



STRATEGIC PLAN

REVISE

2021-2026



Dear South Pasadena,

The community's 2021-2026 Strategic Plan represents a collective effort and commitment to shaping the future of our beloved city. The purpose of a Strategic Planning document is to define a path forward for the City's priorities and areas of focus over the next five years.

Residents and other City stakeholders helped shape this document through a robust Strategic Planning engagement process, which took place Fall of 2023. With over 50% of priorities having been completed by Summer 2023, it was time to revisit and reprioritize for the near-future initiatives.

Your feedback, ideas, and aspirations were carefully considered, and we are excited to present a roadmap that truly encapsulates the collective vision for the City of South Pasadena. Please stay tuned for quarterly updates on our progress!

Sincerely,

The City of South Pasadena

Our 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.

Our Mission Statement

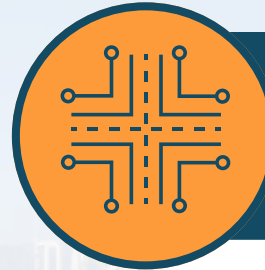
The City of South Pasadena is committed to providing effective and efficient municipal services for the community while preserving our quality of life and small-town character in a 21st Century environment.

City of South Pasadena

STRATEGIC GOALS



Develop and Implement Fiscal Policy to Ensure Financial Future



Infrastructure



Emergency Preparedness



Public Safety



Housing



Customer Services /
Communications & Engagement



Environmental / Climate Action Plan



Develop and Implement Fiscal Policy to Ensure Financial Future

Key Tasks:

- Five-year projections
- Insurance fund and reserves analysis
- Examination of financing options
- Grants management
- Monitoring and reporting of spending
- Budget software implementation
- Business licenses
- Implementation of Economic Development Strategy

A. Develop and Implement Fiscal Policy to Ensure Financial Future

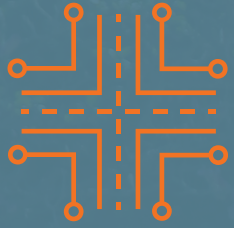
Task	Action Item	Target Date	Department	Status
1. Five Year Projections	Develop sophisticated models to expand the scope of the City’s five year projections to take a holistic understanding of the General, Special Revenue, Enterprise and Capital Improvement Program (CIP) Funds	FY 24-25	Finance	In progress. The Finance Department hired NHA Advisors who provided a comprehensive five-year model for budgetary projection and analysis. These reports were presented to the Finance Commission and City Council on February 21, 2024. Staff will be using this model on an experimental basis and report back to the Finance Commission and the City Council.
2. Insurance Fund and Reserves Analysis	Review existing insurance program	FY 24-25	Finance	In progress. The Insurance Fund and Reserves Analysis update has been provided to the City Council, and a high-level overview was presented to the Finance Commission on November 8, 2023. \$2.5 Million in reimbursements have been recouped from prior claims and returned to the Insurance Fund, and staff is following up on outstanding claims. Staff will have ongoing discussions with the Council on potentially considering changes to the existing insurance carrier. Council direction December 20, 2024, to include fee schedule review as part of the FY 24-25 budget development. Staff presented a set of recommendations and action items to the City Council in addressing the issue and the funds have been reviewed and updated with new policies in place to prevent this from occurring in the future.
3. Examination of Financing Options	Complete examination of bond measures and debt services	FY 24-25	Finance	In progress. Financing options were included in the five-year projections report and presentation from NHA Advisors in February 21, 2024 for City Council consideration and discussion. Staff reviewed current bond measures and debt services and they will be included in the FY 24-25 Budget. CRA bonds will be completely paid off in May 2025.

A. Develop and Implement Fiscal Policy to Ensure Financial Future

Task	Action Item	Target Date	Department	Status
4. Grants Management	Track grants and management grant program citywide	FY 23-24	City Manager’s Office/ Management Services	In progress. The Grants Policies and Procedures Manual was completed and training was provided to staff. A Grants interdepartmental working group has been created and launched. The Department coordinates and assists all departments with grant administration and have been successful in execution of extensions to grant agreements, to be able to expend the grand funding available. Staff is working on a Request for Proposals (RFP) for Grant Writing Firms.
5. Monitor and Reporting of Spending	In progress with Finance	Ongoing	Finance	In progress. Staff is facilitating discussions from a program and operations point of view on spending and monitoring. When implemented the new Springbrook software will provide real-time budget expenditure balances, including verification of contract dates. Staff will continue answering questions from the Commission and City Council as presented.
6. Budget Software	Implement approved Budget software	FY 24-25	Finance	In progress. Questica Budget Software has been purchased and will be implemented in winter of 2024. Additionally, new financial/Human Resources ERP system is being proposed to the City Council as part of a CIP request. This will be a two-year process if approved by the City Council.
7. Business Licenses	Review Business License contract and customer services	Ongoing	Finance	Ongoing. Contract with HdL for business license facilitation has been amended to extend to October 2024; staff will return to City Council with an analysis of this service and some options for consideration. Staff continues working closely with HdL on improved customer services to South Pasadena businesses, as well as compliance efforts.

A. Develop and Implement Fiscal Policy to Ensure Financial Future

Task	Action Item	Target Date	Department	Status
8. Economic Development	Provide up to date resources for the local businesses, meeting with businesses to learn about their services, and growing the local economy in South Pasadena	Ongoing	City Manager's Office	<p>Ongoing. Adoption of South Pas 4Ward (South Pasadena's Economic Development Strategy) on July 19, 2023. Included in the strategy was the creation of a City Council Business Support Subcommittee (Zneimer and Braun). The Economic Development Division hosted Business Resources Workshop on March 19, 2024, and plans to host roundtables with industry clusters. The division has also compiled the City's commercial vacancies to explore programming and opportunities in Fall 2024 for a pop-up program. In an effort to market the City, the Division has partnered with the Chamber of Commerce to launch the Experience South Pasadena program and partnered with Yelp Los Angeles for a social media video highlighting South Pasadena. The Division continues to leverage partner agencies in the region to share resources offered. Approval of Chamber Business Improvement Tax in the amount of \$128,500 for Fiscal Year 2023-2024.</p> <p>Launched San Gabriel Valley Economic Partnership (SGVEP) Economic Development Committee, Co-chaired by City Manager Arminé Chaparyan.</p> <p>Prior to the launch of Economic Development Strategy in 2023, the Division hosted business networking events, developed a Guide to Doing Business, developed the City's mobile app, launched the Business Concierge Program, sent business specific e-newsletters, worked with the business community on holiday décor, and improved business licensing services.</p>



Infrastructure

Key Tasks:

- Water
- Sewer
- Streets
- Sidewalks: Sidewalk Repair, Replacement & Maintenance
- Facilities Maintenance: Repair & Facility Assessments
- Library & Community Center Comprehensive Site Plan
- Infrastructure Maintenance Schedule
- Arroyo Golf Course Comprehensive Plan
- Pocket Parks Development
- Transportation & Mobility Projects
- Traffic Management & Parking Study
- Urban Forestry Plan

B. Infrastructure

Task	Action Item	Target Date	Department	Status
1. Water	Implement Integrated Water Resources Plan to address ongoing aging infrastructure challenges, operational and supply sources, financial strategies, and a drought proof City	Ongoing	Public Works	The State of Water Special Study Session and OneWater Plan was presented to Council in April 2022. Public Works began finalizing comments with the consultant and planned to bring the item to Council in 2023 for adoption, however, staff determined that the Master Plan required updating to align with recent updates to housing/population growth projections. Staff will be requesting a contract amendment/extension to perform this work at a City Council meeting.
2. Sewer	Sewer repairs and rates review	Ongoing	Public Works/Finance	A 5-year Water and Sewer rate evaluation is currently underway. Staff continue to work with the Regional Board to fulfill requirements of the City's Sewer Consent Judgement on an ongoing basis, with sewer repair work incorporated into FY 24-25 street improvements.
3. Streets	Street Repair Program Implementation	Ongoing	Public Works	The City completed street reconstruction improvements along Alta Vista Avenue (Oak Crest Avenue to Indiana Avenue), Monterey Road (250' west of Oak Hill Road to Pasadena Avenue), Forest Avenue (Mission Street to end of roadway), and Sterling Place (Grand Avenue to cul-de-sac). The City Council approved the purchase of an asphalt repair vehicle for the Public Works Department in the amount of \$435,734. \$300,000 of the funding was provided through State and Local Fiscal Funds (SLFRF), with remaining funds from Measure M and the Water Enterprise Fund. The vehicle is expected to be delivered by the end of 2024. Staff presented a multi-year street improvement plan to City Council in June 2024 and are developing three more street improvement projects to be constructed throughout 2024 and 2025.
4. Sidewalks/ Sidewalk repair program	Sidewalk repair, replacement and maintenance program	Ongoing	Public Works	Staff is working with the Los Angeles County Development Authority to issue a bid solicitation for an ADA ramp and sidewalk improvement project to be constructed in 2024.

B. Infrastructure

Task	Action Item	Target Date	Department	Status
<p>5. Library and Community Center Comprehensive Site Plan</p>	<p>Create and Implement Library / Community Center Comprehensive Site Plan</p>	<p>FY 24-25</p>	<p>City Manager's Office/Library /Community Services</p>	<p>In progress. The FY 24-25 Budget approved by the City Council includes \$150,000 to develop a Site Plan for the current location of the Library and Senior Center. In May 2024 the City Council established a 14-member Ad Hoc Committee that will work with City staff on the Library/Community Center site plan project. The Committee has met twice. Submissions from site planning consultants that were received in response to the City's RFQ have been reviewed by staff and Committee members. The top three candidates will be interviewed in September 2024. An award of contract will come before the City Council for its consideration shortly after.</p>
<p>6. Arroyo Seco Golf Course</p>	<p>Arroyo Seco Golf Course Comprehensive Plan</p>	<p>FY 23-24</p>	<p>Community Services</p>	<p>In progress. The City Council received a presentation of an analysis of the Arroyo Seco Golf Course on September 6, 2023, and directed staff to pursue an Arroyo Seco Golf Course Master Plan, and to prioritize the reopening of a food service in the interim, at the restaurant on site. Staff is drafting a Request for Proposals (RFP) for the master planning of the site, as well as a Request for Information (RFI) for a Grab-and-Go food concession stand. The RFP for the Golf Course Comprehensive plan was publicized in December 2023, with proposals due back on February 5, 2024. Interviews were held with 4 prospective consultants on March 18, 2024. Award of contract on April 17, 2024 to Forrest Richardson Golf Course Architects. A kick-off meeting was held virtually on May 8, 2024, and an in-person meeting at the golf course was held on June 5 with the consultant team and City staff. Community Meeting was set for August 7, 2024. The Updated RFI for the Grab-and-Go was publicized on March 14, 2024, with proposals due on April 3, 2024. Two proposals were received. At the May 15, 2024 Closed Session Meeting, the City Council decided to not move forward with a Grab-and Go-concept at this time.</p>
<p>7. Pocket Parks</p>	<p>Construction on Berkshire & Grevelia Pocket Parks</p>	<p>FY 24-25</p>	<p>Community Services</p>	<p>The City Council approved the naming of Berkshire Park in Memory of Dr. Beatriz Solis on November 1, 2023. A groundbreaking and naming event at Berkshire Park was held. A construction award is planned for October 2, 2024 City Council Meeting and construction will be complete in FY 24-25.</p>

B. Infrastructure

Task	Action Item	Target Date	Department	Status
<p>8. Facilities and Facilities Assessments</p>	<p>Continue repairing facilities and when feasible, conduct assessments of city facilities to determine repair accosts for municipal buildings and costs for enhanced security measures and space planning.</p>	<p>Ongoing</p>	<p>Public Works</p>	<p>A facility assessment and inspection of the Library has been completed and the repair estimates have been included in the 2024-2025 Capital Improvement Program.</p>
<p>9. Transportation and Mobility Projects, Traffic Management, and Parking</p>	<p>Neighborhood Traffic Management Policy (NTMP) Adoption, Implementation, and Parking Policy/Plan Adoption</p>	<p>Ongoing</p>	<p>Public Works/Police/Community Development</p>	<p>As resources are available, staff plan to work with a contracted software system designer to implement the NTMP online processing forms. While the implementation is underway, staff continue ot receive and process requests from the community related to neighborhood traffic management.</p> <p>On November 15, 2023, the City Council accepted a grant award in the amount of \$55,000 from the California Office of Traffic Safety for the Strategic Traffic Enforcement Program.</p> <p>The City’s transportation planning consultant held a comprehensive design charrette in Fall 2023 on Fremont, Huntington, and Fair Oaks corridors. Community input and suggestions were integral to this process, and design recommendations and process will follow in late 2024.</p> <p>Parking Study has been identified as a high priority project during Strategic Planning Revisit on October 14, 2023. An evaluation of Citywide parking is expected to begin in as resources are available, considering the recently adopted General Plan (GP) and Downtown Specific Plan (DTSP).</p> <p>Community Development’s work will focus on parking policy for commercial areas within the City, while Public Works will focus on residential areas, and Police on enforcement.</p> <p>The City Council adopted 2011 Bicycle Master Plan was reviewed with the Mobility & Transportation Infrastructure Commission. An update is planned for FY 24-25, once staffing resources are available.</p>

B. Infrastructure

Task	Action Item	Target Date	Department	Status
<p>10. Infrastructure Maintenance and Compliance</p>	<p>Continue to address ongoing maintenance and compliance issues related to City infrastructure.</p>	<p>Ongoing</p>	<p>Public Works</p>	<p>Maintaining compliance with federal, state, and local regulatory requirements, correcting non-compliant issues and performing as-needed responsive maintenance, and adequately planning for preventative maintenance on City infrastructure. Efforts include repairs to fuel tanks in FY 23-24, public and staff access in an around facilities, and storm drain improvements in FY 24-25.</p>
<p>11. Urban Forest Comprehensive Plan</p>	<p>Creation of an Urban Forest Comprehensive Plan</p>	<p>Future</p>	<p>Public Works</p>	<p>The Urban Forest Master Plan is included in the 5-Year Capital Improvement Program, however, funding for the plan has not yet been identified.</p>



Emergency Preparedness

Key Tasks:

- Personnel
- Wildfire Mitigation
- Disaster Readiness
- Local Emergency Partnerships
- Crisis Communication Systems

Emergency Preparedness
Checklist

C. Emergency Preparedness

Task	Action Item	Target Date	Department	Status
1. Personnel	Focus on recruitment, retention, and staff wellness	Ongoing	Management Services	Human Resources (HR) has continued to explore creative ways to engage candidates by attending job fairs, posting job announcements on multiple job boards, through Government Jobs announcements, and City social media. HR will be participating in a job fair with the South Pasadena Chamber of Commerce. HR continues to explore different strategies to recruit and retain Public Safety Personnel.
2. Disaster Readiness	Initiate regular Emergency Operations Center (EOC) training for Department Directors and staff. Training will be provided during the renewals of the Emergency Operation Plan (EOP) and Local Hazardous Mitigation Plan (LHMP)	Ongoing	Police/Fire	The EOP was approved by the City Council on February 15, 2023. Department Directors are engaged in active training. The Great Shakeout is scheduled for Thursday, October 17, 2024 at 10:17 a.m. This City-wide earthquake drill is an excellent opportunity to practice staying safe during a major earthquake.
3. Wildfire Mitigation	Work with SGVCOG and apply for grants on wildfire mitigation on city-owned vacant lots. Research alternative methods of controlling/mitigating hazardous vegetation in the City's high hazard brush area.	FY 23-24	Fire	Ongoing. Fire Department staff continues to monitor hazardous fuel growth in the high hazard hill area and work with property owners and Public Works to mitigate the threat. Staff actively participates in regional discussions and seek grant funding for hazardous vegetation management. Staff will apply for new grants opportunities as available. September 4, 2024 brought new fire Chief up to speed on target hazards in Monterey Hills.

C. Emergency Preparedness

Task	Action Item	Target Date	Department	Status
<p>4. Local Emergency Partnerships</p>	<p>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.</p>	<p>FY 23-24</p>	<p>Fire</p>	<p>On August 16, 2023, City Council approved of a draft LHMP and submission to California State Office of Emergency Services (Cal OES) and the Federal Emergency Management Agency (FEMA). Cal OES and FEMA have received and approved the City's draft Local Hazard Mitigation Plan (LHMP). This approval indicates that the plan meets the necessary requirements and can now proceed to the City Council for final approval via consent resolution.</p>
<p>5. Crisis Communications Systems</p>	<p>Promote crisis communication systems. City applied for and was granted licensing to conduct Wireless Emergency Alerting (WEA)</p>	<p>Ongoing</p>	<p>Police/Fire</p>	<p>Staff has renewed subscriptions and continue to utilize outreach resources and platforms Blackboard Connect and Nixle. City has received authorization from FEMA to utilize WEA alerts as needed. Staff is currently working with Blackboard Connect to update our access to the Integrated Public Alert and Warning System (IPAWS) for Wireless Emergency Alerts (WEA). This update is crucial for ensuring the City can send timely and effective emergency alerts to the public in case of any imminent threat or disaster. These efforts demonstrate the City's ongoing commitment to enhancing the City's preparedness and response capabilities for all types of hazards.</p>



Public Safety

Key Tasks:

- Mental Health Programs
- Public Safety Assessments

D. Public Safety

Task	Action Item	Target Date	Department	Status
<p>1. Mental Health Programs</p>	<p>Provide Social Services and Mental Health resources to the community</p>	<p>Ongoing</p>	<p>Police/ Community Development</p>	<p>Ongoing. The City continues participation to participate in the San Gabriel Valley Council of Government’s (SGVCOG) San Gabriel Valley Crisis Assistance and Response Engagement (CARE) Program (SGV CARE). Staff presented a status report on the initiative to the City Council in the spring. The City has since renewed its participation contract for FY 24-25. SGV CARE is providing monthly activity reports to the City to facilitate program monitoring and accountability. Staff continues engagement with the Department of Mental Health. Staff has completed an annual revision of Social Services Resource Guide, available December 2023 on City website and public counters. Staff has created and published an Elderly Resource Guide Launched Fall 2023, available on City website and public counters.</p>
<p>2. Public Safety Assessments</p>	<p>Conduct department assessment of public safety</p>	<p>FY 23-24</p>	<p>Fire/Police</p>	<p>During a Special Joint Meeting of the City Council and Public Safety Commission on February 26, 2024, Raftelis Consultants delivered the finalized Police Department Assessment. Subsequently, during a Special Joint Meeting of the City Council and Public Safety Commission on March 20, 2024, the Police Department, in collaboration with Police Strategies, presented the 2023 Racial and Identity Profiling Act (RIPA) stop data and accompanying statistics. The Fire Department is preparing a Request for Proposals (RFP) to solicit consultant services to conduct an operational assessment of that department; anticipate releasing the RFP in Spring 2024. March 20, 2024 the contract was award to ESCI to conduct the Fire Department analysis.</p>



Housing

Key Tasks:

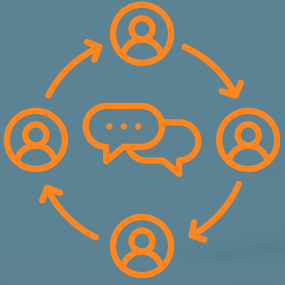
- Caltrans Surplus Properties
- Housing Element & Implementation
- General Plan
- Tenant Protection Services
- Homelessness

E. Housing

Task	Action Item	Target Date	Department	Status
<p>1. Caltrans Surplus Properties</p>	<p>Continue working on the purchase and sale of unoccupied Caltrans homes</p>	<p>Ongoing</p>	<p>Community Development</p>	<p>In progress. The City continues to pursue the purchase of the unoccupied Caltrans properties. The City Council approved an award of contract for broker services on November 1, 2023 to Keller Williams DTLA and Dave Knight Real Estate, Team for the City’s sale of Caltrans surplus properties. On February 7, 2024, the City Council approved the execution of six purchase and sale agreements with Caltrans for the purchase of six unoccupied historic properties. While the purchase and sale agreements are still being finalized, staff has begun working with the Dave Knight Real Estate Team on a marketing and sales strategy and intends to purchase the six properties and resell them at fair market value. In August 2024, the California Transportation Commission approved the release of the properties to the City, the final step in the process before acquisition for sale. The properties are expected to be ready for marketing in Fall 2024. Pursuant to state law, the City will use the sales proceeds to finance the production of three affordable units for every historic property sold. The City Council settled the lawsuit on 626 Prospect with Pasadena Friendship Community Development Corporation, paving the way for a stronger project and facilitating further investment in the multi-family affordable housing project.</p>
<p>2. Housing Element and Implementation</p>	<p>Complete the Housing Element</p>	<p>FY 23-24</p>	<p>Community Development</p>	<p>In progress. The California Department of Housing and Community Development (HCD) issued a letter of certification of the 6th Cycle 2021-2029 Housing Element (HE) on July 29, 2024. The Housing Element was adopted by the City Council on May 30, 2023, and staff has made substantial progress on the related zone changes and program implementation. The City has submitted a ballot measure for the November 2024 election consistent with Housing Element Program 2.N.</p>

E. Housing

Task	Action Item	Target Date	Department	Status
3. General Plan	General Plan Adoption	Completed	Community Development	On September 27, 2023, City Council adopted the City's new General Plan.
4. Tenant Protection Programs	Rent Stabilization Program	FY 24-25	Community Development	Tenant protection programs in Housing Element, in progress. The City Council has awarded a consulting contract to HR&A Advisors to research and report on policy options to address Housing Element Program 6.D - Rent Stabilization.
5. Homelessness	Provide Resources for Unhoused Residents	FY 23-24	Community Development/ Police	Ongoing. The City continues participation in the San Gabriel Valley Council of Government's (SGVCOG) Crisis Assistance and Response Engagement (CARE) Program Services to Supplement Existing Homeless Services Program, which seeks to contact and connect unhoused individuals with housing and other necessary resources.



Customer Service / Communications & Engagement

Key Tasks:

- Effective Management of Human Capital
- New Technology/ Technology Replacement Program
- Public Records Act Software
- Risk Management
- Public Engagement

F. Customer Service/Communications Engagement

Task	Action Item	Target Date	Department	Status
<p>1. Effective Management of Human Capital</p>	<p>Effective Management of Human Capital</p>	<p>Ongoing</p>	<p>Management Services</p>	<p>The City's Employee Engagement Team (EET) has continued to enhance employee morale and departmental collaboration. EET continues to meet on a bi-weekly basis to explore employee event opportunities. HR continues to plan and incorporate employee safety and wellness and most recently installed First Aid Kits and AEDs throughout City locations with staff training included. HR will work with the Fire and Police Departments in conducting The Great Shake Out employee training to ensure that employees are aware of City procedures during environmental events.</p>
<p>2. New Technology/ Technology Replacement Program</p>	<p>Implement New and Current Technology</p>	<p>FY 23-24</p>	<p>Police/Management Services/ Community Development/Library /Finance</p>	<p>In progress and ongoing. The City has completed the implementation of a new VoIP phone system and completed migration to Office 365. Per Council direction on December 20, 2023, to create and implement a technology replacement program. Staff is undergoing Phase 2 of a citywide project to update end-of-life computer hardware citywide is underway. The City Council approved and funded a new City website and employee Intranet site; the website went live in May 2024 and staff is developing the intranet at this time.</p> <p>Before the end of 2024, the Library will issue a Request for Proposal (RFP) for professional services to oversee the Radio Frequency Identification (RFID) conversion. This technology will improve collection management and security, the customer experience, and staff workflows/efficiency. The City's FY 24-25 Budget includes \$90,000 to fund this project, which is included in the Capital Improvement Program (CIP).</p> <p>Community Development is implementing Accela Software, the department's new permit and payment system for streamlining and tracking building and planning permit applications. The Department anticipates launching the public facing portal in January 2025.</p> <p>The Police Department has implemented a FLOCK Automated License Plate Reader (ALPR) to alert officers of vehicles related to crimes within City limits and anticipates an additional 13 cameras being implemented in January 2024. On December 6, 2023, City Council approved of the appropriation of \$571,000 received from the State of California for the Police Department Computer Aided Dispatch and Records Management System.</p> <p>Finance is implementing the new Questica budget software and will integrate it in developing the 2024-25 Fiscal Year Budget.</p> <p>Management Services is implementing a new agenda management system for City Council Meetings, PEAK, and is preparing to roll out the system to the Commissions across the City, for streamlining and uniformity of agendas.</p> <p>A new Public Records Act (PRA) system was implemented allowing residents access to an online portal, and more transparency for requests.</p>

F. Customer Service/Communications Engagement

Task	Action Item	Target Date	Department	Status
<p style="text-align: center;">3. Public Engagement</p>	<p style="text-align: center;">Increase Public Engagement, input, and solicit input as part of all major project planning</p>	<p style="text-align: center;">Ongoing</p>	<p style="text-align: center;">City Manager’s Office/ All Departments</p>	<p>Staff continues enhanced community communications and engagement, including in print, on the City website, email distribution, social media, and use of other communication tools. With City Council direction, the City will launch a quarterly printed newsletter to be mailed to all residences in 2024; digital quarterly newsletters were introduced in 2022 and continue to be published. The new user-friendly City website launched on May 15, 2024. Community input, listening sessions, engagement surveys and touch points continue to be a priority across all departments for major projects and initiatives.</p>
<p style="text-align: center;">4. Risk Management</p>	<p style="text-align: center;">Hiring of Risk Manager</p>	<p style="text-align: center;">Completed</p>	<p style="text-align: center;">Management Services</p>	<p>The City hired a permanent Human Resources/Risk Manager in August 2023. HR and Risk Manager has coordinated the efforts of First Aid Kits and AEDs to be installed throughout City facilities. A Risk Assessment is currently underway that will analyze and evaluate the City’s current Risk Program and identify areas that may require adjustments.</p>



Environmental / Climate Action Plan

Key Tasks:

- Fleet Management & Vehicle Replacement Program
- Citywide Electrification
- Water Conservation
- Leaf Blower Ordinance

G. Environmental/Climate Action Plan

Task	Action Item	Target Date	Department	Status
<p>1. Fleet/Fleet Management/ Vehicle Replacement Program</p>	<p>Conversion of Police Department Fleet to Electric</p>	<p>Ongoing</p>	<p>Police/ Public Works/Finance</p>	<p>On September 21, 2022, the City Council approved an item related to the installation of electric vehicle chargers at City Hall and the transition of the entire Police vehicle fleet to electric vehicles. Thirty-four (34) Level 2 chargers will be installed at City Hall in partnership with the Southern California Edison (SCE) Charge Ready Program. Adoption of a resolution approving certain easements and transfer of appurtenant facilities related to the installation of vehicle charging stations approved September 6, 2023. Acceptance of the Transformative Transportation Strategies & Mobility Solutions Program Opportunity Grant Award from the South Coast AQMD in the amount of \$499,789 on December 6, 2023.</p> <p>The Police Department unveiled its all-electric fleet during a launch event on July 29, 2024. The fleet comprises 10 Tesla Model Y patrol vehicles and 10 Tesla Model 3s for administrative and detective use. The coverage of the event by the media and social media was significant and intense, generating many follow-up requests for further information and interviews.</p> <p>The installation of the related charging infrastructure project, done in partnership with Southern California Edison's Charge Ready - Light Duty program, was completed during the second week of July. The charging infrastructure consists of 34 level 2 chargers to support the police department's fleet size of 20 vehicles, including 14 ports that will be made available to the public after work-hours.</p>
<p>2. Citywide Electrification</p>	<p>Installation of SCE Charge Ready equipment, CPA Power Ready equipment, and other electrification efforts as identified in the Climate Action Plan (CAP)</p>	<p>Ongoing</p>	<p>Public Works</p>	<p>City Council approved the installation of four (4) electric vehicle chargers for medium-to-heavy duty vehicles at the City Storage Yard / CNG Station near the Arroyo Seco, where Dial-a-Ride buses and Public Works vehicles refuel. Procurement of electric vehicle buses to replace older transit vehicles was completed in 2024.</p> <p>City Council approved an agreement to participate in the Clean Power Alliance (CPA) Power ready program which installs solar carports and a battery backup system adjacent to City Hall. The next step includes the City Council's consideration and proposed approval of a lease agreement with the solar developer. This will be presented to City Council in late 2024.</p>

G. Environmental/Climate Action Plan

Task	Action Item	Target Date	Department	Status
3. Sustainability	Continued implementation of the Climate Action Plan (CAP), Green Action Plan (GAP), and other sustainability programs.	Ongoing	Public Works	<p>Sustainability Division achievement in reaching the Champion Tier (the highest tier) in San Gabriel Valley Council of Government Energy Champion Awards. Continue sustainability initiatives with the assistance of the Natural Resources of Environmental Commission (NREC).</p> <p>Approval of participation in the San Gabriel Valley Council of Government (SGVCOG) CalRecycle SB 1383 Grant Program December 6, 2023.</p> <p>Staff plans to initiate the update of the GHG Emission Inventory to assess emissions reductions since the Climate Action Plan's (CAP) adoption. In addition, several actions in the CAP and Green Action Plan (GAP) are in progress including the implementation of the gas-powered leaf blower ban, the implementation of SB1383 and organics recycling/landfill diversion, and NREC has included developing an electrification reach code in their Work Plan.</p>

G. Environmental/Climate Action Plan

Task	Action Item	Target Date	Department	Status
4. Water Conservation	Implementation of the City's Water Conservation Program	Ongoing	Public Works	<p>Approval of Water Conservation Programs for the FY 23-24, and continuation of the existing Stage 2: Serious Water Supply Shortage September 6, 2023, which will be reassessed with Council in FY24-25, with the recruitment of the Public Works Management Analyst for the Sustainability Division. Continuation of rebates, education and outreach, and programming and events utilizing Water Efficiency funds collected through City water bills.</p>