AGENDA
PUBLIC SAFETY COMMITTEE
SPECIAL MEETING NOTICE
SEPTEMBER 23, 2021
PUBLIC MEETING 4:30 P.M.

MEMBERS
Victor M. Gordo, Mayor
Tyron Hampton, District 1
John J. Kennedy, District 3
Steve Madison, District 6

STAFF
Steve Mermell, City Manager
Javan Rad, Chief Assistant City Attorney
Valerie Flores, Recording Secretary

MISSION STATEMENT
The City of Pasadena is dedicated to delivering exemplary municipal services, responsive to our entire community and consistent with our history, culture and unique character.

In compliance with the Americans with Disabilities Act of 1990, Assistive Listening Devices are available from the City Clerk’s Office with a 24-hour advance notice. Please call (626) 744-4124 to request use of a listening device.

Language translation services are available for this meeting by calling (626)744-4124 at least 24 hours in advance.

Meetings are broadcast live on cable Channel 3 and on the Internet at http://pasadena.granicus.com/mediaplayer.php?camera_id=2&publish_id=9 and https://www.pasadenamedia.org/watch/ (Click on Video Streamlining on the right side of the screen).

Items on the agenda may not be called in order listed. Agendas and supporting documents are available on the Internet at http://www.cityofpasadena.net/commissions/city-council-public-safety-committee/

Materials related to an item on this Agenda submitted to the Public Safety Committee after distribution of the agenda packet will be posted online and listed as: “Supplemental Agenda Material Received after the Posting of the agenda”
PURSUANT TO EXECUTIVE ORDER N-29-20 ISSUED BY GOVERNOR GAVIN NEWSOM ON MARCH 17, 2020, THE SPECIAL PUBLIC SAFETY COMMITTEE MEETING FOR SEPTEMBER 23, 2021 AT 4:30 P.M. WILL TAKE PLACE SOLELY BY VIDEOCONFERENCE/TELECONFERENCE.

TO ACCESS THE MEETING:


AND

WWW.PASADENAMEDIA.ORG

In order to facilitate public participation at meetings held solely by electronic means, the City will accept public comment in the following manner:

1. During the meeting, members of the public may provide live public comment by submitting a speaker card prior to the start of public comment on that item, at the following webpage:

www.cityofpasadena.net/commissions/public-comment

After submitting a public speaker card, join the virtual meeting at the published start time with a computer, other electronic device, or by telephone. The same name or telephone number on the Speaker Card must be used for the virtual meeting in order to locate and unmute the speaker.

   Computer or electronic devices, join the meeting at: https://us02web.zoom.us/j/161482446

   Telephone only dial-in: 1-669-900-6833, Meeting ID: 161 482 446

2. Members of the public may submit correspondence of any length prior to the start of the meeting, at the following email address:

vflores@cityofpasadena.net

Correspondence will be forwarded to the legislative body prior to the start of the meeting.

3. If assistance is needed by phone, please call the City Clerk’s Office at: (626) 744-4124.

IF YOU NEED A REASONABLE MODIFICATION OR ACCOMMODATION PURSUANT TO THE AMERICANS WITH DISABILITIES ACT
BECAUSE YOU ARE UNABLE TO PARTICIPATE ELECTRONICALLY AS SET FORTH ABOVE, CONTACT THE CITY CLERK’S OFFICE AS SOON AS POSSIBLE AT (626) 744-4124 OR CITYCLERK@CITYOFPASADENA.NET.
CITY OF PASADENA
NOTICE OF SPECIAL MEETING
OF THE PUBLIC SAFETY COMMITTEE

SEPTEMBER 23, 2021
PUBLIC MEETING: 4:30 P.M.
PASADENA CITY HALL, COUNCIL CHAMBER
100 NORTH GARFIELD AVENUE, ROOM S249

Note to the Public: City Hall is closed to the public until further notice.

NOTICE IS HEREBY GIVEN that a special meeting of the Public Safety Committee, will be held by video conference/teleconference on Thursday, September 23, 2021, at 4:30 p.m., to discuss matters on the attached agenda. This virtual meeting is held pursuant to Executive Order N-29-20 issued by Governor Gavin Newsom.

VICTOR M. GORDO, CHAIR
Public Safety Committee

I HEREBY CERTIFY that this notice, in its entirety, was posted on the Internet at www.cityofpasadena.net/commissions/city-council-public-safety-committee and on the Council Chamber Bulletin Board, Room S249 and the Bulletin Board in the rotunda area, City Hall, 100 North Garfield Avenue, and a copy was distributed to Central Library for posting this 16th day of September, 2021, by 5:30 p.m., and that copies hereof were faxed, emailed or delivered to each member of the City Council and to each local newspaper of general circulation, radio or television station requesting notice in writing, all of which recipients are identified on the distribution list set forth herein below.

LAARNI DAZA
City Manager’s Office

DISTRIBUTION:
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Please call (626) 744-4124 to request use of a listening device.
Language translation services may be requested with 24-hour advance notice.
Habrá servicio de interpretación disponible para éstas juntas llamando al (626) 744-4124 por lo menos con 24 horas de anticipación.

100 North Garfield Avenue · P.O. Box 7115 · Pasadena, CA 91109-7215
(626) 744-4111 · Fax (626) 744-3727
PUBLIC MEETING – 4:30 P.M.

ROLL CALL

PUBLIC COMMENT – LIMITED TO ITEMS ON THIS SPECIAL MEETING AGENDA AND WILL BE HEARD AT THE TIME THE ITEM IS CONSIDERED

APPROVAL OF MINUTES

July 21, 2021 – Special Meeting*
August 2, 2021 – Cancellation of Regular Meeting*
August 18, 2021 – Special Meeting*
September 6, 2021 – Cancellation of Regular Meeting *
September 15, 2021 – Cancellation of Regular Meeting *

OLD BUSINESS

NEW BUSINESS

1. AUTHORIZATION TO ENTER INTO A PURCHASE ORDER CONTRACT WITH SHOTSPOTTER TO PURCHASE A SHOTSPOTTER SUBSCRIPTION IN AN AMOUNT NOT TO EXCEED $640,000 OVER A THREE YEAR PERIOD*

2. INCREASE CONTRACT 31008 WITH FLINTRIDGE CENTER FROM $1,839,799 TO $1,848,409 TO CLOSE OUT THE CALIFORNIA BOARD OF STATE AND COMMUNITY CORRECTIONS (BSCC) GRANT FUNDS RELATED TO CALIFORNIA PROPOSITION 47 (PROP 47)*

INFORMATION ITEM

3. POLICE CHIEF’S MONTHLY REPORT*
4. **FIRE DEPARTMENT RETENTION AND LOCAL AREA RECRUITMENT UPDATE**

5. **PASADENA POLICE DEPARTMENT EMPLOYEE WELLNESS UNIT**

6. **ANNUAL REPORT - JULY 2020 THROUGH JUNE 2021 AND WORK PLAN - JULY 2021 THROUGH JUNE 2022**:
   
   A. **CODE ENFORCEMENT COMMISSION**  
   B. **RECREATION AND PARKS COMMISSION**

**ADJOURN**
APPROVAL OF MINUTES

JULY 21, 2021 – SPECIAL MEETING*

AUGUST 2, 2021 – CANCELLATION OF REGULAR MEETING*

AUGUST 18, 2021 – SPECIAL MEETING*

SEPTEMBER 6, 2021 – CANCELLATION OF REGULAR MEETING*

SEPTEMBER 15, 2021 – CANCELLATION OF REGULAR MEETING
SPECIAL MEETING
The virtual meeting was convened pursuant to Executive Order N-29-20 issued by Governor Gavin Newsom on March 30, 2020, and was held solely by videoconference/teleconference.

OPENING
The acting Chair Madison called the special meeting of the Public Safety Committee to order at 4:14 p.m.

ROLL CALL:
Mayor Victor M. Gordo (Chair)
Councilmember Tyron Hampton (Arrived at 4:30 p.m.)
Councilmember John J. Kennedy
Councilmember Steve Madison

Staff:
Steve Mermell, City Manager
Chad Augustin, Fire Chief
Javan Rad, Chief Assistant City Attorney
John Perez, Police Chief
Bill Huang, Director of Housing
Diana Trejo, Program Coordinator I
Valerie Flores, Recording Secretary

APPROVAL OF MINUTES
It was moved by Councilmember Kennedy, seconded by Councilmember Madison, to approve the minutes of April 7, 2021 (special meeting), April 14, 2021 (special meeting), April 21, 2021 (cancellation of regular meeting), May 3, 2021 (cancellation of regular meeting), May 19, 2021 (special meeting), June 7, 2021 (cancellation of regular meeting), June 16, 2021 (special meeting) and July 5, 2021 (cancellation of regular meeting) as submitted:

AYES: Councilmembers Kennedy, Madison, Chair Gordo
NOES: None
ABSENT: Hampton
ABSTAIN: None

INFORMATION ITEM
EFFORTS TO REDUCE COMMUNITY VIOLENCE

Steve Mermell, City Manager, introduced the agenda item and responded to questions.

Councilmember Hampton arrived at 4:30 p.m.

Ricky Pickens, Mark Sutton and DeAndre Scott, Violence Interrupters/Gang Interventionist, provided a PowerPoint presentation summarizing efforts to help reduce gun violence and gang violence by providing intervention services, and responded to questions.

Councilmember Kennedy thanked the City Manager for implementing a contract with Mr. Pickens, Mr. Sutton and Mr. Scott to assist the City in addressing this very complex problem, spoke on the team’s “Five Core Strategies”, stating that providing opportunities to teach intentional civility to young children must be incorporated as a core concept. He
also suggested broadening the diversity of the team to include a Hispanic member, expand their expertise to Pasadena Unified School District (PUSD), and shared his optimism for a longer-term contract, such as three-year robust engagement, with Violence Interrupters/Gang Interventionist, and requested that benchmark measurement data be reported to the Public Safety Committee and City Council.

Councilmember Hampton thanked the team for their efforts to provide intervention and prevention services on behalf of Pasadena residents, and thanked the City Manager for moving forward with a different approach and implementing this contract, stating that he would also like to see a long-term contract moving forward.

Ricky Pickens expressed his thanks and appreciation to City Manager Steve Mermell and the Public Safety Committee for their commitment, engagement and their responsiveness to provide resources when needed.

Councilmember Madison expressed his gratitude to Mr. Pickens and his colleagues and spoke on the need to further explore opportunities for job training, opportunities for employment, and efforts to reintegrate individuals back into the workforce.

The Mayor spoke on societal messaging that to be successful you have to attend college, noting that this has a tremendous impact on the psyche of young people for generations, and that we need to reverse that concept, and provide/expose opportunities for different paths to success, if college opportunities are not realized, such as opportunities for trades (welding, plumbing, carpentry), administration, civil service, etc.

Councilmember Kennedy acknowledged Charles Thomas with Outward Bound Adventures, stating that his organization can be very impactful to the community if nonprofit supporters of Outward Bound Adventures assist in building their vision and support for this program.

Councilmember Hampton spoke on entrepreneurship as another source of opportunity for individuals and a teaching strategy to consider as part of violence diversion and employment efforts.

On order of the Chair, and by consensus of the Committee, the information was received and filed.

FIREWORKS MITIGATION EFFORTS

Chad Augustin, Fire Chief, provided a PowerPoint presentation on the agenda item, and responded to questions.

Councilmember Hampton spoke on mitigation efforts and suggested that staff encourage residents to submit any videos from their home protection cameras, to help identify individuals whom continue to set off fireworks, and asked the City Manager to further explore opportunities to deploy staff that have the authority to issue citations, such as Code and Parking Enforcement Officers. He requested that staff further explore technology such as drones to assist in efforts leading up to the 4th of July holiday, increasing the citation amount and to maximize the
visibility of the fine amount on all signs. He also commented on the City’s motto “Zero Tolerance” and questioned whether the language is an effective method given the continued use of fireworks and asked staff to further review the “Zero Tolerance” terminology.

Councilmember Madison expressed concerns with the dangerous and negative effects of fireworks, while acknowledging the difficulty of investigating, detecting and disrupting the use of fireworks. He applauded the Fire Chief for his continued efforts.

The Chair shared that the City of Riverside had their Code Enforcement Officers working on July 4th, enforcing the city’s ordinance and encouraged staff to review Riverside’s enforcement efforts to reduce the use of fireworks in their city.

On order of the Chair, and by consensus of the Committee, the information was received and filed.

HOMELESS IMPACT REPORT

Diana Trejo, Program Coordinator I, provided a PowerPoint presentation summarizing the Covid-19 Impacts on and Response Measures Targeted to the Homeless Population, and responded to questions.

Sonja Berndt, Pasadena resident, spoke on the need for safe and stable homes for the community’s unsheltered persons and strongly encouraged the City to provide tiny home shelter or provide motel vouchers for all who wish to be sheltered.

Bill Huang, Director of Housing, responded to questions related to the hotel vouchers, and shared that a report looking at emergency housing response, including motel vouchers will be presented to the Economic Development and Technology Committee (EdTech) meeting, tentatively in August.

On order of the Chair, and by consensus of the Committee, the information was received and filed.

POLICE CHIEF’S MONTHLY REPORT

John Perez, Police Chief, provided an oral presentation on the agenda item, and responded to questions.

Allan Shay, Pasadena resident, spoke on the need to rebuild trust in the community and expressed concerns with Police Chief John Perez accountability surrounding the officer involved shooting of Anthony McClain.

Councilmember Hampton acknowledged the Police Chief’s efforts to rebuild trust within the community and expressed his appreciation to the Police Officers who have been knocking on the neighbors doors to say hello. He requested additional information on the guns seized, including how many of the guns are not registered, how many arrests have been
made, how many citations issued, and how many individuals who had possession of the guns are repeat offenders.

The Chief stated he would gather the “track record” of the one hundred and eight-nine guns seized, and will provide the Committee with a comprehensive report within the next couple of months.

Councilmember Kennedy thanked the Chief and the police officers who have been engaged in and around Robinson Park and Jackie Robinson Center, spoke on the continued matters that are not only law enforcement issues but also homelessness impacts, and asked the City Manager to take a comprehensive look at the City’s efforts to address the matter, providing regular updates, and asked what additional services can be offered. Councilmember Kennedy applauded and encouraged the police officers to continue getting out of their patrol cars and interacting with the neighbors in a positive manner.

The City Manager shared that Assistant City Manager Nick Rodriguez is working with a cross-departmental team, which includes staff from the Police Department, Parks, Recreation and Community Services, and the Housing Department to address the ongoing issues. He noted that letters of “No Trespassing” have been issued to individuals that have been causing disruption, and that the Police Department and the cross-departmental team will continue to redouble its efforts to address the matter.

Councilmember Kennedy stated he would like to participate in walking the parks and neighborhood with the response team, requesting that the City Manager arrange for this as soon as possible. He also stated he would like to participate in helping find solutions, and expressed that he feels all City departments can play a positive role in addressing the matter, such as the Public Works Department cleaning the east side of the street between Hammond and Mountain.

Councilmember Hampton expressed his appreciation to the police officers that are getting out of their cars, talking to the community, and having a positive interaction that is not always part of enforcement. He stated that the “No Smoking” and “No Drinking” signs in the public parks should be visibly larger, display the fine amount, and to advise/inform the community of the City’s ordinance that prohibits smoking and drinking in public spaces. He stated that the City can no longer enable those individuals not following City policy by not enforcing our existing laws and ordinance.

The Chair spoke in support of Councilmembers Kennedy’s and Hampton’s comments and requests; in addition, he stated he would also like to walk the parks with the City’s response team, suggesting maybe hosting a joint meeting in the neighborhood to let the community know what the City’s strategy is to address the matter.

On order of the Chair, and by consensus of the Committee, the information was received and filed.

In response to Councilmember Hampton, the City Manager stated he would ask the Humane Society to report to the Committee in August or September, as part of their quarterly update.
Councilmember Hampton also requested an informational update on the training received by the Community Police Oversight Commission members.

**ADJOURNMENT**

On the order of the Chair, the special meeting of the Public Safety Committee was adjourned at 6:51 p.m.

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Mayor Victor M. Gordo, Chair  
Public Safety Committee

**ATTEST:**

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Valerie Flores  
Recording Secretary
The regular meeting of the Public Safety Committee, scheduled for Monday, August 2, 2021, at 4:15 p.m., was cancelled, as ordered on July 29, 2021, and posted as required by law.

_______________________________

Mayor Victor M. Gordo, Chair  
Public Safety Committee

ATTEST:

_______________________________

Valerie Flores  
Recording Secretary
SPECIAL MEETING
The virtual meeting was convened pursuant to Executive Order N-29-20 issued by Governor Gavin Newsom on March 30, 2020, and was held solely by videoconference/teleconference.

OPENING
The acting Chair Madison called the special meeting of the Public Safety Committee to order at 4:34 p.m.

ROLL CALL:
Mayor Victor M. Gordo (Chair)
Councilmember Tyron Hampton
Councilmember John J. Kennedy
Councilmember Steve Madison

Staff:
Steve Mermell, City Manager
Javan Rad, Chief Assistant City Attorney
Kris Markarian, Acting Director of Public Works
Valerie Flores, Recording Secretary

OLD PASADENA PARKING METER ZONE ADVISORY COMMISSION ANNUAL REPORT – JULY 2019 THROUGH JUNE 2020 AND WORK PLAN – JULY 2020 THROUGH JUNE 2021*

It was moved by Councilmember Kennedy, seconded by Mayor Gordo, to receive and file the Annual Report for the Old Pasadena Parking Meter Zone Advisory Commission and South Lake Parking Place Commission:

AYES: Councilmembers Kennedy, Hampton, Madison, Chair Gordo
NOES: None
ABSENT: None
ABSTAIN: None

INFORMATION ITEM
COLORADO STREET BRIDGE BARRIER ENHANCEMENTS PROJECT – RECOMMENDATION OF BARRIER DESIGN OPTION*

Steve Mermell, City Manager, introduced the agenda item and Kris Markarian, Acting Director of Public Works provided a PowerPoint presentation summarizing the project, and responded to questions.

Steve Line, Principle Project Manager for Donald MacDonald Architects, continued the PowerPoint presentation, and responded to questions.
Valerie Flores, Recording Secretary, reported that four letters providing comments on the item was received by the City Clerk’s Office, distributed to the Committee, and posted online.

Sue Mossman, Executive Director of Pasadena Heritage and Colorado Street Bridge Task Force member, expressed appreciation on behalf of the Task Force members to City staff and the design team for their efforts. She stated that at this time, there is no consensus among task force members on any of the options presented and that members agree that the “right solution” has not yet been found, and urged the Committee to support the Public Works Department to continue moving forward with further exploration.

Councilmember Madison commended the City Manager for taking the steps in 2017 to implement the temporary barriers on the bridge. He continued his comments and spoke on a book called “Talking to Strangers” by Malcolm Gladwell, that included a chapter on suicides which describes a phenomenon called “coupling”, stating if we could disrupt this “coupling” of the bridge being a place where suicides are known to happen, we will continue to reduce the number of incidents in our City. He expressed that the bridge is a sacred and iconic structure for the City of Pasadena, stating he feels we are not ready to make a decision and there has not been enough of a process to identify the best option. He suggested that if there is consensus amongst the committee members to narrow down the choices presented by staff, proceed with the implementation of two concepts, and continue the public outreach process. He expressed his preference would be Option B as one of the two options to be considered, noting that he feels the other options presented make the mistake of not being deferential enough or too deferential to the historic bridge design.

Councilmember Kennedy spoke on the passing of Delano Catherine Hadley Robinson, widow of Matthew “Mack” Robinson, a silver medalist at the 1936 Olympic Games and the older brother of baseball Hall of Famer Jackie Robinson, and requested that the meeting be adjourned in her memory.

Councilmember Kennedy spoke in support of Councilmember Madison’s suggestion to narrow the choices to two potential concepts for further discuss. If there is consensus amongst the committee members, he suggested proceeding with both Options A and B, contract additional expertise from local professionals in addition to the City’s consultant, Donald MacDonald Architects, and proceed in a timely manner. He expressed he would have favored a concept that would have an absolute way to prevent the possibility of suicide, but does not believe there would be consensus amongst the committee to consider the “alternative concept” presented by staff, to enclose the entire length of bridge.

Mayor Gordo joined Councilmembers Madison and Kennedy in expressing his condolences to the Robinson family, stating he would reach out to the family on behalf of the City Council.
The Mayor spoke on the effectiveness of the current temporary fencing along the bridge, and given the incident data reported by staff, he feels the temporary fencing has started the “decoupling” trend mentioned previously of incidents. The Mayor stated he would like staff to further study additional design concepts using the cable net material exhibited as part of the “alternative concept” used to enclose the entire length of the bridge and to explore further potential design concepts/material for the steel halos at the alcoves, while continuing the public outreach process.

Councilmember Hampton echoed the Mayor’s comments and expressed his support for staff to further study concepts that incorporate the cable net material, and suggested the possibility of limiting trucks to traverse the bridge to accommodate enclosing the entire length of the bridge using the cable net material. He encouraged staff to continue with their efforts in searching for a design that is both effective and aesthetically pleasing. In addition, he spoke on the potential to hire individuals to “man” the bridge twenty-four hours a day, given the anticipated cost for completion and matters related to fiscal impacts due to the pandemic. He expressed his thanks and appreciation to staff for their efforts on the matter and to the Councilmembers who have been adamant about seeking a permanent solution to protect and save lives.

The Mayor expressed his support for staff to further review the potential to hire individuals to guard the bridge, whether it be as guided tours on the bridge, include as part of the Rose Program, and/or the volunteer/guides that are present in Old Town Pasadena. In addition, he spoke on the potential for a hybrid concept that would include guarding the bridge and a barrier structure, noting that it is his hope that the safety structure installed not be permanent and can be removed in the future.

Councilmember Madison spoke on the location of the full-scale mock-ups, and requested that if future mock-ups are installed he would prefer the design to be placed in the middle of the bridge to allow for a better visualization and “apples to apples” comparison of the concepts.

Following discussion, the Committee requested that staff consider reviewing additional concept options using the net material, as well as narrowing down the options presented by staff, and providing further analysis on the potential to hire individuals to “man” the bridge.

The City Manager stated that it is his expectation that the temporary fencing would remain in place, continue public outreach, continue working with the Colorado Street Bridge Task Force and partners, return to the Committee with a timeline and proceed with further discussion on the anticipated extended process.

On order of the Chair, and by consensus of the Committee, the information was received and filed.

**REPORT FROM PASADENA HUMANE SOCIETY***

Due to time constraints, the above information item was held for discussion at a future Committee meeting.
ADJOURNMENT

On the order of the Chair, the special meeting of the Public Safety Committee was adjourned at 6:51 p.m., in memory of Delano Catherine Hadley Robinson, widow of Matthew “Mack” Robinson, a silver medalist at the 1936 Olympic Games and the older brother of baseball Hall of Famer Jackie Robinson.

______________________________
Mayor Victor M. Gordo, Chair
Public Safety Committee

ATTEST:

____________________
Valerie Flores
Recording Secretary
CITY OF PASADENA
PUBLIC SAFETY COMMITTEE MINUTES
PASADENA CITY HALL
100 NORTH GARFIELD AVENUE
CITY HALL COUNCIL CHAMBER – S249
SEPTEMBER 6, 2021
REGULAR MEETING

The regular meeting of the Public Safety Committee, scheduled for Monday, September 6, 2021, at 4:15 p.m., was cancelled, as ordered on September 2, 2021, and posted as required by law.

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Mayor Victor M. Gordo, Chair
Public Safety Committee

ATTEST:

____________________________________
Valerie Flores
Recording Secretary
The regular meeting of the Public Safety Committee, scheduled for Wednesday, September 15, 2021, at 6:00 p.m., was cancelled, as ordered on September 9, 2021, and posted as required by law.

Mayor Victor M. Gordo, Chair
Public Safety Committee

ATTEST:

Valerie Flores
Recording Secretary
1. AUTHORIZATION TO ENTER INTO A PURCHASE ORDER CONTRACT WITH SHOTSPOTTER TO PURCHASE A SHOTSPOTTER SUBSCRIPTION IN AN AMOUNT NOT TO EXCEED $640,000 OVER A THREE YEAR PERIOD*

2. INCREASE CONTRACT 31008 WITH FLINTRIDGE CENTER FROM $1,839,799 TO $1,848,409 TO CLOSE OUT THE CALIFORNIA BOARD OF STATE AND COMMUNITY CORRECTIONS (BSCC) GRANT FUNDS RELATED TO CALIFORNIA PROPOSITION 47 (PROP 47)*
AUTHORIZATION TO ENTER INTO A PURCHASE ORDER CONTRACT WITH SHOTSPOTTER TO PURCHASE A SHOTSPOTTER SUBSCRIPTION IN AN AMOUNT NOT TO EXCEED $640,000 OVER A THREE YEAR PERIOD
TO: Honorable Mayor and City Council
FROM: Police Department
THROUGH: Public Safety Committee (September 23, 2021)

SUBJECT: AUTHORIZATION TO ENTER INTO A PURCHASE ORDER CONTRACT WITH SHOTSPOTTER TO PURCHASE A SHOTSPOTTER SUBSCRIPTION IN AN AMOUNT NOT TO EXCEED $640,000 OVER A THREE YEAR PERIOD

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed contract is not subject to the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Sections 15060(c)(2), 15060(c)(3), and 15378; as the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment; and

2. Amend the Fiscal Year (FY) 2022 Operating Budget by appropriating $220,000 from unappropriated fund balance in the Supplemental Law Enforcement Fund 201; and

3. Authorize a purchase order contract with ShotSpotter for the purchase of a subscription to the ShotSpotter system which includes the necessary equipment, service initiation, onboarding and annual subscription fees in an amount not to exceed $640,000 over a period of three years. Competitive bidding is not required pursuant to City Charter Section 1002(f), for contracts for professional and unique services; and

4. It is further recommended that the City council grant the proposed contract an exemption from the Competitive Selection process pursuant to Pasadena Municipal Code Section 4.08.049(B) contracts for with the City's best interest are served.
BACKGROUND:

Over the past two years, the Police Department has responded to more than 300 calls for service reporting of shots fired and an additional 400 incidents of gun related crimes. During the same time period, nearly 40 members of the Pasadena community have either been killed or injured as a result of gun violence. The Police Department has seized close to 700 firearms during the same time period. The average time it takes for the Police Department to receive a call in its dispatch center, dispatch officers with the pertinent information and have officers arrive at the location, is generally several minutes. These minutes can prove critical if a victim is actually struck by the reported gunfire.

ShotSpotter technology is a gunfire detection, analysis and alert system which enhances a Police Department's response and investigation. More than two years of gun related crime data was provided to ShotSpotter for analysis. This data was used to determine the optimal location of gunshot detection sensors covering the areas most impacted by gun related crimes. Once operational, the sensors can detect loud, impulsive sounds (i.e. gunshots) which will generate a recorded incident. The system uses sound triangulation to determine the actual shot location within an 82 ft radius. The recorded sound is then sent to ShotSpotter’s Incident Review Center (IRC) where it undergoes two phases of review to determine if it is legitimate gunfire, or if it was generated by another source. Once it is confirmed the sounds were gunfire, Pasadena Police Department and Pasadena Police Officers would be notified of the gunfire via a digital application to their smartphone or similar device. This entire process occurs within 60 seconds or less.

There are instances where the Police Department never receive reports of gunfire and there are instances where the reports of gunfire are reported multiple blocks from the actual location of the gunfire. Gunshots are difficult to determine where they actually originated because of how sound waves travel, which results in officers responding to an inaccurate location. The response delay can sometimes be considerable. If a person was struck by gunfire, time is of the essence and any delay could be a matter of life and death.

Besides the potential life-saving benefits, the ShotSpotter system provides additional assistance to the subscriber. Most importantly, the system has proven to deter shootings in other cities who have subscribed to ShotSpotter. Additionally, the system prevents the need to investigate non-gunfire related incidents allowing officers to remain available in the field. If an actual gunshot incident does occur, ShotSpotter can detect if there are multiple weapons involved, if any of the weapons are high capacity type firearms, or if the weapon is a fully automatic weapon. This information is invaluable to responding officers in determining their tactical approach. Finally, the information provided by the ShotSpotter system can assist detectives in solving criminal activity.
Staff is recommending that the City Council authorize a purchase order contract with ShotSpotter, Inc. to provide a subscription for a three-year pilot of the ShotSpotter gunshot detection, alert, and analysis system.

ShotSpotter’s technology is proprietary and Staff is not aware of any other vendor providing this service. Therefore, an exemption from the competitive selection process on the basis of best interests of the City being served is appropriate.

COUNCIL POLICY CONSIDERATION:

The proposed action is consistent with the City Council’s Plan goals to ensure public safety.

ENVIRONMENTAL ANALYSIS:

The action proposed herein is not a project subject to CEQA, pursuant to State CEQA Guidelines Sections 15060 (c)(2), 15060 (c)(3), and 15378. CEQA Guidelines Section 15060 (c)(2) states that an activity is not subject to CEQA if “The activity will not result in a direct or reasonably foreseeable indirect physical change in the environment”. The proposed activity consists of the purchase of ShotSpotter systems and a service agreement for these systems, which is a continuing administrative and maintenance activity (i.e., purchasing of supplies). No direct or reasonably foreseeable indirect physical change in the environment would result from this equipment purchase. For the same reason, the proposed activity is not a CEQA Project” as defined in State CEQA Guidelines Section 15378 and is, therefore, also not subject to CEQA pursuant to CEQA Guidelines Section 15060 (c)(3).
FISCAL IMPACT:

Staff recommends amending the FY 2022 Operating Budget by appropriating $220,000 from the unappropriated fund balance in the Supplemental Law Enforcement Fund 201 (20133001-850400). There is sufficient fund balance in the fund to support the proposed increase. The cost of the remaining two years will be programmed into the Police Department's annual operating budget in either the Supplemental Law Enforcement Fund 201 or the Public Safety Augmentation Fund 202.

Respectfully submitted,

JOHN E. PEREZ
Chief of Police

Prepared by:

William Grisafe
Lieutenant

Approved by:

STEVE MERMELL
City Manager
Disclosure Pursuant to the
City of Pasadena Taxpayer Protection Amendment
Pasadena City Charter, Article XVII

Contractor/Organization hereby discloses its trustees, directors, partners, officers, and those with more than 10% equity, participation, or revenue interest in Contractor/Organization, as follows:

(If printing, please print legibly. Use additional sheets as necessary.)

1. Contractor/Organization Name:
   ShotSpotter, Inc.

2. Type of Entity:
   □ non-government  □ nonprofit 501(c)(3), (4), or (6)

3. Name(s) of trustees, directors, partners, officers of Contractor/Organization:

<table>
<thead>
<tr>
<th>Officers</th>
<th>Board of Directors</th>
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<tbody>
<tr>
<td>Ralph A. Clark, President and CEO</td>
<td>Ralph A. Clark</td>
</tr>
<tr>
<td>Alan Stewart, CFO</td>
<td>William J. Bratton</td>
</tr>
<tr>
<td>Paul Ames, SVP of Products and Technology</td>
<td>Deborah Elam</td>
</tr>
<tr>
<td>Gary Bunyard, SVP of Public Safety Solutions</td>
<td>Thomas T. Groos</td>
</tr>
<tr>
<td>R Samuel Klepper, SVP of Marketing and Product Strategy</td>
<td>Randy Hawks</td>
</tr>
<tr>
<td>Nasim Golzadeh, SVP of Customer Support and Professional Services</td>
<td>Roberta S. Jacobson</td>
</tr>
<tr>
<td></td>
<td>Pascal Levensohn</td>
</tr>
<tr>
<td></td>
<td>Marc H. Morial</td>
</tr>
</tbody>
</table>

4. Names of those with more than a 10% equity, participation or revenue interest in Contractor/Organization:

<table>
<thead>
<tr>
<th>Entities affiliated with</th>
<th>Lauder Partners LLC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gilder, Gagnon, Howe &amp; Co. LLC</td>
<td></td>
</tr>
</tbody>
</table>

Prepared by: Roxanne Lerner

Title: Contracts Manager

Phone: 510-468-5858

Date: 09/09/2021

Rev.07.10.2007
INCREASE CONTRACT 31008 WITH FLINTRIDGE CENTER FROM $1,839,799 TO $1,848,409 TO CLOSE OUT THE CALIFORNIA BOARD OF STATE AND COMMUNITY CORRECTIONS (BSCC) GRANT FUNDS RELATED TO CALIFORNIA PROPOSITION 47 (PROP 47)
Agenda Report

September 27, 2021

TO: Honorable Mayor and City Council
FROM: Police Department
THROUGH: Public Safety Committee (September 23, 2021)

SUBJECT: INCREASE CONTRACT 31008 WITH FLINTRIDGE CENTER FROM $1,839,799 TO $1,848,409 TO CLOSE OUT THE CALIFORNIA BOARD OF STATE AND COMMUNITY CORRECTIONS (BSCC) GRANT FUNDS RELATED TO CALIFORNIA PROPOSITION 47 (PROP 47)

RECOMMENDATION:

It is recommended that the City Council:
1. Find that the proposed contract is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061 (b)(3), the Common Sense Exemption that CEQA only applies to projects that may have an effect on the environment;

2. Authorize the City Manager to amend Contract no. 31008 with Flintridge Center for an additional $8,610 increasing the contract to $1,848,409 for the grant term ending August 15, 2021; and

3. To the extent this could be considered a separate procurement subject to the Competitive Selection Process, it is recommended that the City Council grant the contract an exemption pursuant to Pasadena Municipal Code (PMC) Section 4.08.049(B), contract for with the City’s best interests are served.

BACKGROUND:

On August 28, 2017, City Council approved contract number 546-17 with the BSCC to recognize and appropriate $2,511,537 in grant funds awarded to the City of Pasadena to assist in mental health, substance abuse and supportive services for previously incarcerated persons returning to the City of Pasadena. At the time and within the mandate of the grant award, the City Manager entered into contract 31008 with Flintridge Center for Proposition 47 reentry services in an amount not to exceed
$1,839,799 for the grant term of 38 months starting on June 16, 2017. On August 17, 2020 City Council approved a one year no cost extension to continue Proposition 47 reentry services.

The Public Health Department had to re-allocate resources due to the Covid pandemic and were unable to provide the mental health services as originally outlined in the original grant agreement. In December of 2020, the department met with the BSCC, the Public Health Department and the Flintridge Center to see how the unexpended funds in the budget could be re-allocated to spend down the remaining $8,610 of grant funds. The BSCC approved a budget modification allowing the movement from the Public Health Department’s Professional Mental Health Services to the Flintridge Center to contract out for mental health services to continue the grant.

COUNCIL POLICY CONSIDERATION:

The proposed action is consistent with the City Council’s Strategic Plan Goal to ensure public safety. Public safety enhancements under the aforementioned programs include supportive services, mental health services, and educational opportunities for high risk youth, previously incarcerated community members and Police Department personnel.

ENVIRONMENTAL ANALYSIS:

The proposed action has been determined to be exempt from CEQA pursuant to State CEQA Guidelines Section 15061 (b)(3), the common sense exemption. When it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment, the activity is not subject to CEQA. Such is the case with the proposed contract extension. This project consists of utilizing previously allocated funds and the proposed action would not result in any new development or physical changes.
FISCAL IMPACT:

There is no fiscal impact anticipated as a result of this action as the monies are currently in the Police Department’s Prop 47 grant budget 10133006-811400-91208.

Respectfully submitted,

[Signature]
JOHN E. PEREZ
Police Chief
Pasadena Police Department

Prepared by:

[Signature]
Jason Clawson
Police Commander

Approved by:

[Signature]
STEVE MERMELL
City Manager
Disclosure Pursuant to the
City of Pasadena Taxpayer Protection Amendment
Pasadena City Charter, Article XVII

Contractor/Organization hereby discloses its trustees, directors, partners, officers, and those with more than 10% equity, participation, or revenue interest in Contractor/Organization, as follows:

(If printing, please print legibly. Use additional sheets as necessary.)

1. **Contractor/Organization Name:**
   - Flintridge Center

2. **Type of Entity:**
   - □ non-government
   - ☑ nonprofit 501(c)(3), (4), or (6)

3. **Name(s) of trustees, directors, partners, officers of Contractor/Organization:**
   - James Kossler
   - Lorna Fitzgerald
   - Alex Moseley
   - Gloria Sanchez-Rico
   - Drew Edwards
   - Ali Barar
   - Adam Ward
   - Lonnie Schield

4. **Names of those with more than a 10% equity, participation or revenue interest in Contractor/Organization:**
   - N/A

Prepared by: Josh McCurry

Title: Executive Director

Phone: (626) 449-0839 x 107

Date: September 16, 2021

Rev.07.10.2007
3. POLICE CHIEF’S MONTHLY REPORT*

4. PASADENA POLICE DEPARTMENT EMPLOYEE WELLNESS UNIT*

5. FIRE DEPARTMENT RETENTION AND LOCAL AREA RECRUITMENT UPDATE*


   A. CODE ENFORCEMENT COMMISSION

   B. RECREATION AND PARKS COMMISSION
TO: Public Safety Committee
FROM: John E. Perez, Chief of Police
SUBJECT: Chief’s Monthly Report

The purpose of the Chief’s report is to provide the Public Safety Committee and community with a better understanding of the Police Department’s operations, community engagement efforts and challenges. The written report is provided along with a brief oral presentation.

Organizational Update:

The Department is progressing with professional and community development involving well over 100 employees with less than four years of experience, many at the sworn rank of police officer. The Department has expended our educational platforms and internal training, in providing the growth and understanding required in 21st policing principles. We will continue with this effort as we expect to hire nearly a dozen new police officers before the end of the year to maintain annual attrition levels, as well as the expanding number of employees retiring and leaving the profession. It will require community support and involvement to maintain the current retention level that has improved dramatically over the past three years.

The Department continues to expand our community-policing platform with the reinstalment of the Community Police Academy Class #50, which was canceled due to the global pandemic. It is underway with 25 community students. On August 21st, the 30 hours of training for members of the police oversight committee and the internal police auditor was completed. These sessions included many of the similar courses provided in the Community Police Academy, along with other courses needed for their professional understanding.

With our new reorganization, we have continued our efforts to divert homeless and mental health calls, while reducing bulk and problematic CFS to report areas. The HOPE and PORT teams are actively working to respond to calls and involving many of our local non-profit organizations. This effort is in combination with the goal of reducing chronic calls for service with the work by our Neighborhood Services Section that
includes our park safety specialist, homeless and mental health outreach specialist, and the Neighborhood Action Bicycle Team.

It is important to note that with the tragedy of each Officer Involved Shooting, the Police Department initiates a very responsive and transparent approach with the public. At the onset of an OIS, an administrative Investigation is initiated and officers are immediately placed on administrative leave pending the initial review of the incident. Video, documents and evidence is made available to the District Attorney’s office in a timely manner, for their criminal investigation. Additionally, all mandated video will be released to the public in accordance with current law. However, the administrative investigation cannot conclude without the District Attorney’s legal decision of the incident. Without the D.A.’s findings, the Police Department is unable to move forward with a final recommendation regarding policy, tactics, and discipline of the involved personnel.

Employee Demographics:

The Department has improved recruitment and retention of personnel as we continue to maintain single number vacancies at the various classifications to include police officer. This recruitment effort has been diverse in increasing demographics and preparing for future promotions at all ranks and classifications.

In celebration of National Police Women Day in September, it is important to note 37% of the PPD’s top management team include women and the ratio of 1 female per 7 police officers, surpasses the national average of 1 in 15. Moreover, the Department’s top leadership consist of 22 management positions to include the following: representations:

White 36%
Hispanic 32%
Black 27%
Other 4%

2021 Current Personnel Demographics (361 Total Employees)

<table>
<thead>
<tr>
<th>Total Personnel by Gender</th>
<th>Total Personnel by Race</th>
</tr>
</thead>
<tbody>
<tr>
<td>Males 66.76%</td>
<td>Asian 8.03%</td>
</tr>
<tr>
<td>Females 33.24%</td>
<td>Armenian 0.83%</td>
</tr>
<tr>
<td></td>
<td>Black 12.19%</td>
</tr>
<tr>
<td></td>
<td>Hispanic 46.81%</td>
</tr>
<tr>
<td></td>
<td>White 31.58%</td>
</tr>
<tr>
<td></td>
<td>Other 0.55%</td>
</tr>
</tbody>
</table>

Priority 1 Response Times (Jan1 – August 31):

2020 The Average Priority I response time was 3:47 minutes
2021 The Average Priority I response time was 3:45 minutes
Calls for Service (Jan 1 – August 31):
2019 CFS YTD – 79,631
2020 CFS YTD – 73,662
2021 CFS YTD – 76,904

De-escalation & Uses of Force (Jan 1 - August 31):
2017 Uses of Force YTD – 35
2021 Uses of Force YTD – 14 (60% reduction from 2017)
2021 OIS Incidents – 0

Assaults on Police Officers (Jan 1 – August 31):
2020 - 49
2021 - 21

De-escalated Incidents (YTD 2021):
1,723 incidents where de-escalation techniques were used by officers

This model of training is producing unique changes and includes the use specialized training in improved decision-making, gaining cooperation, using control holds, and skilled force applications. It also includes the use of a trained psychologist helping to develop evidence-based curriculum and training police officers in implicit bias. The current year to date totals of use of force incidents declined by 60% as compared to 2017 totals.

Arrests total YTD (Jan 1- August 31):
2020 – 2,668
2021 – 2,720

Crime totals:
Overall drop in crime of 10% with a violent crime reduction of 8% reduction compared to 2020.

2020 Documented Shootings (YTD) = 30
2020 Identifiable Shooting Victims (YTD) = 47 w/ one resulting in death

2021 Documented Shootings (YTD) = 40
2021 Identifiable Shooting Victims = 31 w/ one resulting in death

Seized Guns:
2020 Guns Seized total = 288
2020 Guns Seized (YTD) = 212
2021 Guns Seized (YTD) = 230 (9% increase from 2020)
FIRE DEPARTMENT
RETENTION AND LOCAL AREA RECRUITMENT UPDATE
Fire Department Retention and Local Area Recruitment Update

Chad Augustin, Fire Chief
Fire Department
September 23, 2021
Public Safety Committee
Current Vacancies (Sworn Personnel):

- Firefighters & Firefighter Paramedics: 18 (excludes 13 FF Trainees)
- Engineers: 2
- Captains: 3

**TOTAL: 23 Vacant Positions**

Recruit Academy 2021 (May 2021 – September 2021):

- 13 members scheduled to graduate September 17

Lateral Academy 2021 (October 2021 – December 2021):

- 14 total candidates undergoing backgrounds
3 Year Average Cost of Annual Recruit Academies: $936,691

<table>
<thead>
<tr>
<th>ACADEMY COSTS</th>
<th>CADRE</th>
<th>TRAINEE</th>
<th>EQUIPMENT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021 ACADEMY</td>
<td>$274,887</td>
<td>$538,984</td>
<td>$156,473</td>
<td>$970,344</td>
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<tr>
<td><em>Projected</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2020 ACADEMY</td>
<td>$323,257</td>
<td>$525,194</td>
<td>$163,406</td>
<td>$1,011,857</td>
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<tr>
<td>2019 ACADEMY</td>
<td>$287,972</td>
<td>$388,164</td>
<td>$151,734</td>
<td>$827,871</td>
</tr>
</tbody>
</table>

3 YEAR AVERAGE $936,691
Main Causes of Attrition:

- Employee retirements
- High demand for Paramedics in California
- Competitive opportunities in Southern California due to longer wildfire seasons
- High forced position coverage / overtime shifts due to vacancies (employee burnout)
- Lack of consistent Recruit Academies from prior years
## Cost of Attrition:

<table>
<thead>
<tr>
<th>5 YEAR LOSS AVERAGE</th>
<th>RESIGNED</th>
</tr>
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<tr>
<td></td>
<td>INCLUDES ACADEMY (Trainees)</td>
</tr>
<tr>
<td>FY 2021</td>
<td>10</td>
</tr>
<tr>
<td>FY 2020</td>
<td>11</td>
</tr>
<tr>
<td>FY 2019</td>
<td>10</td>
</tr>
<tr>
<td>FY 2018</td>
<td>9</td>
</tr>
<tr>
<td>FY 2017</td>
<td>10</td>
</tr>
<tr>
<td>AVERAGE PER YEAR</td>
<td>10</td>
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<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>FY 2021</td>
<td>7</td>
</tr>
<tr>
<td>FY 2020</td>
<td>3</td>
</tr>
<tr>
<td>FY 2019</td>
<td>5</td>
</tr>
<tr>
<td>FY 2018</td>
<td>2</td>
</tr>
<tr>
<td>FY 2017</td>
<td>5</td>
</tr>
<tr>
<td>AVERAGE PER YEAR</td>
<td>4.4</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th></th>
<th>TOTAL</th>
</tr>
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<tbody>
<tr>
<td>FY 2021</td>
<td>17</td>
</tr>
<tr>
<td>FY 2020</td>
<td>14</td>
</tr>
<tr>
<td>FY 2019</td>
<td>15</td>
</tr>
<tr>
<td>FY 2018</td>
<td>11</td>
</tr>
<tr>
<td>FY 2017</td>
<td>15</td>
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<tr>
<td>AVERAGE PER YEAR</td>
<td>14.4</td>
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</table>

<table>
<thead>
<tr>
<th></th>
<th>POSITION COVERAGE HOURLY RATE FOR FF-PM (1.5x Reg Rate)</th>
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<tbody>
<tr>
<td>FY 2021</td>
<td>$59.90</td>
</tr>
<tr>
<td>FY 2020</td>
<td>$58.70</td>
</tr>
<tr>
<td>FY 2019</td>
<td>$56.70</td>
</tr>
<tr>
<td>FY 2018</td>
<td>$52.91</td>
</tr>
<tr>
<td>FY 2017</td>
<td>$45.94</td>
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<tr>
<td>AVERAGE PER YEAR</td>
<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th></th>
<th>ANNUAL HOURS OF COVERAGE PER POSITION</th>
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<tbody>
<tr>
<td>FY 2021</td>
<td>2912</td>
</tr>
<tr>
<td>FY 2020</td>
<td>2912</td>
</tr>
<tr>
<td>FY 2019</td>
<td>2912</td>
</tr>
<tr>
<td>FY 2018</td>
<td>2912</td>
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<tr>
<td>FY 2017</td>
<td>2912</td>
</tr>
<tr>
<td>AVERAGE PER YEAR</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>TOTAL PERSONNEL COSTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2021</td>
<td>$2,965,428</td>
</tr>
<tr>
<td>FY 2020</td>
<td>$2,392,878</td>
</tr>
<tr>
<td>FY 2019</td>
<td>$2,476,656</td>
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<tr>
<td>FY 2018</td>
<td>$1,694,653</td>
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<tr>
<td>FY 2017</td>
<td>$2,006,733</td>
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<tr>
<td>AVERAGE PER YEAR</td>
<td>Average Annual Personnel Costs</td>
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</tbody>
</table>
## Ethnic Distribution:

<table>
<thead>
<tr>
<th>Demographics</th>
<th>City Population</th>
<th>City Employees</th>
<th>Fire Department (Sworn Personnel)</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
<td>37%</td>
<td>27%</td>
<td>47%</td>
</tr>
<tr>
<td>Latino</td>
<td>34%</td>
<td>40%</td>
<td>21%</td>
</tr>
<tr>
<td>Asian</td>
<td>16%</td>
<td>13%</td>
<td>10%</td>
</tr>
<tr>
<td>African American</td>
<td>10%</td>
<td>17%</td>
<td>19%</td>
</tr>
<tr>
<td>Pacific Islander</td>
<td>0%</td>
<td>N/A</td>
<td>0%</td>
</tr>
<tr>
<td>American Indian and Alaska Native</td>
<td>0%</td>
<td>0%</td>
<td>1%</td>
</tr>
<tr>
<td>Two or More Races</td>
<td>0%</td>
<td>2%</td>
<td>3%</td>
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</table>

Data from US Census Bureau

## Gender Distribution:

<table>
<thead>
<tr>
<th>Demographics</th>
<th>City Population</th>
<th>City Employees</th>
<th>Fire Department (Sworn Personnel)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>48%</td>
<td>63%</td>
<td>95%</td>
</tr>
<tr>
<td>Female</td>
<td>52%</td>
<td>37%</td>
<td>5%</td>
</tr>
<tr>
<td>Non-Binary</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

Data from US Census Bureau
**Local Area Recruitment Programs**

**Fire Department**

- **Existing Programs:**
  - Explorers Program
  - Girls’ Camp
  - Auxiliary Program
  - Emergency Medical Services (EMS) Reserves Program

- **New Programs:**
  - Pasadena Unified School District (PUSD) Program
  - Paramedic Internships
EXPLORER PROGRAM:

- Career guidance and development program to educate Pasadena youth about the fire service and the Pasadena Fire Department; in operation for 25 years, and is an extension of the “Learning for Life” career education program
- Target age group: 15 – 20 years
- Program occurs on a bi-weekly basis for 5 hours each shift (120 hours annually)
- **Current Funding Source:** Pasadena Fire Foundation and out of service Personnel
- **Proposed Funding Source:** Assigned Department personnel will be paid at the Overtime rate; one on-duty Engine Company will be assigned

<table>
<thead>
<tr>
<th>EXPLORERS PROGRAM</th>
<th>RATE</th>
<th>OT RATE (1.5X)</th>
<th>HOURS PER SHIFT</th>
<th># OF SHIFTS (ONCE EVERY OTHER WEEK, 12 MONTHS)</th>
<th># OF PERSONNEL</th>
<th>TOTAL PERSONNEL COSTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAPTAIN PARAMEDIC</td>
<td>$51.28</td>
<td>$76.92</td>
<td>5</td>
<td>26</td>
<td>1</td>
<td>$9,999.91</td>
</tr>
<tr>
<td>ENGINEER PARAMEDIC</td>
<td>$44.13</td>
<td>$66.19</td>
<td>5</td>
<td>26</td>
<td>1</td>
<td>$8,605.33</td>
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<tr>
<td>ENGINE COMPANY (Captain PM, Engineer PM, FF-PM, FF)</td>
<td>$170.67</td>
<td></td>
<td>5</td>
<td>26</td>
<td>1</td>
<td>$22,187.10</td>
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<tr>
<td>UNIFORMS &amp; EQUIPMENT</td>
<td>$500.00</td>
<td></td>
<td></td>
<td></td>
<td>20</td>
<td>$10,000.00</td>
</tr>
<tr>
<td><strong>TOTAL COSTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>$50,792.34</strong></td>
</tr>
</tbody>
</table>
**GIRLS’ CAMP:**

- 2 days, hands-on event to introduce the equipment and techniques used in firefighting and emergency medical services
- Opportunity to work side-by-side with professional female firefighters
- Program includes equipment demonstrations, discussion groups, tours
- Open to applicants ages 14 - 19 years old
- **Current funding source:** Volunteer and Out of Service Personnel
- **Proposed Funding Source:** Assigned Department personnel will be paid at the Overtime rate

### GIRLS’ CAMP COSTS

<table>
<thead>
<tr>
<th>GIRLS’ CAMP</th>
<th>RATE</th>
<th>OT RATE (1.5X)</th>
<th>HOURS PER SHIFT</th>
<th># OFhifts</th>
<th># OF PERSONNEL</th>
<th>TOTAL PERSONNEL COSTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAPTAIN PARAMEDIC</td>
<td>$51.28</td>
<td>$76.92</td>
<td>12</td>
<td>2</td>
<td>5</td>
<td>$9,590.40</td>
</tr>
<tr>
<td>SUPPLIES, EQUIPMENT, INCIDENTALS</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>$1,000.00</td>
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<tr>
<td><strong>TOTAL COSTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>$10,590.40</strong></td>
</tr>
</tbody>
</table>
AUXILIARY PROGRAM:

- Provides opportunities to acquire skills and gain insight into the Fire Service, while preparing for a career with PFD
- Auxiliary Firefighters respond to emergency calls, conduct mini-drills and skills demonstrations, maintain apparatus, equipment and fire stations, participate with training and public education, and perform miscellaneous duties
- Estimated 9 Auxiliary Firefighters in the Program (3 per shift); training provided by assigned on-duty personnel
- Open to applicants ages 18 and older
- **Current Funding Source:** Volunteer and Out of Service Personnel
- **Proposed Funding Source:** Uniforms, equipment, personal protective equipment (PPE)

<table>
<thead>
<tr>
<th>AUXILIARY PROGRAM</th>
<th>RATE</th>
<th>HOURS PER MONTH</th>
<th># OF PERSONNEL</th>
<th>TOTAL COSTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERSONNEL</td>
<td>VOLUNTEERS</td>
<td>VARIES</td>
<td>9</td>
<td>$0</td>
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<tr>
<td>UNIFORM, EQUIPMENT, PPE</td>
<td>$1,700</td>
<td></td>
<td>9</td>
<td>$15,300</td>
</tr>
<tr>
<td><strong>TOTAL COSTS</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$15,300</strong></td>
</tr>
</tbody>
</table>
EMS RESERVE:

- 40 year old self-governed organization founded to augment emergency medical and disaster services with EMT certified volunteers
- Members of the EMS Reserve:
  - Operate as a third-person on the Department's front-line Advanced Life Support (ALS) rescue ambulances
  - Provides Emergency Medical Services at large Pasadena-area public events
  - Provides a ready reserve of trained and experienced EMS personnel in case of major catastrophes
- Proposed Funding Source: Uniforms and Supplies Budget of $4,000

<table>
<thead>
<tr>
<th>EMS RESERVES</th>
<th>RATE</th>
<th>HOURS PER SPECIAL EVENT</th>
<th># OF PERSONNEL</th>
<th>TOTAL COSTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERSONNEL</td>
<td>VOLUNTEERS</td>
<td>VARIES</td>
<td>20</td>
<td>$0</td>
</tr>
<tr>
<td>UNIFORMS &amp; SUPPLIES</td>
<td>$200</td>
<td></td>
<td>20</td>
<td>$4,000</td>
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</table>

TOTAL COSTS $4,000
PASADENA UNIFIED SCHOOL DISTRICT (PUSD):

- Fire personnel will provide information about the Fire Service and career opportunities to high school students
- Program will occur on a bi-weekly basis in 2-hour intervals, during the school year (September – May, excluding Holiday Season)
  - Approximately 112 staff hours per grade level
  - 448 staff hours across four grade levels: Freshman, Sophomore, Junior, Senior
- Assigned Department personnel will be paid at the Overtime rate

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<tr>
<th></th>
<th>RATE</th>
<th>OT RATE (1.5X)</th>
<th>HOURS PER SHIFT</th>
<th># OF SHIFTS (ONCE EVERY OTHER WEEK, 7 MONTHS)</th>
<th># OF PERSONNEL</th>
<th>TOTAL PERSONNEL COSTS</th>
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<td>TOTAL COSTS</td>
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<td></td>
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<td></td>
<td>$35,461.24</td>
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</table>
PARAMEDIC INTERNSHIP:

- Individuals will be enrolled in an approved California paramedic training program and required to complete a field internship to become eligible for a California paramedic license
- Interns will be highly eligible for upcoming PFD Academies
- Recruitment process for Interns will include a local Pasadena preference
- Eligibility / Target Age Range: 18 – 25 years
- Paramedic Internship includes:
  - Paramedic Program Tuition sponsored by the Fire Department (approx. 40 hours per week, includes coursework, didactic and clinical rotations)
  - 20 hours per week of field training at PFD, 1040 hours total annually
  - 12 individuals to be hired as part-time City Service Workers (CSWs)
- Budgeted Position Costs:
  - Twelve (12) 0.5 FTE positions classified as CSW Paramedic Interns
### Local Area Recruitment Programs

**Fire Department**

### Paramedic Internship Programs

<table>
<thead>
<tr>
<th><strong>Program</strong></th>
<th><strong>County</strong></th>
<th><strong>Location</strong></th>
<th><strong>Cost</strong></th>
<th><strong>Program Schedules</strong></th>
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<tbody>
<tr>
<td>Orange County EMT Paramedic Program</td>
<td>Orange County</td>
<td>26429 Rancho Parkway Lake Forest, 92630</td>
<td>$4,000</td>
<td>27 Weeks Wednesday only Classes only Plus Internship (24 shifts)</td>
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<tr>
<td>Saddleback College</td>
<td>Orange County</td>
<td>28000 Marguerite Pkwy Mission Viejo, 92692</td>
<td>$3,455.00</td>
<td>6.5 Months Mon-Fri</td>
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<tr>
<td>Mt. San Antonio College</td>
<td>Orange County</td>
<td>1100 N. Grand Ave Walnut 91789</td>
<td>$1,840 Does not include material fees</td>
<td>8.5 Months</td>
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<tr>
<td>NCTI Paramedic Program</td>
<td>Riverside County</td>
<td>895 Marlborough Ave, Riverside 92507</td>
<td>$10,240.00</td>
<td>13 months 2-3 days a week</td>
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<tr>
<td>UCLA (Hybrid)</td>
<td>LA County</td>
<td>Virtual</td>
<td>$16,000.00</td>
<td>540 hrs 1 day a week plus 5 week clinical and 20 shift internship</td>
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<tr>
<td>West LA College Paramedic Program (UCLA)</td>
<td>LA County</td>
<td>West LA College 9000 Overland Ave Culver City 90230</td>
<td>$10,752</td>
<td>7 months Mon-Fri</td>
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<tr>
<td>El Camino Community College Paramedic Program (PTI)</td>
<td>LA County</td>
<td>PTI 10100 Pioneer Blvd. #200 Santa Fe Springs 90670</td>
<td>$3,650.00</td>
<td>6 Months-1090 hrs</td>
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<tr>
<td>Victor Valley College Paramedic Program</td>
<td>San Bernardino County</td>
<td>19190 Navajo Rd Apple Valley 92307</td>
<td>$4,000.00</td>
<td>12 Month or 9.5 Month classes</td>
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<tr>
<td>Crafton Hills College</td>
<td>San Bernardino County</td>
<td>11711 Sand Canyon Rd Yucaipa 92399</td>
<td>$4,606.00</td>
<td>12 Months</td>
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<tr>
<td>Moreno Valley College Paramedic Program</td>
<td>Riverside County</td>
<td>Ben Clark Training Center 16888 Bundy Ave Riverside 92518</td>
<td>$6,930.00</td>
<td>18 Months</td>
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### Paramedic Internship Costs

<table>
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<tr>
<th><strong>Internship</strong></th>
<th><strong>Hourly Rate</strong></th>
<th><strong>Hours Per Pay Period</strong></th>
<th><strong># of Pay Periods</strong></th>
<th><strong>Burden Rates (Sick Leave &amp; Health Benefits)</strong></th>
<th><strong># of Personnel</strong></th>
<th><strong>Total Personnel Costs</strong></th>
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<tbody>
<tr>
<td>Intern</td>
<td>$18.00</td>
<td>40</td>
<td>26</td>
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<tr>
<td>Tuition</td>
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<td>12</td>
<td>$43,800</td>
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</table>

**Total Costs** $282,288
Summary

- Vacancies and high attrition rates are caused by a variety of factors.
- Staffing issues are immediately addressed with annual Trainee and Lateral Academies.
- Existing and New Local Area Recruitment Programs are proposed for consideration and for additional funding, and will work in conjunction with Academies.
  - Recruitment will focus on Pasadena community members, with a Paramedic emphasis.
Additional Program Costs

TOTAL PROGRAM COSTS: $376,244

- Explorers Program: $28,605
  - Costs include Personnel Overtime, Supplies & Equipment
- Girls Camp: $10,590
  - Costs include Personnel Overtime, Supplies & Equipment
- Auxiliary Program: $15,300
  - Costs include Uniforms, Supplies & Equipment
- EMS Reserves: $4,000
  - Costs include Uniforms
- PUSD Program: $35,461
  - Costs include Personnel Overtime, Supplies & Equipment
- Paramedic Internships: $282,288
  - Costs include Tuition and Additional Budgeted Positions
Questions

Fire Department
Employee Wellness Unit
Awareness ~ Prevention ~ Intervention

Domino Scott Jackson, Sergeant
September 23, 2021
Goals of Wellness Unit

- Develop, implement and sustain a wellness unit that strengthens the physical and mental health of all police department personnel.

- Promote wellness and remove challenges so that all employees can prosper.

- When overall cultural wellness exists, personnel are less likely to cope in unhealthy ways which effect the individual, the organization and the community.
Benefits of Wellness Unit

- Reduce Stigma
- Reduce Use of Force Incidents / Citizen Complaints
- Manage Stressors
- Increase Positive Community Engagement
- Increase Officer Safety/ De-Escalation Skills
- Manage Implicit Bias
Benefits of Wellness Unit

Police Department

- To provide a support network to employees and their families who express a need for assistance especially in life crisis situations.

- Promote trust, and preserve confidentiality.

- Empower employees by providing tools to anticipate personal conflicts and alternatives for self-help.

- Coordinate with outside professionals and services.
Wellness Unit Responsibilities

• Department Liaison
• Critical Incident Response (Initial Contact/Follow Up)
• Provide Department Wide Training
• Community Crisis Response
• Academy Recruits/Trainees
• IOD & Admin Personnel
• Employee Mediation/Conflict Resolution
• Research & Development / Industry Collaboration
In House Training Provided

- Emotional Survival Training
- Emotional Intelligence
- Post Traumatic Stress Injury/Disorder
- Suicide Prevention
- Physical Wellness
- Mindfulness & Meditation
- Trauma Informed Care
- Procedural Justice/Implicit Bias
• Breaking Confidence
  > Violation of law or serious misconduct
  > Danger to Self
  > Danger to Others

• Chain Of Command

• Continuum of Care
Wellness Resources

1st Premier Psychological Services

Dr. Mohandi / Dr. Donahue

Holman Group

First Responders First

The Counseling Team International

Simple Recovery / First Responders First
Wellness Events

- "Meet & Greet" with 1st Premier Psychological Services
- Critical Incident Wellness Debriefs
- Wellness Fairs (Fitness/Financial)
- Yoga for First Responders
Wellness Unit Staffing

Police Department

Community Relations

Sworn

1st Premier Psychological Services

Non-Sworn (Vacancy)

Peer Support Team

Chaplain Program
“The job of first responders can be very rewarding, but at the same time, extremely unpredictable. We experience high stress situations and traumatic incidents, personally and professionally that can push us to the limit both, physically and mentally. The time is now to recognize it and tackle the challenges head on.”
Questions?

Sergeant Domino Scott-Jackson
dscottjackson@cityofpasadena.net
(626) 744-3831
CODE ENFORCEMENT COMMISSION
TO: Honorable Mayor and City Council
FROM: Code Enforcement Commission
SUBJECT: ANNUAL REPORT- JULY 2020 THROUGH JUNE 2021 AND WORK PLAN FOR 2021-2022

RECOMMENDATION:

This report is submitted for information purposes only.

Attached is the following:

2. Proposed Work Plan for July 1, 2021 through June 30, 2022

These documents were reviewed and approved by the Code Enforcement Commission at our meeting of July 1, 2020.

Respectfully Submitted,

[Signature]
Mary Machado Schammel
Mary Machado Schammel, Chair
Code Enforcement Commission
CITY OF PASADENA CODE ENFORCEMENT COMMISSION
WORK PLAN PERFORMANCE 7/1/20 – 6/30/21
Year End Report of Accomplishments

MISSION:

The City of Pasadena continues to place a high priority on code compliance in order to ensure adherence to the City’s property maintenance standards and land-use requirements. To meet the City Council’s goal of assuring a safe and secure community, Code Compliance staff assigned to the Code Compliance Division of the Planning and Community Development Department provide proactive and complaint-based code enforcement throughout the City.

An integral part of the code compliance process is the role of the Code Enforcement Commission. The primary purpose of the Commission is to hear and rule on cases and appeals regarding enforcement of particular provisions of Titles 6, 8, 9, 14 and 17 of the Pasadena Municipal Code, and to order action on cases of noncompliance presented by City staff. The Commission hears and rules on matters concerning retailers operating under the auspices of the “Deemed Approved Alcoholic Beverage Retail Sale Ordinance,” serves as the hearing body for matters brought by Pasadena Humane, and serves in an advisory capacity to the City Council on code enforcement matters and animal control issues.

OBJECTIVES:

I. Continue to conduct public hearings to resolve zoning, land-use, property maintenance and animal control issues.

STATUS:

During the last fiscal year the Code Enforcement Commission held six public hearings to hear eight matters regarding violations of the Pasadena Municipal Code. One of the matters was a hearing to review and confirm nuisance abatement costs, one was an appeal of a previous Panel decision, one was a property maintenance matter and five were hearings regarding public nuisance dogs. The matrix below identifies the property location, hearing date and hearing matter.

<table>
<thead>
<tr>
<th></th>
<th>ADDRESS</th>
<th>HEARING DATE</th>
<th>HEARING MATTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>567 Pepper Street</td>
<td>August 6, 2020</td>
<td>Review and Confirm Abatement Costs</td>
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<tr>
<td>2</td>
<td>1291 N. Marengo Ave</td>
<td>September 3, 2020</td>
<td>Public Nuisance Dog</td>
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<tr>
<td>3</td>
<td>251 N. Chester Ave</td>
<td>November 5, 2020</td>
<td>Public Nuisance Dog</td>
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<tr>
<td>4</td>
<td>251 N. Chester Ave</td>
<td>January 7, 2021</td>
<td>Appeal of Panel Decision</td>
</tr>
<tr>
<td></td>
<td>Address</td>
<td>Date</td>
<td>Type</td>
</tr>
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<td>---</td>
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</tr>
<tr>
<td>5</td>
<td>020-030 Summit Avenue</td>
<td>May 6, 2021</td>
<td>Public Nuisance Dog</td>
</tr>
<tr>
<td>6</td>
<td>1621 Brigden Road</td>
<td>May 6, 2021</td>
<td>Public Nuisance Dog</td>
</tr>
<tr>
<td>7</td>
<td>253 W. Montana Street</td>
<td>June 3, 2021</td>
<td>Public Nuisance Dog</td>
</tr>
<tr>
<td>8</td>
<td>1944 El Sereno Avenue</td>
<td>June 3, 2021</td>
<td>Property Maintenance</td>
</tr>
</tbody>
</table>

II. Continue to conduct public hearings of matters referred under the auspices of the Deemed Approved Alcoholic Beverage Retail Sales Ordinance.

**STATUS:**

During the last fiscal year the Code Enforcement Commission heard no cases referred under the Deemed Approved Alcoholic Beverage Retail Sales Ordinance.

III. Continue serving the City Council in an advisory capacity regarding code enforcement matters and animal control issues.

**STATUS:**

The Code Enforcement Commission continues to serve the City Council in an advisory capacity regarding code enforcement matters and animal control issues, although no items were brought forward during the past fiscal year.
CITY OF PASADENA
CODE ENFORCEMENT COMMISSION
PROPOSED WORK PLAN 7/1/21 – 6/30/22

MISSION:

The primary purpose of the Commission is to hear and rule on cases and appeals regarding enforcement of particular provisions of Titles 6, 8, 9, 14 and 17 of the Pasadena Municipal Code, and to order action on cases of noncompliance presented by City staff. The Commission also hears and rules on matters concerning retailers operating under the auspices of the "Deemed Approved Alcoholic Beverage Retail Sale Ordinance," serves as the hearing body for matters brought by the Pasadena Humane Society, and serves in an advisory capacity to the Council on code enforcement matters and animal control issues.

OBJECTIVES:

1. Continue to conduct public hearings to resolve zoning, land-use, property maintenance and animal control issues.

2. Continue to conduct public hearings of matters referred under the auspices of the Deemed Approved Alcoholic Beverage Retail Sales Ordinance.

3. Continue serving the City Council in an advisory capacity regarding code enforcement matters and animal control issues.
## Code Enforcement Commission
### MEETING ATTENDANCE RECORD
#### July 2020 - June 2021

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<td>Mary Machado Schammel,</td>
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<tr>
<td>Renee Morgan-Hampton</td>
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### LEGEND
- **P** - PRESENT
- **A** - EXCUSED ABSENCE
- **U** - UNEXCUSED ABSENCE
- **XX** - CANCELED MEETING
- **NQ** - NO QUORUM
- **CO-19** - CANCELED DUE TO COVID-19

***FULL COMMISSION ONLY NEEDED FOR APPEAL CASES, REGULAR MEETINGS ONLY REQUIRE 3 COMMISSIONER PANEL***
September 1, 2021

TO: City Council
FROM: Recreation and Parks Commission

Recommendation:

This Report is submitted for information purposes only.

Attached are the following:

- Work Plan for July 1, 2021 through June 30, 2022

The attached documents were reviewed and approved by the Recreation and Parks Commission at our meeting on June 8, 2021.

Respectfully submitted,

Eileen Williamson, Chair
Recreation and Parks Commission
Recreation and Parks Report of Accomplishments for FY 2020-2021

Mission (as stated in Charter/Ordinance):

The purpose of the commission is to advise the City Council on all matters concerning recreation, recreational use and programs, and all related features of “dedicated parkland”, as defined and designated in chapter 3.23 of the Pasadena Municipal Code and of ‘parks’, as defined and designated in section 3.24.020 (f) of the Pasadena Municipal Code.

Objectives:

<table>
<thead>
<tr>
<th>Overall Objective: Develop a vision for recreation programs, park and open space resources and infrastructure, develop policies to direct resource utilization, and identify funding sources that will support these resources.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Commission List of Priorities</td>
</tr>
<tr>
<td>The Commission, on an ongoing basis, will establish a list of priorities that serve to enhance the quality of life for the citizens of Pasadena by providing outstanding parks, recreation, facilities, activities and services.</td>
</tr>
</tbody>
</table>

Work Plan Updates:

August 2020

September 2020
- The Commission supported Staff’s recommendation of the Lower Arroyo Seco Habitat Restoration Concept Design.

October 2020
- The Commission moved and approved adding the Recreation and Parks Foundation Committee to the Annual Work Plan.
- The Arroyo Committee was created as an ad hoc committee and the following Commissioners were appointed to Committee: Martinez, Sheppard, Mastromatteo and Ashely-MacQuarrie.

November 2020
- No update to the Work Plan.

December 2020
- Review of Arroyo Seco Public Land Ordinance, identified
inconsistencies with the document, municipal code and master plan. Arroyo Committee will meet to review and recommend next steps/priorities.

- Reviewed new CivicRec (New Recreation Software) that will be implemented in mid-December for parks and recreation.

January 2021
- January Commission Meeting Cancelled.

February 2021
- Representatives from Pasadena Police Department provided an update on safety issues in the parks over the past year and the Police Department’s response to addressing crime, homelessness and other issues that occur in the parks. The Police Department will present monthly to the Commission on safety issues in the parks.

March 2021
- An Introductory meeting with PUSD’s new Chief Business Officer, Dr. Leslie Barnes, and Director of Maintenance and Operations, Leonard Hernandez and, the District 7 Field Liaison was held. PUSD looks forward to collaborating more with the Parks, Recreation and Community Services Department on multiple levels including joint use agreements, and field sharing agreements. Mr. Hernandez is working to review and identify all the outside user agreements with PUSD facilities, which will be uploaded to new a software system called Facilitron. The program will centralize facilities, manage reservations, listing insurance requirements, attendance reports, and contact tracing, etc.
- A contact list of all the city representatives was shared as they are important resources to better address community issues at schools, neighborhoods and parks around the schools. The contact list will be shared at the PUSD monthly operation meeting with the principals. It was announced due to COVID-19, all PUSD campuses and facilities are closed to outside user groups until the PUSD teacher union agreement is in place.

April 2021
- April Commission Meeting Cancelled.

May 2021
- No update to the Work Plan.

June 2021
- No update to the Work Plan.

Status: Carryover to FY 2021-2022
2. **ACCESSIBILITY AND DISABILITY COMMITTEE** (Sheppard, Lead; and Ashley-MacQuarrie.

Monitor accessibility and disability issues in the parks and when appropriate work with the Accessibility and Disability Commission.

**Work Plan Updates:**

- **August 2020**

- **September 2020**

- **October 2020**
  - No update to the Work Plan.

- **November 2020**
  - No update to the Work Plan.

- **December 2020**
  - No update to the Work Plan.

- **January 2021**
  - January Commission Meeting Cancelled.

- **February 2021**
  - No update to the Work Plan.

- **March 2021**
  - No update to the Work Plan.

- **April 2021**
  - April Commission Meeting Cancelled.

- **May 2021**
  - No update to the Work Plan.

- **June 2021**
  - No update to the Work Plan.

**Status: Carryover to FY 2021-2022**
3. **Arroyo Committee (Martinez, Lead; Ashley-MacQuarrie; Sheppard; and Tan)**

   The Committee will meet at least quarterly to consult, advise and encourage conservation, sustainability and preservation of natural resources and passive and active recreation areas with balanced utilization according to the Arroyo’s Master plan. The Committee will provide input to staff on park preservation, maintenance, and potential capital improvements as well as identification of opportunities in cooperation with other organizations and governmental bodies on Arroyo Park and open space issues including possible grant and fund raising opportunities.

**November 2020**
- The Committee held a virtual meeting on 11/11/20 with the Public Works Arroyo Seco Project Supervisor. The discussion included the Arroyo Seco Land Ordinance, committee priorities, which will include updating the ordinance so it is consistent with the Master Plan including the Hahamongna Watershed Park Annex. The Committee will also focus on projects that affect the entire Arroyo such as trails, plantings and a single signage program.

**December 2020**
- Ongoing review of the Arroyo Seco Land Ordinance and Municipal Code by Commission or ad hoc committee.

**January 2021**
- January Commission Meeting Cancelled.

**February 2021**
- Chair Williamson asked each Commissioner to check with his/her respective City Council member to determine the next steps to address updating the Arroyo Seco Land Ordinance to include the Hahamongna Watershed Park Annex.
- A new Superintendent position has been created for the Arroyo Seco Park area who will report to the Parks Administrator. The position will be the Staff Liaison for the Hahamongna Watershed Park Advisory Committee, is responsible for all maintenance and operations in the Arroyo and will serve as the Staff Liaison with all outside groups in the Arroyo.

**March 2021**
- Commissioner Tan met with the Parks Administrator to discuss the layout of Disc Golf baskets and create a map for placement.
April 2021
• April Commission Meeting Cancelled.

May 2021
• No Committee Report, Martinez was appointed to lead the Committee.

June 2021
• No update to the Work Plan.

**Status: Carryover to FY 2021-2022**

### 4. CAPITAL IMPROVEMENT PROGRAM (CIP) COMMITTEE (Mastromatteo, Lead; Fuhrman; Higginbotham; and Williamson)

The Committee will review the proposed Capital Improvement Program (CIP) Program for the upcoming fiscal year. The Committee will support and/or identify grant and other funding opportunities related to park capital projects and/or park and open space acquisition. The Committee will evaluate the implementation and outcomes associated with the Parks’ Master Plans on the parkland and promote CIP projects to complete the plan. The Committee will present its recommendations to the Commission for its consideration.

**Work Plan Updates:**

August 2020
• The Commission approved the Work Plan for FY 2020-2021.

September 2020
• Commissioner Milam replaced Commissioner Fuhrman on the CIP Committee.
• CIP Committee Meeting was held via Zoom on 9/16/2020 with the Public Works Staff.
• CIP Committee submitted list of proposed projects and questions regarding existing CIP projects to Public Works 9/30/20.

October 2020
• Hahamongna Watershed Park Advisory Committee submitted a list of CIP projects to Chair Williamson to include with the Recreation & Parks Commission CIP Call for Project list.

The items were as follows:
| • Rehabilitation of one building in the Annex. |
| o Upgrade of the restrooms in the Equestrian Center. |
| o Three Disc Golf holes moved above the flood plan. |
| o Removal of asphalt in parking areas of the Annex building by Oak Grove Field in the Equestrian Center. |

- Chair Williamson included the following in the CIP Call for Project list:
  - Robinson Park Indoor Basketball Court: Two new fiberglass backboards and hoops to create a second side court in the gym.
  - Robinson Park Pool: Pool heater for the new pool, ensuring the pool can be used for year round recreation and programming.
  - Robinson Park Pool: Solar panels for the new pool to help offset cost of heating the pool, ensuring the pool can be used for year round recreation and programming.
  - Rehabilitation of the former US Forest Service Administration building into a conference building for the planned Environmental Education Center in the Hahamongna Watershed Park Annex.
  - Removal of asphalt around all the Annex buildings of the former US Forest Service Compound.
  - Removal of asphalt at the large parking lot east of the existing Oak Grove Field.
  - New bathroom for annex park users near the parking lot to serve disc golf, field, etc.
  - Storage space as part of the bathroom building for use by the Disc Golf course users (storage and shop sales/check in, etc.).
  - Creation of a bikeway/trail in Arroyo, specifically new bikeway alignment - bikeway project at the annex, approximately 900 feet to connect the existing bike loop. The adopted HWP Master plan includes a bicycle loop around the park, 900 feet is missing, limiting access to and through the annex from north and south. The proposal meets the municipal code and the environmental works has been completed to finish the trail.
  - Creation of a shared biking trail in the Arroyo, possibly on the east and west side of the flood channel, which would be an appropriate trail/path for bikes. Proposal would identify trails that could be a good fit for biking in the Arroyo (several are currently utilized this way). Guidelines and signage would have to be developed so biking is permitted in preferred designated areas.
  - Arroyo Signage Plan - funding for consistent signage in the entire Arroyo.
  - Eaton Blanche Tennis courts - install a fence/divider between the tennis courts to stop errant balls.
  - McKinley Courts: Funds to resurface courts add an access gate and install nets for tennis and pickleball use at the four courts at McKinley school.
November 2020
- No update to the Work Plan.

December 2020
- No update to the Work Plan.

January 2021
- January Commission Meeting Cancelled.

February 2021
- Committee met Feb 19 to review CIP proposed 2021 projects from staff.

March 2021
- Staff provided an update on the CIP projects for 2022. The Commission would like to recommend and prioritize the Administration building in the annex over other unfunded projects in HWP. The Commission requested that Public Works Administrative Services Division staff provide CIP project historic information by park and if possible by Council District.

April 2021
- April Commission Meeting Cancelled.

May 2021
- A CIP Committee meeting was held on 4/9/21 with Phyllis Hallowell, Management Analyst V, Department of Public Works, along with Chair Williamson and Commissioner Jennifer Higginbotham to discuss the creation of a CIP project report that covers all projects completed over the past ten years organized by Park and City Council District. For each completed project, staff will highlight the total project cost, year completed and brief scope of work. The City Council Districts and Park Districts will be identified in the report. This information will be updated annually and posted on the website for public review. Public Works staff will provide a report at the Recreation and Parks Commission meeting in July.

- Commissioner Higginbotham was added to the Committee.

June 2021
- No update to the Work Plan.

**Status: Carryover to FY 2021-2022**
| 5. | **HAHAMONGNA WATERSHED PARK ADVISORY COMMITTEE (HWPAC)**
(Mastromatteo, Chair; Martinez, Vice Chair; Sheppard; Fuhrman; and Ashley-MacQuarrie).

Five members of the Recreation and Parks Commission are assigned to the Hahamongna Watershed Park Advisory Committee. HWPAC reviews and makes recommendations of the Hahamongna Watershed Park, provides oversight and monitoring of the construction of the Hahamongna Watershed Park restoration project, including the Devil’s Gate Reservoir Restoration Project, and such other matters as the City Council request. In addition, the Committee will evaluate and follow the implementation and outcomes associated with the Parks’ Master Plans. The Committee will make recommendations regarding the park preservation, maintenance, improvements, and capital improvement projects. The Committee will seek and review grants and fund-raising opportunities, identify opportunities for cooperation with other organizations and governmental bodies on park and open space issues.

**Work Plan Updates:**

August 2020

September 2020
- Hahamongna Watershed Park Advisory Committee meeting was held on 9/22/20 and made four recommendations for CIP 2021 Call for Projects to the RPC CIP Committee.

October 2020
- Staff will be working with the Disc Golf Group to establish a permit agreement for the use of Disc Golf and should have a draft version in the Spring of 2021. Chair Williamson requested that PRCS staff give a report when it is finalized.
- Commissioner Mastromatteo reported that Hahamongna Watershed Park Advisory Committee met on September 22, 2020 which included receipt of a report for the following items:
  1. Oversite and monitoring of sediment removal.
  2. Water quality monitoring, water quality issues in Hahamongna Watershed Park.
Commissioner Mastromatteo noted the following:

1) There is still a vacancy on the Committee.
2) The November meeting is scheduled for November 17, 2020.

November 2020
- No update to the Work Plan, next meeting November 17, 2020.

December 2020
- HWPAC met 11/17 and received the following reports: La Canada Flintridge parents presentation for healthy air; One Arroyo Presentation with update on design phase of demonstration projects; Woodlands Loop and Streamside Walk update; Hahamongna Accountability Project Report on monitoring truck waiting times and general monitoring of sediment removal from east side of Arroyo; and JPL/SASA update on ground water monitoring.

January 2021
- January Commission Meeting Cancelled.

February 2021
- No update to the Work Plan, next meeting scheduled for March 23rd.

March 2021
- No update to the Work Plan, next meeting scheduled for March 23rd.

April 2021
- April Commission Meeting Cancelled.

May 2021
- No update to the Work Plan.

June 2021
- Annual meeting will be held on June 22nd to nominate new officers, develop the Annual Work Plan and priorities, and review last year’s accomplishments.

**Status: Carryover to FY 2021-2022**

6. MAINTENANCE COMMITTEE (Ashley-MacQuarrie, Lead; Martinez; Sheppard;
and Williamson)

The Maintenance Committee will review and provide input on issues pertaining to the maintenance of City parks. Park preservation, maintenance, and capital improvements. The Committee will review proposals. Park tours, park inspection forms and information received from the public will be reviewed by the Committee. Park’s Master plans implementation and outcomes will be reviewed. Identification of opportunities for cooperation with other organizations and governmental bodies on park and open space issues.

Work Plan Updates:

August 2020

September 2020
- New Park Assignments.
- Eaton-Blanche Park – Commissioner Ashley-MacQuarrie.
- McDonald Park - Commissioner Milam.
- Singer Park – Commissioner Mastromatteo.
- Washington Park – Commissioner Milam.
- The Committee created a new park survey form for Commissioner visits to parks on 9/30/20.

October 2020
- The new Park Survey Form was introduced and distributed. The Commissioners were asked to visit their parks. Chair Williamson asked the Commissioners to take photos and include with the survey. The Maintenance Committee will review surveys with the Parks Maintenance staff quarterly.
- Following the report on pesticide use in the parks, the Committee is charged with reviewing city’s current use of pesticides in the city parkland. Focus will be to identify all issues and problems by park, safety concerns by park, current deterrents in place, positive and negative impact of current policy, and possible alternatives for each park, resources needed to carry out, funding source (budget available and possible grants). Chair Milam will coordinate with Commissioner Martinez, who will contact a specialist to participate in the meeting to consider and research alternatives to current use of rodenticides in parks. The Committee will report findings and any recommendations for change to current policy.

Issues Resolved:
### Allendale Pickleball Courts – Maintenance schedule.

Due to pandemic the pickleball courts maintenance was intermittent. A new maintenance schedule for Allendale Pickleball courts has been organized around heavy court use, schedule is as follows:

1. Power washed bi-weekly. Signs will be made and posted by the crew the day before scheduled power washing. Washing will be early to allow dry time (safety) and re-opening before crews leave at 3:30pm.
2. Crews will pick up the leaves at least weekly.
3. Leaf blowing, twice a week, approximately for 10 minutes, one morning and one afternoon. Players will be asked to allow staff to blow leaves from the court.
4. Pickleball Ambassadors have been asked to share this schedule with the user group.

### Jefferson Park storage:

Storage containers were cleared and the Little League Softball group at Jefferson park, now has storage space for equipment during the season.

#### November 2020
- Committee will be holding a meeting (date to be determined) with Poison Free Malibu, to discuss alternative options to deter rodent issues in city parks.

#### December 2020
- Working to create a phone app for Park site visits for the Commissioners to use in lieu of park survey forms.

#### January 2021
- On Jan 28th, Poison Free Malibu and a representative from the National Park Services met with the Maintenance Committee and City staff for a presentation on the harmful often-unintended negative impact of rodenticide use in the community. They proposed several alternative repellents, including castor bean products (castor oil, repellent, liquid spray), hot pepper, sour clover, pro-pell, as well as deterrents like owl boxes, raptor poles, dumpster locks, etc. The Committee agreed to work with Cathy Schoomaker from National Park Services to focus on the Hamilton Park gopher problem as a case study pilot project. Staff, the Committee and the stakeholders for the area are set to meet February 25th at the park to walk the area and consider options to address the problem.

- January Commission Meeting Cancelled.
February 2021

- Staff provided the new tennis court-washing schedule, which is every other week and stakeholders were appreciative.

- Commissioner Tan volunteered to help create a park survey form on Google forms, which will allow the RPC Commissioners to complete surveys on a cell phone. It is anticipated the electronic Park Survey Form will be ready to present to the Commission at the March Meeting.

- Safety concerns were raised regarding the Pasadena Archery Range in the Arroyo. A meeting and site visit was arranged with the Maintenance staff on February 23rd to understand the issues and consider additional plantings to limit the joggers through the archery course.

March 2021

- Members from the Arroyo and Maintenance Committee organized a meeting on Tuesday morning, February 23, with members of the Pasadena Roving Archers (PRA) and the Parks Division to discuss safety issues at the archery range. It had been nearly five years since the PRA had walked the archery range with the Parks, Recreation and Community Services staff, and they appreciated the time staff took to see the issues first hand.

- The PRA provides range monitors and range maintenance to the archery range. But much of the Saturday and Sunday programming has closed during Covid and as a result outside hikers/runners and visitors have crossed into the area moving boundary posts, rocks and cutting paths through foliage throughout the archery range. In some cases, boundary rocks have been taken from the park. PRCS staff is going to work on separating the returns between each target.

- The group walked the complete range and noted missing entry posts and signs, out of place boulders and bushes that had been cut back or used to create a new pathway. PRCS staff noted where new plantings or log placements should be placed to close-off some of the renegade paths. The PRA members said they would be available to help with any placements on the course.

- The parking lot does not include a handicap space, which the PRA said would be very helpful. The committee will follow up with the Transportation Department to find out the process to add a space. Commissioner Terri Ashley-MacQuarrie will follow up in the beginning of April with the Park Superintendent Talib Khalfani on progress on the park.
• Members of the Maintenance Committee held a meeting Feb 25th at Hamilton Park with Cathy Schoomaker, Biologist from the National Park Services, Councilmember Masuda, members of the Parks Division, PALL board members and representatives from Pasadena Water and Power to discuss alternative abatement solutions for gopher over population on baseball fields.

• Cathy Schoomaker provided background information on the effective use of owl boxes and perches in parks around Southern California. She also discussed other abatement measures including trapping, carbon monoxide and screening under turf. Cathy helped identify locations for two owl boxes, which would be accessible for staff. Pasadena Water and Power will work with the Parks Division to finalize locations, which is just outside of the playing field. She noted that the park benefited by two hawks that already lived there. The installation of the owl boxes would be one of a multi prong approach to the problem. Commissioner Tim Martinez offered to reach out to Arroyos and Foothills Conservancy (AFC) to get help maintaining the owl boxes.

• Several other suggestions were discussed including the use of carbon monoxide on the gopher holes and laying a new screen material between the turf and above the lid of the reservoir. Staff from the Water and Power Department indicated that these suggested abatement measures could be pursued. Park Maintenance will consider the owl box installation and use of carbon monoxide. Further research will be done on the possible use of screen material. The Maintenance Committee will follow up with staff to see how the implementation of this multi-prong approach moves forward.

April 2021
  • April Commission Meeting Cancelled.

May 2021
  • A Maintenance Committee meeting was held on 4/27/21 with the Parks, Recreation and Community Services Staff. The following items were discussed:
    o New foul ball netting on Jackie Robinson Field #1 will be installed at the end of Pasadena City College and Maranatha High School fall baseball season and before the New Year’s activities.
    o Following a site meeting with Pasadena Roving Archers, in the Lower Arroyos crews have been very busy addressing safety issues, including clearing and resetting archery exit and entry lanes, posting signage, removing unauthorized hiking paths that cut through the course and realigning the boundaries between the
trails and the archery course. In addition, the department is working to install a handicap parking spot in the Lower Arroyo area.

- Hamilton Park – following a site meeting on February 25th staff has begun to implement measures to reduce gopher problems on the baseball fields. Staff was trained and has begun to use carbon monoxide in gopher holes. The crews plan to make repairs to the outfield in November. Locations have been identified for the installation of two Owl boxes that are being donated by Commissioner Ashley-MacQuarrie. Estimates for installation of screen flashing material below the turf exceeded $80,000 per field. Supporters would like to see the barrier installed on Field 1 outfield as a pilot program. This will be flagged as a possible 2022 Capital Improvement Program request.

- PRCS staff clarified that tagging on trees in the Arroyo should be reported on the City Citizens Service Center (CSC) website if trees are damaged. Additionally, if “rock art/pile” are created south of the archery range, staff will remove piles and return to the proper location. The CSC app is the best place to identify these problems.

- Commissioner Martinez, Parks Staff, and a City Arborist will meet in Central Arroyo in May to walk the area across from the Brookside Golf Club House to check the root systems of the large oak trees.

  - Commissioner Ashley-MacQuarrie was appointed to lead the Committee.

  - Chair Williamson was added to Committee.

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**June 2021**

- No update to the Work Plan.

**Status: Carryover to FY 2021-2022**

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**7. PICKLEBALL COMMITTEE (Williamson)**

- The Commission on a regular basis will review the progress and status of the proposed Pickleball court project in District 4 by the Pickleball Committee. Reports will be provided by Public Works staff as well as input from the Committee and key stakeholders. The Commission will make recommendations to the direction and efficiency of the project as it sees fit. User trends, grant and fund raising opportunities, fee structure, park permits, and monitoring of
the effective recreation programs and delivery of City services will be reviewed and shared with the Commission.

October 2020
- Received Status update of Vina Vieja Pickleball project plans: Mitigated Negative Declaration report is underway; New subcontractor, Somas, has been hired to complete the report and to be submitted in December; Due to delay, do not expect Planning Departments 30-day public comment period until beginning of year; In addition, new time line for approval to City Council estimated March of 2021.
- Per request of stakeholders Parks Maintenance Acting Superintendent and Park Maintenance has established a bi-monthly power wash, weekly leaf pick up and twice-week leaf blowing. The schedule has been posted onsite and the players are very happy with the new consistent schedule.
- Allendale Pickleball courts were re-opened.

November 2020
- The Department is working with Pasadena Pickleball Ambassadors to create signage, which provides court usage rules, and waiting-to-play guidelines.
- The request to hang racquet holder on the fences was approved.
- The request to remove two bushes next to gate entrance was approved.
- Working on request for increased lighting in the waiting-to-play area outside of the court.

December 2020
- New sign summarizing Rules of Play was submitted to staff to review and place in courts.

January 2021
- January Commission Meeting Cancelled.

February 2021
- New pickleball rules, paddle rack and waiting to play guidelines were posted on Allendale courts Dec 15th.
- In the near future PRCS and PUSD will begin working on a joint use agreement for tennis and pickleball courts at McKinley middle school.
- The resurfaced courts will provide some relieve for pickleball and tennis courts while the Vina Vieja project moves through the design and development process.

March 2021
- No update to the Work Plan.

**April 2021**
- April Commission Meeting Cancelled.
- Public Works, Capital Projects Staff, asked the Commission to recommend support for the Concept Design of McKinley School Tennis and Pickleball Courts. The Commission moved to support Staff’s recommendation, motion carried.
- Public Works, Capital Projects Staff, gave a status report noting the Pickleball Courts Project at Vina Vieja were scheduled for a Planning Commission hearing on May 19th to review and approve the conditional use permit. Staff noted once the permit was approved, staff would seek approval for the entire project and then the City would await funding to proceed with the project.

**May 2021**
- Commission moved and a motion passed to recommend support for the Concept Design of McKinley School Tennis and Pickleball Courts as presented by PRCS staff. Staff gave a status report to the Commission regarding the Mitigated Negative Declaration (MND) for the Pickleball Courts Project at Vina Vieja.

**June 2021**
- No update to the Work Plan.

**Status: Carryover to FY 2021-2022**

8. **RECREATION AND PARKS FOUNDATION COMMITTEE (Ashley-MacQuarrie; Fuhrman; and Sheppard)**

**October 2020**
- No update to the Work Plan.

**November 2020**
- No update to the Work Plan.

**December 2020**
- No update to the Work Plan.

**January 2021**
- January Commission Meeting Cancelled.

**February 2021**
- No update to the Work Plan.
March 2021
  - No update to the Work Plan.

April 2021
  - April Commission Meeting Cancelled.

May 2021
  - A Foundation Meeting is scheduled for June 1st.

June 2021
  - A Foundation Meeting was held but no report was presented.

**Status: Carryover to FY 2021-2022**

<table>
<thead>
<tr>
<th>9.</th>
<th>RECREATION PROGRAMS (Higginbotham, Lead; Fuhrman; Mitchell; and Williamson)</th>
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<tbody>
<tr>
<td></td>
<td>The Recreation Programs Committee will meet with representatives from Parks, Recreation and Community Services regularly to review recreation programs and will make recommendations for those programs based on the needs of said framework.</td>
</tr>
</tbody>
</table>

**Work Plan Updates:**

August 2020

September 2020

October 2020
  - Committee met and submitted questions to staff on 9/27/20 regarding programs, awaiting response.

November 2020
  - The Committee had a virtual meeting with staff to review the tennis court lesson program and current provider I-tennis. Staff will consider changing court rules to allow players to practice serves/drills with more than two balls per person.  
  - Park maintenance has established a bi-monthly power wash, weekly
<table>
<thead>
<tr>
<th>Month</th>
<th>accomplishments</th>
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<tbody>
<tr>
<td>December 2020</td>
<td>- No update to the Work Plan.</td>
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<tr>
<td>January 2021</td>
<td>- January Commission Meeting Cancelled.</td>
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<tr>
<td>February 2021</td>
<td>- The Committee met in December and reviewed the ever-changing Covid restrictions and the three (3) week stay at home order affecting parks and adult and youth activities.</td>
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<td></td>
<td>- Based on the Public Health order Pasadena made it a priority to keep tennis and pickleball courts open with limited doubles play and clinics.</td>
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<td>- PRCS provided permits to adult Fitness groups to use open space to conduct fitness classes due to inside facilities being closed.</td>
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<td></td>
<td>- Youth sports organizations were provided permits for skills training, conditioning and drills.</td>
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<td>- The new online reservation system, CivicRec, to register for recreation classes and facility permits has been launched.</td>
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<td></td>
<td>- Sports facility permits are handled through an application process.</td>
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<td></td>
<td>- The Committee asked the Parks, Recreation and Community Service Department to review the tennis courts priorities and how they coincide with the vendor contract.</td>
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<tr>
<td>March 2021</td>
<td>- The Committee recommended that open courts for public play continue to be a priority and that Pasadena residents have priority for lessons on City courts.</td>
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<td></td>
<td>- The Committee will reach out to PUSD administrators to make introductions and develop regular interaction with the Parks, Recreation and Community Services Department with the hopes of creating more synergy between the two bodies.</td>
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<tr>
<td>April 2021</td>
<td>• April Commission Meeting Cancelled.</td>
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<tr>
<td>May 2021</td>
<td>• The Recreation Committee met on April 28th.</td>
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<td></td>
<td>• City staff has been meeting with Dr. Leslie Barnes, Chief Business Officer for Pasadena Unified School District (PUSD) as well as Leonard Hernandez, Facilities Director. They are intending to continue meeting with Mr. Hernandez on a monthly basis to enhance communication between the City and PUSD.</td>
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<tr>
<td></td>
<td>• Future meetings with PUSD will be scheduled to discuss shared use of Pickleball and Basketball courts.</td>
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<td></td>
<td>• Commissioner Higginbotham appointed as lead for the Committee.</td>
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<td></td>
<td>• Commissioner Mitchell was added to the Committee.</td>
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<tr>
<td>June 2021</td>
<td>• Recreation Programs Committee met on June 8th.</td>
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<td></td>
<td>• Discussed Pickleball at McDonald Park and considered options to utilize the basketball courts.</td>
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<td></td>
<td>• Discussed the tennis courts and the joint use agreement with Pasadena Unified School District.</td>
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<tr>
<td></td>
<td>• Discussed the Request for Proposal for the use of City Tennis Courts. The current provider is I-Tennis.</td>
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</table>

**Status: Carryover to FY 2021-2022**

<table>
<thead>
<tr>
<th>10.</th>
<th>URBAN FORESTRY ADVISORY COMMITTEE (UFAC) (Martinez, Mastromatteo)</th>
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<tbody>
<tr>
<td></td>
<td>The representatives from the Recreation and Parks Commission assigned to the Urban Forestry Advisory Committee will participate in reviewing and making recommendations on matters pertaining to the City’s Urban Forest.</td>
</tr>
</tbody>
</table>

**Work Plan Updates:**

<table>
<thead>
<tr>
<th>August 2020</th>
<th>• The Commission approved the Work Plan for FY 2020-21.</th>
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<tbody>
<tr>
<td></td>
<td>• Commissioner Martinez replaced Commissioner Sheppard on the UFAC Committee.</td>
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<tr>
<td>October</td>
<td></td>
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</tbody>
</table>
- A UFAC Meeting on 9/9/20 reviewed Public Works staff’s request for tree removals in conjunction with the Playhouse District Park.
- The following week UFAC had a tour of the Arroyo to see the proposed trees for removal in the Arroyo.
- A UFAC Meeting on 9/23/20 was held and the Committee moved to endorse the tree removals with the exception of the Carolina Palms.
- The Recreation and Parks Commission had approved the plan at the September Commission meeting.

<table>
<thead>
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<tbody>
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**LEGEND**

- P-PRESENT
- A-EXCUSED
- U-UNEXCUSED
- XX-CANCELED MEETING
- NQ-NO QUORUM

RPC Attendance Record FY 2020-2021. Approved June 8, 2021
Mission:

The purpose of the Commission is to advise the City Council on all matters concerning recreation, recreational use and programs, and all related features of “dedicated parkland,” as defined and designated in chapter 3.23 of the Pasadena Municipal Code and of ‘parks,’ as defined and designated in section 3.24.020 (f) of the Pasadena Municipal Code.

Overall Objective:

Develop recommendations for recreation programs, park and open space resources and infrastructure, to direct resource utilization and identify funding sources that will support these resources.

FY 2021-2022 Objectives:

Objective #1 – Accessibility and Disability Committee

Objective #2 – Arroyo Committee

Objective #3 – Capital Improvement Program (CIP) Committee

Objective #4 – Hahamongna Watershed Park Advisory Committee (HWPAC)

Objective #5 – Maintenance and Safety Committee

Objective #6 – Pickelball Committee

Objective #7 – Recreation and Parks Foundation Committee

Objective #8 – Recreation Programs

Objective #9 – Urban Forestry Advisory Committee (UFAC)
Objective #1 – Accessibility and Disability Committee

Commissioners: Treasure Sheppard (Lead), Terri Ashley-MacQuarrie (Alternate)

Action Items:
- Monitor accessibility and disability issues in the parks and when appropriate work with the Accessibility and Disability Commission.

Work Plan Updates:

July 2021:
- July Commission meeting cancelled.

August 2021:
- No update to the Work Plan.

September 2021:
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Status:
Objective #2 – Arroyo Committee

Commissioners: Terri Ashley-MacQuarrie (Lead), Treasure Sheppard, Howard Tan.

Action Items:
- Meet at least quarterly to consult, advise and encourage conservation, sustainability and preservation of natural resources and passive and active recreation areas with balanced utilization according to the Arroyo’s Master Plan.
- Provide input to staff on park preservation, maintenance, and potential capital improvements.
- Identify opportunities for cooperation with other organizations and governmental bodies on Arroyo Seco and open space issues, including possible grant and fundraising opportunities.

Work Plan Updates:

July 2021:
- July Commission meeting cancelled.

August 2021:
- No update to the Work Plan.

September 2021:
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October 2021:
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RPC Work Plan FY 2021-2022. Approved June 8, 2021
April 2022:
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Status:
Objective #3 – Capital Improvement Program (CIP) Committee

Commissioners: Mastromatteo (Lead), Fuhrman, Higginbotham, and Williamson

Action Items:
- Review the proposed Capital Improvement Program (CIP) Program for FY 22-23 Support and/or identify grant and other funding opportunities related to park capital projects and/or park and open space acquisition.
- Evaluate the implementation and outcomes associated with the Parks Master Plans on the parkland and promote CIP projects to complete the plan.
- Committee will present its recommendations to the Commission for its consideration.

Work Plan Updates:

July 2021:
- July Commission meeting cancelled.

August 2021:
- The Commission received a presentation and a summary report of the Park Projects Completed from FY 2011 to 2021.

September 2021:
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Status:
Objective #4 – Hahamongna Watershed Park Advisory Committee (HWPAC)

Commissioners: Mastromatteo (Lead), Martinez

Action Items:
As related to HWPAC:
- HWPAC reviews and makes recommendations of the Hahamongna Watershed Park, provides oversight and monitoring of the construction of the Hahamongna Watershed Park Restoration Project, including the Devil's Gate Reservoir Restoration Project.
- Evaluate and follow the implementation and outcomes associated with the parks Master Plans
- Make recommendations regarding park preservation, maintenance, improvements and capital improvement projects.
- Seek and review grants and fundraising opportunities.
- Identify opportunities for cooperation with other organizations and governmental bodies on park and open space issues.

Work Plan Updates:

July 2021:
- July Commission meeting cancelled.

August 2021:
- Commissioner Mastromatteo reported that the Hahamongna Watershed Park Advisory Committee met on 6/22/21 which discussed the following items:
  o Approval of annual accomplishments for FY2020-2021.
  o Completed the annual FY2021-2022 Work Plan.
  o Nomination and election of officers.

Commissioner Mastromatteo reported that the Hahamongna Watershed Park Advisory Committee met on 7/27/21 which included receipt of report for the following items:
  o Big Dig oversite and monitoring of sediment removal, expected completion date of project on 8/10/21.
  o Hahamongna Accountability Project update
  o La Canada-Flintridge Parents for Healthy Air update.
  o Hahamongna Bus Route update

- Commissioner Mastromatteo noted the following:
  o The FY 2021-2022 Work Plan was approved on 7/27/21.
Members of the Hahamongna Watershed Park Advisory Committee will be touring the Hahamongna Annex, on August 11th at 5:30 P.M., and on August 17th at 9:00 A.M.

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Status:
Objective #5 – Maintenance and Safety Committee

Commissioners: Terri Ashley-MacQuarrie (Lead), Martinez, Sheppard and Williamson.

Action Items:
- Review and provide input on issues pertaining to the maintenance of City parks, park preservation, and capital improvements.
- Review proposals.
- Park tours, park inspection forms, and information received from the public will be reviewed by the Committee.
- Review the Park’s Master Plans for implementation and outcomes.
- Identify opportunities for cooperation with other organizations and governmental bodies on park and open space issues.

Work Plan Updates:

July 2021:
- July Commission meeting cancelled.

August 2021:
- The Committee met in July and discussed the following items:
  - Hamilton Park
    - 1. The pilot project to install owl boxes at Hamilton Park has been completed. Two boxes have been installed on the west and south side of the park near the water treatment area.
    - 2. Tim Martinez will reach out to his network to see if there is a group that might track the activity in the owl boxes. (Cameras, etc.)
    - 3. Parks Staff will monitor gopher activity.
    - 4. The Department has found success with the new gopher management system with the reduction of the number of burrows in Hamilton Park. Parks purchased a total of four Burrow RX machines that are now being used city-wide. The new devices are being used in Hamilton, Singer and Defenders Park with plans to use the devices at Brookside and Hahamongna.
    - 5. Bait stations are not being used in any of the parks, staff will consider removing old empty bait stations from parks.
    - 6. The department received cost estimates to install wire mesh under the outfield areas of Hamilton Park. The cost was $80,000 per field. Public works engineers are now researching effectiveness and options for installation and will report back to the department for consideration as a new CIP project this fall.
  - Trash clean-Up after Rose Bowl and park events discussed the following:
1. Parks Maintenance Staff is responsible for clean up after park events, including Rose Bowl games, concerts etc. They work with the recreation department to determine staffing for clean-up and make adjustments based on turn-out and efforts required to return the park/area to the same state as before the event.

2. The event hosts do follow the litter containment plan as outlined in the Arroyo Park Land Ordinance.

3. The Department will investigate to ensure the Park Land Ordinance Guidelines are being followed and look into event sponsors financial responsibility regarding clean-up.

   o Lower Arroyo Archery.
      1. The Parks, Recreation and Community Services Department met with board members from the Roving Archers last week to walk the course and discuss safety issues.
      2. There are limited plantings that will occur over next few months to divide return lanes on the course.
      3. Mulch has been added and errant walking paths through the course have been removed.
      4. Missing posts and signage have been installed marking the course boundaries.
      5. The Department is looking into adding a new sign near the bridge with archery range rules.
      6. The archery range has been designated a National Historic Landmark.
      7. The department will look into the possibility of installing proper signage designating the area as archery range.

   o Improved park lighting
      The Department is working on a proposal for improved park lighting in 4 parks that have been identified to improve security. They will present findings at our next meeting.

   o Bikeway alignment project in Hahamongna: This is an unfunded CIP project in the Hahamongna watershed park. 900 feet of bikeway is needed to complete the path. Staff will look into the history of the project and the scope of work required to complete and will report back to the committee.

   o La Pintoresca Park improvement project: This project is expected to be completed in August 2021. The skate park construction is going extremely well. The Public Works Department has worked closely with the contractor to address issues and keep them on the timeline. A full update will be provided at the next commission meeting.
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**Status:**
Objective #6 – Pickleball Committee

Commissioner: Eileen Williamson

Action Items:
- On a regular basis will review the progress and status of the proposed Pickleball Court Project in District 4.
- Reports will be provided by Public Works staff as well as input from the Committee and key stakeholders.
- The Commission will make recommendations to the direction and efficiency of the project as it sees fit.
- User trends, grant and fundraising opportunities, fee structure, park permits, and monitoring of the effective recreation programs and delivery of City services will be reviewed and shared with the Commission.

Work Plan Updates:

July 2021:
- July Commission meeting cancelled.

August 2021:
- Chair Williamson attended and supported the Pickleball Parks after Dark event held at Washington Park on July 7, 2021.

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Status:
Objective #7 Recreation and Parks Foundation Committee

Commissioners: Jonathan Fuhrman (Lead), Terri Ashley-MacQuarrie, and Treasure Sheppard

Action Items:
- Mission of the Foundation is to provide funding for public awareness of parks and recreation needs with the City of Pasadena.
- Committee members to attend and participate at the Recreation and Parks Foundation Meetings.
- Update the Commission on Foundation projects.

Work Plan Updates:

July 2021:
- July Commission meeting cancelled.

August 2021:
- The Foundation Committee met on August 3rd. No update to the Work Plan.

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Status:
Objective #8 – Recreation Programs Committee

Commissioners: Jenifer Higginbotham (Lead), Jonathan Fuhrman, Betsy Mitchell and Eileen Williamson

Action Items:
- The Recreation Programs Committee will meet with representatives from Parks, Recreation and Community Services Department regularly to review recreation programs and will make recommendations for those programs based on the needs of said framework.

Work Plan Updates:

July 2021:
- July Commission meeting cancelled.

August 2021:
- Pickleball Joint Use Pilot program at McDonald Park:
  In an effort to meet the demand for pickleball the Parks, Recreation, and Community Services Department will allow pickleball on Monday, Wednesday and Friday mornings between 8 a.m. and 11 a.m. Participants will use their own nets to play on the courts. This will be a trial period from Aug 16, 2021 through the end of October 31, 2021. This trial period will attempt to maximize utilization of the basketball courts at McDonald Park. The PRCS Department will establish a sharing arrangement for joint use activities on McDonald Park basketball court after this trial period.

- Pasadena Pickleball Group:
  Pasadena Pickleball Ambassador Mike Alvidrez will assist City – PRCS staff at the upcoming 10th Annual Parks after Dark Pickle Ball Youth and Adult Clinic at Washington Park (July 30th from 4 p.m. to 6 p.m.) and Villa Park (August 5th from 6 p.m. to 8 p.m.). Mike Alvidrez will help advertise the event in the Pasadena pickleball community and will help set-up and provide extra nets and paddles for the event. Mike Alvidrez and other experienced players will provide instruction and demonstration of the game to the community.

- Parks after Dark Events:
  The 10th Annual Parks after Dark event is scheduled at five Pasadena parks between July 7, 2021 and August 7, 2021. The initial events which included softball games with the Police Department, three-on-three basketball, evening recreation swim, and evening movies were well
attended. The Department is marketing this event on the City website, next door and through the parks.

- Parks, Recreation, and Community Services Department (PRCS) collaboration with Pasadena Unified School District (PUSD): Commissioner Higginbotham suggested that PRCS provide updates to PUSD Facilities Department during their joint monthly meetings about the demand for pickleball courts in the city of Pasadena with the hope that PUSD will consider allowing pickleball play at PUSD facilities to residents on a drop-in and or through their permit process.

- McKinley Tennis/Pickle Court update
  1. Staff continues working with the City Attorney and PUSD to develop a new MOU with the PUSD and PRCS Department for the rehabilitation of the tennis courts.
  2. Public Works is finalizing design and construction agreements.
  3. Staff believes the courts will be updated for tennis and pickle ball use by May or June of 2022.
  4. Staff will provide the committee members copies of past MOU agreements (Muir, McKinley and Washington).

- Request for Proposal (RFP) for a Master Contract to City Tennis Provider
  1. Staff is working on a new RFP for a multi-year Master Tennis contract for a city wide tennis lesson/clinic provider.
  2. The RFP should be released this fall with new contract signed targeted for early 2022.
  3. The current operator, iTennis provides lessons and clinics at Brookside, Eaton Blanche, Grant and occasionally at Washington Park and Hamilton Park.
  4. The provider, iTennis pays the city approximately $60,000 per year which represents 30% for fees charged.
  5. The new RFP is focused on balancing general public play and providing tennis lessons and clinics to adults and youth in the community.
  6. Staff has decided that the RFP will be awarded to a single entity for all lessons and clinics.
  7. The entity will provide adequate insurance to the city under the contract.
  8. The committee requested that staff provide a copy of the current Master Agreement with iTennis for review.

- Next Committee meeting date is scheduled for August 24th at 3 p.m. on Microsoft Teams. Staff will set-up the meeting with the committee members and staff.
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**Status:**
Objective #9 – Urban Forestry Advisory Committee (UFAC)

Commissioners: Martinez (Lead), Mastromatteo

Action Items:

The representatives from the Recreation and Parks Commission assigned to the Urban Forestry Advisory Committee will participate in reviewing and making recommendations on matters pertaining to the City’s Urban Forest.

Work Plan Updates:

July 2021:
- July Commission meeting cancelled.

August 2021:
- UFAC met on July 14th. No update to the Work Plan.

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