



**CITY OF SOUTH PASADENA
CITY COUNCIL**

**A G E N D A
SPECIAL CLOSED SESSION
WEDNESDAY, MAY 18, 2022
5:30 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 Closed Session Meeting will be conducted in-person from the City Manager’s Conference Room, Second Floor, City Hall, 1414 Mission Street, South Pasadena.

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. A separate Zoom webinar link will be provided for the open session for the public to attend.

Public Participation may be made as follows:

- In Person Hybrid – City Hall, City Manager’s Conference Room, Second Floor, 1414 Mission St
- Via Zoom – Meeting ID: **226 442 7248**
- Written Public Comment – written comment must be submitted by 12:00 p.m. the day of the meeting

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

CALL TO ORDER: Mayor Michael Cacciotti

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

PUBLIC COMMENT

Public comment regarding items on the Closed Session agenda will be taken at the beginning of the meeting. Public comment will be accepted in person, via Zoom, or written comment.

CLOSED SESSION AGENDA ITEMS

A. CONFERENCE WITH LEGAL COUNSEL: EXISTING LITIGATION

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

1. *Owen Cliff Snider v. City of South Pasadena*, (UPC Case No. LA-CE-1180-M)

B. CONFERENCE WITH LABOR NEGOTIATORS

(Government Code Section 54957.6)

Conference with Labor Negotiators regarding labor negotiations with the following groups:

- South Pasadena Police Officers' Association
- South Pasadena Firefighters' Association
- South Pasadena Public Service Employees' Association
- South Pasadena Public Service Part Time Employees' Association
- Unrepresented Management Employees

City Negotiators: City Manager Arminé Chaparyan; Human Resources and Risk Manager Belinda Varela

C. CONFERENCE WITH LEGAL COUNSEL: LIABILITY CLAIMS

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

Claimant: Andrea Knopf

Agency Claimed Against: City of South Pasadena

CERTIFICATION OF POSTING

*I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on **May 18, 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.*

5/12/2022

/S/

Date

Christina A. Muñoz, Deputy City Clerk



**CITY OF SOUTH PASADENA
CITY COUNCIL**

**A G E N D A
REGULAR MEETING
WEDNESDAY, MAY 18, 2022, AT 7:00 P.M.**

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

South Pasadena City Council Statement of Civility

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

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

The South Pasadena City Council Meeting will be conducted in-person from the Council Chambers, Amedee O. "Dick" Richards, Jr., located at 1424 Mission Street, South Pasadena.

The Meeting will be available:

- In Person Hybrid – City Council Chambers, 1424 Mission Street
- Live Broadcast via the website - 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 three methods below.

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

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
PLEDGE OF ALLEGIANCE:	Councilmember	Evelyn G. Zneimer

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:

Participate in-person at the City Council Chambers.

Option 2:

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 3:

Email public comment(s) to 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.

CLOSED SESSION ANNOUNCEMENTS**1. CLOSED SESSION ANNOUNCEMENTS****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 remaining in the queue, they will be heard at the end of the meeting. Only Speakers who sign up in the first 30 minutes of public comment will be queued up to speak.

PRESENTATIONS**3. PET ADOPTION – PASADENA HUMANE SOCIETY****4. CERTIFICATE OF APPRECIATION: SHERWOOD LEE****5. PROCLAMATION DECLARING SUPPORT FOR AND STANDING IN SOLIDARITY WITH THE PEOPLE OF UKRAINE**

6. **PROCLAMATION DECLARING MAY 15 THROUGH 21, 2022 AS "PUBLIC WORKS WEEK" IN THE CITY OF SOUTH PASADENA**

COMMUNICATIONS

7. **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.

8. **CITY MANAGER COMMUNICATIONS**

9. **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.

10. **APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF \$77,578.88; GENERAL CITY WARRANTS IN THE AMOUNT OF \$252,847.18; SUPPLEMENTAL AUTOMATED CLEARING HOUSE PAYMENTS IN THE AMOUNT OF \$112,852.12; VOIDS IN THE AMOUNT OF (\$5,233.49); TRANSFERS IN THE AMOUNT OF \$63,688.68; PAYROLL IN THE AMOUNT OF \$738,735.84**

Recommendation

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

11. **APPROVAL OF FIRST QUARTER 2021-2026 STRATEGIC PLAN UPDATE**

Recommendation

It is recommended that the City Council approve the first quarter 2021-2026 Strategic Plan update.

12. **AUTHORIZE THE CITY MANAGER TO EXECUTE A SECOND AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH ECONOMIC AND PLANNING SYSTEMS, INC. FOR ADDITIONAL \$15,000, FOR ECONOMIC FEASIBILITY ANALYSIS OF THE INCLUSIONARY HOUSING ORDINANCE**

Recommendation:

It is recommended that the City Council authorize the City Manager to execute a Second Amendment to the Economic and Planning Systems, Inc. (EPS) Professional Services Agreement (PSA) to expand the scope of work to include an additional \$15,000, for an economic feasibility analysis of the City's Inclusionary Housing Ordinance and increase the total contract not-to-exceed amount to \$88,345.

13. **ADOPTION OF A RESOLUTION APPROVING THE FISCAL YEAR 2022-23 ENGINEER'S REPORT DECLARING THE CITY'S INTENTION TO PROVIDE FOR AN ANNUAL LEVY AND COLLECTION OF ASSESSMENTS AND SETTING A DATE AND TIME FOR A PUBLIC HEARING FOR THE FY 2022-23 LIGHTING AND LANDSCAPING MAINTENANCE DISTRICT**

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, APPROVING THE FISCAL YEAR 2022-23 ENGINEER'S REPORT DECLARING THE CITY'S INTENTION TO PROVIDE FOR AN ANNUAL LEVY AND COLLECTION OF ASSESSMENTS AND SETTING A DATE AND TIME FOR A PUBLIC HEARING FOR THE LIGHTING AND LANDSCAPING MAINTENANCE DISTRICT, PURSUANT TO THE PROVISIONS OF DIVISION 15, PART 2 OF THE STREETS AND HIGHWAYS CODE OF THE STATE OF CALIFORNIA

Recommendation

It is recommended that the City Council:

1. Adopt the attached resolution approving the Fiscal Year (FY) 2022-23 Engineer's Report declaring the City of South Pasadena's (City) intention to provide for an annual levy and collection of assessments; and
2. Schedule the Public Hearing for the FY 2022-23 Lighting and Landscaping Maintenance District (LLMD) for June 15, 2022, at 7:00 p.m. in the Council Chambers.

14. RECEIVE AND FILE REPORT ON PLACEWORKS, INC. INVOICES**Recommendation**

It is recommended that the City Council receive and file this report on invoices and payments made to PlaceWorks, Inc.

15. CANCELLATION OF THE JULY 6, 2022 REGULAR CITY COUNCIL MEETING**Recommendation**

It is recommended that the City Council approve the cancellation of the July 6, 2022 Regular City Council Meeting.

16. APPROVAL OF DISCRETIONARY FUNDS REQUEST FROM MAYOR MICHAEL CACCIOTTI (\$3,000), MAYOR PRO TEM JON PRIMUTH (\$588), COUNCILMEMBER DIANA MAHMUD (\$500), COUNCILMEMBER JACK DONOVAN (\$500), AND COUNCILMEMBER EVELYN ZNEIMER (\$1,000), FOR A COMBINED TOTAL OF \$5,588 FOR THE JULY 4TH THEATRICAL PRESENTATION**Recommendation**

It is recommended that the City Council:

1. Approve the discretionary funds request for the 4th of July Theatrical Presentation by Jim and Lissa Reynolds, to be held on July 3 at the South Pasadena High School, for a combined total of \$5,588; and,
2. Approve funding balance from Community Services General Fund account.

17. INTRODUCTION OF RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA DESIGNATING AN ENFORCEMENT AGENCY TO REGULATE SINGLE-USE FOODWARE ACCESSORIES AND STANDARD CONDIMENTS (AB 1276)**RESOLUTION**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DESIGNATING THE CITY AS THE ENFORCEMENT AGENCY FOR STATE REGULATIONS ON SINGLE-USE FOODWARE ACCESSORIES AND STANDARD CONDIMENTS

Recommendation

Staff recommends City Council adopt a Resolution to designate the City as the enforcement agency for limiting single-use foodware accessories and condiments as required by state law before June 1, 2022.

PUBLIC HEARING *(Item continued from May 4, 2022.)***18. FIRST READING AND INTRODUCTION OF AN ORDINANCE ADOPTING A POLICY FOR THE APPROVAL, ACQUISITION, AND REPORTING OF MILITARY EQUIPMENT BY THE SOUTH PASADENA POLICE DEPARTMENT****ORDINANCE**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADOPTING A POLICY FOR THE USE OF MILITARY EQUIPMENT BY THE SOUTH PASADENA POLICE DEPARTMENT

Recommendation

Staff recommends City Council read by title only for first reading, waiving further reading, and introduce an ordinance adopting a Military Equipment Use Policy for the approval, acquisition, and reporting of Military Equipment by the South Pasadena Police Department, as required by Assembly Bill 481 (AB 481).

ACTION / DISCUSSION**19. INTRODUCTION AND FIRST READING OF AN ORDINANCE FOR THE CREATION OF A COMMUNITY SERVICES COMMISSION, AND CHANGE TO THE MEETING FREQUENCY OF THE PUBLIC ARTS COMMISSION MEETINGS****ORDINANCE**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING SECTIONS 2.44 THROUGH 2.46 OF ARTICLE IVC "PARKS AND RECREATION" OF CHAPTER 2, SECTION 2.24 AND 2.30 OF ARTICLE IV "BOARDS AND COMMISSIONS", ARTICLE IVE "ANIMAL COMMISSION", SECTION 2.79-11 OF ARTICLE IVL "PUBLIC ARTS COMMISSION", AND ARTICLE IVF "SENIOR CITIZEN COMMISSION", OF THE SOUTH PASADENA MUNICIPAL CODE TO REFLECT CITY COUNCIL'S DIRECTION IN CONSOLIDATING CITY'S YOUTH, PARKS AND RECREATION, AND SENIOR COMMISSIONS TO COMMUNITY SERVICES COMMISSION AND REDUCING FREQUENCY OF THE PUBLIC ARTS COMMISSIONS.

Recommendation

It is recommended that the City Council approve the creation of a Community Services Commission, and approve a change to the frequency of meetings of the Public Arts Commission by adopting an ordinance amending Chapter 2 of the City Code.

20. APPROVE THE PROPOSED PROJECT LIST AND DIRECT STAFF TO SUBMIT THE LIST TO THE ARROYO VERDUGO COMMUNITIES JOINT POWER AUTHORITY (AVCJPA) FOR THE MEASURE M MULTI-YEAR SUBREGIONAL PROGRAM (MSP) FUNDING PLAN

Recommendation

It is recommended that the City Council:

1. Direct staff to submit the following list of projects to the Arroyo Verdugo Communities Joint Power Authority (AVCJPA) for the Measure M Multi-year Subregional Program (MSP) Funding Plan:
 - I. Grevelia Street and Fair Oaks Avenue
 - II. Pedestrian Crossing Devices
 - III. Garfield Avenue and Monterey Road Traffic Signal and Garfield Avenue Signal & Bicycle Lane Improvements
 - IV. Columbia Street Striping and Signals
 - V. One of the following options:
 - a. Bicycle Lane Implementation and leaving a portion of the funding unprogrammed until the next cycle, or
 - b. Orange Grove Avenue Widening as recommended by the Mobility, Transportation, and Infrastructure Commission (MTIC); and
2. Direct the MTIC to prioritize selection of active transportation projects during the next programming cycle for \$537,150 of Measure M Multi-year Subregional Program (MSP) Funds, including but not limited to bicycle lane implementation.

INFORMATION REPORTS – NONE

PUBLIC COMMENT – CONTINUED

21. 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.

ADJOURNMENT – <i>In Memory of Sherwood Lee.</i>
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FOR YOUR INFORMATION

FUTURE CITY COUNCIL MEETINGS

May 25, 2022	Special City Council Meeting	6:00 p.m.
June 1, 2022	Regular City Council Meeting	7:00 p.m.
June 15, 2022	Regular City Council Meeting	7:00 p.m.

PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS

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

www.southpasadenaca.gov/CityCouncilMeetings2022


Regular meetings are live streamed via the internet at:

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 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. 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

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5/12/2022

/S/

Date

Christina A. Muñoz, Deputy City Clerk

CITY OF SOUTH PASADENA PROCLAMATION



City of South Pasadena Proclamation Declaring Support for and Standing in Solidarity with the People of Ukraine

- WHEREAS, Ukraine has been a sovereign and independent state since August 24, 1991, upon its withdrawal from the collapsing former Soviet Union; and
- WHEREAS, Ukraine adopted its constitution in 1996 and is home to 44 million citizens led by a popularly elected president; and
- WHEREAS, the United States and Ukraine share common values, including freedom, democracy and the rule of law; and
- WHEREAS, the protection of civilians and human rights must be upheld; and
- WHEREAS, on February 24, 2022, the Russian Federation launched a brutal, unprovoked act of war by undertaking a full-scale invasion of Ukraine; and
- WHEREAS, this attack has been condemned throughout the world by international stakeholders; and
- WHEREAS, this breach of international law by the Russian Federation has resulted in the deaths of hundreds of innocent civilians, has destroyed essential infrastructure, violated rights, and poses a threat to democracy; and
- WHEREAS, the City of South Pasadena joins the international community in condemning this violence and honoring those who fight for freedom and an independent Ukraine.

NOW, THEREFORE, I, Michael Cacciotti, on behalf of the City Council of the City of South Pasadena, hereby proclaim on May 18, 2022 our support for and solidarity with the people of Ukraine in their fight for freedom, commend their strength and courage, and urge all our citizens to support those fighting for democracy and freedom.

 Mayor, Michael A. Cacciotti

 5/18/22
 Date

CITY OF SOUTH PASADENA PROCLAMATION



Declaring May 15 through 21, 2022 as
"Public Works Week"
in the City of South Pasadena

- WHEREAS, public works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and the public health, high quality of life, and well-being of the people of South Pasadena; and
- WHEREAS, these infrastructures, facilities, and services could not be provided without the dedicated efforts of public works employees, who are responsible for rebuilding, improving, and protecting our nation's transportation, water supply & treatment, sewer, public buildings, parks, and other structures and facilities essential for our citizens; and
- WHEREAS, it is in the public interest for the citizens, civic leaders, and children in South Pasadena to gain knowledge and maintain ongoing interest and understanding of the importance of public works staff and public works programs in their respective communities; and
- WHEREAS, the year 2022 marks the 62nd annual National Public Works Week sponsored by the American Public Works Association.

NOW, THEREFORE, I, Michael A. Cacciotti, Mayor of the City of South Pasadena, on behalf of the City Council, do hereby proclaim the week of May 15-21, 2022 as Public Works Week and to join with representatives of the American Public Works Association to pay tribute to our public works staff to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

_____ 5/18/22
 Mayor, Michael A. Cacciotti Date



City Council Agenda Report

ITEM NO. 10

DATE: May 18, 2022

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

PREPARED BY: Kenneth L. Louie, Interim Finance Director

SUBJECT: **Approval of Prepaid Warrants in the Amount of \$77,578.88; General City Warrants in the Amount of \$252,847.18; Supplemental Automated Clearing House Payments in the Amount of \$112,852.12; Voids in the Amount of (\$5,233.49); Transfers in the Amount of \$63,688.68; Payroll in the Amount of \$738,735.84**

Recommendation

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

Fiscal Impact

Prepaid Warrants:

Warrant # 314430-314439	\$	13,467.76
ACH	\$	64,111.12
Voids	\$	0

General City Warrants:

Warrant # 314440-314494	\$	114,949.68
ACH	\$	137,897.50
Voids	\$	(5,233.49)

Payroll Period Ending: 04/29/2022

\$ 2,070.61

Payroll Period Ending: 04/30/2022

\$ 736,665.23

Wire Transfers Out – To (LAIF)

\$ 0

Wire Transfers In – From (LAIF)

\$ 0

Wire Transfers (RSA)

\$ 0

Wire Transfers Out – To (Acct # 2413)

\$ 63,688.68

Wire Transfers Out – To (Acct # 1936)

\$ 0

Supplemental ACH Payment

\$ 112,852.12

RSA:

Prepaid Warrants \$ 0

General City Warrants \$ 0

Total

\$ 1,240,469.21

Approval of Warrants
May 18, 2022
Page 2 of 2

Commission Review and Recommendation

This matter was not reviewed by a Commission.

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
Recap by fund**

Date 5/18/2022

Fund No.	Amounts	
	Prepaid	Written
101	71,837.67	182,477.47
103	-	-
104	-	-
105	-	-
107	-	-
205	-	-
207	-	1,451.42
208	-	-
210	-	-
211	-	-
215	3,705.06	67,684.00
217	-	-
218	-	-
220	-	-
223	-	-
226	-	-
228	-	-
230	-	924.92
232	-	-
233	-	-
236	-	-
237	-	-
238	-	-
239	-	-
241	-	-
242	-	-
245	-	-
248	-	-
249	-	-
255	-	-
260	-	-
270	-	-
272	-	-
274	-	-
275	-	-
276	-	-
277	-	-
295	-	-
310	-	-
500	-	309.37
503	-	-
505	-	-
506	-	-
510	-	-
550	-	-
700	2,036.15	-
Column Totals:		252,847.18

Fund No.	Amounts	
	Prepaid	Written
227	-	-
RSA Report Totals:		-
City Report Totals:		330,426.06

Payroll Period Ending: 04/29/2022	2,070.61
Payroll Period Ending: 04/30/2022	736,665.23
Wire Transfer Out - To LAIF	-
Wire Transfer In - From LAIF	-
Wire Transfer - RSA	-
Wire Transfer Out - To Acct. # 2413	63,688.68
Wire Transfer Out - To Acct. # 1936	-
Supplemental ACH Payments	112,852.12
Voids - Prepaid	-
Voids - General Warrant	(5,233.49)

Grand Report Total: 1,240,469.21

Michael A. Cacciotti, Mayor

Kenneth L. Louie, Interim Finance Director

ATTACHMENT 2
Prepaid Warrant List

Accounts Payable

Check Detail

User: calvarez
Printed: 05/09/2022 - 12:50PM



Check Number	Check Date		Amount
SDSI0107 - SDS Security Design Systems			
314430	05/05/2022		
Inv	229859		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/01/2020	Monthly Security System Council Chambers-NM 583 December 20		67.12
Inv 229859 Total			67.12
Inv	229860		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/01/2020	Monthly Security System City Hall 1stFloor-NM 582 December 202		101.71
Inv 229860 Total			101.71
Inv	229861		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/01/2020	Monthly Security System City Hall Rear Gate-NM 586 December 21		45.66
Inv 229861 Total			45.66
Inv	229862		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/01/2020	Monthly Security System Maintenance FD Gate-NM 585 December		36.66
Inv 229862 Total			36.66
Inv	229863		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/01/2020	Monthly Security System Easy Access-FD.EOC-NM 584 December		77.14
Inv 229863 Total			77.14
Inv	230686		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/01/2021	Monthly Security System Fire Dep. Gate-NM 585 Feb 2021		36.66
Inv 230686 Total			36.66
Inv	231469		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/01/2021	Monthly Security System Council Chambers--NM 583 April 2021		67.12
Inv 231469 Total			67.12

Check Number	Check Date	Amount
Inv 231470		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/01/2021	Monthly Security System City Hall 1st Floor-NM 582 April 2021	101.71
Inv 231470 Total		101.71
Inv 231471		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/01/2021	Monthly Security System City Hall Rear Gate-NM 586 April 2021	45.66
Inv 231471 Total		45.66
Inv 231472		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/01/2021	Monthly Security System Fire Dep. Gate-NM 585 April 2021	36.66
Inv 231472 Total		36.66
Inv 231473		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/01/2021	Monthly Security System Easy Access FD. EOC-NM 584 April 202	77.14
Inv 231473 Total		77.14
Inv 231866		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/01/2021	Monthly Security System Council Chamber-NM 583 May 2021	67.12
Inv 231866 Total		67.12
Inv 231867		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/01/2021	Monthly Security System City Hall 1st Floor-NM 582 May 2021	101.71
Inv 231867 Total		101.71
Inv 231868		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/01/2021	Monthly Security System City Hall Rear Gate-NM 586 May 2021	45.66
Inv 231868 Total		45.66
Inv 231869		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/01/2021	Monthly Security System FD Gate-NM 585 May 2021	36.66
Inv 231869 Total		36.66
Inv 231870		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount
04/01/2021	Monthly Security System Easy Access-FD EOC-NM 584 May 2021	77.14
Inv 231870 Total		77.14
Inv 232247		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/01/2021	Monthly Security Easy Access FD EOC-NM 584 June 2021	77.14
Inv 232247 Total		77.14
Inv 232645		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2021	Monthly Security System Council Chambers-NM 583 July 2021	67.12
Inv 232645 Total		67.12
Inv 232646		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2021	Monthly Security City Hall 1st Floor-NM 582 July 2021	101.71
Inv 232646 Total		101.71
Inv 232647		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2021	Monthly Security System City Hall Rear Gate-NM 586 July 2021	45.66
Inv 232647 Total		45.66
Inv 232648		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2021	Monthly Security System Fire Dep. Gate-NM 585 July 2021	36.66
Inv 232648 Total		36.66
Inv 232649		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2021	Monthly Security System Easy Access FD EOC-NM 584 July 2021	77.14
Inv 232649 Total		77.14
Inv 233029		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/01/2021	Monthly Security System Council Chambers-NM 583 August 2021	67.12
Inv 233029 Total		67.12
Inv 233030		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/01/2021	Monthly Security System CH Control 1stFloor-NM 582 Aug 2021	101.71
Inv 233030 Total		101.71

Check Number	Check Date	Amount
Inv 233031		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/01/2021	Monthly Security System City Hall Rear Gate-NM 586 August 2021	45.66
Inv 233031 Total		45.66
Inv 233032		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/01/2021	Monthly Security Fire Dep. Gate-NM 585 August 2021	36.66
Inv 233032 Total		36.66
Inv 233033		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/01/2021	Monthly Security System Easy-FD EOC-NM 584 August 2021	77.14
Inv 233033 Total		77.14
Inv 233399		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2021	Monthly Security System Council Chambers-NM 583 Sep 2021	67.12
Inv 233399 Total		67.12
Inv 233400		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2021	Monthly Security System City Hall 1st Floor-NM 582 Sep 2021	101.71
Inv 233400 Total		101.71
Inv 233401		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2021	Monthly Security System City Hall Rear Gate-NM 586 Sep 2021	45.66
Inv 233401 Total		45.66
Inv 233402		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2021	Monthly Security System Fire Dep. Gate-NM 585 Sep 2021	36.66
Inv 233402 Total		36.66
Inv 233403		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2022	Monthly Security System Easy Access FD EOC- NM 584 Sep 2021	77.14
Inv 233403 Total		77.14
Inv 233796		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/01/2021	Monthly Security System Council Chambers-NM 583 Oct 2021	67.12

Check Number	Check Date	Amount
Inv 233796 Total		67.12
Inv 233797		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/01/2021	Monthly Security System City Hall 1st Floor-NM 582 Oct 2021	101.71
Inv 233797 Total		101.71
Inv 233798		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/01/2021	Monthly Security System City Hall Rear Gate-NM 586 Oct 2021	45.66
Inv 233798 Total		45.66
Inv 233799		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/01/2021	Monthly Security System Fire Dep. Gate-NM 585 Oct 2021	36.66
Inv 233799 Total		36.66
Inv 233800		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/01/2021	Monthly Security System Easy Access FD EOC-NM 584 Oct 2021	77.14
Inv 233800 Total		77.14
314430 Total:		<hr/> 2,411.83
SDSI0107 - SDS Security Design Systems Total:		<hr/> 2,411.83
Total:		<hr/> <hr/> 2,411.83

Accounts Payable

Check Detail

User: calvarez
Printed: 05/09/2022 - 12:55PM



Check Number	Check Date		Amount
ACHG2013 - A-Check Global			
314431	05/09/2022		
Inv	59-0673463		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/31/2022	Pre-Employment Background		17.00
Inv 59-0673463 Total			17.00
314431 Total:			17.00
ACHG2013 - A-Check Global Total:			
			17.00
AIR6010 - Airgas USA LLC			
0	05/09/2022		
Inv	9988362564		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/30/2022	Oxygen Cylinder Rental: APRIL 2022		408.90
Inv 9988362564 Total			408.90
0 Total:			408.90
AIR6010 - Airgas USA LLC Total:			
			408.90
ATLRR816 - Atkinson, Andelson, Loya, Rudd & Romo			
0	05/09/2022		
Inv	643508		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/31/2022	Personnel Matters		582.75
Inv 643508 Total			582.75
Inv	645792		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/28/2022	Personnel Matters		621.60
Inv 645792 Total			621.60
Inv	648760		
<u>Line Item Date</u>	<u>Line Item Description</u>		

Check Number	Check Date		Amount
03/31/2022		Personnel Matters	2,952.60
		Inv 648760 Total	2,952.60
0 Total:			4,156.95
ATLRR816 - Atkinson, Andelson, Loya, Rudd & Romo Total:			4,156.95
CSD3014 - Ca. State Disbursement Unit			
314432	05/09/2022		
		Inv PR 04/29/2022	
<u>Line Item Date</u>		<u>Line Item Description</u>	
04/27/2022		PR Batch 42922.04.2022 Garnishment - Case # FAMSS - 1406906	814.15
		Inv PR 04/29/2022 Total	814.15
314432 Total:			814.15
CSD3014 - Ca. State Disbursement Unit Total:			814.15
CRSC2013 - Capital Research & Consulting LLC			
314433	05/09/2022		
		Inv 3027	
<u>Line Item Date</u>		<u>Line Item Description</u>	
04/11/2022		Management of 457 Deferred Compensation Plan	2,935.30
		Inv 3027 Total	2,935.30
314433 Total:			2,935.30
CRSC2013 - Capital Research & Consulting LLC Total:			2,935.30
CPSH2013 - CPS HR Consulting			
314434	05/09/2022		
		Inv 124193	
<u>Line Item Date</u>		<u>Line Item Description</u>	
02/16/2022		Risk ManagementTraining	199.00
		Inv 124193 Total	199.00
		Inv 124198	
<u>Line Item Date</u>		<u>Line Item Description</u>	
02/25/2022		Risk ManagementTraining	199.00
		Inv 124198 Total	199.00
314434 Total:			398.00

CPSH2013 - CPS HR Consulting Total:	398.00
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DTV5012 - DIRECTV

314435 05/09/2022
 Inv 068653046X22042

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/29/2022	Act # 068653046: EOC COMMUNICATION 04/28/2022-05/27/20:	6.25
04/29/2022	Act # 068653046: EOC COMMUNICATION 04/28/2022-05/27/20:	96.98
Inv 068653046X22042 Total		103.23

314435 Total:	103.23
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DTV5012 - DIRECTV Total:	103.23
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LCW7456 - Liebert Cassidy Whitmore

0 05/09/2022
 Inv 203840

<u>Line Item Date</u>	<u>Line Item Description</u>	
08/31/2021	Personnel Matter	2,067.00
Inv 203840 Total		2,067.00

Inv 204888

<u>Line Item Date</u>	<u>Line Item Description</u>	
08/31/2021	Personnel Matter	7,927.15
Inv 204888 Total		7,927.15

Inv 204935

<u>Line Item Date</u>	<u>Line Item Description</u>	
08/31/2021	Personnel Matter	1,912.50
Inv 204935 Total		1,912.50

Inv 211409

<u>Line Item Date</u>	<u>Line Item Description</u>	
12/31/2021	Personnel Matter	1,493.50
Inv 211409 Total		1,493.50

Inv 213015

<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2022	Personnel Matter	2,832.50
Inv 213015 Total		2,832.50

Check Number	Check Date	Amount
Inv 214754		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/28/2022	Personnel Matter	433.50
Inv 214754 Total		433.50
Inv 214897		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/28/2022	Personnel Matter	39.00
Inv 214897 Total		39.00
Inv 216474		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/31/2022	Personnel Matter	1,072.50
Inv 216474 Total		1,072.50
Inv 216475		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/31/2022	Personnel Matter	1,417.00
Inv 216475 Total		1,417.00
0 Total:		19,194.65
LCW7456 - Liebert Cassidy Whitmore Total:		19,194.65
TRA2010 - Norman A. Traub Associates		
314436	05/09/2022	
Inv 21140.01		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/26/2022	Investigation Services	125.00
Inv 21140.01 Total		125.00
314436 Total:		125.00
TRA2010 - Norman A. Traub Associates Total:		125.00
CSAC2012 - PRISM		
0	05/09/2022	
Inv 22401123		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/05/2022	April - June 2022 Employee Assistance Program	1,411.59
Inv 22401123 Total		1,411.59

Check Number	Check Date	Amount
0 Total:		1,411.59
CSAC2012 - PRISM Total:		1,411.59
SSDV2018 - Sandoval, Sheila		
0	05/09/2022	
Inv	PR 04/29/2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/27/2022	PR Batch 42922.04.2022 - Garnishment	485.00
04/27/2022	PR Batch 42922.04.2022 - Garnishment	737.00
Inv PR 04/29/2022 Total		1,222.00
0 Total:		1,222.00
SSDV2018 - Sandoval, Sheila Total:		1,222.00
SDSI0107 - SDS Security Design Systems		
314437	05/09/2022	
Inv	234355	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/01/2021	Security System-Yard Cameras NM 618 - December 2021	29.15
Inv 234355 Total		29.15
Inv	234551	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/01/2021	Security System Council Chamber-NM 583 - December 2021	67.12
Inv 234551 Total		67.12
Inv	234552	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/01/2021	Security System CH Access Control1st Floor NM 582 - December 2	101.71
Inv 234552 Total		101.71
Inv	234553	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/01/2021	Security System City Hall Rear Gate NM 586 - December 2021	45.66
Inv 234553 Total		45.66
Inv	234554	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/01/2021	Security System for Fire Dep. Gate NM 585 - December 2021	36.66
Inv 234554 Total		36.66

Check Number	Check Date	Amount
Inv 234555		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/01/2021	Security System Easy Access Fire Dep. EOC NM 584 - December 2	77.14
Inv 234555 Total		77.14
Inv 234742		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/01/2021	Security Systemr Yard Cameras NM 618 - January 2022	29.15
Inv 234742 Total		29.15
Inv 234947		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/01/2021	Security System Council Chambers NM 583 - January 2022	67.12
Inv 234947 Total		67.12
Inv 234948		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/01/2021	Security System CH Access Control 1st Floor NM 582 - January '22	101.71
Inv 234948 Total		101.71
Inv 234949		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/01/2021	Security System City Hall Rear Gate NM 586 - January 2022	45.66
Inv 234949 Total		45.66
Inv 234950		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/01/2021	Security System Fire Dep. Gate NM 585 - January 2022	36.66
Inv 234950 Total		36.66
Inv 234951		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/01/2021	Security System Easy Access Fire Dep. EOC NM 584 - January 202	77.14
Inv 234951 Total		77.14
Inv 235139		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/01/2022	Security System Yard Cameras NM 618 - February 2022	29.15
Inv 235139 Total		29.15
Inv 235339		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/01/2022	Security System Council Chambers NM 583 - February 2022	67.12

Check Number	Check Date	Amount
Inv 235339 Total		67.12
Inv 235340		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/01/2022	Security System CH Access Control 1st Floor NM 582 - February 22	101.71
Inv 235340 Total		101.71
Inv 235341		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/01/2022	Security System City Hall Rear Gate NM 586 - February 2022	45.66
Inv 235341 Total		45.66
Inv 235342		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/01/2022	Security System Fire Dep. Gate NM 585 - February 2022	36.66
Inv 235342 Total		36.66
Inv 235343		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/01/2022	Security System Easy Access Control-FD. EOC NM 584 - February	77.14
Inv 235343 Total		77.14
Inv 235554		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/01/2022	Security System Yard Cameras NM 618 - March 2022	29.15
Inv 235554 Total		29.15
Inv 235753		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/01/2022	Security System Council Chambers NM 583 - March 2022	67.12
Inv 235753 Total		67.12
Inv 235754		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/01/2022	Security System CH Access Control 1st Floor NM 582 - March 2022	101.71
Inv 235754 Total		101.71
Inv 235755		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/01/2022	Security System for City Hall Rear Gate NM 586 - March 2022	45.66
Inv 235755 Total		45.66

Check Number	Check Date	Amount
Inv 235756		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/01/2022	Security System Fire Dep. Gate NM 585 - March 2022	36.66
Inv 235756 Total		36.66
Inv 235757		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/01/2022	Security System Easy Fire Dep. EOC NM 584 - March 2022	77.14
Inv 235757 Total		77.14
314437 Total:		1,429.76
SDSI0107 - SDS Security Design Systems Total:		1,429.76
COBR7131 - The Advantage Group		
0 05/09/2022		
Inv 141636		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/05/2022	HRA Administration Fee	324.00
Inv 141636 Total		324.00
Inv May 2022		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/01/2022	HRA Retiree Premiums	14,847.10
Inv May 2022 Total		14,847.10
0 Total:		15,171.10
COBR7131 - The Advantage Group Total:		15,171.10
WTNLGOVD - Witness Legal Video, Inc		
314438 05/09/2022		
Inv 201820		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/09/2022	Deposition Recording August 2020	791.25
Inv 201820 Total		791.25
314438 Total:		791.25
WTNLGOVD - Witness Legal Video, Inc Total:		791.25
YTI1023 - Y Tire Performance LLC		

Check Number	Check Date	Amount
314439	05/09/2022	
Inv	314339-ReIssue	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/20/2022	Re-Issue Voided Check # 314339	3,705.06
Inv	314339-ReIssue Total	3,705.06
Inv	314429-Reissue	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/04/2022	Re-Issue Voided Check # 314429	737.18
Inv	314429-Reissue Total	737.18
314439 Total:		4,442.24
YTH1023 - Y Tire Performance LLC Total:		4,442.24
Total:		52,621.12

Accounts Payable

Check Detail

User: calvarez
 Printed: 05/10/2022 - 6:16PM



Check Number	Check Date		Amount
ADPLC818 - ADP, Inc.			
0	05/10/2022		
Inv	598410551		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/28/2022	ADP Payroll Services: 12/25/2021-01/12/2022		10,168.91
Inv 598410551 Total			10,168.91
Inv	599492444		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/16/2022	ADP Payroll Services: 2021/Q4 Y/E Info & Tax Reportin, W-2's		2,208.11
Inv 599492444 Total			2,208.11
Inv	601005796		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/04/2022	ADP Payroll Services: 01/25/2022-02/12/2022		10,168.91
Inv 601005796 Total			10,168.91
0 Total:			22,545.93
ADPLC818 - ADP, Inc. Total:			22,545.93
Total:			22,545.93

ATTACHMENT 3 General City Warrant List

Accounts Payable

Check Detail

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Printed: 05/11/2022 - 5:37PM



Check Number	Check Date		Amount
ATGC8530 - Acorn Technology Services			
0	05/18/2022		
Inv	95818		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/01/2022	April 2022 IT Services		27,864.78
Inv 95818 Total			27,864.78
0 Total:			27,864.78
ATGC8530 - Acorn Technology Services Total:			27,864.78
ACMT2920 - All City Management Services, Inc.			
314440	05/18/2022		
Inv	77091		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/27/2022	Crossing Guard Services for 04/03/2022-04/16/2022		9,402.63
Inv 77091 Total			9,402.63
314440 Total:			9,402.63
ACMT2920 - All City Management Services, Inc. Total:			9,402.63
AMLN8011 - American Library Association			
314441	05/18/2022		
Inv	1099232		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/30/2022	Regular Membership Basic Dues & Public Library Association		228.00
Inv 1099232 Total			228.00
314441 Total:			228.00
AMLN8011 - American Library Association Total:			228.00
EMPI5011 - Aramsco, Inc. (Formerly Empire Cleaning Supply)			
314442	05/18/2022		

Check Number	Check Date	Amount
Inv S5190641.001		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2022	Fire Dept- Apparatus Cleaning Supplies	616.45
Inv S5190641.001 Total		616.45
314442 Total:		616.45
EMPI5011 - Aramsco, Inc. (Formerly Empire Cleaning Supply) Total:		616.45
AT&T5006 - AT&T		
314443	05/18/2022	
Inv 130464796		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/17/2022	AN 130464796 Services (04/18/22 - 05/17/22)	90.24
Inv 130464796 Total		90.24
314443 Total:		90.24
314444	05/18/2022	
Inv 626441-64973570		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/13/2022	AN 626 441-6497 357 0 Service (04/13/22-05/12/22)	931.46
Inv 626441-64973570 Total		931.46
Inv 626577-66572137		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/13/2022	AN 626 577-6657 213 7 Service 04/13/22- 05/12/22	61.56
Inv 626577-66572137 Total		61.56
314444 Total:		993.02
314445	05/18/2022	
Inv 000018086199		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/20/2022	AN 9391062308 Service(03/20/22-04/19/22)	14,422.61
Inv 000018086199 Total		14,422.61
Inv 000018086525		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/20/2022	AN 9391081369 Service(03/20/22-04/19/22)	65.62
Inv 000018086525 Total		65.62

Check Number	Check Date	Amount
Inv	000018103672	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/27/2022	AN CLAPDSOPAS Service(03/27/22-04/26/22)	322.27
Inv 000018103672 Total		322.27
Inv	000018105325	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/27/2022	AN 9391036943 Service(03/27/22-04/26/22)	1,075.84
Inv 000018105325 Total		1,075.84
314445 Total:		15,886.34
ATCN9011 - AT&T Total:		16,969.60
CIN4011 - AT&T Mobility		
314446	05/18/2022	
Inv	287299554301X04	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/19/2022	AN 287299554301 Service (03/20/22-04/19/22)	33.27
Inv 287299554301X04 Total		33.27
314446 Total:		33.27
CIN4011 - AT&T Mobility Total:		33.27
BAK0369 - Baker & Taylor Books		
0	05/18/2022	
Inv	2036510218	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/06/2022	Books for Library	234.17
Inv 2036510218 Total		234.17
Inv	2036521234	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/08/2022	Books for Library	926.68
Inv 2036521234 Total		926.68
Inv	2036543955	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/14/2022	Books for Library	100.91
Inv 2036543955 Total		100.91

Check Number	Check Date	Amount
Inv	2036557260	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/14/2022	Books for Library	1,033.94
Inv 2036557260 Total		1,033.94
Inv	2036561520	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/20/2022	Books for Library	711.37
Inv 2036561520 Total		711.37
Inv	2036634102	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/11/2022	Books for Library	1,288.96
Inv 2036634102 Total		1,288.96
Inv	2036638761	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/06/2022	Books for Library	153.63
Inv 2036638761 Total		153.63
Inv	2036639448	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/14/2022	Books for Library	179.51
Inv 2036639448 Total		179.51
Inv	2036651935	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/08/2022	Books for Library	133.25
Inv 2036651935 Total		133.25
Inv	2036657752	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/21/2022	Books for Library	410.51
Inv 2036657752 Total		410.51
Inv	2036668363	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/15/2022	Books for Library	210.69
Inv 2036668363 Total		210.69
Inv	2036671318	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/11/2022	Books for Library	25.80

Check Number	Check Date	Amount
Inv 2036671318 Total		25.80
Inv 2036673544		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2022	Books for Library	351.32
Inv 2036673544 Total		351.32
Inv 2036689946		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/19/2022	Books for Library	109.25
Inv 2036689946 Total		109.25
0 Total:		5,869.99
BAK0369 - Baker & Taylor Books Total:		5,869.99
BAK0366 - Baker & Taylor Entertainment		
0	05/18/2022	
Inv H60994100		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/12/2022	DVDs/ CDs	37.71
Inv H60994100 Total		37.71
Inv H61016280		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/13/2022	DVDs/ CDs	28.93
Inv H61016280 Total		28.93
Inv H61041720		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/20/2022	DVDs/ CDs	60.99
Inv H61041720 Total		60.99
0 Total:		127.63
BAK0366 - Baker & Taylor Entertainment Total:		127.63
SHBE8032 - Bee, Shuny		
314447	05/18/2022	
Inv 8090		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2022	Contract Instructor April Taekwondo	390.00

Check Number	Check Date	Amount
Inv 8090 Total		390.00
Inv 8093		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2022	Contract Instructor April Jeetkunedo	195.00
Inv 8093 Total		195.00
314447 Total:		585.00
SHBE8032 - Bee, Shuny Total:		585.00
BEHVRALA - Behavioral Analysis Training Inc.		
314448	05/18/2022	
Inv IV01347		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2022	Training Class for Crpl. Sanchez - 07/27/2022	100.00
Inv IV01347 Total		100.00
314448 Total:		100.00
BEHVRALA - Behavioral Analysis Training Inc. Total:		100.00
BLSP8010 - Blackstone Publishing		
0	05/18/2022	
Inv 2040694		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/27/2022	Books/DVDs/CDs	766.64
Inv 2040694 Total		766.64
0 Total:		766.64
BLSP8010 - Blackstone Publishing Total:		766.64
DABN8267 - Bohan, Diana 101-8030-8021-8267-000		
0	05/18/2022	
Inv 8133		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2022	Contract Instructor April Yoga	188.80
Inv 8133 Total		188.80
Inv 8295		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2022	Contract Instructor April Yoga	51.20

Check Number	Check Date	Amount
Inv 8295 Total		51.20
0 Total:		240.00
DABN8267 - Bohan, Diana Total:		240.00
PMAB8021 - Budka, Pamela Avry		
314449	05/18/2022	
Inv 8069		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2022	Contract Instructor April Meditation	25.60
Inv 8069 Total		25.60
Inv 8205		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2022	Contract Instructor April Meditation	12.00
Inv 8205 Total		12.00
314449 Total:		37.60
PMAB8021 - Budka, Pamela Avry Total:		37.60
CAL5236 - CA Linen Services		
314450	05/18/2022	
Inv 1959314		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/25/2022	Credit Memo for INV # 1959314 2/28/22	-11.86
Inv 1959314 Total		-11.86
Inv 1961433		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/25/2022	Credit Memo for INV # 1961433 3/07/22	-11.86
Inv 1961433 Total		-11.86
Inv 1978215		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/25/2022	Fire Station Linen Rental and Cleaning Services	114.84
Inv 1978215 Total		114.84
Inv 1980338		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/02/2022	Fire Station Linen Rental and Cleaning Services	93.55

Check Number	Check Date	Amount
Inv 1980338 Total		93.55
314450 Total:		184.67
CAL5236 - CA Linen Services Total:		184.67
CAORGPLS - Californians Organized for Police Support		
314451	05/18/2022	
Inv 100		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/27/2022	Memorial Day Ceremony Music	300.00
Inv 100 Total		300.00
314451 Total:		300.00
CAORGPLS - Californians Organized for Police Support Total:		300.00
CAN0607 - Cantu Graphics Inc.		
314452	05/18/2022	
Inv 20820		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/28/2022	One City One Story Committee Guides	108.98
Inv 20820 Total		108.98
314452 Total:		108.98
CAN0607 - Cantu Graphics Inc. Total:		108.98
CITH1021 - CDI		
314453	05/18/2022	
Inv 53661		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/26/2022	Annual Support and Updates for Laserfiche: 04/26/22-04/26/23	3,100.00
Inv 53661 Total		3,100.00
314453 Total:		3,100.00
CITH1021 - CDI Total:		3,100.00
CDW5246 - CDW Government LLC		
0	05/18/2022	
Inv W258336		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date		Amount
04/21/2022	MS Office Home Library Memory Lab		423.46
	Inv W258336 Total		423.46
0 Total:			423.46
CDW5246 - CDW Government LLC Total:			423.46
CHAG8032 - Chang, Emily			
0	05/18/2022		
	Inv 8027		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/03/2022	Kinder Musik in Person: April to May		102.70
	Inv 8027 Total		102.70
	Inv 8029		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/03/2022	Kinder Musik Online: April to May		63.20
	Inv 8029 Total		63.20
0 Total:			165.90
CHAG8032 - Chang, Emily Total:			165.90
TIM4011 - Charter Communications			
314454	05/18/2022		
	Inv 0052005042622		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/22/2022	AN 8448 20 899 0052005 Services (04/11-2022 - 05/10-22)		3,472.86
	Inv 0052005042622 Total		3,472.86
	Inv 0251967042222		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/22/2022	AN 8448 30 008 0251967 Services (04/22-2022 - 05/21-22)		233.35
	Inv 0251967042222 Total		233.35
314454 Total:			3,706.21
TIM4011 - Charter Communications Total:			3,706.21
CURC5412 - Courtney Construction, Inc.			
314455	05/18/2022		

Check Number	Check Date	Amount
Inv 1225 Chelten		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/20/2022	Refundable deposit for Replacement trees - 1225 Chelten	2,680.00
Inv 1225 Chelten Total		2,680.00
314455 Total:		2,680.00
CURC5412 - Courtney Construction, Inc. Total:		2,680.00
RDRKDVS - Davis, Roderick		
0	05/18/2022	
Inv 05/07/2022		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2022	Dj for Doggy Day on 05/07/2022	400.00
Inv 05/07/2022 Total		400.00
0 Total:		400.00
RDRKDVS - Davis, Roderick Total:		400.00
DEL4000 - Dell Marketing L.P.		
0	05/18/2022	
Inv 10574033612		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/19/2022	Dell Latitude Laptops Qty # 2	1,805.85
Inv 10574033612 Total		1,805.85
0 Total:		1,805.85
DEL4000 - Dell Marketing L.P. Total:		1,805.85
DIG0800 - Digital Telecommunications Corp		
0	05/18/2022	
Inv 44942		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/01/2022	Monthly IT Phone Services - June 2022	984.00
Inv 44942 Total		984.00
0 Total:		984.00
DIG0800 - Digital Telecommunications Corp Total:		984.00

Check Number	Check Date		Amount
PMLDONG - Dong, Pamela			
314456	05/18/2022		
Inv	8073		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/03/2022	Contract Instructor April Qi Gong		56.00
Inv 8073 Total			56.00
Inv	8077		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/03/2022	Contract Instructor April Martial Arts		76.00
Inv 8077 Total			76.00
Inv	8291		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/03/2022	Contract Instructor April Martial Arts		20.00
Inv 8291 Total			20.00
Inv	8292		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/03/2022	Contract Instructor April Qi Gong		16.00
Inv 8292 Total			16.00
314456 Total:			168.00
PMLDONG - Dong, Pamela Total:			168.00
MADH1021 - Donohue, Marc Andre			
0	05/18/2022		
Inv	5		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/28/2022	Preparation of Minutes for 11/03/2021 - 12/15/2021		3,275.00
Inv 5 Total			3,275.00
0 Total:			3,275.00
MADH1021 - Donohue, Marc Andre Total:			3,275.00
DDL8010 - Dr. Detail Ph.D			
0	05/18/2022		
Inv	2476		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/03/2022	Fleet Cleaninig of Dial-a-Ride Vehicles		1,100.00
Inv 2476 Total			1,100.00

Check Number	Check Date	Amount
0 Total:		1,100.00
DDL8010 - Dr. Detail Ph.D Total:		1,100.00
DGS16010 - Duthie Power Services		
314457	05/18/2022	
Inv S98816		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/08/2022	Emergency Generator Repair at Civic Center	1,090.20
Inv S98816 Total		1,090.20
314457 Total:		1,090.20
DGS16010 - Duthie Power Services Total:		1,090.20
ECPLSYTM - Economic & Planning Systems, Inc.		
314458	05/18/2022	
Inv 214034-5		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/31/2022	Inclusionary Housing In-Lieu Fee Study and Affordable Housing	7,522.50
Inv 214034-5 Total		7,522.50
314458 Total:		7,522.50
ECPLSYTM - Economic & Planning Systems, Inc. Total:		7,522.50
FED1109 - FedEx		
314459	05/18/2022	
Inv 7-740-36226		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/02/2022	Shipping parking control device for repairs & shipping supplies	54.38
Inv 7-740-36226 Total		54.38
314459 Total:		54.38
FED1109 - FedEx Total:		54.38
GALL5011 - Galls, LLC		
314460	05/18/2022	
Inv 019264449		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/02/2022	Uniforms and Safety Equipment for Police Department	235.59

Check Number	Check Date	Amount
Inv 019264449 Total		235.59
Inv 019811093		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/02/2022	Uniforms and Safety Equipment for Police Department	262.77
Inv 019811093 Total		262.77
Inv 019944567		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2022	Uniforms and Safety Equipment for Police Department	17.07
Inv 019944567 Total		17.07
Inv 020137118		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2022	Uniforms and Safety Equipment for Police Department	174.72
Inv 020137118 Total		174.72
Inv 020169073		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2022	Uniforms and Safety Equipment for Police Department	242.00
Inv 020169073 Total		242.00
Inv 020171214		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2022	Uniforms and Safety Equipment for Police Department	784.66
Inv 020171214 Total		784.66
Inv 020171219		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2022	Uniforms and Safety Equipment for Police Department	784.66
Inv 020171219 Total		784.66
Inv 020235404		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2022	Uniforms and Safety Equipment for Police Department	925.06
Inv 020235404 Total		925.06
Inv 020266785		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2022	Uniforms and Safety Equipment for Police Department	784.66
Inv 020266785 Total		784.66

Check Number	Check Date		Amount
Inv	020324698		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/03/2022	Uniforms and Safety Equipment for Police Department		784.66
Inv 020324698 Total			784.66
Inv	020795188		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/03/2022	Uniforms and Safety Equipment for Police Department		1,549.32
Inv 020795188 Total			1,549.32
314460 Total:			6,545.17
GALL5011 - Galls, LLC Total:			6,545.17
EGGO4011 - Giron-Garrido, Elias			
314461	05/18/2022		
Inv	04.11-04.13.22		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/11/2022	Reimb. Training Expenses - Offcr. Giron-Garrido - 04/11-04/13/22		476.00
05/11/2022	Reimb. Training Expenses - Offcr. Giron-Garrido - 04/11-04/13/22		589.04
Inv 04.11-04.13.22 Total			1,065.04
314461 Total:			1,065.04
EGGO4011 - Giron-Garrido, Elias Total:			1,065.04
GOV1249 - Government Finance Officers Association			
314462	05/18/2022		
Inv	300242192		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/08/2022	GP GAAFR PLUS; 03/01/2022-02/28/2023		65.00
Inv 300242192 Total			65.00
314462 Total:			65.00
GOV1249 - Government Finance Officers Association Total:			65.00
GLCI2997 - Graphic Electric Inc.			
314463	05/18/2022		
Inv	98275		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/12/2022	Repair outdoor lighting at Library and electrical issue at FD		889.36
Inv 98275 Total			889.36

Check Number	Check Date	Amount
314463 Total:		889.36
GLCI2997 - Graphic Electric Inc. Total:		889.36
ISGU4011 - Gutierrez, Issac		
314464	05/18/2022	
Inv 04.11-04.13.22		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/11/2022	Reimb. Training Class for Officer Gutierrez: 04/11/22-04/13/22	619.91
05/11/2022	Reimb. Training Class for Officer Gutierrez: 04/11/22-04/13/22	717.16
Inv 04.11-04.13.22 Total		1,337.07
314464 Total:		1,337.07
ISGU4011 - Gutierrez, Issac Total:		1,337.07
CHSHAGLR - Hagler, Chelsea S		
314465	05/18/2022	
Inv 266128810		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/11/2022	Refund citation # 266128810 due to being dismissed	200.00
Inv 266128810 Total		200.00
314465 Total:		200.00
CHSHAGLR - Hagler, Chelsea S Total:		200.00
HALOINC - HALO Branded Solutions, Inc.		
0	05/18/2022	
Inv 2022000061370		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/02/2022	Community outreach items for PD	512.84
Inv 2022000061370 Total		512.84
Inv 2022000064301		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/05/2022	Promotional Items for Police Department (Pencils, Magnets, Padfo	340.93
Inv 2022000064301 Total		340.93
0 Total:		853.77

Check Number	Check Date	Amount
HALOINC - HALO Branded Solutions, Inc. Total:		853.77
RYHG4010 - Hang, Ryan		
314466	05/18/2022	
Inv	04/06/2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/11/2022	Reimb. Training Class Expense for Det. Hang - 04/06/22	4.10
Inv 04/06/2022 Total		4.10
314466 Total:		4.10
RYHG4010 - Hang, Ryan Total:		4.10
CRHY8067 - Hartney, Corey		
0	05/18/2022	
Inv	8037	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2022	Contract Instructor Basketball April-May 2022	520.00
Inv 8037 Total		520.00
Inv	8039	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2022	Contract Instructor Basketball April-May 2022	910.00
Inv 8039 Total		910.00
0 Total:		1,430.00
CRHY8067 - Hartney, Corey Total:		1,430.00
HRSCHPIP - Hirsche Pipe & Supply		
314467	05/18/2022	
Inv	8172272	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/22/2022	Plumbing & Pipe Supplies-Building and Maint.	343.56
Inv 8172272 Total		343.56
314467 Total:		343.56
HRSCHPIP - Hirsche Pipe & Supply Total:		343.56
HOMCOMMU - Hom, Reagan		
314468	05/18/2022	

Check Number	Check Date		Amount
Inv	042022		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/20/2022	Pushbumper replacement for unit #1201 (Tahoe)		1,486.50
Inv 042022 Total			1,486.50
314468 Total:			1,486.50
HOMCOMMU - Hom, Reagan Total:			1,486.50
JSAR4011 - Jack's Auto Repair			
314469	05/18/2022		
Inv	17090		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/05/2022	Routine Maintenance of Transit Fleet		93.63
Inv 17090 Total			93.63
Inv	17312		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/26/2022	Routine Maintenance of Transit Fleet		164.23
Inv 17312 Total			164.23
Inv	17339		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/04/2022	Routine Maintenance of Transit Fleet		27.56
Inv 17339 Total			27.56
Inv	17341		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/04/2022	Routine Maintenance of Transit Fleet		66.00
Inv 17341 Total			66.00
314469 Total:			351.42
JSAR4011 - Jack's Auto Repair Total:			351.42
KEY2011 - Keyser Marston Associates Inc			
314470	05/18/2022		
Inv	0035697		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/03/2021	Density Bonus for Affordable Housing Review Services: May 2021		840.00
06/03/2021	Density Bonus for Affordable Housing Review Services: May 2021		-840.00
06/01/2022	Density Bonus for Affordable Housing Review Services: May 2021		840.00
Inv 0035697 Total			840.00

Check Number	Check Date	Amount
Inv 0036200		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/03/2021	Density Bonus for Affordable Housing Review Services: October 21	840.00
11/03/2021	Density Bonus for Affordable Housing Review Services: October 21	-840.00
11/03/2021	Density Bonus for Affordable Housing Review Services: October 21	840.00
Inv 0036200 Total		840.00
Inv 0036486		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/03/2022	Density Bonus for Affordable Housing Review Services: Jan. 2022	2,030.00
02/03/2022	Density Bonus for Affordable Housing Review Services: Jan. 2022	-2,030.00
02/03/2022	Density Bonus for Affordable Housing Review Services: Jan. 2022	2,030.00
Inv 0036486 Total		2,030.00
Inv 0036647		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/05/2022	Density Bonus for Affordable Housing Review Services: March 202	-11,295.00
04/05/2022	Density Bonus for Affordable Housing Review Services: March 202	11,295.00
04/05/2022	Density Bonus for Affordable Housing Review Services: March 202	11,295.00
Inv 0036647 Total		11,295.00
314470 Total:		15,005.00
KEY2011 - Keyser Marston Associates Inc Total:		15,005.00
KMTM4011 - Kim, Timothy		
314471	05/18/2022	
Inv 03.14-03.17.22		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/04/2022	Reimb. Training Class for Officer Kim - 03/14/2022-03/17/2022	620.75
05/04/2022	Reimb. Training Class for Officer Kim - 03/14/2022-03/17/2022	373.80
Inv 03.14-03.17.22 Total		994.55
314471 Total:		994.55
KMTM4011 - Kim, Timothy Total:		994.55
LIFE822 - Life-Assist Inc.		
314472	05/18/2022	
Inv 1201716		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/25/2022	Medical Supplies Fire Dept.	2,512.79
Inv 1201716 Total		2,512.79

Check Number	Check Date	Amount
314472 Total:		2,512.79
LIFE822 - Life-Assist Inc. Total:		2,512.79
LBBM4010 - Long Beach BMW Motorcycles		
314473	05/18/2022	
Inv 43253		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/02/2022	Police Department Motorcycle Service Repairs	969.49
Inv 43253 Total		969.49
314473 Total:		969.49
LBBM4010 - Long Beach BMW Motorcycles Total:		969.49
MOR2900 - Morrow & Holman Plumbing Inc		
314474	05/18/2022	
Inv P-10-16960		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/18/2021	Emergency Plumbing Repair-Water Pump Repair-Fire Dep.	1,761.27
Inv P-10-16960 Total		1,761.27
Inv P-2-12661		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/19/2020	Emergency Plumbing Repair-Leak at Fire Dep	837.50
Inv P-2-12661 Total		837.50
Inv P-2-15157		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/11/2021	Emergency Plumbing Repair-Garfield Park-Restroom Repair	131.25
Inv P-2-15157 Total		131.25
Inv P-4-15758		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/29/2021	Emergency Plumbing Repair-Orange Grove Park-Restroom	321.70
Inv P-4-15758 Total		321.70
Inv P-5-15859		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/11/2021	Emergency Plumbing-Park-Restroom Repair	472.50
Inv P-5-15859 Total		472.50

Check Number	Check Date	Amount
314474 Total:		3,524.22
<hr/>		
MOR2900 - Morrow & Holman Plumbing Inc Total:		3,524.22
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PHS4011 - Pasadena Humane Society		
314475	05/18/2022	
Inv	MAY2022SoPas	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2022	Animal Control Services - May 2022	14,035.83
Inv MAY2022SoPas Total		14,035.83
<hr/>		
314475 Total:		14,035.83
<hr/>		
PHS4011 - Pasadena Humane Society Total:		14,035.83
<hr/>		
CRPC7000 - Pech, Carlos		
314476	05/18/2022	
Inv	04.11-04.15.22	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/11/2022	Reimb. Training Expense for Offcr. Pech - 04/11-04/15/22	674.78
05/11/2022	Reimb. Training Expense for Offcr. Pech - 04/11-04/15/22	715.84
Inv 04.11-04.15.22 Total		1,390.62
<hr/>		
314476 Total:		1,390.62
<hr/>		
CRPC7000 - Pech, Carlos Total:		1,390.62
<hr/>		
SAVGTRN - Savage Training Group LLC		
314477	05/18/2022	
Inv	1601	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/22/2022	Responsive Tactics Course for Officer Daren Wong: 03/29/2022	283.00
Inv 1601 Total		283.00
Inv 1651		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/29/2022	Training Class for SGT. Ronnie - 05/13/2022	213.00
Inv 1651 Total		213.00
<hr/>		
314477 Total:		496.00
<hr/>		
SAVGTRN - Savage Training Group LLC Total:		496.00

Check Number	Check Date		Amount
SBSDADV - SBSB Advanced Officer			
314478	05/18/2022		
Inv	AO-19113136		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/18/2022	Training Class for Officer Pech: 04/11/2022-04/15/2022		100.00
Inv AO-19113136 Total			100.00
314478 Total:			100.00
SBSDADV - SBSB Advanced Officer Total:			100.00
SCAT6710 - Scott's Automotive			
314479	05/18/2022		
Inv	16977		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/03/2022	Police Department Automotive Maintenance Unit # 1501		53.45
Inv 16977 Total			53.45
314479 Total:			53.45
SCAT6710 - Scott's Automotive Total:			53.45
SDSI0107 - SDS Security Design Systems			
314480	05/18/2022		
Inv	236529		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/02/2022	Security System for Civic Center May 2022		65.18
Inv 236529 Total			65.18
Inv	236530		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/02/2022	Security System for Civic Center May 2022		217.46
Inv 236530 Total			217.46
Inv	236531		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/02/2022	Security System for Civic Center May 2022		113.00
Inv 236531 Total			113.00
Inv	236532		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/02/2022	Security System for Civic Center May 2022		30.00

Check Number	Check Date	Amount
Inv 236532 Total		30.00
314480 Total:		425.64
SDSI0107 - SDS Security Design Systems Total:		425.64
SERVGSIB - SERVPRO of Glendora/San Dimas/Irwindale/Baldwin Pk		
314481	05/18/2022	
Inv 191901		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/18/2021	Emergenc Mitigated Damage Clean-up at 841 Monterey Road	1,755.52
Inv 191901 Total		1,755.52
314481 Total:		1,755.52
SERVGSIB - SERVPRO of Glendora/San Dimas/Irwindale/Baldwin Pk Total:		1,755.52
SHO7777 - Showcases		
0	05/18/2022	
Inv 323351		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2022	DVD cases	347.76
Inv 323351 Total		347.76
0 Total:		347.76
SHO7777 - Showcases Total:		347.76
WLST8267 - Shuttic, William 101-8030-8021-8267-000		
0	05/18/2022	
Inv 7957		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2022	Contract Instructor April Functional Fitness	276.00
Inv 7957 Total		276.00
Inv 7958		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2022	Contract Instructor April functional Fitness	392.00
Inv 7958 Total		392.00
Inv 7959		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2022	Contract Instructor April Functional Fitness	32.00

Check Number	Check Date		Amount
		Inv 7959 Total	32.00
		Inv 7960	
		<u>Line Item Date</u> <u>Line Item Description</u>	
		05/03/2022 Contract Instructor April Functional Fitness	20.00
		Inv 7960 Total	20.00
		0 Total:	720.00
WLST8267 - Shuttic, William Total:			720.00
MLSN8264 - Snyder, Melissa			
314482	05/18/2022		
		Inv 04/27/2022	
		<u>Line Item Date</u> <u>Line Item Description</u>	
		04/29/2022 Supplies for Senior Social hr, Mother's Day Luncheon,Senior Prom	143.63
		04/29/2022 Supplies for Senior Social hr, Mother's Day Luncheon,Senior Prom	118.70
		Inv 04/27/2022 Total	262.33
		Inv 04/28/2022	
		<u>Line Item Date</u> <u>Line Item Description</u>	
		04/29/2022 Supplies for Senior Social hr, Mother's Day Luncheon,Senior Prom	85.00
		04/29/2022 Supplies for Senior Social hr, Mother's Day Luncheon,Senior Prom	39.62
		Inv 04/28/2022 Total	124.62
		314482 Total:	386.95
MLSN8264 - Snyder, Melissa Total:			386.95
STA5219 - Staples Business Advantage			
0	05/18/2022		
		Inv 3477431422	
		<u>Line Item Date</u> <u>Line Item Description</u>	
		05/19/2021 Public Works Admin Supplies	98.11
		Inv 3477431422 Total	98.11
		Inv 3494314185	
		<u>Line Item Date</u> <u>Line Item Description</u>	
		12/02/2021 Engineering Division Supplies	63.93
		Inv 3494314185 Total	63.93
		Inv 3495238759	
		<u>Line Item Date</u> <u>Line Item Description</u>	

Check Number	Check Date	Amount
12/15/2021	PW Yard Breakroom Supplies	15.35
12/15/2021	PW Yard Breakroom Supplies	15.36
12/15/2021	PW Yard Breakroom Supplies	15.35
Inv 3495238759 Total		46.06
Inv 3496844801		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/05/2022	Office Supplies	172.60
Inv 3496844801 Total		172.60
Inv 3496844802		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/05/2022	Office Supplies	173.40
Inv 3496844802 Total		173.40
Inv 3496844805		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2022	Office Supplies for the SC	77.37
Inv 3496844805 Total		77.37
Inv 3496905592		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/05/2022	Office Supplies	184.82
Inv 3496905592 Total		184.82
Inv 3496905593		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/06/2022	Office Supplies	30.48
Inv 3496905593 Total		30.48
Inv 3496905594		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/05/2022	Office Supplies	185.16
Inv 3496905594 Total		185.16
Inv 3497152769		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/08/2022	Office Supplies	443.19
Inv 3497152769 Total		443.19
Inv 3497373077		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/13/2022	Office Supplies	181.64

Check Number	Check Date	Amount
Inv 3497373077 Total		181.64
Inv 3497373080		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/13/2022	PD Office Supplies	275.51
Inv 3497373080 Total		275.51
Inv 3497373081		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/13/2022	PD Office Supplies	36.24
Inv 3497373081 Total		36.24
Inv 3497373082		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/13/2022	PD Office Supplies	110.23
Inv 3497373082 Total		110.23
Inv 3497373084		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2022	Office Supplies for the SC	338.86
Inv 3497373084 Total		338.86
Inv 3497373085		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2022	Office Supplies for the SC	37.46
Inv 3497373085 Total		37.46
Inv 3497446108		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/14/2022	Office Supplies	67.78
Inv 3497446108 Total		67.78
Inv 3497446110		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/14/2022	PD Office Supplies	330.69
Inv 3497446110 Total		330.69
Inv 3499373008		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/03/2022	Finance Office Supplies	88.18
Inv 3499373008 Total		88.18

Check Number	Check Date	Amount
Inv	3499696193	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/02/2022	PD Office Supplies	117.51
Inv 3499696193 Total		117.51
Inv	3500289037	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/16/2022	Finance Office Supplies	85.76
Inv 3500289037 Total		85.76
Inv	3500289041	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/02/2022	PD Office Supplies	297.10
Inv 3500289041 Total		297.10
Inv	3500289042	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/16/2022	PD Office Supplies	661.49
Inv 3500289042 Total		661.49
Inv	3500353192	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/17/2022	Engineering Division Supplies	180.77
Inv 3500353192 Total		180.77
Inv	3500416672	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/20/2022	Particulate Respirator COVID Expense	826.00
Inv 3500416672 Total		826.00
Inv	3500689245	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/22/2022	KN 95 Mask 60-Pack COVID EXPENSE	3,306.95
Inv 3500689245 Total		3,306.95
Inv	3501746933	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/02/2022	3 Shelf Class B+ Refil COVID EXPENSE	755.16
Inv 3501746933 Total		755.16
Inv	3502728790	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/16/2022	PD Office Supplies	631.47

Check Number	Check Date	Amount
Inv 3502728790 Total		631.47
Inv 3502728791		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/16/2022	PD Office Supplies	8.05
Inv 3502728791 Total		8.05
Inv 3503023239		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/19/2022	Finance Office Supplies	225.26
Inv 3503023239 Total		225.26
Inv 3503196051		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/23/2022	PD Office Supplies	1,249.31
Inv 3503196051 Total		1,249.31
Inv 3505256428		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/14/2022	City Hall Supplies	86.45
04/14/2022	City Council Meeting Expense	33.95
04/14/2022	City Hall Supplies	51.62
Inv 3505256428 Total		172.02
Inv 3505613688		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/19/2022	City Clerk Supplies	8.59
Inv 3505613688 Total		8.59
Inv 3505763790		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/21/2022	City Clerk Supplies	60.83
04/21/2022	Supplies for Council Meeting	33.41
Inv 3505763790 Total		94.24
Inv 3506009496		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/23/2022	Council Supplies for Special Meeting	76.34
Inv 3506009496 Total		76.34
Inv 3506211921		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/27/2022	Office Supplies	116.60

Check Number	Check Date	Amount
Inv 3506211921	Total	116.60
Inv 3506299921		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/02/2022	PD Office Supplies	787.82
Inv 3506299921	Total	787.82
Inv 3506371219		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/02/2022	PD Office Supplies	97.01
Inv 3506371219	Total	97.01
0 Total:		12,639.16
STA5219 - Staples Business Advantage Total:		12,639.16
STSM1020 - Studio Spectrum		
0	05/18/2022	
Inv 191995		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/01/2021	City Council Meeting Production: 11/03/2021-11/17/2021	3,375.00
Inv 191995	Total	3,375.00
Inv 192080		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/01/2022	City Council Streaming Services: 03/02/2022-03/28/2022	4,275.00
Inv 192080	Total	4,275.00
0 Total:		7,650.00
STSM1020 - Studio Spectrum Total:		7,650.00
SCRR4010 - Superior Court of California, County of LA		
314483	05/18/2022	
Inv March 2022		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/25/2022	Citations processed for the month of March 2022	5,361.00
Inv March 2022	Total	5,361.00
314483 Total:		5,361.00
SCRR4010 - Superior Court of California, County of LA Total:		5,361.00

LEBE8032 - The Skateside, LLC

314484 05/18/2022

Inv 8044

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2022	Contract Instructor April - Beginner After School Skate Class	666.25

Inv 8044 Total		666.25
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Inv 8047

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2022	Contract Instructor April Intermediate After School Skate Class	133.25

Inv 8047 Total		133.25
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Inv 8054

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2022	Contract Instructor April - After School Skate Class	1,296.75

Inv 8054 Total		1,296.75
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314484 Total:		2,096.25
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LEBE8032 - The Skateside, LLC Total:

2,096.25

TDCS4010 - Third Degree Communications, Inc.

314485 05/18/2022

Inv 10976

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/04/2022	Training Course for Officer Valdez on 05/16/2022-05/17/2022	375.00

Inv 10976 Total		375.00
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314485 Total:		375.00
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TDCS4010 - Third Degree Communications, Inc. Total:

375.00

UCL6115 - UC Regents

314486 05/18/2022

Inv 3013-150

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/01/2022	Continuing Education and Certification for Fire Dept.; MAY 2022	2,215.02

Inv 3013-150 Total		2,215.02
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314486 Total:		2,215.02
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Check Number	Check Date		Amount
UCL6115 - UC Regents Total:			2,215.02
VEBU3010 - Verizon Business Services			
314487	05/18/2022		
Inv	72183103		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/20/2022	AN SV646189 Service through 03/31/2022		7.98
Inv	72183103 Total		7.98
314487 Total:			7.98
VEBU3010 - Verizon Business Services Total:			7.98
VERW6711 - Verizon Wireless			
314488	05/18/2022		
Inv	9904402172		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/17/2022	AN: 842311063-00002 Service (03/18/22 - 04/17/22)		715.08
Inv	9904402172 Total		715.08
Inv	9904889646		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/23/2022	AN: 571839627-00001 Service (03/24/22 - 04/23/22)		16.03
Inv	9904889646 Total		16.03
314488 Total:			731.11
VERW6711 - Verizon Wireless Total:			731.11
VUL6601 - Vulcan Materials Company			
0	05/18/2022		
Inv	73254853		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/14/2022	Street Div.-Roadway materials to apply with asphalt for repairs		909.56
Inv	73254853 Total		909.56
0 Total:			909.56
VUL6601 - Vulcan Materials Company Total:			909.56
WES4152 - West Coast Arborists, Inc.			
0	05/18/2022		

Check Number	Check Date	Amount
Inv 184341		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/24/2022	Citywide Urban Forestry Services 3/16/2022-3/24/2022	18,720.00
03/24/2022	Citywide Urban Forestry Services 3/16/2022-3/24/2022	4,324.00
Inv 184341 Total		23,044.00
Inv 184342		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/31/2022	Citywide Urban Forestry Services 3/25/2022-3/31/2022	22,480.00
Inv 184342 Total		22,480.00
Inv 184872		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/31/2022	Citywide Urban Forestry Services 4/1/2022-4/10/2022	2,280.00
03/31/2022	Citywide Urban Forestry Services 4/1/2022-4/10/2022	22,160.00
03/31/2022	Citywide Urban Forestry Services 4/1/2022-4/10/2022	360.00
Inv 184872 Total		24,800.00
0 Total:		70,324.00
WES4152 - West Coast Arborists, Inc. Total:		70,324.00
WES4011 - Western Graphix		
314489	05/18/2022	
Inv 56194		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/19/2022	Employee Photo IDs	438.25
Inv 56194 Total		438.25
314489 Total:		438.25
WES4011 - Western Graphix Total:		438.25
WLHD8020 - Westlake Hardware		
314490	05/18/2022	
Inv 14302198		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/03/2021	Hardware Supplies for PWD-Balance from transaction on 11/3/21	105.67
Inv 14302198 Total		105.67
Inv 14302533		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/10/2022	Keys for unit # 1501	14.73

Check Number	Check Date	Amount
Inv 14302533 Total		14.73
Inv 14302562		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/25/2022	3V LITHIUM BATTERY	9.91
Inv 14302562 Total		9.91
314490 Total:		130.31
WLHD8020 - Westlake Hardware Total:		130.31
PUFG8267 - Wong, Pauline		
314491	05/18/2022	
Inv 7987		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2022	Contract Instructor April International Line Dancing	104.00
Inv 7987 Total		104.00
Inv 8086		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2022	Contract Instructor April Senior Line Dancing	64.00
Inv 8086 Total		64.00
Inv 8154		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2022	Contract Instructor April Senior Line Dancing	84.00
Inv 8154 Total		84.00
Inv 8296		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2022	Contract Instructor April International Line Dancing	52.00
Inv 8296 Total		52.00
314491 Total:		304.00
PUFG8267 - Wong, Pauline Total:		304.00
RRXF5010 - Xerox Financial Services		
314492	05/18/2022	
Inv 3203950		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/16/2022	AN 010-0061587-002 Service (04-06-22/05-05-22)	309.37
Inv 3203950 Total		309.37

Check Number	Check Date	Amount
314492 Total:		309.37
XRXF5010 - Xerox Financial Services Total:		309.37
YTI1023 - Y Tire Performance LLC		
314493	05/18/2022	
Inv 32624		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/02/2022	Police Department - Automotive Maintenance Unit # 0218	414.96
Inv 32624 Total		414.96
Inv 32724		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2022	Police Department - Automotive Maintenance Unit # 1201	279.16
Inv 32724 Total		279.16
314493 Total:		694.12
YTI1023 - Y Tire Performance LLC Total:		694.12
MZLN8267 - Zeledon, Maria		
314494	05/18/2022	
Inv 8109		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2022	Contract Instructor Spanish Class: March to May	650.00
Inv 8109 Total		650.00
Inv 8111		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2022	Contract Instructor Spanish Class: March to May	812.50
Inv 8111 Total		812.50
314494 Total:		1,462.50
MZLN8267 - Zeledon, Maria Total:		1,462.50
Total:		252,847.18

ATTACHMENT 4
Supplemental ACH
Payments

City of
SOUTH PASADENA

Supplemental ACH Payment Log			
Date	Vendor	Amount	Description
5/2/2022	Amazon / SYNC	\$3,471.67	Online Payment for City's Amazon Expenses from 01/07/2022-02/07/2022.
5/4/2022	So Cal Edison	\$69,734.61	Online Payment for City's So Cal Edison Accounts.
5/9/2022	So Cal Edison	\$38,658.62	Online Payment for City's So Cal Edison Accounts.
5/9/2022	So Cal Gas	\$987.22	Online Payment for City's So Cal Gas Accounts.
Total:		\$112,852.12	

ATTACHMENT 5
Prepaid &Warrant Voids

Accounts Payable

Void Check Proof List

User: calvarez
 Printed: 05/09/2022 - 9:57AM
 Batch: 00001.05.2022



Account Number	Amount	Invoice No	Inv Date	Description	Reference	Task Label	Type	PONumber	Close PO?	Line Item
Vendor: WTNLGOVD	Witness Legal Video, Inc									
Check No: 314425	Check Date: 05/04/2022									
101-4010-4011-8020-000	791.25	201820	04/20/2022	Deposition in August 2020				4445	No	1
Check Total:	791.25									
Vendor Total:	791.25									
Vendor: YTI1023	Y Tire Performance LLC									
Check No: 314339	Check Date: 04/20/2022									
215-6010-6310-8100-000	3,705.06	31895	03/28/2022	Parks Div.-St. Tree Veh.Unit #636-CN0				4240	No	1
Check Total:	3,705.06									
Check No: 314429	Check Date: 05/04/2022									
101-4010-4011-8100-000	541.37	32567	04/15/2022	PD tire replacement unit #1909				4085	No	1
101-4010-4011-8100-000	195.81	32539	04/15/2022	PD tire replacement unit #0219				4085	No	1
Check Total:	737.18									
Vendor Total:	4,442.24									
Report Total:	5,233.49									

ATTACHMENT 6
Payroll Summary

Payroll

Payroll Summary Report



Payroll Date: 4/29/2022 Regular

Checks	\$	1,735.36
Direct Deposits	\$	-
IRS Payments	\$	270.45
EDD - State of CA	\$	64.80
PERS Pension	\$	-
Deferred Comp	\$	-
PERS Health	\$	-
Subtotal:	\$	2,070.61

Payroll Date: 4/30/2022 Off-Cycle

Checks	\$	2,651.14
Direct Deposits	\$	475,684.55
IRS Payments	\$	94,759.39
EDD - State of CA	\$	28,109.23
PERS Pension	\$	112,404.47
Deferred Comp	\$	23,056.45
PERS Health	\$	-
Subtotal:	\$	736,665.23

Grand Total: \$ **738,735.84**



City Council Agenda Report

ITEM NO. 11

DATE: May 18, 2022
FROM: Arminé Chaparyan, City Manager *AC*
PREPARED BY: Tamara Binns, Assistant to the City Manager
SUBJECT: **Approval of First Quarter 2021-2026 Strategic Plan Update**

Recommendation

It is recommended that the City Council approve the first quarter 2021-2026 Strategic Plan update.

Background

The City Council adopted the 2021-2016 Strategic Plan on December 15, 2021. Patrick Ibarra, Co-founder and Partner of Mejorando Group, was selected to assist the City in the strategic planning process and facilitation. The process began with extensive outreach to stakeholders, including three virtual focus group discussions held on September 9 and September 22, with over 30 participants. In mid-September, a public survey was released to gather community input on strategic priorities. The online survey received 385 responses, equivalent to 19.3 hours of public comment.

The City Council held a two-day strategic planning session on October 8 and 9, 2021. The insight from stakeholders helped inform the Council's strategic planning workshop session to identify 5-year goals and objectives, which are used to facilitate the City's budget process and establish Department Key Performance Indicators.

The City's Executive Team met to establish target delivery dates for the objectives which will be included in each department's workplan with defined milestones and benchmarks. The goals and objectives may be adjusted in order to balance additional needs of the city and available resources.

Analysis

The Strategic Plan provides a comprehensive framework of priorities set by City Council. In addition to forming a renewed community vision, the strategic plan establishes priorities and clear goals to lead the organization in realizing the vision for the community through teamwork, creativity and fiscal responsibility.

During the strategic planning retreat held in October 2021, the City Council developed a new vision statement:

“We are a culturally and economically diverse, and fiercely independent community that cherishes creativity, education and our small-town character, committed to building a more just and environmentally and financially sustainable future.” The approved Strategic Plan, vision statement and goals have been shared with all City commissions and posted on the City’s website and social media platforms.

The Strategic Plan ensures maximum alignment between City resources and activities, City Council’s policy direction, community interests, and customer service expectations. The Plan identifies strategies and initiatives to support the core goals for the next five years. The 2021-2026 Strategic Plan identifies the following goals which will guide the City in successfully advancing its priorities over the next five years:

- Develop and Implement Strong Fiscal Policies to Ensure a Resilient Financial Future;
- Create a Strong Economic Development Strategy to Strengthen Local Business;
- Develop a Comprehensive Emergency Preparedness Plan to Ensure Public Safety through Active Response and Recovery Efforts;
- Enhance Community Sustainability through Investment in Infrastructure and Environmental Management Programs;
- Plan for Affordable Housing to Comply with State Mandates and Respond to Community Needs; and
- Enhance Customer Service through Innovation to More Effectively Respond to Community Priorities.

Staff completed the first quarter update to the 2021-2026 Strategic Plan, and notable first quarter updates are as follows:

- Economic Development Team launch of Business Concierge Service, including Business Visitation and Business Review Programs, as well as ombudsman service;
- Completion of Commission Analysis and commission restructuring;
- Local Hazard Mitigation Plan (LHMP) consultant selected May 4, 2022;
- Police Department Request for Qualification (RFQ) released December 2021, and Request for Proposal (RFP) anticipated by end of June 2022;
- Inventory of soft story to begin Spring 2022; conducted in-house by CD staff, completion expected by June 30, 2022;
- Parking Plan to begin once the General Plan (GP) and Downtown Specific Plan (DTSP) docs are finalized; Community Development to focus on commercial areas, and Public Works to focus on residential areas;
- Issuance of Berkshire and Grevelia pocket park contracts;
- Plan for City Hall electrification;
- Continued work with San Gabriel Valley Council of Government on Homeless Initiatives;
- Library Parcel Tax Renewal for November 8 election ballot;

- Finance Commission review of Finance Department Policies and Procedures;
- Promotion of crisis communications and award of Wireless Emergency Alerting licensing;
- Redistricting maps adopted April 6, 2022; and
- Creation of an Employee Activities Committee to improve workplace culture.

Notable changes to the Strategic Plan Matrix adopted December 15, 2021 include:

Combining 3f Homeless Initiatives with 5e Homeless Initiatives

- Continue working with the SGVCOG on region-wide solutions
- Participate in Mental Health/Crisis Intervention Program (CAHOOTS model)
- Expand working relationship with community partners and Union Station

Updating 3f to Public Safety Assessments

- Police Department Assessment
- Fire Department Assessment

Next Steps

Staff will continue to provide quarterly progress reports to the City Council. The City Council will have an opportunity to review and update the Strategic Plan annually to ensure maximum alignment between City resources and activities, policy direction, and community interests.

Fiscal Impact

While there is no fiscal impact with the approval of the Strategic Plan, each objective will require staff and funding resources above and beyond day-to-day operations. The goals and objectives will be reflected in the Annual Budget and incorporated in Department work plans. The City Council will have opportunity to review and approve additional funding allocations associated with the implementation of the Strategic objectives whenever required.

Attachment: Updated First Quarter 2021-2026 Strategic Plan Matrix (redline)

ATTACHMENT 1
Updated First Quarter 2021-2026 Strategic Plan
Matrix (redline)

City of South Pasadena STRATEGIC PLAN 2021-2026 First Quarter Update



VISION STATEMENT

We are a culturally and economically diverse, and fiercely independent community that cherishes creativity, education and our small town character, committed to building a more just and environmentally and financially sustainable future.

2021-2026 STRATEGIC PLAN – FIRST QUARTER UPDATE

1. Develop and Implement Strong Fiscal Policies to Ensure a Resilient Financial Future				
Task	Action Item	Target Date	Department	Status
1a. Long Range Financial Plan	Complete Indirect Cost Allocation Plan to increase potential reimbursement for staff time on grants and special fund projects.	FY 22-23	Finance	Considering potential costing plan in early 23-24.
1b. Reduce CalPERS unfunded liability	Explore and recommend options to reduce CalPERS and OPEB liability.	FY 21-22	Finance	Completed. City Council has moved to use the Cell Tower revenue (\$4.3m) as well as \$1m in General Fund reserves to pay down the CalPERS liability by \$4.29m and setting up an OPEB trust through CalPERS (called CERBT) in the amount of \$1.125m.
1c. Financial policies	Develop comprehensive Finance Department Policies and Procedures manual.	FY 21-22	Finance	The Finance Commission has reviewed the Policies and Procedures April 28, 2022, and staff is scheduled to present the item to the City Council on June 1, 2022.
1d. Business License Tax	Research and recommend update to business license tax, business classifications and tax rates.	FY 22-23	Finance	In progress. Anticipated timelines early FY 23-24.
1e. Library Parcel Tax	Library Parcel Tax Renewal	FY 22-23	Finance/Library	May 12, 2022 – Seek direction from Library Board of Trustees; June 15, 2022 – Seek direction from City Council; and July 20, 2022 – Place measure on ballot. Election: November 8, 2022.

2021-2026 STRATEGIC PLAN – FIRST QUARTER UPDATE

2. Create a Strong Economic Development Strategy to Strengthen Local Business

Task	Action Item	Target Date	Department	Status
2a. Technology Upgrade	Recommend permit software & funding for building and planning to track permits online and streamline approval processes.	FY 21-22 FY 22-23	Community Development	Releasing RFP Spring 2022. \$160,000 grant received from the State.
2b. Economic Development Program	Develop and Launch Economic Program <ul style="list-style-type: none"> • City Branding and Marketing Plan • New City website • New Econ Dev website • Ombudsman services • develop a Guide on 'How to Do Business in the City' 	FY 22-23	City Manager's Office	Business Concierge Program has launched, including Business Visitation and Business Review Programs, as well as ombudsman service. A meet-and-greet with the team is tentatively planned for June 2022. The new City website and ED sub-site budgeted for in FY 22-23 Proposed budget; improvements being made to current site.
2c. Economic Development Plan	Produce a permit application guide to help streamline application process.	FY 21-22	City Manager's Office/ Community Development	In progress. Expected FY 22-23.
2d. Redevelopment of Recreational Facilities	Evaluate redevelopment opportunities of recreational facilities in the Arroyo, including seeking restaurant operator at golf course.	FY 22-23	Community Services	Restaurant consultant hired and working with Ad Hoc Committee, Batting Cages contract being negotiated. PW to video the drainage pipe under tennis courts end of May 2022.
2e. Parking Policy	Create comprehensive parking policy for the City.	FY 22-23	Public Works/ Community Development	Planned to begin once the General Plan (GP) and Downtown Specific Plan (DTSP) docs are finalized, expected summer 2022.

2021-2026 STRATEGIC PLAN – FIRST QUARTER UPDATE

				CD's work will focus on parking policy for commercial areas within the City, while PW will focus on residential areas.
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2021-2026 STRATEGIC PLAN – FIRST QUARTER UPDATE

3. Develop a Comprehensive Emergency Preparedness Plan to Ensure Public Safety through Active Response and Recovery Efforts

Task	Action Item	Target Date	Department	Status
3a. Seismic Regulations	Contract with consultant to complete inventory of soft story buildings in preparation for consideration of future regulations.	FY-22-23	Community Development	Inventory of soft story to begin Spring 2022; conducted in-house by CD staff, completion expected by June 30, 2022.
3b. Crisis Comm. Systems	Promote crisis communication systems. City applied for and was granted licensing to conduct Wireless Emergency Alerting (WEA). <ul style="list-style-type: none"> • Creating trainings and workflow 	Ongoing	Fire/Police	Blackboard Connect was renewed with an updated platform. Nixle is maintained by PD dispatch.
3c. Local Emergency Partnerships	Prepare needs analysis & implementation schedule to address gaps in disaster coverage and seek appropriate contracts. Renew the city's Emergency Operations Plan (EOP) and Local Hazard Mitigation Plan (LHMP). Obtain Planet Bid for establishing contracts with vendors during a disaster.	FY-22-23	Fire/Police	The funding for the LHMP consultant, R.E. Patterson, was approved May 4, 2022 by Council. The evaluation of hazards process will commence the first week of June 2022. The process will take approximately one year, with the approval by FEMA and OES tentatively scheduled for June 2023, and adoption by council by July 1 of 2023.
3d. Emergency Preparedness	Initiate regular Emergency Operations Center (EOC) training for Department Directors and staff. Training will be provided during the renewals of the EOP and LHMP.	FY22-23	Fire/Police	The EOP is in process now, has been sent to appropriate department heads for feedback and has been reviewed by CM Staff. On track to present to council in June 2022 for adoption.
3e. Wildfire Mitigation	Work with SGVCOG and apply for grants on wildfire mitigation on city-owned vacant lots. Research alternative methods of controlling/mitigating	FY 22-23	Fire	Chief Riddle attended a webinar in early November 2021 hosted by

2021-2026 STRATEGIC PLAN – FIRST QUARTER UPDATE

	hazardous vegetation in the City’s high hazard brush area.			SGVCOG and will be point of contact for future discussions.
<p>3f. Homeless Initiatives</p> <p>3f. Public Safety Assessments (3f now updated to Public Safety Assessments)</p>	<ul style="list-style-type: none"> • Participate in Mental Health/Crisis Intervention Program (CAHOOTS model) • Expand working relationship with community partners and Union Station • Police Department Assessment • Fire Department Assessment 	<p>FY 21-22</p> <p>FY 21-22 FY 22-23</p>	<p>Police/ Community Development</p> <p>Police and Fire</p>	<p>3f Homeless Initiatives now combined with 5e</p> <p>PD Assessment: RFQ released on December 21, 2021, with less than desirable results received, a second RFP will be released in June 2022. FD Assessment: Funding to be requested.</p>

2021-2026 STRATEGIC PLAN – FIRST QUARTER UPDATE

4. Enhance Community Sustainability through Investment in Infrastructure and Environmental Management Programs.

Task	Action Item	Target Date	Department	
4a. Renewable Energy	<p>Implement Climate Action Plan for environmental initiatives.</p> <ul style="list-style-type: none"> Roll out electric leaf blower program (FY22-23) 	FY 21-22 through FY 25-26	Public Works	Webpage & email set up; held webinars & in-person demos Social media campaign, Citywide paper mailing, post banners, door hangers, & ShopTalk presentations.
4b. Water Resources	Implement Integrated Water Resources Plan to address ongoing aging infrastructure challenges, operational and supply sources, financial strategies, and a drought proof City.	FY 21-22 through FY 25-26	Public Works	Plan brought to Public Works Commission on 02/10/2022. Draft plan presented to Council on 04/27, and planned for Council adoption by August 2022.
4c. Pocket Parks	Award design contract and break ground on Berkshire & Grevelia pocket park project.	FY 21-22	Community Services	Construction documents 60% complete, CEQA underway.
4d. Transportation and Mobility Projects	Contract technical team in anticipation of TDM TSM alternative.	FY 22-23	Public Works	PW Staff working with Metro to program available funding
4e. Capital Improvement Program	Bring forward a comprehensive Capital Improvement Plan (CIP).	FY 21-22	Public Works	Held Council study sessions in Nov 2021 & Jan 2022. CIP to be adopted June 1 and aligned with FY 22-23 budget approval.
4f. Mobility Master Plan	Update mobility master plan, with consideration for bike lanes, mobility, walkability, and neighborhood traffic management.	FY 22-23	Public Works	Added to FY 22-23 CIP.
4g. Traffic Management	Neighborhood Traffic management Policy Adoption and Implementation.	FY 22-23	Public Works	City Council adoption planned for FY 22-23.
4h. Facilities Assessment	Conduct assessment of city facilities to determine repair costs for municipal buildings and costs for enhanced security measures and space planning.	FY 22-23	Public Works/ Mgmt Svcs/ Community Development	Included in CIP and Budget for FY22-23.

2021-2026 STRATEGIC PLAN – FIRST QUARTER UPDATE

4i. Electrify fleet	Pursue electrification of city fleet.	FY 21-22 through FY 25-26	Public Works/Fire/ Police/Community Svcs	PD & Fire: Fleet lease item to be brought to City Council. CSD: New electric van to be delivered June 2022; Approved by Council March 2021.
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2021-2026 STRATEGIC PLAN – FIRST QUARTER UPDATE

5. Plan for Affordable Housing to Comply with State Mandates and Respond to Community Needs.				
Task	Action Item	Target Date	Department	Status
5a. City Housing Division	<p>Create a Housing Division in Community Development Department to focus on Housing related matters including funding opportunities, land use, partnership with stakeholder groups including other governments, federal and state laws, tenant protections/ relocation assistance measures.</p>	FY 21-22	Community Development	Budget request for FY 22-23 State of Housing Study Session scheduled for Summer 2022; Updates to City website include moving Housing related information to Community Development.
5b. SB 381/ sale of unoccupied Caltrans properties	<p>Implementation of SB 381</p> <ul style="list-style-type: none"> Commence policy discussions on the acquisition of unoccupied Caltrans surplus properties. Identify HRE's to work with the City Explore formation of Community Land Trust. 	FY 21-22	Community Development	Update provided to Council at the April 20, 2022 City Council meeting: Council authorized a release of RFQ to solicit HREs &/or consultants to begin community land trust formation as well as an RFP for property inspections.
5c. Affordable Housing policies	Produce information on Inclusionary Housing Ordinance and ADU Ordinance. Public education on new housing laws affecting cities.	FY 21-22 FY 2-23	Community Development	In progress. IHO in-lieu fee study conducted; final fee still to be determined, CC and PC requesting more analysis.
5d. Housing Support	Present Occupancy inspection program and policy for adoption.	FY 22-23	Community Development	The new Housing Division will coordinate with Code Enforcement to develop potential program summer-fall 2022; program may depend on part-time code officer approval through budget process spring 2022.

2021-2026 STRATEGIC PLAN – FIRST QUARTER UPDATE

<p>5e. Homeless Initiatives (3f combined with 5e)</p>	<ul style="list-style-type: none"> • Continue working with the SGVCOG on region-wide solutions • Participate in Mental Health/Crisis Intervention Program (CAHOOTS model) • Expand working relationship with community partners and Union Station 	<p>FY 21-22</p>	<p>Police/Community Development</p>	<p>The SGVCOG anticipates a June start date for the pilot project. Arcadia and San Marino have backed out of the program, leaving only South Pasadena.</p>
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2021-2026 STRATEGIC PLAN – FIRST QUARTER UPDATE

6. Enhance Customer Service through Innovation to More Effectively Respond to Community Priorities.				
Task	Action Item	Target Date	Department	Status
6a. Accessibility/ Customer Service	Bring forward a recommendation for an automated customer care application.	FY 22-23	City Manager's Office (CMO)	Ongoing. Discussions with Management Services on implementation of software.
6b. Centralized Operations	Centralize grants management and contract management.	FY 21-22	Management Services	Management Analyst hired. Grants management plan underway Policy manual being developed.
6c. Update Policies	Develop comprehensive administrative policies manual – including ADA, FMLA, Harassment, etc. with the Internal Policy Committee. • Update the Rules & Regs	FY 21-22	Management Services	Administrative policies manual update underway; Finance policies to be presented to Council; Consultant to assist with HR policies update.
6d. Improve technology	Create an IT Master Plan for introducing or updating technologies in all departments.	FY 21-22	Management Services	IT survey and interview of all departments Spring 2022. Document to be prepared by Fall 2022.
6e. Public Engagement	Establish and implement a targeted Community Outreach Program.	FY 21-22	CMO	Ongoing.
6f. Governance	Review all Boards and Commissions.	FY 21-22	CMO/ Mgmt. Services	City Clerk's Office updated commission onboarding process and training. Commission Analysis completed and Council approved Commission reorg structure April 6, 2022.
6g. Governance	Undertake process for Redistricting.	FY 21-22	Management Services	Completed. Redistricting map adopted April 6, 2022.

2021-2026 STRATEGIC PLAN – FIRST QUARTER UPDATE

<p>6h. City Workforce</p>	<p>Pursue a healthy Workplace Culture including efforts to raise employee morale</p> <ul style="list-style-type: none"> • Establish Employee Committee to assist with morale boosting initiatives and events • Create new Training an Mentoring Program • Create new branding for HR and City through Onboarding Process. 	<p>Ongoing</p>	<p>CMO/ Mgmt. Services</p>	<p>Introduced best practices and streamlined processes. Introduced initiatives and activities- also to establish Employee Activities. Committee to improve workplace culture.</p> <p>Employee events and training opportunities to be scheduled throughout the year.</p>
<p>6i. Modernize Division</p>	<p>Human Resources Division enhancements.</p>	<p>Ongoing</p>	<p>Management Services</p>	<p>Modernizing recruitment and onboarding processes, including branding and advertising to attract qualified candidates.</p> <p>Exploring technologies to improve processes, including training and development, performance management.</p>



City Council Agenda Report

ITEM NO. 12

DATE: May 18, 2022

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

PREPARED BY: Angelica Frausto-Lupo, Community Development Director

SUBJECT: **Authorize the City Manager to Execute a Second Amendment to the Professional Services Agreement with Economic and Planning Systems, Inc. for Additional \$15,000, for Economic Feasibility Analysis of the Inclusionary Housing Ordinance**

Recommendation

It is recommended that the City Council authorize the City Manager to execute a Second Amendment to the Economic and Planning Systems, Inc. (EPS) Professional Services Agreement (PSA) to expand the scope of work to include an additional \$15,000, for an economic feasibility analysis of the City's Inclusionary Housing Ordinance and increase the total contract not-to-exceed amount to \$88,345.

Background

In 2021, the South Pasadena City Council adopted an inclusionary housing ordinance. The ordinance requires that 20% of units, calculated from the allowable base density, be provided as deed-restricted, affordable units for qualified very-low, lower or moderate-income residents. The City's policy specifies the affordability levels of units to be provided according to project tenure (rental/ownership) and, for rental units, project size. The City's inclusionary ordinance intentionally encourages developers to provide affordable units on-site but has a provision for developers to pay an in-lieu fee. Economic and Planning Systems, Inc. (EPS) was hired to model different fee scenarios for the in-lieu fee. After presentation of the proposed fee, the City Council requested additional analysis and fee prototypes. This increase in the scope of work necessitates a contract amendment.

On July 7, 2021, the City Council authorized the City Manager to execute a PSA with EPS to conduct the Inclusionary Housing In-Lieu Fee Study with a budget of \$73,345 and a contract termination date of December 31, 2021. On December 15, 2021, the City Council authorized the City Manager to execute a contract amendment to change the termination date from December 31, 2021 until project completion of existing scope of work.

The in-lieu fee study commenced in Fall 2021, and on March 16, 2022, the City Council received an update and was asked to provide direction on the options for establishing

the fee. Council had a lengthy discussion regarding the various options and provided their preferred fee option as the following:

- A single fee for ownership projects
- Rental project fees differentiated by size (up to 10 units and 11+ units)
- Rental project fees for 11+ units differentiated by whether the fraction represents a unit that would have been Low Income or would have been Ver Low Income

City Council also stated they were interested in hearing comments from the Planning Commission and some Council Members expressed interest in additional analysis and prototypes. Staff took the in-lieu fee as a discussion item to the Planning Commission on April 18, 2022 in order to solicit feedback as well as to give the public an opportunity to provide public comments for Council to consider when the in-lieu fee resolution was to be brought back.

Analysis

The Planning Commission, at the April 18, 2022 meeting had several questions and comments on this item, which focused primarily on the inclusionary housing ordinance, and not as much on the in-lieu fee options. The Planning Commission agreed that the original assumptions and prototypes which shaped the inclusionary housing ordinance needs to be re-evaluated. Staff was asked to consider additional analysis to evaluate whether the ordinance itself is financially feasible. Further, there was a question whether the ordinance will be effective and actually produce more onsite affordable units.

In response to City Council and Planning Commission comments, staff asked EPS to submit a revised scope of work which includes an economic feasibility analysis. EPS will build on the pro forma models developed as part of the in-lieu fee study and test up to four residential development prototypes in order to test the economic impact of the City's adopted inclusionary requirements on new market-rate residential development.

Fiscal Impact

The second amendment to the EPS Professional Services Agreement includes an economic feasibility analysis of the City's Inclusionary Housing Ordinance in the amount of \$15,000, for a total not-to-exceed amount of \$88,345. Funding for the contract amendment is available in the FY 2021-2022 Community Development Professional Services budget account 101-7010-7011-8170-000.

Attachments:

1. EPS Professional Services Agreement
2. 1st Amendment to EPS Professional Services Agreement
3. PROPOSED 2nd Amendment to EPS Professional Services Agreement

ATTACHMENT 1
EPS Professional Services Agreement

PROFESSIONAL SERVICES AGREEMENT FOR CONSULTANT SERVICES

(City of South Pasadena / [Economic and Planning Systems, 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 Economic and Planning Systems, Inc. (“Consultant”).

2. RECITALS

- 2.1. City has determined that it requires the following professional services from a consultant: To conduct an inclusionary housing in-lieu fee study and provide affordable housing program recommendations including opportunities associated with the Caltrans surplus properties and options to waive development fees.
- 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 the written Scope of Services attached hereto as Exhibit A and incorporated herein by this reference.
- 3.2. “Agreement Administrator”: The Agreement Administrator for this project is Margaret Lin, Manager of Long Range Planning and Economic Development. The Agreement Administrator shall be the principal point of contact at the City for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim milestones. City reserves the right to change this designation upon written notice to Consultant

- 3.3. “Approved Fee Schedule”: Consultant’s compensation rates are set forth in the fee schedule attached hereto as Exhibit B and incorporated herein by this reference. This fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.
- 3.4. “Maximum Amount”: The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is Seventy-Three Thousand Three Hundred Fourty-Five Dollars (\$73,345).
- 3.5. “Commencement Date”: July 7, 2021.
- 3.6. “Termination Date”: December 31, 2021.

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. Darin Smith, Managing Principal, 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: Inclusionary Housing In-Lieu Fee Study
 - Documentation of Best's rating acceptable to the City.
 - Original endorsements effecting coverage for all policies required by this Agreement.
 - City reserves the right to obtain a full certified copy of any Insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of the right to exercise later.
- 12.3. **Coverage Amounts.** Insurance coverage shall be at least in the following minimum amounts:
- Professional Liability Insurance: \$2,000,000 per occurrence,

\$2,000,000 aggregate

- General Liability:
 - General Aggregate: \$4,000,000
 - Products Comp/Op Aggregate \$4,000,000
 - Personal & Advertising Injury \$2,000,000
 - Each Occurrence \$2,000,000
 - Fire Damage (any one fire) \$ 100,000
 - Medical Expense (any 1 person) \$ 10,000

- Workers' Compensation:
 - Workers' Compensation Statutory Limits
 - EL Each Accident \$1,000,000
 - EL Disease - Policy Limit \$1,000,000
 - EL Disease - Each Employee \$1,000,000

- Automobile Liability
 - Any vehicle, combined single limit \$1,000,000

Any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements or limits shall be available to the additional insured. Furthermore, the requirements for coverage and limits shall be the greater of (1) the minimum coverage and limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured

- 12.4. **General Liability Insurance.** Commercial General Liability Insurance shall be no less broad than ISO form CG 00 01. Coverage must be on a standard Occurrence form. Claims-Made, modified, limited or restricted Occurrence forms are not acceptable.
- 12.5. **Worker's Compensation Insurance.** Consultant is aware of the provisions of Section 3700 of the Labor Code which requires every employer to carry Workers' Compensation (or to undertake equivalent self-insurance), and Consultant will comply with such provisions before commencing the performance of the work of this Agreement. If such insurance is underwritten by any agency other than the State Compensation Fund, such agency shall be a company authorized to do business in the State of California.
- 12.6. **Automobile Liability Insurance.** Covered vehicles shall include owned if any, non-owned, and hired automobiles and, trucks.
- 12.7. **Professional Liability Insurance or Errors & Omissions Coverage.** The deductible or self-insured retention may not exceed \$50,000. If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of the work. Coverage shall be continued for two years after the completion of the work by one of the following: (1) renewal of the existing policy; (2) an extended reporting period

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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: Planning and Community Development, South Pasadena, CA 95945.
- 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

Joanna Hankamer
City of South Pasadena
Planning and Community Development
Department
1414 Mission Street
South Pasadena, CA 91030
Telephone: (626) 403-7240
Facsimile: (626) 403-7241

If to Consultant

Darin Smith
Managing Principal
Economic and Planning Systems, Inc.
1330 Broadway, Suite 450
Oakland, CA 94612
Telephone: (510) 841-9190

With courtesy copy to:

Teresa L. Highsmith, Esq.
South Pasadena City Attorney
Colantuono, Highsmith & Whatley, PC
790 E. Colorado Blvd. Ste. 850
Pasadena, CA 91101
Telephone: (213) 542-5700
Facsimile: (213) 542-5710

15. SURVIVING COVENANTS

The parties agree that the covenants contained in paragraph 5.11 (Records), paragraph 10.4 (Indemnification of CalPERS Determination), Section 11 (Indemnity), paragraph 12.8 (Claims-Made Policies), paragraph 13.2 (Consultant Cooperation in Defense of Claims), and paragraph 18.1 (Confidentiality) of this Agreement shall survive the expiration or termination of this Agreement, subject to the provisions and limitations of this Agreement and all otherwise applicable statutes of limitations and repose.

16. TERMINATION

- 16.1. **City Termination.** City may terminate this Agreement for any reason on five calendar days' written notice to Consultant. Consultant agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.
- 16.2. **Consultant Termination.** Consultant may terminate this Agreement for a material breach of this Agreement upon 30 days' notice.
- 16.3. **Compensation Following Termination.** Upon termination, Consultant shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement. The City shall have

the benefit of such work as may have been completed up to the time of such termination.

- 16.4. **Remedies.** City retains any and all available legal and equitable remedies for Consultant's breach of this Agreement.

17. INTERPRETATION OF AGREEMENT

- 17.1. **Governing Law.** This Agreement shall be governed and construed in accordance with the laws of the State of California.
- 17.2. **Integration of Exhibits.** All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Consultant with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed on by City and Consultant.
- 17.3. **Headings.** The headings and captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the language of the section or paragraph shall control and govern in the construction of this Agreement.
- 17.4. **Pronouns.** Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).
- 17.5. **Severability.** If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to the extent necessary to, cure such invalidity or unenforceability, and shall be enforceable in its amended form. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.
- 17.6. **No Presumption Against Drafter.** Each party had an opportunity to consult with an attorney in reviewing and drafting this agreement. Any uncertainty or ambiguity shall not be construed for or against any party based on attribution of drafting to any party.

18. GENERAL PROVISIONS

- 18.1. **Confidentiality.** All data, documents, discussion, or other information developed or received by Consultant for performance of this Agreement are deemed confidential and Consultant shall not disclose it without prior written consent by City. City shall grant such consent if disclosure is legally required. All City data shall be returned to City upon the termination or expiration of this Agreement.
- 18.2. **Conflicts of Interest.** Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Consultant further agrees to file, or shall cause its employees or subcontractor to file, a Statement of Economic Interest with the City's Filing Officer if required under state law in the performance of the services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer, or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.
- 18.3. **Non-assignment.** Consultant shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Consultant.
- 18.4. **Binding on Successors.** This Agreement shall be binding on the successors and assigns of the parties.
- 18.5. **No Third-Party Beneficiaries.** Except as expressly stated herein, there is no intended third-party beneficiary of any right or obligation assumed by the parties.
- 18.6. **Time of the Essence.** Time is of the essence for each and every provision of this Agreement.
- 18.7. **Non-Discrimination.** Consultant shall not discriminate against any employee or applicant for employment because of race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law, disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Employment actions to which this provision applies shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; or in terms, conditions or privileges of employment, and selection for training. Consultant agrees to post in conspicuous places, available to employees and applicants for employment, the provisions of this nondiscrimination clause.

- 18.8. **Waiver.** No provision, covenant, or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in writing signed by one authorized to bind the party asserted to have consented to the waiver. The waiver by City or Consultant of any breach of any provision, covenant, or condition of this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other provision, covenant, or condition.
- 18.9. **Excused Failure to Perform.** Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in City's sole judgment, that such failure was due to causes beyond the control and without the fault or negligence of Consultant.
- 18.10. **Remedies Non-Exclusive.** Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance from the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any or all of such other rights, powers or remedies.
- 18.11. **Attorneys' Fees.** If legal action shall be necessary to enforce any term, covenant or condition contained in this Agreement, the prevailing party shall be entitled to an award of reasonable attorneys' fees and costs expended in the action.
- 18.12. **Venue.** The venue for any litigation shall be Los Angeles County, California and Consultant hereby consents to jurisdiction in Los Angeles County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.

TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

“City”

City of South Pasadena
DocuSigned by:

By: Armine Chaparyan
Signature B8F80358A0F24D7...

Printed: Arminé Chaparyan

Title: City Manager

Date: 8/9/2021

“Consultant”

Economic and Planning Systems, Inc.

By: Darin Smith
Signature

Printed: Darin Smith

Title: Managing Principal

Date: 7/22/2021

Attest:

By: Lucie Colombo
DocuSigned by: Lucie Colombo
818DE8C4890140F...
Lucie Colombo, CMC, CPMC
City Clerk

Date: 8/9/2021

Approved as to form:

By: Teresa L. Highsmith
DocuSigned by: Teresa L. Highsmith
3657EFA936854DF...
Teresa L. Highsmith, City Attorney

Date: 8/9/2021

Exhibit A: Scope of Work

The following section describes the Scope of Work proposed by EPS to support the City in considering an in-lieu fee and other programs to increase the availability of affordable housing. Given the iterative nature of this planning process, and the variety of technical issues that may arise, various elements of this Work Program may need to be updated as the process unfolds.

- **Task 1 - Project Initiation Kick-off Meeting**

- EPS will participate in a project initiation kick-off meeting via phone or videoconference with City staff to discuss the context of the Project and the specific objectives. The primary goal of this meeting is to finalize the scope, including options for study methodology, deliverables, project schedule, and other project related issues. EPS will use this opportunity to identify and request existing data, documents, and other pertinent information that City staff can provide. EPS will also review the City's Inclusionary Housing Ordinance (IHO), relevant sections of the City's Housing Element, and other guidelines before the meeting, in order to facilitate a discussion with staff about the current context, existing implementation, and the City's goals for affordable housing development. Particular attention will be paid to the City's stated objective that "the proposed in-lieu fee should be established to incentivize building the required affordable housing units on-site," as this desire will affect how the in-lieu fee is calculated.
 - Deliverable: Summary of Kick-off Meeting and Finalized Project Schedule

- **Task 2: In-lieu Fee Methodology and Analysis**

- **Task 2.1 Prototypes, Assumptions and Proposed Methodology**

- EPS will review market data and solicit input from City staff and key stakeholders to generate assumptions regarding typical residential product types, development costs, and market values for market-rate and affordable housing in the City and larger San Gabriel Valley region. Based on this review, EPS will prepare a memo outlining in detail our recommended approach to calculating the in-lieu fee, what assumptions will be used, and the housing prototypes to be analyzed. The memo will also identify any applicable state and federal laws regarding inclusionary housing in-lieu fees to demonstrate that the proposed methodology complies with such requirements.
 - Deliverable: Memo of Proposed Prototypes and Assumptions for Analysis

- **Task 2.2 In-lieu Fee Study: Draft Report**

- Using the recommendations outlined in the Task 2.1 memo, and the affordable income levels specified in the City's IHO, EPS will assemble a series of "static" pro forma financial models for the identified market-rate and affordable housing prototypes. The pro forma models for affordable units will be used to calculate the full cost of developing units at the required affordability levels, as well as the feasibility gap associated with developing such units given their market value. Depending on the methodology recommended in Task 2.1, these numbers will form the basis of the potential in-lieu fee. The pro forma models for market-rate units will be utilized to determine the feasibility impacts of the potential in-lieu fee on new development. This analysis will include an assessment of the impacts of the IHO's minimum deed-restriction term of 55 years. EPS will consult with targeted stakeholders in the market-rate and affordable housing developer community to vet the assumptions utilized in the pro forma models. EPS will produce an administrative draft report detailing the findings of the in-lieu fee calculation analysis. The report will be

delivered to City staff for review. EPS will receive and incorporate one (1) set of comments from the City into the final report produced in Task 2.3.

- Deliverable: Draft In-lieu Fee Study Report and Recommendations
- **Task 2.3 Final In-lieu Fee Study Report**
 - Based on staff's comments on the draft report and discussions/meetings as needed, EPS will prepare the final in-lieu fee study report within 30 days of receipt of comments.
 - Deliverable: Final In-lieu Fee Study Report and Recommendations
- **Task 3: Affordable Housing Program**
- **Task 3.1 Affordable Housing Program Options**
 - Based on the in-lieu fee level calculated in Task 2 and the projected number of new units to be developed in the City (as informed by the City's General Plan and input from City staff), EPS will calculate an order-of-magnitude estimate for the amount of revenue likely to be generated by the in-lieu fee. Using this estimate and information gathered on the costs of affordable housing development, EPS will estimate the number of new affordable units that the City could support with these revenues through a City-administered affordable housing production program. The estimate will take into account the potential administrative costs associated with the local program, including staff or consulting time for fee collection as well as solicitation of and negotiation with potential recipients of the collected fees, as informed by discussions with other communities regarding their fee administration. EPS will also provide a high-level estimate of production that could be attained through leveraging the local funds with other common funding sources such as Low-Income Housing Tax Credits. EPS will then review the City's existing partnership with the San Gabriel Valley Regional Housing Trust (SGVRHT) in order to understand the potential affordable housing production that can be realized by leveraging that partnership. This review will include a discussion with City staff and relevant staff at SGVRHT to understand the operational and funding implications of such an approach. Based on these discussions, EPS will provide an estimate of the potential affordable unit production associated with directing the City's in lieu fee revenues towards its partnership with SGVRHT, and compare this production to the estimated production associated with a locally-administered program. In addition to housing production effects, the regional approach may affect how South Pasadena is credited with contributions and housing production at the State level, including in relation to its RHNA targets. EPS will aim to identify, describe, and potentially quantify how such implications may impact the merits of the regional approach. The findings of this analysis will be detailed in a draft memorandum to be delivered to City staff for review. The memo will contain comparison tables and graphics that will convey the analysis clearly to the public and key City decision-makers. EPS will receive and incorporate one (1) set of comments from the City into the final memo produced in Task 3.2.
 - Deliverable: Draft Comparative Housing Program Memo
- **Task 3.2 Final Comparative Affordable Housing Program Memo**
 - Based on staff's comments on the draft memo and discussions/meetings as needed, EPS will prepare the final housing program memo within 30 days of receipt of comments.
 - Deliverable: Final Comparative Housing Program Memo
- **Task 4: Public Outreach/Meetings**
 - During the project kick-off stage, EPS will work with the City to identify the appropriate target groups of stakeholders with whom to engage in order to validate various assumptions necessary for the analyses in Task 2 (i.e. construction costs). The City and EPS will coordinate

three (3) virtual public workshops. The local business community, commercial and residential developers that are active in South Pasadena, the Chamber of Commerce, housing advocate groups, and members of the general public with an interest in the Inclusionary Housing Ordinance will be invited to attend public workshops. At these workshops, EPS will provide background on the IHO and the in-lieu fee methodology, and collect input from participants. EPS will assist staff in facilitating the workshops and discussions. EPS will additionally engage a subset of the targeted stakeholders on an informal basis to vet assumptions required for the pro formas developed in Task 2. Following public release of the fee study and program comparison, EPS will provide one (1) public presentation for release prior to the Planning Commission (PC) meeting for public review and PC feedback. Following the Commission's input, the final drafts may be adjusted if necessary. EPS will then provide presentations to the City Council for the resolution hearings. The proposed budget assumes EPS participation in up to two (2) Council resolution hearings.

- Deliverable: Public Workshops, PC and City Council Presentations, and Revised Final Draft (as needed)

- **Task 5: Project Administration**

- EPS's approach to client engagement is to maintain open lines of communications. As such, EPS staff will remain in regular communication with City staff throughout the process by phone, e-mail, and other means to provide progress updates, preliminary findings, and address any questions or concerns that arise. As requested in the RFP, EPS will submit monthly progress reports to the City, and in the event project schedule delays are anticipated, EPS will meet with the City's project manager and agree on strategies to correct and mitigate to the extent possible to keep the project moving forward. If desired, EPS can set up a regular (i.e. monthly) check-in meeting with the City's project manager and other key staff members to complement these progress reports.

- Deliverables: Monthly Progress Reports

- **Optional Task 6: Caltrans Surplus Property Opportunities**

- Building on the pro forma analysis completed in Task 3 and the housing program comparison completed in Task 4, EPS will analyze the potential affordable housing production that could be realized through the acquisition of surplus properties from Caltrans along the abandoned 710 right of way. EPS understands that the City already has another consultant under contract to estimate the costs associated with land acquisition and rehabilitation. EPS will incorporate those estimates and the scale of the development potential into our pro forma models, including the potential to leverage other funding sources such as tax credits, in order to estimate the total costs associated with developing affordable housing on the surplus property. Working with City staff, EPS will estimate these factors for three different affordability scenarios: 1) otherwise market rate development subject to the IHO; 2) 100 percent affordable housing at price points that qualify for "four percent" tax credits; and 3) 100 percent affordable housing at price points that may qualify for "nine percent" tax credits. This analysis will indicate how many units might be produced on the Caltrans properties, what the external and local subsidies might be under each scenario, and whether the combination of City-funded land acquisition costs and City-provided in-lieu fees may be adequate to fill the local funding requirements. The findings of this analysis will be summarized in a draft and final memorandum to be submitted to City staff.

- Deliverable: Draft and Final Summary of Recommendations for Incorporating Development of Affordable Housing on the Caltrans properties into the City's Affordable Housing Program.
- **Optional Task 7: Analysis of Waiver of Development Fees and Public Art Program for Affordable Housing Units**
 - Building on the pro forma analysis completed in Task 3 and the understanding that the IHO will automatically trigger the State Density Bonus, EPS will assess the feasibility impacts associated with waiving other City-required development fees on new residential projects subject to the inclusionary housing requirements, in order to determine if such a waiver will off-set the economic impacts of the IHO on new development. This will include the potential waiver of the City's Growth Requirement Capital Fees and Public Art Program, as well as other fees that may be identified by City staff. The findings of this analysis will be summarized in a draft and final memorandum to be submitted to City staff.
 - Deliverable: Draft and Final Summary of Recommendations for Modifying the Public Art Program Requirements and Waiving or Reducing Development Fees or Other Planning Fees.

Exhibit B: Fee Schedule

Task/Description	Principal-In-Charge (\$300/hr)	Project Manager (\$230/hr)	Technical Analyst (\$205/hr)	Total Cost
1: Project Initiation	2	4	2	\$1,930
2.1: Prototypes, Assumptions and Proposed Methodology	8	12	16	\$8,440
2.2: In-Lieu Fee Study Draft Report	10	24	8	\$10,160
2.3: In-Lieu Fee Study Final Report	6	12	4	\$5,380
3.1: Affordable Housing Program Options	12	24	6	\$10,350
3.2: Final Comparative Affordable Housing Program Memo	6	12	-	\$4,560
4: Public Outreach/Meetings	20	28	9	\$14,285
5: Project Administration	6	12	-	\$4,560
6: Caltrans Surplus Property Opportunities (optional)	10	20	-	\$7,600
7: Analysis of DIF waivers and Public Art Program	8	16	-	\$6,080
Total	88	164	45	\$73,345

ATTACHMENT 2

1st Amendment to EPS Professional Services Agreement

FIRST AMENDMENT TO
AGREEMENT FOR SERVICES

THIS AMENDMENT ("Amendment") is made and entered into on the 15th day of December, 2021 by and between the CITY OF SOUTH PASADENA ("City") and Economic and Planning Systems, Inc. ("Consultant").

RECITALS

WHEREAS, on July 7, 2021, the City Council authorized the City Manager to execute a contract with Economic and Planning Systems, Inc., to develop an Inclusionary Housing In-Lieu Fee Study;

WHEREAS, the Term of the Agreement is through December 31, 2021, with the option to extend upon written agreement of the parties;

WHEREAS, the City and Consultant desire to extend the contract until the project has been completed.


NOW, THEREFORE, THE CITY AND THE CONSULTANT AGREE AS FOLLOWS:

1. PARAGRAPH 3.7 "Termination Date" is amended to read: Completion of the project or upon cancellation by the City.
2. PROVISIONS OF AGREEMENT. All other terms, conditions, and provisions of the Agreement to the extent not modified by this Amendment, shall remain in full force and effect.

TO EFFECTUATE THIS AMENDMENT, the parties have caused representatives to execute this Amendment on the dates set forth below

“CITY”

City of South Pasadena

By: 
Signature

Printed: Arminé Chaparyan

Title: City Manager

Date: 1/24/2022

“Consultant”

Economic and Planning

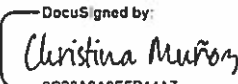
By: 
Signature

Printed: Darin Smith

Title: Managing Pri

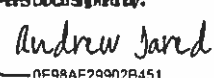
Date: 12/20/2021

Attest:

By: 
Tameka Cook, City Clerk
2/10/2022

Date: _____

Approved as to form:

By: 
Andrew Jared, City Attorney

Date: 1/24/2022

ATTACHMENT 3
PROPOSED 2nd Amendment to EPS Professional Services
Agreement

SECOND AMENDMENT TO
AGREEMENT FOR SERVICES

THIS SECOND AMENDMENT (“2nd Amendment”) is made and entered into on the 18th day of May, 2022 by and between the CITY OF SOUTH PASADENA (“City”) and Economic and Planning Systems, Inc. (“Consultant”).

RECITALS

WHEREAS, on July 7, 2021, the City Council authorized the City Manager to execute a contract with Economic and Planning Systems, Inc., to develop an Inclusionary Housing In-Lieu Fee Study;

WHEREAS, on December 15, 2021, the City Council authorized the City Manager to execute a First Amendment to the contract to amend the termination date to read to completion of the project or upon cancellation by the City;

WHEREAS, the City and Consultant desire to expand the scope of services to include an economic feasibility analysis of the City’s Inclusionary Housing Ordinance.

NOW, THEREFORE, THE CITY AND THE CONSULTANT AGREE AS FOLLOWS:

1. PARAGRAPH 3.1 “Scope of Services” in the Agreement is amended by adding an additional task, Task 8, to the Scope of Work attached hereto as Exhibit A.

2. PARAGRAPH 3.4 “Maximum Amount.” The second sentence of Paragraph 3.4 of the Agreement is amended to read as follows: “The Maximum Amount of this Agreement is Eighty-Eight Thousand Three Hundred Forty-Five Dollars (\$88,345).”

3. “PROVISIONS OF AGREEMENT. All other terms, conditions, and provisions of the Agreement to the extent not modified by this Second Amendment, shall remain in full force and effect.”

TO EFFECTUATE THIS AMENDMENT, the parties have caused their duly authorized representatives to execute this Amendment on the dates set forth below.

“CITY”
City of South Pasadena

“Consultant”
Economic and Planning Systems, Inc.

By: _____
Signature

By: _____
Signature

Printed: Arminé Chaparyan

Printed: _____

Title: City Manager

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 Revised v2

Exhibit A: Scope of Work

The following section describes the Scope of Work proposed by EPS to support the City in considering an in-lieu fee and other programs to increase the availability of affordable housing. Given the iterative nature of this planning process, and the variety of technical issues that may arise, various elements of this Work Program may need to be updated as the process unfolds.

- **Task 1 - Project Initiation Kick-off Meeting**
 - EPS will participate in a project initiation kick-off meeting via phone or videoconference with City staff to discuss the context of the Project and the specific objectives. The primary goal of this meeting is to finalize the scope, including options for study methodology, deliverables, project schedule, and other project related issues. EPS will use this opportunity to identify and request existing data, documents, and other pertinent information that City staff can provide. EPS will also review the City's Inclusionary Housing Ordinance (IHO), relevant sections of the City's Housing Element, and other guidelines before the meeting, in order to facilitate a discussion with staff about the current context, existing implementation, and the City's goals for affordable housing development. Particular attention will be paid to the City's stated objective that "the proposed in-lieu fee should be established to incentivize building the required affordable housing units on-site," as this desire will affect how the in-lieu fee is calculated.
 - Deliverable: Summary of Kick-off Meeting and Finalized Project Schedule
- **Task 2: In-lieu Fee Methodology and Analysis**
- **Task 2.1 Prototypes, Assumptions and Proposed Methodology**
 - EPS will review market data and solicit input from City staff and key stakeholders to generate assumptions regarding typical residential product types, development costs, and market values for market-rate and affordable housing in the City and larger San Gabriel Valley region. Based on this review, EPS will prepare a memo outlining in detail our recommended approach to calculating the in-lieu fee, what assumptions will be used, and the housing prototypes to be analyzed. The memo will also identify any applicable state and federal laws regarding inclusionary housing in-lieu fees to demonstrate that the proposed methodology complies with such requirements.
 - Deliverable: Memo of Proposed Prototypes and Assumptions for Analysis
- **Task 2.2 In-lieu Fee Study: Draft Report**
 - Using the recommendations outlined in the Task 2.1 memo, and the affordable income levels specified in the City's IHO, EPS will assemble a series of "static" pro forma financial models for the identified market-rate and affordable housing prototypes. The pro forma models for affordable units will be used to calculate the full cost of developing units at the required affordability levels, as well as the feasibility gap associated with developing such units given their market value. Depending on the methodology recommended in Task 2.1, these numbers will form the basis of the potential in-lieu fee. The pro forma models for market-rate units will be utilized to determine the feasibility impacts of the potential in-lieu fee on new development. This analysis will include an assessment of the impacts of the IHO's minimum deed-restriction term of 55 years. EPS will consult with targeted stakeholders in the market-rate and affordable housing developer community to vet the assumptions utilized in the pro forma models. EPS will produce an administrative draft report detailing the findings of the in-lieu fee calculation analysis. The report will be delivered to City staff for review. EPS will receive and incorporate one (1) set of comments from the City into the final report produced in Task 2.3.

- Deliverable: Draft In-lieu Fee Study Report and Recommendations
- **Task 2.3 Final In-lieu Fee Study Report**
 - Based on staff's comments on the draft report and discussions/meetings as needed, EPS will prepare the final in-lieu fee study report within 30 days of receipt of comments.
 - Deliverable: Final In-lieu Fee Study Report and Recommendations
- **Task 3: Affordable Housing Program**
- **Task 3.1 Affordable Housing Program Options**
 - Based on the in-lieu fee level calculated in Task 2 and the projected number of new units to be developed in the City (as informed by the City's General Plan and input from City staff), EPS will calculate an order-of-magnitude estimate for the amount of revenue likely to be generated by the in-lieu fee. Using this estimate and information gathered on the costs of affordable housing development, EPS will estimate the number of new affordable units that the City could support with these revenues through a City-administered affordable housing production program. The estimate will take into account the potential administrative costs associated with the local program, including staff or consulting time for fee collection as well as solicitation of and negotiation with potential recipients of the collected fees, as informed by discussions with other communities regarding their fee administration. EPS will also provide a high-level estimate of production that could be attained through leveraging the local funds with other common funding sources such as Low-Income Housing Tax Credits. EPS will then review the City's existing partnership with the San Gabriel Valley Regional Housing Trust (SGVRHT) in order to understand the potential affordable housing production that can be realized by leveraging that partnership. This review will include a discussion with City staff and relevant staff at SGVRHT to understand the operational and funding implications of such an approach. Based on these discussions, EPS will provide an estimate of the potential affordable unit production associated with directing the City's in lieu fee revenues towards its partnership with SGVRHT, and compare this production to the estimated production associated with a locally-administered program. In addition to housing production effects, the regional approach may affect how South Pasadena is credited with contributions and housing production at the State level, including in relation to its RHNA targets. EPS will aim to identify, describe, and potentially quantify how such implications may impact the merits of the regional approach. The findings of this analysis will be detailed in a draft memorandum to be delivered to City staff for review. The memo will contain comparison tables and graphics that will convey the analysis clearly to the public and key City decision-makers. EPS will receive and incorporate one (1) set of comments from the City into the final memo produced in Task 3.2.
 - Deliverable: Draft Comparative Housing Program Memo
- **Task 3.2 Final Comparative Affordable Housing Program Memo**
 - Based on staff's comments on the draft memo and discussions/meetings as needed, EPS will prepare the final housing program memo within 30 days of receipt of comments.
 - Deliverable: Final Comparative Housing Program Memo
- **Task 4: Public Outreach/Meetings**
 - During the project kick-off stage, EPS will work with the City to identify the appropriate target groups of stakeholders with whom to engage in order to validate various assumptions necessary for the analyses in Task 2 (i.e. construction costs). The City and EPS will coordinate three (3) virtual public workshops. The local business community, commercial and residential developers that are active in South Pasadena, the Chamber of Commerce,

housing advocate groups, and members of the general public with an interest in the Inclusionary Housing Ordinance will be invited to attend public workshops. At these workshops, EPS will provide background on the IHO and the in-lieu fee methodology, and collect input from participants. EPS will assist staff in facilitating the workshops and discussions. EPS will additionally engage a subset of the targeted stakeholders on an informal basis to vet assumptions required for the pro formas developed in Task 2. Following public release of the fee study and program comparison, EPS will provide one (1) public presentation for release prior to the Planning Commission (PC) meeting for public review and PC feedback. Following the Commission's input, the final drafts may be adjusted if necessary. EPS will then provide presentations to the City Council for the resolution hearings. The proposed budget assumes EPS participation in up to two (2) Council resolution hearings.

- Deliverable: Public Workshops, PC and City Council Presentations, and Revised Final Draft (as needed)

- **Task 5: Project Administration**

- EPS's approach to client engagement is to maintain open lines of communications. As such, EPS staff will remain in regular communication with City staff throughout the process by phone, e-mail, and other means to provide progress updates, preliminary findings, and address any questions or concerns that arise. As requested in the RFP, EPS will submit monthly progress reports to the City, and in the event project schedule delays are anticipated, EPS will meet with the City's project manager and agree on strategies to correct and mitigate to the extent possible to keep the project moving forward. If desired, EPS can set up a regular (i.e. monthly) check-in meeting with the City's project manager and other key staff members to complement these progress reports.

- Deliverables: Monthly Progress Reports

- **Optional Task 6: Caltrans Surplus Property Opportunities**

- Building on the pro forma analysis completed in Task 2 and the housing program comparison completed in Task 3, EPS will analyze the potential affordable housing production that could be realized through the acquisition of surplus properties from Caltrans along the abandoned 710 right of way. EPS understands that the City already has another consultant under contract to estimate the costs associated with land acquisition and rehabilitation. EPS will incorporate those estimates and the scale of the development potential into our pro forma models, including the potential to leverage other funding sources such as tax credits, in order to estimate the total costs associated with developing affordable housing on the surplus property. Working with City staff, EPS will estimate these factors for three different affordability scenarios: 1) otherwise market rate development subject to the IHO; 2) 100 percent affordable housing at price points that qualify for "four percent" tax credits; and 3) 100 percent affordable housing at price points that may qualify for "nine percent" tax credits. This analysis will indicate how many units might be produced on the Caltrans properties, what the external and local subsidies might be under each scenario, and whether the combination of City-funded land acquisition costs and City provided in-lieu fees may be adequate to fill the local funding requirements. The findings of this analysis will be summarized in a draft and final memorandum to be submitted to City staff.

- Deliverable: Draft and Final Summary of Recommendations for Incorporating Development of Affordable Housing on the Caltrans properties into the City's Affordable Housing Program.
- **Optional Task 7: Analysis of Waiver of Development Fees and Public Art Program for Affordable Housing Units**
 - Building on the pro forma analysis completed in Task 2 and the understanding that the IHO will automatically trigger the State Density Bonus, EPS will assess the feasibility impacts associated with waiving other City-required development fees on new residential projects subject to the inclusionary housing requirements, in order to determine if such a waiver will off-set the economic impacts of the IHO on new development. This will include the potential waiver of the City's Growth Requirement Capital Fees and Public Art Program, as well as other fees that may be identified by City staff. The findings of this analysis will be summarized in a draft and final memorandum to be submitted to City staff.
 - Deliverable: Draft and Final Summary of Recommendations for Modifying the Public Art Program Requirements and Waiving or Reducing Development Fees or Other Planning Fees.
- **Task 8: Inclusionary Housing Ordinance Feasibility Analysis**
 - EPS will build on the pro forma models developed in Task 2 in order to test the economic impact of the City's adopted inclusionary requirements on new market-rate residential development. EPS will identify and test up to four (4) residential development prototypes, including those analyzed in Task 2, in consultation with City staff. For each prototype, EPS will estimate the costs of construction and development as well as sale or leasing revenues using published data sources and estimate the expected financial returns and/or residual land values under each scenario, using similar assumptions as in Task 2. As applicable, EPS will model the influence of State-mandated density bonus, including how the bonus affects the number of achievable market-rate units, the costs of land and construction per unit, and the overall financial returns to the developer. The financial returns will be compared to contemporary industry standards for investment or transaction data, to assess the feasibility of the requirements on each prototype. EPS will share the initial results of the analysis with City staff. Following the initial review, EPS will make revisions to the analysis as appropriate, and produce a memo detailing its findings. EPS will also present its findings at any of the public hearings detailed in Task 4, as requested by the City.
 - Deliverable: Memo on Inclusionary Housing Ordinance Feasibility Analysis

Task	Budget
Task 1: Project Initiation	\$ 1,930
Task 2.1: Prototypes, Assumptions, and Proposed Methodology	\$ 8,440
Task 2.2: In-Lieu Fee Study Draft Report	\$ 10,160
Task 2.3: Final In-Lieu Fee Study Report	\$ 5,380
Task 3.1: Affordable Housing Program Options	\$ 10,350
Task 3.2: Final Comparative Affordable Housing Program Memo	\$ 4,560
Task 4: Public Outreach/Meetings	\$ 14,285
Task 5: Project Administration	\$ 4,560
Task 6: Caltrans Surplus Property Opportunities (Optional)	\$ 7,600
Task 7: Analysis of Fee Waiver for Affordable Housing Units	\$ 6,080
Task 8: Inclusionary Housing Ordinance Feasibility Analysis	\$ 15,000
Total	\$ 88,345



City Council Agenda Report

ITEM NO. 13

DATE: May 18, 2022

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

PREPARED BY: Ted Gerber, Public Works Director

SUBJECT: **Adoption of a Resolution Approving the Fiscal Year 2022-23 Engineer's Report Declaring the City's Intention to Provide for an Annual Levy and Collection of Assessments and Setting a Date and Time for a Public Hearing for the FY 2022-23 Lighting and Landscaping Maintenance District**

Recommendation

It is recommended that the City Council:

1. Adopt the attached resolution approving the Fiscal Year (FY) 2022-23 Engineer's Report declaring the City of South Pasadena's (City) intention to provide for an annual levy and collection of assessments; and
2. Schedule the Public Hearing for the FY 2022-23 Lighting and Landscaping Maintenance District (LLMD) for June 15, 2022, at 7:00 p.m. in the Council Chambers.

Background

The LLMD provides approximately \$900,000 in revenues that exclusively covers the maintenance costs within the LLMD boundaries. The revenue is collected through the County Assessor's Office as part of the property tax rolls. The LLMD estimated cost for FY 2022-23 is \$1,526,821. The LLMD assessments provide annual funds for the maintenance and operation of traffic signals, street lights, median landscaping, street tree trimming, and tree removals and replacements. Each year, the City Council establishes assessments to cover these costs. The first step requires the authorization to prepare an Engineer's Report, which contains the engineering study and details of the assessments and methodologies which are needed to submit the assessments to the County Assessor's Office. On April 6, 2022, the City Council approved Resolution 7762 authorizing the preparation of the Engineer's Report for the FY 2022-23 LLMD Assessment.

The maintenance costs are distributed equitably assessing properties in accordance with special benefits received. Revenues generated by the proposed assessment district will substantially cover the maintenance cost within the LLMD service area, which coincide with the City boundaries. The City Council has previously approved the

methodology for the assessments and staff will continue with the same methodology this year.

Analysis

Assessments are computed based on the number of equivalent single-family dwelling units (EDU) in the LLMD. The equivalent dwelling unit calculation is adjusted for commercial, vacant, and multi-residential property in a manner detailed on pages eight and nine in the Engineer's Report, provided in Attachment 2. Local benefits are divided into four zones depending upon the type of street lighting in the neighborhood.

- Zone 1 - properties are adjacent to major thoroughfares, which are served by higher levels of lighting compared to residential areas.
- Zone 2 - properties are primarily residential served by streetlights owned and maintained by the City.
- Zone 3 - properties are primarily residential served by streetlights owned and maintained by Southern California Edison.
- Zone 4 - properties are in areas without local street lighting, and which pay no local benefit assessment.

The annual assessment rates for a single-family property in each of these zones are as follows:

Zone	Assessment (\$/EDU)		
	City Wide	Local Benefits	Total
1	\$71.26	\$25.85	\$97.11
2	\$71.26	\$32.83	\$104.09
3	\$71.26	\$7.66	\$78.92
4	\$71.26	None	\$71.26

Properties owned by the City (parks, municipal facilities, etc.), the South Pasadena Unified School District, the State (Caltrans properties), or the U.S. Government (post office) are exempt from LLMD assessments.

As a result of Proposition 218 (Prop 218), the City cannot increase the proposed assessments without going through a public ballot process. The City Council has supported staff's recommendation to rely on an exemption of Prop 218 (passed in 1997), that allows the renewal of the LLMD assessments, provided the rates are not changed. If the assessment rates are changed, then the balloting requirements under Prop 218 must be fulfilled.

In January 2017, a ballot to increase assessments was performed. The final tally of the vote was 60.9% opposed and 39.1% in favor of the new assessments. As a result, assessment rates remained unchanged. In the FY 2022-23 report, there is no proposed change to the assessments.

The attached resolution calls for approval of the Engineer's Report and declares the intention of moving forward with levying and collecting assessment to cover LLMD costs. The resolution also sets the Public Hearing for June 15, 2022 at 7:30 p.m., in the Council Chambers. The Public Hearing allows comment by the property owners and is legally required to annually re-establish LLMD revenues. Attachment 1 includes the proposed resolution and Attachment 2 includes a draft of the Engineer's Report.

Fiscal Impact

The LLMD estimated cost for FY 2022-23 is \$1,526,821 (refer to page five of the Engineer's Report). The General Fund funds the shortfall between assessment revenue and LLMD costs. The consulting services of Harris & Associates have been engaged to prepare the Engineer's Report reflecting individual parcel assessments including recordation with the County.

Community Outreach

The public will have an opportunity to speak on this matter during the Public Hearing at the June 15, 2022 City Council Meeting. A copy of the attached Engineer's Report is available for viewing on the City's website.

Environmental Analysis

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA"), pursuant to CEQA Guidelines section 15378(a) as it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect change in the environment.

Attachments:

1. Resolution
2. FY 2022-23 Street Lighting and Landscaping Maintenance District Assessment Engineer's Report
3. LLMD Proceedings Schedule

Attachment 1

LLMD Resolution to Approve Engineer's Report for Fiscal Year 2022-2023

**CITY OF SOUTH PASADENA
RESOLUTION NO. _____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SOUTH PASADENA, CALIFORNIA, APPROVING THE FISCAL
YEAR 2022-23 ENGINEER'S REPORT DECLARING THE CITY'S
INTENTION TO PROVIDE FOR AN ANNUAL LEVY AND
COLLECTION OF ASSESSMENTS AND SETTING A DATE AND
TIME FOR A PUBLIC HEARING FOR THE LIGHTING AND
LANDSCAPING MAINTENANCE DISTRICT, PURSUANT TO THE
PROVISIONS OF DIVISION 15, PART 2 OF THE STREETS AND
HIGHWAYS CODE OF THE STATE OF CALIFORNIA**

WHEREAS, the City Council of the City of South Pasadena, California, previously formed a Street Lighting and Landscaping Maintenance District pursuant to the terms and provisions of the "Landscaping and Lighting Act of 1972," Division 15, Part 2 of the Streets and Highways Code of the State of California, in what is known and designated as the City of South Pasadena Lighting and Landscaping Maintenance District (District); and

WHEREAS, at this time, the City Council desires to conduct proceedings to provide for the annual levy of assessments for Fiscal Year (FY) 2022-23 to provide for the costs and expenses necessary for continual maintenance of improvements within said District; and

WHEREAS, the City Council approved the Engineer's Report (Report) as required by law, and the City Council desires to conduct the proceedings for said annual levy.

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

SECTION 1. That the above recitals are all true and correct.

SECTION 2. That the public interest and convenience requires, and it is the intention of the City Council, to undertake proceedings for the annual levy and collection of special assessments for the continual maintenance of certain improvements, all to serve and benefit said District as said area is shown and delineated on a map as previously approved by the City Council and posted on the City's website for remote access by the public, and herein so referenced and made a part hereof, and proposed changes thereto are set forth in the Report, incorporated herein as part hereof.

SECTION 3. REPORT. That the Report regarding the annual levy for said District, which Report is for maintenance for the FY 2022-23, is hereby approved and is posted on the City's website for remote access.

SECTION 4. ASSESSMENT. That the public interest and convenience requires, and it is the intention of the City Council to order the annual assessment levy for the District as set forth and described in said Report, and further it is determined to be in the best public interest and convenience to levy and collect annual assessments to pay the costs and expense of said maintenance and improvement as estimated in said Report.

SECTION 5. DESCRIPTION OF MAINTENANCE. The assessments levied and collected shall be for the maintenance of certain street lighting and landscaping improvements, as set forth in the Report, referenced and so incorporated herein.

SECTION 6. The County Auditor shall enter on the County Assessment Roll the amount of the assessments, and shall collect said assessments at the time and in the same manner as County taxes are collected. After collection by the County, the net amount of the assessments, after the deduction of any compensation due to the County for collection, shall be paid to the County Treasurer for purposes of paying for the costs and expenses of said District.

SECTION 7. SPECIAL FUND. That all monies collected shall be deposited in a special fund known as the "SPECIAL FUND CITY OF SOUTH PASADENA, LIGHTING AND LANDSCAPING MAINTENANCE DISTRICT." Payment shall be made out of said fund only for the purpose of provided for in this resolution and in order to expedite the making of this maintenance and improvement, the City Council may transfer into said funds as it may deem necessary to expedite the proceedings. Any funds shall be repaid out of the proceeds of the assessments provided for in this resolution.

SECTION 8. BOUNDARIES OF DISTRICT. Said contemplated maintenance work in, in the opinion of the City Council, of direct benefit to the properties within the boundaries of the District, and the City Council makes the costs and expenses of said maintenance chargeable upon District, which District said City Council hereby declares to be the further assessed to pay the costs and expenses thereof. Said District shall include each parcel of land within the boundaries of said District as shown on the map as approved by the City Council and on file in the Office of the City Clerk and so designated by the name of the District.

SECTION 9. PUBLIC PROPERTY. Any lots or parcels of land known as public property, as the same are defined in Section 22663 of Division 15, Part 2 of the Streets and Highways Code of the State of California, which are included within the boundaries of the District, shall be omitted and exempt from any assessment

to be made under these proceedings to cover any of the costs and expenses of said improvement and maintenance work.

SECTION 10. PUBLIC HEARING. NOTICE IS HEREBY GIVEN THAT WEDNESDAY, THE 15th DAY OF JUNE 2022, AT THE HOUR OF 7:00 PM, AT THE REGULAR MEETING OF THE SOUTH PASADENA CITY COUNCIL, IN THE COUNCIL CHAMBER, 1424 MISSION STREET, SOUTH PASADENA, CALIFORNIA 91030, IS THE TIME AND PLACE FIXED BY THE CITY COUNCIL FOR THE PUBLIC HEARING ON THE ANNUAL LEVY OF ASSESSMENTS.

SECTION 11. NOTICE. That the City Clerk is hereby authorized and directed to publish, pursuant to Government Code Section 6061, a copy of this resolution in a newspaper of general circulation within said City, said publication shall be not less than ten (10) days before the date set for said Public Hearing.

SECTION 12. That the City Clerk is further directed to cause a copy of the Resolution of Intention to be posted upon the official bulletin board customarily used for the posting of notices.

SECTION 13. That this resolution shall take effect immediately upon its adoption.

SECTION 14. For any and all information relating to the proceedings, protect procedure, any documentation and/or information of a procedural or technical nature, the designated contact person is as follows:

Ted Gerber, Director of Public Works
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030
tgerber@southpasadenaca.gov
(626) 403-7240

SECTION 15. 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 18th day of May, 2022.

AYES:

NOES:

ABSENT:

ABSTAIN:

Michael A. Cacciotti, Mayor

ATTEST:

APPROVED AS TO FORM:

Christina A. Muñoz
Deputy City Clerk

Andrew L. Jared, City Attorney

Attachment 2

Fiscal Year 2022-23 Street Lighting and Landscaping Maintenance District Assessment Engineer's Report



Harris & Associates



PRELIMINARY ENGINEER'S REPORT

CITY OF SOUTH PASADENA
STREET LIGHTING AND
LANDSCAPING MAINTENANCE
DISTRICT

Fiscal Year 2022-23

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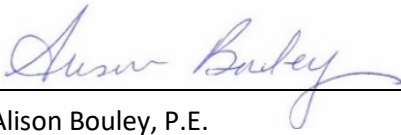
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1. CERTIFICATIONS

ENGINEER'S REPORT CITY OF SOUTH PASADENA STREET LIGHTING AND LANDSCAPING MAINTENANCE DISTRICT

The undersigned acting on behalf of Harris & Associates, respectfully submits the enclosed Engineer's Report as directed by City Council pursuant to the provisions of Section 4 of Article XIID of the California Constitution, and provisions of the Landscaping and Lighting Act of 1972, Section 22500 et seq. of the California Streets and Highways Code. The undersigned certifies that she is a Professional Engineer, registered in the State of California.

DATED: May 18, 2022



BY: Alison Bouley, P.E.
R.P.E. No. C61383



I HEREBY CERTIFY that the enclosed Engineer's Report, together with Assessment Roll and Assessment Diagram thereto attached, was filed with me on the _____ day of _____, 2022.

Christina Munoz, Deputy City Clerk
City of South Pasadena
Los Angeles County, California

By _____

I HEREBY CERTIFY that the enclosed Engineer's Report, together with Assessment Roll and Assessment Diagram thereto attached, was approved and confirmed by the City Council of the City of South Pasadena, California, on the ___ day of _____, 2022.

Christina Munoz, Deputy City Clerk
City of South Pasadena
Los Angeles County, California

By _____

2. REPORT

CITY OF SOUTH PASADENA

FISCAL YEAR 2022-23

ENGINEER'S REPORT

PREPARED PURSUANT TO THE PROVISIONS OF THE
LANDSCAPING AND LIGHTING ACT OF 1972
SECTION 22500 THROUGH 22679
OF THE CALIFORNIA STREETS AND HIGHWAYS CODE,
ARTICLE XIID OF THE CALIFORNIA CONSTITUTION, AND
THE PROPOSITION 218 OMNIBUS IMPLEMENTATION ACT
(GOVERNMENT CODE SECTION 53750 ET SEQ.)

Pursuant to Part 2 of Division 15 of the Streets and Highways Code of the State of California, Article XIID of the California Constitution (Proposition 218), and the Proposition 218 Omnibus Implementation Act and in accordance with the Resolution of Initiation, adopted by the City Council of the City of South Pasadena, State of California, in connection with the proceedings for:

CITY OF SOUTH PASADENA

STREET LIGHTING AND LANDSCAPING MAINTENANCE DISTRICT

Hereinafter referred to as the "Assessment District" or the "District", I, Alison Bouley, P.E., the authorized representative of Harris & Associates, the duly appointed ENGINEER OF WORK, submit herewith the "Report" consisting of five (5) parts as follows:

PART A

PLANS AND SPECIFICATIONS

Plans and specifications for the improvements are as set forth on the lists thereof, attached hereto, and are on file in the Office of the City Engineer and are incorporated herein by reference.

PART B

ESTIMATE OF COST

An estimate of the costs of the proposed improvements, including incidental costs and expenses in connection therewith, is as set forth on the lists thereof, attached hereto, and are on file in the Office of the City Clerk and incorporated herein by reference.

PART C

METHOD OF APPORTIONMENT

The method of apportionment of assessments, indicating the proposed assessment of the net amount of the costs and expenses of the improvements to be assessed upon the several lots and parcels of land within the District, in proportion to the estimated benefits to be received by such lots and parcels.

PART D

ASSESSMENT DIAGRAM

The Diagram of the District Boundaries showing the exterior boundaries of the Assessment District and the lines and dimensions of each lot or parcel of land within the Assessment District. The lines and dimensions of each lot or parcel within the Assessment District are those lines and dimensions shown on the maps of the Assessor of the County of Los Angeles for the fiscal year to which this Report applies. The Assessor's maps and records are incorporated by reference herein and made part of this Report.

PART E

ASSESSMENT ROLL

A listing of the amounts to be assessed on each benefited lot or parcel of land within the District in Fiscal Year 2022-23.

3. PART A - PLANS AND SPECIFICATIONS

The facilities, which have been constructed within the City of South Pasadena, and those which may be subsequently constructed, will be operated, serviced and maintained as generally described as follows:

DESCRIPTION OF IMPROVEMENTS
 FOR THE CITY OF SOUTH PASADENA
 STREET LIGHTING AND LANDSCAPING MAINTENANCE DISTRICT
 FISCAL YEAR 2022-23

The proposed improvements for Fiscal Year 2022-23 may be generally described as the continued maintenance and operation of streets and sidewalks within the Assessment District, including the construction, operation, servicing and maintenance of landscaping, lighting and appurtenant facilities, including but not limited to, personnel, electrical energy, utilities such as water, materials, contracting services, and other items necessary for the satisfactory operation of these services described as follows:

- Landscaping and Appurtenant Facilities. Landscaping, planting, shrubbery, trees, irrigation systems, hardscapes, fixtures, sidewalk and curb and gutter maintenance adjacent to street trees, and appurtenant facilities, in public street and sidewalk rights-of-way, including parkways, medians and dedicated easements within the boundary of said Assessment District.
- Lighting and Appurtenant Facilities. Poles, fixtures, bulbs, conduits, equipment including guys, anchors, posts and pedestals, metering devices and appurtenant facilities as required to provide safety lighting and traffic signals in public street and sidewalk rights-of-way and easements within the boundaries of said Assessment District. Servicing of the Southern California Edison Company-owned lights shall be furnished by Southern California Edison Company or its successors or assignees and shall be adequate for the intended purpose. Rates for power and maintenance shall be authorized by the Public Utilities Commission, State of California.

Maintenance means the furnishing of services and materials for the ordinary and usual maintenance, operation and servicing of the landscaping, public lighting facilities and appurtenant facilities, including repair, removal or replacement of all or part of any of the landscaping, public lighting facilities or appurtenant facilities providing for the life, growth, health and beauty of the landscaping, including cultivation, irrigation, trimming, spraying, fertilizing and treating for disease or injury; the removal of trimmings, rubbish, debris and other solid waste; and the cleaning, sandblasting and painting of walls and other improvements to remove or cover graffiti.

Servicing means the furnishing of water for the irrigation of the landscaping and the maintenance of any of the public lighting facilities or appurtenant facilities and the furnishing of electric current or energy, gas or other illuminating agent for the public lighting facilities, or for the lighting or operation of landscaping or appurtenant facilities.

The plans and specifications for the improvements, showing the general nature, location, and the extent of the improvements, are on file in the office of the City Clerk and are incorporated herein by reference.

4. PART B – ESTIMATE OF COST

Estimate of Cost

Estimated costs for Fiscal Year 2022-23 for the construction, operation, servicing and maintenance of the landscaping and lighting facilities described in Part A are shown in the following table.

ESTIMATE OF COST

<i>Land Use Category</i>	Local	Citywide	District Total
I. Landscape Maintenance			
<i>Street Tree Maintenance</i> ¹	\$0	\$556,171	\$556,171
<i>Street Tree Removal and Replacement</i>	\$0	\$150,000	\$150,000
<i>Median Landscape Maintenance</i>	<u>\$0</u>	<u>\$138,750</u>	<u>\$138,750</u>
Landscape Maintenance Totals:	\$0	\$844,921	\$844,921
II. Street Lighting and Traffic Signals ²			
<i>Major Thoroughfare Street Lighting</i> ³	\$52,635	\$157,905	\$210,540
<i>City-Owned Street Lighting</i>	\$87,725	\$0	\$87,725
<i>Edison-Owned Street Lighting</i>	<u>\$52,635</u>	<u>\$0</u>	<u>\$52,635</u>
<i>Street Lighting Subtotal</i>	\$192,995	\$157,905	\$350,900
<i>Traffic Signals</i>	<u>\$0</u>	<u>\$311,000</u>	<u>\$311,000</u>
Street Lighting and Traffic Signal Totals:	\$192,995	\$468,905	\$661,900
III. Other Costs			
<i>Capital Improvements</i>	\$0	\$0	\$0
<i>Damage to City Property</i>	\$0	\$0	\$0
<i>Administrative Costs</i> ⁴	<u>\$0</u>	<u>\$20,000</u>	<u>\$20,000</u>
Other Costs Totals:	\$0	\$20,000	\$20,000
TOTAL COSTS:	<u>\$192,995</u>	<u>\$1,333,826</u>	<u>\$1,526,821</u>
Revenue			
<i>Assessment Revenue FY 2022-23</i>	\$161,915	\$734,370	\$896,285
<i>Non-Assessed Benefit Amount</i> ⁵	<u>\$31,080</u>	<u>\$599,456</u>	<u>\$630,536</u>
TOTAL REVENUE:	<u>\$192,995</u>	<u>\$1,333,826</u>	<u>\$1,526,821</u>

- Street tree maintenance costs include city staff costs and contracted costs for street tree maintenance and street tree related sidewalk repair.
- Street lighting costs include city staff costs and electricity. The street lighting total (\$350,900) is allocated 60% to Major Thoroughfare (\$210,540), 25% to City-Owned (\$87,725) and 15% to Edison-Owned (\$52,635).
- Major Thoroughfare street lighting costs (\$210,540) are allocated 25% to Local Zone 1 (\$52,635) and 75% to Citywide (\$157,905).
- Administrative costs include city staff costs and contracted costs to manage the District and process the annual assessment levy.

Fund Balance

The 1972 Act requires that a special fund be setup for the revenues and expenditures of the District. Funds raised by assessment shall be used only for the purpose as stated herein. A contribution to the District by the City may be made to reduce assessments or to fund costs which are greater than revenue from the assessments, as the City Council deems appropriate. Any balance or deficit remaining on July 1 must be carried over to the next fiscal year. Estimated beginning and ending fund balances for Fiscal Year 2022-23 are shown in the following table:

FUND BALANCE

<i>Description</i>	<i>Amount</i>
Fiscal Year 2021-22	
<i>Beginning Balance (July 1, 2021)</i>	\$294,946
<i>FY 2021-22 Budget Surplus/(Deficit)</i>	(\$331,596)
<i>Contribution from Other Sources</i>	<u>\$4,800</u>
<i>Estimated Ending Balance (June 30, 2022):</i>	(\$31,850)
Fiscal Year 2022-23	
<i>Estimated Beginning Balance (July 1, 2022)</i>	(\$31,850)
<i>Estimated FY 2022-23 Budget Surplus/(Deficit)</i>	(\$630,536)
<i>Estimated Interest Earnings</i>	<u>\$4,800</u>
<i>Estimated Ending Balance (June 30, 2023):</i>	(\$657,586)

5. PART C – METHOD OF APPORTIONMENT

General

Street and Highways Code Section 22573 requires that maintenance assessments be levied according to benefit rather than according to assessed value. This section states:



The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements.

— Streets and Highways Code Section 22573

The 1972 Act permits the designation of areas of benefit within any individual assessment district if "by reason of variations in the nature, location, and extent of the improvements, the various areas will received different degrees of benefit from the improvements." (Sec. 22574). Thus, the 1972 Act requires the levy of a true "assessment" rather than a "special tax."

Impact of Proposition 218

In November 1996, the voters of California adopted Proposition 218, which has been codified as Articles XIII C and XIII D of the California Constitution. Proposition 218 imposed a number of substantive and procedural requirements on taxes, assessments, and property-related fees imposed by local governments in California.

“Grandfathered” Assessments. Since the District Assessments were imposed prior to November 5, 1996, they are “grandfathered” under Article XIII D, Section 5(a) of the Constitution, which permits the continuation of assessments existing prior to the effective date of Proposition 218 so long as the assessments are imposed exclusively to finance the capital costs or maintenance and operation expenses for sidewalks, streets, sewers, water, flood control, drainage systems or vector control. Since 1997, the City elected to proceed with the “grandfathering” of the District which has allowed the annual renewal of the District Assessments at the rates that existed when Proposition 218 went into effect. Any increase above such rates must be in compliance with Proposition 218 and requires property-owner approval.

Maintenance Cost Inflation. There has been an increase of cost to provide services over the years which have increased the District expenditures. However, the revenues have stayed the same due to the Proposition 218 limitations. As a result, the street light, traffic signal, and tree maintenance have been deferred. In addition, due to combined drought and aging forestry, staff has observed a substantial number of dead and diseased trees along with an increase in the number of claims due to fallen tree branches. As District operations and maintenance costs have increased, either maintenance has been deferred or the City's General Fund has been used to subsidize a portion of the costs. For Fiscal Year 2022-23, it is estimated that the revenue shortfall for the District will be approximately \$630,536.

Fiscal Year 2017/18 Proposed Assessment Rate Increase. In an attempt to generate additional revenues and eliminate the General Fund subsidy, the City proposed to form a new assessment District that would replace the existing assessment District if approved by property owners within the District by way of an assessment balloting procedure in compliance with Proposition 218. In January 2017, property owners were asked to vote in favor of, or against, the new District with increased rates that would be sufficient to cover District costs, as well as a built-in annual inflation factor to allow rate escalation to match up with cost inflation. The property owners did not vote in favor of the new District and the existing District remains in place.

Equivalent Dwelling Unit Assessment Methodology

The Equivalent Dwelling Unit method uses the single family home as the basic unit of assessment. A single family home equals one Equivalent Dwelling Unit (EDU). Every other land-use is converted to EDU's based on an assessment formula appropriate for the City. Multi-family and condominium parcels are converted to EDU's based on the number of dwelling units on each parcel of land. Commercial and Industrial parcels are converted to EDU's based on the lot size of each parcel of land.

Single Family Residential. The single family parcel has been selected as the basic unit for calculation of the benefit assessments. This basic unit shall be called an Equivalent Dwelling Unit (EDU). Parcels designated as single family residential per the Los Angeles County land-use code are assessed 1 EDU.

Multi-Family Residential. Multi-family uses, as well as condominiums, are given a factor of .80 EDU per dwelling unit. Based on data from representative cities in Southern California, the multi-family residential factor of 80 percent is determined by the statistical proportion of relative trip generation from various types of residential uses, in combination with population density per unit.

Commercial/Industrial. Commercial/Industrial properties are designated as commercial, industrial, recreational, institutional or miscellaneous uses per the Los Angeles County land-use codes. In converting improved Commercial/Industrial properties to EDUs, the factor used is the City of South Pasadena's average single family residential lot size of 7,500 square feet, or 5.808 dwelling units per acre. The Commercial/Industrial parcels will be assessed 5.808 EDU for the first acre or any portion thereof, and then 25% of 5.808 EDUs (1.452) for every additional acre or portion thereof, as the utilization of that portion of non-residential property greater than one acre is reduced and will be treated as vacant land. The minimum number of EDUs per parcel will be 1 EDU.

Vacant Property. Vacant property is described as parcels with no improved structures. Property values in a community increase when public infrastructure is in place, improved, operable, safe, clean and maintained, all properties, including vacant parcels, receive benefits as this is the basis of their value. Based upon the opinions of professional appraisers, appraising current market property values for real estate in Southern California, the land value portion of a property typically ranges from 20 to 30 percent; in South Pasadena, we find that the average is about 50 percent. Additionally, the utilization of vacant property is significantly less than improved property and vacant property has a traffic generation rate of 0. Therefore, vacant property will be assessed at the rate of 25 percent of improved property.

Vacant Residential. Parcels defined as single family residential parcels which do not have structures on the parcels are assessed 25% of a single family dwelling. The parcels will be assessed 0.25 EDU per parcel.

Vacant Non-Residential. Parcels defined as parcels which are not single family residential and which do not have structures on the parcel are assessed based upon the acreage of the parcel. The parcels

will be assessed at the rate of 25% of the developed non-residential properties, or 1.452 EDU per acre or any portion thereof, with a minimum of 0.25 EDU per parcel.

Landlocked parcels and small parcels are not assessed; nor are public streets, public properties, utility easements, right-of-way, public schools, public parks, and common areas. These are all exempt parcels.

EDU Rates by Land Use

The land-use category for each parcel has been based on the Los Angeles County Assessor's Roll. A summary of EDU Rates by Land Use is shown below:

EDU RATES BY LAND USE

<i>Land Use Category</i>	<i>Basic Unit x EDU Factor</i>	<i>EDU Rates</i>
0 Exempt	1 Dwelling Unit x 0.0	0.00 EDU per Dwelling Unit
1 Single Family Residential (SFR)	1 Dwelling Unit x 1.0	1.00 EDU per Dwelling Unit
2 Multi-Family Residential / Condominiums	1 Dwelling Unit x 0.8	0.80 EDU per Dwelling Unit
3 Commercial / Industrial <i>Based on the average size for SFR lots in the City of 7,500 SF which equals 5.805 Dwelling Units / Acre</i>	1 Acre x 5.808	5.808 EDU per Acre <i>(first acre, minimum 1.00 EDU per Parcel)</i>
	1 Acre x 1.452	1.452 EDU per Acre <i>(after first acre)</i>
4 Vacant – Residential	1 Parcel x 0.25	0.25 EDU per Parcel
5 Vacant – Non-Residential	1 Acre x 1.452	1.452 EDU per Acre <i>(minimum 0.25 EDU per Parcel)</i>

Inventory of Assessed Parcels

Information from the Los Angeles County Assessor's Roll, Assessor's Parcel Maps, and the City of South Pasadena's Planning Department was utilized to create the inventory of parcels in the District. The total number of assessed parcels; residential units; commercial, industrial and vacant acreage and calculated EDUs for each land use category are shown in the following table:

INVENTORY OF ASSESSED PARCELS

<i>Land Use Category</i>	<i>No. of Parcels</i>	<i>Dwelling Units</i>	<i>Acres</i>	<i>EDUs</i>
1 Single Family Residential (SFR)	4,390	4,390	N/A	4,390.00
2 Multi-Family Residential / Condominiums	2,020	6,512	N/A	5,209.60
3 Commercial / Industrial	322	N/A	121.93	650.74
4 Vacant – Residential	185	N/A	N/A	46.25
5 Vacant – Non-Residential	<u>29</u>	<u>N/A</u>	<u>3.51</u>	<u>8.91</u>
District Totals:	6,946	10,902	125.44	10,305.50

District Benefits

Parcels within the District receive benefit from the maintenance and operation of District improvements. Benefits received by parcels within the District are described below:

Landscaping. All parcels in the City receive benefit from the landscaping maintenance funded by the District. The City maintains trees and miscellaneous shrubbery throughout the City. The trees and shrubbery are located within the public street and sidewalk rights-of-way, including in medians and parkways.

The trees and shrubbery provide an aesthetically pleasing environment, shade, beautification, air purification and sound attenuation. These positive attributes increase the desirability of, and are special and direct benefits to, all properties throughout the City. Furthermore, trees and landscaping, if well maintained, provide beautification, shade and enhancement of the desirability of the surroundings.

Lighting. The proper functioning of street lighting is imperative for the welfare and safety of the public and property throughout the City. Proper maintenance and servicing of the street lighting system benefits properties within the District by providing proper illumination for ingress and egress and safe traveling at night. Proper operation of the street light system is imperative to public convenience, orderly traffic flow, enhanced congestion management and safety.

Improved security, fuel conservation, protection of property from crime and vandalism, and reduction of traffic accidents, are special and direct benefits to all properties within the City; lighting benefits are directly related to public safety and property protection and therefore increase desirability.

The City costs to administer the maintenance and operations of the improvements, including administration of the District, also provide benefit to all properties in the District.

Types of Benefit

There are two types of benefits that parcels receive from the maintenance and operation of the improvements as described below.

Citywide Benefits. Benefits which are received by all parcels in the City are considered to be Citywide Benefits, and the associated costs of these benefits are spread equally, based on Equivalent Dwelling Units, to all parcels within the District.

The maintenance of street trees and leaf debris removal, sidewalk, curb and gutter repair adjacent to trees throughout the City, medians on Huntington Drive, Monterey Avenue and Fair Oaks are Citywide Benefits. All of the landscaping maintenance budget is attributed to Citywide Benefits and is assessed to all parcels in the District.

Street lighting on the major thoroughfares provide Citywide Benefits, as all property in the City derive benefit from the convenience, safety and protection of people and property they provide. 75% of the Major Thoroughfare Street Lighting budget is attributed to Citywide Benefits and is assessed to all parcels in the District.

Local Benefits. Benefits which are not received by all parcels in the City are considered to be Local Benefits, and the associated costs of these benefits are spread equally, based on Equivalent Dwelling Units, to only those parcels within the District receiving such benefits.

Parcels that receive their local street lighting from the Edison-owned street lights within the City receive the same amount of Local Benefit and the budget for the Edison street light system is assessed equally, based on Equivalent Dwelling Units, to those parcels only.

Similarly, parcels that receive their local street lighting from the City-owned street lights within the City receive the same amount of Local Benefit and the budget for the City street light system is assessed equally, based on Equivalent Dwelling Units, to those parcels only.

Parcels that receive their local street lighting from the major thoroughfare street lights receive the same amount of Local Benefit and 25% of the budget for the major thoroughfare street light system is allocated to such benefit, the amount of which is assessed equally, based on Equivalent Dwelling Units, to those parcels only.

Zones of Benefit

There are two types of benefits that parcels receive from the maintenance and operation of the improvements as described below.

Zone 1. This zone consists of all property which is adjacent to the major thoroughfares in the District. Local Benefit received from the major thoroughfare street lights, equal to 25% of the major thoroughfare street lighting budget is allocated to Zone 1 parcels.

Zone 2. This zone consists primarily of residential property which is served by the City street lighting system. Local Benefit received from the City street lights, equal to 100% of the City street lighting budget is allocated to Zone 2 parcels.

Zone 3. This zone consists primarily of residential property which is served by the Edison street lighting system. Local Benefit received from the Edison street lights, equal to 100% of the Edison street lighting budget, is allocated to Zone 3 parcels.

Zone 4. This zone consists of parcels which do not have Local Benefits from street lighting and, therefore, receive only the Citywide Benefits.

EDUs Per Zone

Citywide Benefits are allocated to all assessable parcels in the City pro rata based on the total number of Citywide EDUs. Local Benefits are allocated to parcels in their respective Zones pro rata based on the total number of Zone EDUs. The distribution of EDUs per Zone is shown below.

EDUS PER ZONE

<i>Benefit Zone</i>	EDUs
<i>Zone 1 (Major Thoroughfare Parcels)</i>	1,884.10
<i>Zone 2 (Residential Property – City-Owned Lights)</i>	2,056.16
<i>Zone 3 (Residential Property – Edison- Owned Lights)</i>	5,964.39
<i>Zone 4 (No Local Benefits – Citywide Benefits Only)</i>	<u>400.85</u>
Total EDUs:	10,305.50

Citywide Benefit

All parcels within the City receive Citywide Benefits. The total amount of Citywide Benefits is shown in the following table:

CITYWIDE BENEFIT

<i>Budget Item</i>	<i>Benefit Amount</i>
<i>Street Tree Maintenance</i>	\$556,171
<i>Street Tree Removal and Replacement</i>	\$150,000
<i>Median Landscape Maintenance</i>	\$138,750
<i>Major Thoroughfare Street Lighting</i>	\$157,905
<i>Traffic Signals</i>	\$311,000
<i>Capital Improvements</i>	\$0
<i>Damage to City Property</i>	\$0
<i>Administrative Costs</i>	<u>\$20,000</u>
Total Citywide Benefit:	\$1,333,826

Citywide Benefit Per EDU

The calculated assessment rate and the maximum assessment rate for Citywide Benefits are shown below:

CITYWIDE BENEFIT PER EDU

<i>Budget Item</i>	<i>EDUs</i>
<i>Total Citywide Benefit</i>	\$1,333,826
<i>Divided by Total Citywide EDUs</i>	÷ <u>10,305.50</u>
<i>Calculated Citywide Benefit Per EDU</i>	\$129.43
Maximum Citywide Benefit Per EDU:	\$71.26

Local Benefit

Parcels located within each Zone receive Local Benefits for their specific Zone. The total amount of Local Benefits for each Zone are shown in the first table on the following page.

LOCAL BENEFIT

<i>Budget Item</i>	Zone 1	Zone 2	Zone 3	Zone 4	Local Total
<i>Major Thoroughfare</i>	\$52,635	\$0	\$0	\$0	\$52,635
<i>City-Owned Street Lights</i>	\$0	\$87,725	\$0	\$0	\$87,725
<i>Edison-Owned Street Lights</i>	<u>\$0</u>	<u>\$0</u>	<u>\$52,635</u>	<u>\$0</u>	<u>\$52,635</u>
Total Local Benefit:	\$52,635	\$87,725	\$52,635	\$0	\$192,995

Local Benefit Per EDU

The calculated assessment rate and the maximum assessment rate for Local Benefits for each Zone are shown in the following table:

LOCAL BENEFIT PER EDU

<i>Description</i>	Zone 1	Zone 2	Zone 3	Zone 4
<i>Total Local Benefit</i>	\$52,635.00	\$87,725.00	\$52,635.00	\$0.00
<i>Divided by Total Zone EDUs</i>	÷ <u>1,884.10</u>	÷ <u>2,056.16</u>	÷ <u>5,964.39</u>	÷ <u>400.85</u>
<i>Calculated Local Benefit Per EDU</i>	\$27.94	\$42.66	\$8.82	\$0.00
Maximum Local Benefit Per EDU:	\$25.86	\$32.83	\$7.66	\$0.00

Assessment Summary

The calculated assessment amount and the maximum assessment amount for each Zone, including both Citywide Benefits and Local Benefits are shown in the following table:

ASSESSMENT SUMMARY

<i>Description</i>	Zone 1	Zone 2	Zone 3	Zone 4	Local Total
<i>Calculated Citywide Benefit Assessment</i>	\$243,857	\$266,125	\$771,963	\$51,881	\$1,333,826
<i>Calculated Local Benefit Assessment</i>	<u>\$52,635</u>	<u>\$87,725</u>	<u>\$52,635</u>	<u>\$0</u>	<u>\$192,995</u>
Total Calculated Benefit Assessment:	\$296,492	\$353,850	\$824,598	\$51,881	\$1,526,821
<i>Maximum Citywide Benefit Assessment</i>	\$134,261	\$146,522	\$425,023	\$28,565	\$734,371
<i>Maximum Local Benefit Assessment</i>	<u>\$48,724</u>	<u>\$67,503</u>	<u>\$45,687</u>	<u>\$0</u>	<u>\$161,914</u>
Total Maximum Benefit Assessment:	\$182,985	\$214,025	\$470,710	\$28,565	\$896,285
Non-Assessed Benefit Amount:	\$113,507	\$139,825	\$353,888	\$23,317	\$630,536

Assessment Rates

The calculated assessment rates and the maximum assessment rate for each Zone, including both Citywide Benefits and Local Benefits, are shown in the following table.

ASSESSMENT RATES

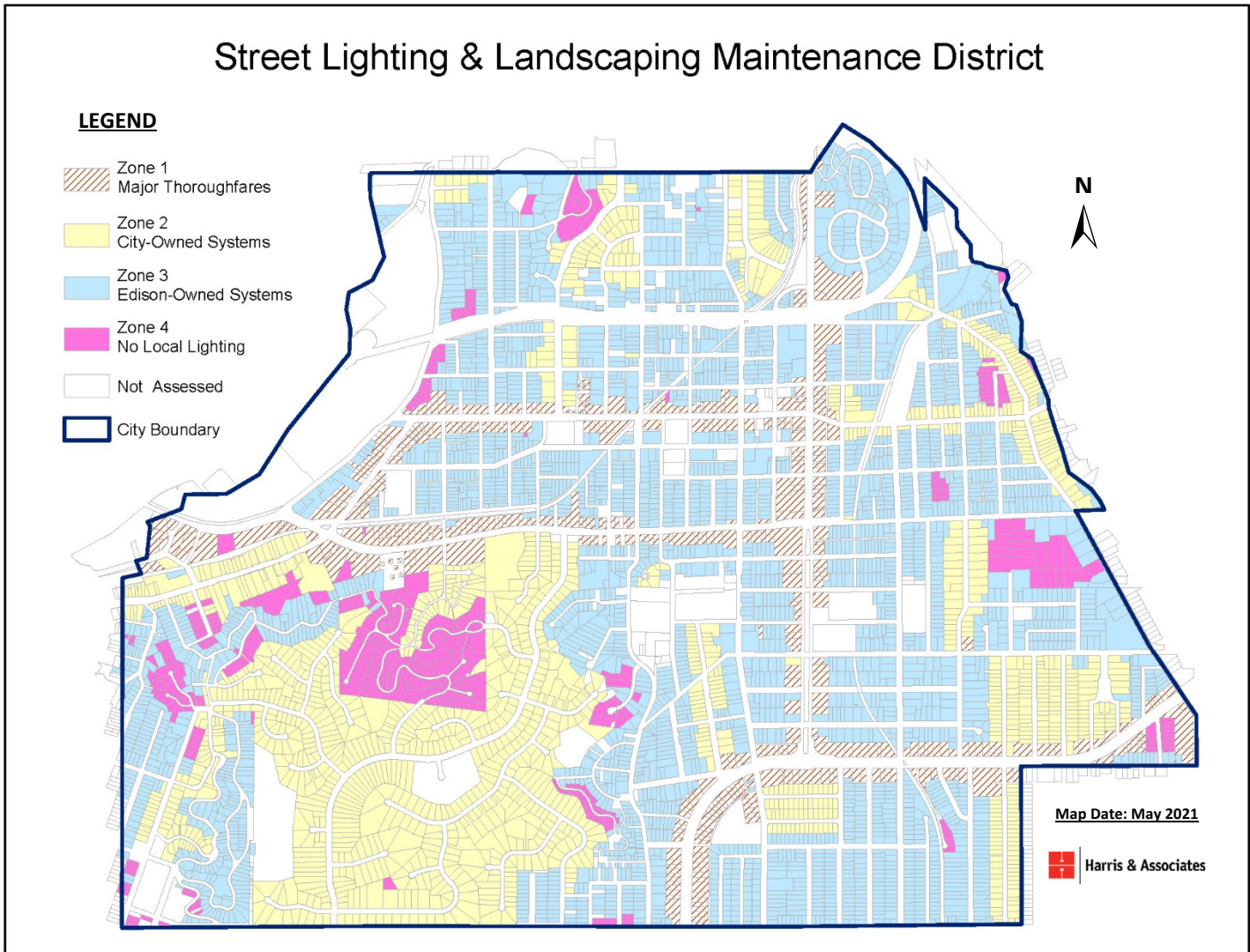
<i>Description</i>	Zone 1	Zone 2	Zone 3	Zone 4
<i>Calculated Citywide Rate Per EDU</i>	\$129.43	\$129.43	\$129.43	\$129.43
<i>Calculated Local Rate Per EDU</i>	<u>\$27.94</u>	<u>\$42.66</u>	<u>\$8.82</u>	<u>\$0.00</u>
<i>Total Calculated Rate Per EDU:</i>	\$157.36	\$172.09	\$138.25	\$129.43
<i>Maximum Citywide Rate Per EDU</i>	\$71.26	\$71.26	\$71.26	\$71.26
<i>Maximum Local Rate Per EDU</i>	<u>\$25.86</u>	<u>\$32.83</u>	<u>\$7.66</u>	<u>\$0.00</u>
<i>Total Maximum Rate Per EDU:</i>	\$97.12	\$104.09	\$78.92	\$71.26
<i>Non-Assessed Rate Per EDU:</i>	\$60.24	\$68.00	\$59.33	\$58.17

6. PART D – ASSESSMENT DIAGRAM

The boundaries of the District are coterminous with the boundaries of the City of South Pasadena. A diagram showing the exterior boundaries of the District and the lines and dimensions of each lot or parcel of land within the District has been submitted to the office of the City Clerk of the City of South Pasadena, and is hereby made a part hereof by reference.

A copy of the assessment diagram for the District is shown below.

**CITY OF SOUTH PASADENA
STREET LIGHTING AND LANDSCAPING MAINTENANCE DISTRICT
ASSESSMENT DISTRICT DIAGRAM**



7. PART E – ASSESSMENT ROLL

The assessment set forth for each parcel is shown on the Assessment Roll for the District, submitted separately, as "Assessment Roll for City of South Pasadena, Street Lighting & Landscaping Maintenance District, Fiscal Year 2022-23", which is incorporated by reference herein and is on file in the Office of the City Clerk.

The Assessment Roll lists all parcels within the boundaries of the District as shown on the Assessment Diagram, Part D herein, and on the last equalized roll of the Assessor of the County of Los Angeles, which is by reference made part of this report along with the proposed assessment amount for each benefiting parcel.

A list of names and addresses of the owners of all parcels within this District is shown on the last equalized Property Tax Roll of the Assessor of the County of Los Angeles, which by reference is hereby made a part of this report. This list is keyed to the Assessor's Parcel Numbers as shown on the Assessment Roll on file in the office of the City Clerk of the City of South Pasadena.

Attachment 3
LLMD Proceedings Schedule

City of South Pasadena

Street Lighting and Landscaping Maintenance District

FY 2022/23 Assessment Levy Schedule as of March 3, 2022

MARCH						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

MARCH 4

Harris to review City Council Meeting #1 Staff Report and Resolution and provide comments for council agenda

MARCH 15

City staff to begin developing annual budget and Harris to begin updating parcel database and preparing engineer's report

APRIL 1

City staff to provide Harris with annual budget information

APRIL 6 - 7:00 pm

City Council Meeting #1 (Resolution of Initiation)
City Council Chambers, 1424 Mission Street

APRIL 27

Harris to review City Council Meeting #2 Staff Report and Resolution and provide comments for council agenda, Harris to provide engineer's report for council agenda

MAY 18 - 7:00 pm

City Council Meeting #2 (Resolution of Intention)
City Council Chambers, 1424 Mission Street

MAY 26

Harris to review City Council Meeting #3 Staff Report and Resolution and provide comments for council agenda,

JUNE 3

Last Day for City to Publish Notice of Public Hearing

JUNE 15 - 7:00 pm

City Council Meeting #3 (Public Hearing)
City Council Chambers, 1424 Mission Street

MONTH OF JULY

Harris updates District database parcel changes and prepares levy files. Harris works with City Staff to gather required levy submittal documentation.

AUGUST 9

Harris submit levy to County Auditor-Controller for collection. Harris then researches levy rejects, if any, and provides resubmittal information to the County. Upon acceptance of final levy by County, Harris provides levy confirmation to City .

APRIL						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JULY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			





City Council Agenda Report

ITEM NO. 14

DATE: May 18, 2022
FROM: Arminé Chaparyan, City Manager *AKM TW AC*
PREPARED BY: Angelica Frausto-Lupo, Director of Community Development
SUBJECT: **Receive and File Report on PlaceWorks, Inc. Invoices**

Recommendation

It is recommended that the City Council receive and file this report on invoices and payments made to PlaceWorks, Inc.

Background

At the April 20, 2022 City Council Meeting, Council directed staff to review invoices and payments made to PlaceWorks, Inc. for the General Plan and Downtown Specific Plan (GP/DTSP) and Housing Element (HE). Staff in Finance and Community Development reviewed the two Professional Services Agreements (PSAs), all Request for Payment packets submitted to Finance (paid invoices) and pending invoices that were paid in the May 4, 2022 Warrants, and outstanding (to be paid) invoices received through February 2022. Invoices for March or April have not been received at the time this report was written.

Analysis

The budgets for each project per the PSAs leading up to the April 20th City Council Meeting were as follows:

General Plan/Downtown Specific Plan

- GP/DTSP PSA, April 17, 2019: \$128,733
- Amendment #1, March 4, 2020: \$106,579
- Amendment #2, December 15, 2021: No Dollar Increase to PSA

Total GP/DTSP PSA: \$235,312

Housing Element

- HE PSA, March 4, 2020: \$267,598
- Amendment #1, December 15, 2021: No Dollar Increase to PSA

Total HE PSA: \$267,598

Receive and File Report on PlaceWorks Invoices

May 18, 2022

Page 2 of 3

The total amount of the paid invoices for the GP/DTSP is \$219,084.93 and the total amount of the paid invoices for the HE is \$257,036.33. These totals include invoices paid in the May 4, 2022 Warrants.

The following table shows each PSA budget amount, paid invoices and balance as of April 20, 2022:

	GP/DTSP	HE
Total PSA Amount	\$235,312.00	\$267,598.00
Total Invoices (paid)	\$219,084.93	\$257,036.33
Balance Available	\$16,227.07	\$10,561.67

Additionally, there are outstanding (to be paid) invoices for January and February 2022.

Balance Available (before deducting outstanding invoices)	\$16,227.07	\$10,561.67
January 2022 (No invoice for GP/DTSP & HE Invoice #77686)	--	(\$3,703.88)
February 2022 Invoices (GP/DTSP #77867 & HE #77704)	(\$4,456.25)	(\$2,774.41)
Balance Available	\$11,770.82	\$4,083.38

Both the GP/DTSP and HE were within budget as of the April 20, 2022 City Council meeting. It is important to note, that in conducting the research and reviewing each Request for Payment packet, staff found that one GP/DTSP invoice #72672 in the amount of \$6,063.75 was paid from the HE Purchase Order.

	GP/DTSP	HE
Balance Available	\$11,770.82	\$4,083.38
Corrected Invoice #72672	(\$6,063.75)	\$6,063.75
Balance Available	\$5,707.07	\$10,147.13

After applying the invoice to the correct Purchase Order balance, both projects continue to show that they are within budget. Finally, at the April 20, 2022 City Council meeting, Council approved a 3rd Amendment to the PSA for the GP/DTSP for a total not-to-exceed amount of \$260,312 and a 2nd Amendment to the PSA for the HE for a total not-to-exceed amount of \$310,313. Both projects will be completed within budget. The documents are available for review at the City Clerk's Division.

Fiscal Impact

As noted above, the GP/DTSP and HE projects have a balance of \$5,707.07 and \$10,147.13, respectively.

Receive and File Report on PlaceWorks Invoices

May 18, 2022

Page 3 of 3

	GP/DTSP	HE
Balance Available	\$5,707.07	\$10,147.13
Before Contract Amendments from 4/20/22		
Increased Amount from Contract Amendments	\$25,000.00	\$42,715.00
Total Balance Available	\$30,707.07	\$52,862.13

Attachments:

1. GP/DTSP Purchase Order Paid Invoices
2. HE Purchase Order Paid Invoices
3. Outstanding Invoices Table

ATTACHMENT 1
GP/DTSP Purchase Order Paid Invoices

Purchase Orders

PO List

User: ealvarez
 Printed: 05/09/2022 - 8:12AM



PO#	Date	PO Desc					
Vendor	Name		PM Task	Amount	Invoiced	Balance	Encumbered
Line	Account	Line Desc					
20176	10/24/2019						
PLWK7011	Placeworks						
001	101-7010-7011-8170-000	Consultant for General Plan Update (E	-	155,805.68	155,805.68	0.00	0.00
	Invoice:69384	Check: 308886		Amount: 3,334.77			
	Invoice:69859	Check: 308886		Amount: 18,010.66			
	Invoice:69563	Check: 308886		Amount: 12,135.43			
	Invoice:70698	Check: 309552		Amount: 16,339.23			
	Invoice:70378	Check: 309552		Amount: 27,923.31			
	Invoice:70865	Check: 310084		Amount: 6,562.45			
	Invoice:70068	Check: 310084		Amount: 12,725.81			
	Invoice:71124	Check: 310084		Amount: 8,622.44			
	Invoice:71495	Check: 310392		Amount: 9,488.29			
	Invoice:71726	Check: 310728		Amount: 6,537.86			
	Invoice:73173	Check: 311721		Amount: 2,441.25			
	Invoice:73328	Check: 311721		Amount: 652.50			
	Invoice:72870	Check: 311721		Amount: 4,631.25			
	Invoice:72288	Check: 311721		Amount: 7,239.11			
	Invoice:72140	Check: 311721		Amount: 12,310.07			
	Invoice:73745	Check: 311776		Amount: 1,140.00			
	Invoice:75605	Check: 312849		Amount: 5,711.25			
002	107-7010-7900-8170-000	Consultant for General Plan Update (E	-	79,506.32	63,279.25	16,227.07	16,227.07
	Invoice:74681	Check: 313152		Amount: 1,420.00			
	Invoice:74445	Check: 313152		Amount: 410.00			
	Invoice:75212	Check: 313152		Amount: 3,487.50			
	Invoice:75432	Check: 313152		Amount: 5,877.50			
	Invoice:74173	Check: 313152		Amount: 652.50			
	Invoice:73837	Check: 313152		Amount: 293.50			
	Invoice:74933	Check: 313152		Amount: 2,940.00			
	Invoice:75890	Check: 313231		Amount: 9,038.95			
	Invoice:76258	Check: 314395		Amount: 13,346.35			
	Invoice:76508	Check: 314395		Amount: 7,121.15			
	Invoice:77382	Check: 314395		Amount: 18,691.80			

PO# Vendor Line	Date Name Account	PO Desc Line Desc	PM Task	Amount	Invoiced	Balance	Encumbered
			PO Total	235,312.00	219,084.93	16,227.07	16,227.07
			Report Total:	235,312.00	219,084.93	16,227.07	16,227.07

ATTACHMENT 2
HE Purchase Order Paid Invoices

Purchase Orders

PO List

User: ealvarez
 Printed: 05/09/2022 - 8:13AM



PO#	Date	PO Desc					
Vendor	Name						
Line	Account	Line Desc	PM Task	Amount	Invoiced	Balance	Encumbered
3081	9/10/2020						
PLWK7011	Placeworks						
001	101-7010-7011-8170-000	Update to the City's Housing Element	-	127,718.41	127,718.41	0.00	0.00
	Invoice:71876	Check: 311441		Amount: 8,497.75			
	Invoice:72672	Check: 311441		Amount: 6,063.75			
	Invoice:73112	Check: 311441		Amount: 14,022.46			
	Invoice:72229	Check: 311441		Amount: 10,793.99			
	Invoice:72953	Check: 311441		Amount: 20,667.76			
	Invoice:72522	Check: 311441		Amount: 20,648.63			
	Invoice:71927	Check: 311441		Amount: 17,959.16			
	Invoice:73296	Check: 311593		Amount: 29,064.91			
002	101-7010-7011-8170-000	Update to the City's Housing Element	-	94,695.39	94,695.39	0.00	0.00
	Invoice:74359	Check: 312849		Amount: 9,486.00			
	Invoice:75099	Check: 312849		Amount: 8,666.18			
	Invoice:73637	Check: 312849		Amount: 15,835.51			
	Invoice:75599	Check: 312849		Amount: 6,649.13			
	Invoice:74024	Check: 312849		Amount: 16,387.59			
	Invoice:75360	Check: 312849		Amount: 7,535.25			
	Invoice:74545	Check: 312849		Amount: 7,182.08			
	Invoice:74842	Check: 312849		Amount: 13,703.70			
	Invoice:73813	Check: 312849		Amount: 9,249.95			
003	107-7010-7902-8170-000	Update to the City's Housing Element	-	45,184.20	34,622.53	10,561.67	10,561.67
	Invoice:75875	Check: 314395		Amount: 7,921.58			
	Invoice:76386	Check: 314395		Amount: 4,943.18			
	Invoice:77319	Check: 314395		Amount: 18,104.89			
	Invoice:76150	Check: 314395		Amount: 3,652.88			
PO Total				267,598.00	257,036.33	10,561.67	10,561.67

PO# Vendor Line	Date Name Account	PO Desc Line Desc	PM Task	Amount	Invoiced	Balance	Encumbered
Report Total:				267,598.00	257,036.33	10,561.67	10,561.67

ATTACHMENT 3

GP/DTSP and HE Outstanding Invoices Table

GENERAL PLAN/DTSP & HOUSING ELEMENT (HE) OUTSTANDING INVOICES TABLE

GP/DTSP	
Invoices DUE 2022	AMOUNT
--	\$ -
#77867 - Feb 2022	\$ 4,456.25
TOTAL:	\$ 4,456.25

HOUSING ELEMENT	
Invoice DUE 2022	AMOUNT
#77686 - Jan 2022	\$ 3,703.88
#77704 - Feb 2022	\$ 2,774.41
TOTAL:	\$ 6,478.29



City Council Agenda Report

ITEM NO. 15

DATE: May 18, 2022

FROM: Arminé Chaparyan, City Manager *AC*

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

SUBJECT: **Cancellation of the July 6, 2022 Regular City Council Meeting**

Recommendation

It is recommended that the City Council approve the cancellation of the July 6, 2022 Regular City Council Meeting.

Analysis

After a two-year hiatus, an expanded scope of festivities has been planned to celebrate the Fourth of July, including a theatrical performance, parade and fireworks spectacular. In preparation for the scheduled events, staff from several departments will be working at full capacity leading up to the Holiday and staff will not have sufficient time to prepare for the regularly scheduled City Council Meeting on July 6th. City Hall will also be closed on Monday, July 4th and will reopen on Tuesday July 5th.

The City Council still maintains the ability to call a Special City Council Meeting. Should the need arise, the City Manager will work with the Mayor to schedule a special meeting.

Attachment: Proposed (Updated) 2022 City Council Meeting Schedule

ATTACHMENT 2
Updated 2022 City Council Meeting Schedule



CITY OF SOUTH PASADENA
2022 CITY COUNCIL MEETING SCHEDULE

City Council Meeting Date	Notes
January 5, 2022	CANCELLED Due to preceding City Hall Winter Break Closure (City Hall Closes Thursday, December 24, 2021 and reopens Monday, January 4, 2022)
January 19, 2022	
February 2, 2022	
February 16, 2022	
March 2, 2022	
March 16, 2022	
April 6, 2022	
April 20, 2022	
May 4, 2022	
May 18, 2022	
June 1, 2022	
June 15, 2022	
July 6, 2022	CANCELLED Due to preceding Fourth of July Holiday
July 20, 2022	
August 3, 2022	CANCELLED Due to Council Directive from 6/19/2013 City Council Meeting: No Council Meeting the First Week of August
August 17, 2022	
September 7, 2022	
September 21, 2022	
October 5, 2022	
October 19, 2022	
November 2, 2022	
November 16, 2022	
December 7, 2022	
December 21, 2022	



City Council Agenda Report

ITEM NO. 16

DATE: May 18, 2022

FROM: Arminé Chaparyan, City Manager *AC*

PREPARED BY: Sheila Pautsch, Community Services Director
Lucy Hakobian, Deputy Community Services Director

SUBJECT: **Approval of Discretionary Funds Request from Mayor Michael Cacciotti (\$3,000), Mayor Pro Tem Jon Primuth (\$588), Councilmember Diana Mahmud (\$500), Councilmember Jack Donovan (\$500), and Councilmember Evelyn Zneimer (\$1,000), for a Combined Total of \$5,588 for the July 4th Theatrical Presentation**

Recommendation

It is recommended that the City Council:

1. Approve the discretionary funds request for the 4th of July Theatrical Presentation by Jim and Lissa Reynolds, to be held on July 3 at the South Pasadena High School, for a combined total of \$5,588; and,
2. Approve funding balance from Community Services General Fund account.

Background

At the May 4, 2022, City Council meeting, staff was directed to bring back a request for use of Council discretionary funds for the July 4th Theatrical Presentation. The presentation is called "We Too Are America," and will depict the United States through music, poetry, dance, and theatrical performance during the American Revolution.

Mayor Cacciotti and all Councilmembers voted to allocate funds from their respective allocations of City Council discretionary funds to offset the costs associated with this event. City Council contributions of discretionary funds as follows:

- Mayor Cacciotti- \$3,000
- Mayor Pro Tem Primuth- \$588
- Councilmember Mahmud - \$500
- Councilmember Donovan - \$500
- Councilmember Zneimer - \$1,000

Analysis

The City Council receives an annual discretionary fund and shall make specific determinations before recommending the use of any funds in a discretionary account for City-related projects or purchases: a) The expenditure has a public purpose benefitting the City; b) The expenditure is free of any conflicts of interest that may arise from the use of City funds; and 3) The expenditure is not a gift to any individual, corporation, or

Discretionary Funds Request for July 4th Theatrical Presentation

May 18, 2022

Page 2 of 2

municipality, but is only used to benefit the general public of the City. The following table displays the current discretionary fund balances:

City Councilmembers Discretionary Funds					
Fiscal Year 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
<u>Date Pledged</u>					
<u>Description</u>					
2/2/2022 Festival of Balloons Fireworks Show	\$500			\$1,000	
2/15/2022 Festival of Balloons Fireworks Show			\$500		
<i>YTD Appropriations</i>	\$500	\$0	\$500	\$1,000	\$0
Available at 5/18/2022	\$3,500	\$4,000	\$3,500	\$3,000	\$4,000

As a part of expanded programming for the 4th of July Festival of Balloons, the theatrical presentation is open to the public and is part of the expanded 2022 4th of July Festival of Balloons Celebration. There is no known conflict of interest, and the funds are not a gift of public funds. The permit for use of the South Pasadena High School Theater and District staffing costs are estimated at \$2,275. As such, this event meets all of the requirements or considerations for use of City Council discretionary funds.

Upon approval, the Reynolds will receive a stipend of \$3,813 for writing and producing the presentation and creating the poster, flyer, program, rehearsals, music, casting, and other items needed to produce the performance, upon the request of Mayor Cacciotti. The remaining \$500 will be utilized by the South Pasadena Chamber of Commerce to advertise the theatrical presentation.

Budget Request from Jim and Lissa Reynolds	\$3,813
Use of High School Auditorium/Facility	(\$2,780)- Fee Waived
School District Staff Cost	\$2,275
Chamber Advertising	\$500
Total Cost	\$6,588

Fiscal Impact

A total combined \$5,588 was allocated by City Council, leaving \$1,000 to be allocated to complete the funding request for this event. There are sufficient funds available in the FY 2021-22 City Council Discretionary Budget Account 101-1010-1011-8021. The remaining \$1,000 can be allocated from the Community Services Budget, line item 101-8030-8021-8264 upon City Council direction.



City Council Agenda Report

ITEM NO. 17

DATE: May 18, 2022

FROM: Arminé Chaparyan, City Manager *DKM for AZ*
Ted Gerber, Public Works Director

PREPARED BY: Andrew L. Jared, City Attorney
Ephraim S. Margolin, Deputy City Attorney

SUBJECT: **Introduction of Resolution of the City Council of the City of South Pasadena Designating an Enforcement Agency to Regulate Single-Use Foodware Accessories and Standard Condiments (AB 1276)**

Recommendation

Staff recommends City Council adopt a Resolution to designate the City as the enforcement agency for limiting single-use foodware accessories and condiments as required by state law before June 1, 2022.

Background

On October 5, 2021, the California Legislature enacted Assembly Bill (“AB”) 1276 which prohibits a food facility, for on-premises dining or when using a third-party food delivery platform, from providing any single-use foodware accessory or standard condiment packaged for single use to a consumer unless requested by the consumer. The new law defines a “single-use foodware accessory” as utensils, chopsticks, condiments cups and packets, straws, and stirrers that are used once and then discarded.

AB 1276 also prohibits single-use foodware accessories from being bundled or packaged in a way that prohibits the consumer from taking only the item they want. AB 1276 does not apply to health care facilities, residential care facilities, and public and private school cafeterias. A food facility may ask a drive-through consumer if the consumer wants a single-use foodware accessory if the single-use foodware accessory is necessary for the consumer to consume ready-to-eat food, or to prevent spills of or safely transport ready-to-eat food.

AB 1276 requires that the City designate an enforcement agency by June 1, 2022. Enforcement begins June 1, 2022. The City may designate the County of Los Angeles as the enforcement agency with the consent of the County. The City may by ordinance adopt and implement stricter restrictions on the use of single-use foodware accessories than those required by AB 1276. Staff recommends adopting the attached resolution

(Attachment 1) in order to designate the City as the appropriate enforcement agency and allow for enforcement commencing June 1, 2022. This does not preclude the City from later adopting more stringent enforcement measures, or transferring enforcement duties to the County.

The state law specifies that the first and second violations of these provisions by a restaurant will result in a notice of violation, and any subsequent violation is an infraction punishable by a fine of \$25 for each day in violation, but not to exceed an annual total of \$300.

Fiscal Impact

The fiscal impacts are unknown at this time; enforcement and follow up will be conducted by Code Enforcement staff in the Community Development Department.

Public Contact

Staff will create information on the City website and will send a mailing regarding AB 1276 requirements to all affected businesses. City staff will communicate with affected businesses about this resolution and reusable alternatives to single-use foodware accessories when conducting on-going in-person outreach and monitoring.

Alternatives Considered

The City may consider adopting an ordinance to specifically incorporate this program as an ordinance to describe the enforcement of the new law, and to make more stringent local measures.

If the City Council does not want to designate itself as the enforcement agency, it may consider entering negotiations with the County of Los Angeles to designate the County as the appropriate enforcement agency.

Public Noticing

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.

Attachments:

1. Resolution
2. Assembly Bill 1276

ATTACHMENT 1
Resolution

RESOLUTION NO. __

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DESIGNATING THE CITY AS THE ENFORCEMENT AGENCY FOR STATE REGULATIONS ON SINGLE-USE FOODWARE ACCESSORIES AND STANDARD CONDIMENTS

WHEREAS, single-use foodware accessories including straws, stirrers, utensils, cup sleeves, tops, lids and spill plugs, prepackaged condiments and other similar accessory are a major contributor to street litter, ocean pollution, marine and other wildlife harm and greenhouse gas emissions; and

WHEREAS, reducing litter on public streets, parks and in other public places is in the best interests of the health, safety and welfare of all who live, work and do business in the City; and

WHEREAS, the production and disposal of single-use foodware accessories has significant environmental impacts, including the contamination of the environment, the depletion of natural resources, use of non-renewable polluting fossil fuels and associated greenhouse gas emissions, and the increased clean-up and end-of-life management costs; and

WHEREAS, foodware accessories made from plastic polymers may last for hundreds and even thousands of years, and have broad, long-lasting negative impacts. Single-use plastic and polystyrene foam food service ware breaks apart easily into small pieces, can end up as litter, and is often mistaken as food by birds, fish, and wildlife. Plastics in waterways and oceans break down into smaller pieces and are present in most of the world's oceans; and

WHEREAS, on November 18, 2021, the California Legislature enacted Assembly Bill 1276 which amended Chapter 5.2 of Part 3 of Division of the Public Resources Code, commencing with Public Resources Code Section 42270, to impose certain restrictions on the use of single-use foodware accessories by food facilities, as defined in Section 113789 of the Health and Safety Code; and

WHEREAS, Public Resources Code 42272 requires local public agencies to enforce the state law, designate an enforcement agency, and makes violation of the state law a criminal infraction punishable by a fine of \$25 for each day in violation, not to exceed \$300 annually; and

WHEREAS, the City seeks to implement AB 1276 by authorizing an enforcement agency to enforce the new law's requirements prohibiting distribution of single-use foodware accessories and standard condiments unless requested by the consumer on or before June 1, 2022.

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

SECTION 1. The City designates itself as the enforcement agency for enforcing Assembly Bill 1276 and Chapter 5.2 of the Public Resources Code imposing regulations on single-use foodware accessories and standard condiments. The City Manager or their designee shall have the authority to enforce Assembly Bill 1276 and Chapter 5.2 of the Public Resources Code and may designate other City departments or individuals with such enforcement authority.

SECTION 2. 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 18th day of May, 2022.

AYES:

NOES:

ABSENT:

ABSTAINED:

Michael Cacciotti, Mayor

ATTEST:

APPROVED AS TO FORM:

Christina A. Muñoz, Deputy City Clerk

Andrew Jared, City Attorney

ATTACHMENT 2
Assembly Bill 1276

CHAPTER 505

An act to amend Sections 42270 and 42271 of, to amend the heading of Chapter 5.2 (commencing with Section 42270) of Part 3 of Division 30 of, and to add Sections 42272 and 42273 to, the Public Resources Code, relating to solid waste.

[Approved by Governor October 5, 2021. Filed with Secretary of State October 5, 2021.]

LEGISLATIVE COUNSEL'S DIGEST

AB 1276, Carrillo. Single-use foodware accessories and standard condiments.

Existing law prohibits a full-service restaurant, as specified, from providing single-use plastic straws, as defined, to consumers unless requested by the consumer, and places the duty to enforce this prohibition on specified state and local health and environmental health officers and their agents. Existing law specifies that the first and 2nd violations of these provisions result in a notice of violation, and any subsequent violation is an infraction punishable by a fine of \$25 for each day the full-service restaurant is in violation, but not to exceed an annual total of \$300.

This bill would instead prohibit a food facility from providing any single-use foodware accessory or standard condiment, as defined, to a consumer unless requested by the consumer, as provided. The bill would prohibit those items from being bundled or packaged in a way that prohibits the consumer from taking only the item desired. The bill would authorize a food facility to ask a drive-through consumer, or a food facility located within a public airport to ask a walk-through consumer, if the consumer wants a single-use foodware accessory in specified circumstances. The bill would require a food facility using a third-party food delivery platform to list on its menu the availability of single-use foodware accessories and standard condiments and only provide those items when requested, as provided. The bill would exclude from these requirements correctional institutions, health care facilities, residential care facilities, and public and private school cafeterias.

This bill would require a city, county, or city and county, on or before June 1, 2022, to authorize an enforcement agency to enforce these requirements. The bill would specify that the first and 2nd violations of these provisions result in a notice of violation, and any subsequent violation is an infraction punishable by a fine of \$25 for each day in violation, but not to exceed an annual total of \$300. By creating a new crime and imposing additional duties on local governing bodies, this bill would impose a state-mandated local program.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that with regard to certain mandates no reimbursement is required by this act for a specified reason.

With regard to any other mandates, this bill would provide that, if the Commission on State Mandates determines that the bill contains costs so mandated by the state, reimbursement for those costs shall be made pursuant to the statutory provisions noted above.

The people of the State of California do enact as follows:

SECTION 1. The heading of Chapter 5.2 (commencing with Section 42270) of Part 3 of Division 30 of the Public Resources Code is amended to read:

CHAPTER 5.2. SINGLE-USE FOODWARE ACCESSORIES AND CONDIMENTS

SEC. 2. Section 42270 of the Public Resources Code is amended to read: 42270. For purposes of this chapter, the following definitions apply:

(a) "Consumer" has the same meaning as in Section 113757 of the Health and Safety Code.

(b) "Food facility" has the same meaning as in Section 113789 of the Health and Safety Code.

(c) "Ready-to-eat food" has the same meaning as in Section 113881 of the Health and Safety Code.

(d) "Single-use" means designed to be used once and then discarded, and not designed for repeated use and sanitizing.

(e) "Single-use foodware accessory" means all of the following single-use items provided alongside ready-to-eat food:

(1) Utensils, which is defined as forks, knives, spoons, and sporks.

(2) Chopsticks.

(3) Condiment cups and packets.

(4) Straws.

(5) Stirrers.

(6) Splash sticks.

(7) Cocktail sticks.

(f) "Standard condiment" means relishes, spices, sauces, confections, or seasonings that require no additional preparation and that are usually used on a food item after preparation, including ketchup, mustard, mayonnaise, soy sauce, hot sauce, salsa, salt, pepper, sugar, and sugar substitutes.

(g) "Third-party food delivery platform" has the same meaning as in Section 113930.5 of the Health and Safety Code.

SEC. 3. Section 42271 of the Public Resources Code is amended to read:

42271. (a) Except as provided in subdivisions (c) and (d), a food facility, for on-premises dining or when using a third-party food delivery platform,

shall not provide any single-use foodware accessory or standard condiment packaged for single use to a consumer unless the single-use foodware accessory or standard condiment is requested by the consumer.

(b) Single-use foodware accessories and standard condiments packaged for single use provided by food facilities for use by consumers shall not be bundled or packaged in a manner that prohibits a consumer from taking only the type of single-use foodware accessory or standard condiment desired without also having to take a different type of single-use foodware accessory or standard condiment.

(c) A food facility may ask a drive-through consumer if the consumer wants a single-use foodware accessory if the single-use foodware accessory is necessary for the consumer to consume ready-to-eat food, or to prevent spills of or safely transport ready-to-eat food.

(d) A food facility that is located entirely within a public use airport, as defined in Section 77.3 of Title 14 of the Code of Federal Regulations, may ask a walk-through consumer if the consumer wants a single-use foodware accessory if the single-use foodware accessory is necessary for the consumer to consume ready-to-eat food, or to prevent spills of or safely transport ready-to-eat food.

(e) (1) A third-party food delivery platform shall provide consumers with the option to request single-use foodware accessories or standard condiments from a food facility serving ready-to-eat food.

(2) If a food facility uses any third-party delivery platform for ready-to-eat food, the food facility shall customize its menu with a list of available single-use foodware accessories and standard condiments, and only those single-use foodware accessories or standard condiments selected by the consumer shall be provided by the food facility. If a consumer does not select any single-use foodware accessories or standard condiments, no single-use foodware accessory or standard condiment shall be provided by the food facility for delivery of ready-to-eat food.

(f) Nothing in this section shall prohibit a food facility from making unwrapped single-use foodware accessories available to a consumer using refillable self-service dispensers that dispense one item at a time to allow for single-use foodware accessories to be obtained.

(g) Nothing in this section shall prohibit a food facility from making standard condiments available to a consumer using refillable self-service dispensers to allow for standard condiments to be obtained. A food facility that offers standard condiments is encouraged to use bulk dispensers for the condiments rather than condiments packaged for single use.

(h) Nothing in this section shall prevent a city, county, city and county, or other local public agency from adopting and implementing an ordinance or rule that would further restrict a food facility or a third-party food delivery platform from providing single-use foodware accessories or standard condiments to a consumer.

(i) A food facility is encouraged, but not required, to take actions in addition to the requirements of this section that support a goal of reducing the use of and waste generated by all single-use food service products.

SEC. 4. Section 42272 is added to the Public Resources Code, to read:
42272. (a) On or before June 1, 2022, a city, county, or city and county shall authorize an enforcement agency to enforce this chapter.

(b) The first and second violations of this chapter shall result in a notice of violation, and any subsequent violation shall constitute an infraction punishable by a fine of twenty-five dollars (\$25) for each day in violation, but not to exceed three hundred dollars (\$300) annually.

SEC. 5. Section 42273 is added to the Public Resources Code, to read:

42273. This chapter does not apply to any of the following:

(a) Correctional institutions, which has the same meaning as in Section 7502 of the Penal Code.

(b) Health care facilities licensed pursuant to Article 1 (commencing with Section 1250) of Chapter 2 of Division 2 of the Health and Safety Code or facilities that are owned or operated by a health care service plan licensed pursuant to Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code.

(c) Residential care facilities licensed pursuant to Division 2 (commencing with Section 1200) of the Health and Safety Code.

(d) Public and private school cafeterias, as referenced in paragraph (1) of subdivision (b) of Section 113789 of the Health and Safety Code.

SEC. 6. No reimbursement is required by this act pursuant to Section 6 of Article XIII B of the California Constitution for certain costs that may be incurred by a local agency or school district because, in that regard, this act creates a new crime or infraction, eliminates a crime or infraction, or changes the penalty for a crime or infraction, within the meaning of Section 17556 of the Government Code, or changes the definition of a crime within the meaning of Section 6 of Article XIII B of the California Constitution.

However, if the Commission on State Mandates determines that this act contains other costs mandated by the state, reimbursement to local agencies and school districts for those costs shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code.

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City Council Agenda Report

ITEM NO. 18

DATE: May 18, 2022

FROM: Arminé Chaparyan, City Manager *AC*

PREPARED BY: Brian Solinsky, Chief of Police
Tom Jacobs, Lieutenant

SUBJECT: **First Reading and Introduction of an Ordinance Adopting a Policy for the Approval, Acquisition, and Reporting of Military Equipment by the South Pasadena Police Department**

Recommendation

Staff recommends City Council read by title only for first reading, waiving further reading, and introduce an ordinance adopting a Military Equipment Use Policy for the approval, acquisition, and reporting of Military Equipment by the South Pasadena Police Department, as required by Assembly Bill 481 (AB 481).

Background

On September 30, 2021, Governor Newsom approved AB 481, which requires law enforcement agencies to obtain approval by the city council, by adoption of a Military Equipment Use Policy, as defined under AB 481 and codified in California Government Code Section 7070. The Legislature found that the public has a right to know about any funding, acquisition, or use of military equipment by state or local government officials, as well as a right to participate in any government agency's decision to fund, acquire, or use such equipment. A definition of 'Military Equipment' is provided on page 2 of Attachment 1, Exhibit A.

Consequently, the Department is required to create a military equipment use policy, detailing the military equipment it possesses or may possess throughout the year, including the following details:

- A description of each type of military equipment, the quantity sought, its capabilities, expected lifespan, and product descriptions from the manufacturer of the military equipment.
- The purposes and authorized uses for which the Department proposes to use each type of military equipment.
- The fiscal impact of each type of military equipment, including the initial costs of obtaining the equipment and estimated annual costs of maintaining the equipment.

Introduction and First Reading of Ordinance Adopting Military Equipment Use Policy

May 18, 2022

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- The legal and procedural rules that govern each authorized use.
- The training, including any course required by the State Commission on Peace Officer Standards and Training (POST), that must be completed before any officer, agent, or employee of the Department is allowed to use each specific type of military equipment to ensure the full protection of the public's welfare, safety, civil rights, and civil liberties and full adherence to the military equipment use policy.
- The mechanisms to ensure compliance with the military equipment use policy, including which independent persons or entities have oversight authority, and, if applicable, what legally enforceable sanctions are put in place for violations of the policy.
- The procedures by which members of the public may register complaints or concerns or submit questions about the use of each specific type of military equipment, and how the Department will ensure that each complaint, concern, or question receives a response in a timely manner.

The Department is required to make available its proposed Military Equipment Use Policy on its website at least 30 days prior to any public hearing concerning the military equipment at issue. Any law enforcement agency seeking to continue the use of any military equipment acquired prior to January 1, 2022, must commence said approval process, in accordance with AB 481, no later than May 1, 2022, and the Department did so on April 4, 2022 by posting the proposed policy on the City's website. <https://www.southpasadenaca.gov/government/departments/police/military-equipment-ab-481>.

Following AB 481, the City has 180 days to complete the approval of the proposed policy, or the Department shall cease the use of military equipment until such policy approval and adoption is completed. The City Council must deliberate at a regular open meeting whether to approve the Department's proposed military equipment use policy by ordinance. The City Council may only approve the funding, acquisition, and use of the military equipment described in the Department's military equipment use policy if it finds all of the following:

- The military equipment is necessary because there is no reasonable alternative that can achieve the same objective of officer and civilian safety.
- The proposed military equipment use policy will safeguard the public's welfare, safety, civil rights, and civil liberties.
- If purchasing the equipment, the equipment is reasonably cost effective compared to available alternatives that can achieve the same objective of officer and civilian safety.
- Prior military equipment use complied with the military equipment use policy that was in effect at the time, or if prior uses did not comply with the accompanying military equipment use policy, corrective action has been taken to remedy nonconforming uses and ensure future compliance.

Analysis

The South Pasadena Police Department maintains a limited inventory of equipment identified pursuant to AB 481.

Items within the Police Department's inventory that are deemed "military equipment," pursuant to AB 481, include:

- Defense Technology blast dispersion oleoresin capsicum (pepper spray);
- Exact impact oleoresin capsicum;
- Expulsion grenade inert agent;
- 40mm ferret inert liquid power; and
- 40mm gas and distraction device.

A full list of such equipment is included in the attached proposed policy (Exhibit A of Ordinance - Attachment 1).

All items in the equipment list, other than the 40mm launchers and munitions, are used for training purposes. The training devices identified are used to familiarize officers with chemical agents and their effects, as exposure is probable when deployed as part of a regional mutual aid response team. The Police Department has been a member of Los Angeles County's mutual aid response plan for over 30 years. During that time, officers have been deployed or have utilized mutual aid assistance from outside law enforcement agencies for a variety of incidents where chemical agent have been or could have been used including hostage situations, armed and barricaded suspects, and civil unrest.

The kinetic energy devices (AB 48) are penetrating munitions, such as soft rubber less-lethal Exact Impact™ rounds. The 40mm launchers are used to deliver the Exact Impact™ rounds for non-lethal confrontations. This operational equipment is utilized under exigent circumstances and considered part of the industry's best practices, and minimizes injury to both citizens and officers under adverse conditions. Removing these items can potentially create unintentional consequences by limiting the available tools a peace officer may use in incident response or training efforts.

In addition to the Police Department's internal use of force policies, Assembly Bill 48 (AB 48), also signed by Governor Newsom on September 30, 2021, provides enhanced oversight on training and the use of projectile weapons, munitions, and chemical agents during assemblies or protests.

Policy

AB 481 does not explicitly disallow the use of existing military equipment that was acquired prior to January 1, 2022. However, the Police Department must begin the process of seeking City Council approval via ordinance and policy adoption, in compliance with AB 481, prior to May 1, 2022.

The responsibilities of the Military Equipment Coordinator include, but are not limited to:

- Maintaining all equipment in current possession of South Pasadena Police Department;
- Conduct an inventory of all equipment at least annually;
- Coordinate the annual community engagement meetings;
- Prepare the yearly military equipment report for City Council; and
- Establish the procedures for a person to register a complaint.

Complaint Process

The Military Equipment Policy (SPPD Duty Policy Manual Police No. 707) calls for procedures by which the public may register complaints, concerns, or questions about the use of specific type(s) of military equipment. This complaint process shall be separate from the standard complaint process used for officers or other Police Department policy issues.

The Policy complaint process shall also be posted on the Police Department webpage. The public will have the ability to register complaints online and other open forums such as public comment periods at City Council meetings. Complaints received will be responded to in a timely manner by the South Pasadena Police Department's Support Services Lieutenant for adjudication. A compilation of any complaints will be included in the Police Department's annual report to City Council.

Training

Section 14 of AB 481 refers to 40mm projectile launchers, and AB 48 is a further restriction on this section. AB 48, Law Enforcement: Use of Force (Gonzalez) restricts the use of kinetic energy projectiles and chemical agents by law enforcement in public demonstrations. It states the use of kinetic energy projectiles and chemical agents shall only be used to disperse an assembly, protest, or demonstration by a properly trained officer (Police Officer Standards and Training-POST) when objectively reasonable to defend against a threat to life or serious bodily injury to any individual, including a peace officer, or to bring an objectively dangerous and unlawful situation safely and effectively under control.

AB 48 allows the use of kinetic energy weapons as a less-lethal alternative to deadly force circumstances.

Mutual Aid

The Police Department and surrounding law enforcement agencies participate in regional mutual aid response teams to aid jurisdictions with limited resources during times of crisis or unusual events. The mutual aid system is an extension of the concept of "neighbor helping neighbor." Through this regional mutual aid, law enforcement agencies responding to assist South Pasadena, should the scenario arise, may have access to tools identified as "military equipment" pursuant to AB 481. Assisting law

enforcement agencies shall comply with their respective military equipment use policies in rendering mutual aid when using military equipment.

Compliance Measures

Policy compliance will be measured by the results of internal audits, and collection of data regarding violations of the military equipment use policy. These actions will be recorded in the annual report and presentation to the City Council, and will be posted on the Police Department's webpage.

Annual Reporting

An annual report to City Council must be submitted within one year of adoption of this ordinance and policy adoption, and on a yearly basis thereafter, for as long as the military equipment is available for use. The annual report will include information from the preceding year summarizing how and why military equipment was used, a summary of any complaints, data on any violations and responsive action, fiscal impact information as outlined in Government Code 7072(a) (4) and (5), and if the Police Department intends on acquiring additional military equipment following the AB 481 military equipment criteria.

Annual Public Meetings

Pursuant to AB 481, on a yearly basis, at one of its regular City Council meetings, during open session, there will be an agenda item specifically addressing the City Council's review of the annual report for military equipment, as well as consideration to disapprove, renew, or renew with amendments of the ordinance and policy.

Upon completion of City Council review and adoption, the results of said review will be available for the public on the Police Department's webpage.

Commission Review

The Public Safety Commission received an informational report on this matter on May 9, 2022.

Fiscal Impact

There are no fiscal impacts to adopting this policy.

Alternatives Considered

If the City Council does not approve the Department's proposed Military Equipment Use Policy within 180 days of submission of the proposed military equipment use policy to the City, the Department must cease its use of the military equipment until such time it receives the approval of the City Council. The policy is also subject to annual City Council review to determine whether, based on an annual military equipment report, the standards set forth in the approving ordinance have been met. The City Council may renew the authorizing ordinance, disapprove authorization for particular military equipment where standards have not been met, or require modifications to this military equipment use policy to address any non-compliance with standards.

Attachments:

1. Ordinance Adopting Policy for the Use of Military Equipment
2. Assembly Bill 481 (Chiu) Law enforcement and state agencies: military equipment: funding, acquisition, and use.
3. Assembly Bill 48 (Gonzalez) Law enforcement: use of force

ATTACHMENT 1

Ordinance Adopting Policy
for the Use of Military Equipment
by the South Pasadena Police Department

**CITY OF SOUTH PASADENA
ORDINANCE NO. ____ - 2022**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADOPTING A POLICY FOR THE USE OF MILITARY EQUIPMENT BY THE SOUTH PASADENA POLICE DEPARTMENT

WHEREAS, on September 30, 2021, Governor Gavin Newsom signed into law Assembly Bill 481, relating to the use of military equipment by law enforcement agencies; and

WHEREAS, Assembly Bill No. 481 (“AB 481”), codified as Government Code sections 7070 through 7075, requires law enforcement agencies to obtain approval from their governing body before requesting, funding, acquiring, using, or collaborating in the use of military equipment, as defined in Government Code section 7070; and

WHEREAS, any elected body that oversees a law enforcement agency with military equipment must adopt a Military Equipment Use Policy by ordinance at a regular meeting held pursuant to open meeting laws; and

WHEREAS, the elected body must make specific findings before approving a Military Equipment Use Policy; and

WHEREAS, the South Pasadena Police Department’s proposed Military Equipment Use Policy (“Policy”) is attached hereto as Exhibit A and is incorporated herein by reference; and

WHEREAS, the Policy was published on the South Pasadena Police Department’s internet website on April 4, 2022, more than 30 days before the Policy was considered at a public hearing before the City Council on May 4, 2022; and

WHEREAS, the Policy meets the requirements of California Government Code section 7070, subdivision (d); and

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

SECTION 1. FINDINGS.

The City Council finds recitals above are true and correct and incorporates them herein. Based on the recitals and the information provided to the City Council at the public hearing on the Military Equipment Use Policy, the City Council finds as follows:

- A. The military equipment is necessary because there is no reasonable alternative that can achieve the same objective of officer and civilian safety.
- B. The proposed Military Equipment Use Policy will safeguard the public's welfare, safety, civil rights, and civil liberties.
- C. If purchasing the equipment, the equipment is reasonably cost effective compared to available alternatives that can achieve the same objective of officer and civilian safety.
- D. Prior military equipment use complied with the Military Equipment Use Policy that was in effect at the time, or if prior uses did not comply with the accompanying Military Equipment Use Policy, corrective action has been taken to remedy nonconforming uses and ensure future compliance.

SECTION 2. IMPLEMENTATION

The City Council authorizes the Chief of Police to designate a Military Equipment Coordinator to implement the Policy.

SECTION 3. CEQA- EXEMPTION

This proposed ordinance has been reviewed with respect to applicability of the California Environmental Quality Act ("CEQA") and the State CEQA Guidelines (California Code of Regulations, Title 14, Sections 15000 et seq.). The ordinance is not a project under CEQA Guidelines Section 15378 because it involves administrative activities that will not result in direct or indirect physical changes in the environment.

SECTION 4. SEVERABILITY

If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this ordinance or any part thereof is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this ordinance or any part thereof. The City Council of the City of South Pasadena hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional or invalid or ineffective.

SECTION 5. PUBLICATION AND EFFECTIVE DATE

This ordinance shall be published in accordance with applicable provisions of law, by either:

- publishing the entire ordinance once in a newspaper of general circulation,

published in the City of South Pasadena, within fifteen (15) days after its passage and adoption, or

- publishing the title or appropriate summary in a newspaper of general circulation, published in the City of South Pasadena, at least five (5) days prior to adoption, and a second time within fifteen (15) days after its passage and adoption with the names of those City Councilmembers voting for and against the ordinance; and

This Ordinance shall become effective thirty (30) days from and after the date of its passage.

PASSED, APPROVED AND ADOPTED ON this 18th day of May, 2022.

AYES:

NOES:

ABSENT:

ABSTAIN:

Michael A. Cacciotti, Mayor

ATTEST:

APPROVED AS TO FORM:

Christina A. Muñoz

Andrew L. Jared, City Attorney

EXHIBIT A

South Pasadena Police Department Military Equipment Use Policy

[PROPOSED] South Pasadena Police Department

Military Equipment Policy

(Government Code § 7070, et seq.)

I. POLICY

It is the policy of the City of South Pasadena (“City”) and the South Pasadena Police Department (“Department”) that members of this Department comply with the provisions of Government Code §7071 and other applicable law with respect to military equipment, as defined herein.

II. PURPOSE AND SCOPE

The purpose of this procedure is to provide guidelines for the approval, acquisition, and reporting requirements of military equipment (as defined herein)” as required under California Assembly Bill 481 (AB-481) and codified in California Government Code §§ 7070 – 7075.

III. BACKGROUND

On September 30, 2021, the Governor of the State of California approved AB-481 requiring law enforcement agencies to obtain approval of the applicable governing body (City Council), by adoption of a “military equipment” use policy, as defined under AB-481. The Department is required to seek City Council approval of this Military Equipment Use Procedure by ordinance at a regular open meeting prior to taking certain actions relating to the funding, acquisition, or use of “military equipment,” as defined. The legislation allows the City Council to approve the funding, acquisition, or use of “military equipment” within its jurisdiction only if it determines that the “military equipment” meets specified standards. The ordinance is subject to annual City Council review to determine whether, based on an annual “military equipment” report, the standards set forth in the approving ordinance have been met. The City Council may renew the authorizing ordinance, disapprove authorization for particular “military equipment” where standards have not been met, or require modifications to this “military equipment” use procedure to address any non-compliance with standards.

Finally, the legislation requires publication of this Military Equipment Use Procedure and the annual “military equipment” report on the Department’s website. The Military Equipment Use Procedure must be posted on the website at least 30 days prior to the Council meeting.

IV. DEFINITIONS

Definitions related to this policy shall be as stated below:

“**Governing body**” means the South Pasadena City Council. (“City Council”)

“Military equipment” means the following:

- Unmanned, remotely piloted, powered aerial or ground vehicles.
- Mine-resistant ambush-protected (MRAP) vehicles or armored personnel carriers. However, police or heavy-duty versions of standard consumer vehicles are specifically excluded from this definition.
- High mobility multipurpose wheeled vehicles (HMMWV), two-and-one-half-ton trucks, five-ton trucks, or wheeled vehicles that have a breaching or entry apparatus attached. However, unarmored all-terrain vehicles and motorized dirt bikes are specifically excluded from this definition.
- Tracked armored vehicles that provide ballistic protection to their occupants.
- Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units.
- Weaponized aircraft, vessels, or vehicles of any kind.
- Battering rams, slugs, and breaching apparatuses that are explosive in nature. However, items designed to remove a lock, and handheld, one-person rams are specifically excluded from this definition.
- Firearms and ammunition of .50 caliber or greater, excluding standard-issue shotguns and standard-issue shotgun ammunition.
- Specialized firearms and ammunition of less than .50 caliber, including firearms and accessories identified as assault weapons in Penal Code § 30510 and Penal Code § 30515, with the exception of standard-issue firearms of less than .50 caliber.
- Any firearm or firearm accessory that is designed to launch explosive projectiles.
- Flashbang grenades and explosive breaching tools, tear gas, and pepper balls, excluding standard, service-issued hand-held pepper spray.
- TASER® Shockwave, microwave weapons, water cannons, and long-range acoustic devices (LRADs). Excludes department approved Electronic Control Device (ECD) utilized pursuant to Policy 302.
- The following are projectile launch platforms and their associated munitions:
 - Kinetic energy weapons,
 - 40mm projectile launchers, and
 - Specialty impact munition (SIM) weapons.
- Military equipment does not include general equipment not designated as prohibited or controlled by the federal Defense Logistics Agency.

“Military equipment use policy” refers to this policy governing the use of military equipment by the Department that addresses, at a minimum, all of the following:

- A description of each type of “military equipment,” the quantity sought, its capabilities, expected lifespan, and product descriptions from the manufacturer of the “military equipment.”
- The purposes and authorized uses for which the law enforcement agency or the state agency proposes to use each type of “military equipment.”

- The fiscal impact of each type of “military equipment,” including the initial costs of obtaining the equipment and estimated annual costs of maintaining the equipment.
- The legal and procedural rules that govern each authorized use.
- The training, including any course required by the Commission on Peace Officer Standards and Training, that must be completed before any sworn member is allowed to use each specific type of “military equipment” to ensure the full protection of the public’s welfare, safety, civil rights, and civil liberties and full adherence to the “military equipment” use policy.
- The mechanisms to ensure compliance with the “military equipment” use policy, including which independent persons or entities have oversight authority, and, if applicable, what legally enforceable sanctions are put in place for violations of the policy.
- The procedures by which members of the public may register complaints or concerns or submit questions about the use of each specific type of “military equipment”, and how the law enforcement agency will ensure that each complaint, concern, or question receives a response in a timely manner.

V. MILITARY EQUIPMENT TYPES AND USAGE GUIDELINES

The Department acquires and utilizes a wide variety of military equipment, as defined, in order to best enhance the quality of life in, and safeguard, the community. While the inventory of military equipment is varied, the mere possession of the equipment does not warrant its use for every incident.

The Department recognizes that critical incidents are unpredictable and can be very dynamic in nature. A variety of military equipment options can greatly assist incident commanders, officers, and specific units in bringing those incidents to a swift resolution in a safe manner. The use of military equipment is restricted for use only in certain instances and in some cases only by certain units. While this procedure is wide-ranging, it is not all inclusive. There may be instances wherein unpredictable critical incidents demand the need for incident commanders to authorize military equipment to be used in a manner not outlined within this procedure. In scrutinizing those particular instances, the judgment of the incident commander influenced by the totality of the circumstances, public safety, officer safety, civil rights, and information available at the time will be used.

It is incumbent upon incident commanders, supervisors, individual officers, and specific units to recognize the particular circumstances wherein military equipment should be employed to enhance the safety of the public and officers, and to bring a critical incident to a safe resolution.

The following are the various types, descriptions, and guidelines for usage of military equipment currently employed by the Department. Because the acquisition and inventory of military equipment may not be consistent throughout the year, in describing quantities of military equipment, this Procedure has included the quantity of “military equipment” currently in the

Department's possession, and, in brackets, the quantity that the City Council has authorized to be acquired throughout the year. (*NOTE: The manufacturer descriptions contained within are referenced via publicly accessible website source citations. The website source citations utilized in this procedure are for descriptive purposes only and are not an endorsement by the City or the Department of a particular product or vendor.)

The following list constitutes a list of description, purchase costs, quantity, and capabilities of Department military equipment:

1. **Description: 40mm Launchers (Projectile Launch Platforms)**
 - a. **Cost:** \$811.00/unit
 - b. **Quantity:** The Department has seven 40mm LMT™ in current inventory. The future purchase of Launchers will not exceed ten of the same or similar manufacture.
 - c. **Capabilities:** A single shot Extended Range Impact Weapon (ERIW) launcher capable of firing a variety of 40mm rounds. 40mm launchers are considered "Projectile Launch Platforms" under AB-481. 40mm launchers are capable of firing a variety of munitions with a maximum effective range of one hundred twenty (120) feet.
 - d. **Manufacturer:** Defense Technology Model 1425 or Combined Tactical Systems model TG
 - e. **Manufacturer Description:** (From Defense Technology) A tactical single shot launcher that features an expandable ROGERS Super Stock and an adjustable Integrated Front Grip (IFG) with light rail. The ambidextrous Lateral Sling Mount (LSM) and QD mounting systems allow both a single- and two-point sling attachment. The 40LMTS will fire standard 40mm less lethal ammunition, up to 4.8 inches in cartridge length. (From Combined Tactical Systems) A 40mm single-shot break-open frame launcher with a rifled barrel, fixed stock and combo rail. Features include: Double-action trigger, trigger lock push button and hammer lock safeties.
 - f. **Purpose and Authorized Use:** 40mm launchers utilized with less lethal pong rounds are designed to impact armed and/or violent suspects so officers can gain compliance, overcome resistance, or prevent serious injury or death to bystanders, officers, and the suspect.
 - g. **Expected Lifespan:** 10,000 rounds
 - h. **Fiscal Impact:** The annual fiscal impact of less than \$500 for training and servicing will be absorbed by the Department's operations budget.
 - i. **Training:** All Department 40mm launcher operators are trained in the usage of the 40mm Launcher and must maintain current ERIW qualifications.
 - j. **Legal and Procedural Rules:** South Pasadena Police Department Policy Manual Policy 303.9, Kinetic Energy Projectile Guidelines and Use of Force 300 lists the policy for deployment and training for officers.
2. **Description: eXact iMPact 40mm Standard Range Sponge Round**
 - a. **Cost:** \$18.00 per round
 - b. **Quantity:** The Department has 50 Sponge Rounds in current inventory. The future purchase of Sponge Rounds are not to exceed 200 of the same or similar manufacture.
 - c. **Capabilities:** 40mm Sponge Round is a point-of-aim, point-of-impact direct-fire round. This lightweight, high-speed projectile consisting of a plastic body and sponge nose that is spin stabilized via the incorporated rifling collar and the 40mm launcher's rifled barrel. The round utilizes smokeless powder as the propellant, and therefore

- have velocities that are extremely consistent.
 - d. Manufacturer: Defense Technology
 - e. Manufacturer Description: A point-of-aim, point-of-impact direct-fire round. This lightweight, high-speed projectile consisting of a plastic body and sponge nose that is spin stabilized via the incorporated rifling collar and the 40 mm launcher's rifled barrel. The round utilizes smokeless powder as the propellant, and, therefore, have velocities that are extremely consistent. Used for Crowd Control, Patrol, and Tactical Applications. (Defense Technology: <https://www.defense-technology.com/product/exact-impact-40-mm-standard-range-sponge-round/>)
 - f. Purpose and Authorized Use: Crowd control, patrol, and tactical applications. Designed to be used with 40mm launchers utilized with less lethal sponge rounds are designed to impact armed and/or violent suspects so officers can gain compliance, overcome resistance, or prevent serious injury or death to bystanders, officers, and the suspect.
 - g. Expected Lifespan: 10 years.
 - h. Fiscal Impact: The annual fiscal impact of training and servicing will be absorbed by the Department's operations budget at current replacement cost per round.
 - i. Training: All Department 40mm launcher operators are trained in the usage of the 40mm Launcher and associated sponge rounds, and must maintain current ERIW qualifications, pursuant to Policy 303.10.
 - j. Legal and Procedural Rules: South Pasadena Police Department Policy Manual Policy 303.9, Kinetic Energy Projectile Guidelines and Use of Force 300 lists the policy for deployment and training for officers.
3. Description: **Colt AR-10 Semi-Automatic Rifle**
- a. Cost: \$2,970/unit
 - b. Quantity: The Department has two rifles in current inventory. The future purchase of replacement 308 semi-automatic rifles are not to exceed an inventory of two rifles of the same or similar manufacture.
 - c. Capabilities: A semi-automatic shoulder-fired rifle with precision optics that fires a .308 cartridge. The .308 semi-automatic rifle provides the ability to engage hostile suspects at great distances with accuracy. The .308 semi-automatic riled platform allows for precision rifle fire to be delivered at a faster rate than a bolt action rifle.
 - d. Manufacturer: Colt
 - e. Manufacturer Description: The Colt .308 Modular Carbines are lightweight, fully ambidextrous, gas operated, magazine fed, .308 Win caliber carbines. The Colt .308 Modular Carbines incorporate the same safety features found on the M16/M4 weapon systems. The unique design features a modular monolithic upper receiver with a MIL-STD-1913 rail at the 12, 3, and 9 o'clock positions as well as a lower rail system with a MIL-STD-1913 rail at the 6 o'clock position. (Operators Manual for Colt .308 Modular Carbines).
 - f. Purpose and Authorized Use: These rifles are typically deployed during high-risk operations and special events or instances where an over watch team are needed.
 - g. Expected Lifespan: 10,000 rounds
 - h. Fiscal Impact: The annual fiscal impact of less than \$200 for training and servicing will be absorbed by the Department's operations budget.
 - i. Training: Only officers who have completed a POST training course and demonstrated proficiency and understanding of the safe use of patrol rifles shall be permitted to operate this firearm system.
 - j. Legal and Procedural Rules: South Pasadena Police Department Duty Manual 305.3.7 Special Purpose Firearms and Use of Force 300 and lists the policy for deployment and training for officers.

4. **Description: Accuracy International model England U4393 .308 Bolt Action Rifles**
- a. **Cost:** \$6,500/unit
 - b. **Quantity:** The Department has two rifles in current inventory. The future purchase of replacement 308 bolt action rifles are not to exceed an inventory of two rifles of the same or similar manufacture.
 - c. **Capabilities:** A bolt-action shoulder-fired rifle with precision optics that fires a .308 rifle cartridge. The .308 blot action rifle provides officers the ability to engage hostile suspects at great distances with precision rifle fire.
 - d. **Manufacturer:** Accuracy International
 - e. **Manufacturer Description:** .308 caliber rifle. (Accuracy International website).
 - f. **Purpose and Authorized Use:** These rifles are typically deployed during high-risk operations and special events or instances where an over watch team are needed. They are normally utilized, by the officers trained in their use, for arrest and search warrant service, surveillance of armed and/or dangerous subjects, and responding to calls requiring special weapons.
 - g. **Expected Lifespan:** 5,000 rounds
 - h. **Fiscal Impact:** The annual fiscal impact of less than \$200 for training and servicing will be absorbed by the Department's operations budget.
 - i. **Training:** Only officers selected by the department who are POST certified in precision long-rifle class and maintain the department standards by regularly train and qualify shall deploy this system.
 - j. **Legal and Procedural Rules:** South Pasadena Police Department Policy Manual Policy 305.3.7 Special Purpose Firearms and Use of Force Policy 300 and lists the policy for deployment and training for officers.
5. **Description: .308 Caliber Rifle Ammunition Winchester Match Hollow Point Boat Tail 168 Grain.**
- a. **Cost:** \$46.00 per 20 rounds.
 - b. **Quantity:** The Department has 1,500 rounds in inventory. The future purchase of replacement ammunition are not to exceed 2,000 rounds in inventory of the same or similar manufacture.
 - c. **Capabilities:** Rifle ammunition manufactured specifically for rifles chambered in .308 caliber. Currently there are various types of .308 caliber rifle ammunition in use by the Department. The .308 ammunition provides officers the ability to engage hostile suspects at great distances with precision rifle fire.
 - d. **Manufacturer:** Winchester
 - e. **Manufacturer Description:** The sleek bullet profile, large boattail and small hollow point combine to make Winchester Match one of the most sought-after rounds. The qualities ensure long-range accuracy even in challenging atmospheric conditions. Available in most tack-driving calibers and bullet sizes, this ammunition defines accuracy. (Winchester)
 - f. **Purpose and Authorized Use:** The .308 ammunition was selected for duty use through tests based on variables of velocity, temperature humidity, and elevation. .308 ammunition in conjunction with rifles chambered in .308 is to be used exclusively by officers that are typically deployed during high-risk operations and special events or instances where an over watch team are needed.
 - g. **Expected Lifespan:** 25 years.
 - h. **Fiscal Impact:** The annual fiscal impact of less than \$100 for training and servicing will be absorbed by the Department's operations budget.
 - i. **Training:** Only officers who have completed a POST certified training course and demonstrated proficiency and understanding of the safe use of this weapon system

shall be permitted to operate the associated weapon system with this ammunition.

- j. Legal and Procedural Rules: South Pasadena Police Department Policy Manual Policy 305.3.7 Special Purpose Firearms and Use of Force Policy 300 and lists the policy for deployment and training for officers.

6. Description: **Federal Gold Medal Sierra MatchKing 168 Grain**

- a. Cost: \$40.00 per 20 rounds.
- b. Quantity: The Department has 600 rounds in inventory. The future purchase of replacement ammunition are not to exceed 1,000 rounds in inventory of the same or similar manufacture.
- c. Capabilities: The Federal Gold Medal Sierra MatchKing 168 grain full metal jacket rifle ammunition manufactured specifically for rifles chambered in .308 caliber. Currently there are various types of .308 caliber rifle ammunition in use by the Department. The .308 ammunition provides officers the ability to engage hostile suspects at great distances with precision rifle fire.
- d. Manufacturer: Federal
- e. Manufacturer Description: 168 grain boat-tail hollow-point bullet; uniform match jacket; Federal ® brass; specialty formulated propellant; benchrest-quality Gold Medal ® primer.
(<https://www.federalpremium.com/rifle/gold-medal/gold-medal-sierra-matchking/11-GM308M.html>)
- f. Purpose and Authorized Use: The .308 ammunition was selected for duty use through tests based on variables of velocity, temperature humidity, and elevation. 308 ammunition in conjunction with rifles chambered in .308 is to be used exclusively by officers that are typically deployed during high-risk operations and special events or instances where an over watch team are needed.
- g. Expected Lifespan: 25 years.
- h. Fiscal Impact: The annual fiscal impact of less than \$50 for training and servicing will be absorbed by the Department's operations budget.
- i. Training: Only officers who have completed a POST certified training course and demonstrated proficiency and understanding of the safe use of this weapon system shall be permitted to operate the associated weapon system with this ammunition.
- j. Legal and Procedural Rules: South Pasadena Police Department Policy Manual Policy 305.3.7 Special Purpose Firearms and Use of Force Policy 300 and lists the policy for deployment and training for officers.

7. Description: **Federal Tactical Bonded Tip 168 Grain**

- a. Cost: \$40.00 per 20 rounds.
- b. Quantity: The Department has 300 rounds in inventory. The future purchase of replacement ammunition are not to exceed 1,000 rounds in inventory of the same or similar manufacture.
- c. Capabilities: The Federal Tactical Bonded Tip 168 grain Tactical Bonded Tip rifle ammunition manufactured specifically for rifles chambered in .308 caliber. Currently there are various types of .308 caliber rifle ammunition in use by the Department. The .308 ammunition provides officers the ability to engage hostile suspects at great distances with precision rifle fire..
- d. Manufacturer: Federal
- e. Manufacturer Description: Fine-tuned to provide exceptional accuracy through factory rifles. Ballistic coefficients exceed those of comparable designs thanks to a hybrid nose design that combines tangent and secant ogive features. The bullets are loaded with the finest nickel-plated brass, Gold Medal primers and specially

- formulated propellant for the best consistency and reliability.
- f. Purpose and Authorized Use: The .308 ammunition was selected for duty use through tests based on variables of velocity, temperature humidity, and elevation. 308 ammunition in conjunction with rifles chambered in .308 is to be used exclusively by officers that are typically deployed during high-risk operations and special events or instances where an over watch team are needed.
 - g. Expected Lifespan: 25 years.
 - h. Fiscal Impact: The annual fiscal impact of less than \$50 for training and servicing will be absorbed by the Department's operations budget.
 - i. Training: Only officers who have completed a POST certified training course and demonstrated proficiency and understanding of the safe use of this weapon system shall be permitted to operate the associated weapon system with this ammunition.
 - j. Legal and Procedural Rules: South Pasadena Police Department Policy Manual Policy 305.3.7 Special Purpose Firearms and Use of Force Policy 300 and lists the policy for deployment and training for officers.
8. Description: **Federal Berger Full Metal Jacket 185 Grain**
- a. Cost: \$46.00 per 20 rounds.
 - b. Quantity: The Department has 200 rounds in inventory. The future purchase of replacement ammunition are not to exceed 1,000 rounds in inventory of the same or similar manufacture.
 - c. Capabilities: The Federal 185 grain full metal jacket is designed to be used for extreme distance with little deviation in travel to target. Currently there are various types of .308 caliber rifle ammunition in use by the Department. The .308 ammunition provides officers the ability to engage hostile suspects at great distances with precision rifle fire..
 - d. Manufacturer: Federal
 - e. Manufacturer Description: The most sought-after bullets among competitors on the Precision Rifle Series are now loaded into the industry's most trusted factory rifle ammunition. Gold Medal® Berger® loads feature an advanced boat-tail bullet with a high ballistic coefficient to provide the flattest trajectories, less wind drift and surgical long-range accuracy. The loads use Gold Medal match primers, Federal® brass and specially formulated propellant, and they adhere to Federal Premium's strictest specifications for accuracy, pressure and velocity.
 - f. Purpose and Authorized Use: The .308 ammunition was selected for duty use through tests based on variables of velocity, temperature humidity, and elevation. 308 ammunition in conjunction with rifles chambered in .308 is to be used exclusively by officers that are typically deployed during high-risk operations and special events or instances where an over watch team are needed.
 - g. Expected Lifespan: 25 years.
 - h. Fiscal Impact: The annual fiscal impact of less than \$50 for training and servicing will be absorbed by the Department's operations budget.
 - i. Training: Only officers who have completed a POST certified training course and demonstrated proficiency and understanding of the safe use of this weapon system shall be permitted to operate the associated weapon system with this ammunition.
 - j. Legal and Procedural Rules: South Pasadena Police Department Policy Manual Policy 305.3.7 Special Purpose Firearms and Use of Force Policy 300 and lists the policy for deployment and training for officers.

9. Description: **Hornady 165 Grain GMX Tap Bar**

- a. Cost: \$44.00 per 20 rounds
- b. Quantity: The department has 200 rounds in inventory. The future purchase of replacement ammunition are not to exceed 1,000 rounds in inventory of the same or similar manufacture.
- c. Capabilities: The Hornady 165 grain GMX Tap Bar rifle ammunition provides consistent performance through different barriers. Currently there are various types of .308 caliber rifle ammunition in use by the Department. The .308 ammunition provides officers the ability to engage hostile suspects at great distances with precision rifle fire.
- d. Manufacturer: Hornady
- e. Manufacturer Description: TAP® Heavy Barrier™ turns cover into concealment. The 165 gr. GMX® TAP® Heavy Barrier™ is constructed of a monolithic copper alloy. It shoots cleaner than pure copper, fouls less and delivers devastating terminal performance. The GMX® bullet penetrates heavy barriers such as 1" laminated glass with exceptional weight retention while still delivering superior terminal performance.
- f. Purpose and Authorized Use: The .308 ammunition was selected for duty use through tests based on variables of velocity, temperature humidity, and elevation. 308 ammunition in conjunction with rifles chambered in .308 is to be used exclusively by officers that are typically deployed during high-risk operations and special events or instances where an over watch team are needed.
- g. Expected Lifespan: 25 years.
- h. Fiscal Impact: The annual fiscal impact of less than \$50 for training and servicing will be absorbed by the Department's operations budget.
- i. Training: Only officers who have completed a POST certified training course and demonstrated proficiency and understanding of the safe use of this weapon system shall be permitted to operate the associated weapon system with this ammunition.
- j. Legal and Procedural Rules: South Pasadena Police Department Policy Manual Policy 305.3.7 Special Purpose Firearms and Use of Force Policy 300 and lists the policy for deployment and training for officers.

10. Description: **Hornady 165 Grain I B Tap Bar**

- a. Cost: \$44.00 per 20 rounds
- b. Quantity: The department has 100 rounds in inventory. The future purchase of replacement ammunition are not to exceed 1,000 rounds in inventory of the same or similar manufacture.
- c. Capabilities: The Hornady 165 I B Tap Bar is designed for accurate penetration and expansion to avoid over-penetration. Currently there are various types of .308 caliber rifle ammunition in use by the Department. The .308 ammunition provides officers the ability to engage hostile suspects at great distances with precision rifle fire.
- d. Manufacturer: Hornady
- e. Manufacturer Description: Hornady no longer manufactures this design of ammunition.
- f. Purpose and Authorized Use: The .308 ammunition was selected for duty use through tests based on variables of velocity, temperature humidity, and elevation. 308 ammunition in conjunction with rifles chambered in .308 is to be used exclusively by officers that are typically deployed during high-risk operations and special events or instances where an over watch team are needed.
- g. Expected Lifespan: 25 years.
- h. Fiscal Impact: The annual fiscal impact of less than \$50 for training and servicing will be absorbed by the Department's operations budget.
- i. Training: Only officers who have completed a POST certified training course and demonstrated proficiency and understanding of the safe use of this weapon system

shall be permitted to operate the associated weapon system with this ammunition.

- j. Legal and Procedural Rules: South Pasadena Police Department Policy Manual Policy 305.3.7 Special Purpose Firearms and Use of Force Policy 300 and lists the policy for deployment and training for officers.

The following chemical and diversionary devices have been purchased by the South Pasadena Police Department prior to January 1, 2022. The munitions are retained in inventory for training purposes only to address adverse environments that officers experience in on-duty circumstances:

1. Description: **Direct Impact 40mm OC Crushable Foam Round**

- a. Cost: \$25.00 per round
- b. Quantity: 2 rounds used for police training [2]
- c. Capabilities: The 40mm Defense Technology Direct Impact munition is a point-of-aim, point-of-impact direct-fire round that releases an OC foam on contact.
- d. Manufacturer: Defense Technology Direct Impact
- e. Manufacturer Description: A point-of-aim, point-of-impact direct-fire round. An excellent solution whether you need to incapacitate a single subject or control a crowd. When loaded with OC powder, the Direct Impact combines blunt trauma with the effects of an irritant powder, maximizing the potential for incapacitation.
- f. Purpose and Authorized Use: For training purposes only.
- g. Expected Lifespan: 5 years
- h. Fiscal Impact: The annual fiscal impact of training and servicing will be absorbed by the Department's operations budget.
- i. Training: The Department emphasizes the importance of officers operating in chemical agent and smoke environments. The training emphasized the use of protective equipment and proper decontamination.
- j. Legal and Procedural Rules: South Pasadena Police Department Policy Manual Policy 303.2.1 Familiarization Required and Use of Force Policy 300 and lists the policy for deployment and training for officers.

2. Description: **Direct Impact 40mm Expulsion Grenade, Inert Agent**

- a. Cost: \$25.00 per round
- b. Quantity: 4 rounds used for police training [4]
- c. Capabilities: The 40mm Defense Technology Direct Impact munition is a point-of-aim, point-of-impact direct-fired round that releases an inert agent to mark the area of dispersion.
- d. Manufacturer: Defense Technology Direct Impact
- e. Manufacturer Description: Training device that will allow team members to deploy the grenade without effecting roll players. This compact, non-pyrotechnic, inert powder device provides safe expulsion without risk of fire.
- f. Purpose and Authorized Use: For training purposes only.
- g. Expected Lifespan: 5 years.
- h. Fiscal Impact: The annual fiscal impact of training and servicing will be absorbed by the Department's operations budget.
- i. Training: The Department emphasizes the importance of officers operating in chemical agent and smoke environments. The training emphasized the use of protective equipment and proper decontamination.
- j. Legal and Procedural Rules: South Pasadena Police Department Policy Manual Policy 303.2.1 Familiarization Required and Use of Force Policy 300 and lists the policy for deployment and training for officers.

3. Description: **Direct Impact 40mm Ferret, Inert Liquid Powder**

- a. Cost: \$12.00
- b. Quantity: 50 rounds used for police training [50]
- c. Capabilities: The 40mm Defense Technology Direct Impact munition is a point-of-aim, point-of-impact direct-fired round that releases an inert marking powder.
- d. Manufacturer: Defense Technology Direct Impact
- e. Manufacturer Description: Training device that will allow team members to deploy the grenade without effecting roll players. This compact, non-pyrotechnic, inert powder device provides safe expulsion without risk of fire.
- f. Purpose and Authorized Use: For training purposes only.
- g. Expected Lifespan: 5 years.
- h. Fiscal Impact: The annual fiscal impact of training and servicing will be absorbed by the Department's operations budget.
- i. Training: The Department emphasizes the importance of officers operating in chemical agent and smoke environments. The training emphasized the use of protective equipment and proper decontamination.
- j. Legal and Procedural Rules: South Pasadena Police Department Policy Manual Policy 303.2.1 Familiarization Required and Use of Force Policy 300 and lists the policy for deployment and training for officers.

4. Description: **Direct Impact 40mm Gas**

- a. Cost: \$25.00 per round
- b. Quantity: 52 rounds used for police training [50]
- c. Capabilities: The 40mm Defense Technology Direct Impact munition is a point-of-aim, point-of-impact direct-fired round that releases an OC gas in a localized area.
- d. Manufacturer: Defense Technology Direct Impact
- e. Manufacturer Description: This lightweight, high-speed projectile incorporates a plastic body and a foam (sponge) nose which is spin stabilized via the incorporated rifling collar and the 40mm launcher's rifled barrel. The round utilizes smokeless powder as the propellant and has velocities that are extremely consistent. The projectile design has a unique user-adjustable patented gas-bleed feature, which allows kinetic energy to be adjusted for two design points addressing close-in and extended range engagements. In the opened position, the standard range velocity allows for engagements of 1.5 – 40 meters. In the closed position, the extended range velocity allows for engagements of 40 – 70 meters.
- f. Purpose and Authorized Use: For training purposes only.
- g. Expected Lifespan: 5 years.
- h. Fiscal Impact: The annual fiscal impact of training and servicing will be absorbed by the Department's operations budget
- i. Training: The Department emphasizes the importance of officers operating in chemical agent and smoke environments. The training emphasized the use of protective equipment and proper decontamination.
- j. Legal and Procedural Rules: South Pasadena Police Department Policy Manual Policy 303.2.1 Familiarization Required and Use of Force Policy 300 and lists the policy for deployment and training for officers.

5. Description: **Diversionsary Devices aka Flashbangs**

- a. Cost: \$50.00 per reusable canister and \$18.00 per insert round.
- b. Quantity: 108 rounds used for police training [Existing stock on hand]
- c. Capabilities: Canisters that emit a loud noise and bright light. The Diversionsary Devises can release large amounts of stored energy in the form of heat, light, pressure, and noise.
- d. Manufacturer: Unknown, received from Combined Systems, Inc.

- e. Manufacturer Description: The standard for diversionary flash-bang devices. Produces an 175db and 6-8 million candela of light output. The patented design incorporates a porting system that eliminates movement of the body at detonation even if the top or bottom of the device should be in contact with a hard surface. In addition, internal adjustments have greatly reduced smoke output.
- f. Purpose and Authorized Use: For training purposes only.
- g. Expected Lifespan: 5 years.
- h. Fiscal Impact: The annual fiscal impact of training and servicing will be absorbed by the Department's operations budget
- i. Training: The Department emphasizes the importance of officers operating in a light, sound, and smoke environments. The training emphasized the use of protective equipment and proper decontamination.
- j. Legal and Procedural Rules: South Pasadena Police Department Policy Manual Policy 303.2.1 Familiarization Required and Use of Force Policy 300 and lists the policy for deployment and training for officers.

6. Description: **Diversionsary Devices of OC Agents**

- a. Cost: \$30.00 per round
- b. Quantity: 5 rounds used for police training [5]
- c. Capabilities: Canisters contain an OC agent that is dispersed in three to five seconds in a closed environment.
- d. Manufacturer: Unknown
- e. Manufacturer Description: Unknown
- f. Purpose and Authorized Use: For training purposes only.
- g. Expected Lifespan: 5 years
- h. Fiscal Impact: The annual fiscal impact of training and servicing will be absorbed by the Department's operations budget
- i. Training: The Department emphasizes the importance of officers operating in chemical agent and smoke environments. The training emphasized the use of protective equipment and proper decontamination.
- j. Legal and Procedural Rules: South Pasadena Police Department Policy Manual Policy 303.2.1 Familiarization Required and Use of Force Policy 300 and lists the policy for deployment and training for officers.

V. APPROVAL OF MILITARY EQUIPMENT BY GOVERNING BODY

Under Government Code Sections 7070, et. seq., as adopted by AB481, and other applicable law, all military equipment acquired and/or in use by the Department shall be approved by the City Council by an ordinance adopting this or a successor military equipment use policy. (Government Code § 7071). As part of the approval process, the Chief of Police or the authorized designee shall ensure the proposed military equipment policy is submitted to the City Council and is available on the Department website at least 30 days prior to any public hearing concerning the military equipment at issue. (Government Code § 7071). This approval by the City Council must be granted prior to any of the following:

- (a) Requesting military equipment made available pursuant to 10 USC § 2576a.
- (b) Seeking funds for military equipment, including but not limited to applying for a grant, soliciting or accepting private, local, state, or federal funds, in-kind donations, or other donations or transfers.
- (c) Acquiring military equipment, permanently or temporarily, by either borrowing or

leasing.

- (d) Collaborating with another law enforcement agency in the deployment or other use of military equipment within the jurisdiction of this Department. Outside agencies may have access to "military equipment" used by any member of Department and shall be approved for use and in accordance with Department policy. Military equipment used by other jurisdictions that are providing mutual aid to Department or operating in conjunction in a law enforcement capacity with Department shall comply with their respective military equipment use policies in rendering mutual aid.
- (e) The immediate action of a fluid situation may result in the need to evolve tactics to meet the changing circumstances not listed in this policy. This is an affirmative stance by the Department designed to provide additional confidence and needed support to officers in making their decisions regarding use of force in the field.
- (f) Soliciting or responding to a proposal for, or entering into an agreement with, any other person or entity to seek funds for, apply to receive, acquire, use, or collaborate in the use of military equipment.
- (g) Acquiring military equipment through any means not provided above.
(Government Code § 7071).

VII. ANNUAL MILITARY EQUIPMENT REPORT

Upon approval of a military equipment policy, the Chief of Police or the authorized designee should submit a military equipment report to the City Council for each type of military equipment approved within one year of approval, and annually thereafter for as long as the military equipment is available for use. (Government Code § 7072).

The Chief of Police or the authorized designee should also make each annual military equipment report publicly available on the Department website for as long as the military equipment is available for use. The report shall include all information required by Government Code § 7072 for the preceding calendar year for each type of military equipment in Department inventory.

Within 30 days of submitting and publicly releasing the annual military equipment report, the Department shall hold at least one well-publicized and conveniently located community engagement meeting, at which the general public may discuss and ask questions regarding the annual military equipment report and the Department's funding, acquisition, or use of military equipment.

VIII. MILITARY EQUIPMENT COMPLAINTS AND INQUIRIES

Department members are bound to adhere to this Policy, in addition to state and local laws and ordinances when employing the use of military equipment at any time. Violations of the law or this Policy may result in criminal or administrative investigations and, or actions.

Members of the public may register complaints as per South Pasadena Duty Manual Policy 1013. Additionally, members of the public may submit questions or concerns about the use military equipment in this Policy by any of the following means:

1. Via email to : onlineaccountability@southpasadenaca.gov
2. Via telephone to: (626) 403-7297
3. Via mail to: South Pasadena Police Department
Attn: Military Equipment Use Coordinator
1422 Mission Street
South Pasadena, CA 91030

A. MILITARY EQUIPMENT COORDINATOR

The Chief of Police shall designate a member of this Department to act as the Military Equipment Coordinator. The responsibilities of the Military Equipment Coordinator include but are not limited to:

- (a) Acting as liaison to the City Council for matters related to the requirements of this policy.
- (b) Identifying Department equipment that qualifies as military equipment in the current possession of the Department, or the equipment the Department intends to acquire that requires approval by City Council.
- (c) Conducting an inventory of all military equipment at least annually.
- (d) Collaborating with any allied agency that may use military equipment within the jurisdiction of the Department (Government Code § 7071). Outside agencies may have access to military equipment used by any member of Department and shall be approved for use and in accordance with Department policy. Military equipment used by other jurisdictions that are providing mutual aid to Department or operating in conjunction in a law enforcement capacity with Department shall comply with their respective military equipment use policies in rendering mutual aid.
- (e) Preparing for, scheduling, and coordinating the annual community engagement meeting to include:
 1. Publicizing the details of the meeting.
 2. Preparing for public questions regarding the Department's funding, acquisition, and use of equipment.
- (f) Preparing the annual "military equipment" report for submission to the City Council and ensuring that the report is made available on the Department website (Government Code § 7072).
- (g) Establishing the procedure for a person to register a complaint or concern, or how that person may submit a question about the use of a type of "military equipment," and how the Department will respond in a timely manner.

IX. USAGE OF "MILITARY EQUIPMENT" WHEN COLLABORATING WITH OTHER LAW ENFORCEMENT AGENCIES

Military equipment used by any member of this jurisdiction shall be approved for use and in accordance with this Department policy. Military equipment used by other jurisdictions that are providing mutual aid to this jurisdiction, or otherwise engaged in law enforcement operations in this

jurisdiction, shall comply with their respective military equipment use policies in rendering mutual aid.

The immediate action of a fluid situation may result in the need to evolve tactics to meet the changing circumstances not listed in this policy. This is an affirmative stance by the Department designed to provide additional confidence and needed support to officers in making their decisions regarding use of force in the field.

The City Council, as a matter of policy, approves of inter-agency collaboration between the Department and other law enforcement agencies, and of Department use of "military equipment" during these collaborations when the above policies and procedures are followed.

X. TESTING AND EVALUATION OF MILITARY EQUIPMENT FOR POTENTIAL FUTURE ACQUISITION

While the Department's current inventory of military equipment is wide ranging and versatile, advancements in technology, tactics, and operational effectiveness may necessitate the expansion or complete replacement of certain items of military equipment in the current catalog, beginning with the testing and evaluation of potential new or replacement military equipment.

The following limitations shall apply should the Department receive military equipment for the Testing and Evaluation process:

(a) Only similar military equipment within the Department's current military equipment inventory may be used for Testing and Evaluation provided authorization is received from the Police Chief. Examples include (not all inclusive):

1. AR-15 type weapons platform or similar firearms by a manufacturer other than those approved in current inventory.
2. UAS platforms featuring a different make and/or model other than those approved in current inventory.
3. Diversionary devices or chemical agents featuring a different make and/or model other than those approved in current inventory, etc.

Military equipment that is not similar to the Department's current military equipment inventory must be approved by the City Council and Police Chief, before acquisition for the Testing and Evaluation process as set forth above. Examples include (not all inclusive):

- (a) New military equipment technology not currently approved or currently in use by the Department.
- (b) Firearms as defined under military equipment that operate with a different weapons platform other than what is approved in the current procedure.

Military equipment items that have been assessed and recommended for final approval after undergoing the Testing and Evaluation process must be approved by the City Council and Police Chief before being formally acquired for Department inventory and operational use.

ATTACHMENT 2

Assembly Bill 481 (Chiu)

Law enforcement and state agencies:
military equipment: funding, acquisition, and use.

Assembly Bill No. 481

CHAPTER 406

An act to add Chapter 12.8 (commencing with Section 7070) to Division 7 of Title 1 of the Government Code, relating to military equipment.

[Approved by Governor September 30, 2021. Filed with
Secretary of State September 30, 2021.]

LEGISLATIVE COUNSEL'S DIGEST

AB 481, Chiu. Law enforcement and state agencies: military equipment: funding, acquisition, and use.

Existing law designates the Department of General Services as the agency for the State of California responsible for distribution of federal surplus personal property, excepting food commodities, and requires the department to, among other things, do all things necessary to the execution of its powers and duties as the state agency for the distribution of federal personal surplus property, excepting food commodities, in accordance with specified federal law. Existing law, the Federal Surplus Property Acquisition Law of 1945, authorizes a local agency, as defined, to acquire surplus federal property without regard to any law which requires posting of notices or advertising for bids, inviting or receiving bids, or delivery of purchases before payment, or which prevents the local agency from bidding on federal surplus property. Existing federal law authorizes the Department of Defense to transfer surplus personal property, including arms and ammunition, to federal or state agencies for use in law enforcement activities, subject to specified conditions, at no cost to the acquiring agency.

This bill would require a law enforcement agency, defined to include specified entities, to obtain approval of the applicable governing body, by adoption of a military equipment use policy, as specified, by ordinance at a regular meeting held pursuant to specified open meeting laws, prior to taking certain actions relating to the funding, acquisition, or use of military equipment, as defined. The bill would also require similar approval for the continued use of military equipment acquired prior to January 1, 2022. The bill would allow the governing body to approve the funding, acquisition, or use of military equipment within its jurisdiction only if it determines that the military equipment meets specified standards. The bill would require the governing body to annually review the ordinance and to either disapprove a renewal of the authorization for a type, as defined, of military equipment or amend the military equipment use policy if it determines, based on an annual military equipment report prepared by the law enforcement agency, as provided, that the military equipment does not comply with the above-described standards for approval. The bill would specify these provisions do not preclude a county or local municipality from implementing

additional requirements and standards related to the purchase, use, and reporting of military equipment by local law enforcement agencies.

This bill would also require a state agency, as defined, to create a military equipment use policy before engaging in certain activities, publish the policy on the agency's internet website, and provide a copy of the policy to the Governor or the Governor's designee, as specified. The bill would also require a state agency that seeks to continue use of military equipment acquired prior to January 1, 2022, to create a military equipment use policy.

This bill would also include findings that the changes proposed by this bill address a matter of statewide concern rather than a municipal affair and, therefore, apply to all cities, including charter cities.

By adding to the duties of local officials with respect to the funding, acquisition, and use of military equipment, this bill would impose a state-mandated local program.

The California Constitution requires local agencies, for the purpose of ensuring public access to the meetings of public bodies and the writings of public officials and agencies, to comply with a statutory enactment that amends or enacts laws relating to public records or open meetings and contains findings demonstrating that the enactment furthers the constitutional requirements relating to this purpose.

This bill would make legislative findings to that effect.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that no reimbursement is required by this act for a specified reason.

The people of the State of California do enact as follows:

SECTION 1. The Legislature finds and declares all of the following:

(a) The acquisition of military equipment and its deployment in our communities adversely impacts the public's safety and welfare, including increased risk of civilian deaths, significant risks to civil rights, civil liberties, and physical and psychological well-being, and incurment of significant financial costs. Military equipment is more frequently deployed in low-income Black and Brown communities, meaning the risks and impacts of police militarization are experienced most acutely in marginalized communities.

(b) The public has a right to know about any funding, acquisition, or use of military equipment by state or local government officials, as well as a right to participate in any government agency's decision to fund, acquire, or use such equipment.

(c) Decisions regarding whether and how military equipment is funded, acquired, or used should give strong consideration to the public's welfare, safety, civil rights, and civil liberties, and should be based on meaningful public input.

(d) Legally enforceable safeguards, including transparency, oversight, and accountability measures, must be in place to protect the public’s welfare, safety, civil rights, and civil liberties before military equipment is funded, acquired, or used.

(e) The lack of a public forum to discuss the acquisition of military equipment jeopardizes the relationship police have with the community, which can be undermined when law enforcement is seen as an occupying force rather than a public safety service.

SEC. 2. Chapter 12.8 (commencing with Section 7070) is added to Division 7 of Title 1 of the Government Code, to read:

CHAPTER 12.8. FUNDING, ACQUISITION, AND USE OF MILITARY EQUIPMENT

7070. For purposes of this chapter, the following definitions shall apply:

(a) “Governing body” means the elected body that oversees a law enforcement agency or, if there is no elected body that directly oversees the law enforcement agency, the appointed body that oversees a law enforcement agency. In the case of a law enforcement agency of a county, including a sheriff’s department or a district attorney’s office, “governing body” means the board of supervisors of the county.

(b) “Law enforcement agency” means any of the following:

(1) A police department, including the police department of a transit agency, school district, or any campus of the University of California, the California State University, or California Community Colleges.

(2) A sheriff’s department.

(3) A district attorney’s office.

(4) A county probation department.

(c) “Military equipment” means the following:

(1) Unmanned, remotely piloted, powered aerial or ground vehicles.

(2) Mine-resistant ambush-protected (MRAP) vehicles or armored personnel carriers. However, police versions of standard consumer vehicles are specifically excluded from this subdivision.

(3) High mobility multipurpose wheeled vehicles (HMMWV), commonly referred to as Humvees, two and one-half-ton trucks, five-ton trucks, or wheeled vehicles that have a breaching or entry apparatus attached. However, unarmored all-terrain vehicles (ATVs) and motorized dirt bikes are specifically excluded from this subdivision.

(4) Tracked armored vehicles that provide ballistic protection to their occupants and utilize a tracked system instead of wheels for forward motion.

(5) Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units.

(6) Weaponized aircraft, vessels, or vehicles of any kind.

(7) Battering rams, slugs, and breaching apparatuses that are explosive in nature. However, items designed to remove a lock, such as bolt cutters,

or a handheld ram designed to be operated by one person, are specifically excluded from this subdivision.

(8) Firearms of .50 caliber or greater. However, standard issue shotguns are specifically excluded from this subdivision.

(9) Ammunition of .50 caliber or greater. However, standard issue shotgun ammunition is specifically excluded from this subdivision.

(10) Specialized firearms and ammunition of less than .50 caliber, including assault weapons as defined in Sections 30510 and 30515 of the Penal Code, with the exception of standard issue service weapons and ammunition of less than .50 caliber that are issued to officers, agents, or employees of a law enforcement agency or a state agency.

(11) Any firearm or firearm accessory that is designed to launch explosive projectiles.

(12) “Flashbang” grenades and explosive breaching tools, “tear gas,” and “pepper balls,” excluding standard, service-issued handheld pepper spray.

(13) Taser Shockwave, microwave weapons, water cannons, and the Long Range Acoustic Device (LRAD).

(14) The following projectile launch platforms and their associated munitions: 40mm projectile launchers, “bean bag,” rubber bullet, and specialty impact munition (SIM) weapons.

(15) Any other equipment as determined by a governing body or a state agency to require additional oversight.

(16) Notwithstanding paragraphs (1) through (15), “military equipment” does not include general equipment not designated as prohibited or controlled by the federal Defense Logistics Agency.

(d) “Military equipment use policy” means a publicly released, written document governing the use of military equipment by a law enforcement agency or a state agency that addresses, at a minimum, all of the following:

(1) A description of each type of military equipment, the quantity sought, its capabilities, expected lifespan, and product descriptions from the manufacturer of the military equipment.

(2) The purposes and authorized uses for which the law enforcement agency or the state agency proposes to use each type of military equipment.

(3) The fiscal impact of each type of military equipment, including the initial costs of obtaining the equipment and estimated annual costs of maintaining the equipment.

(4) The legal and procedural rules that govern each authorized use.

(5) The training, including any course required by the Commission on Peace Officer Standards and Training, that must be completed before any officer, agent, or employee of the law enforcement agency or the state agency is allowed to use each specific type of military equipment to ensure the full protection of the public’s welfare, safety, civil rights, and civil liberties and full adherence to the military equipment use policy.

(6) The mechanisms to ensure compliance with the military equipment use policy, including which independent persons or entities have oversight

authority, and, if applicable, what legally enforceable sanctions are put in place for violations of the policy.

(7) For a law enforcement agency, the procedures by which members of the public may register complaints or concerns or submit questions about the use of each specific type of military equipment, and how the law enforcement agency will ensure that each complaint, concern, or question receives a response in a timely manner.

(e) “State agency” means the law enforcement division of every state office, officer, department, division, bureau, board, and commission or other state body or agency, except those agencies provided for in Article IV (except Section 20 thereof) or Article VI of the California Constitution.

(f) “Type” means each item that shares the same manufacturer model number.

7071. (a) (1) A law enforcement agency shall obtain approval of the governing body, by an ordinance adopting a military equipment use policy at a regular meeting of the governing body held pursuant to the Bagley-Keene Open Meeting Act (Article 9 (commencing with Section 11120) of Chapter 1 of Part 1 of Division 3 of Title 2) or the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5), as applicable, prior to engaging in any of the following:

(A) Requesting military equipment made available pursuant to Section 2576a of Title 10 of the United States Code.

(B) Seeking funds for military equipment, including, but not limited to, applying for a grant, soliciting or accepting private, local, state, or federal funds, in-kind donations, or other donations or transfers.

(C) Acquiring military equipment either permanently or temporarily, including by borrowing or leasing.

(D) Collaborating with another law enforcement agency in the deployment or other use of military equipment within the territorial jurisdiction of the governing body.

(E) Using any new or existing military equipment for a purpose, in a manner, or by a person not previously approved by the governing body pursuant to this chapter.

(F) Soliciting or responding to a proposal for, or entering into an agreement with, any other person or entity to seek funds for, apply to receive, acquire, use, or collaborate in the use of, military equipment.

(G) Acquiring military equipment through any means not provided by this paragraph.

(2) No later than May 1, 2022, a law enforcement agency seeking to continue the use of any military equipment that was acquired prior to January 1, 2022, shall commence a governing body approval process in accordance with this section. If the governing body does not approve the continuing use of military equipment, including by adoption pursuant to this subdivision of a military equipment use policy submitted pursuant to subdivision (b), within 180 days of submission of the proposed military equipment use policy to the governing body, the law enforcement agency shall cease its use of

the military equipment until it receives the approval of the governing body in accordance with this section.

(b) In seeking the approval of the governing body pursuant to subdivision (a), a law enforcement agency shall submit a proposed military equipment use policy to the governing body and make those documents available on the law enforcement agency's internet website at least 30 days prior to any public hearing concerning the military equipment at issue.

(c) The governing body shall consider a proposed military equipment use policy as an agenda item for an open session of a regular meeting and provide for public comment in accordance with the Bagley-Keene Open Meeting Act (Article 9 (commencing with Section 11120) of Chapter 1 of Part 1 of Division 3 of Title 2) or the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5), as applicable.

(d) (1) The governing body shall only approve a military equipment use policy pursuant to this chapter if it determines all of the following:

(A) The military equipment is necessary because there is no reasonable alternative that can achieve the same objective of officer and civilian safety.

(B) The proposed military equipment use policy will safeguard the public's welfare, safety, civil rights, and civil liberties.

(C) If purchasing the equipment, the equipment is reasonably cost effective compared to available alternatives that can achieve the same objective of officer and civilian safety.

(D) Prior military equipment use complied with the military equipment use policy that was in effect at the time, or if prior uses did not comply with the accompanying military equipment use policy, corrective action has been taken to remedy nonconforming uses and ensure future compliance.

(2) In order to facilitate public participation, any proposed or final military equipment use policy shall be made publicly available on the internet website of the relevant law enforcement agency for as long as the military equipment is available for use.

(e) (1) The governing body shall review any ordinance that it has adopted pursuant to this section approving the funding, acquisition, or use of military equipment at least annually and, subject to paragraph (2), vote on whether to renew the ordinance at a regular meeting held pursuant to the Bagley-Keene Open Meeting Act (Article 9 (commencing with Section 11120) of Chapter 1 of Part 1 of Division 3 of Title 2) or the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5), as applicable.

(2) The governing body shall determine, based on the annual military equipment report submitted pursuant to Section 7072, whether each type of military equipment identified in that report has complied with the standards for approval set forth in subdivision (d). If the governing body determines that a type of military equipment identified in that annual military equipment report has not complied with the standards for approval set forth in subdivision (d), the governing body shall either disapprove a renewal of the authorization for that type of military equipment or require modifications

to the military equipment use policy in a manner that will resolve the lack of compliance.

(f) Notwithstanding subdivisions (a) to (e), inclusive, if a city contracts with another entity for law enforcement services, the city shall have the authority to adopt a military equipment use policy based on local community needs.

7072. (a) A law enforcement agency that receives approval for a military equipment use policy pursuant to Section 7071 shall submit to the governing body an annual military equipment report for each type of military equipment approved by the governing body within one year of approval, and annually thereafter for as long as the military equipment is available for use. The law enforcement agency shall also make each annual military equipment report required by this section publicly available on its internet website for as long as the military equipment is available for use. The annual military equipment report shall, at a minimum, include the following information for the immediately preceding calendar year for each type of military equipment:

(1) A summary of how the military equipment was used and the purpose of its use.

(2) A summary of any complaints or concerns received concerning the military equipment.

(3) The results of any internal audits, any information about violations of the military equipment use policy, and any actions taken in response.

(4) The total annual cost for each type of military equipment, including acquisition, personnel, training, transportation, maintenance, storage, upgrade, and other ongoing costs, and from what source funds will be provided for the military equipment in the calendar year following submission of the annual military equipment report.

(5) The quantity possessed for each type of military equipment.

(6) If the law enforcement agency intends to acquire additional military equipment in the next year, the quantity sought for each type of military equipment.

(b) Within 30 days of submitting and publicly releasing an annual military equipment report pursuant to this section, the law enforcement agency shall hold at least one well-publicized and conveniently located community engagement meeting, at which the general public may discuss and ask questions regarding the annual military equipment report and the law enforcement agency's funding, acquisition, or use of military equipment.

7073. (a) A state agency shall create a military equipment use policy prior to engaging in any of the following:

(1) Requesting military equipment made available pursuant to Section 2576a of Title 10 of the United States Code.

(2) Seeking funds for military equipment, including, but not limited to, applying for a grant, soliciting or accepting private, local, state, or federal funds, in-kind donations, or other donations or transfers.

(3) Acquiring military equipment either permanently or temporarily, including by borrowing or leasing.

(4) Collaborating with a law enforcement agency or another state agency in the deployment or other use of military equipment within the territorial jurisdiction of the governing body.

(5) Using any new or existing military equipment for a purpose, in a manner, or by a person not previously approved by the governing body pursuant to this chapter.

(6) Soliciting or responding to a proposal for, or entering into an agreement with, any other person or entity to seek funds for, or to apply to receive, acquire, use, or collaborate in the use of, military equipment.

(7) Acquiring military equipment through any means not provided by this subdivision.

(b) No later than May 1, 2022, a state agency seeking to continue the use of any military equipment that was acquired prior to January 1, 2022, shall create a military equipment use policy.

(c) A state agency that is required to create a military equipment use policy pursuant to this section shall do both of the following within 180 days of completing the policy:

(1) Publish the military equipment use policy on the agency's internet website.

(2) Provide a copy of the military equipment use policy to the Governor or the Governor's designee.

7074. The Legislature finds and declares that ensuring adequate oversight of the acquisition and use of military equipment is a matter of statewide concern rather than a municipal affair as that term is used in Section 5 of Article XI of the California Constitution. Therefore, this chapter applies to all cities, including charter cities and shall supersede any inconsistent provisions in the charter of any city, county, or city and county.

7075. Nothing in this chapter shall preclude a county or local municipality from implementing additional requirements and standards related to the purchase, use, and reporting of military equipment by local law enforcement agencies.

SEC. 3. The Legislature finds and declares that Section 1 of this act, which adds Chapter 12.8 (commencing with Section 7070) to Division 7 of Title 1 of the Government Code, furthers, within the meaning of paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the purposes of that constitutional section as it relates to the right of public access to the meetings of local public bodies or the writings of local public officials and local agencies. Pursuant to paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the Legislature makes the following findings:

Requiring local agencies to hold public meetings prior to the acquisition of military equipment further exposes that activity to public scrutiny and enhances public access to information concerning the conduct of the people's business.

SEC. 4. No reimbursement is required by this act pursuant to Section 6 of Article XIII B of the California Constitution because the only costs that may be incurred by a local agency or school district under this act would

result from a legislative mandate that is within the scope of paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution.

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ATTACHMENT 3

Assembly Bill 48 (Gonzalez)
Law enforcement: use of force

Assembly Bill No. 48

CHAPTER 404

An act to amend Section 12525.2 of the Government Code, and to add Sections 13652 and 13652.1 to the Penal Code, relating to law enforcement.

[Approved by Governor September 30, 2021. Filed with
Secretary of State September 30, 2021.]

LEGISLATIVE COUNSEL'S DIGEST

AB 48, Lorena Gonzalez. Law enforcement: use of force.

(1) Existing law authorizes a peace officer to use reasonable force to effect the arrest, to prevent escape, or to overcome resistance. Existing law requires law enforcement agencies to maintain a policy on the use of force, as specified. Existing law requires the Commission on Peace Officer Standards and Training to implement courses of instruction for the regular and periodic training of law enforcement officers in the use of force.

This bill would prohibit the use of kinetic energy projectiles or chemical agents by any law enforcement agency to disperse any assembly, protest, or demonstration, except in compliance with specified standards set by the bill, and would prohibit their use solely due to a violation of an imposed curfew, verbal threat, or noncompliance with a law enforcement directive. The bill would include in the standards for the use of kinetic energy projectiles and chemical agents to disperse gatherings the requirement that, among other things, those weapons only be used to defend against a threat to life or serious bodily injury to any individual, including a peace officer, or to bring an objectively dangerous and unlawful situation safely and effectively under control. The bill would define chemical agents to include, among other substances, chloroacetophenone tear gas or 2-chlorobenzalmalononitrile gas. The bill would make these provisions inapplicable within a county jail or state prison facility.

This bill would also require each law enforcement agency, within a specified timeframe, to post on their internet website a summary, as described, of any incident in which a kinetic energy projectile or chemical agent is deployed by that agency for the purpose of crowd control. The bill would require the Department of Justice to provide a compiled list of links to these reports on its internet website.

(2) Existing law requires each law enforcement agency to annually report specified use of force incidents to the Department of Justice and requires the Department of Justice to annually publish a summary of those incidents, as specified.

This bill would require these reports to be made monthly. By imposing new duties on law enforcement agencies, this bill would create a state-mandated local program.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that, if the Commission on State Mandates determines that the bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to the statutory provisions noted above.

The people of the State of California do enact as follows:

SECTION 1. Section 12525.2 of the Government Code is amended to read:

12525.2. (a) Each law enforcement agency shall monthly furnish to the Department of Justice, in a manner defined and prescribed by the Attorney General, a report of all instances when a peace officer employed by that agency is involved in any of the following:

- (1) An incident involving the shooting of a civilian by a peace officer.
- (2) An incident involving the shooting of a peace officer by a civilian.
- (3) An incident in which the use of force by a peace officer against a civilian results in serious bodily injury or death.
- (4) An incident in which use of force by a civilian against a peace officer results in serious bodily injury or death.

(b) For each incident reported under subdivision (a), the information reported to the Department of Justice shall include, but not be limited to, all of the following:

- (1) The gender, race, and age of each individual who was shot, injured, or killed.
- (2) The date, time, and location of the incident.
- (3) Whether the civilian was armed, and, if so, the type of weapon.
- (4) The type of force used against the officer, the civilian, or both, including the types of weapons used.
- (5) The number of officers involved in the incident.
- (6) The number of civilians involved in the incident.
- (7) A brief description regarding the circumstances surrounding the incident, which may include the nature of injuries to officers and civilians and perceptions on behavior or mental disorders.

(c) Each year, the Department of Justice shall include a summary of information contained in the reports received pursuant to subdivision (a) through the department's OpenJustice Web portal pursuant to Section 13010 of the Penal Code. This information shall be classified according to the reporting law enforcement jurisdiction. In cases involving a peace officer who is injured or killed, the report shall list the officer's employing jurisdiction and the jurisdiction where the injury or death occurred, if they are not the same. This subdivision does not authorize the release to the public of the badge number or other unique identifying information of the peace officer involved.

(d) For purposes of this section, “serious bodily injury” means a bodily injury that involves a substantial risk of death, unconsciousness, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member or organ.

SEC. 2. Section 13652 is added to the Penal Code, to read:

13652. (a) Except as otherwise provided in subdivision (b), kinetic energy projectiles and chemical agents shall not be used by any law enforcement agency to disperse any assembly, protest, or demonstration.

(b) Kinetic energy projectiles and chemical agents shall only be deployed by a peace officer that has received training on their proper use by the Commission on Peace Officer Standards and Training for crowd control if the use is objectively reasonable to defend against a threat to life or serious bodily injury to any individual, including any peace officer, or to bring an objectively dangerous and unlawful situation safely and effectively under control, and only in accordance with all of the following requirements:

(1) Deescalation techniques or other alternatives to force have been attempted, when objectively reasonable, and have failed.

(2) Repeated, audible announcements are made announcing the intent to use kinetic energy projectiles and chemical agents and the type to be used, when objectively reasonable to do so. The announcements shall be made from various locations, if necessary, and delivered in multiple languages, if appropriate.

(3) Persons are given an objectively reasonable opportunity to disperse and leave the scene.

(4) An objectively reasonable effort has been made to identify persons engaged in violent acts and those who are not, and kinetic energy projectiles or chemical agents are targeted toward those individuals engaged in violent acts. Projectiles shall not be aimed indiscriminately into a crowd or group of persons.

(5) Kinetic energy projectiles and chemical agents are used only with the frequency, intensity, and in a manner that is proportional to the threat and objectively reasonable.

(6) Officers shall minimize the possible incidental impact of their use of kinetic energy projectiles and chemical agents on bystanders, medical personnel, journalists, or other unintended targets.

(7) An objectively reasonable effort has been made to extract individuals in distress.

(8) Medical assistance is promptly provided, if properly trained personnel are present, or procured, for injured persons, when it is reasonable and safe to do so.

(9) Kinetic energy projectiles shall not be aimed at the head, neck, or any other vital organs.

(10) Kinetic energy projectiles or chemical agents shall not be used by any law enforcement agency solely due to any of the following:

(A) A violation of an imposed curfew.

(B) A verbal threat.

(C) Noncompliance with a law enforcement directive.

(11) If the chemical agent to be deployed is tear gas, only a commanding officer at the scene of the assembly, protest, or demonstration may authorize the use of tear gas.

(c) This section does not prevent a law enforcement agency from adopting more stringent policies.

(d) For the purposes of this section, the following terms have the following meanings:

(1) “Kinetic energy projectiles” means any type of device designed as less lethal, to be launched from any device as a projectile that may cause bodily injury through the transfer of kinetic energy and blunt force trauma. For purposes of this section, the term includes, but is not limited to, items commonly referred to as rubber bullets, plastic bullets, beanbag rounds, and foam tipped plastic rounds.

(2) “Chemical agents” means any chemical that can rapidly produce sensory irritation or disabling physical effects in humans, which disappear within a short time following termination of exposure. For purposes of this section, the term includes, but is not limited to, chloroacetophenone tear gas, commonly known as CN tear gas; 2-chlorobenzalmalononitrile gas, commonly known as CS gas; and items commonly referred to as pepper balls, pepper spray, or oleoresin capsicum.

(e) This section does not apply within any county detention facility or any correctional facility of the Department of Corrections and Rehabilitation.

SEC. 3. Section 13652.1 is added to the Penal Code, to read:

13652.1. (a) Each law enforcement agency shall, within 60 days of each incident, publish a summary on its internet website of all instances in which a peace officer employed by that agency uses a kinetic energy projectile or chemical agent, as those terms are defined in Section 13652, for crowd control. However, an agency may extend that period for another 30 days if they demonstrate just cause, but in no case longer than 90 days from the time of the incident.

(b) For each incident reported under subdivision (a), the summary shall be limited to that information known to the agency at the time of the report and shall include only the following:

(1) A description of the assembly, protest, demonstration, or incident, including the approximate crowd size and the number of officers involved.

(2) The type of kinetic energy projectile or chemical agent deployed.

(3) The number of rounds or quantity of chemical agent dispersed, as applicable.

(4) The number of documented injuries as a result of the kinetic energy projectile or chemical agent deployment.

(5) The justification for using the kinetic energy projectile or chemical agent, including any deescalation tactics or protocols and other measures that were taken at the time of the event to deescalate tensions and avoid the necessity of using the kinetic energy projectile or chemical agent.

(c) The Department of Justice shall post on its internet website a compiled list linking each law enforcement agency’s reports posted pursuant to subdivision (a).

SEC. 4. If the Commission on State Mandates determines that this act contains costs mandated by the state, reimbursement to local agencies and school districts for those costs shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code.

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City Council Agenda Report

ITEM NO. 19

DATE: May 18, 2022

FROM: Arminé Chaparyan, City Manager *BKM for AZ*

PREPARED BY: Domenica K. Megerdichian, Deputy City Manager
Mary Jerejian, Management Analyst

SUBJECT: **Introduction and First Reading of an Ordinance for the Creation of a Community Services Commission, and Change to the Meeting Frequency of the Public Arts Commission Meetings**

Recommendation

It is recommended that the City Council approve the creation of a Community Services Commission, and approve a change to the frequency of meetings of the Public Arts Commission by adopting an ordinance amending Chapter 2 of the City Code.

Background

At the Special City Council meeting of February 23, 2022 and the City Council meeting of April 6, 2022, staff presented a comprehensive citywide commission analysis to the City Council. The analysis included data on the number of commissions and committees, frequency of meetings, workload for staff, provided established and best practices from other municipalities, and suggested opportunities for efficiencies. Following City Council direction, this item seeks to codify the changes discussed.

At the April 6, 2022 Council Meeting, the City Council voted to:

- Consolidate the Youth, Senior and Parks and Recreation Commissions scopes of work to create a seven-member Community Services Commission, and to reserve or prioritize one seat each for members of youth and senior populations;
- Reduce the frequency of meetings for the Public Arts Commission to quarterly or on an as-needed basis;
- Dissolve the Animal Commission, and requested that the City Manager call for interested residents to come together in an advisory capacity for future animal-related items and efforts;
- Dissolve the Finance Ad Hoc Committee upon completion of their anticipated final report to the City Manager; and
- Dissolve the Economic Development Committee.

Analysis

The newly formed Community Services Commission looks to expand the Parks and Recreation Commission to include the elements and scopes of work and representation of the Youth and Senior commissions. The seven-seat Commission will follow a revised

and combined scope of work, and the priority given to two seats on the commission for youth and senior representatives will help to ensure representations of the community's sub-populations that the new Commission will focus and serve.

Currently, the Public Arts Commission meets on a monthly basis. This ordinance codifies the change requested by the City Council to reduce the meeting frequency of this commission to once a quarter, or on an as-needed basis.

This ordinance also combines the scopes of work of the Youth, Senior and Parks and Recreation Commissions to form one consolidated Community Services Commission, and reserves or prioritizes a seat for a member of youth and senior populations.

Once approved, this ordinance will codify the changes approved by the City Council. Staff will prepare to return to City Council with any Commission related appointments or items as they arise.

Fiscal Impact

There is no financial impact associated with this item.

Public Noticing

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. A public hearing will be noticed for second reading of the ordinance.

Attachment: Ordinance

ATTACHMENT 1
Ordinance

**CITY OF SOUTH PASADENA
ORDINANCE NO. XXXX**

**AN ORDINANCE OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
AMENDING SECTIONS 2.44 THROUGH 2.46 OF ARTICLE IVC
“PARKS AND RECREATION” OF CHAPTER 2,
SECTION 2.24 AND 2.30 OF ARTICLE IV “BOARDS AND
COMMISSIONS”, ARTICLE IVE “ANIMAL COMMISSION”,
SECTION 2.79-11 OF ARTICLE IVL “PUBLIC ARTS COMMISSION”,
AND ARTICLE IVF “SENIOR CITIZEN COMMISSION”,
OF THE SOUTH PASADENA MUNICIPAL CODE
TO REFLECT CITY COUNCIL’S DIRECTION IN CONSOLIDATING
CITY’S YOUTH, PARKS AND RECREATION, AND SENIOR
COMMISSIONS TO COMMUNITY SERVICES COMMISSION AND
REDUCING FREQUENCY OF THE PUBLIC ARTS COMMISSIONS.**

WHEREAS, the City of South Pasadena has eleven commissions and the Library Board of Trustees codified under Chapter 2 of the Code of the City of South Pasadena;

WHEREAS, the City of South Pasadena conducted a Special Meeting on February 23, 2022 to discuss City Commissions;

WHEREAS, the City Council of South Pasadena again met on April 6, 2022 to discuss further analysis of City Commissions;

WHEREAS, an analysis was provided to City Council presenting the number of commissions and committees, frequency of those meetings, staff workload related to such, and best practices from other municipalities;

WHEREAS, the City Council of South Pasadena provided direction to consolidate the Youth, Senior, and Parks and Recreation Commissions to create a seven-member Community Services Commission;

WHEREAS, this Community Services Commission will reserve or prioritize one seat each for members of youth and senior populations of the South Pasadena;

WHEREAS, this Community Services Commission will have combined scopes of work of the Youth, Senior, and Parks and Recreation Commission;

WHEREAS, the City Council of South Pasadena provided direction to reduce the frequency of the Public Art Commission from monthly to quarterly, or on an as-needed basis.

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

SECTION 1. Article IVC. Parks and Recreation is hereby amended to be renamed “Community Services Commission” and sections 2.44 through 2.46 amended therein:

**ARTICLE IVC. ~~PARKS AND RECREATION~~ COMMUNITY SERVICES
COMMISSION**

2.44 Creation.

There is created and established a ~~parcs and recreation~~ community services commission of the city to address the city’s senior citizen, youth, and general populations needs for recreational and other services.

2.45 Composition; School district representative.

The commission shall consist of seven adult members appointed who shall be appointed pursuant to SPMC 2.23. To encourage representation of the senior community, one of the seven members shall be a resident who is a member of the city’s senior citizen population. To encourage representation of the youth community, shall prioritize appointing one of the seven members as a resident who upon assuming the first term shall be under the age of twenty-one years of age. The school district may appoint a representative to advise the commission on issues related to services provided to the youth, youth recreation activities, use of school district facilities, and services with the senior citizen community appoints one member of the commission, who shall serve a regular term.

2.46 Powers and duties.

The powers and duties of the parks and recreation community services commission shall be to:

(a) Act in advisory capacity to the city council and director of and the community services department in all matters pertaining to activities promoting the health and well-being of the city’s senior citizen and youth populations, all matters pertaining to parks and public recreation; and to cooperate with other governmental agencies and civic groups in the advancement of sound park and recreation planning and programming;

(b) Recommend policies for the control, management, and use of community services facilities, subject to review of the community services director and approval by the city council; Formulate and propose policies on recreation services for approval by the city council;

(c) Recommend the acquisition, use, and relinquishment of community services facilities and services for city council consideration;

Assist the city manager in preparing the minimum qualifications for the position of the community services department; and assist in formulating a job description for the position;

(d) Advise the city council director of the community services department on ~~problems of administration~~, development of recreation areas, facilities, programs and improved recreation services;

(e) Recommend the adoption of standards on organizations, personnel, areas and facilities, program and financial support;

(f) Take periodic inventories of community recreation services that exist or may be needed and interpret the needs of the public to the city council and to the director of the community services department;

~~(g) Aid in coordinating the recreation services with the programs of other governmental agencies and voluntary organizations;~~

~~(h) Assist the city manager to the extent requested in making periodic appraisals of the effectiveness of the director and staff in administering the program;~~

~~(i)(g)~~ Inform the public of the policies and functions of community services programs ~~the parks and recreation program~~ as directed by the city council;

~~(j)(h)~~ Inform, advise and cooperate with boards of education and boards of school trustees of school districts comprising a part of the city or being immediately adjacent to the city to the extent that such information, advice and cooperation shall be proper and desirable in preparing, revising or carrying out the park or recreation programs of the city community services department.

SECTION 2. Section 2.24 "Eligibility for membership" of Article IV. Boards and Commissions are amended as follows:

2.24 Eligibility for membership.

(a) To be eligible for appointment or retention on any board or commission, a citizen must be and must maintain his or her status as a resident elector of the city, and shall be in good standing with the city (no open code enforcement actions or public safety issues pertaining to the resident or real property owned by them). Elected city officials/employees are not eligible for membership on any board or commission. No individual shall serve on more than one board or commission at the same time. Notwithstanding the aforementioned prohibition of serving on more than one board or commission at the same time, in the event that a committee or other body is merged with a board or commission or is redesignated as a board or commission, the city council may waive this prohibition for any incumbent members of said committee or body. Said waiver shall be in effect until expiration of the commissioner's term on either commission, whichever commission term expires first.

(b) To be eligible for appointment to any board or commission as a nonvoting youth member, a citizen must be and must maintain his or her status as a resident

of the city and be between the ages of fourteen and eighteen years old. No youth member shall serve on more than one board or commission at the same time.

SECTION 3. Section 2.30 “Quorum” of Article IV. Boards and Commissions are amended as follows:

2.30 Quorum.

With the exception of the ~~community redevelopment commission~~ the public safety commission, the community services commission, and the natural resources and environmental commission, three members of any board or commission shall constitute a quorum. In the event that vacancies exist on a five-member body, three members must be in attendance to achieve a quorum. Four members shall constitute a quorum and a majority vote for the ~~community redevelopment commission and a quorum for~~ the public safety commission, the community services commission, and the natural resources and environmental commission.

SECTION 4. Article IVE. Animal Commission is deleted in its entirety:

ARTICLE IVE. ~~RESERVED ANIMAL COMMISSION~~

2.51 – 2.53 ~~RESERVED Creation.~~

~~There is hereby created an animal commission.~~

2.52 ~~Meetings.~~

~~The animal commission shall hold a maximum of six regular meetings per calendar year. The commission shall adopt a schedule of meetings each year, consistent with this section.~~

2.53 ~~Powers and duties.~~

~~The powers and duties of the animal commission shall be to:~~

- ~~(a) Act in advisory capacity to the city council in all matters pertaining to animals and to cooperate with other governmental agencies and civic groups in the advancement of sound animal planning and programming;~~
- ~~(b) Formulate and propose policies on animal services for approval by the city council;~~
- ~~(c) Recommend the adoption of standards on organizations, personnel, areas and facilities, program and financial support;~~
- ~~(d) Make periodic inventories of animal services that exist or may be needed and interpret the needs of the public to the city council;~~
- ~~(e) Aid in coordinating the animal services with the programs of other governmental agencies and voluntary organizations;~~
- ~~(f) Inform the public of the policies and functions of the animal program as directed by the city council.~~

SECTION 5. Section 2.79-11 “Meetings” of Article IVL. Public Arts Commission is hereby amended:

2.79-11 Meetings

The public art commission shall hold up to one regular meeting each ~~month~~ quarter, on an as-needed basis. The chair may call for a special meeting if needed with concurrence of the commission.

SECTION 6. Article IVF. Senior Citizen Commission is deleted:

ARTICLE IVF. RESERVED SENIOR CITIZEN COMMISSION

2.54 RESERVED Creation.

~~There is hereby created a senior citizen commission.~~

2.55 RESERVED Powers and duties

~~The powers and duties of the commission shall be to:~~

- ~~(a) Act in advisory capacity to the city council in all matters pertaining to senior citizens and to cooperate with other governmental agencies and civic groups in the advancement of senior citizen planning and programming;~~
- ~~(b) Formulate and propose policies on senior citizen services for approval by the city council;~~
- ~~(c) Recommend the adoption of standards on organizations, personnel, areas and facilities, program and financial support;~~
- ~~(d) Make periodic inventories of senior citizen programs, facilities and services that exist or may be needed and interpret the needs of the public to the city council;~~
- ~~(e) Aid in coordinating the senior citizen services with the programs of other governmental agencies and voluntary organizations;~~
- ~~(f) Inform the public of the policies and functions of the senior citizen program as directed by the city council;~~
- ~~(g) Formulate policies for the control, management and use of senior citizen facilities, subject to approval by the city council;~~
- ~~(h) Recommend the acquisition, use and relinquishment of senior citizen facilities and services, for council consideration.~~

SECTION 7. SEVERABILITY. If any portion or provision of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the validity of the remaining portions or provisions or their application and, to this end, the provisions of this Ordinance are severable.

SECTION 8. This ordinance shall take effect thirty (30) days after its final passage, and within fifteen (15) days after its passage, the City Clerk of the City of South Pasadena shall certify to the passage and adoption of this ordinance and to its approval by the Mayor and City Council and shall cause the same to be published in a newspaper in the manner required by law.

PASSED, APPROVED AND ADOPTED on this 1st day of June, 2022.

AYES:

NOES:

ABSENT:

ABSTAIN:

Michael A. Cacciotti, Mayor

ATTEST:

APPROVED AS TO FORM:

Christina Muñoz, Deputy City Clerk

Andrew L. Jared, City Attorney



City Council Agenda Report

ITEM NO. 20

DATE: May 18, 2022

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

PREPARED BY: H. Ted Gerber, Director of Public Works

SUBJECT: **Approve the Proposed Project List and Direct Staff to Submit the List to the Arroyo Verdugo Communities Joint Power Authority (AVCJPA) for the Measure M Multi-year Subregional Program (MSP) Funding Plan**

Recommendation

It is recommended that the City Council:

1. Direct staff to submit the following list of projects to the Arroyo Verdugo Communities Joint Power Authority (AVCJPA) for the Measure M Multi-year Subregional Program (MSP) Funding Plan:
 - I. Grevelia Street and Fair Oaks Avenue
 - II. Pedestrian Crossing Devices
 - III. Garfield Avenue and Monterey Road Traffic Signal and Garfield Avenue Signal & Bicycle Lane Improvements
 - IV. Columbia Street Striping and Signals
 - V. One of the following options:
 - a. Bicycle Lane Implementation and leaving a portion of the funding unprogrammed until the next cycle, or
 - b. Orange Grove Avenue Widening as recommended by the Mobility, Transportation, and Infrastructure Commission (MTIC); and
2. Direct the MTIC to prioritize selection of active transportation projects during the next programming cycle for \$537,150 of Measure M Multi-year Subregional Program (MSP) Funds, including but not limited to bicycle lane implementation.

Background

On November 8, 2016, voters approved Measure M, which is a ½-cent sales tax measure to provide funding for transportation improvements across Los Angeles County. The Los Angeles County Metropolitan Transportation Authority (Metro) adopted Measure M Guidelines to establish a process by which subregional funds under Measure M are programmed by the subregions' respective governing entities. As a result, the San Gabriel Valley Council of Governments (SGVCOG) was tasked with

programming and administering the Measure M MSP funds through the development of five-year subregional fund programming plans in the San Gabriel Valley. On October 4, 2017, the Arroyo Verdugo Steering Committee, which is comprised of the Cities of Burbank, Glendale, La Canada Flintridge, Pasadena, South Pasadena, and the Los Angeles County Board of Supervisors Office, established the AVCJPA to address regional transportation planning, and facilitate the distribution of Measure M funds in the sub-region.

The AVCJPA received \$24M over the first five fiscal years of the Metro Measure M program and another \$10.5M for fiscal years 2022-2023 and 2023-2024, of which South Pasadena was allocated approximately \$1.7M in Measure M MSP Program funding. From 2018 to 2021, several actions were taken to identify, submit, and reconsider the City's project submissions to the AVCJPA. On August 17, 2021, the Mobility and Transportation Infrastructure Commission (Commission) approved a motion recommending a list of projects for City Council's approval to be submitted to the AVCJPA. The project list was reviewed, prioritized, and approved by the Mobility and Infrastructure Commission (MTIC) on November 16, 2021.

At the March 2, 2022 City Council meeting, Council held a comprehensive discussion on Measure M spending priorities. City Council did not approve the inclusion of a project to widen Orange Grove Avenue, and directed staff to first, negotiate with the City of Pasadena to narrow Orange Grove Boulevard north of Columbia in order to mitigate the need for widening Orange Grove Avenue south of Columbia, and second, return the project to MTIC's consideration requesting a revised recommendation from the Commission to the Council. At the same meeting, City Council accepted four of the proposed projects for submission to the AVCJPA and directed staff to modify several of the project descriptions to include additional aspects, as described in this report.

Upon Council's approval, staff will submit the project list to the Arroyo Verdugo Communities Technical Advisory Committee (AVCTAC) for consideration by the AVCJPA Governing Board in June 2022, and expected Metro approval in November 2022. The projects are also represented in the Capital Improvement Program (CIP) to be adopted in June 2022.

Analysis

Descriptions of the projects to be submitted to the AVCJPA are provided in the attached March 2, 2022 City Council Staff Report, with the addition of the following updates:

- Pedestrian Crossing Devices

Per City Council's direction and with MTIC's support, the "Rectangular Rapid-Flashing Beacons (RRFBs)" project is now the "Pedestrian Crossing Devices" project, where the specific devices to be utilized and their specific locations will be determined through a future analysis. Potential devices include High-Intensity Activated Crosswalk (HAWK) Beacons / Pedestrian Hybrid Beacons (PHBs),

Rectangular Rapid-Flashing Beacons (RRFBs), or other devices deemed appropriate for the selected location(s). The determined location(s) of the devices will be brought to Council at a future date.

- Columbia Street Striping and Signals

The limits of this project along Columbia Street are between Orange Grove Avenue and Fair Oaks Avenue. The project description will be updated to incorporate additional benefits of the improvements to the City including where the implementation of a left-turn lane will prevent unnecessary, sudden stops for vehicles proceeding straight behind left turning vehicles in the current single lane, thereby reducing rear-end collision potential and sudden evasive maneuvers. This would also narrow the current wide through-lane in each direction, without a reduction in parking, which will assist in managing speed, efficiency, and providing a more orderly traffic flow. Specifically, edge lines on the north and south sides of Columbia Street west of Orange Grove Avenue would be added to assist drivers in managing their speed and avoiding sideswipes with parked vehicles. The proposed signal timing adjustment at Orange Grove and Columbia would improve traffic safety by providing positive control for westbound left-turning traffic, which is the predominate movement, allowing safer passage of pedestrians in the southern crosswalk. It should be noted that this project is included in Pasadena's '710 Stub' Transitional Projects to develop multimodal improvements along Columbia Street, and South Pasadena will benefit from Pasadena's significant cost sharing of this project. South Pasadena and Pasadena have already agreed in concept on the striping configuration near the Columbia/Fremont/Pasadena intersection and will continue to discuss plans for the other components of the project.

- Garfield Avenue and Monterey Road Traffic Signal, and Garfield Avenue Signal & Bicycle Lane Improvements

City Council determined that this project is contingent upon input of the local residents in the consideration of the signal, and contingent upon agreement and cost sharing with the City of San Marino. Furthermore, City Council directed staff to include additional components to this project to consider a synchronization of this signal to the existing signal at Garfield Avenue and Mission Street, research programming an off-peak flashing yellow signal phase, and implement bicycle lanes along Garfield Avenue.

The above modifications have been included in these projects based on direction from City Council provided during the March 2, 2022 City Council Meeting, and these updates will be included in the submission to the AVCJPA.

City Council did not approve the inclusion of a project to widen Orange Grove Avenue, and directed staff to first, negotiate with the City of Pasadena to narrow Orange Grove Boulevard north of Columbia in order to mitigate the need for widening Orange Grove

Avenue south of Columbia, and second return the project to MTIC's consideration requesting a revised recommendation from the Commission to the Council.

City staff spoke with the City of Pasadena Department of Transportation about the Orange Grove widening, and specifically about the relocation of the lane merge north of Columbia Street. While Pasadena was interested in coordinating with South Pasadena on a project to improve safety and efficiency along Orange Grove, the Pasadena staff determined that moving the merge would not be a feasible solution, most notably due to the lack of dedicated turn-lane capacity at the Columbia Street and Orange Grove Boulevard intersection.

Per Council's direction, the MTIC reconsidered the Orange Grove widening project during the March 15, 2022 Commission Meeting. The Commission discussion emphasized additional details about the project in order to provide relevant factors to inform the Council's consideration to include the project in the Measure M submittal. For reference, the MTIC drafted project descriptions are included as an attachment to this report.

First, while the MTIC acknowledged the public comments opposing this project submitted to the March 2, 2022 Council Meeting, it also revisited the many comments submitted to the Commission from area residents that highlighted the numerous accidents and safety concerns attributable to the current street configuration.

Second, the MTIC addressed the commenters' concern that the widening would reverse the improvements previously made, which added a planter median divider between the Orange Grove Avenue northbound and southbound lanes, and the concern that the widening would remove the existing sidewalk along the west side of Orange Grove Avenue. A preliminary review of the roadway geometrics supports that, conceptually, a configuration of the widened roadway could simultaneously maintain a sidewalk pathway and the planter median. It is noted that MTIC members reported that there were two southbound lanes south of Columbia Street prior to the landscaping project.

Third, City staff and the Commission reviewed State and national guidelines, regarding lane drops. The review revealed that the length of the lane drop does not meet the guidelines in the Manual on Uniform Traffic Control Devices (MUTCD). Further, the current geometrics of the roadway do not permit a lengthening of the merge area that would meet MUTCD guidelines.

Lastly, MTIC emphasized the importance of demonstrating the need for this project based on available traffic collision data. During the March 2, 2022 City Council Meeting, the Council also suggested comparing relevant data from before the implementation of the median divider project to today's configuration. Staff were not able to complete this comparison with regard to the previous project, due to this information not being readily available; however, staff did compile traffic collision data in the project area from the State of California Department of California Highway Patrol (CHP) Statewide Integrated

Traffic Records System (SWITRS) for the period of 2010 to the present. City staff worked with the MTIC Chair to evaluate the collision data for southbound vehicles between Columbia Street and the California State Route 110 southbound on-ramp. This evaluation identified fifty-three (53) southbound collisions. Of this total, fifty (50), or 94%, of the southbound collisions can likely be attributed to the lane reduction. Of the fifty (50) correctable collisions, nine (9) were sideswipe and rear end collisions with other vehicles, and forty-one (41) were ran-off-road and fixed-object collisions. City staff and MTIC advise that this represents a pattern that should be addressed, and that removing the merge condition is the most apparent solution to correct this issue, as the current geometrics of the roadway do not allow for a sufficient merge distance that meets state and national guidelines.

Following City Council direction, and additional advisement from MTIC, the project list has been prioritized as shown below. Funding is expected to be committed by the AVCJPA in June 2022. Thereafter, following approval by Metro, project related work may begin, including any necessary feasibility studies, detailed cost estimates, designs, and construction. Staff will work to minimize the project implementation cost; however, the available Measure M funds may not be sufficient to execute all the projects as described. As a result, project prioritization would ensure the Council’s direction is recognized when funding is allocated in part, if not to the entirety of the project list. Staff will work to identify additional funding sources and capital improvement project synchronization to further support financial backing for these projects.

Fiscal Impact

Approximately \$1.7M is available over seven years (FY 2016-2017 to FY 2023-2024) to the City of South Pasadena for transportation projects through the AVCJPA Measure M MSP Program. The Program funding has been allocated on a per capita basis through the AVCJPA to the City. This funding can be applied to traffic studies, environment assessments, design, and construction costs of the proposed projects, as shown below:

Priority	Project	7 Year MSP (FY 2016-2017 to FY 2023-2024)
I	Grevelia Street and Fair Oaks Avenue	\$ 200,000
II	Pedestrian Crossing Devices	\$ 322,624
III	Garfield Avenue and Monterey Road Traffic Signal and Garfield Avenue Signal & Bicycle Lane Improvements	\$ 400,000 *Note 1

Measure M Sub-Regional Program Funding Project List Approval

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Priority	Project	7 Year MSP (FY 2016-2017 to FY 2023-2024)
IV	Columbia Street Striping and Signals	\$ 300,000 *Note 2
V.a or V.b	Bicycle Lane Implementation (\$250,000) and leave a portion of the funding unprogrammed until the next cycle (\$250,000) or Orange Grove Avenue Widening from Oliver Street to Arroyo Seco Parkway	\$ 500,000 *Note 3
TOTAL		\$1,722,624
<p>Notes:</p> <ul style="list-style-type: none"> 1- Contingent upon cost sharing with the City of San Marino. 2- Cost sharing with the City of Pasadena and signal improvements potentially supplemented with Metro Measure R Mobility Improvement Project funds. 3- Orange Grove project will require additional funding. 		

In October of 2021, Metro released their MSP funding estimates for Years 8 and 9 (FY 2024-2025 and FY 2025-2026), which includes \$537,150 allocated to South Pasadena, in addition to the currently un-programmed \$1.7M.

Commission Review and Recommendation

The project list was reviewed, prioritized, and approved by the Mobility and Infrastructure Commission (MTIC) on November 16, 2021, and reviewed again per Council’s direction on March 16, 2022.

Environmental Analysis

This project is exempt from the California Environmental Quality Act (CEQA) analysis based on State CEQA Guidelines Section requirements under Section 21084 of the Public Resources Code, in accordance with Article 19, Section 15301, Class (1) "existing facilities."

Attachments

1. March 2, 2022 City Council Meeting- Measure M Staff Report (without attachments)
2. MTIC Drafted Measure M Project Descriptions

ATTACHMENT 1
March 2, 2022 City Council Report



City Council Agenda Report

ITEM NO. ____

DATE: March 2, 2022

FROM: Arminé Chaparyan, City Manager *AC*

PREPARED BY: H. Ted Gerber, Director of Public Works

SUBJECT: **Approve the Proposed Project List and Direct Staff to Submit the List to the Arroyo Verdugo Communities Joint Power Authority (AVCJPA) for the Measure M Multi-year Subregional Program (MSP) Funding Plan**

Recommendation

It is recommended that the City Council approve the proposed project list and direct staff to submit the list to the Arroyo Verdugo Communities Joint Power Authority (AVCJPA) for the Measure M Multi-year Subregional Program (MSP) Funding Plan.

Background

On November 8, 2016, voters approved Measure M, which is a ½-cent sales tax measure to provide funding for transportation improvements across Los Angeles County. The Los Angeles County Metropolitan Transportation Authority (Metro) adopted Measure M Guidelines to establish a process by which subregional funds under Measure M are programmed by the subregions' respective governing entities. As a result, the San Gabriel Valley Council of Governments (SGVCOG) was tasked with programming and administering the Measure M MSP funds through the development of five-year subregional fund programming plans in the San Gabriel Valley. On October 4, 2017, the Arroyo Verdugo Steering Committee, comprised of the Cities of Burbank, Glendale, La Canada Flintridge, Pasadena, South Pasadena, and the Los Angeles County Board of Supervisors Office, established the AVCJPA to address regional transportation planning, and facilitate the distribution of Measure M funds in the sub-region.

The AVCJPA received \$24M over the first five fiscal years of the Metro Measure M program and another \$10.5M for fiscal years 2022-2023 and 2023-2024, of which South Pasadena was allocated approximately \$1.7M in Measure M MSP Program funding. From 2018 to 2021, several actions were taken to identify, submit, and reconsider the City's project submissions to the AVCJPA. On August 17, 2021, the Mobility and Transportation Infrastructure Commission (Commission) approved a motion recommending a list of projects for City Council's approval to be submitted to the AVCJPA. The project list was reviewed, prioritized, and approved by the Mobility and

Infrastructure Commission (MTIC) on November 16, 2021. Upon Council's approval, staff will submit the project list to the Arroyo Verdugo Communities Technical Advisory Committee (AVCTAC) for feedback in March 2022, before consideration by the AVCJPA Governing Board in June 2022, and expected Metro approval in November 2022. The projects are also represented in the Fiscal Year (FY) 2022-2027 Capital Improvement Program (CIP) to be adopted in 2022.

Analysis

With a current funding limitation of \$1.7M, and multiple projects to be submitted to the AVCJPA, the project list has been prioritized as shown below. Once funding is committed by the AVCJPA in 2022, project related work may begin, including any necessary feasibility studies, detailed cost estimates, designs, and construction. Staff will work to minimize the project implementation cost; however, the available funds may not be sufficient to execute all the projects recommended by the MTIC. As a result, project prioritization would ensure the MTIC's input is recognized when funding is allocated in part, if not to the entirety of the project list. Staff will work to identify additional funding sources and capital improvement project synchronization to further support financial backing for these projects.

The prioritized proposed project list includes:

(1) Orange Grove Avenue Widening from Oliver Street to Arroyo Seco Parkway

Combined with funding from Metro Measure R Mobility Improvement Projects, these improvements would install a second continuous southbound lane on the west side of Orange Grove Avenue by modifying the adjacent right-of-way, mainly the west curb and parkway. In its present configuration, moving southbound along Orange Grove from Columbia Street, the western southbound lane abruptly narrows and then ends south of Oliver Street. This abrupt merging of the lanes creates challenging navigation for drivers, especially those destined for the southbound Arroyo Seco Parkway, which appears to be the predominate pathway of many traveling in this direction. The new western southbound lane would terminate into the southbound Arroyo Seco Parkway entrance right-turn lane. An added benefit of the project and its modifications to the western parkway include relocating the ornamental parkway street lamps, which have occasionally been struck, given their proximity to passing vehicles. Significant negative impacts to pedestrian usage of the parkway are not expected, as there exists a wall along most of the route, where no homes are fronted on Orange Grove Avenue. The Metro Measure M MSP funding request for this project is **\$500,000**, potentially supplemented with Metro Measure R Mobility Improvement Project funds.

(2) Columbia Street Striping and Signals from Columbia Place to West of Orange Grove Avenue

Combined with funding from Metro Measure R Mobility Improvement Projects, these improvements would restripe Columbia Street to add a two-way centered turn

lane, and various traffic signals improvements along the corridor, without any significant reduction in parking. At present, Columbia's wide two-lane configuration promotes speeding and disorderly traffic flow. In addition, the lack of a turn lane leads to congestion behind left-turning vehicles accessing lateral streets or driveways. The addition of continuous edge lines, left turn pocket lanes at intersections, and continuous turn lanes to service driveways between intersections, is expected to guide drivers, mitigate turning conflicts, and manage speed in the narrowed east and west through lanes. At the ends of the project east of Columbia Place near Fair Oaks, and west of Orange Grove, the center turn lane narrows to taper into the existing double yellow center line. The planned project also addresses improvements to the offset intersection along Columbia St at Fremont Ave and Pasadena Ave, realigning the lanes to promote orderly movement through the intersection, and the left-and-right-turn lane pockets. The improvements are not expected to remove any existing parking, with the exception of adding a red curb along the large-radius curved Pasadena/Columbia intersection northeast corner, clarifying that parking is prohibited in the intersection right-turn lane. Coordination with Caltrans and the City of Pasadena are necessary to reconfigure this intersection, as well as upgrades to the signal and equipment modernization. Signal improvements and equipment modernization at Orange Grove Avenue, including the addition of a west-to-southbound protected left-turn arrow, where eastbound and westbound movements are separately phased, is expected to improve safety for eastbound vehicles and pedestrians in the southern crosswalk. The Metro Measure M MSP funding request for this project is **\$300,000**, potentially supplemented with Metro Measure R Mobility Improvement Project funds for the signal upgrades, and supplemented by City of Pasadena equitable contributions.

(3) Garfield Avenue and Monterey Road Traffic Signal

The project consists of an installation of a traffic signal at the currently all-way stop controlled intersection. At present, the intersection inefficiently requires drivers to proceed and stop multiple times before reaching the intersection. The analysis would include a traffic study as well as coordination and potential cost sharing with the City of San Marino. The Metro Measure M MSP funding request for this project is **\$400,000**.

(4) Grevelia Street and Fair Oaks Avenue

The project would provide a traffic safety improvement to better accommodate the westbound to northbound two-lane right-turn movement from Grevelia Street to Fair Oaks Avenue. Expanding the current approximate 12-foot curb radius to a 25-foot curb radius would encapsulate the area containing an exposed truncated dome pad, and guide vehicles away from striking the curb or interfering with the path of an adjacent turning vehicle. The expanded northern curb radius would be accompanied by shifting the eastern Grevelia striping southward, removing the

parking in this area, and consolidating eastbound Grevelia to one lane. Coordination with Caltrans to restrict the northern SR-110 off-ramp lane from traveling eastbound would accommodate the lane reduction east of the intersection. This may require additional funding from Metro Measure R Mobility Improvement Projects. This change would modify the northern off-ramp lane to a left-turn only, which is the existing predominate use, and better align the west and east sides of the intersection until a future SR-110 off-ramp project offers a permanent alignment. In addition to the curb reconfiguration and restriping, the existing switchback east-west access ramp would be converted to a conventional north-south long-slopped ramp by moving the northbound mast-arm signal pole approximately 10 feet to the north. The “No Turn on Red” sign along westbound Grevelia would likely be replaced with a “No Right Turn” blank-out LED sign that displays the “No Right Turn” sign when the opposing off-ramp is emptying on a green light. The LED sign is not visible at other times, allowing a right-turn on red to improve traffic flow. The Metro Measure M MSP funding request for this project is **\$200,000**.

(5) Rectangular Rapid-Flashing Beacons (RRFBs)

The project consists of the installation of RRFBs at the following locations at an approximate cost of **\$322,624**:

- Fair Oaks Avenue at Spruce Street
- Huntington Drive at Court Avenue
- Huntington Drive at Maple Street
- Meridian Avenue at Bank Street
- Huntington Drive at Wayne Street marked crosswalk removal, as it lacks pedestrian controls, and there is not a bus transit stop at this location.

(6) Meridian Avenue and Oak Street Realignment

Where any portions of the above projects are deemed infeasible, a reserve project for funding consideration includes the realignment of the southern curb line of Oak Street near Meridian Avenue to relocate the marked crosswalk to north of its current location, and at a right angle to the curb. The realignment would require relocation and reconstruction of the access ramp and catch basins at the intersection.

(7) Meridian Avenue Americans with Disabilities Act (ADA) Compliant Curb Ramps from Kendall Avenue to Gillette Crescent

Where any portions of the above projects are deemed infeasible, a reserve project for funding consideration includes the installation of ADA compliant curb ramps along Meridian Avenue, where absent, or not included in another capital project.

Measure M Subregional Program Funding Project List Approval

March 2, 2022

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Fiscal Impact

Approximately \$1.7M is available over seven years (FY 2016-2017 to FY 2023-2024) to the City of South Pasadena for transportation projects through the AVCJPA Measure M MSP Program. The Program funding has been allocated on a per capita basis through the AVCJPA to the City. This funding can be applied to traffic studies, environment assessments, design, and construction costs of the proposed projects, as shown below:

Priority	Project	7 Year MSP (FY 2016-2017 to FY 2023-2024)
1	Orange Grove Avenue Widening from Oliver Street to Arroyo Seco Parkway	\$ 500,000 Note (1)
2	Columbia Street Striping and Signals from Columbia Place to West of Orange Grove Avenue	\$ 300,000 Note (2)
3	Garfield Avenue and Monterey Road Traffic Signal	\$ 400,000 Note (3)
4	Grevelia Street and Fair Oaks Avenue	\$ 200,000 Note (1)
5	Rectangular Rapid-Flashing Beacons (RRFBs)	\$ 322,624
6	Meridian Avenue and Oak Street Crosswalk Realignment	Note (4)
7	Meridian Avenue Americans with Disabilities Act (ADA) Compliant Curb Ramps from Kendall Avenue to Gillette Crescent	Note (4)
TOTAL		\$1,722,624

Notes:

- (1) Potentially supplemented with Metro Measure R Mobility Improvement Project funds.
- (2) Cost sharing with the City of Pasadena and signal improvements potentially supplemented with Metro Measure R Mobility Improvement Project funds.
- (3) Cost sharing with the City of San Marino.
- (4) Reserve project for funding consideration where any portions of the above projects are deemed infeasible.

In October of 2021, Metro released their MSP funding estimates for Years 8 and 9 (FY 2024-2025 and FY 2025-2026), including \$537,150 allocated to South Pasadena in addition to the currently un-programmed \$1.7M.

Commission Review and Recommendation

The project list was reviewed, prioritized, and approved by the Mobility and Infrastructure Commission (MTIC) on November 16, 2021.

Environmental Analysis

This project is exempt from the California Environmental Quality Act (CEQA) analysis based on State CEQA Guidelines Section requirements under Section 21084 of the Public Resources Code, in accordance with Article 19, Section 15301, Class (1) "existing facilities."

ATTACHMENT 2
MTIC Drafted Measure M Project Descriptions

Measure M Projects

Project Descriptions

1. Garfield Avenue and Monterey Road Traffic Signal: \$400,000

This project will provide more positive control, improve traffic safety, reduce unnecessary stops and reduce gas consumption, air emissions and midblock acceleration by providing traffic signal control. The current all-way stop control requires drivers to proceed and stop multiple times before reaching the stop line. Some are inclined to accelerate rapidly after stopping to compensate for the delay. Prior to the pandemic six car queues were observed. A traffic signal study is to be conducted. Since part of this intersection is within the jurisdiction of the City of San Marino, the City should approach them regarding the possibility of cost sharing, asking for a potential contribution of \$100,000, in which case the City's share would be approximately \$300,000.

2. Columbia Street between Columbia Place to west of Orange Grove Avenue: \$300,000

This project will provide more orderly traffic flow and multiple traffic safety improvements, while not encouraging any additional traffic along the Fremont Avenue-Pasadena Avenue corridor.

This will primarily be a restriping project. The street, approximately 52 feet wide, would be restriped for continuous left turn channelization between Columbia Place and Orange Grove Avenue. The restriping would provide separate lanes among through traffic and left turning traffic, thus preventing unnecessary, sudden stops for through vehicles behind left turning vehicles in the current single lane, thereby reducing rear-end collision potential and sudden evasive maneuvers. This would also narrow the current wide through lane in each direction, which will assist in managing speed and providing a more orderly traffic flow. At intersections there would be left turn pocket lanes and at midblock locations there would be two-way left turn lanes to serve the residential driveways. Easterly of Columbia Place and westerly of Orange Grove Avenue there would be transitional tapered striping to tie into the current double yellow center line, that is, a wedge of double yellow lines shadowing the opposing left turn lane. The striping would include 10-foot wide through lanes, a new 10-foot wide left turn lane, and 11-wide parking areas. Between the offset intersection at Fremont Avenue-Pasadena Avenue there would be 11-foot wide right turn lanes eastbound and westbound to be compatible with the right turn signal phases. Edge lines on the north and south sides of Columbia Street west of Orange Grove Avenue would be added to assist drivers in managing their speed and avoiding sideswipes with parked vehicles. No existing parking

would be removed, but red curb would be installed on the large-radius curb return on the northwest corner, where some vehicles illegally park. .

At Orange Grove Avenue, a protected left turn arrow, possibly with split phasing (eastbound and westbound move separately) would be provided for the westbound approach. This would improve traffic safety by providing positive control for westbound left turning traffic which is the predominate movement. Currently, some drivers do not yield to eastbound through traffic nor to pedestrians in the south leg crosswalk as legally required since they are the predominate movement. The westbound right turn lane would be retained.

Traffic signal modifications for the westbound protected left turn would be required at Orange Grove Avenue and they would be included as part of this primarily striping project. Signal modernization and upgrades ultimately would be required at the Fremont Avenue-Pasadena Avenue offset intersection. As the offset intersection is operated by Caltrans and also located in the City of Pasadena, coordination with both agencies would be required and equitable cost sharing with those agencies would be pursued, especially since the collision reduction would primarily be within the City of Pasadena right of way. These signal improvements would be programmed as part of the Fremont Avenue Measure R corridor project or other grant funding to be identified but not part of this Measure M project.

3. Orange Grove Avenue between Oliver Street and the Arroyo Seco Parkway southbound on ramp: \$ 500,000

This project would provide a continuous number two southbound lane thereby improving traffic safety and traffic flow. Currently, the number two southbound lane abruptly narrows and then ends southerly of Oliver Street in a reverse curve, thereby creating challenging navigation for drivers, especially for those destined to the southbound Arroyo Seco Parkway, the predominate movement downstream destination. The continuous number two southbound lane would become a right turn lane onto the southbound Arroyo Seco Parkway.

The additional travel width would be obtained from the parkway area on the west side and the landscaped median would not be narrowed. Currently the parkway is approximately 18 feet to 25 feet in width. There are only two homes that front on the west side and most of the subject segment is walled off from the homes above. Pedestrian traffic is light on the west side due to the minimal frontage. The parkway would be narrowed 4 to 6 feet in order to provide sufficient width for the proposed two continuous southbound lanes. The resultant parkway would be in the range of 10 feet to 21 feet wide. In addition, this project would include relocation of the parkway street lamps which were installed too close to the current curb line and have been repeatedly hit. They would be moved back several feet

from the new curb line, reducing the potential for fixed object collisions, replacement and maintenance.

Due to the potential that this project might exceed \$500,000, any shortfall in the actual construction costs could be funded through the City's allocation of Measure R regional corridor improvement funds

4. Grevelia Street near Fair Oaks Avenue: \$200,000

The project would provide a traffic safety improvement to better accommodate the westbound to northbound dual right turn movement. This would be possible by providing a 25-foot curb return. Currently, the 12-foot curb return radius forces the inside westbound right turn lane to either strike the existing high barrier curb or are forced to intrude into the path of the outside right turn lane, thereby increasing the potential for sideswipe collisions. Despite mitigation measures during the last three years the curb continues to be struck while drivers continue to cross paths. The following actions would be necessary:

- Relocate the northbound mastarm signal pole approximately 10 feet to the north in order to provide adequate sidewalk width to accommodate handicapped persons approaching a more conventional access ramp with a longer slope.
- Replace the switchback, high barrier curb access ramp with a conventional design with a longer slope starting from the relocated mastarm pole.
- Shift the striping further to the south to accommodate the arc of the 25-foot curb return, such that the eastbound curb lane is 12 feet wide. This would require some parking removal from the side of Bristol Farms which is not critical to their operation.
- Coordinate with Caltrans to obtain a traffic count to justify providing only one eastbound through lane from the northbound off ramp of the Arroyo Seco Parkway. This is likely feasible because the two lanes abruptly merge into one lane anyway east of Fair Oaks Avenue. Unless there would be only one eastbound lane from the off ramp there would not be sufficient room to shift the striping to the south. Although only one lane would proceed onto Grevelia Street, there would be no reduction in lanes on the northbound off ramp. It is likely that the left lane on the northbound off ramp would become a left turn only lane. This revision would improve the alignment for drivers continuing on Grevelia Street by reducing the sharp reverse curve maneuver.
- Coordinate with Caltrans to remove the "No Turn on Red" sign for the westbound approach and replace it with a symbolic No Right Turn blank out LED sign. The blank out sign would be activated when westbound traffic has a red signal except during that portion of the signal phasing when State Street has a green signal and all other traffic is stopped. This modification would allow dual right turns from

Grevelia Street to enter the intersection and then wait at State Street, thus incrementally improving traffic flow at this saturated intersection.

5. Rectangular Rapid Flashing Beacons (RRFBs): \$300,000

This project would provide RRFBs at key locations to improve pedestrian safety and aid pedestrian circulation at key locations. They would be installed at:

- Fair Oaks Avenue at Spruce Street
- Huntington Drive at Court Avenue
- Huntington Drive and Maple Street
- Meridian Avenue and Bank Street
- Removal of the marked crosswalk, after appropriate notification on Huntington Drive at Wayne Street as a proactive traffic safety improvement. This is necessary since there is no bus stop at that location, pedestrian crossing activity is minimal and there is no budget to upgrade the pedestrian controls. Removal of the marked crosswalk would emphasize that this location is not a preferred crossing, while legally allowed pedestrian crossings to use the unmarked legal crosswalk but encouraging them to be more cautious when doing so.

6. Reserve Projects

These would be implemented if there is cost savings from the projects above or some are deemed infeasible. They include:

- Meridian Avenue and Oak Street Realignment: \$500,000. This project would realign the south curb line of Oak Street near Meridian Avenue in a curve in order to be able to relocate the marked crosswalk north of the driveway serving 1683 Meridian Avenue and to be able to align it more towards a right angle. The realignment would require relocation and reconstruction of the access ramp and revisions to the catch basins at the intersection.
- Meridian Avenue Access Ramps from Kendall Avenue to Gillette Crescent: \$500,000. Provide access ramps along Meridian Avenue where they are absent.