE BY MODIFYING CHAPTER 9 ARTICLE I THEREOF ADOPTING BY REFERENCE THE 2023 LOS ANGELES COUNTY BUILDING CODE (TITLE 26), ELECTRICAL CODE (TITLE 27), PLUMBING CODE (TITLE 28), MECHANICAL CODE (TITLE 29), RESIDENTIAL CODE (TITLE 30), AND EXISTING BUILDING CODE (TITLE 33) AND BY MODIFYING ARTICLE II THEREOF ADDING EXPEDITED PERMITTING WITH CERTAIN AMENDMENTS, ADDITIONS AND DELETIONS THERETO**

## **Background**

Every three years, the State adopts new codes (known collectively as the California Building Standards Code or “Title 24”) to establish uniform standards for the construction and maintenance of buildings, electrical systems, plumbing systems, mechanical systems, and fire and life safety systems. Sections 17922, 17958 and 18941.5 of the California Health and Safety Code requires that the latest edition of the Title 24 be applied to local construction 180 days after publication by the state.

While State law requires local governments to enforce California Title 24, the law allows local governments to enact additional local amendments, but only where the City Council can make a finding that these amendments are based on local climatic, geological, or topographical conditions.

The City of South Pasadena (City) historically has adopted the Los Angeles County version of the codes (Title 24 plus Los Angeles County amendments) based on local conditions that include Santa Ana Winds, wildfires, and greater earthquake risk. Adoption of the Los Angeles County Codes by the City ensures that the codes used by the City set the safest standard permitted by law; are consistent with codes throughout the region; and are readily available to architects, engineers, and contractors.

At the 2016 code adoption cycle, the administrative requirements were formally codified into the City Municipal Code. Since the administration rarely changes, the City only needs to adopt the chapters from each of the County Codes (Building, Residential, Electrical, Mechanical, Plumbing, and Existing Building) that contain technical requirements. To avoid any confusion between the City Municipal Code sections and the building code sections, this year, a table is added at the beginning of Article I, showing how to read building code sections in reference to City Municipal Code.

Assembly Bill (AB) 1236 specifically adds Section 65850.7 to the Government Code, relating to local ordinances, to require cities to adopt by ordinance an expedited permitting process for electric vehicle charging stations.

AB 970 requires a city, county, or city and county to reduce the number of required parking spaces to accommodate the electric vehicle charging station, as specified. The AB 970’s provisions would become operative on January 1, 2022, but for every city, county, or city and county with a population of less than 200,000 residents, the Bill’s provisions would apply beginning on January 1, 2023.

## **Analysis**

In accordance with the California Health and Safety Code (commencing with §18935), the State of California adopts and publishes a series of construction codes that become California Title 24.

State publishes an updated version of Title 24 every three years on July 1<sup>st</sup>. When published on July 1<sup>st</sup>, then the most current version of Title 24 is required to be enforced



by local jurisdictions starting January 1st of the following year. The State published the 2022 version of Title 24 on July 1, 2022.

The codes published by the State are intended to set a minimum statewide code compliance standard. Local jurisdictions are never permitted to enforce a requirement that is less restrictive than Title 24. Local jurisdictions may enforce a more restrictive requirement, but only if the board or council for the local jurisdiction has made a finding that the more restrictive requirement is necessary based on a local climatic, topographic, or geologic condition.

Each 3-year code cycle, the City and County of Los Angeles work together to adopt a series of more restrictive requirements based on local conditions that include Santa Ana Winds, wildfires, and greater earthquake risk. The County Board of Supervisors then makes a finding based on documentation provided by County staff that justifies the more restrictive requirements as part of the current County Codes.

Since the 1990s the City of South Pasadena has adopted the Los Angeles County version of the Construction Codes. Adoption of the County Codes is done for the following reasons:

1. Adoption by the City ensures that the codes used by the City set the safest standard permitted by law.
2. The County Codes are used throughout the majority of Los Angeles County.
3. The County Codes are readily available for purchase by architects, engineers, and contractors.

Because the City cannot adopt a code that does not legally exist, the challenge for every code adoption cycle is that the City must wait for the County to complete their code adoption cycle before the City can start its code adoption cycle.

First reading of the County Codes was on October 18, 2022, and the second reading and adoption by the Board of Supervisors occurred at the meeting on November 15, 2022. Adoption of the County Ordinances created the 2023 Los Angeles County Codes.

South Pasadena Municipal Code (SPMC) Article II of Chapter 9 now is dedicated for State Mandated Expedited Permitting, the name of the article changed to Expedited Permitting, and the name of Section No. 9.20 changed to Small Residential Rooftop Solar Energy Systems, Intent and purpose. New Section Nos. 9.30, 9.31, 9.32 and 9.33 have been added for Electrical Vehicle Charging Stations as mandated by AB1236 and AB970.

### **Fiscal Impact**

There is no fiscal impact as a result of this ordinance. A fee resolution updating associated fees will be brought under separate action at a future City Council meeting.

Attachments:

1. Proposed City Ordinance to adopt by reference and amend the 2023 Los Angeles County Building, Residential, Electrical, Plumbing, Mechanical and Existing Building Codes and Expedited Permitting for Electric Vehicle charging stations
2. Findings and Los Angeles County Ordinance adopting and amending the 2022 California Codes and creating the 2023 Los Angeles County Codes

Due to the size of the Los Angeles County Ordinance, these documents can be viewed at the following links:

- Building Code and findings  
<http://file.lacounty.gov/SDSInter/bos/supdocs/173612.pdf>
  - Residential Code and findings  
<http://file.lacounty.gov/SDSInter/bos/supdocs/173615.pdf>
  - Electrical Code and findings  
<http://file.lacounty.gov/SDSInter/bos/supdocs/173568.pdf>
  - Plumbing Code and findings  
<http://file.lacounty.gov/SDSInter/bos/supdocs/173643.pdf>
  - Mechanical Code and findings  
<http://file.lacounty.gov/SDSInter/bos/supdocs/173614.pdf>
  - Existing Building Code and findings  
<http://file.lacounty.gov/SDSInter/bos/supdocs/173617.pdf>
  - California Codes can be viewed at <https://www.dgs.ca.gov/BSC/Codes>
3. Findings amending Fire code may be reviewed on the agenda posted for November 2<sup>nd</sup> Council meeting, agenda item number 12 of the agenda meeting at <https://www.southpasadenaca.gov/home/showpublisheddocument/30798/638024872551348226>

# **ATTACHMENT 1**

Proposed City of South Pasadena Ordinance to adopt by reference and amend the 2023 Los Angeles County Building, Residential, Electrical, Plumbing, Mechanical and Existing Building Codes and Expedited Permitting for Electric Vehicle charging stations

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING THE CITY OF SOUTH PASADENA MUNICIPAL CODE BY MODIFYING CHAPTER 9 ARTICLE I THEREOF ADOPTING BY REFERENCE THE 2023 LOS ANGELES COUNTY BUILDING CODE (TITLE 26), ELECTRICAL CODE (TITLE 27), PLUMBING CODE (TITLE 28), MECHANICAL CODE (TITLE 29), RESIDENTIAL CODE (TITLE 30), AND EXISTING BUILDING CODE (TITLE 33) AND BY MODIFYING ARTICLE II THEREOF ADDING EXPEDITED PERMITTING WITH CERTAIN AMENDMENTS, ADDITIONS AND DELETIONS THERETO**

WHEREAS, the 2022 California Building, Residential, Electrical, Mechanical, Plumbing, and Existing Building Codes have been published by the California Building Standards Commission; and

WHEREAS, the City of South Pasadena (City) is permitted by state law to amend the California Building, Residential, Electrical, Mechanical, Plumbing, and Existing Building Codes (Title 24, Parts 2, 2.5, 3, 4, 5, and 10) by adoption and amendment only prior to January 1, 2023; and

WHEREAS, the County of Los Angeles has adopted by reference and amended the 2022 California Building (Ordinance Number 22-3725), Electrical (Ordinance Number 22-3727, Plumbing (Ordinance Number 22-3729), Mechanical (Ordinance Number 22-3736), Residential (Ordinance Number 22-3734), Existing Building (Ordinance Number 22-3739); and

WHEREAS, the City finds that the amendments to the California Building, Residential, Electrical, Mechanical, Plumbing, and Existing Building Codes as adopted by the County of Los Angeles are necessary and appropriate for the City because of local climatic, geologic and/or topographic conditions; and

WHEREAS, the City finds that further amendments to the 2023 Los Angeles County Building, Residential, Electrical, Mechanical, Plumbing, and Existing Building Codes are necessary because of local climatic, geologic and/or topographic conditions; and

WHEREAS, the City is located within the County of Los Angeles, and the City Council believes that the findings made by the Los Angeles County Board of Supervisors are applicable to and consistent with the desire of the City to provide the most technically proficient and safe construction codes possible; and

WHEREAS, the Los Angeles County Building, Residential, Electrical, Mechanical, Plumbing and Existing Building Codes are used throughout the County of Los Angeles and a significant portion of the incorporated cities within the County of Los Angeles; and

WHEREAS, the Los Angeles County Codes are common, readily available for purchase, and well known to contractors, engineers, and architects; and

WHEREAS, Assembly Bill 1236 imposes new requirements for cities. Assembly Bill 1236 specifically add Section 65850.7 to the Government Code, relating to local ordinances, to require cities to adopt by ordinance an expedited permitting process for electric vehicle charging stations; and

WHEREAS, creation of an expedited, streamlined permitting process for electric vehicle charging stations would facilitate convenient charging of electric vehicles and help reduce the City's reliance on environmentally damaging fossil fuels; and

WHEREAS, Assembly Bill 970 would require a city, county, or city and county to reduce the number of required parking spaces to accommodate the electric vehicle charging station, as specified; and

WHEREAS, Assembly Bill 970's provisions would become operative on January 1, 2022, but for every city, county, or city and county with a population of less than 200,000 residents, the bill's provisions would apply beginning on January 1, 2023; and

WHEREAS, in accordance with Section 15061(b)(3) of Title 14 of the California Code of Regulations, the adoption of local amendments to the California Building Standards Code which amend the South Pasadena Municipal Code are exempt from the provisions of the California Environmental Quality Act because such actions are largely administrative in nature, are designed to improve and not degrade environmental quality, and the impacts of these local amendments to the building standards code will not adversely affect the environment in any manner that could be significant.

WHEREAS, To the extent the provisions of this Ordinance are substantially the same as previous provisions of the South Pasadena Municipal Code, these provisions shall be construed as continuations of those provisions and not as new enactments.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:**

**SECTION 1.** The following table has been added to the beginning of 9.1 of Article I of Chapter 9 to read as follows:

ARTICLE I. CODE ADOPTION AND AMENDMENTS

9.1 Building code administration

All of the below sections and subsections in this section 9.1 of Article I shall read as having a prefix of 9.1- as in the below table.

Sections in this code	Prefix to be added to each section as to read	Sections in this code	Prefix to be added to each section as to read	Sections in this code	Prefix to be added to each section as to read
101	9.1 -	101	9.1 -	110.2.3.1.	9.1 -
101.1	9.1 -	101.1	9.1 -	110.2.3.2.	9.1 -
101.2	9.1 -	101.2	9.1 -	110.2.3.3.	9.1 -
101.3	9.1 -	101.3	9.1 -	110.2.3.4.	9.1 -
102	9.1 -	102	9.1 -	110.2.3.5.	9.1 -
102.1	9.1 -	102.1	9.1 -	110.2.3.6.	9.1 -
102.2	9.1 -	102.2	9.1 -	110.2.3.7.	9.1 -
102.3	9.1 -	102.3	9.1 -	110.2.3.8.	9.1 -
102.4	9.1 -	102.4	9.1 -	110.2.3.9.	9.1 -
102.4.1	9.1 -	102.4.1	9.1 -	110.2.3.10	9.1 -
102.4.2	9.1 -	102.4.2	9.1 -	111	9.1 -
102.4.3	9.1 -	102.4.3	9.1 -	112	9.1 -
102.4.4	9.1 -	102.4.4	9.1 -	113	9.1 -
102.4.5	9.1 -	102.4.5	9.1 -	113.1	9.1 -
102.4.6	9.1 -	102.4.6	9.1 -	113.2	9.1 -
102.5	9.1 -	102.5	9.1 -	113.3	9.1 -
102.5.1	9.1 -	102.5.1	9.1 -	113.4	9.1 -
102.5.2	9.1 -	102.5.2	9.1 -	113.5	9.1 -
102.5.3	9.1 -	102.5.3	9.1 -	114	9.1 -
		104.2.9	9.1 -		
		104.2.10	9.1 -		
		104.2.11	9.1 -		
		104.2.12.	9.1 -		
		104.2.13	9.1 -		
		104.2.14	9.1 -		
		104.3	9.1 -		
		105	9.1 -		
		105.1	9.1 -		
		105.2	9.1 -		
		105.3	9.1 -		
		105.4	9.1 -		
		106	9.1 -		
		106.1	9.1 -		
		106.2	9.1 -		
		106.3	9.1 -		
		106.4	9.1 -		
		106.5	9.1 -		
		106.6	9.1 -		

102.5.4	9.1 -	102.5.4	106.7	9.1 -	106.7	114.1	9.1 -	114.1
102.5.5	9.1 -	102.5.5	106.8	9.1 -	106.8	115	9.1 -	115
102.6	9.1 -	102.6	107	9.1 -	107	115.1	9.1 -	115.1
103	9.1 -	103	107.1	9.1 -	107.1	115.2	9.1 -	115.2
103.1	9.1 -	103.1	107.2	9.1 -	107.2	115.3	9.1 -	115.3
103.2	9.1 -	103.2	107.3	9.1 -	107.3	116	9.1 -	116
103.3	9.1 -	103.3	107.4	9.1 -	107.4	116.1	9.1 -	116.1
103.4	9.1 -	103.4	107.5	9.1 -	107.5	116.2	9.1 -	116.2
103.4.1	9.1 -	103.4.1	107.6	9.1 -	107.6	117	9.1 -	117
103.4.2	9.1 -	103.4.2	107.7	9.1 -	107.7	117.1	9.1 -	117.1
103.4.3	9.1 -	103.4.3	107.8	9.1 -	107.8	117.2	9.1 -	117.2
103.4.4	9.1 -	103.4.4	107.9	9.1 -	107.9	117.3	9.1 -	117.3
103.5	9.1 -	103.5	107.9.1	9.1 -	107.9.1	117.4	9.1 -	117.4
103.6	9.1 -	103.6	107.9.2	9.1 -	107.9.2	117.4.1	9.1 -	117.4.1
103.7	9.1 -	103.7	107.9.3	9.1 -	107.9.3	117.4.2	9.1 -	117.4.2
104	9.1 -	104	108	9.1 -	108	117.4.3	9.1 -	117.4.3
104.1	9.1 -	104.1	109	9.1 -	109	117.5	9.1 -	117.5
104.2.1	9.1 -	104.2.1	109.1	9.1 -	109.1	117.5.1	9.1 -	117.5.1
104.2.1.1	9.1 -	104.2.1. 1	109.2	9.1 -	109.2	117.5.2	9.1 -	117.5.2
104.2.2	9.1 -	104.2.2	109.3	9.1 -	109.3	117.5.3	9.1 -	117.5.3
104.2.3	9.1 -	104.2.3	109.4	9.1 -	109.4	117.6	9.1 -	117.6
104.2.3.1	9.1 -	104.2.3. 1	109.5	9.1 -	109.5	117.7	9.1 -	117.7
104.2.3.2	9.1 -	104.2.3. 2	109.6	9.1 -	109.6	117.8	9.1 -	117.8
104.2.3.3	9.1 -	104.2.3. 3	109.7	9.1 -	109.7	117.9	9.1 -	117.9
104.2.3.4	9.1 -	104.2.3. 4	110	9.1 -	110	117.1	9.1 -	117.1
104.2.4	9.1 -	104.2.4	110.1	9.1 -	110.1	117.11	9.1 -	117.11

104.2.5	9.1 -	104.2.5	110.2	9.1 -	110.2	117.12	9.1 -	117.12
104.2.6	9.1 -	104.2.6	110.2.1.	9.1 -	110.2.1.			
104.2.7	9.1 -	104.2.7	110.2.2.	9.1 -	110.2.2.			
104.2.8	9.1 -	104.2.8	110.2.3.	9.1 -	110.2.3.			

**SECTION 2.** Chapter 9 (“Buildings”), Article 1 (“Code Adoption and Amendments”), Section 9.1.1 of the South Pasadena Municipal Code (SPMC) is amended to read as follow:

“9.1.1 2023 LOS ANGELES COUNTY CODE, TITLE 26, BUILDING CODE ADOPTED – WHERE FILED.

Chapters 2 through 35, 66, 67, 96, 98, 99 and Appendices I and J of Title 26, Los Angeles County Building Code, as amended and in effect on or before January 1, 2023, is hereby adopted by reference pursuant to the provisions of Sections 50022.1 through 50022.10 of the Government Code of the State of California as though fully set forth herein, and made a part of the South Pasadena Municipal Code with the same force and effect as though set out herein in full, including all of the regulations, revisions, conditions and terms contained therein except as revised in this ordinance.

In accordance with Section 50022.6 of the California Government Code, not less than one copy of said Title 26 of the Los Angeles County Building Code together with any and all amendments thereto proposed by the City, has been and is now filed in the office of the Community Development Department, shall be remain on file with the Building Official, shall collectively be known as the *City of South Pasadena Building Code* and may be cited as Chapter 9, Article 1 Section 9.1 of the City of South Pasadena Municipal Code.”

**SECTION 2.** Chapter 9 (“Buildings”), Article 1 (“Code Adoption and Amendments”), Section 9.1.2 (“City Specific Modifications”) of the South Pasadena Municipal Code (SPMC) is amended to read as follows:

“9.1.2 CITY SPECIFIC MODIFICATIONS

Chapters 9, 15, 33, 96, 99 and Appendix J of Title 26 of the 2023 Los Angeles County Code (the Los Angeles County Building Code), adopted by reference as the Building Code of the City, are hereby amended, deleted or added as follows:

1. Chapter 9 of the Los Angeles County Building Code is deleted in its entirety and replaced with Chapter 9 of California Fire Code as adopted and amended by SPMC Chapter 14 Fire Prevention, Section 14.4, Fire Code Amended.



2. Section 1505.1.3 is amended in its entirety to read:

Section 1505.1.3 Roof Coverings. Except as permitted per SPMC Chapter 14 Fire Prevention, Section 14.1.2 Special provisions related to roof types, all roof covering of every structure shall be Class A.

3. A new Section 3301.3 is added to read:

3301.3 On-Site Fencing During Construction.

3301.3.1 General. A fence shall be provided any time grading, demolition, or construction work requiring a grading or building permit is performed. The fence shall totally enclose the perimeter of all property. Locking gates may be provided at any location.

Exceptions:

- 1) When approved by the Building Official, a fence need not enclose residential property when at least one dwelling is continuously occupied. Approval not to fence the property may be revoked in writing by the Building Official if the property is found to be unoccupied for any length of time. For the purposes of this exception, continuously occupied is not intended to imply that the occupants must be continuously present.
- 2) When approved by the Building Official, the fence may enclose areas other than the perimeter of the property.

3301.3.2 Fence Construction. The fence shall be 6 feet in height measured from adjacent grade on the exterior side of the fence, and constructed from chain link, lumber, masonry or other approved materials. The fence shall be self-supporting and shall not incorporate structures or fencing on adjacent property without written approval of the adjacent property owner.

3301.3.3 Duration of Fencing. The fence shall be erected prior to the start of any grading, demolition, or construction work and shall remain in place until the work for which a grading or building permit is required has been completed.

Exceptions:

- 1) All or portions of the fence may be removed daily during construction so long as the property is continuously occupied, and all portions of the removed fence are replaced prior to the property being unoccupied.
- 2) When approved by the Building Official, the fence may be removed prior to completion of the grading, demolition, or construction work, if the property is determined by the building official to no longer provide an unsafe or hazardous condition.

3301.3.4 Failure to Comply. If the property is found unfenced and the building official determines that an unsafe or hazardous condition exists, the City may take action to correct the noncomplying condition by providing the required fence. The building official may then issue a notice to stop work until all fees incurred by the City to properly fence the property have been recovered. If such fees have not been recovered by the City within 30 days, the City may take action to recover the costs in accordance with the requirements of the Code(s) having jurisdiction over any portion of the work.

4. Section 9605.1 is amended in its entirety to read:

9605.1 Time Limitations. The owner of each building within the scope of the 2023 Los Angeles County Building Code Chapter 96 shall, upon receipt of a Service Order and within the time limits set forth in this Ordinance, cause a structural analysis to be made of the building by a licensed civil engineer or architect. If the building does not comply with standards specified in this Chapter and Existing Building Code Appendix Chapter A1 of Part 10, Title 24 of the California Code of Regulations, then the owner shall cause the building to be structurally altered to conform to such standards or shall cause the building to be demolished.

No person shall make any exterior modification or demolish any structure listed on the City's Inventory of Cultural Resources without prior review by the Cultural Heritage Commission and issuance of a Certificate of Appropriateness pursuant to South Pasadena Municipal Code Section 2.64 or any successor regulation.

Where a Certificate of Appropriateness is required, no plans may be submitted to the Building Division for plan review, and no permits shall be issued for covered work without the required Certificate of Appropriateness.

1. Compliance by Alteration. Where the building owner intends to comply by structural alteration of the building found to be within the scope of this Ordinance, the owner shall complete the structural alteration work in accordance with the following time limits:
  - a. i) Within 120 calendar days of receipt of the Service Order, the building owner is required to provide documentation to the City from a California registered civil or structural engineer or licensed architect that their building is not an unreinforced masonry bearing wall building subject to the requirements of this Ordinance; or
  - a. ii) Within 120 calendar days of receipt of the Service Order, the building owner is required to select and contract with a

California registered civil or structural engineer or licensed architect to prepare structural alteration plan in compliance with Chapter 96;

- b. Within twelve (12) calendar months after service of the order, the building owner is required to submit plans to the Planning and Building Department for building plan check review of the proposed structural alteration work;
  - c. Within eighteen (18) months of receipt of the Service Order, the building owner is to obtain plan check approval of the structural alteration work that is to be performed;
  - d. Within twenty-one (21) months of receipt of the Service Order, the building owner is to obtain a permit and commence construction of the structural alteration work;
  - e. Within thirty (30) months of receipt of the Service Order, the building owner is to complete the structural alteration work, and to have the permit finalized by the Community Development Department.
2. Compliance by Demolition. Where the building owner intends to comply with the requirements of this ordinance by demolition, the owner shall comply with the following time limits:
- a. i) Within 180 calendar days of receipt of the Service Order, the building owner is required to provide documentation to the City from a California registered civil or structural engineer that their building is not an unreinforced masonry bearing wall building subject to the requirements of this Ordinance; or
  - a. ii) Within 180 days of receipt of the Service Order, notify the City of the intent to demolish the building, submit all required applications and pay all required fees associated with a request to demolish the building;
  - b. Within twelve (12) calendar months of receipt of the Service Order, obtain a demolition permit and commence demolition;
  - c. Within eighteen (18) calendar months of receipt of the Service Order, complete the demolition work.
5. Section 9605.2 is deleted in its entirety.
6. Section 9606.1 is amended in its entirety to read:

9606.1 Order-service. The Building Official shall issue an order as provided in this Section to the owner of each building within the scope of Chapter 96 of the Building Code.

7. Section 9606.2 is deleted in its entirety.
8. Section 9606.10 is amended in its entirety to read:

9606.10 (Other abatement procedures) The City shall have the unrestricted ability to enforce compliance with this ordinance by any means prescribed by the South Pasadena Municipal Code, the Building Code or other laws including, but not limited to, ordering the building vacated, termination of all utilities, and/or nuisance abatement including civil and/or criminal prosecution.

9. Table 96-B (Time Limits for Compliance) is deleted in its entirety.
10. Table 96-C (Extensions of Time and Service Priorities) is deleted in its entirety.
11. Section 9903.2 is amended to read:

9903.2 Any unfinished building or structure that has been in the course of construction for an unreasonable period of time, and where the appearance and other conditions of said unfinished building or structure are such that the unfinished structure substantially detracts from the appearance of the immediate neighborhood or reduces the value of property in the immediate neighborhood, or is otherwise a nuisance, shall be deemed and hereby is declared a substandard building.

For the purposes of this Section, an unreasonable period of time shall be defined as eighteen (18) months for residential construction or construction located in a Residential Zone, and thirty-six (36) months for all other construction. For the purpose of the Section, residential construction shall also include detached garages and similar accessory structures that serve a residential structure or are located within a Residential Zone.

12. Section J103.5 is amended in its entirety to read:

J 103.5 Grading Fees. Fees shall be assessed in accordance with the provisions of this section. The amount of the fees shall be as specified in the fee resolution.

J 103.5.1 Plan Review Fees. When a plan or other data are required to be submitted, a plan review fee shall be paid at the time of submitting plans and specifications for review. Separate plan review fees shall apply to retaining walls or major drainage structures as required elsewhere in any code. For

excavation and fill on the same site, the fee shall be based on the total volume of earth handled of excavation and fill.

J 103.5.2 Permit Fees. A fee for each grading permit shall be paid to the Building Official at the time of issuance of the permit. Separate permits and fees shall apply to retaining walls or major drainage structures as required elsewhere in any code.

13. Section J 103.6 is amended in its entirety to read:

J 103.6 Compliance with Zoning Code. The Building Official may refuse to issue a grading permit for work on a site if either the proposed grading or the proposed land use for the site shown on the grading plan application does not comply with the provisions of "Planning and Zoning" of the SPMC.

14. Section J105.12 is amended in its entirety to read:

J105.12 Completion of work. Upon completion of the rough grading work and at the final completion of the work, the following reports and drawings and supplements thereto are required for engineered grading or when professional inspection is otherwise required by the Building Official:

1. A certification by the Field Engineer that to the best of his or her knowledge, the work within the Field Engineer's area of responsibility was done in accordance with the final approved grading plan.
2. A report prepared by the Soils Engineer retained to provide such services in accordance with Section J105.4, including locations and elevations of field density tests, summaries of field and laboratory tests, other substantiating data, and comments on any changes made during grading and their effect on the recommendations made in the approved soils engineering investigation report. The report shall include a certification by the Soils Engineer that to the best of his or her knowledge, the work within the Soils Engineer's area of responsibility is in accordance with the approved Soils Engineering report and applicable provisions of the Building Code. The report shall contain a finding regarding the safety of the completed grading and any proposed structures against hazard from landslide, settlement, or slippage.
3. A report prepared by the Engineering Geologist retained to provide such services in accordance with Section J105.5, including a final description of the geology of the site and any new information disclosed during the grading and the effect of such new information, if any, on the recommendations incorporated in the approved grading plan. The report shall contain a certification by the Engineering Geologist that, to the best of his or her knowledge, the work within the Engineering Geologist's area

of responsibility is in accordance with the approved engineering geology report and applicable provisions of the Building Code. The report shall contain a finding regarding the safety of the completed grading and any proposed structures against hazard from landslide, settlement, or slippage. The report shall contain a final as-built geologic map and cross-sections depicting all the information collected prior to and during grading.

4. The grading contractor shall certify, on a form prescribed by the building official that the grading conforms to the approved plans and specifications.”

**SECTION 3.** Chapter 9 (“Buildings”), Article 1 (“Code Adoption and Amendments), Section 9.2.1 (“Los Angeles County Code, Title 27, Electrical Code Adopted”) of the South Pasadena Municipal Code (SPMC) is amended to read as follows:

**“9.2.1 2023 LOS ANGELES COUNTY CODE, TITLE 27, ELECTRICAL CODE ADOPTED**

Los Angeles County Electrical Code Article 90, Chapter 1 through 9, and Annexes A, B, C, D, E, F, G, H, I and J, Title 27, The 2023 Los Angeles County Electrical Code, as amended and in effect on or before January 1, 2023, except as otherwise provided in said Title 27, is hereby adopted by reference pursuant to the provisions of Sections 50022.1 through 50022. 10 of the Government Code of the State of California as though fully set forth herein, and made a part of the South Pasadena Municipal Code with the same force and effect as though set out herein in full, including all the regulations, revisions, conditions and terms contained therein.

In accordance with California Government Code Section 50022.6, one copy of said Los Angeles County Electrical Code will remain on file with the building official within the planning and building department and shall be at all times maintained by the building official for use and examination by the public.”

**SECTION 4.** Chapter 9 (“Buildings”), Article 1 (“Code Adoption and Amendments), Section 9.3.1 (“Los Angeles County Code, Title 28, Plumbing Code Adopted”) of the South Pasadena Municipal Code (SPMC) is amended to read as follows:

**“9.3.1 2023 LOS ANGELES COUNTY CODE, TITLE 28, PLUMBING CODE ADOPTED**

Los Angeles County Plumbing Code Chapter 2 through Chapter 17, and Appendices A,B, D, H, I and J, Title 28, the 2023 Los Angeles County Plumbing Code, as amended and in effect on or before January 1, 2023, is hereby adopted by reference pursuant to the provisions of Sections 50022.1 through 50022.10 of the Government Code of the State of California as though fully set forth herein, and made a part of the South Pasadena Municipal Code with the same force and effect as though set out herein in full, including all of the regulations, revisions, conditions and terms contained.

In accordance with California Government Code Section 50022.6, one copy of said Los Angeles County Plumbing Code will remain on file with the Building Official within the Community Development Department and shall be at all times maintained by the Building Official for use and examination by the public.”

**SECTION 5.** Chapter 9 (“Buildings”), Article 1 (“Code Adoption and Amendments), Section 9.4.1 (“Los Angeles Code, Title 29, Mechanical Code Adopted”) of the South Pasadena Municipal Code (SPMC) is amended to read as follows:

“9.4.1 2023 LOS ANGELES COUNTY CODE, TITLE 29, MECHANICAL CODE ADOPTED

Los Angeles County Mechanical Code Chapter 2 through Chapter 17 and Appendices B, C and D, Title 29, the 2023 Los Angeles County Mechanical Code, as amended and in effect on or before January 1, 2023, is hereby adopted by reference pursuant to the provisions of Sections 50022.1 through 50022.10 of the Government Code of the State of California as though fully set forth herein, and made a part of the South Pasadena Municipal Code with the same force and effect as though set out herein in full, including all of the regulations, revisions, conditions and terms contained therein.

In accordance with California Government Code Section 50022.6, one copy of said Los Angeles County Mechanical Code will remain on file with Building Official within the Community Development Department and shall be at all times maintained by the Building Official for use and examination by the public.”

**SECTION 6.** Chapter 9 (“Buildings”), Article 1 (“Code Adoption and Amendments), Section 9.5.1 (Los Angeles County Code, Title 30, Residential Code Adopted”) of the South Pasadena Municipal Code (SPMC) is amended to read as follows:

“9.5.1 2023 LOS ANGELES COUNTY CODE, TITLE 30, RESIDENTIAL CODE ADOPTED

Section 1206 (Sound Transmission) of Chapter 12, Chapters 67, 69, 96, 98, 99, and appendix J of Title 26 of the Los Angeles County Building Code are adopted by reference as amended by City Building Code (9.1) and incorporated in to this Section 9.5.1 as if fully set forth below and shall be known as Section 1206 (Sound Transmission) of Chapter 12, Chapters 67, 69, 96, 98, 99, and appendix J of the City Residential Code.

Chapters 2 through 10, 44 and Appendix H of Title 30, Los Angeles County Residential Code, as amended and in effect on or before January 1, 2023, is hereby adopted by reference pursuant to the provisions of Sections 50022.1 through 50022.10 of the Government Code of the State of California as though fully set forth herein, and made a part of the South Pasadena Municipal Code with the same force and effect as though set out herein in full, including all of the

regulations, revisions, conditions and terms contained therein except that those certain sections thereof which are necessary to meet local conditions as hereinafter set forth in Section 9.5.2 of this Code are hereby repealed, added or amended to read as set forth therein.

In accordance with California Government Code Section 50022.6, one copy of said Los Angeles County Building Code will remain on file with the Building Official within the Community Development Department and shall be at all times maintained by the building Official for use and examination by the public”

**SECTION 7.** Chapter 9 (“Buildings”), Article 1 (“Code Adoption and Amendments), Section 9.5.2 (“City Specific Modifications”) of the South Pasadena Municipal Code (SPMC) is amended to read as follows:

**“9.5.2 CITY SPECIFIC MODIFICATIONS**

Chapter 3 of Title 30 of the Los Angeles County Code (the Los Angeles County Residential Code), adopted by reference as the Residential Code of the City, are hereby amended, deleted or added as follows:

1. Section R313 is deleted in its entirety and replaced with section 903 of the Chapter 9 Section 903 of California Fire Code as adopted and amended by SPMC Chapter 14 Fire Prevention, Section 14.4, Fire Code Amended.
2. Section R902.2 is amended in its entirety to read:

R902.2 Roof Coverings in All Areas. Except as permitted per SPMC Chapter 14 Fire Prevention, Section 14.1.2 Special provisions related to roof types, all roof covering of every structure shall be Class A.”

**SECTION 8.** Chapter 9 (“Buildings”), Article 1 (“Code Adoption and Amendments), Section 9.6.1 (“Los Angeles County Code, Title 33, Existing Building Code Adopted”) of the South Pasadena Municipal Code (SPMC) is amended to read as follows:

**“9.6.1 LOS ANGELES COUNTY CODE, TITLE 33, EXISTING BUILDING CODE ADOPTED**

Los Angeles County Existing Building Code Chapter 2 through 4, 15, 16 and Appendix A, Chapter A1, A3, A4 and A5 of the Title 33, the 2023 Los Angeles County Existing Building Code, as amended and in effect on or before January 1, 2023, is hereby adopted by reference pursuant to the provisions of Sections 50022.1 through 50022.10 of the Government Code of the State of California as though fully set forth herein, and made a part of the South Pasadena Municipal Code with the same force and effect as though set out herein in full, including all of the regulations, revisions, conditions and terms contained therein.



In accordance with California Government Code Section 50022.6, one copy of said Los Angeles County Building Code will remain on file with the Building Official within the Community Development Department and shall be at all times maintained by the Building Official for use and examination by the public.”

**SECTION 9.** Chapter 9 (“Buildings”), Article II (“Small Residential Rooftop Solar Energy Systems”), the name of the Article II and the name of Section 9.20 has been amended to read as follows:

#### ARTICLE II. EXPEDITED PERMITTING

9.20 Small Residential Rooftop Solar Energy Systems. Intent and purpose.

**SECTION 10.** Chapter 9 (“Buildings”), Article II is amended to add new Sections 9.30, 9.31, 9.32 and 9.33 all to read as follows:

9.30 Electrical Vehicle Charging Stations. Intent and purpose.

The purpose of this chapter is to establish an expedited, streamlined electric vehicle charging stations permitting process to achieve timely and cost-effective installations electric vehicle charging stations, and, to promote and encourage the use of electric vehicle charging stations and to limit obstacles to their use.

Electric Vehicle Charging Stations which qualify for expedited permit processing, pursuant to Government Code Section 65850.7, shall be subject to the administrative permitting procedures set forth in the City’s Electric Vehicle Charging Station Permit Expediting Ordinance.

9.31 DEFINITIONS.

For the purpose of this Article, words and terms used in this Article shall have the meanings set forth in this Section. Where terms are not defined in this Section and are defined elsewhere in this Code, or the Building Code, such terms shall have the meanings ascribed to them in such codes. The terms, phrases, and words used in this Ordinance shall be construed in compliance with the definitions set forth by California Government Code Section 65850.7.

“Electric vehicle charging station” or “charging station” means any level of electric vehicle supply equipment station that is designed and built-in compliance with Article 625 of the California Electrical Code, as it reads on the effective date of this section and delivers electricity from a source outside an electric vehicle into a plug-in electric vehicle.

“Specific, adverse impact” means a significant, quantifiable, direct, and unavoidable impact, based on objective, identified, and written public health or safety standards, policies, or conditions as they existed on the date the application was deemed complete.

### 9.32 EXPEDITED REVIEW PROCESS

- A. Consistent with Government Code Section 65850.7, the Building Official shall implement an expedited administrative permit review process for electric vehicle charging stations and a checklist of all requirements with which electric vehicle charging stations shall comply with in order to be eligible for expedited review. The expedited administrative permit review process and checklist may refer to the recommendations in the checklist prescribed by the most current version of the “Plug-In Electric Vehicle Infrastructure Permitting Checklist” of the “Zero-Emission Vehicles in California: Community Readiness Guidebook” published by the Governor’s Office of Planning and Research. The City’s checklist shall be published on the City’s website.
- B. Consistent with Government Code Section 65850.7, the Building Official shall allow for electronic submittal of permit applications covered by this Ordinance and associated supporting documentations. In accepting such permit applications, the Building Official shall also accept electronic signatures on all forms, applications, and other documentation in lieu of a wet signature by any applicant.
- C. Consistent with Government Code Section 65850.7, the Building Official shall not condition the approval for any electric vehicle charging station permit on the approval of such a system by an association, as that term is defined by Civil Code Section 4080.
- D. A permit application that satisfies the information requirements in the City’s checklist shall be deemed complete and be promptly processed. Upon confirmation by the Building Official that the permit application and supporting documents meets the requirements of the City checklist, and is consistent with all applicable laws, the Building Official shall, consistent with Government Code Section 65850.7, approve the application and issue all necessary permits. Such approval does not authorize an applicant to energize or utilize the electric vehicle charging station until approval is granted by the City. If the Building Official determines that the permit application is incomplete, he or she shall issue a written correction notice to the applicant, detailing all deficiencies in the application and any additional information required to be eligible for expedited permit issuance.

### 9.33 TECHNICAL REVIEW

It is the intent of this Ordinance to encourage the installation of electric vehicle charging stations by removing obstacles to permitting for charging stations so long as the action does not supersede the Building Official’s authority to address higher priority life-safety situations. If the Building Official makes a finding based on substantial evidence that the electric vehicle charging station could have a specific adverse impact upon the public health or safety, as defined in Government Code 65850.7, the City may require the applicant to apply for a use permit

**SECTION 11.** The adoption of the City Building Code, Electrical Code, Plumbing Code, Mechanical Code, Residential Code and Existing Building Code, Expedited Permitting and the repeal, addition or amendment of ordinances by this Code shall not affect the following matters:

1. Actions and proceedings which began the effective date of this Code.
2. Prosecution for ordinance violations committed before the effective date of this Code.
3. Licenses and penalties due and unpaid at the effective date of this Code, and the collection of these licenses and penalties.
4. Bonds and cash deposits required to be posted, filed or deposited pursuant to any ordinance.
5. Matters of record which refer to or are connected with ordinances the substances of which are included in this code; these references shall be construed to apply to the corresponding provisions of the Code.

**SECTION 12.** The adoption of the City Building Code, Electrical Code, Plumbing Code, Mechanical Code, Residential Code and Existing Building Code, Expedited Permitting and the repeal, addition or amendment of ordinances by this Code shall not affect the following matters:

1. General penalty; continuing violations. Every act prohibited or declared unlawful and every failure to perform an act required by this Code is a misdemeanor or an infraction as set forth in the said respective pertinent sections of this Code and any person causing or permitting a violation of any such section of said Code shall be subject to the penalties ascribed to each such section as set forth herein.
2. Violations including aiding, abetting, and concealing. Every person who causes, aids, abets or conceals the fact of a violation of this Code is guilty of violating this Code.
3. Enforcement by civil action. In addition to the penalties provided herein, the said Code may be enforced by civil action. Any condition existing in violation of this Code is a public nuisance and may be summarily abated by the city.

**SECTION 13.** The City Council hereby declares that, should any provision, section, subsection, paragraph, sentence, clause, phrase, or word of this ordinance or any part thereof, be rendered or declared invalid or unconstitutional by any final court action in a court of competent jurisdiction or by reason of any preemptive legislation, such decision or action shall not affect the validity of the remaining section or portions of the ordinance or part thereof. The City Council hereby declares that it would have independently adopted the remaining provisions, sections, subsections, paragraphs, sentences, clauses, phrases, or words of this ordinance irrespective of the fact that any one or more provisions, sections, subsections, paragraphs, sentences, clauses, phrases, or words may be declared invalid or unconstitutional.

**SECTION 14.** This ordinance shall take effect on January 1<sup>st</sup>, 2023, and within fifteen (15) days after its passage the City Clerk of the City of South Pasadena shall certify to the passage and adoption of this ordinance and to its approval by the Mayor and City Council, shall cause the same to be published in a newspaper in the manner required by law, and shall cause the same to be filed with the California Building Standards Commission at 2525 Natomas Park Drive, Suite 130, Sacramento, CA 95833.

**PASSED, APPROVED, AND ADOPTED** this 7<sup>th</sup> day of December 2022.

\_\_\_\_\_  
Michael A Cacciotti, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Desiree Jimenez, CMC  
Chief City Clerk

\_\_\_\_\_  
Andrew L Jared, City Attorney

**I HEREBY CERTIFY** the foregoing ordinance was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 7<sup>th</sup> day of December 2022, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

\_\_\_\_\_  
Desiree Jimenez, CMC  
Chief City Clerk

## ATTACHMENT 2

Findings and Los Angeles County Ordinance adopting and amending the 2022 California Codes and creating the 2023 Los Angeles County Codes

Due to the size of the Los Angeles County Ordinance, these documents can be viewed at the following links:

- Building Code and findings  
<http://file.lacounty.gov/SDSInter/bos/supdocs/173612.pdf>
- Residential Code and findings  
<http://file.lacounty.gov/SDSInter/bos/supdocs/173615.pdf>
- Electrical Code and findings  
<http://file.lacounty.gov/SDSInter/bos/supdocs/173568.pdf>
- Plumbing Code and findings  
<http://file.lacounty.gov/SDSInter/bos/supdocs/173643.pdf>
- Mechanical Code and findings  
<http://file.lacounty.gov/SDSInter/bos/supdocs/173614.pdf>
- Existing Building Code and findings  
<http://file.lacounty.gov/SDSInter/bos/supdocs/173617.pdf>
- California Codes can be viewed at <https://www.dgs.ca.gov/BSC/Codes>

## **ATTACHMENT 3**

Findings amending Fire code may be reviewed on the agenda posted for November 2<sup>nd</sup> Council meeting, agenda item number 12 of the agenda meeting at:

<https://www.southpasadenaca.gov/home/showpublisheddocument/30798/638024872551348226>

## **ATTACHMENT 3**

[Proposed] Urgency Ordinance to adopt by reference and amend the 2023 Los Angeles County Building, Residential, Electrical, Plumbing, Mechanical and Existing Building Codes and Expedited Permitting for Electric Vehicle charging stations

**URGENCY ORDINANCE NO. \_\_\_\_\_**

**AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING THE CITY OF SOUTH PASADENA MUNICIPAL CODE BY MODIFYING CHAPTER 9 ARTICLE I THEREOF ADOPTING BY REFERENCE THE 2023 LOS ANGELES COUNTY BUILDING CODE (TITLE 26), ELECTRICAL CODE (TITLE 27), PLUMBING CODE (TITLE 28), MECHANICAL CODE (TITLE 29), RESIDENTIAL CODE (TITLE 30), AND EXISTING BUILDING CODE (TITLE 33) AND BY MODIFYING ARTICLE II THEREOF ADDING EXPEDITED PERMITTING WITH CERTAIN AMENDMENTS, ADDITIONS AND DELETIONS THERETO**

WHEREAS, the 2022 California Building, Residential, Electrical, Mechanical, Plumbing, and Existing Building Codes have been published by the California Building Standards Commission; and

WHEREAS, the City of South Pasadena (City) is permitted by state law to amend the California Building, Residential, Electrical, Mechanical, Plumbing, and Existing Building Codes (Title 24, Parts 2, 2.5, 3, 4, 5, and 10) by adoption and amendment only prior to January 1, 2023; and

WHEREAS, the County of Los Angeles has adopted by reference and amended the 2022 California Building (Ordinance Number 22-3725), Electrical (Ordinance Number 22-3727, Plumbing (Ordinance Number 22-3729), Mechanical (Ordinance Number 22-3736), Residential (Ordinance Number 22-3734), Existing Building (Ordinance Number 22-3739); and

WHEREAS, the City finds that the amendments to the California Building, Residential, Electrical, Mechanical, Plumbing, and Existing Building Codes as adopted by the County of Los Angeles are necessary and appropriate for the City because of local climatic, geologic and/or topographic conditions; and

WHEREAS, the City finds that further amendments to the 2023 Los Angeles County Building, Residential, Electrical, Mechanical, Plumbing, and Existing Building Codes are necessary because of local climatic, geologic and/or topographic conditions; and

WHEREAS, the City is located within the County of Los Angeles, and the City Council believes that the findings made by the Los Angeles County Board of Supervisors are applicable to and consistent with the desire of the City to provide the most technically proficient and safe construction codes possible; and



WHEREAS, the Los Angeles County Building, Residential, Electrical, Mechanical, Plumbing and Existing Building Codes are used throughout the County of Los Angeles and a significant portion of the incorporated cities within the County of Los Angeles; and

WHEREAS, the Los Angeles County Codes are common, readily available for purchase, and well known to contractors, engineers, and architects; and

WHEREAS, Assembly Bill 1236 imposes new requirements for cities. Assembly Bill 1236 specifically add Section 65850.7 to the Government Code, relating to local ordinances, to require cities to adopt by ordinance an expedited permitting process for electric vehicle charging stations; and

WHEREAS, creation of an expedited, streamlined permitting process for electric vehicle charging stations would facilitate convenient charging of electric vehicles and help reduce the City's reliance on environmentally damaging fossil fuels; and

WHEREAS, Assembly Bill 970 would require a city, county, or city and county to reduce the number of required parking spaces to accommodate the electric vehicle charging station, as specified; and

WHEREAS, Assembly Bill 970's provisions would become operative on January 1, 2022, but for every city, county, or city and county with a population of less than 200,000 residents, the bill's provisions would apply beginning on January 1, 2023; and

WHEREAS, in accordance with Section 15061(b)(3) of Title 14 of the California Code of Regulations, the adoption of local amendments to the California Building Standards Code which amend the South Pasadena Municipal Code are exempt from the provisions of the California Environmental Quality Act because such actions are largely administrative in nature, are designed to improve and not degrade environmental quality, and the impacts of these local amendments to the building standards code will not adversely affect the environment in any manner that could be significant; and

WHEREAS, this Ordinance is adopted as an urgency ordinance pursuant to Government Code Sections 36934 and 36937. The facts constituting the urgency are as follows:

- a) Amendments to the State Building Codes will go into effect on January 1, 2023;
- b) The City is adopting a non-urgency Ordinance that will bring the City's Building Code into line with the new amendments to the State Building Code which will not go into effect until 30 days after adoption which will come after January 1, 2023;

- c) In order to bring the City's Building Code into compliance with the State Building Code starting January 1, 2023, the City wishes to adopt this Urgency Ordinance to protect the public health, safety, and welfare and prevent any conflict between the City's Building Code and the State Building Code;
- d) California Government Code Sections 36934 and 36937 authorizes the City of South Pasadena to adopt an urgency measure by a four-fifths vote (4/5ths) vote where necessary to protect the public health, safety, and welfare.

WHEREAS, To the extent the provisions of this Urgency Ordinance are substantially the same as previous provisions of the South Pasadena Municipal Code, these provisions shall be construed as continuations of those provisions and not as new enactments; and

WHEREAS, Unless the City Council adopts an urgency ordinance to become effective on January 1, 2023, the 2022 California Building, Electrical, Plumbing, Mechanical, Residential, Existing Building and Fire Codes without amendments necessary to preserve the public peace, health, safety and welfare of the City of South Pasadena will go into effect until the amendment to the code can become legally effective through the standard process of Code adoption. This will result in a gap in the implementation of the more stringent Code regulations necessary for the City of South Pasadena due to its unique climatic, geological and topographical characteristics. The City Council hereby finds that such a gap in the implementation of said more stringent Code regulations will result in an immediate threat to the public health, safety and welfare of the City of South Pasadena.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:**

**SECTION 1.** The following table has been added to the beginning of 9.1 of Article I of Chapter 9 to read as follows:

**ARTICLE I. CODE ADOPTION AND AMENDMENTS**

**9.1 Building code administration**

All of the below sections and subsections in this section 9.1 of Article I shall read as having a prefix of 9.1- as in the below table.

Sections in this code	Prefix to be added to each section as to read		Sections in this code	Prefix to be added to each section as to read		Sections in this code	Prefix to be added to each section as to read	
101	9.1 -	101	104.2.9	9.1 -	104.2.9	110.2.3.1.	9.1 -	110.2.3.1.
101.1	9.1 -	101.1	104.2.10	9.1 -	104.2.10	110.2.3.2.	9.1 -	110.2.3.2.
101.2	9.1 -	101.2	104.2.11	9.1 -	104.2.11	110.2.3.3.	9.1 -	110.2.3.3.
101.3	9.1 -	101.3	104.2.12.	9.1 -	104.2.12	110.2.3.4.	9.1 -	110.2.3.4.
102	9.1 -	102	104.2.13	9.1 -	104.2.13	110.2.3.5.	9.1 -	110.2.3.5.
102.1	9.1 -	102.1	104.2.14	9.1 -	104.2.14	110.2.3.6.	9.1 -	110.2.3.6.
102.2	9.1 -	102.2	104.3	9.1 -	104.3	110.2.3.7.	9.1 -	110.2.3.7.
102.3	9.1 -	102.3	105	9.1 -	105	110.2.3.8.	9.1 -	110.2.3.8.
102.4	9.1 -	102.4	105.1	9.1 -	105.1	110.2.3.9.	9.1 -	110.2.3.9.
102.4.1	9.1 -	102.4.1	105.2	9.1 -	105.2	110.2.3.10	9.1 -	110.2.3.10
102.4.2	9.1 -	102.4.2	105.3	9.1 -	105.3	111	9.1 -	111
102.4.3	9.1 -	102.4.3	105.4	9.1 -	105.4	112	9.1 -	112
102.4.4	9.1 -	102.4.4	106	9.1 -	106	113	9.1 -	113
102.4.5	9.1 -	102.4.5	106.1	9.1 -	106.1	113.1	9.1 -	113.1
102.4.6	9.1 -	102.4.6	106.2	9.1 -	106.2	113.2	9.1 -	113.2
102.5	9.1 -	102.5	106.3	9.1 -	106.3	113.3	9.1 -	113.3
102.5.1	9.1 -	102.5.1	106.4	9.1 -	106.4	113.4	9.1 -	113.4
102.5.2	9.1 -	102.5.2	106.5	9.1 -	106.5	113.5	9.1 -	113.5
102.5.3	9.1 -	102.5.3	106.6	9.1 -	106.6	114	9.1 -	114
102.5.4	9.1 -	102.5.4	106.7	9.1 -	106.7	114.1	9.1 -	114.1
102.5.5	9.1 -	102.5.5	106.8	9.1 -	106.8	115	9.1 -	115
102.6	9.1 -	102.6	107	9.1 -	107	115.1	9.1 -	115.1
103	9.1 -	103	107.1	9.1 -	107.1	115.2	9.1 -	115.2

103.1	9.1 -	103.1	107.2	9.1 -	107.2	115.3	9.1 -	115.3
103.2	9.1 -	103.2	107.3	9.1 -	107.3	116	9.1 -	116
103.3	9.1 -	103.3	107.4	9.1 -	107.4	116.1	9.1 -	116.1
103.4	9.1 -	103.4	107.5	9.1 -	107.5	116.2	9.1 -	116.2
103.4.1	9.1 -	103.4.1	107.6	9.1 -	107.6	117	9.1 -	117
103.4.2	9.1 -	103.4.2	107.7	9.1 -	107.7	117.1	9.1 -	117.1
103.4.3	9.1 -	103.4.3	107.8	9.1 -	107.8	117.2	9.1 -	117.2
103.4.4	9.1 -	103.4.4	107.9	9.1 -	107.9	117.3	9.1 -	117.3
103.5	9.1 -	103.5	107.9.1	9.1 -	107.9.1	117.4	9.1 -	117.4
103.6	9.1 -	103.6	107.9.2	9.1 -	107.9.2	117.4.1	9.1 -	117.4.1
103.7	9.1 -	103.7	107.9.3	9.1 -	107.9.3	117.4.2	9.1 -	117.4.2
104	9.1 -	104	108	9.1 -	108	117.4.3	9.1 -	117.4.3
104.1	9.1 -	104.1	109	9.1 -	109	117.5	9.1 -	117.5
104.2.1	9.1 -	104.2.1	109.1	9.1 -	109.1	117.5.1	9.1 -	117.5.1
104.2.1.1	9.1 -	104.2.1. 1	109.2	9.1 -	109.2	117.5.2	9.1 -	117.5.2
104.2.2	9.1 -	104.2.2	109.3	9.1 -	109.3	117.5.3	9.1 -	117.5.3
104.2.3	9.1 -	104.2.3	109.4	9.1 -	109.4	117.6	9.1 -	117.6
104.2.3.1	9.1 -	104.2.3. 1	109.5	9.1 -	109.5	117.7	9.1 -	117.7
104.2.3.2	9.1 -	104.2.3. 2	109.6	9.1 -	109.6	117.8	9.1 -	117.8
104.2.3.3	9.1 -	104.2.3. 3	109.7	9.1 -	109.7	117.9	9.1 -	117.9
104.2.3.4	9.1 -	104.2.3. 4	110	9.1 -	110	117.1	9.1 -	117.1
104.2.4	9.1 -	104.2.4	110.1	9.1 -	110.1	117.11	9.1 -	117.11
104.2.5	9.1 -	104.2.5	110.2	9.1 -	110.2	117.12	9.1 -	117.12
104.2.6	9.1 -	104.2.6	110.2.1.	9.1 -	110.2.1.			
104.2.7	9.1 -	104.2.7	110.2.2.	9.1 -	110.2.2.			
104.2.8	9.1 -	104.2.8	110.2.3.	9.1 -	110.2.3.			

**SECTION 2.** Chapter 9 (“Buildings”), Article 1 (“Code Adoption and Amendments”), Section 9.1.1 of the South Pasadena Municipal Code (SPMC) is amended to read as follow:

“9.1.1 2023 LOS ANGELES COUNTY CODE, TITLE 26, BUILDING CODE ADOPTED – WHERE FILED.

Chapters 2 through 35, 66, 67, 96, 98, 99 and Appendices I and J of Title 26, Los Angeles County Building Code, as amended and in effect on or before January 1, 2023, is hereby adopted by reference pursuant to the provisions of Sections 50022.1 through 50022.10 of the Government Code of the State of California as though fully set forth herein, and made a part of the South Pasadena Municipal Code with the same force and effect as though set out herein in full, including all of the regulations, revisions, conditions and terms contained therein except as revised in this ordinance.

In accordance with Section 50022.6 of the California Government Code, not less than one copy of said Title 26 of the Los Angeles County Building Code together with any and all amendments thereto proposed by the City, has been and is now filed in the office of the Community Development Department, shall be remain on file with the Building Official, shall collectively be known as the *City of South Pasadena Building Code* and may be cited as Chapter 9, Article 1 Section 9.1 of the City of South Pasadena Municipal Code.”

**SECTION 2.** Chapter 9 (“Buildings”), Article 1 (“Code Adoption and Amendments”), Section 9.1.2 (“City Specific Modifications”) of the South Pasadena Municipal Code (SPMC) is amended to read as follows:

“9.1.2 CITY SPECIFIC MODIFICATIONS

Chapters 9, 15, 33, 96, 99 and Appendix J of Title 26 of the 2023 Los Angeles County Code (the Los Angeles County Building Code), adopted by reference as the Building Code of the City, are hereby amended, deleted or added as follows:

1. Chapter 9 of the Los Angeles County Building Code is deleted in its entirety and replaced with Chapter 9 of California Fire Code as adopted and amended by SPMC Chapter 14 Fire Prevention, Section 14.4, Fire Code Amended.
2. Section 1505.1.3 is amended in its entirety to read:  
Section 1505.1.3 Roof Coverings. Except as permitted per SPMC Chapter 14 Fire Prevention, Section 14.1.2 Special provisions related to roof types, all roof covering of every structure shall be Class A.
3. A new Section 3301.3 is added to read:  
3301.3 On-Site Fencing During Construction.

3301.3.1 General. A fence shall be provided any time grading, demolition, or construction work requiring a grading or building permit is performed. The fence shall totally enclose the perimeter of all property. Locking gates may be provided at any location.

Exceptions:

- 1) When approved by the Building Official, a fence need not enclose residential property when at least one dwelling is continuously occupied. Approval not to fence the property may be revoked in writing by the Building Official if the property is found to be unoccupied for any length of time. For the purposes of this exception, continuously occupied is not intended to imply that the occupants must be continuously present.
- 2) When approved by the Building Official, the fence may enclose areas other than the perimeter of the property.

3301.3.2 Fence Construction. The fence shall be 6 feet in height measured from adjacent grade on the exterior side of the fence, and constructed from chain link, lumber, masonry or other approved materials. The fence shall be self-supporting and shall not incorporate structures or fencing on adjacent property without written approval of the adjacent property owner.

3301.3.3 Duration of Fencing. The fence shall be erected prior to the start of any grading, demolition, or construction work and shall remain in place until the work for which a grading or building permit is required has been completed.

Exceptions:

- 1) All or portions of the fence may be removed daily during construction so long as the property is continuously occupied, and all portions of the removed fence are replaced prior to the property being unoccupied.
- 2) When approved by the Building Official, the fence may be removed prior to completion of the grading, demolition, or construction work, if the property is determined by the building official to no longer provide an unsafe or hazardous condition.

3301.3.4 Failure to Comply. If the property is found unfenced and the building official determines that an unsafe or hazardous condition exists, the City may take action to correct the noncomplying condition by providing the required fence. The building official may then issue a notice to stop work until all fees incurred by the City to properly fence the property have been recovered. If such fees have not been recovered by the City within 30 days, the City may take action to recover the costs in accordance with the requirements of the Code(s) having jurisdiction over any portion of the work.

4. Section 9605.1 is amended in its entirety to read:

9605.1 Time Limitations. The owner of each building within the scope of the 2023 Los Angeles County Building Code Chapter 96 shall, upon receipt of a Service Order and within the time limits set forth in this Ordinance, cause a structural analysis to be made of the building by a licensed civil engineer or architect. If the building does not comply with standards specified in this Chapter and Existing Building Code Appendix Chapter A1 of Part 10, Title 24 of the California Code of Regulations, then the owner shall cause the building to be structurally altered to conform to such standards or shall cause the building to be demolished.

No person shall make any exterior modification or demolish any structure listed on the City's Inventory of Cultural Resources without prior review by the Cultural Heritage Commission and issuance of a Certificate of Appropriateness pursuant to South Pasadena Municipal Code Section 2.64 or any successor regulation.

Where a Certificate of Appropriateness is required, no plans may be submitted to the Building Division for plan review, and no permits shall be issued for covered work without the required Certificate of Appropriateness.

1. Compliance by Alteration. Where the building owner intends to comply by structural alteration of the building found to be within the scope of this Ordinance, the owner shall complete the structural alteration work in accordance with the following time limits:
  - a. i) Within 120 calendar days of receipt of the Service Order, the building owner is required to provide documentation to the City from a California registered civil or structural engineer or licensed architect that their building is not an unreinforced masonry bearing wall building subject to the requirements of this Ordinance; or
  - a. ii) Within 120 calendar days of receipt of the Service Order, the building owner is required to select and contract with a California registered civil or structural engineer or licensed architect to prepare structural alteration plan in compliance with Chapter 96;
  - b. Within twelve (12) calendar months after service of the order, the building owner is required to submit plans to the Planning and Building Department for building plan check review of the proposed structural alteration work;

- c. Within eighteen (18) months of receipt of the Service Order, the building owner is to obtain plan check approval of the structural alteration work that is to be performed;
    - d. Within twenty-one (21) months of receipt of the Service Order, the building owner is to obtain a permit and commence construction of the structural alteration work;
    - e. Within thirty (30) months of receipt of the Service Order, the building owner is to complete the structural alteration work, and to have the permit finalized by the Community Development Department.
  2. Compliance by Demolition. Where the building owner intends to comply with the requirements of this ordinance by demolition, the owner shall comply with the following time limits:
    - a.
      - i) Within 180 calendar days of receipt of the Service Order, the building owner is required to provide documentation to the City from a California registered civil or structural engineer that their building is not an unreinforced masonry bearing wall building subject to the requirements of this Ordinance; or
      - ii) Within 180 days of receipt of the Service Order, notify the City of the intent to demolish the building, submit all required applications and pay all required fees associated with a request to demolish the building;
    - b. Within twelve (12) calendar months of receipt of the Service Order, obtain a demolition permit and commence demolition;
    - c. Within eighteen (18) calendar months of receipt of the Service Order, complete the demolition work.
5. Section 9605.2 is deleted in its entirety.
6. Section 9606.1 is amended in its entirety to read:

9606.1 Order-service. The Building Official shall issue an order as provided in this Section to the owner of each building within the scope of Chapter 96 of the Building Code.
7. Section 9606.2 is deleted in its entirety.
8. Section 9606.10 is amended in its entirety to read:



9606.10 (Other abatement procedures) The City shall have the unrestricted ability to enforce compliance with this ordinance by any means prescribed by the South Pasadena Municipal Code, the Building Code or other laws including, but not limited to, ordering the building vacated, termination of all utilities, and/or nuisance abatement including civil and/or criminal prosecution.

9. Table 96-B (Time Limits for Compliance) is deleted in its entirety.
10. Table 96-C (Extensions of Time and Service Priorities) is deleted in its entirety.
11. Section 9903.2 is amended to read:

9903.2 Any unfinished building or structure that has been in the course of construction for an unreasonable period of time, and where the appearance and other conditions of said unfinished building or structure are such that the unfinished structure substantially detracts from the appearance of the immediate neighborhood or reduces the value of property in the immediate neighborhood, or is otherwise a nuisance, shall be deemed and hereby is declared a substandard building.

For the purposes of this Section, an unreasonable period of time shall be defined as eighteen (18) months for residential construction or construction located in a Residential Zone, and thirty-six (36) months for all other construction. For the purpose of the Section, residential construction shall also include detached garages and similar accessory structures that serve a residential structure or are located within a Residential Zone.

12. Section J103.5 is amended in its entirety to read:

J 103.5 Grading Fees. Fees shall be assessed in accordance with the provisions of this section. The amount of the fees shall be as specified in the fee resolution.

J 103.5.1 Plan Review Fees. When a plan or other data are required to be submitted, a plan review fee shall be paid at the time of submitting plans and specifications for review. Separate plan review fees shall apply to retaining walls or major drainage structures as required elsewhere in any code. For excavation and fill on the same site, the fee shall be based on the total volume of earth handled of excavation and fill.

J 103.5.2 Permit Fees. A fee for each grading permit shall be paid to the Building Official at the time of issuance of the permit. Separate permits and fees shall apply to retaining walls or major drainage structures as required elsewhere in any code.

13. Section J 103.6 is amended in its entirety to read:

J 103.6 Compliance with Zoning Code. The Building Official may refuse to issue a grading permit for work on a site if either the proposed grading or the proposed land use for the site shown on the grading plan application does not comply with the provisions of "Planning and Zoning" of the SPMC.

14. Section J105.12 is amended in its entirety to read:

J105.12 Completion of work. Upon completion of the rough grading work and at the final completion of the work, the following reports and drawings and supplements thereto are required for engineered grading or when professional inspection is otherwise required by the Building Official:

1. A certification by the Field Engineer that to the best of his or her knowledge, the work within the Field Engineer's area of responsibility was done in accordance with the final approved grading plan.
2. A report prepared by the Soils Engineer retained to provide such services in accordance with Section J105.4, including locations and elevations of field density tests, summaries of field and laboratory tests, other substantiating data, and comments on any changes made during grading and their effect on the recommendations made in the approved soils engineering investigation report. The report shall include a certification by the Soils Engineer that to the best of his or her knowledge, the work within the Soils Engineer's area of responsibility is in accordance with the approved Soils Engineering report and applicable provisions of the Building Code. The report shall contain a finding regarding the safety of the completed grading and any proposed structures against hazard from landslide, settlement, or slippage.
3. A report prepared by the Engineering Geologist retained to provide such services in accordance with Section J105.5, including a final description of the geology of the site and any new information disclosed during the grading and the effect of such new information, if any, on the recommendations incorporated in the approved grading plan. The report shall contain a certification by the Engineering Geologist that, to the best of his or her knowledge, the work within the Engineering Geologist's area of responsibility is in accordance with the approved engineering geology report and applicable provisions of the Building Code. The report shall contain a finding regarding the safety of the completed grading and any proposed structures against hazard from landslide, settlement, or slippage. The report shall contain a final as-built geologic map and cross-sections depicting all the information collected prior to and during grading.

4. The grading contractor shall certify, on a form prescribed by the building official that the grading conforms to the approved plans and specifications.”

**SECTION 3.** Chapter 9 (“Buildings”), Article 1 (“Code Adoption and Amendments), Section 9.2.1 (“Los Angeles County Code, Title 27, Electrical Code Adopted”) of the South Pasadena Municipal Code (SPMC) is amended to read as follows:

“9.2.1 2023 LOS ANGELES COUNTY CODE, TITLE 27, ELECTRICAL CODE ADOPTED

Los Angeles County Electrical Code Article 90, Chapter 1 through 9, and Annexes A, B, C, D, E, F, G, H, I and J, Title 27, The 2023 Los Angeles County Electrical Code, as amended and in effect on or before January 1, 2023, except as otherwise provided in said Title 27, is hereby adopted by reference pursuant to the provisions of Sections 50022.1 through 50022. 10 of the Government Code of the State of California as though fully set forth herein, and made a part of the South Pasadena Municipal Code with the same force and effect as though set out herein in full, including all the regulations, revisions, conditions and terms contained therein.

In accordance with California Government Code Section 50022.6, one copy of said Los Angeles County Electrical Code will remain on file with the building official within the planning and building department and shall be at all times maintained by the building official for use and examination by the public.”

**SECTION 4.** Chapter 9 (“Buildings”), Article 1 (“Code Adoption and Amendments), Section 9.3.1 (“Los Angeles County Code, Title 28, Plumbing Code Adopted”) of the South Pasadena Municipal Code (SPMC) is amended to read as follows:

“9.3.1 2023 LOS ANGELES COUNTY CODE, TITLE 28, PLUMBING CODE ADOPTED

Los Angeles County Plumbing Code Chapter 2 through Chapter 17, and Appendices A,B, D, H, I and J, Title 28, the 2023 Los Angeles County Plumbing Code, as amended and in effect on or before January 1, 2023, is hereby adopted by reference pursuant to the provisions of Sections 50022.1 through 50022.10 of the Government Code of the State of California as though fully set forth herein, and made a part of the South Pasadena Municipal Code with the same force and effect as though set out herein in full, including all of the regulations, revisions, conditions and terms contained.

In accordance with California Government Code Section 50022.6, one copy of said Los Angeles County Plumbing Code will remain on file with the Building Official within the Community Development Department and shall be at all times maintained by the Building Official for use and examination by the public.”

**SECTION 5.** Chapter 9 (“Buildings”), Article 1 (“Code Adoption and Amendments), Section 9.4.1 (“Los Angeles Code, Title 29, Mechanical Code Adopted”) of the South Pasadena Municipal Code (SPMC) is amended to read as follows:

“9.4.1 2023 LOS ANGELES COUNTY CODE, TITLE 29, MECHANICAL CODE ADOPTED

Los Angeles County Mechanical Code Chapter 2 through Chapter 17 and Appendices B, C and D, Title 29, the 2023 Los Angeles County Mechanical Code, as amended and in effect on or before January 1, 2023, is hereby adopted by reference pursuant to the provisions of Sections 50022.1 through 50022.10 of the Government Code of the State of California as though fully set forth herein, and made a part of the South Pasadena Municipal Code with the same force and effect as though set out herein in full, including all of the regulations, revisions, conditions and terms contained therein.

In accordance with California Government Code Section 50022.6, one copy of said Los Angeles County Mechanical Code will remain on file with Building Official within the Community Development Department and shall be at all times maintained by the Building Official for use and examination by the public.”

**SECTION 6.** Chapter 9 (“Buildings”), Article 1 (“Code Adoption and Amendments), Section 9.5.1 (Los Angeles County Code, Title 30, Residential Code Adopted”) of the South Pasadena Municipal Code (SPMC) is amended to read as follows:

“9.5.1 2023 LOS ANGELES COUNTY CODE, TITLE 30, RESIDENTIAL CODE ADOPTED

Section 1206 (Sound Transmission) of Chapter 12, Chapters 67, 69, 96, 98, 99, and appendix J of Title 26 of the Los Angeles County Building Code are adopted by reference as amended by City Building Code (9.1) and incorporated in to this Section 9.5.1 as if fully set forth below and shall be known as Section 1206 (Sound Transmission) of Chapter 12, Chapters 67, 69, 96, 98, 99, and appendix J of the City Residential Code.

Chapters 2 through 10, 44 and Appendix H of Title 30, Los Angeles County Residential Code, as amended and in effect on or before January 1, 2023, is hereby adopted by reference pursuant to the provisions of Sections 50022.1 through 50022.10 of the Government Code of the State of California as though fully set forth herein, and made a part of the South Pasadena Municipal Code with the same force and effect as though set out herein in full, including all of the regulations, revisions, conditions and terms contained therein except that those certain sections thereof which are necessary to meet local conditions as hereinafter set forth in Section 9.5.2 of this Code are hereby repealed, added or amended to read as set forth therein.

In accordance with California Government Code Section 50022.6, one copy of said Los Angeles County Building Code will remain on file with the Building Official within the Community Development Department and shall be at all times maintained by the building Official for use and examination by the public”

**SECTION 7.** Chapter 9 (“Buildings”), Article 1 (“Code Adoption and Amendments), Section 9.5.2 (“City Specific Modifications”) of the South Pasadena Municipal Code (SPMC) is amended to read as follows:

**“9.5.2 CITY SPECIFIC MODIFICATIONS**

Chapter 3 of Title 30 of the Los Angeles County Code (the Los Angeles County Residential Code), adopted by reference as the Residential Code of the City, are hereby amended, deleted or added as follows:

1. Section R313 is deleted in its entirety and replaced with section 903 of the Chapter 9 Section 903 of California Fire Code as adopted and amended by SPMC Chapter 14 Fire Prevention, Section 14.4, Fire Code Amended.
2. Section R902.2 is amended in its entirety to read:

R902.2 Roof Coverings in All Areas. Except as permitted per SPMC Chapter 14 Fire Prevention, Section 14.1.2 Special provisions related to roof types, all roof covering of every structure shall be Class A.”

**SECTION 8.** Chapter 9 (“Buildings”), Article 1 (“Code Adoption and Amendments), Section 9.6.1 (“Los Angeles County Code, Title 33, Existing Building Code Adopted”) of the South Pasadena Municipal Code (SPMC) is amended to read as follows:

**“9.6.1 LOS ANGELES COUNTY CODE, TITLE 33, EXISTING BUILDING CODE ADOPTED**

Los Angeles County Existing Building Code Chapter 2 through 4, 15, 16 and Appendix A, Chapter A1, A3, A4 and A5 of the Title 33, the 2023 Los Angeles County Existing Building Code, as amended and in effect on or before January 1, 2023, is hereby adopted by reference pursuant to the provisions of Sections 50022.1 through 50022.10 of the Government Code of the State of California as though fully set forth herein, and made a part of the South Pasadena Municipal Code with the same force and effect as though set out herein in full, including all of the regulations, revisions, conditions and terms contained therein.

In accordance with California Government Code Section 50022.6, one copy of said Los Angeles County Building Code will remain on file with the Building Official within the Community Development Department and shall be at all times maintained by the Building Official for use and examination by the public.”

**SECTION 9.** Chapter 9 (“Buildings”), Article II (“Small Residential Rooftop Solar Energy Systems”), the name of the Article II and the name of Section 9.20 has been amended to read as follows:

ARTICLE II. EXPEDITED PERMITTING

9.20 Small Residential Rooftop Solar Energy Systems. Intent and purpose.

**SECTION 10.** Chapter 9 (“Buildings”), Article II is amended to add new Sections 9.30, 9.31, 9.32 and 9.33 all to read as follows:

9.30 Electrical Vehicle Charging Stations. Intent and purpose.

The purpose of this chapter is to establish an expedited, streamlined electric vehicle charging stations permitting process to achieve timely and cost-effective installations electric vehicle charging stations, and, to promote and encourage the use of electric vehicle charging stations and to limit obstacles to their use.

Electric Vehicle Charging Stations which qualify for expedited permit processing, pursuant to Government Code Section 65850.7, shall be subject to the administrative permitting procedures set forth in the City’s Electric Vehicle Charging Station Permit Expediting Ordinance.

9.31 DEFINITIONS.

For the purpose of this Article, words and terms used in this Article shall have the meanings set forth in this Section. Where terms are not defined in this Section and are defined elsewhere in this Code, or the Building Code, such terms shall have the meanings ascribed to them in such codes. The terms, phrases, and words used in this Ordinance shall be construed in compliance with the definitions set forth by California Government Code Section 65850.7.

“Electric vehicle charging station” or “charging station” means any level of electric vehicle supply equipment station that is designed and built-in compliance with Article 625 of the California Electrical Code, as it reads on the effective date of this section and delivers electricity from a source outside an electric vehicle into a plug-in electric vehicle.

“Specific, adverse impact” means a significant, quantifiable, direct, and unavoidable impact, based on objective, identified, and written public health or safety standards, policies, or conditions as they existed on the date the application was deemed complete.

9.32 EXPEDITED REVIEW PROCESS

- A. Consistent with Government Code Section 65850.7, the Building Official shall implement an expedited administrative permit review process for electric vehicle

charging stations and a checklist of all requirements with which electric vehicle charging stations shall comply with in order to be eligible for expedited review. The expedited administrative permit review process and checklist may refer to the recommendations in the checklist prescribed by the most current version of the "Plug-In Electric Vehicle Infrastructure Permitting Checklist" of the "Zero-Emission Vehicles in California: Community Readiness Guidebook" published by the Governor's Office of Planning and Research. The City's checklist shall be published on the City's website.

- B. Consistent with Government Code Section 65850.7, the Building Official shall allow for electronic submittal of permit applications covered by this Ordinance and associated supporting documentations. In accepting such permit applications, the Building Official shall also accept electronic signatures on all forms, applications, and other documentation in lieu of a wet signature by any applicant.
- C. Consistent with Government Code Section 65850.7, the Building Official shall not condition the approval for any electric vehicle charging station permit on the approval of such a system by an association, as that term is defined by Civil Code Section 4080.
- D. A permit application that satisfies the information requirements in the City's checklist shall be deemed complete and be promptly processed. Upon confirmation by the Building Official that the permit application and supporting documents meets the requirements of the City checklist, and is consistent with all applicable laws, the Building Official shall, consistent with Government Code Section 65850.7, approve the application and issue all necessary permits. Such approval does not authorize an applicant to energize or utilize the electric vehicle charging station until approval is granted by the City. If the Building Official determines that the permit application is incomplete, he or she shall issue a written correction notice to the applicant, detailing all deficiencies in the application and any additional information required to be eligible for expedited permit issuance.

### 9.33 TECHNICAL REVIEW

It is the intent of this Ordinance to encourage the installation of electric vehicle charging stations by removing obstacles to permitting for charging stations so long as the action does not supersede the Building Official's authority to address higher priority life-safety situations. If the Building Official makes a finding based on substantial evidence that the electric vehicle charging station could have a specific adverse impact upon the public health or safety, as defined in Government Code 65850.7, the City may require the applicant to apply for a use permit

**SECTION 11.** The adoption of the City Building Code, Electrical Code, Plumbing Code, Mechanical Code, Residential Code and Existing Building Code, Expedited Permitting and the repeal, addition or amendment of ordinances by this Code shall not affect the following matters:

1. Actions and proceedings which began the effective date of this Code.
2. Prosecution for ordinance violations committed before the effective date of this Code.
3. Licenses and penalties due and unpaid at the effective date of this Code, and the collection of these licenses and penalties.
4. Bonds and cash deposits required to be posted, filed or deposited pursuant to any ordinance.
5. Matters of record which refer to or are connected with ordinances the substances of which are included in this code; these references shall be construed to apply to the corresponding provisions of the Code.

**SECTION 12.** The adoption of the City Building Code, Electrical Code, Plumbing Code, Mechanical Code, Residential Code and Existing Building Code, Expedited Permitting and the repeal, addition or amendment of ordinances by this Code shall not affect the following matters:

1. General penalty; continuing violations. Every act prohibited or declared unlawful and every failure to perform an act required by this Code is a misdemeanor or an infraction as set forth in the said respective pertinent sections of this Code and any person causing or permitting a violation of any such section of said Code shall be subject to the penalties ascribed to each such section as set forth herein.
2. Violations including aiding, abetting, and concealing. Every person who causes, aids, abets or conceals the fact of a violation of this Code is guilty of violating this Code.
3. Enforcement by civil action. In addition to the penalties provided herein, the said Code may be enforced by civil action. Any condition existing in violation of this Code is a public nuisance and may be summarily abated by the city.

**SECTION 13.** The City Council hereby declares that, should any provision, section, subsection, paragraph, sentence, clause, phrase, or word of this ordinance or any part thereof, be rendered or declared invalid or unconstitutional by any final court action in a court of competent jurisdiction or by reason of any preemptive legislation, such decision or action shall not affect the validity of the remaining section or portions of the ordinance or part thereof. The City Council hereby declares that it would have independently adopted the remaining provisions, sections, subsections, paragraphs, sentences, clauses, phrases, or words of this ordinance irrespective of the fact that any one or more provisions, sections, subsections, paragraphs, sentences, clauses, phrases, or words may be declared invalid or unconstitutional.

**SECTION 14.** Declaring the urgency thereof this ordinance shall take effect on January 1, 2023, and within five (5) days after its passage the City Clerk of the City of South Pasadena shall certify to the passage and adoption of this ordinance and to its approval



by the Mayor and City Council, shall cause the same to be published in a newspaper in the manner required by law, and shall cause the same to be filed with the California Building Standards Commission at 2525 Natomas Park Drive, Suite 130, Sacramento, CA 95833

**PASSED, APPROVED, AND ADOPTED** this 7<sup>th</sup> day of December 2022.

\_\_\_\_\_  
Michael A Cacciotti, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Desiree Jimenez, CMC  
Chief City Clerk

\_\_\_\_\_  
Andrew L Jared, City Attorney

**I HEREBY CERTIFY** the foregoing ordinance was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 7<sup>th</sup> day of December 2022, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

\_\_\_\_\_  
Desiree Jimenez, CMC  
Chief City Clerk

## ATTACHMENT 4

Findings and Los Angeles County Ordinance adopting and amending the 2022 California Codes and creating the 2023 Los Angeles County Codes

Due to the size of the Los Angeles County Ordinance, these documents can be viewed at the following links:

- Building Code and findings  
<http://file.lacounty.gov/SDSInter/bos/supdocs/173612.pdf>
- Residential Code and findings  
<http://file.lacounty.gov/SDSInter/bos/supdocs/173615.pdf>
- Electrical Code and findings  
<http://file.lacounty.gov/SDSInter/bos/supdocs/173568.pdf>
- Plumbing Code and findings  
<http://file.lacounty.gov/SDSInter/bos/supdocs/173643.pdf>
- Mechanical Code and findings  
<http://file.lacounty.gov/SDSInter/bos/supdocs/173614.pdf>
- Existing Building Code and findings  
<http://file.lacounty.gov/SDSInter/bos/supdocs/173617.pdf>
- California Codes can be viewed at <https://www.dgs.ca.gov/BSC/Codes>

## **ATTACHMENT 5**

Findings amending the Fire Code may be reviewed on the agenda posted for November 2, 2022 City Council Meeting, Agenda Item Number 12 at:

<https://www.southpasadenaca.gov/home/showpublisheddocument/30798/638024872551348226>



# City Council Agenda Report

ITEM NO. 24

**DATE:** December 7, 2022

**FROM:** Arminé Chaparyan, City Manager *AC*

**PREPARED BY:** Tamara Binns, Assistant to the City Manager

**SUBJECT:** Adoption of a Resolution Electing an Alternate Councilmember to Represent Cities with Prescriptive Pumping Rights to the San Gabriel Basin Water Quality Authority

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## Recommendation

1. It is recommended that the City Council take a vote to determine who they wish to elect to the San Gabriel Basin Water Quality Authority; and
2. Waive further reading, read by title only and adopt Resolution entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, CASTING ITS VOTES FOR COUNCILMEMBER TO REPRESENT CITIES WITH PRESCRIPTIVE WATER PUMPING RIGHTS AS AN ALTERNATE MEMBER ON THE BOARD OF THE SAN GABRIEL BASIN WATER QUALITY AUTHORITY".

## Background

The Board of the San Gabriel Basin Water Quality Authority (WQA) is comprised of seven members:

- Three appointed members from each of the three Municipal Water Districts: Upper San Gabriel Valley Municipal Water District (USVMWD), Three Valleys Municipal Water District (Three Valleys), and San Gabriel Valley Municipal Water District (SGVMWD);
- One elected City Councilmember from cities in the San Gabriel Basin with prescriptive pumping rights;
- One elected City Councilmember from cities in the San Gabriel Basin without prescriptive pumping rights; and
- Two appointed members representing water producers in the San Gabriel Basin.

The City of South Pasadena is a member of the WQA, with Prescriptive Pumping Rights. The City is part of the Main San Gabriel Basin, an adjudicated basin with original judgement entered on January, 4 1973, with the most recent amendment in June, 2012.

South Pasadena has 3,567.70 Acre Feet of Prescriptive Pumping Rights, and 1.8052% of Pumping Rights/production entitled rights that is a portion of the Operation Safe Yield that is determined annually by the Watermaster Board, to ensure water is not depleted in the Basin. For Fiscal Year 2022-23 the Operation Safe Yield is 150,000 Acre Feet, and South Pasadena's pumping rights are 2,707.80 Acre Feet.

Each member City is afforded one vote for every 10,000 residents. South Pasadena has three votes that will be applied to the single candidate the City chooses to support.

### **Analysis**

Five candidates have been nominated for election to the Board:

- Victoria Martinez Muela, City of El Monte
- Hector Delgado, City of Covina
- Catherine Marcucci, City of Industry
- Cathy Warner, City of Whittier
- Jeffery K. Maloney, City of Alhambra

The election of the Alternate Member will take place at the regularly scheduled meeting of the WQA set for December 21, 2022 at 12:00 p.m, at 1720 W. Cameron Avenue, Suite 100, West Covina, CA.

If City Council wishes to participate in this election, they must adopt a resolution that must be received by the WQA no later than 12:00 p.m. on December 20, 2022. A draft Resolution is provided with this report for that purpose and for City Council consideration.

### **Fiscal Impact**

The adoption of the Resolution will not have a fiscal impact on the City of South Pasadena General Fund.

Attachments:

1. Resolution Electing an Alternate Councilmember
2. San Gabriel Basin Water Quality Authority Ballot and attachments dated October 24, 2022.

## **ATTACHMENT 1**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA,  
CALIFORNIA, CASTING ITS VOTES FOR COUNCILMEMBER TO REPRESENT  
CITIES WITH PRESCRIPTIVE PUMPING RIGHTS ON THE BOARD  
OF THE SAN GABRIEL BASIN WATER QUALITY AUTHORITY

**RESOLUTION NO.**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, CASTING ITS VOTES FOR COUNCILMEMBER TO REPRESENT CITIES WITH PRESCRIPTIVE WATER PUMPING RIGHTS AS AN ALTERNATE MEMBER ON THE BOARD OF THE SAN GABRIEL BASIN WATER QUALITY AUTHORITY**

**WHEREAS**, on September 22, 1992, Senate Bill 1679 was signed into law by Governor Pete Wilson authorizing the creation of the San Gabriel Basin Water Quality Authority; and

**WHEREAS**, the Board of the San Gabriel Basin Water Quality Authority is composed of seven members with three appointed members from each of the three municipal water districts, one elected city council person from cities in the San Gabriel Basin with prescriptive pumping rights, one elected city council person from cities in the San Gabriel Basin without prescriptive pumping rights, and two appointed members representing water producers in the San Gabriel Basin; and

**WHEREAS**, the City of South Pasadena is one of the cities in the San Gabriel Basin with prescriptive pumping rights; and

**WHEREAS**, the City of South Pasadena must cast its vote for only one of the official nominees provided by the San Gabriel Basin Water Quality Authority; and

**WHEREAS**, the City of South Pasadena must cast its votes by Resolution of the City Council; and

**WHEREAS**, the Resolution of the City of South Pasadena casting its votes must be received by the San Gabriel Basin Water Quality Authority no later than December 20, 2022 at 12:00 p.m. with a signature required.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:**

Section 1. The City Council of the City of South Pasadena casts its full votes for Councilmember \_\_\_\_\_ as the representative for cities in the San Gabriel Basin with prescriptive pumping rights.

**PASSED, APPROVED AND ADOPTED** this 7<sup>th</sup> day of December, 2022.

\_\_\_\_\_  
Michael A. Cacciotti, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Desiree Jimenez, CMC  
Chief City Clerk

\_\_\_\_\_  
Andrew L. Jared, City Attorney

**I HEREBY CERTIFY** the foregoing Resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 7<sup>th</sup> day of December 2022 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

\_\_\_\_\_  
Desiree Jimenez, CMC  
Chief City Clerk



## **ATTACHMENT 2**

San Gabriel Basin Water Quality Authority Ballot and  
Attachments dated October 24, 2022.

OCT 25 '22 PM5:07

CITY CLERK'S DIVISION



## San Gabriel Basin Water Quality Authority

1720 W. Cameron Avenue, Suite 100, West Covina, CA 91790 • 626-338-5555 • Fax 626-338-5775

October 24, 2022

City Manager  
CITY OF SOUTH PASADENA  
1414 Mission Street  
South Pasadena, CA 91030

RE: SPECIAL ELECTION FOR WQA ALTERNATE BOARD MEMBER REPRESENTING CITIES WITH PRESCRIPTIVE PUMPING RIGHTS

Dear City Manager:

The nomination period for the special election of the WQA Alternate Board Member representing cities with prescriptive pumping rights was closed on Thursday, October 20, 2022 at 5:00 p.m. Enclosed is an election ballot, a sample resolution, a list of nominees, a list of cities with pumping rights and the number of votes to which each is entitled. Each city has one vote per 10,000 residents or majority thereof, as determined by the 2020 U.S. census data. The enclosed ballot indicates the number of votes your city may cast. Your city may cast its votes for one candidate by resolution of the city council. Please be aware that a city is not limited to voting for its own city council members and that a city may vote in an election whether or not it nominated a candidate.

**Your city's resolution must be received at the address below by Tuesday, December 20, 2022 at 12:00 p.m. or it will not be counted. The resolution must also be sent via certified mail, UPS, FedEx with a SIGNATURE REQUIRED or hand delivered. Any resolutions sent to the WQA without a signature required will not be accepted. If you wish to hand deliver your vote please call our office ahead of time to schedule an appointment.** Votes will be officially counted during the WQA's regular meeting on Wednesday, December 21, 2022 at 12:00 P.M.

If you should have any questions, please contact me at (626) 338-5555 or [Stephanie@wqa.com](mailto:Stephanie@wqa.com)

Sincerely,

Stephanie Moreno  
San Gabriel Basin WQA  
1720 W. Cameron Ave., Suite 100  
West Covina, CA 91790

Enclosures



# San Gabriel Basin Water Quality Authority

1720 W. Cameron Avenue, Suite 100, West Covina, CA 91790 • 626-338-5555 • Fax 626-338-5775

## BALLOT

ELECTION OF ALTERNATE CITY MEMBER FROM  
CITIES WITH PUMPING RIGHTS  
TO THE BOARD OF THE SAN GABRIEL BASIN WATER QUALITY AUTHORITY

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CITY: SOUTH PASADENA

NUMBER OF VOTES TO BE CAST: 3

TO THE CITY COUNCIL:

The following nominees have been duly nominated by qualified cities for the office of city alternate member of the Board of the San Gabriel Basin Water Quality Authority ("the Authority") from cities with pumping rights.

The election of the alternate city member will take place at the regularly scheduled meeting of the Board of the Authority set for December 21, 2022, at 12:00 P.M., at 1720 W. Cameron Ave., Suite 100, West Covina, California.

Your city may cast its votes for one nominee by resolution of the city council. The number of votes to which your city is entitled, based upon population, is set forth above. All of your city's votes must be cast for only one candidate.

The resolution of the city council casting its votes must be delivered to the Authority by December 20, 2022 at 12:00 P.M. via certified mail, FedEx, UPS with signature required or hand delivered, or the votes **will not** be counted.

This Ballot shall be accompanied by the resolution of the city council casting its votes for the alternate city member from cities with pumping rights.

List of Nominees:

Victoria Martinez Muela, City of El Monte  
Hector Delgado, City of Covina  
Catherine Marcucci, City of Industry  
Cathy Warner, City of Whittier  
Jeffrey K. Maloney, City of Alhambra

Please contact Stephanie Moreno at [Stephanie@wqa.com](mailto:Stephanie@wqa.com) if you would like an electronic version of this resolution

(SAMPLE RESOLUTION)

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF \_\_\_\_\_, CALIFORNIA, CASTING ITS VOTE(S) FOR COUNCILMEMBER TO REPRESENT CITIES WITH PRESCRIPTIVE PUMPING RIGHTS AS AN ALTERNATE MEMBER ON THE BOARD OF THE SAN GABRIEL BASIN WATER QUALITY AUTHORITY

WHEREAS, on September 22, 1992, Senate Bill 1679 was signed into law by Governor Pete Wilson authorizing the creation of the San Gabriel Basin Water Quality Authority; and

WHEREAS, the Board of the San Gabriel Basin Water Quality Authority is composed of seven members with three appointed members from each of the three municipal water districts, one elected city council person from cities in the San Gabriel Basin with prescriptive pumping rights, one elected city council person from cities in the San Gabriel Basin without prescriptive pumping rights, and two appointed members representing water producers in the San Gabriel Basin; and

WHEREAS, the City of \_\_\_\_\_ is one of the cities in the San Gabriel Basin with prescriptive pumping rights;

WHEREAS, the City of \_\_\_\_\_ must cast its vote(s) for only one of the official nominees provided by the San Gabriel Basin Water Quality Authority;

WHEREAS, the City of \_\_\_\_\_ must cast its vote(s) by resolution of the city council;

WHEREAS, the resolution of the City of \_\_\_\_\_ casting its vote(s) must be received by the San Gabriel Basin Water Quality Authority no later than December 20, 2022 at 12:00 p.m. with a signature required.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF \_\_\_\_\_, CALIFORNIA DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

Section 1. The City Council of the City of \_\_\_\_\_ casts its full vote(s) for Councilmember \_\_\_\_\_ as the alternate member for cities in the San Gabriel Basin with prescriptive pumping rights.

PASS, APPROVED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2022.





# San Gabriel Basin Water Quality Authority

1720 W. Cameron Avenue, Suite 100, West Covina, CA 91790 • 626-338-5555 • Fax 626-338-5775

October 24, 2022

## SPECIAL ELECTION FOR WQA ALTERNATE MEMBER REPRESENTING CITIES WITH PRESCRIPTIVE PUMPING RIGHTS

# LIST OF NOMINATIONS

(In the order in which they were received)

<u>Name</u>	<u>Nominated by</u>
<u>Victoria Martinez Muela</u> City of El Monte	El Monte
<u>Hector Delgado</u> City of Covina	Covina
<u>Catherine Marcucci</u> City of Industry	Industry
<u>Cathy Warner</u> City of Whittier	Whittier
<u>Jeffrey K. Maloney</u> City of Alhambra	Alhambra

**Cities with Pumping Rights**  
**2020 Census Data**

<b>City</b>	<b>2020 Population</b>	<b># of Votes</b>
Alhambra	82,868	8
Arcadia	56,681	6
Azusa	50,000	5
Covina	51,268	5
El Monte	109,450	11
Glendora	52,558	5
Industry	264	1
Irwindale	1,472	1
Monrovia	37,931	4
Monterey Park	61,096	6
South Pasadena	26,943	3
Whittier	87,306	9
	<b>Total votes</b>	<b>64</b>

SB 1679, Article 5. Sec. 505 (a)

*Each City has one vote for each 10,000 residents or majority fraction thereof, as determined by the most recent U. S. decennial census data.*



# City Council Agenda Report

ITEM NO. 25

**DATE:** December 7, 2022

**FROM:** Arminé Chaparyan, City Manager *Ac*

**PREPARED BY:** Paul Riddle, Fire Chief  
Eric Zanteson, Fire Division Chief

**SUBJECT:** **Adoption of the City of South Pasadena Updated Emergency Operations Plan along with an Earthquake Annex and a Heat Emergency Annex**

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## **Recommendation**

It is recommended that the City Council adopt the updated Emergency Operations Plan (EOP) and associated Annexes.

## **Background**

In 2020, an Emergency Management Performance Grant (EMPG) was offered to Los Angeles County Disaster Management Area Coordinators to develop a template for an EOP for use by local jurisdictions in Los Angeles County. The template was utilized to update the City of South Pasadena (City) Emergency Operations Plan to more closely address the types of emergencies facing the City, and to match our staffing and organization chart. Annexes are documents that provide guidance for specific types of emergencies, and two Annexes have been updated and are attached to supplement the revised EOP. Additional Annexes will be developed to add to this plan as staff time permits.

## **Analysis**

The purpose of the City EOP is to provide the planning basis for a coordinated response to extraordinary emergency situations associated with natural, and human-caused emergencies or disasters within or affecting the City. This Plan is the principal guiding document for the City's response to, management of, and recovery from real or potential emergencies and disasters occurring within its designated geographic boundaries. This updated Plan, once adopted by City Council, will replace the previous version which had been adopted in 2016.

The updated version contains language and processes that have evolved in the seven years since last adoption. The updates include Annexes that address specific types of emergencies that have also evolved since the last EOP adoption specific to heat and earthquake related incidents.

The Plan is being presented for approval as required by the South Pasadena Municipal Code (SPMC). Per SPMC Chapter 11, titled Emergency Organization, the Mayor and City Manager are assigned the role of Civil Defense and Disaster Council. SPMC Section 11.4 states "It shall be the duty of the South Pasadena disaster council, and it is empowered to develop and recommend for adoption by the City Council, emergency and mutual aid plans and agreements and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements."

**Fiscal Impact**

There is no fiscal impact related to this item, outside of staff time and duplication costs. Approval of this Plan will make the City eligible to receive state and federal disaster reimbursement and recovery funds that are made available under local, state, and federal disaster declarations.

**Community Outreach**

This document and its Annexes were reviewed by the Public Safety Committee on March 14, 2022, the Natural Resources and Energy Commission on August 23, 2022, the City's Disaster Council on September 13, 2022, Los Angeles County Office of Emergency Management on July 15, 2022 and the AREA C Disaster Management Area Coordinator on July 21, 2022. They all recommended the document and annexes be presented to the City Council for review and approval.

**Attachments:**

1. EOP Part 1
2. EOP Part 2
3. Earthquake Annex
4. Heat Emergency Annex



**ATTACHMENT 1**  
Emergency Operations Plan, Part 1



# EMERGENCY OPERATIONS PLAN

PART 1: BASE PLAN

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# CITY OF SOUTH PASADENA

## EMERGENCY OPERATIONS PLAN



PART 1: BASE PLAN  
2022

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# EMERGENCY OPERATIONS PLAN

PART 1: BASE PLAN

JUNE 2022

PREPARED FOR	PREPARED BY
 <p><b>DISASTER MANAGEMENT AREA PARTNERSHIP</b></p>	 <p><b>MICHAEL BRADY</b> EMERGENCY MANAGEMENT CONSULTING</p> <p><b>Project Manager/Lead Facilitator:</b> Michael Brady michaelbrady101@gmail.com</p> <p><b>Project Subject Matter Expert/Facilitator:</b> Kurt Johnson</p> <p><b>Technical Expert &amp; Writer:</b> Hilda Hurtado, CEM, PCP</p>

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## 1.2 Letter of Promulgation

To: City Officials, Employees and Residents

The preservation of life, property and the environment are inherent responsibilities of local, state, and federal governments. As disasters can occur at any time, the City must provide safeguards that will save lives and minimize property and environmental damage through careful planning, preparedness measures and training. Sound emergency plans carried out by knowledgeable and well-trained personnel can and will minimize losses.

The City's Emergency Operations Plan establishes an Emergency Management Organization and assigns functions and tasks consistent with California's Standardize Emergency Management System (SEMS) and the National Incident Management System (NIMS). It provides for the integration and coordination of planning efforts through a whole community approach and authorizes City's personnel to perform their duties and tasks before, during, and after an emergency.

This plan was developed for City Departments and local special districts with emergency services responsibilities within the City. The content is based upon guidance approved and provided by the Federal Emergency Management Agency standard on EOP organization for a local jurisdiction and the California Office of Emergency Services. Its intent is to provide direction on how to respond to an emergency from the onset, through an extended response and into the recovery process.

Once adopted, this plan is an extension of the County of Los Angeles's Emergency Response Plan and the California Emergency Plan. It will be reviewed and tested periodically and revised as necessary to meet changing conditions such as lessons learned from an actual disaster and emergency; and/or changes in State/Federal guidance.

This EOP will be submitted to the City Council for review, and, upon their concurrence, officially adopted and promulgated.

This promulgation shall be effective upon its signing and shall remain in effect until amended or rescinded by further promulgation. The promulgation of this EOP further affirms the City's support for emergency management, and a safe and resilient community.

---

Armine Chaparyan

City Manager

Director of Emergency Services

## 1.3 Approval & Implementation

The City's Emergency Operations Plan addresses the City's planned response to extraordinary emergency situations associated with natural or man-made disasters under an all-hazards



approach. This plan does not apply to normal day-to-day emergencies incidents or the established departmental procedures used to cope with such emergencies. Instead, this plan focuses on operational concepts that would be implemented in large-scale disasters, which can pose major threats to life, property, and the environment, requiring unusual emergency responses.

This plan accomplishes the following:

- Establishes the Emergency Management Organization required to mitigate any significant emergency or disaster affecting the City.
- Identifies the roles and responsibilities required to protect the health and safety of City residents, public and private property, and the environmental, due to natural or human-caused emergency disasters.
- Establishes the operational concepts associated with a field response to emergencies, the City's Emergency Operation Center (EOC) activities and the recovery process.

Upon concurrence of the City Council, the plan will be officially adopted and promulgated. The approval date will be included on the title page and the plan will be distributed to City departments, supporting agencies and community organizations having assigned primary responsibilities with the Emergency Operations Plan, as necessary.

Upon the delegation of authority from the City Manager, specific modifications can be made to this plan without the signature of the City Council. This Emergency Operations Plan and Attachments supersede all previous versions of the City's Emergency Operations Plan.

**1.4 Plan Concurrence**

The following list of signatures documents each City Council Member's concurrence and receipt of the 2022 City Emergency Operations Plan.

Council Member

\_\_\_\_\_

Date

Council Member

\_\_\_\_\_

Date

Council Member

\_\_\_\_\_

Date

Council Member

\_\_\_\_\_

Date

Council Member

\_\_\_\_\_

Date

## 1.5 Record of Changes

Version Number	Date of Change	Change Made By	Date of Approval	Change Approved by	Description of change
1	6/2022	E. Zanteson			Initial Update
2					
3					
4					
5					
6					
7					
8					
9					
10					

**1.6 Record of Distribution**

Recipient Name	Recipient Title	Recipient Agency	Date of Delivery	Number of Copies Provided

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## 2 Purpose, Scope, Situation and Assumptions

### 2.1 Purpose

The purpose of the City Emergency Operations Plan is to provide the planning basis for a coordinated response to extraordinary emergency situations associated with natural, and human-caused emergencies or disasters within or affecting the City. This plan is the principal guide for the City's response to, management of, and recovery from real or potential emergencies and disasters occurring within its designated geographic boundaries. Specifically, this plan is intended to:

- Outline the methods and procedures used by emergency management personnel to assess emergency situations and take appropriate actions to save lives and reduce injuries, prevent, or minimize damage to public and private property, and protect the environment.
- Identify the components of an Emergency Management Organization and establish associated protocols required to effectively respond to, manage and recover from major emergencies and disasters.
- Develop a whole community approach to emergency management to facilitate a response that is inclusive of the entire community
- Identify the organizational framework for the overall management and coordination of emergency operations in the city by implementing the National Incident Management System (NIMS) and Standardized Emergency Management System (SEMS).
- Identify the responsibilities of local, state, and federal agencies in the event of an emergency or disaster affecting the city.
- Define the operational concepts and procedures associated with the EOC interface with the field emergency responders
- Facilitating mutual aid to supplement local resources.
- Facilitating multi-agency and multi-jurisdictional coordination, particularly between local government, the private sector, operational area (OA), state response levels, and appropriate federal agencies in emergency operations.
- Support the provision for emergency public information throughout the emergency, including information on personal protective actions the public can take.
- Serve as an operational plan as well as a reference document that may be used for pre-emergency planning in addition to emergency operations.
- To be use in coordination with applicable local, state, and federal contingency plans.

Allied agencies, special districts, private enterprise, and volunteer organizations having roles and responsibilities established by this plan are encouraged to develop operating protocols and emergency action checklists based on the provisions of this plan.

Finally, this plan is divided into two parts that contain general and specific information relating to city emergency management operations. Those parts are as follows:

Part 1: Basic Plan. This part provides the structure and organization of the cities

Emergency Management structure, identifies roles and responsibilities, describes the concept of emergency operations, and identifies how the city implements SEMS and NIMS, as established by federal and state emergency management entities.

Part 2: EOC Management and Plan Implementation. This part provides an introduction to EOC operations, processes, considerations, sections and positions and provides supporting documentation such as job aids and forms to support an EOC operations activation.

## **2.2 Scope**

The policies, procedures and provision of this plan are applicable to all agencies and individuals, public and private, having responsibilities for emergency preparedness, response, recovery and/or mitigation activities within the City.

The plan applies to any extraordinary situation associated with any hazard, natural, or human-caused, which may affect the City, as well as situations requiring a planned and coordinated response by multiple agencies or jurisdictions.

Incorporating the Federal Emergency Management Agency's (FEMA) Comprehensive Preparedness Guide (CPG) 101: Developing and Maintaining Emergency Operations Plans, November 2020, Version 3.0 (draftv0.5), the CalOES' Emergency Operations Plan Crosswalk - Local Government, 2020; the Los Angeles County Operational Area Emergency Response Plan, and the State of California Emergency Plan best practices, this plan is designed to be read, understood and exercised prior to an emergency and establishes the framework for the implementation of the Standardized Emergency Management System and National Incident Management System for the City.

This plan will be used in coordination with the State Emergency Plan and the National Response Framework.

## **2.3 Situation Overview**

The City, situated within Los Angeles County, faces a variety of hazards. This plan was developed using an all-hazards planning approach as well as leveraging the specific hazard and vulnerability findings that are identified in the County of Los Angeles All-Hazards Mitigation Plan for the City, which include, but are not limited to:

- Climate Change
- Dam Failure
- Earthquake
- Flood
- Landslide/Mudslide
- Wildfire

More detailed information regarding the hazards to the County and the City can be found in the current County of Los Angeles All-Hazards Mitigation Plan.

## 2.4 Planning Assumption

The following are assumptions used during the development of this plan. These assumptions translate into basic principles for conducting emergency management operations in preparation for, response to and recovery from major emergencies.

- Emergencies or disasters may occur at any time, day, or night, in populated and remote areas of the City.
- Major emergencies and disasters will require a multi-agency, multi-jurisdictional response. Therefore, it is essential that NIMS, SEMS, and ICS are implemented immediately by responding agencies, and expanded as the situation dictates.
- Large-scale emergencies and disaster may overburden local resources and require the need for mutual aid from neighboring jurisdictions.
- Large-scale emergencies and disasters and the complex organizational structure required to respond to them pose significant challenges in terms of warning and notification, logistics, and agency coordination.
- The City is primarily responsible for emergency actions within City boundaries and will commit all available resources to save lives, minimize injury to persons, protect the environment and minimize property damage.
- Major emergencies and disasters may generate widespread media and public interest; information provided to the public needs to be accurate and timely. Additionally, the media must be considered an ally in largescale emergencies and disasters; it can provide considerable assistance in emergency public information and warning.
- Large-scale emergencies and disaster may pose serious long-term threats to public health, property, the environment, and the local economy. While responding to significant disasters and emergencies, all strategic decisions must consider each of these threats.
- Disasters and emergencies may require an extended commitment of personnel and other resources from involved agencies and jurisdictions.
- The Emergency Management Organization is familiar with this plan, supporting documentation, and NIMS, SEMS, and ICS.

It is the City's intent to fulfill the policies describe here, within the capabilities and resources available at the time of an emergency or disaster.

This plan uses the whole community concept where residents, emergency management representatives, organizational and community leaders, and government officials can understand and assess the needs of their respective communities and determine the best ways to organize and strengthen their resources, capabilities, and interest. Engaging in the whole community emergency management planning process, builds a more effective path to societal security and resilience. This plan supports the following whole community principles:

- Understand and meet the needs of the entire community, including people with disabilities and those with other access and functional needs.
- Engage and empower all parts of the community to assist in all phases of the disaster cycle.

- Strengthen what works well in communities on a daily basis.

In keeping with the whole community approach, this plan was developed with representation from City departments and various other stakeholders. The effectiveness of the emergency response is largely based on the preparedness and resiliency of the community.

Community Resiliency Consists of Three Key Factors:

1. The ability of first responders' agencies (e.g., fire, law etc.) to divert from their day-to-day operations to the emergency disaster effectively and efficiently.
2. The strength of the emergency management system and organization with the region, to include Emergency Operations Centers (EOCs), mass notification systems and communication systems.
3. The preparedness of the region's citizens, businesses, and community organizations.

By focusing on enhancing all three of these components, the City is improving not only the City's resiliency to emergency disaster, but also the regions.

## 3 Concept of Operations

### 3.1 Response

During a major emergency response, the City will work in coordination with numerous governmental, non-governmental, and private organizations. To enable a multi-faceted operation, the City follows a specific response structure that designates the way local, county, and state-level entities coordinate and communicate during emergency response operations.

This Concept of Operations provides guidance to City decision makers and plan users regarding the sequence and scope of actions to be taken during a citywide emergency response.

The response phase concept of operations the City practices can be summarized in six key elements: (1) goals, priorities, and strategies; (2) plan activation; (3) proclaiming an emergency; (4) presidential declarations; (5) emergency management response levels; and (6) the sequence of events during disasters.

#### 3.1.1 Goals, Priorities and Strategies

**Operational Goals:** During the response phase, the agencies charged with responsibilities in this plan should focus on the following five goals:

- 1 Mitigate Hazards
- 2 Meet basic human needs
- 3 Address needs of People with Access and Functional Needs
- 4 Restore essential services
- 5 Support community and economic recovery

**Operational Priorities:** Operational priorities govern resource allocation and the response strategies for the City and its political subdivisions during an emergency. Below are operational priorities addressed in this plan:

- **Save Lives** – The preservation of life is the top priority and takes precedence over all other considerations.
- **Protect Health and Safety** – Measures should be taken to mitigate the impact of the emergency on public health and safety.
- **Protect Property** – All feasible efforts must be made to protect public and private property and resources, including critical infrastructure, from damage during and after an emergency.
- **Preserve the Environment** – All possible efforts must be made to preserve the environment and protect it from damage during an emergency.

**Operational Strategies:** To meet the operational goals, emergency responders should consider the following strategies:

- **Mitigate hazards** –As soon as practical, suppress, reduce, or eliminate hazards and/or risks to persons, property, and the environment during the disaster response in order to lessen the actual or potential effects or consequences of future emergencies.

- **Meet basic human needs** –All possible efforts must be made to supply resources to meet basic human needs, including food, water, accessible shelter, medical treatment, and security during an emergency.
- **Address needs of individuals with disabilities or access and functional needs** – People with access and functional needs are more vulnerable to harm during and after an emergency. The needs of these individuals must be considered and addressed.
- **Restore essential services** –Power, water, sanitation, accessible transportation, and other essential services must be restored as quickly as possible to assist communities in returning to normal daily activities.
- **Support Community and Economic Recovery** –All members of the community must collaborate to ensure recovery operations are conducted efficiently, effectively, and equitably, promoting expeditious recovery of the affected areas.

### 3.1.2 Plan Activation

The City Emergency Operations Plan may be activated by the City Manager or designated alternates under any of the following circumstances:

- By order of the City Manager as designated by the City Municipal Code or as needed on the authority of the City Manager or designee based on incident complexity.
- Upon proclamation by the Governor that a State of Emergency exists.
- Automatically on the proclamation of a State of War Emergency
- Upon declaration by the President, of the existence of a National Emergency.
- Automatically, on receipt of an attack warning or actual attack on the United States, or upon occurrence of a catastrophic disaster that requires immediate government response

### 3.1.3 Proclaiming an Emergency

The California Emergency Services Act provides for three types of emergency proclamations in California: (1) Local Emergency, (2) State of Emergency, (3) State of War Emergency.

Emergency proclamations expand the emergency powers and authorities of the State and its political subdivisions. They also provide a mechanism for unaffected jurisdictions to provide resources and assistance to affected jurisdictions. Although emergency proclamations facilitate the flow of resources and support to the affected jurisdiction and local government, they are not a prerequisite to providing mutual aid and assistance under existing agreements or requesting assistance from agencies such as the American Red Cross, the Los Angeles County, or the State of California.

#### **Local Emergency Proclamations:**

In the case of the existence or threatened existence of an emergency that threatens the people, property, or environment of the City, and the condition is beyond the capability of the city to control effectively, the City Manager can proclaim a local emergency. A local emergency may be proclaimed to exist due to a specific situation, such as earthquake, flood, fire, storm, pandemic, drought, sudden and severe energy shortage, or other condition

If assistance will be requested through California Disaster Assistance Act (CDAA), a Local Emergency may be recommended by the City Manager as specified by the Municipal Code and issued within 10 days after the actual occurrence of a disaster

A Local Emergency proclamation must be ratified by the City Council within 7 days.

The governing body must review the need to continue the proclamation at least every 30 days until the Local Emergency is terminated. The Local Emergency must be terminated by resolution as soon as conditions warrant.

The Proclamation of a Local Emergency provides the governing body with the legal authority to:

- Request the Governor proclaim a State of Emergency, if necessary
- Promulgate or suspend orders and regulations necessary to provide for the protection of life and property, including issuing orders or regulations imposing a curfew within designated boundaries
- Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements
- Request state agencies and other jurisdictions to provide mutual aid
- Require the emergency services of any local official or employee
- Requisition necessary personnel and materials from any local department or agency
- Obtain vital supplies and equipment and, if required, immediately commandeer the same for public use
- Impose penalties for violation of lawful order
- Conduct emergency operations without incurring legal liability for performance, or failure of performance (Article 17 of the Emergency Services Act provides from certain privileges and immunities)

When the City proclaims a Local Emergency, it will:

- Notify the Office of Emergency Management (OEM) Duty Officer
- Notify the Disaster Management Area Coordinator (DMAC)

### **Proclamation of a State Emergency:**

The Governor proclaims a State of Emergency based on the formal request from the City Council and the recommendation of the California Office of Emergency Services. If conditions and time warrant, the Governor drafts and signs a formal State of Emergency Proclamation. The Governor has expanded emergency powers during a proclaimed State of Emergency. The Governor:

- Has the right to exercise police power as deemed necessary, vested in the State Constitution and the laws of California within the designated area
- Is vested with the power to use and commandeer public and private property and personnel, to ensure all resources within California are available and dedicated to the emergency when requested
- Can direct all state agencies to utilize and employ personnel, equipment, and facilities for the performance of any and all activities designed to prevent or alleviate the actual



and threatened damage due to the emergency and can direct them to provide supplemental services and equipment to political subdivisions to restore any service in order to provide for the health and safety of the residents of the affected area.

- May make, amend, or rescind orders and regulations during an emergency and temporarily suspend any non-safety-related statues, ordinances, regulations, or rules that impose restrictions on the emergency response activities

### Proclamation of a State of War Emergency

In addition to a State of Emergency, the Governor can proclaim a State of War Emergency whenever California or the nation is attacked by an enemy of the United States, or upon receipt by California of a warning from the federal government indicating that such an enemy attack is probable or imminent. The powers of the Governor granted under a State of War Emergency are commensurate with those granted under a State of Emergency.

### 3.1.4 Presidential Declarations

When it is clear that State capabilities will be exceeded, the Governor can request federal assistance, including assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act). The Stafford Act authorizes the President to provide financial and other assistance to state and local government, certain private nonprofit organizations, and individuals to support response, recovery, and mitigation efforts following Presidential Emergency or Major Disaster declarations.

**Declaration of Emergency or Major Disaster:** The President of the United States can declare an Emergency or Major Disaster under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (41 USC §5121 et seq.), thereby providing federal government resources to support the States’ response and recovery activities. While Presidential Declarations under the Stafford Act release federal resources and funding to support response and recovery, federal agencies may also provide assistance under other authorities or agreements that do not require a Presidential Declaration.

### 3.1.5 Emergency Management Response Levels

The City Emergency Operations Plan will be activated when an emergency occurs or threatens to exceed capabilities to adequately respond to and mitigate an incident(s). The scope of an emergency, rather than the type, will largely determine whether the Emergency Operations Plan and Emergency Operations Center will be activated, and to what level.

For planning purpose, the California Office of Emergency Services has established three EOC activation “levels” of response to emergencies. The City also employs this system to guide local response to emergencies in the table below:

Activation Level	Detail	Event or Situation	Minimum Staffing
Three	Level Three is a minimum activation. This level may be used for situations which initially only require a few people,	<ul style="list-style-type: none"> <li>• Events with potential impacts on the health &amp; safety of the public and/or environment</li> <li>• Weather Alerts</li> </ul>	<ol style="list-style-type: none"> <li>1. EOC Director</li> <li>2. Other Designees (Such as Section Coordinators,)</li> </ol>

Activation Level	Detail	Event or Situation	Minimum Staffing
	or may virtual	<ul style="list-style-type: none"> <li>Incident involving 2+ City departments</li> <li>Low risk planned event</li> <li>Wind or rainstorm</li> <li>Power outage and Stage 1 &amp; 2 emergencies</li> </ul>	
<b>Two</b>	Level Two activation is normally achieved as an increase from Level Three or a decrease from Level One. This activation level is used for emergencies or planned events that would require more than a minimum staff but would not call for a full activation/staffing	<ul style="list-style-type: none"> <li>Two or more large incidents involving 2 or more departments</li> <li>Major wind or rain</li> <li>Major scheduled event</li> <li>Large scale power outage and Stage 3 power emergencies</li> <li>Hazardous Material Incident involving large scale or possible large-scale evacuations</li> </ul>	<ol style="list-style-type: none"> <li>EOC Director</li> <li>Section Coordinators</li> <li>Branches &amp; Units as appropriate</li> <li>Liaison/Agency Representatives as appropriate</li> <li>Public Information Officer</li> </ol>
<b>One</b>	Level One activation involves a complete & full activation of all organizational elements & staffing. Level One would be the initial activation for any major emergency requiring acute State help.	<ul style="list-style-type: none"> <li>Major County/City or Regional emergency, multiple departments with heavy resource involvement</li> </ul>	<ol style="list-style-type: none"> <li>All EOC as appropriate</li> </ol>

**TABLE 1: EOC ACTIVATION LEVELS**

### 3.1.6 Sequence of Events

Two sequences of events are typically associated with disasters: one involves the response and the other involves emergency proclamations. The response sequence generally describes the emergency response activities to save lives, protect property and preserve the environment. This sequence describes deployment of response teams, activation of emergency management organizations and coordination among the various levels of government. The emergency proclamation sequence outlines the steps to gain expanded emergency authorities needed to mitigate the problem. It also summarizes the steps for requesting state and federal disaster assistance.

#### 3.1.6.1 Before Impact

Before an emergency ever occurs, the City is committed to conducting preparedness activities that include developing plans, training personnel, conducting emergency exercises, educating the public, and arranging to have necessary resources available.

To remain ready to respond, the City will keep their emergency communications systems, warning systems and the Emergency Operations Center ready at all times.

**Routine Monitoring for Alerts, Watches and Warnings:** Emergency officials constantly monitor events and the environment to identify specific threats that may affect their jurisdiction

and increase awareness level of emergency personnel and the community when a threat is approaching or imminent.

**Increased Readiness:** Sufficient warning provides the opportunity for response agencies to increase readiness, which are actions designed to increase an agency's ability to effectively respond once the emergency occurs. This includes, but is not limited to:

- Briefing government officials
- Reviewing plans and procedures
- Preparing and disseminating information to the community
- Updating resource lists
- Testing systems such as warning and communications systems
- Activating Emergency Operations Centers, even if precautionary

**Pre-Impact:** When a disaster is foreseen as highly likely, action is taken to save lives, protect property and the environment. During this phase, warning systems are activated, resources are mobilized, and evacuation begins.

**Proclaiming and Emergency:** In the case of the existence or threatened existence of an emergency that threatens the people, property, or environment of the City, and the condition is beyond the capability of the city to control effectively, the City Council, or the City Manager if the Council is not in session, can proclaim a local emergency.

### 3.1.6.2 Immediate Impact

During this phase, emphasis is placed on control of the situation, savings lives and minimizing the effect of the disaster.

Below is a list of actions to be taken:

**Alert and Warning:** Local response agencies are alerted about an incident by the public through 911, another response agency, or other method. First responders are then notified of the incident. Upon an alert, response agencies notify response personnel.

**Resource Mobilization:** Response agencies activate personnel and mobilize to support the incident response. As the event escalates and expands, additional resources are activated and mobilized to support the response. Activation and mobilization continue for the duration of the emergency, as additional resources are needed to support the response. This includes resources with the County, or, when resources are exhausted, from surrounding unaffected jurisdictions.

**Incident Response:** Immediate response is accomplished within the City by local responders. First responders arrive at the incident and function within their established field level plans and procedures. The responding agencies will manage all incidents in accordance with the Incident Command System organizational structures, doctrine, and procedures.

**Establishing Incident Command:** Incident Command is established to direct, order, and/or control resources by virtue of some explicit legal agency or delegated authority at the field level. Initial actions are coordinated through the on-scene Incident Commander. The Incident commander develops an initial Incident Action Plan, which sets priorities for the incident,

assigns resources, and includes a common communications plan. If multiple jurisdictions or agencies are involved, the first responders will establish a Unified Incident Command Post to facilitate multijurisdictional and multiagency policy decisions. The Incident Commander may implement an Area Command to oversee multiple incidents that are handled by separate Incident Command System organizations or to oversee the management of a large or evolving incident that multiple incident management teams engaged.

**Activation of the Multiagency Coordination System:** Responding agencies will coordinate and support emergency management and incident response objective through the development and use of integrated Multiagency Coordination Systems (MACS) and Multiagency Coordination System Groups (MAC Groups). This includes developing and maintaining connectivity capability between the Incident Command Post, Local 911 Centers, local Emergency Operations Centers, Regional Emergency Operations Centers, the State Emergency Operations Center and Federal Emergency Operations Center and National Response Framework organizational elements.

**Local Emergency Operations Center Activation:** Local jurisdictions activate their local Emergency Operations Center based on the magnitude or need for more coordinated management of the emergency. When activated, local EOCs help form a common operating picture of the incident by collecting, analyzing, and disseminating emergency information. The local Emergency Operations Center can also improve the effectiveness of the response by reducing the amount of external coordination of resources by the Incident Commander by providing a single point of contact to support multiagency coordination. When activated the local Emergency Operations Center notifies the Operational Area lead that the local Emergency Operations Center has been activated.

**Communications between field and the Emergency Operations Center:** When a jurisdiction Emergency Operation Center is activated, communications and coordination are established between the Incident Commander and the Department Operations Center to the Emergency Operations Center, or between the Incident Commander and the Emergency Operations Center.

**Operational Area Emergency Operations Center Activation:** If one or more local EOCs are activated, or if the event requires resources outside the affected jurisdiction, the Operational Area Emergency Operations Center activates. The Operational Area Emergency Operations Center also activates if a Local Emergency is proclaimed by the affected local government. The Operational Area Emergency Operations Center then coordinates resource requests from the affected jurisdiction to an unaffected jurisdiction, or if resources are not available within the Operational Area, forwards the resource request to the Regional Emergency Operations Center and mutual aid coordinators.

**Regional Emergency Operations Center Activation:** Whenever an Operational Area Emergency Operations Center is activated the California Office of Emergency Services Regional Administrator will activate the Regional Emergency Operations Center within the affected region and notifies the California office of Emergency Services Headquarters. The Regional Emergency Operations Center will then coordinate resource requests from the affected Operational Area to unaffected Operational Areas within the affected region, or, if resources are not available within the affected region, resource requests are forwarded to the State Operations Center for coordination.

**State Level Field Teams:** The State may deploy Field Teams (Emergency Services Regional Staff) to provide situation reports on the disaster to the Regional Emergency Operations Center in coordination with responsible Unified Command.

**State Operations Center Activation:** The State Operations Center is activated when the Regional Emergency Operations Center activates to:

- Continuously monitor the situation and provide situation reports to brief state officials as appropriate
- Process resource request between the affected regions, unaffected regions, and state agency Department Operation Centers
- Process requests for deferral assistance and coordinate with Federal Incident Management Assistance Teams when established
- Coordinate interstate resource request as part of the Emergency Management Assistance Compact or Interstate Disaster and Civil Defense Compact
- The State Operations Center may also be activated independently of a Regional Emergency Operations Center to continuously monitor emergency conditions

**Joint Information Center Activation:** Where multiple agencies are providing public information, the lead agencies will work together to analyze the information available and provide a consistent message to the public and the media. Where practical, the agencies will activate a Joint Information Center to facilitate the dissemination of consistent information.

**State Department Operations Center Activation:** Each state agency may activate a Department Operations center to manage information and resources assigned to the incident. If a Department Operations Center is activated, an agency representative or liaison may deploy to facilitate information flow between the two facilities.

**Federal Emergency Management Agency Regional Response Coordination Center Activation:** The Federal Emergency Management Agency Regional Response Coordination Center may deploy a liaison or Incident Management Assistance Team to the State Operations Center to monitor the situation and provide situational awareness to federal officials.

### 3.1.6.3 Sustained Operations

As the emergency continues, further emergency assistance is provided to individuals impacted by the disaster and efforts are made to reduce the likelihood of secondary damage. If the situation demands, mutual aid is provided, as well as activities such as search and rescue, shelter and care, and identification of victims.

### 3.1.6.4 Transition to Recovery

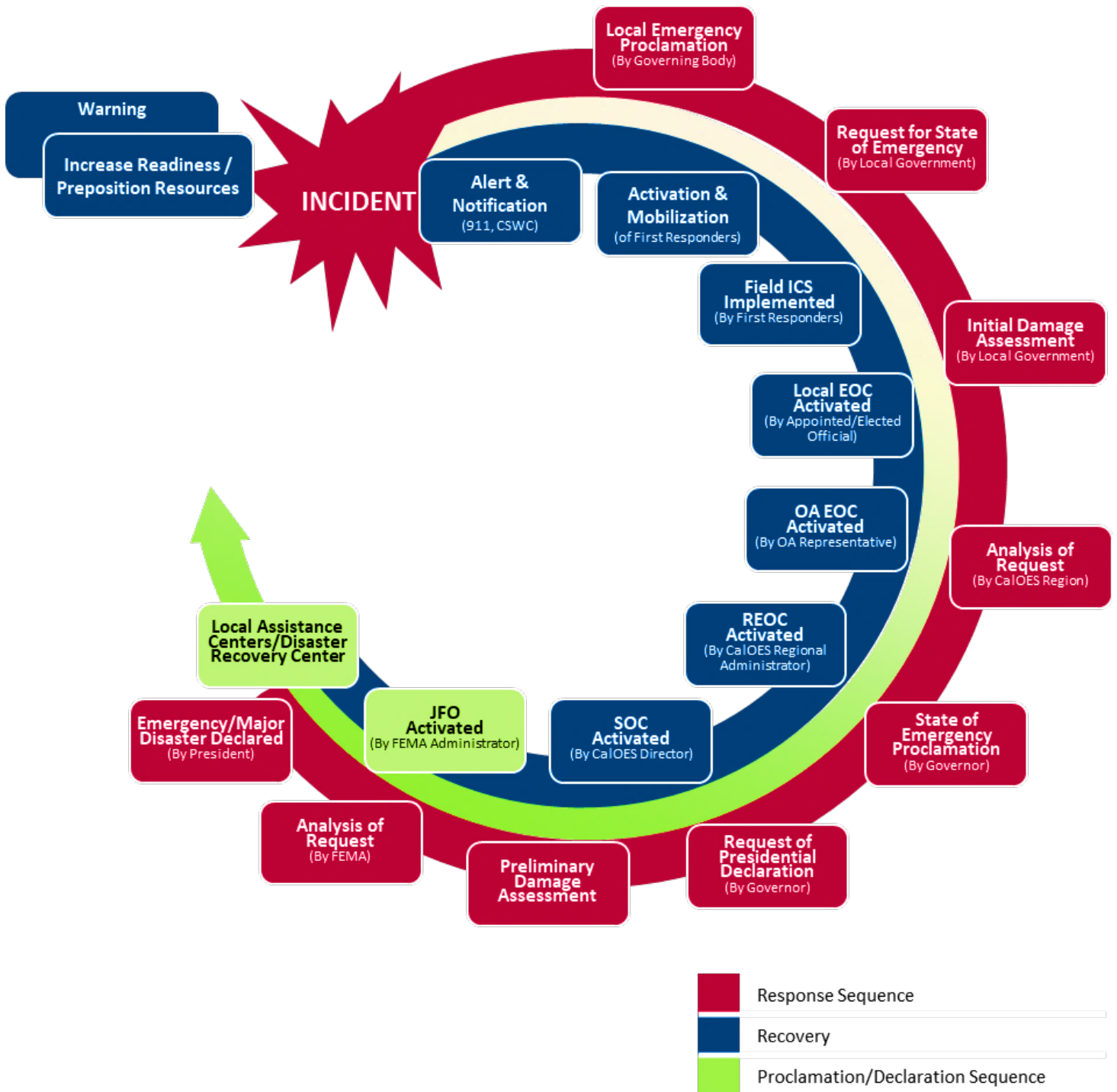
As the initial and sustained operational priorities are met, emergency management officials consider the recovery phase needs. Short-term recovery activities include returning vital life-support systems to minimum operating standards. Long-term activity is designed to return to normal activities. Recovery planning should include reviews of ways to avert or mitigate future emergencies. During the recovery phase, damage is assessed, local assistance centers and disaster recovery centers are opened, and hazard mitigation surveys are performed.

**Local Assistance Centers:** Local Assistance Centers (LAC) are opened by local governments to assist communities by providing a centralized location for services and resource referrals for unmet needs following a disaster or significant emergency. The LAC is staffed and supported by local, state, and federal agencies, as warranted, as well as nonprofit and voluntary organizations. The LAC provides a venue at which individuals, families, and businesses can access available disaster assistance programs and services. The LACs need to be physically accessible and information needs to be provided in accessible formats for all community members. If federal resources are authorized, a state-federal Disaster Recovery Center (DRC) may be co-located with the LACs.

**Joint Field Office:** The state coordinates with FEMA as necessary to activate a JFO to coordinate federal support for the emergency. The state will appoint a State Coordinating Officer (SCO) to serve as the state point of contact. A Federal Coordinating Officer (FCO) is appointed upon a Presidential Declaration of an Emergency or Major Disaster.

**Demobilization:** As resources are no longer needed to support the response, or the response activities cease, resources are demobilized. Demobilization includes provisions to address and validate the safe return of resources to their original location and includes processes for resource tracking and ensuring applicable reimbursement. Where applicable, demobilization should include compliance with mutual aid and assistance provisions.

The sequence of activities occurring for the emergency response and proclamation process is illustrated in **Figure 1 – Response Phase Sequence of Events**.



### 3.2 Recovery

**FIGURE 1: RESPONSE PHASE SEQUENCE OF EVENTS**



In the aftermath of a disaster, many citizens will have specific needs that must be met before they can pick up the thread of their pre-disaster lives. Typically, there will be a need for such services as these:

- (1) Assessment of the extent and severity of damages to public and private property.
- (2) Restoration of services generally available in communities - water, food, medical assistance, utilities, and lifelines.
- (3) Repair of damaged homes, buildings, and infrastructure.
- (4) Professional counseling when the sudden changes resulting from the emergency have resulted in mental anguish and inability to cope.

Local governments can help individuals and families recover by ensuring that these services are available and by seeking additional resources if the community needs them. Recovery occurs in two phases: short-term and long-term.

### **3.2.1 Short-Term**

Short-term recovery operations begin during the response phase of the emergency. Although referred to as “short-term” recovery, these activities may last for weeks. Short-term recovery includes actions required to:

- Stabilize the situation.
- Restore services (electricity, water, and sanitary systems)
- Implement critical infrastructure recovery plans to maintain operations during emergencies and the recovery phase.
- Commence the planning for the restoration of the community, including economic functions.
- Address debris that poses a threat to public health and safety.

For federally declared disasters, Disaster Assistance Centers may be established by the Federal Emergency Management Agency (FEMA) to assist disaster victims and businesses in applying for grants, loans, and other benefits. In coordination with the American Red Cross, the City may provide sheltering for disaster victims until housing can be arranged.

### **3.2.2 Long-Term**

Long-term recovery continues the short-term recovery actions focusing on community restoration. Long-term recovery may continue for several months or years depending on the severity and extent of the damage sustained. These activities include those necessary to restore a community to a state of normalcy, given the inevitable changes that result from a major disaster. Long-term recovery activities require significant planning to maximize opportunities and mitigate risks after a major incident and may include the following:

- Reconstruction of facilities and infrastructure including the technology systems and services necessary for restoration of all operations functions.
- Community planning including the development of long-term housing plans.
- Implementation of waivers, zoning changes, and other land-use legislation to promote recovery.



- Assistance to displaced families, which may include financial support as well as social and health services.
- Restoration of the local economic system.
- Integration of mitigation strategies into recovery efforts.
- Documentation of eligible disaster-related costs for reimbursement through state and federal grant programs.

### 3.3 Continuity

**Continuity of Operations and Government:** A critical component of the City emergency management strategy involves ensuring that government operations will continue during and after a major emergency or disaster. The ability to maintain essential government functions, including the continuity of lawfully constituted authority is a responsibility that must be provided for to the greatest extent possible.

A major disaster could result in great loss of life and property, including the death or injury of key government officials, the partial or complete destruction of established seats of government and/or the destruction of public and private records essential to continue operations of government and industry.

In the aftermath of a major disaster, during the reconstruction period, law and order must be preserved and, so far as possible, government services must be maintained. The civil government can best complete these services. To this end, it is particularly essential that the local units of government continue to function.

The following portions of the California Government Code and the State Constitution provide authority for the continuity and preservation of State and local government:

- Continuity of Government in California (Article IV, Section 21 of the State Constitution)
- Preservation of Local Government (Article 15 of the California Emergency Services Act)
- Temporary Seat of State Government (Section 450, Title 1, Division 3, Chapter 1 of the Government Code)

Key authorities include Sections 8635 through 8643 of the Government Code:

- Furnish a means by which the continued functioning of political subdivisions can be assured by providing for the preservation and continuation of (City and County) government in the event of an enemy attack, or in the event a State of Emergency or Local Emergency is a matter of statewide concern.
- Authorize political subdivisions to provide for the succession of officers (department heads) having duties related to law and order and/or health and safety.
- Authorize governing bodies to designate and appoint three standby officers for each member of governing body and for the Chief Executive, if not a member of the governing body. Standby officers may be residents or officers of a political subdivision, other than that to which they are appointed. Standby officers take

the same oath as regular officers and are designated numbers 1, 2 and 3 as the case may be.

- Authorize standby officers to report ready for duty in the event of a State of War Emergency, State of Emergency or Local Emergency at the place previously designated.
- Authorize local governing bodies to convene as soon as possible whenever a State of War Emergency, State of Emergency or Local Emergency exists, and at a place not within the political subdivision.

## 4 Organization and Assignment of Responsibilities

### 4.1 Roles of Staff in the EOC

For the City, this basic plan establishes the operational organization that is relied on to respond to an emergency. The City uses the Standardized Emergency Management System, The National Incident Management System, and the Incident Command System (See also Section 5.4), to be consistent with the National Response Framework concepts and to be coordinated with other jurisdictional partners within the Los Angeles County.

The following sections list out the city's organization structure as well as departmental roles and responsibilities during an Emergency Operations Center activation.

Additionally, it details out the role that Disaster Management Area Coordinators (DMACs) have during an emergency.

### 4.2 Role of Elected Official

All disasters are locally driven events, and it is the local official's role to provide leadership and policy guidance to their jurisdiction before, during, and after a disaster. It is important for local elected officials to engage in preparedness efforts, which are ongoing and involve activities undertaken to prepare for disasters and emergencies, as well as to facilitate future response and recovery efforts. The following section detail some of the local official's roles and responsibilities during and following a disaster.

**Elected Officials Role During an Emergency Disaster:** The primary role of an elected official during a disaster is that of support. As the disaster is occurring and the immediate response is underway, you will best serve your citizens by empowering and allowing your first responders and the EOC staff the freedom to manage the incident as they have been trained to do. Allow them time to stabilize the situation before attempting to step in as a decision maker. Your role as decision maker will come, but the primary goal of addressing a disaster as it is happening is to stabilize the situation quickly and efficiently – your staff will do that for you. To help in this goal, your role consists of:

- Support and work with your emergency management officials, as needed. This may include facilitating communication with and obtaining assistance from other agencies, declaring a local state of emergency, and issuing emergency orders such as imposing curfews etc.
- Communicate quickly, clearly, and effectively to your constituents and work with your partners to ensure a coordinated message.
- Get accurate information out early and often, and ensure all messaging is accessible.
- Maintain situational awareness regarding the disaster by staying informed.
- Provide direction for response-related activities, when appropriate.
- Trust and empower your emergency management officials to make the right decisions.
- Serve your citizens by allowing the First Responders and the EOC staff to manage the incident as they are trained to do. The active participation of Elected Officials in planning /

training before a disaster and leadership during the recovery period is where you will have the greatest impact and be of most value.

- Use an EOC Liaison to help you stay informed during the incident.

**Elected Officials Role Following an Emergency Disaster:** The primary role of an elected official after a disaster is that of leadership. Once the first responders and EOC staff have stabilized the situation, your role as an elected official becomes crucial to the recovery process. A community is built on law and order, and this stems from City Code, Zoning Regulations, Building Code, Police Enforcement, and much more. Just because a disaster occurs does not mean these regulations are null and void. On the contrary, they are crucial to make sure your community is built back right. For a City to truly recover, diligent and firm adherence to the City's Codes and Regulations must be adhered to. To help in accomplishing this goal, the following is a list of roles for you to fill.

- Understand the disaster assistance programs available and application process for State of California and the Federal Disaster Declarations.
- Support your community throughout the recovery – it can be a long process and may take multiple years.
- Help identify opportunities to rebuild and mitigate future damage through planning and smart infrastructure investments.
- Ask questions – the recovery process and programs can be complex.
- Ensure all Codes and Regulations are enforced during the recovery process.

### 4.3 Role of City Departments

In the event of an Emergency Operations Center activation, each City department is responsible to support emergency response and recovery objectives and taking the lead regarding the emergency function to which they have been assigned. The departments also provide representatives to the EOC to coordinate people, resources, and information in order to manage an incident that occurs in the city, and to communicate emergency efforts between departments and/or jurisdictions.

Designated department representatives are trained in emergency management and response operations. In addition, these representatives have assigned successors to support EOC staff in the event of extended operations. The sections below outline the designated responsibilities for each of the city departments. Details for department staff roles and responsibilities in the EOC are defined in the EOC position “jobaids” included in part two of this plan.

**City Manager’s Office.** The executive staff members of the City Manager’s Office are responsible for policy level decisions related to the management of the incident. The office will provide representatives to assist in the EOC, and provide liaison assistance to the operational area, if activated. The City Manager, or designee (e.g., Deputy City Manager, or other designee), will serve as the EOC Manager/Director overseeing the direction and policy guidance of all EOC operations. Policy level decisions are related to formation of policies/procedures, authorization of expenditures, support of local emergency management operations with additional staff, resources, etc., as well as other operations as determined appropriate. The City Manager’s Office will also establish a Public Information Officer (PIO) to staff the position of

EOC PIO to support the collection, verification, and dissemination of emergency related information to the public and the media.

**Management Services.** Management Services staff serves in the Recovery Coordination Group following the response phase of a disaster event as the city moves into the recovery phase. Management Services supports redevelopment and recovery strategies for the city using current economic development strategies.

**Community Development Department.** The Community Development Department is responsible for providing support on public infrastructure evaluation/damage assessment, providing GIS support upon request, identifying possible shelter locations (ensuring the structural safety of the buildings), providing staff to the EOC, and administering evaluations and permits in the recovery process. Department representatives from Planning and Building lead the Planning and Intelligence Section in the EOC and may serve in a variety of EOC sections and branches, depending on the needs of the incident.

**Finance Department.** The Finance Department is responsible for overseeing all expenditures related to emergency management and response operations, including tracking and documentation necessary for recovery reimbursement purposes including personnel time tracking during emergency operations. Finance will provide department representatives to staff the Finance Section in the EOC. Department representatives will utilize established procedures and protocols for expense tracking and documentation but may also develop additional procedures as necessary to fit the needs of emergency operations. Finance will also provide staffing to the Procurement Unit in the Logistics Section in the EOC utilizing established procedures and protocols for purchasing but may develop procedures as necessary to support emergency operations.

**Fire Department.** The Fire Department is responsible for the management of fire operations within the city during emergency response efforts. This includes the immediate first responder effort to manage any fires, as well as the management of a safe scene, recognition of potential hazardous materials, public safety on scene, and many other responsibilities. The Fire Department will coordinate all response efforts and serve as the main coordination point when requesting fire response or emergency medical service (EMS) assistance from neighboring jurisdictions.

Fire services also include the provision of Emergency Medical Services (EMS), providing life-saving medical care. Fire EMS personnel will work in coordination with private EMS providers to meet the needs of the incident in the event that Fire EMS is overwhelmed. A Fire Department representative will be appointed to serve in the Fire Branch of the Operations Section in the EOC.

**Human Resources Division.** The City Human Resources Department is responsible for managing all efforts associated with city personnel and volunteers. As emergency resources, city personnel and volunteers may be assigned to positions in the EOC or in the field to support city emergency management and response operations. Department representatives will staff the Personnel Branch of the EOC, addressing issues such as workers compensation, disaster service worker (DSW) agreements, volunteer management, and other various tasks as determined appropriate. In addition, the risk management personnel within Human Resources are responsible for providing a representative to staff the Safety Officer position for the EOC itself.

**Information Technology Division.** The Information Technology (IT) Contractor is responsible for ensuring the operation of the city's critical IT infrastructure during an emergency and providing technical support to the EOC when activated. IT will staff the Communications Unit in the EOC, and will provide support to GIS, mapping, and any other technical resources. IT should provide representatives to the EOC when activated.

**Community Services Department.** The Community Services Department is responsible for some logistics functions (supporting staff) and supporting mass care operations, including the implementation of shelter operations in the city. Mass care and shelter operations include the mobilization and deployment of department personnel and resources (in coordination with the operational area) and receiving and registering volunteer resources during emergencies. The Community Services Department will provide staff to manage the shelter facilities and may request additional assistance from the American Red Cross (ARC), if necessary. The Community Services department will appoint department representatives to the city EOC to assist in the coordination of department operations. In addition, the department also serves in a primary role for the provision of services for people with access and functional needs (PAFN) during an emergency. Community Services will also support transportation needs via City busses.

**Police Department.** The Police Department is responsible for law enforcement operations and terrorism prevention within the city. Police officers will respond to the immediate threats and dangers associated with any emergencies in the city. The Police Department will support emergency operations including, but not limited to prevention of threats, protection of population, evacuation, and damage assessment. A Police Department representative will be appointed to serve in the Law Branch of the Operations Section in the EOC.

**Public Works Department.** The Public Works Department serves in a variety of roles to support emergency management and response operations. Responsibilities for Public Works include, but are not limited to, damage assessment, critical infrastructure restoration, support for debris management, transportation, evacuation, and general logistics operations. Department representatives may be appointed to the EOC to serve in both the Operations and Logistics Sections. In addition, Public Works will assist emergency operations by deploying personnel into the incident area to assess damage and begin emergency restoration efforts. These operations will be coordinated through their Department Operations Center (DOC), which will communicate and coordinate with the EOC. A portable radio console can be provided to Public Works DOC so that the DOC can operate from a Public Works Facility if preferred. Public Works is also responsible for the management of flood/mudslide response operations, mitigation, planning and recovery activities. Public Works will monitor and assess weather-related data, provide technical assistance for interpreting river level related data and its impacts in the city, document any flooding through photographs, observations, and computer-generated data, ensure water and sewer are maintained during the emergency and provide staff to the EOC. The flood monitoring information provided by Public Works will assist the EOC in making necessary evacuation, transportation, or other emergency management related decisions. Public Works will coordinate flood fighting operations in coordination with local reclamations districts and other city and contracted partners in the event of potential or actual dam failure, or other weather-related flood emergencies. The Emergency Manager is responsible for the maintenance and access to hazard maps (such as 100-year flood zone maps) and will provide these to Public Works where applicable.

**EOC, DOC and Responder Personnel.** While this Emergency Operations Plan is focused on the City’s organizational response, all city employees with responsibilities for emergency functions would greatly benefit from having a personal and family preparedness plan. Any city employee with responsibility to report to the EOC, a department operations center (DOC), or to field response operations should have a personal and family preparedness plan in place. Personal and family preparedness planning supports city employees in ensuring the safety of their loved ones, and in turn supports the employees with being available to respond to their city emergency management responsibilities.

#### **4.4 Role of Disaster Management Area Coordinators (DMACs)**

The mission of DMACs is to coordinate with Area cities in planning for preparedness, mitigation and recovery from emergencies/disasters. During an actual emergency, DMACs are responsible for Advocating for Area cities and liaison with the Los Angeles County Operational Area Emergency Operations Center as (OAEOC) as necessary, assist other Areas as requested; staff City Liaison post at OAEOC.

- Additional they check in with Area cities to quickly determine the impact of the emergency/disaster.
- Provide a quick Area status report to the OAEOC to supplement individual cities’ reports. This is not a detailed or formal report. It should be consider outside the normal reporting system and will provide the OAEOC with an indication of where potential problems might exist as well as indicate which Disaster Management Area Coordinators (DMACs) might be in the best position to directly provide staffing to assist the most heavily impacted Area(s) and the OAEOC (staffing may come from the DMAC or from a city within the DMAC’s Area).
- Get feedback from the OAEOC as to which DMAC Areas appear to be the most heavily impacted and which appear least impacted. Feedback will include a recommendation from the OAEOC as to which DMAC should provide staffing to the OAEOC (staffing may come from the DMAC or from a city within the DMAC’s Area).
- DMAC of selected city provides shit staffing to the OAEOC to represent concerns of cities, to ensure that the needs and concerns of cities are properly represented in the OAEOC, and to participate, as appropriate, in the development of solutions affecting cities.

Finally, the following sections list out the role and responsibilities of the private sector.

#### **4.5 Role of the Private Sector**

##### **4.5.1 Contracted City Services**

If the City should ever contract for certain services such as Police, Fire or Public Works, and in the event of an Emergency Operations Center activation, each Contracted City Service partner is responsible to support emergency response and recovery objectives and taking the lead regarding the emergency function to which they have been assigned. At a minimum contract city service partners will either provide a representative to the City EOC or provide a contact number for Business Operations Center to coordinate people, resources, and information in order to manage an incident that occurs in the city, and to communicate emergency efforts between their organization and the City.



## 4.5.2 Residents

The residents of the City are primary beneficiaries of the City's emergency management system. At the same time, residents play an important role in emergency management by ensuring that they and their families are prepared for disasters. Before an emergency, residents can assist the emergency management effort by taking first aid training, maintaining supplies, and being prepared to evacuate or shelter-in-place for several days.

Many residents join disaster volunteers' programs such as Community Emergency Response Teams and remain ready to volunteer or support emergency response and recovery efforts. During an emergency, residents should monitor emergency communications and carefully follow direction from authorities. By being prepared, residents can better serve their family, their community and reduce demands on first responders.

## 4.5.3 Population with Access and Functional Needs

Populations with access and functional needs include those members of the community that may have additional needs before, during and after an incident in functional areas, including but not limited to maintaining independence, communication, transportation, supervision, and medical care.

Individuals in need of additional response assistance may include those who:

- Have disabilities – temporary and/or lifelong
- Live in assisted living settings
- Are elderly
- Are unaccompanied children
- Are from diverse cultures
- Have limited English proficiency or a non-English speaking
- Have sight or hearing losses (impairments)
- Are transportation dis-advantaged; or
- Other situations that would require assistance

Lessons learned from recent emergencies concerning people with disabilities and older adults have shown that existing paradigm of emergency planning, implementation and response must change to meet the needs of these groups during an emergency. These lessons show four areas that are repeatedly identified as most important to people with disabilities and older adults:

- **Communications and Public Information:** Emergency notification systems must be accessible to ensure effective communication for people who are deaf/hard of hearing, blind/low vision, or deaf/blind
- **Evacuation and Transportation:** Evacuation plans must incorporate disability and older adult transportation providers for identifying and the movement of people with mobility impairments and those with transportation disadvantages



- **Sheltering:** Care and shelter plans must address the access and functional needs of people with disabilities and older adults to allow for sheltering in general population shelters
- **Americans with Disabilities Act:** When shelter facilities are activated, the State will work with local officials to ensure they accommodate the provisions of the Americans with Disabilities Act.

#### 4.5.4 At Risk Individuals

Another perspective is to consider the needs of people who are not in contact with traditional emergency service providers. These people may feel they cannot comfortably or safely access and use the standard resources offered in preparedness, response, and recovery. These include, but are not limited to individuals who are:

- Homeless
- Without transportation
- Out of hearing range of community alert sirens/systems
- Without radio or television to know they need to take action
- Without access to telephones
- Visiting or temporarily residing in an impacted region
- Not familiar with available emergency response and recovery resources
- Limited in their understanding of English
- Geographically or culturally isolated

#### 4.5.5 Businesses

Most of the City's critical infrastructure is owned and maintained by businesses and must be protected during a response to ensure a quick and complete recovery from an emergency. These same businesses provide valuable resources before, during and after an emergency, as well as play a critical role in meeting the needs of those impacted by an emergency.

**Target Hazards:** Some key locations are potential targets for terrorist attacks and must institute measures to prevent attacks and protect their infrastructure and surrounding community. This requires businesses to coordinate with local, state, and federal governments to ensure that their emergency plans are integrated with government plans.

**Hazardous Materials Area Plans:** Some industries are required by law or regulation to have emergency operations procedures to address a variety of hazards, the California Office of Emergency Services Hazardous Materials Program requires businesses that handle hazardous materials that meet certain quantity or risk thresholds must submit Business Program Plans and Risk Management Plans to the County's Certified Unified Program Agency or Administering Agency. The administering Agency can then develop Hazardous Material Area Plans to respond to a release of hazardous material within the county.

**Business Emergency Plans:** This plan recommends that all businesses develop comprehensive emergency plans that include employee injury and illness prevention programs, business resumption and continuity of operations elements. A comprehensive business emergency plan can assist the business and community at-large by providing:

- Information to employees to protect themselves and their families from the effects of likely emergencies
- A business emergency organization with identified positions having clear and specific emergency roles, responsibilities, delegated authority and identified successors
- An identification of actions necessary to protect company property and records during emergencies
- A list of critical products and services
- Production shutdown procedures
- A company command post
- Alternative work sites
- Methods and channels of communication
- Contacts with local emergency management officials
- A method to provide and accept goods and services from other companies

**Business Operations Centers:** This plan also promotes the use of business operations centers to enhance public and private coordination. Local government can effectively coordinate with businesses by establishing a business operation center that is linked to their existing emergency operations center.

#### 4.5.6 Volunteer Organizations

The City recognizes the value and importance of organizations that perform voluntary services in their community. These organizations have resources, which can augment emergency response and recovery efforts. Some examples of voluntary organization are the following:

- American Red Cross
- Community Emergency Response Team within the City or County
- Amateur Radio Group (SPARC)

#### 4.5.7 Public-Private Partnerships

The private sector provides valuable assistance and resources to support emergency response and recovery activities. The goal of the Public-Private partnership is to advise on:

- Appropriate agreements to provide for quick access to emergency supplies and essential services to minimize the need to stockpile such supplies during normal times
- Logistic measures required to quickly deliver needed supplies and services to affected areas
- Methods to utilize non-profit and private sector capabilities to increase the surge capacity of local agencies responding to emergencies
- Methods to promote the integration of the non-profit and private sectors into the emergency services system so that people can be better informed and prepared for emergencies
- Systems that aid business and economic recovery after an emergency

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## 5 Direction, Control and Coordination

### 5.1 Direction and Control

The City is responsible for coordinating the resources, strategies, and policy for any event in the City that exceeds the capacity of field responders. Tactical control always remains the responsibility of field Incident Commanders. The City Manager, working through the mechanism of the Emergency Operations Center, provides direction and control over the coordination of multi-department and multi-jurisdictional resources to support the field responders. Policy decisions may be made by the Emergency Operations Center Manager/Director that is staffed by the City Manager or designee.

### 5.2 Coordination

The City Emergency Operations Center will coordinate resource requests from the field and other jurisdictions within the City. If request exceed the supply, the Emergency Operations Center will provide resources based on established priorities.

If resources are not available within the City, requests will be made to the Los Angeles Operational Area Emergency Operations Center either directly or through DMACs who are responsible for advocating for Area cities and liaison with the Los Angeles County Operational Area Emergency Operations Center as (OAEOC) as necessary. The Operational Area Emergency Operations Center will coordinate resources obtained from within the operational area. If resources are not available in the operational area, they will request from the Southern Regional Emergency Operations Center. The Regional Emergency Operations Center will coordinate resources obtained from operational areas throughout the region. If resources are not available in the region, they will request from the State Operations Center. If the state cannot supply the resource, they will request from Federal Emergency Management Agency and other federal agencies. Below is a visual of this coordination relationship.

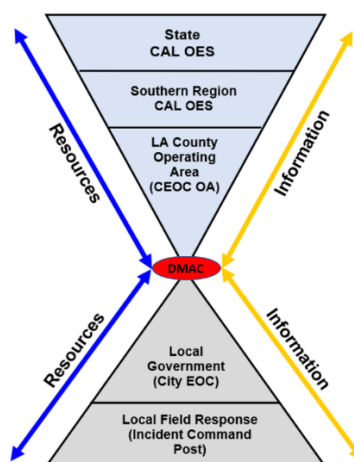


FIGURE 2: DMAC COORDINATION RELATIONSHIP

### 5.3 Multi-Entity/Jurisdiction Coordination and Mutual Aid

**Operational Area Coordination:** In the event that an incident overwhelms the resources and capabilities of the City, additional support will be requested from a variety of entities, jurisdictions, and organizations. For general emergency management operations, the city will follow SEMS and make requests for additional assistance through the operational area, working directly with the operational area emergency management personnel and the operational area EOC, if activated. If the emergency requires state and federal support, representatives from the operational area will work with the state level emergency management organization (Regional Emergency Operations Center), following the established SEMS, NIMS, and ICS structures.

When working with external partners such as private companies, non-profit organizations, nongovernment organizations, or other partners, city representatives in the EOC will ensure that these external partners work within the designated organizational structure of the city EOC. The City EOC Manager/Director will designate the coordination procedures for new partners that are not already established as part of the city's emergency management operational systems.

**Mutual Aid:** California's emergency assistance is based on a statewide mutual aid system designed to ensure additional resources are provided to the state's political subdivisions whenever their own resources are overwhelmed or inadequate. The basis for this system is the California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA), which is entered into by and between the State of California, its various departments and agencies, and the various political subdivisions, municipal corporations, and public agencies to assist each other by providing resources during an emergency. The agreement obligates each signatory entity to provide aid to each other during an emergency without expectation of reimbursement. Under specific conditions, federal and state funding may be appropriated to reimburse public agencies who aid other jurisdictions. If other agreements, memoranda, and contracts are used to provide assistance for consideration, the terms of those documents may affect disaster assistance eligibility and local entities may only be reimbursed if funds are available. This plan promotes the establishment of emergency assistance agreements between public and private sector agencies at all levels.

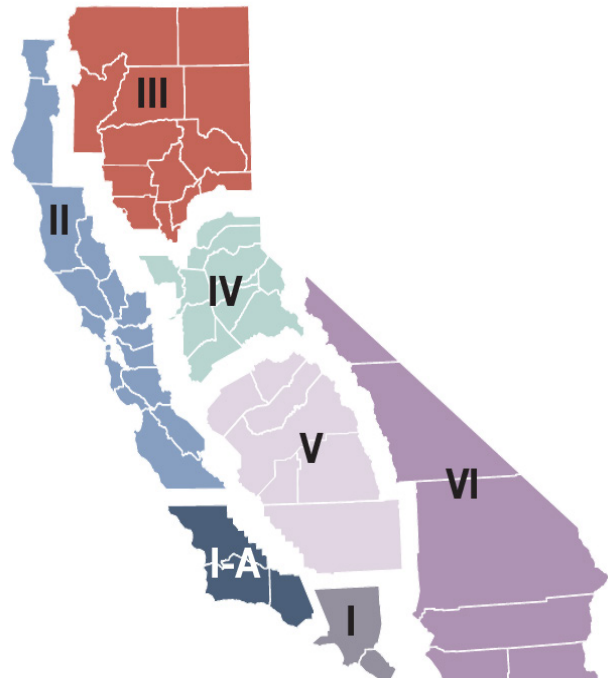
There are four approved, formal Mutual Aid Systems in California. Those systems are:

- 1 Fire and Rescue
- 2 Law Enforcement
- 3 Coroner
- 4 Emergency Management (resources not covered by the other three systems)

Other informal mutual aid involves, but is not limited to the interchange of:

- 1 Public Information
- 2 Medical and Health
- 3 Communications
- 4 Transportation Services
- 5 Facilities
- 6 Hazardous Material Mutual Aid System
- 7 Volunteer and Private Agencies

California is divided into six mutual aid regions, which are subdivisions of the state emergency services organization to facilitate the coordination of mutual aid and other emergency operations within an area of the State consisting of two or more Operational Area. A map of the Regions is shown in Figure 3: California Mutual Aid Regions. The City is located in Mutual Aid Region I-A.



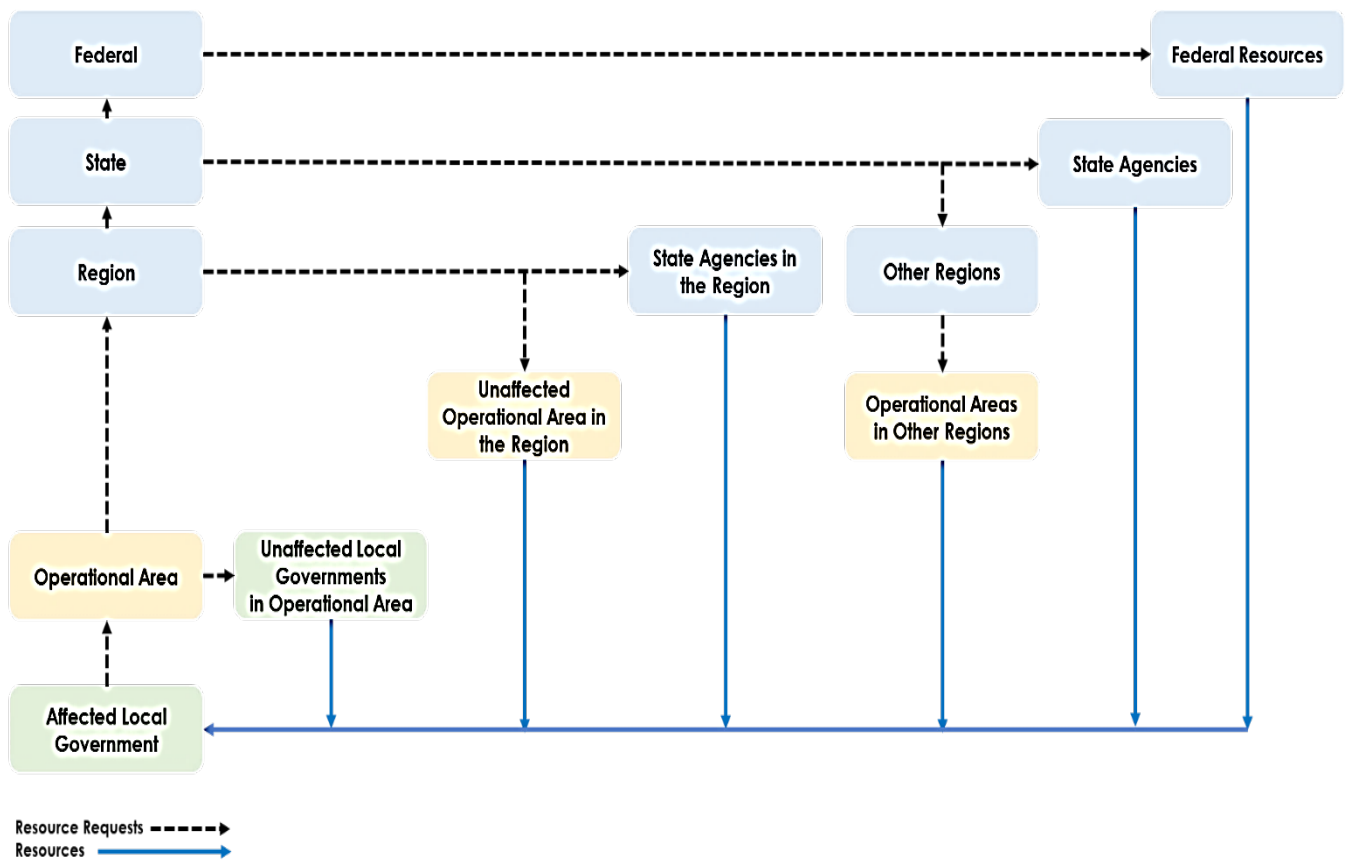
**FIGURE 3: CALIFORNIA MUTUAL AID REGIONS**

**Mutual Aid Coordination:** Formal mutual aid requests follow specified procedures and are processed through pre-identified mutual aid coordinators. Mutual aid requests follow discipline-specific chains (i.e., fire, law enforcement etc.) from one level of government to the next. The mutual aid coordinator receives the mutual aid request and coordinates the provision of resources from within the coordinator's geographic area of responsibility. In the event resources are unavailable at one level of government, the request is forwarded to the next higher level of government to be filled.

- **Field Level Requests:** Requests for MMAA resources originate from the Field Level and are managed by the Incident Commander (IC). If the IC is unable to obtain the resource through existing local channels, the request is elevated to the next successive government level until obtained or cancelled.
- **Local Government Request:** Local jurisdictions are responsible for the protection of life and property within the municipal geographic boundaries. The local jurisdiction where the incident occurred should assess its resource inventory and existing local agreements to determine if the requested resource is available. When locally committed resources are exhausted and mutual aid is needed, the local official will request assistance from the OA Mutual Aid Coordinator.
- **Operational Area Requests:** The Operational Area (OA) is a composite of its political subdivisions, (i.e., municipalities, contract cities, special districts, and county agencies). The OA Mutual Aid Coordinator assesses the availability of resources within the OA and fulfills the resource request based upon that assessment. In the event resources are

unavailable at the OA level, the request is forwarded to the responsible Regional Mutual Aid Coordinator to be filled.

- Region Level Requests:** The State is geographically divided into six Mutual Aid Regions. For Law Enforcement Mutual Aid, Region I is divided into two sub-regions. Each Mutual Aid Region is comprised of multiple Operational Areas and has a Regional Mutual Aid Coordinator. The Regional Mutual Aid Coordinator is granted the authority to coordinate the mutual aid response of discipline-specific resources within the Region to support a mutual aid request by a jurisdiction also within the Region. In the event resources are unavailable at the Region level, the request is forwarded to the State Mutual Aid Coordinator to be filled.
- State Level Requests:** On behalf of the Governor, the Director of Cal OES has the responsibility for coordination of state mutual aid resources in support of local jurisdictions during times of emergency. The Director will analyze and coordinate the request by forwarding the request to an unaffected REOC or tasking the appropriate State agency to fill the need.



**FIGURE 4: FLOW OF REQUEST AND RESOURCES**

## 5.4 NIMS, SEMS, and ICS

Emergency management operations for the City are organized under the guidelines established by NIMS, SEMS, and ICS. These emergency management structures and guidelines provide the foundation for all emergency operations, creating a flexible organizational structure that can be adjusted to meet the needs of any incident, regardless of the size, extent, or associated damage. This plan, following the identified emergency management structures and guidelines, serves as a local, city management plan, and nests into and supports the Los Angeles County and Operational Area Response Plan.

The city will manage their internal operations through the implementation of this plan as outlined, and work in support of county operations if necessary. In following these standardized systems, the city EOC is organized into the sections listed below.

- Management Staff
- Operations Section
- Planning Section
- Logistics Section
- Finance Section

Detailed descriptions of the roles of each position in the EOC can be found in Part 2 of this plan.

NIMS is the national standard for incident management operations defined by the FEMA and based on the National Response Framework. NIMS has been adopted by the City by resolution to serve as its incident management system. ICS is the organizational structure within NIMS that defines how emergency management operations will be organized. All state and local jurisdictions are required to prepare, plan, and respond to emergencies based on the NIMS and ICS standards in order to be eligible for federal reimbursement for emergency related costs. Additional details regarding NIMS and ICS can be found online through FEMA's website.

In addition, the Standardized Emergency Management System (SEMS), based on State of California emergency management standards, has been adopted by the City for managing response to multi agency and multi jurisdiction emergencies, and to facilitate communications and coordination between all levels of the system and among all responding agencies. California Government Code § 8607 requires all local public agencies (cities, special districts, and counties) to respond to emergencies using the SEMS at the scene of a multi-agency emergency and in the EOC.

SEMS defines the organizational structure of local EOCs, reporting to operational area EOCs, which report to Regional EOCs (REOC), to state EOCs, and finally to FEMA. The utilization of SEMS during emergency management and response efforts is required for jurisdictions to be eligible for state reimbursement. Additional information for SEMS can be found online through the California Office of Emergency Services (CalOES) website.

**National Incident Management System:** The terrorist attacks of September 11, 2001, illustrated the need for all levels of government, the private sector, and nongovernmental agencies to prepare for, protect against, respond to, and recover from a wide spectrum of events that exceed the capabilities of any single entity. These events require a unified and coordinated national approach to planning and to domestic incident management. To address



this need, the President signed a series of Homeland Security Presidential Directives (HSPDs) that were intended to develop a common approach to preparedness and response. Two Policy Directives that are of particular importance to emergency planners:

- **HSPD-5, Management of Domestic Incidents:** Identifies steps for improved coordination in response to incidents. It requires the Department of Homeland Security to coordinate with other federal departments and/or agencies and state, local, and tribal governments to establish a National Response Framework and a National Incident Management System.
- **PPD-8, National Preparedness:** Describes the way federal departments and agencies will prepare. It requires DHS to coordinate with other federal departments and agencies – and with state, local, and tribal governments to develop a National Preparedness Goal.

Together, the National Incident Management System, National Response Framework, and the National Preparedness Goal define what needs to be done to prevent, protect against, respond to, and recover from a major event; and how well it needs to be done. These efforts align federal, state, local, and tribal entities; the private sector; and nongovernmental agencies to provide an effective and efficient national structure for preparedness, incident management, and emergency response.

The National Incident Management System structure provides a consistent framework for incident management at all jurisdictional levels, regardless of the cause, size, or complexity of the incident, building on the Incident Command System and the National Incident Management System provides the nation’s first responders and authorities with the same foundation for incident management for terrorist attacks, natural disasters, and all other emergencies. The National Incident Management System structure requires the institutionalization of the Incident Command System and its use to manage all domestic incidents.

The National Incident Management System structure integrates existing best practices into a consistent, nationwide approach to domestic incident management that is applicable at all jurisdictional levels and across functional disciplines. Six major components make up the National Incident Management system’s approach:

- Command and Management
- Preparedness
- Resource Management
- Communications and Information Management
- Supporting Technologies
- Ongoing Management and Maintenance

**Standardize Emergency Management System:** The Standardized Emergency Management System is the cornerstone of California’s emergency response system and the fundamental structure for the response phase of emergency management. The Standardized Emergency Management System required by the California Emergency Services Act for managing multiagency and multijurisdictional response to emergencies in California. The system unifies all elements of California’s emergency management community into a single integrated system and standardizes key elements. The Standardized Emergency Management System incorporates the use of the Incident Command System, California Disaster and Civil Defense Master Mutual Aid Agreement, the Operation Area concept and multiagency or inter-agency

coordination. State agencies are required to use the Standardized Emergency Management System and local government entities must use the Standardized Emergency Management System in order to be eligible for any reimbursement of response-related costs under the state's disaster assistance programs.

**Standardize Emergency Management System Organization Levels:** There are five Standardized Emergency Management System organizational levels.

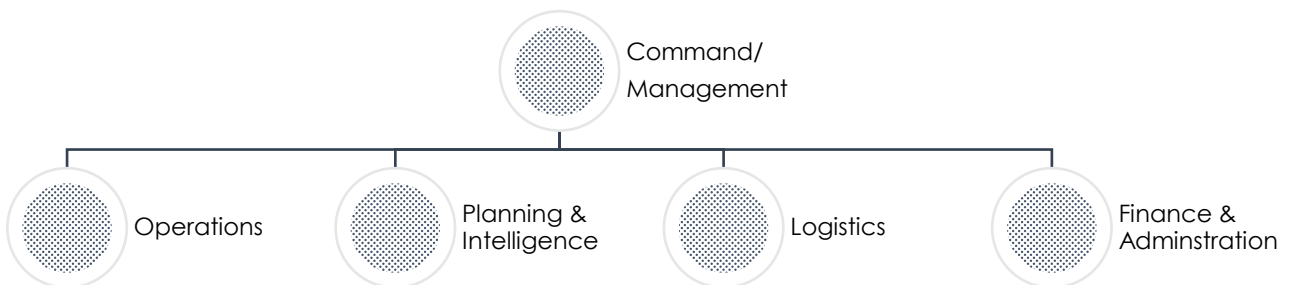
- **State:** The State Level of the Standardized Emergency Management System prioritizes task and coordinates state resources in response to the request from the Regional Level and coordinates mutual aid among the mutual aid regions and between the Regional Level and State Level. The State Level also serves as the coordination and communication link between the state and the federal emergency response system. The State Level requests assistance from other state governments through the Emergency management Assistance Compact and similar interstate compacts/agreements and coordinates with the Federal Emergency Management Agency when federal assistance is requested. The State Level operates out of the State Operations Center. At the Federal Level, the National Response Framework identifies the methods and means for federal resources to provide support to the state and local government. Federal resources would be accessed via the Standardized Emergency Management System process through the mutual aid region and State Operations Center.
- **Region:** The Regional Level manages and coordinates information and resources among Operational Areas within the mutual aid region and also between the Operational Area and the State Level. The Regional Level also coordinates overall state agency support for emergency response activities within the region. California is divided into three Administrative Regions – Inland, Coastal and Southern (Figure 5); which are further divided into six mutual aid regions (Figure 3).
- **Operational Area:** An operational Area is the intermediate level of the state's emergency management organization, which encompasses a county's boundaries, and all political subdivisions located within that country, including special districts. The Operational Area facilitates and/or coordinates information, resources, and decisions regarding priorities among local governments within the Operational Area. The Operational Area serves as the coordination and communication link between the Local Government Level and Regional Level, State, Federal and Tribal jurisdictions in the Operational Area may have statutory authorities for response similar to that at the local level.



**FIGURE 5: ADMINISTRATIVE REGIONS**

- **Local Government (The City):** The Local Government Level includes cities, counties and special districts, Local governments are required to use the Standardized Emergency Management System when their Emergency Operations Center is activated, or a local emergency is declared or proclaimed in order to be eligible for state reimbursement of response-related costs.
- **Field:** The Field Level is where emergency response personnel and resources, under the command of responsible officials, carry out tactical decisions and activities in direct response to an incident or threat.

**Standardized Emergency Management System Functions:** The Standardized Emergency Management System requires that every emergency response involving multiple agencies include the five functions identified in Figure 6: Standardized Emergency Management System Functions. These functions must be applied at each level of the Standardized Emergency Management System organization.



**FIGURE 6: STANDARDIZED EMERGENCY MANAGEMENT SYSTEM FUNCTIONS**

**Command/Management:** Command is responsible for the directing, ordering, and/or controlling of resources at the field response level. Management is responsible for overall emergency policy and coordination at the Standardized Emergency Management System Emergency Operations Center levels. Command and Management are further discussed below:

- **Command:** A key concept in all emergency planning is to establish command and tactical control at the lowest level that can perform that role effectively in the organization. In the Incident Command System, the Incident Commander, with appropriate policy direction and authority from the responding agency, sets the objectives to be accomplished and approves the strategy and tactics to be used to meet those objectives. The Incident Commander must respond to higher authority. Depending

upon the incident's size and scope, the higher authority could be the next ranking level in the organization up to the agency or department executive. This relationship provides an operational link with policy executives who customarily reside in the Department Operations Center of the Emergency Operations Center (EOC), when activated.

- **Management:** The Emergency Operations Center serves as a central location from which multiple agencies or organizations coordinate information collection and evaluation, priority setting and resource management. Within the Emergency Operations Center, the Management function:
  - Facilitates multiagency coordination and executive decision making in support of the incident response
  - Implements the policies established by the governing bodies
  - Facilitates the activities of the Multiagency Coordination Group
- **Operations:** Responsible for coordinating and supporting all jurisdictional operations supporting the response to the emergency through implementation of the organizational level's Action Plans. At the Field Level, the Operational Section is responsible for the coordinated tactical response directly applicable to, or in support of the objectives in accordance with the Incident Action Plan. In the Emergency Operations Center, the Operations Section Coordinator/Chief manages functional representatives who share information and decisions about discipline-specific operations.
- **Logistics:** Responsible for providing facilities, services, personnel, equipment, and materials in support of the emergency. Unified ordering takes place through the Logistics Section to ensure controls and accountability over resource requests. As needed, Unit Coordinators are appointed to address the needs for communications, food, medical, supplies, facilities, and ground support.
- **Planning/Intelligence:** Responsible for the collection, evaluation and dissemination of operational information related to the incident for the preparation and documentation of the Incident Action Plan at the Field Level or the Action Plan at an Emergency Operations Center. Planning/Intelligence also maintains information on the current and forecasted situation and on the status of resources assigned to the emergency or the Emergency Operations Center. As needed, Unit Coordinators are appointed to collect and analyze data, prepare situation reports, develop action plans, set Geographic Information Systems priorities, compile, and maintain documentation, conduct advance planning, manage technical specialists, and coordinate demobilization.
- **Finance/Administration:** Responsible for all financial and cost analysis aspects of the emergency and for any administrative aspects not handled by the other functions. As needed, Unit Leaders are appointed to record time for incident of Emergency Operations Center personnel and hire equipment, coordinate procurement activities, process claims and track costs.

The field and Emergency Operations Center functions are illustrated in **Table 2: Field and Emergency Operation Center Standardize Emergency Management Functions Comparison**.

SEMS Function	Field Level	EOCs
Command / Management	Command is responsible for directing, ordering and/or controlling resources	Management is responsible for facilitation of overall policy, coordination, and support of the incident
Operations	The coordinated tactical response of all field operations in accordance with the Incident Action Plan	The coordination of all jurisdictional operations in support of the response to the emergency in accordance with the Emergency Center Action Plan
Planning & Intelligence	The collection, evaluation, documentation and use of intelligence related to the incident	Collecting, evaluating, and disseminating information and maintaining documentation relative to all jurisdiction activities
Logistics	Providing facilities, services, personnel, equipment, and materials in support of the incident	Providing facilities, services, personnel, equipment, and materials in support of all jurisdictional activities as required
Finance & Administration	Financial and cost analysis and administrative aspects not handled by the other functions	Responsible for coordinating and supporting administrative and fiscal consideration surrounding and emergency incident

**TABLE 2: FIELD AND EMERGENCY OPERATION CENTER STANDARDIZE EMERGENCY MANAGEMENT FUNCTIONS COMPARISON**

## 6 Communications

**6.1 City EOC.** Once notified of an emergency or disaster of any size, or of a potential or imminent threat to the city, communications will be established between the City EOC and outside entities, such as field responders, department level personnel, media, or other outside agencies and partners. From the EOC, telephones, cell phones, radios, email, and internet applications (such as VEOCI) are used for direct communications with field responders or outside agencies.

The City EOC can communicate with the OA EOC to access the State OASIS satellite system. OASIS can support the operational area entities by allowing for direct satellite communication with the State's Regional EOC (REOC), and the State Operations Center (SOC). OASIS voice transmission works like a standard telephone and data transmission is similar to a computer modem.

**6.2 City Operations and Responders.** The City operational staff in the field implement interoperable communications through the use radios to facilitate communications with all responding departments and city entities. Alternate forms of communications such as the use of cell phones, text messaging, email, amateur radio etc., may be utilized if determined necessary. The use of the interoperable radio system allows for communications between DOCs, EOCs, and the Incident Command Post (ICP) that is located near the site of a field emergency incident. DOCs and dispatch centers for private entities (i.e., private EMS providers) are responsible for maintaining communications with the city EOC when it is activated. A cache of radios is available from the Fire Department if radio distribution is needed. A Satellite Phone Hub (Iridium Go) is available for text and voice communications in the event that standard phone lines are not operational. See the Iridium Go binder in the EOC for operations.

**6.3 Alert and Warning.** In addition to an effective communication capability, government must have an effective means to provide warning alerts to the populations impacted or at risk as the result of an emergency. There are several primary alert and warning systems designed to provide City residents with emergency information. The city employs several modalities and systems to alert residents of impending dangers. These include a mass notification system where resident landline data is preloaded into the system. Residents can also voluntarily opt-in the system by providing additional information such as email, cell phone, and additional residential data. The city also has access to the Integrated Public Alert and Warning System (iPAWS) which enables the city to utilize Wireless Emergency Alerts (WEA) to notify residents on their cell phones under extreme circumstances where there is an imminent threat to life, property, or the environment. Additionally, special broadcasts, or simply driving up and down the streets using the public address system can also be conducted to notify and warn citizens. Police and Fire may be required to disseminate emergency warning to public who cannot be reached by primary warning systems.



## 7 Information Collection, Analysis and Distribution

**Before an Incident.** Information is often provided before an incident occurs. Sources may include weather reports, National Oceanic Atmospheric Administration (NOAA) alerts, LA County Flood Control (Public Works) monitoring data, crime reports, credible threats of intentional events, and others. Advanced notice information can be used to activate the EOC, prepare emergency management and response personnel, and provide information to the city population. This advanced information can increase the preparedness level of emergency management and response personnel, ensuring the number of responders and material resources needed for response operations. Advanced information is also used to notify people that might be living in harm's way, and supports individuals and their families with preparing for, or evacuating from, the hazardous situation. Early information can greatly reduce the numbers of people who might otherwise be harmed by the emergency event.

**During an Incident.** Information collected during the incident assists in determining the correct course of action and emergency management decisions. Information is collected from field responders, DOCs, private entities, the media, social media, community members, and a variety of other sources. All information collected from open-source public resources will be analyzed for accuracy, processed through rumor control, and documented by the respective EOC sections, branches, and units. All information documentation will be provided to the Situation Unit in the Planning Section of the EOC for inclusion into in the EOC Action Plan.

The use of Actions Plans in the City Emergency Operations Center provides a clear and measurable process for identifying objectives and priorities for a given event. Action Planning is an important management tool that involves:

- Process for identifying priorities and objectives for emergency response or recovery efforts
- Plans which document the priorities and objectives and the task and personnel assignments associated with meeting the objectives

The Action Planning process should involve the Emergency Operations Center Director and Section Chiefs/Coordinators (one from each Section) along with other Emergency Operations Center staff, as needed, such as agency representatives.

The initial Emergency Operations Center Action Plan may be a verbal plan that is developed during the first hour or two following Emergency Operations Center action. A verbal plan may also be utilized for incidents involving a limited scope, short duration (less than 12 hours) and/or a limited number of response personnel. An Emergency Operations Center Action Plan will be developed whenever the Emergency Operations Center is activated, either partially or fully. A written Emergency Operations Center Action Plan is required whenever:

- Two or more agencies are involved in the response
- The incident overlaps more than one operational period
- All Emergency Operations Center functions are fully staffed

The Emergency Operations Center Action Plan addresses a specific operational period, which may vary in length from a few hours to days depending on the circumstances. The plan should be regularly reviewed and evaluated through the operational period and revised or updated as warranted.

The Planning Section Chief/Coordinator, with input from the EOC Manager/Director, EOC Coordinator, and the Operations Section Chief/Coordinator, establishes the schedule and cycle for planning and situation information dissemination. Initially, meetings may be conducted every few hours or several times each day. Over time, meetings may be held twice each day, and then daily, depending on the level of operations.

In addition, all EOC situation status reports and EOC Action Plans will be developed and presented for the purpose of information sharing at scheduled meetings during each EOC operational period. Information may also be sent to City departments, Emergency Operations Center personnel, the Operational Area, and other key agencies using the City's Emergency reporting system, OASIS, radio, telephone, email, internet, or fax. Regardless of the method of communication, all data should be verified prior to transmission. If unverified data must be transmitted, it should be clearly designated as unconfirmed information.

The City uses EOC forms found in part two of this plan to record and report information.

**After an Incident.** Information collected throughout emergency operations will be documented by members of the Planning Section. This information will be used during the recovery phase of the emergency to develop a history of actions and expenditures related to the disaster. Information will also be used for the development of the after-action report that is used to document effective practices, archive effective tools, note areas in which EOC personnel saw need for additional training or tools, and document areas for program enhancements. In addition, the city and other agencies, entities, and organizations involved in the emergency management and response operations will collect information related to their respective after-effects of the incident, such as social and economic impacts, relief support provided, and ongoing recovery operations.

**Emergency Public Information.** Emergency Public Information is a priority of most importance during emergencies and disasters. City government has a primary responsibility to provide accurate and timely information to the public regarding conditions, threats, and protective measures. To avoid conflicts and confusion, the Emergency Public Information function operates best when centralized and coordinated among all involved jurisdictions, agencies, and organizations.

## 8 Administration, Finance and Logistics

### 8.1 Administration

Emergency management operations supporting administration, finance, and logistical processes will be primarily conducted within the Logistics and Finance Sections of the EOC and will include the following considerations:

- Tracking and documentation of expenses
- Documentation of all actions taking during emergency operations
- Procuring necessary equipment, resources, and additional support
- Tracking and documentation of city employee working hours



- Documentation of city employee working hours
- Managing continuity of operations (COOP) for the city
- Developing staff rotation schedules for extended operations
- Managing compensation and claims related to emergency operations
- Tracking and documenting of the deployment and utilization of resources
- Managing additional staff and volunteers to support emergency operations
- Managing both financial and in-kind donations
- Overseeing and managing information technology components and issues as they arise
- And other actions as determined appropriate

### 8.1.1 City Emergency Operations Policy Statement

**Limitations:** Due to the nature of emergency response, the outcome is not easy to predict. Therefore, it should be recognized that this plan is meant to serve as a guideline and that the outcome of the response may be limited by scope, magnitude, and duration of the event.

**Suspension of Routine Activities and Availability of Employees:** Day-to-day functions that do not contribute directly to the disaster operation may be suspended for the duration of an emergency. Efforts normally required for routine activities may be redirected to accomplish emergency tasks. During an emergency response, City employees not otherwise assigned emergency disaster related duties will, unless otherwise restricted, be made available to augment the work of their department, or other City departments, if required.

**Employee Personal Preparedness:** City employees may not be at peak efficiency or effectiveness during a disaster if the status of their households is unknown or in doubt. Employees who are assigned disaster response duties are encouraged to make arrangement with other employees, friends, neighbors, or relatives to check on their immediate families in the event of a disaster and to communicate that information to the employee through the City Emergency Operations Center.

**Non-Discrimination:** All local activities will be carried out in accordance with federal nondiscrimination laws. It is the City’s policy that no service will be denied on the basis of race, religion, national origin, age, sex, marital status, veteran status, sexual orientation of the presence of any sensory, mental or physical disability.

**Citizen Preparedness:** This plan does not substitute government services for individual responsibility. Citizens are expected to be aware of developing events and take appropriate steps to respond in a safe and timely manner. Since the City’s resources and personnel may be overwhelmed at the onset of a disaster event, individuals and organizations should be prepared to be self-sufficient following a disaster. The City will make every effort to provide information to the public via the media and other sources to assist citizens in dealing with the emergency.

### 8.1.2 Disaster Service Workers

Under California Government Code, Section 3100-3109, all public employees are obligated to serve as Disaster Service Workers. Public employees (civil service) are all persons employed

by any county, city, state agency or public district in the State of California. Disaster Service Workers provide services and support during declared emergencies or disasters.

In the event of a major emergency or disaster, City employees may be called upon to perform certain duties in support of emergency management operations, such as: serve in a position in the Emergency Operations Center, support shelter operations, or work at a logistics base in the field.

- City employees may be required to work at any time during a declared emergency and may be assigned to disaster service work
- Assignments may require service at locations, times and under conditions other than normal work assignments
- Assignment may include duties within the Emergency Operation Center, in the field or at another designated location

Under no circumstances will City employees that do not usually have a response role in their day-to-day responsibilities be asked to perform duties or functions that are hazardous, that they have not been trained to perform or are beyond their recognized capabilities.

### **8.1.3 Documentation**

The Emergency Operations Center Finance/Administration Section will be responsible for maintaining records on damage assessment expenditures, recovery cost expenditures, insurance related documents, personnel overtime and other cost associated with the emergency.

The Emergency Operations Center Planning Section will maintain copies of documents that are integral to Emergency Operation Center functions such as Emergency Operation Center Action Plans, Situation Status Logs, Position Logs etc. that together make up the history and chronology of the emergency events.

## **8.2 Finance**

In the case of a major disaster, the Emergency Operations Center will support county, state, and federal entities with cost recovery efforts, if requested and as able. City citizens may benefit from the Small Business Administration, and the City may benefit from the State and/or the Federal Emergency Management Agency Public Assistance Program. The City may assist the citizenry with public service announcement regarding support available as unemployment benefits, worker's compensation, and insurance benefits.

### **8.2.1 Expenditure Tracking**

The city may be reimbursed for insurance, state and/or federal sources for disaster-related expense. The purpose of this section is to provide guidance on the record keeping requirements for claiming such expenses.

## 8.2.2 Eligible Expenses

Eligible costs are extraordinary costs incurred while providing emergency services required by the direct impact of a declared disaster and which service is the responsibility of the applicant agency. Eligible costs are generally considered to be the net costs over and above any increased revenue or subsidy of the emergency service. Ineligible expense includes costs for standby personnel and/or equipment and lost revenue.

## 8.2.3 Recordkeeping Requirements

State and federal governments require detailed information to support claims for reimbursement. Funding will be approved or denied based upon the information supplied by applicant agencies. Documentation supporting all cost claimed will be required, and all information must relate back to individual original source records. The following guidelines should be followed when documenting disaster-related reimbursable expenses:

- Costs and revenue associated with emergency operations should be segregated from normal operating expenses
- Separate records should be maintained for each vehicle and piece of heavy equipment used for emergency operations
- Vehicles and equipment documentation should include the times and/or hours operated by location and operator
- Vehicle operating expenses should include fuel, tires, and maintenance
- Labor costs should be compiled separate from vehicle and/or equipment expenses
- Equipment documentation should include exactly where the equipment was used and for what; hours and minutes used; and the name of the equipment operator if applicable
- Revenues and subsidies for emergency operations must be subtracted from any costs claimed
- Requisitions, purchase orders, and invoices must be maintained for all supplies, materials and equipment expenses claimed
- Costs for supplies and materials must include documentation of exactly where resources were used and for what purpose
- All non-competitive procurements must be justified

Expenditure tracking should commence upon notice or obvious occurrence of disasters that require. The following section focus on logistics and resource management, priorities, and requests.

## 8.3 Logistics

### 8.3.1 Resource Management

The resource management function describes the system that will be utilized for identifying available resources within the City to enable timely, efficient, and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the National Incident Management System (NIMS) includes mutual aid and

assistance agreements, the use of special federal, state, territorial, tribal, and local teams, and resource mobilization protocols. This function specifically includes the management of personnel for emergency management operations and addresses necessary coordination efforts with local jurisdictions to secure necessary support and resources.

### **8.3.2 Resource Priorities**

When activated, the City Emergency Operations Center establishes priorities for resource allocation during the emergency. All City resources are considered part of a pool, which may be allocated by the Emergency Operations Center to fulfill priority missions. Each department retains control of its non-assigned resources until released for an emergency assignment by the Emergency Operations Center.

### **8.3.3 Resource Requests**

Resource requests will be made through one of the following processes:

- Discipline-specific (usually Fire and Law) mutual aid systems: Request for resources that are normally within the inventories of the mutual aid system will go from local coordinator to Operational Area Mutual Aid Coordinator to the Regional Mutual Aid Coordination.
- All other resource request will be made through the logistics function at each level.

Resource request from the City will be coordinated with the Los Angeles Operational Area Emergency Operations Center to determine if the resource is available internally or other more appropriate sources located within the Operational Area. Emergency Management Mutual Aid Coordinators at each level will keep the Operations Chief informed of the status of resource request and allocations. Coordinators at each level will communicate and coordinate with each other to maintain current status on resource request and allocation within the disaster area.

Resource request from the City Emergency Operations Center to the Los Angeles Operational Area Emergency Operations Center may be verbally requested and then documented. Available resources will be allocated to the requesting local government, if request for a specific resource exceed the supply, the available resources will be allocated consistent with the priorities established through the action planning process. The Section Chiefs in the Emergency Operations Center are responsible for ensuring that priorities are followed.

Resource requests for equipment, personnel, or technical assistance not available to the City should be coordinated with the Los Angeles County Emergency Operations Center to the Southern Region Regional Emergency Operations Center. Once the request is coordinated, approved and resources deployed, planning in coordination with various Operational Branches, is responsible for tracking the resources.

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## 9 Plan Development and Maintenance

This section of the City EOP discusses the overall approach to plan development and maintenance responsibilities.

This plan is developed under the authority conveyed to the City Manager's office in accordance with the City's Emergency Organization who has the primary responsibility for ensuring that necessary changes and revisions to this plan are prepared, coordinated, published, and distributed. The City uses the planning process prescribed by the Federal Emergency Management Agency and the State of California. This Plan and supporting documentation are reviewed and updated on a regular basis. The review and updates are coordinated with City Departments and the Los Angeles County.

### 9.1 Administrative Practices

Adherence to standard administrative and financial procedures is critical to ensure resources and funding to support response and recovery activities are accurately tracked and accounted for. Standard administrative and financial practices also support proper cost accounting in order to obtain any reimbursement provided through disaster assistance programs.

The City follows the administrative practices required by state law and the SEMS Guidelines in Part III of the *SEMS Guidelines* documents California's Emergency Management administrative practices.

### 9.2 Standard Operating Procedures (SOP)

This Plan is intended to be used in conjunction with county, operational area, and State plans and associated SOPs. Where supporting plans are inconsistent with the general principles described in the State Emergency Plan, the state plan will supersede supporting plans.

SOPs provide the purpose, authorities, duration, and details for the preferred method or performing a single function or a number of interrelated functions in a uniform manner. SOPs must also facilitate the need to carry out actions under conditions that may not have been anticipated when the SOP was drafted. For example, it may be necessary to consider alternative procedures that solve a problem in order to perform in a more time-efficient or cost-efficient way. It is clear; therefore, some procedures may need to be suspended, relaxed, or made operational under threat of disaster. However, such action should be carefully considered, and the consequences should be projected realistically.

### 9.3 Training and Exercises

All city department personnel that are designated responsible for staffing the EOC are required to complete training related to emergency management operations. All designated personnel will be provided access to a copy of this plan (as noted in the Record of Distribution section of this plan) and are required to read and become familiar with the plan. The Coordinator of Emergency Services will notify holders of this plan of training opportunities associated with

emergency management and operations. The minimum training requirement for employees under NIMS is ICS 100 and ICS 700.

A multi-year training and exercise plan (MYTEP) may be developed and followed that will identify and prioritize the levels of training and exercises the city will follow. This MYTEP should, as best as possible, align with other trainings and exercises within the operational area to ensure practice and integration with OA partners as often as possible. The Coordinator of Emergency Services will be responsible for the ongoing maintenance of the MYTEP and ensure plan reviews, trainings and exercises are conducted accordingly.

Partner jurisdictions and agencies having assigned responsibilities under this plan must ensure their assigned personnel are properly trained to carry out identified responsibilities. Individual jurisdictions and agencies are responsible for maintaining their own plans, training, and program maintenance.

Training and exercises involve a variety of scopes, scales, and participation. Such training events include the following:

**Drills.** A drill is a small, organized exercise that tests one specific action, such as evacuation of a building, or a sheltering-in-place.

**Tabletop exercises.** A tabletop exercise is a discussion-based exercise in a low-stress environment to discuss a possible emergency scenario.

**Functional exercise.** A functional exercise is an activity designed to exercise a single function, or multiple functions through the simulation of a realistic scenario. The functional exercise is designed to simulate real conditions in the EOC, and as such as time constraints on decision making and, by its nature, allows for a more stressful environment.

**Full-scale exercise.** A full-scale exercise is an activity involving multiple agencies, jurisdictions, entities, organizations, etc., and exercising multiple functions through the simulation of a realistic scenario. This exercise includes the mobilization and utilization of city resources.

## 9.4 Essential Records Retention

Maintenance of administrative records continues through all phases of an emergency. In preparation for an emergency, training and appropriate forms are provided, including procedures for all units of potential response organization. During a response, entities ensure adequate documentation is collected through the Documentation Unit at the Incident and EOC, for activities of personnel, use of equipment, and expenditures for the emergency. Finally, after the response has been terminated, records should be protected and maintained for audit purposes for up to three years after the closeout of any Presidential disaster declaration. The Cost Unit is responsible for cost recovery records and assisting in collecting any missing information. Problem areas are identified, corrective measures taken, and employees retrained in the proper, updated procedures.

## 9.5 After Action Reports and Corrective Actions

SEMS regulations require local government agencies, to complete an After-Action Report (AAR) for each Governor proclaimed emergency. After an incident or from a gubernatorial proclamation, the AAR is completed within 120 days. Furthermore, SEMS regulations under Title XIX, Division 2, Chapter 1, Section 2450(a) requires any federal, state, or local jurisdiction proclaiming or responding to a Local Emergency for which the governor has declared a *State of Emergency* or *State of War Emergency* shall complete and transmit an AAR to Cal OES within 90 days of the close of the emergency period.

The identification of corrective actions is critical to the AAR process. Jurisdictions are strongly encouraged to make recommendations for correcting problems noted in the response/recovery effort, or during exercises and training. Corrective actions may encompass anything from detailed recommendations for improving individual agency plans and procedures to broader system-wide improvements. Corrective actions are assigned to relevant stakeholders and tracked to ensure the identified problem has been addressed.

The AAR will provide, at a minimum:

- Response actions that were taken.
- Application of SEMS during response.
- Necessary modifications to plans and procedures that are needed.
- Lessons learned.
- Noted areas of improvement.
- Best practice implementations proposed.
- Training needed.
- Recovery activities conducted to date.
- Additional information as appropriate.

Findings and recommendations in the contents of the AAR will be used to further develop and update the city EOP, as necessary. AAR development will include the input of all personnel involved in the incident or exercise.



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## 10 Authorities and References

### FEDERAL

#### Authorities

- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, 42 U.S.C. 5121, et seq., as amended
- Homeland Security Presidential Directive 5, Management of Domestic Incidents, February 28, 2003
- Homeland Security Presidential Directive 8, National Preparedness, December 17, 2003
- The Code of Federal Regulations, Title 44, Chapter 1, Federal Emergency Management Agency, October 1, 2007
- Public Law 920, Federal Civil Defense Act of 1950, as amended
- Public Law 84-99, U.S. Army Corps of Engineers - Flood Fighting
- Public Law 93-288, Federal Disaster Relief Act of 1974
- Public Law 107-188, Bio-terrorism Act, June 2002
- Public Law 107-296, Homeland Security Act, January 2002
- Executive Order 13228, Office of Homeland Security, October 8, 2001
- Executive Order 13231, Critical Infrastructure Protection, October 16, 2001
- Executive Order 13234, Citizens Prepared, November 9, 2001
- Presidential Decision Directive 39 - U.S. Policy on Counterterrorism, June 1995
- Presidential Decision Directive 62 - Combating Terrorism, May 1998
- Presidential Decision Directive 63 – Critical Infrastructure Protection, May 1998
- National Security Presidential Directive 17 - National Strategy to Combat Weapons of Mass Destruction

#### References

- National Response Framework (as revised)
- National Incident Management System
- Federal Emergency Management Agency's (FEMA) Comprehensive Preparedness Guide (CPG) 101: Developing and Maintaining Emergency Operations Plans, November 2020, Version 3.0 (draftv0.5)

### STATE

#### Authorities

- California Disaster Assistance Act, California Government Code Section 8680 et. seq.
- California Disaster and Civil Defense Master Mutual Aid Agreement
- California Government Code, Title 1, Chapter 4, Division 8, Section 3100 - Disaster Service Workers
- California Government Code, Title 1, Chapter 4, Division 8, Section 8635 - Continuity of Government
- California Government Code, Title 2, Division 1, Chapter 7 – California Emergency Services Act

- California Government Code, Title 19, Division 2 – Standardized Emergency Management System
- California Water Code, § 128-Department of Water Resources - Flood Fighting

### References

- Standardize Emergency Management System
- California Disaster Assistance Act
- California State Emergency Plan, October 1, 2017

### COUNTY

#### Authorities

- Los Angeles County Emergency Services Code of Ordinances Chapter 2.68 as amended

#### References

- Los Angeles County Operational Area Emergency Response Plan, June 2012
- Public Draft - 2019 County of Los Angeles All-Hazards Mitigation Plan, 2019

### CITY

- City Resolution No. x adopting the Emergency Operations Plan, Basic Plan, on Month DD, YYYYT.
- City, California Municipal Code, Chapter x, Article x, Section x

## 11 Appendix A - Acronyms

**Action Plan (AP)**

**After Action Report (AAR)**

EMERGENCY OPERATIONS PLAN, PART 1  
CITY OF SOUTH PASADENA, CA

**California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA)**  
**California Disaster Assistance Act (CDAA)**  
**California Emergency Services Act (ESA)**  
**Continuity of Government (COG)**  
**Continuity of Operations (COOP)**  
**Department Operations Center (DOC)**  
**Emergency Management Assistance Compact (EMAC)**  
**Emergency Operations Center (EOC)**  
**Emergency Operations Plan (EOP)**  
**EOC Action Plan (EAP)**  
**Incident Action Plan (IAP)**  
**Incident Commander (IC)**  
**Incident Command Post (ICP)**  
**Incident Command System (ICS)**  
**Joint Information Center (JIC)**  
**Multiagency Coordination Group (MAC Group)**  
**Multiagency Coordination System(s) (MACS)**  
**Multi-year Training and Exercise Plan (MYTEP)**  
**National Incident Management System (NIMS)**  
**National Response Framework (NRF)**  
**Operational Area (OA)**  
**Public Information Officer (PIO)**  
**Regional Emergency Operations Center (REOC)**  
**The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act)**  
**Standard Operating Procedure (SOP)**  
**Standardized Emergency Management System (SEMS)**  
**State Operations Center (SOC)**

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## 12 Appendix B – Glossary of Terms

**Action Plan (AP):** See EOC Action Plan and Incident Action Plan.

**Activation:** 1) Initial activation of an EOC may be accomplished by a designated official of the emergency response agency that implements SEMS as appropriate to accomplish the agency's role in response to the emergency. 2) An event in the sequence of events normally experienced during most emergencies.

**After Action Report (AAR):** A report that examines response actions, application of SEMS, modifications to plans and procedures, training needs, and recovery activities. AARs are required under SEMS after any emergency that requires a gubernatorial state of emergency proclamation. Local government AARs must be submitted to Cal OES within 90 days.

**Agency:** A division of government with a specific function offering a particular kind of assistance. In the Incident Command System (ICS), agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance). Governmental organizations are most often in charge of an incident, though in certain circumstances private sector organizations may be included. Additionally, Non-Governmental Organizations (NGO) may be included to provide support. All-Hazards: Any incident, natural or human-caused, that warrants action to protect life, property, environment, public health, or safety, and minimize disruptions of government, social, or economic activities.

**California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA):** An agreement entered by and between the State of California, its various departments and agencies, and the various political subdivisions, municipal corporations, and public agencies of the State of California to assist each other by providing resources during an emergency. Mutual Aid occurs when two or more parties agree to furnish resources and facilities and to render services to each other in response to any type of disaster or emergency. California Emergency Support Functions (CA-ESF): The CA-ESFs are a grouping of State agencies, departments, and other stakeholders with similar functional activities/responsibilities whose responsibilities lend to improving the state's ability to collaboratively prepare for, effectively mitigate, cohesively respond to, and rapidly recover from any emergency. CA-ESFs unify a broad-spectrum of stakeholders with various capabilities, resources, and authorities to improve collaboration and coordination for a particular discipline. They also provide a framework for the state government to support regional and community stakeholder collaboration and coordination at all levels of government and across overlapping jurisdictional boundaries.

**California Emergency Services Act (ESA):** An Act within the California Government Code to ensure preparations within the state will be adequate to deal with natural, human-caused, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and the natural resources of the state, and generally to protect the health and safety and preserve the lives and property of the people of the state.

**Catastrophe:** Any natural or human-caused incident, including terrorism that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions.

**Command:** The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

**Command/Management:** Command is responsible for the directing, ordering, and/or controlling of resources at the field response level. Management is responsible for overall emergency policy and coordination at the SEMS EOC levels.

**Command Post:** See Incident Command Post.

**Command Staff:** The Command Staff at the SEMS Field Level consists of the Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander. They may have an assistant or assistants, as needed. These officers are also found at the EOC levels in SEMS and they report directly to the EOC Director and comprise the Management Staff. They may have an assistant or assistants, as needed.

**Communications:** Process of the transmission of information through verbal, written, or symbolic means.

**Continuity of Government (COG):** Activities that address the continuance of constitutional governance. COG planning aims to preserve and/or reconstitute the institution of government and ensure that a department or agency's constitutional, legislative, and/or administrative responsibilities are maintained. This is accomplished through succession of leadership, the pre-delegation of emergency authority, and active command and control during response and recovery operations.

**Continuity of Operations (COOP):** Planning should be instituted, including all levels of governments, across the private sector and non-governmental organizations as appropriate, to ensure the continued performance of core capabilities and/or critical government operations during any potential incident.

**Coordination:** The process of systematically analyzing a situation, developing relevant information, and informing appropriate command authority of viable alternatives for selection of the most effective combination of available resources to meet specific objectives. The coordination process (which can be either intra- or inter-agency) does not involve dispatch actions. However, personnel responsible for coordination may perform command or dispatch functions within the limits established by specific agency delegations, procedures, legal authority, etc. Multiagency or interagency coordination is found at all SEMS levels.

**Coordination Center:** Term used to describe any facility used for the coordination of agency or jurisdictional resources in support of one or more incidents.

**Corrective Actions:** Implementing procedures based on lessons learned from actual incidents or from training and exercises.

**Cost Unit:** Functional unit within the Finance/Administration Section responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.

**Critical Infrastructure:** Systems and assets, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a

debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

**Demobilization:** The orderly, safe, and efficient return of an incident resource to its original location and status.

**Department Operations Center (DOC):** An Emergency Operations Center (EOC), specific to a single department or agency where the focus is on internal agency incident management and response. They are often linked to and, in most cases, are physically represented in a combined agency EOC by authorized agent(s) for the department or agency.

**Disaster:** A sudden calamitous emergency event bringing great damage, loss, or destruction.

**Division:** The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Section Chief. A Division is located within the ICS organization between the Branch and resources in the Operations Section.

**Documentation Unit:** Functional unit within the Planning/Intelligence Section responsible for collecting, distributing, recording, and safeguarding all documents relevant to an incident or within an EOC.

**Emergency:** Any incident(s), whether natural or human-caused, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement state and local efforts and capabilities to save lives, protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

**Emergency Management Assistance Compact (EMAC):** A congressionally ratified organization that provides form and structure to interstate mutual aid. Through EMAC, a disaster-affected state can request and receive assistance from other member states quickly and efficiently, resolving two key issues upfront: liability and reimbursement.

**Emergency Management Community:** The stakeholders in emergency response in California including the residents of California, the private sector and federal, state, local, and tribal governments.

**Emergency Operations Center (EOC):** The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOC may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., federal, state, regional, tribal, city, county), or some combination thereof.

**Emergency Operations Plan (EOP):** The ongoing plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.



**Emergency Response Agency:** Any organization responding to an emergency, or providing mutual aid support to such an organization, whether in the field, at the scene of an incident, or to an operations center.

**Emergency Response Personnel:** Personnel affiliated with or sponsored by emergency response agencies.

**EOC Action Plan:** The plan developed at SEMS EOC levels, which contains objectives, actions to be taken, assignments, and supporting information for the next operational period.

**Essential Facilities:** May include facilities such as law enforcement, fire, emergency operations centers, schools, medical facilities, and other resources that have a role in an effective and coordinated emergency response.

**Evacuation:** Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas and their reception and care in safe areas.

**Federal:** Of or pertaining to the federal government of the United States of America.

**Finance/Administration Section:** The section responsible for all administrative and financial considerations surrounding an incident or EOC activation.

**Function:** Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics and Finance/Administration. The same five functions are also found at all SEMS EOC Levels. At the EOC, the term Management replaces Command. The term function is also used when describing the activity involved, (e.g., the planning function). A sixth function, Intelligence/Investigations, may be established, if required, to meet emergency management needs.

**Group:** Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section. See Division.

**Hazard:** Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

**Incident:** An occurrence or event, natural or human-caused, which requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

**Incident Action Plan (IAP):** An oral or written plan containing general objective reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods. At the SEMS EOC Level, it is called the EOC Action Plan.

**Incident Command:** Responsible for overall management of the incident and consists of the Incident Commander, either single or unified command, and any assigned supporting staff.

**Incident Commander (IC):** The individual responsible for all incident activities, including the development of strategies and tactics, and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

**Incident Command Post (ICP):** The field location where the primary functions are performed. The ICP may be co-located with the incident base or other incident facilities.

**Incident Command System (ICS):** A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

**Information:** Pieces of raw, unanalyzed data that identifies persons, evidence, events; or illustrates processes that specify the occurrence of an event. May be objective or subjective and is intended for both internal analysis and external (news media) application. Information is the “currency” that produces intelligence.

**Intelligence:** Product of an analytical process that evaluates information collected from diverse sources, integrates the relevant information into a cohesive package, and produces a conclusion or estimate. Information must be real, accurate, and verified before it becomes intelligence for planning purposes. Intelligence relates to the specific details involving the activities of an incident or EOC, and current and expected conditions, and how they affect the actions taken to achieve operational period objectives. Intelligence is primarily intended for internal use and not for public dissemination. Intelligence/Investigations: Intelligence gathered within the Intelligence/Investigations function is information that either leads to the detection, prevention, apprehension, and prosecution of criminal activities (or the individual(s) involved) including terrorist incidents or information that leads to determination of the cause of a given incident (regardless of the source) such as public health events or fires with unknown origins. This is different from the normal operational and situational intelligence gathered and reported by the Planning Section.

**Joint Information Center (JIC):** A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media. Public information officials from all participating agencies should co-locate at the JIC.

**Jurisdiction:** A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., federal, state, tribal, and local boundary lines) or functional (e.g., law enforcement, public health).

**Key Resources:** Any publicly or privately controlled resources essential to the minimal operations of the economy and government.

**Local Government:** According to federal code 36a county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under state law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal entity, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity.

**Logistics:** Providing resources and other services to support incident management.

**Logistics Section:** The section responsible for providing facilities, services, and material support for an incident or EOC activation.

**Management Staff: See Command Staff.**

**Mitigation:** Provide a critical foundation in the effort to reduce the loss of life and property from natural and/or human-caused disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.

**Mobilization:** The process and procedures used by all organizations - federal, state, tribal, and local - for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

**Multiagency Coordination Group (MAC Group):** Typically, administrators/executives, or their appointed representatives, who are authorized to commit agency resources and funds, are brought together and form MAC Groups. MAC Groups may also be known as multiagency committees, emergency management committees, or as otherwise defined. It can provide coordinated decision-making and resource allocation among cooperating agencies and may establish the priorities among incidents, harmonize agency policies, and provide strategic guidance and direction to support incident management activities.

**Multiagency Coordination System(s) (MACS):** Multiagency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The elements of multiagency coordination systems include facilities, equipment, personnel, procedures, and communications. Two of the most commonly used elements are EOC and MAC Groups. These systems assist agencies and organizations responding to an incident. Mutual Aid Agreements and/or Assistance Agreements: Written or oral agreements between and among agencies/organizations and/or jurisdictions that provide a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials, and other associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during, and/or after an incident.

**Mutual Aid Coordinator:** An individual at the local government, Operational Area, Region or State Level that is responsible to coordinate the process of requesting, obtaining, processing, and using mutual aid resources. Mutual Aid Coordinator duties will vary depending upon the mutual aid system.

**Mutual Aid Region:** A mutual aid region is a subdivision of Cal OES established to assist in the coordination of mutual aid and other emergency operations within a geographical area of the state, consisting of two or more Operational Areas.

**National:** Of a nationwide character, including the federal, state, tribal, and local aspects of governance and policy.

**National Incident Management System (NIMS):** Provides a systematic, proactive approach guiding government agencies at all levels, the private sector, and non-governmental organizations to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

**National Response Framework (NRF):** A guide to how the nation conducts all-hazards incident management. **Non-governmental Organization (NGO):** An entity with an association based on the interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with the government. Such organizations serve a public purpose, not a private benefit. Examples of NGO include faith-based charity organizations and the American Red Cross.

**Officer:** 1) The ICS title for the personnel responsible for the Command Staff (Management Staff at EOC) positions of Safety, Liaison, and Public Information. 2) One who holds an office or post; especially one elected or appointed to a position of authority or trust in a corporation, government, institution, etc.

**Operational Area (OA):** An intermediate level of the state emergency organization, consisting of a county and all other political subdivisions within the geographical boundaries of the county.

**Operational Period:** The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually last 12-24 hours.

**Operations Section:** The section responsible for all tactical incident operations and implementation of the Incident Action Plan. In ICS, it normally includes subordinate branches, divisions, and/or groups. At the SEMS EOC levels, the section is responsible for the coordination of operational activities. The Operations Section at an EOC contains branches, groups, or units necessary to maintain appropriate span of control.

**Organization:** Any association or group of persons with like objectives. Examples include, but are not limited to, governmental departments and agencies, private sector, and/or non-governmental organizations.

**Planning Section:** The section responsible for the collection, evaluation, and dissemination of operational information related to the incident or EOC activities and for the preparation and documentation of the IAP or EOC action plan, respectively. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident or EOC activation.

**Political Subdivisions:** Includes any city, city and county, county, tax or assessment district, or other legally authorized local governmental entity with jurisdictional boundaries.

**Preparedness:** A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during incident response. Within NIMS, preparedness focuses on the following elements: planning, procedures and protocols, training and exercises, personnel qualification and certification, and equipment certification.

**Prevention:** Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting or disrupting illegal activity, and apprehending potential perpetrators and bringing them to justice.

**Private Sector:** Organizations and entities that are not part of any governmental structure. The private sector includes for-profit and not-for-profit organizations, formal and informal structures, commerce, and industry.

**Protocols:** Sets of established guidelines for actions (which may be designated by individuals, teams, functions, or capabilities) under various specified conditions.

**Public Information:** Processes, procedures, and systems for communicating timely, accurate, and accessible information on the incident's cause, size, and current situation; resources committed; and other matters of general interest to the public, responders, and additional stakeholders (both directly affected and indirectly affected).

**Public Information Officer (PIO):** A member of the Command Staff (Management Staff at the SEMS EOC Levels) responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements.

**Recovery:** The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, non-governmental, and public assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

**Regional Emergency Operations Center (REOC):** Facilities found at Cal OES Administrative Regions. REOC provide centralized coordination of resources among Operational Areas within their respective regions and between the Operational Areas and the State Level.

**Reimbursement:** Provide a mechanism to recoup funds expended for incident-specific activities.

**Resource Management:** Efficient emergency management and incident response requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under NIMS includes mutual aid agreements and assistance agreements; the use of special federal, state, tribal, and local teams; and resource mobilization protocols.

**Resources:** Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

**Response:** Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of EOP and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

**Response Personnel:** Includes federal, state, territorial, tribal, sub-state regional and local governments, private sector organizations, critical infrastructure owners, and operators, NGO and all other organizations and individuals who assume an emergency management role. Also known as an Emergency Responder.

**Safety Officer:** A member of the Command Staff (Management Staff at the SEMS EOC Levels) responsible for monitoring incident operations and advising the IC on all matters relating to operational safety, including the health and safety of emergency responder personnel. The Safety Officer may have assistants.

**Section:** 1) The organizational level having responsibility for a major functional area of incident or EOC Management, (e.g., Operations, Planning, Logistics, Finance/Administration) and Intelligence/Investigations (if established). The section is organizationally situated between the branch and the Incident Command. 2) A separate part or division as: a. A portion of a book, treatise, or writing. b. A subdivision of a chapter. c. A division of law.

**Situation Report:** Often contains confirmed or verified information regarding the specific details relating to the incident.

**Special District:** A unit of local government (other than a city, county, or city and county) with authority or responsibility to own, operate, and maintain systems, programs, services, or projects [(as defined in California Code of Regulations (CCR) Section 2900(s)] for purposes of natural disaster assistance. This may include joint powers authority established under Section 6500 et. seq. of the California Code of Regulations.

**Stafford Act:** The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) establishes the programs and processes for the federal government to provide disaster and emergency assistance to states, local governments, tribal nations, individuals, and qualified private nonprofit organizations. The provisions of the Stafford Act cover all hazards including natural disasters and terrorist events. Relevant provisions of the Stafford Act include a process for Governors to request federal disaster and emergency assistance from the President. The President may declare a major disaster or emergency.



**Standard Operating Procedure (SOP):** Complete reference document or an operation manual that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or several interrelated functions in a uniform manner.

**Standardized Emergency Management System (SEMS):** A system required by California Government Code and established by regulations for managing response to multiagency and multijurisdictional emergencies in California. SEMS consists of five organizational levels, which are activated as necessary: Field Response, Local Government, Operational Area, Region, and State.

**Standardized Emergency Management System (SEMS) Guidelines:** The SEMS guidelines are intended to assist those responsible for planning, implementing, and participating in SEMS.

**Standardized Emergency Management System (SEMS) Regulations:** Regulations establishing the Standardized Emergency Management System (SEMS) based upon the Incident Command System (ICS) adapted from the system originally developed by the Firefighting Resources of California Organized for Potential Emergencies (FIRESCOPE) program including those currently in use by State agencies, the Multiagency Coordination System (MACS) as developed by FIRESCOPE program, the Operational Area concept, and the Master Mutual Aid Agreement and related mutual aid systems. Regulations are found at Title XIX, Division 2, Chapter 1, Section 2400 et. seq.

**State:** When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135 (2002).

**State Operations Center (SOC):** The SOC is operated by the California Governor's Office of Emergency Services at the State Level in SEMS. It is responsible for centralized coordination of state resources in support of the three Regional Emergency Operations Centers (REOC). It is also responsible for providing updated situation reports to the Governor and Legislature.

**Strategy:** The general plan or direction selected to accomplish incident objectives.

**System:** An integrated combination of people, equipment, and processes that work in a coordinated manner to achieve a specific desired output under specific conditions.

**Technical Assistance:** Support provided to state, tribal, and local jurisdictions when they have the resources, but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design or hazardous material assessments).

**Technical Specialists:** Personnel with special skills that can be used anywhere within the SEMS organization. No minimum qualifications are prescribed, as technical specialists normally perform the same duties during an incident that they perform in their everyday jobs and they are typically certified in their fields or professions.

**Terrorism:** Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United States or of any state or other subdivision of the United States in which it occurs; and is intended to intimidate or coerce the civilian population, or influence or affect the conduct of a government by mass destruction,

assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135 (2002).

**Threat:** An indication of possible violence, harm, or danger.

**Tools:** Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

**Unified Command:** An ICS application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

**Unit:** The organizational element with functional responsibility for a specific incident planning, logistics, or finance/administration activity.

**Vital Records:** The essential agency records needed to meet operational responsibilities under national security emergencies or other emergency or disaster conditions (emergency operating records), or to protect the legal and financial rights of the Government and those affected by Government activities (legal and financial rights records).

**Volunteer:** For purposes of NIMS, a volunteer is any individual accepted to perform services by the lead agency (which has authority to accept volunteer services) when the individual performs services without promise, expectation, or receipt of compensation for services performed. See 16 U.S.C. 742f(c) and 29 CFR 553.101.



**ATTACHMENT 2**  
Emergency Operations Plan, Part 2



# EMERGENCY OPERATIONS PLAN

PART 2: EOC MANAGEMENT & IMPLEMENTATION

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# CITY OF SOUTH PASADENA

## EMERGENCY OPERATIONS PLAN



PART 2: EOC MANAGEMENT & IMPLEMENTATION

2022

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# EMERGENCY OPERATIONS PLAN

PART 2: EOC MANAGEMENT AND PLAN IMPLEMENTATION  
2022

PREPARED FOR	PREPARED BY
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# 1 EOC Activation

## 1.1 EOC Purpose

The City EOC is a central location from which the City can provide inter-agency coordination and executive decision-making in support of incident response and recovery operations. The purpose of the EOC is to provide a centralized location where public safety, emergency response, and support agencies coordinate planning, preparedness, and response activities. The EOC does not command or control on-scene response efforts, but does carry out the coordination functions through:

1. Collecting, evaluating and disseminating incident information.
2. Analyzing jurisdictional impacts and setting priority actions; and
3. Managing requests, procurement, and utilization of resources.

The decisions made through the EOC are designed to be broad in scope and offer general guidance on priorities. Information is disseminated through the EOC Manager/Director and tactical decisions are coordinated from field response personnel. The EOC serves as a coordinated link between the Chief Elected Official (CEO) of each jurisdiction and the field personnel coordinating the execution of event priorities.

## 1.2 EOC Facilities

### 1.2.1 Main EOC facility

**Table 1: EOC Information** provides location and logistics data useful for activating the EOC. **Figure 1: EOC Area Map** shows the EOC location and the surrounding area.

Address	817 Mound Ave
Phone Number	(626)403-7310
Parking	
Directions	

**Table 1: EOC Information**



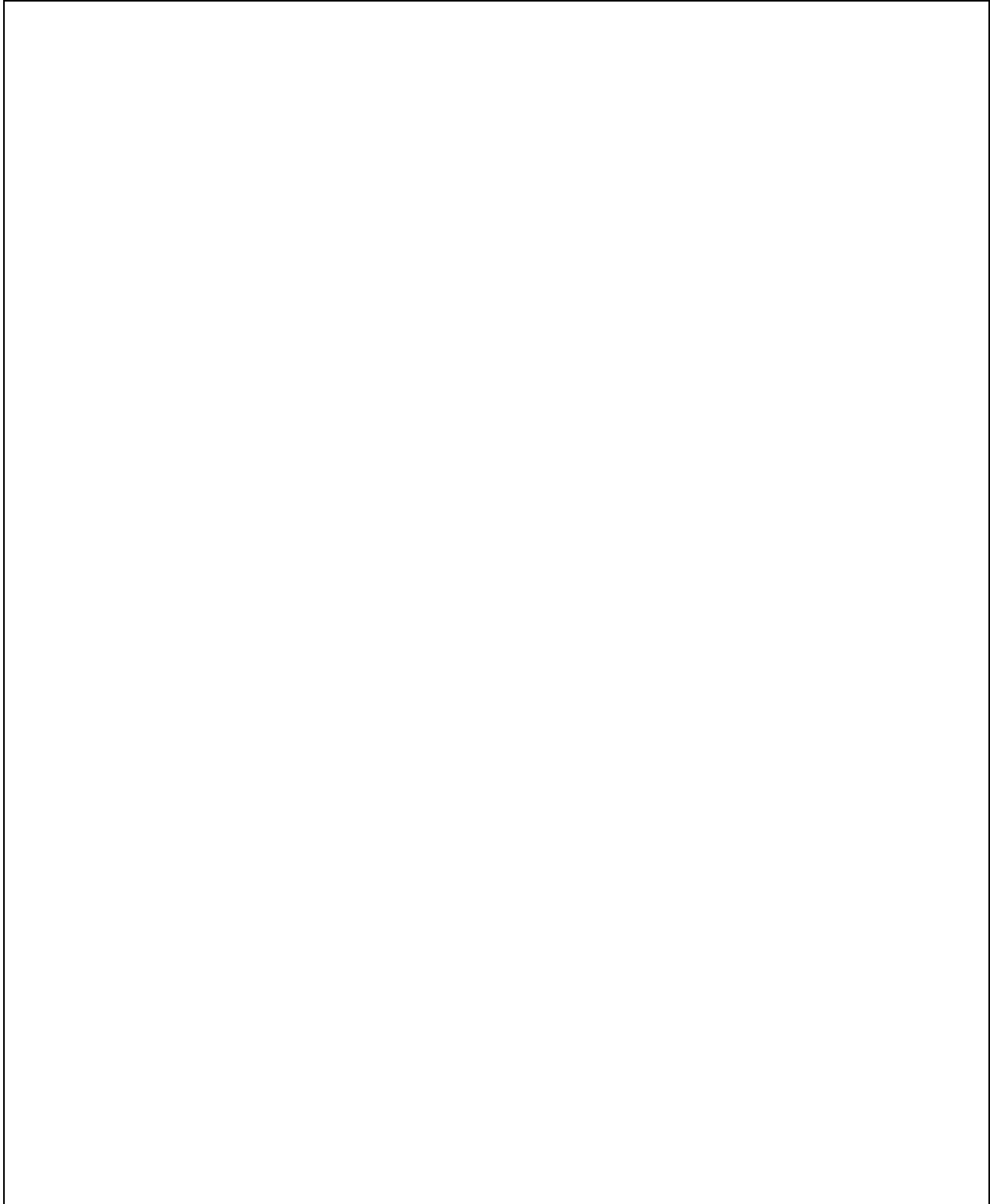
Figure 1: EOC Area Map

### 1.2.2 Alternate EOC facility

**Table 2: Alternate EOC Information** provides location and logistics data useful for activating the EOC. **Figure 2: Alternate EOC Area Map** shows the EOC location and the surrounding area.

Address	
Phone Number	
Parking	
Directions	

**Table 2: Alternate EOC Information**



**Figure 2: Alternate EOC Area Map**

### 1.2.3 Initial Response

Initial field response operations will be accomplished by the appropriate City departments, member jurisdictions, volunteer agencies, and segments of the private sector. During initial response operations, field responders will place emphasis on saving lives, property, and the environment, controlling the situation, and minimizing the effects of the emergency. The Incident Command System will be used to manage and control the response operations.

The disaster/event may be controlled solely by City emergency responders or with other agencies through the mutual aid system. If the resources available at the field response level are not sufficient to mitigate the situation, the Incident Commander may request that the City Emergency Operations Plan, or the Emergency Operations Center, be activated to support the field operations.

**Field Reports.** A field report is provided by the incident responders and includes information concerning the nature, severity, and extent of the situation. The information will be used to assess the extent of the disaster/event and determine the appropriate level of response for the City.

### 1.2.3 Levels of EOC Activation

The City EOC may be activated as needed to support City emergency operations. The EOC may be activated by one of the following:

- City Manager
- City Manager designated alternate
- Upon the request of the City Council/Disaster Council
- Upon the request of the Field Incident Commander (Battalion Chief, Fire Chief or Police Chief)

The City has developed EOC activation criteria that include conditions based on a hazard analysis as well as regulatory requirements. The goal is a rapid EOC activation when it is needed.

Three levels of activation have been identified that will provide EOC staffing commensurate with the coordination needs of varying emergency situations. **Table 3: EOC Activation Criteria**, contains the activation criteria for the City EOC.

Activation Level	Detail	Event or Situation	Minimum Staffing
Three	<ul style="list-style-type: none"><li>• Level Three is a minimum activation. This level may be used for situations which</li></ul>	<ul style="list-style-type: none"><li>• Events with potential impacts on the health &amp; safety of the public and/or environment</li></ul>	<ol style="list-style-type: none"><li>1. EOC Manager</li><li>2. Other Designees (Such as Section Coordinators,)</li></ol>

Activation Level	Detail	Event or Situation	Minimum Staffing
	<ul style="list-style-type: none"> <li>initially only require a few people.</li> <li>A Level Three activation is also called monitoring level activation.</li> <li>The physical EOC facility may or may not need to be opened or staffed (virtual/Veoci).</li> </ul>	<ul style="list-style-type: none"> <li>Weather Alerts</li> <li>Incident involving 2 or more City departments</li> <li>Low risk planned event</li> <li>Wind or rainstorm</li> <li>Power outage and Stage 1 &amp; 2 emergencies</li> </ul>	
<b>Two</b>	<ul style="list-style-type: none"> <li>Level Two activation is normally achieved as an increase from Level Three or a decrease from Level One. This activation level is used for emergencies or planned events that would require more than a minimum staff but would not call for a full activation/staffing.</li> <li>A Level Two activation are also called partial level activation.</li> <li>The physical EOC facility will need to be opened and staffed.</li> </ul>	<ul style="list-style-type: none"> <li>Two or more large incidents involving 2 or more departments</li> <li>Major wind or rain</li> <li>Major scheduled event</li> <li>Large scale power outage and Stage 3 power emergencies</li> <li>Hazardous Material Incident involving large scale or possible large-scale evacuations</li> <li>Moderate Earthquake</li> </ul>	<ol style="list-style-type: none"> <li>EOC Manager</li> <li>Section Coordinators</li> <li>Branches &amp; Units as appropriate</li> <li>Liaison/Agency Representatives as appropriate</li> <li>Public Information Officer</li> </ol>
<b>One</b>	<ul style="list-style-type: none"> <li>Level One activation involves a complete/full activation of all EOC elements &amp; staffing. Level One would be the initial activation for any major emergency requiring acute State assistance.</li> <li>A Level One activation is also called full level activation.</li> <li>The physical EOC facility will need to be opened and fully staffed.</li> </ul>	<ul style="list-style-type: none"> <li>Major County/City or Regional emergency, multiple departments with heavy resource involvement</li> <li>Major Earthquake</li> <li>Terrorism threat or incident</li> </ul>	<ol style="list-style-type: none"> <li>All EOC as appropriate</li> </ol>

**Table 3: EOC Activation Criteria**

### 1.3 EOC Notification/Personnel Recall

If EOC activation is required, the City Dispatch will notify everyone on the EOC Recall List and provide directions to the primary EOC. If the primary EOC is not available or is inaccessible, an alternate EOC will be activated.



The EOC Emergency Recall List includes personnel who are part of each SEMS function in the Emergency Operations Center, as well as other technical support employees of the City. The Emergency Recall List is to be activated and implemented when an emergency or disaster affects the City and poses a major threat to life, property, and/or the environment.

**Maintenance of Emergency Recall List:** The City Manager's Office maintains the Emergency Recall List. The City Manager's Office ensures that City Dispatch, and the EOC have current copies of the Emergency Recall List. The Emergency Recall list is activated by City Dispatch and will only be implemented when directed by one of the following County employees:

- City Manager
- City Manager designated alternate
- Upon the request of the City Council/Disaster Council
- Upon the request of the Field Incident Commander and approval of the City Manager of City Manager designated alternate

**Notification Implementation:** Once EOC activation is requested and properly authorized, the Emergency Recall List will be implemented by City Dispatch personnel. Notifications and alerts begin with the City Manager. If the City Manager cannot be reached, other designees will be contacted until someone is reached to assume the EOC Manager/Director position.

The dispatchers will provide the EOC Manager/Director with a complete status of the incident or disaster, identifying damage sustained, current response actions, resource status, etc. Based on the information provided by the dispatcher, the EOC Manager/Director will determine what parts of the Emergency Alert List will be implemented, including what sections of the City's Emergency Operations Center will be activated and requested to respond.

Additionally, the EOC Manager/Director, when appropriate, will personally contact and inform the City Council of the situation in the City. The EOC Manager/Director may request that the dispatchers notify the Operational Area of the EOC activation.

The City Emergency Recall List consists of the following sections:

- Management
- Operations
- Planning
- Finance
- Logistics

**Recall Personnel:** When notified of an Emergency Recall, personnel should notify their families, retrieve their emergency operations go bag, and report to the designated City Emergency Operations Center. Personnel should be prepared for a lengthy stay, which will be dependent upon the nature of the disaster and its expected duration.

It is the responsibility of each department head to assign three (3) alternates for each key position. It is also the department head's responsibility to ensure that all designated alternates have knowledge and training in their EOC assigned job functions. The Disaster Management Area Coordinator (DMAC) will assist in Emergency Operations training.

## 2 EOC Operations

### 2.1 Summary of EOC Operations

The Standard Emergency Management System (SEMS) is state law, and under SEMS regulations, the City falls under Local Government, one of the five SEMS levels.

As Local Government, the City is an intermediate level of the state's emergency services organization that encompasses the city and all political subdivisions. The City manages and coordinates information, resources and priorities within its boundaries, and serves as the coordination and communication link between the Field Level and the Operational Area.

The City as the Local Government level of SEMS is responsible for:

- Establish coordination and communications with Incident Commanders either;
  - Through department operations centers to the EOC, when activated or,
  - Directly to the EOC, when activated
- Use existing mutual aid systems for coordinating fire and law enforcement resources. Note that the City's role as the local government does not change the coordination of discipline-specific resources, such as fire, law, and medical/health, through their established mutual aid systems.
- Establish coordination and communications between the local government EOC when activated, and any federal, state or local emergency response agency having jurisdiction at an incident within the local government's boundaries.
- Use multi-agency or inter-agency coordination to facilitate decisions for overall local government level emergency response activities

### 2.2 Emergency Operation Center Protocols

An EOC provides a central location of authority and information and allows for face-to-face coordination among personnel who must make emergency decisions. The following functions are performed in the City EOC:

- Managing and coordinating emergency operations.
- Receiving and disseminating warning information.
- Developing emergency policies and procedures.
- Collecting intelligence from, and disseminating information to, the various EOC representatives, and, as appropriate, to County/Operational Area, State and Federal agencies or if activated Emergency Operation Centers.
- Preparing intelligence/information summaries, situation reports, operational reports, and other reports as required.
- Maintaining general and specific maps, information display boards, and other data pertaining to emergency operations.
- Continuing analysis and evaluation of all data pertaining to emergency operations.
- Controlling and coordinating, within established policy, the operational and logistical support of departmental resources committed to the emergency.
- Maintaining contact and coordination with support DOCs and the Operational Area EOC.

- Providing emergency information and instructions to the public, making official releases to the news media and the scheduling of press conferences, as necessary.

Departments with critical response functions may also activate their Department Operation Centers (DOC) that act as conduits of information between field operations and the EOC.

## 2.3 Management Organization

The SEMS regulation requires local governments to provide for five functions: management, operations, planning/intelligence, logistics, and finance/administration. These functions, as seen in **Table 4: SEMS Functions** are the basis for structuring the City EOC organization.

Primary SEMS Function	Role of Local Government Level
<b>Management</b>	Responsible for overall emergency policy and coordination through joint efforts of governmental agencies and private organizations
<b>Operations</b>	Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the local government's action plan.
<b>Planning/Intelligence</b>	Responsible for collecting, evaluating, and disseminating information; developing the local government action plan in coordination with other functions; and maintaining documentation.
<b>Logistics</b>	Responsible for providing facilities, services, personnel, equipment, and materials.
<b>Finance/Administration</b>	Responsible for financial activities and other administrative aspects, including documenting all costs and expenditures associated with a declared disaster.

**Table 4: SEMS Functions**

The organizational structure for the City EOC provides for:

- Representatives from the Operational Area
- Mutual Aid Coordinators or their representatives from discipline-specific mutual aid systems
- Coordinators for other major functions needed for mutual aid and inter-jurisdictional coordination
- Representatives from other agencies, community-based organizations, private sector, and volunteer service programs to function as liaison between their organizations and the City EOC
- Other functions as needed to carry out the local government responsibilities of the lead agency

## 2.4 Resource Management

Resource requests from the field and city departments and requests to the operational area level will be made through one of the following processes:

- Discipline-specific mutual aid systems: requests for resources that are normally within the inventories of the mutual aid system will go from local coordinator to Operational Area Mutual Aid Coordinator to Regional Mutual Aid Coordinator.
- All other resource requests will be made through appropriate branches in the Operations Section who will then initiate the resource request through the Logistics Section at each level with emphasis on the need for lateral coordination with other EOC functions.

Resource requests from field and city departments will be coordinated within the City EOC to determine if the resource is available within City supplies. Available resources will be allocated as they are available.

If requests for a specific resource exceed the supply, the available resources will be allocated by the Operations Section consistent with priorities established through the action planning process. The EOC Management Staff is responsible for ensuring that priorities are followed.

Resources not available within the City will be requested through the Operational Area level. Resource requests should be coordinated internally at the city/local government level before being placed to the Operational Area level.

Functional coordinators in Operations and Logistics are responsible for tracking resource requests.

## **2.5 EOC Information Management**

Within the City EOC, the EOC Forms will be used to provide written communications between the Sections, Branches and Units. Each Section, Branch and Unit will use these forms to order disaster/event related resources and to record information to be transmitted to other Sections/Branches/Units. This system provides an audit trail of all pertinent information necessary to document the actions taken by the City during the response to a disaster, rather than every word uttered between the various EOC Staff.

EOC Forms will not replace face-to-face communications but will ensure a paper trail of critical verbal communication is maintained, if not recorded on the individual's or Section's/Branches'/Units' duty logs. City EOC Forms and other pertinent documents and templates are located in the Form and Tools section of this plan.

Acting as the Local Government, the City coordinates emergency activities within its boundaries, augmenting, not replacing, any member jurisdiction's emergency operations. It also serves as the communications link between the field and the Operational Area. It provides a single point of contact for information on the emergency situation, as well as resource needs and priorities.

Transmission of information to the Operational Area Emergency Operations Center will be accomplished electronically via the Operational Area Response and Recovery System (OARRS) is a web-based system that functions as the OA's primary tool for agencies/jurisdictions and other operational area partners to report their status and needs to the OA.

Critical information from the City to the Operational Area EOC will be submitted via OARRS on a Preliminary Report, Situation Summary, Status Report, and a Flash Report.

**Preliminary Report.** The Preliminary Report form will be used by the City to transmit information to the Operational Area Emergency Operations Center during the first two hours after an event.

**Situation Summary.** The Situation summary is an assessment of the emergency and identifies major incidents/problems and response and recovery priorities. It is intended for use after the first two hours of an event.

**Status Report.** The Status Report is informational, providing data about the effects of the emergency in several categories. The Status Report and Situation Summary will be transmitted to the State together.

**Flash Report.** The Flash Report is used to transmit vital and/or time-sensitive information between the State and County/Operational Area outside regularly scheduled Situation Summaries and Status Reports.

Resource requests will be made through one of the following processes:

- Discipline-specific mutual aid systems: Requests for resources that are normally within the inventories of the mutual aid system will go from Local Coordinator to Operational Area Mutual Aid Coordinator to the Regional Mutual Aid Coordinator.
- All other resource requests will be made through the operations and logistics functions at each level.

Resource requests from jurisdictions within the City will be coordinated to determine if the resource is available from other departments or other sources within the City. Mutual Aid Coordinators at each level will keep the Operations Chiefs informed of the status of resource requests and allocations. Mutual Aid Coordinators at each level will communicate and coordinate with each other to maintain current status on resource requests and allocations within the disaster area.

Resource requests to the Operational Area are usually submitted through CALEOC. Available resources will be allocated to the requesting local government. If requests for a specific resource exceed the supply, the available resources will be allocated consistent with the priorities established through the action planning process. The Section Chiefs of the Operational Area EOC are responsible for ensuring that priorities are followed.

Resources that are not available within the Operational Area will be requested through the regional level, the State's Coastal Region EOC. Resource requests should be coordinated internally at the Operational Area level before being forwarded to the regional level. The Resource Status Unit Leader in the Logistics Section, in coordination with various Operations Branches, is responsible for tracking resource requests.

## 2.6 EOC Action Planning

The use of action plans in the City EOC ensures a clear and measurable process for identifying objectives and priorities for a given event. Action planning is an important management tool that involves:

- A process for identifying priorities and objectives for emergency response or recovery efforts
- Plans which document the priorities and objectives, and the tasks and personnel assignments associated with meeting the objectives

The action planning process should involve the EOC Director and Section Chiefs (which includes the Chiefs of each Section), along with other EOC staff, as needed, such as special districts, and other agency representatives.

The Planning and Intelligence Section is responsible for facilitating the action planning meeting and completing and distributing the action plan. Action plans are developed for a specified operational period, which may range from a few hours to 24 hours. The operational period is determined by first establishing a set of priority actions that need to be performed. A reasonable time frame is then established for accomplishing those actions.

The action plans need not be complex but should be sufficiently detailed to guide EOC elements in implementing the priority actions. Guidelines for developing action plans and an action plan format are contained in the Forms and Tools section.

## **2.7 EOC Coordination**

Inter-agency coordination inside and outside the EOC is important for:

- Establishing overall priorities
- Allocating critical resources
- Development of strategies for handling multi-agency and multi-jurisdictional response problems
- Sharing information
- Facilitating communications

Inter-agency coordination is an integral part of the functioning of a City EOC. The EOC is staffed by representatives from the departments and agencies working together to coordinate the City's emergency response. Agency representatives from local governments including special districts, community-based organizations, volunteer services programs (VSPs), and private organizations, may also participate with EOC functional elements in coordinating the city response effort. Coordination with agencies not represented in the EOC may be accomplished through telecommunications, satellite, or other electronic means.

### **2.7.1 Field Responders**

City EOC communications and coordination must be established with city field responders who are responding to the emergency. When no Departmental Operations Centers (DOCs) are activated, the Incident Commander(s) operating in the field will report directly to the Operations Section Chief in the City EOC, via the City dispatchers or through other methods that are available.

When City Departments (Public Works for example) have activated their DOCs, the Field Incident Commander will continue to report directly to the Operations Section Chief in the City EOC and provide status reports to their DOC.

## **2.7.2 Departmental Operation Centers (DOCs)**

The appropriate City EOC Section/Branch/Unit will coordinate with DOCs to obtain information for advance planning, logistical needs, available personnel and equipment resources, and other information as required. The DOCs will assist the City EOC in supporting field operations.

## **2.7.3 Operation Area**

During EOC activation, direct communications and coordination may be established with the Operational Area and any Operational Area member jurisdictions, specifically is emergency incident falls between the City limits and a neighbor jurisdiction. Initially, communications will be established by any means available and with whoever is available, regardless of their functional EOC position. Ideally, communications and coordination with the Operation Area EOC and neighboring City EOCs will occur along functional lines.

Whenever feasible, an agency representative from the City should report to the Operational Area EOC, when the City EOC has been activated. The city representatives will ensure that adequate coordination and information exchange arrangements are made with the Operational Area.

## **2.7.4 Private and Volunteer Agencies**

Coordination of response activities with many non-governmental agencies may occur, primarily at the field level. However, the City EOC will establish coordination with private and volunteer agencies that have multi-jurisdictional or city-wide response roles. The agencies that play key roles in the response should have representatives at the City EOC.

Coordination with volunteer and private agencies that do not have representatives in the EOC may be accomplished through telecommunications.

## **2.7.5 Special Districts and Utilities (Schools, So Cal Gas, SCE and Metro Transit)**

The emergency response role of special districts is generally focused on their normal services or functional area of responsibility. Ideally, the special district involved in the emergency response will have a representative at the City EOC, serving as the focal point of coordination and work with other local government representatives in the EOC. If a special district is unable to send a representative, then the Liaison Officer in the EOC will be responsible for establishing communications and coordination with the special district.

## **2.7.6 Region Emergency Operations Center**

Direct coordination and communications with the Southern Region Emergency Operations Center (REOC) is essential. There is one primary method and one alternate method for the Operational Area to coordinate with the Regional EOC:

- Primary Method - The REOC sends a field representative to the Operational Area
- Alternate Method - The Operational Area and the REOC coordinate through various telecommunications systems



Coordination and communications between the County EOC and the Region EOC will occur between the five SEMS functions. Direct coordination and communications will also be established between the Operational Area Mutual Aid Coordinators, who are located in the County EOC, and the Region's Mutual Aid Coordinator, who are located in the State's Coastal Region EOC. These coordinators may be functioning from their respective Operational Area and regional EOCs or from other locations depending on the situation and the mutual aid system.

### **2.7.7 State & Federal Field Response**

There are some instances where a state or federal agency will be part of a field response in the county. State agency field response may result of a flood fight effort, oil spill, hazardous materials accident or other hazard scenarios. Federal field response could result from the same scenarios or a military aircraft accident, where the federal military authorities are the Incident Commander.

When a state agency or federal agency is involved in field operations, coordination will be established with the City EOC. State or federal agencies operating in the field may be found in any ICS section, branch, or unit; or part of a Unified Command. The incident will determine their location.



## **Emergency Operations Center Phone Numbers**

### **Management**

(626) 441-0384

### **Operations**

FIRE (626) 441-0946

LAW (626) 441-2013

PW (626) 441-1783

### **Planning & Intelligence**

(626) 441-1783

### **Logistics**

(626) 403-7310

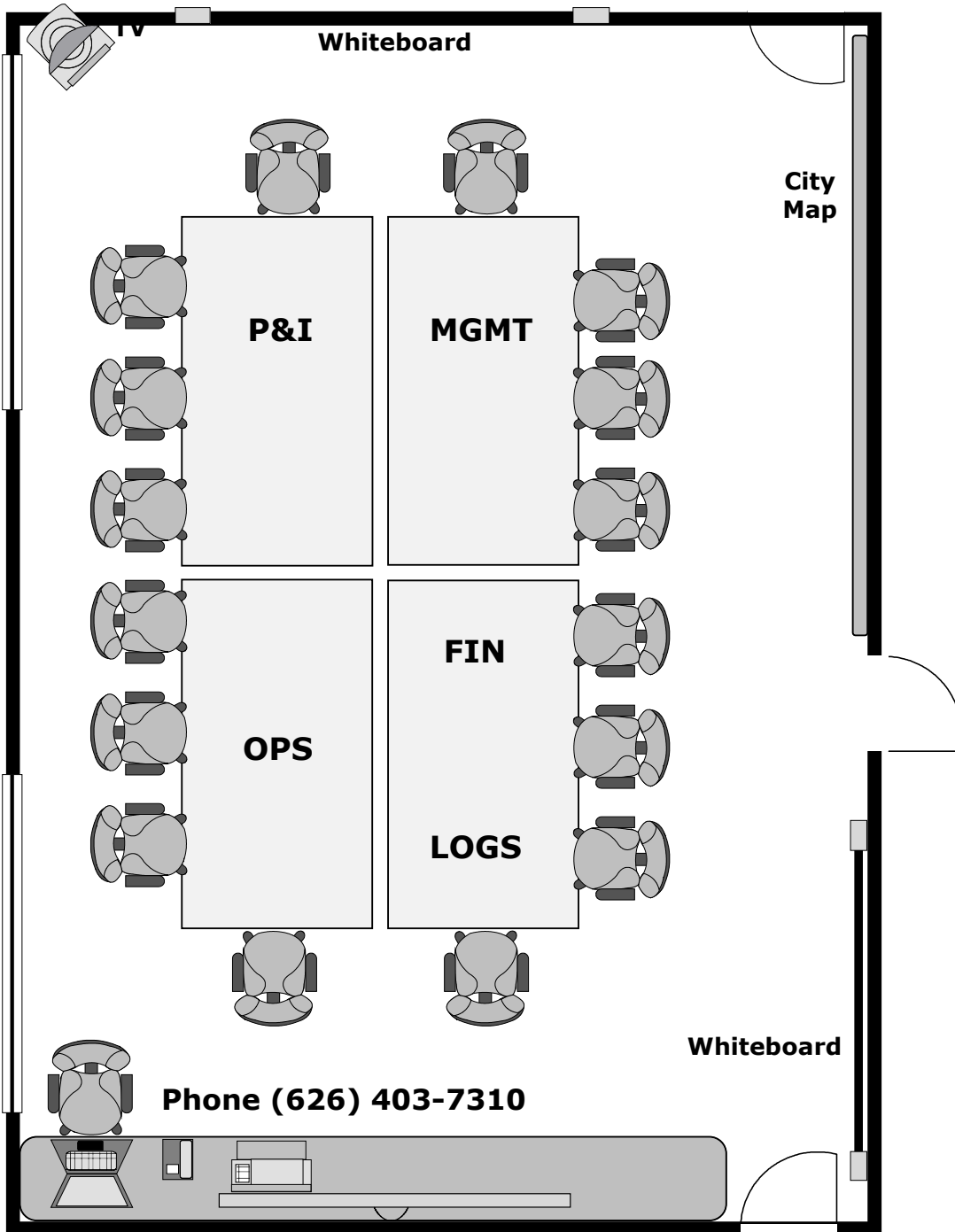
### **Finance**

(626) 441-1468

### 3 EOC Position JobAids

The following pages contain functional descriptions and jobaids for each position in the City EOC. **Figure 4: EOC Organization Chart** below, provides an overview of the City's EOC organization.

### Emergency Operations Center Diagram



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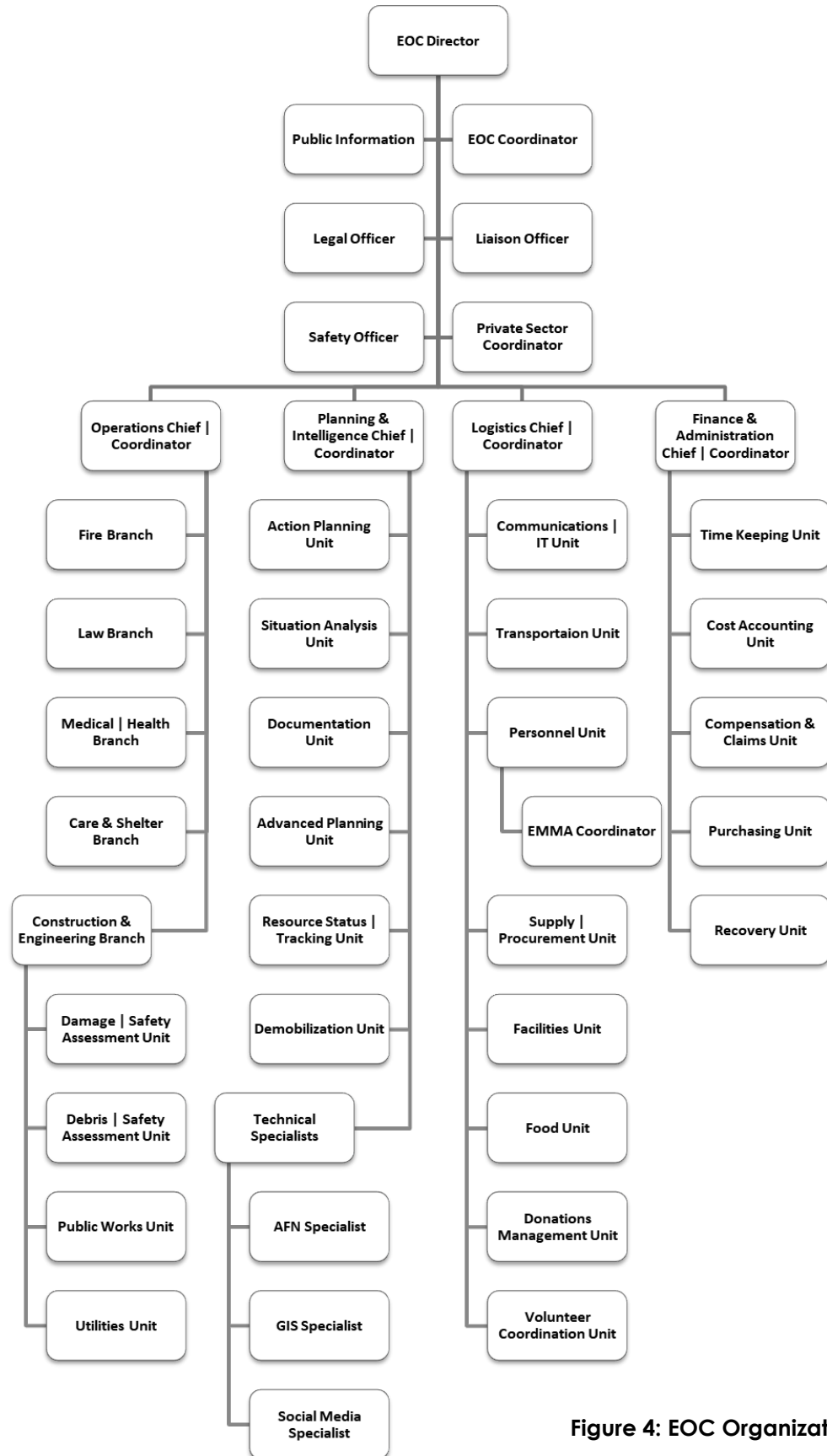


Figure 4: EOC Organization Chart

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### 3.1 Management Section

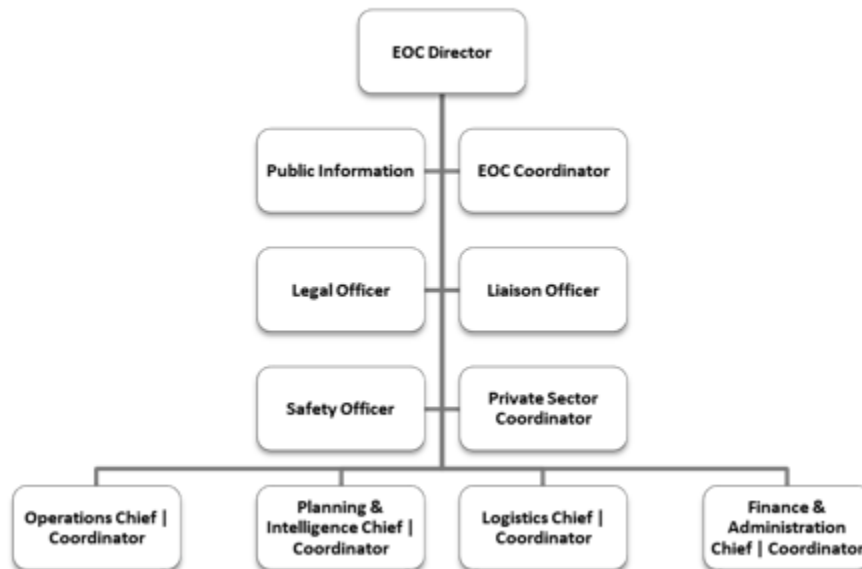


Figure 5: EOC Management Section

This section contains functional section and position descriptions, responsibilities, and jobaids for personnel assigned to the Management Section of the City EOC. Jobaids describe the minimum actions that should be accomplished by personnel assigned to functional positions within the section.

**Section Overview:**

- The Management Section is responsible for overall emergency policy and coordination.








**Section Responsibilities Include:**

- Overall management and coordination of emergency response and recovery operations
- Oversee and manage all Sections in the EOC.
- Coordinate and liaison with appropriate federal, state, local government, private and volunteer entities
- Establish priorities and resolve demand conflicts
- Prepare and disseminate emergency public information, other essential information and data about impacts and damage

**Figure 5: EOC Management Section**, above, shows all of the positions that are part of the EOC Management Section.

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## JobAid: EOC Director





<b>POSITION OVERVIEW</b>		<ul style="list-style-type: none"> <li>• Overall responsibility and authority for the operation of the EOC.</li> <li>• Will assure EOC is staffed and operated at a level commensurate with the emergency.</li> </ul>
<b>REPORT TO</b>	CITY COUNCIL or DESIGNEE	
<b>TO ME</b>	<b>GENERAL STAFF</b> <ul style="list-style-type: none"> <li>• Operations Section Chief/Coordinator</li> <li>• Planning/Intelligence Chief Section Coordinator</li> <li>• Logistics Section Chief/Coordinator</li> <li>• Finance/Administration Section Chief/ Coordinator</li> </ul>	<b>MANAGEMENT STAFF</b> <ul style="list-style-type: none"> <li>• EOC Coordinator</li> <li>• Public Information Officer</li> <li>• Liaison Officer/Agency Representative</li> <li>• Safety Officer</li> <li>• Legal Officer</li> <li>• Private Sector Coordinator</li> </ul>
<b>PLANS &amp; REPORTS</b>		<b>EOC ACTION PLAN</b>   REVIEW + APPROVAL <b>ADVANCE PLAN(S)</b>   REVIEW + APPROVAL <b>DEMobilIZATION PLAN</b>   REVIEW + APPROVAL <b>PRESS RELEASES</b>   REVIEW + APPROVAL <b>REPORTS</b>   REVIEW + APPROVAL
<b>FORMS &amp; GUIDES</b>		<ul style="list-style-type: none"> <li>• <b>POSITION JOBAID</b></li> <li>• <b>ALL ICS FORMS (IF USING)</b></li> <li>• <b>EOC-225 FOR PD CREDENTIALING</b></li> <li>• <b>PROCLAMATION RESOLUTION</b></li> </ul> <b>GUIDE</b> <ul style="list-style-type: none"> <li>• <b>PLANNING “P”</b></li> <li>• <b>RECOVERY PLAN/PROJECT MANAGEMENT</b></li> </ul>
<b>TECHNOLOGY</b>		<ul style="list-style-type: none"> <li>• <b>LAPTOP</b></li> <li>• <b>PHONE (DESK OR CELL)</b></li> </ul>
<b>RESOURCES</b>		<ul style="list-style-type: none"> <li>• <b>WORKSTATION</b></li> <li>• <b>POSITION BINDER (CAN BE VIRTUAL)</b></li> <li>• <b>VEST</b></li> </ul>
<b>PROFESSIONAL CREDENTIAL</b>		To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:  <b>EOC-225 to CALOES</b>   <a href="mailto:credentialcoord@caloes.ca.gov">credentialcoord@caloes.ca.gov</a>

TYPE	TIME	STATUS C=Complete I=In-Progress P=Pending
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### DUTIES






TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
		<ul style="list-style-type: none"> <li>Establish appropriate EOC staffing level</li> <li>Continuously monitor organizational effectiveness and make appropriate changes</li> </ul>	
		Exercise overall management responsibility for the coordination between emergency response agencies in the jurisdiction.	
		<ul style="list-style-type: none"> <li>Alongside General Staff, set jurisdictional priorities for response.</li> <li>Ensure all department/agency actions support established EOC priorities.</li> </ul>	
		Ensure that inter-agency coordination is accomplished effectively.	
<b>ACTIVATION</b>			
		Determine appropriate level of activation based on known situation	
		Mobilize/Recall appropriate personnel to the EOC for initial activation.	
		Respond immediately to EOC site and determine operational status.	
		<ul style="list-style-type: none"> <li>Obtain briefing from available sources.</li> <li>Ensure that EOC is properly set up and ready for operations.</li> <li>Ensure that EOC check-in procedure is established   <b>(FORM   EOC-211, FORM   EOC-205A)</b> </li> </ul>	
		Ensure that EOC organization and staffing chart is posted and completed  <b>(FORM   EOC-207)</b>	
		Determine needed EOC sections, assign Section Chief/Coordinators and ensure sections are adequately staffed. <ul style="list-style-type: none"> <li><input type="checkbox"/> Operations Section Chief/Coordinator</li> <li><input type="checkbox"/> Logistics Section Chief/Coordinator</li> <li><input type="checkbox"/> Planning/Intelligence Section Chief/Coordinator</li> <li><input type="checkbox"/> Finance/Administration Section Chief/Coordinator</li> </ul>	

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
		Determine needed Management Staff positions and ensure they are filled as soon as possible. <ul style="list-style-type: none"> <li><input type="checkbox"/> EOC Coordinator</li> <li><input type="checkbox"/> Public Information Officer</li> <li><input type="checkbox"/> Rumor Control Coordinator</li> <li><input type="checkbox"/> Liaison Officer</li> <li><input type="checkbox"/> Agency Representative</li> <li><input type="checkbox"/> Safety Officer</li> </ul>	
		Ensure telephone and/or radio communications with other EOCs/DOCs is established and functioning.	
		Schedule the initial EOC Action Planning Meeting   <b>(FORM   EOC-230)</b>	
		Alongside General Staff, determine what representation is needed at the EOC from other emergency response agencies.	
		Assign a liaison officer to coordinate outside agency response to the EOC, and if needed, assist in establishing an Inter-Agency Coordination Group.	
<b>RESPONSE</b>			
		Monitor general staff activities to ensure appropriate actions are being taken.	
		Alongside Public Information Officer, conduct news conferences and review media releases for final approval. Follow established procedure for public information.   <b>(FORM   PRESS RELEASE)</b>	
		Ensure Liaison Officer is providing and maintaining effective inter-agency coordination.	
		Based on status reports, establish initial strategic objectives for the EOC.	
		Alongside Management Staff, prepare EOC objectives for the initial Action Planning Meeting.   <b>(FORM   EOC-202)</b>  <b>(GUIDE   PLANNING “P” GUIDE)</b>	

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
		<ul style="list-style-type: none"> <li>• Convene Initial Action Planning meeting.</li> <li>• Ensure that all Section Chief/Coordinators, Management Staff, and key agency representatives are in attendance.</li> <li>• Ensure appropriate Action Planning procedures are followed.               <ul style="list-style-type: none"> <li>📄 <b>(GUIDE   PLANNING “P” GUIDE)</b></li> </ul> </li> <li>• Ensure meeting is facilitated appropriately by the Planning/Intelligence Section, and consensus among EOC Coordinator, PIO, and Section Chiefs/Coordinators on objectives for forthcoming operational period.               <ul style="list-style-type: none"> <li>☐ Assess the situation, define problems, set priorities, and establish strategic and <b>SMART</b> objectives for the response/recovery period</li> <li>☐ Determine the Operational Period time frame (i.e., 6-, 8- or 12-hour shifts)</li> <li>☐ Review and identify the need for additional staffing and/or other resources</li> </ul> </li> </ul>	
		<p>When Action Plan is completed by the Planning/Intelligence Section, review, approve and authorize its distribution and implementation.</p> <p>📄 <b>(FORMS   EOC-201, EOC-202, EOC-205A, EOC-207, EOC-208, EOC-211, EOC-213, EOC-215, EOC-215A, EOC-230 OR PLAN   EOC ACTION PLAN)</b></p>	
		<p>Conduct periodic briefings with general staff to ensure strategic objectives are current and appropriate.</p>	
		<p>Conduct periodic briefings for elected officials or their representatives.</p> <p>📄 <b>(FORM   EOC-209 OR REPORT   SITUATION STATUS)</b></p>	
		<p>If appropriate, issue an Emergency Proclamation, and coordinate local government proclamations with other emergency response agencies.</p> <p>📄 <b>(FORM   PROCLAMATION RESOLUTION)</b></p>	
<b>SHIFT CHANGE/TRANSFER OF DUTIES</b>			
		<ul style="list-style-type: none"> <li>• Provide turnover briefing to position replacement.</li> </ul>	
		<ul style="list-style-type: none"> <li>• Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.               <ul style="list-style-type: none"> <li>📄 <b>(FORM   USE CURRENT POSITION JOBAID)</b></li> <li>📄 <b>(FORM   USE CURRENT EOC-214)</b></li> </ul> </li> </ul>	

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
		Ensure next shift's staff are accounted for	
		Ensure the safety and well-being of staff being dismissed for the operational period	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out   <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
<b>DEMOBILIZATION</b>			
		Authorize demobilization of sections, branches and units when they are no longer required informally or via a plan.   <b>(PLAN   DEMOBILIZATION PLAN)</b>	
		Notify higher level EOCs and other appropriate organizations of planned demobilization, as appropriate.	
		Ensure that open actions not completed will be handled after demobilization.	
		Ensure that all required forms or reports are completed prior to demobilization.	
		Prepare to provide input to the after-action report.	
		Proclaim termination of the emergency response and proceed with recovery operations.	
<b>TERMINATION</b>			
		Alongside Public Information Officer, make emergency termination notifications to City Council, Response Partners, Community and OP Area.	

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
		Provides a final emergency briefing of the event to EOC personnel to include: <ul style="list-style-type: none"> <li><input type="checkbox"/> Date/time of termination.</li> <li><input type="checkbox"/> Requests all documentation developed during the event response.</li> <li><input type="checkbox"/> Instructions for support of recovery operations or assembly of the final report.</li> <li><input type="checkbox"/> Time and date of formal debrief to identify issues, lessons learned, and corrective actions.</li> <li><input type="checkbox"/> Instructions for resumption of normal operations.</li> </ul>	
		Determine if a formal Recovery Plan is required based on a review of the technical criteria by: <ul style="list-style-type: none"> <li><input type="checkbox"/> Length and resources required for investigating and fact-finding activities.</li> <li><input type="checkbox"/> Assessment of property damage efforts require substantial and prolonged coordination and communications with off-site governments, agencies, and/or response organizations.</li> <li><input type="checkbox"/> Number of personal injuries or illnesses requiring protracted follow-up treatment, analysis, and public information.</li> </ul>	
		<ul style="list-style-type: none"> <li>• Supervise the transition of the EOC from response to recovery operations, as necessary.</li> <li>• Appoint a recovery manager; the recovery manager will establish a recovery organization and recovery plan.</li> </ul> <p style="text-align: center;"> <b>(GUIDE   RECOVERY PLAN/PROJECT MANAGEMENT)</b></p>	
		<ul style="list-style-type: none"> <li>• Proclaim EOC Deactivate.</li> <li>• Approve deactivation of other emergency facilities that were opened because of the emergency.</li> </ul>	
		Assists with recovery objectives, as requested for Recovery Plan. <p style="text-align: center;"> <b>(GUIDE   RECOVERY PLAN/PROJECT MANAGEMENT)</b></p>	
		Turn over command to Recovery Manager.	
		Schedule Incident Debriefing.	
		<ul style="list-style-type: none"> <li>• Assists with the development of a Final AAR.</li> <li>• Approved final AAR</li> </ul> <p style="text-align: center;"> <b>(REPORT   LOCAL GOVERNMENT AFTER ACTION REPORT)</b></p>	
		Turns in completed job aids, forms, and notes to Documentation Unit.	

**SHIFT/STAFF CHANGE**

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**TASKS (PENDING)**

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

## JobAid: EOC Coordinator





POSITION OVERVIEW		<ul style="list-style-type: none"> <li>The EOC Coordinator assists and serves as an advisor to the Emergency Director and General Staff as needed</li> <li>Oversees the overall functioning of the emergency operations center</li> </ul>
REPORT TO		<b>EOC DIRECTOR</b>
PLANS & REPORTS		<ul style="list-style-type: none"> <li><b>ALL PLANS</b></li> <li><b>ALL REPORTS</b></li> </ul>
FORMS & GUIDES		<p><b>FORMS</b></p> <ul style="list-style-type: none"> <li><b>ALL</b></li> <li><b>POSITION JOBAID</b></li> <li><b>EOC-225 FOR PD CREDENTIALING</b></li> </ul> <p><b>GUIDES</b></p> <ul style="list-style-type: none"> <li><b>ALL</b></li> </ul>
TECHNOLOGY		<ul style="list-style-type: none"> <li><b>LAPTOP</b></li> <li><b>PHONE (DESK OR CELL)</b></li> </ul>
RESOURCES		<ul style="list-style-type: none"> <li><b>WORKSTATION</b></li> <li><b>POSITION BINDER (CAN BE VIRTUAL)</b></li> <li><b>VEST</b></li> </ul>
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> <b>(EOC-225) to CALOES   <a href="mailto:credentialcoord@caloes.ca.gov">credentialcoord@caloes.ca.gov</a></b></p>





TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
<b>DUTIES</b>			
		Facilitate the overall functioning of the EOC.	
		<ul style="list-style-type: none"> <li>Assist and serve as an advisor to the EOC Director and General Staff as needed.</li> <li>Provide information and guidance related to the internal functions of the EOC.</li> <li>Ensure compliance with operational area emergency plans and procedures.</li> </ul>	
		Assist the Liaison Officer in ensuring proper procedures are in place for directing agency representatives and conducting VIP/visitor tours of the EOC.	



ACTIVATION	
	Check in at the EOC  <b>(FORM   EOC-211, FORM   EOC-205A)</b>
	Assist with EOC Set-up (If not already fully set-up)
	Check workstation to ensure readiness
	Wear identification vest and read over jobaid.
	Receive situation, section and position briefing from available and appropriate personnel.
	Ensure readiness to maintain concise records of position activities  <b>(FORM   EOC-214)</b>
	Assist the EOC Director in determining appropriate staffing for the EOC.  <b>(FORM   EOC-207)</b>
	Provide assistance and information regarding section staffing to all general staff.

RESPONSE	
	Assist the EOC Director and the General Staff in developing overall strategic objectives as well as section objectives for the EOC Action Plan.  <b>(FORM   EOC-202)</b>  <b>(GUIDE   PLANNING “P” GUIDE)</b>

TYPE	TIME	STATUS
	Advise the EOC Director on proper procedures for enacting emergency proclamations, emergency ordinances and resolutions, and other legal requirements.  <b>(FORM   PROCLAMATION RESOLUTION)</b>  <b>(GUIDE   LEGAL AUTHORITIES)</b>	C=Complete I=In-Progress P=Pending
	Assist the Planning/Intelligence Section in the development, continuous updating, and execution of the EOC Action Plan.  <b>(PLAN   EOC ACTION PLAN)</b>  <b>(GUIDE   PLANNING “P” GUIDE)</b>	
	Provide overall procedural guidance to General Staff as required.	
	Provide general advice and guidance to the EOC Director as required.	

		Ensure that all appropriate notifications are made to same and one level higher EOCs.	
		Ensure that all communications with appropriate emergency response agencies is established and maintained.	
		Assist the EOC Director in preparing for and conducting briefings with Management Staff, the agency or jurisdiction policy groups, the media, and the public.  <b>(REPORT   EOC-209) or (REPORT   SITUATION STATUS)</b>  <b>(FORM   PRESS RELEASE)</b>	
		Assist the Liaison Officer with coordination of all EOC visits.	
		Aid with shift change activity as required.	
<b>SHIFT CHANGE/TRANSFER OF DUTIES</b>			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  <b>(FORM   USE CURRENT POSITION JOBAID)</b>  <b>(FORM   USE CURRENT EOC-214)</b>	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
<b>TYPE</b>	<b>TIME</b>		<b>STATUS</b> C=Complete I=In-Progress P=Pending
<b>DEMOBILIZATION</b>			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		Complete all required forms, reports, and other documentation. Provide all completed documentation to the Documentation Unit, prior to your departure.	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

**SHIFT/STAFF CHANGE**

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**TASKS (PENDING)**

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## JobAid: Legal Officer

<b>POSITION OVERVIEW</b>		<ul style="list-style-type: none"> <li>• Provides legal counsel to the Emergency Services Director / EOC Director and all City / Agency Staff in legal matters pertaining to emergency response and recovery.</li> <li>• Assists in the preparation of proclamations, ordinances, and other legal documents; and maintains the City's / Agency's legal records and reports.</li> </ul>
<b>REPORT TO</b>		<b>EOC DIRECTOR</b>
<b>PLANS &amp; REPORTS</b>		<b>SHARES WITH RELEVANT STAKEHOLDERS. NOT RESPONSIBLE FOR DEVELOPMENT.</b>
<b>FORMS &amp; GUIDE</b>		<b>FORM</b> <ul style="list-style-type: none"> <li>• <b>POSITION JOBAID</b></li> <li>• <b>EOC-205A COMMUNICATION LIST</b></li> <li>• <b>EOC-211 CHECK-IN LIST</b></li> <li>• <b>EOC-214 ACTIVITY LOG</b></li> <li>• <b>EOC-225 FOR PD CREDENTIALING</b></li> <li>• <b>PROCLAMATION RESOLUTION</b></li> </ul> <b>GUIDE</b> <ul style="list-style-type: none"> <li>• <b>LEGAL AUTHORITIES</b></li> </ul>
<b>TECHNOLOGY</b>		<ul style="list-style-type: none"> <li>• <b>LAPTOP</b></li> <li>• <b>PHONE (DESK OR CELL)</b></li> </ul>
<b>RESOURCES</b>		<ul style="list-style-type: none"> <li>• <b>WORKSTATION</b></li> <li>• <b>POSITION BINDER (CAN BE VIRTUAL)</b></li> <li>• <b>VEST</b></li> </ul>
<b>PROFESSIONAL CREDENTIAL</b>		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> <b>(EOC-225) to CALOES   <a href="mailto:credentialcoord@caloes.ca.gov">credentialcoord@caloes.ca.gov</a></b></p>

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
<b>DUTIES</b>			
		Advises the Multi-Agency Coordination/Policy Group and/or EOC Director, and the Management and General Staff, as needed, on the legality and/or legal implications of contemplated emergency actions and policies (Reference the California Emergency Services Act, Stafford Act, etc., as necessary).	
		Establishes areas of legal responsibility and/or potential liabilities.	
		As needed, prepares documents relative to evacuations, curfews, and demolition of hazardous structures or conditions.	
		Develops emergency rules, regulations and laws required for acquisition and/or control of critical resources.	
<b>ACTIVATION</b>			
		Check in at the EOC  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available/appropriate personnel.	
		Ensure readiness to maintain concise records of position activities  <b>(FORM   EOC-214)</b>	
		Obtain assistance for position through the Personnel Unit in Logistics, as required.	
<b>RESPONSE</b>			
		Assist as necessary with Emergency Proclamation Resolution Process and Forms.  <b>(FORM   PROCLAMATION RESOLUTION)</b>	
		Provide technical knowledge of jurisdictional authorities.  <b>(GUIDE   LEGAL AUTHORITIES)</b>	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Develops emergency rules, regulations and laws required for acquisition and/or control of critical resources.	
		Prepares documents relative to evacuations, curfews, and demolition of hazardous structures or conditions.	
<b>SHIFT CHANGE/TRANSFER OF DUTIES</b>			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  <b>(FORM   USE CURRENT POSITION JOBAID)</b>  <b>(FORM   USE CURRENT EOC-214)</b>	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
<b>DEMOBILIZATION</b>			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> <li>• Release agency representatives that are no longer required in the EOC when authorized by the EOC Director.</li> <li>• Ensure that you collect any documentation from them that would be relevant for after-action report.</li> </ul>	
		Complete all required forms, reports, and other documentation. Provide all completed documentation to the Documentation Unit, prior to your departure.	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

**SHIFT/STAFF CHANGE**

**TASKS (PENDING)**

**NOTES**

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## JobAid: Liaison Officer


<b>POSITION OVERVIEW</b>		<ul style="list-style-type: none"> <li>Responsible for serving as the point of contact to all internal and external individuals, organizations, agencies and customers</li> <li>Oversee all special events, dignitary visits and field liaison positions</li> </ul>
<b>REPORT TO</b>		<b>EOC DIRECTOR</b>
<b>PLANS &amp; REPORTS</b>		<b>SHARES WITH RELEVANT STAKEHOLDERS. NOT RESPONSIBLE FOR DEVELOPMENT</b>
<b>FORMS</b>		<ul style="list-style-type: none"> <li><b>POSITION JOBAID</b></li> <li><b>EOC-205A COMMUNICATION LIST</b></li> <li><b>EOC-209 INCIDENT STATUS SUMMARY</b></li> <li><b>EOC-211 CHECK-IN LIST</b></li> <li><b>EOC-214 ACTIVITY LOG</b></li> <li><b>EOC-225 FOR PD CREDENTIALING</b></li> </ul>
<b>TECHNOLOGY</b>		<ul style="list-style-type: none"> <li><b>LAPTOP</b></li> <li><b>PHONE (DESK OR CELL)</b></li> </ul>
<b>RESOURCES</b>		<ul style="list-style-type: none"> <li><b>WORKSTATION</b></li> <li><b>POSITION BINDER (CAN BE VIRTUAL)</b></li> <li><b>VEST</b></li> </ul>
<b>PROFESSIONAL CREDENTIAL</b>		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> <b>(EOC-225) to CALOES   credentialcoord@caloes.ca.gov</b></p>

TYPE	TIME	STATUS
		C=Complete I=In-Progress P=Pending

DUTIES		
	<ul style="list-style-type: none"> <li>Oversee all liaison activities, including coordinating outside agency representatives assigned to the EOC.</li> <li>Handle requests from other EOCs for EOC agency representatives.</li> </ul>	
	Establish and maintain a central location for incoming agency representatives, providing workspace and support as needed.	
	Ensuring that position specific guidelines, policy directives, situation reports, and a copy of the EOC Action Plan is provided to Agency Representatives upon check-in.	
	In conjunction with the EOC Coordinator, provide orientations for VIPs and other visitors to the EOC.	

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
		Ensuring that demobilization is accomplished when directed by the EOC Director.	
<b>ACTIVATION</b>			
		Check in at the EOC  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available/appropriate personnel.	
		Ensure readiness to maintain concise records of position activities  <b>(FORM   EOC-214)</b>	
		Obtain assistance for position through the Personnel Unit in Logistics, as required.	
<b>RESPONSE</b>			
		Contact Agency Representatives already on-site, ensuring that they: <ul style="list-style-type: none"> <li><input type="checkbox"/> Have signed into the EOC</li> <li><input type="checkbox"/> Understand their role in the EOC</li> <li><input type="checkbox"/> Know their work locations</li> <li><input type="checkbox"/> Understand the EOC organization and floor plan.</li> </ul>	
		Determine if additional representation is required from: <ul style="list-style-type: none"> <li><input type="checkbox"/> Community based organizations</li> <li><input type="checkbox"/> Private organizations</li> <li><input type="checkbox"/> Utilities not already represented</li> <li><input type="checkbox"/> Other agencies</li> </ul>	
		Alongside EOC Director and EOC Coordinator, establish and maintain Interagency Coordination Group made up of outside agency representatives and executives not assigned to specific sections within the EOC.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		<ul style="list-style-type: none"> <li>Assist the EOC Director and EOC Coordinator in conducting regular briefings for the Inter-Agency Coordination Group.</li> <li>Assist with distribution of the current EOC Action Plan and Situation Report.</li> </ul> <p> <b>(PLAN   EOC ACTION PLAN)</b>   <b>(FORM   EOC-209) or (REPORT   SITUATION STATUS)</b></p>	
		<p>Request that Agency Representatives maintain communications with their agencies and obtain situation status reports regularly.</p>	
		<p>With the approval of the EOC Director, provide agency representatives from the EOC to other EOCs as required and requested.</p>	
		<ul style="list-style-type: none"> <li>Maintain active roster of agency representatives located at the EOC</li> <li>Roster should be distributed internally on a regular basis. <ul style="list-style-type: none"> <li><b>(FORM   EOC-211 JUST FOR AGENCY REPRESENTATIVES)</b></li> <li><b>(FORM   EOC-205A JUST FOR AGENCY REPRESENTATIVES)</b></li> </ul> </li> </ul>	
<b>SHIFT CHANGE/TRANSFER OF DUTIES</b>			
		<p>Provide turnover briefing to position replacement.</p>	
		<p>Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.</p> <p> <b>(FORM   USE CURRENT POSITION JOBAID)</b>   <b>(FORM   USE CURRENT EOC-214)</b></p>	
		<p>Provide all completed documentation to the Documentation Unit</p>	
		<p>Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.</p> <p> <b>(FORM   EOC-211, FORM   EOC-205A)</b></p>	
<b>DEMobilIZATION</b>			
		<p>Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.</p>	
		<ul style="list-style-type: none"> <li>Release agency representatives that are no longer required in the EOC when authorized by the EOC Director.</li> <li>Ensure that you collect any documentation from them that would be relevant for after-action report.</li> </ul>	

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
		Complete all required forms, reports, and other documentation. Provide all completed documentation to the Documentation Unit, prior to your departure.	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	
<b>TERMINATION</b>			
		Provide Public Information officer with agency roster for final termination notification  <b>(FORM   EOC-211 JUST FOR AGENCY REPRESENTATIVES)</b>	
<b>SHIFT/STAFF CHANGE</b>			
<b>TASKS (PENDING)</b>			

**NOTES**








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**Phone #:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **am / pm**

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## JobAid: Public Information Officer









POSITION OVERVIEW		Responsible for providing news and information on the emergency/disaster to the media, the public, all departments and required agencies.
REPORT	TO	EOC DIRECTOR
PLANS & REPORTS		<b>PRESS RELEASES</b>   DEVELOPS
FORMS & GUIDES		<p><b>FORMS</b></p> <ul style="list-style-type: none"> <li>• POSITION JOBAID</li> <li>• EOC-205A COMMUNICATION LIST</li> <li>• EOC-211 CHECK-IN LIST</li> <li>• EOC-214 ACTIVITY LOG</li> <li>• MEDIA CALL</li> <li>• PUBLIC CALL</li> <li>• DISASTER ASSISTANCE DIRECTORY</li> <li>• PRESS RELEASE</li> <li>• MEDIA BRIEFING SCHEDULE</li> <li>• EOC-225 FOR PD CREDENTIALING</li> </ul> <p><b>GUIDE</b></p> <ul style="list-style-type: none"> <li>• MEDIA CENTER/JOINT INFORMATION CENTER</li> <li>• EMERGENCY ALERT SYSTEM NOTIFICATION</li> </ul>
TECHNOLOGY		<ul style="list-style-type: none"> <li>• LAPTOP</li> <li>• PHONE (DESK OR CELL)</li> </ul>
RESOURCES		<ul style="list-style-type: none"> <li>• WORKSTATION</li> <li>• POSITION BINDER (CAN BE VIRTUAL)</li> <li>• VEST</li> </ul>
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> <b>(EOC-225) to CALOES   <a href="mailto:credentialcoord@caloes.ca.gov">credentialcoord@caloes.ca.gov</a></b></p>

DUTIES		TYPE	TIME	STATUS
Serve as the central coordination point for the agency or jurisdiction for all media releases.				
Ensure that the public within the affected area receives complete, accurate, and consistent information about life safety procedures, public health advisories, relief and assistance programs and other vital information.				
Coordinate media releases with Public Information Officers at incidents or representing other affected emergency response agencies as required.				
Develop the format for press conferences, in conjunction with the EOC Director.				
Maintaining a positive relationship with the media representatives.				
Supervising the Public Information Branch.				
<b>ACTIVATION</b>				
Check in at the EOC				
<b>(FORM   EOC-211, FORM   EOC-205A)</b>				
Assist with EOC Set-up (if not already fully set-up)				
Check workstation to ensure readiness				
Wear identification vest and read over jobaid.				
Receive situation, section and position briefing from available and appropriate personnel.				
Ensure readiness to maintain concise records of position activities				
<b>(FORM   EOC-214)</b>				
Determine staffing requirements and make required personnel assignments for the Public Information function to the Personnel Unit in Logistics, as required.				
<b>RESPONSE</b>				
Obtain policy guidance from the EOC Director regarding press releases.				

STATUS  
C=Complete  
I=In-Progress  
P=Pending



TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
		<ul style="list-style-type: none"> <li>Keep the EOC Director advised of all unusual requests for information and of all major critical or unfavorable media comments.</li> <li>Recommend procedures or measures to improve media relations.</li> </ul>	
		Coordinate with the Situation Analysis Unit and identify the method for obtaining and verifying significant information as it is developed.	
		Develop and publish a media-briefing schedule, to include location, format, and preparation and distribution of handout materials.  <b>(FORM   MEDIA BRIEFING SCHEDULE)</b>	
		Implement and maintain an overall information release program.	
		Establish a Media or Joint Information Center, as required, providing necessary space, materials, telephones, and electrical power.  <b>(GUIDE   MEDIA CENTER/JOINT INFORMATION CENTER)</b>	
		<ul style="list-style-type: none"> <li>Maintain up-to-date status boards and other references at the Media or Joint Information Center.</li> <li>Provide adequate staff to answer questions from members of the media.</li> </ul>	
		Interact with other EOC PIOs and obtain information relative to public information operations.	
		Develop content for state Emergency Alert System (EAS) releases if available. Monitor EAS releases as necessary.  <b>(GUIDE   EMERGENCY ALERT SYSTEM NOTIFICATIONS)</b>	
		In coordination with other EOC sections and as approved by the EOC Director, issue timely and consistent advisories and instructions for life safety, health, and assistance for the public.	
		<ul style="list-style-type: none"> <li>At the request of the EOC Director, prepare media briefings and press releases for members of the agencies or jurisdiction policy groups.</li> <li>Provide other assistance as necessary to facilitate their participation in media briefings and press conferences.</li> </ul>  <b>(FORM   PRESS RELEASE)</b>	
		Ensure that a rumor control function is established to correct false or erroneous information.	
		Ensure that adequate staff is available at incident sites to coordinate and conduct tours of the affected areas.	

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
		Provide appropriate staffing and telephones to efficiently handle incoming media and public calls.  <b>(FORM   MEDIA CALL)</b>  <b>(FORM   PUBLIC CALL)</b>	
		Prepare, update, and distribute to the public a Disaster Assistance Information Directory, which contains locations to obtain food, shelter, supplies, health services, etc.  <b>(FORM   DISASTER ASSISTANCE DIRECTORY)</b>	
		Ensure that announcements, emergency information and materials are translated and prepared for special populations (non-English speaking, hearing impaired etc.).	
		Monitor broadcast media, using information to develop follow-up press releases and rumor control.  <b>(FORM   PRESS RELEASE)</b>	
		Ensure that file copies are maintained of all information released.	
		Provide copies of all press releases to the EOC Director for approval.  <b>(FORM   USE CURRENT PRESS RELEASES)</b>	
		Prepare final press releases and advise media representatives of points-of-contact for follow-up stories.	
<b>SHIFT CHANGE/TRANSFER OF DUTIES</b>			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  <b>(FORM   USE CURRENT POSITION JOBAID)</b>  <b>(FORM   USE CURRENT EOC-214)</b>	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
<b>DEMOBILIZATION</b>			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
		Complete all required forms, reports, and other documentation. Provide all completed documentation to the Documentation Unit, prior to your departure.	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	
<b>TERMINATION</b>			
		Alongside EOC Director and Liaison Officer, make emergency termination notifications to City Council, Response Partners, Community and OP Area.	

**SHIFT/STAFF CHANGE**

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**TASKS (PENDING)**

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**NOTES**

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**Name:**

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## JobAid: Safety Officer

<b>POSITION OVERVIEW</b>		<ul style="list-style-type: none"> <li>• Responsible for identifying and mitigating safety hazards and situations of potential City / Agency liability during EOC operations.</li> <li>• Ensuring that all facilities used in support of EOC operations have safe operating conditions (building, parking lots, etc.)</li> </ul>
<b>REPORT TO</b>	<b>EOC DIRECTOR</b>	
<b>PLANS &amp; REPORTS</b>		<b>EOC ACTION PLAN</b>   PROVIDES INPUT <b>ADVANCE PLANS + REPORTS (DEMO, RECOVERY ETC.)</b>   PROVIDES INPUT
<b>FORMS</b>		<ul style="list-style-type: none"> <li>• <b>POSITION JOBAID</b></li> <li>• <b>EOC-205A COMMUNICATION LIST</b></li> <li>• <b>EOC-208 SAFETY MESSAGE</b></li> <li>• <b>EOC-211 CHECK-IN LIST</b></li> <li>• <b>EOC-214 ACTIVITY LOG</b></li> <li>• <b>EOC-215A SAFETY ANALYSIS</b></li> <li>• <b>EOC-225 FOR PD CREDENTIALING</b></li> </ul>
<b>TECHNOLOGY</b>		<ul style="list-style-type: none"> <li>• <b>LAPTOP</b></li> <li>• <b>PHONE (DESK OR CELL)</b></li> </ul>
<b>RESOURCES</b>		<ul style="list-style-type: none"> <li>• <b>WORKSTATION</b></li> <li>• <b>POSITION BINDER (CAN BE VIRTUAL)</b></li> <li>• <b>VEST</b></li> </ul>
<b>PROFESSIONAL CREDENTIAL</b>		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> <b>(EOC-225) to CALOES   <a href="mailto:credentialcoord@caloes.ca.gov">credentialcoord@caloes.ca.gov</a></b></p>

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
<b>DUTIES</b>			
		Ensure that all buildings and other facilities used in support of the EOC are in a safe operating condition.	
		Monitor operational procedures and activities in the EOC to ensure they are being conducted in a safe manner, considering the existing situation and conditions.	
		Stop or modify all unsafe operations outside the scope of the EOC Action Plan, notifying the EOC Director of actions taken.	
<b>ACTIVATION</b>			
		Check in at the EOC  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available/appropriate personnel.	
		Ensure readiness to maintain concise records of position activities  <b>(FORM   EOC-214)</b>	
<b>RESPONSE</b>			
		<ul style="list-style-type: none"> <li>• Tour the entire EOC facility and evaluate conditions.</li> <li>• Advise the EOC Director of any conditions and actions that might result in liability, (unsafe layout or equipment set-up, etc.)</li> </ul>	
		Study the EOC facility and document the locations of all fire extinguishers, emergency pull stations, and evacuation routes and exits.  <b>(FORM   EOC-215a)</b>	
		Be familiar with particularly hazardous conditions in the facility; act when necessary.	
		Prepare and present safety briefings for the EOC Director and General Staff at appropriate meetings.  <b>(FORM   EOC-208)</b>	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		If the event that caused activation was an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks.	
		Ensure that the EOC facility is free from any environmental threats - e.g., radiation exposure, air purity, water quality, etc.	
		Keep the EOC Director advised of unsafe conditions; act when necessary.	
		Coordinate with the Finance/Administration Section in preparing any personnel injury claims or records necessary for proper case evaluation and closure.	
<b>SHIFT CHANGE/TRANSFER OF DUTIES</b>			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  <b>(FORM   USE CURRENT POSITION JOBAID)</b>  <b>(FORM   USE CURRENT EOC-214)</b>	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
<b>DEMOBILIZATION</b>			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		Complete all required forms, reports, and other documentation. Provide all completed documentation to the Documentation Unit, prior to your departure.	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

**SHIFT/STAFF CHANGE**

**TASKS (PENDING)**

**NOTES**

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### 3.2 Operations Section

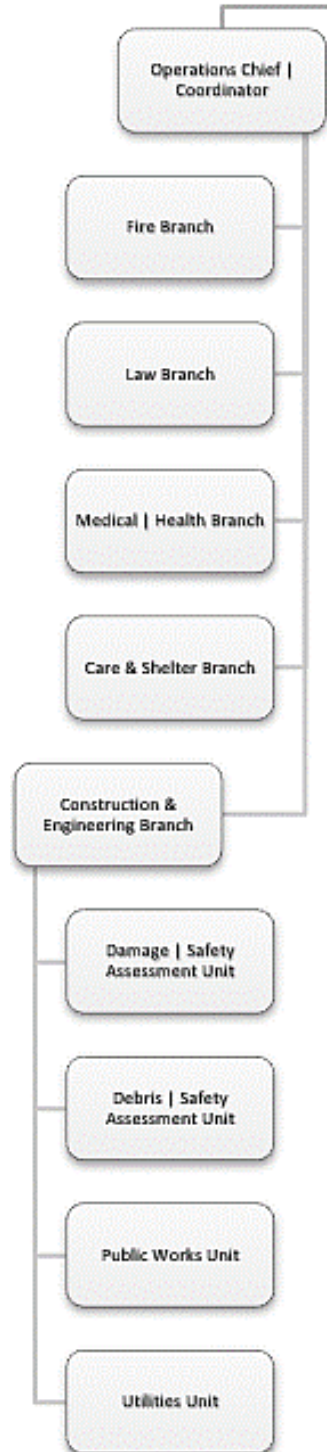


Figure 6: EOC Operations Section

This section contains functional section and position descriptions, responsibilities, and jobaids for personnel assigned to the Operations Section of the City EOC. Jobaids describe the minimum actions that should be accomplished by personnel assigned to functional positions within the section.

**Section Overview:**








- The Operations Section is primarily responsible for managing the operations of various response elements involved in the disaster/emergency




**Section Responsibilities Include:**

- **Fire:** Fire/Rescue, Hazardous Materials, Emergency Medical Services, Environmental Preservation
- **Law:** Coroner, Law Enforcement, Investigations, Security
- **Care & Shelter:** Care and Shelter
- **Public Works:** Street, Traffic, Utilities, Solid Waste, Wastewater, Parking, Facility and Vehicle Maintenance
- **Construction & Engineering:** Building Safety, Building Damage, and Safe Access














**Figure 6: EOC Operations Section**, above, shows all the positions that are part of the EOC Operations Section.





## JobAid: Operations Chief/Coordinator

<b>POSITION OVERVIEW</b>		Responsible for the management and coordination of all EOC related operational functions. The Operations Section Coordinator will ensure, based on the emergency, that all necessary operational functions have been activated and are appropriately staffed		
<b>REPORT TO</b>	<b>TO</b>	<b>MANAGEMENT</b>   EOC DIRECTOR		
<b>REPORT TO ME</b>	<b>STAFF</b>	<ul style="list-style-type: none"> <li>• Fire Branch</li> <li>• Law Branch</li> <li>• Medical/Health Branch</li> <li>• Care &amp; Shelter Branch</li> <li>• Construction &amp; Engineering Branch</li> <li>• Debris Management Unit</li> <li>• Public Works Unit</li> <li>• Utilities Unit</li> </ul>		
<b>PLANS</b>		<b>EOC ACTION PLAN</b>   SUPPORTS DEVELOPMENT		
<b>FORMS &amp; REPORTS</b>		<table border="0"> <tr> <td data-bbox="524 831 938 1356"> <b>FORMS</b> <ul style="list-style-type: none"> <li>• POSITION JOBAID</li> <li>• RESOURCE REQUEST</li> <li>• EOC-205A COMMUNICATION LIST</li> <li>• EOC-209 INCIDENT STATUS SUMMARY</li> <li>• EOC-211 CHECK-IN LIST</li> <li>• EOC-213 RESOURCE REQUEST</li> <li>• EOC-214 ACTIVITY LOG</li> <li>• EOC-215 RESOURCE PLANNING WORKSHEET</li> <li>• EOC-225 FOR PD CREDENTIALING</li> </ul> </td> <td data-bbox="984 831 1386 1213"> <b>REPORT</b> <ul style="list-style-type: none"> <li>• AGRICULTURAL STATUS</li> <li>• ENERGY STATUS</li> <li>• FIREFIGHTING STATUS</li> <li>• HAZMAT STATUS</li> <li>• MASS CARE STATUS</li> <li>• PUBLIC SAFETY STATUS</li> <li>• PUBLIC WORKS STATUS</li> <li>• SEARCH &amp; RESCUE STATUS</li> <li>• TRANSPORTATION STATUS</li> <li>• UTILITY STATUS</li> </ul> </td> </tr> </table>	<b>FORMS</b> <ul style="list-style-type: none"> <li>• POSITION JOBAID</li> <li>• RESOURCE REQUEST</li> <li>• EOC-205A COMMUNICATION LIST</li> <li>• EOC-209 INCIDENT STATUS SUMMARY</li> <li>• EOC-211 CHECK-IN LIST</li> <li>• EOC-213 RESOURCE REQUEST</li> <li>• EOC-214 ACTIVITY LOG</li> <li>• EOC-215 RESOURCE PLANNING WORKSHEET</li> <li>• EOC-225 FOR PD CREDENTIALING</li> </ul>	<b>REPORT</b> <ul style="list-style-type: none"> <li>• AGRICULTURAL STATUS</li> <li>• ENERGY STATUS</li> <li>• FIREFIGHTING STATUS</li> <li>• HAZMAT STATUS</li> <li>• MASS CARE STATUS</li> <li>• PUBLIC SAFETY STATUS</li> <li>• PUBLIC WORKS STATUS</li> <li>• SEARCH &amp; RESCUE STATUS</li> <li>• TRANSPORTATION STATUS</li> <li>• UTILITY STATUS</li> </ul>
<b>FORMS</b> <ul style="list-style-type: none"> <li>• POSITION JOBAID</li> <li>• RESOURCE REQUEST</li> <li>• EOC-205A COMMUNICATION LIST</li> <li>• EOC-209 INCIDENT STATUS SUMMARY</li> <li>• EOC-211 CHECK-IN LIST</li> <li>• EOC-213 RESOURCE REQUEST</li> <li>• EOC-214 ACTIVITY LOG</li> <li>• EOC-215 RESOURCE PLANNING WORKSHEET</li> <li>• EOC-225 FOR PD CREDENTIALING</li> </ul>	<b>REPORT</b> <ul style="list-style-type: none"> <li>• AGRICULTURAL STATUS</li> <li>• ENERGY STATUS</li> <li>• FIREFIGHTING STATUS</li> <li>• HAZMAT STATUS</li> <li>• MASS CARE STATUS</li> <li>• PUBLIC SAFETY STATUS</li> <li>• PUBLIC WORKS STATUS</li> <li>• SEARCH &amp; RESCUE STATUS</li> <li>• TRANSPORTATION STATUS</li> <li>• UTILITY STATUS</li> </ul>			
<b>TECHNOLOGY</b>		<ul style="list-style-type: none"> <li>• LAPTOP</li> <li>• PHONE (DESK OR CELL)</li> </ul>		
<b>RESOURCES</b>		<ul style="list-style-type: none"> <li>• WORKSTATION</li> <li>• BINDER</li> <li>• VEST</li> </ul>		
<b>PROFESSIONAL CREDENTIAL</b>		To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:  <b>(EOC-225) to CALOES   <a href="mailto:credentialcoord@caloes.ca.gov">credentialcoord@caloes.ca.gov</a></b>		

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
<b>DUTIES</b>			
		Ensure that the Operations Function is carried out including coordination of activities for all operational functions assigned to the EOC.	
		Ensure that operational objectives and assignments identified in the EOC Action Plan are carried out effectively.	
		Establish the appropriate level of branch and unit organizations within the Operations Section, continuously monitoring the effectiveness and modifying accordingly.	
		Exercise overall responsibility for the coordination of Branch and Unit activities within the Operations Section.  <b>(FORM   EOC-215)</b>	
		Ensure that the Planning/Intelligence Section is provided with Status Reports and Major Incident Reports.	
		Conduct periodic Operations briefings for the EOC Director as required or requested.	
		Supervise the Operations Section.	
<b>ACTIVATION</b>			
		Check in at the EOC.  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
		Assist with EOC Set-up (If not already fully set-up).	
		Check workstation to ensure readiness.	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities.  <b>(FORM   EOC-214)</b>	
		Ensure that the Operations Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.	
		Meet with Planning/Intelligence Section Coordinator; obtain a preliminary situation briefing.	

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
		Based on the situation, activate positions/branch within the section as needed: <ul style="list-style-type: none"> <li><input type="checkbox"/> Fire Branch</li> <li><input type="checkbox"/> Law Branch</li> <li><input type="checkbox"/> Medical/Health Branch</li> <li><input type="checkbox"/> Care &amp; Shelter Branch</li> <li><input type="checkbox"/> Construction &amp; Engineering Branch</li> <li><input type="checkbox"/> <b>Damage/Safety Assessment</b></li> <li><input type="checkbox"/> <i>Debris Management Unit</i></li> <li><input type="checkbox"/> <i>Public Works Unit</i></li> <li><input type="checkbox"/> <i>Utilities Unit</i></li> </ul>	
		Determine if there are mutual aid requests for these functional areas. Initiate coordination with appropriate mutual aid systems as required.	
		Request additional personnel for the section as necessary for 24-hour operation.	
		<ul style="list-style-type: none"> <li>• Obtain a current communications status briefing from the Communications Branch Coordinator in Logistics.</li> <li>• Ensure that there is adequate equipment and radio frequencies available as necessary for the section.</li> </ul>	
		Determine estimated times of arrival of section staff from the Personnel Branch in Logistics.	
		Confer with the EOC Director to ensure that the Planning/Intelligence and Logistics Sections are staffed at levels necessary to provide adequate information and support for operations.	
		Coordinate with the Liaison Officer regarding the need for Agency Representatives in the Operations Section.	
		Coordinate with the Planning/Intelligence Section Coordinator to determine the need for any Technical Specialists.	
		Establish radio or phone communications with Department Operations Centers (DOCs), and/or with Incident Commander(s) as directed and coordinate accordingly.	
		Determine activation status of other EOCs in the Operational Area or adjacent areas and establish communication links with their Operations Sections if necessary.	

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
		Based on the situation known or forecasted, determine likely future needs of the Operations Section.	
		Identify key issues currently affecting the Operations Section; meet with section personnel and determine appropriate section objectives for the first operational period.	
		Review responsibilities of branches in section; develop an Operations Plan detailing strategy for carrying out Operations objectives.	
		Adopt a pro-active attitude. Think ahead and anticipate situations and problems before they occur.	
<b>RESPONSE</b>			
		Ensure Operations Section position logs and other necessary files are maintained.	
		Ensure that situation and resources information is provided to the Planning/Intelligence Section on a regular basis or as the situation requires, including Status Reports and Major Incident Reports. <ul style="list-style-type: none"> <li> <b>(FORM   EOC-209 OR OPTIONS BELOW)</b></li> <li> <b>(REPORT   AGRICULTURAL STATUS)</b></li> <li> <b>(REPORT   COMMUNICATION STATUS)</b></li> <li> <b>(REPORT   ENERGY STATUS)</b></li> <li> <b>(REPORT   FIREFIGHTING STATUS)</b></li> <li> <b>(REPORT   HAZMAT STATUS)</b></li> <li> <b>(REPORT   MASS CARE STATUS)</b></li> <li> <b>(REPORT   PUBLIC SAFETY STATUS)</b></li> <li> <b>(REPORT   PUBLIC WORKS STATUS)</b></li> <li> <b>(REPORT   SEARCH &amp; RESCUE STATUS)</b></li> <li> <b>(REPORT   TRANSPORTATION STATUS)</b></li> <li> <b>(REPORT   UTILITY STATUS)</b></li> </ul>	
		Ensure that all media contacts are referred to the Public Information Officer.	
		Conduct periodic briefings and work to reach consensus among staff on objectives and work assignments for forthcoming operational periods. <ul style="list-style-type: none"> <li> <b>(FORM   EOC-215)</b></li> </ul>	
		Attend and participate in EOC Director's Action Planning meetings.	
		Provide the Planning/Intelligence Section Coordinator with the Operations Section's objectives prior to each Action Planning meeting.	

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
		Work closely with each Branch Coordinator to ensure that the Operations Section objectives, as defined in the current Action Plan, are being addressed.	
		Ensure that the branches coordinate all resource needs through the Logistics Section.  <b>(FORM   RESOURCE REQUEST OR EOC-213)</b>	
		Ensure that intelligence information from Branch Coordinators is made available to the Planning/ Intelligence Section in a timely manner.	
		Ensure that fiscal and administrative requirements are coordinated through the Finance/ Administration Section (notification of emergency expenditures and daily time sheets).	
		Brief the EOC Director on all major incidents.	
		Complete a Major Incident Report for all major incidents; forward a copy to the Planning/ Intelligence Section.	
		Brief Branch Coordinators periodically on any updated information you may have received.	
		Share status information with other sections as appropriate.	
<b>SHIFT CHANGE/TRANSFER OF DUTIES</b>			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  <b>(FORM   USE CURRENT POSITION JOBAID)</b>  <b>(FORM   USE CURRENT EOC-214)</b>	
		Provide all completed documentation to the Documentation Unit.	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
<b>DEMOBILIZATION</b>			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
		<ul style="list-style-type: none"> <li>• Complete all required forms, reports, and other documentation.</li> <li>• Provide all completed documentation to the Documentation Unit, prior to your departure.</li> </ul> Turn over financial information to Finance/Administration Section Coordinator.	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	



**SHIFT/STAFF CHANGE**

**TASKS (PENDING)**

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## JobAid: Fire Branch

<b>POSITION OVERVIEW</b>		Responsible for coordinating personnel, equipment and resources committed to fire, field medical, search and rescue, and hazardous materials elements of the incident.
<b>REPORT TO</b>		<b>OPERATIONS   CHIEF/COORDINATOR</b>
<b>PLANS</b>		<b>EOC ACTION PLAN   SUPPORTS DEVELOPMENT</b>
<b>FORMS &amp; REPORTS</b>		<p><b>FORMS</b></p> <ul style="list-style-type: none"> <li>• <b>POSITION JOBAID</b></li> <li>• <b>EOC-205A COMMUNICATION LIST</b></li> <li>• <b>EOC-209 INCIDENT STATUS SUMMARY</b></li> <li>• <b>EOC-211 CHECK-IN LIST</b></li> <li>• <b>EOC-214 ACTIVITY LOG</b></li> <li>• <b>EOC-225 FOR PD CREDENTIALING</b></li> <li>• <b>FIRE DEPLOYED RESOURCES</b></li> </ul> <p><b>REPORTS</b></p> <ul style="list-style-type: none"> <li>• <b>FIREFIGHTING STATUS</b></li> <li>• <b>SEARCH &amp; RESCUE STATUS</b></li> <li>• <b>HAZMAT STATUS</b></li> </ul>
<b>TECHNOLOGY</b>		<ul style="list-style-type: none"> <li>• <b>LAPTOP</b></li> <li>• <b>PHONE (DESK OR CELL)</b></li> </ul>
<b>RESOURCES</b>		<ul style="list-style-type: none"> <li>• <b>WORKSTATION</b></li> <li>• <b>POSITION BINDER (CAN BE VIRTUAL)</b></li> <li>• <b>VEST</b></li> </ul>
<b>PROFESSIONAL CREDENTIAL</b>		To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:  <b>(EOC-225) to CALOES   <a href="mailto:credentialcoord@caloes.ca.gov">credentialcoord@caloes.ca.gov</a></b>

TYPE	TIME	STATUS
<b>DUTIES</b>		
	Coordinate fire, emergency medical, hazardous materials, and urban search and rescue operations in the jurisdictional area.	
	Assist Fire & Rescue Mutual Aid System Coordinator in acquiring mutual aid resources, as necessary.	
	Coordinate the mobilization and transportation of all resources through the Logistics Section.	
	Complete and maintain status reports for major incidents requiring or potentially requiring operational area, state and federal response, and maintains status of unassigned fire & rescue resources.	
	Coordinate with the Law Enforcement Branch Coordinator on jurisdiction Search & Rescue activities.	
	Implement the objectives of the EOC Action Plan assigned to the Fire & Rescue Branch.	
	Supervise the Fire & Rescue Branch.	
<b>ACTIVATION</b>		
	Check in at the EOC  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
	Assist with EOC Set-up (If not already fully set-up)	
	Check workstation to ensure readiness	
	Wear identification vest and read over job aid.	
	Receive situation, section and position briefing from available and appropriate personnel.	
	Ensure readiness to maintain concise records of position activities  <b>(FORM   EOC-214)</b>	
	Based on the situation, activate the necessary Units within the Fire & Rescue Branch: <ul style="list-style-type: none"> <li>• Fire &amp; Rescue Unit</li> <li>• Emergency Medical Unit</li> <li>• HazMat Unit</li> </ul>	

TYPE	TIME	STATUS
	<p>If the mutual aid system is activated, coordinate use of fire resources with the Operational Area Fire &amp; Rescue Mutual Aid Coordinator.</p> <p> <b>(FORM   FIRE DEPLOYED RESOURCES)</b></p> <p>Prepare and submit a preliminary status report and major incident reports as appropriate to the Operations Section Coordinator.</p> <p> <b>(REPORT   FIREFIGHTING STATUS)</b>   <b>(REPORT   SEARCH &amp; RESCUE STATUS)</b>   <b>(REPORT   HAZMAT STATUS)</b></p>	
	<p>Prepare objectives for the Fire &amp; Rescue Branch; provide them to the Operations Section Coordinator prior to the first Action Planning meeting.</p>	
<b>RESPONSE</b>		
	<p>Ensure that Branch and Unit position logs and other necessary files are maintained.</p>	
	<p>Obtain and maintain current status on Fire &amp; Rescue missions being conducted in the jurisdictional area.</p>	
	<p>Provide the Operations Section Coordinator and the Planning/Intelligence Section with an overall summary of Fire &amp; Rescue Branch operations periodically or as requested during the operational period.</p> <p> <b>(FORM   EOC-209) OR</b>   <b>(REPORT   FIREFIGHTING STATUS)</b>   <b>(REPORT   SEARCH &amp; RESCUE STATUS)</b>   <b>(REPORT   HAZMAT STATUS)</b></p>	
	<p>On a regular basis, complete and maintain the Fire &amp; Rescue Status Report.</p>	
	<p>Refer all contacts with the media to the Public Information Branch.</p>	
	<p>Ensure that all fiscal and administrative requirements are coordinated through the Finance/ Administration Section (notification of any emergency expenditures and daily time sheets).</p>	
	<p>Prepare objectives for the Fire &amp; Rescue Branch for the subsequent operational period; provide them to the Operations Section Coordinator prior to the end of the shift and the next Action Planning meeting.</p>	
	<p>Provide your relief with a briefing at shift change; inform him/her of all on going activities, branch objectives for the next operational period, and any other pertinent information.</p>	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
<b>SHIFT CHANGE/TRANSFER OF DUTIES</b>			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  <b>(FORM   USE CURRENT POSITION JOBAID)</b>  <b>(FORM   USE CURRENT EOC-214)</b>	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
<b>DEMOBILIZATION</b>			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> <li>• Complete all required forms, reports, and other documentation.</li> <li>• Provide all completed documentation to the Documentation Unit, prior to your departure.</li> <li>• Turn over financial information to Finance/Administration Section Coordinator.</li> </ul>	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

**SHIFT/STAFF CHANGE**

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**TASKS (PENDING)**

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## JobAid: Law Branch

<b>POSITION OVERVIEW</b>		Responsible for coordinating personnel, equipment and resources committed to fire, field medical, search and rescue, and hazardous materials elements of the incident
<b>REPORT TO</b>	TO	<b>OPERATIONS</b>   CHIEF/COORDINATOR
<b>PLANS</b>		<b>EOC ACTION PLAN</b>   SUPPORTS DEVELOPMENT
<b>FORMS &amp; REPORT</b>		<b>FORMS</b> <ul style="list-style-type: none"> <li>• POSITION JOBAID</li> <li>• EOC-205A COMMUNICATION LIST</li> <li>• EOC-211 CHECK-IN LIST</li> <li>• EOC-214 ACTIVITY LOG</li> <li>• EOC-225 FOR PD CREDENTIALING</li> </ul>
<b>REPORT</b>		<b>REPORT</b> <ul style="list-style-type: none"> <li>• PUBLIS SAFETY STATUS</li> </ul>
<b>TECHNOLOGY</b>		<ul style="list-style-type: none"> <li>• LAPTOP</li> <li>• PHONE (DESK OR CELL)</li> </ul>
<b>RESOURCES</b>		<ul style="list-style-type: none"> <li>• WORKSTATION</li> <li>• POSITION BINDER (CAN BE VIRTUAL)</li> <li>• VEST</li> </ul>
<b>PROFESSIONAL CREDENTIAL</b>		To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:  <b>(EOC-225) to CALOES   <a href="mailto:credentialcoord@caloes.ca.gov">credentialcoord@caloes.ca.gov</a></b>

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
<b>DUTIES</b>			
		Coordinate movement and evacuation operations during an emergency.	
		Alert and notify the public of the impending or existing emergency.	
		Coordinate law enforcement, search and rescue, and traffic control operations during the emergency.	
		Coordinate site security at incidents.	
		Coordinate with the Law Enforcement Branch Coordinator on jurisdiction Search & Rescue activities.	
		Coordinate Law Enforcement Mutual Aid requests from emergency response agencies through the Law Enforcement Mutual Aid Coordinator at the Operational Area EOC.	
		Supervise the Law Enforcement Branch.	
<b>ACTIVATION</b>			
		Check in at the EOC  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over jobaid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities  <b>(FORM   EOC-214)</b>	
		Based on the situation, activate the necessary Units within the Law Enforcement Branch: <ul style="list-style-type: none"> <li>• Law Enforcement Operations Unit</li> <li>• Coroner/Fatalities Management Unit</li> <li>• Search and Rescue Unit</li> </ul>	

TYPE	TIME	STATUS C=Complete I=In-Progress P=Pending
	Contact and assist the Operational Area EOC Law Enforcement and Coroner's Mutual Aid Coordinators as required or requested.	
	Based on the initial EOC strategic objectives, prepare objectives for the Law Enforcement Branch and provide them to the Operations Section Coordinator prior to the first Action Planning meeting.	
<b>RESPONSE</b>		
	Ensure that Branch and Unit position logs and other necessary files are maintained.	
	Maintain status on Law Enforcement missions being conducted.	
	Provide the Operations Section Coordinator and the Planning/Intelligence Section with an overall summary of Law Enforcement Branch operations periodically or as requested during the operational period.  <b>(REPORT   PUBLIC SAFETY STATUS)</b>	
	On a regular basis, complete and maintain the Law Enforcement Status Report.	
	Refer all contacts with the media to the Public Information Branch.	
	Ensure that all fiscal and administrative requirements are coordinated through the Finance/ Administration Section (notification of any emergency expenditures and daily time sheets).	
	Prepare objectives for the Law Enforcement Branch for the subsequent Operational period; provide them to the Operations Section Coordinator prior to the end of the shift and the next Action Planning Meeting.	
	Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.	
<b>SHIFT CHANGE/TRANSFER OF DUTIES</b>		
	Provide turnover briefing to position replacement.	
	Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  <b>(FORM   USE CURRENT POSITION JOBAID)</b>  <b>(FORM   USE CURRENT EOC-214)</b>	
	Provide all completed documentation to the Documentation Unit.	

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
<b>DEMOBILIZATION</b>			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> <li>• Complete all required forms, reports, and other documentation.</li> <li>• Provide all completed documentation to the Documentation Unit, prior to your departure.</li> <li>• Turn over financial information to Finance/Administration Section Coordinator.</li> </ul>	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

**SHIFT/STAFF CHANGE**

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**TASKS (PENDING)**

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## JobAid: Medical/Health Branch

POSITION OVERVIEW		Provides oversight and management for Medical Health Branch activities.
REPORT TO		<b>OPERATIONS</b>   CHIEF/COORDINATOR
PLANS		<b>EOC ACTION PLAN</b>   SUPPORT DEVELOPMENT
FORMS		<ul style="list-style-type: none"> <li>• <b>POSITION JOBAID</b></li> <li>• <b>EOC-205A COMMUNICATION LIST</b></li> <li>• <b>EOC-211 CHECK-IN LIST</b></li> <li>• <b>EOC-214 ACTIVITY LOG</b></li> <li>• <b>EOC-225 FOR PD CREDENTIALING</b></li> </ul>
TECHNOLOGY		<ul style="list-style-type: none"> <li>• <b>LAPTOP</b></li> <li>• <b>PHONE (DESK OR CELL)</b></li> </ul>
RESOURCES		<ul style="list-style-type: none"> <li>• <b>WORKSTATION</b></li> <li>• <b>POSITION BINDER (CAN BE VIRTUAL)</b></li> <li>• <b>VEST</b></li> </ul>
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> <b>(EOC-225) to CALOES   <a href="mailto:credentialcoord@caloes.ca.gov">credentialcoord@caloes.ca.gov</a></b></p>

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
<b>DUTIES</b>			
		Medical/Health operations are coordinated by the Medical/Health Branch in the Operations Section.	
<b>ACTIVATION</b>			
		Check in at the EOC  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities  <b>(FORM   EOC-214)</b>	
<b>RESPONSE</b>			
		Manages and supervises the Medical/Health Branch.	
		Continuously monitors the organizational effectiveness and modifies as necessary.	
		Ensures coordination of hospitals, health units, continuing care, mental health, and environmental health within the jurisdiction.	
		Ensures all Medical/Health Branch resources are tracked and accounted for in cooperation with the Planning Section Resource Unit, as well as resources ordered through Mutual Aid.	
		Ensures the Medical/Health Branch function is carried out	
		Meets regularly with Medical/Health Branch staff and works to reach consensus on Operations Section objectives for forthcoming operational periods and ensures they are carried out effectively as per the EOC Action Plan.	



TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
		Based on the situation, activates and directs appropriate Groups or Units within the Branch. Designates Group Supervisors or Unit Leaders as necessary. Examples: <ul style="list-style-type: none"> <li>• Environmental Management Group Supervisor/Unit Leader</li> <li>• Emergency Medical Services Group Supervisor/Unit Leader</li> <li>• Healthcare Facilities Group Supervisor/Unit Leader</li> <li>• Public Health Group Supervisor/Unit Leader</li> <li>• Mental Health Group Supervisor/Unit Leader</li> <li>• Medical/Health DOC Director (if DOC activated)</li> </ul>	
<b>SHIFT CHANGE/TRANSFER OF DUTIES</b>			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  <b>(FORM   USE CURRENT POSITION JOBAID)</b>  <b>(FORM   USE CURRENT EOC-214)</b>	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
<b>DEMOBILIZATION</b>			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> <li>• Complete all required forms, reports, and other documentation.</li> <li>• Provide all completed documentation to the Documentation Unit, prior to your departure.</li> <li>• Turn over financial information to Finance/Administration Section Coordinator.</li> </ul>	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

**SHIFT/STAFF CHANGE**

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**TASKS (PENDING)**

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## JobAid: Care & Shelter Branch

<b>POSITION OVERVIEW</b>		Responsible for opening and operating evacuation centers and mass care facilities in the City until, and if, the American Red Cross assumes responsibility; coordinating efforts with the American Red Cross and other volunteer agencies; and supporting the Personnel Unit in the care and sheltering of employees and their families
<b>REPORT</b>	<b>TO</b>	<b>OPERATIONS   CHIEF/COORDINATOR</b>
<b>PLANS</b>		<b>EOC ACTION PLAN   SUPPORTS DEVELOPMENT</b>
<b>FORMS &amp; REPORT</b>		<b>FORMS</b> <ul style="list-style-type: none"> <li>• <b>POSITION JOBAID</b></li> <li>• <b>EOC-205A COMMUNICATION LIST</b></li> <li>• <b>EOC-211 CHECK-IN LIST</b></li> <li>• <b>EOC-214 ACTIVITY LOG</b></li> <li>• <b>EOC-225 FOR PD CREDENTIALING</b></li> </ul>
		<b>REPORT</b> <ul style="list-style-type: none"> <li>• <b>MASS CARE STATUS</b></li> </ul>
<b>TECHNOLOGY</b>		<ul style="list-style-type: none"> <li>• <b>LAPTOP</b></li> <li>• <b>PHONE (DESK OR CELL)</b></li> </ul>
<b>RESOURCES</b>		<ul style="list-style-type: none"> <li>• <b>WORKSTATION</b></li> <li>• <b>POSITION BINDER (CAN BE VIRTUAL)</b></li> <li>• <b>VEST</b></li> </ul>
<b>PROFESSIONAL CREDENTIAL</b>		To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:  <b>(EOC-225) to CALOES   <a href="mailto:credentialcoord@caloes.ca.gov">credentialcoord@caloes.ca.gov</a></b>

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
<b>DUTIES</b>			
		Coordinate directly with the American Red Cross and other volunteer agencies to provide food, potable water, clothing, shelter and other basic needs as required to disaster victims.	
		Assist the American Red Cross with inquiries and registration services to reunite families or respond to inquiries from relatives or friends.	
		Assist the American Red Cross with the transition from mass care to separate family/individual housing.	
		Supervise the Care & Shelter Unit.	
<b>ACTIVATION</b>			
		Check in at the EOC.  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
		Assist with EOC Set-up (If not already fully set-up).	
		Check workstation to ensure readiness.	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities.  <b>(FORM   EOC-214)</b>	
<b>RESPONSE</b>			
		Establish and maintain a position log and other necessary files.	
		<ul style="list-style-type: none"> <li>• Coordinate with the Liaison Officer to request an Agency Representative from the American Red Cross.</li> <li>• Work with the Agency Representative to coordinate all shelter and congregate care activity.</li> </ul>	
		Establish communications with other volunteer agencies to provide clothing and other basic life sustaining needs.	
		Ensure that each activated shelter meets the requirements as described under the Americans With Disabilities Act.	

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
		Assist the American Red Cross in staffing and managing the shelters to the extent possible.	
		In coordination with the American Red Cross, activate an inquiry registry service to reunite families and respond to inquiries from relatives or friends.	
		Assist the American Red Cross with the transition from operating shelters for displaced persons to separate family/individual housing.	
		Complete and maintain the Care and Shelter Status Report Form.  <b>(REPORT   MASS CARE STATUS)</b>	
		Refer all contacts with the media to the Public Information Officer.	
<b>SHIFT CHANGE/TRANSFER OF DUTIES</b>			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  <b>(FORM   USE CURRENT POSITION JOBAID)</b>  <b>(FORM   USE CURRENT EOC-214)</b>	
		Provide all completed documentation to the Documentation Unit.	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
<b>DEMOBILIZATION</b>			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> <li>• Complete all required forms, reports, and other documentation.</li> <li>• Provide all completed documentation to the Documentation Unit, prior to your departure.</li> <li>• Turn over financial information to Finance/Administration Section Coordinator.</li> </ul>	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
		Be prepared to provide input to the after-action report.	

**SHIFT/STAFF CHANGE**

**TASKS (PENDING)**

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## JobAid: Construction & Engineering Branch

<b>POSITION OVERVIEW</b>		Supports emergency response operations under the Operations Section and provides guidance for initial size-up, rapid needs, and preliminary disaster safety reports on the areas affected, damaged, and destroyed during an emergency event		
<b>REPORT TO</b>	<b>TO</b>	<b>OPERATIONS   CHIEF/COORDINATOR</b>		
<b>REPORT TO ME</b>	<b>TO ME</b>	<ul style="list-style-type: none"> <li>• Damage/Safety Assessment Unit</li> <li>• Debris Management Unit</li> <li>• Public Works Unit</li> <li>• Utilities Unit</li> </ul>		
<b>PLANS</b>		<b>EOC ACTION PLAN   SUPPORTS DEVELOPMENT</b>		
<b>FORMS &amp; REPORTS</b>		<table border="0"> <tr> <td data-bbox="524 785 943 1142"> <b>FORMS</b> <ul style="list-style-type: none"> <li>• POSITION JOBAID</li> <li>• EOC-205A COMMUNICATION LIST</li> <li>• EOC-211 CHECK-IN LIST</li> <li>• EOC-214 ACTIVITY LOG</li> <li>• EOC-225 FOR PD CREDENTIALING</li> <li>• WINDSHIELD SURVEY</li> <li>• INITIAL DAMAGE ESTIMATE</li> </ul> </td> <td data-bbox="979 785 1328 926"> <b>REPORTS</b> <ul style="list-style-type: none"> <li>• PUBLIC WORKS &amp; ENGINEERING STATUS</li> <li>• ENERGY STATUS</li> </ul> </td> </tr> </table>	<b>FORMS</b> <ul style="list-style-type: none"> <li>• POSITION JOBAID</li> <li>• EOC-205A COMMUNICATION LIST</li> <li>• EOC-211 CHECK-IN LIST</li> <li>• EOC-214 ACTIVITY LOG</li> <li>• EOC-225 FOR PD CREDENTIALING</li> <li>• WINDSHIELD SURVEY</li> <li>• INITIAL DAMAGE ESTIMATE</li> </ul>	<b>REPORTS</b> <ul style="list-style-type: none"> <li>• PUBLIC WORKS &amp; ENGINEERING STATUS</li> <li>• ENERGY STATUS</li> </ul>
<b>FORMS</b> <ul style="list-style-type: none"> <li>• POSITION JOBAID</li> <li>• EOC-205A COMMUNICATION LIST</li> <li>• EOC-211 CHECK-IN LIST</li> <li>• EOC-214 ACTIVITY LOG</li> <li>• EOC-225 FOR PD CREDENTIALING</li> <li>• WINDSHIELD SURVEY</li> <li>• INITIAL DAMAGE ESTIMATE</li> </ul>	<b>REPORTS</b> <ul style="list-style-type: none"> <li>• PUBLIC WORKS &amp; ENGINEERING STATUS</li> <li>• ENERGY STATUS</li> </ul>			
<b>TECHNOLOGY</b>		<ul style="list-style-type: none"> <li>• LAPTOP</li> <li>• PHONE (DESK OR CELL)</li> </ul>		
<b>RESOURCES</b>		<ul style="list-style-type: none"> <li>• WORKSTATION</li> <li>• POSITION BINDER (CAN BE VIRTUAL)</li> <li>• VEST</li> </ul>		
<b>PROFESSIONAL CREDENTIAL</b>		To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:  <b>(EOC-225) to CALOES   <a href="mailto:credentialcoord@caloes.ca.gov">credentialcoord@caloes.ca.gov</a></b>		

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
<b>DUTIES</b>			
		Survey all utility systems, and restore systems that have been disrupted, including coordinating with utility service providers in the restoration of disrupted services.	
		Survey all public and private facilities, assessing the damage to such facilities, and coordinating the repair of damage to public facilities.	
		Survey all other infrastructure systems, such as streets and roads within the jurisdictional area.	
		Assist other sections, branches, and units as needed.	
		Supervise the Construction/Engineering Branch.	
<b>ACTIVATION</b>			
		Check in at the EOC.  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
		Assist with EOC Set-up (If not already fully set-up).	
		Check workstation to ensure readiness.	
		Wear identification vest and read over jobaid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities.  <b>(FORM   EOC-214)</b>	
		Based on the situation, activate the necessary Units within the Construction & Engineering Branch: <ul style="list-style-type: none"> <li>• Utilities Unit</li> <li>• Public Works Unit</li> <li>• Damage/Safety Assessment Unit</li> </ul>	
		Contact and assist the Operational Area Public Works Mutual Aid Coordinator with the coordination of mutual aid resources as necessary.	
		Provide an initial situation report to the Operations Section Coordinator.  <b>(REPORT   PUBLIC WORKS &amp; ENGINEERING STATUS)</b>	

TYPE	TIME	STATUS C=Complete I=In-Progress P=Pending
	<ul style="list-style-type: none"> <li>Based on the initial EOC strategic objectives, prepare objectives for the Construction/ Engineering Branch.</li> <li>Provide them to the Operations Section Coordinator prior to the first Action Planning meeting.</li> </ul>	
<b>RESPONSE</b>		
	Ensure that Branch and Unit position logs and other necessary files are maintained.	
	Maintain current status on all construction/engineering activities being conducted.	
	Ensure that damage and safety assessments are being carried out for both public and private facilities.  <b>(FORM   WINDSHIELD SURVEY)</b>	
	Request mutual aid as required through the Operational Area Public Works Mutual Aid Coordinator.	
	Determine and document the status of transportation routes into and within affected areas.	
	Coordinate debris removal services as required.	
	Provide the Operations Section Coordinator and the Planning/Intelligence Section with an overall summary of Construction/Engineering Branch activities periodically during the operational period or as requested.  <b>(REPORT   PUBLIC WORKS &amp; ENGINEERING STATUS)</b>	
	Ensure that all Utilities and Construction/Engineering Status Reports, as well as the Initial Damage Estimation are completed and maintained.  <b>(REPORT   PUBLIC WORKS &amp; ENGINEERING STATUS)</b>  <b>(REPORT   ENERGY STATUS)</b>  <b>(FORM   INITIAL DAMAGE ESTIMATE)</b>	
	Refer all contacts with the media to the Public Information Branch.	
	Ensure that all fiscal and administrative requirements are coordinated through the Finance/ Administration Section (notification of any emergency expenditures and daily time sheets).	
	<ul style="list-style-type: none"> <li>Prepare objectives for the Construction/Engineering Branch for the subsequent operations period.</li> <li>Provide them to the Operations Section Coordinator prior to the end of the shift and the next Action Planning meeting.</li> </ul>	

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
		Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.	
<b>SHIFT CHANGE/TRANSFER OF DUTIES</b>			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  <b>(FORM   USE CURRENT POSITION JOBAID)</b>  <b>(FORM   USE CURRENT EOC-214)</b>	
		Provide all completed documentation to the Documentation Unit.	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
<b>DEMOBILIZATION</b>			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> <li>• Complete all required forms, reports, and other documentation.</li> <li>• Provide all completed documentation to the Documentation Unit, prior to your departure.</li> <li>• Turn over financial information to Finance/Administration Section Coordinator.</li> </ul>	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

**SHIFT/STAFF CHANGE**

**TASKS (PENDING)**

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## JobAid: Damage & Safety Assessment Unit

POSITION OVERVIEW		Provides communication with the field level and/or coordinates the Initial Damage Estimate (IDEs); coordinates with public and private sector representatives to identify damages
REPORT TO	<b>OPERATIONS</b>   CHIEF/COORDINATOR	
PLANS		<b>EOC ACTION PLAN</b>   SUPPORT DEVELOPMENT
FORMS		<ul style="list-style-type: none"> <li>• <b>POSITION JOBAID</b></li> <li>• <b>EOC-205A COMMUNICATION LIST</b></li> <li>• <b>EOC-211 CHECK-IN LIST</b></li> <li>• <b>EOC-214 ACTIVITY LOG</b></li> <li>• <b>EOC-225 FOR PD CREDENTIALING</b></li> <li>• <b>INITIAL DAMAGE ESTIMATE</b></li> <li>• <b>WINDSHIELD SURVEY</b></li> </ul>
TECHNOLOGY		<ul style="list-style-type: none"> <li>• <b>LAPTOP</b></li> <li>• <b>PHONE (DESK OR CELL)</b></li> </ul>
RESOURCES		<ul style="list-style-type: none"> <li>• <b>WORKSTATION</b></li> <li>• <b>POSITION BINDER (CAN BE VIRTUAL)</b></li> <li>• <b>VEST</b></li> </ul>
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> <b>(EOC-225) to CALOES   <a href="mailto:credentialcoord@caloes.ca.gov">credentialcoord@caloes.ca.gov</a></b></p>

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
<b>DUTIES</b>			
		Collect initial damage/safety assessment information from other branches/units within the Operations Section.	
		If the emergency is storm, flood, or earthquake related, ensure that inspection teams have been dispatched to assess the condition of the dam.	
		Provide detailed damage/safety assessment information to the Planning/Intelligence Section, with associated loss damage estimates.	
		Maintain detailed records on damaged areas and structures.	
		Initiate requests for Engineers, to inspect structures and/or facilities.	
		Supervise the Damage/Safety Assessment Unit.	
<b>ACTIVATION</b>			
		Check in at the EOC.  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
		Assist with EOC Set-up (If not already fully set-up).	
		Check workstation to ensure readiness.	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities.  <b>(FORM   EOC-214)</b>	
<b>RESPONSE</b>			
		Establish and maintain a position log and other necessary files.	
		Obtain initial damage/safety assessment information from Fire & Rescue Branch, Law Enforcement Branch, Utilities Unit and other branches/units as necessary.	
		Coordinate with the American Red Cross, utility service providers, and other sources for additional damage/safety assessment information.	



TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
		Prepare detailed damage/safety assessment information, including estimate of value of the losses, and provide to the Planning/Intelligence Section.  <b>(FORM   INITIAL DAMAGE ESTIMATE)</b>  <b>(FORM   WIND SHIELD SURVEY)</b>	
		Clearly label each structure and/or facility inspected in accordance with ATC-20 standards and guidelines.	
		Maintain a list of structures and facilities requiring immediate inspection or engineering assessment.	
		Initiate all requests for engineers and building inspectors through the Operational Area EOC.	
		Keep the Construction/Engineering Branch Coordinator informed of the inspection and engineering assessment status.	
		Refer all contacts with the media to the Public Information Officer.	
<b>SHIFT CHANGE/TRANSFER OF DUTIES</b>			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  <b>(FORM   USE CURRENT POSITION JOBAID)</b>  <b>(FORM   USE CURRENT EOC-214)</b>	
		Provide all completed documentation to the Documentation Unit.	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
<b>DEMOBILIZATION</b>			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> <li>• Complete all required forms, reports, and other documentation.</li> <li>• Provide all completed documentation to the Documentation Unit, prior to your departure.</li> <li>• Turn over financial information to Finance/Administration Section Coordinator.</li> </ul>	

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

**SHIFT/STAFF CHANGE**

**TASKS (PENDING)**

**NOTES**

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## JobAid: Debris Management Unit

POSITION OVERVIEW		Responsible for debris management and removal.
REPORT TO		<b>OPERATIONS</b>   CHIEF/COORDINATOR
PLANS		<b>EOC ACTION PLAN</b>   SUPPORTS DEVELOPMENT
FORMS		<ul style="list-style-type: none"> <li>• <b>POSITION JOBAID</b></li> <li>• <b>EOC-205A COMMUNICATION LIST</b></li> <li>• <b>EOC-211 CHECK-IN LIST</b></li> <li>• <b>EOC-214 ACTIVITY LOG</b></li> <li>• <b>EOC-225 FOR PD CREDENTIALING</b></li> </ul>
TECHNOLOGY		<ul style="list-style-type: none"> <li>• <b>LAPTOP</b></li> <li>• <b>PHONE (DESK OR CELL)</b></li> </ul>
RESOURCES		<ul style="list-style-type: none"> <li>• <b>WORKSTATION</b></li> <li>• <b>POSITION BINDER (CAN BE VIRTUAL)</b></li> <li>• <b>VEST</b></li> </ul>
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> <b>(EOC-225) to CALOES   <a href="mailto:credentialcoord@caloes.ca.gov">credentialcoord@caloes.ca.gov</a></b></p>

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
<b>DUTIES</b>			
		Develops and coordinates a response plan for debris management and removal.	
		Identifies and coordinates debris management and removal criteria to facilitate the FEMA eligibility.	
		Coordinates procurement and contracts with Logistics and Finance and Administration.	
<b>ACTIVATION</b>			
		Check in at the EOC.  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
		Assist with EOC Set-up (If not already fully set-up).	
		Check workstation to ensure readiness.	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities.  <b>(FORM   EOC-214)</b>	
<b>RESPONSE</b>			
		Establish and maintain a position log and other necessary files.	
		Implementing jurisdiction-specific Debris Management Plan.	
		Keep the section informed on the status of debris management.	
		Refer all contacts with the media to the Public Information Officer.	
<b>SHIFT CHANGE/TRANSFER OF DUTIES</b>			
		Provide turnover briefing to position replacement.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  <b>(FORM   USE CURRENT POSITION JOBAID)</b>  <b>(FORM   USE CURRENT EOC-214)</b>	
		Provide all completed documentation to the Documentation Unit.	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
<b>DEMOBILIZATION</b>			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> <li>• Complete all required forms, reports, and other documentation.</li> <li>• Provide all completed documentation to the Documentation Unit, prior to your departure.</li> <li>• Turn over financial information to Finance/Administration Section Coordinator.</li> </ul>	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

**SHIFT/STAFF CHANGE**

**TASKS (PENDING)**

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## JobAid: Public Works Unit

POSITION OVERVIEW		Evaluates and assesses the safety and condition of roadways, bridges, and other public works infrastructure.
REPORT TO	<b>OPERATIONS</b>   CHIEF/COORDINATOR	
PLANS		<b>EOC ACTION PLAN</b>   SUPPORT DEVELOPMENT
FORMS & REPORTS		<p><b>FORMS</b></p> <ul style="list-style-type: none"> <li>• POSITION JOBAID</li> <li>• EOC-205A COMMUNICATION LIST</li> <li>• EOC-211 CHECK-IN LIST</li> <li>• EOC-214 ACTIVITY LOG</li> <li>• EOC-225 FOR PD CREDENTIALING</li> </ul> <p><b>REPORT</b></p> <ul style="list-style-type: none"> <li>• PUBLIC WORKS STATUS</li> </ul>
TECHNOLOGY		<ul style="list-style-type: none"> <li>• LAPTOP</li> <li>• PHONE (DESK OR CELL)</li> </ul>
RESOURCES		<ul style="list-style-type: none"> <li>• WORKSTATION</li> <li>• POSITION BINDER (CAN BE VIRTUAL)</li> <li>• VEST</li> </ul>
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> <b>(EOC-225) to CALOES   <a href="mailto:credentialcoord@caloes.ca.gov">credentialcoord@caloes.ca.gov</a></b></p>

STATUS	DUTIES	
	TYPE	TIME

**DUTIES**





	Assist other Operation Section Branches by providing construction equipment and operators as necessary.	
	Provide heavy equipment assistance to the Damage/Safety Assessment Unit as required.	
	Provide emergency construction and repair to damaged roadways. Assist with the repair of utility systems as required.	
	Providing flood-fighting assistance, such as sandbagging, rerouting waterways away from populated areas, and river, creek, or streambed debris clearance.	
	Supervise the Public Works Unit.	

**ACTIVATION**

	Check in at the EOC	
	<b>(FORM   EOC-211, FORM   EOC-205A)</b>	
	Assist with EOC Set-up (if not already fully set-up)	
	Check workstation to ensure readiness	
	Wear identification vest and read over job aid.	
	Receive situation, section and position briefing from available and appropriate personnel.	
	Ensure readiness to maintain concise records of position activities	
	<b>(FORM   EOC-214)</b>	

**RESPONSE**

	Establish and maintain a position log and other necessary files.	
	Ensure that appropriate staff are available to assist other emergency responders with the operation of heavy equipment, in coordination with the Logistics Section.	
	Ensure that engineering staff are available to assist the Damage/Safety Assessment Unit in inspecting damaged structures and facilities.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		As requested, direct staff to provide flood fighting assistance, clear debris from roadways and water ways, assist with utility restoration, and build temporary emergency structures as required.	
		Work closely with the Logistics Section to provide support and materiel as required.	
		Keep the Construction/Engineering Branch Coordinator informed of unit status.  <b>(REPORT   PUBLIC WORKS STATUS)</b>	
		Refer all contacts with the media to the Public Information Officer.	
<b>SHIFT CHANGE/TRANSFER OF DUTIES</b>			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  <b>(FORM   USE CURRENT POSITION JOBAID)</b>  <b>(FORM   USE CURRENT EOC-214)</b>	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
<b>DEMOBILIZATION</b>			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> <li>• Complete all required forms, reports, and other documentation.</li> <li>• Provide all completed documentation to the Documentation Unit, prior to your departure.</li> <li>• Turn over financial information to Finance/Administration Section Coordinator.</li> </ul>	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

**SHIFT/STAFF CHANGE**

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**TASKS (PENDING)**

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## JobAid: Utilities Unit

POSITION OVERVIEW		Coordinates with public and private utilities, including electric, gas, water, waste, and telephone to receive an assessment of the systems, and coordinates with utility companies to develop a restoration plan
REPORT	TO	<b>OPERATIONS</b>   CHIEF/COORDINATOR
PLANS		<b>EOC ACTION PLAN</b>   SUPPORTS DEVELOPMENT
FORMS & REPORT		<p><b>FORMS</b></p> <ul style="list-style-type: none"> <li>• <b>POSITION JOBAID</b></li> <li>• <b>EOC-205A COMMUNICATION LIST</b></li> <li>• <b>EOC-211 CHECK-IN LIST</b></li> <li>• <b>EOC-214 ACTIVITY LOG</b></li> <li>• <b>EOC-225 FOR PD CREDENTIALING</b></li> </ul> <p><b>REPORT</b></p> <ul style="list-style-type: none"> <li>• <b>UTILITY STATUS</b></li> </ul>
TECHNOLOGY		<ul style="list-style-type: none"> <li>• <b>LAPTOP</b></li> <li>• <b>PHONE (DESK OR CELL)</b></li> </ul>
RESOURCES		<ul style="list-style-type: none"> <li>• <b>WORKSTATION</b></li> <li>• <b>POSITION BINDER (CAN BE VIRTUAL)</b></li> <li>• <b>VEST</b></li> </ul>
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> <b>(EOC-225) to CALOES   <a href="mailto:credentialcoord@caloes.ca.gov">credentialcoord@caloes.ca.gov</a></b></p>

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
<b>DUTIES</b>			
		Assess the status of utilities, provide Utility Status Reports as required.	
		Coordinate restoration of damaged utilities with utility representatives in the EOC if present, or directly with Utility companies.	
		Supervise the Utilities Unit.	
<b>ACTIVATION</b>			
		Check in at the EOC. <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
		Assist with EOC Set-up (If not already fully set-up).	
		Check workstation to ensure readiness.	
		Wear identification vest and read over jobaid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities. <b>(FORM   EOC-214)</b>	
<b>RESPONSE</b>			
		Establish and maintain a position log and other necessary files.	
		Establish and maintain communications with the utility providers.	
		Determine the extent of damage to utility systems.	
		Coordinate with the Liaison Officer to ensure that agency representatives from affected utilities are available to respond to the EOC.	
		Ensure that all information on system outages is consolidated and provided to the Situation Analysis Unit in the Planning/Intelligence Section.	
		Ensure that support to utility providers is available as necessary to facilitate restoration of damaged systems.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Keep the Health & Welfare Branch Coordinator informed of any damage to sewer and sanitation systems, as well as possible water contamination problems.	
		Keep the Construction/Engineering Branch Coordinator informed of the restoration status.	
		Complete and maintain the Utilities Status Report.  <b>(REPORT   UTILITY STATUS)</b>	
		Refer all contacts with the media to the Public Information Officer.	
<b>SHIFT CHANGE/TRANSFER OF DUTIES</b>			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  <b>(FORM   USE CURRENT POSITION JOBAID)</b>  <b>(FORM   USE CURRENT EOC-214)</b>	
		Provide all completed documentation to the Documentation Unit.	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
<b>DEMOBILIZATION</b>			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> <li>• Complete all required forms, reports, and other documentation.</li> <li>• Provide all completed documentation to the Documentation Unit, prior to your departure.</li> <li>• Turn over financial information to Finance/Administration Section Coordinator.</li> </ul>	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

**SHIFT/STAFF CHANGE**

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**TASKS (PENDING)**

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### 3.3 Planning & Intelligence Section



Figure 7: EOC Planning & Intelligence Section

This section contains functional section and position descriptions, responsibilities, and jobaids for personnel assigned to the Planning & Intelligence Section of the City EOC. Jobaids describe the minimum actions that should be accomplished by personnel assigned to functional positions within the section.

**Section Overview:**








- The Planning & Intelligence Section is primarily responsible for compiling, assembling, and reporting all safety/damage assessment information



**Section Responsibilities Include:**


- Collect, evaluate, analyze, display, and disseminate incident information and status of all assigned and available resources
- Functions as the primary support for decision-making to the overall emergency organization
- Provides anticipatory appraisals and develops plans necessary to cope with changing events





**Figure 7: EOC Planning & Intelligence Section**, above, shows all the positions that are part of the EOC Planning & Intelligence Section.





## JobAid: Planning & Intelligence Chief/Coordinator

<b>POSITION OVERVIEW</b>		Responsible for managing the collection, documentation, evaluation, forecasting, dissemination and use of information about the development of the incident and status of resources
<b>REPORT TO</b>	<b>TO</b>	<b>MANAGEMENT</b>   EOC DIRECTOR
	<b>TO ME</b>	<b>STAFF</b> <ul style="list-style-type: none"> <li>• Situation Analysis Unit <i>Technical Specialist</i></li> <li>• Documentation Unit <i>AFN Specialist</i></li> <li>• Advanced Planning Unit <i>GIS Specialist</i></li> <li>• Resource Status/Tracking Unit <i>Social Media Specialist</i></li> <li>• Demobilization Unit</li> </ul>
<b>PLANS &amp; REPORTS</b>		<b>EOC ACTION PLAN</b>   OVERSEE DEVELOPMENT <b>ADVANCE PLANS</b>   OVERSEE DEVELOPMENT <b>OPERATION SECTION REPORTS</b>   OVERSEES COMPLITATION & DISTRIBUTION <b>LOCAL GOVERNMENT AFTER ACTION REPORT</b>   SUPPORTS DEVELOPMENT
<b>FORMS</b>		<ul style="list-style-type: none"> <li>• <b>POSITION JOBAID</b></li> <li>• <b>EOC-201 INCIDENT BRIEFING</b></li> <li>• <b>EOC-202 INCIDENT OBJECTIVES</b></li> <li>• <b>EOC-205A COMMUNICATION LIST</b></li> <li>• <b>EOC-207 ORGANIZATION CHART</b></li> <li>• <b>EOC-209 INCIDENT STATUS SUMMARY</b></li> <li>• <b>EOC-211 CHECK-IN LIST</b></li> <li>• <b>EOC-214 ACTIVITY LOG</b></li> <li>• <b>EOC-215 RESOURCE PLANNING WORKSHEET</b></li> <li>• <b>EOC-215A SAFETY ANALYSIS</b></li> <li>• <b>EOC-225 FOR PD CREDENTIALING</b></li> <li>• <b>EOC-230 DAILY MEETING SCHEDULE</b></li> </ul>
<b>TECHNOLOGY</b>		<ul style="list-style-type: none"> <li>• <b>LAPTOP</b></li> <li>• <b>PHONE (DESK OR CELL)</b></li> </ul>
<b>RESOURCES</b>		<ul style="list-style-type: none"> <li>• <b>WORKSTATION</b></li> <li>• <b>POSITION BINDER (CAN BE VIRTUAL)</b></li> <li>• <b>VEST</b></li> </ul>
<b>PROFESSIONAL CREDENTIAL</b>		To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:  <b>(EOC-225) to CALOES   <a href="mailto:credentialcoord@caloes.ca.gov">credentialcoord@caloes.ca.gov</a></b>

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
<b>DUTIES</b>			
		Establish the appropriate level of staffing and organization for the Section.	
		Exercise overall responsibility for the coordination of unit activities within the section.	
		Supervise the Planning/Intelligence Section.	
		Ensure that the following responsibilities of the Section are addressed as required: <ul style="list-style-type: none"> <li>• Collect, analyze, and display situation information</li> <li>• Prepare periodic Situation Report</li> <li>• Preparing and distributing the EOC Action Plan and facilitating the Action Planning meeting</li> <li>• Conducting Advance Planning activities and report</li> <li>• Providing technical support services to the various EOC sections and branches, and documenting and maintaining files on all EOC activities</li> </ul>	
		In coordination with the other Section Coordinators, ensure that Status Reports are completed and utilized as a basis for Situation Analysis Reports, and the EOC Action Plan.	
		Keep the EOC Director informed of significant issues affecting the P&I Section	
<b>ACTIVATION</b>			
		Check in at the EOC  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities  <b>(FORM   EOC-214)</b>	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Ensure that the Planning/Intelligence Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.	
		<p>Based on the situation, activate positions/unit within the section as needed:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Situation Analysis Unit</li> <li><input type="checkbox"/> Documentation Unit</li> <li><input type="checkbox"/> Advanced Planning Unit</li> <li><input type="checkbox"/> Action Planning Unit</li> <li><input type="checkbox"/> Resource Status/Tracking Unit</li> <li><input type="checkbox"/> Demobilization Unit</li> <li><input type="checkbox"/> <i>Technical Specialists</i></li> <li><input type="checkbox"/> <i>AFN Specialist</i></li> <li><input type="checkbox"/> <i>GIS Specialist</i></li> <li><input type="checkbox"/> <i>Social Media Specialist</i></li> </ul>	
		Request additional personnel for the section as necessary to maintain a 24-hour operation.	
		<ul style="list-style-type: none"> <li>• Establish contact with the Operational Area EOC when activated.</li> <li>• Coordinate Situation Analysis Reports with their Planning/Intelligence Section. <ul style="list-style-type: none"> <li>○ <b>(FORM   EOC-209 OR REPORT   SITUATION STATUS)</b></li> </ul> </li> </ul>	
		<p>Meet with Operations Section Coordinator; obtain and review any major incident reports.</p> <p> <b>(REPORT   OPS _____ STATUS REPORT)</b></p>	
		Review responsibilities of units in the section; develop plans for carrying out all responsibilities.	
		<ul style="list-style-type: none"> <li>• Make a list of key issues to be addressed by Planning/Intelligence, in consultation with section staff.</li> <li>• Identify objectives to be accomplished during the initial Operational Period. <ul style="list-style-type: none"> <li>○ <b>(FORM   EOC-202)</b></li> </ul> </li> </ul>	
		Keep the EOC Director informed of significant events.	
		Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.	

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
<b>RESPONSE</b>			
		Ensure that Planning/Intelligence Section position logs and other necessary files are maintained.	
		Ensure that The Situation Analysis Unit is maintaining current information for the situation analysis report.	
		Ensure that major incidents reports, and status reports are completed by the Operations Section and are accessible by Planning/Intelligence.	
		Ensure that a situation analysis report is produced and distributed to EOC Sections and the Operational Area EOC at least once, prior to the end of the operational period.  <b>(FORM   EOC-209 OR REPORT   SITUATION STATUS)</b>	
		Ensure that all status boards and other displays are kept current and that posted information is neat and legible.	
		Ensure that the Public Information Branch has immediate and unlimited access to all status reports and displays.	
		Conduct periodic briefings with section staff and work to reach consensus among staff on section objectives for forthcoming operational periods.  <b>(FORM   EOC-201)</b>	
		Facilitate the EOC Director's Action Planning meetings approximately two hours before the end of each operational period.  <b>(FORM   EOC-230)</b>	
		Ensure that objectives for each section are completed, collected and posted in preparation for the next Action Planning meeting.	
		Ensure that the EOC Action Plan is completed and distributed prior to the start of the next operational period.  <b>(FORMS   EOC-201, EOC-202, EOC-205A, EOC-207, EOC-208, EOC-211, EOC-213, EOC-215, EOC-215A, EOC-230 OR PLAN   EOC ACTION PLAN)</b>	
		Work closely with each unit within the Planning/Intelligence Section to ensure the section objectives, as defined in the current EOC Action Plan, are being addressed.	

TYPE	TIME	STATUS C=Complete I=In-Progress P=Pending
	<p>Ensure that the Advance Planning Unit develops and distributes a report which highlights forecasted events or conditions likely to occur beyond the forthcoming operational period; particularly those situations which may influence the overall strategic objectives of the EOC.</p> <p> <b>(PLAN   ADVANCE PLAN)</b></p>	
	<p>Ensure that the Documentation Unit maintains files on all EOC activities and provides reproduction and archiving services for the EOC, as required.</p>	
	<p>Provide technical specialists to all EOC sections as required.</p>	
	<p>Ensure that fiscal and administrative requirements are coordinated through the Finance/ Administration Section.</p>	
<b>SHIFT CHANGE/TRANSFER OF DUTIES</b>		
	<p>Provide turnover briefing to position replacement.</p>	
	<p>Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.</p> <p> <b>(FORM   USE CURRENT POSITION JOBAID)</b>   <b>(FORM   USE CURRENT EOC-214)</b></p>	
	<p>Provide all completed documentation to the Documentation Unit</p>	
	<p>Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.</p> <p> <b>(FORM   EOC-211, FORM   EOC-205A)</b></p>	
<b>DEMOBILIZATION</b>		
	<p>Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.</p>	
	<ul style="list-style-type: none"> <li>• Complete all required forms, reports, and other documentation.</li> <li>• Provide all completed documentation to the Documentation Unit, prior to your departure.</li> <li>• Turn over financial information to Finance/Administration Section Coordinator.</li> </ul>	
	<p>Clean up your work area before you leave.</p>	
	<p>Provide a forwarding phone number where you can be reached.</p>	

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
		Be prepared to provide input and/or facilitate the after-action report.  <b>(REPORT   LOCAL GOVERNMENT AFTER ACTION REPORT)</b>	



**SHIFT/STAFF CHANGE**

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**TASKS (PENDING)**

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## JobAid: Action Planning Unit

POSITION OVERVIEW		Responsible for driving the EOC Action Planning process and supporting the development of the EOC Action Plan.
REPORT TO		<b>PLANNING &amp; INTELLIGENCE</b>   CHIEF/COORDINATOR
PLANS		<b>EOC ACTION PLAN</b>   DRIVE, DEVELOP, REVIEW OR PUT TOGETHER <b>ADVANCE PLANS</b>   DEVELOP OR PUT TOGETHER
FORMS		<ul style="list-style-type: none"> <li>• <b>POSITION JOBAID</b></li> <li>• <b>EOC-202 INCIDENT OBJECTIVES</b></li> <li>• <b>EOC-205A COMMUNICATION LIST</b></li> <li>• <b>EOC-211 CHECK-IN LIST</b></li> <li>• <b>EOC-214 ACTIVITY LOG</b></li> <li>• <b>EOC-225 FOR PD CREDENTIALING</b></li> </ul>
TECHNOLOGY		<ul style="list-style-type: none"> <li>• <b>LAPTOP</b></li> <li>• <b>PHONE (DESK OR CELL)</b></li> </ul>
RESOURCES		<ul style="list-style-type: none"> <li>• <b>WORKSTATION</b></li> <li>• <b>BINDER</b></li> <li>• <b>VEST</b></li> </ul>
PROFESSIONAL CREDENTIAL		To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:  <b>(EOC-225) to CALOES   <a href="mailto:credentialcoord@caloes.ca.gov">credentialcoord@caloes.ca.gov</a></b>

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
<b>DUTIES</b>			
		Responsible for driving the EOC Action Planning process and supporting the development of the EOC Action Plan.	
<b>ACTIVATION</b>			
		Check in at the EOC  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities  <b>(FORM   EOC-214)</b>	
<b>RESPONSE</b>			
		Establish and maintain a position log and other necessary files.	
		Establish an EOC Action Planning process & meeting schedule for the operational period with the Planning & Intelligence Section Chief.	
		Coordinate the calling of EOC Action Planning meetings and remind Section Chiefs to bring summaries of their issues and needs, along with updates on the existing Action Plan	
		Ensure EOC Action Plan is developed for each operational period, based on objectives developed by each section <ul style="list-style-type: none"> <li>○ <b>(FORM   EOC-202 or PLAN   EOC ACTION PLAN)</b></li> </ul>	
		Ensure the Planning and Intelligence Section Chief has everything that will be needed to facilitate the Action Planning meetings	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		<ul style="list-style-type: none"> <li>• Ensure that each section provides an update on their objectives at least 30 minutes prior to each Action Planning meeting. This includes those completed, and the status of those not completed, as well as new objectives to be added to the Action Plan</li> <li>• In preparation for the Action Planning meeting, ensure that all EOC objectives are posted on chart paper and the meeting room is set up with appropriate equipment and materials</li> </ul>	
		Prepare a draft EOC Action Plan and submit to the Planning & Intelligence Section Chief/EOC Director for approval.	
		Print and distribute the approved EOC Action Plan, coordinate with the Documentation Unit for reproduction and distribution as necessary	
<b>SHIFT CHANGE/TRANSFER OF DUTIES</b>			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  <b>(FORM   USE CURRENT POSITION JOBAID)</b>  <b>(FORM   USE CURRENT EOC-214)</b>	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
<b>DEMOBILIZATION</b>			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> <li>• Complete all required forms, reports, and other documentation.</li> <li>• Provide all completed documentation to the Documentation Unit, prior to your departure.</li> <li>• Turn over financial information to Finance/Administration Section Coordinator.</li> </ul>	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

**SHIFT/STAFF CHANGE**

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**TASKS (PENDING)**

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## JobAid: Situation Analysis Unit

POSITION OVERVIEW		Responsible for the collection, evaluation, organization, analysis, and display of incident status and situation information; and for compiling Department Status Reports
REPORT	TO	<b>PLANNING &amp; INTELLIGENCE</b>   CHIEF/COORDINATOR
PLANS		<b>EOC ACTION PLAN</b>   SUPPORT DEVELOPMENT AND DISTRIBUTION <b>OPERATION SECTION REPORTS</b>   SUPPORTS COMPLITATION & DISTRIBUTION
FORMS & GUIDES		<p><b>FORM</b></p> <ul style="list-style-type: none"> <li>• <b>POSITION JOBAID</b></li> <li>• <b>EOC-202 INCIDENT OBJECTIVES</b></li> <li>• <b>EOC-205A COMMUNICATION LIST</b></li> <li>• <b>EOC-209 INCIDENT STATUS SUMMARY</b></li> <li>• <b>EOC-211 CHECK-IN LIST</b></li> <li>• <b>EOC-214 ACTIVITY LOG</b></li> <li>• <b>EOC-225 FOR PD CREDENTIALING</b></li> </ul> <p><b>GUIDE</b></p> <ul style="list-style-type: none"> <li>• <b>PLANNING “P” GUIDE</b></li> </ul>
TECHNOLOGY		<ul style="list-style-type: none"> <li>• <b>LAPTOP</b></li> <li>• <b>PHONE (DESK OR CELL)</b></li> </ul>
RESOURCES		<ul style="list-style-type: none"> <li>• <b>WORKSTATION</b></li> <li>• <b>POSITION BINDER (CAN BE VIRTUAL)</b></li> <li>• <b>VEST</b></li> </ul>
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> <b>(EOC-225) to CALOES   <a href="mailto:credentialcoord@caloes.ca.gov">credentialcoord@caloes.ca.gov</a></b></p>

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
<b>DUTIES</b>			
		Oversee the collection, organization, and analysis of situation information related to the emergency.	
		Ensure that information collected from all sources is validated prior to posting on status boards.	
		Ensure that situation analysis reports are developed for dissemination to EOC staff and to other EOCs as required.	
		Ensure that an EOC Action Plan is developed for each operational period.	
		Ensure that all maps, status boards and other displays contain current and accurate information.	
		Supervise Situation Analysis Unit.	
<b>ACTIVATION</b>			
		Check in at the EOC  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities  <b>(FORM   EOC-214)</b>	
		Contact local government EOCs in the operational area and establish a schedule for obtaining situation reports.	
		<ul style="list-style-type: none"> <li>• Ensure there are adequate staff available to collect and analyze incoming information.</li> <li>• Maintain the Situation Analysis Report and facilitate the Action Planning process.               <ul style="list-style-type: none"> <li>○ <b>(FORM   EOC-209 OR REPORT   SITUATION STATUS)</b></li> <li>○ <b>(GUIDE   PLANNING “P” GUIDE)</b></li> </ul> </li> </ul>	



TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
		Prepare Situation Analysis Unit objectives for the initial Action Planning meeting.  <b>(FORM   EOC-202)</b>	
<b>RESPONSE</b>			
		Establish and maintain a position log and other necessary files.	
		Oversee the collection and analysis of all emergency related information.	
		<ul style="list-style-type: none"> <li>• Oversee the preparation and distribution of the Situation Report.</li> <li>• Coordinate with the Documentation Unit for manual distribution and reproduction as required.               <ul style="list-style-type: none"> <li>○ <b>(FORM   EOC-209 OR REPORT   SITUATION STATUS)</b></li> </ul> </li> </ul>	
		Ensure that each EOC Section provides the Situation Analysis Unit with Status Reports on a regular basis.  <b>(REPORT   OPS _____ STATUS REPORT)</b>	
		Meet with the Public Information Officer to determine the best method for ensuring access to current information.	
		Prepare a situation summary for the EOC Action Planning meeting.  <b>(FORM   EOC-209 OR REPORT   SITUATION STATUS)</b>	
		Ensure each section provides their objectives at least 30 minutes prior to each Action Planning meeting	
		<ul style="list-style-type: none"> <li>• In preparation for the Action Planning meeting, ensure that all EOC objectives are posted on chart paper.</li> <li>• Ensure the meeting room is set up with appropriate equipment and materials (easels, markers, situation analysis reports, etc.).</li> </ul>	
		Following the meeting, ensure that the Documentation Unit publishes and distributes the EOC Action Plan prior to the beginning of the next operational period. (See attachment).	
		Ensure that adequate staff are assigned to maintain all maps, status boards and other displays.	
<b>SHIFT CHANGE/TRANSFER OF DUTIES</b>			
		Provide turnover briefing to position replacement.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  <b>(FORM   USE CURRENT POSITION JOBAID)</b>  <b>(FORM   USE CURRENT EOC-214)</b>	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
<b>DEMOBILIZATION</b>			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> <li>• Complete all required forms, reports, and other documentation.</li> <li>• Provide all completed documentation to the Documentation Unit, prior to your departure.</li> <li>• Turn over financial information to Finance/Administration Section Coordinator.</li> </ul>	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

**SHIFT/STAFF CHANGE**

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**TASKS (PENDING)**

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## JobAid: Documentation Unit

<b>POSITION OVERVIEW</b>		Responsible for maintaining complete documentation of the emergency. This includes damage assessment reports, EOC action reports, after action and corrective action reports.
<b>REPORT</b>	<b>TO</b>	<b>PLANNING &amp; INTELLIGENCE</b>   CHIEF/COORDINATOR
<b>PLANS &amp; REPORTS</b>		<b>EOC ACTION PLAN</b>   SUPPORT DEVELOPMENT AND DISTRIBUTION <b>OPERATION SECTION REPORTS</b>   SUPPORTS COMPLITATION & DISTRIBUTION
<b>FORMS &amp; REPORT</b>		<ul style="list-style-type: none"> <li>• <b>POSITION JOBAID</b></li> <li>• <b>EOC-201 INCIDENT BRIEFING</b></li> <li>• <b>EOC-202 INCIDENT OBJECTIVES</b></li> <li>• <b>EOC-205A COMMUNICATION LIST</b></li> <li>• <b>EOC-207 ORGANIZATION CHART</b></li> <li>• <b>EOC-209 INCIDENT STATUS SUMMARY</b></li> <li>• <b>EOC-211 CHECK-IN LIST</b></li> <li>• <b>EOC-214 ACTIVITY LOG</b></li> <li>• <b>EOC-215 RESOURCE PLANNING WORKSHEET</b></li> <li>• <b>EOC-215A SAFETY ANALYSIS</b></li> <li>• <b>EOC-225 FOR PD CREDENTIALING</b></li> <li>• <b>EOC-230 DAILY MEETING SCHEDULE</b></li> </ul>
<b>TECHNOLOGY</b>		<ul style="list-style-type: none"> <li>• <b>LAPTOP</b></li> <li>• <b>PHONE (DESK OR CELL)</b></li> </ul>
<b>RESOURCES</b>		<ul style="list-style-type: none"> <li>• <b>WORKSTATION</b></li> <li>• <b>POSITION BINDER (CAN BE VIRTUAL)</b></li> <li>• <b>VEST</b></li> </ul>
<b>PROFESSIONAL CREDENTIAL</b>		To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:  <b>(EOC-225) to CALOES   <a href="mailto:credentialcoord@caloes.ca.gov">credentialcoord@caloes.ca.gov</a></b>

DUTIES		TYPE	TIME	STATUS
<p>Collect, organize and file all completed emergency related forms, to include: all EOC position logs, situation analysis reports, EOC Action Plans and any other related information, just prior to the end of each operational period.</p>				
<p>Provide document reproduction services to EOC staff.</p>				
<p>Distribute the EOC situation analysis reports, EOC Action Plan, and other documents, as required.</p>				
<p>Maintain a permanent electronic archive of all situation reports and Action Plans associated with the emergency.</p>				
<p>Assist the EOC Coordinator in the preparation and distribution of the After-Action Report.</p>				
<p>Supervise the Documentation Unit.</p>				
<b>ACTIVATION</b>				
<p>Check in at the EOC</p>				
<p><b>(FORM   EOC-211, FORM   EOC-205A)</b></p>				
<p>Assist with EOC Set-up (if not already fully set-up)</p>				
<p>Check workstation to ensure readiness</p>				
<p>Wear identification vest and read over job aid.</p>				
<p>Receive situation, section and position briefing from available and appropriate personnel.</p>				
<p>Ensure readiness to maintain concise records of position activities</p>				
<p><b>(FORM   EOC-214)</b></p>				
<b>RESPONSE</b>				
<p>Establish and maintain a position log and other necessary files.</p>				
<p>Meet with the Planning/Intelligence Section Coordinator to determine what EOC materials should be maintained as official records.</p>				

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Meet with the Recovery Unit Leader to determine what EOC materials and documents are necessary to provide accurate records and documentation for recovery purposes.	
		Initiate and maintain a roster of all activated EOC positions to ensure that position logs are accounted for and submitted to this position at the end of each shift.  <b>(FORM   EOC-207, FORM   EOC-205A)</b>	
		Reproduce and distribute the Situation Reports and Action Plans. Ensure distribution is made to the Operational Area EOC.  <b>(FORM   EOC-209 OR REPORT   SITUATION STATUS)</b>  <b>(REPORT   OPS _____ STATUS REPORT)</b>  <b>(FORMS   EOC-201, EOC-202, EOC-205A, EOC-207, EOC-208, EOC-211, EOC-213. EOC-215, EOC-215A, EOC-230 OR PLAN   EOC ACTION PLAN)</b>	
		Keep extra copies of reports and plans available for special distribution as required.	
		Set up and maintain document reproduction services for the EOC.	
<b>SHIFT CHANGE/TRANSFER OF DUTIES</b>			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  <b>(FORM   USE CURRENT POSITION JOBAID)</b>  <b>(FORM   USE CURRENT EOC-214)</b>	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
<b>DEMOBILIZATION</b>			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
		<ul style="list-style-type: none"> <li>• Complete all required forms, reports, and other documentation.</li> <li>• Provide all completed documentation to the Documentation Unit, prior to your departure.</li> <li>• Turn over financial information to Finance/Administration Section Coordinator.</li> </ul>	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	



**SHIFT/STAFF CHANGE**

**TASKS (PENDING)**

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## JobAid: Advance Planning Unit

POSITION OVERVIEW		Responsible for developing reports and recommendations for future time periods and for preparing reports, development of the EOC Action Plan, and briefings for use in strategy and/or planning meetings
REPORT	TO	<b>PLANNING &amp; INTELLIGENCE</b>   CHIEF/COORDINATOR
PLANS		<b>EOC ACTION PLAN</b>   DEVELOP, REVIEW OR PUT TOGETHER <b>ADVANCE PLANS</b>   DEVELOP OR PUT TOGETHER
FORMS		<ul style="list-style-type: none"> <li>• <b>POSITION JOBAID</b></li> <li>• <b>EOC-202 INCIDENT OBJECTIVES</b></li> <li>• <b>EOC-205A COMMUNICATION LIST</b></li> <li>• <b>EOC-211 CHECK-IN LIST</b></li> <li>• <b>EOC-214 ACTIVITY LOG</b></li> <li>• <b>EOC-225 FOR PD CREDENTIALING</b></li> </ul>
TECHNOLOGY		<ul style="list-style-type: none"> <li>• <b>LAPTOP</b></li> <li>• <b>PHONE (DESK OR CELL)</b></li> </ul>
RESOURCES		<ul style="list-style-type: none"> <li>• <b>WORKSTATION</b></li> <li>• <b>BINDER</b></li> <li>• <b>VEST</b></li> </ul>
PROFESSIONAL CREDENTIAL		To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:  <b>(EOC-225) to CALOES   <a href="mailto:credentialcoord@caloes.ca.gov">credentialcoord@caloes.ca.gov</a></b>

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
<b>DUTIES</b>			
		Development of an Advance Plan consisting of potential response and recovery related issues likely to occur beyond the next operational period, generally within 36 to 72 hours.	
		<ul style="list-style-type: none"> <li>• Review all available status reports, Action Plans, and other significant documents.</li> <li>• Determine potential future impacts of the emergency; particularly issues which might modify the overall strategic EOC objectives.</li> </ul>	
		Provide periodic briefings for the EOC Director and General Staff addressing Advance Planning issues.	
		Supervise the Advance Planning Unit.	
<b>ACTIVATION</b>			
		Check in at the EOC  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities  <b>(FORM   EOC-214)</b>	
<b>RESPONSE</b>			
		Establish and maintain a position log and other necessary files.	
		Monitor the current situation report to include recent updates.	
		Meet individually with the general staff and determine best estimates of the future direction & outcomes of the emergency.	

TYPE	TIME	STATUS C=Complete I=In-Progress P=Pending
	<p>Develop an Advance Plan identifying future policy related issues, social and economic impacts, significant response or recovery resource needs, and any other key issues likely to affect EOC operations within a 36-to-72-hour time frame.</p> <p> <b>(PLAN   ADVANCE PLAN)</b></p>	
	<p>Submit the Advance Plan to the Planning/Intelligence Coordinator for review and approval prior to conducting briefings for the General Staff and EOC Director.</p>	
	<ul style="list-style-type: none"> <li>• Review Action Planning objectives submitted by each section for the next operational period.</li> <li>• In conjunction with the general staff, recommend a transition strategy to the EOC Director when EOC activity shifts predominately to recovery operations. <ul style="list-style-type: none"> <li>◦ <b>(FORM   EOC-202 or PLAN   EOC ACTION PLAN)</b></li> <li>◦  <b>(PLAN   ADVANCE PLAN)</b></li> </ul> </li> </ul>	
<b>SHIFT CHANGE/TRANSFER OF DUTIES</b>		
	<p>Provide turnover briefing to position replacement.</p>	
	<p>Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.</p> <p> <b>(FORM   USE CURRENT POSITION JOBAID)</b></p> <p> <b>(FORM   USE CURRENT EOC-214)</b></p>	
	<p>Provide all completed documentation to the Documentation Unit</p>	
	<p>Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.</p> <p> <b>(FORM   EOC-211, FORM   EOC-205A)</b></p>	
<b>DEMOBILIZATION</b>		
	<p>Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.</p>	
	<ul style="list-style-type: none"> <li>• Complete all required forms, reports, and other documentation.</li> <li>• Provide all completed documentation to the Documentation Unit, prior to your departure.</li> <li>• Turn over financial information to Finance/Administration Section Coordinator.</li> </ul>	
	<p>Clean up your work area before you leave.</p>	

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

**SHIFT/STAFF CHANGE**

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**TASKS (PENDING)**

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## JobAid: Resource Status/Tracking Unit

POSITION OVERVIEW		Responsible for tracking and documenting all resources.
REPORT TO		<b>PLANNING &amp; INTELLIGENCE</b>   CHIEF/COORDINATOR
PLANS		<b>EOC ACTION PLAN</b>   SUPPORT DEVELOPMENT
FORMS		<ul style="list-style-type: none"> <li>• <b>POSITION JOBAID</b></li> <li>• <b>EOC-205A COMMUNICATION LIST</b></li> <li>• <b>EOC-207 ORGANIZATION CHART</b></li> <li>• <b>EOC-211 CHECK-IN LIST</b></li> <li>• <b>EOC-213 RESOURCE REQUEST</b></li> <li>• <b>EOC-214 ACTIVITY LOG</b></li> <li>• <b>EOC-215 RESOURCE PLANNING WORKSHEET</b></li> <li>• <b>EOC-225 FOR PD CREDENTIALING</b></li> </ul>
TECHNOLOGY		<ul style="list-style-type: none"> <li>• <b>LAPTOP</b></li> <li>• <b>PHONE (DESK OR CELL)</b></li> </ul>
RESOURCES		<ul style="list-style-type: none"> <li>• <b>WORKSTATION</b></li> <li>• <b>POSITION BINDER (CAN BE VIRTUAL)</b></li> <li>• <b>VEST</b></li> </ul>
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> <b>(EOC-225) to CALOES   <a href="mailto:credentialcoord@caloes.ca.gov">credentialcoord@caloes.ca.gov</a></b></p>

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
<b>DUTIES</b>			
		Responsible for tracking and documenting resources including personnel, critical resources, transportation and support equipment.  <b>(FORM   RESOURCE TRACKING)</b>	
		Responsible for coordinating closely with all units in the Logistics Section, particularly Supply/Procurement Unit, Personnel Unit, and Transportation Unit.	
<b>ACTIVATION</b>			
		Check in at the EOC  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities  <b>(FORM   EOC-214)</b>	
<b>RESPONSE</b>			
		Attends the Tactics/Strategy meeting (led by the Operations Section Chief) to complete the Operational Planning Worksheet  <b>(FORM   EOC-215)</b>	
		Complete resource request forms (ICS 213 form) for personnel, supplies, services, and equipment-as determined from the Operational Planning Worksheet (ICS 215 form/worksheet) developed during the Tactics/Strategy meeting.  <b>(FORM   EOC-213)</b>  <b>(FORM   EOC-215)</b>	
		Verifies proper check-in and check-out of personnel in the EOC using a Recorder.  <b>(FORM   EOC-211)</b>	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Provides resource information to the Situation Analysis Unit, Demobilization Unit, and Logistics Section.  <b>(FORM   EOC-209)</b>	
		Assists in preparation of Organization Chart and post in the EOC.  <b>(FORM   EOC-207)</b>	
<b>SHIFT CHANGE/TRANSFER OF DUTIES</b>			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  <b>(FORM   USE CURRENT POSITION JOBAID)</b>  <b>(FORM   USE CURRENT EOC-214)</b>	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
<b>DEMOBILIZATION</b>			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> <li>• Complete all required forms, reports, and other documentation.</li> <li>• Provide all completed documentation to the Documentation Unit, prior to your departure.</li> <li>• Turn over financial information to Finance/Administration Section Coordinator.</li> </ul>	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

**SHIFT/STAFF CHANGE**

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**TASKS (PENDING)**

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## JobAid: Demobilization Unit

POSITION OVERVIEW		Responsible for preparing a Demobilization Plan to ensure an orderly, safe, and cost-effective release of personnel and equipment
REPORT TO		<b>PLANNING &amp; INTELLIGENCE</b>   CHIEF/COORDINATOR
PLANS		<b>EOC ACTION PLAN</b>   SUPPORT DEVELOPMENT <b>DEMOBILIZATION PLAN</b>   DEVELOP
FORMS		<ul style="list-style-type: none"> <li>• <b>POSITION JOBAID</b></li> <li>• <b>EOC-205A COMMUNICATION LIST</b></li> <li>• <b>EOC-211 CHECK-IN LIST</b></li> <li>• <b>EOC-214 ACTIVITY LOG</b></li> <li>• <b>EOC-225 FOR PD CREDENTIALING</b></li> </ul>
TECHNOLOGY		<ul style="list-style-type: none"> <li>• <b>LAPTOP</b></li> <li>• <b>PHONE (DESK OR CELL)</b></li> </ul>
RESOURCES		<ul style="list-style-type: none"> <li>• <b>WORKSTATION</b></li> <li>• <b>POSITION BINDER (CAN BE VIRTUAL)</b></li> <li>• <b>VEST</b></li> </ul>
PROFESSIONAL CREDENTIAL		To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:  <b>(EOC-225) to CALOES   <a href="mailto:credentialcoord@caloes.ca.gov">credentialcoord@caloes.ca.gov</a></b>

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
<b>DUTIES</b>			
		Develop a Demobilization Plan for the EOC based on a review of all pertinent planning documents, and status reports.	
		Supervise the Demobilization Unit.	
<b>ACTIVATION</b>			
		Check in at the EOC  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities  <b>(FORM   EOC-214)</b>	
<b>RESPONSE</b>			
		Establish and maintain a position log and other necessary files.	
		Review EOC personnel roster to determine size and scope of any demobilization efforts.	
		Meet individually with the general staff to determine their need for assistance in any Demobilization Planning.	
		Advise Planning/Intelligence Section Coordinator on the need for a formal written Demobilization Plan.	
		If a Demobilization Plan is required, develop the plan using detailed specific responsibilities, release priorities and procedures.  <b>(PLAN   DEMOBILIZATION PLAN)</b>	
		Establish with each Section Coordinator which units/personnel should be demobilized first.	
		Determine if any special needs exist for personnel demobilization (e.g., transportation).	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Develop a checkout procedure if necessary, to ensure all deactivated personnel have cleared their operating position.	
		Submit any formalized Demobilization Plan to the Planning/Intelligence Section Coordinator for approval.	
		Meet with each assigned Agency Representative and Technical Specialist to determine what assistance may be required for their demobilization from the EOC.	
		Monitor the implementation of the Demobilization Plan and be prepared to handle any demobilization issues as they occur.	
<b>SHIFT CHANGE/TRANSFER OF DUTIES</b>			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  <b>(FORM   USE CURRENT POSITION JOBAID)</b>  <b>(FORM   USE CURRENT EOC-214)</b>	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
<b>DEMOBILIZATION</b>			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> <li>• Complete all required forms, reports, and other documentation.</li> <li>• Provide all completed documentation to the Documentation Unit, prior to your departure.</li> </ul> Turn over financial information to Finance/Administration Section Coordinator.	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

**SHIFT/STAFF CHANGE**

**TASKS (PENDING)**

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## JobAid: Technical Specialist Unit

<b>POSITION OVERVIEW</b>		<ul style="list-style-type: none"> <li>• Technical Specialists are advisors with special skills needed to support a field or function not addressed elsewhere or by any other discipline.</li> <li>• Technical Specialists (may or may not be employees of a public or private agency) may report to the Planning/Intelligence Section Coordinator/Chief.</li> </ul>
<b>REPORT TO</b>	<b>TO</b>	<b>PLANNING &amp; INTELLIGENCE   CHIEF/COORDINATOR</b>
	<b>TO ME</b>	<ul style="list-style-type: none"> <li>• AFN Specialist</li> <li>• GIS Specialist</li> <li>• Social Media Specialist</li> </ul>
<b>PLANS</b>		<b>EOC ACTION PLAN   SUPPORT DEVELOPMENT</b>
<b>FORMS</b>		<ul style="list-style-type: none"> <li>• <b>POSITION JOBAID</b></li> <li>• <b>EOC-205A COMMUNICATION LIST</b></li> <li>• <b>EOC-211 CHECK-IN LIST</b></li> <li>• <b>EOC-214 ACTIVITY LOG</b></li> <li>• <b>EOC-225 FOR PD CREDENTIALING</b></li> </ul>
<b>TECHNOLOGY</b>		<ul style="list-style-type: none"> <li>• <b>LAPTOP</b></li> <li>• <b>PHONE (DESK OR CELL)</b></li> </ul>
<b>RESOURCES</b>		<ul style="list-style-type: none"> <li>• <b>WORKSTATION</b></li> <li>• <b>POSITION BINDER (CAN BE VIRTUAL)</b></li> <li>• <b>VEST</b></li> </ul>
<b>PROFESSIONAL CREDENTIAL</b>		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> <b>(EOC-225) to CALOES   <a href="mailto:credentialcoord@caloes.ca.gov">credentialcoord@caloes.ca.gov</a></b></p>

TYPE	TIME	STATUS C=Complete I=In-Progress P=Pending
<b>DUTIES</b>		
	Provide technical observations and recommendations to EOC staff in specialized areas as required.	
	Advise on legal limitations use of resources.	
	Work with inter-agency coordination groups as necessary providing expertise.	
<b>ACTIVATION</b>		
	Check in at the EOC  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
	Assist with EOC Set-up (If not already fully set-up)	
	Check workstation to ensure readiness	
	Wear identification vest and read over jobaid.	
	Receive situation, section and position briefing from available and appropriate personnel.	
	Ensure readiness to maintain concise records of position activities  <b>(FORM   EOC-214)</b>	
<b>RESPONSE</b>		
	Provide technical services as required to requesting EOC staff.	
	Contribute to EOC planning meetings and inter-agency coordination groups as requested.	
	Ensure that all recommendations are appropriately documented.	
<b>SHIFT CHANGE/TRANSFER OF DUTIES</b>		
	Provide turnover briefing to position replacement.	
	Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  <b>(FORM   USE CURRENT POSITION JOBAID)</b>  <b>(FORM   USE CURRENT EOC-214)</b>	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
<b>DEMOBILIZATION</b>			
		Advise Planning/Intelligence Section when duties are completed.	
		Obtain release from Planning/Intelligence Section Coordinator prior to leaving the EOC.	
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> <li>• Complete all required forms, reports, and other documentation.</li> <li>• Provide all completed documentation to the Documentation Unit, prior to your departure.</li> <li>• Turn over financial information to Finance/Administration Section Coordinator.</li> </ul>	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

**SHIFT/STAFF CHANGE**

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**TASKS (PENDING)**

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## JobAid: Access and Functional Needs (AFN) Specialist

POSITION OVERVIEW		Responsible for identifying and mitigating safety concerns for the AFN populations and maintaining awareness of potential City/Agency liability during EOC response and recovery activities
REPORT TO		<b>PLANNING &amp; INTELLIGENCE</b>   CHIEF/COORDINATOR
PLANS		<b>EOC ACTION PLAN</b>   SUPPORT DEVELOPMENT
FORMS		<ul style="list-style-type: none"> <li>• <b>POSITION JOBAID</b></li> <li>• <b>EOC-205A COMMUNICATION LIST</b></li> <li>• <b>EOC-211 CHECK-IN LIST</b></li> <li>• <b>EOC-214 ACTIVITY LOG</b></li> <li>• <b>EOC-225 FOR PD CREDENTIALING</b></li> </ul>
TECHNOLOGY		<ul style="list-style-type: none"> <li>• <b>LAPTOP</b></li> <li>• <b>PHONE (DESK OR CELL)</b></li> </ul>
RESOURCES		<ul style="list-style-type: none"> <li>• <b>WORKSTATION</b></li> <li>• <b>POSITION BINDER (CAN BE VIRTUAL)</b></li> <li>• <b>VEST</b></li> </ul>
PROFESSIONAL CREDENTIAL		To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:  <b>(EOC-225) to CALOES   <a href="mailto:credentialcoord@caloes.ca.gov">credentialcoord@caloes.ca.gov</a></b>

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
<b>DUTIES</b>			
		Determine the scope of the incident and the impact on AFN populations.	
		Determine which AFN populations are impacted.	
		Provide advice and assistance with other Sections as they manage resources and activities.	
		Monitor and assist with message development/translation, as needed, including alert and warning messages to ensure all AFN populations are reached.	
<b>ACTIVATION</b>			
		Check in at the EOC  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities  <b>(FORM   EOC-214)</b>	
<b>RESPONSE</b>			
		Ensure staff members assigned to AFN support have adequate resources to support their efforts.	
		Help develop ordinances and regulations for evacuations.	
		Monitor impacted AFN populations during evacuations to ensure adequate support.	
		Provide guidance to Operations and Logistics in evacuation center and shelter operation activities.	
<b>SHIFT CHANGE/TRANSFER OF DUTIES</b>			

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  <b>(FORM   USE CURRENT POSITION JOBAID)</b>  <b>(FORM   USE CURRENT EOC-214)</b>	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
<b>DEMOBILIZATION</b>			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> <li>• Complete all required forms, reports, and other documentation.</li> <li>• Provide all completed documentation to the Documentation Unit, prior to your departure.</li> <li>• Turn over financial information to Finance/Administration Section Coordinator.</li> </ul>	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

**SHIFT/STAFF CHANGE**

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**TASKS (PENDING)**

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## JobAid: Geographic Information Systems (GIS) Specialist

POSITION OVERVIEW		Collects analyses and displays critical information obtained from various sources such as field reports, other departments and agencies, and EOC Sections.
REPORT TO		<b>PLANNING &amp; INTELLIGENCE</b>   CHIEF/COORDINATOR
PLANS		<b>EOC ACTION PLAN</b>   SUPPORT DEVELOPMENT
FORMS		<ul style="list-style-type: none"> <li>• <b>POSITION JOBAID</b></li> <li>• <b>EOC-205A COMMUNICATION LIST</b></li> <li>• <b>EOC-211 CHECK-IN LIST</b></li> <li>• <b>EOC-214 ACTIVITY LOG</b></li> <li>• <b>EOC-225 FOR PD CREDENTIALING</b></li> </ul>
TECHNOLOGY		<ul style="list-style-type: none"> <li>• <b>LAPTOP</b></li> <li>• <b>PHONE (DESK OR CELL)</b></li> </ul>
RESOURCES		<ul style="list-style-type: none"> <li>• <b>WORKSTATION</b></li> <li>• <b>POSITION BINDER (CAN BE VIRTUAL)</b></li> <li>• <b>VEST</b></li> </ul>
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> <b>(EOC-225) to CALOES   <a href="mailto:credentialcoord@caloes.ca.gov">credentialcoord@caloes.ca.gov</a></b></p>

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
<b>DUTIES</b>			
		Determine and establish GIS production priorities.	
		Converts requests into GIS products quickly and effectively.	
		Anticipate requirements and needs and assemble or prepare supporting referential data.	
		Locate and secure needed database information to support production goal.	
		Operate specialized GIS production equipment	
<b>ACTIVATION</b>			
		Check in at the EOC  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities  <b>(FORM   EOC-214)</b>	
<b>RESPONSE</b>			
		Develops a system to post to the significant events log casualty information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees, etc.	
		Develops sources of information and assist the Planning/Intelligence Section Coordinator/Chief in collecting, organizing and analyzing data from the other EOC sections.	
		Provides for an authentication process in case of conflicting status reports.	

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
		Meets with the Planning/Intelligence Section Coordinator/Chief and the EOC Director (Director of Emergency Services) to determine needs for planning meetings and briefings.	
		Determines if there are any special information needs.	
		Maps specific zones or areas that detail damage surveys in conjunction with state and federal agencies.	
		Prepares, sets up, and maintains EOC displays.	
		Keeps data current concerning: Availability of personnel, equipment, and supplies; Equipment or personnel out of service.	
		Continually obtains information from Logistics, other Planning/Intel functions, the EOC Manager, Operations and the Finance/Admin Section.	
		Submits verbal and written reports to Planning/Intelligence Section Coordinator/Chief as appropriate or as directed.	
		Participates in Planning/Intelligence Section Meetings and participates in EOC Action Plan development.	
		Provides information to be included in the Situation Report (i.e.: mapping).	
		<p><b><i>Obtains data on all impacts to include:</i></b></p> <ul style="list-style-type: none"> <li>• Utilities and infrastructure (i.e., roads, bridges, electric lines, pipelines, buildings, etc.).</li> <li>• Numbers of homes destroyed or damaged.</li> <li>• Public facilities destroyed or damaged.</li> <li>• Critical facilities damaged or destroyed and locations (hospital, power stations, industry or manufacturers, water facilities, etc.).</li> <li>• Financial impacts and costs expended by the County &amp; coordinate with Cost Unit Leader in Finance/Admin Section.</li> <li>• Ensures that necessary maps and data pertinent to the operations are obtained.</li> <li>• Maps areas that may have to be rezoned, destroyed, reconstructed and/or modified as a result of the disaster. (Consultation with the Planning Section).</li> <li>• Works with the Situation Analysis Unit to create maps, displays, and reports.</li> </ul>	

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
<b>SHIFT CHANGE/TRANSFER OF DUTIES</b>			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  <b>(FORM   USE CURRENT POSITION JOBAID)</b>  <b>(FORM   USE CURRENT EOC-214)</b>	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
<b>DEMOBILIZATION</b>			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> <li>• Complete all required forms, reports, and other documentation.</li> <li>• Provide all completed documentation to the Documentation Unit, prior to your departure.</li> <li>• Turn over financial information to Finance/Administration Section Coordinator.</li> </ul>	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

**SHIFT/STAFF CHANGE**

**TASKS (PENDING)**

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## JobAid: Social Media Specialist

POSITION OVERVIEW		Support position to Public Information Officer. Can be assigned to various work location and conduct a diverse group of tasks, including gathering photos/videos, monitoring social media, conducting rumor control etc.
REPORT TO	TO	<b>PLANNING &amp; INTELLIGENCE</b>   CHIEF/COORDINATOR
PLANS		<b>EOC ACTION PLAN</b>   SUPPORT DEVELOPMENT
FORMS		<ul style="list-style-type: none"> <li>• <b>POSITION JOBAID</b></li> <li>• <b>EOC-205A COMMUNICATION LIST</b></li> <li>• <b>EOC-211 CHECK-IN LIST</b></li> <li>• <b>EOC-214 ACTIVITY LOG</b></li> <li>• <b>EOC-225 FOR PD CREDENTIALING</b></li> </ul>
TECHNOLOGY		<ul style="list-style-type: none"> <li>• <b>LAPTOP</b></li> <li>• <b>PHONE (DESK OR CELL)</b></li> </ul>
RESOURCES		<ul style="list-style-type: none"> <li>• <b>WORKSTATION</b></li> <li>• <b>POSITION BINDER (CAN BE VIRTUAL)</b></li> <li>• <b>VEST</b></li> </ul>
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> <b>(EOC-225) to CALOES   <a href="mailto:credentialcoord@caloes.ca.gov">credentialcoord@caloes.ca.gov</a></b></p>

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
<b>DUTIES</b>			
		Social media monitoring	
		Rumor identification and management	
		Intelligence gathering	
<b>ACTIVATION</b>			
		Check in at the EOC  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities  <b>(FORM   EOC-214)</b>	
<b>RESPONSE</b>			
		Monitor social media	
		Identify and manage rumors	
		Gather and share intelligence from media platforms	
		Take picture and video	
		If approved by Section Coordinator, assist PIO with information dissemination	
<b>SHIFT CHANGE/TRANSFER OF DUTIES</b>			
		Provide turnover briefing to position replacement.	



TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  <b>(FORM   USE CURRENT POSITION JOBAID)</b>  <b>(FORM   USE CURRENT EOC-214)</b>	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
<b>DEMOBILIZATION</b>			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> <li>• Complete all required forms, reports, and other documentation.</li> <li>• Provide all completed documentation to the Documentation Unit, prior to your departure.</li> <li>• Turn over financial information to Finance/Administration Section Coordinator.</li> </ul>	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

**SHIFT/STAFF CHANGE**

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**TASKS (PENDING)**

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**Time:** \_\_\_\_\_ **am / pm**

### 3.4 Logistics Section

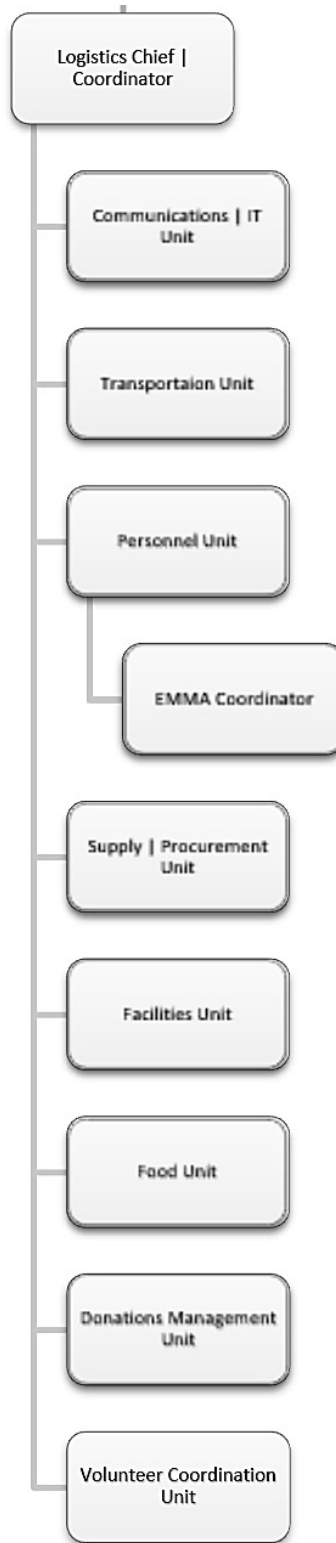


Figure 8: EOC Logistics Section

This section contains functional section and position descriptions, responsibilities, and jobaids for personnel assigned to the Logistics Section of the City EOC. Jobaids describe the minimum actions that should be accomplished by personnel assigned to functional positions within the section.

**Section Overview:**








- The Logistics Section is responsible for providing resources to support the city's disaster response, including, but not limited to, personnel, vehicles, and equipment.



**Section Responsibilities Include:**

- Provide operational and logistical support for emergency response personnel and optimize the use of resources
- Provide support to the other sections of the EOC and support as directed for field emergency response activities
- Support the restoration of essential services and systems






**Figure 8: EOC Logistics Section**, above, shows all the positions that are part of the EOC Logistics Section.

## JobAid: Logistics Chief/Coordinator

<b>POSITION OVERVIEW</b>		Responsible for managing and coordinating logistical response efforts and the acquisition, transportation, and mobilization of resources
<b>REPORT TO</b>	<b>MANAGEMENT</b>   EOC DIRECTOR	
<b>REPORT TO ME</b>	<b>STAFF</b> <ul style="list-style-type: none"> <li>• Communications/IT Unit</li> <li>• Transportation Unit</li> <li>• Personnel Unit</li> <li>• Supply/Procurement Unit</li> <li>• Facilities Unit</li> <li>• Food Unit</li> <li>• Donations Management Unit</li> <li>• Volunteer Coordination Unit</li> </ul>	
<b>PLANS</b>		<b>EOC ACTION PLAN</b>   SUPPORT DEVELOPMENT
<b>FORMS</b>		<ul style="list-style-type: none"> <li>• <b>POSITION JOBAID</b></li> <li>• <b>EOC-205A COMMUNICATION LIST</b></li> <li>• <b>EOC-211 CHECK-IN LIST</b></li> <li>• <b>EOC-213 RESOURCE REQUEST</b></li> <li>• <b>EOC-214 ACTIVITY LOG</b></li> <li>• <b>EOC-225 FOR PD CREDENTIALING</b></li>   <li>• <b>RESOURCE REQUEST</b></li> <li>• <b>RESOURCE TRACKING</b></li> </ul>
<b>TECHNOLOGY</b>		<ul style="list-style-type: none"> <li>• <b>LAPTOP</b></li> <li>• <b>PHONE (DESK OR CELL)</b></li> </ul>
<b>RESOURCES</b>		<ul style="list-style-type: none"> <li>• <b>WORKSTATION</b></li> <li>• <b>POSITION BINDER (CAN BE VIRTUAL)</b></li> <li>• <b>VEST</b></li> </ul>
<b>PROFESSIONAL CREDENTIAL</b>		To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:  <b>(EOC-225) to CALOES   <a href="mailto:credentialcoord@caloes.ca.gov">credentialcoord@caloes.ca.gov</a></b>

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
<b>DUTIES</b>			
		<ul style="list-style-type: none"> <li>• Ensure the Logistics function is carried out in support of the EOC.</li> <li>• This function includes providing communication services, resource tracking; acquiring equipment, supplies, personnel, facilities, and transportation services; as well as arranging for food, lodging, and other support services as required.</li> </ul>	
		Establish the appropriate level of branch and/or unit staffing within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying as required.	
		Ensure section objectives as stated in the EOC Action Plan are accomplished within the operational period or within the estimated time frame.	
		Coordinate closely with the Operations Section Coordinator to establish priorities for resource allocation to activated Incident Commands within the affected area.	
		Keep the EOC Director informed of all significant issues relating to the Logistics Section.	
		Supervise the Logistics Section.	
<b>ACTIVATION</b>			
		Check in at the EOC  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities  <b>(FORM   EOC-214)</b>	
		Ensure the Logistics Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories.	

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
		Based on the situation, activate branches/units within section as needed and designate Unit Leaders for each element: <ul style="list-style-type: none"> <li><input type="checkbox"/> Communications Branch</li> <li><input type="checkbox"/> Transportation Unit</li> <li><input type="checkbox"/> Supply/Procurement Unit</li> <li><input type="checkbox"/> Personnel Unit</li> <li><input type="checkbox"/> Facilities Unit</li> <li><input type="checkbox"/> Resource Tracking Unit</li> </ul>	
		Mobilize sufficient section staffing for 24-hour operations.	
		Establish communications with the Logistics Section at the Operational Area EOC if activated.	
		Advise Branches and Units within the section to coordinate with appropriate branches in the Operations Section to prioritize and validate resource requests from DOCs or Incident Command Posts in the field. This should be done prior to acting on the request.	
		Meet with the EOC Director and General Staff and identify immediate resource needs.	
		Meet with the Finance/Administration Section Coordinator and determine level of purchasing authority for the Logistics Section.	
		Assist branch and Unit Leaders in developing objectives for the section as well as plans to accomplish their objectives within the first operational period, or in accordance with the Action Plan.	
		Provide periodic Section Status Reports to the EOC Director.	
		Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.	
<b>RESPONSE</b>			
		Ensure that Logistic Section position logs and other necessary files are maintained.	
		Meet regularly with section staff and work to reach consensus on section objectives for forthcoming operational periods.	

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
		Provide the Planning/Intelligence Section Coordinator with the Logistics Section objectives at least 30 minutes prior to each Action Planning meeting.	
		Attend and participate in EOC Action Planning meetings.	
		Ensure that the Supply/Procurement Unit coordinates closely with the Purchasing Unit in the Finance/Administration Section, and that all required documents and procedures are completed and followed.	
		Ensure that transportation requirements, in support of response operations, are met.	
		Ensure that all requests for facilities and facility support are addressed.	
		Ensure that all resources are tracked and accounted for, as well as resources ordered through Mutual Aid.  <b>(FORM   EOC-213 OR FORM   RESOURCE REQUEST)</b>  <b>(FORM   RESOURCE TRACKING)</b>	
		Provide section staff with information updates as required.	
<b>SHIFT CHANGE/TRANSFER OF DUTIES</b>			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  <b>(FORM   USE CURRENT POSITION JOBAID)</b>  <b>(FORM   USE CURRENT EOC-214)</b>	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
<b>DEMOBILIZATION</b>			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	



TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
		<ul style="list-style-type: none"> <li>• Complete all required forms, reports, and other documentation.</li> <li>• Provide all completed documentation to the Documentation Unit, prior to your departure.</li> <li>• Turn over financial information to Finance/Administration Section Coordinator.</li> </ul>	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

**SHIFT/STAFF CHANGE**

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**TASKS (PENDING)**

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**Time:** \_\_\_\_\_ **am / pm**

## JobAid: Communications & IT Unit

<b>POSITION OVERVIEW</b>		Responsible for managing all computing needs including desktop/laptop computers, network and communications (internet/wireless, telephones, radios, etc.), printing, audio/visual, and other technology needs for the EOC
<b>REPORT TO</b>		<b>LOGISTICS</b>   CHIEF/COORDINATOR
<b>PLANS</b>		<b>EOC ACTION PLAN</b>   SUPPORTS DEVELOPMENT <b>DEMOBILIZATION PLAN</b>   SUPPORTS DEVELOPMENT
<b>FORMS &amp; REPORT</b>		<b>FORMS</b> <ul style="list-style-type: none"> <li>• <b>POSITION JOBAID</b></li> <li>• <b>EOC-205A COMMUNICATION LIST</b></li> <li>• <b>EOC-211 CHECK-IN LIST</b></li> <li>• <b>EOC-214 ACTIVITY LOG</b></li> <li>• <b>EOC-225 FOR PD CREDENTIALING</b></li> </ul> <b>REPORT</b> <ul style="list-style-type: none"> <li>• <b>COMMUNICATION STATUS</b></li> </ul>
<b>TECHNOLOGY</b>		<ul style="list-style-type: none"> <li>• <b>LAPTOP</b></li> <li>• <b>PHONE (DESK OR CELL)</b></li> </ul>
<b>RESOURCES</b>		<ul style="list-style-type: none"> <li>• <b>WORKSTATION</b></li> <li>• <b>POSITION BINDER (CAN BE VIRTUAL)</b></li> <li>• <b>VEST</b></li> </ul>
<b>PROFESSIONAL CREDENTIAL</b>		To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:  <b>(EOC-225) to CALOES   <a href="mailto:credentialcoord@caloes.ca.gov">credentialcoord@caloes.ca.gov</a></b>

STATUS	C=Complete I=In-Progress P=Pending	DUTIES	
		TYPE	TIME





ACTIVATION			
		Coordinates with all sections and branches/groups/units on operating procedures for computing, network, and communications systems.	
		Provides support for all EOC Information Systems and ensures automated information links with partner EOCs/DOCs are maintained including, if applicable, audio, visual, and teleconferencing equipment.	

		Check in at the EOC.	
		<b>(FORM   EOC-211, FORM   EOC-205A)</b>	
		Assist with EOC Set-up (if not already fully set-up).	
		Check workstation to ensure readiness.	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities.	
		<b>(FORM   EOC-214)</b>	

### RESPONSE

		Develops Communication Plan for all communication modes within the EOC and field ICP's when needed.	
		<b>(FORM   EOC-205A)</b>	
		Determines what communications equipment is necessary.	
		Provides technical information as required.	
		Manage data and telephone services for the EOC.	
		Receive any priorities or special requests.	
		Provide communications briefings and technology status reports as requested at action planning meetings.	
		<b>(REPORT   COMMUNICATION STATUS)</b>	

### SHIFT CHANGE/TRANSFER OF DUTIES

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  <b>(FORM   USE CURRENT POSITION JOBAID)</b>  <b>(FORM   USE CURRENT EOC-214)</b>	
		Provide all completed documentation to the Documentation Unit.	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
<b>DEMOBILIZATION</b>			
		Coordinates with Demobilization Unit to develop check out procedure on Demobilization Plan.  <b>(PLAN   DEMOBILIZATION)</b>	
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> <li>• Complete all required forms, reports, and other documentation.</li> <li>• Provide all completed documentation to the Documentation Unit, prior to your departure.</li> <li>• Turn over financial information to Finance/Administration Section Coordinator.</li> </ul>	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

**SHIFT/STAFF CHANGE**

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**TASKS (PENDING)**

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## JobAid: Transportation Unit

<b>POSITION OVERVIEW</b>		Responsible for coordinating the allocation of transportation resources required to move people, equipment, and essential supplies during emergency response and recovery operations.
<b>REPORT TO</b>		<b>LOGISTICS</b>   CHIEF/COORDINATOR
<b>PLANS</b>		<b>EOC ACTION PLAN</b>   SUPPORTS DEVELOPMENT <b>TRANSPORTATION PLAN</b>   DEVELOPS (CAN USE TRANSPORTATION STATUS REPORT AS BASIS FOR PLAN)
<b>FORMS &amp; REPORT</b>		<b>FORM</b> <ul style="list-style-type: none"> <li>• <b>POSITION JOBAID</b></li> <li>• <b>EOC-205A COMMUNICATION LIST</b></li> <li>• <b>EOC-211 CHECK-IN LIST</b></li> <li>• <b>EOC-214 ACTIVITY LOG</b></li> <li>• <b>EOC-225 FOR PD CREDENTIALING</b></li> <li>• <b>RESOURCE TRACKING</b></li> </ul> <b>REPORT</b> <ul style="list-style-type: none"> <li>• <b>TRANSPORTATION STATUS</b></li> </ul>
<b>TECHNOLOGY</b>		<ul style="list-style-type: none"> <li>• <b>LAPTOP</b></li> <li>• <b>PHONE (DESK OR CELL)</b></li> </ul>
<b>RESOURCES</b>		<ul style="list-style-type: none"> <li>• <b>WORKSTATION</b></li> <li>• <b>POSITION BINDER (CAN BE VIRTUAL)</b></li> <li>• <b>VEST</b></li> </ul>
<b>PROFESSIONAL CREDENTIAL</b>		To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:  <b>(EOC-225) to CALOES   <a href="mailto:credentialcoord@caloes.ca.gov">credentialcoord@caloes.ca.gov</a></b>

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
<b>DUTIES</b>			
		In coordination with the Construction/Engineering Branch Coordinator, and the Situation Analysis Unit, develop a transportation plan to support EOC operations.	
		Arrange for the acquisition or use of required transportation resources.	
		Supervise the Transportation Unit.	
<b>ACTIVATION</b>			
		Check in at the EOC  <b>(FORM   EOC-211)</b>	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities  <b>(FORM   EOC-214)</b>	
<b>RESPONSE</b>			
		Establish and maintain a position log and other necessary files.	
		Routinely coordinate with the Situation Analysis Unit to determine the status of transportation routes in and around the affected area.  <b>(REPORT   TRANSPORTATION STATUS)</b>	
		Routinely coordinate with the Construction/Engineering Branch Coordinator to determine progress of route recovery operations.	
		Develop a Transportation Plan which identifies routes of ingress and egress; thus, facilitating the movement of response personnel, the affected population, and shipment of resources and material.	



TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Establish contact with local transportation agencies and schools to establish availability of equipment and transportation resources for use in evacuations and other operations as needed.  <b>(FORM   RESOURCE TRACKING)</b>	
		Keep the Logistics Section Coordinator informed of significant issues affecting the Transportation Unit.	
<b>SHIFT CHANGE/TRANSFER OF DUTIES</b>			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  <b>(FORM   USE CURRENT POSITION JOBAID)</b>  <b>(FORM   USE CURRENT EOC-214)</b>	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
<b>DEMOBILIZATION</b>			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> <li>• Complete all required forms, reports, and other documentation.</li> <li>• Provide all completed documentation to the Documentation Unit, prior to your departure.</li> <li>• Turn over financial information to Finance/Administration Section Coordinator.</li> </ul>	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

**SHIFT/STAFF CHANGE**

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**TASKS (PENDING)**

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## JobAid: Personnel Unit

<b>POSITION OVERVIEW</b>		Responsible for obtaining, coordinating, and allocating all non-fire and non-law-enforcement mutual aid personnel support requests; registering and coordinating volunteers as Disaster Services Workers (DSWs); feeding and caring for all emergency workers; and the overall coordination and care of all City/Agency staff, both paid and volunteer.
<b>REPORT TO</b>		<b>LOGISTICS</b>   CHIEF/COORDINATOR
<b>PLANS</b>		<b>EOC ACTION PLAN</b>   SUPPORTS DEVELOPMENT
<b>FORMS</b>		<ul style="list-style-type: none"> <li>• <b>POSITION JOBAID</b></li> <li>• <b>EOC-205A COMMUNICATION LIST</b></li> <li>• <b>EOC-207 ORGANIZATION CHART</b></li> <li>• <b>EOC-211 CHECK-IN LIST</b></li> <li>• <b>EOC-214 ACTIVITY LOG</b></li> <li>• <b>EOC-225 FOR PD CREDENTIALING</b></li> <li>• <b>RESOURCE REQUEST</b></li> <li>• <b>RESOURCE TRACKING</b></li> <li>• <b>DSWV REGISTRATION</b></li> </ul>
<b>TECHNOLOGY</b>		<ul style="list-style-type: none"> <li>• <b>LAPTOP</b></li> <li>• <b>PHONE (DESK OR CELL)</b></li> </ul>
<b>RESOURCES</b>		<ul style="list-style-type: none"> <li>• <b>WORKSTATION</b></li> <li>• <b>POSITION BINDER (CAN BE VIRTUAL)</b></li> <li>• <b>VEST</b></li> </ul>
<b>PROFESSIONAL CREDENTIAL</b>		To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:  <b>(EOC-225) to CALOES   <a href="mailto:credentialcoord@caloes.ca.gov">credentialcoord@caloes.ca.gov</a></b>

DUTIES		STATUS
TYPE	TIME	C=Complete I=In-Progress P=Pending
Provide personnel resources as requested in support of the EOC and Field Operations.		
Identify, recruit and register volunteers as required.		
Develop an EOC organization chart.		
Supervise the Personnel Unit.		
<b>ACTIVATION</b>		
Check in at the EOC		
(FORM   EOC-211, FORM   EOC-205A)		
Assist with EOC Set-up (if not already fully set-up)		
Check workstation to ensure readiness		
Wear identification vest and read over job aid.		
Receive situation, section and position briefing from available and appropriate personnel.		
Ensure readiness to maintain concise records of position activities		
<b>RESPONSE</b>		
Establish and maintain a position log and other necessary files.		
Manage check-in		
○ (FORM   EOC-211, FORM   EOC-205A)		
<ul style="list-style-type: none"> <li>In conjunction with the Documentation Unit, develop a large poster size EOC organization chart depicting each activated position.</li> <li>Upon check in, indicate the name of the person occupying each position on the chart.</li> <li>The chart should be posted in a conspicuous place, accessible to all EOC personnel.</li> </ul>		
○ (FORM   EOC-207)		

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
		Coordinate with the Liaison Officer and Safety Officer to ensure that all EOC staff to include volunteers, receive a current situation and safety briefing upon check-in.  <b>(FORM   EOC-208)</b>	
		Establish communications with volunteer agencies and other organizations that can provide personnel resources.	
		Coordinate with the Operational Area EOC to activate the Emergency Management Mutual Aid System (EMMA), if required.	
		<ul style="list-style-type: none"> <li>• Process all incoming requests for personnel support.</li> <li>• Identify the number of personnel, special qualifications or training, where they are needed and the person or unit they should report to upon arrival.</li> <li>• Determine the estimated time of arrival of responding personnel and advise the requesting parties accordingly.               <ul style="list-style-type: none"> <li>○ <b>(FORM   RESOURCE REQUEST)</b></li> <li>○ <b>(FORM   RESOURCE TRACKING)</b></li> </ul> </li> </ul>	
		Maintain a status board or other reference to keep track of incoming personnel resources.	
		Update EOC organization chart for each operational period.	
		Coordinate with the Liaison Officer and Security Officer to ensure access, badging or identification, and proper direction for responding personnel upon arrival at the EOC.	
		Assist the Fire Rescue Branch and Law Enforcement Branch with ordering of mutual aid resources as required.	
		To minimize redundancy, coordinate all requests for personnel resources from the field level through the EOC Operations Section prior to acting on the request.	
		In coordination with the Safety Officer, determine the need for crisis counseling for emergency workers; acquire mental health specialists as needed.	
		Arrange for childcare services for EOC personnel as required.	
		Establish registration locations with sufficient staff to register volunteers and issue them disaster service worker identification cards.  <b>(FORM   DSWV REGISTRATION)</b>	

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
		Keep the Logistics Section Coordinator informed of significant issues affecting the Personnel Unit.	
<b>SHIFT CHANGE/TRANSFER OF DUTIES</b>			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  <b>(FORM   USE CURRENT POSITION JOBAID)</b>  <b>(FORM   USE CURRENT EOC-214)</b>	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
<b>DEMOBILIZATION</b>			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> <li>• Complete all required forms, reports, and other documentation.</li> <li>• Provide all completed documentation to the Documentation Unit, prior to your departure.</li> <li>• Turn over financial information to Finance/Administration Section Coordinator.</li> </ul>	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

**SHIFT/STAFF CHANGE**

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**TASKS (PENDING)**

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## JobAid: EMMA Coordinator

POSITION OVERVIEW		Responsible for obtaining, coordinating, and allocating all EMMA support requests.
REPORT TO		<b>LOGISTICS</b>   PERSONNEL UNIT
PLANS		<b>EOC ACTION PLAN</b>   SUPPORTS DEVELOPMENT
FORMS		<ul style="list-style-type: none"> <li>• <b>POSITION JOBAID</b></li> <li>• <b>EOC-205A COMMUNICATION LIST</b></li> <li>• <b>EOC-207 ORGANIZATION CHART</b></li> <li>• <b>EOC-211 CHECK-IN LIST</b></li> <li>• <b>EOC-214 ACTIVITY LOG</b></li> <li>• <b>EOC-225 FOR PD CREDENTIALING</b></li> <li>• <b>RESOURCE REQUEST</b></li> <li>• <b>RESOURCE TRACKING</b></li> <li>• <b>EMMA SPECIFIC REQUEST FORMS</b></li> </ul>
TECHNOLOGY		<ul style="list-style-type: none"> <li>• <b>LAPTOP</b></li> <li>• <b>PHONE (DESK OR CELL)</b></li> </ul>
RESOURCES		<ul style="list-style-type: none"> <li>• <b>WORKSTATION</b></li> <li>• <b>POSITION BINDER (CAN BE VIRTUAL)</b></li> <li>• <b>VEST</b></li> </ul>
PROFESSIONAL CREDENTIAL		To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:  <b>(EOC-225) to CALOES   <a href="mailto:credentialcoord@caloes.ca.gov">credentialcoord@caloes.ca.gov</a></b>

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
<b>DUTIES</b>			
		Provide, support and keep track of EMMA personnel resources as requested in support of the EOC(s).	
<b>ACTIVATION</b>			
		Check in at the EOC  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities  <b>(FORM   EOC-214)</b>	
<b>RESPONSE</b>			
		Establish and maintain a position log and other necessary files.	
		<ul style="list-style-type: none"> <li>Alongside Personnel Unit Leader, identify needed EOC position that are vacant and can be requested via EMMA.</li> </ul>	
		Coordinate with the Operational Area EOC to activate the Emergency Management Mutual Aid System (EMMA), if required.	
		<ul style="list-style-type: none"> <li>Process all incoming EMMA requests for personnel support.</li> <li>Identify the number of personnel, special qualifications or training, where they are needed and the person or unit they should report to upon arrival.</li> <li>Determine the estimated time of arrival of responding personnel and advise the requesting parties accordingly.               <ul style="list-style-type: none"> <li><b>(FORM   RESOURCE REQUEST)</b></li> <li><b>(FORM   RESOURCE TRACKING)</b></li> </ul> </li> </ul>	
		Maintain a status board or other reference to keep track of incoming and outgoing EMMA personnel resources.	
		Update EOC organization chart for each operational period.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Coordinate with the Liaison Officer and Security Officer to ensure access, badging or identification, and proper direction for responding EMMA personnel upon arrival at the EOC.	
		Keep the Personnel Unit Leader informed of significant issues affecting the EMMA requests.	
<b>SHIFT CHANGE/TRANSFER OF DUTIES</b>			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  <b>(FORM   USE CURRENT POSITION JOBAID)</b>  <b>(FORM   USE CURRENT EOC-214)</b>	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
<b>DEMOBILIZATION</b>			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> <li>• Complete all required forms, reports, and other documentation.</li> <li>• Provide all completed documentation to the Documentation Unit, prior to your departure.</li> <li>• Turn over financial information to Finance/Administration Section Coordinator.</li> </ul>	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

**SHIFT/STAFF CHANGE**

**TASKS (PENDING)**

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## JobAid: Supply & Procurement Unit

POSITION OVERVIEW		Responsible for obtaining and delivering all non-fire and non-law-enforcement mutual aid materials, equipment and supplies to support emergency operations
REPORT TO		<b>LOGISTICS</b>   CHIEF/COORDINATOR
PLANS		<b>EOC ACTION PLAN</b>   SUPPORTS DEVELOPMENT
FORMS		<ul style="list-style-type: none"> <li>• <b>POSITION JOBAID</b></li> <li>• <b>EOC-205A COMMUNICATION LIST</b></li> <li>• <b>EOC-211 CHECK-IN LIST</b></li> <li>• <b>EOC-214 ACTIVITY LOG</b></li> <li>• <b>EOC-225 FOR PD CREDENTIALING</b></li> </ul>
TECHNOLOGY		<ul style="list-style-type: none"> <li>• <b>LAPTOP</b></li> <li>• <b>PHONE (DESK OR CELL)</b></li> </ul>
RESOURCES		<ul style="list-style-type: none"> <li>• <b>WORKSTATION</b></li> <li>• <b>POSITION BINDER (CAN BE VIRTUAL)</b></li> <li>• <b>VEST</b></li> </ul>
PROFESSIONAL CREDENTIAL		To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:  <b>(EOC-225) to CALOES   <a href="mailto:credentialcoord@caloes.ca.gov">credentialcoord@caloes.ca.gov</a></b>

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
<b>DUTIES</b>			
		Oversee the procurement and allocation of supplies and materiel not normally provided through mutual aid channels.	
		Coordinate procurement actions with the Finance/Administration Section.	
		Coordinate delivery of supplies and materiel as required.	
		Supervise the Supply/Procurement Unit.	
<b>ACTIVATION</b>			
		Check in at the EOC  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities  <b>(FORM   EOC-214)</b>	
<b>RESPONSE</b>			
		Establish and maintain a position log and other necessary files.	
		Determine if requested types and quantities of supplies and material are available in inventory.	
		Determine procurement spending limits with the Purchasing Unit in Finance/Administration. Obtain a list of pre-designated emergency purchase orders as required.	
		Whenever possible, meet personally with the requesting party to clarify types and number of supplies and materiel, and verify that the request has not been previously filled through another source.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		In conjunction with the Resource Tracking Unit, maintain a status board or other reference depicting procurement actions in progress and their status.	
		Determine if the procurement item can be provided without cost from another jurisdiction or through the Operational Area.	
		Determine unit costs of supplies and materiel, from suppliers and vendors and if they will accept purchase orders as payment, prior to completing the order.	
		Orders exceeding the purchase order limit must be approved by the Finance/Administration Section before the order can be completed.	
		If vendor contracts are required for procurement of specific resources or services, refer the request to the Finance/Administration Section for development of necessary agreements.	
		<ul style="list-style-type: none"> <li>• Determine if the vendor or provider will deliver the ordered items.</li> <li>• If delivery services are not available, coordinate pickup and delivery through the Transportation Unit.</li> </ul>	
		<ul style="list-style-type: none"> <li>• In coordination with the Personnel Unit, provide food and lodging for EOC staff and volunteers as required.</li> <li>• Assist field level with food services at camp locations as requested.</li> </ul>	
		<ul style="list-style-type: none"> <li>• Coordinate donated goods and services from community groups and private organizations.</li> <li>• Set up procedures for collecting, inventorying, and distributing usable donations.</li> </ul>	
		Keep the Logistics Section Coordinator informed of significant issues affecting the Supply/ Procurement Unit.	
<b>SHIFT CHANGE/TRANSFER OF DUTIES</b>			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  <b>(FORM   USE CURRENT POSITION JOBAID)</b>  <b>(FORM   USE CURRENT EOC-214)</b>	
		Provide all completed documentation to the Documentation Unit	

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
<b>DEMOBILIZATION</b>			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> <li>• Complete all required forms, reports, and other documentation.</li> <li>• Provide all completed documentation to the Documentation Unit, prior to your departure.</li> <li>• Turn over financial information to Finance/Administration Section Coordinator.</li> </ul>	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	



**SHIFT/STAFF CHANGE**

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**TASKS (PENDING)**

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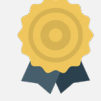

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## JobAid: Facilities Unit

<b>POSITION OVERVIEW</b>		Responsible for ensuring adequate essential facilities are provided for the response effort, including securing access to the facilities and providing staff, furniture, supplies, and materials necessary to configure the facilities in a manner adequate to accomplish the mission.
<b>REPORT TO</b>	<b>TO</b>	<b>LOGISTICS   CHIEF/COORDINATOR</b>
<b>PLANS</b>		<b>EOC ACTION PLAN   SUPPORTS DEVELOPMENT</b>
<b>FORMS</b>		<ul style="list-style-type: none"> <li>• <b>POSITION JOBAID</b></li> <li>• <b>EOC-205A COMMUNICATION LIST</b></li> <li>• <b>EOC-211 CHECK-IN LIST</b></li> <li>• <b>EOC-214 ACTIVITY LOG</b></li> <li>• <b>EOC-225 FOR PD CREDENTIALING</b></li> </ul>
<b>TECHNOLOGY</b>		<ul style="list-style-type: none"> <li>• <b>LAPTOP</b></li> <li>• <b>PHONE (DESK OR CELL)</b></li> </ul>
<b>RESOURCES</b>		<ul style="list-style-type: none"> <li>• <b>WORKSTATION</b></li> <li>• <b>POSITION BINDER (CAN BE VIRTUAL)</b></li> <li>• <b>VEST</b></li> </ul>
<b>PROFESSIONAL CREDENTIAL</b>		To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:  <b>(EOC-225) to CALOES   <a href="mailto:credentialcoord@caloes.ca.gov">credentialcoord@caloes.ca.gov</a></b>

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
<b>DUTIES</b>			
		Ensure that adequate essential facilities are provided for the response effort, including securing access to the facilities and providing staff, furniture, supplies, and materials necessary to configure the facilities in a manner adequate to accomplish the mission.	
		Ensure acquired buildings, building floors, and or workspaces are returned to their original state when no longer needed.	
		Supervise the Facilities Unit.	
<b>ACTIVATION</b>			
		Check in at the EOC  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities  <b>(FORM   EOC-214)</b>	
<b>RESPONSE</b>			
		Establish and maintain a position log and other necessary files.	
		Work closely with the EOC Coordinator and other sections in determining facilities and furnishings required for effective operation of the EOC.	
		Coordinate with branches and units in the Operations Section to determine if assistance with facility acquisition and support is needed at the field level.	
		Arrange for continuous maintenance of acquired facilities, to include ensuring that utilities and restrooms are operating properly.	
		If facilities are acquired away from the EOC, coordinate with assigned personnel and designate a Facility Manager.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Develop and maintain a status board or other reference which depicts the location of each facility; a general description of furnishings, supplies and equipment at the site; hours of operation, and the name and phone number of the Facility Manager.	
		Ensure all structures are safe for occupancy and that they comply with ADA requirements.	
		As facilities are vacated, coordinate with the facility manager to return the location to its original state. This includes removing and returning furnishings and equipment, arranging for janitorial services, and locking or otherwise securing the facility.	
		Keep the Logistics Section Coordinator informed of significant issues affecting the facilities unit.	
<b>SHIFT CHANGE/TRANSFER OF DUTIES</b>			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  <b>(FORM   USE CURRENT POSITION JOBAID)</b>  <b>(FORM   USE CURRENT EOC-214)</b>	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
<b>DEMOBILIZATION</b>			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> <li>• Complete all required forms, reports, and other documentation.</li> <li>• Provide all completed documentation to the Documentation Unit, prior to your departure.</li> <li>• Turn over financial information to Finance/Administration Section Coordinator.</li> </ul>	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
		Be prepared to provide input to the after-action report.	

**SHIFT/STAFF CHANGE**

**TASKS (PENDING)**

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## JobAid: Food Unit

POSITION OVERVIEW		Responsible for coordinating all feeding operations for the EOC, support, and field personnel
REPORT TO		<b>LOGISTICS</b>   CHIEF/COORDINATOR
PLANS		<b>EOC ACTION PLAN</b>   SUPPORTS DEVELOPMENT
FORMS		<ul style="list-style-type: none"> <li>• <b>POSITION JOBAID</b></li> <li>• <b>EOC-205A COMMUNICATION LIST</b></li> <li>• <b>EOC-211 CHECK-IN LIST</b></li> <li>• <b>EOC-214 ACTIVITY LOG</b></li> <li>• <b>EOC-225 FOR PD CREDENTIALING</b></li> </ul>
TECHNOLOGY		<ul style="list-style-type: none"> <li>• <b>LAPTOP</b></li> <li>• <b>PHONE (DESK OR CELL)</b></li> </ul>
RESOURCES		<ul style="list-style-type: none"> <li>• <b>WORKSTATION</b></li> <li>• <b>POSITION BINDER (CAN BE VIRTUAL)</b></li> <li>• <b>VEST</b></li> </ul>
PROFESSIONAL CREDENTIAL		To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:  <b>(EOC-225) to CALOES   <a href="mailto:credentialcoord@caloes.ca.gov">credentialcoord@caloes.ca.gov</a></b>

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
<b>DUTIES</b>			
		Establishes and disseminates a feeding plan that identifies cost limits, authorized vendors, catering companies, types of food, etc. Be aware of special diets.	
		Sets meal schedules.	
		Sets up and manages eating areas for EOC, staff, and field personnel.	
		Establishes a personnel-feeding account for EOC, support, and field personnel at local restaurants.	
		Briefs all EOC personnel on the location, cost limitations, and incident number used for each restaurant or caterer.	
<b>ACTIVATION</b>			
		Check in at the EOC.  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
		Assist with EOC Set-up (If not already fully set-up).	
		Check workstation to ensure readiness.	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities.  <b>(FORM   EOC-214)</b>	
<b>RESPONSE</b>			
		Obtains necessary equipment, supplies, and facilities to establish food service (including hot/cold storage and/or handling).	
		Ensures food service areas meet appropriate health and safety measures and are maintained in a clean condition.	
		Orders sufficient food and water from or through the Supply Unit.	
		Maintains an inventory of food, water, condiments, and supplies.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Coordinates with Procurement Unit to ensure all purchases are pre-approved and paid.	
<b>SHIFT CHANGE/TRANSFER OF DUTIES</b>			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  <b>(FORM   USE CURRENT POSITION JOBAID)</b>  <b>(FORM   USE CURRENT EOC-214)</b>	
		Provide all completed documentation to the Documentation Unit.	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
<b>DEMOBILIZATION</b>			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> <li>• Complete all required forms, reports, and other documentation.</li> <li>• Provide all completed documentation to the Documentation Unit, prior to your departure.</li> <li>• Turn over financial information to Finance/Administration Section Coordinator.</li> </ul>	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

**SHIFT/STAFF CHANGE**

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**TASKS (PENDING)**

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## JobAid: Donations Management Unit

<b>POSITION OVERVIEW</b>		Responsible for coordination of donations management. This includes internal organizational elements and resources as well as external partner agencies.
<b>REPORT TO</b>		<b>LOGISTICS</b>   CHIEF/COORDINATOR
<b>PLANS</b>		<b>EOC ACTION PLAN</b>   SUPPORTS DEVELOPMENT
<b>FORMS</b>		<ul style="list-style-type: none"> <li>• <b>POSITION JOBAID</b></li> <li>• <b>EOC-205A COMMUNICATION LIST</b></li> <li>• <b>EOC-211 CHECK-IN LIST</b></li> <li>• <b>EOC-214 ACTIVITY LOG</b></li> <li>• <b>EOC-225 FOR PD CREDENTIALING</b></li> </ul>
<b>TECHNOLOGY</b>		<ul style="list-style-type: none"> <li>• <b>LAPTOP</b></li> <li>• <b>PHONE (DESK OR CELL)</b></li> </ul>
<b>RESOURCES</b>		<ul style="list-style-type: none"> <li>• <b>WORKSTATION</b></li> <li>• <b>POSITION BINDER (CAN BE VIRTUAL)</b></li> <li>• <b>VEST</b></li> </ul>
<b>PROFESSIONAL CREDENTIAL</b>		To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:  <b>(EOC-225) to CALOES   <a href="mailto:credentialcoord@caloes.ca.gov">credentialcoord@caloes.ca.gov</a></b>

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
<b>DUTIES</b>			
		Works with the Planning Section Staff to identify donation needs of life-safety supplies and services (e.g., heat, food, water, ice) and develops a plan to receive and quickly distribute these resources to affected community members.	
		Coordinates with the Resources Unit to track all donation resources.	
<b>ACTIVATION</b>			
		Check in at the EOC  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities  <b>(FORM   EOC-214)</b>	
<b>RESPONSE</b>			
		Communicates and coordinates with external partners and NGOs to support effective donations management.	
		Serves as point of contact with private sector that want to donate goods and services.	
		Coordinates with Public Information function, including the JIC (if activated) to maintain consistent public messaging about donations.	
<b>SHIFT CHANGE/TRANSFER OF DUTIES</b>			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  <b>(FORM   USE CURRENT POSITION JOBAID)</b>  <b>(FORM   USE CURRENT EOC-214)</b>	

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
		Provide all completed documentation to the Documentation Unit.	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
<b>DEMOBILIZATION</b>			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> <li>• Complete all required forms, reports, and other documentation.</li> <li>• Provide all completed documentation to the Documentation Unit, prior to your departure.</li> <li>• Turn over financial information to Finance/Administration Section Coordinator.</li> </ul>	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

**SHIFT/STAFF CHANGE**

**TASKS (PENDING)**

**NOTES**

**Name:**

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## JobAid: Volunteer Coordination Unit

POSITION OVERVIEW		Responsible for coordination of donations management. This includes internal organizational elements and resources as well as external partner agencies.
REPORT TO	<b>LOGISTICS</b>   CHIEF/COORDINATOR	
PLANS		<b>EOC ACTION PLAN</b>   SUPPORTS DEVELOPMENT
FORMS		<ul style="list-style-type: none"> <li>• <b>POSITION JOBAID</b></li> <li>• <b>EOC-205A COMMUNICATION LIST</b></li> <li>• <b>EOC-211 CHECK-IN LIST</b></li> <li>• <b>EOC-214 ACTIVITY LOG</b></li> <li>• <b>EOC-225 FOR PD CREDENTIALING</b></li> <li>• <b>DSWV REGISTRATION</b></li> </ul>
TECHNOLOGY		<ul style="list-style-type: none"> <li>• <b>LAPTOP</b></li> <li>• <b>PHONE (DESK OR CELL)</b></li> </ul>
RESOURCES		<ul style="list-style-type: none"> <li>• <b>WORKSTATION</b></li> <li>• <b>POSITION BINDER (CAN BE VIRTUAL)</b></li> <li>• <b>VEST</b></li> </ul>
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> <b>(EOC-225) to CALOES   <a href="mailto:credentialcoord@caloes.ca.gov">credentialcoord@caloes.ca.gov</a></b></p>

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
<b>DUTIES</b>			
		Works with the Planning Section Staff to identify volunteer needs develops a plan to distribute these volunteers to necessary places.	
		Coordinates with the Resources Unit to track all volunteer resources.	
<b>ACTIVATION</b>			
		Check in at the EOC.  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
		Assist with EOC Set-up (If not already fully set-up).	
		Check workstation to ensure readiness.	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities  <b>(FORM   EOC-214)</b>	
<b>RESPONSE</b>			
		Staffs Volunteer Team in the EOC and supports the Planning Section Resource Unit and the Logistics Section Supply Unit.	
		Establishes one or more assembly and staging sites for volunteers to report for credential screening and potential assignment (Volunteer Reception Centers).	
		Manages the Volunteer DSWV process including document management.  <b>(FORM   DSWV REGISTRATION)</b>	
<b>SHIFT CHANGE/TRANSFER OF DUTIES</b>			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  <b>(FORM   USE CURRENT POSITION JOBAID)</b>  <b>(FORM   USE CURRENT EOC-214)</b>	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Provide all completed documentation to the Documentation Unit.	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
<b>DEMOBILIZATION</b>			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> <li>• Complete all required forms, reports, and other documentation.</li> <li>• Provide all completed documentation to the Documentation Unit, prior to your departure.</li> <li>• Turn over financial information to Finance/Administration Section Coordinator.</li> </ul>	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

**SHIFT/STAFF CHANGE**

**TASKS (PENDING)**

**NOTES**

**Name:**

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**Date:**

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**Forwarding**

**Phone #:** \_\_\_\_\_

**Time:** \_\_\_\_\_ **am / pm**

### 3.5 Finance/Administration Section

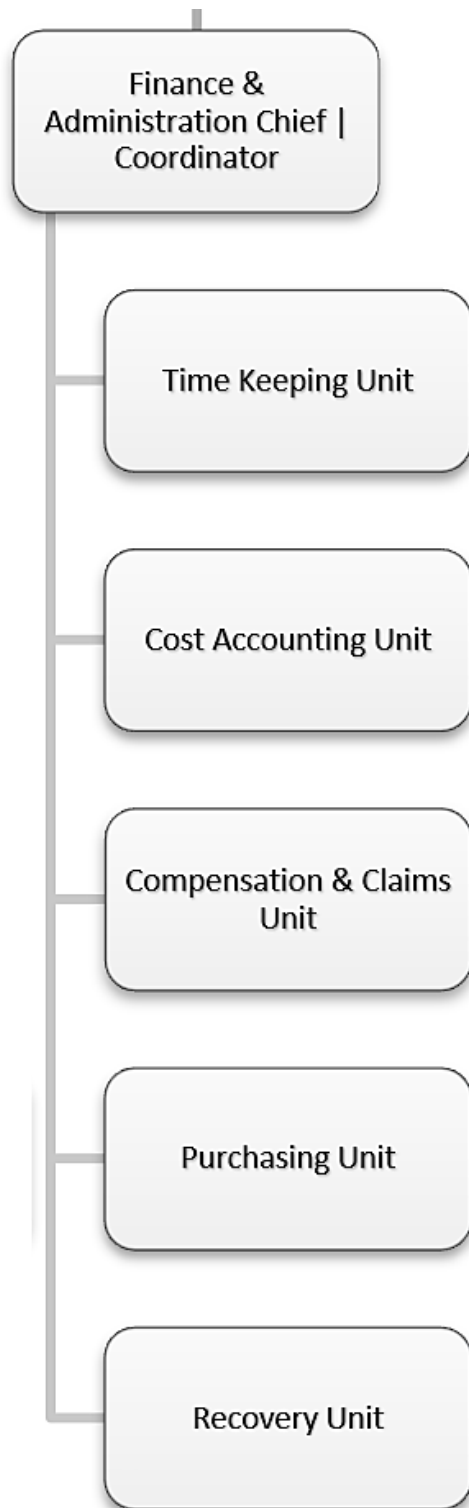


Figure 9: EOC Finance & Administration Section

This section contains functional section and position descriptions, responsibilities, and jobaids for personnel assigned to the Finance & Administration Section of the City EOC. Jobaids describe the minimum actions that should be accomplished by personnel assigned to functional positions within the section.

**Section Overview:**








- The Finance & Administration Section is responsible for providing financial support and coordination.


**Section Responsibilities Include:**

- Protect Life, Property, and the Environment
- Provide Continuity of Financial Support to the City and Community
- Document and Manage City costs and recovery of those costs as allowable
- Maintain a positive image for the City in its dealings with the community


**Figure 9: EOC Finance & Administration Section**, above, shows all the positions that are part of the EOC Finance & Administration Section.




## JobAid: Finance & Administration Chief/Coordinator

POSITION OVERVIEW		Responsible for the financial support, response, and recovery for the incident
REPORT TO		<b>MANAGEMENT</b>   EOC DIRECTOR
PLANS & REPORTS		<b>ASSESS, TRACKS, AND ORGANIZE COST OF IMPLEMENTATION PER STATE AND FEDERAL COST RECOVERY GUIDELINES</b>
FORMS, GUIDES		<p><b>FORMS</b></p> <ul style="list-style-type: none"> <li>• POSITION JOBAID</li> <li>• EOC-205A COMMUNICATION LIST</li> <li>• EOC-211 CHECK-IN LIST</li> <li>• EOC-214 ACTIVITY LOG</li> <li>• EOC-225 FOR PD CREDENTIALING</li> </ul> <p><b>GUIDES</b></p> <ul style="list-style-type: none"> <li>• PA DAMAGE CATEGORIES</li> </ul>
TECHNOLOGY		<ul style="list-style-type: none"> <li>• LAPTOP</li> <li>• PHONE (DESK OR CELL)</li> </ul>
RESOURCES		<ul style="list-style-type: none"> <li>• WORKSTATION</li> <li>• POSITION BINDER (CAN BE VIRTUAL)</li> <li>• VEST</li> </ul>
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> <b>(EOC-225) to CALOES   <a href="mailto:credentialcoord@caloes.ca.gov">credentialcoord@caloes.ca.gov</a></b></p>

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
<b>DUTIES</b>			
		Ensure that all financial records are maintained throughout the emergency.	
		Ensure that all on-duty time is recorded for all emergency response personnel.	
		Ensure that all on-duty time sheets are collected from EOC staff; Departments are collecting these from DOC staff, and Field Supervisors /Incident Commanders are for their staff.	
		Ensure there is a continuum of the payroll process for all employees responding to the emergency.	
		Determine/remind individuals of purchase order limits for the procurement function in Logistics.	
		Ensure that workers' compensation claims, resulting from the response are processed within a reasonable time.	
		Ensure that all travel and expense claims are processed within a reasonable time.	
		Provide administrative support to all EOC Sections as required, in coordination with the Personnel Unit.	
		<ul style="list-style-type: none"> <li>• Activate units within the Finance/Administration Section as required.</li> <li>• Monitor section activities continuously and modify the organization as needed.</li> </ul>	
		Ensure that all recovery documentation is accurately maintained and submitted on the appropriate forms to the Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services.	
		Supervise the Finance/Administration Section.	
<b>ACTIVATION</b>			
		Check in at the EOC.  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
		Assist with EOC Set-up (If not already fully set-up).	
		Check workstation to ensure readiness.	



TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities.  <b>(FORM   EOC-214)</b>	
		Ensure that the Finance/Administration Section is set up properly and that appropriate personnel, equipment, and supplies are in place.	
		Based on the situation, activate units within section as needed and designate Unit Coordinators for each element:  <input type="checkbox"/> Time Keeping Unit <input type="checkbox"/> Cost Accounting Unit <input type="checkbox"/> Compensation & Claims Unit <input type="checkbox"/> Purchasing Unit <input type="checkbox"/> Recovery Unit	
		Ensure that sufficient staff are available for a 24-hour schedule, or as required.	
		<ul style="list-style-type: none"> <li>Meet with the Logistics Section Coordinator and review financial and administrative support requirements and procedures.</li> <li>Determine the level of purchasing authority to be delegated to Logistics Section.</li> </ul>	
		Meet with all Unit Leaders and ensure that responsibilities are clearly understood.	
		In conjunction with Unit Leaders, determine the initial Action Planning objectives for the first operational period.	
		Notify the EOC Director when the Finance/Administration Section is operational.	
		Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.	
<b>RESPONSE</b>			
		Ensure that Finance/Administration Section position logs and other necessary files are maintained.	
		Ensure that displays associated with the Finance/Administrative Section are current, and that information is posted in a legible and concise manner.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Participate in all Action Planning meetings.	
		Brief all Unit Leaders and ensure they are aware of the EOC objectives as defined in the Action Plan.	
		Keep the EOC Director, General Staff, and elected/other officials aware of the current fiscal situation and other related matters, on an on-going basis.	
		Ensure that the Recovery Unit maintains all financial records throughout the emergency.	
		Ensure that the Time Keeping Unit tracks and records all agency staff time.	
		In coordination with the Logistics Section, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner.	
		Ensure that the Compensation & Claims Unit processes all workers' compensation claims, resulting from the emergency, in a reasonable timeframe, given the nature of the situation.	
		Ensure that the Time-Keeping Unit processes all timesheets and travel expense claims promptly.	
		Ensure that the Finance/Administration Section provides administrative support to other EOC Sections as required.	
		Ensure that all recovery documentation is accurately maintained by the Recovery Unit during the response and submitted on the appropriate forms to Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services.	
<b>SHIFT CHANGE/TRANSFER OF DUTIES</b>			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  <b>(FORM   USE CURRENT POSITION JOBAID)</b>  <b>(FORM   USE CURRENT EOC-214)</b>	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
<b>DEMOBILIZATION</b>			
		Deactivate appropriate Section Positions when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> <li>• Identify staff to support on-going Recovery Operations and Recovery Plan.</li> <li>• Advise identified staff on their continual support role.</li> </ul>	
		Complete all required forms, reports, and other documentation. Provide all completed documentation to the Documentation Unit, prior to departure.	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	
<b>TERMINATION</b>			
		Transition over to Recovery Operations and support Recovery Manager in tracking per project costs as directed by FEMA cost recovery and public assistance guidelines.	

**SHIFT/STAFF CHANGE**

**TASKS (PENDING)**

**NOTES**

**Name:**

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## JobAid: Time Keeping Unit

<b>POSITION OVERVIEW</b>		Responsible for working with all Department Liaisons and Sections to ensure field units track hours worked by personnel and volunteers & preparing daily personnel time recording documents.
<b>REPORT TO</b>		<b>FINANCE &amp; ADMINISTRATION   CHIEF/COORDINATOR</b>
<b>PLANS &amp; REPORTS</b>		<b>SUPPORTS ASSESSMENT, TRACKING, AND ORGANIZATION OF THE COST OF IMPLEMENTATION PER STATE AND FEDERAL COST RECOVERY GUIDELINES</b>
<b>FORMS, GUIDES</b>		<b>FORMS</b> <ul style="list-style-type: none"> <li>• POSITION JOBAID</li> <li>• RESOURCE TRACKING</li> <li>• EOC-205A COMMUNICATION LIST</li> <li>• EOC-210 RESOURCE STATUS CHANGE</li> <li>• EOC-211 CHECK-IN LIST</li> <li>• EOC-214 ACTIVITY LOG</li> <li>• EOC-225 FOR PD CREDENTIALING</li> </ul> <b>GUIDES</b> <ul style="list-style-type: none"> <li>• PA DAMAGE CATEGORIES</li> </ul>
<b>TECHNOLOGY</b>		<ul style="list-style-type: none"> <li>• LAPTOP</li> <li>• PHONE (DESK OR CELL)</li> </ul>
<b>RESOURCES</b>		<ul style="list-style-type: none"> <li>• WORKSTATION</li> <li>• POSITION BINDER (CAN BE VIRTUAL)</li> <li>• VEST</li> </ul>
<b>PROFESSIONAL CREDENTIAL</b>		To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:  <b>(EOC-225) to CALOES   <a href="mailto:credentialcoord@caloes.ca.gov">credentialcoord@caloes.ca.gov</a></b>

TYPE	TIME	STATUS C=Complete I=In-Progress P=Pending
<b>DUTIES</b>		
	Track, record, and report all on-duty time for personnel working during the emergency.	
	Ensure that personnel time records, travel expense claims and other related forms are prepared and submitted to budget and payroll office.	
	Supervise the Time Keeping Unit.	
<b>ACTIVATION</b>		
	Check in at the EOC  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
	Assist with EOC Set-up (If not already fully set-up)	
	Check workstation to ensure readiness	
	Wear identification vest and read over job aid.	
	Receive situation, section and position briefing from available and appropriate personnel.	
	Ensure readiness to maintain concise records of position activities  <b>(FORM   EOC-214)</b>	
<b>RESPONSE</b>		
	Establish and maintain a time keeping system.  <b>(FORM   EOC-211)</b>  <b>(FORM   RESOURCE TRACKING)</b>  <b>(FORM   EOC-210)</b>	
	<ul style="list-style-type: none"> <li>• Initiate, gather, or update time reports from all personnel, to include volunteers assigned to each shift.</li> <li>• Ensure that time records are accurate and prepared in compliance with policy.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Obtain complete personnel rosters from the Personnel Unit.</li> <li>• Rosters must include all EOC personnel as well as personnel assigned to the field level.</li> </ul>	
	Provide instructions for all supervisors to ensure that time sheets and travel expense claims are completed properly and signed by each employee prior to submitting them.	

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
		<ul style="list-style-type: none"> <li>Establish a file for each employee or volunteer within the first operational period.</li> <li>Maintain a fiscal record for as long as the employee is assigned to the response.</li> </ul>	
		Keep the Finance/Administration Section Coordinator informed of significant issues affecting the Time-Keeping Unit.	
<b>SHIFT CHANGE/TRANSFER OF DUTIES</b>			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  <b>(FORM   USE CURRENT POSITION JOBAID)</b>  <b>(FORM   USE CURRENT EOC-214)</b>	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
<b>DEMOBILIZATION</b>			
		Deactivate position when authorized by Finance/Administration Section Coordinator and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> <li>Complete all required forms, reports, and other documentation.</li> <li>Provide all completed documentation to the Documentation Unit, prior to your departure.</li> <li>Turn over financial information to Finance/Administration Section Coordinator.</li> </ul>	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

**SHIFT/STAFF CHANGE**

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**TASKS (PENDING)**

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## JobAid: Compensation & Claims Unit

POSITION OVERVIEW		Responsible for investigating and processing physical-injury and property-damage claims arising from emergency/disaster incident
REPORT	TO	<b>FINANCE &amp; ADMINISTRATION</b>   CHIEF/COORDINATOR
PLANS		<b>SUPPORTS ASSESSMENT, TRACKING, AND ORGANIZATION OF THE COST OF IMPLEMENTATION PER STATE AND FEDERAL COST RECOVERY GUIDELINES</b>
FORMS, GUIDES		<p><b>FORMS</b></p> <ul style="list-style-type: none"> <li>• POSITION JOBAID</li> <li>• EOC-205A COMMUNICATION LIST</li> <li>• EOC-208 SAFETY MESSAGE</li> <li>• EOC-211 CHECK-IN LIST</li> <li>• EOC-215A SAFETY ANALYSIS</li> <li>• EOC-214 ACTIVITY LOG</li> <li>• EOC-225 FOR PD CREDENTIALING</li> <li>• EOC-227 CLAIMS LOG</li> </ul> <p><b>GUIDES</b></p> <ul style="list-style-type: none"> <li>• PA DAMAGE CATEGORIES</li> </ul>
TECHNOLOGY		<ul style="list-style-type: none"> <li>• LAPTOP</li> <li>• PHONE (DESK OR CELL)</li> </ul>
RESOURCES		<ul style="list-style-type: none"> <li>• WORKSTATION</li> <li>• POSITION BINDER (CAN BE VIRTUAL)</li> <li>• VEST</li> </ul>
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> <b>(EOC-225) to CALOES   <a href="mailto:credentialcoord@caloes.ca.gov">credentialcoord@caloes.ca.gov</a></b></p>

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
<b>DUTIES</b>			
		Oversee the investigation of injuries and property/equipment damage claims arising out of the emergency.	
		Complete all forms required by worker's compensation program.	
		Maintain a file of injuries and illnesses associated with the emergency which includes results of investigations.	
		Supervise the Compensation and Claims Unit.	
<b>ACTIVATION</b>			
		Check in at the EOC.  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
		Assist with EOC Set-up (If not already fully set-up).	
		Check workstation to ensure readiness.	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities.  <b>(FORM   EOC-214)</b>	
<b>RESPONSE</b>			
		Establish and maintain a compensation and claims system.	
		Maintain a chronological log of injuries and illnesses, and property damage reported during the emergency.  <b>(FORM   EOC-227)</b>	
		Investigate all injury and damage claims as soon as possible.	
		Prepare appropriate forms for all verifiable injury claims and forward them to Workmen's Compensations within the required time frame consistent with jurisdiction's policy & procedures.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Coordinate with the Safety Officer regarding the mitigation of hazards.  <b>(FORM   EOC-208)</b>  <b>(FORM   EOC-215A)</b>	
		Keep the Finance/Administration Coordinator informed of significant issues affecting the Compensation and Claims Unit.	
		Forward all equipment or property damage claims to the Recovery Unit.	
<b>SHIFT CHANGE/TRANSFER OF DUTIES</b>			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  <b>(FORM   USE CURRENT POSITION JOBAID)</b>  <b>(FORM   USE CURRENT EOC-214)</b>	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
<b>DEMOBILIZATION</b>			
		<ul style="list-style-type: none"> <li>• Deactivate position when authorized by EOC Director and directed by Section Coordinator.</li> <li>• Follow Demobilization Unit Leader directions/plan.</li> </ul>	
		<ul style="list-style-type: none"> <li>• Complete all required forms, reports, and other documentation.</li> <li>• Provide all completed documentation to the Documentation Unit, prior to your departure.</li> <li>• Turn over financial information to Finance/Administration Section Coordinator.</li> </ul>	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

**SHIFT/STAFF CHANGE**

**TASKS (PENDING)**

**NOTES**

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## JobAid: Purchasing Unit

POSITION OVERVIEW		Responsible for financial matters involving vendor contracts
REPORT TO		<b>FINANCE &amp; ADMINISTRATION</b>   CHIEF/COORDINATOR
PLANS		<b>SUPPORTS ASSESSMENT, TRACKING, AND ORGANIZATION OF THE COST OF IMPLEMENTATION PER STATE AND FEDERAL COST RECOVERY GUIDELINES</b>
FORMS, GUIDES		<p><b>FORMS</b></p> <ul style="list-style-type: none"> <li>• POSITION JOBAID</li> <li>• EOC-205A COMMUNICATION LIST</li> <li>• EOC-211 CHECK-IN LIST</li> <li>• EOC-214 ACTIVITY LOG</li> <li>• EOC-225 FOR PD CREDENTIALING</li> </ul> <p><b>GUIDES</b></p> <ul style="list-style-type: none"> <li>• PA DAMAGE CATEGORIES</li> </ul>
TECHNOLOGY		<ul style="list-style-type: none"> <li>• LAPTOP</li> <li>• PHONE (DESK OR CELL)</li> </ul>
RESOURCES		<ul style="list-style-type: none"> <li>• WORKSTATION</li> <li>• POSITION BINDER (CAN BE VIRTUAL)</li> <li>• VEST</li> </ul>
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> <b>(EOC-225) to CALOES   <a href="mailto:credentialcoord@caloes.ca.gov">credentialcoord@caloes.ca.gov</a></b></p>

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
<b>DUTIES</b>			
		Coordinate vendor contracts not previously addressed by existing approved vendor lists.	
		Coordinate with Supply/Procurement Unit on all matters involving the need to exceed established purchase order limits.	
		Supervise the Purchasing Unit.	
<b>ACTIVATION</b>			
		Check in at the EOC.  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
		Assist with EOC Set-up (If not already fully set-up).	
		Check workstation to ensure readiness.	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities.  <b>(FORM   EOC-214)</b>	
<b>RESPONSE</b>			
		Establish and maintain a purchasing system.	
		Review the emergency purchasing procedures.	
		Prepare and sign contracts as needed, be sure to obtain concurrence from the Finance/ Administration Section Coordinator.	
		Ensure that all contracts identify the scope of work and specific site locations.	
		Negotiate rental rates not already established, or purchase price with vendors as required.	
		Admonish vendors as necessary, regarding unethical business practices, such as inflating prices or rental rates for their merchandise or equipment during emergencies.	

STATUS		TIME	TYPE
C=Complete	Finalize all agreements and contracts, as required.		
	Complete final processing and send documents to Budget and Payroll for payment.		
	Verify costs data in the pre-established vendor contracts and/or agreements.		
	In coordination with the Logistics Section, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner.		
	Keep the Finance/Administration Section Coordinator informed of all significant issues involving the Purchasing Unit.		
<b>SHIFT CHANGE/TRANSFER OF DUTIES</b>			
	Provide turnover briefing to position replacement.		
	Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. <b>(FORM   USE CURRENT POSITION JOBAID)</b> <b>(FORM   USE CURRENT EOC-214)</b>		
	Provide all completed documentation to the Documentation Unit.		
	Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. <b>(FORM   EOC-211, FORM   EOC-205A)</b>		
<b>DEMobilIZATION</b>			
	<ul style="list-style-type: none"> <li>Deactivate position when authorized by EOC Director and directed by Section Coordinator.</li> <li>Follow Demobilization Unit Leader directions/plan.</li> </ul>		
	<ul style="list-style-type: none"> <li>Complete all required forms, reports, and other documentation.</li> <li>Provide all completed documentation to the Documentation Unit.</li> <li>Turn over financial information to Finance/Administration Section Coordinator.</li> </ul>		
	Clean up your work area before you leave.		
	Provide a forwarding phone number where you can be reached.		

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
		Be prepared to provide input to the after-action report.	



**SHIFT/STAFF CHANGE**

**TASKS (PENDING)**

**NOTES**

**Name:**

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**Date:**

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**Forwarding**



**Phone #:** \_\_\_\_\_




**Time:** \_\_\_\_\_ **am / pm**

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## JobAid: Recovery Unit

POSITION OVERVIEW		Responsible for executing procedures to capture and document costs relating to a disaster/emergency
REPORT TO	<b>FINANCE &amp; ADMINISTRATION</b>   CHIEF/COORDINATOR	
PLANS & REPORTS		<p><b>SUPPORTS ASSESSMENT, TRACKING, AND ORGANIZATION OF THE COST OF IMPLEMENTATION PER STATE AND FEDERAL COST RECOVERY GUIDELINES</b></p> <p><b>AFTER ACTION REPORT</b></p>
FORMS, GUIDES		<p><b>FORMS</b></p> <ul style="list-style-type: none"> <li>• POSITION JOBAID</li> <li>• EOC-205A COMMUNICATION LIST</li> <li>• EOC-211 CHECK-IN LIST</li> <li>• EOC-214 ACTIVITY LOG</li> <li>• EOC-225 FOR PD CREDENTIALING</li> </ul> <p><b>GUIDES</b></p> <ul style="list-style-type: none"> <li>• PA DAMAGE CATEGORIES</li> </ul>
TECHNOLOGY		<ul style="list-style-type: none"> <li>• LAPTOP</li> <li>• PHONE (DESK OR CELL)</li> </ul>
RESOURCES		<ul style="list-style-type: none"> <li>• WORKSTATION</li> <li>• POSITION BINDER (CAN BE VIRTUAL)</li> <li>• VEST</li> </ul>
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> <b>(EOC-225) to CALOES   <a href="mailto:credentialcoord@caloes.ca.gov">credentialcoord@caloes.ca.gov</a></b></p>

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
<b>DUTIES</b>			
		Determine impacts of the emergency requiring recovery planning.	
		Initiate recovery-planning meetings with appropriate individuals and agencies.	
		Develop the initial recovery plan and strategy for the jurisdiction.	
		Ensure that all appropriate agencies are kept informed and have the opportunity to participate in the recovery planning process.	
		Develop the strategy to transition from recovery planning in the EOC to a wider post-emergency recovery effort.	
		Supervise the Recovery Unit.	
<b>ACTIVATION</b>			
		Check in at the EOC.  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
		Assist with EOC Set-up (If not already fully set-up).	
		Check workstation to ensure readiness.	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities.  <b>(FORM   EOC-214)</b>	
<b>RESPONSE</b>			
		Establish and maintain a recovery system.	
		Monitor the current situation report to include recent updates and determine overall impacts of the emergency.	
		Based on available information, prepare an initial estimate of likely recovery issues that must be addressed. Document these in a preliminary report.	

TYPE	TIME		<b>STATUS</b> C=Complete I=In-Progress P=Pending
		Coordinate with the Advance Planning Unit to determine major mid-to-long range social, economic, environmental and political impacts.	
		Assist the Operational Area as necessary in determining appropriate sites for Disaster Application Centers.	
		Facilitate recovery planning meetings involving appropriate Management and General Staff personnel and other agencies as needed.	
		Develop a recovery plan and strategy for the jurisdiction or agency.	
		Coordinate with Finance/Administration to ensure that FEMA, OES and other public reimbursement source documents and applications are consistent with the recovery strategy.	
		In conjunction with Finance/Administration, ensure that specific project timelines are developed to meet the goals and objectives of the recovery plan.	
<b>SHIFT CHANGE/TRANSFER OF DUTIES</b>			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  <b>(FORM   USE CURRENT POSITION JOBAID)</b>  <b>(FORM   USE CURRENT EOC-214)</b>	
		Provide all completed documentation to the Documentation Unit.	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  <b>(FORM   EOC-211, FORM   EOC-205A)</b>	
<b>DEMOBILIZATION</b>			
		<ul style="list-style-type: none"> <li>Deactivate position when authorized by EOC Director and directed by Section Coordinator.</li> <li>Follow Demobilization Unit Leader directions/plan.</li> </ul>	
		<ul style="list-style-type: none"> <li>Complete all required forms, reports, and other documentation.</li> <li>Provide all completed documentation to the Documentation Unit, prior to your departure.</li> <li>Turn over financial information to Finance/Administration Section Coordinator.</li> </ul>	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Assists the EOC Coordinator and Planning & Intelligence Section with preparing the After-Action Report. 🗣️ <b>(REPORT   AFTER ACTION)</b>	

**SHIFT/STAFF CHANGE**

**TASKS (PENDING)**

**NOTES**

**Name:**

\_\_\_\_\_

**Forwarding**

**Phone #:** \_\_\_\_\_

**Date:**

\_\_\_\_\_

**Time:** \_\_\_\_\_ **am / pm**

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## 4 EOC Forms & Tools

### 4.1 EOC Action Planning

EOC Action Planning is a process that allows for the coordination of EOC activities and the development of the EOC Action Plan.

The EOC Action Plan (EAP) is a printed document which outlines the priorities and planned response of the organization for a defined operational period (time period).

During the initial stages of incident management, EOC staff must develop a simple plan that can be communicated through concise verbal briefings. Frequently, this plan must be developed very quickly and with incomplete information. As the incident management effort evolves over time with additional lead time, staff, information, more detailed and concise EOC Action Plans are created.

Overall – planning involves the following 5 phases:

1. Understanding the situation
2. Establishing incident objectives
3. Developing the Plan
4. Preparing and Disseminating the Plan
5. Executing, Evaluating and Revising the Plan

The basis for an efficient and effective EOC Action Planning process begin with the development and maintenance of a common operating picture.

#### 4.1.1 Common Operating Picture Guidance

In order to develop a common operating picture emergency management organization member must exercise effective situational awareness.

Situational Awareness is the ability to identify, process, and comprehend the critical information about an incident – knowing what is going on around you [requiring] continuous monitoring of relevant sources of information regarding actual incidents and developing hazards (National Response Framework).

##### **Elements of situational awareness include:**

- Perception (Gather information)
- Comprehension (Interpret information)
- Projection (Anticipate future status and needs)

##### **Situational awareness can be obtained through the following sources:**

- Responders and government agencies
- 911 centers
- Citizens
- Media

- Social media
- Non-governmental organizations (NGOs)

Situational awareness information compiled together is used to develop a common operating picture.

A common operating picture is a continuously updated overview of an incident compiled throughout an incident's life cycle from data shared between integrated systems for communication, information management, and intelligence and information sharing (NRF Resource Center).

**Having a common operating picture enables:**

- Enable effective and timely decision-making
- Increase collaboration among all responders and disseminates pertinent information
- Improve incident safety
- Inform predictions and proactive response
- Help ensure consistency of messages

**A common operating picture contains the following elements:**

- Data: Collect bits from various sources
- Information: Bits are put together
- Intelligence: Analyze the information
- Make recommendations for decisions

Situational awareness influences the development of a common operating picture and follows the following input/output process.

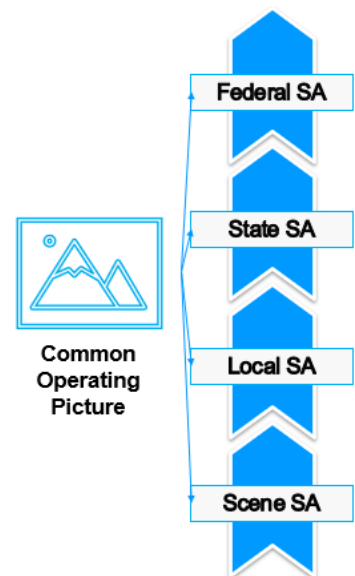


Situational Awareness shared at every SEMS level through a common operating picture helps others achieve overall incident situational awareness as shown in the diagram on the right.

If an event is not continuously monitored and the common operating picture updated and shared, situational awareness will decrease and an inaccurate operating picture will result.

Situational awareness and common operating picture information can be shared through:

- Senior leadership briefs
- Formal reports
- Information gathered from Incident/EOC Action Plans (I/EAPs), Situation Reports (SITREPs), etc.



## 4.1.2 Planning P

The Planning “P” is a guide to the action planning process. The Planning “P” can be used for both smaller, short-term incidents or events, and for longer, more complex incident planning.

The Planning “P” depicts the stages in the action planning process.

The leg of the “P” includes initial steps to gain awareness of the situation and establish the organization for incident management. Steps in Phase 1 are done only one time. Once they are accomplished, incident management shifts into a cycle of planning and operations, that continues and is repeated each operational period. In this way, the Planning “P” becomes the Planning “O” after the first operation period.

Figure x: Planning P...

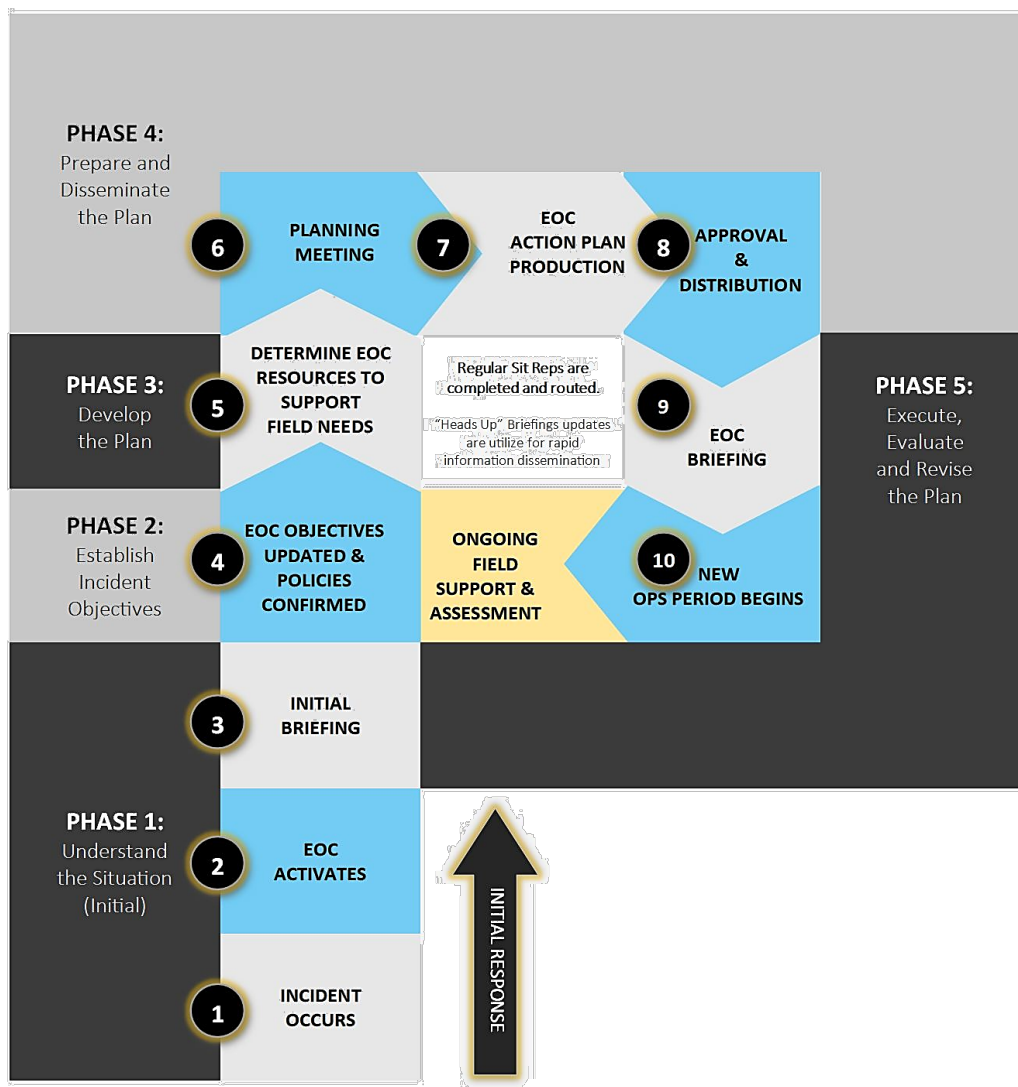


Figure: Planning P

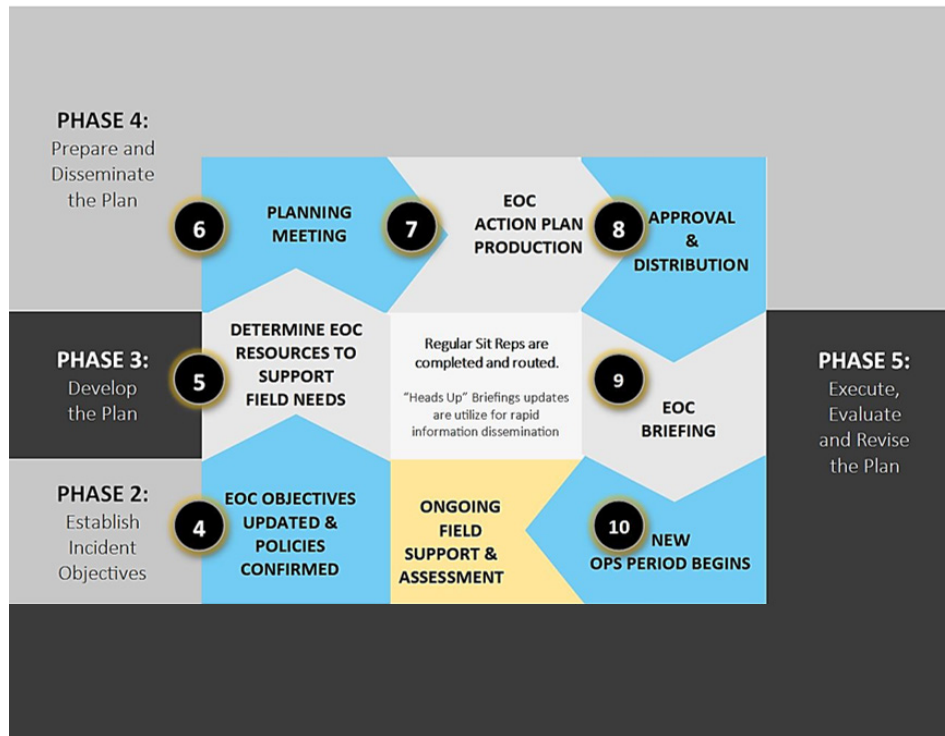
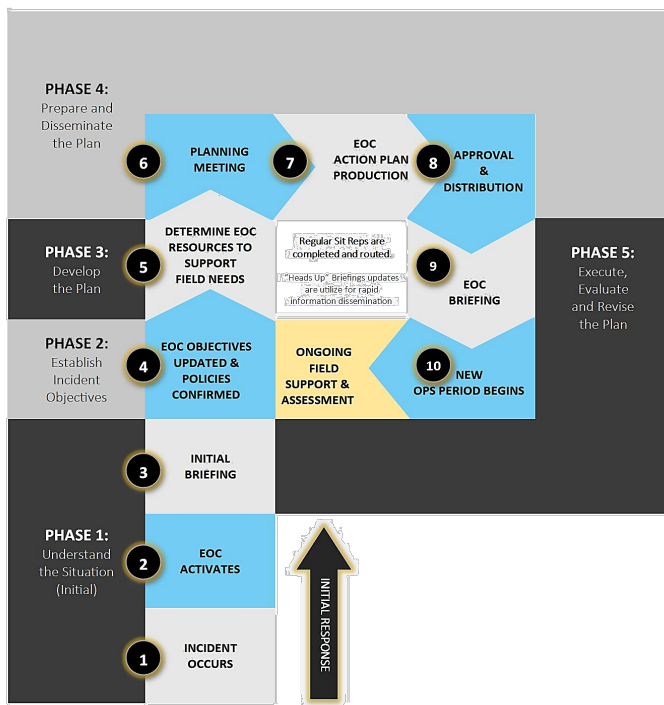


Figure: Ongoing O

### 4.1.3 Planning P Meeting Agendas

The following are example Planning P meeting details and agendas:



## Initial Briefing Meeting (Planning P Step 3):

**Meeting Called By:** EOC Director

**Attended By:** All EOC personnel deemed necessary by the EOC Director.

**Led By:** EOC Director or Designee (ex: P&I Section Chief/Coordinator)

**Purpose:** Provide information on current on-scene operations, agency and jurisdictional concerns and establish working EOC organization.

**Outcome:** Organizational Structure and Common Operating Picture!

### Ground Rules:

- Cell Phone on Silent or Vibrate
- Come Prepared for each meeting
- No side conversations
- Ask questions if you don't understand
- Take Notes
- Stick to agenda

### Agenda/Flow

- EOC Director brings meeting to order, conducts roll call, covers ground rules and reviews the agenda
- Introduce EOC Management and General Staff
- Provide situation update to include:
  1. What has happened
  2. Affected areas and individuals
  3. Incident Command Post Objectives and Priorities if known (ICS-201 for Field)
  4. Activated emergency response facilities
  5. Jurisdictions and agencies involved
  6. Any actions we have taken
  7. Safety Concerns
  8. Agency or jurisdiction restrictions
- Verify that Incident commander(s), Area Command(s), supporting EOCs, DOCs, and coordinating agencies have been informed that the EOC is staffed and operational.
- Establish the following:
  - Event name
  - Operational period duration and work shift hours
  - Initial goals and objectives
  - EOC staffing organization, structure, pattern
  - Meeting schedule
- All resource requests will be facilitated through the EOC.
- Agree on unified logistics approach to resource ordering procedures to follow.
- Agree on resource authorization procedures.
- Agree on Information/Intelligence matters and the flow of information into the EOC and vetted information out of the EOC.
- Next meeting EOC Objectives meeting.
- Prepare for the Objectives Meeting.

## Objectives Updates & Policy Confirmation Meeting (Planning P Step 4):

### Meeting Called By: EOC Director

**Attended By:** Management & General Staff

**Led By:** Planning & Intelligence Chief/Coordinator or Designee

**Purpose:** Develop EOC objectives to support on-scene and EOC operations and confirm policies.

**Outcome:** EOC objectives updated and policies confirmed.

### Ground Rules:

- Cell Phone on Silent or Vibrate
- Come Prepared for each meeting
- No side conversations
- Ask questions if you don't understand
- Take Notes
- Stick to agenda

### Agenda:

- P&I Section Chief/Coordinator (PSC) brings meeting to order, conducts roll call, covers ground rules and reviews the agenda
- Review and /or update key current actions
- Review current and projected situation
- Set prioritized SMART objectives in support of field Incident Commander(s) considering on-scene incident objectives/resource priorities, limitations, and constraints
- Discuss the incidents potential for the next operational period
- Review and confirm policies by EOC Management with input from General Staff which may include:
  - Managing sensitive information/intelligence
  - Information flow into and out of the EOC
  - Resource ordering process
  - Cost sharing and cost accounting (Finance/Admin.)
  - Operational security issues
  - Establishment of a JIC
- Review, document, and/or resolve status of any open actions.

## Resource Meeting (Planning P Step 5):

### Meeting Called By: EOC Director

**Attended By:** Management & General Staff (other EOC positions as appropriate)

**Led By:** Planning & Intelligence Chief/Coordinator or Designee

**Purpose:** Develop a unified EOC strategy to support emergency management and on-scene operation resource needs.

**Outcome:** Resources identified to support emergency management and field needs.

### Ground Rules:

- Cell Phone on Silent or Vibrate
- Come Prepared for each meeting
- No side conversations
- Ask questions if you don't understand
- Take Notes
- Stick to agenda

### Agenda:

- P&I Section Chief/Coordinator brings meeting to order, conducts roll call, covers ground rules and reviews the agenda
- Review current and projected incident situation
- Review and /or update key current actions
- Review coordination and support objectives and ensures accountability for each
- Resources on-scene, en-route, and ordered are identified (Plans Section and Operations Section)
- Resource priorities are discussed P&I Section Chief/Coordinator and Operations Section Chief/Coordinator
- PSC and OSC develop strategic and resource needs
- Logs Section Chief/Coordinator verify support requirements and contributes logistics info as necessary
- Logs Section Chief/Coordinator reviews resource ordering process
- F&A Section Chief/Coordinator evaluates funding /fiscal implications
- Quick recap of the meeting and assignments
- End meeting and prepare for Planning Meeting
- Sections/Staff conduct break out meetings to fill in the information gaps that may exist
- Prepare for Planning Meeting

## Planning Meeting (Planning P Step 6):

### Meeting Called By: EOC Director

**Attended By:** Management & General Staff (other EOC positions as appropriate)

**Led By:** Planning & Intelligence Chief/Coordinator or Designee

**Purpose:** Validate EOC Action Plan components: objectives, policies, authorities, resources etc.

**Outcome:** Validation of EOC Action Plan.

### Ground Rules:

- Cell Phone on Silent or Vibrate
- Come Prepared for each meeting
- No side conversations
- Ask questions if you don't understand
- Take Notes
- Stick to agenda

### Agenda:

- Planning & Intelligence Chief/Coordinator brings meeting to order, conducts roll call, covers ground rules and reviews the agenda
- EOC Director provides opening remarks
- Situation Unit provides briefing on current situation, resources at risk, weather forecast, and incident projections.
- Planning & Intelligence Chief/Coordinator reviews coordination and support priorities, objectives, and decisions
- Operations Section Chief/Coordinator provides briefing on current operations followed with an overview on the proposed plan including strategy work assignments, resource commitment, contingencies, Operations Section organizational structure, and needed support facilities
- Planning & Intelligence Chief/Coordinator reviews Operations Section Chief/Coordinator proposed plan to ensure that the EOC Management Priorities and operational objectives are met.
- Planning & Intelligence Chief/Coordinator reviews and validates responsibility for any open actions/tasks and management objectives.
  - Planning & Intelligence Chief/Coordinator conducts round robin of EOC Management Group and Management Staff members to solicit their final input and commitment to the proposed plan.
  - Logistics Section Chief/Coordinator covers transport, communications and supply updates and issues,
  - Finance Section Chief/Coordinator covers fiscal issues,
  - Public Information Officer covers public affairs and public information issues,
  - Liaison Officer covers interagency issues, and
  - Safety Officer covers any safety concerns or considerations



- Planning & Intelligence Chief/Coordinator requests EOC Management Group's approval of the plan as presented. EOC Management Group may provide final comments
- Planning & Intelligence Chief/Coordinator issues assignments to appropriate EOC members for developing Coordination Plan support documentation along with deadlines.
- Planning Section prepares the EOC Action Plan using the forms and /or format as described in the EOP or determined during the Planning meeting preparation phase.
- Sections conduct break out meetings to fill in the information gaps that may exist.

## **EOC Briefing Meeting**

### **(Planning P Step 9):**

**Meeting Called By:** EOC Director

**Attended By:** All EOC personnel

**Led By:** Planning & Intelligence Chief/Coordinator or Designee

**Purpose:** To brief the oncoming shift on the EOC Action Plan and status of on-scene operations

**Outcome:** Oncoming shift understands EOC Action Plan and situation to execute

#### **Ground Rules:**

- Cell Phone on Silent or Vibrate
- Come Prepared for each meeting
- No side conversations
- Ask questions if you don't understand
- Take Notes
- Stick to agenda

#### **Agenda:**

- Planning & Intelligence Chief/Coordinator brings meeting to order, conducts roll call for personnel required to attend both incoming and out-going shift, covers ground rules and reviews the agenda
- EOC Director provides opening remarks
- Planning & Intelligence Chief/Coordinator reviews objectives and any changes to the EOC Action Plan
- Situation Unit conducts Situation Briefing.
- Operations Section Chief/Coordinator discusses current response actions and accomplishments.
- Logistics Section Chief/Coordinator covers transport, communications, and supply updates
- Finance Section Chief/Coordinator covers fiscal issues.
- Public Information Officer covers public affairs and public information issues
- Safety Officer covers any safety concerns or considerations
- Liaison Officer covers interagency issues and Intel covers intelligence issues
- Planning & Intelligence Chief/Coordinator solicits final comments and adjourns briefing.
- Out-going Sections Chiefs/Coordinators conduct individual break out meetings with the on-coming Section Chiefs/Coordinators to complete process

## 4.1.4 EOC Action Plan

### 4.1.4.1 EOC ACTION PLAN TEMPLATE

#### OVERVIEW:

**Event Name:**

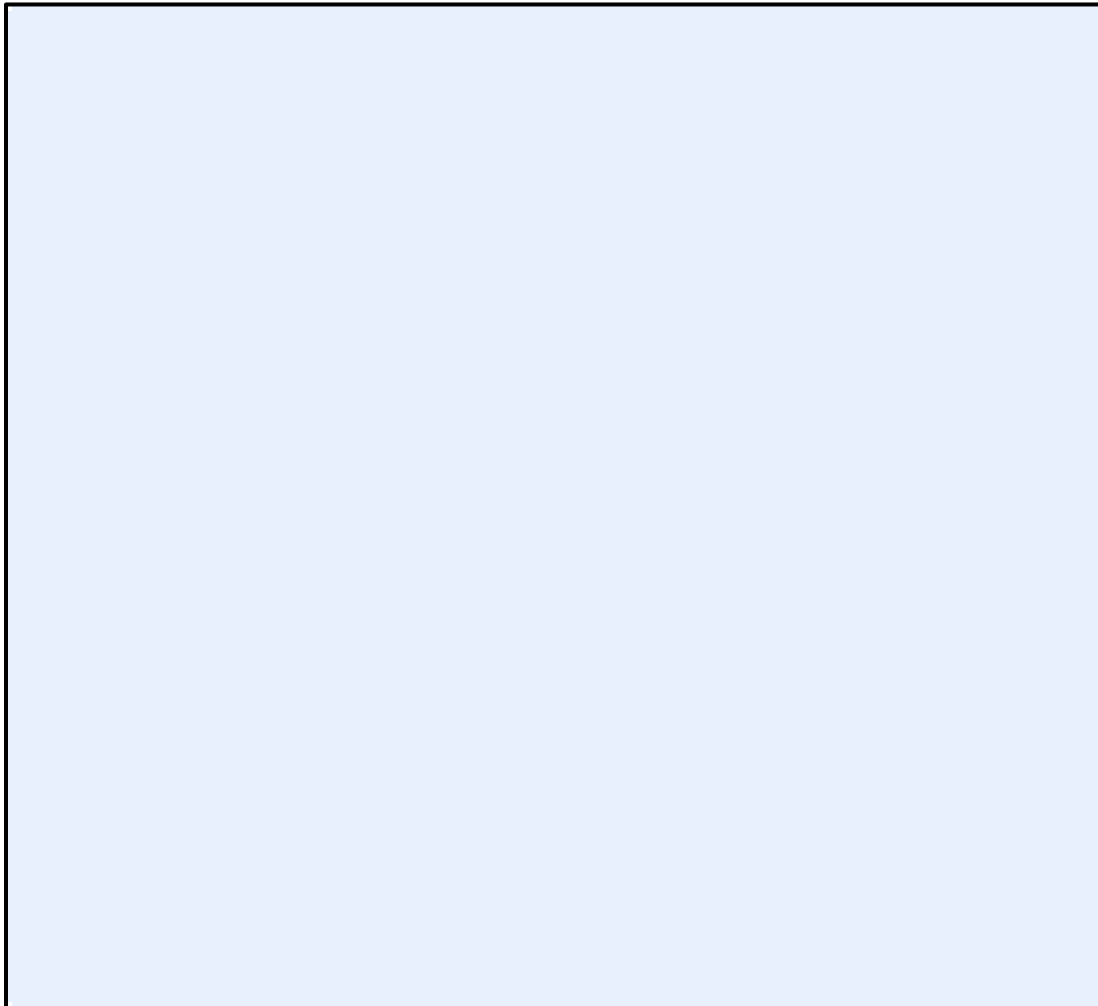
**Operational Period:**

**Jurisdiction:**

**Date Prepared:**

**Time Prepared:**

#### MAP SKETCH:



**Prepared By:**

**Approved By:**

## **SUMMARY OF PRIORITIES, OBJECTIVES AND ACTIONS**

### **Overall Event Priorities**

### **Management Section Objectives**

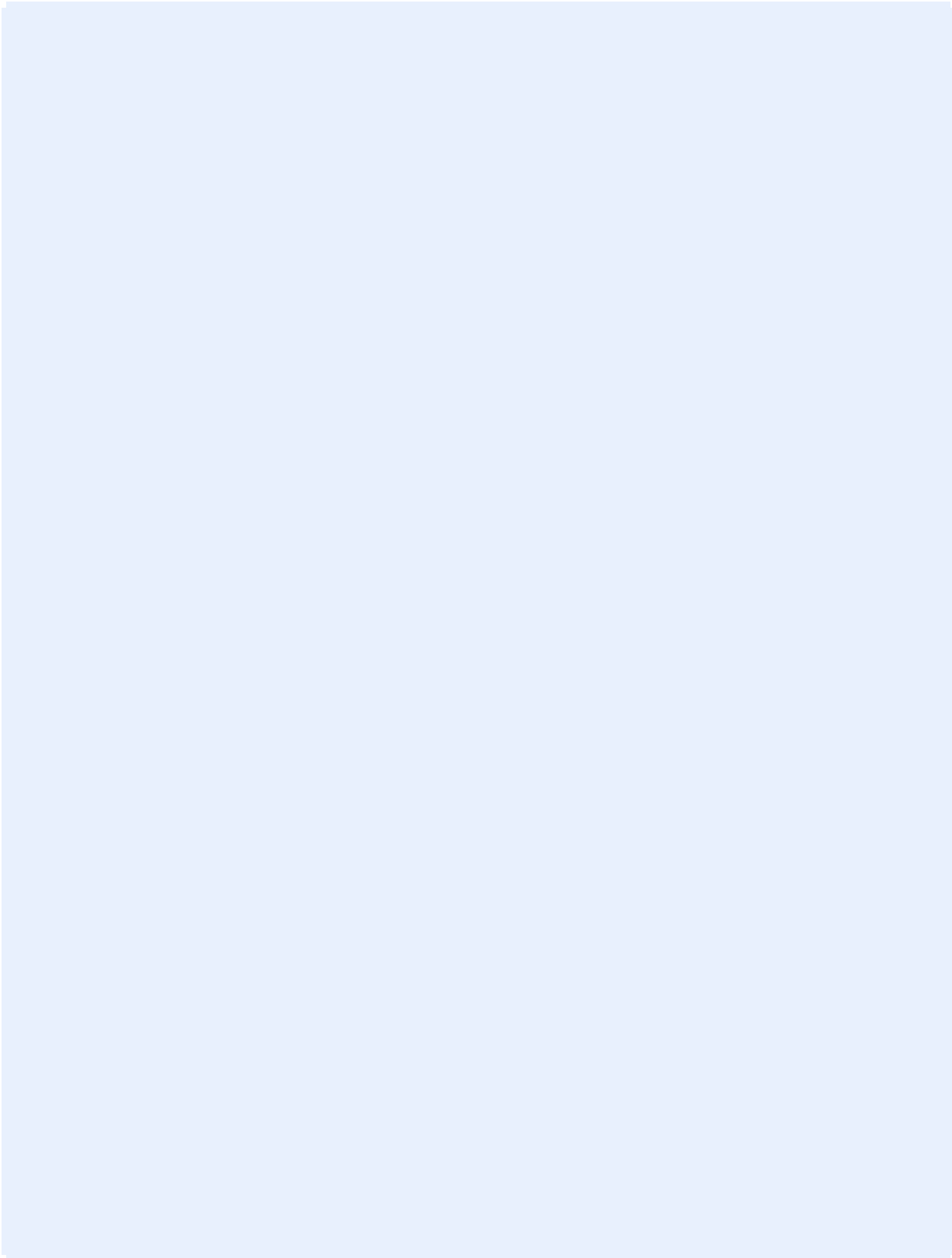
### **Operations Section Objectives**

**Planning Section Objectives**

**Logistics Section Objectives**

**Finance/ Administration Section Objectives**

**Organizational Chart:**



**Weather Impacts on Operations:**

**Weather Forecast 5-Day**

**Weather Maps:**

**Additional Attachments**

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#### 4.1.4.1 EOC Action Plan [Example]

##### OVERVIEW:

**Event Name:** *Earthquake*

**Operational Period:** *1*

**Jurisdiction:** *Hazard City*

**Date Prepared:** *mm/dd/yyyy*

**Time Prepared:** *9:00am*

##### MAP SKETCH:



**Prepared By:** *First Last, Planning Section Chief*

**Approved By:** *First Last, EOC Director*

## SUMMARY OF PRIORITIES, OBJECTIVES AND ACTIONS

### Overall Event Priorities

1. Life safety
2. Incident stabilization
3. Preservation of the Environment/Property
4. Damage Assessments

### Management Section Objectives

1. In the next hour proclaim a Local Emergency
2. In the next hour issue a mass notification message with basic direction to affected residents reminding them of jurisdictional earthquake protocol
4. In the next 2 hours brief jurisdictional leadership on status of situation
5. In the next 6 hours set-up a call center and form a joint information center with larger jurisdiction

### Operations Section Objectives

6. In the next 6 hours access main roads in jurisdiction to determine if they are safe and passable for first responder vehicles
8. In the next 24 hours identify at least safe locations for displaced residents and set-up 1 shelter locations
9. In the next 24 hours assess and tag priority 1 pre-identified buildings in jurisdiction
11. In the next 24 hours, assess debris conditions and develop a removal plan

### **Planning Section Objectives**

*7. In the next 12 hours complete 1 planning cycle and distribute EOC action plan*

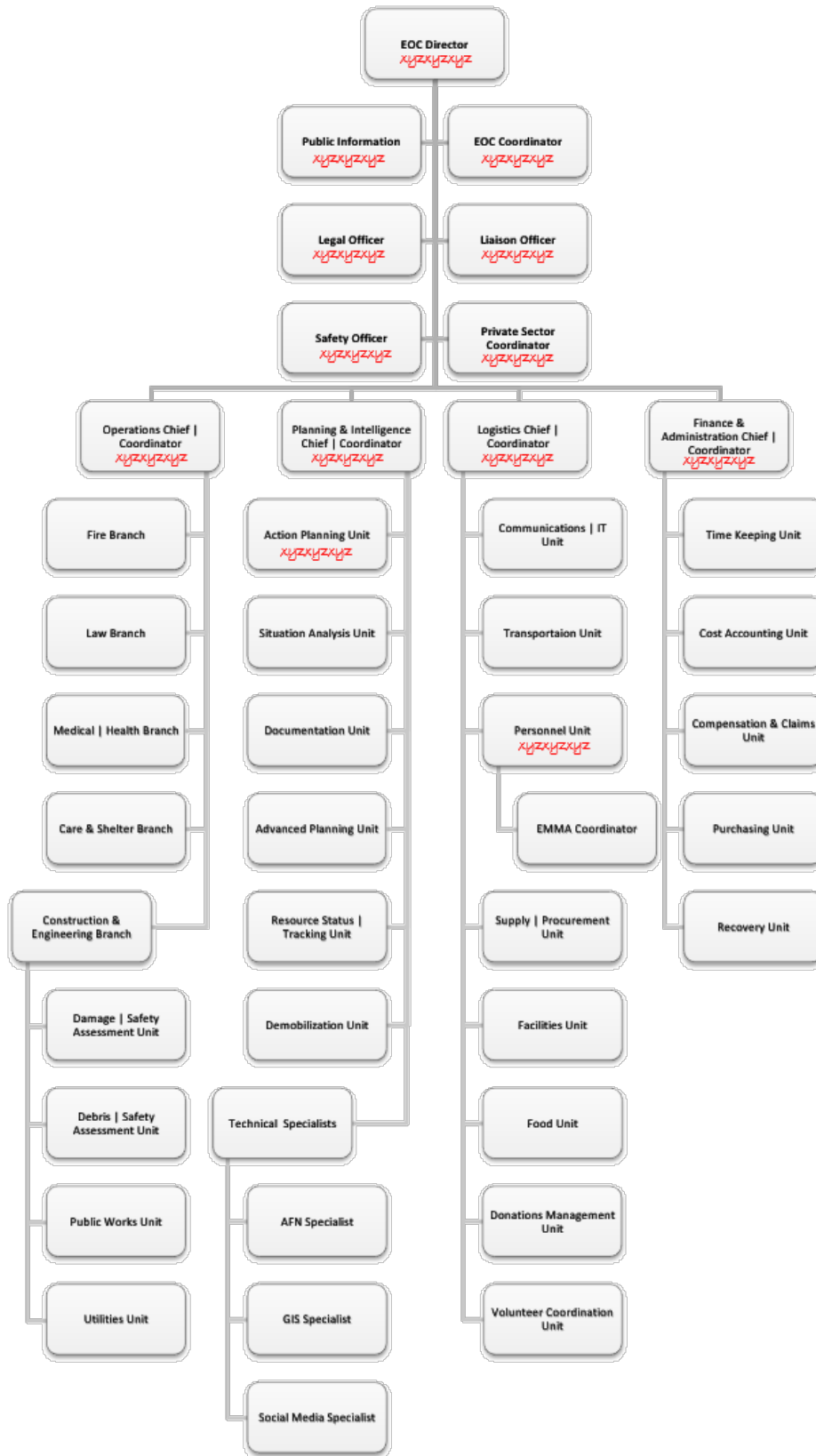
### **Logistics Section Objectives**

*10. In the next 24 hours, identify needs and work on requesting/procuring and providing preliminary life sustaining commodities for citizens*

### **Finance/ Administration Section Objectives**

*3. In the next hour set-up incident project code to begin tracking cost associated with incident*







# Organizational Chart:



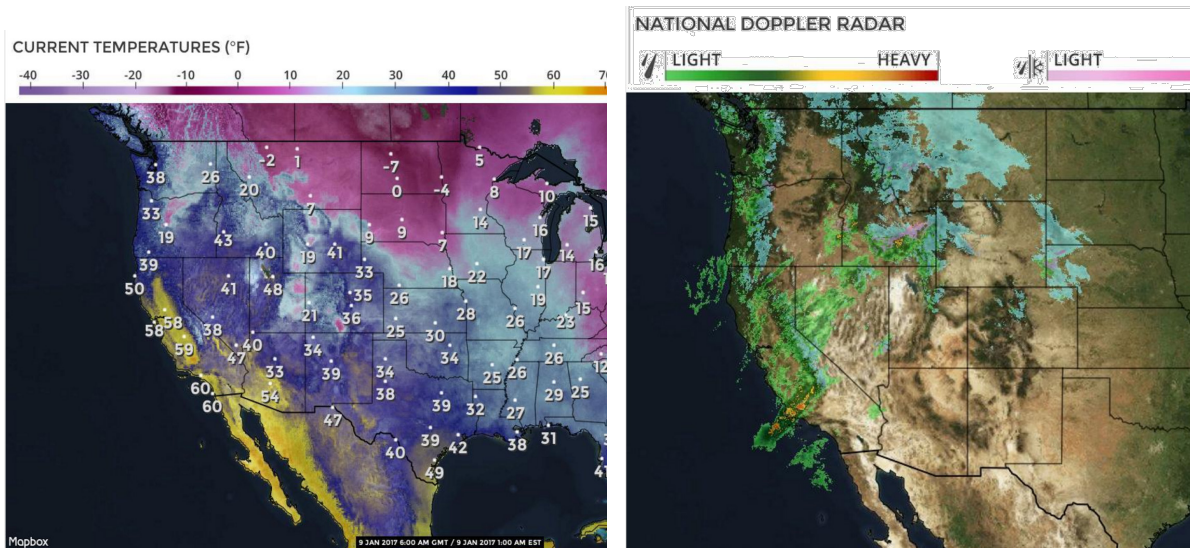
## Weather Impacts on Operations:

*None are forecasted.*

## Weather Forecast 5-Day

DAY		HIGH/LOW	PRECIP	WIND	HUMIDITY	UV INDEX	SUNRISE	SUNSET
TONIGHT JAN 8		--/49°	☔ 10%	SW 14 mph	91%	0 of 10	↑ 7:24 am ↓ 5:03 pm	
MON JAN 9		54°/49°	☔ 20%	SSW 15 mph	82%	1 of 10	↑ 7:24 am ↓ 5:04 pm	
TUE JAN 10		54°/49°	☔ 100%	SSE 24 mph	96%	0 of 10	↑ 7:24 am ↓ 5:05 pm	
WED JAN 11		55°/41°	☔ 20%	SW 13 mph	78%	2 of 10	↑ 7:24 am ↓ 5:06 pm	
THU JAN 12		50°/37°	☔ 20%	N 10 mph	82%	2 of 10	↑ 7:24 am ↓ 5:07 pm	
FRI JAN 13		55°/39°	☔ 0%	N 7 mph	59%	2 of 10	↑ 7:23 am ↓ 5:09 pm	

## Weather Maps:



## Additional Attachments









*None.*













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### 4.1.5 EOC Forms








The table below list all available EOC forms.

Note that these forms can be accessed in two ways: through hard copies in the EOC and Alternate EOC; and by clicking on the file names in the electronic version of this plan.

#	Name	Form
1.	FORM_EOC 201_Incident Briefing	 FORM_EOC 201_Incident Briefin
2.	FORM_EOC 202_Incident Objectives	 FORM_EOC 202_Incident Object
3.	FORM_EOC 205A_Communication List	 FORM_EOC 205A_Communicatio
4.	FORM_EOC 207_Organization Chart	 FORM_EOC 207_Organization Cl
5.	FORM_EOC 208_Safety Message	 FORM_EOC 208_Safety Message
6.	FORM_EOC 209_Incident Status Summary	 FORM_EOC 209_Incident Status
7.	FORM_EOC 210_Resource Status Change	 FORM_EOC 210_Resource Status
8.	FORM_EOC 211_Check-In	 FORM_EOC 211_Check-In.docx
9.	FORM_EOC 213_Resource Request	 FORM_EOC 213_Resource Reque
10.	FORM_EOC 214_Activity Log	 FORM_EOC 214_Activity Log.doc

#	Name	Form
11.	FORM_EOC 215_Resource Planning Worksheet	 FORM_EOC 215_Resource Plann
12.	FORM_EOC 215A_Safety Analysis	 FORM_EOC 215A_Safety Analysis
13.	FORM_EOC 226_Individual Performance Rating	 FORM_EOC 226_Individual Perfo
14.	FORM_EOC 227_Claims Log	 FORM_EOC 227_Claims Log.doc
15.	FORM_EOC 230_Daily Meeting Schedule	 FORM_EOC 230_Daily Meeting S
16.	FORM_F&A_Cost Worksheet	 FORM_F&A_Cost Worksheet.docx
17.	FORM_F&A_Initial Damage Estimate	 FORM_F&A_Initial Damage Estimate.dc
18.	CalEOC IDE	 CalEOC IDE.pdf
19.	FORM_LOGS_DSWV Registration 2013	 FORM_LOGS_DSWV Registration 2013.d
20.	FORM_LOGS_Resource Request	 FORM_LOGS_Resou rce Request.docx
21.	FORM_LOGS_Resource Tracking	 FORM_LOGS_Resou rce Tracking.xlsx
22.	FORM_MGT Media Briefing Schedule	 FORM_MGT Media Briefing Schedule.d
















#	Name	Form
23.	FORM_MGT_Disaster Assistance Directory	 FORM_MGT_Disaster Assistance Directc
24.	FORM_MGT_Media Call	 FORM_MGT_Media Call.docx
25.	FORM_MGT_Press Release	 FORM_MGT_Press Release.docx
26.	FORM_MGT_Proclamation Resolutions	 FORM_MGT_Proclamation Resolutions.
27.	FORM_MGT_Public Call	 FORM_MGT_Public Call.docx
28.	FORM_OPS_Fire Deployed Resources	 FORM_OPS_Fire Deployed Resources
29.	FORM_OPS_Windshield Survey	 FORM_OPS_Windshield Survey.docx

#### 4.1.6 EOC Reports

The table below list all available EOC Report Templates.

Note that these Report Templates can be accessed in two ways: through hard copies in the EOC and Alternate EOC; and by clicking on the file names in the electronic version of this plan.




#	Name	Report Template
1.	REPORT_OPS_Agricultural Status	 REPORT_OPS_Agricultural Status.docx
2.	REPORT_OPS_Communication Status	 REPORT_OPS_Communication Status.d

#	Name	Report Template
3.	REPORT_OPS_Energy Status	 REPORT_OPS_Energy Status.docx
4.	REPORT_OPS_Firefighting Status	 REPORT_OPS_Firefighting Status.docx
5.	REPORT_OPS_Hazmat Status	 REPORT_OPS_Hazmat Status.docx
6.	REPORT_OPS_Mass Care Status	 REPORT_OPS_Mass Care Status.docx
7.	REPORT_OPS_Public Safety Status	 REPORT_OPS_Public Safety Status.docx
8.	REPORT_OPS_Public Works Status	 REPORT_OPS_Public Works Status.docx
9.	REPORT_OPS_Search&Rescue	 REPORT_OPS_Search&Rescue.docx
10.	REPORT_OPS_Transportation Status	 REPORT_OPS_Transportation Status.docx
11.	REPORT_OPS_Utility Status	 REPORT_OPS_Utility Status.docx
12.	REPORT_P&I_Local Government After Action	 REPORT_P&I_Local Government After Action.docx
13.	REPORT_P&I_Situation Status	 REPORT_P&I_Situation Status.docx

### 4.1.7 EOC Plans

The table below list all available EOC Plan Templates.





Note that these Plan Templates can be accessed in two ways: through hard copies in the EOC and Alternate EOC; and by clicking on the file names in the electronic version of this plan.

#	Name	Plan Template
1.	PLAN_P&I_Advance	 PLAN_P&I_Advance.docx
2.	PLAN_P&I_Demobilization	 PLAN_P&I_Demobilization.docx
3.	PLAN_P&I_EOC Action	 PLAN_P&I_EOC Action.docx

### 4.1.8 EOC Guides

The table below list all available EOC Guides.

Note that these Guides can be accessed in two ways: through hard copies in the EOC and Alternate EOC; and by clicking on the file names in the electronic version of this plan.

#	Name	Guides
1.	GUIDE_F&A_PA Damage Categories	 GUIDE_F&A_PA Damage Categories.
2.	GUIDE_MGT_77 Most Asked Questions in an Emergency	 GUIDE_MGT_77 Most Asked Questio
3.	GUIDE_MGT_Emergency Alert System (EAS)	 GUIDE_MGT_Emergency Alert System (E/
4.	GUIDE_MGT_EPI-JIC SOP	 GUIDE_MGT_EPI-JIC SOP.docx

5. GUIDE\_MGT\_Legal Authorities



GUIDE\_MGT\_Legal  
Authorities.docx

6. GUIDE\_MGT\_Recovery Plan\_Project Management



GUIDE\_MGT\_Recov  
ery Plan\_Project Mar

7. GUIDE\_P&I\_EOC Org Chart



GUIDE\_P&I\_EOC  
Org Chart.docx

8. GUIDE\_P&I\_Planning P



GUIDE\_P&I\_Plannin  
g P.docx



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**ATTACHMENT 3**  
Earthquake Annex



# City of South Pasadena

## Emergency Operations Plan



# EARTHQUAKE ANNEX

June 2022

Approved: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

## FOREWORD

The Southern California area sits on some of the most unstable ground in the country. Some 10 million people work and live above the 200+ known earthquake faults throughout the Region. Earthquake faults are a result of tectonic plates pushing together, 6 to 15 miles beneath the earth's surface. The movement between the North American Plate and the Pacific Plate pushes Los Angeles County north, about 1 ¾ inches per year. Los Angeles County is 3 meters (10 ft) closer to San Francisco today than it was in 1924.

Southern California experiences more than 200,000 earthquakes every decade. Fortunately, most are too small to be felt. Notable exceptions are the Sylmar earthquake, February 9, 1971; the Whittier earthquake, October 1, 1987; and the Northridge earthquake, January 17, 1994. Seismologists predict an 80 to 90% probability, of a magnitude 7+ earthquake in Los Angeles, before 2024. Because of those predictions, South Pasadena remains on constant alert to seismic activity.

When a "major earthquake" strikes the City of South Pasadena, the entire City will experience significant impact but it is unlikely that the entire City will be totally devastated. There will be pockets of damage with lesser amounts of damage, over a wide area. The infrastructure will sustain substantial damage including structure collapse and the interruption of transportation routes, utilities, and communications. The City's Public Safety Departments may respond to numerous fires, persons trapped in collapsed structures, hazardous materials releases, traffic collisions, and a variety of medical emergencies.

The City of South Pasadena Earthquake Annex has been developed, to be a guide, for Earthquake Emergency Operations.

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## MANAGEMENT AND ORGANIZATION

Unlike most other large emergency incidents that may impact South Pasadena, a major earthquake has the potential to impact the entire City at one time. Therefore, the command structure in the City may be more complex, and involve more levels than most other incidents. For any earthquake causing significant damage within the City of South Pasadena, the Emergency Operations Center (EOC) may be activated, and field operations may be controlled under an Area Command structure. All operations will be conducted under standard Incident Command System principles.

### INCIDENT COMMAND SYSTEM

Incident Command will be handled by a Unified Command. Unified Command is a team effort process that allows all agencies, with political, geographical, or functional responsibility for an incident, to establish a common set of incident objectives and strategies, that all can agree upon. Command may be unified for geographic or political reasons.

### CITY EMERGENCY OPERATIONS ORGANIZATION

During a local emergency, the City Manager is the Director of the Emergency Services (Municipal Code Sect. 11). As Director, the City Manager is authorized to promulgate, issue and enforce rules, regulations, orders, and directives that he/she considers necessary for the protection of life and property. The City Manager exercises full authority over operations of the various City Departments.

### DEPARTMENT HEAD POSITION CHECKLIST

- ❑ Check-in upon arrival at the EOC.
- ❑ Obtain a briefing on the situation.
- ❑ Determine your personal operating location and set up as necessary.
- ❑ Clarify any issues regarding your authority and assignment and what others in the organization do.
- ❑ Participate, as member of Emergency Operations Center general staff.
- ❑ Provide effective oversight and management of all department operations.
- ❑ Ensure that field command personnel have a clear understanding of department policies, expectations, limitations, and priorities.
- ❑ Evaluate the need for, and request mutual aid resources.
- ❑ Resolve conflicts concerning overall response priorities, strategies, and/or resource use. Work with staff to establish priority use for scarce resources.
- ❑ Work with information officer to develop media strategy.

## AREA COMMAND

Area Command is an incident command tool, primarily designed to assist in managing a very large incident or portions thereof, where multiple incident management teams are assigned. Area Command is responsible for the overall direction of multiple incident command teams. This includes insuring that conflicts are resolved, incident objectives are established, and strategies are selected for the use of critical resources. It may be pre-established for “predicted earthquakes,” it may be established spontaneously following an earthquake. When Area Command is established, Incident Commanders, for the incidents under its authority, will report to the Area Commander. For incidents under its authority, Area Command has the responsibility to:

- Set overall incident related priorities.
- Allocate critical resources, based on priorities.
- Ensure that incidents are properly managed.
- Ensure that incident(s) objectives are met and do not conflict with each other or with City policy.

**The *Unified Area Command* organization in our City initially will normally consist of the South Pasadena Fire Department (SPFD) Battalion 9 Chief and the South Pasadena Police Department (SPPD) Watch Commander. Unified Area Command will be established simultaneous with the City-wide drive through windshield survey by SPFD and SPPD units.**

Major events such as earthquakes, floods, civil disturbances, multiple wildland fires, or terrorist activity may create a large number of incidents. Due to their size and potential impact, these events provide an appropriate environment for the possible use of *Area Command*.

As with any element of Incident Command System (ICS), the use of *Area Command* is incident driven and will be implemented to meet the *span of control* needs of a dynamic event. Area Command may also be pre-designated for significant situations such as earthquake or anticipated civil disturbance. It may be implemented City-wide or any other selected geographic area.

In areas of concentrated damage or large numbers of incidents, the area command may be divided further into Zones as previously described. Each Zone Commander reports to the Area Commander.

In the City of South Pasadena, Area or Zone Commands are normally established in three pre-designated areas:

Area/ Zone 1 – North of Mission Street

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Area/ Zone 2 – South of Mission Street, West of Meridian Avenue

Area/ Zone 3 – South of Mission Street, East of Meridian Avenue

#### **PUBLIC SAFETY DEPARTMENTS INITIAL PRIORITIES**

- During an earthquake all public safety shall seek shelter for personal protection using the “duck, cover, and hold on” method.
- Once shaking has stopped, all response vehicles shall be removed from their designated area to their earthquake safe area.
- City infrastructure of fire station, city hall, and public works shall be assessed by Fire Department personnel. The Police Station shall be assessed by the Police Department.
- Fire and Police personnel assessing the infrastructure shall check with the Department Head or supervisors for individual department accountability of personnel.
- Fire and Police personnel shall report status of facilities to their respective Unified Area Commander.

#### **RECONNAISSANCE OF THE CITY**

- After the City Hall complex has been assessed, E81, RA 81, and SPPD Patrol Units should conduct a reconnaissance of the City using the pre-designated reconnaissance routes and information sheets. A code-3, emergency lights and siren, survey is to be conducted unless otherwise instructed by the Unified Area Command.
- Only significant findings are to be reported to the Unified Area Command. It is imperative to complete a thorough survey of the City. However, this should not eliminate the opportunity for immediate action if necessary to save a life or keep a fire from spreading. Fire and Police personnel recognizing the need to take immediate action shall communicate the circumstances to the Unified Area Commanders.
- Fire and Police units shall return to the Unified Area Command Post when their respective reconnaissance is complete and provide documentation of the status of structures, transportation route, or infrastructure damage.
- The Unified Area Command will inform Verdugo; the Chief of Police and Fire Chief using the Earthquake Visual Intensity Scale (EVIS), and status of public safety resources in the City.

#### **OPENING OF THE EMERGENCY OPERATIONS CENTER (EOC)**

- In the absence of the Fire Chief, or the Police Chief, the Unified Area Commanders will be responsible for opening the EOC if necessary. If the Unified Area Commanders are unavailable, the on-duty Fire Captain or Watch Commander will open the EOC as time permits.

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- The “ACTIVATION STEPS” binder located in the EOC that should be used as a guide for personnel opening the EOC.

### **SOUTH PASADENA POLICE DEPARTMENT (SPPD) AND VERDUGO FIRE COMMUNICATIONS CENTER (VFCC) OPERATIONAL PROCEDURES**

When VFCC and the SPPD dispatch are fully operational, calls for service will be sent to the Unified Area Commanders (UAC, BC9 and WC) to prioritize, dispatch and track resources. However, the Unified Area Commanders may, at any time, based on the complexity, severity, and number of incidents occurring within a specific geographic area, create a Zone Command using the above pre-determined areas or designate their own impact areas to ensure an appropriate span of control. That decision will be incident driven.

The Battalion 9 Command Vehicle is set up to become the UAC with additional radios, and cellphones. If available, the front of San Marino Fire Station apron (driveway) is the primary safe area for the Fire Department, and should serve as a primary location for a Unified Area Command Post. In this scenario Battalion 9 Chief Officer will need to communicate with SPPD via radio. If Battalion 9 is not in quarters at Fire Station 91, the safe area front apron at Fire Station 81 may also serve as the Unified Area Command Post, Battalion 9 Chief Officer will need to operate with the SMPD via radio.

**Commented [DM1]:** Verify station #

**Commented [EZ2R1]:** This is correct. So Pas is 81. San Marino is 91

If there is a low volume of emergency incidents following an earthquake and no observable damage, SPPD and VFCC will return to normal dispatching. SPFD and SPPD may resume normal operations, and in this scenario VFCC remains fully operational and retains control of field resources, Area Commanders will not be dispatching or tracking resources.

If the earthquake intensity or damage is observed, SPPD Dispatch, VFCC and the Area Commanders will attempt to make a smooth transition of calls for service to the Unified Area Command. Information from the VFCC will be transmitted electronically to the ACP (Area Command Post). SPPD Dispatch will transmit calls for service via radio or runner. The ACP will then prioritize, assign resources, track, and dispose of the incident, as appropriate.

### **RESPONSE IF VFCC IS NON-OPERATIONAL**

If VFCC is non-operational, the UAC becomes the basis of the organization. The UAC will function as an independent operational system, within the City of South Pasadena. The UAC will provide coordination and control of activities within that area. Calls for service will be transmitted from SPPD Dispatch directly to the UAC by radio, cell phone or runner.

The UAC will assume Unit status-keeping and dispatch responsibilities within the City. Incidents that are reported during the district survey (“Still alarms”) will be identified by sequential incident numbers starting with the number “1”(one). The UAC will be responsible for assigning incident numbers to all incidents identified in the field.

The UAC will report to the City of South Pasadena Emergency Operations Center, if and when it is established. The UAC will normally be established in a safe area in front of Fire Station 91.

### **DISASTER MODE**

When a citizen calls the Department and requests assistance, the Public Safety Departments have a “duty to respond.” This legal responsibility can be broken by direct notification to the caller that “the City of South Pasadena is in the Disaster Mode and will not respond to your call, until the situation is known.” Calls will be cataloged and transmitted to the Area Commanders for triage and follow up as resources permit. Incident information will be transmitted to the ACP, via electronic or other means. The ACP will then prioritize, assign resources, track, and closure of the incident, as appropriate.

### **AREA COMMANDER POSITION CHECKLIST**

- ❑ Obtain incident briefing.
- ❑ Obtain and carry out the delegation of authority, from department command, for overall management and direction of incidents within the designated area command.
- ❑ Notify Verdugo Fire Communications (VFCC) of Area Command perimeters along with requesting additional radio channels, resources and staging location(s).
- ❑ Establish appropriate location for area command post, usually the safe area apron for Fire Station 91 or Station 81.
- ❑ Determine and implement appropriate area command organization.
- ❑ Establish reporting relationships for incident commanders within the designated area command.
- ❑ Determine need for, and request, technical specialists, and cooperating or assisting agency representatives.
- ❑ Obtain incident briefing and incident action plans from incident commanders, as appropriate.
- ❑ Periodically conduct joint meetings with incident commanders, as appropriate (assess incident situations and review incident objectives and strategies, prior to strategy meetings).
- ❑ Make priority decisions on critical resource needs.
- ❑ Maintain close coordination with adjacent jurisdictions.
- ❑ Approve incident commanders’ requests for, and release of, critical resources.



- Approve demobilization plans.
- Ensure that all incidents have incident numbers assigned, either by VFCC or by area command (see incident numbering).
- Maintain a log of major actions / decisions.

#### **ZONE COMMAND POSITION CHECKLIST**

- Conduct apparatus radio check in on Zone Tactical channel (Fire Red 7, or Red 11 b/u).
- Assume command of assigned resources.
- Initiate district drive through and have companies relay damage assessments, once completed assign resources based upon greatest need and potential impact.
- Establish appropriate location for Zone command post.
- Communicate resource requests and resource availability to Area Command.
- Develop communications plan within Battalion including available cell phone numbers of commanders.
- Obtain incident briefings and incident action plans from incident commanders, as appropriate.
- Ensure companies begin documentation using ICS 214 forms.
- Identify logistical needs and coordinate with Area Command.
- Ensure that all incidents have incident numbers assigned either by VFCC or by area command (see incident numbering).
- Maintain activity log.

**EMERGENCY OPERATIONS CENTER ACTIVATION MATRIX**

<b>CITY OF SOUTH PASADENA – EMERGENCY OPERATIONS CENTER – ACTIVATION MATRIX</b>				
<b>EVENT CHARACTERISTICS</b>	<b>EXAMPLES AND</b>	<b>THREAT ASSESSMENT</b>	<b>CITY RESPONSE LEVEL</b>	<b>RESPONSE ACTIONS</b>
Earthquake Predictions/Advisories – Level One Severe Weather Advisories Minor Localized Incidents Involving Two or More Departments Generally Short-Term with Four-to-Twelve Hours of Concern		LOW RISK	LEVEL THREE	Initially activate and brief Level Three EOC staff.  Any staff specifically required by the requesting agency or EOC Director.
Earthquake Predictions/Advisories – Level Two, Three Moderate Earthquake Affecting the City of South Pasadena Major Fire, Wind, or Rain Storm Affecting the City of South Pasadena Two or More Large Incidents Involving Two or More Departments Longer Term Incident – Two or More Shifts		MEDIUM RISK	LEVEL TWO	Activate and brief Level Two EOC staff to include all those enumerated in Figure 4-5: <ul style="list-style-type: none"><li>• All EOC Section Coordinators</li><li>• Liaison representatives as appropriate</li></ul> Any staff specifically required by the requesting agency or EOC Director
City-wide or Regional Emergency Three or More Departments with Life Safety Impacts Mutual Aid Resources May Not Be Available for Twenty-Four Hours or More Long Duration, Several Days to Weeks		HIGH RISK	LEVEL ONE	Activate and brief Full Response Organization, staff to include those enumerated in Figure 4-6.  Any staff specifically required by the EOC Director Operate on twelve hour shifts.

## EARTHQUAKE OPERATIONS

The severity of an earthquake can be expressed in terms of both *intensity* and *magnitude*. However, the two terms are quite different, and they are often confused. Intensity is based on the observed effects of ground shaking on people, buildings, and natural features. It varies from place to place within the disturbed region depending on the location of the observer with respect to the earthquake epicenter. Magnitude is related to the amount of seismic energy released at the hypocenter of the earthquake. It is based on the amplitude of the earthquake waves recorded on instruments. The magnitude of an earthquake is represented by a single, instrumentally determined value.

Seismic waves are the vibrations from earthquakes that travel through the Earth; they are recorded on seismographs. Seismographs record a zig-zag trace that shows the varying amplitude of ground oscillations beneath the instrument. The time, location, and magnitude of an earthquake can be determined from the data recorded by seismograph stations.

The Richter magnitude scale was developed as a mathematical device to compare the size of earthquakes. The magnitude of an earthquake is determined from the logarithm of the amplitude of waves recorded by seismographs. Adjustments are included in the magnitude formula to compensate for the variation in the distance between the various seismographs and the epicenter of the earthquakes. On the Richter Scale, magnitude is expressed in whole numbers and decimal fractions. For example, a magnitude of 5.3 might be computed for a moderate earthquake, and a strong earthquake might be rated as magnitude 6.3. Because of the logarithmic basis of the scale, each whole number increase in magnitude represents a tenfold increase in measured amplitude; as an estimate of energy, each whole number step in the magnitude scale corresponds to the release of about 31 times more energy than the amount associated with the preceding whole number value.

### EMERGENCY MODE (EEM)

The City Public Safety Departments will go into Emergency Mode any time a detectable earthquake tremor is felt. It will remain in that mode until either the Battalion Chief and Watch Commander determines otherwise. The intensity and impact of the event will determine the level of response.

All personnel are responsible for their own preparedness. During an earthquake, City employees shall seek the closest safe refuge and assist others in doing the same. They shall follow their respective Department Emergency Plans and assist fellow workers.

When VFCC becomes aware that an earthquake was felt, the dispatch center will immediately go into the *Emergency Mode*. VFCC will notify all VFCC fire stations, and

announce their operational capability. SPFD and SPPD will immediately vacate quarters and respond to their pre-designated “safe location.” Public Safety resources will operate from their pre-designated safe location, pending direction from the Unified Area Command.

The Battalion 9 Commander will, as soon as practical, notify the SPPD, that the SPFD is in the *Emergency Mode*.

If the earthquake was felt at their location, or as directed by the Battalion Commander, SPFD and SPPD resources will immediately commence a drive-through survey of their district. The drive-through shall be done in the “emergency” mode, unless otherwise directed by the Unified Area Command.

Fire Companies and Patrol Units will follow a pre-designated route, paying specific attention to buildings with a high potential for life loss. They will also evaluate the impact on the infrastructure, including transportation routes, utilities, bridges, and public services. All identified problems should be documented and significant problems shall be reported immediately to the UAC.

While it is clear that the best way to get a comprehensive view of the City is through a thorough a ground survey, it may be unreasonable to expect ground resources in impacted areas to complete their surveys. The UAC will have to evaluate and prioritize incidents, based on the probability of significant injuries or potential for lives saved. **When SPPD or SPFD feels compelled to stop at an incident and begin rescue, EMS, or suppression operations, the UAC Commanders shall be notified immediately.**

The UAC will support the operation to whatever extent possible by requesting additional resources through their respective channels. When this occurs, the UAC then becomes responsible for all activities within the areas of the City that have not undergone a complete ground survey.

The UAC shall prioritize incidents and dispatch the minimal amount of resources possible. If available, additional resources may be sent to more complex incidents, when requested by on-scene officers. Resources may be dispatched in configurations that are most appropriate to the incident, this may include individual units, fire companies, Task Forces, or Strike Teams.

Strategic priorities shall be:

- Protecting life
- Protecting property
- Protecting the environment

All operations should be accomplished in the safest manner possible.

NOTE: This Annex matches the City of San Marino Annex and operations are based on the Area Command expectations of Verdugo Fire Communications.

**ATTACHMENT 4**  
Heat Emergency Annex

# City of South Pasadena

## Emergency Operations Plan



# Extreme Heat / Power Interruption Annex

June 2022

Approved \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

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## **PURPOSE**

The purpose of this plan is to guide decision makers during extreme heat conditions or when a power shutoff or a rotating outage is impacting South Pasadena. This plan identifies resources, actions and critical issues regarding an extreme heat event, including monitoring, public information, and cooling centers. This document is intended to be used by the City Manager, Police Department, Fire Department, Public Works and Community Services once an Excess Heat Warning has been issued by the National Weather Service (NWS) or power shutoff or rotating outages are impacting South Pasadena.

## DECISION POINTS

This plan will be activated by any Executive Team member when any one of the following occur:

- Heat Advisory issued by the NWS for the Los Angeles/ Oxnard Zone
- Predicted 100-degree weather in South Pasadena for 3 or more days
- California Independent Service Operator (CAISO) issues a Stage 3 Electrical Emergency or rotating outages during an Excessive Heat event (The CAISO is unable to meet minimum contingency reserve requirements, and load interruption is imminent or in progress)

## EXTREME WEATHER CONDITIONS

Heat Advisory: A Heat Advisory is issued within 12 hours of the onset of extremely dangerous heat conditions. The National Weather Service (NWS) generally issues an advisory when the maximum heat index temperature is expected to be 100 degrees or higher for at least two days, and night time air temperatures will not drop below 75 degrees.

Excessive Heat Watches: Heat watches are issued when conditions are favorable for an excessive heat event in the next 24 to 72 hours. A Watch is used when the risk of a heat wave has increased but its occurrence and timing are still uncertain.

Excessive Heat Warning: An Excessive Heat Warning is issued within 12 hours of the onset of extremely dangerous heat conditions. In general, the NWS issues a Warning when the maximum heat index temperature is expected to be 105 degrees or higher for at least 2 days and night time air temperatures will not drop below 75 degrees.

The NWS, Oxnard Office, advisories, warnings and watches are based mainly on Heat Index Values. Heat advisories are issued by county when any location within that county is expected to reach criteria. The Heat Index, sometimes referred to as the apparent temperature is given in degrees Fahrenheit. The Heat Index is a measure of how hot it really feels when relative humidity is factored in with the actual air temperature. If NWS forecasters believe conditions will exist for two consecutive days in which vulnerable populations may be impacted, they will issue an alert. A heat advisory means that vulnerable populations can be affected by heat if precautions are not taken.

## OBJECTIVES

The overall objectives of the Extreme Heat/Power Interruption Annex are as follows:

- Establish roles and responsibilities for the individual departments.
- Provide a public notification of the warning through multiple platforms.
- Provide guidance for public safety staffing levels.
- Coordinate the public outreach activities when appropriate.
- Facilitate communication between departments in order to make sure the City of South Pasadena is prepared.
- Consider utilizing local volunteer organizations such as Neighborhood Watch to reach-out and assist the elderly and disabled as needed during a prolonged heat event.
- Consider requesting assistance from the South Pasadena Unified School District to provide greater access to District swimming pools during a prolonged, or extreme heat event.

In order to protect life and property, appropriate preparedness and mitigation techniques need to take place which is why this document was created.

***Please take the time to familiarize yourself with this plan.***

Any questions, comments, and/or updates regarding this plan can be directed to:

Fire Chief Paul Riddle

[priddle@southpasadenaca.gov](mailto:priddle@southpasadenaca.gov)

(626) 403-7300

-Or-

Division Chief Eric Zanteson

[ezanteson@southpasadenaca.gov](mailto:ezanteson@southpasadenaca.gov)

(626) 403-7300

## **CONTACTS**

Southern California Edison Public Relations Manager  
Jeanette Soriano  
(626) 221-9311

## LEVEL III

<b>Decision Point:</b>	<ul style="list-style-type: none"> <li>• Heat Advisory or Excessive Heat Watch Issued by the National Weather Service for Los Angeles / Oxnard</li> <li>• Predicted 100-degree weather in South Pasadena for 2 or more days in a row</li> </ul>
<b>Responsible Department / Agency</b>	<b>Level III – Actions</b>
Emergency Manager / Fire Chief	<ul style="list-style-type: none"> <li><input type="checkbox"/> Monitor weather information using the National Weather Service data and locally available weather stations.</li> <li><input type="checkbox"/> Issue crisis communications on the City’s website and social media platforms (Nixle, Facebook, Twitter...).</li> <li><input type="checkbox"/> Consider activating a resident Support Hotline.</li> </ul>
SPPD Command Staff	<ul style="list-style-type: none"> <li><input type="checkbox"/> Monitor information received from the Fire Department.</li> </ul>
Community Services Staff	<ul style="list-style-type: none"> <li><input type="checkbox"/> Consider establishing a Cooling Center at designated City operated locations for predicted Heat Advisory events.</li> <li><input type="checkbox"/> Consider extended Public Library hours of operation, and post flyers for resident information.</li> </ul>
Public Works Staff	<ul style="list-style-type: none"> <li><input type="checkbox"/> Send the Emergency Manager / Fire Chief any pertinent information from concerning SP Public Works systems operation.</li> <li><input type="checkbox"/> Monitor information received from the City’s Emergency Manager / Fire Chief.</li> <li><input type="checkbox"/> Ensure City fuel supplies are sufficient throughout the heat advisory and extreme heat conditions.</li> </ul>
City Manager	<ul style="list-style-type: none"> <li><input type="checkbox"/> Monitor information received from the Public Safety Chiefs and/or SP Public Works.</li> <li><input type="checkbox"/> Forward information to City Council as necessary.</li> </ul>

## LEVEL II

<b>Decision Point:</b>	<ul style="list-style-type: none"> <li>• Excessive Heat Warning Issued by the National Weather Service for Los Angeles / Oxnard</li> <li>• Predicted 105-degree weather in South Pasadena for 2 or more days in a row</li> </ul>
<b>Responsible Department / Agency</b>	<b>Level II – Actions</b>
Emergency Manager / Fire Chief	<ul style="list-style-type: none"> <li><input type="checkbox"/> Monitor weather information using the National Weather Service data and locally available weather stations.</li> <li><input type="checkbox"/> Issue an Excessive Heat Warning Press Release to the local news media as well as placing it on the City’s website.</li> <li><input type="checkbox"/> Post Excessive Heat information on the Police Department’s social media platforms (Nixle, Facebook, Twitter etc.).</li> <li><input type="checkbox"/> Post press release and create an event situation status for Excessive Heat Warning to Los Angeles County Operational Area Response and Recovery System (OARRS).</li> <li><input type="checkbox"/> Consider activation of the EOC to Level III for monitoring of the event.</li> <li><input type="checkbox"/> Consider change to Employee Information Hotline messaging.</li> <li><input type="checkbox"/> Activate the Resident Support Hotline.</li> </ul>
SPPD Command Staff	<ul style="list-style-type: none"> <li><input type="checkbox"/> Monitor information received from the Fire Department.</li> </ul>
Community Services Staff	<ul style="list-style-type: none"> <li><input type="checkbox"/> Establish Cooling Centers at the Public Library for the predicted Heat Advisory events.</li> <li><input type="checkbox"/> Consider extended Public Library hours of operation, and post flyers for resident information.</li> </ul>
Public Works Staff	<ul style="list-style-type: none"> <li><input type="checkbox"/> Send the Emergency Manager / Fire Chief any pertinent information concerning SP Public Works systems operation.</li> <li><input type="checkbox"/> Monitor information received from the City’s Emergency Manager / Fire Chief.</li> <li><input type="checkbox"/> Ensure City fuel supplies are sufficient throughout the extreme heat conditions.</li> </ul>
City Manager	<ul style="list-style-type: none"> <li><input type="checkbox"/> Monitor information received from the Public Safety Chiefs and/or SP Public Works.</li> <li><input type="checkbox"/> Forward information to City Council as necessary.</li> </ul>

## LEVEL I

<b>Decision Point:</b>	<ul style="list-style-type: none"> <li>CAISO issues a Stage 3 Electrical Emergency or rotating outages.</li> </ul>
<b>Responsible Department / Agency</b>	<b>Level I – Actions</b>
Emergency Manager / Fire Chief	<ul style="list-style-type: none"> <li><input type="checkbox"/> Monitor weather information using the National Weather Service data and locally available weather stations.</li> <li><input type="checkbox"/> Complete necessary items from the Level II Checklist.</li> <li><input type="checkbox"/> Consider activating the EOC to support Stage 3 Electrical Emergency or rotating outages.</li> <li><input type="checkbox"/> Post press release and create an event situation status for Power Interruption to OARRS.</li> <li><input type="checkbox"/> Consider activating Community Alerting processes such as Connect South Pasadena</li> <li><input type="checkbox"/> Contact Energy Dependent Residents and assess needs (if resources permit)</li> <li><input type="checkbox"/> Change Employee Emergency Information Hotline messaging.</li> <li><input type="checkbox"/> Activate the Resident Support Hotline</li> </ul>
SPPD Command Staff	<ul style="list-style-type: none"> <li><input type="checkbox"/> Monitor information received from the Fire Department.</li> <li><input type="checkbox"/> Disseminate to SPPD personnel as necessary.</li> </ul>
Community Services Staff	<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete necessary items from the Level II Checklist.</li> </ul>
Public Works Staff	<ul style="list-style-type: none"> <li><input type="checkbox"/> Monitor information received from the Fire Department.</li> <li><input type="checkbox"/> Ensure City fuel supplies are sufficient throughout the extreme heat conditions.</li> </ul>
City Manager	<ul style="list-style-type: none"> <li><input type="checkbox"/> Monitor information received from the Public Safety Chiefs and/or SP Public Works.</li> <li><input type="checkbox"/> Consider EOC activation.</li> <li><input type="checkbox"/> Consider Alert and Warning / Public Outreach.</li> <li><input type="checkbox"/> Forward information to City Council as necessary.</li> </ul>



# ATTACHMENT A – EXCESSIVE HEAT & COOLING CENTER LOCATIONS

---

DATE

## SAMPLE PRESS RELEASE:

FOR IMMEDIATE RELEASE  
(XXX)

PRESS RELEASE #

**Subject: Excessive Heat Warning & Cooling Center Locations**  
**Contact: XXXXXXXXX**

The National Weather Service has issued an Excessive Heat Warning for the National Weather Service, Los Angeles/Oxnard Office effective (Sunday, October 22, 20XX at 6:00 a.m. through Wednesday, October 25, 20XX at 6:00 p.m.) (A wind advisory has also been issued where winds speed between 15-25 mph and gusts of up to 40 mph are possible. Temperatures will near or be in excess of 90 degrees.) An elevated sense of awareness is imperative during extreme weather conditions.

South Pasadena has Official Cooling Centers:

South Pasadena Public Library – 1100 Oxley Street  
South Pasadena Senior Center – 1102 Oxley Street  
War Memorial Building – 435 Fair Oaks Ave (backup location)

Cooling Center Hours area as follow:

Prolonged exposure to excessive temperatures may cause serious conditions like heat exhaustion or heat stroke which can be fatal. Symptoms of heat exhaustion may include heavy sweating, muscle cramps, weakness, headache, nausea or vomiting and dizziness. Warning signs of heat stroke may include an extremely high body temperature, unconsciousness, confusion, hot and dry skin (no sweating), a rapid, strong pulse, and a throbbing headache. If symptoms of heat stroke occur, immediately call for medical assistance. Move the person to a shady area and begin cooling their body with water.

Recommended precautions to prevent heat related illnesses include:

- Drink plenty of water; don't wait until you are thirsty.
- Wear light, loose-fitting clothing.

- Stay out of the sun if possible, and when in the sun wear a hat, preferably with a wide brim, and use sunscreen.
- Avoid strenuous activities if you are outside or in non-air-conditioned buildings. If you are working outdoors, take frequent rest and refreshment breaks in a shaded area.
- Never leave children, elderly people or pet unattended in closed cars or other vehicles.
- Check on those, like neighbors, who are at high risk to make sure they are staying cool – including seniors who live alone, people with heart or lung disease, and young children.
- Stay cool indoors – if your home is not air conditioned, visit public facilities such as shopping malls and libraries to stay cool.

## **ATTACHMENT B – MASS NOTIFICATION TEMPLATES**

### Connect South Pasadena

This is the City of South Pasadena with an important message on (date & time). Southern California Edison (SCE) may experience power interruption in the City of South Pasadena service area. For questions contact SCE at (800) 611-1911.

### Nixle

Southern California Edison may experience power interruption in the City of South Pasadena. For further information contact SCE at (800) 611-1911.

### Social Media

Southern California Edison may experience power interruption in the City of South Pasadena.

For questions contact SCE: (800) 611-1911.

**ATTACHMENT C – ENERGY DEPENDENT RESIDENTS  
(CONFIDENTIAL) (AS OF JULY 2021 NONE HAVE BEEN IDENTIFIED)**

The following energy dependent residents will be contacted, if resources permit, in the event of a power emergency lasting longer than 2 hours.

Address:  
Affected  
Residents:  
Contact Name:  
Primary Phone:  
Secondary Phone:

Address:  
Affected  
Residents:  
Contact Name:  
Primary Phone:  
Secondary Phone:

Address:  
Affected  
Residents:  
Contact Name:  
Primary Phone:  
Secondary Phone:

Address:  
Affected  
Residents:  
Contact Name:  
Primary Phone:  
Secondary Phone:

Address:  
Affected  
Residents:  
Contact Name:  
Primary Phone:  
Secondary Phone:

Address:  
Affected  
Residents:  
Contact Name:  
Primary Phone:  
Secondary Phone:

Address:  
Affected  
Residents:  
Contact Name:  
Primary Phone:  
Secondary Phone:

Address:  
Affected  
Residents:  
Contact Name:  
Primary Phone:  
Secondary Phone:

Address:

Address:

Affected  
Residents:  
Contact Name:  
Primary Phone:  
Secondary Phone:

Affected  
Residents:  
Contact Name:  
Primary Phone:  
Secondary Phone: