



**CITY OF SOUTH PASADENA
CITY COUNCIL**

**SPECIAL CLOSED SESSION MEETING
AGENDA**

WEDNESDAY, MAY 1, 2024, 5:00 P.M.

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

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

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

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

Public participation may be made as follows:

- In-Person – Council Chambers, 1424 Mission Street, South Pasadena, CA 91030.
- Live Broadcast via the City website – http://www.spectrumstream.com/streaming/south_pasadena/live.cfm
- 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 by emailing to ccpubliccomment@southpasadenaca.gov.
- Via Phone – +1-669-900-6833 and entering the Zoom Meeting ID listed above.

Meeting may be viewed at:

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. By calling: +1-669-900-6833 and entering the Zoom Meeting ID listed above; and viewing the meeting via http://www.spectrumstream.com/streaming/south_pasadena/live.cfm

CALL TO ORDER:

Mayor

Evelyn G. Zneimer

ROLL CALL:

Mayor

Evelyn G. Zneimer

Mayor Pro Tem

Jack Donovan

Councilmember

Jon Primuth

Councilmember

Michael A. Cacciotti

Councilmember

Janet Braun

PUBLIC COMMENT**CLOSED SESSION AGENDA ITEMS****A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

(Government Code Section 54957)

Title: City Manager

B. REAL PROPERTY NEGOTIATIONS

(Government Code Section 54956.8)

1. Property Address: 308 San Pascual Avenue
Agency Negotiator: Arminé Chaparyan, City Manager
Negotiating Party: Anthony Vargas and Daisy Maldonado
Under Negotiation: Price and Terms of Payment
2. Property Address: 913 Meridian Avenue
Agency Negotiator: Arminé Chaparyan, City Manager
Negotiating Party: South Pasadena Preservation Foundation, Inc
Under Negotiation: Price and Terms of Payment
3. Property Address: 1055 Lohman Lane APN 5313-001-905
Agency Negotiator: Arminé Chaparyan, City Manager
Negotiating Party: Daniel Frank dba Kon-Tiki Taco
GolfLinks Consulting, Inc.
Under Negotiation: Price and Terms of Payment
4. Property Addresses:
 - a. 216 Fairview Avenue, APN 5317-012-906
 - b. 217 Fremont Avenue, APN 5317-012-901
 - c. 225 Fremont Avenue, APN 5317-012-902
 - d. 1131 Columbia Street, APN 5317-012-900
 - e. 1707 Meridian Avenue, APN 5310-031-903
 - f. 1008 Hope Street & 1002 Hope Street/726 Meridian Avenue, APN 5315-013-906
 - g. 215 Fairview Avenue, APN 5317-007-903
 - h. 302 Fairview Avenue, APN 5317-012-903
 - i. 529 Prospect Avenue, APN 5317-036-904
 - j. 530 Orange Grove Avenue, APN 5317-036-900
 - k. 534 Orange Grove Avenue, APN 5317-036-903
 - l. 535 Meridian Avenue, APN 5317-036-903
 - m. 540 Prospect Avenue, APN 5317-035-901
 - n. 901 Bonita Drive, APN 5310-020-903
 - o. 885 Oneonta Drive, APN 5310-022-902; 5310-022-901; 5310-022-903
 - p. 1037 & 1039 Grevelia Street, APN 5315-012-903
 - q. 808 Valley View Road, APN 5310-020-901
 - r. 822 Valley View Road, APN 5310-020-902Agency Negotiator: Arminé Chaparyan, City Manager
Negotiating Party: State of California, Department of Transportation
Under Negotiation: Price and Terms of Payment

C. CONFERENCE WITH LEGAL COUNSEL: ANTICIPATED LITIGATION-SIGNIFICANT EXPOSURE TO LITIGATION

(Government Code Section 54956.9(d)(2))

Number of Potential Cases: 1

CERTIFICATION OF POSTING

*I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on **May 1, 2024**, on the bulletin board in the courtyard of City Hall located at 1414 Mission Street, South Pasadena, CA 91030, and on the City's website as required by law, on the date listed below.*

April 25, 2024

/S/

Date

Mark Perez, Deputy City Clerk



CITY OF SOUTH PASADENA
CITY COUNCIL

AGENDA

REGULAR MEETING
WEDNESDAY, MAY 1, 2024, AT 7:00 P.M.

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

South Pasadena City Council Statement of Civility

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

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- Via Zoom – **Webinar ID: 825 9999 2830**
- Written Public Comment – written comment must be submitted by 12:00 p.m. the day of the meeting by emailing to ccpubliccomment@southpasadenaca.gov.
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2. Click on the following unique Zoom meeting link:
<https://us06web.zoom.us/j/82599992830> or
3. By calling: +1-669-900-6833 and entering the Zoom Meeting ID listed above; and viewing the meeting via http://www.spectrumstream.com/streaming/south_pasadena/live.cfm

CALL TO ORDER: Mayor Evelyn G. Zneimer

ROLL CALL: Mayor Evelyn G. Zneimer
Mayor Pro Tem Jack Donovan
Councilmember Jon Primuth
Councilmember Michael A. Cacciotti
Councilmember Janet Braun

PLEDGE OF ALLEGIANCE: Mayor Pro Tem Jack Donovan

PUBLIC COMMENT GUIDELINES

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

Public Comments received in writing will not be read aloud at the meeting but will be part of the meeting record. Written public comments will be uploaded to the City website for public viewing under Additional Documents. When submitting a public comment, please make sure to include the following:

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

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

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

CLOSED SESSION ANNOUNCEMENTS**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 speakers remain in the queue, they will be heard at the end of the meeting. Only Speakers who submit a Public Comment card within the first 30 minutes of Public Comment period will be queued up to speak.

PRESENTATIONS**3. PRESENTATION BY THE CLEAN POWER ALLIANCE****4. PROCLAMATION DECLARING MAY 6 – MAY 11, 2024, AS MUNICIPAL CITY CLERKS WEEK IN THE CITY OF SOUTH PASADENA****CHANGES TO THE AGENDA****5. 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.

6. APPROVAL OF GENERAL CITY WARRANTS IN THE AMOUNT OF \$495,510.84; TRANSFERS IN THE AMOUNT OF \$52,951.00; ONLINE PAYMENTS IN THE AMOUNT OF \$23,854.63; VOIDS IN THE AMOUNT OF (\$3,476.33); PAYROLL IN THE AMOUNT OF \$822,812.53

Recommendation

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

7. REAPPROVE THE APPROPRIATION OF 2021 URBAN AREA SECURITY INITIATIVE GRANT FUNDS IN THE AMOUNT OF \$44,369 FOR FLOCK SAFETY, INC. AUTOMATED LICENSE PLATE READER CAMERAS

Recommendation

It is recommended that the City Council appropriate \$44,369 of the Urban Area Security Initiative Grant Funds to Homeland Security Grant account 274-4010-4019-8520-000 for payment to Flock Safety, Inc. for Automated License Plate Reader (ALPR) cameras. The appropriation was previously approved in FY 2021-2022 but was not carried over.

8. CONSIDERATION OF THE APPROVAL OF THE SECOND AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH MOORE IACOFANO GOLTSMAN, INC. (MIG), FOR A HOUSING ELEMENT IMPLEMENTATION ANALYSIS/FIT STUDY FOR FAIR OAKS AVENUE AND MISSION STREET IN AN AMOUNT NOT-TO-EXCEED \$38,660

Recommendation

It is recommended that the City Council consider the approval of the Second Amendment to the Professional Services Agreement with Moore Iacofano Goltsman, Inc., (MIG) for additional technical services for a Housing Element Implementation Analysis/Fit Study for Fair Oaks Avenue and Mission Street in the amount of \$38,660, for a new total not-to-exceed contract amount of \$82,910.

9. CONSIDER APPROVAL OF PAYMENTS TO ACCO ENGINEERED SYSTEMS, INC. FOR HVAC MAINTENANCE AND REPAIRS AT MULTIPLE CITY FACILITIES IN AN AMOUNT OF \$13,682.50, AND CONSIDER ENTERING INTO A MAINTENANCE AGREEMENT WITH ACCO ENGINEERED SYSTEMS, INC. IN AN AMOUNT NOT TO EXCEED \$80,000

Recommendation

It is recommended that the City Council:

1. Consider the approval of payments to ACCO Engineered Systems, Inc. (ACCO) for invoices related to HVAC maintenance and repairs at multiple City facilities in the amount of \$13,682.50; and
2. Consider authorizing the City Manager to enter into a Maintenance Agreement with ACCO Engineered Systems, Inc. for HVAC maintenance and repairs at multiple City facilities in an amount not to exceed \$80,000.

ACTION/DISCUSSION

- 10. **CONSIDERATION AND DISCUSSION OF RE-ESTABLISHING THE FINANCE AD HOC COMMITTEE, INCLUDING ITS MEMBER COMPOSITION, AND DISCUSSION REGARDING ITS SCOPE AS IT RELATES TO THE STUDY, REVIEW AND ANALYSIS OF THE CITY'S FINANCES AND RELATED OPERATIONS FOR THE PURPOSE OF ADVISING THE CITY COUNCIL AND IF CREATED, SELECTING ITS MEMBERS**

Recommendation

It is recommended that the City Council discuss and/or take action to re-establish a Finance Ad Hoc Committee, including discussion and/or action on its member composition and scope, related to the study, review and analysis of the City's finances and related operations for the purpose of advising the City Council.

- 11. **REVISITING THE DISCUSSION AND AN UPDATED ANALYSIS OF ALL THE CITY'S COMMISSIONS AS IT RELATES TO THEIR STRUCTURE, EFFICIENCY AND EFFECTIVENESS FOR CITY COUNCIL DISCUSSION AND FURTHER DIRECTION**

Recommendation

It is recommended that the City Council review and discuss the staff report analysis and provide direction, if any.

PUBLIC COMMENT – CONTINUED

- 12. **CONTINUED PUBLIC COMMENT – GENERAL**
This time is reserved for speakers in the Public Comment queue not heard during the first 30 minutes of Item No. 2. No new speakers will be accepted at this time.

COMMUNICATIONS

- 13. **COUNCILMEMBER COMMUNICATIONS**
The time allotted to speak per Councilmember is three minutes. Additional time will be allotted at the end of the City Council meeting agenda, if necessary.
- 14. **CITY MANAGER COMMUNICATIONS**

ADJOURNMENT

FOR YOUR INFORMATION

FUTURE CITY COUNCIL MEETINGS

May 15, 2024	Special Joint City Council Meeting with the Finance Commission (Budget Discussion)	5:00 P.M.
May 15, 2024	Regular City Council Meeting	7:00 P.M.
June 5, 2024	Special Joint City Council Meeting with the Finance Commission (Budget Discussion)	5:00 P.M.
June 18, 2024	Special Joint City Council Meeting with the Finance Commission (Budget Discussion)	TBD

PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS

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

<https://www.southpasadenaca.gov/government/city-council-meetings/2024-council-meetings>

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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4/25/2024

/S/

Date

Mark Perez, Deputy City Clerk

CITY OF SOUTH PASADENA PROCLAMATION



Declaring May 6 - May 11, 2024
as "Municipal Clerks Week"
in the City of South Pasadena

WHEREAS, the Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world; and

WHEREAS, the Office of the Municipal Clerk is the oldest among public servants; and

WHEREAS, the Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels; and

WHEREAS, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and

WHEREAS, the Municipal Clerk serves as the information center on functions of local government and community; and

WHEREAS, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, province, county and international professional organizations; and

WHEREAS, it is most appropriate that we recognize the accomplishments of the Office of the City Clerk.

NOW, THEREFORE, I, Evelyn G. Zneimer, on behalf of the City Council of the City of South Pasadena, hereby declare May 6 - May 11, 2024, as "Municipal Clerks Week" in the City of South Pasadena and further extend appreciation to our City Clerk team and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they serve.

Evelyn G. Zneimer, Mayor

May 1, 2024

Date

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City Council Agenda Report

ITEM NO. 6

DATE: May 1, 2024

FROM: Arminé Chaparyan, City Manager *AC*

PREPARED BY: John Downs, Finance Director

SUBJECT: **Approval of General City Warrants in the Amount of \$495,510.84; Transfers in the Amount of \$52,951.00; Online Payments in the Amount of \$23,854.63; Voids in the Amount of (\$3,476.33); Payroll in the Amount of \$822,812.53**

Recommendation

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

Fiscal Impact

Prepaid Warrants:

Warrant #	\$	0
ACH	\$	0
Voids	\$	0

General City Warrants:

Warrant # 318871-318951	\$	381,322.38
ACH	\$	114,188.46
Voids	\$	(3,476.33)

Payroll Period Ending: 4/12/2024 \$ 822,306.15

Payroll Period Ending: 4/23/2024 \$ 506.38

Wire Transfers Out – To (LAIF) \$ 0

Wire Transfers In – From (LAIF) \$ 0

Wire Transfers (RSA) \$ 0

Wire Transfers Out – To (Acct # 2413) \$ 52,951.00

Wire Transfers Out – To (Acct # 1936) \$ 0

Online Payments \$ 23,854.63

Prepaid Warrants \$ 0

General City Warrants \$ 0

Total	\$	1,391,652.67
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Commission Review and Recommendation

This matter was not reviewed by a Commission.

Key Performance Indicators

This item is in line with the Finance Department's Key Performance Indicators identified in the Fiscal Year 2022-2023 Budget. The Accounts Payable process is completely digital and routed via a workflow process. This cuts down staff time significantly, as well as streamlines a previously strenuous process. This process also falls in line with the City's environmental strategies by reducing the amount of paper used.

Explanation of Terms

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

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

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

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

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

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

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

Approval of Warrants

May 1, 2024

Page 3 of 3

Attachments:

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

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ATTACHMENT 1
Warrant Summary

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**City of South Pasadena
Demand/Warrant Register
Recap by fund**

Date 5/1/2024

Fund No.	Amounts	
	Prepaid	Written
General Fund	101	359,795.96
Insurance Fund	103	2,400.48
Street Improvement Program	104	-
Technology Surcharge Fund	106	-
Facilities & Equip.Cap. Fund	105	-
Programs and Projects	107	-
Local Transit Return "A"	205	1,239.47
SLFRF Fund	206	-
Local Transit Return "C"	207	-
TEA/Metro	208	-
Sewer Fund	210	6,022.34
CTC Traffic Improvement	211	-
SB2 Planning Grant	213	-
Rogan HR5294 Grant	214	-
Street Lighting Fund	215	7,089.14
Public, Education & Govt Fund	217	-
Clean Air Act Fund	218	-
Business Improvement Tax	220	-
Gold Line Mitigation Fund	223	-
Mission Meridian Public Garage	226	-
Housing Authority Fund	228	-
State Gas Tax	230	1,143.79
County Park Bond Fund	232	1,250.00
Measure R	233	-
Measure M	236	1,382.00
Road Maint & Rehab (SB1)	237	-
MSRC Grant Fund	238	-
Measure W	239	393.91
Measure H	241	-
Prop C Exchange Fund	242	-
Bike & Pedestrian Paths	245	-
BTA Grants	248	-
Golden Street Grant	249	-
Capital Growth Fund	255	-
CDBG	260	-
Asset Forfeiture	270	-
Police Grants - State	272	-
Homeland Security Grant	274	-
Park Impact Fees	275	-
Historic Preservation Grant	276	-
HSIP Grant	277	-
Arroyo Seco Golf Course	295	-
Sewer Capital Projects Fund	310	-
400 Capital Improvement Program	400	3,312.50
Water Fund	500	108,762.89
Water Efficiency Fund	503	-
2016 Water Revenue Bonds Fund	505	-
SRF Loan - Water	506	-
Water & Sewer Impact Fee	510	-
Public Financing Authority	550	-
Payroll Clearing Fund	700	2,718.36
Column Totals:	-	495,510.84

Fund No.	Amounts	
	Prepaid	Written
RSA	227	-
RSA Report Totals:	-	-
City Report Totals:	-	495,510.84

Payroll Period Ending: 04/12/2024	822,306.15
Payroll Period Ending: 04/23/2024	506.38
Wire Transfer Out - To LAIF	-
Wire Transfer In - From LAIF	-
Wire Transfer - RSA	-
Wire Transfer Out - To Acct. # 2413	52,951.00
Wire Transfer Out - To Acct. # 1936	-
Online Payments	23,854.63
Voids - Prepaid	-
Voids - General Warrant	(3,476.33)
Grand Report Total:	1,391,652.67

Evelyn G. Zneimer, Mayor

John Downs, Finance Director

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ATTACHMENT 2
General City Warrant List

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Accounts Payable

Check Detail

User: calvarez
Printed: 04/24/2024 - 4:15PM



Check Number	Check Date		Amount
ACTI8030 - Action Sales			
318871	05/01/2024		
Inv	2132382-00		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/14/2024	Fire - Station Kitchen Supplies		262.29
Inv 2132382-00 Total			262.29
			<hr/>
318871 Total:			262.29
			<hr/>
ACTI8030 - Action Sales Total:			262.29
AFECO - AFECO, Inc.			
318872	05/01/2024		
Inv	188372		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/01/2024	Fire - SBCA Fitting		135.00
Inv 188372 Total			135.00
			<hr/>
318872 Total:			135.00
			<hr/>
AFECO - AFECO, Inc. Total:			135.00
AFLA7010 - AFLAC			
0	05/01/2024		
Inv	553189		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/28/2024	Employee Optional Insurance - March 2024		1,665.36
Inv 553189 Total			1,665.36
			<hr/>
0 Total:			1,665.36
			<hr/>
AFLA7010 - AFLAC Total:			1,665.36
ACMT2920 - All City Management Services, Inc.			
318873	05/01/2024		

Check Number	Check Date	Amount
Inv 92528		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/03/2024	Crossing Guard Services - FY 2023-24	10,717.43
Inv 92528 Total		10,717.43
318873 Total:		10,717.43
ACMT2920 - All City Management Services, Inc. Total:		10,717.43
AMAZONCP - Amazon Capital Services, Inc.		
0	05/01/2024	
Inv 131F-QRFQ-XWGL		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/01/2024	Acoustic Panels and Envelopes for Community Development Dept.	199.96
Inv 131F-QRFQ-XWGL Total		199.96
Inv 13JP-Q7YT-YLRY		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/01/2024	Office Supplies	224.89
Inv 13JP-Q7YT-YLRY Total		224.89
Inv 16KD-4GKD-NMMM		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/08/2024	Table runners, place mats, and decorations	89.85
Inv 16KD-4GKD-NMMM Total		89.85
Inv 1D7G-FRN4-XYXK		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/01/2024	DAR office supplies	141.10
04/01/2024	Senior Center supplies	225.45
Inv 1D7G-FRN4-XYXK Total		366.55
Inv 1K9P-9HVY-7VWY		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/28/2024	Credit Memo	-59.46
Inv 1K9P-9HVY-7VWY Total		-59.46
Inv 1L1F-X3JL-3VJX		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/01/2024	Rifle Case	46.29
Inv 1L1F-X3JL-3VJX Total		46.29

Check Number	Check Date		Amount
Inv	1MD9-WHNG-MTYT		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/08/2024	Office, Computer, and Telephone Supplies for Dept.		119.53
Inv	1MD9-WHNG-MTYT Total		119.53
Inv	1NCN-4F66-N6QK		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/10/2024	Camp Med Spring Break Supplies		215.70
Inv	1NCN-4F66-N6QK Total		215.70
Inv	1PR1-CQK9-WWPD		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/01/2024	Fire - Door Remote		73.63
Inv	1PR1-CQK9-WWPD Total		73.63
0 Total:			1,276.94
AMAZONCP - Amazon Capital Services, Inc. Total:			1,276.94
EMPI5011 - Aramsco, Inc. (Formerly Empire Cleaning Supply)			
318874	05/01/2024		
Inv	S6370432.001		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/27/2024	Fire Station Apparatus Cleaning		512.91
Inv	S6370432.001 Total		512.91
318874 Total:			512.91
EMPI5011 - Aramsco, Inc. (Formerly Empire Cleaning Supply) Total:			512.91
AT&T5011 - AT&T			
318875	05/01/2024		
Inv	24813461002105		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/01/2024	AN 248 134-6100 210 5 Serv for 4/1/24 - 4/30/24		18.86
Inv	24813461002105 Total		18.86
318875 Total:			18.86
318876	05/01/2024		
Inv	000021462902		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/27/2024	BAN CLAPDSOPAS Serv. 2/27/24 - 3/26/24		299.55

Check Number	Check Date	Amount
Inv 000021462902 Total		299.55
Inv 0021464559		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/27/2024	BAN 9391036943 Serv. for 2/27/24 - 3/26/24	2,585.41
Inv 0021464559 Total		2,585.41
318876 Total:		2,884.96
ATCN9011 - AT&T Total:		2,903.82
BFWB4011 - Badge Frame, Inc.		
0 05/01/2024		
Inv 811225		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/26/2024	Door Sign for DC Ladenheim	60.00
Inv 811225 Total		60.00
0 Total:		60.00
BFWB4011 - Badge Frame, Inc. Total:		60.00
BAK0369 - Baker & Taylor Books		
0 05/01/2024		
Inv 2038076447		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/19/2024	Books FY2023-24	702.95
Inv 2038076447 Total		702.95
Inv 2038088169		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/13/2024	Books FY2023-24	619.55
Inv 2038088169 Total		619.55
Inv 2038093847		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/19/2024	Books FY2023-24	18.73
Inv 2038093847 Total		18.73
Inv 2038097321		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/16/2024	Books FY2023-24	234.16

Check Number	Check Date	Amount
Inv 2038097321	Total	234.16
Inv 2038103908		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/05/2024	Books FY2023-24	1,151.66
Inv 2038103908	Total	1,151.66
Inv 2038130975		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/14/2024	Books FY2023-24	526.74
Inv 2038130975	Total	526.74
Inv 2038135715		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/18/2024	Books FY2023-24	987.37
Inv 2038135715	Total	987.37
Inv 2038146778		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/12/2024	Books FY2023-24	217.23
Inv 2038146778	Total	217.23
Inv 2038155809		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/20/2024	Books FY2023-24	95.38
Inv 2038155809	Total	95.38
Inv 2038168931		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/25/2024	Books FY2023-24	192.50
Inv 2038168931	Total	192.50
0 Total:		4,746.27
BAK0369 - Baker & Taylor Books Total:		4,746.27
BAK0366 - Baker & Taylor Entertainment		
0	05/01/2024	
Inv H67305750		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/18/2023	DVDs/CDs - FY 2023-24	90.08
Inv H67305750	Total	90.08

Check Number	Check Date	Amount
Inv H67360750		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/19/2023	DVDs/CDs - FY 2023-24	67.38
Inv H67360750 Total		67.38
Inv H67380680		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/19/2023	DVDs/CDs - FY 2023-24	63.18
Inv H67380680 Total		63.18
Inv H67757940		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2024	DVDs/CDs - FY 2023-24	24.78
Inv H67757940 Total		24.78
Inv H67894080		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/01/2024	DVDs/CDs - FY 2023-24	16.53
Inv H67894080 Total		16.53
Inv H68140830		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/26/2024	DVDs/CDs - FY 2023-24	86.74
Inv H68140830 Total		86.74
Inv H68271660		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/08/2024	DVDs/CDs - FY 2023-24	33.07
Inv H68271660 Total		33.07
Inv H68284900		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/11/2024	DVDs/CDs - FY 2023-24	100.84
Inv H68284900 Total		100.84
Inv H68311630		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/12/2024	DVDs/CDs - FY 2023-24	173.43
Inv H68311630 Total		173.43
Inv H68312970		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/12/2024	DVDs/CDs - FY 2023-24	75.29

Check Number	Check Date	Amount
Inv H68312970	Total	75.29
Inv	H68478410	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/29/2024	DVDs/CDs - FY 2023-24	61.99
Inv H68478410	Total	61.99
0 Total:		793.31
BAK0366 - Baker & Taylor Entertainment Total:		793.31
BLSP8010 - Blackstone Publishing		
0	05/01/2024	
Inv	2145962	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/20/2024	Books/DVDs/CDs	34.95
Inv 2145962	Total	34.95
Inv	2146606	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/26/2024	Books/DVDs/CDs	276.29
Inv 2146606	Total	276.29
0 Total:		311.24
BLSP8010 - Blackstone Publishing Total:		311.24
DBAR3011 - Brink's Incorporated		
0	05/01/2024	
Inv	12530163	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/01/2024	Monthly Service (Feb 2024)	1,902.00
Inv 12530163	Total	1,902.00
Inv	12585648	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/01/2024	Monthly Service (Feb 2024)	1,909.48
Inv 12585648	Total	1,909.48
Inv	6322337	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/01/2024	Exess Jan 2024	4.67

Check Number	Check Date	Amount
Inv 6322337 Total		4.67
Inv 6473376		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/01/2024	Exess Mar 2024	4.73
Inv 6473376 Total		4.73
0 Total:		3,820.88
DBAR3011 - Brink's Incorporated Total:		3,820.88
TNYBRTTN - Brittin, Tanya		
318877	05/01/2024	
Inv 03/17-03/22/24		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/10/2024	Mandatory Records Clerk Course 03/17-03/22/24.	1,326.78
Inv 03/17-03/22/24 Total		1,326.78
318877 Total:		1,326.78
TNYBRTTN - Brittin, Tanya Total:		1,326.78
CAL5236 - CA Linen Services		
318878	05/01/2024	
Inv 2256184		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/28/2024	Linen Cleaning Services - FY 2023-24	130.41
Inv 2256184 Total		130.41
Inv 2259905		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/04/2024	Linen Cleaning Services - FY 2023-24	137.00
Inv 2259905 Total		137.00
318878 Total:		267.41
CAL5236 - CA Linen Services Total:		267.41
CAL6695 - California American Water		
318879	05/01/2024	
Inv 2.17.24-3.20.24		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/22/2024	Wilson Well 2 Water Purchased March 2024	22.01

Check Number	Check Date	Amount
Inv 2.17.24-3.20.24 Total		22.01
318879 Total:		22.01
CAL6695 - California American Water Total:		22.01
CABDSNS - California Building Standards Commission		
318880	05/01/2024	
Inv 010103312024		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/31/2024	Bldg. Standards Admin. Special Revolving Fund (BASARF) - Jan-Mar	369.00
Inv 010103312024 Total		369.00
318880 Total:		369.00
CABDSNS - California Building Standards Commission Total:		369.00
CADPTCSC - California Department of Conservation		
318881	05/01/2024	
Inv 010103312024		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/31/2024	Strong Motion Instrumentation & Seismic Mapping Fee: Jan-Mar'24	1,428.68
Inv 010103312024 Total		1,428.68
318881 Total:		1,428.68
CADPTCSC - California Department of Conservation Total:		1,428.68
CLA8011 - California Library Association		
318882	05/01/2024	
Inv 300013704		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/05/2024	CLA Individual Voting for Barbara Posner	205.00
Inv 300013704 Total		205.00
Inv 300013705		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/05/2024	CLA Individual Voting for Jennifer Reyes	140.00
Inv 300013705 Total		140.00
318882 Total:		345.00

Check Number	Check Date		Amount
CLA8011 - California Library Association Total:			345.00
CP&DR710 - California Planning & Development Report			
318883	05/01/2024		
Inv	4664		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/01/2024	California Planning & Development Report - Subscriber 4664		238.00
Inv 4664 Total			238.00
318883 Total:			238.00
CP&DR710 - California Planning & Development Report Total:			238.00
CAN0607 - Cantu Graphics Inc.			
318884	05/01/2024		
Inv	21943		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/30/2023	24x36 - Poster Print and Foam Mounted		59.54
Inv 21943 Total			59.54
Inv	22288		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/02/2024	Senior Center resource guide		496.13
Inv 22288 Total			496.13
Inv	22295		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/03/2024	Business Cards - Officer Kim		77.06
Inv 22295 Total			77.06
Inv	22297		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/08/2024	4/9/24 Volunteer Recognition Programs and Pin cards		233.18
Inv 22297 Total			233.18
318884 Total:			865.91
CAN0607 - Cantu Graphics Inc. Total:			865.91
CRSC2013 - Capital Research & Consulting LLC			
318885	05/01/2024		
Inv	3258		
<u>Line Item Date</u>	<u>Line Item Description</u>		

Check Number	Check Date	Amount
04/08/2024	Quarterly Administration of Mutual Funds & Deferred Compensation.	3,112.48
Inv 3258 Total		3,112.48
318885 Total:		3,112.48
CRSC2013 - Capital Research & Consulting LLC Total:		3,112.48
CWNC2501 - Carl Warren & Company		
0	05/01/2024	
Inv	2041904-2041908	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/01/2024	Legal Matters - March 2024	136.50
Inv 2041904-2041908 Total		136.50
0 Total:		136.50
CWNC2501 - Carl Warren & Company Total:		136.50
TIM4011 - Charter Communications		
0	05/01/2024	
Inv	0029763032724	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/27/2024	AN 8448 20 899 0029763 1422 Mission St. CTRL ACCT Serv 3/16-4/15	358.74
Inv 0029763032724 Total		358.74
Inv	0251967032224	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/22/2024	AN 8448 30 008 0251967 1102 Oxley St. SB Serv. 3/22/24 - 4/21/24	261.40
Inv 0251967032224 Total		261.40
0 Total:		620.14
TIM4011 - Charter Communications Total:		620.14
CINTA3 - Cintas Corporation		
318886	05/01/2024	
Inv	4186661960	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/18/2024	Weekly Uniforms Cleaning for Yard & Garfield Uniforms, Jackets	97.21
03/18/2024	Weekly Uniforms Cleaning for Yard & Garfield Uniforms, Jackets	22.36
03/18/2024	Weekly Uniforms Cleaning for Yard & Garfield Uniforms, Jackets	38.23
03/18/2024	Weekly Uniforms Cleaning for Yard & Garfield Uniforms, Jackets	34.75
03/18/2024	Weekly Uniforms Cleaning for Yard & Garfield Uniforms, Jackets	32.47
03/18/2024	Weekly Uniforms Cleaning for Yard & Garfield Uniforms, Jackets	47.43

Check Number	Check Date		Amount
03/18/2024		Weekly Uniforms Cleaning for Yard & Garfield Uniforms, Jackets	64.61
		Inv 4186661960 Total	337.06
318886 Total:			337.06
318887	05/01/2024		
		Inv 5204039400	
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/27/2024	Monthly First Aid Cabinets Yard and Garfield		51.57
03/27/2024	Monthly First Aid Cabinets Yard and Garfield		51.58
03/27/2024	Monthly First Aid Cabinets Yard and Garfield		51.57
03/27/2024	Monthly First Aid Cabinets Yard and Garfield		51.58
03/27/2024	Monthly First Aid Cabinets Yard and Garfield		51.58
03/27/2024	Monthly First Aid Cabinets Yard and Garfield		51.58
03/27/2024	Monthly First Aid Cabinets Yard and Garfield		51.58
		Inv 5204039400 Total	361.04
		Inv 5204902699	
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/09/2024	First Aid Cabinet & Monthly Servicing @ Community Services.		7.88
		Inv 5204902699 Total	7.88
		Inv 9265889682	
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/02/2024	AED Monthly Services for CSD		153.25
		Inv 9265889682 Total	153.25
318887 Total:			522.17
CINTAS - Cintas Corporation Total:			859.23
CMPCTIRE - Company C. Tire Corporation			
318888	05/01/2024		
		Inv 057750	
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/19/2024	Flat tire repair		70.01
		Inv 057750 Total	70.01
318888 Total:			70.01
CMPCTIRE - Company C. Tire Corporation Total:			70.01
CRDA1021 - Corodata Records Management			
0	05/01/2024		

Check Number	Check Date	Amount
Inv	RS5002907	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/31/2024	Records Storage & Letter Transference Storage: 3/1/24 - 3/31/24	602.45
Inv RS5002907 Total		602.45
0 Total:		602.45
CRDA1021 - Corodata Records Management Total:		602.45
CRSR2010 - Corodata Shredding Inc.		
0	05/01/2024	
Inv	DN1463230	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/31/2024	Shredding for Oxley St., Library, and Mission St. - March 2024	241.30
Inv DN1463230 Total		241.30
0 Total:		241.30
CRSR2010 - Corodata Shredding Inc. Total:		241.30
MNBL8170 - Crestline Software, LLC		
0	05/01/2024	
Inv	INV6298	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/01/2024	Monthly (March 2024)	27,652.32
Inv INV6298 Total		27,652.32
Inv	INV6444	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/10/2024	Printing and Postage (February 2024)	3,340.99
Inv INV6444 Total		3,340.99
Inv	INV6520	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/10/2024	Credit Card>Returns (February 2024)	1,996.63
Inv INV6520 Total		1,996.63
Inv	INV6893	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/01/2024	Monthly (April 2024)	27,652.32
Inv INV6893 Total		27,652.32

Check Number	Check Date		Amount
Inv	INV7039		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/10/2024	Credit Card>Returns (March 2024)		2,284.66
Inv INV7039 Total			2,284.66
Inv	INV7106		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/10/2024	Printing and Postage		3,219.60
Inv INV7106 Total			3,219.60
0 Total:			66,146.52
MNBL8170 - Crestline Software, LLC Total:			66,146.52
DTV5012 - DIRECTV			
318889	05/01/2024		
Inv	68653046X240329		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/29/2024	Cable Services for Emergency Operation Center		32.67
Inv 68653046X240329 Total			32.67
318889 Total:			32.67
DTV5012 - DIRECTV Total:			32.67
DGS16010 - Duthie Power Services			
318890	05/01/2024		
Inv	A125691		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/28/2024	Westside generator semi annual preventive maintenance		426.12
Inv A125691 Total			426.12
318890 Total:			426.12
DGS16010 - Duthie Power Services Total:			426.12
ECPLSYTM - Economic & Planning Systems, Inc.			
318891	05/01/2024		
Inv	214034-13		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/31/2024	Inclusionary Housing In-Lieu Fee Study and Affordable Housing		3,503.75
Inv 214034-13 Total			3,503.75

Check Number	Check Date		Amount
318891	Total:		3,503.75
ECPLSYTM - Economic & Planning Systems, Inc. Total:			3,503.75
EJWR5011 - EJ Ward Inc.			
318892	05/01/2024		
Inv	3000414-IN		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/16/2024	Annual Software Maint. for Fuel Mgmt. System		7.37
04/16/2024	Annual Software Maint. for Fuel Mgmt. System		8,868.18
04/16/2024	Annual Software Maint. for Fuel Mgmt. System		755.29
04/16/2024	Annual Software Maint. for Fuel Mgmt. System		1,735.32
Inv 3000414-IN	Total		11,366.16
318892	Total:		11,366.16
EJWR5011 - EJ Ward Inc. Total:			11,366.16
ELL1017 - Ellen's Silkscreening			
318893	05/01/2024		
Inv	83123		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/04/2024	City logo staff shirts		977.04
Inv 83123	Total		977.04
Inv	EE83070		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/08/2024	City Polo and Jacket		72.16
Inv EE83070	Total		72.16
318893	Total:		1,049.20
ELL1017 - Ellen's Silkscreening Total:			1,049.20
EURO6710 - Eurofins Environment Testing America Holdings, Inc			
0	05/01/2024		
Inv	3800048419		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/31/2024	Laboratory testing and analysis of City's water system.		2,993.00
Inv 3800048419	Total		2,993.00
0	Total:		2,993.00

EURO6710 - Eurofins Environment Testing America Holdings, Inc Total:	2,993.00
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FED1109 - FedEx

318894 05/01/2024
 Inv 8-460-54013

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/05/2024	Postage	35.91

Inv 8-460-54013 Total	35.91
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318894 Total:	35.91
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FED1109 - FedEx Total:	35.91
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FFCA8060 - Foothill Fire Chiefs Association

318895 05/01/2024
 Inv 3/28/24

<u>Line Item Date</u>	<u>Line Item Description</u>	
03/28/2024	Fire - Membership dues 2024 for Paul Riddle	150.00

Inv 3/28/24 Total	150.00
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318895 Total:	150.00
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FFCA8060 - Foothill Fire Chiefs Association Total:	150.00
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FOO7777 - Foothill Lock & Key

318896 05/01/2024
 Inv 67599-48

<u>Line Item Date</u>	<u>Line Item Description</u>	
01/25/2024	Garfield Youth House Locksmith Service	585.00

Inv 67599-48 Total	585.00
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Inv 6815

<u>Line Item Date</u>	<u>Line Item Description</u>	
11/29/2023	Door Key copies for Garfield Youth House	148.84

Inv 6815 Total	148.84
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318896 Total:	733.84
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FOO7777 - Foothill Lock & Key Total:	733.84
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HNKFRZER - Friezer, Henk J.

318897 05/01/2024

Check Number	Check Date		Amount
Inv	4/9/2024		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/09/2024	Photography for 4/9/24 Volunteer Recognition Event		109.50
Inv 4/9/2024 Total			109.50
318897 Total:			109.50
HNKFRZER - Friezer, Henk J. Total:			109.50
FUNEXPRS - Fun Express, LLC			
318898	05/01/2024		
Inv	73036410401		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/10/2024	Spring Eggstrvaganza event prizes		436.23
Inv 73036410401 Total			436.23
318898 Total:			436.23
FUNEXPRS - Fun Express, LLC Total:			436.23
EGGO4011 - Giron-Garrido, Elias			
318899	05/01/2024		
Inv	02/29-03/01/24		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/10/2024	Less Lethal Training for Officer Giron 02/29-03/01/24		170.41
Inv 02/29-03/01/24 Total			170.41
Inv	03/18-03/22/24		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/10/2024	Krav Maga Instructor Training for Officer Giron 03/18-03/22/24		219.31
Inv 03/18-03/22/24 Total			219.31
318899 Total:			389.72
EGGO4011 - Giron-Garrido, Elias Total:			389.72
GFAT6710 - GriffithAir Tool			
318900	05/01/2024		
Inv	84450		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/18/2024	18 inch concrete blades for walk behind saw		609.96
Inv 84450 Total			609.96

Check Number	Check Date	Amount
318900 Total:		609.96
GFAT6710 - GriffithAir Tool Total:		609.96
ISGU4011 - Gutierrez, Issac		
318901	05/01/2024	
Inv	03/18-03/22/24	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/10/2024	Krav Maga Instructor Training 03/18-03/22/24 For Ofcr Gutierrez	219.31
Inv 03/18-03/22/24 Total		219.31
318901 Total:		219.31
ISGU4011 - Gutierrez, Issac Total:		219.31
HAC6711 - Hach Company		
318902	05/01/2024	
Inv	13941982	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/29/2024	water quality chemistry supplies	1,546.04
Inv 13941982 Total		1,546.04
318902 Total:		1,546.04
HAC6711 - Hach Company Total:		1,546.04
HOM1515 - Home Depot Credit Services		
318903	05/01/2024	
Inv	9032470	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/28/2024	Street Division-Drill and Drill Accessories	1,053.99
Inv 9032470 Total		1,053.99
318903 Total:		1,053.99
HOM1515 - Home Depot Credit Services Total:		1,053.99
KIMHOW - How, Kimberly		
318904	05/01/2024	
Inv	03/30/2024	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/10/2024	Reimbursement for purchase of camp med snacks.	393.63

Check Number	Check Date	Amount
Inv 03/30/2024 Total		393.63
		<hr/>
318904 Total:		393.63
		<hr/>
KIMHOW - How, Kimberly Total:		393.63
CDPS1020 - ICC General Code		
318905	05/01/2024	
Inv	GCI0013672	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/31/2024	Municipal Code - Web Update	361.50
Inv GCI0013672 Total		361.50
		<hr/>
318905 Total:		361.50
		<hr/>
CDPS1020 - ICC General Code Total:		361.50
INPLCNAS - International Police Canine Association		
318906	05/01/2024	
Inv	10078	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/10/2024	CA Canine Association for K9 Officer Zamora 24-25 Membership	45.00
Inv 10078 Total		45.00
		<hr/>
318906 Total:		45.00
		<hr/>
INPLCNAS - International Police Canine Association Total:		45.00
JHMS8020 - JHM Supply		
0	05/01/2024	
Inv	349614/1	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/20/2024	Trench Shovel & Irrigation Wire	462.60
Inv 349614/1 Total		462.60
Inv	349775/1	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/13/2024	Supplies used for Sediment cointrol on water leak repairs	421.83
Inv 349775/1 Total		421.83
Inv	349792/1	
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount
03/13/2024	Supplies to repair leaking pipe @ Wilson Reservoir	108.96
Inv 349792/1 Total		108.96
Inv 350172/1		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/19/2024	New Controler for Garfield Park and Irrigation Supplies	306.81
Inv 350172/1 Total		306.81
Inv 350291/1		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/20/2024	Rakes for Parks Division	57.09
Inv 350291/1 Total		57.09
Inv 350648/1		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/26/2024	Irrigation Wire & Supplies for Parks	246.20
Inv 350648/1 Total		246.20
Inv CREDIT 317942/1		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/14/2024	CREDIT-items from Inv.317612/1, 317617/1, 316755/1	-22.13
Inv CREDIT 317942/1 Total		-22.13
Inv CREDIT 333731/1		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/07/2023	CREDIT from Inv 333607/1	-15.34
Inv CREDIT 333731/1 Total		-15.34
Inv CREDIT 340200-1		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/19/2024	CREDIT from Inv. 340199/1	-212.08
Inv CREDIT 340200-1 Total		-212.08
Inv CREDIT 340200-2		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/19/2024	CREDIT from Inv 340919/1	-200.94
Inv CREDIT 340200-2 Total		-200.94
Inv CREDIT 350179/1		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/19/2024	CREDIT from Inv. 350172/1	-19.19
Inv CREDIT 350179/1 Total		-19.19

Check Number	Check Date	Amount
Inv	D49780/1	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/13/2024	Supplies to repair leaking pipe @ Wilson Reservoir	1.14
Inv D49780/1 Total		1.14
0 Total:		1,134.95
JHMS8020 - JHM Supply Total:		1,134.95
CUR7778 - L.N. Curtis & Sons		
318907	05/01/2024	
Inv	INV805794	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/16/2024	PBI Max GPS Response Ready Pants for Fire Dept.	2,923.83
Inv INV805794 Total		2,923.83
318907 Total:		2,923.83
CUR7778 - L.N. Curtis & Sons Total:		2,923.83
LEOWEB - Leo Web Protect Inc.		
318908	05/01/2024	
Inv	80377965753	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/01/2024	Web privacy services (2x) April 2024	166.66
Inv 80377965753 Total		166.66
318908 Total:		166.66
LEOWEB - Leo Web Protect Inc. Total:		166.66
LBBM4010 - Long Beach BMW Motorcycles		
318909	05/01/2024	
Inv	49211	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/09/2024	BMW Motorcycle Maintenance - Tire replacement and Service.	1,158.22
Inv 49211 Total		1,158.22
318909 Total:		1,158.22
LBBM4010 - Long Beach BMW Motorcycles Total:		1,158.22

Check Number	Check Date		Amount
CLADPW - Los Angeles County Public Works			
318910	05/01/2024		
Inv	SA230000170		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/30/2023	Catch Basin Cleanout 7/1/2022-6/30/2023		393.91
Inv SA230000170 Total			393.91
318910 Total:			393.91
CLADPW - Los Angeles County Public Works Total:			393.91
CHRMDLA - Mandala, Chris			
318911	05/01/2024		
Inv	101759617		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/01/2024	International Code Council - 2-5 Renewals		110.00
Inv 101759617 Total			110.00
Inv	300008986		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/01/2024	American Association of Code Enforcement - Dues		75.00
Inv 300008986 Total			75.00
318911 Total:			185.00
CHRMDLA - Mandala, Chris Total:			185.00
MERN1011 - Manny's Rentals & Catering			
318912	05/01/2024		
Inv	000305		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/02/2024	Rental of tables, linens, cups, and saucers for 4/9/24 Volunteer		312.39
Inv 000305 Total			312.39
318912 Total:			312.39
MERN1011 - Manny's Rentals & Catering Total:			312.39
MRMC6710 - Miramontes Construction Inc.			
318913	05/01/2024		
Inv	5686		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/02/2024	1870 Alpha Ave Water Mainbreak repair		19,703.22

Check Number	Check Date	Amount
Inv 5686 Total		19,703.22
318913 Total:		19,703.22
MRMC6710 - Miramontes Construction Inc. Total:		19,703.22
MWCN4011 - Miwall Corporation		
318914	05/01/2024	
Inv 1012820		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/27/2024	Ammunition for Police - 86275S Hornady 12G TAP MAG 00 Buck	5,767.64
Inv 1012820 Total		5,767.64
318914 Total:		5,767.64
MWCN4011 - Miwall Corporation Total:		5,767.64
MMA2011 - MMASC		
318915	05/01/2024	
Inv 9417		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/26/2024	Membership Renewal through April 24, 2025 - Mary Jerejian	125.00
Inv 9417 Total		125.00
318915 Total:		125.00
MMA2011 - MMASC Total:		125.00
MIGINC - Moore Lacofano Goltsman, Inc.		
0	05/01/2024	
Inv 0084739		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2024	South Pasadena Sites Map - Aug'23 to Dec'23.	5,476.25
Inv 0084739 Total		5,476.25
Inv 0085534		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/27/2024	South Pasadena Sites Map - February 2024	3,940.00
Inv 0085534 Total		3,940.00
Inv 0085535		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/27/2024	So Pas Focus Code Amds - Oct'23 to Feb'24	240.00

Check Number	Check Date	Amount
Inv 0085535 Total		240.00
Inv 0085725		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/11/2024	South Pasadena Sites Map - March 2024	1,815.00
Inv 0085725 Total		1,815.00
0 Total:		11,471.25
MIGINC - Moore Lacofano Goltsman, Inc. Total:		11,471.25
MVCH3011 - MV Cheng & Associates Inc.		
318916	05/01/2024	
Inv 01/31/2024 A		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2024	Temporary Staffing Services - Senior Accountant	1,425.00
01/31/2024	Temporary Staffing Services - Senior Accountant	855.00
01/31/2024	Temporary Staffing Services - Senior Accountant	4,845.00
Inv 01/31/2024 A Total		7,125.00
Inv 01/31/2024 F		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2024	Temporary Staffing Services - Finance Manager	1,638.00
01/31/2024	Temporary Staffing Services - Finance Manager	2,730.00
01/31/2024	Temporary Staffing Services - Finance Manager	9,282.00
Inv 01/31/2024 F Total		13,650.00
Inv 02/29/2024 A		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/29/2024	Temporary Staffing Services - Senior Accountant	1,215.00
02/29/2024	Temporary Staffing Services - Senior Accountant	729.00
02/29/2024	Temporary Staffing Services - Senior Accountant	4,131.00
Inv 02/29/2024 A Total		6,075.00
Inv 02/29/2024 F		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/29/2024	Temporary Staffing Services - Deputy Finance Director	8,523.80
02/29/2024	Temporary Staffing Services - Deputy Finance Director	2,507.00
02/29/2024	Temporary Staffing Services - Deputy Finance Director	1,504.20
Inv 02/29/2024 F Total		12,535.00
Inv 03/31/2024 A		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/31/2024	Temporary Staffing Services - Senior Accountant	105.00
03/31/2024	Temporary Staffing Services - Senior Accountant	63.00

Check Number	Check Date	Amount
03/31/2024	Temporary Staffing Services - Senior Accountant	357.00
Inv 03/31/2024 A Total		525.00
Inv 03/31/2024 F		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/31/2024	Temporary Staffing Services - Deputy Finance Director	1,159.20
03/31/2024	Temporary Staffing Services - Deputy Finance Director	6,568.80
03/31/2024	Temporary Staffing Services - Deputy Finance Director	1,932.00
Inv 03/31/2024 F Total		9,660.00
318916 Total:		49,570.00
MVCH3011 - MV Cheng & Associates Inc. Total:		49,570.00
OMEG4011 - Omega Polygraph		
318917	05/01/2024	
Inv 02013		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/10/2024	Polygraph Examinations For 10 Applicants	2,000.00
Inv 02013 Total		2,000.00
318917 Total:		2,000.00
OMEG4011 - Omega Polygraph Total:		2,000.00
OLNP8010 - Outlook Newspapers Group		
318918	05/01/2024	
Inv 79932		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/02/2024	Public Notices	1,284.00
Inv 79932 Total		1,284.00
318918 Total:		1,284.00
OLNP8010 - Outlook Newspapers Group Total:		1,284.00
PRCFCA - Parks Coffee California		
318919	05/01/2024	
Inv 80036645		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/09/2024	Senior Center Monthly Servicing - FY23/24	295.02
Inv 80036645 Total		295.02

Check Number	Check Date		Amount
Inv	80037218		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/02/2024	Coffee Supplies & Monthly Servicing - FY23/24		148.50
Inv 80037218 Total			148.50
318919 Total:			443.52
PRCFCA - Parks Coffee California Total:			443.52
PRKWOD - Parkwood Landscape Maintenance, Inc.			
318920	05/01/2024		
Inv	106964		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/31/2024	March 2024 Citywide Landscape Services		1,250.00
03/31/2024	March 2024 Citywide Landscape Services		1,700.00
03/31/2024	March 2024 Citywide Landscape Services		43,512.38
03/31/2024	March 2024 Citywide Landscape Services		5,431.84
Inv 106964 Total			51,894.22
318920 Total:			51,894.22
PRKWOD - Parkwood Landscape Maintenance, Inc. Total:			51,894.22
PHS4011 - Pasadena Humane Society			
318921	05/01/2024		
Inv	APR2024SoPas		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/01/2024	Animal Care and Control Services - April 2024		14,890.61
Inv APR2024SoPas Total			14,890.61
318921 Total:			14,890.61
PHS4011 - Pasadena Humane Society Total:			14,890.61
PWP4465 - Pasadena Water & Power			
318922	05/01/2024		
Inv	2.14.24-3.14.24		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/14/2024	Water Purchased from City of Pasadena March 2024		2,466.99
Inv 2.14.24-3.14.24 Total			2,466.99
318922 Total:			2,466.99

Check Number	Check Date	Amount
PWP4465 - Pasadena Water & Power Total:		2,466.99
SCRBHLDG - Permium LLC		
318923	05/01/2024	
Inv	PER00032866	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/31/2024	CCW Fee Processing March, 2024	109.57
Inv PER00032866 Total		109.57
318923 Total:		109.57
SCRBHLDG - Permium LLC Total:		109.57
PLCARIE - Plescia, Carrie		
0	05/01/2024	
Inv	LATDANCEMAR24	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/10/2024	Contract Class Instructor payment for Latin Dance March 2024.	169.00
Inv LATDANCEMAR24 Total		169.00
0 Total:		169.00
PLCARIE - Plescia, Carrie Total:		169.00
CSAC2012 - Public Risk, Innovation, Solutions, and Management		
0	05/01/2024	
Inv	24401063	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/01/2024	Employee Assistance Program - April - June 2024	2,253.48
Inv 24401063 Total		2,253.48
0 Total:		2,253.48
CSAC2012 - Public Risk, Innovation, Solutions, and Management Total:		2,253.48
PUWA8020 - Pure Water		
0	05/01/2024	
Inv	206535	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/01/2024	Fire - Drinking Water 2024 April	66.24
Inv 206535 Total		66.24

0 Total:		66.24
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PUWA8020 - Pure Water Total:		66.24
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RWGN8160 - Richards, Watson & Gershon

318924 05/01/2024

Inv 246282

<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2024	Legal - December 2023	27,855.79

Inv 246282 Total		27,855.79
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Inv 246283

<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2024	Legal - December 2023	7,980.00

Inv 246283 Total		7,980.00
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Inv 246284

<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2024	Legal - December 2023	558.00

Inv 246284 Total		558.00
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Inv 246286

<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2024	Legal - December 2023	713.00

Inv 246286 Total		713.00
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Inv 246288

<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2024	Legal - December 2023	405.00

Inv 246288 Total		405.00
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Inv 246289

<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2024	Legal - December 2023	392.00

Inv 246289 Total		392.00
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Inv 246290

<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2024	Legal - December 2023	3,806.50

Inv 246290 Total		3,806.50
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Inv 246676

<u>Line Item Date</u>	<u>Line Item Description</u>	
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Check Number	Check Date	Amount
02/27/2024	Legal - January 2024	31,663.90
Inv 246676 Total		31,663.90
Inv 246677		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/27/2024	Legal - January 2024	5,880.00
Inv 246677 Total		5,880.00
Inv 246678		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/27/2024	Legal - January 2024	744.00
Inv 246678 Total		744.00
Inv 246679		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/27/2024	Legal - January 2024	1,143.36
Inv 246679 Total		1,143.36
Inv 246680		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/27/2024	Legal - January 2024	2,278.50
Inv 246680 Total		2,278.50
Inv 246681		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/27/2024	Legal - January 2024	427.64
Inv 246681 Total		427.64
318924 Total:		83,847.69
RWGN8160 - Richards, Watson & Gershon Total:		83,847.69
ROWI2011 - Right of Way Inc.		
318925	05/01/2024	
Inv 68959		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/01/2024	K-Rail rental on Mission St(between Fair Oaks Ave & Meridian) March 2024	1,382.00
Inv 68959 Total		1,382.00
318925 Total:		1,382.00
ROWI2011 - Right of Way Inc. Total:		1,382.00

RHCC7101 - Rio Hondo College

318926 05/01/2024

Inv S24-58S-ZSPS

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/10/2024	Physical Agility Test For 2 PO Applicants	50.00

Inv S24-58S-ZSPS Total	50.00
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Inv S24-70S-ZSPS

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/10/2024	Physical Agility Test For 1 PO Applicant	25.00

Inv S24-70S-ZSPS Total	25.00
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318926 Total:	75.00
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RHCC7101 - Rio Hondo College Total:

75.00

RTTKLLP - Rutan & Tucker, LLP

318927 05/01/2024

Inv 981178/983665

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/16/2024	Holy Family Specific Plan Legal Services	90.00

Inv 981178/983665 Total	90.00
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318927 Total:	90.00
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RTTKLLP - Rutan & Tucker, LLP Total:

90.00

SAN7775 - San Bernardino Sheriff's Dept

318928 05/01/2024

Inv 24-113-023AOT

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/10/2024	Traffic Collision Program Mgmt. Training for Motor Ofcr. Sanchez	189.00

Inv 24-113-023AOT Total	189.00
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318928 Total:	189.00
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SAN7775 - San Bernardino Sheriff's Dept Total:

189.00

SGVMC111 - San Gabriel Valley Medical Center

318929 05/01/2024

Inv 920384

<u>Line Item Date</u>	<u>Line Item Description</u>	
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Check Number	Check Date		Amount
03/29/2024		Blood alcohol withdrawals for Medical Record #920384	48.00
Inv 920384 Total			48.00
Inv 920625			
<u>Line Item Date</u>		<u>Line Item Description</u>	
03/26/2024		Blood alcohol withdrawals for Medical Record #920625	48.00
Inv 920625 Total			48.00
Inv 920922			
<u>Line Item Date</u>		<u>Line Item Description</u>	
04/02/2024		Blood alcohol withdrawals for Medical Record #920922	48.00
Inv 920922 Total			48.00
318929 Total:			144.00
SGVMC111 - San Gabriel Valley Medical Center Total:			144.00
SAN4958 - San Marino Security System			
318930	05/01/2024		
Inv 49173			
<u>Line Item Date</u>		<u>Line Item Description</u>	
04/10/2024		Monthly Security System @ Orange Grove Rec Bldg.	207.00
04/10/2024		Monthly Security System @ Eddie Park, Youth House, WMB, MMI	1,362.00
Inv 49173 Total			1,569.00
318930 Total:			1,569.00
SAN4958 - San Marino Security System Total:			1,569.00
SAXE2013 - Saxe-Clifford PH.D, Susan			
318931	05/01/2024		
Inv 24-0325-2			
<u>Line Item Date</u>		<u>Line Item Description</u>	
04/10/2024		Psychological Evaluation for Deputy Chief Applicant Ladenheim.	450.00
Inv 24-0325-2 Total			450.00
Inv 24-0401-7			
<u>Line Item Date</u>		<u>Line Item Description</u>	
04/10/2024		Psychological Evaluation for Po Applicant Lillienfeld.	450.00
Inv 24-0401-7 Total			450.00
318931 Total:			900.00

Check Number	Check Date	Amount
SAXE2013 - Saxe-Clifford PH.D, Susan Total:		900.00
SHRBSHP - Sherrill Inc.		
318932	05/01/2024	
Inv	INV-956782	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/28/2024	Supplies for Street Trees Division	22.04
Inv INV-956782 Total		22.04
318932 Total:		22.04
SHRBSHP - Sherrill Inc. Total:		22.04
SHO7777 - Showcases		
0	05/01/2024	
Inv	328433	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/04/2024	CD & DVD cases	377.68
Inv 328433 Total		377.68
0 Total:		377.68
SHO7777 - Showcases Total:		377.68
SMWL2990 - Shute, Mihaly & Weinberger LLP		
318933	05/01/2024	
Inv	285594	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/28/2024	Legal Assistance Regarding Moffat Street	10.50
Inv 285594 Total		10.50
318933 Total:		10.50
SMWL2990 - Shute, Mihaly & Weinberger LLP Total:		10.50
SPEC5011 - Spectrum Gas Products		
318934	05/01/2024	
Inv	00613715	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/28/2024	Fire - Oxygen Supplies	134.00
Inv 00613715 Total		134.00

Check Number	Check Date	Amount
Inv 00854799		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/31/2024	Fire - Oxygen Supplies	54.00
Inv 00854799 Total		54.00
318934 Total:		188.00
SPEC5011 - Spectrum Gas Products Total:		188.00
SPBK - Springbrook Holding Company, LLC		
0	05/01/2024	
Inv INV-016547		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/01/2024	CivicPay Mar 2024	158.00
Inv INV-016547 Total		158.00
0 Total:		158.00
SPBK - Springbrook Holding Company, LLC Total:		158.00
STA5219 - Staples Business Advantage		
0	05/01/2024	
Inv 6000616445		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/26/2024	PD Office Supplies	319.71
Inv 6000616445 Total		319.71
Inv 6000841862		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/27/2024	PD Office Supplies	130.52
Inv 6000841862 Total		130.52
Inv 6000841864		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/01/2024	Senior Center supplies	61.02
Inv 6000841864 Total		61.02
Inv 6000848464		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/28/2024	PD Office Supplies	119.07
Inv 6000848464 Total		119.07

Check Number	Check Date	Amount
Inv	6000848465	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/27/2024	Name badges	24.48
Inv 6000848465 Total		24.48
Inv	6000848466	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/28/2024	Batteries, baby wipes	90.44
Inv 6000848466 Total		90.44
Inv	6000862567	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/30/2024	Budget Supplies	498.68
Inv 6000862567 Total		498.68
Inv	6000862568	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/30/2024	Commission Supplies	377.58
Inv 6000862568 Total		377.58
Inv	6000862569	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/30/2024	Office Supplies	461.50
Inv 6000862569 Total		461.50
Inv	6001034910	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/02/2024	PD Office Supplies	148.05
Inv 6001034910 Total		148.05
Inv	6001034912	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/02/2024	Book tape, markers	179.13
Inv 6001034912 Total		179.13
Inv	6001041368	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/09/2024	Senior Center office supplies	27.65
04/09/2024	Recreation office supplies	26.33
Inv 6001041368 Total		53.98
Inv	6001041369	
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date		Amount
04/03/2024	PD Office Supplies		213.91
Inv 6001041369	Total		213.91
Inv 6001041370			
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/03/2024	Book tape		122.69
Inv 6001041370	Total		122.69
Inv 6001041371			
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/03/2024	Book tape		245.37
Inv 6001041371	Total		245.37
Inv 6001041372			
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/03/2024	light bulbs		21.37
Inv 6001041372	Total		21.37
Inv 6001120763			
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/09/2024	Recreation office supplies		126.46
Inv 6001120763	Total		126.46
Inv 6001127659			
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/10/2024	General supplies for Community Development Department.		132.68
Inv 6001127659	Total		132.68
Inv 600848467			
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/01/2024	Senior Center supplies		250.38
Inv 600848467	Total		250.38
0 Total:			3,577.02
STA5219 - Staples Business Advantage Total:			3,577.02
WILLCSTR - Statler, William C.			
318935	05/01/2024		
Inv No. 2			
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/25/2024	Five Year Fiscal Analysis and Long-Term Financial Plan		775.00

Check Number	Check Date	Amount
Inv No. 2 Total		775.00
318935 Total:		775.00
WILLCSTR - Statler, William C. Total:		775.00
STSM1020 - Studio Spectrum, Inc.		
0	05/01/2024	
Inv	192762	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/01/2024	Video Production and Streaming Services for March 2024	6,720.00
Inv 192762 Total		6,720.00
0 Total:		6,720.00
STSM1020 - Studio Spectrum, Inc. Total:		6,720.00
SWOR8032 - Swords Fencing Studio		
318936	05/01/2024	
Inv	SWFENCING-MAR24	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/09/2024	Contract Class Instructor Payment Sword Fencing March 2024	384.00
Inv SWFENCING-MAR24 Total		384.00
318936 Total:		384.00
SWOR8032 - Swords Fencing Studio Total:		384.00
TCGS3012 - The Corporate Gift Service, Inc.		
318937	05/01/2024	
Inv	33491	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/11/2024	City of South Pasadena Imprinted Pens (Qty. 300)	312.29
Inv 33491 Total		312.29
Inv	33499	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/15/2024	City of South Pasadena Imprinted Tape Measure (Qty 250).	653.28
Inv 33499 Total		653.28
318937 Total:		965.57

TCGS3012 - The Corporate Gift Service, Inc. Total:	965.57
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HAFR7000 - The Hartford

318938 05/01/2024

Inv 085037146809

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/30/2024	Employee Life Insurance Benefit - April 2024	1,053.00

Inv 085037146809 Total	1,053.00
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318938 Total:	1,053.00
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HAFR7000 - The Hartford Total:	1,053.00
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TRA5998 - Transtech Engineers, Inc.

318939 05/01/2024

Inv 20242361

<u>Line Item Date</u>	<u>Line Item Description</u>	
02/29/2024	SP Building Plan Check Services - February 2024	39,861.93

Inv 20242361 Total	39,861.93
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Inv 20242388

<u>Line Item Date</u>	<u>Line Item Description</u>	
03/31/2024	SP Building and Safety Staff Services - March 2024	27,214.00

Inv 20242388 Total	27,214.00
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318939 Total:	67,075.93
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TRA5998 - Transtech Engineers, Inc. Total:	67,075.93
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ADTR5011 - Tregenza, Adam

318940 05/01/2024

Inv 3/11/2024

<u>Line Item Date</u>	<u>Line Item Description</u>	
03/11/2024	Reimbursement for Company Officer 2D Training	420.00

Inv 3/11/2024 Total	420.00
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318940 Total:	420.00
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ADTR5011 - Tregenza, Adam Total:	420.00
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TRE9241 - Trench Shoring

318941 05/01/2024

Check Number	Check Date		Amount
Inv	RI20383869		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/05/2024	Rental of traffic steel plates for 1612 Indiana Ave excavation		1,036.50
Inv RI20383869 Total			1,036.50
318941 Total:			1,036.50
TRE9241 - Trench Shoring Total:			1,036.50
TRUPINT - TruePoint Solutions, LLC			
318942	05/01/2024		
Inv	SI-000359		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/28/2024	Annual Subscription Fees - 3/14/24-3/13/25.		1,475.00
Inv SI-000359 Total			1,475.00
Inv	SI-000462		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/31/2024	Online Permitting System - Configuration & Report Development		1,837.50
Inv SI-000462 Total			1,837.50
318942 Total:			3,312.50
TRUPINT - TruePoint Solutions, LLC Total:			3,312.50
ULIN8021 - Uline, Inc.			
0	05/01/2024		
Inv	14174202		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/11/2024	Senior Center office furnitures		1,357.70
Inv 14174202 Total			1,357.70
Inv	175182005		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/11/2024	DAR office supplies		1,098.37
Inv 175182005 Total			1,098.37
Inv	175780823		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/11/2024	Camp Med Office Furniture & Supplies		785.41
Inv 175780823 Total			785.41

Check Number	Check Date	Amount
0 Total:		3,241.48
ULIN8021 - Uline, Inc. Total:		3,241.48
ULFRINC - Ultimate Fortune Inc.		
318943	05/01/2024	
Inv	21550	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/02/2024	Library Step and Repeat backdrop	496.13
Inv 21550 Total		496.13
318943 Total:		496.13
ULFRINC - Ultimate Fortune Inc. Total:		496.13
UQMS8010 - Unique Management Services, Inc.		
0	05/01/2024	
Inv	6124417	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/01/2024	Library Agency Recovery Services - March 2024	151.45
Inv 6124417 Total		151.45
0 Total:		151.45
UQMS8010 - Unique Management Services, Inc. Total:		151.45
VALD4011 - Valdez, Catalina		
318944	05/01/2024	
Inv	03/24-03/29/24	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/10/2024	Mandatory Sexual Assault Investigation Course for Det. Valdez	1,080.06
Inv 03/24-03/29/24 Total		1,080.06
318944 Total:		1,080.06
VALD4011 - Valdez, Catalina Total:		1,080.06
TRIOVLLY - Valley Services, Inc.		
318945	05/01/2024	
Inv	INV2230044323	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/09/2024	On-Site Meal Program and Home Delivery - March 2023.	4,200.00

Check Number	Check Date	Amount
Inv INV2230044323 Total		4,200.00
318945 Total:		4,200.00
TRIOVLLY - Valley Services, Inc. Total:		4,200.00
VERW6711 - Verizon Wireless		
318946	05/01/2024	
Inv 9960144056		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/26/2024	AN 270619951-00004 Services for 2/27/24 - 3/26/24	499.82
Inv 9960144056 Total		499.82
318946 Total:		499.82
VERW6711 - Verizon Wireless Total:		499.82
WES4152 - West Coast Arborists, Inc.		
0	05/01/2024	
Inv 212859		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/31/2024	Citywide Urban Forestry- Arborist Services 3/16/24 - 3/31/24	850.00
Inv 212859 Total		850.00
Inv 212860		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/31/2024	Urban Forestry Services: Removal Cleanup 3/16/24 - 3/31/24	180.00
Inv 212860 Total		180.00
Inv 212861		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/31/2024	Citywide Urban Forestry:Tree Planting Services 3/16/24 - 3/31/24	424.00
Inv 212861 Total		424.00
0 Total:		1,454.00
WES4152 - West Coast Arborists, Inc. Total:		1,454.00
WES6711 - Western Water Works Supply Company		
318947	05/01/2024	
Inv 1252503-00		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/18/2024	Meter gaskets for .75 and 1 inch meters	497.26

Check Number	Check Date	Amount
Inv 1252503-00 Total		497.26
Inv 1253028-00		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/01/2024	Water line fittings for new water service @ 342 Pasadena Ave	896.82
Inv 1253028-00 Total		896.82
318947 Total:		1,394.08
WES6711 - Western Water Works Supply Company Total:		1,394.08
WIT6353 - Wittman Enterprises LLC		
318948	05/01/2024	
Inv 2402059		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/28/2024	Paramedic Billing Services - February 2024	7,592.72
Inv 2402059 Total		7,592.72
318948 Total:		7,592.72
WIT6353 - Wittman Enterprises LLC Total:		7,592.72
GRA1244 - Woods Maintenance Services, Inc.		
318949	05/01/2024	
Inv SPAS0324		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/01/2024	City-wide Graffiti Removal, March 2024	1,083.00
Inv SPAS0324 Total		1,083.00
318949 Total:		1,083.00
GRA1244 - Woods Maintenance Services, Inc. Total:		1,083.00
PTZM4011 - Zamora, Patrick		
318950	05/01/2024	
Inv 01/29-02/23/24		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/10/2024	Basic Narcotic Handler K9 Training for K9 Ofcr. Zamora	198.74
Inv 01/29-02/23/24 Total		198.74
Inv 2673267		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount
02/13/2024	Fuel reimbursement for training	51.96
Inv 2673267 Total		51.96
Inv 9046542		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/29/2024	Fuel reimbursement for training	37.44
Inv 9046542 Total		37.44
Inv 9046644		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2024	Fuel reimbursement for training	46.68
Inv 9046644 Total		46.68
Inv 9046852		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/05/2024	Fuel reimbursement for training	37.74
Inv 9046852 Total		37.74
Inv 9051148		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/16/2024	Fuel reimbursement for training	49.86
Inv 9051148 Total		49.86
Inv 9118165		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/21/2024	Fuel reimbursement for training	41.96
Inv 9118165 Total		41.96
Inv 9814842		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/06/2024	Fuel reimbursement for training	25.00
Inv 9814842 Total		25.00
Inv 9815538		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/23/2024	Fuel reimbursement for training	46.31
Inv 9815538 Total		46.31
Inv 9828695		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/07/2024	Fuel reimbursement for training	36.62
Inv 9828695 Total		36.62

Check Number	Check Date	Amount
Inv	9829486	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/28/2024	Fuel reimbursement for training	41.64
Inv 9829486 Total		41.64
318950 Total:		613.95
PTZM4011 - Zamora, Patrick Total:		613.95
ZAVA4011 - Zavala, Jeanette		
318951	05/01/2024	
Inv	03/24-29/24	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/10/2024	Property And Evidence Training Seminar 03/24-03/29/24	1,629.62
Inv 03/24-29/24 Total		1,629.62
318951 Total:		1,629.62
ZAVA4011 - Zavala, Jeanette Total:		1,629.62
Total:		495,510.84

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ATTACHMENT 3

Online Payments

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City of
SOUTH PASADENA

Online Payment Log			
Date	Vendor	Amount	Description
4/18/2024	So Cal Edison	\$23,854.63	Online Payment for City Electric Account # 3859.

Total: **\$23,854.63**

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ATTACHMENT 4
Prepaid &Warrant Voids

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Accounts Payable

Void Check Proof List

User: calvarez
Printed: 04/17/2024 - 4:07PM
Batch: 00002.04.2024



Account Number	Amount	Invoice No	Inv Date	Description	Reference	Task Label	Type	PONumber	Close PO?	Line Item
Vendor: CTYELCSP				City Electric Supply Company						
Check No: 318763				Check Date: 04/17/2024						
	318.63	PDA/024596	03/11/2024	Transformer for Orange Grove Restroc					No	0
101-6010-6601-8120-000										
Check Total:	318.63									
Vendor Total:	318.63									
Report Total:	318.63									

Accounts Payable

Void Check Proof List

User: calvarez
 Printed: 04/17/2024 - 3:58PM
 Batch: 00001.04.2024



Account Number	Amount	Invoice No	Inv Date	Description	Reference	Task Label	Type	PONumber	Close PO?	Line Item
Vendor: ULIN8021				Uline, Inc.						
Check No: 0			04/17/2024							
	1,357.70	14174202	03/19/2024	Senior Center office furniture					No	0
101-8030-8021-8020-000										
Check Total:	1,357.70									
Vendor Total:	1,357.70									
Report Total:	1,357.70									

Accounts Payable

Void Check Proof List

User: calvarez
 Printed: 04/18/2024 - 9:22AM
 Batch: 00003.04.2024



Account Number	Amount	Invoice No	Inv Date	Description	Reference	Task Label	Type	PONumber	Close PO?	Line Item
Vendor: WIL2010				Willdan Engineering						
Check No: 316843				Check Date: 06/21/2023						
	1,800.00	006-24481	06/05/2023	Engineering Signal Sheet for Orange C					No	0
101-6010-6011-8170-000										
Check Total:	1,800.00									
Vendor Total:	1,800.00									
Report Total:	1,800.00									

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ATTACHMENT 5
Payroll Summary

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Payroll

Payroll Summary Report



Payroll Date: 4/12/2024 Regular

Checks	\$	994.11
Direct Deposits	\$	535,465.57
IRS Payments	\$	104,809.54
EDD - State of CA	\$	31,338.33
PERS Pension	\$	122,935.93
Deferred Comp	\$	26,762.67
PERS Health	\$	-
Subtotal:	\$	822,306.15

Payroll Date: 4/23/2024 Off-Cycle

Checks	\$	-
Direct Deposits	\$	415.46
IRS Payments	\$	90.92
EDD - State of CA	\$	-
PERS Pension	\$	-
Deferred Comp	\$	-
PERS Health	\$	-
Subtotal:	\$	506.38
Grand Total:	\$	822,812.53

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City Council Agenda Report

ITEM NO. 7

DATE: May 1, 2024

FROM: Arminé Chaparyan, City Manager *AC*

PREPARED BY: Brian Solinsky, Chief of Police
Tanya Brittin, Interim Management Analyst

SUBJECT: Reapprove the Appropriation of 2021 Urban Area Security Initiative Grant Funds in the Amount of \$44,369 for Flock Safety, Inc. Automated License Plate Reader Cameras

Recommendation

It is recommended that the City Council appropriate \$44,369 of the Urban Area Security Initiative Grant Funds to Homeland Security Grant account 274-4010-4019-8520-000 for payment to Flock Safety, Inc. for Automated License Plate Reader (ALPR) cameras. The appropriation was previously approved in FY 2021-2022 but was not carried over.

Background

In March 2022, the South Pasadena Police Department received a \$44,369 grant from the Department of Homeland Security through the Urban Area Security Initiative (UASI) 2021 grant cycle. This grant, accepted by the City Council on May 4, 2022, was initially earmarked for virtual reality (VR) training simulators to support regional homeland security goals. Subsequently, the City entered into a two-year contract with Flock Safety, Inc. for the lease of 13 Automated License Plate Reader (ALPR) cameras, which were successfully installed at city entry points in April 2023. Due to the impracticality of available VR training simulators, the Police Department proposed reallocating the grant to expand the ALPR project, which had demonstrated effectiveness by detecting 145 hits for wanted or stolen vehicles and missing persons alerts between April 2023 and February 2024. The City Council approved this grant modification in February 2024, allowing for the installation of an additional 14 ALPR cameras.

Analysis

The Police Department has experienced success in enhancing public safety through the Flock Safety, Inc. camera projects, sharing data with 106 regional agencies. Following the UASI 21 grant modification, the Department identified and submitted environmental impact reports for 14 additional ALPR camera locations. The installation of these new cameras was completed on April 8, 2024, at strategic points throughout the city:

Reapprove the Appropriation of UASI 21 Grant Funds

May 1, 2024

Page 2 of 2

1. Fair Oaks (NB) at Columbia
2. Fair Oaks at 110 Freeway (On-ramp)
3. Fremont Ave at Columbia (NB)
4. Fremont Ave at Alhambra Rd (SB)
5. Orange Grove at Columbia (NB)
6. Orange Grove/110 Freeway (On-ramp)
7. Pasadena Ave (WB) at Arroyo Verde
8. Huntington Dr at Garfield Ave (WB)
9. Huntington Dr at Alhambra Rd (SB)
10. Fair Oaks at Monterey Rd (NB)
11. Via Del Rey at Monterey (SB)
12. Mission at Meridian (EB)
13. Huntington at Fair Oaks (EB)
14. Fremont at Monterey (EB)

Due to the duration of the UASI 21 project extension, the initially approved funding was not carried forward in the budget, prompting a request for the reinstatement of the appropriation. UASI grants are reimbursable, and City staff has filed the necessary documentation. Similar to past experiences, such as the UASI 20 Mobile Data Computer Project, the City anticipates reimbursement in approximately one year after project completion.

Fiscal Impact

The UASI 21 project award, totaling \$44,369, was initially approved by the City Council in FY 21-22. Staff now recommends reallocating the same amount to the Homeland Security Grant account 274-4010-4019-8520-000 for the purchase of Flock Safety, Inc. ALPR cameras in FY 23-24. The City anticipates receiving reimbursement for this expenditure within approximately one year as part of the UASI 2021 grant cycle.

Key Performance Indicators and Strategic Plan

This item is in line with the Strategic Plan priority 6d outlining the improvement of technology.

Commission Review and Recommendation

This item was not reviewed by the Public Safety Commission.



City Council Agenda Report

ITEM NO. 8

DATE: May 1, 2024

FROM: Arminé Chaparyan, City Manager *AC*

PREPARED BY: Angelica Frausto-Lupo, Community Development Director

SUBJECT: **Consideration of the Approval of the Second Amendment to the Professional Services Agreement with Moore Iacofano Goltsman, Inc. (MIG), for a Housing Element Implementation Analysis/Fit Study for Fair Oaks Avenue and Mission Street in an Amount Not-to-Exceed \$38,660.**

Recommendation

It is recommended that the City Council consider the approval of the Second Amendment to the Professional Services Agreement with Moore Iacofano Goltsman, Inc., (MIG) for additional technical services for a Housing Element Implementation Analysis/Fit Study for Fair Oaks Avenue and Mission Street in the amount of \$38,660, for a new total not-to-exceed contract amount of \$82,910.

Executive Summary

The City has engaged Moore Iacofano Goltsman, Inc. (MIG) under a Professional Services Agreement (PSA) to support the implementation of the 6th Cycle Housing Element, initially focusing on zoning text amendments and mapping for rezoning efforts with an initial contract amount of \$29,250. Following the adoption of the General Plan on September 27, 2023, and pending adoption of proposed density increases in specific residential zones, a First Amendment was executed on November 29, 2023, adding \$15,000 to the budget, bringing the contract total to \$44,250 for analyses of existing density and development capacities. As the City moves forward with Housing Element Program 2.n, which involves a Citywide Height Limit Ballot Initiative, it requires further services from MIG to project potential developments under new density and height guidelines. The proposed Second Amendment would allocate an additional \$38,660 to MIG for detailed studies, culminating in a revised contract ceiling of \$82,910.

Background

The City originally contracted with Moore Iacofano Goltsman, Inc. (MIG) to undertake zoning text amendments and mapping as part of the 6th Cycle Housing Element implementation, starting with an initial contract of \$29,250. This work was crucial for adopting the General Plan, adopted on September 27, 2023, which did not initially include the proposed density increases for Residential Medium Density (RM) and Residential High Density (RH) zones. Consequently, a First Amendment was signed on November 29, 2023, enhancing the PSA by \$15,000 to a new cap of \$44,250, to facilitate further

analysis of existing density and residential development capacity. MIG provided additional rezoning and mapping for the Housing Opportunity Overlay zone, effective April 19, 2024.

Upon successful completion of these tasks, the City's next step involves the implementation of Housing Element Program 2.n, the Citywide Height Limit Ballot Initiative. This requires an understanding of potential developments conforming to new density and height parameters, necessitating a Second Amendment to the PSA with MIG. This amendment would add \$38,660 for detailed studies as outlined in Exhibit 1, raising the contract's ceiling to \$82,910.

With MIG's expertise in fit and density studies, the upcoming initiatives aim to equip South Pasadena residents with clear visuals and data on proposed changes in building heights and densities, enhancing voter understanding and decision-making regarding the proposed adjustments to the city's 45-foot building height limit. This limit was identified by the Department of Housing and Community Development (HCD) as a developmental constraint during the Housing Element process.

City Council Study Session

On April 15, 2024, the City Council held a Study Session to discuss a proposed ballot measure that would adjust the 45-foot building height limit, as well as to clarify the specific stipulations of Program 2.n. This program does not call for a city-wide repeal of the height limit but targets modifications for residential or mixed-use projects where the base density exceeds 50 units per acre. The session served as a platform for public education and feedback, with three members of the public speaking and additional written comments submitted.

Following a presentation by the City Attorney and thoughtful deliberation of public input and council discussion, the City Council emphasized the need for visual aids. They requested three-dimensional exhibits to better illustrate potential developments and their integration within the existing urban landscape of Mission Street and Fair Oaks Avenue. This feedback highlighted the importance of such visualizations in helping residents understand the impact of proposed changes. Staff acknowledges the need for additional services to create these crucial streetscape visualizations, although they are not included in the current contract amendment's scope of work.

Analysis

Moore Iacofano Goltsman, Inc. (MIG) is a well-established consulting firm with a strong presence in California and offices across the United States. The firm boasts a diverse team of community planning experts, GIS technicians, and data analysts capable of modeling and testing development standards, drafting technical zoning codes, and producing illustrative depictions of hypothetical developments in line with the City's

Municipal Code. MIG's technical prowess and depth of expertise make it ideally suited for analyzing potential development scenarios along Fair Oaks Avenue and Mission Street.

The planned analysis for this project includes:

- Site A: A Flex Building with a density of 70 dwelling units per acre and a potential height of up to 84 feet.
- Site B: A Mixed-use and residential building accommodating 110 dwelling units per acre, also up to 84 feet high.
- Site C: A Mixed-use building, specifics to be determined based on zoning potential.

Detailed in Exhibit 1 (Scope of Work in Attachment 4), the study will explore up to two alternative configurations for each site concerning various heights and densities. Deliverables from this analysis will include detailed tables enumerating the sizes and types of residential and commercial units, parking provisions, and other relevant development metrics. Moreover, MIG will produce three-dimensional site plans to aid in public understanding of how the proposed developments could transform the area, particularly if voters approve changes to the existing 45-foot height restriction. City staff will collaborate closely with MIG to pinpoint and evaluate suitable sites for these potential developments on Mission Street and Fair Oaks Avenue.

Fiscal Impact

The Second Amendment to the MIG, Inc., PSA includes a contract amount of \$38,660 for a new not-to-exceed total contract amount of \$82,910. Funding for Housing Element program implementation under ballot measure and height limit study, was included in the Fiscal Year 2023-2024 Community Development Department Budget under Professional Services Account Number 101-7010-7011-8170-000.

Key Performance Indicators and Strategic Plan

The ballot initiative to revise or repeal the City's existing 45-foot building height limit is required by the City's adopted Housing Element and General Plan. Housing is foundational to the implementation of most of the City's 2021-2026 Strategic Plan goals: 2) Economic Development, 3) Public Safety, 4) Infrastructure, and 5) Housing.

City Attorney Review

This agenda report has been reviewed by the City Attorney.

Commission Review and Recommendation

This matter was not reviewed by a commission or board.

Attachments:

1. MIG, Inc., PSA
2. MIG, Inc., PSA First Amendment
3. Proposed MIG, Inc., PSA Second Amendment
4. Exhibit 1 to the Proposed PSA Second Amendment

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ATTACHMENT 1
MIG, Inc., Professional Services Agreement (PSA)

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**PROFESSIONAL SERVICES AGREEMENT
FOR CONSULTANT SERVICES**

(City of South Pasadena / Moore Iacofano Goltsman, 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 Moore Iacofano Goltsman, Inc. (“Consultant”).

2. RECITALS

- 2.1. City has determined that it requires the following professional services from a consultant: technical writing and GIS mapping for re-zoning related to Housing Element implementation.
- 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”: Focused Zoning Code and Zoning Map Updates, Exhibit A
- 3.2. “Agreement Administrator”: The Agreement Administrator for this project is Alison Becker, AICP, Deputy Community Development Director. The Agreement Administrator shall be the principal point of contact at the City for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim milestones. City reserves the right to change this designation upon written notice to Consultant.

- 3.3. “Approved Fee Schedule”: Consultant’s compensation rates are set forth in the fee schedule attached hereto as Exhibit B and incorporated herein by this reference. This fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.
- 3.4. “Maximum Amount”: The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is Twenty Nine Thousand, Two Hundred and Fifty Dollars (\$29,250).
- 3.5. “Commencement Date”: June 15, 2023.
- 3.6. “Termination Date”: Upon completion of the work but no later than December 31, 2023.

4. TERM

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall expire at 11:59 p.m. on the Termination Date unless extended by written agreement of the parties or terminated earlier under Section 18 (“Termination”) below. Consultant may request extensions of time to perform the services required hereunder. Such extensions shall be effective if authorized in advance by City in writing and incorporated in written amendments to this Agreement.

5. CONSULTANT’S DUTIES

- 5.1. **Services.** Consultant shall perform the services identified in the Scope of Services Exhibit A. 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

Professional Services Agreement – Consultant Services

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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. Lisa Brownfield 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

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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. INTENTIONALLY OMITTED

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 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 **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.
- 11.6 **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.

11.7 **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: Focused Zoning Code and Zoning Map Updates.
- Documentation of Best's rating acceptable to the City.
- Original endorsements effecting coverage for all policies required by this Agreement.
- City reserves the right to obtain a full certified copy of any Insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of the right to exercise later.

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

- Professional Liability Insurance: \$2,000,000 per occurrence,
\$2,000,000 aggregate
- General Liability:
 - General Aggregate: \$2,000,000
 - Products Comp/Op Aggregate \$2,000,000
 - Personal & Advertising Injury \$2,000,000
 - Each Occurrence \$2,000,000
 - Fire Damage (any one fire) \$ 100,000
 - Medical Expense (any 1 person) \$ 10,000
- Workers' Compensation:
 - Workers' Compensation Statutory Limits
 - EL Each Accident \$1,000,000

- EL Disease - Policy Limit \$1,000,000
- EL Disease - Each Employee \$1,000,000

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

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

- 12.4. **General Liability Insurance.** Commercial General Liability Insurance shall be no less broad than ISO form CG 00 01. Coverage must be on a standard Occurrence form. Claims-Made, modified, limited or restricted Occurrence forms are not acceptable.
- 12.5. **Worker's Compensation Insurance.** Consultant is aware of the provisions of Section 3700 of the Labor Code which requires every employer to carry Workers' Compensation (or to undertake equivalent self-insurance), and Consultant will comply with such provisions before commencing the performance of the work of this Agreement. If such insurance is underwritten by any agency other than the State Compensation Fund, such agency shall be a company authorized to do business in the State of California.
- 12.6. **Automobile Liability Insurance.** Covered vehicles shall include owned if any, non-owned, and hired automobiles and, trucks.
- 12.7. **Professional Liability Insurance or Errors & Omissions Coverage.** The deductible or self-insured retention may not exceed \$50,000. If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of the work. Coverage shall be continued for two years after the completion of the work by one of the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the work under this Agreement.
- 12.8. **Claims-Made Policies.** If any of the required policies provide coverage on a claims-made basis the Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work. Claims-Made Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

- 12.9. **Additional Insured Endorsements.** The City, its City Council, Commissions, officers, and employees of South Pasadena must be endorsed as an additional insured for each policy required herein, other than Professional Errors and Omissions and Worker's Compensation, for liability arising out of ongoing and completed operations by or on behalf of the Consultant. Consultant's insurance policies shall be primary as respects any claims related to or as the result of the Consultant's work. Any insurance, pooled coverage or self-insurance maintained by the City, its elected or appointed officials, directors, officers, agents, employees, volunteers, or consultants shall be non-contributory. All endorsements shall be signed by a person authorized by the insurer to bind coverage on its behalf. General liability coverage can be provided using an endorsement to the Consultant's insurance at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37.
- 12.10. **Failure to Maintain Coverage.** In the event any policy is canceled prior to the completion of the project and the Consultant does not furnish a new certificate of insurance prior to cancellation, City has the right, but not the duty, to obtain the required insurance and deduct the premium(s) from any amounts due the Consultant under this Agreement. Failure of the Consultant to maintain the insurance required by this Agreement, or to comply with any of the requirements of this section, shall constitute a material breach of this Agreement.
- 12.11. **Notices.** Contractor shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. Consultant shall provide no less than 30 days' notice of any cancellation or material change to policies required by this Agreement. Consultant shall provide proof that cancelled or expired policies of insurance have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages. The name and address for Additional Insured Endorsements, Certificates of Insurance and Notices of Cancellation is: City of South Pasadena, Attn: City Clerks Office, South Pasadena, CA 91030.
- 12.12. **Consultant's Insurance Primary.** The insurance provided by Consultant, including all endorsements, shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.
- 12.13. **Waiver of Subrogation.** Consultant hereby waives all rights of subrogation against the City. Consultant shall additionally waive such rights either by endorsement to each policy or provide proof of such waiver in the policy itself.

12.14. **Report of Claims to City.** Consultant shall report to the City, in addition to the Consultant's insurer, any and all insurance claims submitted to Consultant's insurer in connection with the services under this Agreement.

12.15. **Premium Payments and Deductibles.** Consultant must disclose all deductibles and self-insured retention amounts to the City. The City may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within retention amounts. Ultimately, City must approve all such amounts prior to execution of this Agreement.

City has no obligation to pay any premiums, assessments, or deductibles under any policy required in this Agreement. Consultant shall be responsible for all premiums and deductibles in all of Consultant's insurance policies. The amount of deductibles for insurance coverage required herein are subject to City's approval.

12.16. **Duty to Defend and Indemnify.** Consultant's duties to defend and indemnify City under this Agreement shall not be limited by the foregoing insurance requirements and shall survive the expiration of this Agreement.

13. MUTUAL COOPERATION

13.1. **City Cooperation in Performance.** City shall provide Consultant with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Consultant's services under this Agreement.

13.2. **Consultant Cooperation in Defense of Claims.** If any claim or action is brought against City relating to Consultant's performance in connection with this Agreement, Consultant shall render any reasonable assistance that City may require in the defense of that claim or action.

14. NOTICES

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile or overnight courier service during Consultant's and City's regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to City:

Alison Becker, AICP
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030
Telephone: (626) 403-7222

If to Consultant:

Lisa Brownfield, Principal
MIG, Inc.
537 S. Raymond Avenue
Pasadena, CA 91105
Telephone: (626) 744-9872

With courtesy copy to:

Roxanne M. Diaz
Richards, Watson & Gershon
350 South Grand Avenue, 37th Floor
Los Angeles, CA 90071
Telephone: (213) 626-8484

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 employce 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

By: Armine Chaparyan
Signature

Printed: Armine Chaparyan

Title: City Manager

Date: 6/15/2023

“Consultant”

Daniel Iacofano, MIG, Inc.

By: Daniel Iacofano
Signature

Printed: DANIEL S IACOFANO

Title: CEO/PRESIDENT

Date: 6/12/23

Attest:

By: Mark Perez
Deputy City Clerk

Date: 6/26/2023

Approved as to form:

By: Roxanne Diaz
Roxanne Diaz, City Attorney

Date: 6/20/2023

EXHIBIT A

Scope of Services

MIG will provide the following scope of services. Please note that each task identified may not occur in the order presented in this scope, as tasks may occur simultaneously. This scope reflects our discussion with you regarding the anticipated Zoning Code and Zoning Map amendments needed to implement Housing Element policy related to the sites inventory and creating capacity to satisfy the Regional Housing Needs Assessment (RHNA). Based on our discussions, these assumptions are:

- Any rezoning required within the Downtown Specific Plan area will not be part of MIG's work scope; it will be undertaken in a parallel process by others.
- In 1998, the City significantly reduced allowable densities in the multi-family residential zones (RM and RH). This amendment effort will reverse that action and restore densities to 35 units/acre for RM and 45 units/acre for RH.
- MIG will need to adjust the development standards for the RM and RH zones to implement the target densities and make sure they work to produce quality projects.
- Through a contract with SCAG, AECOM is preparing objective design standards (ODS) that will apply in South Pasadena. MIG will need to ensure that the ODS and new development standards work in tandem to implement Housing Element policy. We assume that the ODS materials will be available when the work gets started.
- Commercial nodes outside of the Downtown Specific Plan will need to allow for mixed-use developments at a density of up to 70 units/acre. The standards will mirror those in the specific plan, which have already been prepared. However, the standards may need to be slightly adjusted to reflect any unique conditions in the Focus Areas where they apply.
- Parking standards may require adjusting; however, because many of the areas affected by the rezoning lie within one-half mile of the L Line light rail station, the provisions of AB 2097 will limit the City's ability to impose parking requirements.
- The City does not have GIS shapefiles for the Zoning Map. MIG will create the map based on parcel data we acquire from Los Angeles County and then code with the appropriate zoning districts shown on the official paper Zoning Map. Alternatively, the City's General Plan consultant may be able to provide the GIS shapefiles.

While the Housing Element contains other policies that will be implemented through Zoning Code updates, this effort will focus only on the above. Other policy directives, for example, includes repealing the 45-foot-height limit (requires a voter referendum), revising the inclusionary housing ordinance, and streamlining administrative procedures.

Task 1: Project Management and Coordination

1.1: Kick-Off Meeting

MIG Principal Lisa Brownfield, Jose Rodriguez, and Allison Cook will conduct a teleconference with City staff to clarify available information and your expectations regarding the amendments and schedule.

Objectives for the call include:

- Understand the City's expectations and requirements
- Establish primary contact and preferred methods for communication
- Discuss the work scope and schedule
- Identify GIS resources

1.2: Project Coordination Meetings (allowance)

This task involves strategic planning meetings/phone calls between MIG and City staff as needed. The budget provides an allowance for coordination meetings.

1.3: Project Management

This subtask provides for contract administration, invoicing, scheduling, coordination with the project team, and quality control/assurance.

Task 1 Meetings and Deliverables

Kick-off meeting

Project coordination meetings (budgeted allowance)

Monthly invoices

Task 2: Prepare Administrative Draft and Hearing Draft Zoning Code Amendments

The Housing Element establishes the densities to be achieved in the RM, RH, and mixed-use zoning districts. The mixed-use zoning will be implemented via an overlay district or corresponding zone within Focus Areas (outside of the Downtown Specific Plan area). Thus, our effort will focus on drafting development standards that work to achieve these densities and work in concert with the ODS to be provided by the City (prepared by AECOM).

Using the version of the South Pasadena Zoning Code available online from Code Publishing, the ODS, and the draft Downtown Specific Plan mixed-use standards, MIG will prepare administrative draft Zoning Code amendments for Division 36.220 (Residential Zoning Districts), Division 36.230 (Commercial Zoning Districts), and Division 36.250 (Overlay Zoning Districts).

To accommodate the new RM and RH densities, changes may be needed to the following development standards:

- Minimum lot area
- Setbacks

- Floor area ratio
- Multiple story exception
- Height limit adjacent to street
- Open space
- Parking

MIG’s planners will work with our in-house designers and architects to model and test what standards need adjusting and to what degree to accommodate the densities and reflect the ODS. Options will be shared with City staff to assist with selecting the appropriate new standards.

Regarding the mixed-use standards, City staff has indicated that those standards should mirror those that have been drafted for the Downtown Specific Plan. We will want to test those to ensure they work for the housing sites identified in the Housing Element outside of the specific plan area. If needed, we will tweak those standards to reflect any conditions unique to the Focus Areas.

We will prepare complete administrative drafts of the code sections using Word’s track changes function to clearly identify the draft changes. City staff will review and edit the administrative draft, also using track changes and comments to indicate edits. All City comments will be consolidated and resolved in a single document to be provided to MIG.

Following receipt of City staff comments, MIG will revise the administrative draft to produce a public hearing draft. Given the short time frame available to complete this work program, we have not included an interim draft to be shared with the Planning Commission in a study session format.

Task 2 Deliverables

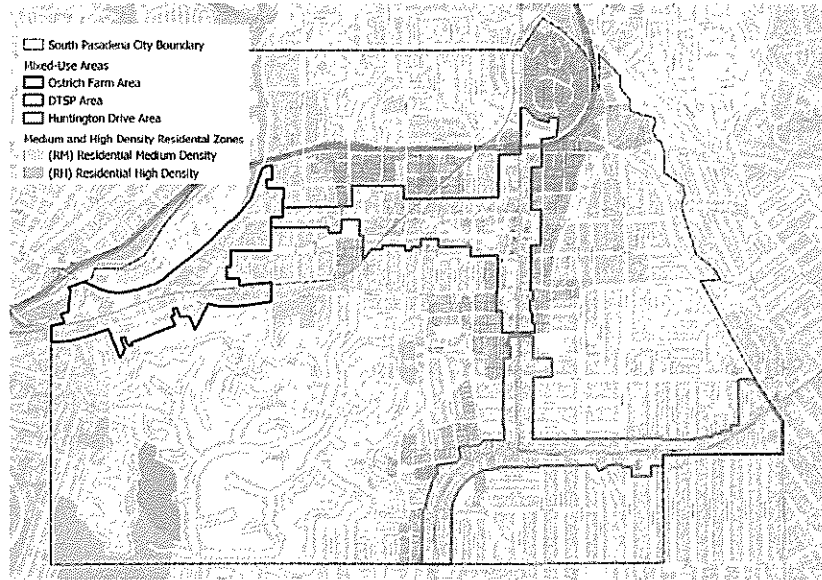
One electronic copy (Word and pdf) of the Administrative Draft code amendments for City review

One electronic copy (Word and pdf) of the Public Hearing Draft code amendments for City review

Task 3: Prepare Administrative Draft and Hearing Draft Zoning Map Amendments

The Zoning Map will need to be amended to accommodate the RHNA commitment. The map below identifies the required rezoning areas.

The new Zoning Map must be parcel specific. The City has indicated that it does not have a GIS-based Zoning Map, so we will need to prepare one to identify zoning at the parcel level and allow for easier identification (by APN) of the parcels to be rezoned. MIG will either obtain the necessary GIS layers from Los Angeles County or the City's GIS consultant to build the base map and create the



current Zoning Map from paper map data. We will then prepare the new map and provide an exhibit showing which parcels will be rezoned.

The level of effort to create the existing Zoning Map can be eased and costs reduced if the City's prior Housing Element consultant prepared a GIS-based Zoning Map and can provide that GIS data to the City.

MIG will prepare an administrative draft Zoning Map to City staff for review. We will make revisions per staff direction and create the public hearing draft Zoning Map.

The City will need to identify property owners whose properties are planned to be rezoned. We will provide the City the list of affected APNs, indicating the existing and proposed zoning districts.

Task 3 Deliverables

Administrative Draft Zoning Map (pdf for review)

Public hearing Draft Zoning Map (pdf)

Task 4: Public Hearings – Optional

If requested by City staff, MIG can attend public hearings to present materials and respond to questions. Other optional tasks include preparing hearing resolutions, ordinances, and staff reports. For cost control purposes, we have not included these tasks in the budget.

Task 4 Deliverables

Optional – Prepare presentation for hearings

Task 5: Final Zoning Code and Zoning Map Changes

5.1: Final Code and Map

We have budgeted an allowance of MIG staff time to prepare any revisions to the Code and Map amendments to reflect Planning Commission recommendations to the City Council for the first reading of the ordinance. We assume that City staff will make any final changes in response to City Council action.

Task 5 Deliverables

Code and Map amendments with Planning Commission revisions/recommendations (Word and pdf)

Final Zoning Map GIS layers (ArcGIS)

EXHIBIT B

Fee Schedule

The table below identifies the estimated costs associated with each work scope task. All work and direct costs will be billed on a time-and-materials basis using the following hourly billing rates:

Principal:	\$215-\$240
GIS Director	\$175
Senior Planner	\$170
Designer	\$160
Administrative	\$120

Task	Estimated Cost
1.0 Project Management and Coordination	\$5,000
2.0 Administrative Draft Zoning Code	\$15,000
3.0 Administrative Draft Zoning Map	\$8,000
4.0 Public Hearings - OPTIONAL	--
5.0 Final Code and Map - allowance	\$1,000
Direct Costs	\$250
Total	\$29,250

Schedule

Per the City's settlement agreement, the rezoning must be complete within 120 days of Housing Element adoption, which occurred May 30, 2023. We have assumed that the Council's first reading of the ordinance will constitute completion. Based on these assumptions, we propose to adhere to the following schedule, subject to receiving all materials needed to prepare the Code and Map amendments and timely City review of draft materials.

Task	Timeline
1.0 Project Management and Coordination	Kick-off meeting week of June 12, 2023. Coordination meetings as scheduled.
2.0 Administrative Draft Zoning Code Deliver to City City Comments to MIG Hearing Draft	July 21, 2023 August 4, 2023 August 18, 2023
3.0 Administrative Draft Zoning Map Deliver to City City Comments to MIG Hearing Draft	July 14, 2023 July 31, 2023 August 11, 2023
4.0 Public Hearings - OPTIONAL	September 2023
5.0 Final Code and Map	September 2023

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ATTACHMENT 2
MIG, Inc., PSA First Amendment

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FIRST AMENDMENT TO
AGREEMENT FOR SERVICES

THIS FIRST AMENDMENT (“Amendment”) is made and entered into on the 15th day of November, 2023 by and between the CITY OF SOUTH PASADENA (“City”) and Moore Iacofano Goltsman, Inc. (MIG) (“Consultant”).

RECITALS

WHEREAS, on June 15th, 2023, the City entered into an agreement with MIG, which was executed by the City Manager, for MIG to prepare zoning text amendments and maps related to the General Plan Update (“Agreement”), and;

WHEREAS, the City and Consultant desire to amend the scope of the Agreement to assist with the development of detailed data analysis of existing density and available development capacity within the City’s residential zones.

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

Section 1. Section 3.1 of the Agreement entitled “Scope of Services” is amended by adding an additional Scope of Services as set forth in Exhibit 1, attached and incorporated herein by this First Amendment.

Section 2. Section 3.4 of the Agreement entitled “Maximum Amount” is amended to read as follows: “The highest total compensation and costs payable to Consultant by the City under this Agreement. The Maximum Amount under this agreement is Forty-Four Thousand and Two Hundred Fifty Dollars (\$44,250), which is comprised of Twenty-Nine Thousand, Two Hundred and Fifty Dollars (\$29,250) for the original Scope of Services and Fifteen Thousand Dollars (\$15,000) to support additional activities necessary to finalize the residential capacity and rezoning program for the General Plan Update as described in the First Amendment.

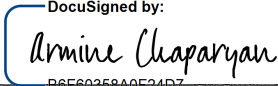
Section 3. Section 3.6 of the Agreement entitled “Termination Date” shall be revised to read as follows: “Upon completion of the work.”

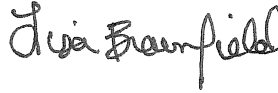
Section 4. All other terms, conditions, and provisions of the Agreement to the extent not modified by this Second Amendment, shall remain in full force and effect.

TO EFFECTUATE THIS FIRST 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”
Moore Iacofano Goltsman, Inc.

By: 
Signature

By: 
Signature

Printed: Arminé Chaparyan

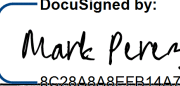
Printed: Lisa Brownfield

Title: City Manager

Title: Principal

Date: 11/29/2023

Date: November 16, 2023

Attest:
By: 
Mark Perez, Deputy City Clerk
Date: 11/29/2023


Approved as to form:
By: 
Roxanne Diaz, City Attorney
Date: 11/29/2023

Exhibit 1

Amended Scope of Services

<p>TASK 6. (NEW)</p> <p>Data Analysis</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • Data Tables 	<ul style="list-style-type: none"> • Secure most recent County Assessor Data for all residential parcels in South Pasadena. Desired information includes, but not limited to, total parcels in each zoning designation, parcel sizes per designation, existing units per parcel, existing units per zoning designation, existing density in each zoning designation, parcels where existing units exceeds allowable density. • Analyze existing unit distribution within zoning designations to determine what percentage of parcels are developed at a level that exceeds existing density. Analyze the impact of proposed density changes in terms of additional capacity per zoning designation.
<p>TASK 7. (NEW)</p> <p>Mapping</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • Draft Maps • Final Maps 	<p>Illustrate data with maps. Identify areas where upzoning is desirable given proposed density, existing units, transit orientation, parcel sizes. Heat map of over-built/under-built existing environments. Maps illustrating predominant lot size locations.</p>

Fee Schedule

All work and direct costs will be billed on a time-and-materials basis using the following hourly billing rates:

Principal:	\$215-\$240
GIS Director	\$175
Senior Planner	\$170
Designer	\$160
Administrative	\$120

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ATTACHMENT 3
MIG, Inc., PSA Second Amendment

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SECOND AMENDMENT TO
AGREEMENT FOR SERVICES

THIS AMENDMENT (“Amendment”) is made and entered into on the ___ day of May, 2024, by and between the CITY OF SOUTH PASADENA (“City”) and Moore Iacofano Goltsman, Inc. (MIG) (“Consultant”).

RECITALS

WHEREAS, on June 15th, 2023, the City Manager executed a contract with MIG to prepare zoning text amendments and maps related to the General Plan Update, and;

WHEREAS, on November 29, 2023, the City Manager executed a contract amendment with MIG to prepare additional technical services for property development and zoning data, and;

WHEREAS, the City and Consultant desire to amend the scope of the contract to assist the development of a detailed Housing Element Implementation Analysis/Fit Study for Fair Oaks Avenue and Mission Street to better visualize how projects of various height and density may appear.

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

Section 1. Section 3.1 “Scope of Services” is amended by adding an additional Scope of Services as set forth in Exhibit 1, attached and incorporated by this Amendment.

Section 2. Section 3.4 of the Agreement entitled “Maximum Amount” is amended to read as follows: The highest total compensation and costs payable to Consultant by the City under this Agreement. The Maximum Amount under this agreement is Eighty-Two Thousand Nine Hundred Ten Dollars (\$82,910), which is comprised of Twenty-Nine Thousand Two Hundred Fifty dollars (\$29,250) for the original Scope of Services, Fifteen Thousand Dollars (\$15,000) to support additional activities necessary to finalize the residential capacity and rezoning program for the General Plan Update as described in the First Amendment, and Thirty-Eight Thousand Six Hundred Sixty dollars (\$38,660) for a detailed Housing Element Implementation Analysis/Fit Study for Fair Oaks Avenue and Mission Street as described in Exhibit 1 to the contract’s Second Amendment.

Section 3. Section 3.6 of the Agreement entitled “Termination Date” shall be revised as follows: “Upon completion of the work, but no later than December 31, 2024.”

Section 4. 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 SECOND 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”
Moore Iacofano Goltsman, Inc.

By: _____
Signature

By: _____
Signature

Printed: Arminé Chaparyan

Printed: _____

Title: City Manager

Title: _____

Date: _____

Date: _____

Attest:

By: _____
Mark Perez, Deputy City Clerk

Date: _____

Approved as to form:

By: _____
Roxanne Diaz, City Attorney

Date: _____

ATTACHMENT 4

Exhibit 1 to the MIG, Inc., PSA Second Amendment
(Scope of Work)

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MIG Second Contract Amendment Exhibit 1: Tasks and Scope of Work

April 3, 2024

Alison Becker, Deputy Community Development Director
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030

Subject: South Pasadena Housing Plan Implementation Analysis: Density/Fit Study for Fair Oaks Avenue and Mission Street

Dear Alison:

MIG is pleased to propose the following scope and fee for the Housing Plan Implementation Analysis. As per discussion with City Staff on March 19th, MIG will do a massing analysis for three prototypical sites identified by the city:

Site A: Flex building 70 du/ac for height up to 84 feet.
Site B: Mixed use and residential building with 110 du/ac for height up to 84 feet
Site C: Mixed use building

The analysis will examine up to two alternatives each for each of the development in terms of different heights and densities for the sites A and C and up to 4 alternatives for site C. The final deliverable for each alternative will summarize the following:

- a) table showing number and sizes of residential units, commercial sq ft, parking spaces, etc.
- b) 3D axonometric showing the overall massing of the proposed building

Here is the list of tasks:

Task 1 Review of relevant development standards: MIG will review and document the development standards for each site as it relates to heights, setbacks, stepbacks, parking requirements, etc.

Task 2: Initial development sketches: MIG will sketch potential development capacity for each alternative. MIG will virtually check in with City to discuss various assumptions for each alternative overall development as well as brainstorm any changes that should be kept in mind before the follow up tasks are performed.

Task 3: Preliminary massing diagrams: MIG Team will create development capacity for each alternative. Each alternative will have three dimensions axonometric (sketch-up model) diagrams and an accompanying development capacity table highlighting the density, residential units, commercial area, and parking spaces: This information will be packaged in a PowerPoint and discussed with City Staff in a virtual meeting. City Staff will provide one round of comments in electronic format.

Task 4: Final massing diagrams: Based on City Staff, MIG Team will create final massing diagrams with accompanying development capacity table. All the materials will be incorporated in a PowerPoint format.

Task 5: Project management and administration: MIG will administer the project, regularly check in with the city and provide monthly invoices.

Sincerely,



Lisa A. Brownfield

MIG

Principal, Director of Planning Services



City of South Pasadena | Housing Plan Implementation Analysis: Density/Fit Study for Fair Oaks Avenue and Mission Street
e s t i m a t e d p r o j e c t c o s t

	MIG, Inc.								Subconsultants		Professional Fees Totals		
	Mukul Malhotra <i>Principal</i>		Rishi Dhody <i>Project Manager</i>		Lisa Brownfield <i>Principal-in-Charge</i>		Project Administrators		MIG Totals	Studio E		Sub Totals	
	Hrs@	\$295	Hrs@	\$150	Hrs@	\$215	Hrs@	\$100					
Task 1: REVIEW OF RELEVANT DEVELOPMENT STANDARDS	4	\$1,180	8	\$1,200	2	\$430			14	\$2,810		\$2,810	
Task 2: INITIAL DEVELOPMENT SKETCHES	12	\$3,540	14	\$2,100	2	\$430			28	\$6,070		\$6,070	
Task 3: PRELIMINARY MASSING DIAGRAMS	20	\$5,900	68	\$10,200	6	\$1,290			94	\$17,390	\$4,000	\$4,000	\$21,390
Task 4: FINAL MASSING DIAGRAMS	4	\$1,180	18	\$2,700	4	\$860			26	\$4,740		\$4,740	
Task 5: PROJECT MANAGEMENT AND ADMINISTRATION	2	\$590	2	\$300	4	\$860	4	\$400	12	\$2,150		\$2,150	
SUBTOTAL	42	\$12,390	110	\$16,500	18	\$3,870	4	\$400	174	\$33,160	\$4,000	\$4,000	\$37,160
Direct Costs													\$1,500
TOTAL PROJECT COSTS													\$38,660

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City Council Agenda Report

ITEM NO. 9

DATE: May 1, 2024

FROM: Arminé Chaparyan, City Manager *AC*

PREPARED BY: H. Ted Gerber, Director of Public Works
Anteneh Tesfaye, Deputy Public Works Director

SUBJECT: **Consider Approval of Payments to ACCO Engineered Systems, Inc. for HVAC maintenance and repairs at multiple City facilities in an amount of \$13,682.50, and Consider Entering into a Maintenance Agreement with ACCO Engineered Systems, Inc. in an amount not to exceed \$80,000**

Recommendation

It is recommended that the City Council:

1. Consider the approval of payments to ACCO Engineered Systems, Inc. (ACCO) for invoices related to HVAC maintenance and repairs at multiple City facilities in the amount of \$13,682.50; and
2. Consider authorizing the City Manager to enter into a Maintenance Agreement with ACCO Engineered Systems, Inc. for HVAC maintenance and repairs at multiple City facilities in an amount not to exceed \$80,000.

Executive Summary

The City of South Pasadena's Public Works Department is responsible for maintaining City Facilities, including heating, ventilation, and air conditioning (HVAC) system maintenance and repair. This item seeks approval from the City Council for payments to ACCO, an HVAC contractor. Additionally, the Department seeks the City Council's authorization to establish a Maintenance Agreement with ACCO for continued HVAC maintenance and repairs extended through Fiscal Year 2024-2025.

Background

HVAC systems in various City facilities are equipped with climate management technology from Pelican Wireless Systems. This technology features intelligent hardware that continuously monitors building temperatures and adjusts settings to optimize energy efficiency and reduce operational costs. ACCO Engineered Systems, which specializes in the installation, maintenance, and repair of mechanical systems, is the preferred vendor due to its expertise with Pelican products and its proximity to the city. In Fiscal Year 2023-2024, ACCO was granted a purchase order for \$29,000 to handle HVAC maintenance across city facilities. However, a surge in service requests has nearly exhausted these

ACCO Engineered Systems Payment of Invoices

May 1, 2024

Page 2 of 2

funds, with \$26,787.40 already spent by early 2024. Subsequent maintenance needs have generated additional invoices totaling \$13,682.50, bringing the overall expenditure to \$40,469.90. This amount exceeds the City Manager's purchasing authority of \$30,000, necessitating City Council approval to pay the outstanding invoices. Furthermore, the staff recommends establishing a maintenance agreement with ACCO to extend their services through the remainder of Fiscal Year 2023-2024 and into Fiscal Year 2024-2025.

Analysis

The proposed maintenance agreement with ACCO Engineered Systems encompasses a scope of services that includes routine maintenance and as-needed repairs for the City's 62 HVAC units. The agreement specifies the maintenance tasks, frequency, and location, with a projected annual cost of \$29,380 for all equipment. Additionally, the agreement features negotiated rates for unplanned work lower than ACCO's standard billing rates, offering a cost-effective solution for emergency repairs.

ACCO's proven track record in maintaining the City's HVAC systems, their expertise with Pelican Wireless System products, and their proximity to the City have led staff to recommend ACCO as the sole provider for HVAC services through Fiscal Year 2024-2025, in alignment with the City's purchasing policy. This recommendation is also supported by the fact that other service providers capable of supporting Pelican systems are not local and charge higher mobilization fees.

Furthermore, while ACCO will handle the primary maintenance work, the City staff retains the option to engage either in-house technicians or another local HVAC contractor for additional maintenance or repair tasks, ensuring the most cost-effective solution is utilized for each situation.

Fiscal Impact

Outstanding invoices total \$13,682.50. Adequate funding for the outstanding invoices and the maintenance agreement is available in the Facilities Maintenance Building Maintenance Account (No. 101-6010-6601-8120-000) as outlined in the Fiscal Year 2023-2024 budget. This account includes a budgeted line item of \$100,000 designated for HVAC system maintenance and repair, which is also projected for inclusion in the Fiscal Year 2024-2025 budget.

Key Performance Indicators (KPIs) and Strategic Plan

This item is not associated with a Key Performance Indicator.

Attachments

- 1) ACCO Engineered Systems, Inc. Pending Invoices Totaling \$13,682.50
- 2) Proposed Maintenance Agreement with ACCO Engineered Systems, Inc.

ATTACHMENT 1
ACCO Engineered Systems, Inc. Invoices

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Facility Services Division

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Corporate Office
 888 East Walnut Street | Pasadena, California | 91101

(800) 998-2226 Southern Region
(800) 598-2226 Northern Region

Customer # 1084584	Location ID 1090625	Invoice Date 08/29/2023	Customer P.O. # Catrina Peguero	Invoice # 20447866
Billing Address City of South Pasadena 1414 Mission St South Pasadena CA 91030 US			Job Site Address South Pasadena Wilson Reservoir 545 Adelyn Dr San Gabriel CA 91775 US	ACCT. Code Email-M-INV+WO Work Started 07/18/2023 Work Completed 07/19/2023
Reason For Service CONDENSATE REMOVAL PUMP IS NOT WORKING @ AN OFF-SITE CITY FACILITY				SC # 2828770

SCOPE OF WORK

Jul 18, 2023 Upon arrival found that external pump for mini split system was not working. Was told that water would dripping down the veins for airflow. Attempted to locate where condensation drain terminated outside. Did not find anything outside related to the drain. However, did find PVC piped into sink drain in bathroom north of the unit. Disconnected union at this area and blew line going into wall. Did not feel airflow while I did this but water and debris did flow out when I had disconnected the union. Checked for power at pump to make sure it was receiving correct amount of voltage. Found that it was in fact receiving power. Leads from meter shorted out plug going into pump. Pump determined to be bad, needs whole new pump assembly. Will return tomorrow to replace.

Jul 19, 2023 Returned to service call to install new condensation pump. Removed old pump and unwired off terminals inside indoor unit. Used new clear tubing and secured tubes to connections with hose clamps and zip ties. Wired up new pump properly according to schematics. Sealed tubing going into wall. Made sure water was being pushed out by pump by pouring water into drain pan of unit. Cooling is operating good, 52 degrees supply air. Unit back online.

Item Description	Units	Unit Price	Amount
Material			
*CO2	1.00	9.90	9.90
*Misc parts	1.00	49.50	49.50
*Clear Tubing	1.00	9.90	9.90
*SAUERMANN CONDENSATE	1.00	397.72	397.72
Total Material			467.02
Labor			
Overtime	0.75	277.50	208.13
Straight Time	7.00	185.00	1,295.00
Total Labor			1,503.13
Other			
HVAC Truck Charge	2.00	100.00	200.00
Total Others			200.00

**Wilson Reservoir - HVAC
 repairs
 PO# 24128
 101-6010-6601-8120
*Catrina Peguero***

Sub Total	2,170.15
Sales Tax	44.36
TOTAL	2,214.51

TERMS : NET 30

Remit To: ACCO ENGINEERED SYSTEMS, Dept.1084584, PO BOX 847360, LOS ANGELES, CA 90084

Catrina Peguero	CUSTOMER P.O. NUMBER
Catrina Peguero	REQUESTOR OF SERVICE
	SERVICE RESERVE #



Facility Services
WORK ORDER / WORK AUTHORIZATION
 Call Type: SC

SERVICE CALL ID	APT.
2828770	1231342

JOBSITE NAME AND ADDRESS		BILL TO NAME AND ADDRESS	
South Pasadena Wilson Reservoir 545 Adelyn Dr San Gabriel, CA 91775		City of South Pasadena 1414 Mission St South Pasadena, CA 91030	
LOCATION ID	1090625	CUSTOMER #	1084584
EQUIPMENT	MAKE	MODEL	SERIAL
DESCRIPTION OF WORK PERFORMED / RECOMMENDED:			

Work Performed: Upon arrival found that external pump for mini split system was not working. Was told that water would dripping down the veins for airflow. Attempted to locate where condensation drain terminated outside. Did not find anything outside related to the drain. However, did find pvc piped into sink drain in bathroom north of the unit. Disconnected union at this area and blew line going into wall. Did not feel airflow while I did this. But water and debris did flow out when I had disconnected the union. Checked for power at pump to make sure it was receiving correct amount of voltage. Found that it was in fact receiving power. Leads from meter shorted out plug going into pump. Pump determined to be bad, needs whole new pump assembly. Will return tomorrow to replace.

Offices Throughout The Western Region Trade: HVAC

OBTAINED	QTY	DESCRIPTION OF MATERIALS OR ACCO P.O. #'S ISSUED			
Date	Technician	Appt	Hours	Rate	ShiftPay x
07/18/2023	Jacob Sandoval	1231342	2.75	ST	
07/18/2023	Jacob Sandoval	1231342	0.75	OVER	

REASON FOR SERVICE CALL:	CONDENSATE REMOVAL PUMP IS NOT WORKING @ AN OFF-SITE CITY
STATUS OF DEPARTURE:	Technician Checked Out

REFRIGERANT RECOVERY				ADDITIONAL SERVICES & EXPENSES	
TYPE OF REFRIGIRANT	None	TOTAL POUNDS DISPOSED	0.00	<input checked="" type="checkbox"/>	HVAC Truck Charge
TOTAL POUNDS RECOVERED	0.00	TOTAL POUNDS NEW	0.00		

WORK COMPLETE			EST. COMPLETION DATE	Customer Name and Signature
YES	NO	✓		

Catrina Peguero	CUSTOMER P.O. NUMBER
Catrina Peguero	REQUESTOR OF SERVICE
	SERVICE RESERVE #



Facility Services
WORK ORDER / WORK AUTHORIZATION
 Call Type: SC

SERVICE CALL ID	APT.
2828770	1232501

JOBSITE NAME AND ADDRESS		BILL TO NAME AND ADDRESS	
South Pasadena Wilson Reservoir 545 Adelyn Dr San Gabriel, CA 91775		City of South Pasadena 1414 Mission St South Pasadena, CA 91030	
LOCATION ID	1090625	CUSTOMER #	1084584
EQUIPMENT	MAKE	MODEL	SERIAL
DESCRIPTION OF WORK PERFORMED / RECOMMENDED:			

Work Performed: Returned to service call to install new condensation pump. Removed old pump and unwired off terminals inside indoor unit. Used new clear tubing and secured tubes to connections with hose clamps and zip ties. Wired up new pump properly according to schematics. Sealed tubing going into wall. Made sure water was being pushed out by pump by pouring water into drain pan of unit. Cooling is operating good, 52 degree supply air. Unit back online.

Offices Throughout The Western Region Trade: HVAC

OBTAINED	QTY	DESCRIPTION OF MATERIALS OR ACCO P.O. #'S ISSUED			
07/19/2023	1.00	SAUERMANN CONDENSATE			
Date	Technician	Appt	Hours	Rate	ShiftPay x
07/19/2023	Jacob Sandoval	1232501	4.25	ST	

REASON FOR SERVICE CALL: CONDENSATE REMOVAL PUMP IS NOT WORKING @ AN OFF-SITE CITY
STATUS OF DEPARTURE: Technician Checked Out

REFRIGERANT RECOVERY				ADDITIONAL SERVICES & EXPENSES	
TYPE OF REFRIGIRANT	None	TOTAL POUNDS DISPOSED	0.00	<input checked="" type="checkbox"/>	HVAC Truck Charge
TOTAL POUNDS RECOVERED	0.00	TOTAL POUNDS NEW	0.00		

WORK COMPLETE

YES NO EST. COMPLETION DATE _____

Customer Name and Signature

Lorenzo Palmieri



Corporate Office
888 East Walnut Street | Pasadena, California | 91101

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(800) 598-2226 Northern Region

INVOICE
Facility Services Division

Cont. Lic. CA #120696
WA # ACCOES1971DU
www.accoes.com

Customer # 1084584	Location ID 1088109	Invoice Date 10/31/2023	Customer P.O. # 24128	Invoice # 20475635
Billing Address City of South Pasadena 1414 Mission St South Pasadena CA 91030 US			Job Site Address South Pasadena Fire Department 817 Mound Avenue South Pasadena CA 91030 US	
Reason For Service AC IS BLOWING HOT AIR IN THE DAY ROOM UPSTAIRS			ACCT. Code Email-M-INV+WO Work Started 10/09/2023 Work Completed 10/10/2023 SC # 2856810	

SCOPE OF WORK

Oct 09, 2023 Day room not cooling. Arrived on site and checked in. Found unit tripped on low pressure. Recommend leak check and repair. Charged unit for temporary cooling.
 Oct 10, 2023 Leak checked and repair. Arrived on site and checked in. Begin leak check, pressurized with nitrogen found leak at discharge refrigerant line. Unit was flat at time of arrival. Repaired leak and re-pressurize. Unit held pressure. Fully evacuate system to 500 microns. Re-charge system to factory specifications. Verify proper system operations with a 20 degrees temperature differential.
 Oct 10, 2023 Assisted tech Steven Duran with leak search and repair. Found unit low on charge after it had been refill just yesterday. Examined system and found leak on stem of discharge line where high limit switch was install. Cleaned up joint for repair. Unit was flat on refrigerant. Steven brazed portion of joint on stem that was leaking. Pressurized system with nitrogen to make sure it held with no leaks, passed test. Pulled a vacuum on the system down below 500 microns. Charged system to factory spec, 4lbs 6oz. Unit is now cooling properly, 50 degrees supply air. Dropped from 74 degrees to 70 degrees in 40 minutes.

Item Description	Units	Unit Price	Amount
Material			
*H93-005EX NITROGEN 50CF EXCHANGE H93-005EX	1.00	122.76	122.76
*Refrigerant	4.60	40.00	184.00
Total Material			306.76
Labor			
Straight Time	20.00	185.00	3,700.00
Total Labor			3,700.00
Other			
*Welding	1.00	25.00	25.00
HVAC Truck Charge	3.00	100.00	300.00
Vacuum Pump	1.00	50.00	50.00
Total Others			375.00
		Sub Total	4,381.76
		Sales Tax	31.52
		TOTAL	\$4,413.28

TERMS : NET 30

Remit To: ACCO ENGINEERED SYSTEMS, Dept.1084584, PO BOX 847360, LOS ANGELES, CA 90084

23326	CUSTOMER P.O. NUMBER
Rick Hernandez	REQUESTOR OF SERVICE
	SERVICE RESERVE #



Facility Services
WORK ORDER / WORK AUTHORIZATION
 Call Type: **FIXED**

SERVICE CALL ID	APT.
2834651	1243767

Offices Throughout The Western Region

Trade: HVAC

JOBSITE NAME AND ADDRESS		BILL TO NAME AND ADDRESS	
South Pasadena Police Station 1422 Mission St Pasadena, CA 91030		City of South Pasadena 1414 Mission St South Pasadena, CA 91030	
LOCATION ID	1089973	CUSTOMER #	1084584
EQUIPMENT	MAKE	MODEL	SERIAL
302844	CARRIER	38ycc048509	4797e02215

OBTAINED	QTY	DESCRIPTION OF MATERIALS OR ACCO P.O. #'S ISSUED			
Date	Technician	Appt	Hours	Rate	ShiftPay x
07/31/2023	Josue Sirias	1243767	1.50	ST	
07/31/2023	Josue Sirias	1243767	2.50	OVER	
07/31/2023	Josue Sirias	1243767	1.50	ST	
07/31/2023	Josue Sirias	1243767	2.50	OVER	

DESCRIPTION OF WORK PERFORMED / RECOMMENDED:

Work Performed: Still in progress

REASON FOR SERVICE CALL: A/C not cooling in Records Dept.

STATUS OF DEPARTURE: Technician Checked Out

REFRIGERANT RECOVERY				ADDITIONAL SERVICES & EXPENSES	
TYPE OF REFRIGIRANT	None	TOTAL POUNDS DISPOSED	0.00	<input checked="" type="checkbox"/>	HVAC Truck Charge
TOTAL POUNDS RECOVERED	0.00	TOTAL POUNDS NEW	0.00		

WORK COMPLETE			Customer Name and Signature
YES	NO ✓	EST. COMPLETION DATE 8/1/2023	

23326	CUSTOMER P.O. NUMBER
Rick Hernandez	REQUESTOR OF SERVICE
	SERVICE RESERVE #



Facility Services
WORK ORDER / WORK AUTHORIZATION
 Call Type: **FIXED**

SERVICE CALL ID	APT.
2834651	1244458

JOBSITE NAME AND ADDRESS		BILL TO NAME AND ADDRESS	
South Pasadena Police Station 1422 Mission St Pasadena, CA 91030		City of South Pasadena 1414 Mission St South Pasadena, CA 91030	
LOCATION ID	1089973	CUSTOMER #	1084584
EQUIPMENT	MAKE	MODEL	SERIAL
302844	CARRIER	38ycc048509	4797e02215
DESCRIPTION OF WORK PERFORMED / RECOMMENDED:			

Work Performed: Ordered parts for service.

Offices Throughout The Western Region

Trade: HVAC

OBTAINED	QTY	DESCRIPTION OF MATERIALS OR ACCO P.O. #'S ISSUED			
Date	Technician	Appt	Hours	Rate	ShiftPay x
08/09/2023	Josue Sirias	1244458	1.00	ST	

REASON FOR SERVICE CALL: A/C not cooling in Records Dept.

STATUS OF DEPARTURE: Technician Checked Out

REFRIGERANT RECOVERY				ADDITIONAL SERVICES & EXPENSES	
TYPE OF REFRIGERANT	None	TOTAL POUNDS DISPOSED	0.00	<input checked="" type="checkbox"/>	HVAC Truck Charge
TOTAL POUNDS RECOVERED	0.00	TOTAL POUNDS NEW	0.00		

WORK COMPLETE			Customer Name and Signature
YES	NO ✓	EST. COMPLETION DATE	
		<u>8/10/2023</u>	

23326	CUSTOMER P.O. NUMBER
Rick Hernandez	REQUESTOR OF SERVICE
	SERVICE RESERVE #



Facility Services
WORK ORDER / WORK AUTHORIZATION
 Call Type: **FIXED**

SERVICE CALL ID	APT.
2834651	1250947

JOBSITE NAME AND ADDRESS		BILL TO NAME AND ADDRESS	
South Pasadena Police Station 1422 Mission St Pasadena, CA 91030		City of South Pasadena 1414 Mission St South Pasadena, CA 91030	
LOCATION ID	1089973	CUSTOMER #	1084584
EQUIPMENT	MAKE	MODEL	SERIAL
302844	CARRIER	38ycc048509	4797e02215

Offices Throughout The Western Region

Trade: HVAC

OBTAINED	QTY	DESCRIPTION OF MATERIALS OR ACCO P.O. #'S ISSUED
08/12/2023	5.00	R-410A
08/11/2023	1.00	DVO-12 QUART VACUUM PUMP OIL DVO-12
08/11/2023	1.00	P100DA-2C PRESSURE SWITCH SPST HIGH LIMIT OPENS P100DA-2C
08/11/2023	1.00	79025 WHITE TERRY TOWEL 12PK 79025
08/11/2023	1.00	55 NITROGEN CONT CU FT NITROGEN CONTENT 55 NITROGEN CONT
08/11/2023	1.00	EK163S CU IN LIQUID LINE DRIER EK163S
08/11/2023	1.00	EK164S CU IN LIQUID LINE DRIER EK164S
08/11/2023	1.00	TAP18230 ARMAFLEX INSULATION TAPE W/ DISPENSER TAP18230
08/11/2023	1.00	HPC-164-S-HH CUBIC IN REVERSIBLE HEAT HPC-164-S-HH
08/11/2023	1.00	10144 STAKED-STOP COPPER COUPLING 10144

DESCRIPTION OF WORK PERFORMED / RECOMMENDED:

Work Performed: As previously reported, WSHP has a bad HPS. Picked up parts and material needed for work. Began recovering refrigerant. Removed liquid line piping to install a drier and add a liquid line port with a manual reset HPS. Piping hard to get to, so I cut and brazed in new pieces to form new run. Pressurized system when done brazing. Found small micro leaks on suction line. Repaired and pressurized again. Triple evacuation performed until <500 microns reached. Wired in new HPS. System charged according to subcooling and superheat. Supply temp reading 52 with return at 73. System now fully operational.

Date	Technician	Appt	Hours	Rate	ShiftPay x
08/11/2023	Josue Sirias	1250947	8.00	ST	
08/11/2023	Josue Sirias	1250947	2.50	OVER	

REASON FOR SERVICE CALL: A/C not cooling in Records Dept.
STATUS OF DEPARTURE: Technician Checked Out

REFRIGERANT RECOVERY				ADDITIONAL SERVICES & EXPENSES	
TYPE OF REFRIGIRANT	R-410A	TOTAL POUNDS DISPOSED	0.00	<input checked="" type="checkbox"/>	HVAC Truck Charge
TOTAL POUNDS RECOVERED	0.00	TOTAL POUNDS NEW	5.00		

WORK COMPLETE	Customer Name and Signature
YES <input checked="" type="checkbox"/> 9 - 11 NO <input type="checkbox"/> EST. COMPLETION DATE _____	



Corporate Office
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(800) 598-2226 Northern Region

INVOICE
Facility Services Division
Cont. Lic. CA #120696
WA # ACCOES1971DU
www.accoes.com

Customer # 1084584	Location ID 1089973	Invoice Date 11/02/2023	Customer P.O. # 23326	Invoice # 20476629
Billing Address City of South Pasadena 1414 Mission St South Pasadena CA 91030 US			Job Site Address South Pasadena Police Station 1422 Mission St Pasadena CA 91030 US	ACCT. Code Email-M-INV+WO Work Started 07/31/2023 Work Completed 08/11/2023
Reason For Service A/C not cooling in Records Dept.				SC # 2834651

Scope of work

ACCO Engineered Systems was recently onsite for a service call to troubleshoot the lack of cooling issue of the A/C unit serving the Records Dept. This call was placed on 7/31/23 and was a combination of ST and OT. Upon further investigation and speaking with the onsite team it is in the best interest to replace faulty High Pressure Switch (HPS) as well as install a drier and a liquid line port with an HPS manual reset. ACCO ordered and picked up parts and returned on 8/11/23 to make the repair on ST and OT. All labor and materials are included per the scope of work and pricing below.

Scope of Work:

1. Respond to afternoon service call on ST and OT.
2. Troubleshoot and diagnose issue and discuss with customer.
3. Got verbal approval to move forward with repairs.
4. Pickup parts and return to jobsite.
5. Check in with customer.
6. Disconnect electrical and LOTO.
7. Recover refrigerant and dispose of it offsite.
8. Disconnect liquid lines to install drier.
9. Install liquid line port with a manual reset of HPS.
10. Brazed liquid piping lines.
11. Pressurized system then conducted a leak check.
12. A leak was found in the suction line.
13. Repaired minor leak then repressurized system.
14. New HPS was installed in the existing location.
15. Reconnect refrigerant piping.
16. Pull system down on a vacuum to under 500 microns.
17. Charge system with new R-410a according to subcooling and superheat parameters.
18. Connect electrical and start up.
19. Ensure unit for proper operation.
20. Clean up work area and checkout with customer.

PLEASE PAY QUOTED AMOUNT

\$3,860.00

PO# 24218
Service at Police Department
HVAC Unit
101-6010-6601-8180 *Catrina Peguero*

TERMS : NET 30

Remit To: ACCO ENGINEERED SYSTEMS, Dept.1084584, PO BOX 847360, LOS ANGELES, CA 90084



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WA # ACCOES1971DU
www.accoes.com

Page 1 of 2

Customer # 1084584	Location ID 1088109	Invoice Date 11/30/2023	Customer P.O. # 24128	Invoice # 20485891
Billing Address City of South Pasadena 1414 Mission St South Pasadena CA 91030 US			Job Site Address South Pasadena Fire Department 817 Mound Avenue South Pasadena CA 91030 US	ACCT. Code Email-M-INV+WO Work Started 11/16/2023 Work Completed 11/27/2023
Reason For Service Main room units not cooling - approved by Rick Hernandez				SC # 2867466

SCOPE OF WORK

Nov 16, 2023 Responded to call for no cooling to two areas in the fire dept. Both the main living room and the dorm units are down. Units both located above locker room ceiling. Unit 3 (living room) off on alarm. Cleaned strainer and ran water through coaxial loop for cleaning. R/R 3 pole contactor. Ran unit and checked ops. Good water temperature and air temperature split. Unit 2 (dorms) off on evaporator freeze alarm. Connected gauges and verified low working pressures. Began leak search process in compressor section. Will need to return to leak check entire evaporator coil.
Nov 27, 2023 Returned to site to perform leak search and possible repair. Conducted a full leak search on evaporator coil and all welded joints (Used soap bubbles and leak detector). Opened all panels on unit. Micro leak detected on evaporator coil. Also, replaced schraders and valve caps on service ports. Replaced filters for both units. Added R410A to allow unit to cool for time being. Will need to quote new evaporator coil.

Item Description	Units	Unit Price	Amount
Material			
*30A 3 POLE 24 VOLT CONTACTOR 42BF35AJ	1.00	71.40	71.40
*Soap Bubbles	1.00	16.50	16.50
*Pleated Filter 16X30X1PLE	1.00	18.22	18.22
*R-410A	3.00	40.00	120.00
*Pleated Filter 20X20X1PLE	2.00	13.99	27.98
*Schrader core and valve price	1.00	115.50	115.50
Total Material			369.60

TERMS : NET 30

Remit To: ACCO ENGINEERED SYSTEMS, Dept.1084584, PO BOX 847360, LOS ANGELES, CA 90084



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Labor

Straight Time	14.00	185.00	2,590.00
Total Labor			2,590.00

Other

HVAC Truck Charge	2.00	100.00	200.00
Total Others			200.00

Sub Total	3,159.60
Sales Tax	35.11
TOTAL	\$3,194.71

24128	CUSTOMER P.O. NUMBER
	REQUESTOR OF SERVICE
	SERVICE RESERVE #



Facility Services
 WORK ORDER / WORK AUTHORIZATION
 Call Type: SC

SERVICE CALL ID	APT.
2867466	1324583

JOBSITE NAME AND ADDRESS		BILL TO NAME AND ADDRESS	
South Pasadena Fire Department 817 Mound Avenue South Pasadena, CA 91030		City of South Pasadena 1414 Mission St South Pasadena, CA 91030	
LOCATION ID	1088109	CUSTOMER #	1084584
EQUIPMENT	MAKE	MODEL	SERIAL
318177	CARRIER	50PCH060Z6CCACN1	3516V45557
DESCRIPTION OF WORK PERFORMED / RECOMMENDED:			

Work Performed: Responded to call for no cooling to 2 areas in the fire dept. Both the main living room and the dorm units are down. Units both located above locker room ceiling. Unit 3 (living room) off on alarm. Cleaned strainer and ran water through coaxial loop for cleaning. R/R 3 pole contactor from truck stock. Ran unit and checked ops. Good water temp and air temp split. Unit 2 (dorms) off on evap freeze alarm. Connected gauges and verified low working pressures. Began leak search process in compressor section. Will need to return to leak check entire evap coil.

Offices Throughout The Western Region Trade: HVAC

OBTAINED	QTY	DESCRIPTION OF MATERIALS OR ACCO P.O. #'S ISSUED			
11/16/2023	1.00	30A 3 POLE 24 VOLT CONTACTOR 42BF35AJ			
Date	Technician	Appt	Hours	Rate	ShiftPay x
11/16/2023	Josue Sirias	1324583	6.00	ST	

REASON FOR SERVICE CALL:	Main room units not cooling - approved by Rick Hernandez
STATUS OF DEPARTURE:	Technician Checked Out

REFRIGERANT RECOVERY				ADDITIONAL SERVICES & EXPENSES	
TYPE OF REFRIGERANT	None	TOTAL POUNDS DISPOSED	0.00	<input checked="" type="checkbox"/>	HVAC Truck Charge
TOTAL POUNDS RECOVERED	0.00	TOTAL POUNDS NEW	0.00		

WORK COMPLETE			Customer Name and Signature
YES	NO	EST. COMPLETION DATE	
	✓	11/17/2023	

24128	CUSTOMER P.O. NUMBER
	REQUESTOR OF SERVICE
	SERVICE RESERVE #



Facility Services
WORK ORDER / WORK AUTHORIZATION
 Call Type: SC

SERVICE CALL ID	APT.
2867466	1325045

JOBSITE NAME AND ADDRESS		BILL TO NAME AND ADDRESS	
South Pasadena Fire Department 817 Mound Avenue South Pasadena, CA 91030		City of South Pasadena 1414 Mission St South Pasadena, CA 91030	
LOCATION ID	1088109	CUSTOMER #	1084584
EQUIPMENT	MAKE	MODEL	SERIAL
318177	CARRIER	50PCH060Z6CCACN1	3516V45557
DESCRIPTION OF WORK PERFORMED / RECOMMENDED:			

Work Performed: Returned to site to perform leak search and possible repair. Conducted a full leak search on evap coil and all welded joints. Opened all panels on unit. Microleak detected on evap coil. Also, replaced schraders and valve caps on service ports from truck stock. Replaced filters for both units. Added R410a to allow unit to cool for time being. Will need to quote new evap coil.

Offices Throughout The Western Region Trade: HVAC

OBTAINED	QTY	DESCRIPTION OF MATERIALS OR ACCO P.O. #'S ISSUED			
11/27/2023	3.00	R-410A			
Date	Technician	Appt	Hours	Rate	ShiftPay x
11/27/2023	Josue Sirias	1325045	8.00	ST	

REASON FOR SERVICE CALL:	Main room units not cooling - approved by Rick Hernandez
STATUS OF DEPARTURE:	Technician Checked Out

REFRIGERANT RECOVERY				ADDITIONAL SERVICES & EXPENSES	
TYPE OF REFRIGIRANT	R-410A	TOTAL POUNDS DISPOSED	0.00	<input checked="" type="checkbox"/>	HVAC Truck Charge
TOTAL POUNDS RECOVERED	0.00	TOTAL POUNDS NEW	3.00		

WORK COMPLETE			Customer Name and Signature
YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	EST. COMPLETION DATE	

ATTACHMENT 2
Proposed Maintenance Agreement with ACCO
Engineered Systems, Inc.

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**MAINTENANCE AGREEMENT
Providing Payment of Prevailing Wages**

(City of South Pasadena / ACCO Engineered Systems, Inc.)

1. IDENTIFICATION

This MAINTENANCE AGREEMENT (“Agreement”) is entered into by and between the City of **South Pasadena, a California municipal corporation** (“City”), and **ACCO Engineered Systems, Inc.**, a corporation (“Contractor”).

2. RECITALS

- 2.1.** City has determined that it requires the following recurring maintenance services from a contractor: **heating, ventilation, and air conditioning (HVAC) maintenance and repair services.**
- 2.2.** Contractor represents that it is fully qualified to perform such maintenance services by virtue of its experience and the training, education and expertise of its principals and employees. Contractor further represents that it is willing to accept responsibility for performing such maintenance services in accordance with the terms and conditions set forth in this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Contractor agree as follows:

3. DEFINITIONS

- 3.1.** “Scope of Services”: Such maintenance services as are set forth in the attached scope of work attached hereto as **Exhibit A** and incorporated herein by this reference.
- 3.2.** “Agreement Administrator”: The Agreement Administrator for this project is **H. Ted Gerber, Public Works Director**. The Agreement Administrator shall be the principal point of contact at the City for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim milestones. City reserves the right to change this designation upon written notice to Contractor
- 3.3.** “Cost of Services”: see **Exhibit B**.

- 3.4. “Maximum Amount”: The highest total compensation and costs payable to Contractor by City under this Agreement. The Maximum Amount under this Agreement is **Eighty-Thousand Dollars (\$80,000.00)**.
- 3.5. “Commencement Date”: **April 25, 2024**.
- 3.6. “Termination Date”: **June 30, 2025**.

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 15 (“Termination”) below.

5. CONTRACTOR’S DUTIES

- 5.1. **Services.** Contractor 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, Contractor shall coordinate all contact with City through its Agreement Administrator.
- 5.3. **Budgetary Notification.** Contractor shall notify the Agreement Administrator, in writing, when fees and expenses incurred under this Agreement have reached eighty percent (80%) of the Maximum Amount. Contractor shall concurrently inform the Agreement Administrator, in writing, of Contractor’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.** Contractor shall obtain and maintain in force a City business license for the duration of this Agreement.
- 5.5. **Professional Standards.** Contractor shall perform all work to the highest standards of Contractor’s profession and in a manner reasonably satisfactory to City. Contractor 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. Appropriate Personnel.** Contractor 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 Contractor or under its supervision or by subcontractor(s) of Contractor, and all personnel engaged in the work shall be qualified to perform such services. **Eric Berman** shall be Contractor's project administrator and shall have direct responsibility for management of Contractor's performance under this Agreement. No change shall be made in Contractor's project administrator without City's prior written consent.
- 5.7. Prevailing Wages.** This Agreement is subject to the prevailing wage law as more fully set forth in Section 8 (Labor Code), for all work performed under this Agreement for which the payment of prevailing wages is required under the California Labor Code. In particular, Contractor acknowledges that prevailing wage determinations are available for work performed under this Agreement.
- 5.8. Permits and Approvals.** Contractor shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary, if any, for Contractor's performance of this Agreement including, but not limited to, professional licenses and permits.
- 5.9. Notification of Organizational Changes.** Contractor shall notify the Agreement Administrator, in writing, of any change in name, ownership or control of Contractor's firm or of any subcontractor. Change of ownership or control of Contractor's firm may require an amendment to this Agreement.
- 5.10. Records.** Contractor 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 Contractor 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 AND ASSIGNMENT

- 6.1. General Prohibition On Assignment.** This Agreement covers services of a specific and unique nature. Except as otherwise provided herein, Contractor shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement.

- 6.2. Contractor Responsible.** Contractor shall be responsible to City for all services to be performed under this Agreement.
- 6.3. Subcontracting.** Contractor shall not subcontract any portion of the performance contemplated and provided for herein unless (1) such subcontracting is specifically described in the proposal attached hereto or (2) the City provides prior written approval. In any event, Contractor shall supervise all work subcontracted by Contractor in performing the services described in the Scope of Services and shall be responsible for all work performed by a subcontractor as if Contractor itself had performed such work. The subcontracting of any work shall not relieve Contractor from any of its obligations under this Agreement with respect to the services described in the Scope of Services. Contractor is obligated to ensure that any and all subcontractors performing any services under this Agreement shall be fully insured in all respects and to the same extent as set forth under Section 13 (Insurance), to City's satisfaction.
- 6.4. Compensation for Subcontractors.** Contractor 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 Contractor for the services provided under this Agreement, and Contractor agrees to accept payment, the Maximum Amount in full satisfaction for such services. Compensation shall not exceed the Maximum Amount. Contractor shall not be reimbursed for any expenses unless provided for in this Agreement or authorized in writing by City in advance.
- 7.2. Invoices.** Contractor 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. Contractor shall include a copy of each subcontractor invoice, if any, for which reimbursement is sought in the invoice.
- 7.3. Taxes.** City shall not withhold applicable taxes or other payroll deductions from payments made to Contractor except as otherwise required by law. Contractor 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 Contractor.

8. LABOR CODE

- 8.1. Prevailing Wage Law.** Prevailing Wage Law. This Agreement is subject to the requirements of the prevailing wage laws, including, but not limited to, Labor Code Section 1720 et seq., and Labor Code Section 1770 et seq., as well as Code of Regulations, Title 8, Section 16000 et seq., which require payment of prevailing wage rates and the performance of other requirements on certain “public works” and “maintenance” projects. Contractor shall defend, indemnify, and hold harmless City, and its officers, employees, agents, and volunteers free and harmless from any claim or liability arising out of failure or alleged failure of Contractor to comply with such prevailing wage laws.
- 8.2. Payment of Prevailing Wages.** Contractor shall pay the prevailing wage rates for all work performed under this Agreement. When any craft or classification is omitted from the general prevailing wage determinations, the Contractor shall pay the wage rate of the craft or classification most closely related to the omitted classification.
- 8.3. Forfeiture.** Contractor shall forfeit as a penalty to City Two Hundred Dollars (\$200.00), or any greater penalty provided in the Labor Code, for each calendar day, or portion thereof, for each worker paid less than the prevailing wage rates for any work done under this Agreement employed in the performance of the Scope of Services by Contractor or by any subcontractor of Contractor in violation of the provisions of the Labor Code. In addition, the difference between such prevailing wage rates and the amount paid to each worker for each calendar day, or portion thereof, for which each worker was paid less than the prevailing wage rate shall be paid to each worker by Contractor.
- 8.4. Apprentices.** Contractor shall comply with the provisions of Labor Code 1777.5 concerning the employment of apprentices on public works projects. Contractor shall be responsible for ensuring compliance by its subcontractors with Labor Code 1777.5.
- 8.5. Payroll Records.** Pursuant to Labor Code 1776, Contractor and any subcontractor(s) shall keep accurate payroll records, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by Contractor in connection with this Agreement. Each payroll record shall contain or be verified by a written declaration that it is made under penalty of perjury, stating both of the following: (1) The information contained in the payroll record is true and correct; and (2) The employer has complied with the requirements of Labor Code 1811 and Labor Code 1815 for any work performed by his or her employees on the public works project. The payroll records shall be certified and shall be available for inspection at all reasonable hours as required by Labor Code 1776.

- 8.6. 8-Hour Work Day.** This Agreement is subject to 8-hour work day and wage and hour penalty laws, including, but not limited to, Labor Code 1810 and Labor Code 1813. Contractor and any subcontractor(s) of Contractor shall strictly adhere to the provisions of the Labor Code regarding 8-hour work day and 40-hour work week requirements, and overtime, Saturday, Sunday, and holiday work. Pursuant to the Labor Code, eight hours' labor shall constitute a legal day's work. Work performed by Contractor's employees in excess of eight hours per day, and 40 hours during any one week, must include compensation for all hours worked in excess of eight hours per day, or 40 hours during any one week, at not less than one and one-half times the basic rate of pay. Contractor shall forfeit as a penalty to City \$25.00, or any greater penalty set forth in the Labor Code, for each worker employed in the execution of the work by Contractor or by any subcontractor(s) of Contractor, for each calendar day during which such worker is required or permitted to the work more than eight hours in one calendar day or more than 40 hours in any one calendar week in violation of the Labor Code.
- 8.7. Registration with DIR.** Contractor and any subcontractor(s) of Contractor shall comply with the provisions of Labor Code 1771 and Labor Code 1725.5 requiring registration with the Department of Industrial Relations (DIR).

9. OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents or other written material ("written products" herein) developed by Contractor 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. Contractor 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 Contractor.

10. RELATIONSHIP OF PARTIES

- 10.1. General.** Contractor is, and shall at all times remain as to City, a wholly independent contractor.
- 10.2. No Agent Authority.** Contractor 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 Contractor or any of Contractor's employees, except as set forth in this Agreement. Contractor 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 Contractor or its employees look to the City as an employer. Contractor shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Contractor's previously earned California Public Employees

Retirement System (“CalPERS”) retirement benefits, if any, and Contractor specifically assumes the responsibility for making such a determination. Contractor 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 Contractor or any employee, agent, or subcontractor of Contractor 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, Contractor shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Contractor 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, “Contractor” shall include Contractor, its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Contractor or its subcontractors, in the performance of this Agreement. “City” shall include City, its officers, agents, employees and volunteers.

11.2. Contractor to Indemnify City. To the fullest extent permitted by law, Contractor 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 Contractor’s alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Contractor 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. Contractor 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. Contractor 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. Waiver of Statutory Immunity. The obligations of Contractor under this Section 12 are not limited by the provisions of any workers’ compensation act or similar act. Contractor expressly waives its statutory immunity under such statutes or laws as to City.

11.6. Indemnification by Subcontractors. Contractor agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 12 from each and every subcontractor or any other person or entity involved in the performance of this Agreement on Contractor's behalf.

11.7. Insurance Not a Substitute. City does not waive any indemnity rights by accepting any insurance policy or certificate required pursuant to this Agreement. Contractor'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. Contractor shall maintain insurance as described in this section and shall require all of its subcontractors, Contractors, and other agents to do the same. Approval of the insurance by the City shall not relieve or decrease any liability of Contractor. 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 Contractor's obligation to provide them. Contractor 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: **heating, ventilation, and air conditioning (HVAC) maintenance and repair services.**
- 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 required 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,
 \$4,000,000 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.** Contractor 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 Contractor 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. 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 Contractor must purchase “extended reporting” coverage for a minimum of five (5) years after completion of contract work.

- 12.8. 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, for liability arising out of ongoing and completed operations by or on behalf of the Contractor. Contractor's insurance policies shall be primary as respects any claims related to or as the result of the Contractor's work. Any insurance, pooled coverage or self-insurance maintained by the City, its elected or appointed officials, directors, officers, agents, employees, volunteers, or Contractors 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 Contractor's insurance at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37.
- 12.9. Failure to Maintain Coverage.** In the event any policy is canceled prior to the completion of the project and the Contractor 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 Contractor under this Agreement. Failure of the Contractor 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.
- 12.10. Insurance 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. Contractor shall provide no less than 30 days' notice of any cancellation or material change to policies required by this Agreement. Contractor shall provide proof that cancelled or expired policies of insurance have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages. The name and address for Additional Insured Endorsements, Certificates of Insurance and Notices of Cancellation is: **City of South Pasadena, Attn: Risk Management, 1414 Mission Street, South Pasadena, CA 91030.**
- 12.11. Contractor's Insurance Primary.** The insurance provided by Contractor, 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 Contractor's insurance and shall not contribute with it.
- 12.12. Waiver of Subrogation.** Contractor hereby waives all rights of subrogation against the City. Contractor shall additionally waive such rights either by endorsement to each policy or provide proof of such waiver in the policy itself.

12.13. Report of Claims to City. Contractor shall report to the City, in addition to the Contractor's insurer, any and all insurance claims submitted to Contractor's insurer in connection with the services under this Agreement.

12.14. Premium Payments and Deductibles. Contractor must disclose all deductibles and self-insured retention amounts to the City. The City may require the Contractor 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. Contractor shall be responsible for all premiums and deductibles in all of Contractor's insurance policies. The amount of deductibles for insurance coverage required herein are subject to City's approval.

12.15. Duty to Defend and Indemnify. Contractor'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 Contractor with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Contractor's services under this Agreement.

13.2. Contractor Cooperation in Defense of Claims. If any claim or action is brought against City relating to Contractor's performance in connection with this Agreement, Contractor 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 Contractor's and City's regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to City:

H. Ted Gerber, Public Works Director
City of South Pasadena
Public Works Department
1414 Mission Street
South Pasadena, CA 91030
Telephone: (626) 403-7240
Facsimile: (626) 403-7241

If to Contractor:

Eric Berman, Project Manager
ACCO Engineered Systems, Inc.
265 McCormick Avenue
Costa Mesa, CA 92626
Telephone: (714) 453-7013

With courtesy copy to:

Roxanne Diaz, Esq.
South Pasadena City Attorney
Richards Watson Gershon
350 South Grand Avenue, 37th Floor
Los Angeles, CA 90071
Telephone: (213)-626-8484
Facsimile: (213)-626-0078

Invoices shall be submitted electronically to PWAP@southpasadenaca.gov

15. SURVIVING COVENANTS

The parties agree that the covenants contained in paragraph 5.10 (Records), paragraph 10.4 (Indemnification of CalPERS Determination), Section 11 (Indemnification), paragraph 12.7 (Claims-Made Policies), paragraph 13.2 (Contractor 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 Contractor. Contractor 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. Contractor Termination.** Contractor may terminate this Agreement for a material breach of this Agreement upon 30 days' notice.

- 16.3. Compensation Following Termination.** Upon termination, Contractor shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Contractor be entitled to receive more than the amount that would be paid to Contractor 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 Contractor'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 Contractor 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 Contractor.
- 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 Contractor for performance of this Agreement are deemed confidential and Contractor 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. Contractor maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Contractor, to solicit or secure this Agreement. Further, Contractor 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 Contractor, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Contractor 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. Contractor 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 Contractor.

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. Contractor 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. Contractor 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 Contractor unless in writing signed by one authorized to bind the party asserted to have consented to the waiver. The waiver by City or Contractor 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.** Contractor shall not be liable for any failure to perform if Contractor 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 Contractor.
- 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, each party shall pay its own costs, including any accountants' and attorneys' fees expended in the action.
- 18.12. Venue.** The venue for any litigation shall be Los Angeles County, California and Contractor 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

By: _____
Signature

Printed: _____

Title: _____

Date: _____

“Contractor”
ACCO Engineered Systems

By:

Hugh Palmer

Signature

Printed: Hugh Palmer

Title: Assistant Secretary

Date: 04/23/2024

Attest:

By: _____
Amber Tarif, Deputy City Clerk

Date: _____

Approved as to form:

By: _____
Roxanne Diaz, City Attorney

Date: _____

WORKER'S COMPENSATION INSURANCE ACKNOWLEDGEMENT

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract. If any class of employees engaged in work under this contract at the site of the Project is not protected under any Worker's Compensation law, Contractor shall provide and shall cause each subcontractor to provide adequate insurance for the protection of employees not otherwise protected. Contractor shall indemnify and hold harmless City for any damage resulting from failure of either Contractor or any subcontractor to take out or maintain such insurance.

Date: Apr 23, 2024

Hugh Palmer
boxSIGN 465RRP01-4KR2LWR8

Signature

Hugh Palmer
Printed Name

Assistant Secretary
Title

EXHIBIT A: SCOPE OF SERVICES

Service Calls to Be Placed Through Dispatch:

- Calling 1-800-998-2226
- Emailing accodispatch@accoes.com and copying ACCO Project Manager (most efficient method)
- Include information on what the issue is, where the issue is, who to check in with on site, and if 'Unplanned As-Needed Scope of Work' is approved and to what extent.

Planned Routine Scope of Work (Annual or Quarterly)

- Record and report abnormal conditions, measurements taken, etc.
- Review ACCO logs with customer for operational problems and trends.
- Automatically email work tickets after each site visit.
- Write up any recommended repairs and present to customer.
- Work shall be performed during the regular working hours of 6:00 AM to 4:30 PM, Monday through Friday, except Holidays. If, for any reason, the Customer requests that work be performed beyond regular working hours, City of South Pasadena agrees to pay only the difference between regular and overtime labor at ACCO standard billing rates.
- Regular working hours response time 1-2 hours (after hours response time 1-4 hours).
- **Rooftop Package Unit (Quarterly)**
 - Remove and replace return air filters.
 - Check evaporator coil temperature differential.
 - Check for excessive noise and vibration.
 - Lubricate motor and fan shaft bearings (as needed).
 - Visual check for refrigerant leaks.
 - Verify compressor operation.
 - Visually inspect electrical connections.
 - Inspect variable frequency drive (VFD) for proper operation (if applicable).
 - Check economizer setpoints and operation.
 - Check operating temperature and pressure controls.
 - Check fan(s) operation.
 - Dispense condensate pan tab(s) as appropriate
 - Check condensate P-Trap and purge (as needed).
 - Check condition and cleanliness of condensate pan(s).
 - Inspect condenser coils and clean annually.
 - Ensure all access panels are properly secured and all screws are re-installed.

- **Heat Pump (Quarterly)**
 - Remove and replace return air filters.
 - Check for excessive noise and vibration.
 - Check refrigerant sight glass (if applicable).
 - Visual check for refrigerant leaks.
 - Visual check for water leaks. (if water cooled)
 - Check heat exchanger temperature differential (if water cooled).
 - Check operating temperature and pressure controls.
 - Check compressor operation.
 - Verify economizer setpoints and operation (if applicable).
 - Visually inspect electrical connections.
 - Check condenser fans.
 - Inspect reversing valve for operation.
 - Inspect condenser coil.
 - Check operation of condensate pump (if applicable).
 - Dispense condensate pan tab(s) as appropriate.
 - Inspect condenser coils and clean annually.
 - Ensure all access panels are properly secured and all screws are re-installed.
- **Boiler (Quarterly)**
 - Check burner flame.
 - Inspect recirculating pump (if applicable).
 - Inspect flue gas passageways.
 - Inspect gauges and thermometers.
 - Visually inspect firewall (as applicable).
 - Verify proper pressures and temperatures.
 - Verify operation of combustion fans.
 - Verify proper setpoints.
 - Visually inspect electrical connections.
 - Check boiler safeties and verify operation and settings.
 - Ensure all access panels are properly secured and all screws are re-installed.
- **Boiler (Annually)**
 - Lock out / tag out.
 - Check and tighten electrical connections.
 - Check safeties.
 - Check contactor(s) / relay(s).
 - Check flame safeguard.
 - Visually inspect combustion chamber, draft diverter, and flue for soot accumulation.

- Check operating controls.
- Lift relief valve to ensure proper operation.
- Inspect expansion tank for proper air cushion.
- Inspect / adjust pressure reducing valve (PRV) as needed.
- Perform combustion analyzer routine. Attach report to work order.
- Replace hot surface igniter as per manufacturer's specification.
- Inspect and clean burners (as applicable).
- **Condensing Unit Quarterly**
 - Visual check for refrigerant leaks.
 - Check operating temperature and pressure controls.
 - Inspect variable frequency drive (VFD) for proper operation (if applicable).
 - Verify compressor operation.
 - Check condenser fans.
 - Inspect reversing valve for operation (if applicable).
 - Inspect condenser coils.
 - Clean condenser coils annually.
 - Ensure all access panels are properly secured and all screws are re-installed.
- **Cooling Tower (Quarterly)**
 - Inspect unit condition and check for excessive noise and vibration.
 - Inspect cold water basin spray nozzles.
 - Check air inlet louvers and combined inlet shields.
 - Check and adjust water basin level (as needed).
 - Check operation of make-up valve (adjust as needed)
 - Check belt condition (if applicable).
 - Adjust belt tension as required (if applicable).
 - Inspect variable frequency drive (VFD) for proper operation (if applicable).
 - Lubricate fan shaft bearings (as needed).
 - Inspect alternate drive systems (non-belt, if applicable)
 - Inspect fan assembly and ensure free rotation.
 - Inspect fan shafts for excessive rust and corrosion.
 - Check operating temperatures.
 - Check gear oil level (if applicable).
 - Ensure all access panels are properly secured and all screws are re-installed.
- **Cooling Tower (Annually)**
 - Lock out / tag out.
 - Check and tighten electrical connections.
 - Drain sump and basin.
 - Check make up water valve.

- Check temperature controller.
- Clean strainer.
- Check and clean spray nozzles as required.
- Check condition of eliminators.
- Check starter / variable frequency drive (VFD).
- **Exhaust Fan (Quarterly)**
 - Lubricate motor and fan as required.
 - Check fan operation.
 - Inspect unit condition.
 - Check for excessive noise and vibration.
 - Check pneumatic pressure and actuator operation (if applicable).
 - Check belt condition (if applicable).
 - Adjust belt tension (if applicable).
 - Visually inspect electrical connections.
 - Inspect variable frequency drive (VFD) for proper operation (if applicable).
 - Inspect vibration isolation (if applicable).
 - Dispense condensate pan tab(s) as appropriate.
 - Ensure all access panels are properly secured and all screws are re-installed.
- **Fan Coil (Quarterly)**
 - Remove and replace return air filters.
 - Check evaporator coil temperature differential.
 - Inspect unit condition.
 - Check for excessive noise and vibration.
 - Lubricate motor and fan shaft bearings (as needed).
 - Visual check for leaks.
 - Check operating temperature and pressure controls.
 - Check fan operation.
 - Inspect gas furnace section for wear and proper operation (if applicable).
 - Visually inspect electrical connections.
 - Dispense condensate pan tab(s) as appropriate.
 - Ensure all access panels are properly secured and all screws are re-installed.

Unplanned As-Needed Scope of Work

- Unplanned As-Needed Scope of Work shall be authorized by the City Agreement Administrator or his/her designee before the Contractor proceeds.
- Service, repair, adjust, clean, or replace parts of any of the following: HEPA filters; air balancing; boiler tubes, duct work; cabinet interiors and exteriors; humidifier bulbs; drains; heating and cooling coils, unless specifically included in 'Planned Routine Scope

of Work'; electrical service beyond the subject equipment disconnect; surfaces exposed to air and water as part of the system performance (such as sump pans, evaporative condenser tube bundles, tower and evaporative condenser distributors, panels, fans, shafts, etc.); recording instruments, gauges, and thermometers.

- Parts, replacement parts, emergency calls, and refrigerant associated with 'Unplanned As-Needed Scope of Work'.
- Testing, inspecting, calibrating, or adjusting of any pneumatic or electronic controls systems or components unless specifically included in 'Planned Routine Scope of Work'.
- Maintenance and/or repairs as needed and directed by City staff.

EXHIBIT B: COST OF SERVICES

Planned Routine Scope of Work (Annual or Quarterly)

Location	Quantity of Equipment	Price per Quarterly Visit	Extended Annual Price
City Hall	3	\$620.00	\$2,480.00
Council Chamber	3	\$323.00	\$1,292.00
Fire Department	4	\$331.00	\$1,324.00
Garfield Reservoir	1	\$323.00	\$1,292.00
Garfield Youth House	1	\$215.00	\$860.00
Grand Reservoir	1	\$323.00	\$1,292.00
Iron Works Museum	2	\$259.00	\$1,036.00
Library	7	\$822.00	\$3,288.00
Orange Grove Recreation Center	4	\$462.00	\$1,848.00
Police Department	15	\$1,246.00	\$4,984.00
PW Operations Yard	6	\$723.00	\$2,892.00
Senior Center	6	\$741.00	\$2,964.00
War Memorial	8	\$780.00	\$3,120.00
Wilson Reservoir	1	\$177.00	\$708.00
Total	62	\$7,345.00	\$29,380.00

Contract pricing assumes the equipment list is complete and accurate and all equipment is accessible for service. Equipment list accuracy will be verified upon first visit of locations. Deviations from equipment list may result in change of scope or price and will be brought to the attention of City of South Pasadena.

ACCO Billing Rates

Rate	Fee
Maintenance Technician – Standard Time (Regular Working Hours per Scope of Services)	\$170.00 per hour
Maintenance Technician – Overtime	\$255.00 per hour

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City Council Agenda Report

ITEM NO. 10

DATE: May 1, 2024

FROM: Arminé Chaparyan, City Manager *Ac*

PREPARED BY: Roxanne Diaz, City Attorney

SUBJECT: **Consideration and Discussion of Re-establishing the Finance Ad Hoc Committee, Including its Member Composition, and Discussion Regarding its Scope as it Relates to the Study, Review and Analysis of the City's Finances and Related Operations for the Purpose of Advising the City Council and if Created, Selecting its Members**

Recommendation

It is recommended that the City Council discuss and/or take action to re-establish a Finance Ad Hoc Committee, including discussion and/or action on its member composition and scope, related to the study, review and analysis of the City's finances and related operations for the purpose of advising the City Council.

Executive Summary

City Council established an ad hoc finance committee at the February 21, 2024 Special Joint Finance Commission and City Council meeting (the "Committee") after receiving a mid-year budget report showing a \$3.7 million deficit and 5 year financial projections. Council received advice that the Committee was not subject to the Brown Act.

Subsequent to the establishment of the Committee, a resident transmitted correspondence to the Committee stating he believed the Committee was subject to the public meeting requirements of the Brown Act. The Committee indicated that it would hold its meetings pursuant to the Brown Act. Subsequently, the resident submitted two letters stating that the discussion and creation of an advisory committee was not listed on the agenda posted for the Special Joint Meeting and as such was a violation of the Brown Act. The first letter requested the City Council "cure and correct" the alleged violation in accordance with the remedy provisions of the Brown Act. The second letter requested the City Council to "cease and desist" from certain actions under a different remedy provision of the Brown Act. The request to "cure and correct" required the City Council to rescind its prior action in creating the Committee.

The City Council was advised to disband the Committee and re-form a new ad hoc committee. At its meeting on March 20, 2024, and on advice of counsel, City Council

Consideration of Establishing a Finance Ad Hoc Committee

May 1, 2024

Page 2 of 2

agreed to disband the Committee, but did not agree to re-establish a new ad hoc committee.

At its April 17, 2024, City Council meeting, Council heard several public comments from residents asking the City Council to re-constitute a finance ad hoc committee to address several concerns the speakers raised about the city's current financial situation. At that same meeting, Councilmember Braun requested, and Mayor Zneimer seconded a request to place on the agenda for discussion the creation of an advisory ad hoc Finance Committee (the "Ad Hoc committee") that would be subject to the Brown Act.

Background and Analysis

At the February 21, 2024, Special Joint Meeting of the City Council and the Finance Commission, the Council Finance Ad Hoc Committee was established to review the City's finances and operations in light of the Five-Year Financial Forecast that was presented by NHA Advisors and a mid-year financial report that showed an expected deficit of \$3.7 million. As stated above, the Committee received advice that the Committee was not subject to the Brown Act. However, a resident questioned first whether the Committee should be complying with the Brown Act and subsequently whether its creation was proper under the Brown Act. In response to both a "cure and correct" and a "cease and desist" letter, the City Council was advised by counsel to disband the Committee and reform a new ad hoc committee. At its meeting on March 20, 2024, and on advice of counsel, the City Council agreed to disband the Committee, however the Council did not re-establish a new ad hoc committee.

When the original Committee was established, its scope was to study, review and analyze the City's finances and operations in light of the projections that were presented by NHA Advisors regarding the City's long-term financial health. The Council Finance Ad Hoc members consisted of two members of the City Council (Mayor Zneimer and Council Member Braun) and two members of the Finance Commission (Chair Giulioni and Vice Chair Rossi).

With respect to the proposed Ad Hoc committee, its scope would be to study, review and analyze the City's finances, including the budget, actual results and projected year-end results, and capital improvement projects, and provide advice to City Council. This proposed Ad Hoc committee would be a legislative body that is subject to the Brown Act. As such, its agendas would be posted, and meetings would be open to the public. In addition, the Ad Hoc would serve as a committee to provide recommendations to the City Council; the Ad Hoc would have no final decision making authority. Once the Ad Hoc committee's work is completed, it can be dissolved. Proposed membership on the Ad Hoc committee would be the same as the previous Committee consisting of the Finance Commission Chair and Vice-Chair, Mayor Zneimer and Councilmember Braun.

Fiscal Impact

There is no fiscal impact related to the action discussed in this report.



City Council Agenda Report

ITEM NO. 11

DATE: May 1, 2024

FROM: Arminé Chaparyan, City Manager *Ac*

PREPARED BY: Luis Frausto, Acting Deputy City Manager
Mary Haddad, Management Analyst

SUBJECT: **Revisiting the Discussion and an Updated Analysis of all the City's Commissions as it Relates to Their Structure, Efficiency and Effectiveness for City Council Discussion and Further Direction**

Recommendation

It is recommended that the City Council review and discuss the staff report analysis and provide direction, if any.

Executive Summary

In 2022, the City Manager's Office conducted a comprehensive analysis of all City Commissions, Ad Hoc Committees, and City Council subcommittees to propose recommendations that would enhance their effectiveness and efficiency. At that time, the City maintained fourteen Commissions, nine Ad Hoc Committees, and two Steering Committees. Upon reviewing the findings, the City Council directed staff to reduce the number of commissions from fourteen to eleven and to dissolve those Ad Hoc Committees that had fulfilled their mandates. However, not all proposals for consolidation were approved. At the City Council meeting on February 7, 2024, Councilmember Braun, supported by a second from Mayor Zneimer, requested to revisit this issue for further discussion and possible action toward achieving greater consolidation efficiencies.

Background

The City Council has established a range of Commissions, Boards, Ad Hoc Committees, and other advisory bodies to leverage the expertise and passion of community members on key City issues. Each of these entities includes both a staff liaison and a City Council liaison, with most meetings occurring on a monthly basis. On February 23, 2022, City staff conducted a thorough review of these groups, examining workloads and efficiencies. The review drew on a variety of sources, including a community survey, input meetings, interviews with staff liaisons, and comparisons with similar advisory bodies in other cities. Based on this analysis, staff submitted eight recommendations for consolidating certain commissions and ad hoc bodies aimed at enhancing operational efficiency without

negatively impacting their effectiveness. The detailed findings and recommendations from this 2022 analysis are documented in Attachment 1 of this report.

In April 2022, the issue was revisited by the City Council to consider additional community feedback, further administrative analysis, and alternative recommendations. Out of the original eight recommendations detailed in Attachment 2, the City implemented five significant changes:

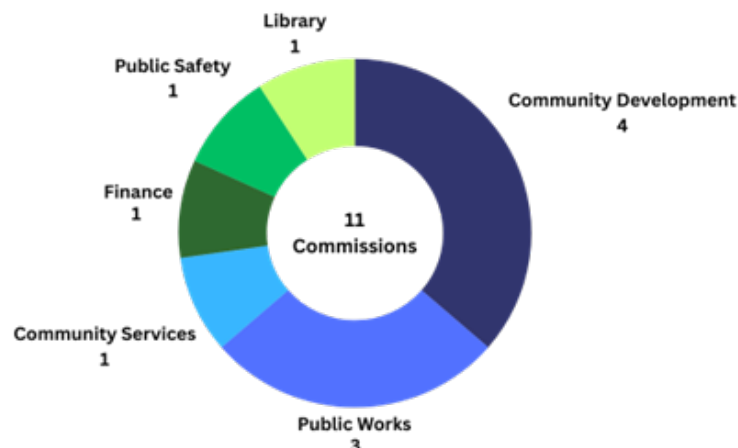
- The dissolution of the Animal Commission.
- The merging of the Youth, Senior Citizen, and Parks and Recreation Commissions into a single seven-member Community Services Commission, integrating the scope of work from each original body.
- The establishment of an annual Animal Events Advisory Committee tasked with organizing events such as "Doggy Days" and "Be Kind to Animals Day."
- The dissolution of the Finance Ad Hoc Committee.
- The dissolution of the Economic Development Ad Hoc Committee.

During the City Council meeting on February 7, 2024, Councilmember Braun requested that this matter be placed on a future agenda to further examine the potential for increased efficiencies through additional consolidation of Commissions and advisory bodies. Mayor Zneimer seconded this request.

Analysis

In 2022, a detailed analysis conducted by the City staff revealed several key insights:

- Staff liaisons were dedicating 8-10 hours monthly on average per commission, which covered both preparation and attendance at meetings.
- Overall, staff liaisons logged approximately 170 hours monthly on tasks related to the various commissions.
- Notable overlaps in function and focus were identified between the Public Works Commission and the Mobility Infrastructure and Transportation Commission.
- Similar overlaps were noted among the Community Development Commissions, specifically between the Planning Commission, Public Art Commission, and Design and Review Board.



Two years after the initial findings, staff revisited this analysis to further scrutinize the allocation of time, costs, and the responsibilities of commissioners. Noteworthy points from this follow-up analysis are detailed in Attachment 2, and include:

- On average, there are 11 Commission meetings per Commission annually;
- On average, staff involved are spending 12 hours per Commission meeting on work related to preparation and actual meeting hours;
- On average, 142 hours are spent annually per staff member for work related to support Commissions;
- The average hourly fully burdened staff rate on Commission related work is \$73.77;
- The average fully burdened annual cost per staff member is \$10,210.36;
- The estimated total cost for staff time is approximately \$459,466.33.

The annual fully burdened cost varies by position, and the detailed breakdown in Attachment 2 shows that certain commissions, such as the Finance Commission, require significantly more hours. The total annual hours differ by department based on the number of commissions they oversee, with 43 staff members engaged in commission-related duties.

Some commissions are overseen by Department Directors, including the Public Safety Commission, Community Services Commission, Finance Commission, Library Board of Trustees, Mobility Transportation Infrastructure Commission, and Public Works Commission. Others are managed by staff liaisons, such as Planners and Managers.

Additionally, specific commission meetings, including those of the Planning Commission and all Special Joint Meetings with Commissions, are livestreamed to meet best practices. The City contracts Studio Spectrum for these services, with costs per meeting ranging from \$730 to \$6,100, based on required hours and equipment. These costs are detailed in Attachment 3 for the Fiscal Year 2022 to 2023.

Commissioner volunteer hours were also surveyed from April 9 to April 22, 2024, gathering 45 responses distributed as follows:

- Cultural Heritage Commission: 2
- Public Safety Commission: 4
- Mobility Transportation & Infrastructure Commission: 3
- Finance Commission: 3
- Natural Resources Environmental Commission: 6
- Library Board of Trustees: 3
- Community Services Commission: 7
- Planning Commission: 3
- Public Works Commission: 5
- Public Art Commission: 4
- Design Review Board: 3

The table below summarizes the results of the survey:

Commission	Annual # of Scheduled Meetings	Average Number of Commissioner Hours Per Meeting	Number of Commissioners	Average Annual Total Commissioner Hours
Community Services	12	4	7	28
Planning	12	5	5	25
Cultural Heritage	12	3	5	15
Design Review	12	3	5	15
Natural Resources	12	5	7	35
Public Works	6	3	5	15
Public Art	3	2.5	5	12.5
Mobility and Transportation	12	4	5	20
Library	12	3	5	15
Finance	12	18	5	90
Public Safety	10	3	7	21

Fiscal Impact

The fiscal impact encompasses both the hourly and annual fully burdened costs incurred by staff for managing and facilitating the City’s Boards and Commissions. The staff supporting these commissions is compensated at an average hourly rate of \$74. Typically, staff dedicate about 13 hours to each meeting, resulting in an approximate cost of \$962 per meeting. Annually, the City holds around 115 commission meetings, leading to a total staff cost of approximately \$459,466 annually. This figure does not account for additional administrative overhead or the expenses associated with live-streaming meetings. The costs for live-streaming can vary significantly, ranging from \$730 to \$6,100 per meeting, depending on several factors such as the required equipment, the duration of the meeting, and the location.

Alternatives:

The City Council may consider the following alternatives related to the previous analysis conducted in 2022:

- **Maintain the Current Structure:** Continue with the existing configuration of commissions and advisory bodies without changes.
- **Consolidate Specific Commissions:** Merge the Public Works Commission and the Mobility and Transportation Infrastructure Commission into a unified seven-member body to streamline functions and improve efficiency.

- **Consolidate Community Development Commissions:** Combine commissions under the purview of the Community Development Department to reduce overlap and enhance coordination.
- **Create New Advisory Bodies:** Establish new advisory bodies as necessary to meet evolving City needs and address emerging issues.

These options offer varying degrees of change and potential efficiency improvements for consideration by the City Council.

Attachments:

1. South Pasadena Advisory Body Descriptions
2. Analysis of Commissions, Positions Involved, and Staff Costing
3. Studio Spectrum Costs Fiscal Year 2022-2023
4. April 6, 2022, and February 23, 2022, Direction on Citywide Commissions Staff Report(s)

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ATTACHMENT 1

South Pasadena Advisory Body Descriptions

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South Pasadena Advisory Body Descriptions

Advisory Body	Meeting Date / Time	Council Liaison	Scope of Work
Community Services Commission	Meetings: 2nd Monday of month Time: 6:30 p.m.	Mayor Pro Tem Jack Donovan	The Community Services Commission is a seven member body that act in advisory capacity to the City Council in all matters pertaining to activities promoting the health, interests and well-being of the City's senior citizen and youth populations, and all matters pertaining to parks and public recreation; recommends policies for the control, management, and use of Community Services facilities; recommends the acquisition, use, and relinquishment of Community Services facilities; advise the City Council on development of recreation areas, facilities, programs, and improved recreation services; recommends the adoption of standards on organizations, personnel, areas and facilities, program and financial support; and takes periodic inventories of recreation services that exist or may be needed and interprets the need of the public to the City Council and Community Services Director
Cultural Heritage Commission	Meetings: 3rd Thursday of month Time: 6:30 p.m.	Mayor Pro Tem Jack Donovan	The Cultural Heritage Commission is a five-member body that is advisory to the City Council on all issues relating to the identification, retention, and preservation of landmarks and historic districts.
Design Review Board	Meetings: 1st Thursday of each month Time: 6:30 p.m.	Councilmember Michael Cacciotti	The Design Review Board is a five-member body serve that is advisory to the Planning Commission and represents the professions of architecture, landscape architecture, interior design, graphics, or related fields.
Finance Commission	Meetings: 4th Thursday of every month Time: 6:30 p.m.	Councilmember Janet Braun	The Finance Commission is a five-member body that is advisory to the City Council, City Treasurer, and the City's Finance Department in matters of financial, budgetary, banking, accounting, licensing, and treasury management.

Library Board of Trustees	Meetings: 2nd Thursday of the month Time: 7:00 p.m.	Councilmember Jon Primuth	<p>The Mobility and Transportation Infrastructure Commission (MTIC) is a five-member body to serve in an advisory capacity to the City Council on policies regarding:</p> <p>Mobility policy matters related to transportation and mobility including traffic management plans, transit, multi-modal transportation and active transportation, evolving transportation and mobility technologies, parking management, and regional transportation matters; federal, state, regional and local transportation funding and planning; input on transportation and mobility policies such as the transportation related Capital Improvement Project items, Neighborhood Traffic Management Plan, and Active Transportation Plan, etc.; and a forum for community input on mobility topics.</p>
Mobility and Transportation Infrastructure Commission	Meetings: 3rd Tuesday of the month Time: 6:30 p.m.	Mayor Evelyn G. Zneimer	<p>The Mobility and Transportation Infrastructure Commission (MTIC) is a five-member body to serve in an advisory capacity to the City Council on policies regarding: Mobility policy matters related to transportation and mobility including traffic management plans, transit, multi-modal transportation and active transportation, evolving transportation and mobility technologies, parking management, and regional transportation matters; federal, state, regional and local transportation funding and planning; input on transportation and mobility policies such as the transportation related Capital Improvement Project items, Neighborhood Traffic Management Plan, and Active Transportation Plan, etc.; and a forum for community input on mobility topics.</p>
Natural Resources and Environmental Commission	Meetings: 4th Tuesday of the month Time: 7:00 p.m.	Councilmember Michael Cacciotti	<p>The Natural Resources and Environmental Commission (NREC) is a seven-member body that is advisory to the City Council in all matters pertaining to energy, science and technology, and natural resources and the environment. The NREC assists the</p>

			City in the planning, programming, use, and conservation of energy and natural resources, as well as conducts tree removal hearings when needed.
Planning Commission	2nd Tuesday of the month Time: 6:30 p.m.	Mayor Pro Tem Jack Donovan	The Planning Commission is advisory to the City Council on matters pertaining to subdivisions, zoning, parks and boulevards, beautification of the city and in general such other subjects that have to do with the orderly and consistent physical development of the city.
Public Art Commission	Meetings: Meets quarterly as needed (per Council Direction) Time: 6:30 p.m.	Councilmember Janet Braun	The Public Art Commission is a five-member body that is responsible for the review and approval of public art projects associated with the Public Art Program, including but not limited to, proposed site-specific public art, art donations, and public art developed with the funds from the Public Art Development Fee.
Public Safety Commission	Meetings: 2nd Monday of each month (August and December - no meeting) Time: 8:30 a.m.	Councilmember Janet Braun	The Public Safety Commission serves in a primary support capacity to the City's public safety personnel in an endeavor to improve the City's existing emergency response capability. Meetings are held on the 2nd Monday of January, February, March, April, May, June, August, September, October & December, at 8:30 a.m.
Public Works Commission	Meetings: 2nd Wednesday of the month Time: 6:30 p.m.	Mayor Evelyn G. Zneimer	The Public Works Commission is a five-member body that is responsible to serve in an advisory capacity to the City Council on policies regarding: Policy matters related to non-transportation infrastructure including water, sewer, stormwater, buildings and city facilities; Regional non-transportation infrastructure funding and planning; utility management including water, sewer and stormwater; input on infrastructure policies and plans such as the utility and infrastructure CIP items (non-transportation),

			Integrated Water and Wastewater Resource Management Plan, Safe Clean Water and Measure W Plans, Facility Assessment Plan, etc.; and a forum for community input on infrastructure topics.
Fourth of July/Festival of Balloons Committee	Meetings: 4th Wednesday of the month at 7:00 p.m. No Meetings in October, November, and December	Sheila Pautsch, Community Services Director	The committee's responsibilities include planning and coordinating the Fourth of July Festival of Balloons event, and community festivities.
South Pasadena Tournament of Roses Committee	Meetings: 1st Tuesday of the Month Time: 7:30 p.m.	Mayor Evelyn G. Zneimer	The Mission of the South Pasadena Tournament of Roses Committee is to create positive exposure for our city through participation in the Pasadena Tournament of Roses, which will elevate our community and our organization by using principles based on voluntarism for the successful completion of our annual floral entry.

ATTACHMENT 2

Analysis of Commissions, Positions Involved, and Staff
Costing

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Personnel Costs in Support of City Boards & Commissions

Advisory Body Name	Department	Job Title	Annual # of Meetings	# Hours Per Meeting	Annual Hours	Hourly Fully Burdened Rate	Annual Fully Burdened Cost Per Staff Person
Community Services Commission	Community Services	Director	12	3	36	\$ 105.09	\$ 3,783.11
Community Services Commission	Community Services	Deputy Director	12	5	60	\$ 89.66	\$ 5,379.82
Community Services Commission	Community Services	Community Services Supervisor	12	2	24	\$ 44.92	\$ 1,078.19
Community Services Commission	Community Services	Community Services Supervisor	12	2	24	\$ 45.65	\$ 1,095.58
Community Services Commission	Community Services	Management Analyst	12	2	24	\$ 44.57	\$ 1,069.69
Community Services Commission	Community Services	Program Specialist	12	2	24	\$ 38.17	\$ 916.10
Planning Commission	Community Development	Administrative Secretary	12	9	108	\$ 39.62	\$ 4,279.23
Planning Commission	Community Development	Planning Manager	12	15	180	\$ 83.75	\$ 15,074.61
Planning Commission	Community Development	Associate Planner	12	25	300	\$ 59.78	\$ 17,932.40
Planning Commission	Community Development	Associate Planner	12	25	300	\$ 53.84	\$ 16,151.23
Cultural Heritage Commission	Community Development	Administrative Secretary	12	7	84	\$ 39.62	\$ 3,328.29
Cultural Heritage Commission	Community Development	Planning Manager	12	10	120	\$ 83.75	\$ 10,050.00
Cultural Heritage Commission	Community Development	Associate Planner	12	18	216	\$ 59.78	\$ 12,912.48
Cultural Heritage Commission	Community Development	Associate Planner	12	18	216	\$ 53.84	\$ 11,629.44
Design Review Board	Community Development	Permit Counter Technician	12	7	84	\$ 44.83	\$ 3,765.31
Design Review Board	Community Development	Planning Manager	12	10	120	\$ 83.75	\$ 10,050.00
Design Review Board	Community Development	Associate Planner	12	18	216	\$ 59.78	\$ 12,912.48
Design Review Board	Community Development	Associate Planner	12	18	216	\$ 53.78	\$ 11,629.44
Public Art Commission	Community Development	Administrative Secretary	3	3	9	\$ 39.62	\$ 356.58
Public Art Commission	Community Development	Deputy Director	3	5	15	\$ 93.57	\$ 1,403.61
Public Art Commission	Community Development	Assistant Planner	3	10	30	\$ 54.64	\$ 1,639.24
Natural Resources & Environmental Commission	Public Works	Management Analyst	12	5	60	\$ 53.89	\$ 3,233.33
Natural Resources & Environmental Commission	Public Works	Environmental Services & Sustainability Mgr	12	25	300	\$ 64.68	\$ 19,404.00
Natural Resources & Environmental Commission	Public Works	Deputy Public Works Director	12	2	24	\$ 86.64	\$ 2,079.36
Natural Resources & Environmental Commission	Public Works	Director of Public Works	12	5	60	\$ 113.23	\$ 6,793.80
Mobility & Transportation Infrastructure Commission	Public Works	Management Analyst	12	7	84	\$ 53.98	\$ 4,526.76
Mobility & Transportation Infrastructure Commission	Public Works	Transportation Program Manager	12	33	396	\$ 75.45	\$ 29,879.60
Mobility & Transportation Infrastructure Commission	Public Works	Deputy Public Works Director	12	3	36	\$ 86.64	\$ 3,118.87
Mobility & Transportation Infrastructure Commission	Public Works	Director of Public Works	12	5	60	\$ 113.23	\$ 6,793.80
Public Works Commission	Public Works	Management Analyst	6	5	30	\$ 53.98	\$ 1,619.40
Public Works Commission	Public Works	Principal Engineer	6	10	60	\$ 79.32	\$ 4,759.37

Advisory Body Name	Department	Job Title	Annual # of Meetings	# Hours Per Meeting	Annual Hours	Hourly Fully Burdened Rate	Annual Fully Burdened Cost Per Staff Person	
Public Works Commission	Public Works	Deputy Public Works Director	6	2	12	\$ 86.64	\$ 1,039.68	
Public Works Commission	Public Works	Director of Public Works	6	5	30	\$ 113.23	\$ 3,396.90	
Library Board of Trustees	Library	Administrative Secretary	12	11	132	\$ 40.73	\$ 5,376.58	
Library Board of Trustees	Library	Department Director	12	16	192	\$ 100.45	\$ 19,286.48	
Finance Commission	Finance	Department Director	12	100	1,200	\$ 101.60	\$ 121,910.37	
Finance Commission	Finance	Management Analyst	12	40	480	\$ 51.52	\$ 24,729.60	
Finance Commission	Finance	Management Analyst	12	40	480	\$ 49.77	\$ 23,890.77	
Finance Commission	Finance	Finance Manager	12	7	84	\$ 83.48	\$ 7,012.54	
Finance Commission	Finance	Deputy City Manager	12	3	36	\$119.94	\$4,317.84	
Finance Commission	Finance	Management Services Director	12	5	60	\$107.66	\$6,459.62	
Public Safety Commission	Police & Fire Departments	Police Chief	10	3	30	\$ 149.58	\$ 4,487.42	
Public Safety Commission	Police & Fire Departments	Fire Chief	10	3	30	\$ 156.22	\$ 4,686.50	
Public Safety Commission	Police & Fire Departments	Acting Management Analyst	10	5	50	\$ 51.28	\$ 2,564.04	
Public Safety Commission	Police & Fire Departments	Management Assistant	10	3.5	30.5	\$ 54.53	\$ 1,662.87	
			AVERAGES				TOTAL SUM	
			10.69	12.39	141.39	\$ 73.77	\$ 10,210.36	
						TOTAL	\$459,466.33	

ATTACHMENT 3

Studio Spectrum Costs Fiscal Year 2022-2023

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Studio Spectrum Costs (FY 22-23) - Commission Mtgs & Special Joint Meetings with Commissions

		Planning Commission	Special Joint Meetings with PC	Special Joint Meetings with FC	Special Joint Meetings with LBT	Special Joint Meetings with MTIC
2022	July	\$2,285.00				
	August		\$2,100.00			
	September	\$1,555.00				
	October	\$1,225.00				
	November	\$1,060.00	\$1,055.00			
	December	\$1,060.00				
2023	January	\$-				
	February	\$-	\$2,545.00			
	march	\$895.00				
	April	\$895.00	\$6,140.00			\$2,550.00
	May	\$730.00			\$1,060.00	
	June	\$895.00		\$2,760.00		
Total:		\$10,600.00	\$11,840.00	\$2,760.00	\$1,060.00	\$2,550.00
						\$28,810.00

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ATTACHMENT 4

April 6, 2022, and February 23, 2022, Direction on
Citywide Commissions Staff Report(s)

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City Council Agenda Report

ITEM NO. 19

DATE: April 6, 2022

FROM: Arminé Chaparyan, City Manager *AC*

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

SUBJECT: **Direction on Citywide Commissions**

Recommendation

It is recommended that the City Council:

1. Dissolve the Animal Commission;
2. Consolidate the Youth, Senior Citizen and Park and Recreation Commissions' scopes of work to create a seven-member Community Services Commission, and reserve at least one seat each for members of youth and senior citizen populations;
3. Direct the City Manager and staff to implement an annual Animal Events Advisory Committee to focus on "Doggy Days" and "Be Kind to Animals Day" and other programming;
4. Change frequency of meetings for the Public Arts Commission to quarterly, or on an as-needed basis;
5. Change frequency of meetings for the Public Safety Commission to quarterly, or on an as-needed basis;
6. Dissolve the Finance Ad Hoc Committee;
7. Dissolve the Economic Development Ad Hoc Committee; and
8. Consider adding an engineering staff position to further support the Mobility and Transportation Infrastructure Commission in the Public Works Department.

Background

Following the discussion at the February 23, 2022 Commission Study Session, City Council directed staff to return with additional information:

- Solicit feedback from the Community to see if they have additional ideas or recommendations;
- Provide an analysis on the City's current administrative processes in the City Clerk's office in relation to Commission and Boards; and
- Provide alternatives to initial consolidation recommendations by exploring changes to administrative processes including meeting less frequently, hiring support specialists, or increasing staff capacity.

Community Input Follow Up

The City Manager's Office conducted a follow up online survey to solicit additional input on Commissions, which was hosted on the City's website between March 16, 2022 to March 21, 2022. The survey received 18 responses from community stakeholders on additional suggestions based on the previous information provided by staff regarding this matter. The results of the survey are provided as Attachment 2, and main takeaways include:

- 66.7% of respondents are part of a current Commission/Board.
- Of those that responded, 30.8% were from the Public Safety Commission, 15.4% were from the Cultural Heritage Commission, 15.4% were from the Parks and Recreation Commission, 7.7% from the Library Board of Trustees, 7.7% from the Finance Commission, 7.7% from the Planning Commission, and 7.7% from the Mobility and Transportation and Infrastructure Commission.
- The majority of respondents agree with the consolidation of Commissions as discussed.
- A couple of respondents expressed concerns with specific Commission consolidations.
- A couple of respondents expressed the need for increased trainings for both staff and Commissioners.

Current Administrative Processes for Commissions and Boards

The City Clerk's Office currently oversees all Commission related administrative processes. The current processes include:

- Maintaining all applications for two years
- Checking for residency and voter registration status
- In compliance with Government Code Section 54972 (Maddy Act) posting the annual appointments list which includes membership and terms for all board, commission, and committee appointments by City Council
- Noticing of unanticipated vacancies due to resignation by posting on social media, the City's website, and through press releases
- With a new Mayoral term, the City Clerk's office works with the incoming Mayor to determine commissioner appointments and reappointments. The list of proposed appointments appears on an open session agenda for consensus by the City Council
- Administering Oath of Office and providing welcome packet to commissioners which includes Parliamentary procedures, Robert's Rules of Order, Brown Act information, FPPC required filings, meeting schedule, and contact information for their specific commission
- Maintaining a directory of Commissioners and a list of absences
- Coordinating Commissioners Congress which includes annual reporting of Commission activities and work plans
- Preparing certificates of appreciation for outgoing Commissioners

Direction on Citywide Commissions

April 6, 2022

Page 3 of 5

As discussed previously, the Commission Analysis exercise revealed opportunities to improve upon staff liaison and commissioner onboarding, training and resources, including handbooks, ethics and Brown Act training. The City Clerk's Office will also be expanding community outreach efforts in soliciting commission applications, and will bolster the application process to include a requirement that commissioners be in "good standing" with the City to be considered for the position, and ensuring that the applicants considered have no outstanding code enforcement or public safety violations.

Moving forward and in an effort to increase and approve staff and commissioner training and support, staff will be:

- Working with their respective advisory boards to align work plans with Strategic Plan and Budget, which will help to align efforts with community priorities and resources;
- Re-establishing an annual Commissioner's Congress at a Special City Council meeting in the form of a reception, where a holistic review and update of advisory groups and efforts to Council and community will be presented. This will provide an opportunity to provide updates to the City Council, and to recognize the City's Commissioners for their time and efforts. The tentative date is June 22, 2022;
- Scheduling Council liaison and commissioner appointments as needed and following City Council direction; and
- Creating staff liaison support policies, protocols, trainings, and onboarding processes, as well as establishing a point of contact for appointed individuals.

Analysis

The City Manager's Office conducted assessments agency-wide to identify effectiveness of current practices and efficiencies in furthering the service provided to the community.

The amount of time that each Commission meets for varies depending on their scope of work, and the substance of respective meeting agendas:

- The Public Works Commission meets for one hour to one hour and a half on average based on the 2021-2022 meeting minutes.
- The average meeting time of the Mobility and Infrastructure Transportation Commission is two hours.
- The Public Works Commission meetings tend to focus on updates from the Public Works department while the Mobility and Infrastructure Transportation Commission agendas focus on transportation matters in the City.
- The Public Art Commission meets for one hour on average, and the meeting minutes throughout 2021 and 2022 show that meetings were necessary when discussing projects such as k-rail art implementation and the proposed Black Lives Matter Mural. The staff liaison communicated that the Commission has a fairly light load and may benefit from meeting on a quarterly basis. The Commission met 7 times in 2019, 7 times in 2020, 9 times in 2021, and only 1

time so far in 2022. When analyzing the agendas throughout the years, staff found that agendas include two to three items on average.

- While not discussed at the February 23, 2022 Commission Study Session, a review of the Public Safety Commission workload and a discussion with the staff liaisons revealed an opportunity to make an impact for our Police and Fire related liaisons, who often times find that they are producing meetings due to their meeting frequency requirements rather than the actual need to meet to discuss pertinent topics on their agendas. Staff has included a recommendation in this item for Council's consideration to reduce the frequency of meetings for the Public Safety Commission to quarterly or on an as-needed basis.

The following alternatives were also discussed and considered:

- Consolidation of the Public Arts Commission into the Design Review Board
- Consolidation of the Public Works Commission into the Mobility and Transportation Infrastructure Commission

The Public Works Department assessment completed and presented to City Council in October 2021 suggested that there were too many commissions under the department's purview, and recommended that the number of commissions be reduced. As part of the Public Works Department reorganization presented to you in another staff report tonight, Public Works staff is exploring the feasibility of adding an Engineering position to focus on traffic and transportation projects, largely in response to the discussion around the Public Works Department's three (3) commissions, and the emphasized need to enhance the Department's transportation projects throughput, and further support the Mobility and Transportation Infrastructure Commission.

Cities of similar size to South Pasadena have an average of 6-7 Commissions while larger cities typically have about 13 Commissions. In other cities surrounding South Pasadena including Alhambra, San Gabriel, Rosemead, and Pasadena, there is one staff liaison to each Commission. Although South Pasadena also has one staff liaison per Commission, other cities in similar size to have more full-time staff members. While 'commission specialist' positions do not exist, full-time staff members are trained to manage and run public meetings.

Implementation Strategy and Timeline

Staff has already begun working on staff and commission onboarding and training efforts, as well as soliciting community member interest and applications in serving as commissioners. Staff liaisons have shared the strategic plan with their respective commissions, and the efforts to align work plans with strategic plan priorities and budgets is underway. A tentative date for the return of the annual Commission Congress is set for June 2022, and this will provide an opportunity for each commission to present on their work plans and focus, receive City Council feedback, and be recognized for their efforts.

Upon receiving City Council's direction tonight, staff will return with an item to codify any municipal code changes to the commission makeup and frequency of meetings, and with commission appointments.

Recommendations

It is recommended that the City Council:

1. Dissolve the Animal Commission;
2. Consolidate the Youth, Senior Citizen and Park and Recreation Commission scopes of work to create a seven-member Community Services Commission, and reserve at least one seat each for members of youth and senior citizen populations;
3. Direct the City Manager and staff to implement an annual Animal Events Advisory Committee to focus on "Doggy Days" and "Be Kind to Animals Day" and other programming;
4. Change frequency of meetings for the Public Arts Commission to quarterly, or on an as-needed basis;
5. Change frequency of meetings for the Public Safety Commission to quarterly, or on an as-needed basis;
6. Dissolve the Finance Ad Hoc Committee;
7. Dissolve the Economic Development Ad Hoc Committee; and
8. Consider adding an engineering staff position to further support the Mobility and Transportation Infrastructure Commission in the Public Works Department.

Upon receiving City Council's direction tonight, staff will return with an item to codify any municipal code changes to the commission makeup and frequency of meetings, and with commission appointments.

Fiscal Impact

Any Council direction that affects the number of public meetings has direct fiscal impact. The recommended motions will serve to promote greater efficiency/effectiveness in the use of staff time and City resources.

Community Outreach

Outreach for the online surveys and input opportunities were shared with Women Involved in South Pasadena Political Activism (WISPPA), Woman's Club of South Pasadena, YMCA South Pasadena, Kiwanis Club South Pasadena, Oneonta Club, Chamber of Commerce, Chinese-American Club, Dads Uniting Dads in Education, the South Pasadenan, Pasadena Now, Nexus Plex, San Marino Tribune, Outlook Newspapers, and the SoCal News Group. The follow-up online survey available from March 16 – March 21, 2022 received 18 responses (Attachment 1).

Attachments:

1. Follow-Up Online Survey Results from March 2022
2. Commission Study Session Agenda Item- February 23, 2022

ATTACHMENT 1
Commission Study Session Agenda Item –
February 23, 2022



City Council Agenda Report

ITEM NO. 1

DATE: February 23, 2022

FROM: Arminé Chaparyan, City Manager *DM for AC*
Domenica Megerdichian, Deputy City Manager
Mary Jerejian, Management Analyst

SUBJECT: **Commission Analysis Study Session**

Recommendation

It is recommended that the City Council:

1. Consolidate the Public Works and the Mobility and Transportation Infrastructure Commissions to a seven-member Mobility, Transportation and Infrastructure Commission;
2. Dissolve the Animal Commission;
3. Dissolve the Youth Commission;
4. Consolidate the Animal, Youth, Senior Citizen and Park and Recreation Commission scopes of work to create a seven-member Community Services Commission, and reserve at least one seat each for members of youth and senior citizen populations;
5. Create an annual Animal Events Steering Committee within the Community Services Commission to focus on “Doggy Days” and “Be Kind to Animals Day” and other programming;
6. Absorb the Public Art Commission into the existing Planning Commission;
7. Dissolve the Finance Ad Hoc Committee; and
8. Dissolve the Economic Development Ad Hoc Committee.

Commission Review and Recommendation

This matter has not been reviewed by City Commissions, however, input on this matter was solicited by City Commissioners and community members through an online survey and virtual community listening session held on January 26, 2022.

Executive Summary

The City of South Pasadena currently has 14 Commissions, nine (9) Ad Hoc Committees, and two (2) steering committees. The Office of the City Manager has conducted an analysis to capture the current state of these advisory bodies, identify the effectiveness and efficiencies in furthering City Council and community priorities, while managing workload and capacity issues with staff. The City Manager’s Office has solicited staff liaison, Commissioner and community feedback and input in forming short and long term goals in better managing priorities, work flows, advisory board management and output, and enhancing City processes as it pertains to

staff, Commissions, and City Council in serving the community.

Community Outreach

As a part of this analysis, the City Manager's office strategically conducted outreach to ensure that feedback was solicited from all stakeholders, including staff, Commissioners, and residents. Outreach efforts included announcing this effort at City Council meetings, hosting an online survey that became accessible on January 20, 2022 and closed on January 28, 2022 with twenty-five (25) responses, and a Community Input Discussion that was held virtually via Zoom on January 26, 2022 from 6:00 pm to 8:00 pm that had twenty-seven (27) attendees. Outreach for all of these feedback opportunities were posted across the City's social media platforms including Instagram, Facebook, the City Hall Scoop. In addition, a designated page was created on our City's website titled "Community Input on Commissions," displaying the various ways to solicit feedback. Staff also received phone calls and correspondence from any community members unable to participate virtually, so that we could capture and include their input and suggestions on this matter.

Background

The City Council has established various Commissions, Boards, Ad Hoc Committees, and other advisory bodies to provide input and recommendations on issues that they are either subject matter experts on or passionate about. Advisory bodies are formed to address the evolving needs of a City, and to provide opportunities to vet issues and provide recommendations for City Council's consideration. The City of South Pasadena is unique in many ways, one of which is the level of involvement from residents in local government, and the pride in serving the various advisory bodies that support the City Council and community.

These various advisory bodies are defined by the following terms:

- **Commission:** Commissions and Boards are interchangeable terms. They serve as an advisory role to help direct policy by making suggestions and recommendations to their local elected policymakers and government management.
- **Ad Hoc Committee:** A committee appointed as the need arises, to carry out a specific task, at the completion of which-that is, on presentation of its final report to the assembly-it automatically ceases to exist. A special committee may not be appointed to perform a task that falls within the assigned function of an existing standing committee.
- **Standing Committee:** A legislative body which has either (1) a continuing subject matter jurisdiction, or (2) a meeting schedule fixed by the charter, ordinance, resolution, or formal action of the City Council. Even if comprised of less than a quorum of the governing body, a standing subcommittee is subject to the Brown Act.
- **Steering Committee:** A committee with the role to provide advice, ensure delivery of the project outputs and the achievement of project outcomes. The steering committee provides support, guidance, and oversight of progress.

The current advisory bodies in South Pasadena include the following:

City Council Commissions Boards Committees Liaison Assignments	
January 2021 to December 2021	
Commissions, Boards, & Committees	Appointed Liaisons
Animal Commission	N/A Pending Review
Cultural Heritage Commission	Zneimer
Design Review Board	Mahmud
Finance Commission	Donovan
Mobility and Transportation Infrastructure Commission	Primuth
Library Board of Trustees	Mahmud
Natural Resources and Environmental Commission	Cacciotti
Parks and Recreation Commission	Donovan
Planning Commission	Mahmud
Public Arts Commission	Cacciotti
Public Safety Commission	Primuth
Public Works Commission	Zneimer
Senior Citizen Commission	Cacciotti
Youth Commission	Donovan
Fourth of July – Festival of Balloons Committee	Primuth
South Pasadena Tournament of Roses Committee	Zneimer

City Council Ad Hoc Committees Liaison Assignments		
January 2021 to December 2021		
City Ad Hoc Committees	Appointed Liaison(s)	Staff Liaison
Ad Hoc Committee: City Council and South Pasadena Unified School District	Primuth and Zneimer	Arminè Chaparyan, City Manager
Ad Hoc Committee: Finance	Primuth and Donovan	Ken Louie, Interim Finance Director
Ad Hoc Committee: Mission-Meridian Village Subcommittee (08/14/2013)	Donovan and Zneimer	Margaret Lin, Deputy Director of Community Development
Ad Hoc Committee: Implementation, Caltrans Surplus Properties Disposition Replaced “Leg” & “non-leg” committees by council action on Dec, 1, 2021	Donovan and Primuth	Angelica Frausto-Lupo, Director of Community Development Margaret Lin, Deputy Director of Community Development

Ad Hoc Committee: Recreation leased facilities	Donovan and Cacciotti	Sheila Pautsch, Community Service Director
Ad Hoc Committee: South Pasadena Chamber of Commerce – Legislative	Mahmud	Tamara Binns, Assistant to the City Manager
Ad Hoc Committee: South Pasadena Chamber of Commerce – Economic Development	Primuth and Donovan	Domenica Megerdichian, Deputy City Manager
Ad Hoc Committee: South Pasadena Chamber of Commerce – Chamber Board	City Manager/Deputy City Manager	
Ad Hoc Committee: Economic Development	N/A Pending Review	N/A Pending Review

Furthermore, the table below shows a breakdown of which Departments have purview over each of the Commissions and advisory bodies.

Department	Commissions	Committees	# of Commissions/Boards
Police Department	Animal Commission, Public Safety Commission	None.	2 Commissions
Fire Department	Public Safety Commission	None.	1 Commission
Community Development Department	Cultural Heritage Commission, Design and Review Board, Planning Commission, Public Arts Commission	Ad Hoc Committee: Mission-Meridian Village Subcommittee, Ad Hoc Committee: Implementation, Caltrans Surplus Properties	4 Commissions, 2 Ad Hoc Committees
Public Works Department	Mobility and Transportation Infrastructure Commission, Natural Resources and Environmental Commission, Public Works Commission	None.	3 Commissions
Community Services Department	Parks and Recreation Commission, Youth Commission, Senior Citizen Commission	Ad Hoc Committee: Recreation leased facilities	3 Commissions, 1 Ad Hoc Committee
Library	Library Board of Trustees	None.	1 Commission
Finance Department	Finance Commission	Ad Hoc Committee: Finance	1 Commission, 1 Ad Hoc Committee

Commission Summaries

- **Animal Commission:**
 - The Animal Commission was founded in the 1980's, and has served as an advisory body regarding all animal related issues in the City. In the late 90's to early 2000's, the City developed a contract with the Pasadena Humane Society to oversee all animal related issues. The most recent staff liaison to the Animal Commission was Lieutenant Thomas Jacobs while Michael Cacciotti served as the Council Liaison. In 2014, the Commission began focusing on creating ordinances, including issues related to birds, although these efforts did not continue in prior years. The Animal Commission has also led annual events including "Doggy Days," and "Be Kind to Animal Day." These events were received positively both by staff and the community. In March of 2021, the City Council considered abolishing the Animal Commission; although the Commission remains active, a meeting has not been held for over two years.

- **Cultural Heritage Commission:**
 - The Cultural Heritage Commission began in 1971, and is under the purview of the Community Development Department and is responsible for all issues relating to identification, retention, and preservation of landmarks and historic districts. The Commission's responsibilities include reviewing various projects and recommending to the City Council whether those projects be designated as historical landmarks. Planning Manager Matt Chang is the current staff liaison to this Commission, and Councilmember Zneimer serves as the Council liaison.

- **Design and Review Board:**
 - The Design and Review Board is under the purview of the Community Development Department. This board serves as an advisory to the Planning Commission and represents the professions of architecture, landscape architecture, interior design, graphics, or related fields. The current staff liaison for the Design and Review board is Planning Manager, Matt Chang, and Councilmember Mahmud serves at the Council liaison.

- **Finance Commission:**
 - The Finance Commission serves as an advisory to the City Council and Finance Department in all matters related to the financial, budgetary, banking, accounting, and licensing within the City. Interim Finance Director Ken Louie is the current staff liaison to the Commission, and Councilmember Donovan serves as the Council liaison.

- **Mobility and Transportation Infrastructure Commission:**
 - The Mobility and Transportation Infrastructure Commission was created on February 19, 2020 to separate mobility and transportation policy matters from the Public Works Commission. The Mobility and Transportation Infrastructure

Commission provides input to Council on traffic management plans, transit, multi-modal transportation and active transportation, evolving transportation, parking management, and mobility technologies. In addition, they provide input on transportation related Capital Improvement Project items, Neighborhood Traffic Management Plan, and the Active Transportation Plan. Public Works Director Ted Gerber is the current staff liaison to this Commission, and Councilmember Primuth serves as the Council liaison.

- Library Board of Trustees:
 - The Library Board of Trustees is an advisory body to the City Council that provides input on the Library's needs and traditions, assists with promoting library interests, supports funding levels, and assists members in developing and writing policies that govern the operations of the Library. The Library Board of Trustees core responsibilities also include establishing rules and regulations for the administration of the Library, reviewing and submitting annual operating budgets and making recommendations with respect to appointments, suspension or removal of the City Librarian. Library Director Cathy Billings acts as the current staff liaison to the Board, and Councilmember Mahmud serves as the Council liaison.
- Natural Resources and Environmental Commission:
 - The Commission began in 2007, and is advisory to the City Council in all matters pertaining to energy, science and technology, natural resources, and the environment. The Natural Resources and Environmental Commission assists the City in planning, programming, use, and conservation of energy and natural resources. The Natural Resources and Environmental Commission is one of two commissions in South Pasadena that have seven members. Environmental Services and Sustainability Manager Arpy Kasparian is the current staff liaison to this Commission, and Mayor Cacciotti serves as the Council liaison.
- Parks and Recreation Commission:
 - The Parks and Recreation Commission is a five member body that is advisory to the City Council on all matters pertaining to parks and public recreation; formulates and proposes policies on recreation services for approval by the City Council; recommends the adoption of standards on organizations, facilities and parks, programs, and financial support; informs the public of the policies and functions of the recreation and parks program as directed by the City Council; and takes periodic inventories of recreation services that exist or may be needed and interprets the need of the public to the City Council and Community Services Director. Community Services Director Sheila Pautsch is the current staff liaison to this Commission, and Councilmember Donovan serves as the Council liaison.
- Planning Commission:
 - The Planning Commission is advisory to the City Council on matters pertaining to

subdivisions, zoning, parks and boulevards, beautification of the city and in general all matters regarding the orderly and physical development of South Pasadena. The current staff liaison to the Planning Commission is Planning Manager, Matt Chang while Diana Mahmud serves as the council liaison.

- **Public Arts Commission:**
 - The Public Arts Commission was established a couple of years ago with the purpose to integrate art into public spaces within the City. The Public Art Commission is a five member body that is responsible for the review and approval of public art projects associated with the Public Art Program. These projects include, but are not limited to, proposed site-specific public art, art donations, and public art developed with the funds from the Public Art Development Fee. The current staff liaison to the Public Arts Commission is Deputy Director of Community Development, Margaret Lin while Diana Mahmud serves as the council liaison.

- **Public Safety Commission:**
 - The Public Safety Commission is one of the two commissions that has seven commissioners on board. The commission serves in primary support capacity to the City's public safety personnel in an endeavor to improve the City's existing emergency response capability and provide recommendations to Council on issues related to public safety. These issues include crime trends, incidents in the City, fire prevention, and traffic. The current staff liaisons are Police Chief, Brian Solinsky and Fire Chief, Paul Riddle while Jon Primuth serves as the council liaison.

- **Public Works Commission:**
 - The Public Works Commission has been established since 2012, and focuses on public works inquiries related to water, sewer, storm water, and buildings including City facilities. The commission focuses on issues non-transportation and infrastructure related since the development of the Mobility Transportation and Infrastructure Commission was formed. The current staff liaison to the Public Works Commission is Director of Public Works, Ted Gerber while Evelyn Zneimer serves as the council liaison.

- **Senior Citizen Commission:**
 - The Senior Citizen Commission is a five member body that is advisory to Council on all matters pertaining to senior citizens in the City. Such matters include the advancement of senior citizen planning and programming and to formulate policies for senior citizen services. The current staff liaison to the Senior Citizen Commission is Community Services Supervisor, Melissa Synder while Michael Cacciotti serves as the council liaison.

- **Youth Commission:**
 - The Youth Commission is represented by students of the South Pasadena Middle

School and South Pasadena High School. The students on the commission are involved in coordinating activities, events, and volunteering for charitable fundraisers and food drives. There are ten youth members on the commission, an adult Community-at-Large member, and a South Pasadena Unified School District representative.

The City Council has created a number of Ad Hoc Committees to focus on specific topics. Ad Hoc Committees serve for a specific period of time, or until the work before them is completed, and should be dissolved or disbanded at that point. While many of the Ad Hoc Committees listed above are relevant and active, two committees—Finance and Economic Development—have completed the work under their purview, and are ready to officially be dissolved. At any point, City Council can create Ad Hoc committees to focus on a specific topic, and staff will work on aligning Ad Hoc committee status review on an annual basis to align with committee appointments.

Staff Liaison Feedback

The City Manager's Office met with staff liaisons of each Commission to discuss workload, staff time spent on Commission related work, strengths, shortcomings, and recommendations in managing Commission workflow and output. (Attachment 1) shows the time and resources (staffing and staff time) typically spent on Commission related preparations and workflows. Our interviews revealed noteworthy input, including:

Specific Commissions:

- The Animal Commission was responsible for well-received annual events, and could be incorporated into a Community Services Commission.
- On average, the Parks and Recreation Commission runs for 35-45 minutes. Meetings as needed would be helpful to reduce staff time.
- The Senior Commission is able to go months without meetings due to lack of discussion items.
- The Youth Commission often does not have topics to discuss, and Commissioners have not attended volunteer opportunity events. The City has experienced difficulty in recruiting for Commissioners.
- The Public Works Commission provides Public Works updates to Commissioners when meetings do not have lengthy agendas.
- The Public Safety Commission discusses police related issues for about 90% of items.
- Public Art Commission has significant overlap with the Planning Commission.

Common themes:

- The majority of staff liaisons believe that more detailed training and onboarding processes would be beneficial in standardizing processes. Ideas for this training include creating an onboarding manual for Commissioners.
- The majority of staff would also like to sit through training sessions for preparing minutes and preparing for Commission meetings.

Community Input

The City Manager's Office conducted an online survey to solicit input on Commissions, which was hosted on the City's website between January 20, 2022 to January 28, 2022. The survey received 25 responses on strengths, shortcomings and suggestions of our current Commission structure and management (Attachment 2). Some noteworthy responses include:

- 84% of respondents are or have served on a South Pasadena Commission or Board.
- Responses were received from individuals from or previously from all Commissions, except for the Senior Citizen Commission and the Youth Commission.
- Five (5) respondents who wanted to see additional topics covered by Commissions, including diversity, equity, inclusion, homelessness, and mental health.
- Many strengths and accomplishments were highlighted across various Commissions, and comments were generally appreciative and supportive of efforts.
- Common themes for improvement opportunities for Commissions include better communication with staff, defining roles, increased utilization of feedback from Commissions, increased outreach on meetings to increase participation, and additional resources for success.
- Multiple responses stated the need for increased training for basics of Commission meeting procedures and Brown Act training.
- Many respondents suggested a need for improvements for the City's public meeting process included reducing the amount of Commissions, giving Commission more of a voice, encouraging in-person meetings, aligning Commissions with the City's Strategic Plan, and increased facilitated discussions on sensitive topics.

The City Manager's Office also hosted a virtual Community Input Discussion hosted via Zoom by the City Manager's Office. There were 27 participants, as well as staff liaisons and departments heads at the listening session, and commentary was similar to the input collected via the online survey. Main takeaways from the virtual community input session include:

- Virtual meetings are difficult and not inclusive; residents struggle to communicate digitally. However, virtual meetings are helpful and allow working professionals to be involved with City Council and appointed positions.
- A number of new topics important to the community are not a focus of any existing advisory body: housing rights, energy, mental health, homelessness, social services
- We need a strategic approach to managing Commissions—connect efforts to the strategic plan and to the City budget to be able to fund efforts. Can we include joint meetings for topics that overlap?
- Abolish the Design Review Board and focus efforts on the Planning Commission. Consider establishing informal reviews of planning projects with applicants; fully staffed Planning division should focus on backlog and objective planning processes.
- Define all of the types of advisory bodies—is one more important than another?
- Meetings are too formal, with Commissioners sitting at the dais and limiting comment times. Can we make public meetings more informal and less burdensome in managing?
- Suggest a Good Governance Commission to be created to advise the Mayor on how the City is being run, and suggestion to reorganize the Finance Commission.

- Considering the staff turnover of the last few years, there is a need for institutional knowledge. How do we bring that to advisory boards?
- The amount of advisory board and work generated is concerning—is it sustainable? There are opportunities for joint meetings or combining efforts for overlapping topics.
- Need more public outreach and information, public engagement in City projects and programs. Need to improve upon and focus on communications, customer service to close the loop on resident correspondence and inquiries.
- Consider term limits on “higher level” commissions (Planning, MTIC) to allow other impressive candidates an opportunity to serve.
- Commissioner onboarding and training is needed- focus on Brown Act and Ethics, but include City functions, budget, strategic plan, General Plan. What do we have local control over, how do we work with other agencies and government levels? Government 101 to benefit the appointee’s education and perspective.

Practices in Local and Comparable Cities

Staff has researched the practices in nearby and comparable cities, considering to population and size, number of commissions/advisory boards, the focus of those bodies, and any notable similarities or differences to the City of South Pasadena (Attachment 3). Cities of similar size typically have 6-7 commissions, while larger cities such as Glendale and Torrance have 13.

Larger cities (by geography and population) have fewer number of commissions, but in some cases, the commissions are consolidated with wider scopes of topics to focus on. Examples include the City of Glendale's Parks, Recreation & Community Services Commission that covers all recreational programs and the City’s parks, and the City of Sierra Madre Community Services Commission that oversees the City’s recreation services and programs, all special events, parks, and facilities. The Cities of Sierra Madre, Alhambra, San Gabriel, Rosemead, San Fernando, Duarte, and Ontario have consolidated commissions that oversee planning, building, historical properties, and zoning regulations.

Many cities create and utilize training guides and manuals for onboarding Commissioners that include the City Charter, background on government, the role of commissions, conduct standards, public meeting procedures, and Ralph M. Brown Act requirements. This is a resource we can create and utilize in our efforts.

Discussion/Analysis

The City Manager’s Office is conducting assessments agency wide to identify effectiveness of current practices and efficiencies in furthering the service provided to the community. As a part of this exercise, staff has focused on collecting all relevant information for a fruitful discussion on the City’s Commissions and Committees, including input from current staff liaisons, input from the community, researching the practices of local and comparable cities, and considering some recommendations on how to improve upon public meetings as well as create some efficiencies considering limited staff time and resources. The goal of this exercise is to provide the City Council with current information and possible solutions to creating more effective advisory board processes in our City.

Staff liaison input provided that that each staff member involved in Commissions is spending about 8-10 hours a month on average per Commission. Of the fourteen current Commissions, eight of them have one staff liaison assigned to completing tasks related to writing and reviewing staff reports, recording and uploading minutes, agenda preparation and posting, preparing presentations, and following up with Commissioners as needed. A study of the existing commissions has revealed some overlap in function and focus, which can translate to the consolidation of existing advisory bodies with similar purviews. While the City's departments are almost fully staffed, staff has significant backlog to address in addition to the day to day operations, and as such, an opportunity to create efficiencies in Commission related workload will be effective and have significant impact on workflows and work output.

For a more specific example of how this workload may impact staff duties, the Community Development Department has four Commissioners within their purview, totaling thirty-eight hours a month spent on Commission related work, or 50% of a full-time staff member's schedule. The Community Development Department currently has about 70 planning development cases in their backlog that they are addressing, and about 40-50 ADU applications to process. In addition to the Planning Case Log, the Community Development Department has several priority projects underway that are either a state mandate such as the Housing Element or General Plan Update or local initiative such as the Downtown Specific Plan. Additionally, staff is managing projects that are of significant interest to the community including residents, Commissioners, and community organizations such as updating the SB 9 Urgency Ordinance, Caltrans SB 381, Mills Act Audit, new permit tracking software, comprehensive parking policy study, potential occupancy inspection program, local seismic regulations, and more. Further, there are several mixed-use development projects going through the entitlement phase that require much staff time and attention.

The Public Works Department has three Commissions under the Department's purview, which contributes to a significant workload where there might be efficiencies. The Public Works Department Assessment that was received and filed by this City Council in December 2021 specifically stated that Commission related work load is significant, and that staff is constantly in "fire drill" mode. Recommendation number seven of the assessment reads, "Re-visit the need for all three (3) of the Commissions supported by the Public Works Department... consider consolidating the Public Works Commission and Mobility and Transportation Infrastructure Commission into one Commission."

As a part of this information gathering, and in reviewing staff time and resources as it relates to Commission work flows and work product, staff has identified a need to produce and provide ongoing trainings for staff commission liaison related to agenda and minute preparation, running and managing public meetings, managing workflows and in acting in their role as liaison to appointed commissioners. Efforts to align work plans with the Strategic Plan and the City's budget will translate to effective and efficient work output. Protocols and trainings will help support the staff, and lead to improved communications, customer service, efficient meeting and workflow management.

Moving forward, in an effort to increase and approve staff and commissioner training and support, staff will be:

- Aligning Commission work plans with the adopted Strategic Plan and the City's Annual budget so that resources can be appropriately adjusted as needed, and the Strategic Plan and Budget are communicated as a factor in guiding work plan goals.
- Re-establishing an annual Commissioner's Congress at a Special City Council meeting in the form of a reception, where a holistic review and update of advisory groups and efforts to Council and community will be presented. This will provide an opportunity to provide updates to the City Council, and to recognize the City's Commissioners for their time and efforts.
- Staff will provide an annual update to City Council on Ad Hoc Committees in an effort to keep track of which committees are needed to continue their work, and which have completed their work plans and should be considered for dissolution.
- Council liaison and commissioner appointments will be scheduled as needed and following City Council direction.
- City Clerk's staff will be creating staff liaison support policies, protocols, trainings as well as establishing a point of contact for appointed individuals to receive information, resources and onboarding.

The recommendations herein suggest an approach that focuses on furthering the City's priorities and goals while creating efficiencies in work flows and output. The recommendations, if approved, would translate to the City collapsing 14 Commissioner to 9 agency-wide, as well as dissolution of two ad hoc committees that have already unofficially dissolved. The Economic Development Ad Hoc Committee has been dormant, and was previously identified as an advisory body ready to be considered for abolishment. The Finance Ad Hoc Committee has completed its work and a subset of the Committee is preparing a final report to staff, expected Spring 2022, and should be considered for dissolution as well.

With Council's approval, the work flows and output will be significantly reduced, and will further allow staff to improve processes, training, service to the community, including communications and a collaborative and comprehensive approach to public meetings and advisory bodies.

Recommendations

It is recommended that the City Council:

1. Consolidate the Public Works and the Mobility and Transportation Infrastructure Commissions to a seven-member Mobility, Transportation and Infrastructure Commission;
2. Dissolve the Animal Commission;
3. Dissolve the Youth Commission;
4. Consolidate the Animal, Youth, Senior Citizen and Park and Recreation Commission scopes of work to create a seven-member Community Services Commission, and reserve at least one seat each for members of youth and senior citizen populations;
5. Create an annual Animal Events Steering Committee within the Community Services

Commission to focus on “Doggy Days” and “Be Kind to Animals Day” and other programming;

6. Absorb the Public Art Commission into the existing Planning Commission;
7. Dissolve the Finance Ad Hoc Committee; and
8. Dissolve the Economic Development Ad Hoc Committee.

Alternatives Considered

Should City Council wish to retain existing Commissions, staff suggests making changes to the consideration of the frequency of Commission meetings. This translates to Commissions with lighter workloads meeting on a quarterly or as-needed basis to lighten the administrative load of preparing for and holding public meetings for lighter workloads.

Should there be interest in furthering a discussion such as the creation of an all-encompassing Social Services Commission focused on mental health, homelessness, equity and/or other topics relevant to the Community that are not part of any existing body’s scope of work, City Council may consider staff’s recommendations and improvements provided herein, and direct staff to return in the next 12 months for further discussion.

Next Steps

1. City Council to discuss and provide direction to staff on staff recommendations; or
2. City Council to discuss and request further information or provide different direction to staff on this topic; and
3. Based on City Council’s direction, staff will return with an item on Commissioner appointments and implementation.

Fiscal Impact

Any Council direction that affect the number of public meetings has a fiscal impact as it related to staff time and resources. This is an effort to usher efficiencies and effectiveness in furthering the priorities of the City Council and community, and has the potential to adjust limited staff time and resources to providing direct service to the community.

Public Notification of Agenda Item

The public was made aware that this item was to be considered this evening by virtue of posting of the agenda and reports on the City’s website and bulletin board, notifications on the City’s social media pages, reference on the City’s community input online survey as well as at the virtual community listening session held on January 21, 2022.

Attachments:

1. Staff Liaison Input: Staffing and Resources
2. Community Survey Results
3. Commissions Comparison Chart of Nearby and Comparable Cities

ATTACHMENT 1
Staff Liaison Input: Staffing and Resources

Staff Liaison Input – Staffing and Resources

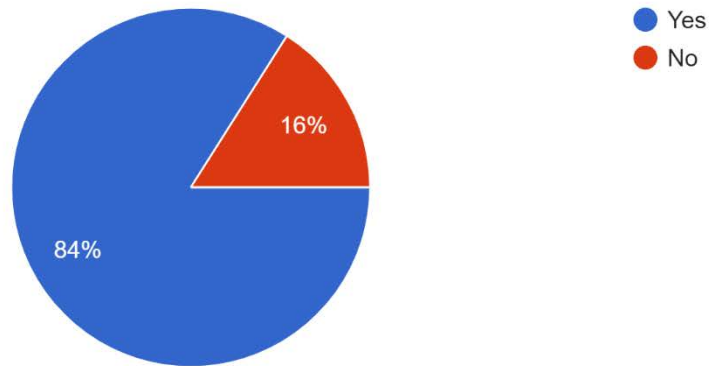
Department	Commission	Number of staff	Staff Time Spent
Police Department	Animal Commission	1	12-16 hours per month
Police Department/ Fire Department	Public Safety Commission	3	30-40 hours per month
Community Development Department	Design and Review Board	1	9 hours per month
Community Development Department	Cultural Heritage Commission	1	12 hours per month
Community Development Department	Planning Commission	1	12 hours per month
Community Development Department	Public Arts Commission	1	5 hours per month
Public Works Department	Natural Resources and Environmental Commission	1	15-30 hours per month
Public Works Department	Mobility and Transportation Infrastructure Commission	3	10 hours per month
Public Works Department	Public Works Commission	2	10 hours per month
Community Services Department	Parks and Recreation Commission	2	10 hours per month
Community Services Department	Senior Citizen Commission	1	8 hours per month
Community Services Department	Youth Commission	1	8 hours per month
Library	Library Board of Trustees	2	20 hours per month
Finance Department	Finance Commission	3	10 hours per month

ATTACHMENT 2
Community Survey Results

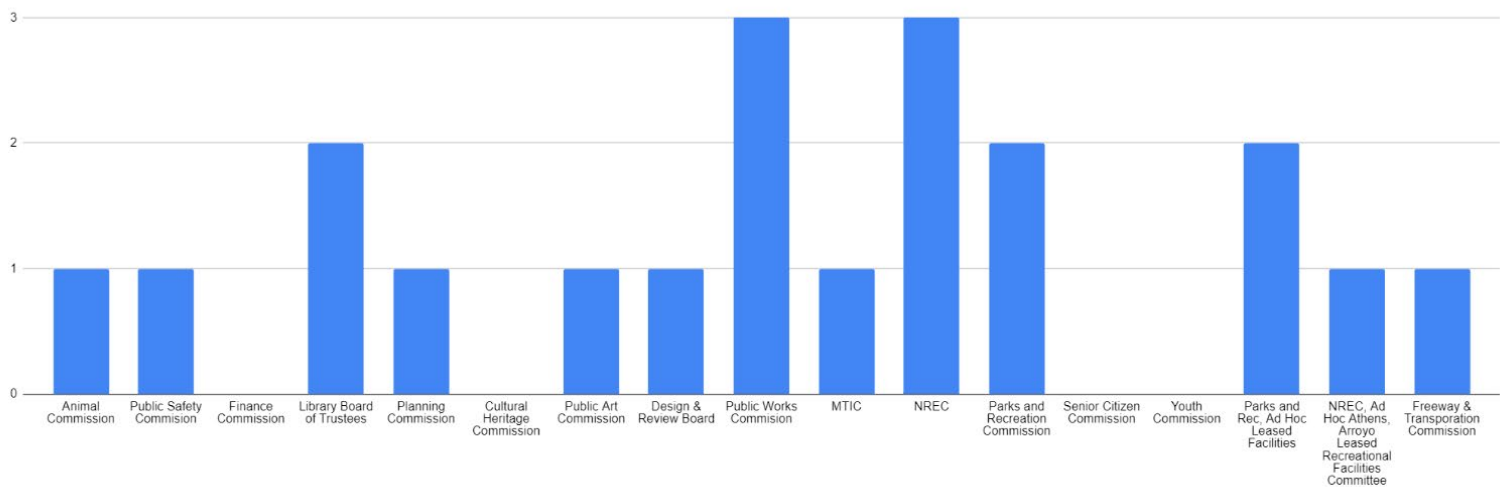
Community Input on Commissions: Survey Results

Have you or are you currently serving on a South Pasadena Commission or Board?

25 responses

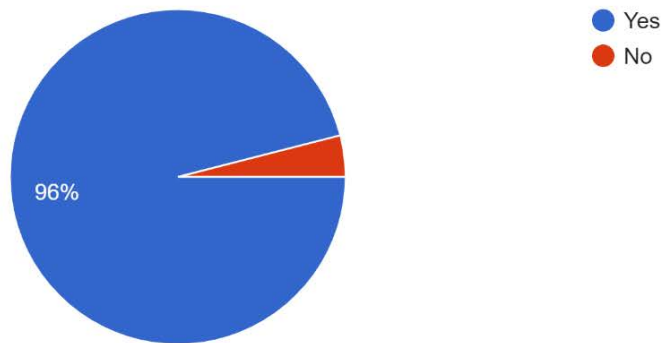


If so, which one(s)? 20 responses

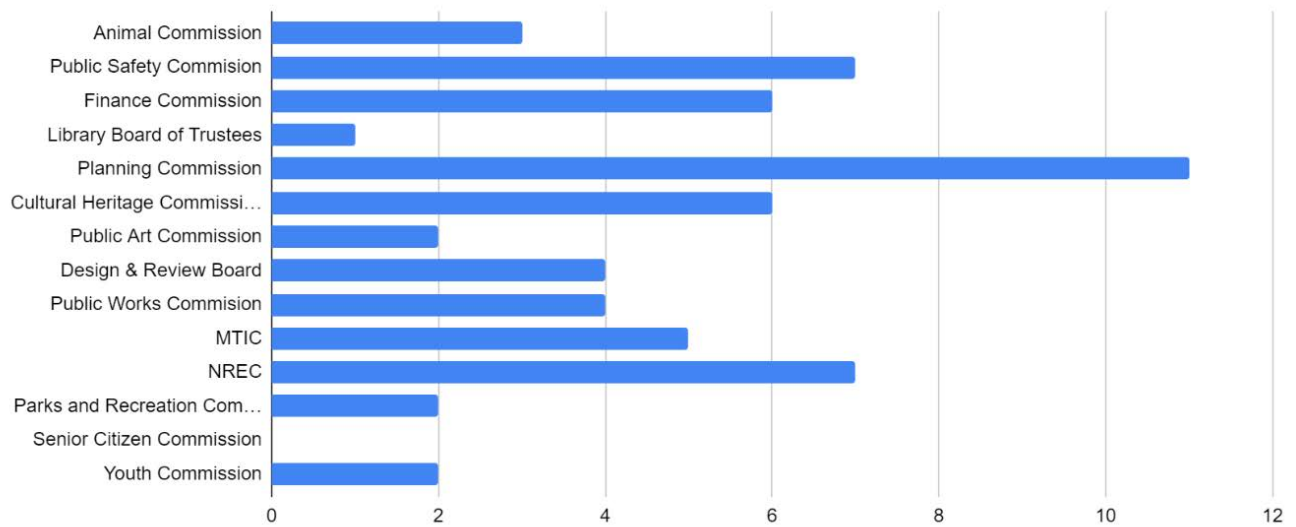


Have you attended South Pasadena Commission/Board meetings?

25 responses



Attendance of South Pasadena Commission/Board Meetings: 24 responses



Are there topics not covered by existing Commissions/Board that you would like the City Council to consider?

- Diversity, Equity, and Inclusion
- Diversity, Equity, and Inclusivity
- Energy, Affordable Housing, Tenants Rights & Issues, Mental Health, Local Economic Development & Jobs
- For a city our size, the number of commissions is plenty, if not actually a bit many
- Homelessness
- Homelessness, Mental Health, Substance Use Disorders, Affordable Housing, Diversity, Equity, Inclusion in City Programs
- (9 responses) stated “No”
- Support services for homeless, more incentives for developing more low income housing
- Trees inventory and maintenance including protected trees
- The current boards and commissions cover the breadth of topics important for citizen input

What are some strengths or accomplishments of the Commission/Board that you have been a part of or attended meetings for?

- Both the commission and committee I sit on have been well-organized with clear direction for outcomes. The Parks and Rec Commission has offered great recommendations for movies and concerts in the parks, in addition to sending the designs for the two pocket parks to Council. The ad hoc committee just recommended a restaurant consultant for the golf course. These are very clear accomplishments that note well-utilized boards.
- Good ideas came out and were later adopted by the City.
- None.
- Preserving the physical character and quality of South Pasadena.
- Finance Commission: provided significant advice to the City Council regarding the City's finances. Public Works Commission: provided feedback to staff regarding various programs and activities of the department.
- Public Safety review of police reform policy proposals
- Current Public Works department appears to be doing a good job
- Supporting public art in our city. Margaret Lin is amazing and to have support from a staff member like her is a blessing.
- Very important to have and maintain design review of both small and large developments to help keep our rich architectural heritage and to help shape future development to be appropriate for our city.
- pocket park and lease meetings

- Planning: General Plan updates, Housing Element updates, ADU updates Natural Resources: Climate Action Plan Parks and Rec: leasing agreements in the Arroyo, bike and walk path in the Arroyo Library: Fine Free Library
- None really
- Upcoming Water Shed in the Arroyo
- NREC recommended and council adopted the Climate Action Plan, which is already being used in decision making.
- CHC has recently completed on ADUs on historic properties adopted by Council
- Diverse group of people with varied backgrounds coming up with solutions to resolve an issue without going to Council or plan to submit solutions for Council to consider.
- Planning passed Inclusionary Housing Ordinance; Public Safety Commission studied unarmed traffic enforcement
- oversight of, and input into the way the various departments of the City are run and which projects get attention
- Commissioners are the voices of the community
- Ban on Styrofoam, water efficiency fee, tiered water rates, Climate Action Plan, city renewable energy council plan. In general, commissions ideally bring expertise from the community and community viewpoints and concerns to the city staff.
- Developing programs and projects to improve traffic management and safety throughout the city
- We have great working relationships with our City staff/liaisons. The NREC supported the City in developing and passing our City's first Climate Action Plan and many action items within the plan have been implemented over the last 2 years. The CAP and Green Action Plan are helpful tools for guiding our commission on new initiatives. We can look back and see what we have accomplished and what is on the horizon. We also oversee tree removal hearings and the updates made to the ordinance have simplified and clarified that process for us as well as for City staff.
- Great input at Commissions, but can't get to them with City staff backlog.

What are some weaknesses or improvement opportunities of the Commission you have been a part of or attended meetings for?

- For the two I'm a part of, I don't have any recommendations. Having not attended other meetings, I can only note that it seems like we have a lot of commissions for a city our size, but if resident recruitment to participate is high and work is getting done, then they are effective.
- When a commission is controlled so as to only do what the City Manager or City Council wants
- Too many commissions. DRB and CHC should be merged. NREC abuses its power in tree removal matters. Should be more clear cut guidelines and appeals.

- Often too much oversight and subjectivity by the Commissioners. Valuable and necessary projects and community advancements are killed by a select few. This is creating an unequal and exclusionary community that benefits those in power only.
- Public Works Commission: The department head should attend these commission meetings, at least occasionally.
- Commissions need independent authority to pursue questions and suggest policy to the council, and they need a better relationship with staff. MTIC has repeatedly complained about being ignored.
- Better communication and avoidance/cancelation of meetings
- The commission works hard to move forward on public art project, policy, and advocacy, especially in terms of becoming an artist friendly city. The culture of bureaucracy and an overly risk adverse approach (especially to potential litigation) are placing obstacles for South Pasadena to become an inclusive, diverse, and equitable artist friendly city. We are really behind other surrounding cities and counties in the southern California area.
- Boards/commissions that have purview over design/development in the city must have members that have design education/experience (architects/design professionals) that can read plans, understand complex concepts and make informed decisions that will have a lasting effect. DRB has/had members that have no knowledge in this field and merely become a "rubber stamp" and contribute little to none in the evaluation of the application at hand - not good...
- We need more explanation of the matters not just a pass and stamp recommendations
- Since the commission members are residents of the city, those voices need to be more relevant when decisions, plans, some actions taken. The commissions could be setting agendas instead of staff.
- There needs to be total term limits. 10 years maximum on all commissions.
- Need to be more involved
- Our commission agendas are defined without commissioner input. It can be difficult to understand context for action items, since most information is discovered during commission meetings.
- Sometimes Commissions rely on technical analysis of consultants without regard to the voices and actual needs of residents concerned wasting financial resources of City
- More communication between the commissions and working together when possible.
- I would like to see cross-commission collaboration. All city issues are interconnected. Speaking personally for my commission, most city decisions are related to the environment. Transportation is a climate issue. Housing is a climate issue. Energy is a climate issue. Most other commissions' decisions impact our directive and more specifically, the Climate Action Plan. As a volunteer, it is very difficult to stay up to date on every agenda item for every commission and council meeting, and often, by the time a decision has been made is when our commission is made aware. It would be beneficial to all commissions if they could be notified of other commission's agenda items that impact them.

- No commission is focused on social services and housing for low-income residents
- unwillingness of the City Council to listen to the input provided
- less staff control and influence
- Meetings could be better publicized to facilitate more community input. Also, some issues cut across existing commissions and it might be good to have joint meetings on a periodic, as needed basis.
- Not having enough staff resources and support to implement our proposals
- I believe our commissions should rotate our Chair and Vice Chair positions annually, reflecting the same protocol that Council follows. This keeps the commissioners more engaged with staff and what is going on within the City.
- Need Chair reviews available for commissions to both preview or have i or items approved, also need concept level meetings available, without waiting 6 months or staff processing.

Is additional training or support for Commissioners or staff liaisons needed to improve our public meeting process?

- Compared to other cities, it seems like a very well-engaged citizenry that understand government functions well.
- I don't know
- I think for many commissioners, it would be helpful in addition to ethics and Brown Act training, to have a session on the mechanisms
- I think the training provided has been effective. I am not sure we've had it over the last year, but there is typically a training on the Brown Act for incoming commissioners provided by the City Attorney. I think another helpful tool would be to provide a commission meeting "procedure and process" class. For new commissioners, who have not engaged with the City politics or attended many public meetings, it could be very confusing.
- Implicit and unconscious bias and anti-racism trainings are necessary
- No
- No
- No – the staff liaison does a good job
- No, our staff liaison is very familiar with the process
- Perhaps training in how to run a meeting for upcoming "chairs" would be helpful
Quality level of Commissioners is high, it's City staff that needs help and Commissioners could help and with the submitted projects
- The Brown Act review does help, but it could be more review and summary training for new commissioners, Staff liaisons are hit and miss. Some staff are very good and some staff are not.
- We need more information on what the committee can accomplish
- Yes. We need more specific training on important topics (i.e. general housing, affordable housing, parking, economics/budget)
- Yes, Commissions are often asking staff for help with basics of the procedure.

- Yes. I think a review of how council wants a meeting held, rules of order, etc. would be helpful
- Yes, NREC needs to take a more holistic approach to tree removals. Not just save a tree at an cost.
- If by support, you mean that the City Council actually takes action suggested or at least gives credence to the suggestions, then yes.
- Less format meeting would be helpful for a better dialogue

Do you have any other suggestions/input on improving the public meeting process in the City of South Pasadena?

- Reduce number of commissions and align them to city departments. Public Works to absorb MTIC and NREC. Community Services to absorb Parks and Rec and Senior Commission. CHC and DRB into one streamlined design review board. PSC to absorb animal commission. Planning commission to remain as is. No new commissions.
- Yes. (1) Statistically valid sampling; (2) Weighting of sampling that takes into account demographics with the most at stake in whatever decision is being made; (3) More education, facts, and context provided to those giving input.
- There are too many commissions for a City the size of South Pasadena, which places a burden on city staff. Commissions should be combined along department lines.
- Commissions should matter more. They've faded into the background, in part because they've been deliberately sidelined. The council should be far more deliberate in its efforts to secure commission input. In general, South Pasadena needs a deeper deliberative process, and engagement with commissions should be part of it.
- Bring back live, in person meetings so the public can be invited to participate, also, need to have an annual "in person commissioners get together" at any of the public parks or at city hall to have a time for commissioners to meet each other along with all of the city staff members, council members, etc. This will provide a benefit to the new city manager and her team. This event will provide collaboration amongst all departments.
- Hopefully, sooner than later in-person meetings will be the standard again. No matter how smooth we try to make the Zoom approach work, conversation/debate back and forth between commissioners and public is stifled. On another note, having been thru several complete turnovers of the planning/building departments, my hopes are high that the new team will really get rolling. One suggestion, we on DRB probably don't need to see soils reports, past permits documentation, and all department plan check comments in order to do our job. I think if the staff reports were slimmed down, that should reduce staff time and help more applications to be processed and reviewed. Another thought: Offer "preliminary reviews" by DRB as in the past. The DRB in particular has been light for many months we could have used our time to give comments/consultation to applicants prior to a formal submittal. This could cut down on the number of times the applicant may have to return to gain approval, and also give the applicant/designer a direction that may be more fitting than the path they were going to take.

- Rules, city politics have a ton of processes and we need to know more of these rules in order to be more effective.
- If Commissions were to change to Advisory then Brown Act would not be needed. But Advisory has to hold same weight as Commission. There are too many meetings and maybe some of the commissions could be combined or hold fewer meetings.
- There needs to be lifetime term limits. 10 years maximum that someone can serve on all commissions. This could be specific to important ones. Like allow people after the 10 year as to serve on less popular commissions.
- Again more involvement by commissioners given the time.
- Facilitated discussions are an amazing way to reach consensus in sensitive topics. The housing element (and strategic plan?) used a consulting company to facilitate meetings to collect input. Those meetings were great! Civil discussions that were well informed and made me feel heard.
- Improve our technical support
- Commission and council meeting input from residents only favors those who have the time to attend. We are a city of families and yet I never really see that type of representation for public input - the majority of those residents impacted are not the ones helping guide commissions and council with input. How can we allow for better accessibility for those who don't have the time to sit thru hours-long meetings?
- Better options for public participation
- better notification of meetings agendas
- Retain the Zoom format even when in-person meetings resume. In other words, use the hybrid format.
- Better citywide publicity and notification of commission meetings, especially when there are important topics and projects to be discussed.
- Trust your Commissions and get submittals to them faster and more simply for their help and input instead of so much lost time with staff first.

ATTACHMENT 3
Commissions Comparison Chart of Nearby and
Comparable Cities

Commissions Comparison Chart of Nearby and Comparable Cities

Comparison Cities	# of Commissions	Types of Commissions	City Population (2019)
City of Alhambra	12	Arts & Cultural Events Commission, Board of Library Trustees, Civil Service Commission & Board of Appeals, Design Review Board, Environmental Sustainability Commission, Historic Preservation Commission, HCDA Citizen Advisory Committee, Human Relations Commission, Parks and Recreation Commission, Planning Commission, Transportation, Youth Commission	84,647
City of San Gabriel	6	Civil Service Commission, Community Services Commission, Design Review Commission, Planning Commission, HEAR Commission, Historic Preservation & Cultural Resource Commission.	40,143
City of Rosemead	4	Beautification Commission, Parks Commission, Planning Commission, Traffic Commission	54,282
City of Pasadena	20	Accessibility and Disability Commission, Arts & Culture Commission, Board of Zoning Appeals, Code Enforcement, Community Police Oversight, Commission on the Status of Women, Design Commission, Environmental Advisory, Hearing Officer, Historic Preservations, Human Relations, Human Services, Library, Northwest, Old Pasadena Parking Meter Zoning Advisory, Planning, Recreation and Parks, Senior, South Lake Parking Place, Transportation Advisory	141,258
City of Burbank	About 20	Art in Public Places Committee, Board of Building and Fire Code Appeals, Board of Library Trustees, Burbank Cultural Arts Commission, Burbank Housing Corporation Board of Directors, Burbank Water and Power Board, Charter Review Committee, Civil Service Board, Community Development Goals Committee, Heritage Commission, Infrastructure Oversight Board, Landlord-Tenant Commission, Park, Recreation, and Community Services Board, Planning Board, Police Commission, Senior Citizen Board, Sustainable Burbank Commission, Transportation Commission, Youth Board	103,703
City of Glendale	13	Arts and Culture Commission, Audit Committee, Building and Fire Board of Appeal, Civil Service Commission, CDBG Advisory Committee, Design Review Board, Glendale Water and Power, Historic Preservation Commission, Park Recreations and Community Services, Planning Commission, CSW Commission, Transportation and Parking Commission, Sustainability Commission	200,232
City of San Fernando	6	Disaster Council, Education Committee, Parks Wellness & Recreation, Planning and Preservation, Senior Citizens, & Transportation and Safety.	23,946
City of Duarte	7	Economic Development Commission, Parks and Recreation Commission, Planning Commission, Public Safety Commission, Public Services Commission, and Traffic Safety Commission	21,559
City of Sierra Madre	6	Community Services Commission, Energy, Environment, and Natural Resources Commission, Library Board of Trustees, Planning Commission, Senior Community Commission	10,932
City of Ontario	7	Development Advisory Board, Historic Preservation Subcommittee, Library Board of Trustees, Museum Board of Trustees, Planning Commission, Recreation and Parks Commission, Zoning Administrator	176,760

The background image shows a city park scene. On the left, there is a large, abstract, lattice-like sculpture. In the foreground, there are several large, rectangular stone blocks. To the right, a modern tram is visible on a track, moving towards the viewer. The scene is set in a park-like environment with trees and a paved walkway.

City Council Commission Study Session

February 23, 2022 / 6PM

Prepared By: The Office of the City Manager

11 - 55

19 - 33

Background

SOUTH PASADENA CITY HALL

ADMINISTRATIVE

POLICE

COUNCIL CHAMBERS

December 2021

January 20, 2022

January 26, 2022

January 28, 2022

January – February 2022

February 23, 2022

Feedback collected from staff liaisons

Online survey for community input opens

Virtual Community Input Discussion

Online survey for community input closes

City Manager's Office prepares analysis

Study Session on Commission Analysis with Council

City Council Commissions / Boards

January 2021 to December 2021

1. Animal Commission *Pending Review*
2. Cultural Heritage Commission
3. Design and Review Board
4. Finance Commission
5. Mobility and Transportation Infrastructure Commission
6. Library Board of Trustees
7. Natural Resources and Environmental Commission
8. Parks and Recreation Commission
9. Planning Commission
10. Public Arts Commission
11. Public Safety Commission
12. Public Works Commission
13. Senior Citizen Commission
14. Youth Commission
15. Fourth of July – Festival of Balloons Committee
16. South Pasadena Tournament of Roses Committee

11 - 57

19 - 35

City Council Ad Hoc Committees

January 2021 to December 2021

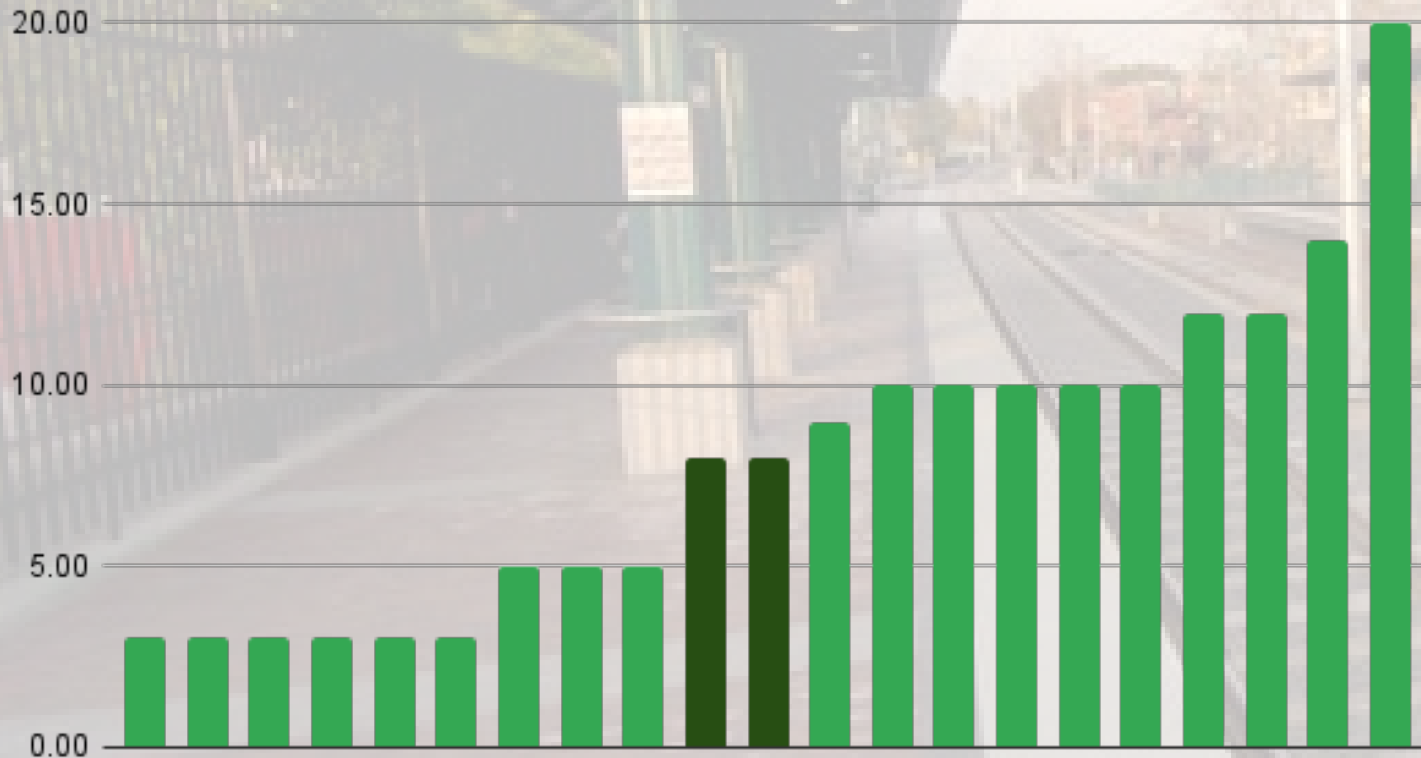
1. Ad Hoc Committee: City Council and South Pasadena Unified School District
2. Ad Hoc Committee: Finance *Pending Review*
3. Ad Hoc Committee: Mission-Meridian Village Subcommittee (08/14/2013)
4. Ad Hoc Committee: Implementation, Caltrans Surplus Properties Disposition Replaced “Leg” and “non-leg” committees by council action on 12/1/2021
5. Ad Hoc Committee: Recreation leased facilities
6. Ad Hoc Committee: South Pasadena Chamber of Commerce – Legislative
7. Ad Hoc Committee: South Pasadena Chamber of Commerce - Economic Development
8. Ad Hoc Committee: South Pasadena Chamber of Commerce – Chamber Board
9. Ad Hoc Committee: Economic Development *Pending Review*

Staff Liaison Feedback

- The Animal Commission was responsible for well-received annual events, and could be incorporated into a Community Services Commission.
- On average, the Parks and Recreation Commission runs for 35-45 minutes. Meetings as needed would be helpful to reduce staff time.
- The Senior Commission is able to go months without meetings due to lack of discussion items.
- The Youth Commission often does not have many topics to discuss, and Commissioners have not attended many City events. The City has experienced difficulty in recruiting for Commissioners.
- The Public Works Commission provides Public Works updates to Commissioners when meetings do not have lengthy agendas.
- The Public Safety Commission discusses Police related-issues for about 90% of items.
- Public Art Commission has significant overlap with the Planning Commission.

Staff Liaison Feedback: Data

Hours Spent on Commissions per staff



Total: About 170 hours per month

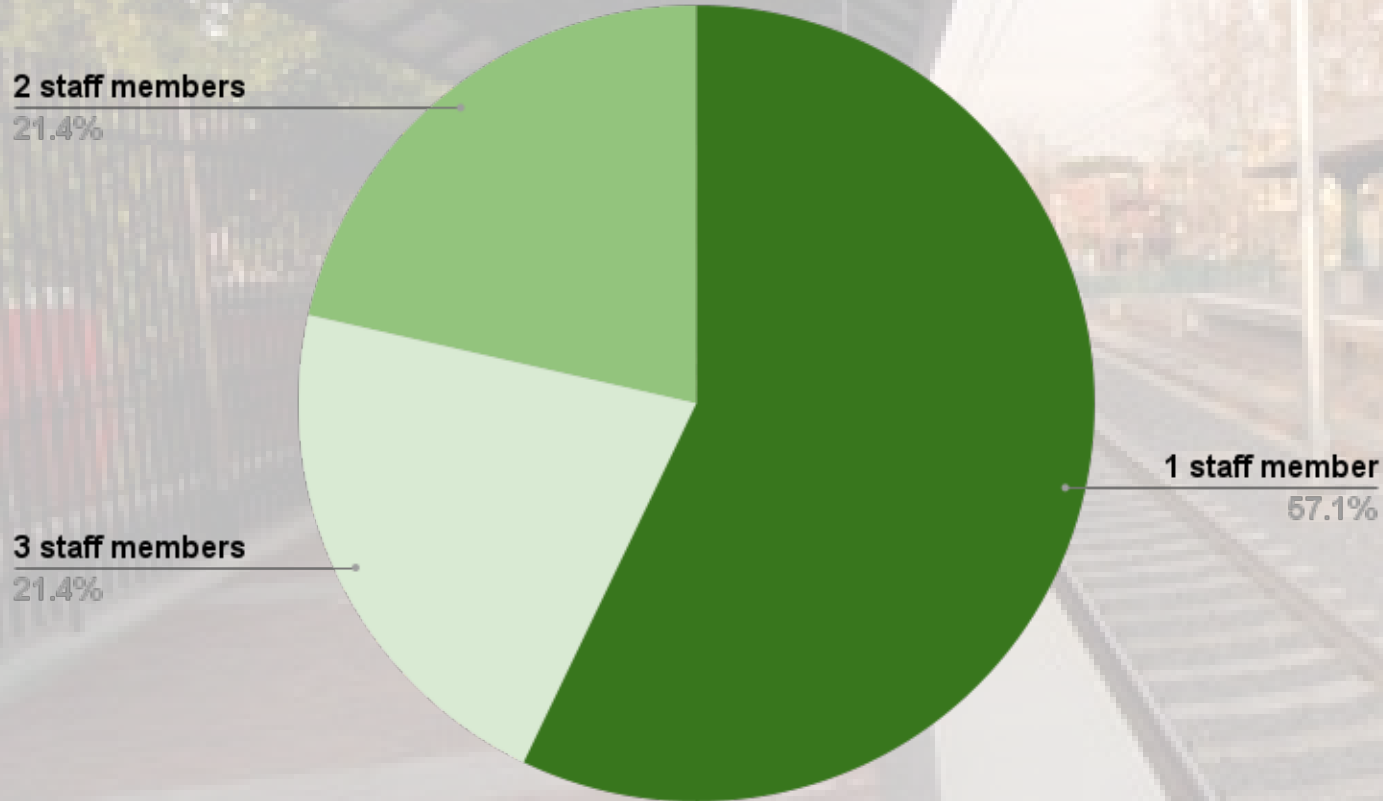
The bar graph displays how many hours are spent per staff liaison each month to produce work for each Commission.

- On average, each staff member is spending 8 hours on Commission related work.

11 - 60

19 - 38

Staff Liaison Feedback: Data



The pie chart displays how many staff members produce work for each Commission.

- 8 Commissions have 1 staff member (57.1%)
- 3 Commissions have 2 staff members (21.4%)
- 3 Commissions have 3 staff members (21.4%)

Specific Departments

Community Development	Public Works Department	Community Services Department
<ul style="list-style-type: none">• With 4 Commissions under their purview, the Department is totaling 38 hours per month on Commission related work, or 50% of a full-time staff member's schedule.• Other workload:<ul style="list-style-type: none">• 70 Planning Development cases (above average)• 40-50 ADU	<ul style="list-style-type: none">• With 3 Commissions under their purview, the Department is spending about 30 hours per month on Commission related work.• The Public Works Assessment that was received a filed by City Council in December 2021 revealed recommendations for Public Works to consolidate their current 4 Commissions to reduce workload issues.	<ul style="list-style-type: none">• With 3 Commissions under their purview, the Department is totaling about 30 hours per month on Commissions related work.• The Youth Commission has had recruitment difficulties and the Senior Citizen Commission is able to meet for 30-45 minutes to go through their agenda for the month. This causes increased workload for staff that is preparing agendas and minutes for these meetings.

Community Feedback

Survey

Improving technical support.

Better notification of meeting agendas.

Improved recruitment processes to diversify advisory bodies.

Input Discussion

Aligning Commissions with Strategic Plan.

Roundtables at meetings.

Increased connection to City Hall happenings.

Increased outreach, training, communication, acknowledgement, less Commissions.

City Comparative Analysis

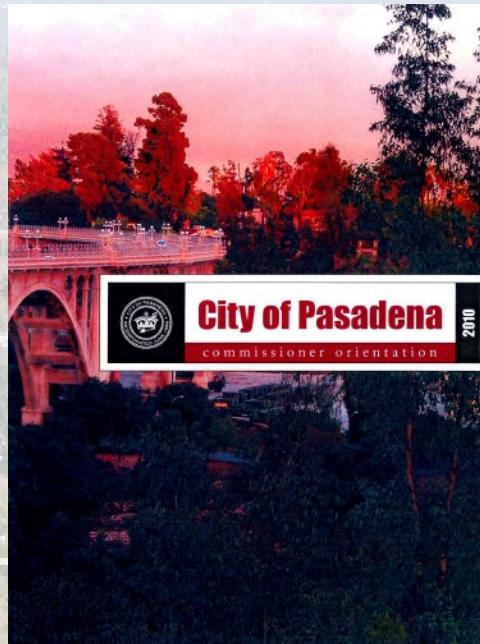
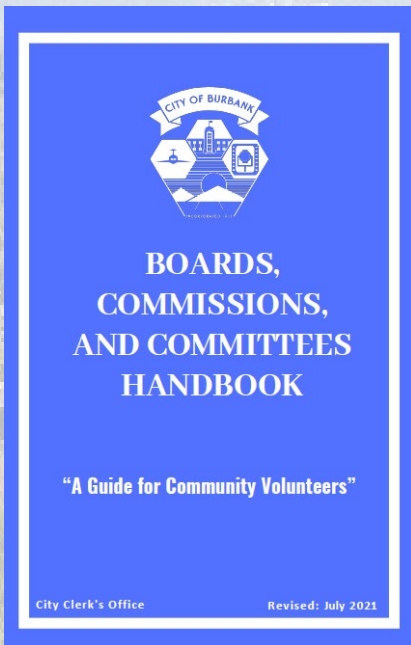
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City of San Fernando	6	23,946
City of Duarte	7	21,559
City of Sierra Madre	6	10,932
City of Ontario	7	176,760

Observations:

- Larger cities (by geography and population) have fewer numbers of commissions, or consolidated commissions with wider scopes of topics.
- Cities of similar size to South Pasadena typically have 6-7 Commissions, while larger cities have about 13.

City Comparative Analysis: Best Practices

Training Guides:



Training Guides in other cities include information on the structure of Commissions, their role and authority, information on City functions, City facts and figures, Ethics training, Brown Act training, and other onboarding information.

Analysis/Discussion

A study of the existing commissions has revealed some overlap in function and focus, which can translate to the consolidation of existing advisory bodies with similar purviews.

While the City's departments are almost fully staffed, staff has significant backlog to address in addition to the day to day operations, and as such, an opportunity to create efficiencies in Commission related workload will be effective and have significant impact on workflows and work output.

In addition, common themes throughout this analysis have shown a need for additional resources both for staff and Commissioners to create more effective processes.

Recommendations

- Consolidate the Public Works and the Mobility and Transportation Infrastructure Commissions to a seven-member Mobility, Transportation and Infrastructure Commission;
- Dissolve the Animal Commission;
- Dissolve the Youth Commission;
- Consolidate the Animal, Youth, Senior Citizen and Park and Recreation Commission scopes of work to create a seven-member Community Services Commission, and reserve at least one seat each for members of youth and senior citizen populations;
- Create an annual Animal Events Steering Committee within the Community Services Commission to focus on “Doggy Days” and “Be Kind to Animals Day” and other programming;
- Absorb the Public Art Commission into the existing Planning Commission;
- Dissolve the Finance Ad Hoc Committee; and
- Dissolve the Economic Development Ad Hoc Committee.

Alternatives

- Consideration of the frequency of Commission meetings for Commissions with lighter workloads to meet on a quarterly or as-needed basis.
- Should there be interest in furthering a discussion such as the creation of an all-encompassing Social Services Commission focused on mental health, homelessness, equity and/or other topics relevant to the Community that are not part of any existing body's scope of work, City Council may consider staff's recommendations and improvements provided herein, and direct staff to return in the next 12 months for further discussion.

Next Steps

1. City Council to discuss and provide direction to staff on staff recommendations; or
2. City Council to discuss and request further information or provide different direction to staff on this topic;
3. Based on City Council direction, staff will bring back an item on implementation and Commissioner appointments.

Q & A

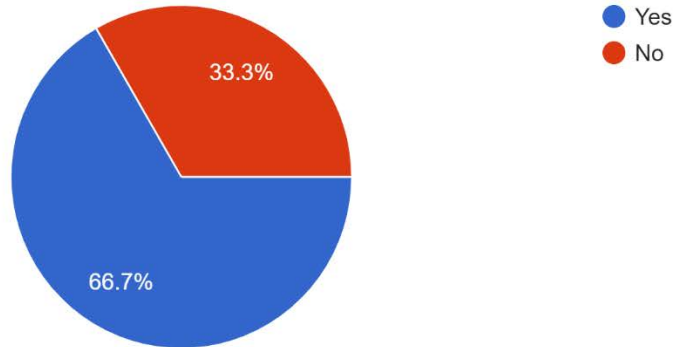
Thank you!

ATTACHMENT 2
Follow-Up Online Survey Results from
March 2022

Follow Up Survey: Community Input on Commissions

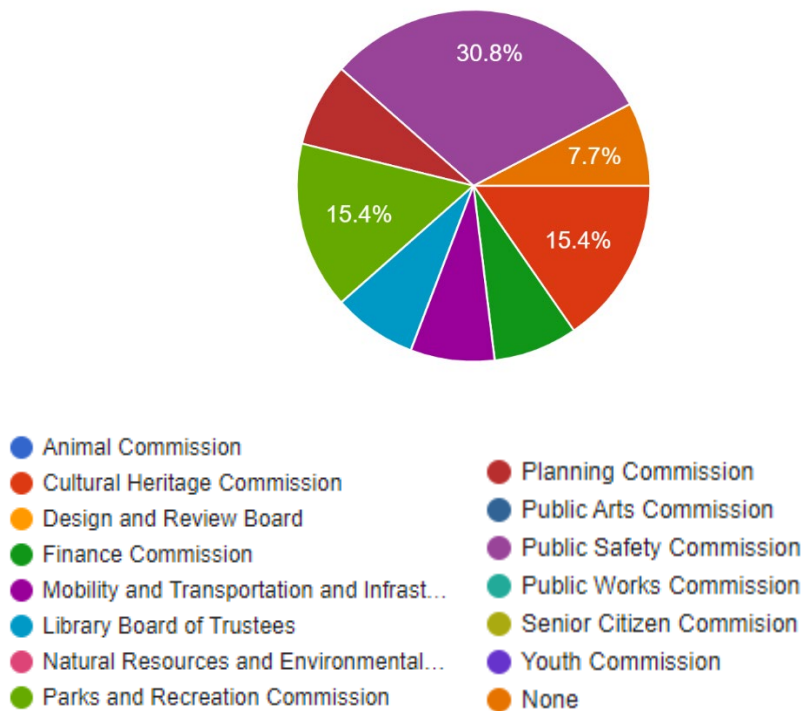
Are you a part of a current Commission/Board?

18 responses



Which Board/Commission are you a part of?

13 responses



Do you have any feedback on how to improve service to the community through advisory bodies and commissions? This may include suggestions for City Council to consider adding or dissolving commissions, combining commissions, improving staffing or trainings, or other options for consideration.

- The recommendations of the Commissions are often ignored or undervalued. Respect the volunteer hours that residents put in when they serve as Commissioners by taking their work seriously.
- Consolidation of Commissions
- I'm in agreement with combining some commissions.
- Training staff who are involved for the first time the in's and out's of the commissions. How to complete the Agenda, take minutes, conduct meetings, upload to city website, and post on YouTube and anything that is involved in the process of setting up and conducting the meeting.
- I do have input. Currently communication of information on how to apply, and if they need to apply, for Cultural Heritage Commission review and approval of a Certificate of Approval is opaque, if not completely inaccessible for residents wanting to do work on a historic property. There should be at least one way an applicant can easily find all the information required to put together a successful COA application package for CHC review. Requisite submittal items should be individually numbered and clearly describe individual drawing sheets required (and all information expected by the CHC to find on them) and what drafting standards to be met, and checkboxes after each line item for the applicants' and staff's use. It should clearly delineate, both verbally and graphically (i.e. using a flow chart) what it takes on the part of the applicant to achieve a Certificate of Approval from the CHC. As an added bonus staff can use the information sheets to see if each item has been completed before accepting applications. Ideally instructions for applicants would be available both online and as a handout at the Planning counter to help Staff explain the application process. Applicants are often clueless why anyone would care about old buildings. Information sheets should include why South Pasadena residents care and have created the CHC review process for construction involving older buildings.

- I just wanted to share that I reviewed this week's agenda and fully support the consolidations of commissions. The sheer number of commissions that we have is too taxing for city staff and for council members who have to attend all the commission meetings. I would actually encourage you to take a closer look at consolidating the design review board and cultural heritage commission. I know the initial reaction is that there would be too much work for one commission to take on, however I believe that changes can help reduce their workload. For example, if people want to get new windows it requires a full review, there should be something like an approved list of windows that staff can help residents navigate so they can do minor changes like this without a full review. I find it very concerning that the DRB, CHC and Planning Commission is a revolving door of local architects and their spouses who bounce from one to the other for decades and have been profiting from their membership. When I was renovating my home many times, I was told to hire someone from one of these commissions since they all looked out for each other and approved each other's projects. This is why I support term limits, but they cannot be abused by just shuffling them around. If there is a shortage of qualified candidates, we need to rethink their workload rather than just say let's keep using the same people. The other thing is I feel that NREC needs to be repurposed, they have essentially become the tree removal commission. Their agenda is often so full with tree removal hearings that they don't get to their other business. Last year they tried to push through a radical ordinance change that would have vastly restructured what residents can do and greatly expanded their purview to include undefined "woody plants" and "shrubs" of certain sizes, deviating far from the intention which is to protect oak trees, larger trees and native trees in our city. Many of the tree removal applications can be handled by city staff, the current trend is that almost any contested tree removal gets pushed to the NREC where activist commissioners require residents to spend thousands of dollars getting additional reports and months of time trying to get their permits approved. They are not balancing the needs of tree preservation with homeowner rights and abusing the process to preserve trees at all costs. Often leading to these appeals going to council where they are approved

anyways, as they should have been from the start. In my case, I had two trees which were improperly cabled prior to my purchase of the home, the city's arborist said they were a hazard and approved the permit. One neighbor objected and this went before the NREC where they demanded I spend money to get an arborist report and took three months to approve the removal permit, the condition of the trees was already determined to be a hazard by the city arborist, what would have happened if during that time the tree fell on my home and injured/killed someone? Hazardous conditions should not be subject to interpretation and review by NREC as these members tend to be activists and not licensed arborists. We need to be careful about using the commissions simply to be the "bad guys" and "spear catchers" for council, let's allow staff to do their job and not bog them down with countless hearings and taskings from the commissioners. We need to run this city more efficiently and be cognizant of city resources, staff time and council time.

- I am one resident who believes that we have too many commissions and suggest that some areas are folded into new, broader commissions with more members. This will allow for more accurate community representation as well will facilitate the creation of more viable sub-committees within the commissions. Commissioners should have professional experience, civic experience or long time personal experience that relate to the function of the commissions to which they are being appointed.
- Advisory bodies might be a better way to address some city issues-for example- Public Art could meet as needed to address public art and meetings more informal with more open discussions. Same as Animal Commission-maybe could be Advisory. At Special City Council Meeting, Feb 23, Councilmember Primuth suggested a Commission Specialist to assist with administration efficiencies. That is a very worthwhile idea to pursue. I like idea of Community Services Commission combining animal, youth, senior, park and recreation with 2 seats going to animal, 1 seat youth, 1 seat senior and 3 seats parks and rec. Then have Steering committees for specific events and try to recruit volunteer experts-for example-if an issue came up regarding the Arroyo Horse Stables-recruit horse

people to help advise. I like idea to combine and expand Public Works and MTIC to a nine member commission. Make it routine to dissolve Steering Committee and Ad Hoc Committee so very clear that the scope of work has a beginning date and end date and just quick announcement of dissolved. Reporting to Council from Commissions needs to be more consolidated, often material is repeated and time consuming. I would prefer term limits for all commissioners and council members-two consecutive terms, take break then can reapply for another commission or return. For Council Member-campaign again, this might help to bring in new residents for council.

- Having served on the Design Review Board, The Planning Commission and, presently, the Cultural Heritage Commission, I am well aware of the amount of staff time it takes to prepare for public meetings. I love South Pas for it's citizen participation but I believe that the amount of staff required to serve the current commissions is affecting the amount of staff time that could be spent serving the general public/city as a whole. I am in favor of dissolving or consolidating commissions.
- I suggest that some Commissions become advisory boards to reduce staff time and to not have formal "legal" meetings per Brown Act. BUT, they need a way to provide meaningful input to the City Council, e.g., Senior Citizen, Youth, Arts, NREC. I would also consider combining Design Review with Planning.
- Notify the community through City Hall Scoop and social media about upcoming commission meetings, to improve awareness and public participation. Beef up Public Works staffing to include dedicated transportation engineer/expert/analyst to support MTIC and move backlogged operational and capital projects forward.
- The Public Safety Commission has taken on the role of being a "Civilian Oversight Commission" of the police department. They do not have any training and experience in Law, Law Enforcement and policies and procedures and yet they are given a voice to push for ordinances affecting the public. South Pasadena spends a great amount of resources on hiring a Police Chief who is the chief law enforcement officer of the city. The commissioners are unelected, act outside of the city charter and have in the past attempted to expand their authority, which

was in violation of many laws. South Pasadena does not need a civilian oversight commission, the police chief is responsible for suggesting and implementing changes. The commission if not checked can become a political arm of a city council or activist group.

- I completely understand the need to reduce the number of commissions. We are a small city with limited staff. However, one of the things that makes our city so special is the involvement of our residents all the issues affecting our city. If the decisions are made to eliminate certain commissions, I would like to see more use of advisory committees, particularly in areas where there isn't the expertise and knowledge in the city departments. These committees could be called upon by the city or any commission when dealing with a particular issue. They could do the research and provide the needed information to the city when decisions need to be made. An animal advisory committee appointed by the city could provide that expertise to the city, the safety commission, the Parks and Recreation commission, NREC commission, etc. when a particular issue needs to be addressed. Having just one "animal" person on the Parks and Recreation commission doesn't fit the bill. Why would the public even think about going to the Park & Rec commission for a safety issue involving coyotes for example? Where would the public go if they are concerned about the rat poison being left out around restaurants which poisons more than rats? Which commission does the public go to if their cars are being attacked by peafowl? By having an advisory committee, no matter where the public goes to bring their concerns, the city and/or commissions can turn to the experts. This could actually save the city staff much valuable time and energy. Also, this would be reassuring to the public who cares about animal issues. There is no way the public can check every commission agenda to see if there is an issue related to animals. By having an advisory committee, the public would know that the city isn't making decisions about animals in a vacuum.
- Please maintain the public safety commission at 7 members, which allows for broader participation in key issues facing the commission. Please also consider changing the public safety commission's meeting time to evenings, or allowing

the commission to vote on and choose the timing for itself. Given the overlap with MTIC and other commissions, periodic joint meetings should be encouraged. Finally, please consider allowing remote participation as a consistent option - it fosters more direct public participation

- I strongly feel the expertise for the arts commission is unique and should be maintained separately. I am also concerned that the seniors and youth will be marginalized if these commissions are dissolved.
- If the Council follows the study recommendation to absorb the Public Art Commission into the planning commission, it should either 1) create a Public Art Board, structured in a similar fashion to the Design Review Board, or 2) incorporate the issues covered by the former Public Art Commission into the work of the Design Review Board. Public Art should not, in other words, become merely a floating agenda item on the Planning Commission's agenda. While the efforts that the City has made in the past two years to clean up its financial situation are laudable, the Council should not dissolve the Finance Ad Hoc Committee at this time. While there has been progress, there has not been enough, and the City has still not shown that it can keep its books and deliver accurate financial information to the Council and to citizens.