



**CITY OF SOUTH PASADENA  
CITY COUNCIL**

**A G E N D A**

**REGULAR MEETING  
CLOSED SESSION**

**WEDNESDAY, FEBRUARY 16, 2022  
6:00 P.M.**

**City Manager's Conference Room, Second Floor, City Hall  
1414 Mission Street, South Pasadena, CA 91030**

**NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY**

The South Pasadena Special City Council Meeting Closed Session for **February 16, 2022** will be conducted virtually in the City Manager's Conference Room, Second Floor, City Hall, 1414 Mission Street, South Pasadena. Pursuant to, Government Code section 54953, subdivision (e)(3), the City Council may also allow public participation to continue via live public comment conducted over ZOOM.

Please be advised that to ensure the health and safety of the public, staff, and City Council, the meeting will be held virtually.

Public comment regarding items on the Closed Session agenda will be taken at the beginning of the meeting. The public will be released from the meeting so that the Council can 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.

The Meeting will be available

- Via Zoom:  
<https://us06web.zoom.us/j/2264427248?pwd=aEFuSGszQ2I5WjJkemloTms0RTIVUT09>  
ID: **226 442 7248**

Public Comments participation may be made as follows:

- Written Comment submitted by no later than meeting day, 12:00 PM, deadline via the website.
- Via Zoom by raising hand function.

To maximize public safety while still maintaining transparency and public access, members of the public can observe the public portion of 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/2264427248?pwd=aEFuSGszQ2I5WjJkemloTms0RTIVUT09> or
3. You may listen to the meeting by calling: +1-669-900-6833 and entering the Zoom Meeting ID and Passcode when prompted.

For additional Zoom assistance with telephone audio, you may find your local number at:  
<https://zoom.us/u/aiXVOTAW2>

**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**

*Public comment regarding items on the Closed Session agenda will be taken at the beginning of the meeting. Participants will be able to “raise their hand” using the Zoom icon during the meeting, and they will have their microphone un-muted during comment portions of the agenda to speak for up to 3 minutes per item.*

**CLOSED SESSION AGENDA ITEMS**

**A. CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION  
(Government Code Section 54956.9(d)(1)):**

1. *Noreen Lim, et al. v. City of South Pasadena* (LASC Case No. BC707395)
2. *Alison Smith v. City of South Pasadena* (LASC Case No.19BBCV00118)

**CERTIFICATION OF POSTING**

*This amended agenda was duly posted for the meeting to be held on February 16, 2022, on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City’s, website as required by law, on the date listed below.*

*This agenda was properly posted on February 10,2022 and the signed certification of posting is on file in the City Clerk’s Division.*



**CITY OF SOUTH PASADENA  
CITY COUNCIL**

**A G E N D A  
REGULAR MEETING  
WEDNESDAY, FEBRUARY 16, 2022 AT 7:00 P.M.**

**CITY COUNCIL CHAMBERS  
1424 MISSION STREET, SOUTH PASADENA, CA 91030  
VIA ZOOM TELECONFERENCE**

**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**

Pursuant to AB 361 Government Code section 54953, subdivision (e)(3), the City Council may conduct its meetings remotely and may be held via video conference. Pursuant to such Executive Order, the City Council may participate remotely and not be physically present in the City Council Chambers. Until further notice and as such Executive Orders remain in effect, the City Council may also allow public participation to continue via live public comment conducted over ZOOM.

The South Pasadena City Council Meeting for **February 16, 2022** will be conducted virtually from the Council Chambers, Amedee O. "Dick" Richards, Jr., located at 1424 Mission Street, South Pasadena.

Please be advised that pursuant to government code, and to ensure the health and safety of the public, staff, and City Council, as the Council Chambers will not be open to the public for the meeting and members of the public may attend and/or participate by the following means:

The Meeting will be available

- Live Broadcast via the 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 can observe the meeting via Zoom in one of the 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 and Passcode when prompted.

For additional Zoom assistance with telephone audio, you may find your local number at:  
<https://zoom.us/u/aiXVOTAW2>

<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

**CLOSED SESSION ANNOUNCEMENTS****1. CLOSED SESSION ANNOUNCEMENTS****PUBLIC COMMENT GUIDELINES**

The City Council welcomes public input. Members of the public can comment on a non-agenda subject under the jurisdiction of the City Council or on an agenda item, you may participate **by one of the following options:**

**Option 1:**

Public Comment speakers have three minutes to address the Council, however, the Mayor and City Council can adjust time allotted as needed. Participants will be able to “raise their hand” using the Zoom icon during the meeting, and they will have their microphone un-muted during comment portions of the agenda to speak. for up to three minutes per item.

**Option 2:**

Email public comment(s) 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 online for public viewing under Additional Documents. There is no word limit on emailed Public Comment(s). Please make sure to indicate:

- 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 Council meeting.

**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(s) to less than three minutes.

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.

**PUBLIC COMMENT****2. 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 in the remaining in the queue, they will be heard at the end of the meeting.

**PRESENTATIONS****3. PET ADOPTION****COMMUNICATIONS****4. COUNCILMEMBER COMMUNICATIONS**

Time allotted per Councilmember is 3 minutes. Additional time will be allotted at the end of the City Council meeting agenda, if necessary.

**5. CITY MANAGER COMMUNICATIONS**



**6. 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.

- 7. APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF \$63,206.25; GENERAL CITY WARRANTS IN THE AMOUNT OF \$446,016.20; SUPPLEMENTAL ACH PAYMENTS IN THE AMOUNT OF \$132,496.67; VOIDS IN THE AMOUNT OF (\$3,330.00); TRANSFERS IN THE AMOUNT OF \$5,031,428.03; PAYROLL IN THE AMOUNT OF \$726,424.01**

**Recommendation**

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

- 8. AWARD OF CONTRACT TO STUDIO SPECTRUM, INC., FOR VIDEO PRODUCTION, WEB STREAMING AND ARCHIVING SERVICES IN AN AMOUNT NOT TO EXCEED \$53,880 ANNUALLY**

**Recommendation**

It is recommended that the City Council authorize the City Manager to execute an agreement with Studio Spectrum, Inc. (Studio Spectrum), to provide video production, web streaming and archiving services through June 30, 2024.

- 9. CONFIRMATION OF AMENDMENT TO EMPLOYMENT AGREEMENT WITH CITY MANAGER ARMINÉ CHAPARYAN**

**Recommendation**

It is recommended that the City Council authorize the Mayor to sign the amended employment agreement.

- 10. ADOPTION OF A RESOLUTION AUTHORIZING SUBMITTAL OF THE CALRECYCLE SB 1383 LOCAL ASSISTANCE PROGRAM APPLICATION**

**RESOLUTION**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AUTORIZING SUBMITTAL OF AN APPLICATION FOR THE SB1383 LOCAL ASSISTANCE GRANT PROGRAM

**Recommendation**

It is recommended that the City Council:

1. Adopt a resolution authorizing the submittal of a grant application to participate in the State of California Department of Resources Recycling and Recovery's (CalRecycle) SB1383 Local Assistance Grant Program; and
2. Authorize the City Manager to execute all documents required to obtain the grant.

**11. ADOPTION OF A RESOLUTION AUTHORIZING SUBMITTAL OF A NOTIFICATION OF INTENT TO COMPLY WITH SENATE BILL 1383 REGULATIONS**

**RESOLUTION**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AUTORIZING SUBMITTAL OF A NOTIFICATION OF INTENT TO COMPLY WITH SENATE BILL 1383 REGULATIONS

**Recommendation**

It is recommended that the City Council adopt a resolution authorizing the submittal of a "Notification of Intent to Comply" to the State of California Departments of Resources Recycling and Recovery's (CalRecycle) for compliance with SB1383 regulations.

**12. APPROVE UPGRADE OF CLEAN POWER ALLIANCE'S DEFAULT ENERGY OPTION TO ONE HUNDRED PERCENT "GREEN" RENEWABLE ENERGY FOR THE CITY'S COMMERCIAL CUSTOMERS**

**Recommendation**

It is recommended that the City Council approve an upgrade of Clean Power Alliance's default energy option for the City's commercial accounts from the fifty percent "Clean" renewable energy option to the one hundred percent "Green" renewable energy option.

**PUBLIC HEARING**

**13. PUBLIC HEARING TO RECEIVE OBJECTIONS OR PROTESTS TO THE VEGETATION MANAGEMENT PROGRAM REGARDING THE ABATEMENT OF WEEDS, BRUSH, RUBBISH AND REFUSE UPON OR IN FRONT OF SPECIFIED PROPERTY IN THE CITY AND AUTHORIZING BY MINUTE ORDER THE ABATEMENT OF HAZARDOUS VEGETATION**

**Recommendation**

It is recommended that the City Council, after holding a Public Hearing and receiving public testimony and hearing any objections or protests to the procedures for abating brush and native vegetation fire hazards identified in Resolution No. 7748, adopt by motion an order directing the abatement of hazardous vegetation.

**ACTION / DISCUSSION**

**14. DISCRETIONARY FUND REQUEST FROM MAYOR CACCIOTTI IN THE AMOUNT OF \$1,000 AND COUNCILMEMBER ZNEIMER IN THE AMOUNT OF \$500 TO ASSIST WITH THE COST OF THE FIREWORKS SHOW FOR THE FESTIVAL OF BALLOONS EVENT**

**Recommendation**

It is recommended that the City Council approve the Discretionary Fund request by Mayor Cacciotti designating \$1,000 and Councilmember Zneimer designating \$500 to assist with the cost of the fireworks show for the Festival of Balloons event.

**15. DISCUSSION OF THE ELECTED CITY TREASURER POSITION**

**Recommendation**

It is recommended that the City Council discuss the position of the elected City Treasurer and provide direction to staff.

**16. MID-YEAR REPORT****Recommendation**

It is recommended that the City Council

1. Increase Estimated Revenues by \$758,002 as detailed in Exhibit A;
2. Increase General Fund appropriations by \$740,000 as detailed Exhibit A;
3. Increase Special Fund appropriations for Operations and Maintenance by \$250,000 as detailed in Exhibit B; and
4. Increase Capital Improvement Program (CIP) appropriations by \$250,000 as detailed in Exhibit B.

**17. REVIEW OF PUBLIC ART PROJECTS AND EXHIBITS****Recommendation**

It is recommended that the City Council:

1. Review the public art proposals received to utilize the repurposed Civic Center Art Gallery funds; and
2. Direct staff to develop a Public Art Policy to govern the development of both City-commissioned and unsolicited public art in public spaces prior to the implementation of any new public art projects.

Based on the variety of proposals received and locations proposed, staff is recommending that a Public Art Policy be developed by staff and approved by the City Council prior to the award of any public art projects.

<b>INFORMATION REPORTS</b>
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**18. PUBLIC SAFETY BIENNIAL REPORTS**

Presentations of the South Pasadena Police Department (SPPD) and South Pasadena Fire Department (SPFD) Biennial Reports.

<b>PUBLIC COMMENT – CONTINUED</b>
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**19. CONTINUED PUBLIC COMMENT – GENERAL**

This time is reserved for speakers in the public comment queue not heard during the first 30 minutes of Item 2. No new speakers will be accepted at this time.

<b>ADJOURNMENT</b>
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<b>FOR YOUR INFORMATION</b>
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**FUTURE CITY COUNCIL MEETINGS**

February 23, 2022	Special City Council Meeting Council Chamber	6:00 p.m.
March 02, 2022	Regular City Council Meeting Council Chamber	7:00 p.m.
March 16, 2022	Regular City Council Meeting Council Chamber	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 inspection 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 **February 16, 2022**, on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City’s, website as required by law, on the date listed below.*

2/10/2022

/S/

Date

Christina A. Muñoz, Deputy City Clerk



# City Council Agenda Report

ITEM NO. 7

**DATE:** February 16, 2022

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

**PREPARED BY:** Kenneth L. Louie, Interim Finance Director

**SUBJECT:** Approval of Prepaid Warrants in the Amount of \$63,206.25; General City Warrants in the Amount of \$446,016.20; Supplemental ACH Payments in the Amount of \$132,496.67; Voids in the Amount of (\$3,330.00); Transfers in the Amount of \$5,031,428.03; Payroll in the Amount of \$726,424.01

### Recommendation Action

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

### Fiscal Impact

#### Prepaid Warrants:

Warrant # 313853-313859	\$	8,398.28
ACH	\$	54,807.97
Voids	\$	0

#### General City Warrants:

Warrant # 313860-313938	\$	160,502.25
ACH	\$	285,513.95
Voids	\$	(3,330.00)

Payroll Period Ending: 02/04/2022	\$	708,624.21
Payroll Period Ending: 02/05/2022	\$	10,012.69
Payroll Period Ending: 02/07/2022	\$	7,787.11
Wire Transfers Out – To (LAIF)	\$	5,000,000.00
Wire Transfers In – From (LAIF)	\$	0
Wire Transfers (RSA)	\$	0
Wire Transfers Out – To (Acct # 2413)	\$	0
Wire Transfers Out – To (Acct # 1936)	\$	31,428.03
Supplemental ACH Payment	\$	132,496.67

#### RSA:

Prepaid Warrants	\$	0
General City Warrants	\$	0

Total	\$	<u>6,396,241.16</u>
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**Commission Review and Recommendation**

This matter was not reviewed by a Commission.

**Legal Review**

The City Attorney has not reviewed this item.

**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.

Attachments:

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

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

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

Date 02.16.2022

Recap by fund	Fund No.	Amounts	
		Prepaid	Written
General Fund	101	40,873.06	298,133.68
Insurance Fund	103	-	-
Street Improvement Program	104	-	-
Facilities & Equip.Cap. Fund	105	-	-
Programs and Projects	107	-	-
Local Transit Return "A"	205	-	180.00
Local Transit Return "C"	207	-	4,673.90
TEA/Metro	208	-	-
Sewer Fund	210	-	795.93
CTC Traffic Improvement	211	-	-
Street Lighting Fund	215	-	54,836.93
Public,Education & Govt Fund	217	-	-
Clean Air Act Fund	218	-	-
Business Improvement Tax	220	-	-
Gold Line Mitigation Fund	223	-	-
Mission Meridian Public Garage	226	-	-
Housing Authority Fund	228	-	-
State Gas Tax	230	85.00	7,271.06
County Park Bond Fund	232	-	10,487.82
Measure R	233	-	-
Measure M	236	-	-
Road Maint & Rehab (SB1)	237	-	-
MSRC Grant Fund	238	-	-
Measure W	239	-	5,765.80
Measure H	241	-	-
Prop C Exchange Fund	242	-	-
Bike & Pedestrian Paths	245	-	-
BTA Grants	248	-	-
Golden Street Grant	249	-	49,860.00
Capital Growth Fund	255	-	-
CDBG	260	-	4,439.00
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	328.36	8,869.58
Water Efficiency Fund	503	-	702.50
2016 Water Revenue Bonds Fund	505	-	-
SRF Loan - Water	506	-	-
Water & Sewer Impact Fee	510	-	-
Public Financing Authority	550	-	-
Payroll Clearing Fund	700	21,919.83	-
<b>Column Totals:</b>		<b>63,206.25</b>	<b>446,016.20</b>

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

**City Report Totals:** 509,222.45

Payroll Period Ending: 02/04/2022	708,624.21
Payroll Period Ending: 02/05/2022	10,012.69
Payroll Period Ending: 02/07/2022	7,787.11
Wire Transfer Out - To LAIF	5,000,000.00
Wire Transfer In - From LAIF	-
Wire Transfer - RSA	-
Wire Transfer Out - To Acct. # 2413	-
Wire Transfer Out - To Acct. # 1936	31,428.03
Supplemental ACH Payments	132,496.67
Voids - Prepaid	(3,330.00)
Voids - General Warrant	-

**Grand Report Total:** 6,396,241.16

Michael A. Cacciotti, Mayor

Kenneth L. Louie, Interim Finance Director

City Clerk



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

# Accounts Payable

## Checks by Date - Detail by Check Date

User: calvarez  
Printed: 2/8/2022 6:11 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	CRHY8067 313709-Reissue	Corey Hartney Re-Issue Payment from Check # 313709	01/31/2022	1,885.00
Total for this ACH Check for Vendor CRHY8067:				1,885.00
Total for 1/31/2022:				1,885.00
Report Total (1 checks):				1,885.00

# Accounts Payable

## Check Detail

User: calvarez  
Printed: 02/08/2022 - 6:41PM



Check Number	Check Date		Amount
<b>CEAP7000 - S.P. Public Service Employees Association-PT 700-0000-0000-2249-000</b>			
0	02/01/2022		
Inv	January 2022		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/10/2022	PART TIME ASSN. DUES / FEE - January 2022		80.00
01/05/2022	PART TIME ASSN. DUES / FEE - January 2022		144.00
Inv January 2022 Total			224.00
0 Total:			224.00
<b>CEAP7000 - S.P. Public Service Employees Association-PT Total:</b>			224.00
<b>CSD3014 - Ca. State Disbursement Unit</b>			
313853	02/01/2022		
Inv	01/19/2022		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/19/2022	Garnishment		814.15
Inv 01/19/2022 Total			814.15
Inv	P/E 01/02/2022		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/05/2022	PR Batch 00001.01.2022 Garnishment		814.15
Inv P/E 01/02/2022 Total			814.15
313853 Total:			1,628.30
<b>CSD3014 - Ca. State Disbursement Unit Total:</b>			1,628.30
<b>SOU5230 - S.P.Firefighters L-3657</b>			
0	02/01/2022		
Inv	01/19/2022		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/19/2022	FFA Fire Rec Fees - Supplemental		60.00
Inv 01/19/2022 Total			60.00

Check Number	Check Date	Amount
Inv	January 2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/05/2022	P Fire Assn. Insurance - January 2022	177.42
01/05/2022	FFA Fire Rec Fees - January 2022	30.00
01/05/2022	Firefighters 3657 - Union Dues - January 2022	2,050.00
Inv January 2022 Total		2,257.42
0 Total:		2,317.42
<b>SOU5230 - S.P.Firefighters L-3657 Total:</b>		2,317.42
<b>SOU5435 - S.P. Police Officers Association 700-0000-0000-2246-000</b>		
0	02/01/2022	
Inv	01/19/2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/19/2022	SPPOA - Union Dues - January Supplemental	64.05
Inv 01/19/2022 Total		64.05
Inv	January 2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/05/2022	SPPOA Insurance - January 2022	2,163.87
01/05/2022	Union Dues - January 2022	2,754.15
Inv January 2022 Total		4,918.02
0 Total:		4,982.07
<b>SOU5435 - S.P. Police Officers Association Total:</b>		4,982.07
<b>SOU5451 - S.P. Public Service Employees Association 700-0000-0000-2248-000</b>		
0	02/01/2022	
Inv	January 2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/05/2022	Union Dues - January 2022	1,320.00
01/10/2022	SPPSEA - Union Dues - January 2022	30.00
Inv January 2022 Total		1,350.00
0 Total:		1,350.00
<b>SOU5451 - S.P. Public Service Employees Association Total:</b>		1,350.00
<b>SSDV2018 - Sandoval, Sheila</b>		
313854	02/01/2022	
Inv	01/19/2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount
01/19/2022	PR Batch 12122.01.2022 - Garnishment	485.00
01/19/2022	Garnishment	737.00
Inv 01/19/2022 Total		1,222.00
Inv P/E 01/02/2022		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/05/2022	PR Batch 00001.01.2022 Garnishment	737.00
01/05/2022	00001.01.2022 - Garnishment	485.00
Inv P/E 01/02/2022 Total		1,222.00
313854 Total:		2,444.00
<b>SSDV2018 - Sandoval, Sheila Total:</b>		2,444.00
Total:		12,945.79

# Accounts Payable

## Checks by Date - Detail by Check Date

User: calvarez  
 Printed: 2/8/2022 6:14 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	CEAP7000 December 2021	S.P. Public Service Employees Association- December 2021 Union Dues	02/03/2022	296.00
Total for this ACH Check for Vendor CEAP7000:				296.00
ACH	SOU5230 December 2021 December 2021 December 2021	S.P. Firefighters L-3657 December 2021 - Union Supplemental Insurance December 2021 - Union Dues December 2021 - Union Rec Fees	02/03/2022	147.42 2,050.00 90.00
Total for this ACH Check for Vendor SOU5230:				2,287.42
ACH	SOU5435 December 2021 December 2021	S.P. Police Officers Association Union Supplemental Insurance - December 2021 Union Dues - December 2021	02/03/2022	2,188.37 2,882.25
Total for this ACH Check for Vendor SOU5435:				5,070.62
ACH	SOU5451 December 2021	S.P. Public Service Employees Association December 2021 Union Dues	02/03/2022	1,350.00
Total for this ACH Check for Vendor SOU5451:				1,350.00
ACH	AIR6010 9986193456	Airgas USA LLC Oxygen Cylinder Rental - January 2021	02/03/2022	314.87
Total for this ACH Check for Vendor AIR6010:				314.87
ACH	INCG6011 61899 63755 63755 64419 64419 64419 64419 64474 64474 64474 67778 67964 67964 69399 69399 69569 70913 71179	Interwest Consulting Group 23 Short Way Project Expediting Part 1: July 2020 807 Rollin Street Project Expediting: August 2020 23 Short Way Project Expediting Part 1: August 2020 260 St. Albans Project Expediting: September 2020 814 Garfield Project Expediting: September 2020 23 Short Way Project Expediting Part 1: September 2020 807 Rollin Street Project Expediting: September 2020 23 Short Way Project Expediting Part 1: October 2020 807 Rollin Street Project Expediting: October 2020 814 Garfield Project Expediting: October 2020 260 St. Albans Project Expediting: October 2020 725 Fair Oaks Project Expediting: February 2021 23 Short Way Project Expediting Part 2: March 2021 725 Fair Oaks Project Expediting: March 2021 23 Short Way Project Expediting Part 2: April 2021 725 Fair Oaks Project Expediting: April 2021 23 Short Way Project Expediting Part 2: May 2021 23 Short Way Project Expediting Part 2: June 2021 833 Braewood Project Expediting: July 2021	02/03/2022	3,787.50 750.00 1,575.00 37.50 2,420.00 1,510.00 2,990.00 3,467.50 3,010.00 3,130.00 1,485.00 600.00 3,640.00 315.00 1,892.50 70.00 2,030.00 210.00 910.00
Total for this ACH Check for Vendor INCG6011:				33,830.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	NEOF8011	Quadient Finance USA, Inc.	02/03/2022	
	INV16566594	Postage Supplies		61.73
	INV59011201	Equipment Rental		115.60
	SP10275872	Postage		500.00
Total for this ACH Check for Vendor NEOF8011:				677.33
ACH	RED8995	Red Wing Business Advantage Account	02/03/2022	
	989-1-52565	Public Works Footware Voucher Program: Stephen Houlemard		223.24
Total for this ACH Check for Vendor RED8995:				223.24
313855	ASCAP11	ASCAP	02/03/2022	
	500602714	Account # 500602714 Musical License Renewal		390.00
Total for Check Number 313855:				390.00
313856	DTV5012	DIRECTV	02/03/2022	
	068653046x22	Account: 068653046x220129 (01/28/22-02/27/22)		96.98
Total for Check Number 313856:				96.98
313857	FHCM5011	Foothill Communications	02/03/2022	
	INV5597	Service and Support of EOC Equipment: 01/01/22-03/31/22		3,000.00
Total for Check Number 313857:				3,000.00
313858	SCAT6710	Scott's Automotive	02/03/2022	
	15509	Maintenance to Water Division Unit: 19		109.93
	16013	Maintenance to Water Division Unit: 12		163.15
	16014	Maintenance to Water Division Unit: 11		55.28
	16681	Public Works Vehicles: Preventative Maint. Unit # 328		85.00
Total for Check Number 313858:				413.36
313859	SDSI0107	SDS Security Design Systems	02/03/2022	
	235344	Security System for Civic Center Interrogation Room		65.18
	235345	Security System for Police Department Access		217.46
	235346	Security System for Police Department Surveillance Room		113.00
	235347	Security System for Police Dept.		30.00
Total for Check Number 313859:				425.64
Total for 2/3/2022:				48,375.46
Report Total (13 checks):				48,375.46

**ATTACHMENT 3**  
**General City Warrant List**



# Accounts Payable

## Checks by Date - Detail by Check Date

User: calvarez  
 Printed: 2/9/2022 4:21 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	AMPM5011	AMPM Door, Inc.	02/16/2022	
	49184	Garage Door Replacement at 825 Mission Street		453.75
	49608	Repair of Council Chambers Door		227.37
	49608	Repair of Council Chambers Door		300.00
	49681	Library Handicap Button Repair		378.00
	49681	Library Handicap Button Repair		700.00
	50005	Library Detex Replacement		396.62
	50567	Repair of Stuck Rear Gate Door		397.95
Total for this ACH Check for Vendor AMPM5011:				2,853.69
ACH	ATGC8530	Acorn Technology Services	02/16/2022	
	95532	January 2022 Service for IT Network Administra		22,525.00
Total for this ACH Check for Vendor ATGC8530:				22,525.00
ACH	BAK0366	Baker & Taylor Entertainment	02/16/2022	
	H59452180	DVDs/ CDs		41.30
	H59455810	DVDs/ CDs		69.27
	H59549950	DVDs/ CDs		12.39
	H59550070	DVDs/ CDs		14.88
	H59571040	DVDs/ CDs		21.49
	T24088320	DVDs/ CDs		16.53
Total for this ACH Check for Vendor BAK0366:				175.86
ACH	BSHL6710	dba Jan Point Base Hill, Inc.	02/16/2022	
	20899	Citywide Janitorial Services: July 2021		875.00
	20899	Citywide Janitorial Services: July 2021		11,241.92
	20899	Citywide Janitorial Services: July 2021		956.07
	21044	Citywide Janitorial Services: September 2021		11,241.92
	21044	Citywide Janitorial Services: September 2021		875.00
	21044	Citywide Janitorial Services: September 2021		956.07
	21158	Citywide Janitorial Services: October 2021		875.00
	21158	Citywide Janitorial Services: October 2021		11,241.92
	21158	Citywide Janitorial Services: October 2021		956.07
	21183	Citywide Janitorial Services: November 2021		875.00
	21183	Citywide Janitorial Services: November 2021		11,241.92
	21183	Citywide Janitorial Services: November 2021		956.07
Total for this ACH Check for Vendor BSHL6710:				52,291.96
ACH	CDW5246	CDW Government LLC	02/16/2022	
	Q590289	Microsoft Surface Type Covers: Qty # 10		1,456.18
	Q855947	Adobe Licenses: Qty # 3		2,844.06
	Q894749	Seagate IronWolf Hard Drive for Police Dept.		3,281.77
	R342192	QNAP Storage Devices for Police Department		4,281.40
Total for this ACH Check for Vendor CDW5246:				11,863.41

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	CHA3010 7657 8081	SPCC Corp dba South Pasadena Chamber c 2021 Labor posters 2022 Labor posters	02/16/2022	277.83 277.83
Total for this ACH Check for Vendor CHA3010:				555.66
ACH	COBR7131 138559 January 2021	The Advantage Group TAG January 2022 invoice January 2022 HRA Premium Reimbursements	02/16/2022	324.00 15,842.66
Total for this ACH Check for Vendor COBR7131:				16,166.66
ACH	DDL8010 2499	Dr. Detail Ph.D Pressure Wash & Disinfecting of Library Balcon	02/16/2022	195.00
Total for this ACH Check for Vendor DDL8010:				195.00
ACH	DEL4000 10545590418	Dell Marketing L.P. OptiPlex with Intel Core i5 & Windows 10: Qty	02/16/2022	8,932.60
Total for this ACH Check for Vendor DEL4000:				8,932.60
ACH	DIG0800 43634	Digital Telecommunications Corp DTC SO NO 121102 Contract 3797 Extension Remove on 12/13/2021	02/16/2022	180.00
Total for this ACH Check for Vendor DIG0800:				180.00
ACH	HQAB8100 18298	Hi Quality Auto Body Inc. Police Dept. Auto Body Repairs Unit # 1406	02/16/2022	882.00
Total for this ACH Check for Vendor HQAB8100:				882.00
ACH	INCG6011 58469 58784 58784 60254 60254 60353 61899 61899 63755 63755 63755 63755 64419 64419 64419 64474 67778 67964 69399 69569 70343 70913 70923 71179 72116 73068 73818 74359	Interwest Consulting Group 1132 Fairview Project Expediting: February 2021 1132 Fairview Project Expediting: March 2020 1709 Rollin Project Expediting: March 2021 1709 Rollin Project Expediting: April 2020 1132 Fairview Project Expediting: April 2020 1709 Rollin Project Expediting: May 2020 1960 Oak Project Expediting: July 2020 2065 Marengo Project Expediting: July 2020 1947 Oak Project Expediting: August 2020 1960 Oak Project Expediting: August 2020 2065 Marengo Project Expediting: August 2020 1020 El Centro Project Expediting 1960 Oak Project Expediting: September 2020 1947 Oak Project Expediting: September 2020 2065 Marengo Project Expediting: September 2020 1960 Oak Project Expediting: October 2020 815 Freemont Project Expediting: February 2021 815 Freemont Project Expediting: May 2021 815 Freemont Project Expediting: April 2021 815 Freemont Project Expediting: May 2021 On-Call Engineering Plan Check Support Service 2041 Hanscom Project Expediting: June 2021 On-Call Inspection Support Services - June 2021 815 Freemont Project Expediting: July 2021 815 Freemont Project Expediting: August 2021 815 Freemont Project Expediting: September 2020 815 Freemont Project Expediting: October 2021 815 Freemont Project Expediting: November 2021	02/16/2022	3,000.00 750.00 2,700.00 2,100.00 900.00 150.00 1,237.50 1,950.00 337.50 1,687.50 2,062.50 5,000.00 1,605.00 4,612.50 1,537.50 907.00 4,087.50 5,912.50 3,540.00 4,005.00 2,240.00 497.50 4,500.00 4,387.50 2,142.50 1,275.00 6,127.50 3,437.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for this ACH Check for Vendor INCG6011:				72,689.50
ACH	LCW7456 211408	Liebert Cassidy Whitmore Invoice for legal services for month of Decembe:	02/16/2022	3,177.00
Total for this ACH Check for Vendor LCW7456:				3,177.00
ACH	LDCR6410 464909 464909 464909 464909 464909	LandCare USA LLC Landscape Median Strips: October 2021 (LLMD Prop A Park Maintenance: October 2021 Water Distribution: October 2021 Landscape Median Strips: October 2021 Park Maintenance Contract Services: October 20	02/16/2022	1,812.75 1,233.21 1,669.68 2,444.00 16,545.54
Total for this ACH Check for Vendor LDCR6410:				23,705.18
ACH	OVD8011 01148CO22026581 01148CO22026585 01148CO22030083	OverDrive Inc. eBooks / Audiobooks eBooks / Audiobooks eBooks / Audiobooks	02/16/2022	175.19 887.92 296.95
Total for this ACH Check for Vendor OVD8011:				1,360.06
ACH	POS5265 1443341 1443341	Post Alarm Systems Alarm System for Orange Grove Rec. Building: 02/01/22-02/28/22 Alarm System for WMBL: 02/01/22-02/28/22	02/16/2022	54.33 54.33
Total for this ACH Check for Vendor POS5265:				108.66
ACH	STA5219 3472392919 3481898797 3482392135 3484889542 3487853700 3488412407 3488412408 3489447622 3494122861 3495238756 3497152768 3497152771 3497152772 3497152773 3497152774 3497305574 3497305575 3497305576 3497305577 3497305578	Staples Business Advantage Supplies	02/16/2022	244.71 413.03 205.81 127.66 461.19 269.19 67.57 112.43 141.11 110.43 849.90 135.96 4.01 2,195.50 890.00 229.31 176.36 171.48 137.80 2,999.50
Total for this ACH Check for Vendor STA5219:				9,942.95
ACH	VEWI8020 44088	Vision Electric Wholesale Inc. Street Lighting Enclosures	02/16/2022	430.18
Total for this ACH Check for Vendor VEWI8020:				430.18
ACH	WEL7777 9271	Wells' Tapping Service Inc 4" Hot Tap for 710 Fair Oaks Ave.	02/16/2022	425.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for this ACH Check for Vendor WEL7777:				425.00
ACH	WES4152	West Coast Arborists, Inc.	02/16/2022	
	181059	Citywide Urban Forestry Services: 12/16-12/24/21		20,166.00
	181609	Citywide Urban Forestry Services: 1/1/22-1/10/22		8,480.00
	181609	Citywide Urban Forestry Services: 1/1/22-1/10/22		11,202.00
	181609	Citywide Urban Forestry Services: 1/1/22-1/10/22		240.00
	181610	Citywide Urban Forestry Services: 1/11/22-1/15/22		9,710.00
	181610	Citywide Urban Forestry Services: 1/11/22-1/15/22		352.00
	181610	Citywide Urban Forestry Services: 1/11/22-1/15/22		700.00
Total for this ACH Check for Vendor WES4152:				50,850.00
ACH	ZUMAR103	Zumar Industries, Inc.	02/16/2022	
	93942	Street Signs for Meridian Project		6,203.58
Total for this ACH Check for Vendor ZUMAR103:				6,203.58
313860	EMPI5011	AramSCO, Inc. (Formerly Empire Cleaning & Maintenance)	02/16/2022	
	S5012405.002	Fire Dept- Apparatus Cleaning Supplies		50.88
Total for Check Number 313860:				50.88
313861	AT&T5011	AT&T	02/16/2022	
	626 405-0051 01	AT&T AN626 405-0051 017 5 (Jan 11, 2022 -Feb 10, 2022)		2,050.19
	626 441-6497 35	AT&T AN 626 441-6497 357 0 (Jan 13, 2022 -Feb 12, 2022)		790.39
	626 577-6657 21	AT&T AN 626 577-6657 213 7 (Jan 13, 2022 -Feb 12, 2022)		66.52
Total for Check Number 313861:				2,907.10
313862	ATCN9011	AT&T	02/16/2022	
	000017652222	AT&T AN 9391062308 (12-20-21-01-19-2022)		12,720.08
	000017670895	AT&T AN 9391036943 (12-27-21-01-26-2022)		893.30
	00017669242	AT&T AN 76501 CLAPDSOPAS (12-27-21-01-26-2022)		320.47
Total for Check Number 313862:				13,933.85
313863	CIN4011	AT&T Mobility	02/16/2022	
	287014917916X01	AT&T Invoice 287014917916X01162022 (Dec0		739.63
	287269956155X01	AT&T Invoice 287269956155X01142022 (Jan 0		272.07
	287299554301X01	AT&T Invoice 287299554301X01272022 AN 28		44.43
Total for Check Number 313863:				1,056.13
313864	BRAS3010	Bartel Associates, LLC	02/16/2022	
	21-275	Actuarial Consulting Services: OPEB & GASB 7		2,540.00
Total for Check Number 313864:				2,540.00
313865	BT4U8180	Better 4 You Meals	02/16/2022	
	1221-3319	Meals for Onsite and Home Delivery: December 2021		4,439.00
	1221-3319	Meals for Onsite and Home Delivery: December 2021		588.00
Total for Check Number 313865:				5,027.00
313866	BUR0480	Arthur Burgos	02/16/2022	
	11/04/2021	Reimburse Training Course Expense for Offcr. Burgos: 11/04/2021		17.25
Total for Check Number 313866:				17.25
313867	CAL5236	CA Linen Services	02/16/2022	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	1947689	Fire Station Linen Rental and Cleaning Services		90.79
	1950116	Fire Station Linen Rental and Cleaning Services		94.49
			Total for Check Number 313867:	185.28
313868	CAL6695 101521002151102	California American Water Water Connection Fee for Wilson Well # 2 - 11/24-12/22/21	02/16/2022	39.94
			Total for Check Number 313868:	39.94
313869	CALOKCSF 01/31/2022	California Lock & Safe Opening of Safe for Community Services	02/16/2022	250.00
			Total for Check Number 313869:	250.00
313870	CAN0607 20374 20437 20675 20692 20694	Cantu Graphics Inc. COVID Signs Signs -July 2021 Redistricting Services Materials Posters, Flyers, and Copies for Redistricting HR Folders	02/16/2022	77.14 22.40 4,501.51 248.45 214.99
			Total for Check Number 313870:	5,064.49
313871	GBCL4010 11/04/2021	Gilbert Carrillo Reimb. Training Course Expense for Crpl. Carril	02/16/2022	17.25
			Total for Check Number 313871:	17.25
313872	SPMN3010 14044 -12/29/21 19126 -12/22/21 19386 -12/22/21 19387-01/21/22	City of South Pasadena Water Account # 14044 (10/26/21-12/21/21) Water Account # 19126 (10/18/21-12/14/21) Water Account # 18386 (10/18/21-12/14/21) Water Account # 19387 (10/18/21-12/14/21)	02/16/2022	419.75 444.28 441.35 446.75
			Total for Check Number 313872:	1,752.13
313873	COM0699 00039199	Compressed Air Specialties Inc Repair for Bauer Air Compressor Tank	02/16/2022	1,672.38
			Total for Check Number 313873:	1,672.38
313874	CRE2303 RA101000058 RA101000187	Creative Bus Sales Inc. Replace Intake Manifold for Vehicle # 78 Replacement of Windshield for Unit # 77	02/16/2022	2,936.98 953.31
			Total for Check Number 313874:	3,890.29
313875	CRSDVD 118580	David Cristales Refund Gazebo Rental due to COVID-19	02/16/2022	168.00
			Total for Check Number 313875:	168.00
313876	DSP0755 9156 9156	D & S Printing Employee Parking Placards Employee Parking Placards	02/16/2022	608.24 268.25
			Total for Check Number 313876:	876.49
313877	DUB0187 11/04/2021	Andrew DuBois Reimb. Training Course Expense for Crpl. Dubo	02/16/2022	17.25

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 313877:	17.25
313878	EMBS4011 71658	Embassy Consulting Svcs Civilian Leadership Institue - 6 Classes for PA Pacheco	02/16/2022	3,000.00
			Total for Check Number 313878:	3,000.00
313879	FUYU5270 118561	Ye Fu Refund After School Camp Participant	02/16/2022	376.00
			Total for Check Number 313879:	376.00
313880	GPACS290 20-11344 21-11653	Galvin Preservation Associates, Inc. 845 El Centro Project Expediting 845 El Centro Project Expediting	02/16/2022	4,345.00 2,190.00
			Total for Check Number 313880:	6,535.00
313881	GCGB5270 118530	Gabriela Garcia Refund Class due to Low Enrollment	02/16/2022	140.00
			Total for Check Number 313881:	140.00
313882	GRED4011 11.02.2021	Ederson Gramajo Reimb. Training Course Expense for Offcr. Gramajo:11/02/2021	02/16/2022	17.25
			Total for Check Number 313882:	17.25
313883	GDEL5270 118648	Elizabeth Gudino Refund Youth Class due to COVID-19	02/16/2022	100.00
			Total for Check Number 313883:	100.00
313884	ISGU4011 11/04/2021	Issac Gutierrez Reimb. Training Course Expense for Offcr. Gutierrez:11/04/2021	02/16/2022	17.25
			Total for Check Number 313884:	17.25
313885	ERCHANSN 118272	Eric Hanson Refund Gazebo Rental due to COVID-19	02/16/2022	125.00
			Total for Check Number 313885:	125.00
313886	HOL1111 01/26/2022	Jeffrey Holland Tow Reimbursement after Freeway Indicident or	02/16/2022	125.00
			Total for Check Number 313886:	125.00
313887	HOM1515 1304419 282152 2970728 3371828 4613665	Home Depot Credit Services PW Department Supplies PW Department Supplies PW Department Supplies PW Department Supplies PW Department Supplies	02/16/2022	747.89 795.93 403.57 319.59 75.11
			Total for Check Number 313887:	2,342.09
313888	HWANNIE 118578	Annie Hwang Refund Cancelled Class due to Low Enrollement	02/16/2022	110.00
			Total for Check Number 313888:	110.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
313889	ITERISIN 139434 140606	Iteris, Inc. Consultant Services to Perform Traffic Study Consultant Services to Perform Traffic Study	02/16/2022	14,877.50 34,982.50
Total for Check Number 313889:				49,860.00
313890	JSAR4011 16995 17040 17049 17118 17123	Jack's Auto Repair 45 Day Vehicle Inspection 45 Day Vehicle Inspection 45 Day Vehicle Inspection 45 Day Vehicle Inspection Service of Police Unit # 1111	02/16/2022	185.45 155.14 77.02 66.00 42.34
Total for Check Number 313890:				525.95
313891	JAC1111 01/03-01/06/22 01/03-01/06/22	Thomas Jacobs Reimb. Lt. Jacobs for Training Expense: 01/03-01/06/22 Reimb. Lt. Jacobs for Training Expense: 01/03-01/06/22	02/16/2022	197.48 500.00
Total for Check Number 313891:				697.48
313892	JHA307 SP1IP12110 SP1IP12111 SP1MS412109 SP1MS412110 SP1MS412111 SP1MS412112	John L. Hunter and Associates, Inc. Safe Clean Water Program & Feasibility Study 03/23/21-06/30/22 Safe Clean Water Program & Feasibility Study 03/23/21-06/30/22 Environmental Compliance and NPDES Services Environmental Compliance and NPDES Services Environmental Compliance and NPDES Services Environmental Compliance and NPDES Services	02/16/2022	1,238.75 577.50 695.00 901.25 992.05 1,361.25
Total for Check Number 313892:				5,765.80
313893	LAN6401 INV-107746	Landscape Structures Inc Ongoing Maintenance of Playground Equipment	02/16/2022	4,002.48
Total for Check Number 313893:				4,002.48
313894	LGLBLTY 221641	Law Enforcement Risk Management Group Training Class for Corporal Carrillo: 02/17/2022	02/16/2022	125.00
Total for Check Number 313894:				125.00
313895	TFLAW527 118200	Tiffany Lawrence Refund Youth Class Per Participants Request	02/16/2022	270.00
Total for Check Number 313895:				270.00
313896	LIFE822 1171253 1171514	Life-Assist Inc. Medical Supplies Fire Dept. Medical Supplies Fire Dept.	02/16/2022	1,613.73 119.07
Total for Check Number 313896:				1,732.80
313897	AVIC4010 11/02/2021	Avick Manukian Reimb. Training Course Expense for Crpl. Manukian:11/02/2021	02/16/2022	17.25
Total for Check Number 313897:				17.25
313898	NEWE3032 10303643392	Newegg.com Business Inc. Corsair Mounting Brackets & WD Blue SSD: Qty #11	02/16/2022	745.60
Total for Check Number 313898:				745.60

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
313899	IICC8025 15283979 15348922	Occupational Health Centers of California Medical Exam for Community Services Staff Medical Exam for Community Services Staff	02/16/2022	250.00 50.00
Total for Check Number 313899:				300.00
313900	PSLSV802 890	Pasadena Live Scan Service Live Scan for December 2021	02/16/2022	300.00
Total for Check Number 313900:				300.00
313901	CRPC7000 10/25/2021 10/26/2021 10/27/2021 10/28/2021 11/04/2022	Carlos Pech Reimb. Training Expense for Officer Pech: 10/25/2021 Reimb. Training Expense for Officer Pech: 10/26/2021 Reimb. Training Expense for Officer Pech: 10/27/2021 Reimb. Training Expense for Officer Pech: 10/28/2021 Reimb. Training Expense for Officer Pech: 11/04/2021	02/16/2022	11.76 11.76 11.76 11.76 17.25
Total for Check Number 313901:				64.29
313902	PRCT4011 11/04/2021	Christoper Perez Reimb. Training Expense for Officer Perez: 11/04/2021	02/16/2022	17.25
Total for Check Number 313902:				17.25
313903	CGPH4011 11/04/2021	Craig Phillips Reimb. Training Course Expense for Crpl. Phillips: 11/04/2021	02/16/2022	17.25
Total for Check Number 313903:				17.25
313904	PHOE4610 122021184	Phoenix Group Information Systems Parking Citation Processing & Database Access: December 2021	02/16/2022	6,588.26
Total for Check Number 313904:				6,588.26
313905	PRIM4011 15507	PRI Management Group Seminar for Law Enforcement Records Mgmt: Clerk Rodriguez	02/16/2022	259.00
Total for Check Number 313905:				259.00
313906	PRCMIN 76416-105018	Purple Communications, Inc. Renewal of ASL Interpreting & Video Relay Interpretation	02/16/2022	300.00
Total for Check Number 313906:				300.00
313907	RTPC5500 6014642 6015359	Regional TAP Service Center Metro 30 Day Senior Bus Pass Subsidy: Re-Issue Metro 30 Day Senior Bus Pass Subsidy for December 2021	02/16/2022	120.00 60.00
Total for Check Number 313907:				180.00
313908	REL8011 12430	Reliance Barcode Solutions Single Barcodes for Library	02/16/2022	431.47
Total for Check Number 313908:				431.47
313909	RYLZ5270 118535	Luz Reyes Refund Cancelled Class due to Low Enrollment	02/16/2022	140.00
Total for Check Number 313909:				140.00
313910	RIN7777 27106	Rincon Consultants, Inc. CEQA Noticing & Filing Assistance for CAP	02/16/2022	702.50



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 313910:	702.50
313911	ROB1111	Shannon Robledo	02/16/2022	
	11/29-12/02/21	Reimb. LT. Robledo for Training Class: 11/29-12/02/21		286.42
	11/29-12/02/21	Reimb. LT. Robledo for Training Class: 11/29-12/02/21		758.40
			Total for Check Number 313911:	1,044.82
313912	RON1111	Matthew Ronnie	02/16/2022	
	11/04/2021	Reimb. Training Course Expense for Sgt. Ronni		17.25
			Total for Check Number 313912:	17.25
313913	RPCH8210	Christina Roppo	02/16/2022	
	11/02/2021	Reimb. Training Course Expense for Offcr. Roppo:11/02/2021		17.25
	12/20-12/23/21	Reimb. Training Course Expense for Offcr. Roppo: 12/20-12/23/21		306.75
	12/20-12/23/21	Reimb. Training Course Expense for Offcr. Roppo: 12/20-12/23/21		14.40
			Total for Check Number 313913:	338.40
313914	SAN4958	San Marino Security System	02/16/2022	
	26285	Monitoring Services for Water Division Facilitite		702.00
			Total for Check Number 313914:	702.00
313915	SAN1111	Fernando Sandoval	02/16/2022	
	11/04/2021	Reimb. Training Course Expense for Offcr. Sand		17.25
			Total for Check Number 313915:	17.25
313916	SPHC6713	Hector Sapinoso	02/16/2022	
	118560	Refund After School Camp Med Participant		376.00
			Total for Check Number 313916:	376.00
313917	SAXE2013	Susan Saxe-Clifford PH.D	02/16/2022	
	22-0110-4	Psychological Evaluation for Police Officer Applicant		450.00
			Total for Check Number 313917:	450.00
313918	MCST4010	Michael Smith	02/16/2022	
	11/04/2021	Reimb. Training Course Expense for Offcr. Smith: 11/04/2021		17.25
			Total for Check Number 313918:	17.25
313919	STE4845	Stetson Engineers Inc	02/16/2022	
	2741-17-009	City's 2020 Urban Water Management Plan Update		1,616.74
			Total for Check Number 313919:	1,616.74
313920	SUJES527	Jessica Suotmaa	02/16/2022	
	118528	Refund Cancelled Class due to Low Enrollment		140.00
			Total for Check Number 313920:	140.00
313921	SSSS8267	Super Soccer Stars	02/16/2022	
	7736	Class Instructor: Super Soccer Stars: 12/27/21-12/31/21		1,072.50
	7763	Class Instructor: Super Soccer Stars: 12/27/21-12/31/21		1,287.00
			Total for Check Number 313921:	2,359.50
313922	SCRR4010	Superior Court of California, County of LA	02/16/2022	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	December 2021	Parking Revenue Distribution: December 2021		3,743.50
			Total for Check Number 313922:	3,743.50
313923	Tang 118534	Kuang-Nan Tang Refund Cancelled Class due to Low Enrollment	02/16/2022	140.00
			Total for Check Number 313923:	140.00
313924	LEBE8032 7753 7793 7794 7821	The Skateside, LLC Class Instructor: The Skateside: 12/05/21-12/26/21 Class Instructor: The Skateside: 12/27/21-12/31/21 Class Instructor: The Skateside: 12/22/21-12/24/21 Class Instructor: The Skateside: 01/03/22-01/07/22	02/16/2022	348.60 1,697.22 944.06 1,571.50
			Total for Check Number 313924:	4,561.38
313925	TDCS4010 9963	Third Degree Communications, Inc. Training Class on Internal Affairs - Re-Issue	02/16/2022	525.00
			Total for Check Number 313925:	525.00
313926	TIM4011 0251967012222	Time Warner Cable Senior Center Cable 01/22/22 - 02-21-22 AN 8448 30 008 0251967	02/16/2022	219.30
			Total for Check Number 313926:	219.30
313927	TRIEPIS 7449	Tripepi Smith Redistricting Services	02/16/2022	12,336.00
			Total for Check Number 313927:	12,336.00
313928	UIIKR 118574	Karen Ullman Gazebo Refund due to Weather	02/16/2022	125.00
			Total for Check Number 313928:	125.00
313929	UND6710 dsb20206199	Underground Service Alert/SC Regulatory Fee for State of CA 12/01/2021	02/16/2022	65.04
			Total for Check Number 313929:	65.04
313930	VAL1111 11/04/2021	James Valencia Reimb. Training Course Expense for Srgt. Valencia:11/04/2021	02/16/2022	17.25
			Total for Check Number 313930:	17.25
313931	VABS8010 14046	Ventura Business Systems Inc. Renewal of Envisionware Suite & Maint. Through 05/01/2022	02/16/2022	759.00
			Total for Check Number 313931:	759.00
313932	VERW6711 9897541934 9898014861 9898209626	Verizon Wireless Verizon AN 842311063-00002 (Dec 18 2021-Jan 17 2022) Verizon AN 571839627-0001 Dec 24 2021 - Jan 23, 2022 Verizon AN 270619951-00004 (Dec 27 2021-Jan 26 2022)	02/16/2022	1,442.97 16.03 507.16
			Total for Check Number 313932:	1,966.16
313933	WCTP4011 W10937	WCT Products Inc. Heavy Duty Leads and Prong Plugs for Marking	02/16/2022	251.85

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 313933:	251.85
313934	WGZM6011 21-12-671 21-12-671 21-12-671	WG Zimmerman Engineering, Inc. Transportation Impact, Noise, and Air Quality Analysis Transportation Impact, Noise, and Air Quality Analysis Transportation Impact, Noise, and Air Quality Analysis	02/16/2022	-1,085.00 1,085.00 1,085.00
			Total for Check Number 313934:	1,085.00
313935	WIS2563 11/02/2021	Randy Wise Reimb. Training Course Expense for Crpl. Wise: 11/02/2021	02/16/2022	17.25
			Total for Check Number 313935:	17.25
313936	WON1111 11/02/2021	Daren Wong Reimb. Training Course Expense for Offcr. Wong:11/02/2021	02/16/2022	17.25
			Total for Check Number 313936:	17.25
313937	XRXF5010 3026740 3035459	Xerox Financial Services Xerox AN 010-0061587-001 (01/10/22 - 02/09/22) Xerox AN 010-0061587-002 (01/06/22 - 02/05/22)	02/16/2022	1,906.08 275.05
			Total for Check Number 313937:	2,181.13
313938	PTZM4011 11/02/2021	Patrick Zamora Reimb. Training Course Expense for Offcr. Zamora: 11/02/2021	02/16/2022	17.25
			Total for Check Number 313938:	17.25
			Total for 2/16/2022:	446,016.20
			Report Total (100 checks):	446,016.20

**ATTACHMENT 4**  
**Supplemental ACH**  
**Payments**

City of  
**SOUTH PASADENA**

<b>Supplemental ACH Payment Log</b>			
<b>Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>
1/19/2022	So Cal Edison	\$60,113.89	Online Payment for City's So Cal Edison Accounts.
2/2/2022	So Cal Edison	\$66,980.42	Online Payment for City's So Cal Edison Accounts.
2/6/2022	AMAZON / SYNC	\$2,726.03	Online Payment for City's Amazon Expenses from 10/12/2021-11/02/2021.
2/8/2022	So Cal Gas	\$2,676.33	Online Payment for City's So Cal Gas Accounts.
<b>Total:</b>		<b>\$132,496.67</b>	

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

# Accounts Payable

## Void Check Proof List

User: calvarez  
 Printed: 01/31/2022 - 12:35PM  
 Batch: 00002.01.2022



Account Number	Amount	Invoice No	Inv Date	Description	Reference	Task Label	Type	PONumber	Close PO?	Line Item
Vendor: CRHY8067	Corey Hartney									
Check No: 313709	Check Date: 01/05/2022									
101-8030-8032-8267-000	130.00	7469	01/05/2022	Class Instructor: Basketball Fundamentals (10/0911/06/21) SA					No	0
101-8030-8032-8267-000	650.00	7810	01/05/2022	Class Instructor: Basketball Fundamentals (12/04/21-01/15/22) SA					No	0
101-8030-8032-8267-000	910.00	7471	01/05/2022	Class Instructor: Basketball Fundamentals (10/0911/06/21) SA					No	0
101-8030-8032-8267-000	195.00	7809	01/05/2022	Class Instructor: Basketball Fundamentals (12/04/21-01/15/22) SA					No	0
101-8030-8032-8267-000										
Check Total:	1,885.00									
Vendor Total:	1,885.00									
Report Total:	1,885.00									

# Accounts Payable

## Void Check Proof List

User: calvarez  
 Printed: 02/09/2022 - 8:22AM  
 Batch: 00001.02.2022



Account Number	Amount	Invoice No	Inv Date	Description	Reference	Task Label	Type	PONumber	Close PO?	Line Item
Vendor: LAPCMB				Los Angeles County Police Chi						
Check No: 313829				Check Date: 02/02/2022						
	500.00	2022 Annual D	01/26/2022	2022 Anual Dues					No	0
101-4010-4011-8060-000										
	300.00	03/22-03/25/22	01/26/2022	Tri County Spring Conference					No	0
101-4010-4011-8060-000										
Check Total:	800.00									
Vendor Total:	800.00									
Vendor: RTPC5500				Regional TAP Service Center						
Check No: 313073				Check Date: 09/01/2021						
	120.00	6014642	08/24/2021	Metro 30 Day Senior Bus Pass Subsidy					No	0
205-8030-8024-8250-000										
Check Total:	120.00									
Vendor Total:	120.00									
Vendor: TDCS4010				Third Degree Communications,						
Check No: 313016				Check Date: 08/18/2021						
	525.00	9963	08/07/2021	Training Class for Det. Palmieri (08/23/21-08/25/21)					No	0
101-4010-4011-8210-000										
Check Total:	525.00									
Vendor Total:	525.00									



Account Number	Amount	Invoice No	Inv Date	Description	Reference	Task Label	Type	PONumber	Close PO?	Line Item
Report Total:	1,445.00									

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

# Payroll

## Payroll Summary Report



**Payroll Date:** 2/4/2022 Regular

Checks	\$	4,419.51
Direct Deposits	\$	445,292.65
IRS Payments	\$	89,903.07
EDD - State of CA	\$	26,334.08
PERS Pension	\$	117,788.76
Deferred Comp	\$	24,886.14
PERS Health	\$	-
<b>Subtotal:</b>	<b>\$</b>	<b>708,624.21</b>

**Payroll Date:** 2/5/2022 Off-Cycle

Checks	\$	-
Direct Deposits	\$	8,407.88
IRS Payments	\$	1,578.30
EDD - State of CA	\$	26.51
PERS Pension	\$	-
Deferred Comp	\$	-
PERS Health	\$	-
<b>Subtotal:</b>	<b>\$</b>	<b>10,012.69</b>

**Payroll Date:** 2/7/2022 Off-Cycle

Checks	\$	-
Direct Deposits	\$	6,699.41
IRS Payments	\$	941.05
EDD - State of CA	\$	146.65
PERS Pension	\$	-
Deferred Comp	\$	-
PERS Health	\$	-
<b>Subtotal:</b>	<b>\$</b>	<b>7,787.11</b>

**Grand Total:** \$ **726,424.01**



# City Council Agenda Report

ITEM NO. 8

**DATE:** February 16, 2022

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

**PREPARED BY:** Lucy Demirjian, Management Services Director  
Christina Muñoz, Deputy City Clerk

**SUBJECT:** **Award of Contract to Studio Spectrum, Inc., for Video Production, Web Streaming and Archiving Services in an Amount Not to Exceed \$53,880 Annually**

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### Recommendation

It is recommended that the City Council authorize the City Manager to execute an agreement with Studio Spectrum, Inc. (Studio Spectrum), for an annual not to exceed amount of \$53,880 to provide video production, web streaming and archiving services through June 30, 2024, with an option to extend to June 30, 2026.

### Background

Since 2011, Studio Spectrum has provided these services, including video production, broadcasting, web streaming and archiving, for City Council and Planning Commission meetings. The City has repeatedly retained Studio Spectrum for these services due to their high-quality of work, responsiveness, and reliability. Studio Spectrum also has experience with and knowledge of the City's audiovisual system as they managed the equipment upgrade and installation.

For the past two years, Studio Spectrum have been instrumental in the City's ability to continue to broadcast public meetings in compliance with new laws, State Executive Orders and County Health Orders. Due to the mitigating circumstances during the State of Emergency and the City's immediate need, staff recommends approving a new contract with Studio Spectrum for cablecast services in order to preserve continuity of services.

Per South Pasadena Municipal Code 2.99-29(12) Professional and Contractual Services, contracts for services of specially trained and professional persons or businesses shall be exempt from bidding. The City last issued a Request for Proposals in August 2016 and received a total of two bids.

### Discussion/Analysis

Due to transition in staffing in the City Clerk's Office, the current contract with Studio Spectrum lapsed as of June 30, 2021. Studio Spectrum has maintained its hourly rate of \$150 in the

interim. The contract will be retroactive to July 1, 2021 with the proposed rate increase of \$15 (\$165 an hour) taking effect upon approval of the contract. The web streaming, archiving and indexing rate per video have also increased by a marginal amount. The renewed contract will be

The contract estimates 200 hours annually for the production of City Council and Planning Commission meetings and special meetings or events as needed. Additional hours have been included for the maintenance of audiovisual equipment and system upgrades.

The term of the proposed contract is through June 2024, and may be extended by mutual consent for an additional two years at the same rate.

<b>CONTRACT TERM</b>	<b>Cablecast/ Video production</b>	<b>Video web streaming and archiving (per meeting)</b>
Retroactive to July 1, 2021	\$150/hr	\$225 (w/o indexing) \$375 (w/indexing)
February 16, 2022 through June 30, 2024	\$165/hr	\$235 (w/o indexing) \$395 (w/indexing)
July 1 2024 – June 30, 2026	\$165/hr	\$235 (w/o indexing) \$395 (w/indexing)

**Fiscal Impact**

There are sufficient funds available in the City Clerk’s Division budget for Fiscal Year (FY) 2021-2022 to cover these services. Studio Spectrum will invoice the City monthly for actual work completed, not to exceed \$53,880 annually. Subsequently, the City Clerk Division will budget accordingly for the next Fiscal Year 2023-2024.

**Commission Review and Recommendation**

This matter was not reviewed by a commission.

**Legal Review**

The City Attorney has reviewed this item.

**Attachment:** Studio Spectrum Agreement

**Attachment 1**  
Studio Spectrum Agreement

**PROFESSIONAL SERVICES AGREEMENT  
FOR CONSULTANT SERVICES**

**(City of South Pasadena / *Studio Spectrum, 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 STUDIO SPECTRUM, INC. (“Consultant”).

**2. RECITALS**

- 2.1. City has determined that it requires the following professional services from a consultant: **Video Production, Web Streaming and Archiving Services**
- 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”: Such professional services as are set forth in Exhibit A.
- 3.2. “Agreement Administrator”: The Agreement Administrator for this project is **Lucy Demirjian, Management Services 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

Professional Services Agreement – Consultant Services

Page 1 of 17

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 forty-eight thousand, five hundred and eighty dollars (\$48,580) for fiscal year 2021/22;
- 3.5. “Commencement Date”: July 1, 2021
- 3.6. “Termination Date”: June 30, 2024.

#### 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. Chief City Clerk 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: [Cablecast Operations]

Professional Services Agreement – Consultant Services

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- Documentation of Best’s rating acceptable to the City.
- Original endorsements effecting coverage for all policies required by this Agreement.
- Complete, certified copies of all required insurance policies, including endorsements affecting the coverage.

12.3. **Coverage Amounts.** Insurance coverage shall be at least in the following minimum amounts:

- Professional Liability Insurance: \$1,000,000 per occurrence,  
\$2,000,000 aggregate
- General Liability:
  - General Aggregate: \$2,000,000
  - Products Comp/Op Aggregate \$2,000,000
  - Personal & Advertising Injury \$1,000,000
  - Each Occurrence \$1,000,000
  - Fire Damage (any one fire) \$ 50,000
  - Medical Expense (any 1 person) \$ 5,000
- 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: City Clerk's Division, 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

Lucy Demirjian  
Management Services Director  
City of South Pasadena  
Management Services Department  
1414 Mission Street  
South Pasadena, CA 91030  
Telephone: (626) 403-7230  
Facsimile: (626) 403-7211

If to Consultant

John Buckowski  
Studio Spectrum, Inc.  
1056 N. Lake Street  
Burbank, CA 91502  
Telephone: (818) 843-1610

With courtesy copy to:

Andrew Jared, Esq.  
South Pasadena City Attorney  
Colantuono, Highsmith & Whatley, PC  
790 E. Colorado, Suite 850  
Pasadena, CA 91101  
Los Angeles, CA 90071-3137  
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”  
Studio Spectrum, Inc.

By: \_\_\_\_\_  
*Signature*

By: \_\_\_\_\_  
*Signature*

Printed: \_\_\_\_\_

Printed: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Attest:**

By: \_\_\_\_\_  
Christina Muñoz, Deputy City Clerk

Date: \_\_\_\_\_

**Approved as to form:**

By: \_\_\_\_\_  
Andrew Jared, City Attorney

Date: \_\_\_\_\_

EXHIBIT A  
SCOPE OF WORK

Cablecast Operations

The contractor must effectively operate, or be trained to effectively operate, City-owned equipment located in the cablecast operations room.

1. Operate cablecast of, and video record, City Council and Planning Commission regular meetings, gavel-to-gavel, including no more than 60 minutes of pre-production programming.
2. Operate cablecast of, and video record, City Council and Planning Commission special meetings, gavel-to-gavel, including no more than 60 minutes pre-production programming, at the City's discretion.
3. Operate cablecast of, and video record, of events and special programming as requested by City staff.
4. Perform pre-meeting tune-up and testing of the audio and video broadcasting systems.
5. Perform necessary editing, including content assembly and character generation.
6. Monitor, integrate, and manage audio/visual presentations.
7. Analyze and troubleshoot system problems that may arise during a broadcast.

Video Web Streaming and Archiving

The contractor must provide all necessary hardware and software components that will provide encoding, streaming, and archiving functionality to allow public users access to live and archived videos. In addition, the contractor must provide the following required features:

1. Hosted capacity for storage of at least six months of archived videos.
2. Hosted streaming capabilities to support a minimum of 100 concurrent users (and a demonstrable method of growth).
3. Indexing and archiving of videos requiring minimal or no engagement by City staff.
4. User-side software that integrates completely with Microsoft Internet Explorer.
5. Service must support cross-platform devices (Android/iOS devices).
6. The quality for web streamed video and archived video should be capable of near-HD quality.

EXHIBIT B

APPROVED FEE SCHEDULE

Description of Services	Estimated No. of Hrs. Per Year	Retroactive to July 1, 2021	through June 30, 2026	Annual Estimate
Cablecast of regular and special City Council and Planning Commission meetings.  (includes offsite Special Events: Single camera crew, including production equipment and post production editing.)	200	\$150/hr	\$165	\$33,000
System upgrades and regular maintenance of equipment	52	\$150/hr	\$165	\$8,580


Description of Services	Estimated meetings	Price Per Video Retroactive to July 1, 2021	Price Per Video through June 30, 2026	Annual Estimate
Video Web Streaming and Archiving of City Council meetings (with indexing).	24	\$375	\$395	\$9,480
Video Web Streaming and Archiving of Planning Commission meetings (no indexing).	12	\$225	\$235	\$2,420



# City Council Agenda Report

ITEM NO. 9

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**DATE:** February 16, 2022  
**FROM:** Andrew L. Jared, City Attorney   
**SUBJECT:** Confirmation of Amendment to Employment Agreement with City Manager Arminé Chaparyan

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## Discussion

City Manager Chaparyan has served as City Manager since May 31, 2021. Pursuant to the South Pasadena Municipal Code, the City Manager is appointed by Council on the basis of her administrative and executive ability and qualifications. The employment agreement establishes a salary of \$215,000.00 per year. The employment agreement requires that after six months of employment, an initial performance evaluation shall be conducted by the Council.

On February 2, 2022, the Council concluded the initial performance evaluation and voted unanimously to direct the City Attorney to return with a staff report and contract amendment to amend the City Manager employment agreement by increasing the base salary by three percent (3%). The base salary in Paragraph 3.A. of the employment agreement will be changed to \$221,450.00 per year, effective immediately. All other terms will remain unchanged.

In compliance with Government Code Section 54953(c)(3), the City Council must orally report a summary of the recommendation for final action for action on salaries, salary schedule, or compensation paid in the form of fringe benefits of a local agency executive in the meeting which the final action is to be taken. Such summary is as follows:

“The City Council is proposing to modify paragraph 3.A. of the employment agreement with Armine Chaparyan as City Manager by increasing the base salary of \$215,000 by three percent to \$221,450.00, with all other terms of the agreement to remain unchanged.”

## Recommendation

It is recommended that the City Council authorize the Mayor to sign the amended employment agreement.

## Fiscal Impact

The salary increase of \$6,450.00 is within the budgeted amount for this position.

## Attachments:

1. Amended Employment Agreement with Arminé Chaparyan



**ATTACHMENT 1**  
Amended Employment Agreement with Arminé Chaparyan

**AMENDED EMPLOYMENT AGREEMENT**

THIS AMENDED AGREEMENT is made and entered into this \_\_ day of February, 2022, by and between the CITY OF SOUTH PASADENA, California, a Municipal Corporation, hereinafter called the “City”, and Arminé Chaparyan, hereinafter called “Employee.”

**RECITALS**

**WHEREAS**, Employee has served as City Manager from May 31, 2021 to present pursuant to an Employment Agreement dated May 5, 2021 (“Agreement”), and;

**WHEREAS**, pursuant to the Agreement, Employee was required to schedule an initial performance evaluation with the City Council six months after commencing as City Manager;

**WHEREAS**, the City Council concluded its initial performance evaluation on February 2, 2022, and desires to increase the salary stated in the Agreement by three percent (3%);

**NOW, THEREFORE**, in consideration of the mutual covenants contained, the parties agree as follows:

1. The annual base salary stated in paragraph 3.A. of the Agreement shall be increased to \$221,450.00, effective immediately; and
2. This Amended Agreement shall modify the terms of the Agreement only to the effect as stated herein. All other terms of the Agreement shall remain unchanged.

**IN WITNESS WHEREOF** the City of South Pasadena has caused this Amended Agreement to be signed and executed on its behalf by its Mayor and duty attested by its Chief City Clerk, and the Employee has signed and executed this Amended Agreement, both in duplicate as of the day and year first above written.

**CITY OF SOUTH PASADENA**

**EMPLOYEE**

\_\_\_\_\_  
Michael Cacciotti                      Date  
MAYOR

\_\_\_\_\_  
Arminé Chaparyan                      Date

ATTEST:

Approved as to Form:

\_\_\_\_\_  
Christina Munoz  
DEPUTY CITY CLERK

\_\_\_\_\_  
Andrew L. Jared  
CITY ATTORNEY



# City Council Agenda Report

ITEM NO. 10

**DATE:** February 16, 2022

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

**PREPARED BY:** Ted Gerber, Public Works Director  
Arpy Kasparian, Environmental Services & Sustainability Manager

**SUBJECT:** Adoption of a Resolution Authorizing Submittal of the CalRecycle SB 1383 Local Assistance Grant Program Application

## Recommendation

It is recommended that the City Council:

1. Adopt a resolution authorizing the submittal of a grant application to participate in the State of California Department of Resources Recycling and Recovery's (CalRecycle) SBI383 Local Assistance Grant Program; and
2. Authorize the City Manager to execute all documents required to obtain the grant.

## Background

In 2016, Senate Bill 1383 (Short-Lived Climate Pollutants) was signed into law in a statewide effort to reduce short-lived climate pollutants, namely methane emissions created by organic waste. The bill does two things. First, it establishes targets to achieve a 75% reduction in disposal of organic waste by 2025. Second, it aims to prevent certain businesses from sending food to landfills, when such food can still be eaten. This provision attempts to rescue at least 20% of currently disposed edible food for the millions of Californians experiencing food insecurity.

To achieve the first goal, jurisdictions are mandated to provide organics collection services and require all residents and businesses to divert organic waste (e.g., yard waste, food scraps, food-soiled paper, etc.) from landfills to recycling facilities starting January 1, 2022, as regulated by CalRecycle. To achieve the second goal, jurisdictions must establish an edible food recovery program, conduct education and outreach to the community, procure recyclable and recovered organic waste products for use within the City, secure access to recycling and edible food recovery capacity, and monitor compliance and conduct enforcement.

The City of South Pasadena has taken several steps to meet the requirements of SB 1383. In 2021, the Athens' Contract Ad Hoc Committee was created to negotiate an amendment to the current agreement with the City's franchise waste hauler, Athens Services, to ensure compliance with the collection requirements of the mandate. In November 2021, the City joined the San Gabriel Valley Regional Food Recovery Program to comply with SB 1383's edible food

recovery regulations. Lastly, in December 2021, the South Pasadena City Council adopted the Mandatory Organic Waste Disposal Reduction Ordinance. On January 1, 2022, food scrap collection began for South Pasadena single-family homes.

In a separate action on the February 16, 2022 Council Meeting agenda, staff is recommending that the Council adopt a resolution under SB 619 to submit a Notification of Intent to Comply (NOIC) with SB 1383 to CalRecycle. This separate action allows CalRecycle to waive administrative civil penalties through calendar year 2022, for non-compliances as identified by South Pasadena, if the City implements the actions proposed in the notification.

### **Discussion/Analysis**

To assist with the implementation of regulation requirements, CalRecycle is offering the SB 1383 Local Assistance Grant Program, a non-competitive grant program which will provide one-time funding to local jurisdictions. These funds can be used to assist the jurisdiction in the various components of SB 1383 including capacity planning, collection, edible food recovery, education and outreach, enforcement and inspection, program evaluation, procurement requirements, and record keeping.

The grant term begins on April 1, 2022 and ends on April 2, 2024. Grantees may incur costs only during the grant term. CalRecycle's estimated funding amount for the City of South Pasadena is \$34,687.

City staff anticipate prioritizing the funds for items that would assist residents and businesses with food scrap separation and collection, which may include organics barrels, food waste pails, education and outreach materials such as signage and labels, etc. Other items that will be considered are recordkeeping software and personnel costs. Once the grant is awarded, staff will finalize and share a priority list of items that the grant funding can offset. With the adoption of the resolution, staff will submit the grant application. Funds will be released by April 1, 2022 and will expire on April 2, 2024.

### **Fiscal Impact**

The Cal Recycle Grants program does not require a local match. The award amount is estimated at \$34,687. Funds must be placed into an interest-bearing account. Tracking and reporting of interest earned (if any) on the funds is not required. All interest accrued and received from the funds shall be used only for eligible expenses as indicated in the grant guidelines. Existing staff will apply for and manage the funds.

### **Environmental Analysis**

This item relates to a resolution authorizing submittal of a grant application, where no physical facilities or improvements are constructed, therefore, per 2021 California Environmental Quality Act (CEQA) Statue and Guidelines, Article 19, Section 15378 this activity does not meet the definition of the project, and is exempt from further CEQA analysis.

SB1383 Local Assistance Grant Program Application

February 16, 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: Resolution – SB1383 Local Assistance Grant Program Application Submittal

**ATTACHMENT**

Resolution: SB1383 Local Assistance Grant Program  
Application Submittal

**CITY OF SOUTH PASADENA  
RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,  
AUTORIZING SUBMITTAL OF AN APPLICATION FOR THE  
SB1383 LOCAL ASSISTANCE GRANT PROGRAM**

**WHEREAS**, Public Resources Code sections 48000 et seq. authorize the Department of Resources Recycling and Recovery (CalRecycle) to administer various grant programs (grants) in furtherance of the State of California's (state) efforts to reduce, recycle and reuse solid waste generated in the state thereby preserving landfill capacity and protecting public health and safety and the environment; and

**WHEREAS**, in furtherance of this authority CalRecycle is required to establish procedures governing the application, awarding, and management of the grants; and

**WHEREAS**, CalRecycle grant application procedures require, among other things, an applicant's governing body to declare by resolution certain authorizations related to the administration of CalRecycle grants; and

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:**

**SECTION 1.** The City of South Pasadena City Council is authorized to submit an application to CalRecycle for the SB 1383 Local Assistance Grant Program.

**SECTION 2.** The City Manager, or designee, is hereby authorized and empowered to execute in the name of the City of South Pasadena all grant documents, including but not limited to, applications, agreements, amendments and requests for payment, necessary to secure grant funds and implement the approved grant project.

**SECTION 3.** These authorizations are effective for five (5) years from the date of adoption of this resolution.

**SECTION 4.** The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

**PASSED, APPROVED AND ADOPTED ON** this 16<sup>th</sup> day of February, 2022.

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

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Christina Muñoz  
Deputy City Clerk

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

**CITY OF SOUTH PASADENA  
CITY CLERK’S DIVISION**

**CERTIFICATION OF RESOLUTION**

**STATE OF CALIFORNIA)  
COUNTY OF LOS ANGELES)      SS  
CITY OF SOUTH PASADENA)**

I, Christina Muñoz, Deputy City Clerk of the City of South Pasadena, do hereby certify that Resolution No. \_\_\_\_\_, was duly and regularly approved and adopted at a Regular meeting of the City Council on this 16<sup>th</sup> day of February, 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:**

\_\_\_\_\_  
Christina Muñoz  
Deputy City Clerk





# City Council Agenda Report

ITEM NO. 11

**DATE:** February 16, 2022

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

**PREPARED BY:** Ted Gerber, Public Works Director  
Arpy Kasparian, Environmental Services & Sustainability Manager

**SUBJECT:** **Adoption of a Resolution Authorizing Submittal of a Notification of Intent to Comply with Senate Bill 1383 Regulations**

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## **Recommendation**

It is recommended that the City Council adopt a resolution authorizing the submittal of a “Notification of Intent to Comply” to the State of California Departments of Resources Recycling and Recovery’s (CalRecycle) for compliance with SB1383 regulations.

## **Background**

In 2016, Senate Bill 1383 (Short-Lived Climate Pollutants) was signed into law in a statewide effort to reduce short-lived climate pollutants, namely methane emissions created by organic waste. The bill does two things. First, it establishes targets to achieve a 75% reduction in disposal of organic waste by 2025. Second, it aims to prevent certain businesses from sending food to landfills, when such food can still be eaten. This provision attempts to rescue at least 20% of currently disposed edible food for the millions of Californians experiencing food insecurity.

To achieve the first goal, jurisdictions are mandated to provide organics collection services and require all residents and businesses to divert organic waste (e.g., yard waste, food scraps, food-soiled paper, etc.) from landfills to recycling facilities starting January 1, 2022, as regulated by CalRecycle. To achieve the second goal, jurisdictions must establish an edible food recovery program, conduct education and outreach to the community, procure recyclable and recovered organic waste products for use within the City, secure access to recycling and edible food recovery capacity, and monitor compliance and conduct enforcement.

The City of South Pasadena has taken several steps to meet the requirements of SB 1383. In 2021, the Athens’ Contract Ad Hoc Committee was created to negotiate an amendment to the current agreement with the City’s franchise waste hauler, Athens Services, to ensure compliance with the collection requirements of the mandate. In November 2021, the City joined the San Gabriel Valley Regional Food Recovery Program to comply with SB 1383’s edible food recovery regulations. Lastly, in December 2021, the South Pasadena City Council adopted the

Mandatory Organic Waste Disposal Reduction Ordinance. On January 1, 2022, food scrap collection began for South Pasadena single-family homes.

In a separate action on the February 16, 2022 Council Meeting agenda, staff is recommending that the Council adopt a resolution authorizing the submittal of a grant application to participate in the State of California Department of Resources Recycling and Recovery's (CalRecycle) SB1383 Local Assistance Grant Program.

### **Discussion/Analysis**

As jurisdictions are preparing to implement SB1383 regulations, many local governments are facing challenges due to the COVID-19 pandemic. In response, Governor Newsom signed SB 619 (Laird, Chapter 508, Statutes of 2021) into law to support local governments as they design and implement successful organic waste recycling programs throughout the state. The law authorizes CalRecycle to waive civil penalties if a jurisdiction submits a Notification of Intent to Comply (NOIC) for some or all of the regulatory requirements and successfully implements a plan to correct their violations. The written notification of intent to comply, adopted by resolution of the jurisdiction's governing body, must be sent to CalRecycle no later than March 1, 2022. CalRecycle may waive administrative civil penalties for the violations if the local jurisdiction implements the actions proposed in the notification.

City staff have worked diligently to meet the numerous requirements of SB 1383. As mentioned, the City joined the Regional Edible Food Recovery program to comply with the edible food diversion requirements; City Council adopted an ordinance mandating all residents and businesses to divert organic waste from landfill; and food scrap collection in single-family homes began on January 1, 2022. Currently, the City's Athens Ad Hoc Committee is working with Athens Services to complete contract negotiations and determine implementation details of the remaining requirements of SB 1383. Although staff have made significant progress, several requirements remain unmet and negotiations with the City's waste hauler are ongoing. City staff are working to complete the following remaining items:

1. Implementation of commercial and multifamily organic waste program.
2. Container color and labeling requirements.
3. Processing waivers granted by the jurisdiction.
4. Ongoing organic waste recovery education and outreach.
5. Procurement of recovered organic waste product and associated recordkeeping.
6. Development and implementation of paper procurement policy and associated recordkeeping.

City staff anticipate completing the remaining SB1383 requirements, including waste hauler contract negotiations, by July 1, 2022. However, City staff recommend submitting a NOIC to CalRecycle as a precaution to ensure that the City is protected against any penalties should this timeline change. The NOIC will include a plan of completion and will note the challenges the City faces in implementing SB 1383 amid impacts of COVID-19 including limited in-person inspections, meetings, and education; staff turnover; and supply chain issues. Without a NOIC,

the City would be subject to penalties related to the ongoing items listed above if they are not completed within the timeline.

**Next Steps**

Upon adoption of the resolution, City staff will complete the Notification of Intent to Comply and submit to CalRecycle by the March 1, 2022 deadline.

**Fiscal Impact**

Approval of the Notification of Intent to Comply from CalRecycle will waive any civil penalties, should there be any, against the City in regards to SB 1383 regulations. There is no other fiscal impact.

**Environmental Analysis**

This project does not consist of operation, repair or maintenance of any existing utility facilities, therefore, per 2021 California Environmental Quality Act (CEQA) Statue and Guidelines, Article 19, Section 15301, this project is exempt from further CEQA analysis.

**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: Resolution: SB619 Notification of Intent to Comply

**ATTACHMENT**

Resolution: SB 619 Notification of Intent to Comply

**CITY OF SOUTH PASADENA  
RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,  
AUTORIZING SUBMITTAL OF A NOTIFICATION OF INTENT  
TO COMPLY WITH SENATE BILL 1383 REGULATIONS**

**WHEREAS**, CalRecycle, in consultation with the California Air Resources Board, has adopted regulatory requirements (Regulations), consistent with the mandate of Senate Bill 1383 (Lara, 2016), that are designed to achieve the organic waste reduction goals established in Section 39730.6 of the Health and Safety Code through a 50 percent reduction in the level of the statewide disposal of organic waste from the 2014 level by 2020 and a 75 percent reduction in the level of the statewide disposal of organic waste from the 2014 level by 2025; and

**WHEREAS**, the City of South Pasadena is a local jurisdiction required to comply with the Regulations; and

**WHEREAS**, the City of South Pasadena is or expects to be facing continuing violations of the Regulations commencing during the 2022 calendar year; and

**WHEREAS**, Senate Bill 619 (Laird, 2021), through amendments to Section 42652.5 of the Public Resources Code (Statute), created a mechanism called a Notification of Intent to Comply through which a local jurisdiction may secure administrative civil penalty relief from any continuing violations of the Regulations for the 2022 calendar year and may be eligible for a broader and longer-term regulatory compliance path, including suspended administrative civil penalties, through a corrective action plan; and

**WHEREAS**, the City of South Pasadena is a local jurisdiction authorized by the Statute to submit a Notification of Intent to Comply for CalRecycle approval; and

**WHEREAS**, CalRecycle shall approve a Notification of Intent to Comply that is duly adopted by the jurisdiction by formal written resolution and meets the requirements of the Statute.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:**

**SECTION 1.** The City of South Pasadena City Council hereby formally adopts the Notification of Intent to Comply attached as Exhibit "A."

**SECTION 2.** The City of South Pasadena City Council hereby authorizes and directs the City Manager, on its behalf, to submit the Notification of Intent to Comply attached as Exhibit “A” to CalRecycle for approval pursuant to the Statute.

**SECTION 3.** By submitting the Notification of Intent to Comply pursuant to and subject to the above referenced requirements, the City of South Pasadena represents and certifies that it will implement the proposed actions to remedy the violations according to the proposed schedule as approved by CalRecycle and in accordance with the Statute and Regulations.

**SECTION 4.** The City of South Pasadena by and through its City Manager also acknowledges and agrees to comply with any maximum compliance deadline in any corrective action plan that CalRecycle, in its sole discretion, determines to be necessary and appropriate under the circumstances for the correction of any violation(s) of the Statute and Regulations identified in its Notification of Intent to Comply.

**PASSED, APPROVED AND ADOPTED ON** this 16<sup>th</sup> day of February, 2022.

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Michael A. Cacciotti, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

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Christina Muñoz  
Deputy City Clerk

---

Andrew L. Jared, City Attorney

**CITY OF SOUTH PASADENA  
CITY CLERK'S DIVISION**

**CERTIFICATION OF RESOLUTION**

**STATE OF CALIFORNIA)  
COUNTY OF LOS ANGELES)      SS  
CITY OF SOUTH PASADENA)**

I, Christina Muñoz, Deputy City Clerk of the City of South Pasadena, do hereby certify that Resolution No. \_\_\_\_\_, was duly and regularly approved and adopted at a Regular meeting of the City Council on this 16<sup>th</sup> day of February, 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:**

---

Christina Muñoz  
Deputy City Clerk

**EXHIBIT A**



## Notification of Intent to Comply - City of South Pasadena

Please clearly print or type responses. Attach additional pages as necessary.

Jurisdiction Name: City of South Pasadena

County: Los Angeles

Person Completing the Form:

First Name: Ted

Last Name: Gerber

Title: Public Works Director

Mailing Address: 1414 Mission Street

City: South Pasadena

Zip Code: 91030

Email Address: tgerber@southpasadenaca.gov

Phone Number: (626) 460-6392

1. Select using the check boxes below or write in the continuing violations for each applicable regulatory section. For each selection, please describe the specific violations related to the regulatory section.

**Example:**

- (B) 14 CCR section 18984.1 Three-Container Organic Waste Collection Services
- i. Not implementing mandatory residential foodwaste collection for all residents. Note: City already provides mandatory greenwaste collection to all residents*
  - ii. Not implementing mandatory commercial organics collection for all businesses under 2 cubic yards. Note: City already provides mandatory commercial organics collection to all businesses 2 cubic yard or more.*

**Disclaimer: The list of possible continuing violations below is not inclusive of all potential violations of the regulations.**

- (A) 14 CCR section 18984 Combined Organic Waste Collection Services. *This requirement is not included since the requirements are further specified in sections 18984.1-18984.11.*
- (B) 14 CCR section 18984.1 Three-Container Organic Waste Collection Services
- (C) 14 CCR section 18984.2 Two-Container Organic Waste Collection Services
- (D) 14 CCR section 18984.3 Unsegregated Single Container Collection Services
- (E) 14 CCR section 18984.4 Recordkeeping Requirements for Compliance with Organic Waste Collection Services
- (F) 14 CCR section 18984.5 Container Contamination Minimization
- (G) 14 CCR section 18984.6 Recordkeeping Requirements for Container Contamination Minimization
- (H) 14 CCR section 18984.7 Container Color Requirements
- (I) 14 CCR section 18984.8 Container Labeling Requirements
- (J) 14 CCR section 18984.11 Waivers Granted by a Jurisdiction
- (K) 14 CCR section 18985.1. Organic Waste Recovery Education and Outreach.
- (L) 14 CCR section 18985.2. Edible Food Recovery Education and Outreach
- (M) 14 CCR section 18985.3. Recordkeeping Requirements for a Jurisdiction's Compliance with Education and Outreach Requirements
- (N) 14 CCR section 18988.1. Jurisdiction Approval of Haulers and Self-Haulers
- (O) 14 CCR section 18988.3. Self-haulers of Organic Waste
- (P) 14 CCR section 18988.4. Recordkeeping Requirements for Compliance with Jurisdiction Hauler Program
- (Q) 14 CCR section 18989.1. CALGreen Building Codes
- (R) 14 CCR section 18989.2 Model Water Efficient Landscape Ordinance

- (S) 14 CCR section 18991.1. Jurisdiction Edible Food Recovery Program
- (T) 14 CCR section 18991.2. Recordkeeping Requirements for Jurisdiction Edible Food Recovery Program
- (U) 14 CCR section 18992.1. Organic Waste Recycling Capacity Planning
- (V) 14 CCR section 18992.2. Edible Food Recovery Capacity
- (W) 14 CCR section 18993.1. Recovered Organic Waste Product Procurement Target
- (X) 14 CCR section 18993.2. Recordkeeping Requirements for Recovered Organic Waste Procurement Target
- (Y) 14 CCR section 18993.3. Recycled Content Paper Procurement Requirements
- (Z) 14 CCR section 18993.4. Recordkeeping Requirements for Recycled Content Paper Procurement
- (AA) 14 CCR section 18994.2. Jurisdiction Annual Reporting  
*Note: This requirement is not included since jurisdictions are still expected to report to CalRecycle.*
- (BB) 14 CCR section 18995.1. Jurisdiction Inspection Requirements  
*Note: Section 18995.1(a)(1) should not be included because a jurisdiction should already be completing this action due to the requirements of PRC Chapter 12.9 (commencing with Section 42649.8)*
- (CC) 14 CCR section 18995.2. Implementation Record and Recordkeeping Requirements
- (DD) 14 CCR section 18995.3. Jurisdiction Investigation of Complaints of Alleged Violations  
*Note: This requirement is not included since jurisdictions are still expected to investigate complaints.*
- (EE) 14 CCR section 18995.4. Enforcement by a Jurisdiction

Use the check box(es) below to write in the continuing violations for any regulatory section(s) not reflected above and describe the specific violations related to the regulatory section.

**Example:**

- (1) (Type regulatory section number) (Type regulatory section title)
  - i. Describe the specific violations related to the regulatory section

(1)

(2)

(3)

(4)

(5)

2. A detailed explanation of the reasons why the jurisdiction is unable to comply, supported by documentation, if applicable.

The City of South Pasadena is currently under negotiations with Athens Services to amend our contract. These negotiations will determine several items marked above including implementation of organic waste collection for businesses and multifamily (residential already implemented), container requirements, and ongoing outreach efforts. Negotiations have proven to be lengthy since the City has a unique backyard service waste collection model where residents provide their own containers. Supply chain issues will delay the procurement of recovered organic waste and compliant containers.

3. A description of the impacts of the COVID-19 pandemic on compliance.

The COVID-19 pandemic delayed the formation of the Athens Ad Hoc Committee to negotiate our contract with our waste hauler. Staff faced challenges with scheduling in-person inspections and meetings, providing direct outreach/education, staff turnover, and unavailable funds that were used for pandemic relief.

4. Provide a description of the proposed actions the jurisdiction will take to remedy the violations with a proposed schedule for completing each action. The proposed actions shall be tailored to remedy the violations in a timely manner. See optional format below.

The Athens Ad Hoc Committee will continue negotiations to determine organic waste collection services for business and multifamily accounts, as well as, finalize an outreach and education plan. The amended contract will determine recovered organic waste procurement and container compliance. The remaining requirements and contract negotiations shall be completed by December 31, 2022 or sooner. City staff will complete the paper procurement policy by July 1, 2022. Compliant containers will be phased in over several years.

I hereby certify under penalty of perjury that the information provided herein is true and correct to the best of my knowledge.

*H. Ted Gerber*

Signature

H. Ted Gerber

Printed Name

Public Works Director

Title

2/8/22

Date

Description of the proposed actions with proposed schedules the jurisdiction will take to remedy the violations. The proposed actions shall be tailored to remedy the violations in a timely manner.

<b>Regulatory Requirement:</b> (C) 14 CCR section 18984.2 Two-Container Organic Waste Collection Services	
<b>Description:</b> Not currently implementing mandatory commercial food waste collection for all businesses.	
<b>Action</b>	<b>Proposed Schedule</b>
TASK 1: Complete contract negotiations	Date to be completed: April 2022
TASK 2: Begin implementation	Date to be completed: July 1, 2022

<b>Regulatory Requirement:</b> (H) 14 CCR section 18984.7 Container Color Requirements (I) 14 CCR section 18984.8 Container Labeling Requirements	
<b>Description:</b> All customers provide their own containers with the City's Backyard Service waste collection model. City must provide new containers with standard color and labeling requirements to all residential accounts.	
<b>Action</b>	<b>Proposed Schedule</b>
TASK 1: Identify containers + funding	Date to be completed: January 2025 or earlier
TASK 2: Procure containers	Date to be completed: January 2027 or earlier
TASK 3: Deploy Zone 1 containers	Date to be completed: January 2028 or earlier
TASK 4: Deploy Zone 2 containers	Date to be completed: January 2030 or earlier
TASK 5: Deploy Zone 3 containers	Date to be completed: January 2032 or earlier
TASK 6: Deploy Zone 4 containers	Date to be completed: January 2034 or earlier
TASK 7: Deploy Zone 5 containers	Date to be completed: January 2036 or earlier

<b>Regulatory Requirement:</b> (J) 14 CCR section 18984.11 Waivers Granted by a Jurisdiction	
<b>Description:</b> Waivers and waiver process developed for AB1826. Need to work with Athens Services to update for SB1383.	
<b>Action</b>	<b>Proposed Schedule</b>
TASK 1: Update requirements for waiver eligibility	Date to be completed: April 2022
TASK 2: Update forms and procedures	Date to be completed: April 2022
TASK 3: Work with Athens to inspect applicants	Date to be completed: May 2022
TASK 4: Grant waivers and begin recordkeeping	Date to be completed: July 1, 2022

<b>Regulatory Requirement:</b> (K) 14 CCR section 18985.1. Organic Waste Recovery Education and Outreach.	
<b>Description:</b> Outreach efforts are ongoing and will increase with the completion of the Athens contract negotiations.	
<b>Action</b>	<b>Proposed Schedule</b>
TASK 1: Complete contract negotiations with Athens Services	Date to be completed: April 2022
TASK 2: Continue to provide residents and businesses with letter, education, and signage	Date to be completed: May 2022

<b>Regulatory Requirement:</b> (W) 14 CCR section 18993.1. Recovered Organic Waste Product Procurement Target (X) 14 CCR section 18993.2. Recordkeeping Requirements for Recovered Organic Waste Procurement Target	
<b>Description:</b> Recovered organic waste product and procurement amount to be confirmed.	
<b>Action</b>	<b>Proposed Schedule</b>
TASK 1: Confirm required procurement amount	Date to be completed: April 2022
TASK 2: Confirm procurement source	Date to be completed: April 2022
TASK 3: Meet procurement requirement if negotiated through Athens Services contract and begin recordkeeping	Date to be completed: July 1, 2022
TASK 4: Procure recovered organic waste if not negotiated with Athens contract and begin recordkeeping	Date to be completed: July 1, 2022

<b>Regulatory Requirement:</b> (Y) 14 CCR section 18993.3. Recycled Content Paper Procurement Requirements (Z) 14 CCR section 18993.4. Recordkeeping Requirements for Recycled Content Paper Procurement	
<b>Description:</b>	
<b>Action</b>	<b>Proposed Schedule</b>
TASK 1: Create internal paper procurement policy and educate employees	Date to be completed: May 2022
TASK 2: Begin procurement and recordkeeping	Date to be completed: July 1, 2022



# City Council Agenda Report

ITEM NO. 12

**DATE:** February 16, 2022

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

**PREPARED BY:** Ted Gerber, Director of Public Works  
Arpy Kasparian, Environmental Services & Sustainability Manager

**SUBJECT:** **Approve Upgrade of Clean Power Alliance’s Default Energy Option to One Hundred Percent “Green” Renewable Energy for the City’s Commercial Customers**

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### Recommendation

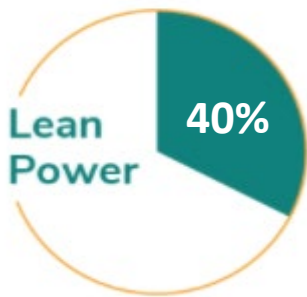
It is recommended that the City Council approve an upgrade of Clean Power Alliance’s default energy option for the City’s commercial accounts from the fifty percent “Clean” renewable energy option to the one hundred percent “Green” renewable energy option.

### Background

Clean Power Alliance (CPA) ([www.cleanpoweralliance.org](http://www.cleanpoweralliance.org)) is a nonprofit entity, formed through a Joint Powers Authority (JPA), and made up of more than 30 public agencies across Los Angeles and Ventura counties, including the City of South Pasadena. CPA acquires renewable or “green” energy (solar, wind, water) sourced locally and regionally to bring clean, renewable power choices to our community.

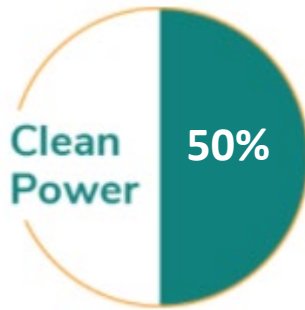
Clean Power Alliance became the City’s residential electricity provider in February 2019, and commercial electricity provider in May 2019. As part of the City’s commitment to protecting the environment and building resiliency, South Pasadena chose to select 100% Green Power as the default option for residential customers, which provides 100% renewable energy through South California Edison’s (SCE) electrical infrastructure. Customers enrolled in discount programs such as California Alternate Rates for Energy (CARE) and Family Electric Rate Assistance (FERA) were also enrolled in 100% Green Power, but charged the same rates as they were previously paying to SCE, and therefore saw no increase in cost.

The City also chose to select 50% Clean Power as the default option for commercial customers, which provides 50% renewable energy through SCE’s systems. All customers have the opportunity to change their service option or opt out of clean energy altogether at any time. Clean Power Alliance’s third rate option is Lean Power, which provides 40% renewable energy.



Provides 40% renewable content at the lowest possible cost—with the added benefit of local management and control.

For more information, visit:  
<https://cleanpoweralliance.org/rate-options/36-option/>



Provides 50% renewable content and the opportunity to support building a cleaner future, all at cost competitive rates.

Current default option for commercial accounts.  
For more information, visit:  
<https://cleanpoweralliance.org/rate-options/50-option/>



Provides 100% renewable content and the opportunity to be an environmental champion—leading the way to a greener future.

Current default option for residential accounts.  
For more information, visit:  
<https://cleanpoweralliance.org/rate-options/100-option/>

### Discussion/Analysis

The current default rate for commercial Clean Power Alliance customers is the Clean Power rate which provides electricity from 50% renewable sources. It is recommended that City Council approve to upgrade this default rate to the Green Power rate, which provides 100% renewable energy. As of September 27, 2021, of the City’s 1,369 commercial CPA accounts, 17 have opted to a less expensive rate at the 40% Lean Power level, and 106 have opted to increase to the 100% Green Power. The remaining 1,246 (or approximately 91%) commercial accounts took no action and remain at the default 50% Clean Power.

Of the City’s 10,322 residential CPA accounts, 477 opted to a less expensive rate: 399 users opted for 40% Lean Power, and 78 users opted for 50% Clean Power. Similar to the commercial accounts, an overwhelming majority of the residential accounts (the remaining 9,845 or approximately 95%) took no action and remained at the default 100% Green Power. Overall, approximately 95% of all CPA accounts remain at their default option.



Account Type	Lean Power	Clean Power	Green Power	Total	% remaining at Default
<b>Commercial</b>	17	1,246 (default)	106	1,369	91%
<b>Residential</b>	399	78	9,845 (default)	10,322	95%
<b>Total</b>	416	1,324	9,951	11,691	95%

Changing the default commercial rate to 100% Green Power has a profound environmental impact, furthering South Pasadena’s commitment and leadership in sustainability. The upgrade would avoid the generation of 16.3 million pounds of greenhouse gas (GHG) emissions – similar to removing 7,400 cars from roads, and has the impact of offsetting the same amount of carbon as 122 trees for 10 years.

Based on typical energy use, CPA has estimated that the average increase in cost for small commercial businesses to change from Clean Power to Green Power is approximately \$5 per month. As before, customers have the opportunity to opt to another lower cost service level, or opt out of the CPA at no extra charge. Business owners can visit [www.cleanpower.org/rate-options](http://www.cleanpower.org/rate-options) to learn what the proposed change would look like for their specific account.

With minimal financial impact, upgrading the commercial default option to 100% Clean Power provides a convenient way for businesses to join the City’s commitment to becoming more sustainable and allows them to promote themselves as a “Green” business. Businesses at the 100% Green Power level will also be able to participate in CPA’s Green Leader Program, which provides several benefits including recognition in media, promotional materials such as decals and web badges, listing in CPA’s Green Leaders directory, and more.

Lastly, this change will align South Pasadena’s service levels with the 15 other CPA member agencies who have selected the 100% Green Power default option for all accounts, residential and commercial alike.

**Alternatives Considered**

The City can elect to make no change and all accounts will remain as they currently are. Customers can individually opt to the higher level of clean power.

**Commission Review and Recommendation**

This matter was not reviewed by a commission.

**Community Outreach**

Members of the South Pasadena Chamber of Commerce received a presentation at the January 25, 2022 Chamber Shop Talk event. Upon approval of this rate change, City staff will distribute information of the change via City blog, social media, and mailers to businesses. Clean Power Alliance will also distribute information to all commercial accounts.



### **Next Steps**

1. If approved, City staff will distribute a flyer/mailed to all businesses to inform them of the change. The proposed change will be highlighted on City social media and the City blog.
2. Businesses will receive correspondence from CPA in August 2022 (60 days prior to the October 2022 effective date) informing them of the pending change in default product to Green, 100% renewable energy.
3. Businesses can then request to remain at the current 50% Clean rate by contacting CPA or do nothing and be automatically switched to the new default 100% Green option in October 2022. As before, customers can opt out at any time without penalty.
4. After the default change takes effect, businesses will receive a second correspondence from CPA confirming the default change.

### **Fiscal Impact**

If approved, this change will have no fiscal impact to the City. CPA indicates that the average increase in cost for small commercial businesses to change from Clean Power to Green Power is approximately \$5 per month. Customers have the opportunity to opt for another service level at a lower cost, or opt out of the CPA completely with no penalties.

### **Environmental Analysis**

This is an update to utility rates and energy supplies, where no physical facilities or improvements are constructed, therefore, per 2021 California Environmental Quality Act (CEQA) Statute and Guidelines, Article 19, Section 15378 this activity does not meet the definition of the project and is exempt from further CEQA analysis.

### **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: Clean Power Alliance Presentation

**ATTACHMENT**

Clean Power Alliance Presentation



# South Pasadena Commercial Default Rate Change

January 25, 2022



# Current Default Levels in CPA Territory



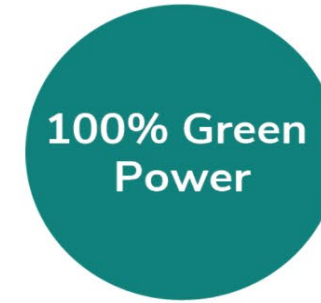
**7**  
Communities  
154,047 Customers  
96.0% Participation  
Rate  
**40% renewable**

- ⚡ Arcadia
- ⚡ Camarillo
- ⚡ Hawthorne
- ⚡ Paramount
- ⚡ Simi Valley
- ⚡ Temple City
- ⚡ Westlake Village



**10**  
Communities  
506,149  
Customers  
96.1% Participation  
Rate  
**50% renewable**

- ⚡ Alhambra
- ⚡ Beverly Hills
- ⚡ Carson
- ⚡ Claremont
- ⚡ Downey
- ⚡ Hawaiian Gardens
- ⚡ Los Angeles Co.
- ⚡ Moorpark
- ⚡ Redondo Beach
- ⚡ Whittier



**15**  
Communities  
336,840  
Customers  
94.5% Participation  
Rate

- ⚡ Agoura Hills
- ⚡ Calabasas
- ⚡ Culver City
- ⚡ Malibu
- ⚡ Manhattan Beach
- ⚡ Ojai
- ⚡ Oxnard
- ⚡ Rolling Hills Estates\*
- ⚡ Santa Monica
- ⚡ Sierra Madre
- ⚡ South Pasadena\*
- ⚡ Thousand Oaks
- ⚡ Ventura County
- ⚡ Ventura
- ⚡ West Hollywood

Default change to 100% Green scheduled in October 2022 (348,365 customers)

Default change to Clean Power scheduled for October 2022

Considering a default change to 100% Green

*\*Green for residential customers only  
Low-income customers in 100% Green  
default communities receive 100%  
renewable energy at the Clean Power rate*



# Impact of a South Pasadena Commercial Default Change

- ⚡ Environmental: For South Pasadena alone
  - Avoids 16.3 million pounds of GHG emissions
  - Like taking 7,400 cars off the roads
  - Has the impact of offsetting the same amount of carbon as 122 trees for 10 years
- ⚡ Customer cost
  - About **\$5 more per month** for a typical small business
- ⚡ Furthers South Pasadena's leadership on sustainability
- ⚡ Aligns default energy product for commercial customers with residential customers – YOUR customers
  - South Pas residential customers started receiving service from CPA at **100% Green** default in Feb. 2019 - **95%** remain at the **Green** rate



# Commercial Default Change Implementation

## ⚡ NOW:

- Can go to [www.cleanpower.org/rate-options](http://www.cleanpower.org/rate-options) to learn impact of proposed change on your account (need SCE account number)

## ⚡ 60 DAYS PRIOR to default change becoming effective in October (August):

- Will receive correspondence from CPA reminding of pending change in default product to **Green, 100% renewable energy**
- Can then request to remain at current 50% Clean rate by:
  - Calling Customer Support at 888-585-3788
  - Visiting [www.cleanpower.org/rate-options](http://www.cleanpower.org/rate-options)

## ⚡ AFTER default takes effect:

- Can change rate option **at any time**, to any CPA product or return to SCE
- Participate in CPA **Green Leader** program
- Will receive a second correspondence from CPA confirming default change





# Next Steps

- ⚡ Upon City Council approval:
  - ⚡ City staff will distribute a flyer/mailer to be hand-delivered to business community
  - ⚡ Proposed change will be highlighted on City social media, City Scoop blog
  - ⚡ Will receive correspondence from CPA reminding of pending change
- ⚡ **Questions?** Contact Deputy City Manager Domenica Megerdichian, Management Analyst Mary Jerejian or City Councilmember Diana Mahmud





# City Council Agenda Report

ITEM NO. 13

**DATE:** February 16, 2022

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

**PREPARED BY:** Paul Riddle, Fire Chief  
Chris Szenczi, Fire Division Chief

**SUBJECT:** **Public Hearing to Receive Objections or Protests to the Vegetation Management Program Regarding the Abatement of Weeds, Brush, Rubbish and Refuse Upon or in Front of Specified Property in the City and Authorizing by Minute Order the Abatement of Hazardous Vegetation**

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### **Recommendation**

It is recommended that the City Council, after holding a Public Hearing and receiving public testimony and hearing any objections or protests to the procedures for abating brush and native vegetation fire hazards identified in Resolution No. 7748, adopt by motion an order directing the abatement of hazardous vegetation.

### **Commission Review and Recommendation**

This matter was not reviewed by any commission.

### **Community Outreach**

On or before February 1, 2022, the County of Los Angeles Agricultural Commissioner's Office sent out annual weed abatement notices to property owners of the properties identified in Resolution No. 7748 advising them of the Public Hearing.

### **Discussion/Analysis**

On an annual basis, the County of Los Angeles Agricultural Commissioner/Weights and Measures provides brush clearance and vegetation management services within the City of South Pasadena (City). The vegetation management program inspects unimproved and designated properties within the City. Property owners of the properties that are identified in the resolution are sent annual weed abatement notices advising them of the requirement to maintain their parcels in fire safe conditions. If the property owners elect not to abate brush and native vegetation fire hazards, the County of Los Angeles facilitates the hazard abatement and assesses fees to recover costs.

The 2022 Los Angeles County Declaration list identified 90 properties in the City that require an inspection and or clearance of hazardous vegetation.



### **Next Steps**

1. Adopt by motion an order directing the abatement of hazardous vegetation.
2. Once approved by the City Council, the City Clerk will send a copy of the Abatement Order to the County of Los Angeles.
3. The County of Los Angeles will send notices to property owners of the unimproved properties identified in the report advising them that the seasonal growth of brush and weeds constitutes a fire hazard and needs to be abated. If property owners elect not to abate the hazardous vegetation, the County of Los Angeles will facilitate the abatement and add the charges to the owner's annual property tax assessment. These charges will be brought back to the City Council and confirmed at a Public Hearing in July 2022.

### **Background**

The vegetation management program offered through the County of Los Angeles is an efficient and effective method to mitigate the fire hazards associated with the annual growth of grass, brush, and native vegetation. Fire Department staff works closely with the Agricultural Commissioner's Office to respond to questions from homeowners relating to brush clearance and hazard abatement procedures. Deputy Director/Bureau Chief Raymond B. Smith of the Agricultural Commissioner's office sent notice to the owners of each of the affected properties on or before February 1, 2022, advising them of the need to maintain parcels free from hazardous vegetation. The annual weed abatement notice also advised property owners that the City will be holding a Public Hearing on February 16, 2022, to hear any objections.

### **Legal Review**

The City Attorney has reviewed this item.

### **Fiscal Impact**

There is no fiscal impact to the City. Property owners who elect not to abate vegetation fire hazards are assessed fees through the County of Los Angeles for inspection and abatement costs.

### **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 and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

### **Attachments:**

1. Resolution No. 7748
2. Abatement Order, Los Angeles County
3. 2022 Los Angeles County Declaration List "Exhibit A"
4. Weed Abatement Service Agreement

**ATTACHMENT 1**  
Resolution

**RESOLUTION NO. 7748**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,  
DECLARING THAT WEEDS, BRUSH, RUBBISH  
AND REFUSE UPON OR IN FRONT OF SPECIFIED  
PROPERTY IN THE CITY ARE A SEASONAL AND  
RECURRENT PUBLIC NUISANCE AND DECLARING  
IT'S INTENTION TO PROVIDE FOR THE  
ABATEMENT THEREOF**

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:**

**BE IT RESOLVED THAT**, pursuant to the provisions of Title 4, Division 3, Part 2, Chapter 13, Article 2, of the California Government Code, Sections 39560 to 39588, inclusive, and evidence received by it, the City Council of the City of South Pasadena (City) specifically finds:

**SECTION 1.** That the weeds, brush or rubbish growing or existing upon the streets, sidewalks, or private property in the City attain such large growth as to become, when dry, a fire menace to adjacent improved property, or which are otherwise noxious, dangerous, or a public nuisance.

**SECTION 2.** That the presence of dry grass, stubble, refuse, or other flammable materials are conditions that endanger the public safety by creating a fire hazard.

**SECTION 3.** That by reason of the foregoing fact, the weeds, brush, rubbish, dry grass, stubble, refuse, or other flammable material growing or existing upon the private property hereinafter described, and upon the streets and sidewalks in front of said property, constitute a seasonal and recurrent public nuisance and should be abated as such.

**SECTION 4.** That the private property, together with streets and sidewalks in front of same herein referred to, is more particularly described as follows, to wit: That certain property described in the attached list hereto as "Exhibit A," and by this reference made a part hereof as though set forth in full at this point.

**SECTION 5.** The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

**BE IT THEREFORE RESOLVED**, pursuant to the findings of fact, by this Council heretofore made, that the weeds, brush, rubbish, dry grass, stubble, refuse or other flammable material in and upon and in front of the real property hereinbefore described constitute and are hereby declared to be a seasonal and recurrent public nuisance that should be abated. The Agricultural Commissioner/Director of Weights and Measures, County of Los Angeles, is hereby designated the person to give notice to destroy said weeds, brush, rubbish, dry grass, stubble, refuse, or other flammable material and shall cause notices to be given to each property owner by United States Mail and said notice shall be substantially in the following form to-wit:

**NOTICE TO DESTROY WEEDS,  
REMOVE BRUSH, RUBBISH AND REFUSE**

Notice is hereby given that on February 2, 2022, the City Council of the City of South Pasadena passed or will pass a resolution declaring noxious or dangerous vegetation including weeds, brush, tumbleweeds, sagebrush, and chaparral or rubbish refuse were growing or occurring upon or in front of said property on certain streets in said city or unincorporated area of the County of Los Angeles, and more particularly described in the resolution, and that they constitute a fire hazard or public nuisance which must be abated by the removal of said noxious or dangerous vegetation, rubbish and refuse, otherwise they may be removed and the nuisance abated by County authorities and the cost of removal assessed upon the land from or in front of which the noxious or dangerous vegetation, rubbish and refuse are removed, and such cost will constitute a special assessment against such lots or lands. Reference is hereby made to said resolution for further particulars. In addition, the Board of Supervisors authorized and directed the Agricultural Commissioner to recover its costs of details. All property owners having any objections to the proposed removal of noxious or dangerous vegetation, rubbish and refuse and the recovery of inspection costs, are hereby notified that they may attend a Public Hearing of the City Council of said city to be held at 1424 Mission Street, South Pasadena, CA 91030, in the Council Chamber on February 16, 2022, at 7:00 p.m., where their objections will be heard and given due consideration. If the property owner does not want to present objections to the proposed removal of the noxious or dangerous vegetation including weeds, brush, tumbleweeds, sagebrush, and chaparral or rubbish and refuse, or the recovery of inspection costs, the owner need not appear at the above-mentioned hearings.

/s/

\_\_\_\_\_  
Christina Muñoz, Deputy City Clerk

**BE IT THEREFORE RESOLVED THAT** the Agricultural Commissioner is hereby authorized and directed to recover its costs of inspection of the properties hereinabove described in a manner consistent with prior action of the Board adopting a fee schedule for such inspections. The recovery of these costs is vital to the ongoing operation governing the identification and abatement of those properties that constitute a seasonal and recurrent public nuisance and endanger the public safety.

**BE IT FURTHER RESOLVED THAT** the 16<sup>th</sup> day of February, 2022, at the hour of 7:00 p.m. of said day, is the day and hour, and the meeting room of the City Council (virtual meeting room pursuant to AB 361 Government Code section 54953, subdivision (e)(3)) of the City of South Pasadena is fixed by this City Council as the place when and where any and all property owners having any objections to the aforesaid proposed removal of weeds, brush, rubbish, dry grass, stubble, refuse or other flammable material may appear before the City Council and show cause why said weeds, brush, rubbish, dry grass, stubble, refuse or other flammable material should not be removed in accordance with this resolution, and said objections will then and there be heard and given due consideration.

**BE IT RESOLVED THAT** the notices to destroy weeds, brush, rubbish, dry grass, stubble, refuse or other flammable material hereinbefore referred to shall be mailed by said Agricultural Commissioner/Director of Weights and Measures at least ten days prior to February 16, 2022.

**PASSED, APPROVED AND ADOPTED ON** this 2<sup>rd</sup> day of February, 2022.

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

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
/s/  
Christina Muñoz, Deputy City Clerk

\_\_\_\_\_  
/s/  
Andrew Jared, City Attorney



**ATTACHMENT 2**  
Abatement Order, Los Angeles County

**ABATEMENT ORDER** \_\_\_\_\_

FEBRUARY 16, 2022

FOLLOWING THE PUBLIC HEARING HELD FEBRUARY 16, 2022, IN THE MATTER OF RESOLUTION TO ABATE NOXIOUS WEEDS, RUBBISH, AND REFUSE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, BY MOTION ADOPTED AN ORDER DIRECTING THE AGRICULTURAL COMMISSIONER/DIRECTOR OF WEIGHTS AND MEASURES TO ABATE THE NUISANCE BY HAVING THE WEEDS, RUBBISH, AND REFUSE REMOVED.

**CITY COUNCIL OF THE  
CITY OF SOUTH PASADENA**

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

**ATTEST:**

BY: \_\_\_\_\_  
Christina Muñoz, Deputy City Clerk

Date: \_\_\_\_\_



**ATTACHMENT 3**

2021 Los Angeles County Declaration List “Exhibit A”

# Exhibit A

2022  
 LOS ANGELES COUNTY  
 DECLARATION LIST  
 CITY OF SOUTH PASADENA  
 KEY OF F, CITY CODE 654 (UNIMPROVED)

DATE: 01/03/22

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
5308 002 064	CAMINO DEL SOL	LS AND E ASSOCIATES	P O BOX 556537	LOS ANGELES CA	90055
5308 002 070	HANSCOM DR	LEVY,SAMUEL S	P O BOX 556537	LOS ANGELES CA	90255
5308 002 072	CAMINO DEL SOL	S AND E ASSOCIATES	P O BOX 556537	LOS ANGELES CA	90055
5308 020 027	HANSCOM DR	WINTER,ERIC	P O BOX 3702	SOUTH PASADENA CA	91031
5308 021 001	HANSCOM DR	WINTER,ERIC	P O BOX 3702	SOUTH PASADENA CA	91031
5308 022 002	HANSCOM DR	BROSMAN,NICOLE A	353 MONTEREY RD	SOUTH PASADENA CA	91030
5308 022 003	HANSCOM DR	KWONG DEVELOPMENT INC	1743 CAMINO LINDO	SOUTH PASADENA CA	91030
5308 022 004	HANSCOM DR	KWONG DEVELOPMENT INC	1743 CAMINO LINDO	SOUTH PASADENA CA	91030
5308 022 005	HANSCOM DR	BOGDAN, SANDOR & NITZA	5825 KESTER AVE	SHERMAN OAKS CA	91411
5308 022 009	HANSCOM DR	QUINN, WALTER A	PO BOX 51	SOUTH PASADENA CA	91031
5308 023 007	PETERSON AVE	JAMJOOM,TALAL M	453 E PUTNAM AVE APT 1L	COS COB CT	
5308 023 008	PETERSON AVE	NANSEN, MARK TR	2145 HANSCOM DR	SOTH PASADENA CA	91030
5308 023 015	HANSCOM DR	YELDING SOLAN, JOHN P TR	461 E BLTHEDALE AVE	MILL VALLEY CA	94941
5308 024 017	HANSCOM DR	MASSAROTTI, ROBER L AND	PO BOX 3552	SOUTH PASADENA CA	91031
5308 024 034	1903 HANSCOM DR	LIU,QUAN	121 N SAN GABRIEL BLVD	SAN GABRIEL CA	91775
5308 025 027	PETERSON AVE	CHU, WILLIAM	1825 HANSCOM R	SOUTH PASADENA CA	91030
5308 027 007	HARRIMAN AVE	HILL DR PROPERTIES LLC	3743 MENTONE AVE UNIT 6	LOS ANGELES CA	90034
5308 027 008	HARRIMAN AVE	HILL DR PROPERTIES LLC	3743 MENTONE AVE UNIT 6	LOS ANGELES CA	90034
5308 027 016	HARRIMAN AVE	HILL DR PROPERTIES LLC	3743 MENTONE AVE UNIT 6	LOS ANGELES CA	90034
5308 027 017	HARRIMAN AVE	HILL DR PROPERTIES LLC	3743 MENTONE AVE UNIT 6	LOS ANGELES CA	90034
5308 027 018	HARRIMAN AVE	HILL DR PROPERTIES LLC	3743 MENTONE AVE UNIT 6	LOS ANGELES CA	90034
5308 027 019	HARRIMAN AVE	HILL DR PROPERTIES LLC	3743 MENTONE AVE UNIT 6	LOS ANGELES CA	90034

2022  
LOS ANGELES COUNTY  
DECLARATION LIST  
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DATE: 01/03/22

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
5308 027 020	HARRIMAN AVE	HILL DR PROPERTIES LLC	3743 MENTONE AVE UNIT 6	LOS ANGELES CA	90034
5308 031 001	PETERSON AVE	TARMASAL INC	950 HUNTINGTON DR	SAN MARINO CA	91108
5308 031 039	PETERSON AVE	JAMJOOM, TALAL M	453 E PUTNAM AVE APT 1L	COS COB CT	
5308 031 040	PETERSON AVE	JAMJOOM, TALAL M	453 E PUTNAM AVE APT 1L	COS COB CT	
5308 031 041	PETERSON AVE	JAMJOOM, TALAL M	453 E PUTNAM AVE APT 1L	COS COB CT	
5308 031 042	PETERSON AVE	JAMJOOM, TALAL M	453 E PUTNAM AVE APT 1L	COS COB CT	
5308 031 052	PETERSON AVE	YAO, CAROLINE	156 PETERSON AVE	SOUTH PASADENA CA	91030
5308 031 053	PETERSON AVE	YAO, CAROLINE	156 PETERSON AVE	SOUTH PASADENA CA	91030
5308 031 054	PETERSON AVE	YAO, CAROLINE	156 PETERSON AVE	SOUTH PASADENA CA	91030
5308 031 055	PETERSON AVE	YAO, CAROLINE	156 PETERSON AVE	SOUTH PASADENA CA	91030
5308 032 006	PETERSON AVE	LEUNG, ERIC W AND NANCY X	4641 S HUNTINGTON DR	LOS ANGELES CA	90032
5308 032 009	PETERSON AVE	DUNAWAY, CAM T TR	710 FARVIEW AVE	SOUTH PASADENA CA	91030
5308 032 012	HANSCOM DR	YANG, ABRAHAM CST DN	12012 LOWER AZUSA RD	EL MONTE CA	91732
5308 032 044	PETERSON AVE	KWONG, EUNIA YOON	1900 PETERSON AVE	SOUTH PASADENA CA	91030
5308 032 045	PETERSON AVE	KWONG, EUNIA YOON	1900 PETERSON AVE	SOUTH PASADENA CA	91030
5308 034 004	HULBERT AVE	NGUYEN, TIM HOANG CO TR	2960 HUNTINGTON DR	SAN MARINO CA	91108
5310 021 009	BONITA AVE	TARMASAL INC	950 HUNTINGTON DR	SAN MARINO CA	91108
5310 022 013	BONITA AVE	KAROGLU, VARUAN	3398 HEATHER FIELD DR	HACIENDA HEIGHTS CA	91745
5310 026 010	ONEONTA DR	ZHUANA, YAN	298 W HIGHLAND AVE	SIERRA MADERE CA	91024
5310 026 011	ONEONTA DR	ZHUANA, JINRU	298 W HIGHLAND AVE	SIERRA MADERE CA	91024
5311 001 018	5 PASADENA AVE	99 PASADENA AVE LLC	538 MISSION ST	SOUTH PASADENA CA	91030
5311 007 019	KOLLE AVE	FRANCO, LUCIO AND OLIVIA	810 ROLLIN ST	SOUTH PASADENA CA	91030

2022  
LOS ANGELES COUNTY  
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DATE: 01/03/22

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
5311 008 033	ST ALBANS AVE	KIM,JOSEPH W	420 S SAN PEDRO ST APT 208	LOS ANGELES CA	90013
5311 008 039	ST ALBANS AVE	RETINO, CLAIROSE B	20045 E SKYLINE DR	WALNUT CA	91789
5311 009 055	CAMINO DEL CIELO	WILLIAMSON,KATHLEEN D TR	PO BOX 686	SOUTH PASADENA CA	91031
5311 009 056	CAMINO DEL CIELO	WILMS,NANCY M AND ROBERT S	1457 OAKCREST AVE	SOUTH PASADENA CA	91030
5311 009 057	CAMINO DEL CIELO	AIT MANAGEMENT LLC	330 GODDARD	IRVINE CA	92618
5311 009 058	CAMINO DEL CIELO	KWOK,GEORGE AND	300 CAMINO DEL CIELO	SOUTH PASADENA CA	91030
5311 010 010	MONTEREY RD	MPPA LP	2211 S HACIENDA BLVD UNIT 110	HACIENDA HEIGHTS CA	91745
5311 010 012	MONTEREY RD	MPPA LP	2211 S HACIENDA BLVD UNIT 110	HACIENDA HEIGHTS CA	91745
5311 010 015	MONTEREY RD	MPPA LP	2211 S HACIENDA BLVD UNIT 110	HACIENDA HEIGHTS CA	91745
5311 010 027	MONTEREY RD	CASEBEER,PAUL	259 MONTEREY RD	SOUTH PASADENA CA	91030
5311 010 028	MONTEREY RD	MPPA LP	2211 S HACIENDA BLVD UNIT 110	HACIENDA HEIGHTS CA	91745
5311 010 029	MONTEREY RD	MPPA LP	2211 S HACIENDA BLVD UNIT 110	HACIENDA HEIGHTS CA	91745
5311 010 030	MONTEREY RD	MPPA LP	2211 S HACIENDA BLVD UNIT 110	HACIENDA HEIGHTS CA	91745
5311 014 042	INDIANA AVE	L,DAVID S	1441 LAKE SHORE AVE	LOS ANGELES CA	90026
5311 014 043	INDIANA AVE	NEGRETE,TONY CO TR	1507 INDIANA AVE	SOUTH PASADENA CA	91030
5311 014 048	INDIANA AVE	QUARESMA, DIANE TR	260 W RUMBLE APT A	MODESTO CA	95350
5311 015 005	SAINT ALBANS AVE	HOFF,DAVID C	20534 SAN GABRIEL VALLEY DR	WALNUT CA	91789
5311 015 006	ST ALBANS AVE	HOFF,DAVID C	20534 SAN GABRIEL VALLEY DR	WALNUT CA	91789
5311 015 022	ST ALBANS AVE	WEIE 2008 LLC	2396 SCENIC RIDGE DR	CHINO HILLS CA	91709
5311 015 023	ST ALBANS AVE	WEIE 2008 LLC	2396 SCENIC RIDGE DR	CHINO HILLS CA	91709
5311 017 020	WARWICK AVE	CASSENAER, STUN	249 N EUCLID AVE UNIT 212	PASADENA CA	91101
5311 017 021	WARWICK AVE	CASSENAER, STUN	249 N EUCLID AVE UNIT 212	PASADENA CA	91101

2022  
LOS ANGELES COUNTY  
DECLARATION LIST  
CITY OF SOUTH PASADENA  
KEY OF F, CITY CODE 654 (UNIMPROVED)

DATE: 01/03/22

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
5312 002 005	MONTEREY RD	90 92 MONTEREY LLC	PO BOX 3285	SOUTH PASADENA CA	91031
5312 002 007	MONTEREY RD	SOUTH PASADENA VILLAS LLC	766 COLORADO BLVD STE 102	PASADENA CA	91101
5312 002 008	MONTEREY RD	SOUTH PASADENA VILLAS LLC	766 COLORADO BLVD STE 102	PASADENA CA	91101
5312 002 009	MONTEREY RD	SOUTH PASADENA VILLAS LLC	766 COLORADO BLVD STE 102	PASADENA CA	91101
5312 002 025	MONTEREY RD	SOUTH PASADENA VILLAS LLC	766 COLORADO BLVD STE 102	PASADENA CA	91101
5312 016 014	HARRIMAN AVE	YAMAMURO, HITOMI TR	2482 BRIGDEN RD	PASADENA CA	91104
5312 016 015	HARRIMAN AVE	PARK, KON SOK AND	330 W 11TH ST UNIT C09	LOS ANGELES CA	90015
5312 016 016	HARRIMAN AVE	ISLS PROPERTIES LLC	2850 RIVERSIDE DR APT 421	LOS ANGELES CA	90039
5312 016 017	HARRIMAN AVE	ISLS PROPERTIES LLC	2850 RIVERSIDE DR APT 421	LOS ANGELES CA	90039
5312 017 025	HILL DR	GAVINA, FRANCISCO	84 CLUB RD	PASADENA CA	91105
5312 017 042	HARRIMAN AVE	HUANG, KING M CO TR	PO BOX 4012	MENLO PARK CA	94026
5312 017 043	HARRIMAN AVE	HUANG, KING AND	PO BOX 4012	MENLO PARK CA	94026
5312 017 044	HARRIMAN AVE	HUANG, KING AND	PO BOX 4012	MENLO PARK CA	94026
5312 017 049	HARRIMAN AVE	HUANG, K M AND K E FAMILY LTD	PO BOX 4012	MENLO PARK CA	94026
5312 020 012	OAKHILL AVE	THAM, ERNEST Y AND JANET CAND	11724 CULVER BLVD #9	LOS ANGELES CA	90066
5312 020 022	OAKHILL AVE	THAM, ERNEST Y AND JANET CAND	11724 CULVER BLVD #9	LOS ANGELES CA	90066
5314 005 017	INDIANA TERR	TARMASAL INC	950 HUNTINGTON DR	SAN MARINO CA	91108
5314 005 021	619 INDIANA TERR	KIM, YONG J AND	716 VALLEY VIEW RD	SOUTH PASADENA CA	91030
5314 005 045	ALTA VISTA AVE	VALENSI, NICHOLAS AND	529 5TH AVE 4TH FL	NEW YORK NY	10017
5314 006 005	ALTA VISTA AVE	SMITH, ALMA L TR	546 N ALTA VISTA AVE	MONROVIA CA	91016
5314 007 017	ALTA VISTA AVE	GETTMAN, DANA L AND	60 SUMMIT ST UNIT 3	BROOKLYN NY	11231
5314 008 014	INDIANA AVE	SETO, VANESSA AND	2247 WHITE ST	PASADENA CA	91107

2022  
 LOS ANGELES COUNTY  
 DECLARATION LIST  
 CITY OF SOUTH PASADENA  
 KEY OF F, CITY CODE 654 (UNIMPROVED)

DATE: 01/03/22

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
5314 018 010	BANK ST	LEE, TYLER AND	857 BANK ST	SOUTH PASADENA CA	91030
5314 026 050	ROLLIN ST	PAN, CHIU SUNG AND	1423 MAPLE ST	SOUTH PASADENA CA	91030
TOTAL VACANT/IMPROVED RECORDS					0
TOTAL UNIMPROVED RECORDS					90
TOTAL RECORDS					90

**ATTACHMENT 4**  
Weed Abatement Service Agreement

WEED ABATEMENT SERVICE

AGREEMENT

THIS AGREEMENT, dated upon execution by both parties, is made by and between the County of Los Angeles, hereinafter referred to as "County," and the CITY OF SOUTH PASADENA, hereinafter referred to as "City."

RECITALS:

(a) The City is desirous of contracting with the County for the performance of weed abatement functions within its boundaries on both unimproved and designated improved properties by the County of Los Angeles, acting through its Agricultural Commissioner/Director of Weights and Measures.

(b) The County is agreeable to rendering such weed abatement services on the terms and conditions hereinafter set forth.

(c) Such contracts are authorized and provided for by the provisions of Section 56 ½ of the Charter of the County of Los Angeles and California Government Code (Government Code) section 51301.

THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. The County agrees, through the Agricultural Commissioner/Director of Weights and Measures, to provide weed abatement services within the corporate limits of the City in accordance with the provisions of Government Code sections 39560 through 39588.

Such services shall encompass the weed abatement duties and functions of the type coming within the jurisdiction of, and customarily rendered by, the Agricultural Commissioner/Weights and Measures Department of the County of Los Angeles under the Charter of County and the statutes of the State of California.

79186



The level of service shall be the same basic level of weed abatement service that is currently, and shall be hereinafter during the term of this agreement, provided for in the unincorporated areas of the County of Los Angeles by said Agricultural Commissioner/Director of Weights and Measures.

The County shall have the discretion to terminate services on parcels in tax default.

The rendition of such services, the standard of performance, and other matters incidental to the performance of such services, and the control of personnel so employed shall remain at the discretion of the County.

The standard for hazardous vegetation clearance shall be equivalent to that detailed within the Los Angeles County Fire Code, sections 325.2.1 and 325.2.2, and this standard being the same which currently applies in the unincorporated areas of the County of Los Angeles unless some other standard is requested by the City in writing.

2. To facilitate the performance of said functions, it is hereby agreed that the County shall have full cooperation and assistance from the City Council and other City officers, agents, and employees.

3. For the purpose of performing said functions, County shall furnish and supply all necessary labor, supervision, equipment, and supplies necessary to maintain the level of service to be rendered hereunder.

4. No City Employee as such shall be made into, or considered to be, an employee of the County, and no person employed by the County hereunder shall be granted any City pension, civil service, or any status or right.

For the purpose of performing such services and functions, and for the purpose of giving official status to the performance thereof where necessary, every County officer and employee engaged in the performance of any service hereunder shall be deemed to be an officer

or employee of said City while performing services for said City, which services are within the scope of this agreement and are purely municipal functions.

5. City shall not be called upon to assume any liability for the direct payment of any salaries, wages, or other compensation to any County personnel performing services hereunder for the County, or any liability other than that provided for in this agreement.

Except as herein otherwise specified, the City shall not be liable for compensation and/or indemnification to any County employee for any injury or sickness arising out of that person's employment.

6. The parties hereto have executed an Assumption of Liability Agreement approved by the Board of Supervisors on December 27, 1977 and/or a Joint Indemnity Agreement approved by the Board of Supervisors on October 8, 1991. Whichever of these documents the City has signed later in time is currently in effect and is hereby made a part of and incorporated into this agreement as if set out in full herein. In the event that the Board of Supervisors later approves a revised Joint Indemnity Agreement, and the City executes such a revised agreement, the subsequent agreement as of its effective date shall supersede the agreement previously in effect between the parties hereto.

The City understands and agrees that the fire protection indemnity provided in Government Code sections 850 and 850.2 applies to the County for work pursuant to this agreement.

7. Unless sooner terminated as provided for herein, this agreement shall be effective commencing July 1, 2021 and will continue in effect through June 30, 2026.

Notwithstanding the provisions of this paragraph hereinbefore set forth, the City may terminate this agreement as of the thirty-first day of December of any year upon notice in writing to the County on or before September 30 of the same year. The County may terminate this agreement at any time and for any reason upon thirty (30) days prior written notice to the City.

The City, acting through its City Council, will perform the necessary functions required of the legislative body to which is referred in Government Code section 39560 through 39588, as they relate to the execution of this Agreement.

8. If the City fails to adopt a resolution declaring that weeds upon parcels of property located within the City to be a public nuisance pursuant to Government Code section 39561, then the County shall have no obligation to carry out its duties under this agreement until such year that the City does adopt such resolution, unless the City's failure occurs in the final year of this agreement, which shall mean the agreement terminates.

9. It is the intent of this agreement that the Agricultural Commissioner/Director of Weights and Measures of the County shall constitute the public officer designated by the City Council to perform the duties imposed by Government Code section 39560(a), and that the City Council of said City shall perform the duties of the legislative body as set forth in said section.

10. For and in consideration of the rendition of the foregoing services by the County, the City agrees that the costs of abating such weeds shall be assessed in the manner set forth in Government Code sections 39573 to 39585, and that upon collection of such assessments, they will be paid over to the County.

11. Each parcel, except tax-exempt parcels, upon which weeds, brush or rubbish are declared to be a public nuisance pursuant to paragraph 9 of this agreement, shall be assessed the current County Board of Supervisors approved inspection fee whether or not the County determines it is necessary to perform abatement work upon the parcel.

12. The parties hereto contemplate that the services of the County are limited to abatement of weeds, brush and rubbish, and agree that the County will not perform any other type of service or additional work of any kind.

13. This agreement contains the entire agreement between the County and the City for weed abatement services. This agreement may not be modified except by formal amendment executed by the duly authorized representatives of the parties hereto.

14. Notices regarding this agreement shall be addressed as follows:

COUNTY:

Adrian Zavala

Deputy Director

Los Angeles County Department of Agricultural Commissioner/

Weights and Measures

12300 Lower Azusa Road

Arcadia, California 91006-5872

CITY:

Lucie Colombo, CMC, CPMC

City Clerk

City of South Pasadena

1414 Mission Street

South Pasadena, CA 91030

IN WITNESS HEREOF, the CITY OF SOUTH PASADENA, by motion duly adopted by its City Council, caused this agreement to be signed by its Mayor and attested by its Clerk, and the County of Los Angeles, by order of its Board of Supervisors, has caused these presents to be subscribed by the Chair of said Board and seal of said Board to be affixed thereto and attested by the Clerk of the Board.



CITY OF SOUTH PASADENA

By Diana Mahmud  
Diana Mahmud, Mayor

COUNTY OF LOS ANGELES

By Hilda F. Solis  
Chairman, Los Angeles County

ATTEST:

By [Signature]  
City Clerk

I hereby certify that pursuant to Section 25103 of the Government Code, delivery of this document has been made.

CELIA ZAVALA, Executive Officer  
Executive Office of the Board of Supervisors  
of the County of Los Angeles

By [Signature]  
Deputy

CELIA ZAVALA  
Executive Officer  
Clerk of the Board of Supervisors

By [Signature]  
Deputy

APPROVED AS TO FORM  
BY COUNTY COUNSEL  
RODRIGO A. CASTRO-SILVA

By [Signature]  
BRIAN T. CHU  
Principal Deputy County Counsel

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

20 October 5, 2021

[Signature]  
CELIA ZAVALA  
EXECUTIVE OFFICER

79186



# City Council Agenda Report

ITEM NO. 14

**DATE:** February 16, 2022

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

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

**SUBJECT:** **Discretionary Fund Request from Mayor Cacciotti in the Amount of \$1,000 and Councilmember Zneimer in the Amount of \$500 to Assist with the Cost of the Fireworks Show for the Festival of Balloons Event**

**Recommendation**

It is recommended that the City Council approve the Discretionary Fund request by Mayor Cacciotti designating \$1,000 and Councilmember Zneimer designating \$500 to assist with the cost of the fireworks show for the Festival Balloons event.

**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. The Fiscal Year 2021-22 Budget includes \$20,000 of Discretionary Funds, which amounts to \$4,000 per Councilmember. On August 17, 2011, the City Council approved Resolution No. 7174, establishing guidelines for discretionary budget accounts. 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 \$8,000 per Councilmember account. The allocated funds need not be encumbered by a purchase order to be carried over to the following fiscal year. The following table displays the current Discretionary Fund balances and includes the request being considered in the staff report.

City Councilmembers Discretionary Funds Fiscal Year 2021/22						
	District 1 <u>Zneimer</u>	District 2 <u>Donovan</u>	District 3 <u>Primuth</u>	District 4 <u>Cacciotti</u>	District 5 <u>Mahmud</u>	
<i>Current Year Allowance Beginning Balance</i>		\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
Date	Description					
1 Pledged	Description					
2/2/2022	Festival of Balloons Fireworks Show					
	\$500			\$1,000		
	<i>YTD Appropriations</i>					
	\$500	\$0	\$0	\$1,000	\$0	
<b>Available at 2/1/22</b>		<b>\$3,500</b>	<b>\$4,000</b>	<b>\$4,000</b>	<b>\$3,000</b>	<b>\$4,000</b>

**Discussion/Analysis**

Mayor Cacciotti and Councilmember Zneimer each requested approval and received seconds to place on a future City Council meeting agenda the use of discretionary funds to offset the cost of the fireworks show during the Festival of Balloons event.

**Legal Review**

The City Attorney has not reviewed this item.

**Fiscal Impact**

There are sufficient funds available in the proposed Fiscal Year 2021-22 City Council Discretionary Budget Account 101-1010-1011-8021

**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.





# City Council Agenda Report

ITEM NO. 15

**DATE:** February 16, 2022  
**FROM:** Arminé Chaparyan, City Manager *AC*  
**PREPARED BY:** Ken Louie, Interim Finance Director  
**SUBJECT:** Discussion of the Elected City Treasurer Position

## **Recommendation**

It is recommended that the City Council discuss the position of the elected City Treasurer and provide direction to staff.

## **Background**

At the regular City Council meeting of July 21, 2021, during Councilmember Communications, Councilmember Zneimer made a motion, seconded by Mayor Pro Tem Cacciotti, to direct staff to look into a ballot measure changing the City Treasurer position from elected to appointed.

The California Government Code established the position of City Treasurer in cities in California. Cities have individually determined how to provide for the position within their city structure, either by appointment or by election.

The City of South Pasadena's City Treasurer serves as an elected position. As an elected official, the City Treasurer maintains an autonomous role for oversight and decisions relating to the investment and safekeeping of city funds. The position is independent of the City Council who has the role and responsibility for City government including establishing City policies.

The City Treasurer's function is defined by California Government Code Section 41001-41007 and guided by the City's Investment Policy and other policies that are adopted by the City Council. Over the years, the City Treasurer position has evolved. The City Treasurer, working closely with City staff, has the specific function to enhance the economic status of the City while protecting its assets and maximizing the efficiency of the management of the City's funds through prudent investment.

The Finance Department supports the City Treasurer in obtaining the following:

1. Manage the City's investment portfolio in accordance with City Council approved and Finance Commission approved Annual Investment policy. The City uses Morgan Stanley as Investment Consultant, Western Asset Management as Investment Advisor and Zion Bank as Safekeeper/Custodian of funds;
2. Monitor investment activities on a daily basis;
3. Provide monthly investment reports to the City Council;



4. Monitor changes in legislation which govern the management of public funds;
5. Prepare investment revenue estimates for the annual budget and provide general;
6. Conduct monthly meetings with the Finance Commission regarding major fiscal matters (Annual Budget, Investment Policy, Mid-Year Report, etc.). The City Treasurer is a non-voting member of the Finance Commission;
7. Serve as a signatory on payroll checks, warrants, wires and the monthly investment reports, and
8. The City Treasurer is provided with a membership in the California Municipal Treasurers Association (CMTA) which is the professional society of active public treasurers of California counties, cities, and special districts. The CMTA sets ethical standards for the treasury profession in state and local government in California.

### **Analysis**

Staff has reviewed the format of local cities and determined that the results are mixed as to whether they have an elected or appointed (see Exhibit A) City Treasurer. There is no overwhelming majority, and cities use long-established format in their respective municipality. Both formats have advantages and disadvantages.

The “elected” model is beneficial because it enforces that the elected official be publicly accountable and provides third-party oversight. However, this method could possibly put a city at risk as an elected official would not require any kind of professional or advisory background. The advantage of an “appointed” individual is that the City Council may select an individual based on technical background after a fully-vetted process. An internal appointee would have greater access to resources and thus have advantages in fulfilling the duties of the office.

### Pros and Cons of moving to appointed model

#### Elected:

Pros: public accountability, “Checks and balances”, third-party oversight

Cons: Under elected format there is no age or background requirement

#### Appointed:

Pros: Greater propensity to obtain a skilled professional in investments and financing, greater resources and expertise required within the department to fulfill investment tasks

Cons: less separation of decision making from staff, less third-party oversight

### **Options for Discussion**

1. No change. Continue to maintain the City Treasurer as an elected position.
2. Put a question before the voters. In order to convert the City Treasurer position from an elective office to appointive, California Government Code Section 36508 requires approval of the voters. If directed to pursue a ballot measure, City staff will prepare a resolution placing the measure on the ballot for a subsequent City Council meeting, and work with the County to coordinate administration of the ballot measure. The next election is scheduled for November, 8, 2022. The last day to place a measure on the ballot would be July 11, 2022. A ballot measure to change the City Treasurer position from an elected position to a position appointed by the City Council or City Manager

could appear on the November general election ballot. If approved by the voters, City staff would prepare a draft ordinance amending the Municipal Code to change the City Treasurer position from an elected position to a position appointed by the City Council.

3. The Council could choose to defer placing the measure until a subsequent ballot, however the general municipal election in November 2024 will include the City Treasurer race on the ballot.

### **Commission Review and Recommendation**

This item was not reviewed by a commission.

### **Legal Review**

The City Attorney has reviewed this item.

### **Fiscal Impact**

The City currently pays a monthly stipend to the City Treasurer of \$706 per month. With regards to a potential election to consider a change in format, the City budgets for and incurs election costs for services provided in November of even-numbered years by the Los Angeles County Registrar-Recorder/County Clerk. The elections budget, account number 101-1020-1022-8170, does include funds for the purpose of the Regular Municipal Election in the adopted budget. If the elected position of City Treasurer is eliminated in November, it will remove the office from future election cycles and reduce future election costs.

### **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: Exhibit A - Local City Treasurers' Status

# **Attachment 1**

## **Exhibit A - Local City Treasurers' Status**

## Local City Treasurers' Status

City	Treasurer Status	Yearly Salary
City of Arcadia	Staff	\$122,160 – 152,688
City of El Monte	Elected	\$7,224
City of Glendale	Elected	\$12,306
City of La Canada	Appointed by Council	\$14,400
City of Monrovia	Elected	\$4,356
City of Pasadena	Staff	\$153,431 – 191,788
City of San Gabriel	Elected	\$3,000
City of San Marino	Appointed by Council	n/a
City of Sierra Madre	Elected	\$1,962
City of Torrance	Elected	\$137,610
<i>City of South Pasadena</i>	<i>Elected</i>	<i>\$9,250</i>



# City Council Agenda Report

ITEM NO. 16

**DATE:** February 16, 2022  
**FROM:** Arminé Chaparyan, City Manager *AC*  
**PREPARED BY:** Ken Louie, Interim Director of Finance  
**SUBJECT:** Mid-Year Report

## Recommendation

It is recommended that the City Council

1. Increase Estimated Revenues by \$758,002 as detailed in Exhibit A;
2. Increase General Fund appropriations by \$740,000 as detailed Exhibit A;
3. Increase Special Fund appropriations for Operations and Maintenance by \$250,000 as detailed in Exhibit B; and
4. Increase Capital Improvement Program (CIP) appropriations by \$250,000 as detailed in Exhibit B.

## Background

The City of South Pasadena adopts an annual budget for each fiscal year that runs from July 1<sup>st</sup> to June 30<sup>th</sup>. Because the estimates for the upcoming budget year are done in early Spring prior to the adoption of the budget, they often will require updating during the fiscal year. It is prudent for the Finance Department to do a mid-year review to ensure that revenue and expenditure “estimates” are reasonably accurate. The focus of the review is primarily on the General Fund as this fund is at the sole discretion of the City Council, whereas special funds are highly regulated by outside boards and other governmental regulations. Additionally, most special funds are self-balancing by definition.

## Analysis

The following items are being presented for adjustment as they are considered materially discrepant from the budget estimate:

### GENERAL FUND REVENUE

Property Taxes: Reduce estimate by \$93,600

As projected by HdL, property values remain strong but budget estimate was too high.

Sales Tax: Increase estimate by \$238,320

As calculated by HdL, sales tax were greater than estimate due to re-opening of retail.

Sales Tax Measure A: Increase estimate by \$518,000

Despite the re-opening of retail brick and mortar stores, online purchases have continued to grow in popularity. The new Measure A is technically a transaction tax and therefore the City derives the full “.75 %” of transaction. This funding measure is not shared with LA County Pool as online sales taxes are.

Real Property Transfer Tax: Increase estimate by \$43,000

This is calculated (1.25%) off of the value of a home sold during the year. With values strong, this estimate will need to be adjusted upwards.

Business License: Increase estimate by \$40,000

During 2021 many licenses lapsed or were dormant due to the pandemic. This fiscal year, many businesses have re-instated their license.

Interest Income: Reduce estimate by \$40,000

The City predominantly invests in LAIF which tends to be high-liquidity but low yield. Rates from the pool have been generally less than half a percent and thus, translate to low returns.

Camp Med Fees: Increase estimate by \$45,000

Enrollment for this recreation program has been much stronger than anticipated.

Recreation Classes: Increase estimate by \$100,000

A combination of underbudgeting and a strong return to recreation classes.

Park/Field Reservations: Increase estimate by \$25,000

All outdoor related events have seen an increase in bookings.

GENERAL FUND EXPENDITURES

Police Department (PD) – Overtime: Increase by \$200,000

The PD is projected to go over budget in its Overtime account by \$200,000. This is largely due to the lack of available staffing which has been magnified by the pandemic and staffing shortages.

Fire Department – Paramedic Billing: Increase by \$55,000

During the fiscal year, staff determined it would be more appropriate accounting to show the third-party charges from the paramedic provider in the Contract Services line item. The City currently uses Wittman Enterprises LLC “Wittman”. This firm remits all payments from the user of the services directly to the City and then the City pays Wittman back the appropriate portion for their services. The \$55,000 was not originally provided for in the budget.

Human Resources – Professional Services: Increase by \$75,000

Staff is seeking to conduct a citywide comprehensive classification study to evaluate positions and job functions for all city employees.

Municipal Services – Telephone Expense: Increase by \$100,000

Landline telephone expenses have seen drastic increases due to tariffs and miscellaneous add-on taxes. These phones remain pivotal as they are directly connected to emergency resources. Staff is looking into less-costly alternatives.

Public Works Administration – Professional Services: Increase by \$75,000

This is to provide 20% matching funds required for the City to utilize \$375,000 Metro Open Streets Grant funding for Slow Streets Program. This was not previously appropriated at the time the City Council approved the Metro Grant funding agreement.

Public Works Administration – Professional Services: Increase by \$150,000

Pending confirmation, these are funds to complete the Slow Streets Program, including design, public outreach, and installation.

Public Works Administration – Special Department Expense: Increase by \$35,000

Add ten (10) workstations/offices, moving Public Works staff from City Hall to the Garfield Water Distribution Facility.

Public Works Maintenance – Contract Services: Increase by \$25,000

Funds required for annual weed abatement. In the past, task was funded through the Fire Department.

Public Works Maintenance – Contract Services: Increase by \$10,000

Funds required for custodial services to provide disinfection services due to the pandemic. This cost can possibly be recovered through various COVID relief funding.

Public Works Maintenance – Building Maintenance: Increase by \$15,000

City Hall HVAC requires load balancing and the original project sourced funds from operating accounts in addition to the planned CIP budget. Final rebalancing work is being allocated from building maintenance operating budget.

SPECIAL FUND APPROPRIATIONS

Gas Tax/Street Maintenance /Special Department Expense: Increase by \$10,000

Accommodate ad-hoc neighborhood/community requests for additional traffic sign installations.

Street Light & Landscape/Traffic Signal/Contract Services.: Increase by \$30,000

Funds for the previous fiscal year were not expended to pay for traffic signal maintenance and repair. An increase to this fiscal year's budget is required to pay for services rendered under previous year's invoices.

Street Light & Landscape/Street Trees/Contract Services.: Increase by \$30,000

Increase in fallen trees and hazardous debris due to wind and rain storms. January 2022 wind and storm related costs may be recovered.

Sewer/Special Department Expense: Increase by \$50,000

Conduct Sewer Rate Study, as current 5-year rate schedule ends in 2022

Water/Water Distribution/Contract Services.: Increase by \$30,000

Utilization of an on-call contractor to service more frequent water breaks. Additional funding is required to support anticipated future water breaks.

**CAPITAL IMPROVEMENT PROGRAM ADJUSTMENTS**

The following items have been presented in previous CIP discussions and are now seeking formal approval.

Gas Tax/Street Maintenance /Special Department Expense: Increase by \$100,000

Neighborhood Traffic Management Plan (NTMP) Implementation

Sewer – Capital Improvement Plan: Increase \$70,000

Computer Maintenance Management (GIS-based) System (CMMS) Work Order System. Current project appropriation is \$50,000; however, a recent evaluation of project cost demonstrates the final expected cost of \$120,000.

Facilities & Equipment Capital Fund/City Hall Enhancements: Reclass only/No increase

Current project appropriation for City Hall Security Assessment is \$100,000. Appropriation should be redirected to Citywide Facilities Assessment. No increase is requested.

Facilities & Equipment Capital Fund/Library Security System: Increase \$20,000

Create new project for Library Security System.

Facilities & Equipment Capital Fund/Mission Yard Gates: Increase \$160,000

Provision for new automated security gates along 825 Mission and El Centro.

**Finance Commission**

Presented to the Finance Commission on 2/7/2022.

**Legal Review**

Approved as to form.

**Fiscal Impact**

These adjustments will serve to keep the General Fund and Capital Improvement Program (CIP) projects in line with the estimated year-end actual. The overall General Fund effect is a favorable \$18,002 adjustment. During the remainder of the fiscal year, if any material deficiencies arise, they will be brought forward to the City Council for adjustment.



**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.

Attachments:

1. Exhibit A (Mid-Year Report)
2. Exhibit B (Special Funds Activity)
3. Exhibit C (Operations and Maintenance Budget Adjustments)

**Attachment 1**  
Exhibit A (Mid-Year Report)

# MID-YEAR REPORT

## REVENUE

	2021-2022 Budget	2021-2022 Estimated	Adj. Needed
Property Taxes	\$ 13,053,474	\$ 12,959,865	\$ (93,609)
Motor Vehicle In-lieu	3,436,613	3,445,099	8,486
Library Special Tax	357,170	357,170	0
Sales Tax	2,270,228	2,508,548	238,320
Sales Tax - Measure A	2,244,000	2,762,000	518,000
PSAF - Prop 172 ST	322,485	331,290	8,805
Utility Taxes	3,383,000	3,383,000	0
Franchise Taxes	1,007,000	1,007,000	0
Real Property Transfer	162,000	205,000	43,000
Business License	364,000	434,000	70,000
Permits	455,280	455,280	0
Code Fines/Citations	265,000	100,000	(165,000)
Interest Income	125,000	85,000	(40,000)
Rental Revenue	313,500	313,500	0
Fire Support	315,000	315,000	0
Planning Fees	659,000	659,000	0
Plan Check Fees	300,000	400,000	100,000
Building Permits	500,000	450,000	(50,000)
Engineering Fees	102,500	52,500	(50,000)
NPDES	90,000	90,000	0
Police Services	175,800	175,800	0
Camp Med Fees	230,000	275,000	45,000
Recreation Classes	100,000	200,000	100,000
Park/Field Reserv.	50,000	75,000	25,000
Fire Services	982,500	982,500	0
Reim. From Sewer Fd	69,022	69,022	0
Reim. From Water Fd	414,362	414,362	0
All other revenue	200,700	200,700	0
<b>Totals</b>	<b>\$31,947,634</b>	<b>\$32,705,636</b>	<b>\$758,002</b>

## EXPENDITURES

	2021-2022 Budget	2021-2022 Estimated	Adj. Needed
<u>Increases</u>			
PD - Overtime	\$ 592,000	\$ 792,000	\$ 200,000
Fire - Paramedic Billing	157,000	212,000	55,000
<u>Increases - New Items</u>			
Class/Comp Study		\$ 75,000	75,000
Telephone Expenses	\$ 200,000	\$ 300,000	100,000
PW Proj. - GF portion *		310,000	310,000
<b>Expenditure Increase</b>	<b>\$949,000</b>	<b>\$1,689,000</b>	<b>\$740,000</b>
<b>Net Favorable Adjustment</b>			<b>\$ 18,002</b>

\* = see attached schedule

## **Attachment 2**

### Exhibit B (Special Funds Adjustments)

## MID-YEAR - SPECIAL FUNDS ADJUSTMENTS

### Operations and Maintenance Additions

FUND	ITEM	AMOUNT
Gax Tax	Neigh. Traffic Impl.	\$ 100,000
Gax Tax	Traffic Sign Install.	10,000
Street Light. & Landscape	Traffic Signal Mtce.	30,000
Street Lighting & Landscape	January 2022 Storm	30,000
Sewer	Sewer Rate Study	50,000
Water	On-call contractor	30,000
Total Operations & Maintenance		<u>\$ 250,000</u>

### Capital Improvement Program (CIP) Additions

FUND	ITEM	AMOUNT
Sewer	CMMS System	\$ 70,000
Facilities & Equip Cap Fund	City Hall Security System	0
Facilities & Equip Cap Fund	Library Security Cameras	20,000
Facilities & Equip Cap Fund	Mission Yard gates	160,000
Total CIP Adjustments		<u>\$ 250,000</u>

- All appropriations will come from that respective fund's reserves.
- The City Hall Security System is just a reclass to Facilities Fund.

## **Attachment 3**

Exhibit C (Operations and Maintenance Budget Adjustments)

# EXHIBIT C

## Operations & Maintenance Budget Adjustments

Account	Requested Fund Increase	Description
Public Works Administration (GF) – Professional Services 101-6010-6011-8170-000	\$75,000	20% matching funds required for the City to utilize \$375,000 Metro Open Streets Grant funding for Slow Streets Program (not previously appropriated at the time Council approved Metro grant funding agreement).
Public Works Administration (GF) – Professional Services 101-6010-6011-8170-000	\$150,000	Funds to complete the Slow Streets Program, including design, public outreach, and installation.
Public Works Administration (GF) – Department Expense 101-6010-6011-8020-000	\$35,000	Add ten (10) workstations/offices, moving Public Works staff from City Hall to the Garfield Water Distribution Facility.
Parks Maintenance (GF) – Contract Services 101-6010-6410-8180-000	\$25,000	Funds required for annual weed abatement, in the past task was funded through the Fire Department.
Facilities Maintenance (GF) – Contract Services 101-6010-6601-8180-000	\$10,000	Increase in custodial services to provide disinfection to City offices related to COVID exposures. This cost may be recovered through COVID relief funding.
Building Maintenance (GF) – Contract Services 101-6010-6601-8120-000	\$15,000	City Hall HVAC requires load balancing and the original project sourced funds from operating accounts in addition to the planned CIP budget. Final rebalancing work is being allocated from building maintenance operating budget.
Street Maintenance (Gas Tax) – Special Department Expense 230-6010-6116-8020-000	\$10,000	Accommodate ad-hoc neighborhood/community requests for additional traffic sign installations.
Street Maintenance (Gas Tax) – Special Department Expense 230-6010-6116-8020-000	\$100,000	Neighborhood Traffic Management Plan (NTMP) Implementation
Traffic Signals (LLMD) – Contract Services 215-6010-6115-8180-000	\$30,000	Funds for previous fiscal year were not expended to pay for traffic signal maintenance and repair. An increase to this fiscal year budget is required to pay for services rendered under previous year's invoices.
Street Tree Maintenance (LLMD) – Contract Services 215-6010-6310-8180-000	\$30,000	Increase in fallen trees and hazardous debris due to wind and rain storms. January 2022 wind storm related costs may be recovered.
Sewer Maintenance (Sewer) – Professional Services 210-6010-6501-8170-000	\$50,000	Conduct Sewer Rate Study, as current 5-year rate schedule ends in 2022.
Water Distribution (Water) – Contract Services 500-6010-6710-8180-000	\$30,000	Utilization of an on-call contractor to service more frequent water breaks. Additional funding is required to support anticipated future water breaks.
<b>Total</b>	<b>\$460,000</b>	

## Capital Improvement Program (CIP) Budget Adjustments

Account	Requested Fund Increase	Description
CIP Project Account (Sewer) 210-9000-9407-9407-000 (create account)	\$70,000	Computerized Maintenance Management (GIS-based) System (CMMS) Work Order System. Current project appropriation is \$50,000, however, a recent evaluation of project cost demonstrates the expected cost at \$120,000.
CIP Project Account (Facilities & Equipment Maintenance) 105-9000-9404-9404-000	\$0 (no increase)	Current project appropriation for City Hall Security Assessment is \$100,000 – this appropriation should be redirected to a Citywide Facilities Assessment (no budget increase identified at this time).
CIP Project Account (Facilities & Equipment Maintenance) Create new 105-9000 account	\$20,000	Library Security Camera System.
CIP Project Account (Facilities & Equipment Maintenance) Create new 105-9000 account	\$160,000	825 Mission Yard automated security gates along Mission and El Centro.



# City Council Agenda Report

ITEM NO. 17

**DATE:** February 16, 2022

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

**PREPARED BY:** Angelica Frausto-Lupo, Community Development Director  
Margaret Lin, Deputy Community Development Director

**SUBJECT:** **Review of Public Art Projects and Exhibits**

---

## Recommendation

It is recommended that the City Council:

1. Review the public art proposals received to utilize the repurposed Civic Center Art Gallery funds; and
2. Direct staff to develop a Public Art Policy to govern the development of both City-commissioned and unsolicited public art in public spaces prior to the implementation of any new public art projects.

Based on the variety of proposals received and locations proposed, staff is recommending that a Public Art Policy be developed by staff and approved by the City Council prior to the award of any public art projects.

## Commission Review and Recommendation

On January 26, 2022, the Public Art Commission reviewed eight proposals and made a recommendation to select the following projects:

- “Neighbors/Vecinos” by Deborah Aschheim - \$10,000
- “I heart South Pasadena” by Jayme Mazzochi - \$7,500
- “Troll with Ice Cream” by Richard Tucci - \$7,500

## Background

On October 17, 2018, the City Council approved Ordinance No. 2325 and 2326 to establish a Public Art Development Fee Program (Public Art Program) and to create the Public Art Commission. The Public Art Program requires that one percent (1%) of the total building valuation of a building project be spend towards public art on-site at that project. Alternatively, the developer may pay one and a half percent (1.5%) of the total building valuation to the City as a public art development fee in lieu of providing public art on-site. Such in lieu fees would then be spent on public art projects by the City.

The Public Art Commission was established to act in an advisory capacity to the City Council in all matters pertaining to public art or art in public places. (SPMC sec. 2.79-8(a)). It is responsible



for the review and approval of public art projects associated with the Public Art Program, including but not limited to, proposed site-specific public art, art donations, and public art developed with the funds from the Public Art Development Fee. The Public Art Commission does not have purview over public art on private property, unless the public art is being developed as part of the Public Art Program.

Since the establishment of the Public Art Program and Public Art Commission, no policy has been developed regarding the type, placement, and maintenance of public art on City-owned property or at City-owned facilities.

On June 16, 2021, the City Council adopted the Fiscal Year 2021-2022 Budget, which included \$25,000 for the Civic Center Art Gallery. The Civic Center Art Gallery is comprised of the first-floor lobby, second floor hallway, and outside courtyard of City Hall. Due to COVID-19, there has been reduced activity within City Hall, and a need to reconfigure the entryway corridor and elevator lobby of City Hall. The Public Art Commission believed the public would be better served by utilizing these funds for arts to be displayed in the outdoor courtyard and City parks.

On November 8, 2021, the Public Art Commission (Commission) recommended that the City Council repurpose the Civic Center Art Gallery budget to fund temporary public art projects and exhibits to occur during Fiscal Year 2021-2022 in three possible locations:

- City Hall Courtyard (1414 Mission Street);
- Garfield Park (1000 Park Avenue); and/or
- Heritage Park (Mission Street/Meridian Avenue).

### **Discussion/Analysis**

On December 1, 2021, the City Council repurposed the \$25,000 budgeted for the Civic Center Art Gallery to fund public art projects and exhibits on City facilities and directed staff to issue a request for proposals (RFP) for art projects for review by the Public Art Commission and approval of projects by the City Council. (See Attachment 1). These projects/exhibits would include:

- One (1) large public art project with a budget of \$10,000; and
- Two (2) public art projects with budgets of \$7,500.

The projects would be implemented before the end of the fiscal year and should coincide with the South Pasadena Arts Crawls and/or Eclectic Music Festival to increase viewership. The public art exhibits would be temporary and should be available for view by the public, at a minimum, during regular business hours. The specific locations-- City Hall courtyard, Garfield Park, and/or Heritage Park--will be reviewed by staff to ensure that the selected art project/exhibit does not impede access or pose any safety concerns.

Staff received eight proposals by the January 14, 2022 deadline. (See Attachment 2). Staff reviewed each of the proposals for compliance with the criteria from the RFP including quality of past projects, proposed scope of work, cost estimates, and references. Based on staff's initial

evaluation all eight of the proposals were complete. The Commission’s evaluation of the proposals was based off of the selection criteria that was included in the RFP.

**Public Art Projects and Exhibits Selection Criteria:**

1. Quality of Past Projects	50%
2. Proposed Program or Approach to Requested Scope of Work	30%
3. Cost Estimates	15%
4. References	5%
<b>Total</b>	<b>100%</b>

The complete list of proposals (See Attachment 2) include the following:

<u>Artist</u>	<u>Proposal</u>	<u>Budget</u>	<u>Public Art Commission Recommendation</u>
1. Deborah Aschheim	“Neighbors/Vecinos” Wall mounted aluminum graphics of local residents.	\$10,000	Recommended for funding, in an alternative location.
2. Erik Benjamins	“South Pasadena Reflexology Walking Path” Reflexology doormats made of custom ceramic tile inset into steel trays.	\$7,100	
3. Helen Lessick	“The Arbor Baile (The Tree Dance)” Fabric art sculptures in the form of flamenco skirts on trees throughout the City	\$10,000	
4. Jayme Mazzochi	“I Heart South Pasadena” Mural or series of posters of hearts depicting things people love about South Pasadena.	\$7,500	Recommended for funding.
5. Jody Zellen	“Avenue S” Series of posters with QR codes that direct the viewer to a website with pandemic animations.	\$7,500	
6. Marisa Futernick	“City of Trees” Posters, banners, or postcards of black and white photographs of trees around the City, overlaid with text.	\$7,500	
7. Pascaline Doucin-Dahlke	Sculpture of metal hexagon rings mounted along a metal post.	\$10,000	
8. Richard Tucci	Silhouette stencil of a troll holding an ice cream cone.	\$7,500	Recommended for funding.

Currently, there is no public art policy to govern the development of public art in the City to address what kind of art (medium types), placement of the artwork (specific public locations), and duration of display (permanent or temporary). Development of a public art policy will establish goals and provide guidelines on the types of public art that may be displayed throughout the City (e.g., sculpture, graphic arts, performance arts, etc.). The policy will also establish terms and conditions of commissioning art, and how the City can be more art friendly. Given the limited amount of space for public art on city-owned facilities, a public art policy can also ensure any future public art projects, both commissioned and unsolicited, may reflect the City's interests towards diversity and inclusivity. It is not proposed that the public art policy address art on private property, and therefore would not preclude the development of or regulate privately funded art on private property. Selection of public art projects cannot occur until a public art policy has been adopted.

### **Next Steps**

1. Staff to develop a Public Art Policy.
2. Public Art Commission to review Policy.
3. Bring Public Art Policy to City Council for adoption.

### **Fiscal Impact**

The 2021-2022 Budget included \$25,000 for the Civic Center Art Gallery (101-7010- 7011-8260-000). On December 1, 2021, the City Council authorized the \$25,000 to be repurposed to public art projects and exhibits so there will be no net fiscal impact. Development by staff of a public arts policy is budgeted as departmental budget activities.

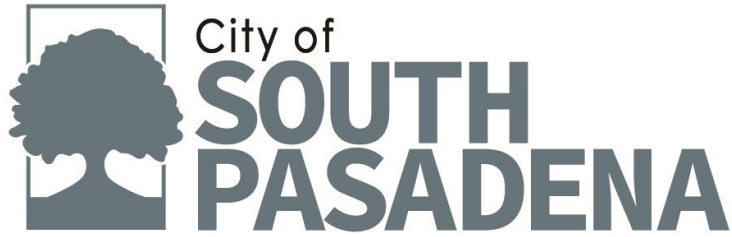
### **Public Notification of Agenda Item**

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, and posting of the same agenda and reports on the City's website.

### **Attachments:**

1. Request for Proposals - 2021 Public Art Projects
2. Artist Proposals

**ATTACHMENT 1**  
Request for Proposals - 2021 Public Art Projects



# Request for Proposals (RFP) for Public Art Projects/Exhibits for the City of South Pasadena

City of South Pasadena Community Development Department  
Project Manager/Contact: Margaret Lin, [mclin@southpasadenaca.gov](mailto:mclin@southpasadenaca.gov)

## **Summary of Key Dates**

RFP Release:	December 20, 2021
Submittal of Questions:	December 27, 2021
Responses Posted:	December 30, 2021
<b>Proposals Due:</b>	<b>January 14, 2022, 4:00 PM</b>
SAVE FOR INTERVIEWS:	January 18, 2022, 6:30 PM
Award of Project:	January 18, 2022*

\* Requires Council approval

**Request for Proposals (RFP) for Public Art Projects/Exhibits for the City of South Pasadena**

The City of South Pasadena (City) is seeking artists and artist teams to produce outdoor public art projects.

**RFP Questions**

The City invites questions to clarify the project scope, process or other details. Questions and responses will be posted on PlanetBids.

All questions must be submitted through PlanetBids by December 27, 2021. The response document will be posted on PlanetBids by December 30, 2021.

**Submission Deadline**

All proposals must be provided electronically as one .pdf document and received no later than 4:00 P.M. on January 14, 2022, in order to be considered. Proposals should be uploaded to PlanetBids. Submission of a proposal shall constitute acknowledgement and acceptance of all terms and conditions contained in this RFP and all exhibits and attachments hereto.

**General Overview:**

On October 3, 2018, the City of South Pasadena (City) adopted Resolution No. 7579 declaring the City as a “Creative and Innovative City” and establishing a Public Art Program. The intent is to promote cultural experiences, increase economic development, and enhance the general welfare and quality of life in the community. Consequently, the City established the Civic Center Art Gallery to feature art within City Hall to demonstrate its commitment to provide opportunities for the public to engage with art. For the 2021-2022 fiscal year, in accordance with public health concerns and with the recommendation of the Public Art Commission, arts programming that is regularly held in the Civic Center Art Gallery will now be in the courtyard at City Hall and approved outdoor public spaces throughout South Pasadena.

The City of South Pasadena invites artists and artist teams working in a variety of fields and artistic approaches at all stages of their artistic careers to submit proposals for inclusion for upcoming public art opportunities. Artistic disciplines may include but not be limited to painting, sculpture, mural, illustration, photography, drawing, printmaking, graphic design, new media and digital art, decorative arts, architecturally integrated installations, social practice-based art, environmental, earth art, and performance. Eligible artists selected will produce temporary or permanent public art projects for the 2021-2022 fiscal year with completion of the projects by June 30, 2022.

For this RFP award, eligible artists will be limited to artists that reside or work (primary studio space) located in Los Angeles County. Proposals by South Pasadena artists will be viewed more favorably, as will installations/artwork/projects/exhibits that are of a permanent (long term durability versus for example a one-time performance event).

The City Council has budgeted a total \$25,000 for the 2021-2022 fiscal year to provide three opportunities for public art projects:

- One large public art project with a budget of \$10,000
- One public art project with a budget of \$7,500
- One public art project with a budget of \$7,500

### **Program Scope of Work**

- Production of Public Artwork:
  - Produce a temporary or permanent outdoor public art project in which the artist or artist team will specify the concept, theme, medium, site, and duration of the project. A permanent outdoor project is intended to be of a durable nature; a temporary outdoor art projects may be proposed which due to their composition, nature, theme, or subject material may be appropriate for display for a shorter timeframe. As to both permanent or temporary public art projects, the City makes no representation or warranty as to the actual duration that the project will be displayed at the selected location or any other location in the City.
- Project Management:
  - Coordination with City Departments to conduct kick-off meeting with applicable staff to discuss program expectations.
  - Work with the Public Works Department to identify potential physical improvements to the spaces as appropriate.
  - Establish and obtain all of the necessary legal agreements and contracts for procurement of labor and materials to complete the project; execute agreement with City; and provide insurance to City as required under the agreement.
- Curating Services:
  - Implementation Schedule: Provide an implementation schedule for the 2021-2022 fiscal year to coincide with the South Pasadena Arts Crawl and Eclectic Music Festivals, as applicable.
  - Provide an outdoor exhibition or programming for the outdoor public art project in the courtyard at City Hall or approved outdoor public space, as applicable.
  - Exhibition Installation and Removal:
    - Project budget shall include the placement and installation of public art project facilitated by the artist.
    - Project budget shall include any necessary repairs/replacement costs following the removal of the public art project facilitated by the artist to return the display site to its original condition.
  - Opening Reception and Public Programming:
    - Project budget shall include artist organizing and hosting the openings and programming events related to the public art project.
    - Artist shall coordinate any press releases (including artist's social media messaging) with the City's Public Information Officer
    - Artist shall coordinate with the City to feature the artist during City Council Meetings

### **Project Schedule**

The Public Art Projects/Exhibits should be implemented before the end of the fiscal year (ending on June 30, 2022).

**Proposal Requirements**

The following information is required for the proposal submission to be considered (please coordinate your proposal submissions with the numbering below):

- 1) Applicant/Organization/Firm Information: Name, Address, Contact person, Title, Phone Number, and E-mail Address
- 2) Written and graphic representation of the proposed Public Artwork
- 3) Written description addressing all other elements of the Program Scope of Work (SOW), including an outlined approach and strategy to complete the SOW elements above.
- 4) Cost Estimate for the proposed SOW, and any other project-related costs
- 5) List of 2-3 References regarding production of art projects; please include name, phone number and email of reference
- 6) Examples of similar past projects or portfolio, including list of art projects and photographs/ documentation

RFP Release Date: December 20, 2021. Proposal are due by via e-mail: January 14, 2022. All proposals in PDF format are to be e-mailed to: jaguado@southpasadenaca.gov.

**Selection Criteria**

1. Quality of past projects and ability to deliver project consistent with program Scope of Work (50% of total score)
2. Proposed program and approach to requested scope of work (30% of total score)
3. Costs Estimate (15% of total score)
4. References (5% of total score)

Once qualifications and references will be verified, then , the City will conduct interviews with a selection panel to narrow the field to three artists or teams for selection of contracts for installation of public art projects.

Attachment: Agreement Provisions



### **Agreement Provisions:**

If awarded, the artist will be required to sign an agreement with the City for the proposed art project/exhibit/performance. The provisions of the agreement may include, but is not limited to, the following provisions:

- Payment Amount
- Term of the Agreement
- Delivery dates/performance criteria
- Ownership of Artwork and Copyrights Waiver of Visual Artist Rights Act (VARA) and California Art Preservation Act (CAPA)
- Compliance with Laws and Regulations
- Indemnification
- Insurance Requirements

# ATTACHMENT 2

Artist Proposals

[\(Click Here\)](#)



# City of South Pasadena

Item No. \_\_\_\_

## Memo

**Date:** February 16, 2022  
**To:** The Honorable City Council  
**Via:** Arminé Chaparyan, City Manager *Ac*  
**From:** Brian Solinsky, Police Chief  
Paul Riddle, Fire Chief  
**Subject:** **Public Safety Biennial Reports**

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Attached are the 2020 – 2021 South Pasadena Police Department (SPPD) and South Pasadena Fire Department (SPFD) Biennial Reports.

Attachments:

1. 2020 – 2021 South Pasadena Police Department Biennial Report
2. SPPD PowerPoint
3. 2020 – 2021 South Pasadena Fire Department Biennial Reports

# **Attachment 1**

2020 – 2021 South Pasadena Police Department Biennial Report





# South Pasadena Police Department **2020 - 2021 BIENNIAL REPORT**





# South Pasadena City Council



**Evelyn Zneimer**  
Councilmember  
District 1



**Jack Donovan**  
Councilmember  
District 2



**Jon Primuth**  
Mayor Pro Tem  
District 3



**Michael Cacciotti**  
Mayor  
District 4



**Diana Mahmud**  
Councilmember  
District 5





# About South Pasadena

In 1888, the City of South Pasadena was the seventh city in Los Angeles County to be incorporated into the county. South Pasadena is one of the oldest cities in the Los Angeles area.

Often called the “City of Trees” because of its many oak tree lined streets, South Pasadena is located on the west side of the San Gabriel Valley and is approximately 3.44 square miles. The City has a diverse population of about 26,000 residents.

For over 132 years, South Pasadena continues to be a desirable city to live in. Its unique small town atmosphere with elegant craftsman style homes, distinguished schools and small “mom and pop” operated businesses make South Pasadena like no other. In 2014, Sunset Magazine readers voted South Pasadena as one of the best suburbs to live in the West.

Adding to its historical attachments and individuality, South Pasadena is one of the oldest cities to continue to build its own float for the annual Rose Parade.

Its distinct community of homes and businesses easily resemble various cities across the United States and are often used as filming locations. Movies such as “Back to the Future”, “Little Giants”, “Terminator”, “Jurassic Park”, “Flags of Our Father”, “Pee Wee’s Big Adventure”, “Ferris Bueller’s Day Off” and “Halloween” were filmed in South Pasadena.



# Chief's Message



**Brian Solinsky**  
Chief of Police



After 28 years of service with the City of South Pasadena, I am truly honored and humbled to serve as the Chief of Police. It is my distinct pleasure to share with you the 2020 - 2021 Police Department Biennial Report.

It is of the utmost importance for public service entities to be accountable to the communities they serve. This report provides detailed information regarding the work accomplished by the various units within the Department. Its purpose is to illustrate and highlight the achievements, effectiveness, and efficiency in delivering our services. This report serves as a historical document helping to chart the path forward by documenting our past as we continuously move forward towards a better future. It is a valuable tool to highlight our progress and promote the mission and vision of the Police Department.

The South Pasadena Police Department's mission is to deliver public safety services to our community with the utmost professionalism and integrity. Our vision is to be a community leader by providing exceptional policing services that embody the spirit of community partnerships through responsiveness, accessibility, and transparency in resolving community concerns.

The year brought us many challenges and opportunities as an organization. There is a great deal of learning, change, and innovation occurring throughout the Department. I am excited to see the positive impacts which will take place in the years to come.

Throughout the varied and intense demands, I also want to recognize the hard-working men and women of the Police Department for their unwavering dedication and loyalty to South Pasadena.

To our community, "thank you" for taking the time to become informed and for reading this compelling report on your Police Department.

A handwritten signature in black ink that reads "Brian Solinsky". The signature is written in a cursive, flowing style.

Brian Solinsky  
Chief of Police



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## **SOUTH PASADENA POLICE DEPARTMENT**

### **MISSION STATEMENT**

The Mission of the South Pasadena Police Department is to provide our community with the safest possible environment using interactive crime prevention methods, public education programs, and the equitable and professional application of the law.

### **CORE VALUES**

**Integrity** - Police Officers are entrusted with lives and property. They are exposed to situations where, if lacking a high level of integrity, they can take advantage of that trust. The community must have confidence that their officers have the highest level of ethics and morals. Personal integrity is fundamental in the prevention of corruption. Police Officers have a solemn obligation to be honest and trustworthy, accurately document probable cause and the circumstances of an arrest in reports and during courtroom testimony, report ethical violations when committed by others, and serve as role model for the public.

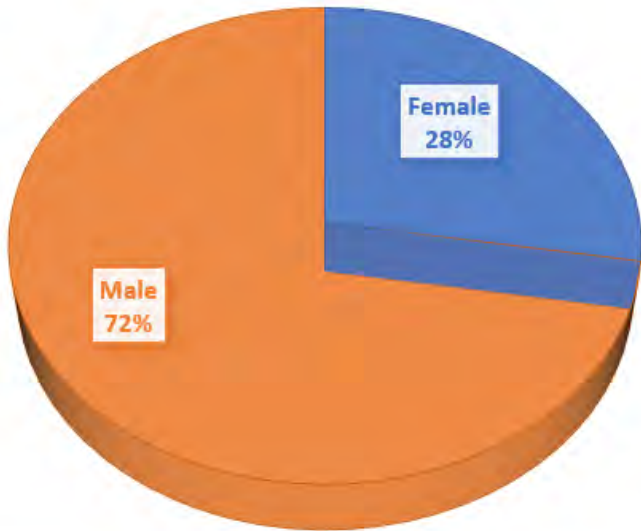
**Quality of Service** - The residents and business owners of South Pasadena have high expectations of the quality of service provided by the South Pasadena Police Department. Historically, the Department has provided an exemplary level of service. When handling any type of call for service, criminal or traffic investigation, officers should always provide a level of service they would want their family to receive. They should be guided by what is the right thing to do to solve the problem that resulted in their response.

**Respect for People** - Police officers must treat all people with as much respect and dignity as the situation allows. Even in a confrontational, adversarial encounter, officers must remain professional and respectful. Respect towards others breeds respect in return. And, respect towards others must begin between co-workers. If employees are not respectful towards each other, they will not be respectful towards the public. All employees must treat each other with respect and recognize that the diversity each employee brings to the South Pasadena Police Department helps to make the Department able to police the diverse community we serve.

**Work Ethic** - The employees of the South Pasadena Police Department are government employees and public servants. The South Pasadena Police Department runs a tight ship, and is committed as a team supporting each other to accomplish the goals and objectives of the organization. This requires a firm commitment from each and every employee.

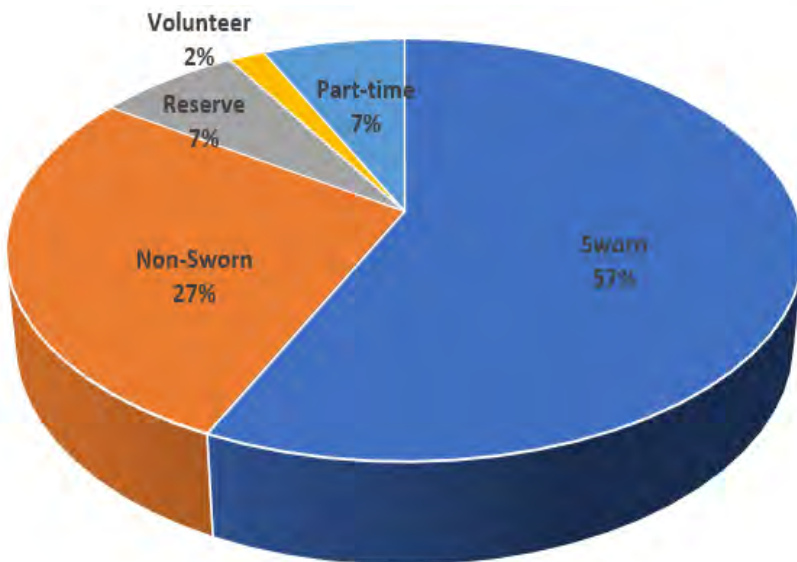
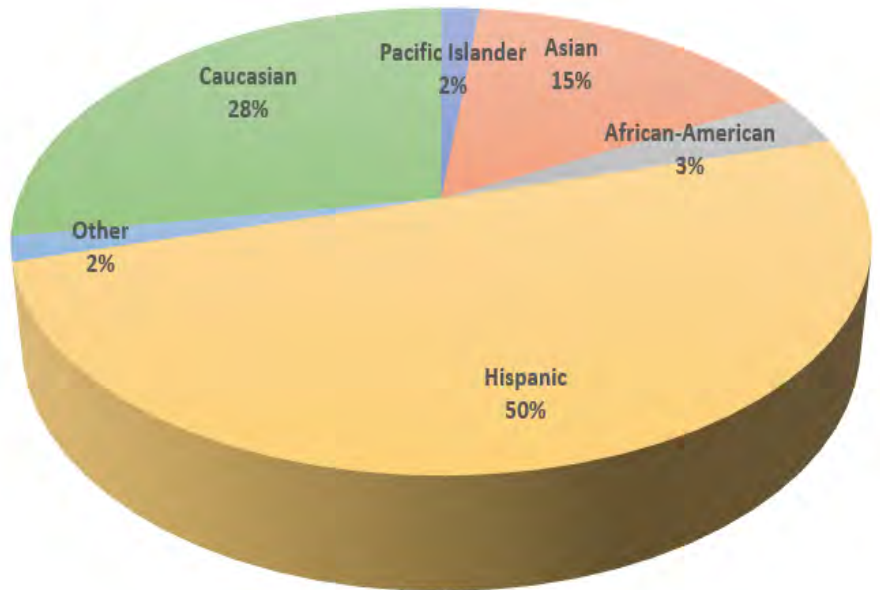


# Department Diversity



The make-up of the South Pasadena Police Department is just as exceptionally diverse as the City's population. The Department is composed of both male and female employees from various ethnic backgrounds.

The Police Department's ethnic makeup is incredibly diverse, with approximately 70% of our employees coming from a variety of ethnic backgrounds.



Sworn personnel make up the largest demographic of employees. These individuals are the most visible and consist of patrol officers, traffic officers, and detectives.



# LEADERSHIP HISTORY

The following is a list of City Marshals and Police Chiefs that have led the South Pasadena Police Department since established in 1888.

When South Pasadena incorporated in 1888, City Marshals provided law enforcement services to the community. In 1926, state legislation changed the title of City Marshal to Chief of Police

**Amman Cobb**

March 1888 to June 1888

**Martin B. Selman**

June 1888 to February 1889

**E. Peters**

February 1889 to April 1894

**Isaac Peel**

April 1894 to October 1895

**George Wilson**

October 1895 to April 1896

**M.B. Reid**

April 1896 to July 1907

**William H. Johnston**

July 1907 to April 1916

**Frank Higgins**

April 1916 to April 1942

**Everett Setzer**

October 1942 to October 1950

**Robert Blakely**

October 1950 to October 1952

**Clifton Brown**

December 1952 to June 1960

**Melvin Viney**

October 1960 to August 1976

**Gary Brown**

August 1976 to May 1977

**Samuel Buntyn**

June 1977 to December 1985

**William Reese**

December 1985 to December 1990

**Thomas Mahoney**

February 1991 to April 1997

**Michael Berkow**

July 1997 to July 2001

**Daniel Watson**

January 2002 to July 2010

**Joseph Payne**

September 2010 to February 2013

**Arthur Miller**

February 2013 to 2018

**Joe Ortiz**

April 2019 to November 2020

**Brian Solinsky**

May 2021 to Current

*South Pasadena, circa 1890*



# South Pasadena Police Department **COMMAND STAFF**



**Shannon Robledo**  
Lieutenant  
Field Services



**Brian Solinsky**  
Chief of Police



**Tom Jacobs**  
Lieutenant  
Support Services



**Tony Abdalla**  
Detective Sergeant



**Robert Bartl**  
Patrol Sergeant



**Jim Valencia**  
Patrol Sergeant



**Matt Ronnie**  
Patrol Sergeant



**Spencer Louie**  
Patrol Sergeant

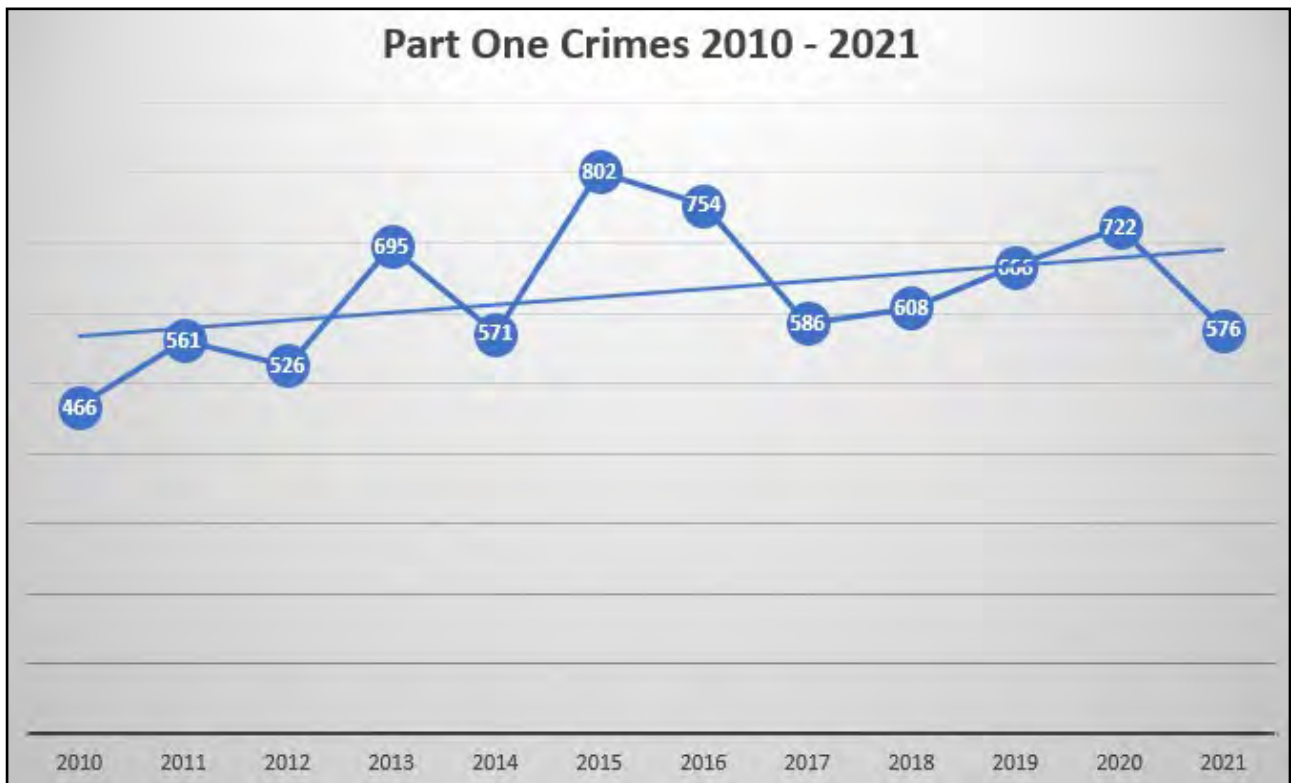
# 2020 - 2021 Crime Statistics

## PART ONE CRIMES

Crime	2020	2021	2020-2021 % Change
Homicide	1	0	-100%
Rape	4	2	-50%
Robbery	17	10	-41%
Assault	66	63	-5%
Burglary	-	-	-
<i>Residential</i>	44	42	-4.5%
<i>Commercial</i>	65	43	-33.8%
Larceny-Theft	429	349	-19%
Stolen Vehicles	92	65	-29%
Arson	4	2	-50%
<b>Total</b>	<b>722</b>	<b>576</b>	<b>-20.2%</b>

## CRIME CLEARANCE

2020	2021	2020-2021 % Change
17%	10%	-41%





# 2020 - 2021 Crime Statistics

## TRAFFIC ACCIDENTS

Traffic Collisions	2020	2021	2020-2021 % Change
Injury	67	91	36%
Injury hit and run	2	2	0%
Non-Injury	217	228	5%
Non-Injury hit and run	65	63	-3%
Fatal	1	0	-100%
<b>Total</b>	<b>352</b>	<b>384</b>	<b>9%</b>



## CITATIONS

Citations	2020	2021	2020-2021 % Change
Citations (moving)	1,692	2,556	51%
Parking	4,390	4,687	7%
Others	397	430	8%
<b>Total</b>	<b>6,479</b>	<b>7,673</b>	<b>18%</b>

## MOVING CITATIONS

Type of Violation	2020	2021	2020-2021 % Change
Cell phone/Texting	507	906	79%
Speeding	305	408	34%
Stop Sign Violation	226	510	126%



# 2020 - 2021 Crime Statistics

## ARRESTS

Arrests	2020	2021	2020-2021 % Change
Adult	509	397	-22%

## TOTAL CALLS FOR SERVICE

	2020	2021	2020-2021 % Change
Calls for Service Dispatched	26,858	27,339	2%
Total Calls for Service	55,017	54,312	-1%

## TOTAL 9-1-1 CALLS

	2020	2021	2020-2021 % Change
9-1-1 Calls	6,168	5,909	-4%

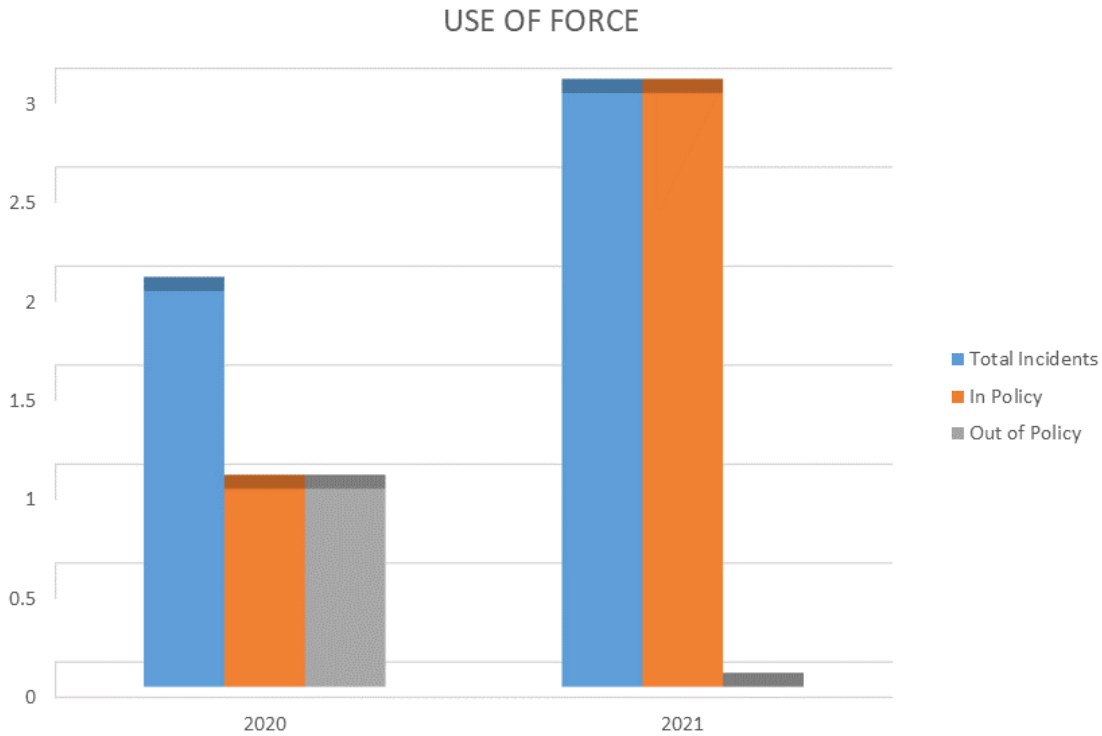




# Use of Force

## Use of Force Reporting & Analysis

The following is a comparison of use of force (UOF) incidents for the past two calendar years. Total UOF comparing 2020 to 2021:

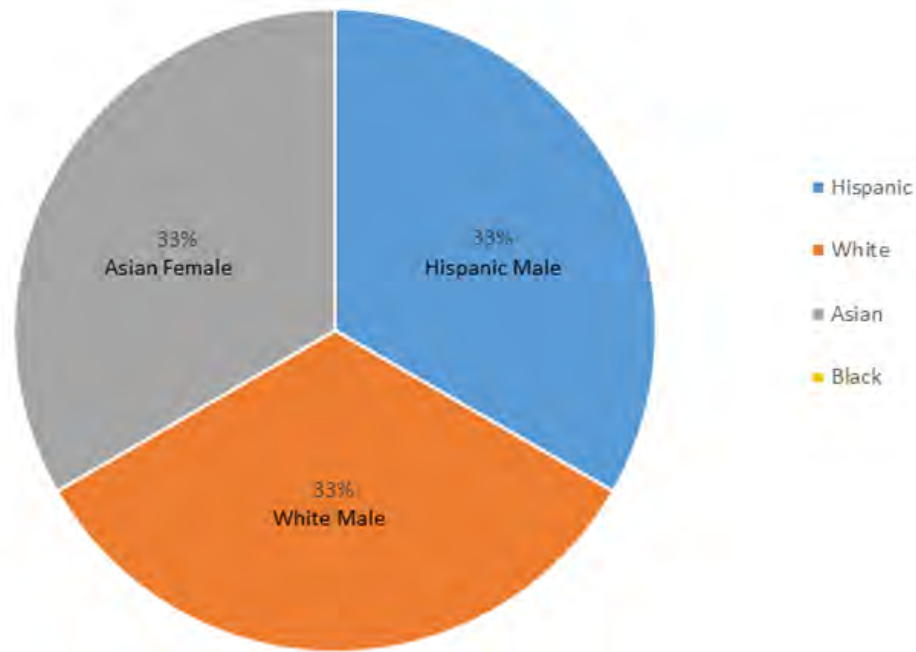


USE OF FORCE	2020	2021
Total Incidents	2	3

Date	Time	Type of Call	Type of Force Used	Race	Age	Gender
5-2-20	0121 hrs.	Traffic Stop	Pursuit Intervention	Hispanic	23	Male
6-9-20	2038 hrs.	Disturbance	Taser	White	28	Male
1/29/21	0946 hrs.	Suspicious Person	Physical Force	Hispanic	37	Male
7/18/21	2216 hrs.	Domestic Violence	Control Hold	White	69	Male
10/28/21	2023 hrs.	Home Invasion Robbery	Control Hold	Asian	34	Female

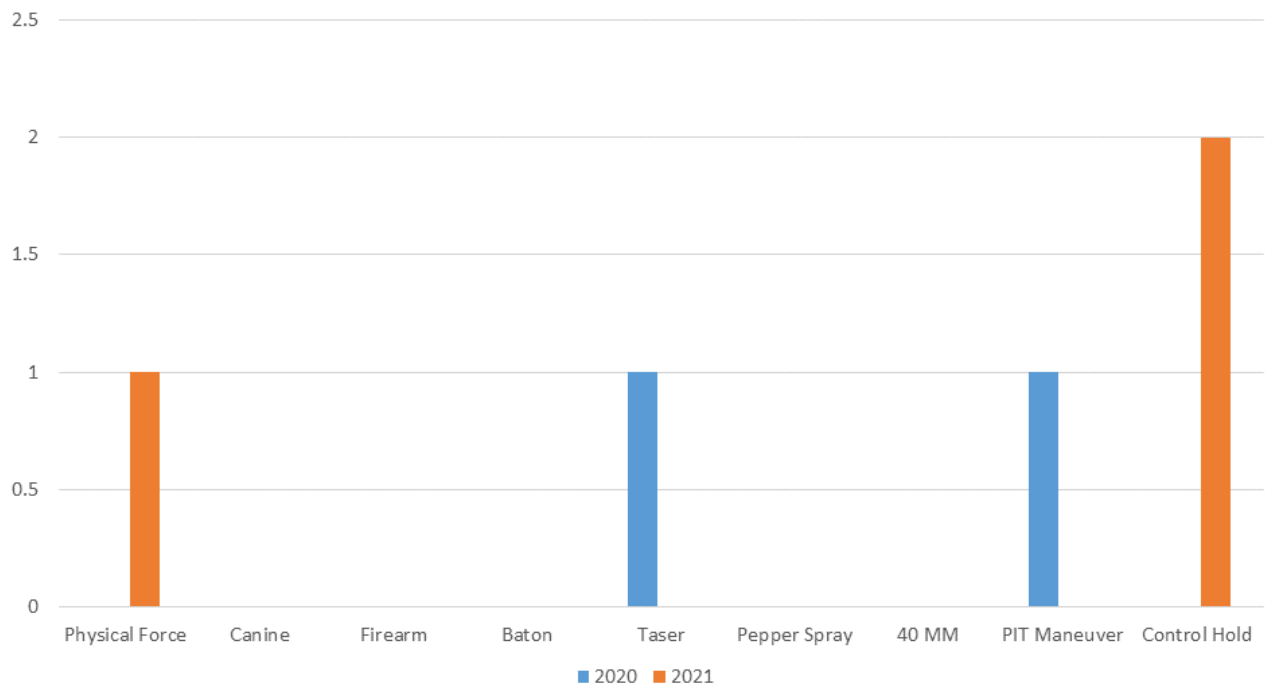
# Use of Force

2021 USE OF FORCE INCIDENTS BY RACE AND GENDER



## 2021 Use of Force Incidents by Race and Gender

TYPES OF FORCE USED



# Use of Force

2020 - 2021

## Physical Force/Canine/Firearm/Baton/Taser/Pepper Spray/40 MM/ PIT Maneuver/Control Hold/Use of Force by Vehicle

Type of Force Used	2020	2021
Physical Force	0	1
Canine	0	0
Firearm	0	0
Baton	0	0
Taser	1	0
Pepper Spray	0	0
40 mm	0	0
PIT Maneuver	1	0
Control Hold	0	2

### Use of Force Trends

In 2021 the South Pasadena Police Department had three incidents involving the use of force. The use of force data does reveal a pattern or a trend of subjects physically resisting. All three incidents were justified and determined to be within policy. South Pasadena police officers continue to exercise restraint when dealing with combative subjects, and the Department continually emphasizes the importance of de-escalation techniques.

### Use of Force Training Points

1. Officers were dispatched to look for a suspicious person where the suspect was seen pulling on car handles to parked vehicles. The first officer on-scene located the suspect and instructed him to stop. The suspect ignored the officer's commands and quickly walked away. The officer, believing a crime had been committed, grabbed the suspect's arm to detain him. The suspect attempted to pull away and raised his hand towards the officer. Believing he would be punched, the officer performed a leg sweep, kicking the suspect's front leg out from under him, causing the offender to lose balance. After falling, the suspect stood back up and held onto a telephone pole to prevent the officer from taking him into custody. Two additional officers arrived moments later to assist. After a brief struggle, the officers were able to handcuff the suspect and take him into custody. As a training point, it was recommended officers wait for additional backup and resources before confronting and detaining an uncooperative suspect.

## Use of Force

2. Officers were dispatched to a report of domestic violence. The first arriving officer observed an open front door into the residence. The officer could clearly see the arguing couple standing inside the home. One spouse instructed the officer not to come inside without a warrant, while the other spouse told the officer to enter and arrest the aggressor. The officer entered and placed his hand around the suspect's arm to direct him outside. Two additional officers arrived and assisted in getting the suspect, who was agitated and resisting, outside. The suspect hit his forehead against the doorframe during the struggle, causing a small laceration. Paramedics arrived on the scene and treated the suspect for his injury. As a training point, it was recommended officers wait for sufficient backup before physically making contact with a subject. A safer alternative would have been to have the cooperative spouse exit the residence and wait for more officers to assist with the uncooperative subject.
3. Officers were dispatched to a neighboring city to assist with a violent in-progress robbery. When the first South Pasadena officer arrived on the scene, he was assigned to watch the front door and directed to detain anyone who came out from the residence. As the officer took his position, he observed a subject exit the front door in a rapid manner. The officer immediately radioed for backup and gave verbal commands for the suspect to surrender by lying on the ground. As additional officers arrived, the officer grabbed the suspect's arm. At this point, the suspect attempted to break free and run back inside the residence. The additional officers assisted and prevented the suspect from fleeing. The officer took the necessary steps to take the subject into custody by having the assistance of another officer and using the least amount of force necessary to detain the subject.

### 2020 (59,020 Calls for Service)

T-Stop/Failure to yield / Use of force by vehicle  
Subject causing a Disturbance / Taser

### 2021 (54,312 Calls of Service)

Suspicious Person / Physical force  
Domestic Violence / Control hold  
Home Invasion Robbery-Outside Agency Assist/ Control hold

# Bias-Based Policing

The South Pasadena Police Department (SPPD) conducts an annual review of its commitment to policing, ensuring that is fair and objective. This report includes public concerns and complaints delivered to the Chief of Police. This report will assist to identify any changes in training or operations that should be made to improve service.

- Penal Code 13519.6
  - In March of 2021, all officers, dispatchers, and parking control officers attended and completed the Museum of Tolerance's Hate Crimes Courses for California agencies. Utilizing real-life scenarios, participants discussed the unique dynamics of hate crimes. Participants identified common dynamics of hate crime victims and strategies for conducting effective interviews. The participants also learned about the origins of hate and an overview of various hate groups. They discussed investigative techniques, evidence collection, report writing and documentation, and the impact of hate crimes on the community.
  - **Changes to training or operations: N/A**
- Roll Call Training & Training Monitors
  - Each Police Department shift reviewed and discussed the Department's Bias-Based Policing Police 401.
  - In April 2021, training monitors were installed in common area of the Department. These monitors display a variety of Department policy and procedures that include Bias-Based Policing 401.
  - **Changes to training or operations: In December 2021, The Department's Bias-Based Policing Policy was updated to include section 401.4.2:**

## 401.4.2 REPORTING OF STOPS

Unless an exception applies under 11 CCR 999.227, an officer conducting a stop of a person shall collect the data elements required by 11 CCR 999.226 for every person stopped and prepare a stop data report. When multiple officers conduct a stop, the officer with the highest level of engagement with the person shall collect the data elements and prepare the report (11 CCR 999.227).

If multiple agencies are involved in a stop and the South Pasadena Police Department is the primary agency, the South Pasadena Police Department officer shall collect the data elements and prepare the stop data report (11 CCR 999.227).

The stop data report should be completed by the end of the officer's shift or as soon as practicable (11 CCR 999.227).

- South Pasadena Police Department Hate Crime Policy:
  - **319.5 TRAINING**

All members of this Department will receive POST-approved training on hate crime recognition and investigation as provided by Penal Code § 13519.6. Training should include (Penal Code § 422.87):

    - a). Recognition of bias motivators such as ranges of attitudes and perceptions toward a specific characteristic or group, including disability and gender biases.

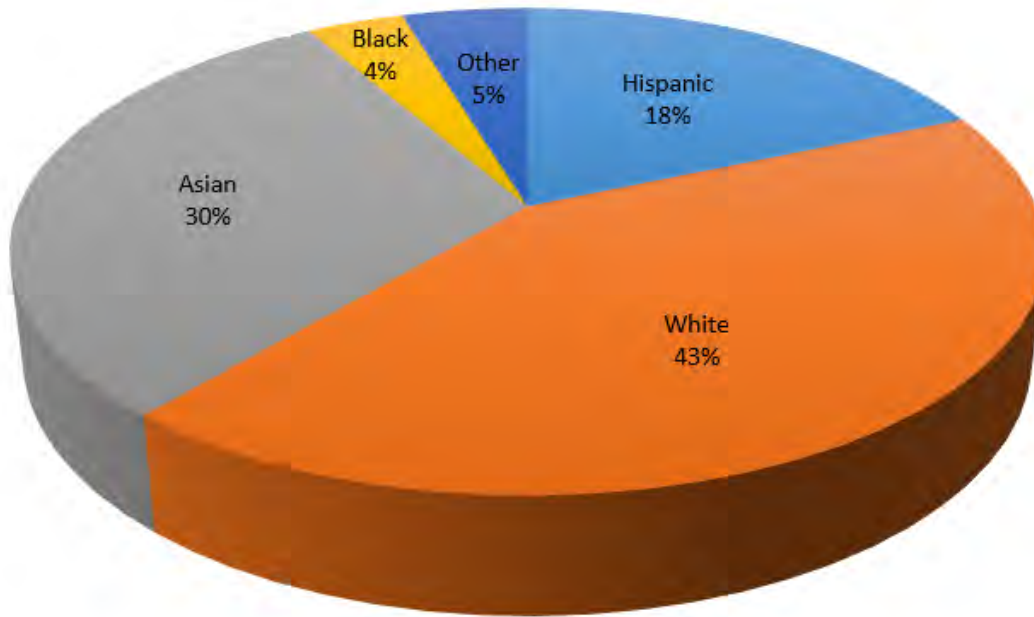
## Bias-Based Policing

- b). Accurate reporting by officers, including information on the general underreporting of hate crimes.
- c). Distribution of hate crime brochures: hate crime report checklist and victim of hate crime brochures were made available for officers.
- AB 953 RIPA Stop Data
  - In order to comply with the Racial and Identity Profiling Act (RIPA), also known as Assembly Bill 953, the department began collecting stop data on January 1st, 2022.
  - The State mandated data collection program requires the collection of certain stop data related to detentions, searches, and complaints. The department is required to submit its first report on April 23rd, 2023, and annually thereafter.
  - Information recorded includes:
    - Stop information: Date, time, duration, location, reason, call for service or self-initiated, actions taken, contraband or property seized, result.
    - Perception: Perceived race/ethnicity, age, gender, LGBT, English fluency, disability.
    - Officer: years of experience and type of assignment
  - The purpose of RIPA is to analyze data related to stops/complaints of racial/identity profiling. With the data collected the Department of Justice (DOJ) will work with Law Enforcement agencies to review racial/identity profiling practices and policies. Data collected will be posted and available to the public on the DOJ website annually with stats and recommendations. Officers' unique identifying numbers will not be published.
  - Members shall enter all stop data into the Stop Data Collection System (SDCS) prior to end of their shift, unless exigent circumstances prevent entry, in which case officers shall enter data by the end of their next shift.
  - RIPA information cards will be issued to all officers for gathering necessary information on stops. The cards will be given to the Records Department for data entry. Officers will be required to enter their own stops when the vehicles are outfitted with Mobile Data Computers (MDCs) early next year. Members will then access the SDCS web portal via the icon located on station computers and vehicle MDCs.
  - If the SDCS system becomes inaccessible, personnel shall utilize the linked form to retain stop data for entry upon restoration of the SDCS system. The "Stop Data Collection Form" is authorized for destruction upon successful data upload into SDCS.
- Police Reform
  - In 2020, policies were reviewed and revised concerning carotid restraint and the use of force based on community input of "8 can't wait."
  - **No additional changes since 2020**
- Complaints
  - The department did not receive any written or verbal Bias based Policing complaints in 2021.

# Bias-Based Policing

The following charts and graphs depict the overall population of South Pasadena and the adult and juvenile arrest statistical data for the 2021 calendar year by ethnicity. The data was prepared using population information from the American Community Survey from the U.S. Census Bureau dated July 1, 2021.

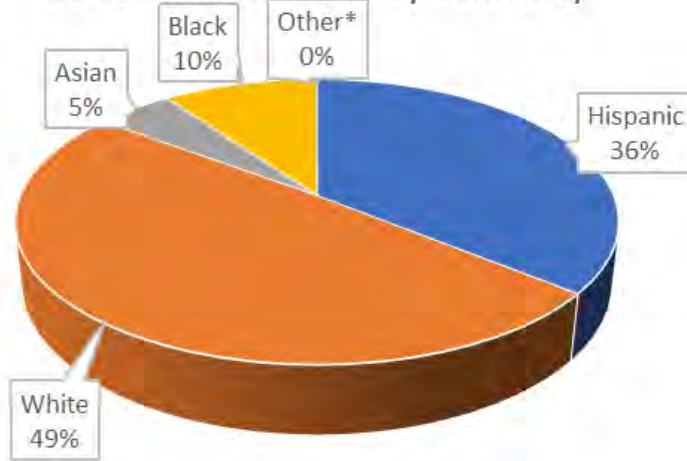
**Total Population by Ethnicity**



Ethnicity/Race	Number	Population
Hispanic	4,984	18.50%
White	14,953	42.70%
Asian	8,217	30.50%
Black	969	3.60%
Other	1,266	4.7%
<i>Total</i>	26,943	100%

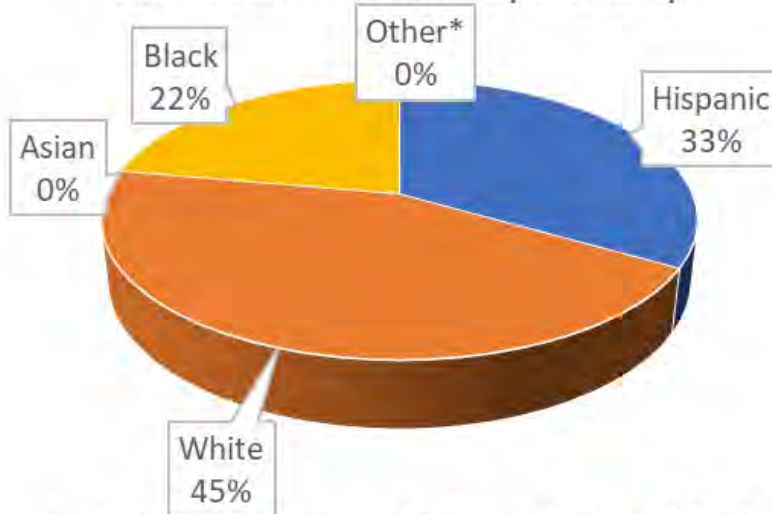
# Bias-Based Policing

2021 Adult Arrests by Ethnicity



Ethnicity/Race	Arrests	Percentage of Arrests	Population
Hispanic	233	35.9%	18.5%
White	321	49.4%	42.7%
Asian	32	4.9%	30.5%
Black	64	9.9%	3.6%
Other*	0	0%	4.7%
<b>Total</b>	<b>650</b>	<b>100%</b>	<b>95.3%</b>

2021 Juvenile Arrests by Ethnicity



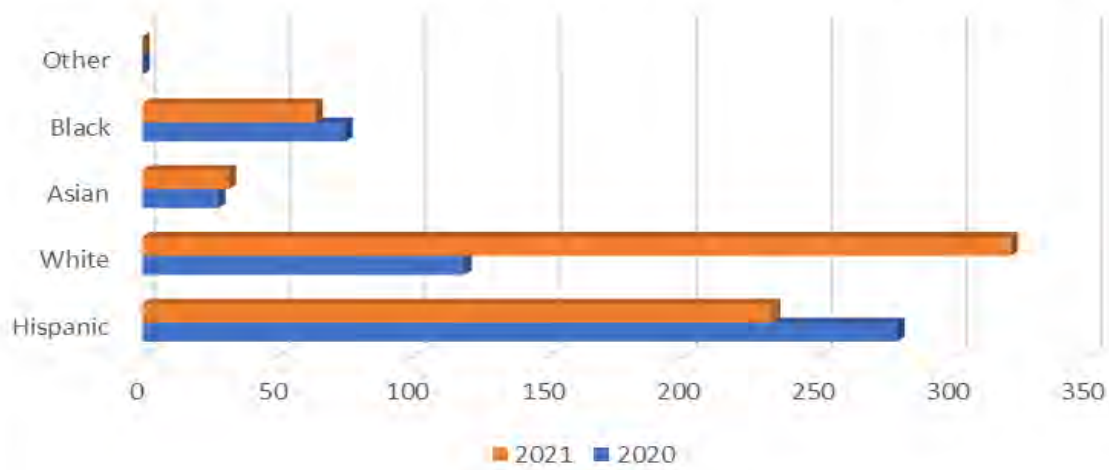
Ethnicity/Race	Arrests	Percentage of Arrests	Population
Hispanic	3	33.3%	18.5%
White	4	44.4%	42.7%
Asian	0	0%	30.5%
Black	2	22.2%	3.6%
Other*	0	0%	4.7%
<b>Total</b>	<b>9</b>	<b>100%</b>	<b>95.3%</b>

\* Our computer system does not include Native Americans and two or more races in our demographics.



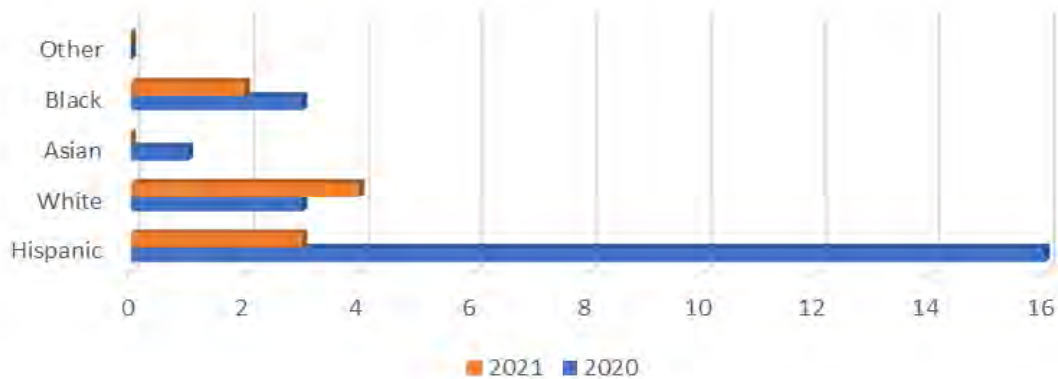
# Bias-Based Policing

2020 - 2021 Comparison of Adult Arrests by Ethnicity



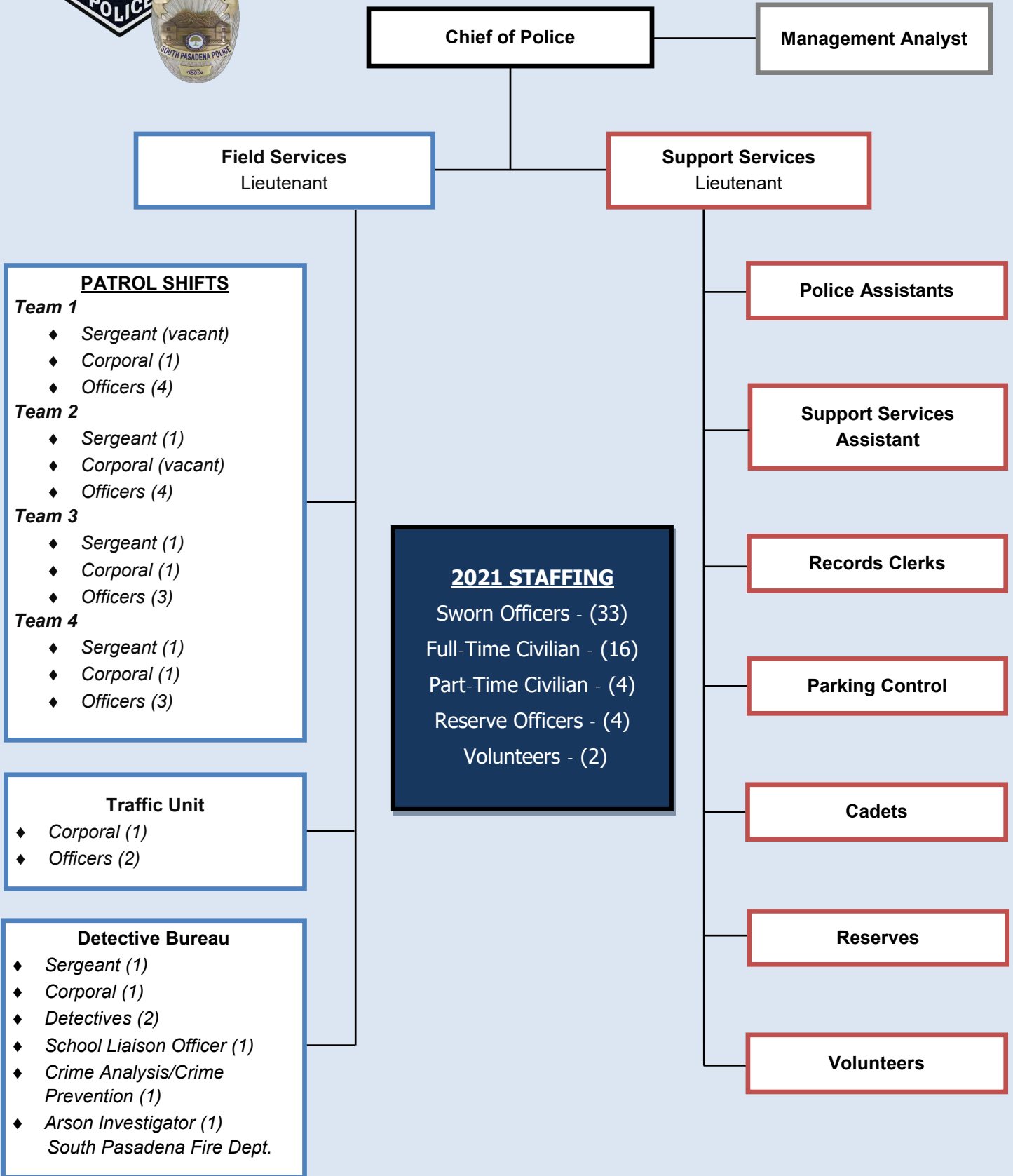
Race	Population	2020 Arrests	2021 Arrests	Increase/Decrease	% Change
<b>Hispanic</b>	18.5%	279	233	46	-16.5%
<b>White</b>	42.7%	119	321	202	169.7%
<b>Asian</b>	30.50%	28	32	4	14.3%
<b>Black</b>	3.60%	75	64	11	-14.7%
<b>Other</b>	4.7%	0	0	0	0%
<b>Total</b>	100%	501	650	149	29.7%

2020 - 2021 Comparison of Juvenile Arrests by Ethnicity

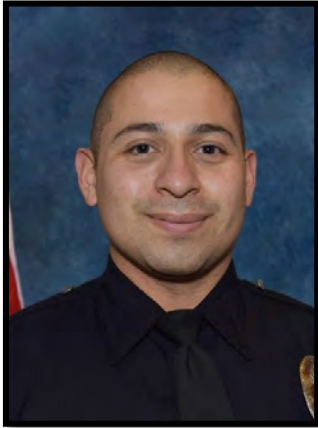


Race	Population	2020 Arrests	2021 Arrests	Increase/Decrease	% Change
<b>Hispanic</b>	18.5%	16	3	13	-81.3%
<b>White</b>	42.7%	3	4	1	33.3%
<b>Asian</b>	30.50%	1	0	1	-100%
<b>Black</b>	3.60%	3	2	1	-33.3%
<b>Other</b>	4.7%	0	0	0	0
<b>Total</b>	100%	23	9	14	-60.9%

# Organizational Chart



# New Employees



**Ederson Gramajo**  
Police Officer  
2020



**Christina Roppo**  
Police Officer  
2020



**Nick Godoy**  
Police Recruit  
2021



**Nelly Ochoa**  
Records Clerk  
2021



**Alison Wehrle**  
Management Analyst  
2021

# Retirements



**Esther Delinko**  
Administrative Secretary  
40 years



**Peggy Grangetto**  
Support Services Assistant  
35 years



**Jim Valencia**  
Sergeant  
30 years



**Dan Bricker**  
Chaplain  
19 Years

# Promotions

**Andy Dubois**  
Corporal



**Gilbert Carrillo**  
Corporal



# New Assignments



**Craig Phillips**  
Detective Corporal



**Tyler Borrello**  
Detective/School Liaison Officer



**Ryan Hang**  
Detective



**Mike Sanchez**  
Motor Officer

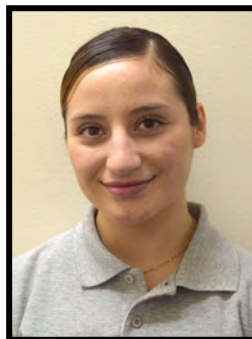


**Christina Roppo**  
Traffic Officer



**Jeanette Zavala**  
Support Services Assistant

# Resigned



**Katie Ruvalcaba**  
Police Cadet



# Department Overview

The South Pasadena Police Department is comprised of 33 sworn officers, 16 non-sworn employees, four part-time employees, two volunteers, and four reserve officers that provide law enforcement services to the City's residents and businesses 24-hours a day, 365 days a year.



The Department is divided into two divisions: Field Services and Support Services, with a Lieutenant supervising each division.

School Crossing Guards and Animal Control Services are contracted to outside companies. A Los Angeles County Mental Health Clinician is embedded within the Department to provide aid on mental health related-calls. This program is called the West San Gabriel Valley Mental Health Evaluation Team and includes partnership with the cities of Arcadia, Irwindale, and Monrovia.

The Police Department participates in a "Mutual-Aid" program with neighboring agencies. "Mutual-Aid" is a shared resource of both police and fire services between different cities within the San Gabriel Valley. Officers and firefighters can respond to assist neighboring cities in case of emergencies.



The Police Department operates on a community-based policing philosophy. Through a combination of efforts between the police, residents, and businesses, we assist one another to ultimately reduce crime. This philosophy allows officers to be part of and interact with the community.

With residents working and staying at home, the usual commuter traffic congestion was non-existent through the city. Overnight parking was exempted to help residents during the first three months of the Safer-at-Home order. During these first three months, citations were at an all time low. In April, only one citation and 66 parking citations were issued.

Detectives filed cases electronically with the district attorney's office to promote safe social distancing at court, and arraignments were done remotely.

To help residents who were staying at home, overnight parking restrictions were temporarily suspended. Residents and local organizations supported their police and fire departments by donating much needed Personal Protection Equipment (i.e., face masks and nitrile gloves). With strict safety restrictions in place, the Police Department continued to provide safety and service to the community of South Pasadena.



# Department Overview

To ensure the safety of community members, the South Pasadena Police Department along with other San Gabriel Valley agencies assisted with security at Cal State Los Angeles' COVID-19 vaccination site.



The Police Department worked closely with the City Council and the Public Safety Commission in areas of mutual benefit to address the current public and social issues facing cities nationwide.

Although, during 2020 many city events were cancelled, while others were switched to virtual format. In 2021, as COVID-19 restrictions lifted, city events were slowly brought back and was met with great support from the community.



One of the most successful event held in 2021 was our first "Catalytic Converter Etching Program". To help combat the rise of catalytic converter thefts, the Police Department partnered with Larry's Union Service to engrave vehicle license plate numbers onto the catalytic converter for free. The event was so successful that all reservations were filled within four hours.

A cherished experience, serving holiday lunches to the senior community was also continued in 2021. The South Pasadena Police Officers' Association helped fund the event, showing their commitment to the community.

To help show support to the commercial district, Chief Solinsky and officers visited several local businesses to talk about issues specific to this portion of the community.



# Lifesaving Incidents

Officers are often the first on scene when 9-1-1 is called. Officers must use their training to assess the situation and render the appropriate aid quickly. In 2021, there were several incidents where officers used their skills and training to save a person's life.

## INCIDENT DATE: MAY 6, 2021

Detectives Tyler Borrello and Ryan Hang were conducting surveillance on a sexual assault suspect in Los Angeles. While watching, Detective Borrello's attention was drawn to an unrelated vehicle parked nearby. The vehicle was occupied by a male and female, who were talking with another male that was standing outside. As he watched, Detective Borrello witnessed the male outside the vehicle lunge into the car and begin assaulting the female, striking and stabbing her repeatedly with a screwdriver. Without hesitation, Detective Borrello ran to aid the victim and intervene. As he got closer to the car, Detective Borrello saw the male suspect lying on top of the victim, continuing to stab her. Detective Borrello immediately advanced on the attacker and was able to take him into custody. During this life-threatening situation, Detective Borrello was able to take charge and stop an attack without the use of deadly force. The female victim suffered multiple stab wounds on her face, head, and body, ultimately recovering from her injuries. The original sexual assault suspect the detectives were initially investigating came outside to observe the commotion and was also arrested without incident.

## INCIDENT DATE: JUNE 15, 2021

On June 15, 2021, Officers Pech and Calderon responded to the Gold Line platform regarding a male passenger that had ingested fentanyl and suffered a cardiac emergency. Upon arrival, officers saw a witness performing CPR on the unresponsive male. Officers immediately took over medical aid, administering a dose of Narcan to counter the effects of fentanyl. Officers monitored the male's vital signs and provided additional first aid until paramedics arrived. By the time fire personnel arrived, the male had begun to breathe on his own and regain consciousness.

## INCIDENT DATE: JUNE 28, 2021

On June 28, 2021, Officers Pech and Calderon responded to a 9-1-1 call of an unconscious female that had difficulty breathing inside a residence. Officers arrived within a minute and found the unconscious female lying on the kitchen floor. The officers learned the unconscious female had ingested Oxycodone that was possibly laced with fentanyl. The officers immediately administered a dose of Narcan to counter the effects of the fentanyl while monitoring the female's vital signs and providing additional first aid. Within a short time, the female regained consciousness and was able to walk to the ambulance.

## INCIDENT DATE: AUGUST 9, 2021

On August 9, 2021, Officer Burgos responded to an unconscious male that had ingested an opiate. Upon arrival, Officer Burgos saw the unconscious male lying on the floor and was displaying cyanosis from a lack of oxygen. Officer Burgos immediately administered two doses of Narcan. South Pasadena Fire Department arrived shortly after to take over life-saving measures. Before reaching the ambulance, the male regained consciousness and was talking with rescuers.



# Community Outreach Programs

## West San Gabriel Mental Health Evaluation Team

The South Pasadena, Arcadia, Irwindale, and Monrovia Police Departments partnered with the Los Angeles County Department of Mental Health and formed a mobile Mental Health Evaluation Team.



The program provides a Mental Health Clinician who partners with a police officer when responding to calls for service regarding mental health crisis. The Clinician can provide immediate evaluations, interventions, obtain services at facilities, process mental health holds and administer follow-up services and support.

## Homeless Outreach

The "Homeless Outreach Program" (HOPE) was developed in-house to address the City's unhoused population. The HOPE program works with the Los Angeles County Department of Mental Health, Pasadena Union Station, Los Angeles Homeless Authority, faith-based groups, the Shower of Hope, and grassroots organizations to help the unhoused with needed resources as well as COVID-19 supplies (mask, hand sanitizer).

Many private organizations contribute to the HOPE program by donating clothing to help the unhoused. The South Pasadena Police Officers' Association provides a monetary donation to the Holy Family Giving Bank that provides food to needy families and the unhoused. Holy Family Catholic Church provides food and co-sponsors the "Shower of Hope," which offers free showers for the unhoused. The group "You Are Essential" donated care packages that contained hygiene kits. The donated items are distributed to the unhoused by police officers. The HOPE program is staffed by department personnel as a collateral duty.

### Success Story

The HOPE team contacted two unhoused individuals living on the streets. Upon learning the woman was eight months pregnant and needed prenatal care, officers and Union Station of Pasadena provided resources for medical attention and housing.





# Community Outreach Programs

The new family of 3 (Mom, Dad, and Baby) later returned to the police station to thank the officers and show their support in ending the cycle of homelessness. The family has since regained their footing with permanent housing and the father has obtained employment. The mother has been working with the Foothill Workforce Development Board to obtain valuable skills for employment.



The Department continued its participation with the “Homeless Outreach Services Team” (HOST). This is a regional program partners with South Pasadena partnering with San Gabriel, San Marino, Alhambra, and Monterey Park Police Departments to form a coalition of officers that patrol each participating city to assist the unhoused. HOST is funded by Los Angeles County’s Measure H initiative, which provides resources, care packages, and assistance to the homeless population.



Throughout the COVID-19 pandemic, officers have distributed face masks to the homeless and worked with the Pasadena Union Station and the Los Angeles Homeless Authority to assist the homeless in finding temporary housing with “Project Room Key”.

Chief Solinsky, Lieutenant Robledo, Management Analyst Wehrle and Mayor Cacciotti helped provide Thanksgiving meals to families in need. The Pasadena Union Station Homeless Services hosted the event.



# Community Programs

Community programs are an excellent way to engage with residents and businesses. Each program was developed for a specific need within the community. Many of our successful programs, such as the Woman's Self-Defense Class and the Teen and Citizen's Academy, were cancelled in light of the pandemic due to the safety precautions for staff and community members but will return when it's safe considering health and safety protocols. Other programs were offered in a modified setting to comply with health regulations.



Project Lifesaver



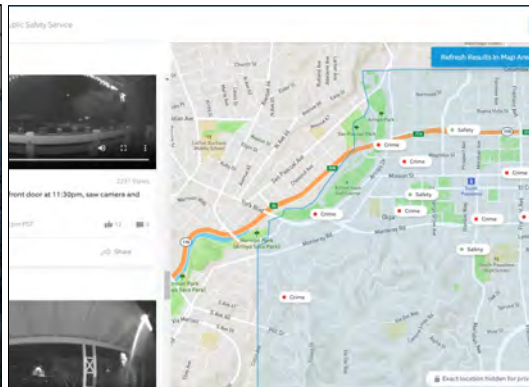
Spark of Love Toy Drive



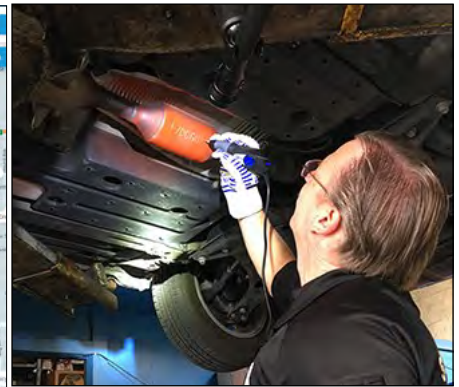
Operation Chill



"Justice" Mascot



Ring Public Safety Service



Catalytic Converter Etching Event



Prescription Drug Take Back



National Night Out



Secure the Call



# Anticipating Returning Community Programs

We eagerly await the opportunity to invite the community back to participate in a number of our successful community programs once it is safe to do so in light of the pandemic.



Community Visits



Coffee with a Cop



Farmer's Market



Fourth of July Parade Walk



Woman's Self-Defense



Special Olympics Torch Run



Community Presentations



In person Neighborhood Watch Meetings



Citizen's Academy



# Community Involvement

Each year, the South Pasadena Police Officers' Association (SPPOA), which represents full-time employees, participates in community and charitable events to show their support the City or special causes. As with many of the community programs, the COVID-19 pandemic forced the cancellation of several events.



**Pink Patch Project**



**High School Scholarship**



**Serving Holiday Lunch to Seniors**



**No Shave November**



**Foothill Air Support Toy Drive**



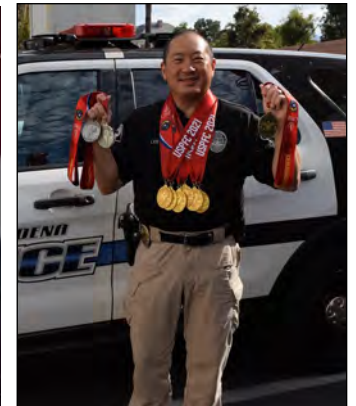
**Sherman Block Leadership Institute**



**California Police Chiefs Executive Leadership Institute**



**MADD Award**



**US Police & Fire Games**

# FIELD SERVICES DIVISION

**Lieutenant Shannon Robledo** supervises the Field Services Division, which is the most visible part of the Department.

The mission of the Field Services Division is to ensure the safety of residents, businesses, and visitors to the City by responding to calls, proactive policing, and community involvement.

The Field Services Division includes Patrol, Detective Bureau, Traffic Unit, Foothill Air Support Team and the Bicycle/T3 Unit.



## Patrol

Patrol is the “core” and largest unit within the South Pasadena Police Department, with a third of the employees assigned to it. A patrol shift consists of a Sergeant, Corporal, 3-4 Police Officers, and 1-2 Police Assistants.

Patrol officers provide many services during their 12-hour shifts, such as responding to calls for service, providing extra patrols, traffic enforcement, and self-initiated proactive policing. Additionally, they attend community events, conduct preliminary investigation of crimes and traffic accidents, write reports, collect evidence, and process and transport arrestees.

With officers continuously patrolling the city, they can respond to a life threatening call more efficiently, usually within a few minutes. Because they are the first to arrive at a life-threatening call, officers must know basic first-aid, trauma wound management, and CPR. In 2021, there were several incidents where officers quick response time and training in the use of Narcan saved a person’s life.

At the beginning of the COVID-19 pandemic, officers were immediately issued Personal Protective Equipment, which included nitrile gloves, glasses, gowns and the mandatory wearing of face masks was implemented.





## Detective Bureau



The Detective Bureau conducts follow-up investigations on felony, misdemeanor, and juvenile crimes as well as missing persons cases. The Detective Bureau is also responsible for the School Resource Liaison Officer Program, crime analysis, crime prevention, and arson investigations.

Detectives may assist patrol to supplement staffing during an emergency, conduct surveillance, and serve arrest or search warrants. They also process and manage digital evidence from video and surveillance cameras.



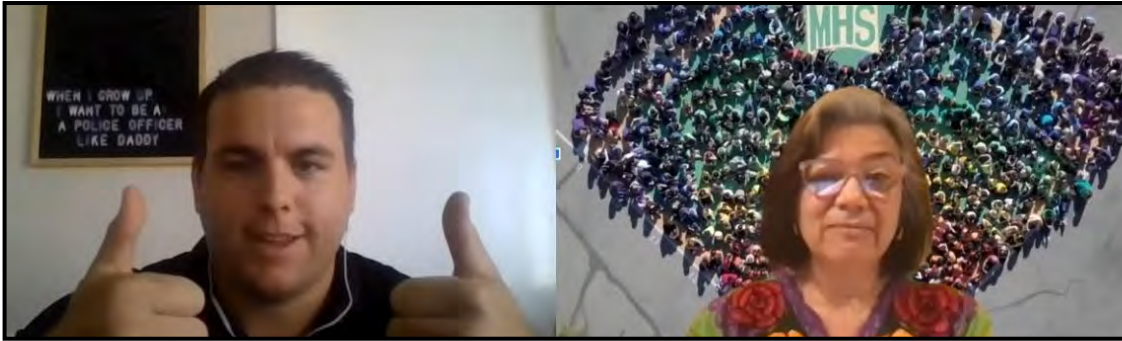
The Detective Bureau is staffed by a sergeant, a corporal, and four detectives. One detective is also assigned collateral duties as the School Liaison Officer, while another has collateral duties as the Crime Analyst and Crime Prevention Officer. An administrative cadet and an Arson Investigator from the Fire Department also supplement the Detective Bureau.

Detectives work closely with the Records Unit to prepare cases for filing with the Los Angeles County District Attorney's Office. In addition, detectives serve warrants and conduct safety presentations to organizations on identity theft and fraud.



At the onslaught of the COVID-19 pandemic, the District Attorney's Office developed an electronic filing system for criminal cases to enhance health and safety measures in addition to reducing the court backlog. Detectives worked promptly to learn the system and implement the program, increasing the unit's efficiency.

## School Liaison Officer



*SLO Detective Borrello conducting a virtual meeting with Monterey Hills School Principal Laurie Narro.*

Detective Borrello is the School Liaison Officer (SLO). His primary duties include investigating juvenile cases and working as a liaison with the City's schools. He mentors students, attends the School Attendance Review Boards, assemblies, rallies, and schools' sporting events.

The SLO is an important program, fostering a positive relationship between officers, students, and young children. The presence of an officer on school campuses reinforces safety for the students within the City. Moreover the SLO conducts safety presentations to the schools.



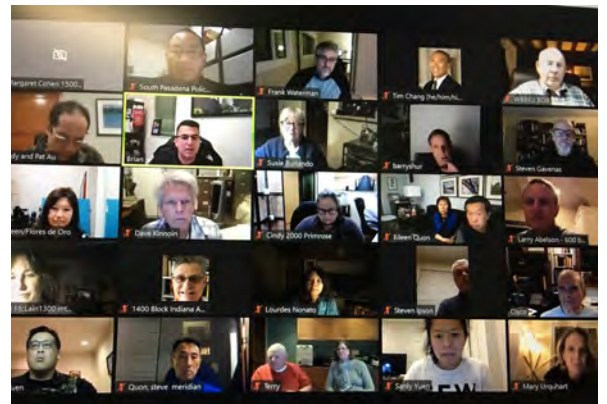
With students on distance learning for the majority of 2020, the SLO participated in virtual assemblies with the schools.

## Crime Analysis/Crime Prevention

A detective staffs the crime analysis and crime prevention position as a collateral duty in addition to the criminal cases he is responsible for investigating.

Crime Analysis involves the review of crime reports to examine and identify patterns or trends. Identifying specific patterns or trends can help direct patrol officers to problem areas or aid in locating a wanted suspect.

Crime Prevention is a proactive outreach program that works with the community to help educate residents and businesses on how to actively prevent crime. Crime Prevention conducts safety presentations to organizations and coordinates the Neighborhood Watch Program. Neighborhood Watch Meetings were held virtually throughout the year.





## Traffic Unit

The Traffic Unit was restructured in 2020 to meet the City's growing needs. It currently consists of a corporal and two officers. The responsibilities of the Traffic Unit include traffic enforcement, community education, and collision investigation. Traffic enforcement and education aim to encourage motorists, bicyclists, and pedestrians to voluntarily comply with city ordinances and the California Vehicle Code to save lives, reduce collisions, and prevent economic loss.



The goals of the Traffic Unit are accomplished using the 5 E's. Engineering, Enforcement, Education, Emergency Response, and Emerging Technologies.

The Traffic Unit coordinates DUI Sobriety Checkpoints, DUI Saturation Patrols, and targeted vehicle code enforcement operations in partnership with the California Office of Traffic Safety, National Highway Traffic Safety Administration, and local law enforcement agencies.

The Traffic Unit utilizes electronic survey tools and three-dimensional computer software to reconstruct fatal accident scenes as part of collision investigations. These tools are used to create the factual diagram required for fatal collision reports.

## Foothill Air Support Team

Established in 1999 as a regional air support program between small neighboring cities in the San Gabriel Valley, the Foothill Air Support Team (FAST) provides air service for the cities of Alhambra, Arcadia, Covina, Glendora, La Verne, Monrovia, Pasadena, Pomona, San Marino, Sierra Madre, and South Pasadena.

Each participating agency in FAST provides one officer as a Tactical Flight Officer (TFO) who undergoes a grueling 160 hours of training. The TFO's responsibilities include monitoring radio calls for assistance from 11 different cities, coordinating resources, and directing patrol officers at crime scenes.





## Bicycle/T3 Unit

The Bicycle and T3 Unit is staffed by full-time and reserve officers as collateral duty in addition to their regular assignment. The Department has traditional two-wheeled bicycles and electric bicycles. The T3's are electrically powered three-wheeled vehicles.

The bicycles and T3's are used for patrol, crime suppression, and public events. Their ability to move quietly, especially at night, make them ideal for directed enforcement operations.



# SUPPORT SERVICES DIVISION

**Lieutenant Tom Jacobs** supervises the Support Services Division, which is composed solely of non-sworn personnel.



The Administrative Services Section is responsible for office and fleet management, station maintenance, and evidence control. In addition, they also ensure compliance with current laws, department policies, procedures, training and supervise the recruitment and hiring of new employees.

The Support Services Division is comprised of communications (dispatch), records, parking enforcement, reserve officers, cadets, and volunteers. Support Services provides technical support while working closely with the City's Information Technology team to ensure proper maintenance and upgrades to the servers, computers, and phone systems.

## Support Services Assistant

The Support Services Assistant (SSA) is staffed by one non-sworn, full-time employee with three critical administrative duties: Recruitment, Training and Property/Evidence.

**Recruitment** – The SSA works with the City's Human Resources Department, recruiting and processing police department applicants. The SSA administrators written and physical fitness exams, coordinates the background investigations, interviews, psychological and medical testing.

**Property/Evidence** – A significant role for the SSA is managing all evidence and found property. The proper management of evidence is critical for the appropriate chain-of-custody process. This includes receiving, processing, storing, and releasing property or evidence and disposing of narcotics and unclaimed property. The SSA ensures that narcotics are properly stored and sent to the Crime Lab for testing.



**Training** – The SSA ensures that all employees are current with all mandated training in accordance with the California State Peace Officer Standards and Training (POST).

## Police Assistants

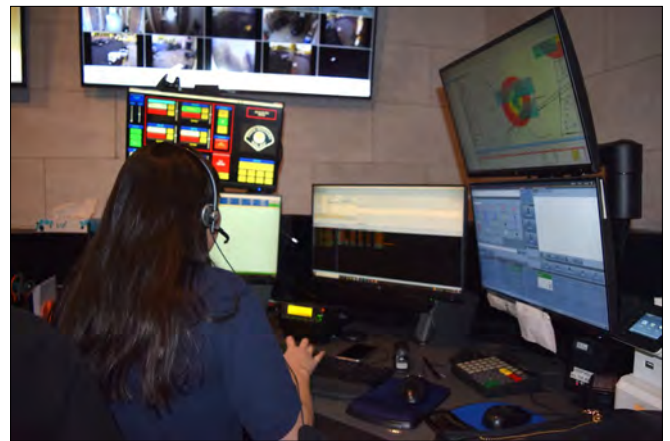
Police assistants are non-sworn, full-time employees and are at the heart of the police department. Their primary responsibilities are "dispatchers." They process vital communications between officers in the field, the police station, and the public. Police assistants receive incoming telephone calls for service, including 911 emergency calls for both police and fire. Calls for fire service are transferred to a centralized fire dispatch center in Glendale that coordinates several fire departments in the San Gabriel Valley.



Police assistants are trained in first-aid and CPR and must work well under immense pressure. They must quickly determine the nature of calls and prioritize various types of emergency and non-emergency calls while ensuring the appropriate resources are dispatched. When answering calls for service, police assistants must quickly obtain facts while keeping the caller calm, sending officers, and relaying pertinent information to responders.

While inside the dispatch center, police assistants monitor City Hall, the police station, and the jail holding area through surveillance cameras. They enter all data related to calls for service into the Computer Aided Dispatch (CAD) and Records Management System (RMS). The dispatch center can accommodate up to three police assistants, with each work station containing five computer monitors that display CAD, RMS, and other various computer programs. Police assistants also assist with custody duties involving female arrestees.

**5,909**  
**911 Calls Answered**  
**54,312**  
**Total Calls for Service**





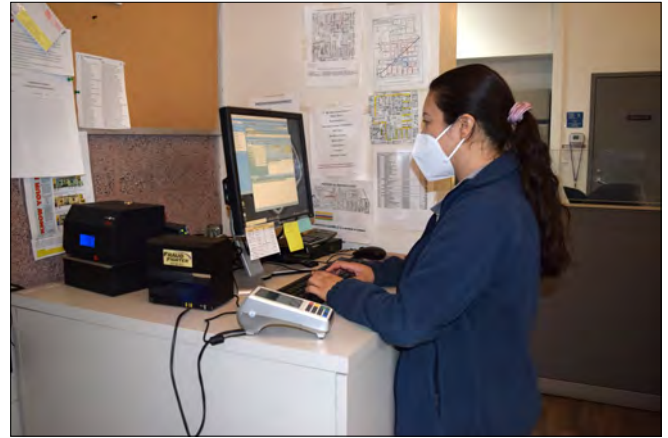
## Records Bureau

The Records Bureau is comprised of four clerks who are non-sworn, full-time employees and are also assisted by cadets.

The Records Bureau provides a wide variety of administrative duties that is critical for the Department's infrastructure.

The Records Bureau maintains and archives all police reports. To keep accurate accounts and security of each report, clerks scan all documents, including photographs, which are stored digitally in a secured server. Clerks also provide customer assistance at the front counter, aid in fingerprinting service to the public, process all vehicle parking-related matters, maintain the overnight parking machine in the lobby, and coordinate hearings for contested citations.

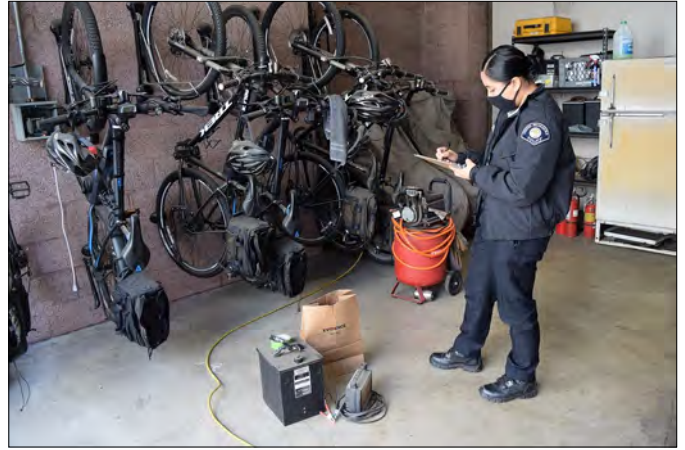
Additionally, each clerk has a specific responsibility that they specialize in. These duties include working with the Detective Bureau to process paperwork for cases to be filed with the District Attorney's Office, processing subpoenas, citations, and fulfilling public requests for police reports received over the counter, phone, or online. Clerks process discovery motions (requests made from the district attorney's office to obtain reports, photos, 9-1-1 calls, body worn cameras, etc. for court), answer the general business line to the police department during regular business hours, handle payroll for police employees, reconcile revenues from paid citations and parking permits, and process Public Records Act Requests.



## Police Cadet Program

The Police Cadet Program offers young adults an opportunity to experience police work as a potential career. Six part-time cadets currently assist the Department in clerical and fieldwork. Cadets may be assigned to the Records Department or Detective Bureau.

Duties in the Records Department include taking reports, answering questions from the general public, filing, and assisting residents with parking permits and citations. Fieldwork consists of vehicle maintenance, delivering court documents, delivering evidence to crime labs, traffic control, parking enforcement, and radar trailer deployment. A cadet assigned to the Detective Bureau assists detectives with crime statistics and evidence processing.



## Parking Control

Parking control officers enforce parking laws and issue parking citations. They also coordinate towing services, monitor vehicles for 72-hour violations, help with traffic control, enforce time zone and overnight parking violations.

During the relaxation of the overnight parking restrictions due to the COVID-19 pandemic, parking control officers stayed productive, assisting officers with extra patrols throughout the City, schools, parks, and Caltrans-owned homes.



## Reserve Program



Established in 1942, the South Pasadena Police Reserve Program is California's second-oldest reserve organization. Reserves officers are sworn officers that volunteer their time to the City. Since the program's inception, these officers have volunteered over 500,000 hours of service to the City of South Pasadena.

While on-duty, reserve officers perform the same duties as full-time officers and are required to complete the same training.

## Volunteers

Three volunteers assist the South Pasadena Police Department with their technical skills.



**Dr. Nicholas Greco**  
Physician



**Dan Bricker**  
Chaplain



**Sam Park**  
Chaplain

**Dr. Nicholas Greco** has been a volunteer for six years and is the Medical Director for the Department's Tactical Combat Casualty Care program (TCCC). TCCC is pre-hospital trauma care in an austere environment and is taught to all officers as well as to neighboring agencies. Dr. Greco is a full-time emergency room physician at Huntington Memorial Hospital and at Los Angeles County USC Medical Center.

**Dan Bricker** and **Sam Park** are the chaplains for the Department and provide support to all police employees. Both Chaplains ride patrol with police officers and assist the public when sensitive or emotional events occur. The chaplains also help during local events presenting invocations. Dan Bricker has been volunteering with the Department for 19 years and teaches at Azusa Pacific University. Sam Park has been volunteering for one year and is the lead pastor at ReNew United Methodist Church in South Pasadena.

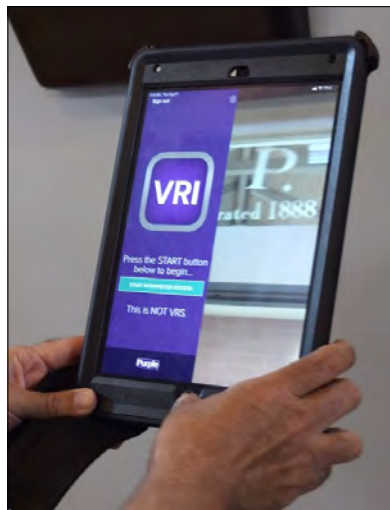
# Technology

The Police Department uses technology to maintain accountability with the public and adherence to Department guidelines. Since 2008, the Department has provided body-worn cameras to all officers and now issues them to parking control officers.

Patrol vehicles are equipped with Automated License Plate Recognition (ALPR) cameras that help locate vehicles used in crimes. ALPR cameras capture images of license plates and through software, compares the information against other databases such as stolen vehicles.

A tablet containing the Purple Communication Software is utilized in the field for officers to connect with a live interpreter for communicating with the hearing impaired and deaf. In 2021, the department acquired Video Remote Interpreting (VRI) software. VRI is an on-demand service that supports over 300 languages, utilizing live interpreters to communicate between non-English speakers and first responders.

Small GPS trackers are placed inside parcel packages to combat package thefts. The package containing the GPS is placed on front porches. Once the item is taken, the GPS is activated, sending a signal that can be tracked by dispatch. Officers can be directed to the location with precise coordinates.





# Training

Each police employee receives continuous training throughout the year. While some training is mandated, the Department also offers specialized training to interested employees to enhance skills or meet certain needs within the community.

New employees must pass a strict field training program before performing as solo police officers. Employees assigned to a specialized unit must also pass additional training specific to their assignment and role.



All police employees receive updates on policy and procedures, receiving annual training on required perishable skills such as arrest and control, firearms, defensive driving, communications, and de-escalation techniques. All employees receive training on de-escalation techniques, mental health awareness, implicit bias, and racial profiling.

Training is often conducted with neighboring agencies to learn standardized procedures and provide consistency when responding to mutual aid requests.

Each officer is trained in CPR and first-aid, including Naloxone (Narcan). Narcan is used as an emergency treatment medication for known or suspected opioid overdose. Several lives have been saved since the implementation of the program.



# Social Media/E-Policing

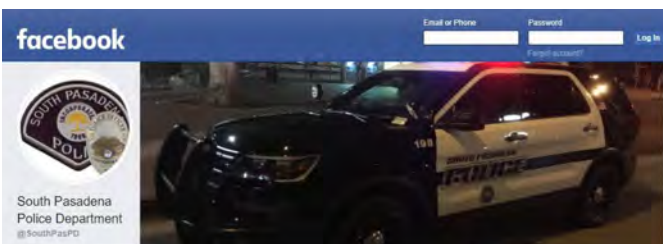
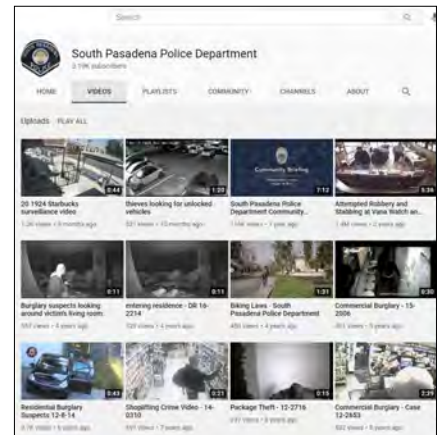
Social media and E-Policing resources allow the Department to interact and offer services to the community any time of the day. This has been especially important during the COVID-19 pandemic. Social media and E-Policing services were essential in maintaining community service expectations while adhering to public health mandates.

Social media provided up-to-date information on the pandemic as information and restrictions were constantly evolving.

Traffic updates and road closures are also posted to help motorists be aware of traffic hazards.

E-Policing resources allowed residents to access police service from the safety of their own homes. Virtual meetings were held with several organizations and churches to stay connected with the community.

Several virtual campaigns were made throughout the year, including "Lock it, Keep it," "Domestic Violence Outreach," and Gardening Equipment thefts.





# SPPD in the Community





# Police Assistant Bayron Salguero

## *End of Watch - January 16, 2021*



The Police Department was not immune from the effects of COVID. On January 16, 2021, 30-year-old Police Assistant Bayron Salguero passed away from complications related to COVID-19.

Bayron was an avid outdoorsman who enjoyed hiking and trying new restaurants. He was hired in 2019 as a police assistant. While only with the Department for a short time, Police Assistant Salguero made a lasting impact with his fellow co-workers. He was a fast learner and highly professional in all that he did.

Police Assistant Salguero will be sorely missed by all. Police Assistant Salguero is survived by his parents and two sisters.



## In Memory



**Ray Rogers**  
Police Officer  
EOW  
April 15, 1944



**Kevin Sandoval**  
Police Officer  
EOW  
June 14, 2011



**Bayron Salguero**  
Police Assistant  
EOW  
January 16, 2021

To honor our fallen officers, each year the South Pasadena Police Officers' Association awards a memorial scholarship in the names of Officers Kevin Sandoval, Ray Rogers and Police Assistant Bayron Salguero to deserving South Pasadena High School Seniors.



On November 3, 2020, South Pasadena Police Officers joined recruits from Rio Hondo Police Academy Class 210 in their "Pride Run" to honor a fallen officer. The honorary officer selected was South Pasadena Police Officer Kevin Sandoval.



# Service Pins



Service Pins are awarded to city employees in recognition and appreciation for their dedicated service to the City. The Service Pins are awarded for every five years of service. The pins are engraved with the employee's milestone anniversary date and a corresponding gemstone.

In 2020 and 2021, the following employees were recognized for their years off dedicated service:



**Esther Delinko**  
40 Years



**Tony Abdalla**  
30 Years



**Matthew Ronnie**  
30 Years



**Robert Bartl**  
30 Years



**Shannon Robledo**  
25 Years



**Daren Wong**  
25 Years



**Richard Lee**  
25 Years



**Spencer Louie**  
15 Years



**Gilbert Carrillo**  
5 Years



**Elias Giron-Garrido**  
5 Years



**Patrick Zamora**  
5 Years



**Jose Ramirez**  
5 Years



# Community Appreciation

**THANK YOU**



Thank You!



KALMACHIAN

SPPD  
Thank you for your Service



Thank You for your Services!!!

To: SPPD // We appreciate you all greatly! Thank you for all you do.



Received APR 21 2021 CHIEF'S OFFICE  
DEAR POLICE  
Thank you  
FOR KEEPING  
US SAFE AND  
CATCHING BAD  
GUYS! AVA

**THANK YOU!!!**

Strong • helpful • Brave • life-saving • awesome • kind • first-responders



Thank you for all the work you are doing for our community

Dear Police officers,  
I appreciate your service. Thank you for what you have done. It is very nice of you! Thanks about.  
Love, June (age 7)

Received MAR 24 2021 CHIEF'S OFFICE





# Acknowledgement

We would like to thank the following employees that help produce the annual report

## Graphic Design and Layout

Detective Richard Lee

## Photography

Detective Richard Lee

## Contributing Writers

Lieutenant Shannon Robledo

Corporal Mike Sanchez

Police Assistant Sharae Sandoval

Records Clerk Joe Ramirez

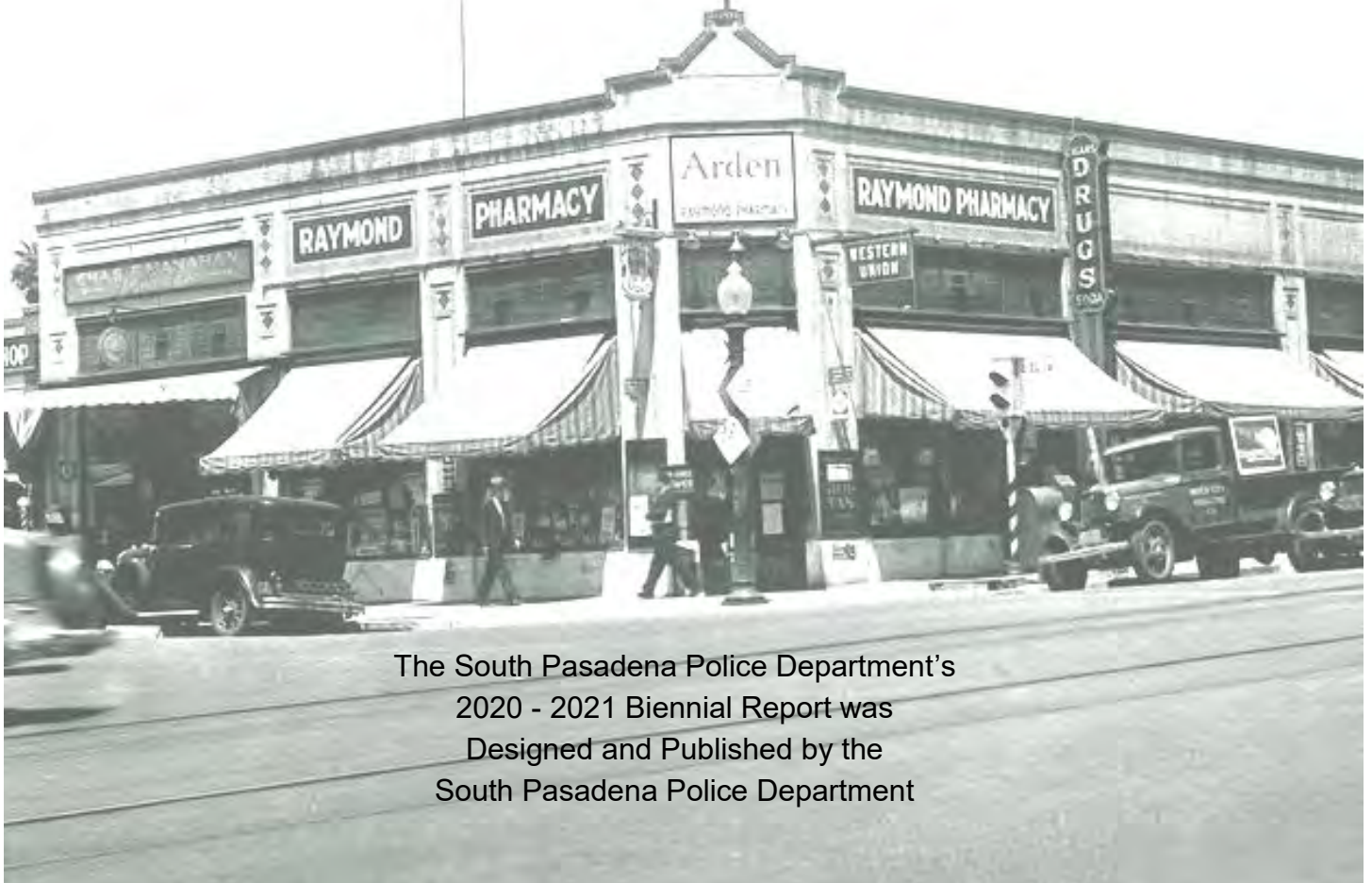
Parking Control Officer Patricia Diaz

Cadet Gary Sze

## Editorial Staff

Officer Daren Wong

Lauren Solinsky



The South Pasadena Police Department's  
2020 - 2021 Biennial Report was  
Designed and Published by the  
South Pasadena Police Department



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*Follow us on*



# **Attachment 2**

SPPD Powerpoint





South Pasadena Police Department  
**2020 – 2021 BIENNIAL REPORT**

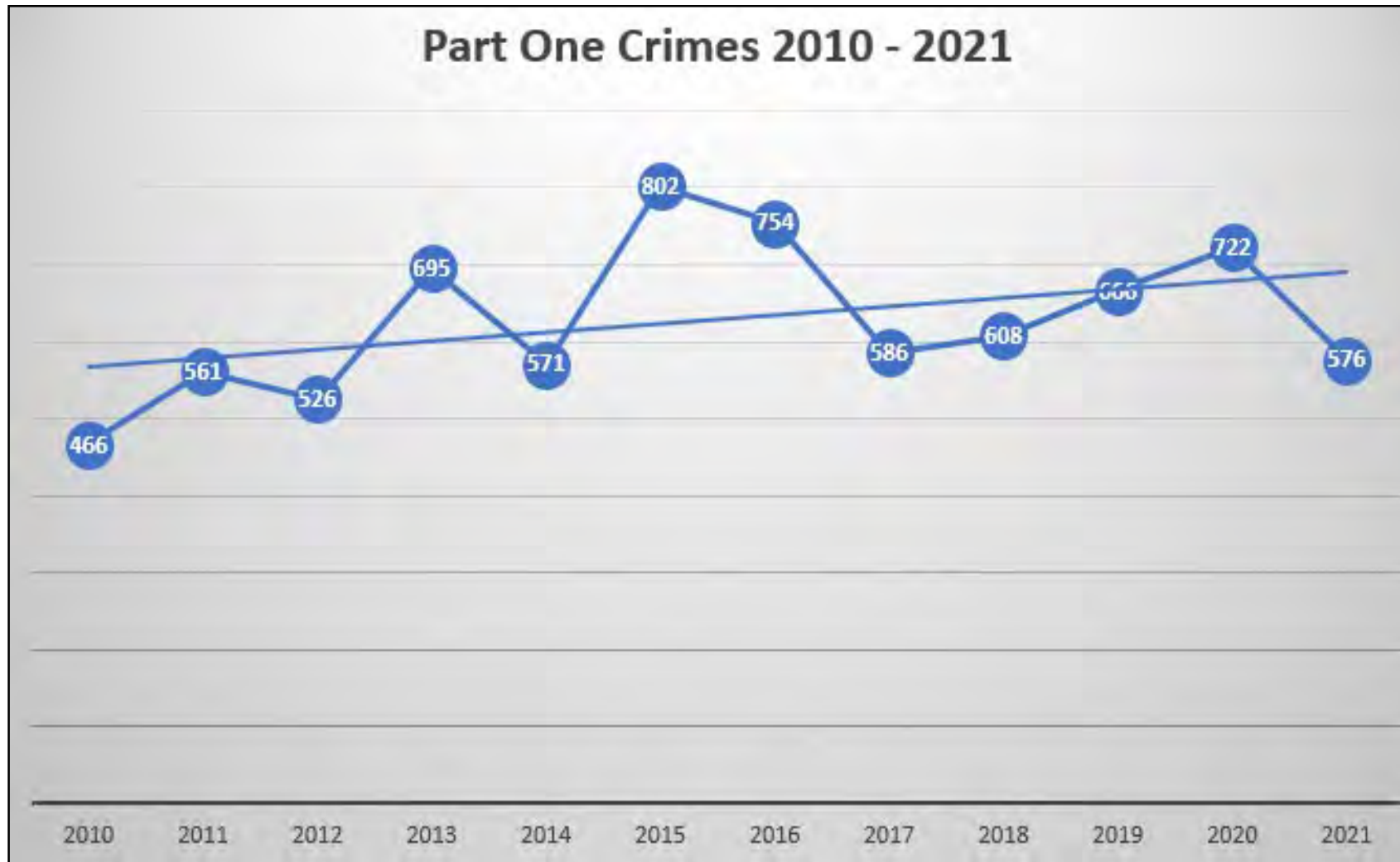


# 2020 - 2021 Crime Statistics

## PART ONE CRIMES

<b>Crime</b>	<b>2020</b>	<b>2021</b>	<b>2020-2021 % Change</b>
Homicide	1	0	-100%
Rape	4	2	-50%
Robbery	17	10	-41%
Assault	66	63	-5%
Burglary - Residential	44	42	-4.5%
Burglary - Commercial	65	43	-33.8%
Larceny-Theft	429	349	-19%
Stolen Vehicles	92	65	-29%
Arson	4	2	-50%
<i>Total</i>	<i>722</i>	<i>576</i>	<i>-20.2%</i>

# 2020 – 2021 Crime Statistics





# 2020 – 2021 Crime Statistics

## CRIME CLEARANCE

2020	2021	2020-2021 % Change
17%	10%	-41%

## ARRESTS

Arrests	2020	2021	2020-2021 % Change
Adult	509	397	-22%

# 2020 – 2021 Crime Statistics

## TRAFFIC ACCIDENTS

Traffic Collisions	2020	2021	2020-2021 % Change
Injury	67	91	36%
Injury hit and run	2	2	0%
Non-Injury	217	228	5%
Non-Injury hit and run	65	63	-3%
Fatal	1	0	-100%
<b>Total</b>	<b>352</b>	<b>384</b>	<b>9%</b>

## CITATIONS

Citations	2020	2021	2020-2021 % Change
Citations (moving)	1,692	2,556	51%
Parking	4,390	4,687	7%
Others	397	430	8%
<b>Total</b>	<b>6,479</b>	<b>7,673</b>	<b>18%</b>

# 2020 – 2021 Crime Statistics

## TOTAL CALLS FOR SERVICE

<b>Total Calls for Service</b>	<b>2020</b>	<b>2021</b>	<b>2020-2021 % Change</b>
Calls for Service Dispatched	26,858	27,339	2%
Total Calls for Service	55,017	54,312	-1%

## TOTAL 9-1-1 CALLS

<b>Total 9-1-1 Calls</b>	<b>2020</b>	<b>2021</b>	<b>2020-2021 % Change</b>
9-1-1 Calls	6,168	5,909	-4%

# **Attachment 3**

2020 – 2021 South Pasadena Fire Department Biennial Reports



# South Pasadena Fire Department

## 2020/21 Biennial Report



Paul Riddle, Fire Chief



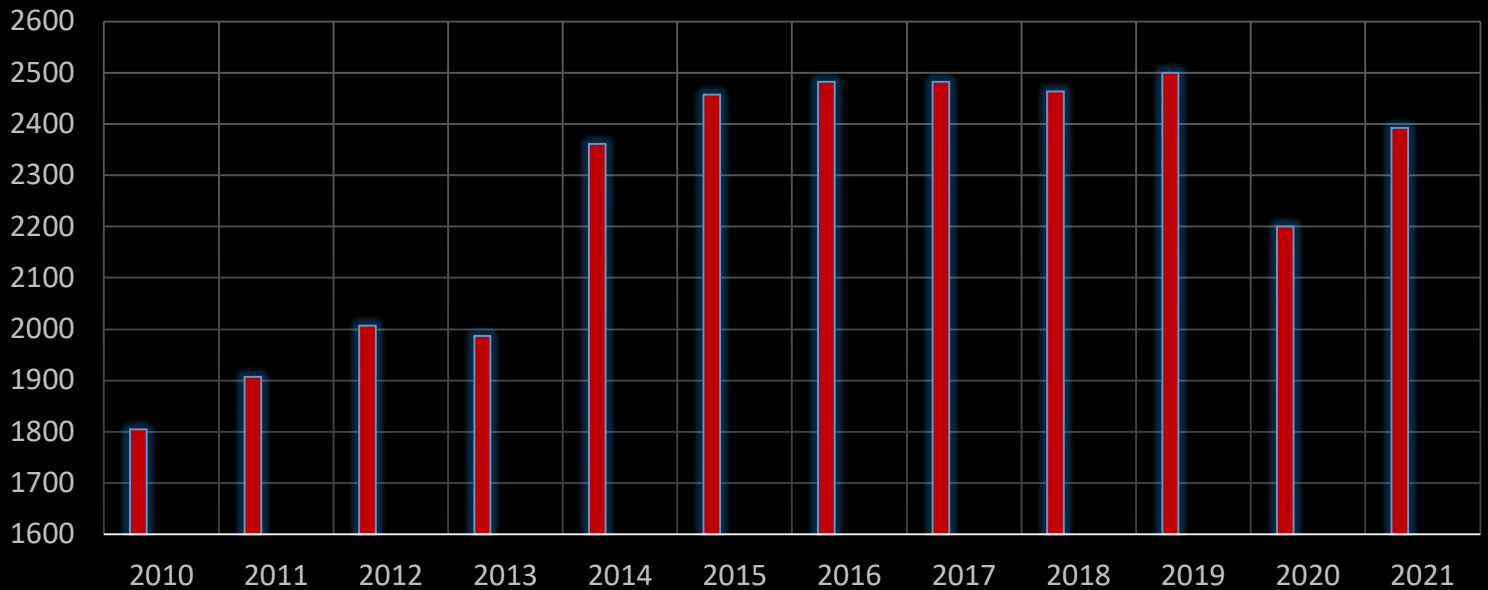
# Total Responses



## Call Volume Increases

Calls for service have steadily increased over the past 10 years. In fact, there has been a 30% increase in the total number of emergency responses annually since 2011.

## 10 Year Annual Response Average



Total Responses for 2020

**2,201**

Total Responses for 2021

**2,326**

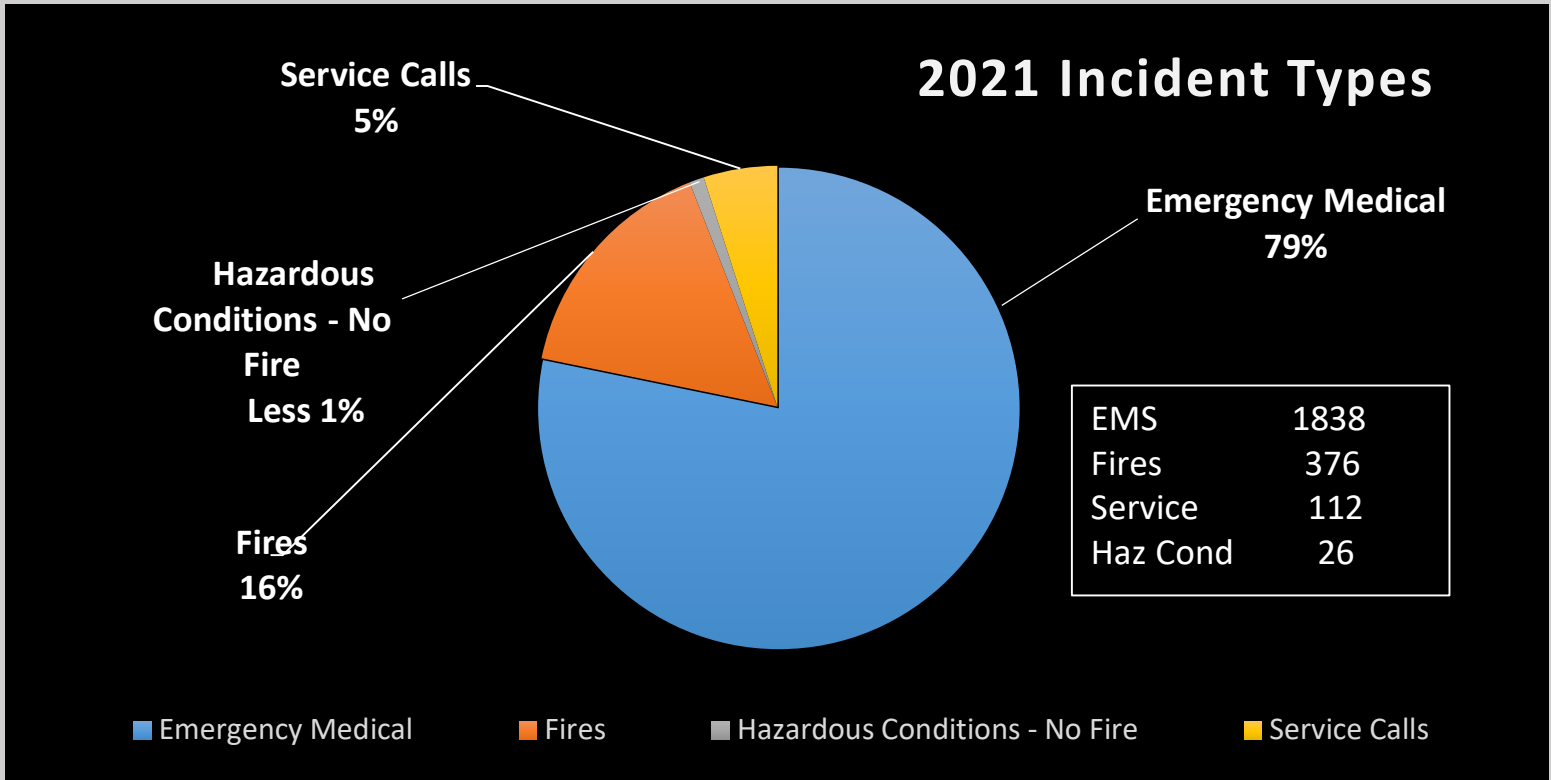
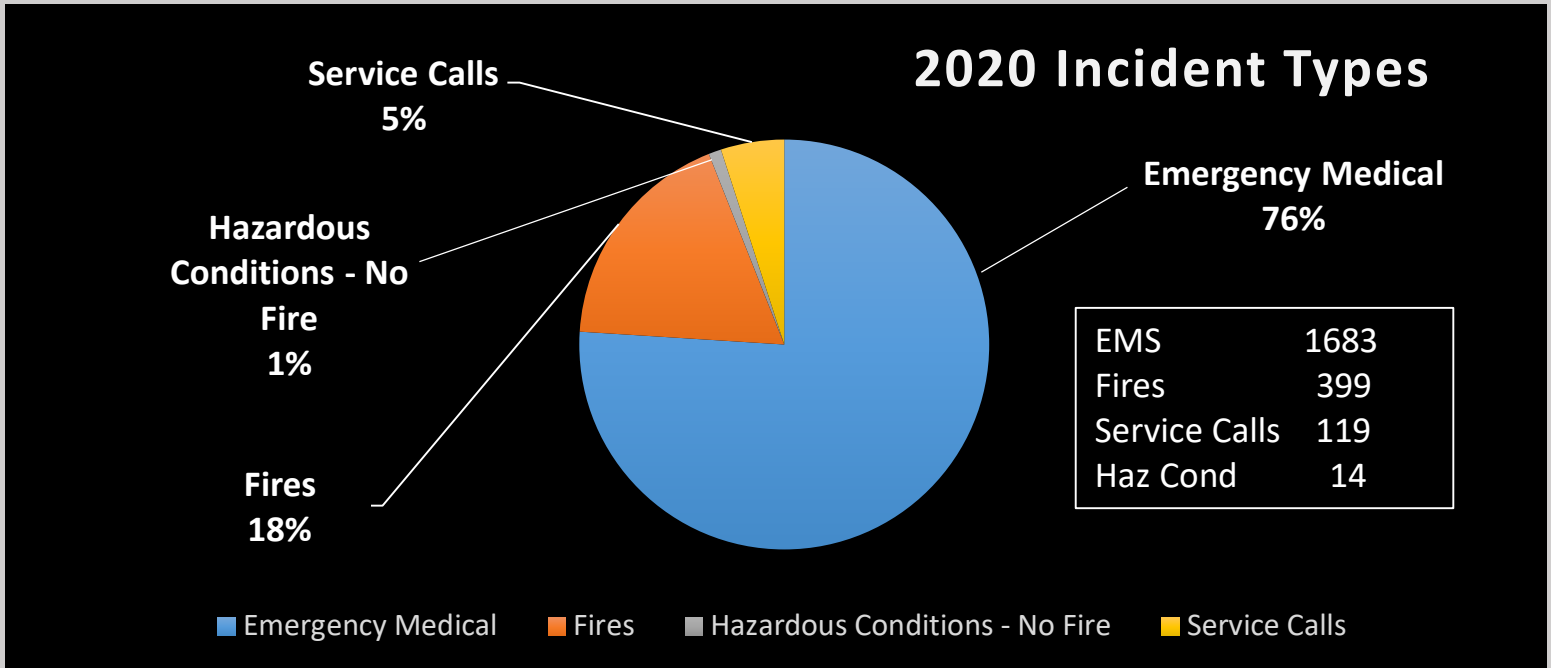
During the most active phase of the pandemic the average number of incidents actually decreased. As we enter into the recovery phase incident volume is back at normal levels and projected to increase over the next several years.



# Incident Types



Calls for service are generally separated into 4 main categories: Emergency Medical, Fires, Hazardous Condition (No Fire), and Service Calls. During 2020 and 2021, the percentage of responses to each incident type remained consistent.



# Response Standards



- Nation Fire Protection Agency 1710 (NFPA 1710)
  - ~ Total Response Time = “Turn Out Time” and “Travel” Time.
  - ~ NFPA 1710 identifies that 90% of the time, career fire departments should achieve an average total response time of 5:00 or less for medical responses and 5:20 for fire responses.

## Average Response Times for 2020

EMS Responses: **4 Minutes and 38 Seconds**

Fire Responses: **5 Minutes and 44 Seconds**

## Average Response Times for 2021

EMS Responses: **4 Minutes and 32 Seconds**

Fire Responses: **4 Minutes and 51 Seconds**

# Fire Suppression



- In 2020, the SPFD responded to 399 fire incidents, with 309 of those occurring within the City.
- In 2021, SPFD responded to 376 fire incidents and 271 of those incidents occurred within the City.

## Most Common Type of Fires

- Fire Alarm *General*
- Smoke in a Structure
- Carbon Monoxide Alarm
- Electrical Pole Fire
- Fire Now Out
- Vegetation Fire

## Most Common Causes of Fires

- Cooking
- Heating
- Electrical
- Lighting
- Intention
- Smoking

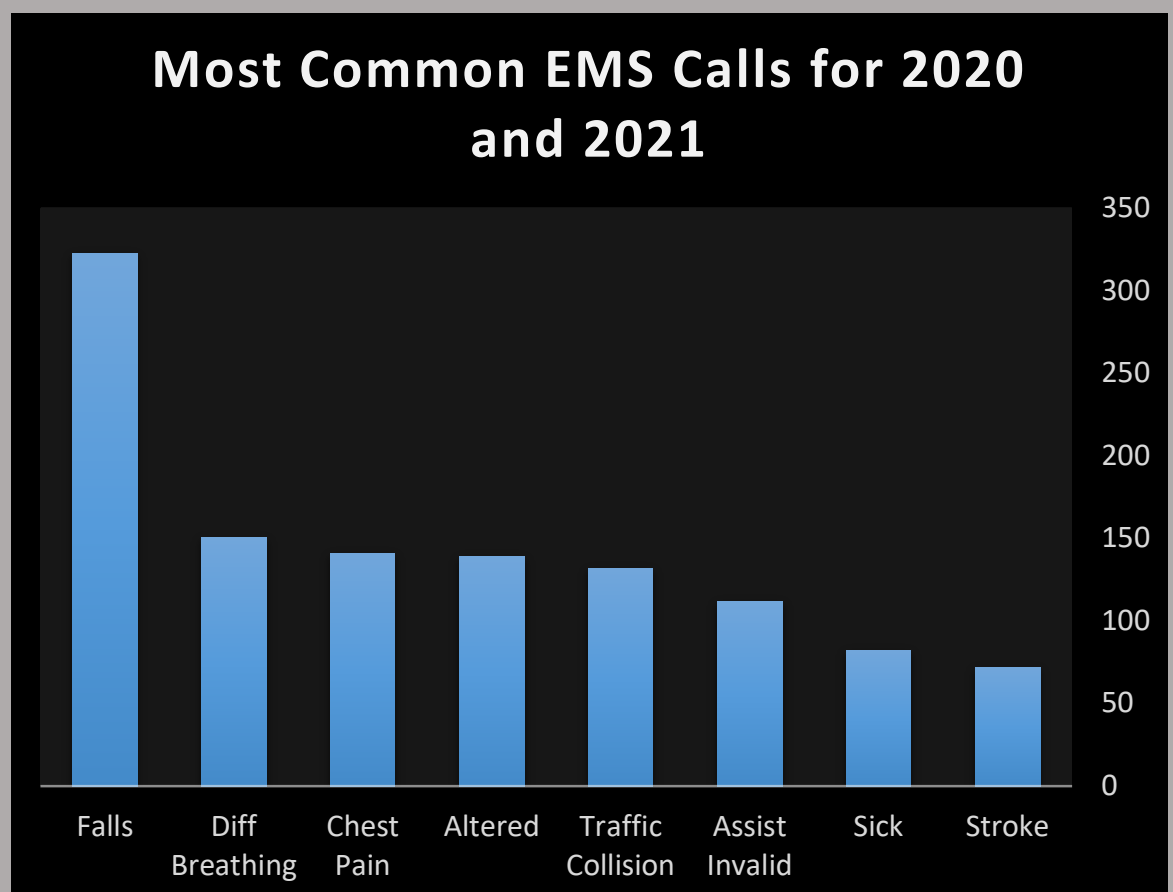
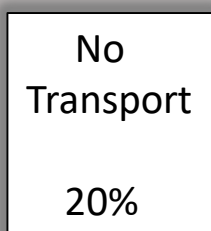
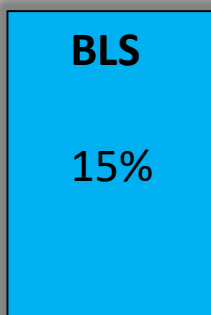
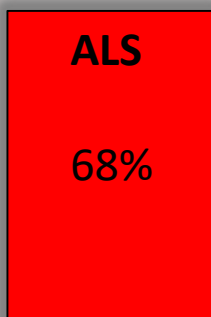
- **2020/21** 11 Major Brush Fire Responses.
- Over 2,000 miles traveled.
- Hundreds of hours on the fire line.
- City receives 100% reimbursement for deployments.



# Emergency Medical Services



- All South Pasadena Firefighters are certified Paramedics.
- SPFD provides both Basic Life Support (BLS) as well as Advanced Life Support (ALS).
- SPFD personnel receive monthly continuing education training from a certified pre-hospital nurse educator from UCLA.
- On average, EMS calls for service make up approximately 77% of the total responses.
- Of all the EMS calls in both 2020 and 2021, 68% of them were transported to areas hospitals as ALS and 15% were transported as BLS.

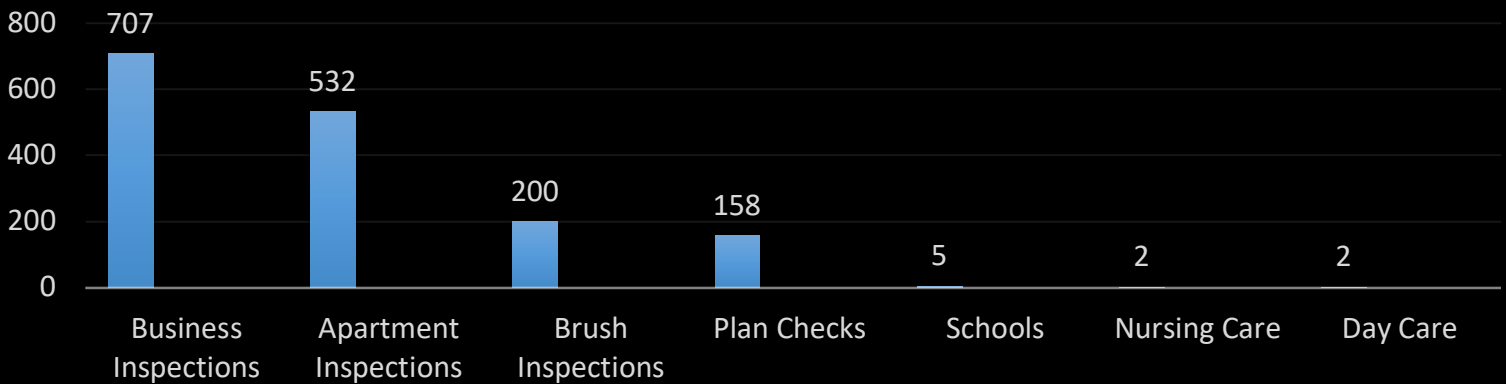


# Fire Prevention / Arson Investigation



- On an annual basis, South Pasadena Firefighters conduct approximately 1,606 inspections.

## Annual Fire Prevention Inspections



- Verdugo Fire Investigation Taskforce  
*SPFD 20 years of participation.*
- Part of *“Unified Response”* Agreement.
- 2021 department received accelerant detection canine from State Farm.  
*“Delta”*
- Delta is the only arson canine operating in the Taskforce.
- Over 20 fires investigated in 2021.





# Training



- South Pasadena Firefighters commit to a minimum of two hours a day of training.
- Training schedule is established in accordance with the National Fire Protection Association (NFPA), Occupational Safety and Health Administration (OSHA) and Insurance Service Office (ISO).
- South Pasadena Firefighters completed an average cumulative total of 5400 hours of training annually, including fire suppression, EMS continuing education, hazardous materials, rescue, vehicle extrication and driver's training.

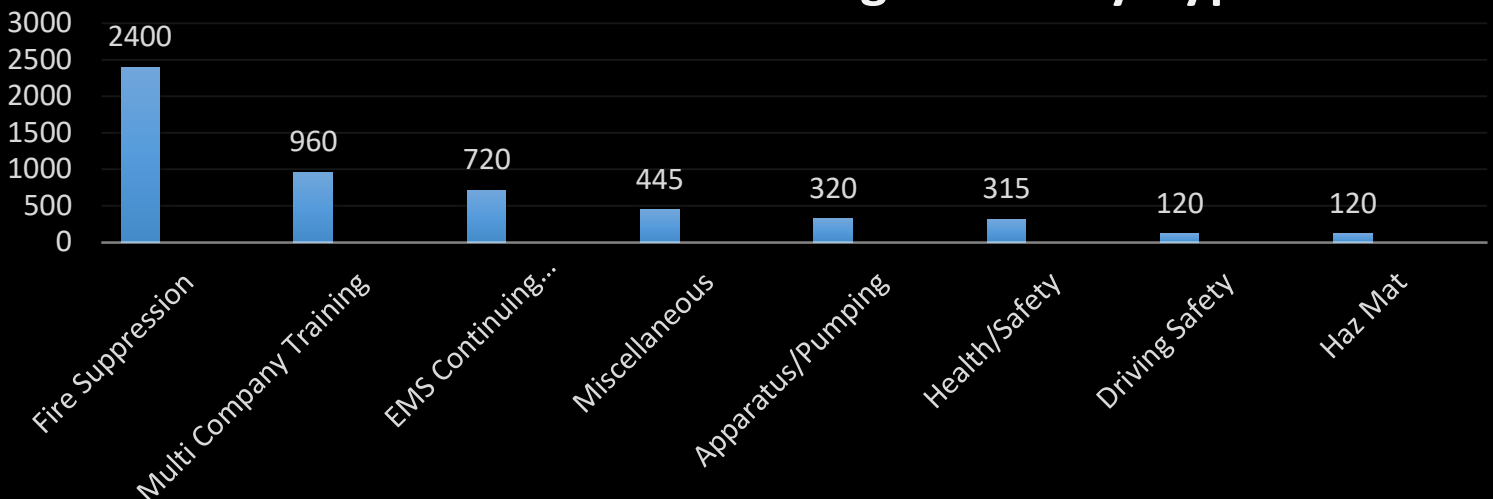


## Total Training Hours

2 year  
cumulative total

10,800

## Cumulative Training Hours by Type





# Accomplishments and Goals



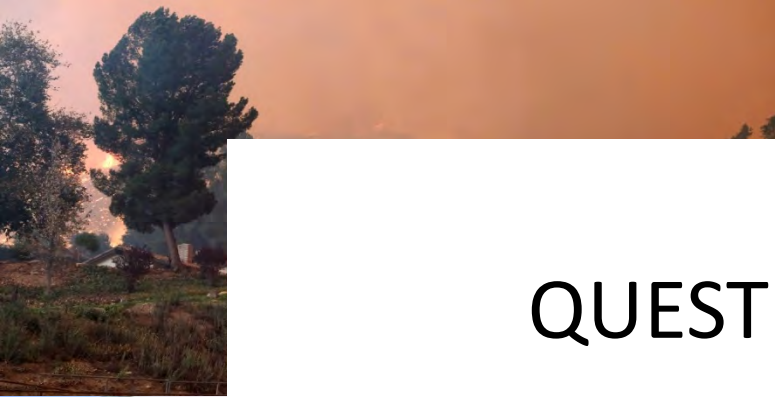
## Accomplishments

- \* **Maintained Response Times Below National Standards**
- \* **Awarded an Accelerant Detection Canine *"Delta"***
- \* **Response to 11 Major Brush Fires Throughout the State**
- \* **Recognized by LA County Department of Health Services with the Gold Standard Award ~ *High Level of EMS Care for Patients with Life Threatening Cardiac Emergency***
- \* **Clean EMS Audit from LA County Department of Health Services**
- \* **Award of Measure B Grant Funds for Cardiac Monitor and Automatic CPR Device**

## Goals

- \* **Update City Emergency Operations Plan**
- \* **Update City Local Hazard Mitigation Plan**
- \* **Complete an After Action Review in Response to Pandemic**
- \* **Host 2 CERT Classes**
- \* **Attract and Retain Quality Employees ~ *Support Department Succession Plan***





QUESTIONS?

