A G E N D A
GLENDALE CITY COUNCIL

COUNCIL CHAMBER, City Hall – 613 E Broadway, 2nd Floor
Glendale, CA 91206

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NOVEMBER 5, 2019

ROLL CALL

1. **CLOSED SESSION** – 1:00 p.m. (To Commence at 3:00 p.m.)
   a. **Conference with Legal Counsel - Pending Litigation: Beeman v. City of Glendale et. al, L.A.S.C. No. BC 704253.**
   b. **Conference with Legal Counsel - Pending Litigation: MJLH v. City of Pasadena, et al, U.S.D.C. Civil Action No. 18-cv-03249 JFW (Ssx).**
   c. **Conference with Legal Counsel - Pending Litigation: Janus v. City of Glendale, L.A.S.C. No. BC699508.**
   d. **Public Employment – Attorneys.**

2. **REGULAR BUSINESS AGENDA** – 6:00 p.m.
   Roll Call
   a. **Flag Salute: Council Member Agajanian**
   b. **Invocation: Rev. Rich Garner, First United Methodist Church of Glendale**
   c. **Report of City Clerk, re: Posting of Agenda. The Agenda for the November 5, 2019 Regular Meeting of the Glendale City Council was Posted on Thursday, October 31, 2019, on the Bulletin Board Outside City Hall.**

3. **PRESENTATIONS AND APPOINTMENTS**
   a. **Agenda Preview for the Meetings of Tuesday, November 12, 2019**
   b. **Mayor's Commendation for Glendale Police Officer Ryan Insalaco**
   c. **Appointment of Board and Commission Member (Gharpetian, 10/22/19)**
      1. Jane Viar, Arts and Culture Commission

d. Presentation by the Chief of Police

4. CONSENT ITEMS (Including Minutes)

The following are Routine and May be Acted Upon by One Motion. Any Member of Council or the Audience Requesting Separate Consideration May do so by Making Such Request Before Motion is Proposed.

a. Minutes of the Regular City Council Meeting of October 22, 2019 and Joint Special Meeting of October 29, 2019

b. Director of Public Works, re: Remove and Replace City Hall Entry Steps and Tile Facade Rehabilitation

1. Motion Awarding a Contract to ARC Construction, Inc., in the Amount of $152,700 Plus a 15% Reserve for Contingency, Rejecting All Other Bids, and Authorizing the City Manager to Execute the Contract

c. Director of Public Works, re: Glendale Interstate 210 Freeway Soundwall Construction Project

1. Motion Authorizing the Execution of a Cooperative Agreement between the City of Glendale and the State of California (CALTRANS)

d. Director of Public Works, re: Acceptance of Measure M Subregional Funds for Transit Capital to the Beeline Maintenance Facility Project

1. Motion Authorizing Acceptance of Measure M Subregional Funds for Transit Capital in the Amount of $4,426,000 for the Beeline Maintenance Facility Project; and Authorizing the City Manager to Execute All Agreements and Documents Necessary to Accept and Implement the Funding
2. Resolution Appropriating $4,426,000

e. Director of Public Works, re: Glendale Sub-Regional Traffic Management Center Relocation Project

1. Motion Awarding a Contract to Parsam Construction Inc., in the Amount of $171,000 per Specification No. 3821, Plus a 15% Contingency, and Authorizing the City Manager to Execute the Contract
2. Resolution Appropriating $200,000

f. Chief of Police, re: Recommendation to Destroy Certain Police Department Records, Documents, and Papers

1. Resolution Authorizing Destruction of Certain Police Department Records, Documents, and Papers

g. Director of Community Services and Parks, re: Acceptance of Additional Homeless Initiative- Measure H Grant Funds for Program Year 2019-2020

1. Motion Accepting Additional Funds from the Los Angeles Homeless Services Authority (LAHSA), in the Amount of $506,012, for Five Eligible Homeless Strategies Approved by the Los Angeles County Board of Supervisors; and Authorizing the City Manager to Execute Amendment No. 2 to the LAHSA Agreement to Accept and Implement the Additional Funds
2. Resolution Appropriating $506,012

5. CITY COUNCIL/STAFF COMMENTS

6. COMMUNITY EVENT ANNOUNCEMENTS (3-Minutes)

7. ADOPTION OF ORDINANCES

8. ACTION ITEMS

a. Director of Public Works, re: Downtown Glendale and Montrose Comprehensive Parking Analysis

1. Motion Approving the Recommended Parking Management Strategies Outlined in the Comprehensive Parking Analysis

2. Resolution Adopting Change in Hours of Operation for On- and Off-Street Parking Meters in Downtown Glendale and Montrose and Increasing and Adding Certain Fees in the City-Wide Fee Schedule
3. Ordinance for Introduction Related to Parking Meter Zones

b. Director of Public Works, re: City of Glendale Measure R Sub-Regional Program Update

1. Motion Approving Additional Programming, Modifications to Existing Programming, and Funding Changes to the Adopted Measure R Sub-Regional Program

c. Director of Public Works, re: Contractor Services to Provide Abandoned Debris and Holiday Tree Supplemental Collection Services within the City of Glendale

1. Resolution Dispensing with Competitive Bidding and Authorizing the Purchasing Administrator to Execute a Purchase Order Contract with American Reclamation for an Amount of $208,618 for One Year with the Option to Extend the Purchase Order Contract for Up to Two Years at a 5% Annual Cost Increase Totaling $219,049 in Year 2 and $230,001 in Year 3, and Rejecting All other Proposals

d. Director of Public Works, re: Contractual Sign, Paint and Thermoplastic Road Marking Maintenance Services for Motorist, Bicyclist and Pedestrian Safety

1. Motion Authorizing the Purchasing Administrator to Execute a Purchase Order Contract in the Not-to-Exceed Amount of $1,000,000 Over Five Years with Sterndahl Enterprises, Inc. Using Pricing Obtained from a Competitively Bid Contract with the City of Los Angeles on an as Needed Basis with Two Optional One-Year Extensions at $200,000 Each
2. Resolution Appropriating $130,000

e. Chief of Police and Chief Information Officer, re: Professional Services Agreement (PSA) with CentralSquare, Inc., for the Upgrade, Implementation, and Software Licensing and Maintenance of Tiburon, a Police Computer-Aided Dispatch and Automated Records Management System

1. Motion Authorizing the City Manager to Negotiate and Execute an Agreement between the City of Glendale and CentralSquare, Inc., in the Amount Not-to-Exceed $2,938,660 Plus a Contingency of $440,799
2. Motion Authorizing the City Manager to Amend the City's Existing PSA with Cit Com, Inc., in the Amount Not-to-Exceed $333,500 Plus a Contingency of $33,350

f. City Attorney and Director of Community Development, re: Consideration of an Urgency Ordinance of the City of Glendale, California Establishing a Sidewalk Vending Program in Compliance with Senate Bill No. 946; Amending the Glendale Municipal Code, 1995, Adding Chapter 5.35 and Amending Sections 1.20.010 and 9.14.140; and Declaring the Urgency Thereof

1. Urgency Ordinance for Introduction

9. HEARINGS

10. REPORTS – INFORMATION

11. WRITTEN COMMUNICATIONS

12. ORAL COMMUNICATIONS (5-Minutes)

Discussion is Limited to Items NOT a Part of this Agenda. Each Speaker is Allowed 5 Minutes. Council May Question or Respond to The Speaker But There Will be no Debate or Decision. The City Manager May Refer the Matter to the Appropriate Department for Investigation and Report.

13. NEW BUSINESS

14. ADJOURNMENT

M I N U T E S
GLENDALE CITY COUNCIL
OCTOBER 22, 2019

ROLL CALL – All Present

1. **CLOSED SESSION** – 3:41 p.m.
   a. **Conference with Legal Counsel - Pending Litigation: F.E.&M., Inc., Employee's Defined Contribution Plan Trust Dated July 10, 1984 v. City of Glendale, L.A.S.C. Case No. BS169892.**
   b. **Conference with Legal Counsel - Pending Litigation: Chakmakian v. City of Glendale, L.A.S.C. No. BC709498.**
   c. **Conference with Legal Counsel - Pending Litigation: Crown Castle Fiber LLC vs. City of Glendale et al., U.S.D.C. Civil Action No. CV 19-19518 ODW (JCx).**
   d. **Public Employment – Attorneys.**

   City Attorney Mike Garcia indicated that action is anticipated on items 1b and 1d. Council recessed to Closed Session at 3:42 p.m.

2. **REGULAR BUSINESS AGENDA** – 6:06 p.m.
   Roll Call – All Present
   a. **Flag Salute: Council Member Quintero**
   b. **Invocation: Chaplain Al Garcilazo, Adventist Health Glendale**
   c. **Report of City Clerk, re: Posting of Agenda. The Agenda for the October 22, 2019 Regular Meeting of the Glendale City Council was Posted on Thursday, October 17, 2019, on the Bulletin Board Outside City Hall.**

3. **PRESENTATIONS AND APPOINTMENTS**
   a. **Agenda Preview for the Meetings of Tuesday, October 29, 2019**
      Sr. Administrative Analyst Christine Powers provided the preview.

   b. **Proclamation Designating the Weeks of October 17- October 31, 2019 as Filipino-American History Week(s)**
      Filipino American Business Association of Glendale

   c. **Proclamation Designating November 7, 2019 as Glendale Gives Thanks Day**
      Glendale Religious Leaders Association

4. **CONSENT ITEMS** (Including Minutes)
   The following are Routine and May be Acted Upon by One Motion. Any Member of Council or the Audience Requesting Separate Consideration May do so by Making Such Request Before Motion is Proposed.

   Item 4c pulled for separate consideration.

   a. **Minutes of the Special City Council Meetings of October 2, 2019 and October 8, 2019 and Regular City Council Meeting of October 8, 2019**
      Moved: Quintero Seconded: Agajanian
      Vote as Follows

Ayes:	Agajanian, Devine, Gharpetian, Quintero, Najarian
Noes:	None
Absent:	None
Abstain:	None

b. Director of Public Works, re: Approval of the Final Map of Tract No. 74974, for a 6-Unit Condominium Subdivision at 634 & 700 E. Lomita Avenue

Staff Comment:
Mike Fortney, Principal Housing Project Manager

1. Resolution 19-148 Approving the Final Map of Tract No. 74974

Moved: Quintero Seconded: Agajanian
Vote as Follows

Ayes:	Agajanian, Devine, Gharpetian, Quintero, Najarian
Noes:	None
Absent:	None
Abstain:	None

c. Fire Chief, re: Request for an Amendment to Extend the Current Professional Services Agreement (PSA) for Ambulance Billing Services

1. Motion Authorizing the City Manager to Amend the Current PSA (Contract #C105522) for Ambulance Billing Services with Wittman Enterprises for a Seven Year Term (Four Year Option plus Three Additional Years) at a Reduced Rate

Moved: Quintero Seconded: Agajanian
Vote as Follows

Ayes:	Agajanian, Devine, Gharpetian, Quintero, Najarian
Noes:	None
Absent:	None
Abstain:	None

5. CITY COUNCIL/STAFF COMMENTS

Council Member Gharpetian nominated Jane Viar for Arts and Culture Commission.

Council Member Vrej Agajanian spoke about the League of California Cities Event he attended.

Council Member Devine stated that some stores are using plastic bags up in North Glendale. She asked staff to look into it. Devine attended some homeowners meetings and stated that a concern regarding lack of police presence issuing tickets. She asked staff to look into it. She indicated since it is Breast Cancer Awareness Month, she encouraged the public over 40 years of age to get a mammogram especially if they have not had one.

Mayor Najarian asked staff to provide a report on AB-68, Accessory Dwelling Units. He provided clarification on funds raised by sister cities (Korean, Japanese, Armenian, etc.) will only be used by the monuments of those sister cities. He indicated that the July 9, 2013 report regarding installation of a monument by Sister City Higashi-osaka was erroneous. They have not expressed to do so at this time. However, if they desire in the future, the City of Glendale will be happy to accommodate them.

Agenda out of order. Item 8b read into the record.

6. COMMUNITY EVENT ANNOUNCEMENTS (3-Minutes)
Eugenie Berberian

7. ADOPTION OF ORDINANCES

8. ACTION ITEMS

a. Director of Community Development, re: Submission of a Grant Application to the California Department of Housing and Community Development under the SB 2 Planning Grants Program

Staff Comment:
John Takhtalian, Deputy City Manager

Presenting:
Vilia Zemaitaitis, Principal Planner

1. Resolution 19-149 Authorizing the Submission of the Funding Application in the Amount of $625,000; and Authorizing the City Manager to Execute All Necessary Agreements and Documents to Apply, Accept and Implement the Funding

Moved: Gharpetian Seconded: Quintero
Vote as Follows

Ayes: Agajanian, Devine, Gharpetian, Quintero, Najarian
Noes: None
Absent: None
Abstain: None

b. City Attorney and Director of Community Development, re: Sidewalk Vendors and Compliance with Senate Bill No. 946

Presenting:
Mike Garcia, City Attorney

Staff Comment:
Carmen Merino, General Counsel

Public Comments:
Maro LiMandri
Randy Stevenson
Rick Lemmo
Joe Stitick

1. Motion Directing Staff

Moved: Gharpetian Seconded: Agajanian
Vote as Follows

Ayes: Agajanian, Devine, Gharpetian, Quintero, Najarian
Noes: None
Absent: None
Abstain: None

9. **HEARINGS**
10. **REPORTS – INFORMATION**
11. **WRITTEN COMMUNICATIONS**
12. **ORAL COMMUNICATIONS (5-Minutes)**

Discussion is Limited to Items NOT a Part of this Agenda. Each Speaker is Allowed 5 Minutes. Council May Question or Respond to The Speaker But There Will be no Debate or Decision. The City Manager May Refer the Matter to the Appropriate Department for Investigation and Report.

Susan Wolfson
Alex Khatchaturian
Herbert Molano
Roubik Ghazarian

13. **NEW BUSINESS**

a. **Motion that the Matter Entitled Chakmakian v. City of Glendale et al., Superior Court Case No. BC709498 be Compromised and Settled for the Full and Complete Sum of $25000, and the same is Hereby Approved and Accepted, and the Director of Finance is Authorized to Issue a Warrant in Said Sum for Upon the Execution by the Plaintiff of a Release and Dismissal with Prejudice**

Moved: Gharpetian Seconded: Quintero
Vote as Follows

Ayes:	Agajanian, Devine, Gharpetian, Quintero, Najarian
Noes:	None
Absent:	None
Abstain:	None

b. **Motion to Authorize to Enter into a Retainer Agreement with the Law Firm of Best, Best, & Kreiger, LLP, to Represent the Interests of the City in the Matter of Crown Castle Fiber, LLC v. The City of Glendale, et al., Case No. CV 19-08518 ODW JCx**

Moved: Quintero Seconded: Gharpetian
Vote as Follows

Ayes:	Agajanian, Devine, Gharpetian, Quintero, Najarian
Noes:	None
Absent:	None
Abstain:	None

14. **ADJOURNMENT** – 8:26 p.m.

Moved: Quintero Seconded: Devine

Mayor of the City of Glendale

City Clerk of the City of Glendale

M I N U T E S
JOINT SPECIAL MEETING: GLENDALE CITY COUNCIL &
GLENDALE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES
OCTOBER 29, 2019

The Special Meeting of the Glendale City Council convened in the Council Chamber, City Hall, in said City, at 5:20 p.m. on the above date, pursuant to a call for such meeting signed by the City Clerk of the City Council, and on file with the City Clerk, a copy of which is as follows:

October 24, 2019
Date

A **JOINT PUBLIC MEETING** of the City Council is hereby called to meet at 5:00 p.m. on Tuesday, October 29, 2019, in the Glendale Community College San Rafael Building – Kreider Hall, 1500 North Verdugo Road Glendale, CA 91208, to Consider the Following item(s) of Business, to Wit;

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **CERTIFICATION OF COMPLIANCE**

   To accommodate the requirement of Government Code §54954.2, it is hereby declared that the agenda for the meeting was posted 72 hours prior to this meeting at the following locations:

   - At three locations in the Administration Building at Glendale Community College;
   - In the display case on the outside wall of the San Gabriel Building at Glendale Community College.
   - On the window adjacent to the main office entrance on the top floor of the Tropico Building on the Garfield Campus;
   - On display inside the glass doors at the front entrance of the Professional Development Center;
   - At <http://www.glendale.edu/boardoftrustees>.

   In accordance with the Brown Act revisions, any writings relating to open session agenda items and distributed to all or a majority of all Board Members within 72 hours prior to a regular meeting, or within 24 hours prior to a special meeting, shall be made available for inspection by the public in the Office of the Superintendent/President, John A. Davitt Administration Building, AD 106, 1500 N. Verdugo Road, Glendale, CA 91208 during regular business hours. When possible, such writings may also be posted on the District's website: <www.glendale.edu/boardoftrustees>.

5. **OPENING REMARKS**

   Opening remarks will be presented by Glendale City Mayor Ara Najarian and Glendale Community College District Board of Trustees President, Dr. Vahé Peroomian.

6. **COMMENTS FROM THE AUDIENCE - BOARD AGENDA ITEMS ONLY**

   ADDRESSING THE BOARD OF TRUSTEES - An individual or group representative may address the Board of Trustees on any item on the agenda by completing a "Request to Speak" card. A speaker must state his or her name and address prior to speaking to the Board. Not more than a total of five (5) minutes

may be allotted to each speaker per board meeting and no more than twenty (20) minutes will be allocated to public comment on any agenda item, except by unanimous consent of the Board. A speaker's time may not be transferred to another speaker.

7. INFORMATION REPORTS – NO ACTION

a. GCC Highlights: A Key Asset for the Jewel City

Glendale Community College representatives will provide summary information on the college's programs, degrees, and certificates offerings; student and staff demographics; enrollment at its three campuses; and its budget.

b. GCC Special Programs: Opportunities Found in Few Community Colleges

College representatives will share information on four programs offered at GCC that are unique in community colleges, including: Science Center Outreach Program, Verdugo CNC Machinist Academy for the Uniquely Abled, Science Students Undergraduate Research Program, and the Baja California, Mexico Field Studies Program.

c. GCC Partnerships: Effective Use of Tax Dollars to Fulfill Common Missions

College and City representatives will highlight a few key partnerships between the College and the Glendale Unified School District, including: Dual Enrollment, Career Pathways, Foreign Language Immersion, and joint use of Stengel Field; and between the College and the City of Glendale, including: Fire Training Facility and Academy, Workforce Development and Grants, City/College Police Mutual Aid, and Census preparation.

d. GCC Facilities Plans: Measure GC Serving the City and Region

College representatives will present updates on facilities projects in the implementation, development and planning stages, including Athletics Facility, Science Building, Garfield Campus Property acquisition, Montrose Campus expansion, and a Music, Dance, Multi Media, and Conference Center Building.

e. Discussion

City Council members and Glendale Community College Board members will discuss their perspectives on the value of ongoing partnerships.

8. ADJOURNMENT

Following adjournment of the joint meeting, City Council members, Board of Trustees members, City and College leaders will gather for a reception in the Sierra Vista Building Learning Commons, followed by a presentation in the GCC Planetarium (with limited seating). No city or college business leading to action will be discussed during these gatherings.

Ardashes Kassakhian, City Clerk

Written Notice of said meeting was given, which Notice consisted of a copy of the foregoing Call, and was served on each Member of the Council not joining in the Call, and upon the in said City not less than 24 hours before the time fixed in said Call for said meeting, as follows:

Upon Vrej Agajanian	at 5:00 p.m.	October 29, 2019	Glendale, CA
Upon Paula Devine	at 5:00 p.m.	October 29, 2019	Glendale, CA
Upon Vartan Gharpetian	at 5:00 p.m.	October 29, 2019	Glendale, CA
Upon Zareh Sinanyan	at 5:00 p.m.	October 29, 2019	Glendale, CA
Upon Ara Najarian	at 5:00 p.m.	October 29, 2019	Glendale, CA

Mayor Najarian called the meeting to order at 5:20 p.m.

ROLL CALL - All Present

- Report of the City Clerk of the City Council, re: Posting of Agenda. The Agenda for the October 29, 2019 Joint Public Meeting of the City Council and Glendale Community College District Board of Trustees was posted on Thursday, October 24, 2019 on the Bulletin Board Outside City Hall and at the Glendale Community College San Rafael Building.

ADJOURNMENT – 7:00 p.m.

Moved: Devine Seconded: Quintero

_____
Mayor of the City of Glendale

_____
City Clerk of the City of Glendale

CITY OF GLENDALE, CALIFORNIA
REPORT TO THE:

Joint ☐ City Council ☒ Housing Authority ☐ Successor Agency ☐ Oversight Board ☐

November 5, 2019

AGENDA ITEM

Report: Remove and Replace City Hall Entry Steps & Tile Façade Rehabilitation

(1) Motion awarding a contract to ARC Construction, Inc., in the amount of $152,700.00 plus a 15% reserve for contingency ($22,905.00), rejecting all other bids, and authorizing the City Manager to execute the contract.

COUNCIL ACTION

Public Hearing ☐ Ordinance ☐ Consent Calendar ☒ Action Item ☐ Report Only ☐

Approved for November 5, 2019 calendar

ADMINISTRATIVE ACTION

Signature

Submitted by:
Yazdan T. Emrani, P.E., Director of Public Works

Prepared by:
Kevin C. Todd, Assistant Director of Public Works

Approved by:
Yasmin K. Beers, City Manager

Reviewed by:
Roubik Golanian, P.E., Assistant City Manager

Michael J. Garcia, City Attorney

Michele Flynn, Director of Finance

4 B 1

RECOMMENDATION

Staff respectfully recommends City Council approve the Motion awarding a contract to ARC Construction, Inc., in the amount of $152,700.00, plus a 15% reserve for contingency ($22,905.00), rejecting all other bids, and authorizing the City Manager to execute the contract for Remove and Replace City Hall Entry Steps & Tile Façade Rehabilitation.

BACKGROUND/ANALYSIS

Glendale's City Hall was designed by Alfred Hansen and built between 1940 and 1942. Construction was completed in three stages by the Works Progress Administration as part of a national program that produced hundreds of landmarks nationwide. City Hall is a representative example of the Art Modern style often associated with the program, exhibiting a sense of regularity, symmetry, and monumentality that is appropriate to a major civic structure. The building was listed on the California Register of Historic Resources in 1994 following an assessment conducted after the Northridge Earthquake. In 1997, it was listed on the Glendale Register of Historic Resources.

Construction was completed in 1942, and the building was dedicated on June 13th during the General MacArthur Day celebration. As the City's needs evolved, the building underwent several renovations including the addition of the West wing in 1957, the East wing in 1977, the lobby renovation in 2010, and currently the City Clerk's Office renovation.

The concrete front entry steps are original to the building and are showing significant signs of aging that is innate to concrete structures. Cracking is found at all parts of the steps and many earlier patches and repairs have failed, allowing for ongoing water infiltration that causes further deterioration. Currently, the deteriorated condition of the steps is more aesthetic than structural; however, if left unaddressed structural integrity will eventually become an issue. Staff has extensively investigated materials, means, and methods for repairing the existing steps and has determined that the best approach is complete removal and replacement. Public Works Department has retained the design and engineering services of Barbara Hall, P.E., Inc., to complete the plans and specifications necessary to bid and construct the proposed improvement. Because of the building's historic designation, the design and construction of the new steps will meet the Secretary of the Interior's Standards for Rehabilitation. The existing steps will be carefully demolished and the adjacent concrete planters at each side will be retained. The new steps will be of poured concrete and will match the existing stairs "like-for-like". The existing handrails will be refurbished and reinstalled in their existing locations.

The project also includes the repair of the terra cotta that surrounds the front entry to City Hall. The existing terra cotta units have areas that have spalled or cracked and require rehabilitation to both protect these tiles from further damage and bring them closer to its original appearance. There are also many mortar joints between the tiles that have failed and require repointing. In addition, superficial mineral deposits have stained the face of many tiles and detract from the aesthetic appearance. The contractor, ARC Construction, Inc., proposes to retain Spectra Historic Construction (Spectra) as the subcontractor for this portion of the work. Spectra has extensive experience repairing and restoring historic structures.

City Hall does have an accessible, ramped entry at the north plaza entrance, immediately adjacent to the accessible parking spaces. Recently, the Public Works Department improved this accessible path-of-travel from the sidewalk at Isabel street to the plaza entrance. This entrance will be primary and available at all time during the reconstruction of the front steps.

The removal and replacement of the main entry steps at City Hall is expected to be completed within 30 calendar days. During the course of work, the main entry steps to City Hall will be completely unavailable.

This is the second attempt at bidding this work. The first attempt yielded a bid price of $199,000 on December 27, 2017. This bid was rejected by the City Council because the cost was much higher than justified. In rebidding this project, the scope of the project was increased to include the tile façade rehabilitation.

On August 13, 2019, the City hosted a job walk and four (4) contractors attended.

On September 4, 2019, the City received two (2) bids as follows:

Contractor	Bid Amount
1. ARC Construction, Inc. (Glendale, CA)	$ 152,700.00
2. Ace Construction & Maintenance, Inc. (Tujunga, CA)	$ 233,100.00

Upon review of the bids submitted, Staff finds ARC Construction, Inc., to have submitted the lowest cost, a responsive bid, and they are a responsible bidder. The bid of ARC Construction, Inc., in the amount of $152,700.00 is reasonable for the increased scope of work which includes the new concrete steps and the restoration of the tile façade. The revised engineer's estimate for this project including the tile work was $150,000.

Staff recommends a 15% reserve for contingencies. The contingency is necessary due to the minimal information available regarding the original construction of the steps and the tile façade.

ENVIRONMENTAL REVIEW

This project is Categorically Exempt under California Environmental Quality Act (CEQA) Guidelines as a Class 31 (Historical Resource Restoration/ Rehabilitation) exemption pursuant to the California Code of Regulations, Title 14, Section 15331, which provides: "Class 31 consists of projects limited to maintenance, repair, stabilization, rehabilitation, restoration, preservation, conservation or reconstruction of historical resources in a manner consistent with the Secretary of the Interior's standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings (1995), Weeks and Grimmer."

PROJECT SCHEDULE

This work is tentatively scheduled to begin December 2019 and be completed in January 2020.

FISCAL IMPACT

The total estimated costs for the project are as follows:

Construction Bid Price	$ 152,700.00
Construction Contingency	$ 22,905.00
Project Management	$ 5,000.00
Permits and Inspection	$ 5,000.00
Total Cost	**$ 185,605.00**

Funding for this project has been previously approved in the Fiscal Year 2019-20 Budget in the following account:

Account Description	GL Account	PL Account	Amount
Capital Improvement	43110-4010-PWD-0020-P0000-T0000-F0000-0000-0000	51999-CNTRCTSVCS-0000	$185,605.00

ALTERNATIVES

Alternative 1: Approve the attached Motion awarding a contract to ARC Construction, Inc., in the amount of $152,700.00, plus a 15% reserve for contingency ($22,905.00), rejecting all other bids, and authorizing the City Manager to execute the contract for Remove and Replace City Hall Entry Steps & Tile Façade Rehabilitation

Alternative 2: The City Council may elect to defer all or part of the improvements. In this case Public Works will continue to commit resources to maintain the steps and tiles.

Alternative 3: The City Council may consider any other alternative not proposed by staff.

EXHIBITS

None

MOTION

Moved by Council Member _____, seconded by Council Member _____, that the Council of the City of Glendale finds that, ARC Construction, Inc., has provided the lowest responsive bid, and they are a responsible bidder, for the Remove and Replace City Hall Entry Steps & Tile Façade Rehabilitation, as described in Specifications No. 3817, and that the bid of ARC Construction, Inc. for the amount of $152,700.00 is hereby accepted and approved, as recommended by the Director of Public Works, and that all other bids be, and are, hereby rejected. The Council authorizes the City Manager to execute a contract, subject to approval as to form by the City Attorney, with ARC Construction, Inc., in the amount of $152,700.00. The Council further approves a reserve for contingencies in the amount of $22,905.00.

Votes as follows:

Ayes:

Noes:

Absent:

Abstain:

APPROVED AS TO FORM

CITY ATTORNEY

DATE 10/30/19

4 B 1

CITY OF GLENDALE, CALIFORNIA
REPORT TO THE:

Joint ☐ City Council ☒ Housing Authority ☐ Successor Agency ☐ Oversight Board ☐

November 5, 2019

AGENDA ITEM

Report: Glendale Interstate 210 Freeway Soundwall Construction Project.

1) Motion authorizing the execution of a Cooperative Agreement between the City of Glendale and the State of California (CALTRANS)

COUNCIL ACTION

Public Hearing ☐ Ordinance ☐ Consent Calendar ☒ Action Item ☐ Report Only ☐

Approved for November 5, 2019 calendar

ADMINISTRATIVE ACTION

Signature

Submitted by:
Yazdan T. Emrani, P.E., Director of Public Works

Prepared by:
Jasmina Zigic, P.E., Civil Engineer II

Approved by:
Yasmin K. Beers, City Manager

Reviewed by:
Roubik R. Golanian, P.E., Assistant City Manager

Edward G. Hitti, P.E., Assistant Director of Public Works/City Engineer

Sarkis Oganesyan, P.E., Principal Civil Engineer

Michael J. Garcia, City Attorney

Michele Flynn, Director of Finance

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RECOMMENDATION

It is respectfully recommended that the City Council approve the attached Motion authorizing the City Manager or her designee to execute a Cooperative Agreement between the City of Glendale (CITY) and the State of California (CALTRANS) for preparing a Project Study Report-Project Report (PSR-PR) by CALTRANS for the Glendale Interstate 210 Freeway (I-210 FWY) Soundwall Construction Project.

BACKGROUND/ANALYSIS

For the last 15 years, the City has received freeway noise complaints from the Foothill community in north Glendale along the I-210 FWY.

The purpose of this project is to construct soundwalls along the I-210 FWY from Lowell Avenue to the City's easterly limits at Pennsylvania Avenue (approximately 1.2 miles) in both directions, to reduce traffic noise levels at noise-sensitive areas adjacent to the freeway (Exhibit 1). This soundwall segment is included in Metro's Phase II list of Post 1989 Soundwall Retrofit Program projects.

The construction of the soundwalls in Glendale will be a continuation of the I-210 soundwalls project west of Pennsylvania Avenue proposed by Los Angeles County, in the unincorporated area of La Crescenta and Montrose. Moreover, the City of La Cañada Flintridge has constructed a few segments of the soundwalls east of Verdugo Road.

California Streets and Highways Code sections 114 and 130 and Government Code 65086.5 requires CALTRANS' review and approval of construction, improvements, or maintenance of any portion of a state highway within a city or a county. It also requires that CALTRANS enters into a cooperative agreement with the city to perform professional and technical project development services when the city has qualified and available staff to perform the necessary project services.

The Caltrans Workplan Standards Guide requires a Project Initiation Document (PID) for the construction of soundwalls along the state highway system. The PID consists of a Project Study Report-Project Report (PSR-PR), also formerly known as a Noise Barrier Scope Summary Report. The PSR will identify the project need and purpose, stakeholder input, project alternatives, anticipated right-of-way requirements, potential funding sources, as well as prepare a preliminary environmental analysis, including noise study reports, technical studies for wall feasibility, and initial cost estimates. The PR will include preparation of the final environmental documents, obtain environmental clearance, and ultimately CALTRANS' project approval for soundwall construction throughout the project corridor.

On January 15, 2019, City and CALTRANS entered into Cooperative Agreement No. 07-5134 for the preparation of the PID for the Glendale Interstate 210 Freeway Soundwall Project between Lowell Avenue and Pennsylvania Avenue. Under this agreement, the preparation of the PID would be by the City's consultant, with oversight and review of the PID by CALTRANS.

On April 10, 2019, City issued a Request for Proposal from engineering consultants for preparation of the PSR only.

On June 3, 2019, City and CALTRANS staff met to discuss the consultant's proposals that City received for preparation of the PSR for the PROJECT. At the meeting CALTRANS' staff recommended that the City consider consolidation of the PSR and PR into a combined PSR-PR, in an effort to prevent duplicative work when completing the reports separately, thereby saving time and money. This option was not available when the City and CALTRANS entered into their cooperative agreement for review of the PID.

On June 18, 2019, City and CALTRANS staff met to discuss the environmental requirements and scope of work to be included in the new request for proposals for a PSR-PR. Furthermore, CITY proposed an option that CALTRANS staff develop and prepare a PSR-PR in lieu of CITY hiring an engineering consultant, in an effort to further streamline the PSR-PR preparation and review phase, thereby saving additional time and an estimated $550,000 according to a preliminary cost estimate comparison as shown below:

PSR-PR preparation cost comparison		
Phase	**By Consultants**	**By CALTRANS**
PSR-PR Preparation	$ 1,200,000	$ 800,000
PSR-PR Review by CALTRANS	$ 150,000	$ 0
Engineering Management by CITY	$ 150,000	$ 150,000
TOTAL ESTIMATED COST	**$ 1,500,000**	**$ 950,000**

On July 25, 2018, CALTRANS approved City's request to enter into a new cooperative agreement to prepare the PSR-PR by CALTRANS staff. In doing so, CALTRANS will terminate the existing Cooperative Agreement No. 07-5134 for oversight and review only of the PID.

Measure R

Measure R is a half-cent sales tax for Los Angeles County that finances new transportation projects and programs. In November 2008, Measure R was approved by two-thirds majority, committing a projected $40 billion to traffic relief and transportation upgrades throughout the County over its 30-year life span. The funds are distributed by Metro amongst different subregions in Los Angeles County. The total Measure R share for the entire Arroyo Verdugo Subregion, which includes the cities of Burbank, Glendale, La Cañada Flintridge, and unincorporated area of Los Angeles County, is $170 million. The Arroyo Verdugo Council of Governments distributed funds based on each City's population. The City of Glendale is entitled to receive approximately $98.5 million over the 30-year life span of Measure R. The City expended approximately $43.7 million of Measure R funds for Highway Operational Improvements up-to-date, and that includes preparation of the PSR-PR and completing design documents for the I-210 FWY Soundwall Construction Project.

The Glendale Interstate 210 Freeway Soundwall Project is included in Los Angeles County Metro Board's approved project list.

The City is required to execute a Funding Agreement (FA) for each of our Measure R funded projects. The FA must be executed in the first year that funds are required and prior to starting any work on the project. They include a general description of the project, the specific work elements to be completed, and the source of all funds.

Staff executed a funding agreement in April 2019 to fund the preparation of the PSR-PR and PS&E.

FISCAL IMPACT

Measure R Funds for Soundwall Construction projects cannot exceed 20% of the allocated amount for each subregion. This provides a maximum funding of $34 million for Soundwall Construction projects amongst the four member agencies of the Arroyo Vedugo Subregion. Per the June 2019 Metro Board Report, the following amounts have been allocated by each agency for the soundwall related projects up-to-date:

Member Agency	**Current Allocation**
City of Burbank	$ 1,000,000
City of Glendale	$ 4,520,000
City of La Cañada Flintridge	$ 10,100,000
Los Angeles County	$ 3,044,000
Metro/Caltrans	$ 700,000
TOTAL ALLOCATION	**$ 19,364,000**

The engineer's estimate for the completion of the soundwall construction project in the City of Glendale is as follows:

Phase	**Performed By**	**Estimated Amount**
PSR-PR Preparation	CALTRANS	$ 800,000
PSR-PR Engineering Management	CITY	$ 150,000
PS&E Preparation	City hired consultant	$ 3,100,000
PS&E Engineering Management	CITY	$ 470,000
	Subtotal 1	**$ 4,520,000**
Construction, Construction Contingency, Construction Management	City hired contractor	$ 20,000,000
	TOTAL COST ESTIMATE	**$ 24,520,000**

The funds for the current allocation of this project are available in account G52172-BUDGET; 2550-PWD-0020.

The City's intension is to use Measure R funds to fund all project costs and phases, and will request to use unused amounts from other AVS member agencies' allocated portion at the time of construction.

ALTERNATIVES

The alternatives relating to the proposed Motion are as follows:

Alternative 1: Approve the attached Motion. Approval will allow the Public Works Department to proceed with the execution of a Cooperative Agreement between CALTRANS and CITY for preparation of a PSR-PR by CALTRANS for the Glendale Interstate 210 Freeway Soundwall Construction Project.

Alternative 2: Do not approve the attached Motion. Traffic noise levels at noise sensitive areas adjacent to the I-210 FWY will not be reduced.

Alternative 3: The City Council may consider any other alternative not proposed by staff.

EXHIBITS

Exhibit 1: Project Location Map

Exhibit 2: Cooperative Agreement No. 07-5196 (Non-executed copy)

MOTION

Moved by Council Member _____, seconded by Council Member _____, that the Council of the City of Glendale hereby authorizes the City Manager or her designee to execute a Cooperative Agreement between the City of Glendale and the State of California (CALTRANS) for preparing a Project Study Report-Project Report (PSR-PR) by CALTRANS staff for the Glendale Interstate 210 Freeway (I-210 FWY) Soundwall Construction Project as outlined in the Report to Council dated November 5, 2019.

Votes as follows:

Ayes:

Noes:

Absent:

Abstain:

APPROVED AS TO FORM

CITY ATTORNEY

DATE 10/30/19

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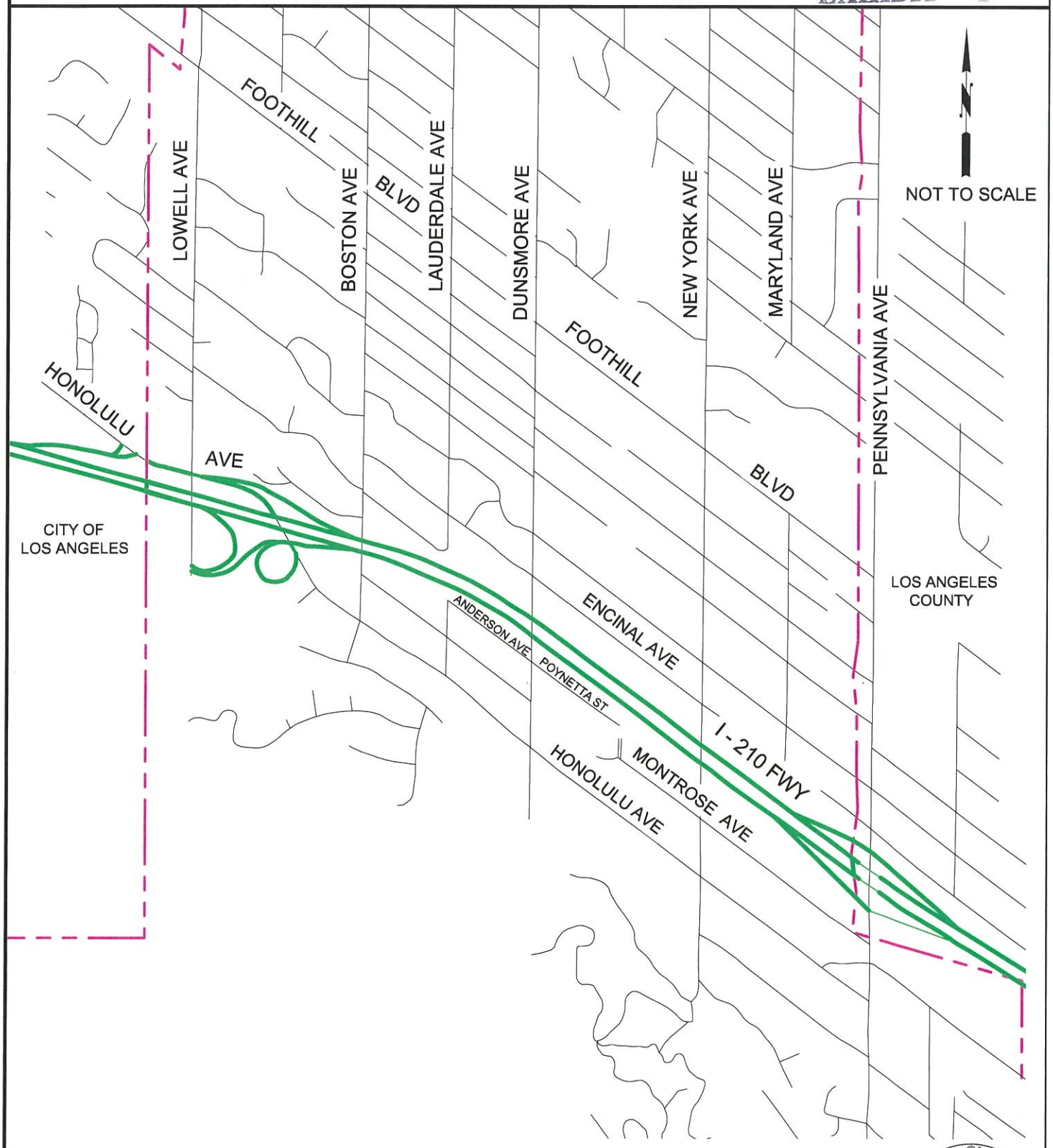
INTERSTATE 210 FREEWAY SOUNDWALL
PROJECT LOCATION MAP

EXHIBIT 1



LEGEND

PROJECT LOCATION

CITY BOUNDARY

CITY OF GLENDALE CALIFORNIA

COOPERATIVE AGREEMENT COVER SHEET

Work Description

PREPARATION OF A PROJECT INITIATION DOCUMENT ANALYZING POSSIBLE CONSTRUCTION OF A SOUNDWALL ON I-210 BETWEEN LOWELL AVE. AND PENNSYLVANIA AVE. IN THE CITY OF GLENDALE

Contact Information

CALTRANS

Mohammed Chowdhury, Project Manager
100 S. Main Street
Los Angeles, CA 90012
Office Phone: (213) 897-5916
Fax Number: (213) 897-0618
Email: mohammed.chowdhury@dot.ca.gov

CITY OF GLENDALE

Edward G. Hitti, Assistant Director of Public Works/City Engineer
613 E. Broadway
Glendale, CA 91206
Office Phone: (818) 548-3945
Email: ehitti@glendaleca.gov

Table of Contents

RECITALS 1
RESPONSIBILITIES 3
Sponsorship 3
Implementing Agency 3
Funding 4
CEQA/NEPA Lead Agency 5
Environmental Permits, Approvals and Agreements 5
Project Initiation Document (PID) 5
California Environmental Quality Act (CEQA) 6
National Environmental Policy Act (NEPA) 7
Schedule 8
Additional Provisions 9
Standards 9
Qualifications 9
Protected Resources 9
Disclosures 10
Hazardous Materials 10
Claims 10
Accounting and Audits 11
Penalties, Judgements and Settlements 12
GENERAL CONDITIONS 13
Venue 13
Exemptions 13
Indemnification 13
Non-parties 14
Ambiguity and Performance 14
Defaults 15
Dispute Resolution 15
Prevailing Wage 16

SIGNATURES 17
FUNDING SUMMARY No. 01 1
FUNDING TABLE 1
SPENDING SUMMARY 1
Funding 2
Invoicing and Payment 2
Project Initiation Document (PID) 2

COOPERATIVE AGREEMENT

Agreement.pda.ca.010.oca.2013-05-04
This AGREEMENT, effective on _____, is between the State of California, acting through its Department of Transportation, referred to as CALTRANS, and:

Agmt - City.pda.ca.020a.oca.2013-05-14
City of Glendale, a body politic and municipal corporation or chartered city of the State of California, referred to hereinafter as CITY.

An individual signatory agency in this AGREEMENT is referred to as a PARTY. Collectively, the signatory agencies in this AGREEMENT are referred to as PARTIES.

RECITALS

Recital Authorization - PID.pda.rec.010a.leg.2016-10-01
1. PARTIES are authorized to enter into a cooperative agreement for improvements to the State Highway System per California Streets and Highways Code, Sections 114 and 130 and California Government Code, Section 65086.5.

Recital Project - PID.pda.rec.020a.oca.2016-10-01
2. For the purpose of this AGREEMENT, *Construction of a soundwall on I-210 between Lowell Ave. and Pennsylvania Ave. in the City of Glendale* will be referred to hereinafter as PROJECT. CITY desires that a Project Initiation Document (PID) be developed for the PROJECT. The Project Initiation Document will be a Project Study Report-Project Report(PSR-PR).

Recital Work.pda.rec.030.oca.2016-10-01
3. All obligations and responsibilities assigned in this AGREEMENT to complete the following PROJECT COMPONENT will be referred to hereinafter as the WORK:

   - Preparation of a PROJECT INITIATION DOCUMENT (PID), in the form of a PSR-PR

   Each PROJECT COMPONENT is defined in the CALTRANS Workplan Standards Guide as a distinct group of activities/products in the project planning and development process.

Recital Agreement.pda.rec.040.oca.2016-10-01

4. The term AGREEMENT, as used herein, includes this document and any attachments, exhibits, and amendments.

   This AGREEMENT is separate from and does not modify or replace any other cooperative agreement or memorandum of understanding between the PARTIES regarding the PROJECT.

   PARTIES intend this AGREEMENT to be their final expression that supersedes any oral understanding or writings pertaining to the WORK. The requirements of this AGREEMENT will preside over any conflicting requirements in any documents that are made an express part of this AGREEMENT.

   If any provisions in this AGREEMENT are found by a court of competent jurisdiction to be, or are in fact, illegal, inoperative, or unenforceable, those provisions do not render any or all other AGREEMENT provisions invalid, inoperative, or unenforceable, and those provisions will be automatically severed from this AGREEMENT.

   Except as otherwise provided in the AGREEMENT, PARTIES will execute a written amendment if there are any changes to the terms of this AGREEMENT.

   AGREEMENT will terminate 180 days after PID is signed by PARTIES or as mutually agreed by PARTIES in writing. However, all indemnification articles will remain in effect until terminated or modified in writing by mutual agreement.

Recital No Completed and Concurrent Work.pda.pda.rec.060b.oca.2014-04-01

5. No PROJECT deliverables have been completed prior to this AGREEMENT.

Recital Defined Terms.pda.rec.070.oca.2015-03-05

6. In this AGREEMENT capitalized words represent defined terms, initialisms, or acronyms.

Recital Agreement Terms.pda.rec.080.leg.2014-04-01

7. PARTIES hereby set forth the terms, covenants, and conditions of this AGREEMENT.

RESPONSIBILITIES

Sponsorship

Sponsorship.pda.sponsor.001.oca.2015-12-05

8. A SPONSOR is responsible for establishing the scope of the PROJECT and securing the financial resources to fund the WORK. A SPONSOR is responsible for securing additional funds when necessary or implementing PROJECT changes to ensure the WORK can be completed with the funds obligated in this AGREEMENT.

   PROJECT changes, as described in the CALTRANS Project Development Procedures Manual, will be approved by CALTRANS as the owner/operator of the State Highway System.

Sponsorship – Single Sponsor.pda.sponsor.010a.oca.2015-02-23

9. CITY is the SPONSOR for the WORK in this AGREEMENT.

Implementing Agency

Implementing Agency.pda.imp.010.oca.2016-10-01

10. The IMPLEMENTING AGENCY is the PARTY responsible for managing the scope, cost, schedule, and quality of the work activities and products of a PROJECT COMPONENT.

Implementing PID.pda.imp.010-2.oca.2016-10-01

- CALTRANS is the Project Initiation Document (PID) IMPLEMENTING AGENCY.

  The PID identifies the PROJECT need and purpose, stakeholder input, project alternatives, anticipated right-of-way requirements, preliminary environmental analysis, initial cost estimates, and potential funding sources.

Keep this line to prevent the preceding list from breaking across pages.

Implementing - Personnel Availability.pda.imp.030.oca.2016-10-01

11. Any PARTY responsible for completing the WORK will make its personnel and consultants that prepare the WORK available to help resolve WORK-related problems and changes for the entire duration of the PROJECT, including PROJECT work that may occur under separate agreements.

Funding

Funding PID partner.pda.funding.010b.oca.2016-10-01

12. CITY is the only PARTY obligating funds in this AGREEMENT and will fund the cost of the WORK in accordance with this AGREEMENT.

    If, in the future, CALTRANS is allocated state funds and Personnel Years (PYs) for PID review or development of this PROJECT, PARTIES will agree to amend this AGREEMENT to change the reimbursement arrangement for PID review.

Funding Summary.pda.funding.020a.oca.2016-10-01

13. Funding sources, PARTIES committing funds, funding amounts, and invoicing/payment details are documented in the Funding Summary section of this AGREEMENT.

    PARTIES will amend this AGREEMENT by updating and replacing the Funding Summary, in its entirety, each time the funding details change. Funding Summary replacements will be executed by a legally authorized representative of the respective PARTIES. The most current fully executed Funding Summary supersedes any previous Funding Summary created for this AGREEMENT.

Funding - Spending Limits.pda.funding.040.oca.2016-10-01

14. PARTIES will not be reimbursed for costs beyond the funds obligated in this AGREEMENT.

    If an IMPLEMENTING AGENCY anticipates that funding for the WORK will be insufficient to complete the WORK, the IMPLEMENTING AGENCY will promptly notify the SPONSOR.

Funding - Proportionate Expenditure of Funds.pda.funding.050.oca.2017-02-16

15. Unless otherwise documented in the Funding Summary, overall liability for project costs within a PROJECT COMPONENT will be in proportion to the amount contributed to that PROJECT COMPONENT by each fund type.

Funding - Proportionate Savings.pda.funding.060.oca.2014-09-26

16. Unless otherwise documented in the Funding Summary, any savings recognized within a PROJECT COMPONENT will be credited or reimbursed, when allowed by policy or law, in proportion to the amount contributed to that PROJECT COMPONENT by each fund type.

Funding - Agreement Costs.pda.funding.070a.oca.2016-10-01

17. WORK costs, except those that are specifically excluded in this AGREEMENT, are to be paid from the funds obligated in the Funding Summary. Costs that are specifically excluded from the funds obligated in this AGREEMENT are to be paid by the PARTY incurring the costs from funds that are independent of this AGREEMENT.

CEQA/NEPA Lead Agency

CEQA Lead Agency.pda.env_lead.010.env.2014-04-01

18. CALTRANS is the CEQA and NEPA Lead Agency for the PROJECT.

Nepa Lead Agency.pda.env_lead.030.env.2014-04-01

Environmental Permits, Approvals and Agreements

Permit & Env Compliance.pda.ep.010.env.2016-10-01

19. PARTIES will comply with the commitments and conditions set forth in the environmental documentation, environmental permits, approvals, and applicable agreements as those commitments and conditions apply to each PARTY's responsibilities in this AGREEMENT.

Permit Work.pda.ep.020.2014-09-26

20. Unless otherwise assigned in this AGREEMENT, the IMPLEMENTING AGENCY for a PROJECT COMPONENT is responsible for all PROJECT COMPONENT WORK associated with coordinating, obtaining, implementing, renewing, and amending the PROJECT permits, agreements, and approvals whether they are identified in the planned project scope of work or become necessary in the course of completing the PROJECT.

Permits.pda.ep.030a.2016-10-01

21. It is expected that the PROJECT requires the following environmental permits/approvals:

ENVIRONMENTAL PERMITS/REQUIREMENTS
National Pollutant Discharge Elimination System (NPDES), State Water Resources Control Board
404, US Army Corps Of Engineers
Air Quality Permits

Project Initiation Document (PID)

PID Implementing Agency Work.pda.paed.010.oca.2016-10-01

22. As the PID IMPLEMENTING AGENCY, CALTRANS is responsible for all PID WORK except those activities and responsibilities that are assigned to another PARTY in this AGREEMENT and those activities that may be specifically excluded.

23. Any PARTY preparing environmental documentation, including studies and reports, will ensure that qualified personnel remain available to help resolve environmental issues and perform any necessary work to ensure that the PROJECT remains in environmental compliance.

California Environmental Quality Act (CEQA)

CEQA Lead Agency Determines Document Type.pda.paed.060.2016-10-01

24. The CEQA Lead Agency will determine the type of CEQA documentation and will cause that documentation to be prepared in accordance with CEQA requirements.

CEQA Document Standards.pda.paed.070.env.2016-10-01

25. Any PARTY involved in the preparation of CEQA documentation will prepare the documentation to meet CEQA requirements and follow the CEQA Lead Agency's standards that apply to the CEQA process.

CEQA Lead Review of Documentation.pda.paed.090.env.2016-10-01

26. Any PARTY preparing any portion of the CEQA-documentation, including any studies and reports, will submit that portion of the documentation to the CEQA Lead Agency for review, comment, and approval at appropriate stages of development prior to public availability.

CEQA Lead Meeting Attendance.pda.paed.150.env.2016-10-01

27. The CEQA Lead Agency will attend all CEQA-related public meetings.

CEQA Public Meetings Held By Non Lead Agency.pda.paed.160.env.2016-10-01

28. If a PARTY who is not the CEQA Lead Agency holds a public meeting about the PROJECT, that PARTY must clearly state its role in the PROJECT and the identity of the CEQA Lead Agency on all meeting publications. All meeting publications must also inform the attendees that public comments collected at the meetings are not part of the CEQA public review process.

    That PARTY will submit all meeting advertisements, agendas, exhibits, handouts, and materials to the CEQA Lead Agency for review, comment, and approval at least ten (10) working days prior to publication or use. If that PARTY makes any changes to the materials, it will allow the CEQA Lead Agency to review, comment on, and approve those changes at least three (3) working days prior to the public meeting date.

    The CEQA Lead Agency maintains final editorial control with respect to text or graphics that could lead to public confusion over CEQA-related roles and responsibilities.

National Environmental Policy Act (NEPA)

NEPA Lead - Caltrans.pda.paed.170a.env.2014-07-28

29. Pursuant to Chapter 3 of Title 23, United States Code (23 U.S.C. 326) and 23 U.S.C. 327, CALTRANS is the NEPA Lead Agency for the PROJECT. CALTRANS is responsible for NEPA compliance, will determine the type of NEPA documentation, and will cause that documentation to be prepared in accordance with NEPA requirements.

    CALTRANS, as the NEPA Lead Agency for PROJECT, will review, comment, and approve all environmental documentation (including, but not limited to, studies, reports, public notices, and public meeting materials, determinations, administrative drafts, and final environmental documents) at appropriate stages of development prior to approval and public availability.

    When required as NEPA Lead Agency, CALTRANS will conduct consultation and coordination and obtain, renew, or amend approvals pursuant to the Federal Endangered Species Act, and Essential Fish Habitat.

    When required as NEPA Lead Agency, CALTRANS will conduct consultation and coordination approvals pursuant to Section 106 of the National Historic Preservation Act.

NEPA Documentation Standards.pda.paed.180a.env.2016-10-01

30. Any PARTY involved in the preparation of NEPA documentation will follow FHWA and CALTRANS standards that apply to the NEPA process including, but not limited to, the guidance provided in the FHWA Environmental Guidebook (available at www.fhwa.dot.gov/hep/index.htm) and the CALTRANS Standard Environmental Reference.

NEPA Review – Caltrans Is Lead.pda.paed.190b.env.2016-10-01

31. Any PARTY preparing any portion of the NEPA documentation (including, but not limited to, studies, reports, public notices, and public meeting materials, determinations, administrative drafts, and final environmental documents) will submit that portion of the documentation to CALTRANS for CALTRANS' review, comment, and approval prior to public availability.

NEPA Public Notices – Caltrans is lead.pda.paed.200a.env.2014-04-01

32. CALTRANS will prepare, publicize, and circulate all NEPA-related public notices. CALTRANS will work with the appropriate federal agency to publish notices in the Federal Register.

NEPA Lead Meeting Attendance.pda.paed.210.env.2016-10-01

33. The NEPA Lead Agency will attend all NEPA-related public meetings.

NEPA Public Meetings Held By Non Lead Agency.pda.paed.240.env.2016-10-01

34. If a PARTY who is not the NEPA Lead Agency holds a public meeting about the PROJECT, that PARTY must clearly state its role in the PROJECT and the identity of the NEPA Lead Agency on all meeting publications. All meeting publications must also inform the attendees that public comments collected at the meetings are not part of the NEPA public review process.

    That PARTY will submit all meeting advertisements, agendas, exhibits, handouts, and materials to the NEPA Lead Agency for review, comment, and approval at least ten (10) working days prior to publication or use. If that PARTY makes any changes to the materials, it will allow the NEPA Lead Agency to review, comment on, and approve those changes at least three (3) working days prior to the public meeting date.

    The NEPA Lead Agency has final approval authority with respect to text or graphics that could lead to public confusion over NEPA-related roles and responsibilities.

Schedule

Schedule.pda.sch.010.oca.2016-10-01

35. PARTIES will manage the WORK schedule to ensure the timely use of obligated funds and to ensure compliance with any environmental permits, right-of-way agreements, construction contracts, and any other commitments. PARTIES will communicate schedule risks or changes as soon as they are identified and will actively manage and mitigate schedule risks.

Schedule Progress Report - Periodic.pda.sch.020a.oca.2016-10-01

36. The IMPLEMENTING AGENCY for each PROJECT COMPONENT will furnish PARTIES with written quarterly progress reports during the completion of the WORK.

Additional Provisions

Standards

AP Laws, Regulations, and Standards.pda.ap.010.leg.2016-10-01

37. PARTIES will perform all WORK in accordance with federal and California laws, regulations, and standards; Federal Highway Administration (FHWA) standards; and CALTRANS standards. CALTRANS standards include, but are not limited to, the guidance provided in the:

    - CADD Users Manual
    - CALTRANS policies and directives
    - Plans Preparation Manual
    - Project Development Procedures Manual (PDPM)
    - Workplan Standards Guide

Qualifications

AP Qualified Personnel.pda.ap.030.oca.2016-10-01

38. Each PARTY will ensure that personnel participating in WORK are appropriately qualified or licensed to perform the tasks assigned to them.

AP Encroachment Permits - Party.pda.ap.060.ep.2016-10-01

39. CITY will issue any encroachment permits that are necessary for WORK within its jurisdiction and outside the State Highway System right-of-way. CITY will provide encroachment permits to CALTRANS, its contractors, consultants and agents, at no cost.

AP Encroachment Permits - Implementing Agency.pda.ap.070.oca.2016-10-01

40. The IMPLEMENTING AGENCY for a PROJECT COMPONENT will coordinate, prepare, obtain, implement, renew, and amend any encroachment permits needed to complete the WORK.

Protected Resources

AP Protected Resources.pda.ap.080.env.2016-10-01

41. If any PARTY discovers unanticipated cultural, archaeological, paleontological, or other protected resources during WORK, all WORK in that area will stop and that PARTY will notify all PARTIES within 24 hours of discovery. WORK may only resume after a qualified professional has evaluated the nature and significance of the discovery and CALTRANS approves a plan for its removal or protection.

Disclosures

AP Confidentiality.pda.ap.090.leg.2016-10-01

42. PARTIES will hold all administrative drafts and administrative final reports, studies, materials, and documentation relied upon, produced, created, or utilized for the WORK in confidence to the extent permitted by law and where applicable, the provisions of California Government Code, Section 6254.5(e) will protect the confidentiality of such documents in the event that said documents are shared between PARTIES.

    PARTIES will not distribute, release, or share said documents with anyone other than employees, agents, and consultants who require access to complete the WORK without the written consent of the PARTY authorized to release them, unless required or authorized to do so by law.

AP Public Records Requests.pda.ap.100.leg.2019-07-09

43. If a PARTY receives a public records request pertaining to the WORK, that PARTY will notify PARTIES within five (5) working days of receipt and make PARTIES aware of any disclosed public records.

Hazardous Materials

AP HM Notification of Partners - PID.pda.ap.110a.ee.2016-10-01

44. If any hazardous materials, pursuant to Health and Safety Code 25260(d), are found within the PROJECT limits, the discovering PARTY will notify all other PARTIES within twenty-four (24) hours of discovery.

AP HM Project Alternatives - PID.pda.gc.120.ee.2016-10-01

45. PARTIES agree to consider alternatives to PROJECT scope and/or alignment, to the extent practicable, in an effort to avoid any known hazardous materials within the proposed PROJECT limits.

AP HM and RW Acquisition - PID.pda.ap.170b.ee.2016-10-01

46. If hazardous materials are discovered within PROJECT limits, but outside of State Highway System right-of-way, it is the responsibility of CITY in concert with the local agency having land use jurisdiction over the property, and the property owner, to remedy before CALTRANS will acquire or accept title to such property.

Claims

AP Settlement of Claims.pda.ap.180b.leg.2016-10-01

47. Any PARTY that is responsible for completing WORK may accept, reject, compromise, settle, or litigate claims arising from the WORK without concurrence from the other PARTY.

AP Claims Conference.pda.ap.190.leg.2016-10-01

48. PARTIES will confer on any claim that may affect the WORK or PARTIES' liability or responsibility under this AGREEMENT in order to retain resolution possibilities for potential future claims. No PARTY will prejudice the rights of another PARTY until after PARTIES confer on the claim.

AP Federal Cost Principles.pda.ap.200.acc, aud.2016-10-26

49. If the WORK expends state or federal funds, each PARTY will comply with the Federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards of 2 CFR, Part 200. PARTIES will ensure that any for-profit consultant hired to participate in the WORK will comply with the requirements in 48 CFR, Chapter 1, Part 31. When state or federal funds are expended on the WORK these principles and requirements apply to all funding types included in this AGREEMENT.

Accounting and Audits

AP GAAP.pda.ap.210.acc, aud.2014-03-05

50. PARTIES will maintain, and will ensure that any consultant hired by PARTIES to participate in WORK will maintain, a financial management system that conforms to Generally Accepted Accounting Principles (GAAP), and that can properly accumulate and segregate incurred PROJECT costs and billings.

AP Document Availability And Retention.pda.ap.220.acc, aud.2016-10-01

51. PARTIES will maintain and make available to each other all WORK-related documents, including financial data, during the term of this AGREEMENT.

    PARTIES will retain all WORK-related records for three (3) years after the final voucher.

    PARTIES will require that any consultants hired to participate in the WORK will comply with this Article.

AP Right to Audit - Parties.pda.ap.230a.acc; aud.2016-10-01

52. PARTIES have the right to audit each other in accordance with generally accepted governmental audit standards.

    CALTRANS, the State Auditor, FHWA (if the PROJECT utilizes federal funds), and CITY will have access to all WORK-related records of each PARTY, and any consultant hired by a PARTY to participate in WORK, for audit, examination, excerpt, or transcription.

    The examination of any records will take place in the offices and locations where said records are generated and/or stored and will be accomplished during reasonable hours of operation. The auditing PARTY will be permitted to make copies of any WORK-related records needed for the audit.

    The audited PARTY will review the draft audit, findings, and recommendations, and provide written comments within thirty (30) calendar days of receipt.

    Upon completion of the final audit, PARTIES have forty-five (45) calendar days to refund or invoice as necessary in order to satisfy the obligation of the audit.

    Any audit dispute not resolved by PARTIES is subject to mediation. Mediation will follow the process described in the General Conditions section of this AGREEMENT.

AP Annual Audits.pda.ap.240.aud.2016-10-01

53. If the WORK expends state or federal funds, each PARTY will undergo an annual audit in accordance with the Single Audit Act in the Federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards as defined in 2 CFR, Part 200.

AP A&E Consultant costs.pda.ap.250.aud.2016-10-01

54. When a PARTY reimburses a consultant for WORK with state or federal funds, the procurement of the consultant and the consultant overhead costs will be in accordance with the Local Assistance Procedures Manual, Chapter 10.

Penalties, Judgements and Settlements

AP Legal Judgements.pda.ap.280.leg.2016-10-01

55. The cost of awards, judgements, or settlements generated by the WORK are to be paid from the funds obligated in this AGREEMENT.

AP Fines, Interest, and Penalties.pda.ap.300a.leg.2016-10-01

56. Any PARTY whose action or lack of action causes the levy of fines, interest, or penalties will indemnify and hold all other PARTIES harmless per the terms of this AGREEMENT.

GENERAL CONDITIONS

Venue

GC Jurisdiction.pda.gc.010.leg.2016-10-01

57. PARTIES understand that this AGREEMENT is in accordance with and governed by the Constitution and laws of the State of California. This AGREEMENT will be enforceable in the State of California. Any PARTY initiating legal action arising from this AGREEMENT will file and maintain that legal action in the Superior Court of the county in which the CALTRANS district office that is signatory to this AGREEMENT resides, or in the Superior Court of the county in which the PROJECT is physically located.

Exemptions

GC Appropriations for Caltrans Obligations.pda.gc.020.leg.2016-10-01

58. All CALTRANS' obligations under this AGREEMENT are subject to the appropriation of resources by the Legislature, the State Budget Act authority, programming and allocation of funds by the California Transportation Commission (CTC).

Indemnification

GC Indemnity.pda.gc.030.leg.2016-10-01

59. Neither CALTRANS nor any of their officers and employees, are responsible for any injury, damage, or liability occurring by reason of anything done or omitted to be done by CITY, its contractors, sub-contractors, and/or its agents under or in connection with any work, authority, or jurisdiction conferred upon CITY under this AGREEMENT. It is understood and agreed that CITY, to the extent permitted by law, will defend, indemnify, and save harmless CALTRANS and all of their officers and employees from all claims, suits, or actions of every name, kind, and description brought forth under, but not limited to, tortious, contractual, inverse condemnation, or other theories and assertions of liability occurring by reason of anything done or omitted to be done by CITY, its contractors, sub-contractors, and/or its agents under this AGREEMENT.

GC Indemnity.pda.gc.030.leg.2016-10-01

60. Neither CITY nor any of their officers and employees, are responsible for any injury, damage, or liability occurring by reason of anything done or omitted to be done by CALTRANS, its contractors, sub-contractors, and/or its agents under or in connection with any work, authority, or jurisdiction conferred upon CALTRANS under this AGREEMENT. It is understood and agreed that CALTRANS, to the extent permitted by law, will defend, indemnify, and save harmless CITY and all of their officers and employees from all claims, suits, or actions of every name, kind, and description brought forth under, but not limited to, tortious, contractual, inverse condemnation, or other theories and assertions of liability occurring by reason of anything done or omitted to be done by CALTRANS, its contractors, sub-contractors, and/or its agents under this AGREEMENT.

Non-parties

GC No Creation of Third Party Rights.pda.gc.040.leg.2016-10-01

61. PARTIES do not intend this AGREEMENT to create a third party beneficiary or define duties, obligations, or rights for entities ~~in PARTIES~~ not signatory to this AGREEMENT. PARTIES do not intend this AGREEMENT to affect their legal liability by imposing any standard of care for fulfilling the WORK different from the standards imposed by law.

GC Obligation Assignment.pda.gc.050.leg.2016-10-01

62. PARTIES will not assign or attempt to assign obligations to entities not signatory to this AGREEMENT without an amendment to this AGREEMENT.

Ambiguity and Performance

GC California Civil Code 1654 Waiver.pda.gc.060.leg.2016-10-01

63. CITY will not interpret any ambiguity contained in this AGREEMENT against CALTRANS. CITY waives the provisions of California Civil Code, Section 1654.

    A waiver of a PARTY's performance under this AGREEMENT will not constitute a continuous waiver of any other provision.

GC Delays or Omissions in Excercising Rights.pda.gc.70.leg.2014-04-01

64. A delay or omission to exercise a right or power due to a default does not negate the use of that right or power in the future when deemed necessary.

Defaults

GC Default in Obligations.pda.gc.80.leg.2016-10-01

65. If any PARTY defaults in its performance of the WORK, a non-defaulting PARTY will request in writing that the default be remedied within thirty (30) calendar days. If the defaulting PARTY fails to do so, the non-defaulting PARTY may initiate dispute resolution.

Dispute Resolution

GC Dispute Resolution.pda.gc.90.leg.2019-07-29

66. PARTIES will first attempt to resolve AGREEMENT disputes at the PROJECT team level as described in the Quality Management Plan. If they cannot resolve the dispute themselves, the CALTRANS District Director and the Executive Officer of CITY will attempt to negotiate a resolution. If PARTIES do not reach a resolution, PARTIES' legal counsel will initiate mediation. PARTIES agree to participate in mediation in good faith and will share equally in its costs.

    Neither the dispute nor the mediation process relieves PARTIES from full and timely performance of the WORK in accordance with the terms of this AGREEMENT. However, if any PARTY stops fulfilling its obligations, any other PARTY may seek equitable relief to ensure that the WORK continues.

    Except for equitable relief, no PARTY may file a civil complaint until after mediation, or forty-five (45) calendar days after filing the written mediation request, whichever occurs first.

    PARTIES will file any civil complaints in the Superior Court of the county in which the CALTRANS District Office signatory to this AGREEMENT resides or in the Superior Court of the county in which the PROJECT is physically located.

    ~~PARTIES maintain the ability to pursue alternative or additional dispute remedies if a previously selected remedy does not achieve resolution.~~

GC Additional Dispute Remedies.pda.gc.130.leg.2016-10-01

67. PARTIES maintain the ability to pursue alternative or additional dispute remedies if a previously selected remedy does not achieve resolution.

Prevailing Wage

GC Prevailing Wages.pda.gc.120.leg.2016-10-01

68. When WORK falls within the Labor Code § 1720(a)(1) definition of "public works" in that it is construction, alteration, demolition, installation, or repair; or maintenance work under Labor Code § 1771, PARTIES will conform to the provisions of Labor Code §§ 1720-1815, and all applicable provisions of California Code of Regulations, Title 8, Division 1, Chapter 8, Subchapter 3, Articles 1-7. PARTIES will include prevailing wage requirements in contracts for public work and require contractors to include the same prevailing wage requirements in all subcontracts.

    Work performed by a PARTY's own employees is exempt from the Labor Code's Prevailing Wage requirements.

    If WORK is paid for, in whole or part, with federal funds and is of the type of work subject to federal prevailing wage requirements, PARTIES will conform to the provisions of the Davis-Bacon and Related Acts, 40 U.S.C. §§ 3141-3148.

    When applicable, PARTIES will include federal prevailing wage requirements in contracts for public works. WORK performed by a PARTY's employees is exempt from federal prevailing wage requirements.

SIGNATURES

Signatures - Authority to Execute.pda.sig.010.leg.2016-10-01
PARTIES are empowered by California Streets and Highways Code to enter into this AGREEMENT and have delegated to the undersigned the authority to execute this AGREEMENT on behalf of the respective agencies and covenant to have followed all the necessary legal requirements to validly execute this AGREEMENT.

Signatories may execute this AGREEMENT through individual signature pages provided that each signature is an original. This AGREEMENT is not fully executed until all original signatures are attached.

STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION

John C. Bulinski
District Director

VERIFICATION OF FUNDS AND AUTHORITY:

Vickie Murphy
District Budget Manager

APPROVED AS TO FORM AND PROCEDURE:

Meera Danday
Deputy Attorney

CERTIFIED AS TO FINANCIAL TERMS AND POLICIES:

Darwin Salmos
HQ Accounting Supervisor

CITY OF GLENDALE

Yasmin K. Beers
City Manager

Attest:

Yazdan T. Emrani
Director of Public Works

Approved as to form and procedure:

Michael J. Garcia
City Attorney

FUNDING SUMMARY NO. 01

FUNDING TABLE			
Source	Party	Fund Type	PID Totals
LOCAL	CITY	Local	800,000
Totals			800,000

SPENDING SUMMARY			
Fund Type	PID		Totals
	CALTRANS	CITY	
Local	800,000	0	800,000
Totals	800,000	0	800,000

Funding

FS Indirect Costs – Caltrans - PID.pda.fs_fund.030a.oca.2016-10-01

1. Per the State Budget Act of 2012, Chapter 603, amending item 2660-001-0042 of Section 2.00, the cost of any engineering support performed by CALTRANS towards any local government agency-sponsored PID project will only include direct costs. Indirect or overhead costs will not be applied during the development of the PID document.

Invoicing and Payment

Invoice And Payment.pda.inv.010.acc.2016-10-01

2. PARTIES will invoice for funds where the SPENDING SUMMARY shows that one PARTY provides funds for use by another PARTY. PARTIES will pay invoices within forty-five (45) calendar days of receipt of invoice when not paying with Electronic Funds Transfer (EFT). When paying with EFT, CITY will pay invoices within five (5) calendar days of receipt of invoice.

Invoice and Payment - EFT.pda.inv.020.acc.2014-11-03

3. If CITY has received EFT certification from CALTRANS then CITY will use the EFT mechanism and follow all EFT procedures to pay all invoices issued from CALTRANS.

This is a test article and should not be used....> Delete if it shows in your document.
CALTRANS will subvent federal funds that are provided by CITY without invoicing CITY whenever possible, not to exceed the amount authorized by this AGREEMENT.

Invoice and Payment - Actual Cost Invoicing.pda.inv.040.acc.2016-10-01

4. When a PARTY is reimbursed for actual cost, invoices will be submitted each month for the prior month's expenditures. After all PROJECT COMPONENT WORK is complete, PARTIES will submit a final accounting of all PROJECT COMPONENT costs. Based on the final accounting, PARTIES will invoice or refund as necessary to satisfy the financial commitments of this AGREEMENT.

Project Initiation Document (PID)

Invoicing - Actual Cost.pda.inv.070a-2.2016-10-01

5. CALTRANS will invoice and CITY will reimburse for actual costs incurred and paid.

CITY OF GLENDALE, CALIFORNIA
REPORT TO THE:

Joint ☐ City Council ☒ Housing Authority ☐ Successor Agency ☐ Oversight Board ☐

November 5, 2019

AGENDA ITEM

Report: Acceptance of Measure M Subregional Funds for Transit Capital in the amount of $4,426,000, and appropriation of same funds to the Beeline Maintenance Facility project.

1) Motion authorizing the acceptance of Measure M Subregional Funds for Transit Capital in the amount of $4,426,000 for the Beeline Maintenance Facility project; and, authorizing the City Manager or her designee to execute all agreements and documents necessary to accept and implement the funding.

2) Resolution of Appropriation in the amount of $4,426,000 to appropriate Measure M Subregional funds to the Beeline Maintenance Facility project.

COUNCIL ACTION

Public Hearing ☐ Ordinance ☐ Consent Calendar ☒ Action Item ☐ Report Only ☐

Approved for November 5, 2019 calendar

ADMINISTRATIVE ACTION

Signature

Submitted by:
Yazdan T. Emrani, P.E., Director of Public Works

Prepared by:
Kathryn Engel, Transit Manger

Approved by:
Yasmin K. Beers, City Manager

Reviewed by:
Roubik Golanian, P.E., Assistant City Manager

Michele Flynn, Director of Finance

Michael J. Garcia, City Attorney

4 D 1

RECOMMENDATION

It is respectfully recommended that the City Council approve the acceptance and appropriation of $4,426,000 in Measure M Subregional Funds for use on the Beeline Maintenance Facility project, and authorize the City Manager or her designee to execute all agreements and documents to accept and implement the funding.

BACKGROUND/ANALYSIS

In November 2016, LA County voters approved the Measure M sales tax measure to fund transportation improvements. The Measure M Ordinance includes a subregional capital project program as identified in the Ordinance's Expenditure Plan. Measure M subregional funds are restricted for use on capital projects designated in the Measure M Expenditure Plan.

On April 27, 2018, a Funding Agreement was executed between Metro and the Arroyo Verdugo Communities Joint Powers Authority (AVCJPA) to implement the planning activities required for the multi-year subregional program (MSP). The AVCJPA along with its consultant led the MSP development process, which included working with the member agencies along with a public participation process. The AVCJPA Governing Board also adopted Subregional Qualitative Performance Measures including Mobility, Economic Vitality, Accessibility, Safety and Sustainability & Quality of Life, per the Measure M Administrative Procedures.

The AVCJPA submitted its 5-year MSP to Metro staff for compliance review, and the MSP was subsequently approved by the Metro Board in May 2019. Glendale's approved transit capital projects in the 5-year plan are MM4102.02 Beeline Maintenance Facility for $4,426,000 in FY 2020, and MM4102.03 Beeline Replacement Buses for $832,051 in FY 2021.

Metro is ready to execute a Funding Agreement for the Beeline Maintenance Facility for which the funding appropriation is requested in this report. The Beeline Replacement Bus appropriation request will be included in the FY 2021 capital outlay budget process.

As the Beeline Maintenance Facility construction is well underway, staff recommends that the City Council approve the acceptance and appropriation of $4,426,000 in Measure M Subregional Funds for use on the Facility project.

FISCAL IMPACT

Measure M subregional funds are restricted for use on capital projects designated in the Measure M Expenditure Plan. Upon City Council's approval, the Measure M Subregional Funds in the amount of $4,426,000 will be appropriated for the Beeline Maintenance Facility as follows:

Description	Account	From	To
Measure M Subregional Fund	PL: PWD00216AG-LOCAL-0000-2230 GL: 34301-2230-PWD-0020-P0000-T0000-F0000-0000-0000	$4,426,000	
Beeline Maintence Facility CIP	PL: PWD00216AG-CONSTRUCT-0000-2230 GL: 52100-2230-PWD-0020-P0000-T0000-F0000-0000-0000		$4,426,000

The use of Measure M Subregional Funds for the Facility project will offset the planned use of Transit Prop A Local Return (PALR) funds. Transit PALR funds remaining at the end of the Facility project will be disencumbered and remain in the PALR Fund for future appropriation for Beeline operations.

ALTERNATIVES

Alternative 1: The City Council may accept and appropriate the Measure M Subregional Funds for use on the Beeline Maintenance Facility.

Alternative 2: The City Council may choose to not accept the funds, and return the award to the Arroyo Verdugo Communities JPA for reassignment to the transit bus purchase project.

Alternative 3: The City Council may consider any other alternative not proposed by staff.

CAMPAIGN DISCLOSURE

Not applicable.

EXHIBITS

None.

MOTION

Moved by Council Member _____, seconded by Council Member _____that the Council of the City of Glendale hereby:

Accepts Measure M Subregional Funds for Transit Capital in the amount of $4,426,000 for the Beeline Maintenance Facility project PWD00216AG, as more fully outlined in the November 19, 2019 staff report by the Director of Public Works; and authorizes the City Manager or her designee to execute all agreements and documents necessary to accept and implement the funding.

Vote as Follows:

Ayes:

Noes:

Absent:

Abstain:

APPROVED AS TO FORM

CITY ATTORNEY

DATE 10/30/19

4 D 1

RESOLUTION NO. _____

RESOLUTION OF THE COUNCIL OF THE CITY OF GLENDALE MAKING AN APPROPRIATION

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF GLENDALE:

SECTION 1: That the sum of $4,426,000 is hereby appropriated and/or transferred from the following accounts to the following accounts:

ACCOUNTS	DESCRIPTION	FROM	TO
34301-2230-PWD-0020-P0000-T0000-F0000-0000-0000-PWD00216AG	Local Grants, Measure M Sub Regional Fund, Public Works Department, Projects	$4,426,000	
52100-2230-PWD-0020-P0000-T0000-F0000-0000-0000-PWD00216AG	Construction, Measure M Sub Regional Fund, Public Works Department, Projects		$4,426,000

To appropriate funds for the Beeline Maintenance Facility.

SECTION 2: The Director of Finance is authorized to make such other revisions, individual appropriation line-items, changes in summaries, fund totals, grand totals, and other portions of the budget document as necessary to reflect and implement the changes specified in this resolution.

SECTION 3: The City Clerk shall certify to the adoption of this Resolution.

Adopted this_____day of _____, 2019.

_____
Mayor

ATTEST:

_____
City Clerk

CITY OF GLENDALE
DATE 10/17/19
APPROVED AS TO FINANCIAL PROVISION FOR $ 4,426,000

Michele Flynn
Director of Finance

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS
CITY OF GLENDALE)

I, Ardashes Kassakhian, City Clerk of the City of Glendale, do hereby certify that the foregoing Resolution No._____was adopted by the Council of the City of Glendale, California, at a regular meeting held on the_____ day of _____, 2019, and that the same was adopted by the following vote:

Ayes:
Noes:
Absent:
Abstain:

APPROVED AS TO FORM: _____
City Clerk

CITY ATTORNEY

DATE 10/30/19

4 D 2

CITY OF GLENDALE, CALIFORNIA
REPORT TO THE:

Joint ☐ City Council ☒ Housing Authority ☐ Successor Agency ☐ Oversight Board ☐

November 5, 2019

AGENDA ITEM

Report: Glendale Sub-Regional Traffic Management Center Relocation Project

1) Motion awarding a contract to Parsam Construction Inc., in the amount of $171,000 for the Glendale Sub-Regional Traffic Management Center Relocation Project per Specification No. 3821, plus a 15% contingency ($25,650), and authorizing the City Manager to execute the contract.
2) Resolution of Appropriation to shift funds to the Sub-Regional Traffic Management Center Project

COUNCIL ACTION

Public Hearing ☐ Ordinance ☐ Consent Calendar ☒ Action Item ☐ Report Only ☐

Approved for November 5, 2019 calendar

ADMINISTRATIVE ACTION

Signature

Submitted by:
Yazdan T. Emrani, P.E., Director of Public Works

Prepared by:
for Kevin C. Todd, Assistant Director of Public Works

Approved by:
Yasmin K. Beers, City Manager

Reviewed by:
Roubik Golanian, P.E., Assistant City Manager

Michael J. Garcia, City Attorney

Michele Flynn, Director of Finance

4 E 1

RECOMMENDATION

Staff respectfully recommends that the City Council approve the Motion awarding a contract to Parsam Construction. Inc., in the amount of $171,000 for the Glendale Sub-Regional Traffic Management Center Relocation Project per Specification No. 3821, plus a 15% contingency, and authorizing the City Manager to execute the contract. In addition, staff recommeds the City Council approve a Resolution of Appropriation to provide adequate funding for this project.

BACKGROUND/ANALYSIS

The City of Glendale owns and operates approximately two million square feet of municipal facilities. The Public Works Department is responsible for the daily and long-term maintenance and improvements of all City facilities including tenant improvements.

The Glendale Traffic Management Center (GTMC) was constructed more than 22 years ago and is currently, partially located on the 3rd floor of the Municipal Services Building (MSB). When the GTMC was constructed, it was maintained and operated by staff from the Public Works – Traffic and Transportation Division. However, in 2012, City of Glendale underwent a city-wide reorganization and some of the staff from the former Traffic and Transportation Division were relocated to the 2nd floor of the MSB and consolidated within the Public Works Engineering Division. Due to the costs associated with relocating the extensive fiber optic network cabling and GTMC servers, a small room on the 3rd floor of the MSB was reserved for the GTMC servers and network equipment. The GTMC video displays and furniture on the 3rd floor were surplused due to its age and functionality. This project will re-establish the adjacency required for the GTMC and the Traffic Management staff.

In January of 2011, the Los Angeles County Metropolitan Transportation Authority (LACMTA) issued a "Call for Projects", calling upon local agencies to submit funding applications for a variety of transportation improvements, including Intelligent Transportation System (ITS) projects. The City applied and received approval for Proposition C Discretionary grant funds for the Glendale Traffic Management Center project; which includes upgrading the existing video management and display system, computer servers, user workstations, network equipment, battery back-up systems, and the centralized traffic signal control system.

On July 30, 2019, the City Council approved the Plans and Specifications for the Glendale Traffic Management Center Relocation Project, per Specification No. 3821, and directed the City Clerk to advertise for bids; advertisement was published in the Glendale Independence Newspaper on June 10, 13, 24 and 27, 2019. In addition, Public Works staff directly invited twelve (12) local contractors.

On August 20, 2019, six Contractors attended the mandatory job walk. On September 11, 2019, the City received two bids as follows:

Parsam Construction, Inc. (Glendale, CA)	$171,000.00
Dorado Design & Construction, Inc. (Pasadena, CA)	$174,700.00

In following up with the contractors that attended the job walk, but did not submit bids, these contractors were either not interested in the scope of work, the size of the project, or were too busy to bid on this project at this time.

PROJECT SCHEDULE

This work is tentatively scheduled to begin January 2020 and be completed within 90 days.

ENVIRONMENTAL REVIEW

This project is Categorically Exempt under the provisions of the California Environmental Quality Act (CEQA) as a Class 1 Exemption pursuant to the California Code of Regulations, Title 14, Section 15301.

AMERICANS WITH DISABILITIES ACT (ADA)

The proposed project includes improvements that will comply with Federal ADA guidelines.

FISCAL IMPACT

Currently $50,000 is available in the Sub-Regional Traffic Management project for this contract in the account string below:

Account	Total
PL 52135-CONTRCTSVCS-0000 GL 43110-6070-PWD-0020-P0000-T0000-F0000-0000-0000	$50,000

In order to adequately fund this project, a Resolution of Appropriation is requested to appropriate additional funds through a building maintenance service rate, charged to Traffic Engineering in the amount of $50,000, and shifting $100,000 in appropriation from the Roof Repair project account into the Sub-Regional Traffic Management project, as detailed below. Based on two recently completed roof projects, staff determined that the Roof Repair project budget has adequate funding for the intended work.

	Account	Total
From:	37113-6070-PWD-0000-P0000-T0000-F0000-0000-0000	$50,000
From:	PL PWD000108N-REPAIRS-0000 GL 43050-6070-PWD-0020-P0000-T0000-F0000-0000-0000	$100,000
To:	PL 52135-CONTRCTSVCS-0000 GL 43110-6070-PWD-0020-P0000-T0000-F0000-0000-0000	$150,000
	TOTAL PROJECT BUDGET	**$200,000**

The recommended contingency of 15% ($26,650) is commensurate with the complexity of the project and necessary to address unforeseen and or concealed conditions that are common when working on existing and older structures.

ALTERNATIVES

Alternative 1: City Council may approve the Motion awarding a Construction Contract for the Glendale Traffic Management Center Relocation Project to Parsam Construction, Inc., in the amount of $171,000 plus a 15% contingency, and reject all other bids.

Alternative 2: The City Council may choose not to approve the Motion thereby deferring the improvements and maintaining the conditions and use of these facilities. This alternative would delay the work and possibly lose the grant funding available for equipment relocations and improvements.

Alternative 3: The City Council may consider any other alternative not proposed by staff.

EXHIBITS

None.

MOTION

Moved by Council Member _____, seconded by Council Member _____, that Parsam Construction Inc.. is the lowest responsible bidder for Glendale Sub-Regional Traffic Management Center Relocation Project (as described in Specification No. 3821) , and that the bid of Parsam Construction Inc. be and the same is hereby accepted, as recommended by the Director of Public Works. All other bids are hereby rejected. The City Manager or her designee is authorized to execute a contract with Parsam Contruction Inc. in an amount not to exceed $171,000. The Council further approves a contingency reserve in the amount of $26,650. The agreement shall be subject to approval as to form by the City Attorney.

Vote as follows:

Ayes:

Noes:

Absent:

Abstain:

APPROVED AS TO FORM

Michael J. Garcia

CITY ATTORNEY

DATE 10/31/19

RESOLUTION NO. _____

RESOLUTION OF THE COUNCIL OF THE CITY OF GLENDALE MAKING AN APPROPRIATION

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF GLENDALE:

SECTION 1: That the sum of $200,000 is hereby appropriated and/or transferred from the following accounts to the following accounts of which, $50,000 is an increase to the FY 2019-20 Adopted Budget:

ACCOUNTS	DESCRIPTION	FROM	TO
45350-1010-PWD-7515-P0000-T0000-F0000-0000-0000-	General Supplies, General Fund, Public Works Department, Traffic Engineering	$50,000	
46010-1010-PWD-7515-P0000-T0000-F0000-0000-0000-	Building Maintenance Service Charge, General Fund, Public Works Department, Traffic Engineering		$50,000
37113-6070-PWD-0000-P0000-T0000-F0000-0000-0000-	Building Maintenance Service Charge, Building Maintenance Fund, Public Works Department, Projects	$50,000	
43050-6070-PWD-0020-P0000-T0000-F0000-0000-0000-PWD000108N	Repairs Buildings and Grounds, Building Maintenance Fund, Public Works Department, Projects, Roof Repairs	$100,000	
43110-6070-PWD-0020-P0000-T0000-F0000-0000-0000-52135	Contractual Services, Building Maintenance Fund, Public Works Department, Projects, Sub-Regional Traffic Management		$150,000

To appropriate funding for the Sub-Regional Traffic Management Project.

SECTION 2: The Director of Finance is authorized to make such other revisions, individual appropriation line-items, changes in summaries, fund totals, grand totals, and other portions of the budget document as necessary to reflect and implement the changes specified in this resolution.

SECTION 3: The City Clerk shall certify to the adoption of this Resolution.

Adopted this_____day of _____, 2019.

_____
Mayor

ATTEST:

_____
City Clerk

CITY OF GLENDALE
DATE 10/30/19
APPROVED AS TO FINANCIAL PROVISION FOR $ 200,000

_____
Director of Finance

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS
CITY OF GLENDALE)

APPROVED AS TO FORM

_____
CITY ATTORNEY

DATE 10/31/19

4 E 2

I, Ardashes Kassakhian, City Clerk of the City of Glendale, do hereby certify that the foregoing Resolution No._____was adopted by the Council of the City of Glendale, California, at a regular meeting held on the_____ day of _____, 2019, and that the same was adopted by the following vote:

Ayes:
Noes:
Absent:
Abstain:

_____
City Clerk

CITY OF GLENDALE, CALIFORNIA
REPORT TO THE:

Joint ☐ City Council ☒ Housing Authority ☐ Successor Agency ☐ Oversight Board ☐

November 5, 2019

AGENDA ITEM

Report: Recommendation to Destroy Certain Police Department Records, Documents, and Papers.

1) Resolution to Authorize Destruction of Certain Police Department Records, Documents, and Papers.

COUNCIL ACTION

Public Hearing ☐ Ordinance ☐ Consent Calendar ☒ Action Item ☐ Report Only ☐

Approved for November 5, 2019 calendar

ADMINISTRATIVE ACTION

Signature

Submitted by:
Carl Povilaitis, Chief of Police

Prepared by:
Tracey McCollum, Records Bureau Administrator

Andrew Jenks, Police Lieutenant

Tim Oswandel, Police Lieutenant

Sheryl Davis-Moore, Civilian Division Commander

Approved by:
Yasmin K. Beers, City Manager

Reviewed by:
Michael J. Garcia, City Attorney

4 F 1

RECOMMENDATION

It is recommended that City Council adopt a resolution authorizing the destruction of records, as allowed by State law, as specified in the resolution. This routine purging of records is consistent with State Law and the Police Department's records destruction policy.

BACKGROUND/ANALYSIS

Pursuant to Government Code Sections 34090 and 34090.6, certain records may be destroyed after specified periods of time. In some situations, the Police Department retains certain records for a longer time, as indicated on the resolution.

The records the Police Department seeks authorization to destroy do not relate to cases involving:

- Outstanding warrants;
- Penal Code Section 290 sex registrants;
- Penal Code Section 457.1 arson registrants;
- Health and Safety Code Section 11590 controlled substance offender registrants;
- Criminal death cases;
- Violations listed in Penal Code Section 799 (offenses punishable by death or by imprisonment in the state prison for life or for life without the possibility of parole, or for the embezzlement of public money) or Penal Code 800 (offenses punishable by imprisonment for eight years or more);
- Penal Code Section 11167.5 (child abuse and neglect)
- Missing persons who are not found;
- Pending civil or criminal litigation; or
- Serialized firearms that have been entered into the NCIC (National Crime Information Center) database.

The following described Police Department records (documents, instruments, etc.) are no longer required to be maintained and may be destroyed:

- Crime and arrest reports dated prior to January 1, 2012;
- Miscellaneous non-criminal reports dated prior to January 1, 2012;
- Records of statistical reports dated prior to January 1, 2012;
- Jail logs dated prior to January 1, 2012;
- Traffic citations dated prior to January 1, 2016;
- Parking citations dated prior to January 1, 2016;
- Bail receipts and records dated prior to January 1, 2017;
- Dealers' reports of gun sales dated prior to January 1, 2017;
- Subpoenas not associated with a police report dated prior to January 1, 2017;
- Subpoenas dated prior to January 1, 2017;
- Informal discovery requests dated prior to January 1, 2017;
- Pawn slips dated prior to January 1, 2017;
- Treasurer's receipt records dated prior to January 1, 2017;
- Miscellaneous correspondence dated prior to January 1, 2017;
- Digital audio recordings older than 777 days from the date of occurrence;
- Records related to the Automated License Plate Readers older than 777 days from date of occurrence;

- Records related to the Mobile Audio Video System older than 777 days from date of occurrence;
- Records of telephone and radio communications older than 777 days from date of occurrence;
- Records of routine video monitoring maintained in the Milestone Camera system older than 777 days from occurrence;
- Photographs in the CaseWorks system dated prior to January 1, 2012;
- Administrative investigations that contain formal dispositions and were closed on or before January 1, 2014 (having been retained for at least five years in accordance with Penal Code section 832.5);
- Pre-employment background investigation files closed on or before January 1, 2014, where those applicants were not hired;
- Personnel files of employees who separated employment with the City on or before January 1, 2016; and
- Administrative files referencing Pitchess Motions closed on or before January 1, 2016.

The attached resolution is proposed and approved annually in order to keep the purging of Glendale Police Department records current. The resolution is fully compliant with the State of California Government Code Sections 34090 and 34090.6. Approval of this resolution is important to lessen the massive storage problem that retention creates and is consistent with proper records management practices. The Police Department has limited space for records retention and storing off-site is expensive and replete with security issues.

FISCAL IMPACT

There is no fiscal impact.

ALTERNATIVES

Alternative 1: The City Council may adopt a resolution authorizing the destruction of records as proposed by staff.

Alternative 2: The City Council may deny the requested authorization to destroy records.

Alternative 3: The City Council may consider any other alternative not proposed by staff.

CAMPAIGN DISCLOSURE

Not applicable.

EXHIBITS

None

RESOLUTION NO. _____

RESOLUTION OF THE COUNCIL OF THE CITY OF GLENDALE, CALIFORNIA APPROVING THE DESTRUCTION OF CERTAIN CITY POLICE DEPARTMENT RECORDS

WHEREAS, Government Code Section 34090 provides for and authorizes, except as specifically therein exempted, the destruction of certain City records, documents, instruments, books or papers after the same are no longer required, with the written consent of the City Attorney and the approval of the City Council; and

WHEREAS, the Chief of Police has determined that the certain records (documents, instruments, etc.) in his Department do not relate to:

- Outstanding warrants;
- Penal Code Section 290 registrants;
- Penal Code Section 457.1 registrants;
- Health and Safety Code Section 11590 registrants;
- Criminal death cases;
- Violations listed in Penal Code Sections 799 or 800;
- Penal Code Section 11167.5;
- Missing persons who are not found;
- Pending civil or criminal litigation; or
- Serialized firearms that have been entered into the NCIC database; and

WHEREAS, the Chief of Police has determined that the following described records (documents, instruments, etc.) are no longer required:

- Crime and arrest reports dated prior to January 1, 2012;
- Miscellaneous non-criminal reports dated prior to January 1, 2012;
- Records of statistical reports dated prior to January 1, 2012;
- Jail logs dated prior to January 1, 2012;
- Traffic citations dated prior to January 1, 2016;
- Parking citations dated prior to January 1, 2016;
- Bail receipts and records dated prior to January 1, 2017;
- Dealers' reports of gun sales dated prior to January 1, 2017;
- Subpoenas not associated with a police report dated prior to January 1, 2017;
- Subpoenas dated prior to January 1, 2017;
- Informal discovery requests dated prior to January 1, 2017;
- Pawn slips dated prior to January 1, 2017;
- Treasurer's receipt records dated prior to January 1, 2017;
- Miscellaneous correspondence dated prior to January 1, 2017;

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- Digital audio recordings older than 777 days from date of occurrence;
- Records related to the Automated License Plate Readers older than 777 days from date of occurrence;
- Records related to the Mobile Audio Video System older than 777 days from date of occurrence;
- Records of telephone and radio communications older than 777 days from date of occurrence;
- Records of routine video monitoring maintained in the Milestone Camera system older than 777 days from occurrence;
- Photographs in the CaseWorks system dated prior to January 1, 2012;
- Administrative investigations that contain formal dispositions and were closed on or before January 1, 2014 (having been retained for at least five years in accordance with Penal Code section 832.5);
- Pre-employment background investigation files closed on or before January 1, 2014, where those applicants were not hired;
- Personnel files of employees who separated employment with the City on or before January 1, 2016; and
- Administrative files referencing *Pitchess* Motions closed on or before January 1, 2016.

WHEREAS, the City Attorney has given his written consent to the destruction thereof.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF GLENDALE, CALIFORNIA that Council approval be, and hereby is, granted to the Chief of Police to destroy the records (documents, instruments, etc.) specified herein above.

Adopted this_____ day of _____2019.

_____
Mayor

ATTEST

_____
City Clerk

As the City Attorney of the City of Glendale, California, I hereby consent to the destruction of the City records described in this resolution.

_____
City Attorney

STATE OF CALIFORNIA)
) SS
COUNTY OF LOS ANGELES)

I, ARDASHES KASSAKHIAN, City Clerk of the City of Glendale, certify that the foregoing Resolution No. _____ was adopted by the Council of the City of Glendale, California, at a regular meeting held on the _____ day of November 2019, and that same was adopted by the following vote:

Ayes:

Noes:

Absent:

Abstain:

_____
City Clerk

APPROVED AS TO FORM
_____
General Counsel - Police

Date: 10/17/19

CITY OF GLENDALE, CALIFORNIA
REPORT TO THE:

Joint ☐ City Council ☒ Housing Authority ☐ Successor Agency ☐ Oversight Board ☐

November 5, 2019

AGENDA ITEM

Report: Acceptance of additional Homeless Initiative-Measure H grant funds for Program Year 2019-20.

(1) Motion accepting additional Homeless Initiative-Measure H grant funds for Program Year 2019-20 from the Los Angeles Homeless Services Authority (LAHSA), in the amount of $506,012, for five eligible homeless strategies approved by the Los Angeles County Board of Supervisors; and authorizing the City Manager or a designee to execute Amendment No. 2 to the LAHSA Agreement to accept and implement the additional funds.

(2) Resolution of Appropriation to appropriate Homeless Initiative-Measure H funding in the amount of $506,012 for FY 2019-20 for five eligible homeless strategies approved by the Los Angeles County Board of Supervisors.

COUNCIL ACTION

Public Hearing ☐ Ordinance ☐ Consent Calendar ☒ Action Item ☐ Report Only ☐

Approved for November 5, 2019 calendar

ADMINISTRATIVE ACTION

Signature

Submitted by:
Onnig Bulanikian, Director of Community Services & Parks

Prepared by:
Cynthia Foster, Homeless Programs Coordinator

Ivet Samvelyan, Community Services Manager

Approved by:
Yasmin K. Beers, City Manager

Reviewed by:
Roubik Golanian, Assistant City Manager

Michael J. Garcia, City Attorney

Michele Flynn, Director of Finance

for

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RECOMMENDATION

It is respectfully recommended that the City Council approve a:

1. Motion accepting additional Homeless Initiative-Measure H grant funds for Program Year 2019-20 from the Los Angeles Homeless Services Authority (LAHSA), in the amount of $506,012, for five eligible homeless strategies approved by the Los Angeles County Board of Supervisors; and authorizing the City Manager or a designee to execute Amendment No. 2 to the LAHSA Agreement to accept and implement the additional funds.

2. Resolution of Appropriation to appropriate Homeless Initiative-Measure H funding in the amount of $506,012 for FY 2019-20 for five eligible homeless strategies approved by the Los Angeles County Board of Supervisors.

BACKGROUND/ANALYSIS

On December 6, 2016, the Los Angeles County Board of Supervisors adopted an Ordinance placing Homeless Initiative-Measure H on the March 7, 2017, countywide ballot to establish a quarter-cent countywide special sales tax for a period of 10 years to be utilized solely to prevent and combat homelessness. The voters of Los Angeles County approved Homeless Initiative-Measure H with 69 percent of the vote. The California Board of Equalization (BOE) started collecting the Homeless Initiative-Measure H quarter-cent sales tax from businesses and consumers on October 1, 2017.

On February 7, 2017, the Los Angeles County Board of Supervisors directed the County Chief Executive Officer to conduct a Homeless Initiative- Measure H Revenue Planning Process to develop funding requests for each of the twenty-one (21) strategies eligible for Homeless Initiative- Measure H funding, and report back to the Board on June 13, 2017 with final Homeless Initiative-Measure H funding recommendations for Fiscal Year (FY) 2017-18, and preliminary funding recommendations for FY 2018-19 and FY 2019-20. The CEO organized a Homeless Initiative-Measure H Revenue Planning Group composed of 50 stakeholders, held five planning meetings, a community webinar, and a feedback session with the Lived Experience Advisory Group.

Measure H Funding Allocation for the Glendale CoC

On May 10, 2017, the Homeless Initiative-Measure H Revenue Planning Group reached consensus on the Measure H funding recommendations that target six key areas to combat homelessness, which include: subsidized housing, coordinated outreach and shelters, case management and services, homelessness prevention, income support; and, preservation of existing housing. These key areas address the 21 interconnected homeless initiative strategies eligible for Measure H funding. Glendale, Long Beach, and Pasadena, being much smaller CoC's, met with the County CEO, LAHSA and the Department of Health Services (DHS), to discuss direct administration and proportionate share of Measure H funding for several strategies (or parts of strategies). After a series of meetings and negotiations, the County agreed to directly allocate funding from the following strategies (or parts of strategies) :

- A5- Homeless Prevention Services for Individuals (Excludes legal services and evaluation funding.)

- B3- Partner with Cities to expand Rapid Re-Housing (Allocation is only to support single adults.)
- E6-Countywide Outreach System (Allocation is based only on Multidisciplinary Outreach Team funding.)
- E7- Strengthen the Coordinated Entry System (Allocation is only to support Housing Locators and Housing Navigators.)
- E8-Enhance the Emergency Shelter System (Allocation is based only on funding for new shelter beds and capital.)

On March 27, 2018, City Council approved acceptance of the original grant funds for FY 2017-2018 in the amount of $127,556. Additional grant funds were accepted through Amendment #1 in the amount of $316,606, which were appropriated as part of FY 19/20 budget process. Thus, the CoC has received a total of $444,162 in Homeless Initiative-Measure H funding for FY 2017-18 and 2018-19 for the five strategies referenced above.

The annual Homeless Initiative-Measure H funding awarded to the CoC for FY 2019-20 is $506,012, which includes $465,531 for programming and $40,481 for Administrative costs. Please refer to (Exhibit 1). The funding allocation is based on the percentage of countywide homeless population in Glendale, which is 0.03% per the 2017 and 2019 average Homeless point-in-time count for individuals.

Following Council approval, staff will issue a Request for Proposal (RFP) with applications due back in 30 days from the date of issuance. After CoC Board Members meet, deliberate and make funding recommendations, staff will work with sub-recipients to execute agreements and implement programs.

FISCAL IMPACT

Staff is respectfully requesting to appropriate a total of $506,012 in Homeless Initiative-Measure H grant funds in FY 2019-2020 for the 5 eligible homeless strategies approved by the County Board of Supervisors in the following accounts:

Revenue	
GL - 34301-2240-CSP-0020-P0000-T0000-F0000- PL - CSP00204AG -LOCAL-0000	$506,012
Expense	
GL - 43112-2240-CSP-0020-P0000-T0000-F0000 PL - CSP00204AG -DIRECTASST-0000-2240	$465,531
GL – 41100-2240-CSP-0020-P0000-T0000-F0000 PL – CSP00204AG -LABOR-0000-2240	$ 40,481

ALTERNATIVES

Alternative 1: The Council may accept additional Homeless Initiative-Measure H grant funds for Program Year 2019-20 from the Los Angeles Homeless Services Authority (LAHSA), in the amount of $506,012, for five eligible homeless strategies approved by the Los Angeles County Board of

Supervisors; and authorize the City Manager or a designee to execute Amendment No. 2 to the LAHSA Agreement to accept and implement the additional funds.

Alternative 2: Council may choose to not accept the additional Homeless Initiative-Measure H grant funds and not authorize the City Manager or a designee to execute Amendment No. 2.

Alternative 3: The City Council may consider any other alternative not proposed by staff.

EXHIBITS

Exhibit 1: Measure H Summary Budget FY 2019-2020

MOTION

Moved by Council Member _____, seconded by Council Member _____, that the Council of the City of Glendale hereby:

1. Accepts additional Homeless Initiative-Measure H grant funds for Program Year 2019-20 from the Los Angeles Homeless Services Authority (LAHSA), in the amount of $506,012, for five eligible homeless strategies approved by the Los Angeles County Board of Supervisors, as more particularly described in the November 5, 2019 staff report by the Director of Community Services and Parks; and

2. Authorizes the City Manager, or a designee, to execute Amendment No. 2 to the LAHSA Agreement (Contract No. 2017CNGFH169) to accept and implement the additional funds.

Vote as Follows:

Ayes:

Noes:

Absent:

Abstain:

APPROVED AS TO FORM

Michael R. Grant
Principal Assistant City Attorney

Date: 10-30-19

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RESOLUTION NO. _____

RESOLUTION OF THE COUNCIL OF THE CITY OF GLENDALE MAKING AN APPROPRIATION

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF GLENDALE:

SECTION 1: That the sum of $506,012 is hereby appropriated and/or transferred from the following accounts to the following accounts:

ACCOUNTS	DESCRIPTION	FROM	TO
34301-2240-CSP-0020-P0000-T0000-F0000-CSP00204AG	Local Grants, Measure H Fund, Community Services & Parks, Projects, Measure H FY 2019-20	$506,012	
43112-2240-CSP-0020-P0000-T0000-F0000-CSP00204AG	Direct Assistance, Measure H Fund, Community Services & Parks, Projects, Measure H FY 2019-20		$465,531
41100-2240-CSP-0020-P0000-T0000-F0000-CSP00204AG	Salaries, Measure H Fund, Community Services & Parks, Projects, Measure H FY 2019-20		$40,481

To appropriate Homeless Initiative-Measure H grant funds for five eligible homeless strategies approved by the Los Angeles County Board of Supervisors.

SECTION 2: The Director of Finance is authorized to make such other revisions, individual appropriation line-items, changes in summaries, fund totals, grand totals, and other portions of the budget document as necessary to reflect and implement the changes specified in this resolution.

SECTION 3: The City Clerk shall certify to the adoption of this Resolution.

Adopted this_____day of _____, 2019.

_____
Mayor

ATTEST:

_____
City Clerk

CITY OF GLENDALE
DATE 10/29/2019
APPROVED AS TO FINANCIAL PROVISION FOR $ 506,012

Director of Finance

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS
CITY OF GLENDALE)

I, Ardashes Kassakhian, City Clerk of the City of Glendale, do hereby certify that the foregoing Resolution No._____was adopted by the Council of the City of Glendale, California, at a regular meeting held on the_____ day of _____, 2019, and that the same was adopted by the following vote:

Ayes:
Noes:
Absent:
Abstain:

APPROVED AS TO FORM

Michael R. Grant
Principal Assistant City Attorney
Date: 10-30-19

_____
City Clerk

EXHIBIT 1

Measure H Funding					
Strategy	FY 19-20				
Homeless Initiative	Pogram Funding	Total Admin @ 16%	Glendale COC Admin (8%)	8% AgencyAdmin	Total FY 19/20 Funding Available
A5: Homeless Prevention Services for Individuals	$ 47,356	$ 8,236	$ 4,118	$ 4,118	$ 51,474
B3: Partner with Cities to Expand Rapid Re-Housing (Single Adults)	$ 153,739	$ 26,737	$ 13,369	$ 13,369	$ 167,108
B3: DHS Partner with Cities to Expand Rapid Re-Housing (Single Adults)	$ -	$ -	$ -	$ -	$ -
E6: Countywide Street Outreach	$ 80,321	$ 13,969	$ 6,984	$ 6,984	$ 87,305
E6: Coordinated Outreach Set aside for CoCs (DHS MDT)	$ -	$ -	$ -	$ -	$ -
E7: Strengthen the Coordinated entry System (Housing Navigators & Housing Locators)	$ 43,037	$ 7,485	$ 3,742	$ 3,742	$ 46,779
E8: Enhance the Emergency Shelter System (funding for new shelter beds)	$ 141,078	$ 24,535	$ 12,268	$ 12,268	$ 153,346
E8: Enhance the Emergency Shelter System (funding for capital) *	$ -	$ -	$ -	$ -	$ -
TOTAL	**465,531**	**80,962**	**40,481**	**40,481**	**506,012**

CITY OF GLENDALE, CALIFORNIA
REPORT TO THE:

Joint ☐ City Council ☒ Housing Authority ☐ Successor Agency ☐ Oversight Board ☐

November 5, 2019

AGENDA ITEM

Report: Downtown Glendale and Montrose Comprehensive Parking Analysis.

1) Motion to Approve the Recommended Parking Management Strategies outlined in the Comprehensive Parking Analysis.

2) Adoption of Resolution changing hours of operation for on- and off-street parking meters in Downtown Glendale and Montrose and increasing and adding certain fees in the City-wide Fee Schedule.

3) Ordinance for Introduction related to parking meter zones.

COUNCIL ACTION

Public Hearing ☐ Ordinance ☒ Consent Calendar ☐ Action Item ☒ Report Only ☐

Approved for November 5, 2019 calendar

ADMINISTRATIVE ACTION

Signature

Submitted by:
Yazdan T. Emrani, P.E., Director of Public Works

Prepared by:
Tad Dombroski, Parking Manager

Approved by:
Yasmin K. Beers, City Manager

Reviewed by:
Edward G. Hitti, P.E., Assistant Director of Public Works/City Engineer

Roubik Golanian, P.E., Assitant City Mananger

Michael J. Garcia, City Attorney

Michele Flynn, Director of Finanace

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RECOMMENDATION

Staff respectfully recommends the City Council approve:

1) Motion adopting the Parking Management Strategies outlined in the Downtown and Montrose Comprehensive Parking Analysis,

2) Resolution changing hours of operation for on- and off-street parking meters in Downtown and Montrose and increasing and adding certain fees in the City-wide Fee Schedule;

3) Ordinance amending Chapters 10.40.110, 10.40.120, 10.40.140 and 10.40.160 of the Glendale Municipal Code (GMC) related to parking meter zones.

BACKGROUND/ANALYSIS

In 2007, a Mobility Study was prepared by the consulting firm of Nelson/Nygaard containing a comprehensive parking management plan that was adopted by the City Council. The goal of the parking management plan was to provide parking policies to reduce congestion and increase parking availability in downtown Glendale. Parking policies that were implemented based on the Mobility Study are as follows:

(1) Installation of multi-space pay stations on Brand Boulevard and downtown parking lots;
(2) Implementation of paid parking for Brand Boulevard;
(3) Increased meter operation hours from 9 a.m. – 6 p.m. to 6 a.m. – 10 p.m.;
(4) Adjustments to on and off street parking rates;
(5) Installation of wayfinding signage on Brand Boulevard;
(6) Creation of "Park Once" environment for Downtown; and
(7) Reduction of code-required parking for specific uses.

These policies improved parking in Downtown Glendale, and were also used to improve parking conditions in Montrose, along with other areas of the city. Over the last several years, Downtown Glendale and Montrose Shopping Park have seen an increase in development and significant changes to the types of land use. As parking demand and occupancy levels have changed over time, a fresh look at current parking conditions was needed. Since the adoption of the Mobility Study, there have also been advancements in parking technologies that provide solutions for more efficient and effective use of existing parking.

On May 1, 2018, City Council approved a Professional Services Agreement with Transpo Group for Parking Consulting Services. Staff directed Transpo Group to perform a thorough parking evaluation for on- and off-street public parking areas in Downtown Glendale and Montrose Shopping Park respectively. The study area for Downtown focused on the commercial district bounded by the Ventura Freeway (134), Central Avenue, Colorado Street and Louise Street, and the Montrose Shopping Park study area was bounded by Florencita Drive, Broadview Drive, Las Palmas Avenue and Verdugo/Montrose Avenue. Existing parking conditions were documented by capturing parking supply, occupancy and some duration of stay. Parking data was collected in October and November 2018 on typical weekday and

weekend conditions, which excluded street sweeping days and times. Evaluation of on- and off-street public parking areas included parking inventory, utilization, vehicle turn-over rates, parking regulations and rate surveys.

On May 20, 2019 the Transportation and Parking Commission (TPC) received a presentation and report regarding the Downtown and Montrose Shopping Park comprehensive parking analysis. During the meeting, a number of business owners addressed concerns regarding the comprehensive parking analysis and the data collection techniques. Ultimately, the TPC decided that further outreach was needed before bringing this item to the City Council for their consideration.

Staff met with the Greater Downtown Merchants Association (GDMA) before and after the TPC meeting to discuss the analysis in great detail. The overall consensus from the GDMA was support of the recommended parking management strategies as outlined in the comprehensive parking analysis, and summarized below:

1. Retain 90 minutes free parking in public garages.
2. Support tiered pricing and increase pricing along Brand Boulevard.
3. Adjust on-street paid parking hours.
4. Increase parking rates for surface lots.
5. Expand theatre validation program.
6. Change from Pay-by-Space to Pay-by-Plate.
7. Implement a Pay-by-Phone application.
8. Enhance parking enforcement and technology.
9. Expand on-street paid parking to capture areas of North Maryland Avenue and Louise Street.
10. Evaluate parking revenue annually and refine the capital improvement plan.
11. Allow innovative approaches for private garages.
12. Increase parking rates for garages.

As part of these parking management strategies, a performance-based parking approach to evaluate annual parking fees utilizing data driven triggers is recommended. Other enhancements to manage parking may include eliminating time limits, expanding preferential parking in adjacent residential neighborhoods and developing a parking capital improvement plan for future parking projects.

City staff and members of the Montrose Shopping Park Association (MSPA) created a parking task force which was comprised of two members of city staff and three members from the MSPA. During the months of July through October 2019, the parking task force met on several occasions. The focus of these meetings was to review the analysis in greater detail and ensure that the strategies proposed in the analysis would ultimately improve parking in Montrose Shopping Park for both businesses and customers. The parking task force also met with representatives from the Glendale Community College and Transpo Group. Once it was agreed that these parking strategies would improve parking in Montrose Shopping Park, the parking task force then prioritized the strategies as shown below:

1. Enhance parking enforcement
2. Evaluate and implement parking enforcement technology
3. Update employee parking program
4. Increase parking prices along Honolulu Avenue
5. Extend or charge paid parking hours
6. Pay-by-Phone/App
7. Pay station with Pay-by-Plate
8. Develop a consistent brand and wayfinding
9. Evaluate parking revenue annually for additional opportunities to enhance the parking system
10. Expand on-street paid parking to capture Wickham Way blocks
11. Change time limits on Wickham Way blocks
12. Charge for off-street parking

Community Outreach

The City held community outreach meetings with business leaders and stakeholders of Downtown Glendale and Montrose Shopping Park to present the comprehensive parking analysis in greater detail and to receive feedback from both groups. Below is a summary of the outreach meetings.

Downtown Glendale

On August 28th 2019, Public Works Department held a community outreach meeting with the Downtown Glendale merchant community and stakeholders. Staff mailed over 600 notifications to stakeholders located within the study area. The meetings focused on the comprehensive parking analysis prepared by the Transpo Group. The analysis provided a thorough parking inventory and occupancy evaluation of on- and off-street public parking within Downtown Glendale. The objective of the meeting was to discuss the analysis in detail, evaluate best practices to effectively manage public parking and gather input from the audience and key stakeholders.

The City's team, which included Transpo Group, led the meeting and engaged the audience with a presentation on parking best practices and strategies to improve public parking availability in Downtown Glendale. Although turnout was lower than expected, the attendees engaged staff in dynamic conversations, and the overall consensus from the audience was that the comprehensive parking analysis was very thorough. Overall, the attendees were in support of the recommended parking management strategies.

Montrose

On August 29th 2019, Public Works Department held a community outreach meeting with the Montrose Shopping Park merchant community and stakeholders. Staff mailed over 300 notifications to stakeholders located within the study area. The presentation focused on the comprehensive parking analysis prepared by the Transpo Group and the action plan developed by the parking task force prioritizing the parking management strategies outlined in the analysis. The analysis provided a thorough parking inventory and occupancy evaluation of on- and off-street public parking within the Montrose Shopping Park. The goal of the meeting

was to discuss the analysis in detail, evaluate best practices to effectively manage public parking and gather input from the audience and stakeholders.

The City's team, which included Transpo Group and members of the parking Task Force, led the meeting and engaged the audience with a presentation on parking best practices and strategies to improve public parking availability in Montrose Shopping Park. This meeting had a large number of attendees from the business community. The audience engaged the group in dynamic discussions and provided staff with feedback of the recommended parking strategies outlined in the parking analysis. Overall, the attendees were in support of the action plan developed by the parking task force.

Both meetings involved members from the business community that were engaged and provided staff with positive feedback and support for the recommended parking management strategies outlined in the comprehensive parking analysis. These parking strategies for Downtown and Montrose Shopping Park are summarized in Exhibit A and B respectively. The goals of these parking strategies are to improve the balance of parking supply and demand in Downtown Glendale and Montrose Shopping Park, increase available parking in areas where people want to park, and provide more parking options to create a positive experience.

While some of these strategies are already in motion, this report will provide a parking roadmap for the next three to five years. Both business groups will continue to be involved and will be kept informed by the city staff as changes are implemented.

Short Term Actions

In accordance with the above analysis and actions, staff recommends the short term steps of updating the Municipal Code in reference to parking meter zones, changing hours of operation for on and off-street parking meters, and increasing certain fees in the City-wide Fee Schedule.

The attached Ordinance provides adjustments to the Municipal Code as it relates to parking meter zones within on- and off-street areas in Downtown and Montrose Shopping Park that may benefit from the installation of parking meters. Other changes to the Municipal Code include providing authority to the Director of Public Works for establishing maximum legal parking times for parking meter spaces. Staff has also made recommendations to improve the overall verbiage to the Municipal Code as it relates to this topic.

The attached Resolution changes the hours of operation for on- and off-street parking meters in Downtown from 6 a.m. – 10 p.m., to 8 a.m. – 12 a.m. and in Montrose Shopping Park from 9 a.m. – 6 p.m., to 10 a.m. – 8 p.m. The Resolution also adjusts certain parking fees in the City-wide fee schedule. The goal of the time change and fee adjustment is to reach the Target Occupancy Range of 70 percent to 85 percent, maximize the use of existing parking resources and increase parking turnover. Also, if additional revenue is generated as a result, this would be used to fund parking related expenses in Downtown and Montrose Shopping Park.

Lastly, the existing Theatre Validation Program allows visitors to park at the Orange Street parking garage, and pay $1.00 for four hours of parking. The Resolution also expands the

Validation Program to be accepted at all three downtown parking garages, which would expand the validation to additional theatres.

FISCAL IMPACT

Staff anticipates that implementation of parking management strategies outlined in the parking analysis to affect parking revenue in the following way:

Location	Approximate Revenue Increase
Brand Boulevard On-Street Meters	$200,000.00
Downtown Lots/On-Street Meters	$450,000.00
Montrose Shopping Park On-Street Meters	$50,000.00
Total Revenue	**$700,000.00**

The reserved parking fee and hours of operation adjustments in Downtown and Montrose Shopping Park will have minimal impact on parking revenue. The addition of parking meters in Montrose Shopping Park lots will not be implemented in this fiscal year, and will be included in the budget cycle once implemented.

ALTERNATIVES

Alternative 1: The City Council may adopt the following:

Motion to Approve Recommendations outlined in the Downtown and Montrose Comprehensive Parking Analysis;

Resolution changing hours of operation for on and off-street parking meters in Downtown and Montrose and increasing and adding certain fees in the City-wide Fee Schedule;

Ordinance amending sections 10.40.110, 10.40.120, 10.40.140, and 10.40.160 of the Glendale Municipal Code for the establishment of parking meter zones.

Alternative 2: The City Council may adopt any of the above-recommended Motion, Resolution, and/or Ordinance.

Alternative 3: The City Council may consider any other alternative not proposed by staff.

EXHIBITS

Exhibit A: Downtown Parking Analysis
Exhibit B: Montrose Parking Analysis
Exhibit C: Citywide Fee Schedule-Fees, Fines, Rates & Charges (Proposed Fees)

MOTION

Moved by Council Member _____, seconded by Council Member _____, that the Council of the City of Glendale hereby accepts and approves the report dated November 5, 2019 addressing parking management strategies outlined in the Comprehensive Parking Analysis in the Downtown Glendale and Montrose core districts.

Vote as follows:

Ayes:

Noes:

Absent:

Abstain:

APPROVED AS TO FORM

CITY ATTORNEY

DATE 10/31/19

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RESOLUTION NO. _____

A RESOLUTION OF THE COUNCIL OF THE CITY OF GLENDALE CHANGING HOURS OF OPERATION FOR ON- AND OFF-STREET PARKING METERS; AND INCREASING AND ADDING CERTAIN FEES IN THE CITY-WIDE FEE SCHEDULE FOR THE 2019/20 FISCAL YEAR.

WHEREAS, Section 10.40.110, 10.40.120, 10.40.140 and 10.40.160 of the Glendale Municipal Code, 1995 authorizes the Council of the City of Glendale by resolution to determine parking meter zones, parking rates, hour of operation, time limits and types;

WHEREAS, the Director of Public Works recommends the new parking policies, rates, hours of operation, and time limits for Downtown Glendale and Montrose as outlined in the Comprehensive Parking Analysis;

WHERAS, the Director of Public Works recommends the installation of parking meters as stated in 10.40.110 and 10.40.120 to improve parking availability;

WHEARAS, the Transportation and Parking Commission has recommended the adoption of parking management strategies for Downtown Glendale and Montrose as outlined in the Comprehensive Parking Analysis to the City Council;

WHEREAS, the Council finds that there is a need adopt the parking management strategies for Downtown Glendale and Montrose as outlined in the Comprehensive Parking Analysis to improve parking availability;

WHEARES, the Council finds there is a need to adjust the Citywide fee schedule, as part of the parking management strategies [Parking Fees: #22, #23, #24, #25, #26, #40, #43 and #44 (pages 17,18)].

8 A 2

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GLENDALE:

1. The foregoing facts are deemed to be true and correct, and are a basis for the following changes to hours of operation for on- and off-street parking meters and to certain fees in the City-wide Fee Schedule for FY 2019/20.

2. The Council hereby:

A. Changes the hours of operation for all on- and off-street parking meters in the Downtown Glendale core district from 6 a.m. – 10 p.m., to 8 a.m. – 12 a.m.

B. Changes the hours of operation for all on- and off-street parking meters in the Montrose core district on Honolulu Avenue, Market Street, Ocean View Boulevard, Montrose Avenue, Las Palmas Avenue, and Wickham Way from 9 a.m. – 6 p.m., to 10 a.m. – 8 p.m.

C. Increases the following fees in the City-wide Fee Schedule

a. 22. On-Street Parking Meter Rates in Downtown. **$1.50 Hourly**

b. 23. Brand Blvd. Parking Meter Rates in Downtown. **$2.00 Hourly**

c. 24. Off Street Parking Meter Rates in Downtown. **$1.50 Hourly**

d. 25. On-Street Parking Meter Rates in Montrose. **$1.50 Hourly**

e. 26. Off-Street Parking Meter Rates in Montrose. **$0.50 (Unit/Time N/A)**

f. 40. Reserved Parking Fee. **$2.00 Hourly**

D. Adds the following new fees to the City-wide Fee Schedule:

a. 43. Market Place Parking (120 S. Artsakh Ave) Theater ticket validation After 4 hours. **$1.00 Flat Rate**

b. 44. Exchange Parking (115 N. Artsakh Ave) Theater ticket validation After 4 hours. **$1.00 Flat Rate**

Adopted by the Council of the City of Glendale on this _____ day of _____, 2019.

_____
Mayor

ATTEST:

_____
City Clerk

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS
CITY OF GLENDALE)

I, Ardashes Kassakhian, City Clerk of the City of Glendale, certify that the foregoing Resolution No._____ was adopted by the Council of the City of Glendale, California, at a regular meeting held on the _____ day of _____, 2019, by the following vote:

Ayes:

Noes:

Absent:

Abstain:

_____
City Clerk

APPROVED AS TO FORM

CITY ATTORNEY

DATE 10/31/19

ORDINANCE NO. _____

AN ORDINANCE OF THE COUNCIL OF THE CITY OF GLENDALE AMENDING SECTIONS 10.40.110, 10.40.120, 10.40.140, and 10.40.160 OF THE GLENDALE MUNICIPAL CODE, 1995 RELATING TO PARKING METER ZONES ON PARCELS OF LAND-ESTABLISHED.

BE IT ORDINATED BY THE COUNCIL OF THE CITY OF GLENDALE

SECTION 1. Section 10.40.110 of the Glendale Municipal Code, 1995, regarding parking meter zones on parcels of land established, is amended to read as follows:

10.40.110 Parking meter zones on parcels of land-established.
It is determined that parking conditions require the regulation of the parking of vehicles with the aid of parking meters, and parking meter zones are established upon the following parcels of land in the city. Parking meter rates shall be established by the city council by resolution.

Zone 1. City-owned land being a strip of land having a uniform width of fifty-seven (57) feet extending from Colorado Street to Harvard Street lying immediately easterly of and contiguous to the easterly line of the first alley easterly of Brand Boulevard, known as Central Park Lot.

Zone 2. City-owned and leased land, being Lots 3 through 6 inclusive. W. S. Knott Tract, as per map recorded in book 7, page 32 of Maps, in the office of the county recorder, known as Maryland Avenue Lot 1.

Zone 3. City-owned land being Lots 37 and 38. Block 2, Moore's Resubdivision of a portion of Block 9, Glendale Boulevard Tract, as per map recorded in book 9, page 135 of Maps, in the office of the county recorder, known as Salem Street Lot.

Zone 4. City-owned land being Lots 33, 34 and the northeasterly six (6) feet (measured at right angles to the northeasterly line) of Lot 35, Tract No. 1701, as per map recorded in book 22, pages 178, 179 of Maps, in the office of the county recorder known as Montrose Lot 1.

Zone 5. City-owned land being the west sixty-six (66) feet of Lots 14 and 39, Grider and Hamilton's Lomita Park, as per map recorded in book 6, page 105 of Maps, in the office of the county recorder, known as Armory Lot.

Zone 6. City-owned land being Lots 31 through 35 inclusive, Glendalia Park Tract, as per map recorded in book 10, page 157 of Maps, in the office of the county recorder, known as Orange Street Lot 1.

Zone 7. City-owned land being Lots 11 through 14 inclusive, Tract No. 1736, as per map recorded in book 20, page 153 of Maps, in the office of the county recorder, known as Hawthorne Street Lot.

8 A 3

Zone 8. City-owned land being Lot 24, in Block 63, Campbell and Thompson's Tract, as per map recorded in book 9, page 56 of Maps in the office of the county recorder, known as Orange Street Lot 2.

Zone 9. City-owned and leased land being Lots 15 through 18 inclusive, Block 4 Glendale Boulevard Tract, as per map recorded in book 5, page 16 of Maps, in the office of the county recorder, known as Maryland Avenue Lot 2.

Zone 10. City-owned land being Lots 66 through 72 inclusive, Glendalia Park Tract, as per map recorded in book 10, page 157 of Maps, in the office of the county recorder, known as Maryland Avenue Lot 3.

Zone 11. City-owned land being Lots 5, 7 and 9, Block 11, Town of Glendale Tract, as per map recorded in book 14, page 95 of Miscellaneous Records in the office of the county recorder, known as Glendale Avenue Lot.

Zone 12. City-owned land being Lot 19, Block 63, Campbell and Thompson Tract, as per map recorded in book 9, page 56, in the office of the county recorder, known as Orange Street Lot 3.

Zone 13. City-leased land being portions of Lots 1 through 5 inclusive, Block 5, Glendale Boulevard Tract, as per map recorded in book 5, page 167 of Maps, in the office of the county recorder, known as Maryland Avenue Lot 4.

Zone 14. City-owned and leased land being Lots 61 through 63 inclusive, of the Glendalia Park Tract, as per map recorded in book 10, page 157 of Maps, in the office of the county recorder, known as 303 North Maryland Avenue Parking Lot.

Zone 15. City-owned and leased land being Lots 16 and 17 of the C. F. Compton Tract, as per map recorded in book 6, page 168 of Maps, in the office of the county recorder, known as 128 South Orange Street Parking Lot.

Zone 16. City-owned land being Lot 15 of the Glendale Boulevard Tract, as per map recorded in book 5, page 167 of Maps, in the office of the county recorder, known as 208 North Orange Street Parking Lot.

Zone 17. City-owned land being Lots 21 through 23 inclusive, of the Glendale Boulevard Tract, as per map recorded in book 5, page 167 of Maps in the office of the county recorder, known as 236 North Orange Street Parking Lot.

Zone 18. City-owned land being Lots 9 and 10, and portions of Lots 11 and 12, Block 5, Glendale Boulevard Tract, as per map recorded in book 5, page 167 of Maps, in the office of the county recorder, known as 201 North Maryland Avenue Parking Lot.

Zone 19. City-owned land being Lot 19 of Block 5, Glendale Boulevard Tract, as per map recorded in book 5, page 167 of Maps, in the office of the county recorder, known as 226 North Orange Street Parking Lot.

Zone 20. City-owned land being Lots 1 through 16 inclusive, Tract No. 11012 as per map recorded in book 192, pages 35 and 36 of Maps in the office of the county recorder including the adjacent alley, known as Lot No. 31; and city-owned land being a portion of the Teodoro and Catalina Verdugo 2629.01 acre allotment of the Rancho San Rafael, District Court Case No. 1621 and a portion of the Catalina Verdugo 36.10 acre allotment, District Court Case No. 1621, known as Lot No. 30.

Zone 21. City-owned land being Lot 305, excepting: the southwesterly 15 feet, the northeasterly 7.5 feet of the northwesterly 50 feet, the northeasterly 12.5 feet of the southeasterly 50 feet, and that portion of Lot 305 accepted into the City Street System thereof; Tract No. 1701, as per map recorded in book 22, pages 178, 179 of Maps, in the office of the county recorder, known as Montrose Lot 2.

Zone 22. City-owned land being Lots 290, 291, 292, 293, 294, and 295, Tract No. 1701, as per map recorded in book 22, pages 178, 179 of Maps, in the office of the county recorder, known as Montrose Lot 3.

Zone 23. City-owned land being the southeasterly 50 feet (measured at right angles to the southeasterly line) of Lot 334 and the northwesterly 50 feet (measured at right angles to the northwesterly line) of Lot 335, Tract No. 1701, as per map recorded in book 22, pages 178, 179 of Maps, in the office of the county recorder, known as Montrose Lot 4.

Zone 24. City-owned land being the northwesterly 25 feet (measured at right angles to the northwesterly line) of Lot 330, except the southwesterly 10 feet thereof, Tract No. 1701, as per map recorded in book 22, pages 178, 179 of Maps, in the office of the county recorder, known as Montrose Lot 5.

Zone 25. City-owned land being the northwesterly 49 feet (measured at right angles to the northwesterly line) of Lot 337, Tract No. 1701, as per map recorded in book 22, pages 178, 179 of Maps, in the office of the county recorder, known as Montrose Lot 6.

Zone 26. City-owned land being Lots 41 and 42, Tract No. 1701, as per map recorded in book 22, pages 178, 179 of Maps, in the office of the county recorder; and city-owned land being Lots 6, 7, 8, 9, 10, and 11, Block 6, Sparr Heights Tract, as per map recorded in book 59, pages 34, 35 and 36 of Maps, in the office of the county recorder including the adjacent alley 291, known as Montrose Lot No. 7.

SECTION 2. Section 10.40.120 of the Glendale Municipal Code, 1995, regarding parking meter zones on streets established, is amended to read as follows:

It is hereby determined that parking conditions require the regulation of the parking of vehicles with the aid of parking meters. Parking meter zones are hereby established upon the following

portions of street in said city. Parking meter rates shall be established by the city council by resolution.

Zone (a) Brand Boulevard. Colorado Street to Doran Street~~, two (2) hour type~~.

Zone (b) Broadway. Central Avenue to first alley east of Maryland Avenue~~, two (2) hour type~~; from such alley east to Everett Street~~, one (1) hour type~~.

Zone (c) California Avenue, Orange Street to Maryland Avenue~~, two (2) hour type~~.

Zone (d) Central Avenue, Broadway to Lexington Drive~~, two (2) hour type~~.

Zone (e) Deleted.

Zone (f) Glendale Avenue. Harvard Street to Broadway~~, two (2) hour type~~;~~,~~Broadway to Wilson Avenue~~, one (1) hour type~~.

Zone (g) Harvard Street. Brand Boulevard to first alley east of Maryland Avenue~~, two (2) hour type~~; from said alley to Louise Street~~, two (2) hour type~~.

Zone (h) Deleted.

Zone (i) Honolulu Avenue. Montrose Avenue to Las Palmas Avenue~~, two (2) hour type~~.

Zone (j) Lexington Drive. Central Avenue to Orange Street, and Brand Boulevard to Maryland Avenue~~, two (2) hour type~~.

Zone (k) Louise Street. Broadway to ~~Wilson Avenue, two (2) hour type~~ Colorado Street.

Zone (l) Market Street. Honolulu Avenue to Broadview Drive~~, two (2) hour type~~.

Zone (m) Maryland Avenue. Harvard Street to ~~California Avenue, two (2) hour type~~ Maryland Place.

Zone (n) Montrose Avenue. Honolulu Avenue to boundary of city of Glendale~~, two (2) hour type~~.

Zone (o) Ocean View Boulevard. Broadview Drive north to boundary of city of Glendale~~, two (2) hour type~~.

Zone (p) Orange Street. Lot 23 Alley of Tract Map No. 68602 north of the Americana at Brand to Doran Street~~, two (2) hour type~~.

Zone (q) Wilson Avenue. Central Avenue to first alley east of Maryland Avenue~~, two (2) hour type~~; from said alley east to Louise Street~~, one (1) hour type~~.

Zone (r) Verdugo Road. Honolulu Avenue to Broadview Drive~~, two (2) hour type~~.

Zone (s) Milford Street. Orange Street to Maryland Avenue~~, two (2) hour type~~.

Zone (t) Towne Avenue. Verdugo Road to Canada Boulevard~~, one (1) hour type~~.

Zone (u) Verdugo Road. Towne Avenue to Canada Boulevard~~, two (2) hour type~~; east side of said street from Calle Vaquero to Glendale Avenue~~, four (4) hour type~~.

Zone (v) Canada Boulevard. Verdugo Road to Colina Drive~~, four (4) hour type~~.

Zone (w) Mountain Street. Verdugo Road to Verdugo Wash~~, four (4) hour type~~.

Zone (x) Isabel Street. Broadway to Wilson, west side of said street~~, thirty (30) minute type~~; east side of said street~~, one (1) hour type~~.

Zone (y) Wickham Way. Broadview Drive to Florencita Drive.

SECTION 3. Section 10.40.140 of the Glendale Municipal Code, 1995, regarding hours of parking, is amended to read as follows:

~~Parking meters designated thirty (30) minute type shall allow up to thirty (30) minutes of legal parking per vehicle. Parking meters designated one (1) hour type shall allow up to one (1) hour of legal parking per vehicle. Parking meters designated two (2) hour type shall allow up to two (2) hours of legal parking per vehicle. Parking meters designated three (3) hour type shall allow up to three (3) hours of legal parking per vehicle. Parking meters designated ten (10) hour type shall allow up to ten (10) hours of legal parking per vehicle. (Prior code § 27-125)~~

The maximum legal parking time for each parking meter space in each zone shall be determined from time to time by the Director of Public Works, and shall indicate such times by signs or curb markings on such parcel of land and/or street. Determination shall be based on good parking management principals, parking investigations and surveys.

SECTION 4. Section 10.40.160 of the Glendale Municipal Code, 1995, regarding types of parking meters, shall be deleted.

~~It is hereby determined that within parking meter zones established but this chapter, except as otherwise provided, the type of parking meter to be installed and maintained. Parking meter types are hereby established upon the following zones in said city.~~

~~A. Zones 1, 8 and 14: three (3) hour meters;~~

~~B. Zones 2, 16 and 19: two (2) hour meters;~~

~~C. Zones 5, 10 and 20: ten (10) hour meters;~~

~~D. Zones 3, 6, 7, 9, 13, 15, 17 and 18: three (3) hour meters and ten (10) hour meters;~~

~~E. Zone 10: delete;~~

~~F. Zone 11: ten (10) hour meters and two (2) hour meters. (Prior code § 27-127)~~

SECTION 5. Severability.

This Ordinance's provisions are severable. If any portion of this Ordinance or its application to any person or circumstance is held invalid or unconstitutional, that decision does not affect the validity of the Ordinance's remaining portions and the Ordinance's application to other persons and circumstances. The City Council declares that it would have passed the remainder of the Ordinance without the invalid or unconstitutional provision.

SECTION 4. Effective Date.

This Ordinance shall take effect and be in force thirty (30) days after the date of its passage.

Adopted by the Council of the City of Glendale on the _____ day of _____, 2019.

_____
Mayor

ATTEST:

_____
City Clerk

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS.
CITY OF GLENDALE)

APPROVED AS TO FORM
CITY ATTORNEY
DATE 10/31/19

I, Ardashes Kassakhian, City Clerk of the City of Glendale, hereby certify that the foregoing Ordinance was adopted by the Council of the City of Glendale, California, at a regular meeting held on the _____ day of _____, 2019, and that the same was adopted by the following vote:

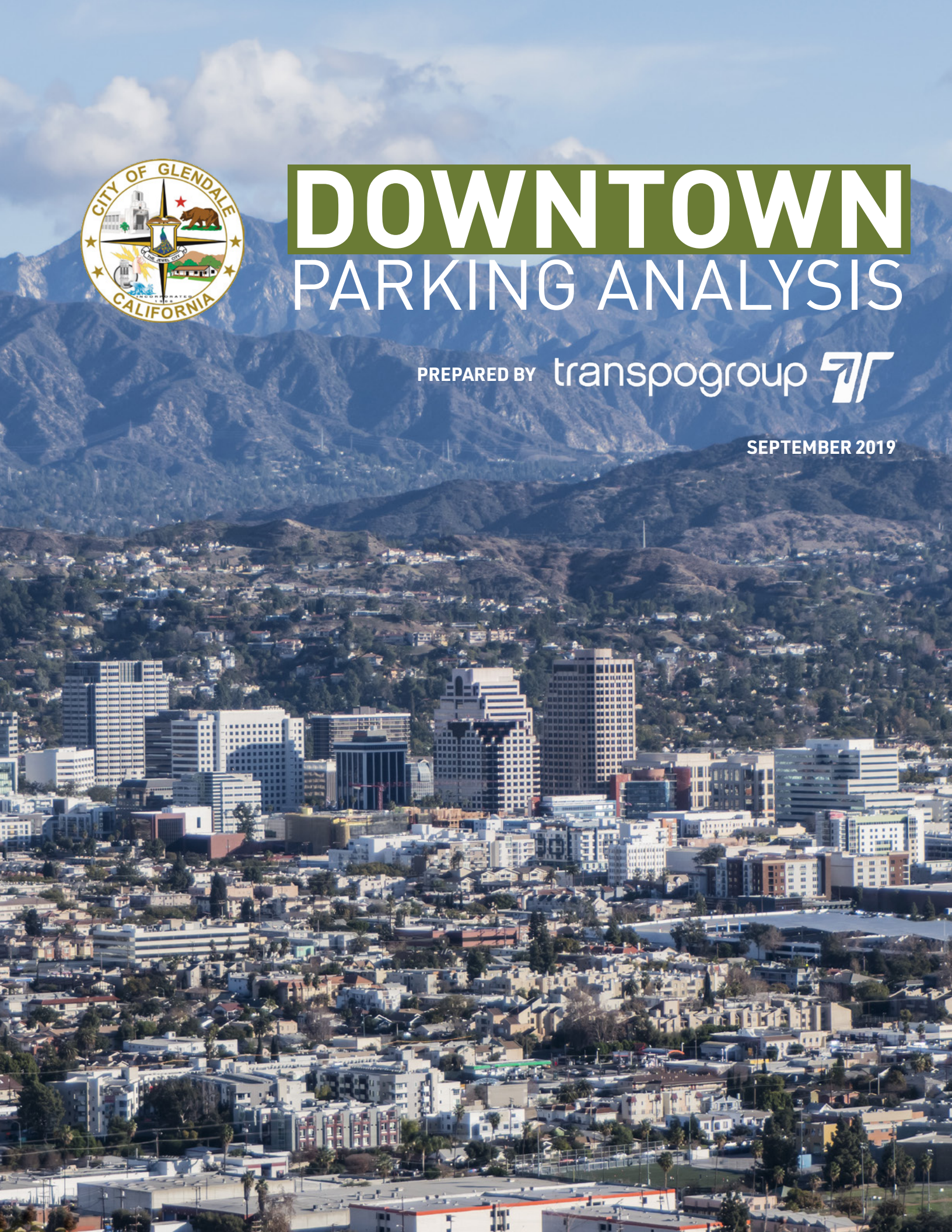
Ayes:

Noes:

Absent:

Abstain:

_____
City Clerk



DOWNTOWN PARKING ANALYSIS

PREPARED BY transpogroup

SEPTEMBER 2019

Prepared for the City of Glendale by

DOWNTOWN
PARKING ANALYSIS

TABLE OF CONTENTS

INTRODUCTION 1

STUDY AREA 2

PARKING REGULATIONS 3

PARKING OCCUPANCY 4

BRAND BOULEVARD 14

PRICING 16

STAKEHOLDER COLLABORATION 22

KEY FINDINGS 22

PARKING STRATEGIES 24

NEXT STEPS – PRIORITIES 32

INTRODUCTION

Parking plays a key role in supporting the vibrant environment of Downtown Glendale where people live, work, shop, and play. The diverse nature of downtown requires a variety of parking approaches to support these different needs. Parking is a valuable City resource. This analysis evaluates existing parking conditions and identifies management strategies to support the Downtown and best utilize public parking assets.

The objective of the Parking Analysis is to identify strategies that can be implemented over time to address near-term or existing parking issues as well as triggers for future strategies to manage parking availability.

BACKGROUND

Downtown Glendale features arts and entertainment, civic/government, retail, restaurants, hotel, mixed-use and residential uses. Downtown is a vibrant community, which is designed to promote the "18-Hour City" where people can live, work, shop, and play.

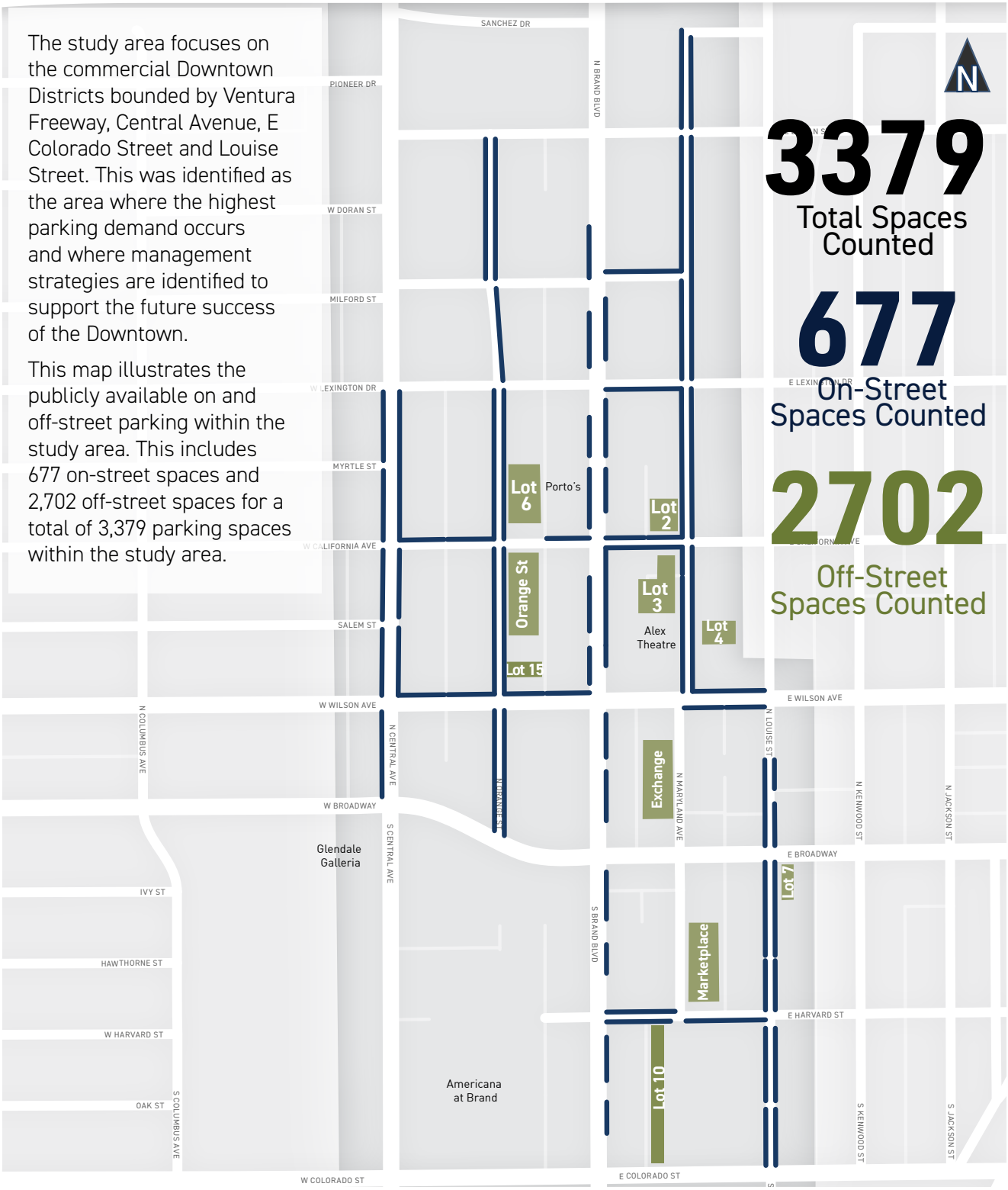
The *Glendale Downtown Mobility Study, 2007* identified that the Downtown parking supply was adequate to serve the current uses, but there was a perceived parking shortage by the public. The Mobility Study recommended strategies to better manage parking, adjust parking pricing and time limits, provide wayfinding, and install pay stations. Some parking strategies outlined in the Mobility Study have been implemented by the City including changing of time limits and pricing for on- and off-street parking and installing dynamic wayfinding. This Parking Analysis provides an understanding of conditions since the implementation of Mobility Study strategies and a fresh look at recommended parking strategies moving forward.

This Parking Analysis provides an understanding of conditions since the implementation of Mobility Study strategies and a fresh look at recommended parking strategies moving forward.

STUDY AREA

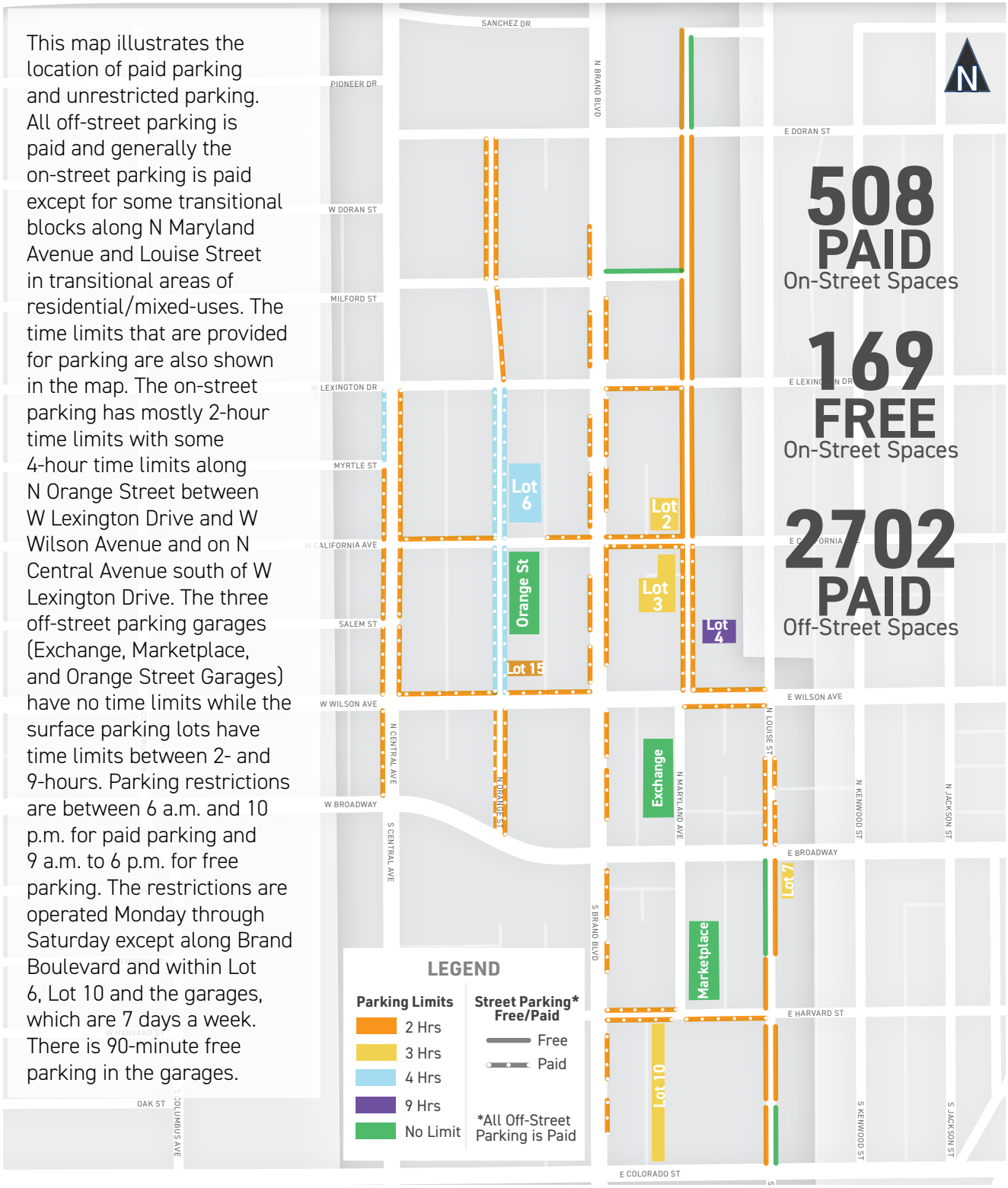
The study area focuses on the commercial Downtown Districts bounded by Ventura Freeway, Central Avenue, E Colorado Street and Louise Street. This was identified as the area where the highest parking demand occurs and where management strategies are identified to support the future success of the Downtown.

This map illustrates the publicly available on and off-street parking within the study area. This includes 677 on-street spaces and 2,702 off-street spaces for a total of 3,379 parking spaces within the study area.



PARKING REGULATIONS

This map illustrates the location of paid parking and unrestricted parking. All off-street parking is paid and generally the on-street parking is paid except for some transitional blocks along N Maryland Avenue and Louise Street in transitional areas of residential/mixed-uses. The time limits that are provided for parking are also shown in the map. The on-street parking has mostly 2-hour time limits with some 4-hour time limits along N Orange Street between W Lexington Drive and W Wilson Avenue and on N Central Avenue south of W Lexington Drive. The three off-street parking garages (Exchange, Marketplace, and Orange Street Garages) have no time limits while the surface parking lots have time limits between 2- and 9-hours. Parking restrictions are between 6 a.m. and 10 p.m. for paid parking and 9 a.m. to 6 p.m. for free parking. The restrictions are operated Monday through Saturday except along Brand Boulevard and within Lot 6, Lot 10 and the garages, which are 7 days a week. There is 90-minute free parking in the garages.



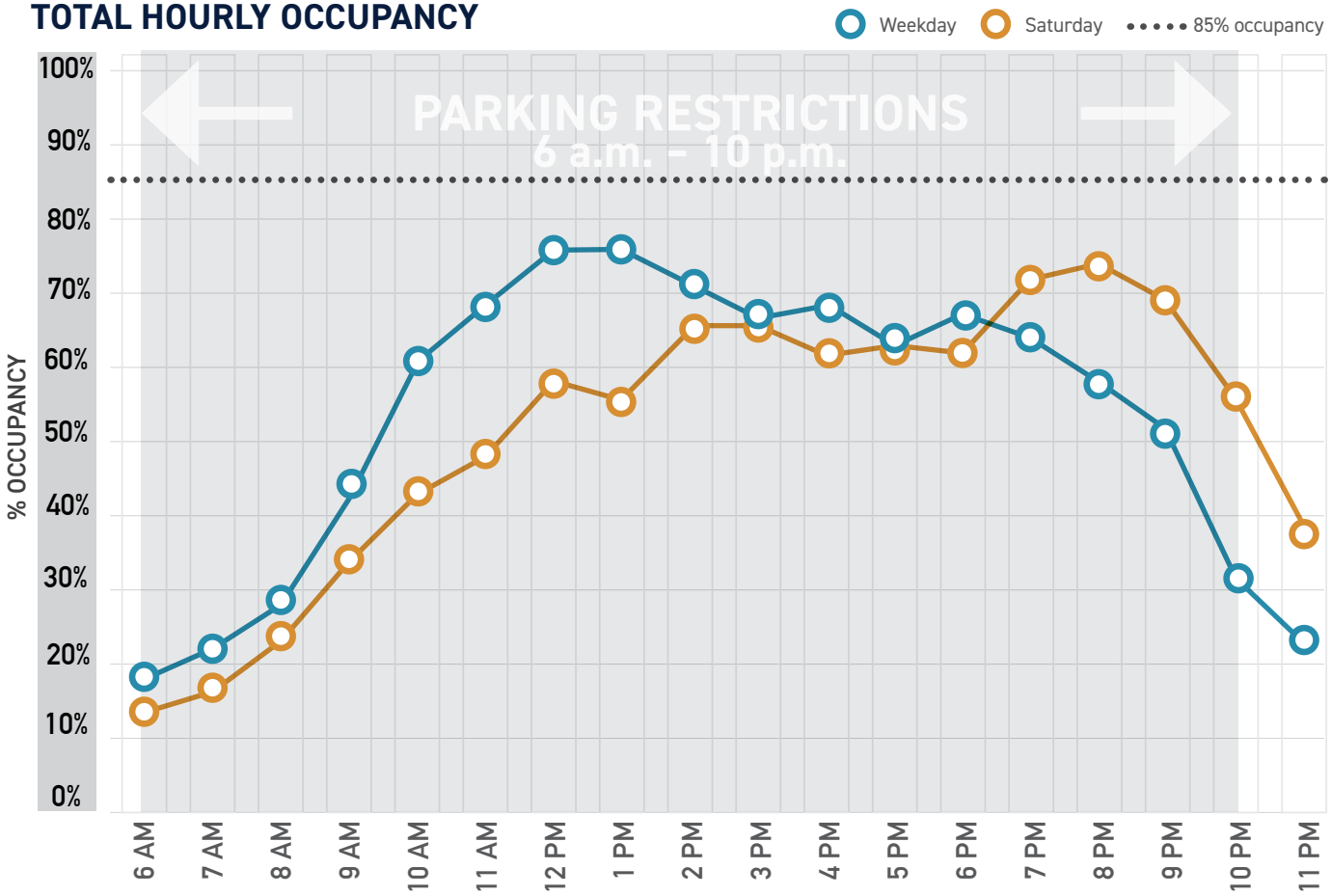
PARKING OCCUPANCY

Existing parking conditions were documented through data collection and coordination with the City in October and early November of 2018. The data collection captured parking supply (described above), occupancy, and duration (or length of stay). Data were collected both on-street and for key off-street public parking lots and garages.

Data related to parking occupancy and duration were collected over multiple days due to the size of the area and to understand if there was any variation in the data day by day and week by week. The data were collected on Tuesday, October 16 and 23, Thursday, October 11 and 18 and Saturday, October 27 and November 3 capturing typical fall weekday and weekend condition. Hourly occupancy along each on-street block and within each lot were collected from 6 a.m. to 11 p.m. on days with no street sweeping. Duration of stay data were also collected for on-street blocks along Brand Boulevard during the same time period. The data collection provided an understanding of how utilized or occupied publicly available parking is in Downtown and how long vehicles park for the more heavily utilized on-street parking along Brand Boulevard. A review of the weekday data found it to be consistent between different days of the week and the same was true for the two different Saturday conditions. The remainder of this analysis focuses on the weekday and Saturday that had a slightly higher parking occupancy during the peak hour. The occupancy and duration characteristics provide valuable information to develop data-driven parking management strategies for Downtown.

On-street parking occupancy between 70 and 85 percent typically indicates 1 to 2 available parking spaces per block making it easier for drivers to find parking. Parking occupancies over 85 percent on-street and in larger parking lots typically indicate congested parking conditions where drivers have difficulty finding parking and may have to circulate the area more than once to find an available space.

TOTAL HOURLY OCCUPANCY



A review of the hourly occupancy shows that peaking conditions occur between noon and 1 p.m. with 76 percent of the parking spaces occupied. This indicates that peak midday conditions are likely driven by employees and visitors during the lunch hour.

The peak parking occupancy on Saturday occurs at 8 p.m. with 74 percent of parking spaces occupied. This is typical for areas with a lot of entertainment and restaurant uses. When comparing to the weekday and Saturday conditions, peak parking occupancy is over 15 percent higher on a weekday during the noon peak and 15 percent higher on a Saturday during the 8 p.m. peak hour.

When looking at the study area as a whole, the overall parking occupancy is less than 85 percent indicating that there is still some available parking. There are specific areas where parking occupancies are exceeding the desired threshold and finding parking can be difficult.

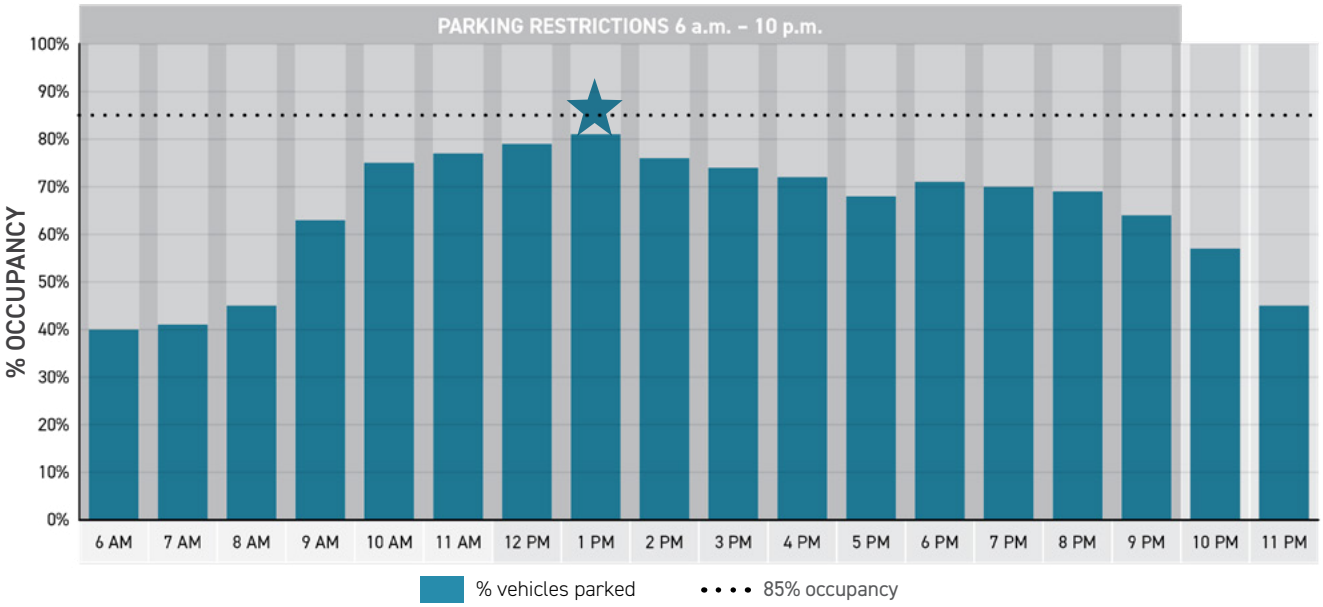
The following pages provide more detail on findings related to on- and off-street parking as well as paid and unpaid parking.

TOTAL ON-STREET OCCUPANCY (PAID AND UNPAID)

The top chart illustrates the **WEEKDAY HOURLY OCCUPANCY ON-STREET** with the peak occurring at 1 p.m. with 81 percent of the spaces occupied.

677
On-Street Spaces Counted

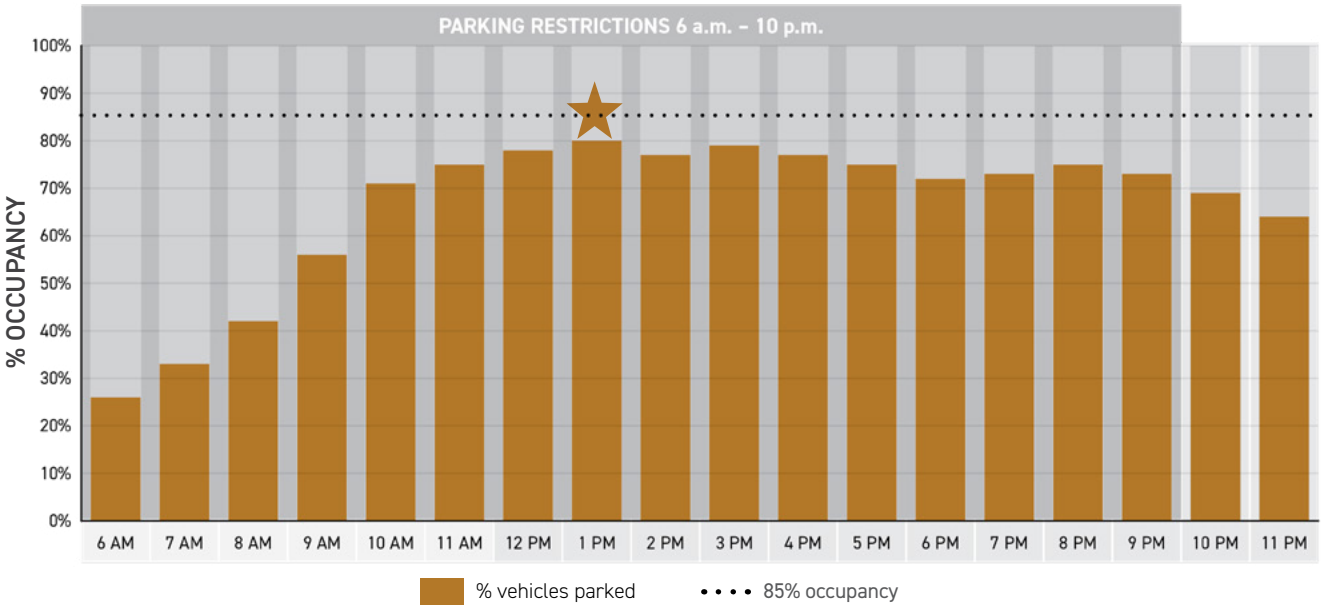
★545
Vehicles Parked at Peak Hour



The bottom chart provides the **SATURDAY HOURLY OCCUPANCY ON-STREET** and shows that the peak on-street parking occupancy also occurs at 1 p.m. with 80 percent of the spaces occupied. Weekday occupancy is higher in the morning by 1 to 14 percent while Saturday parking is higher starting at 1 p.m. and after.

677
On-Street Spaces Counted

★542
Vehicles Parked at Peak Hour

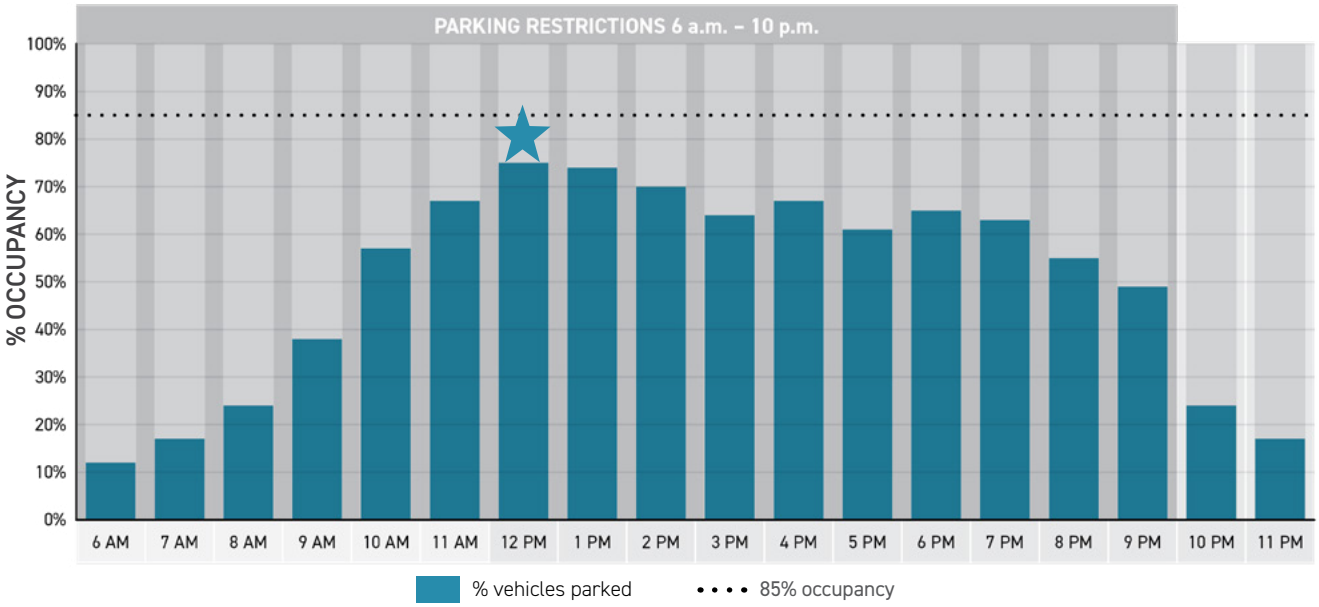


TOTAL OFF-STREET OCCUPANCY

The top chart illustrates the **WEEKDAY HOURLY OCCUPANCY OFF-STREET** with the peak occurring at noon with 75 percent of the spaces occupied.

2702 Off-Street Spaces Counted

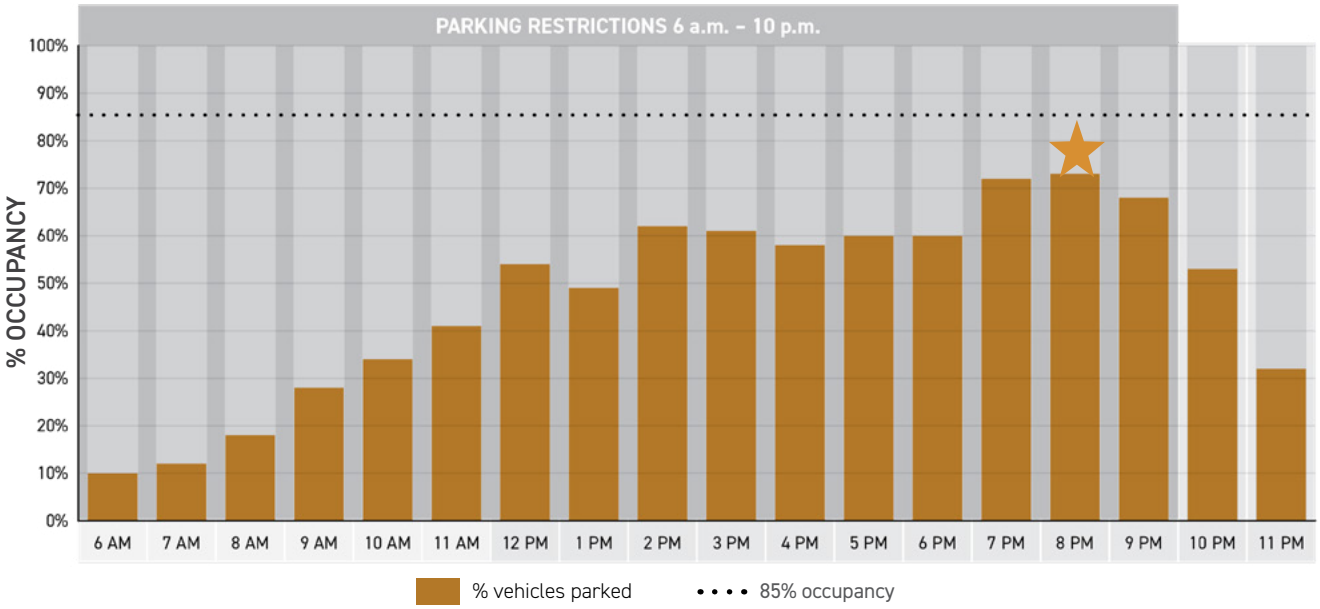
★2037 Vehicles Parked at Peak Hour



The bottom chart provides the **SATURDAY HOURLY OCCUPANCY OFF-STREET** and shows that the peak off-street parking occupancy occurring at 8 p.m. with 73 percent of the spaces occupied. Weekday occupancy is generally higher than Saturday conditions except between 7 and 11 p.m. This pattern is consistent with the parking lots serving both office and retail uses during the weekdays and serving nightlife on Saturdays.

2702 Off-Street Spaces Counted

★1976 Vehicles Parked at Peak Hour

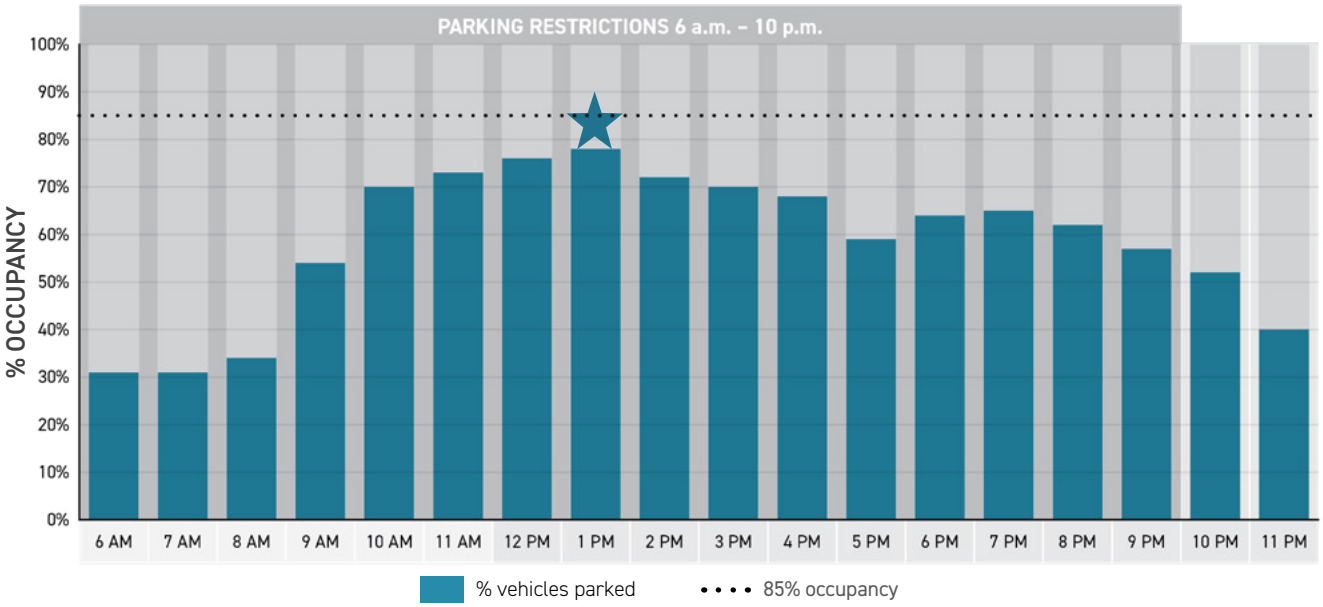


ON-STREET PAID

The majority of on-street parking in the study area is paid. The top chart illustrates the **WEEKDAY HOURLY OCCUPANCY FOR ON-STREET PAID PARKING** and shows that the peak occurs at 1 p.m. with 78 percent of the spaces occupied.

508 On-Street Spaces Counted

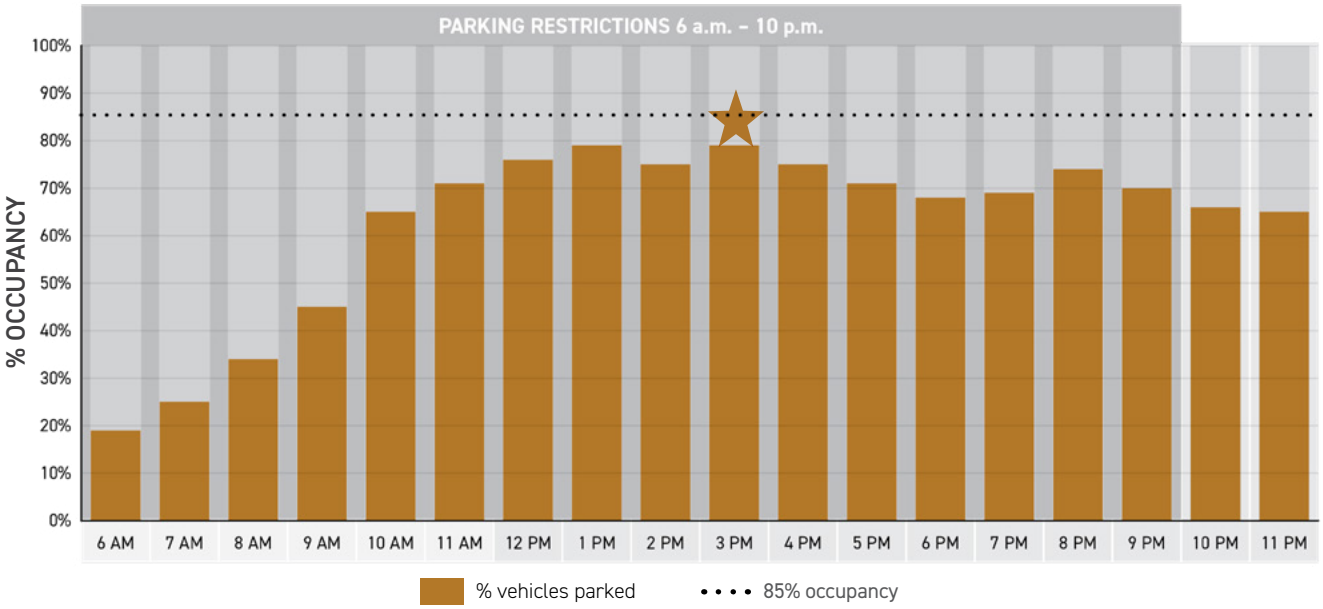
★395 Vehicles Parked at Peak Hour



The bottom chart illustrates the **SATURDAY HOURLY OCCUPANCY FOR ON-STREET PAID PARKING** and shows that the peak parking occupancy also occurs at 3 p.m. with 79 percent of the spaces occupied. There is also a second peak on Saturday evening at 8 p.m. The on-street park periods are reflective of the midday lunch hour and nightlife consistent with the restaurant, retail and entertainment uses.

508 On-Street Spaces Counted

★403 Vehicles Parked at Peak Hour

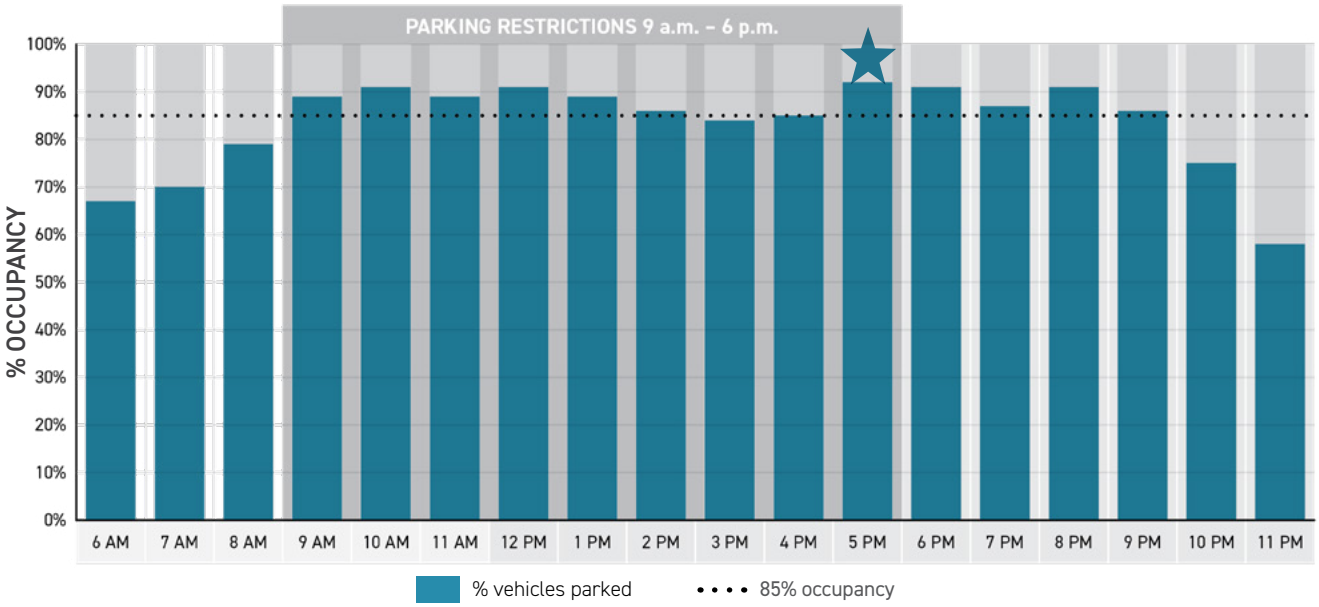


ON-STREET UNPAID

The top chart illustrates the **WEEKDAY HOURLY OCCUPANCY ON-STREET UNPAID PARKING** and shows that the peak occurs at 5 p.m. with 92 percent of the spaces occupied.

169
On-Street Spaces Counted

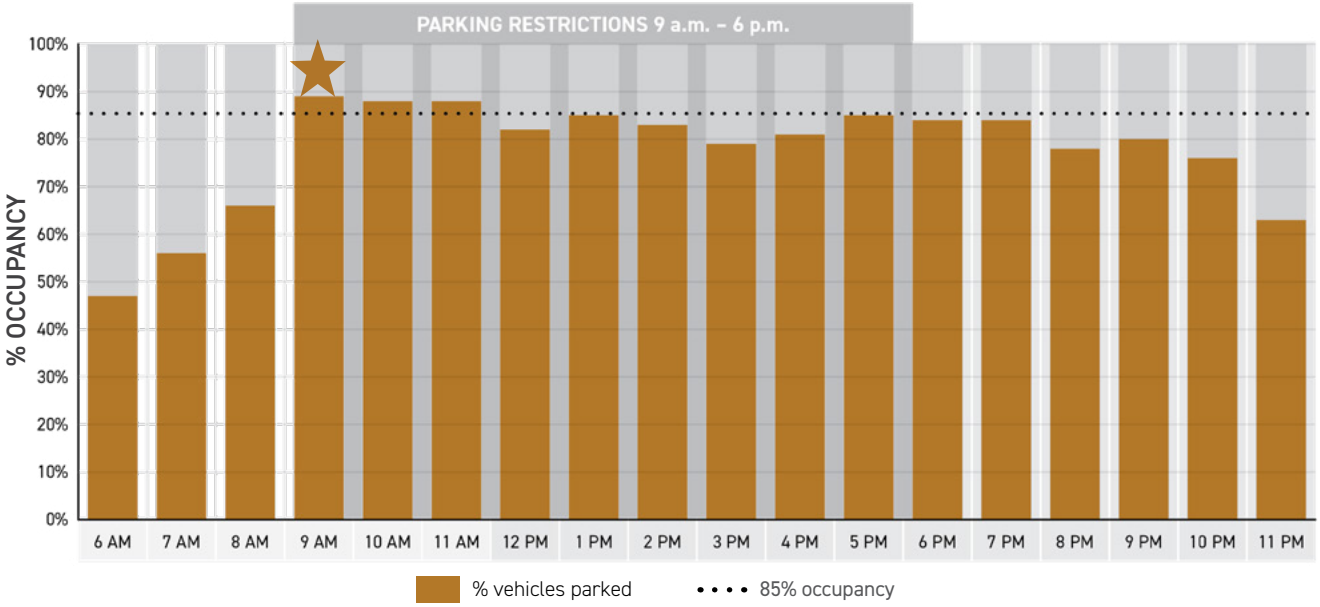
★156
Vehicles Parked at Peak Hour



The bottom chart provides the **SATURDAY HOURLY OCCUPANCY ON-STREET UNPAID PARKING** and shows that the peak occupancy occurs at 9 a.m. with 89 percent of the spaces occupied. Weekday occupancy for on-street unpaid parking is generally higher than Saturday conditions. These peak periods are expected due to residential use of the free parking along N Maryland Avenue and Louise Street. There is preferential permit parking along N Maryland Avenue where residents with permits may be utilizing spaces for much of the day.

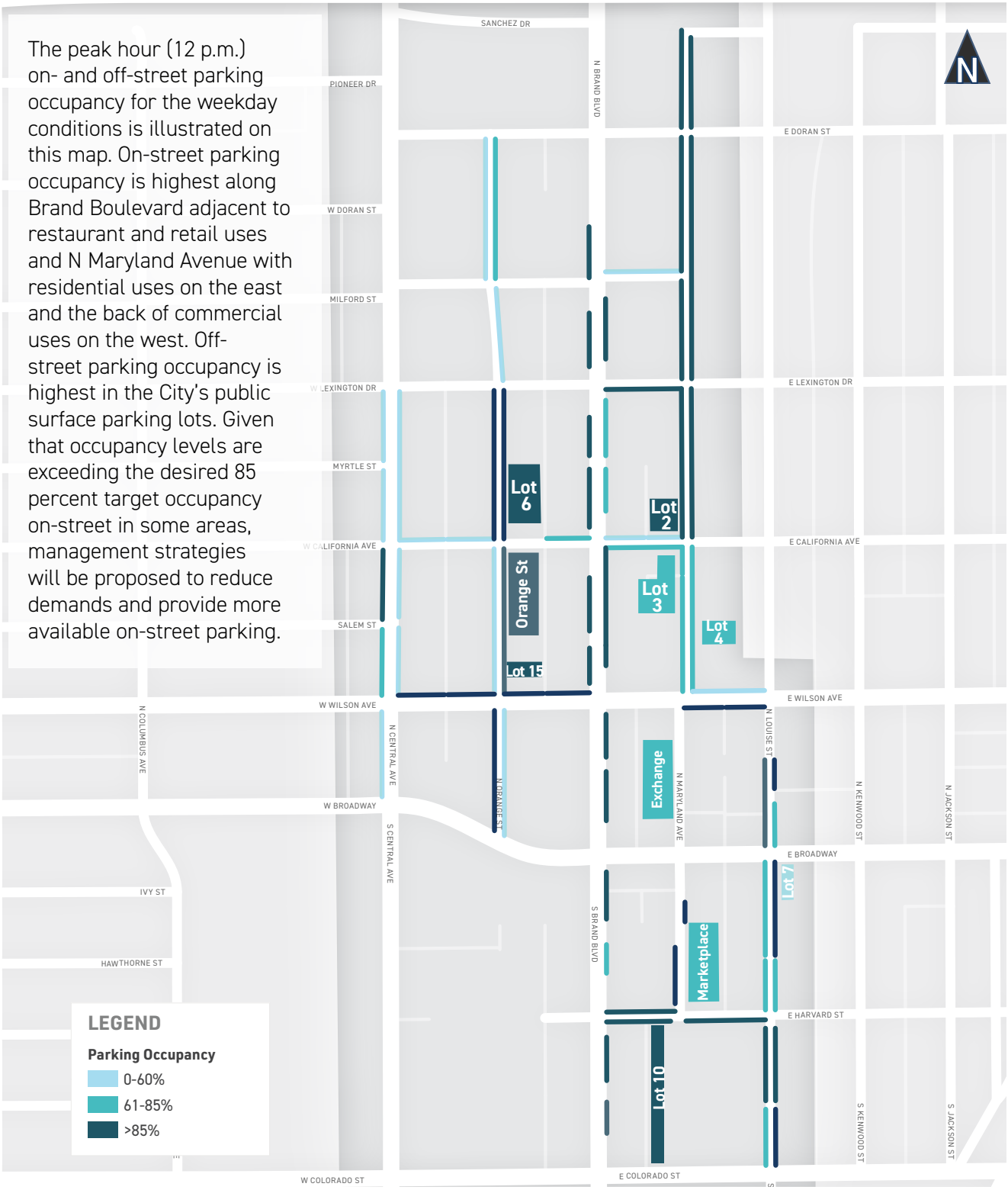
169
On-Street Spaces Counted

★151
Vehicles Parked at Peak Hour



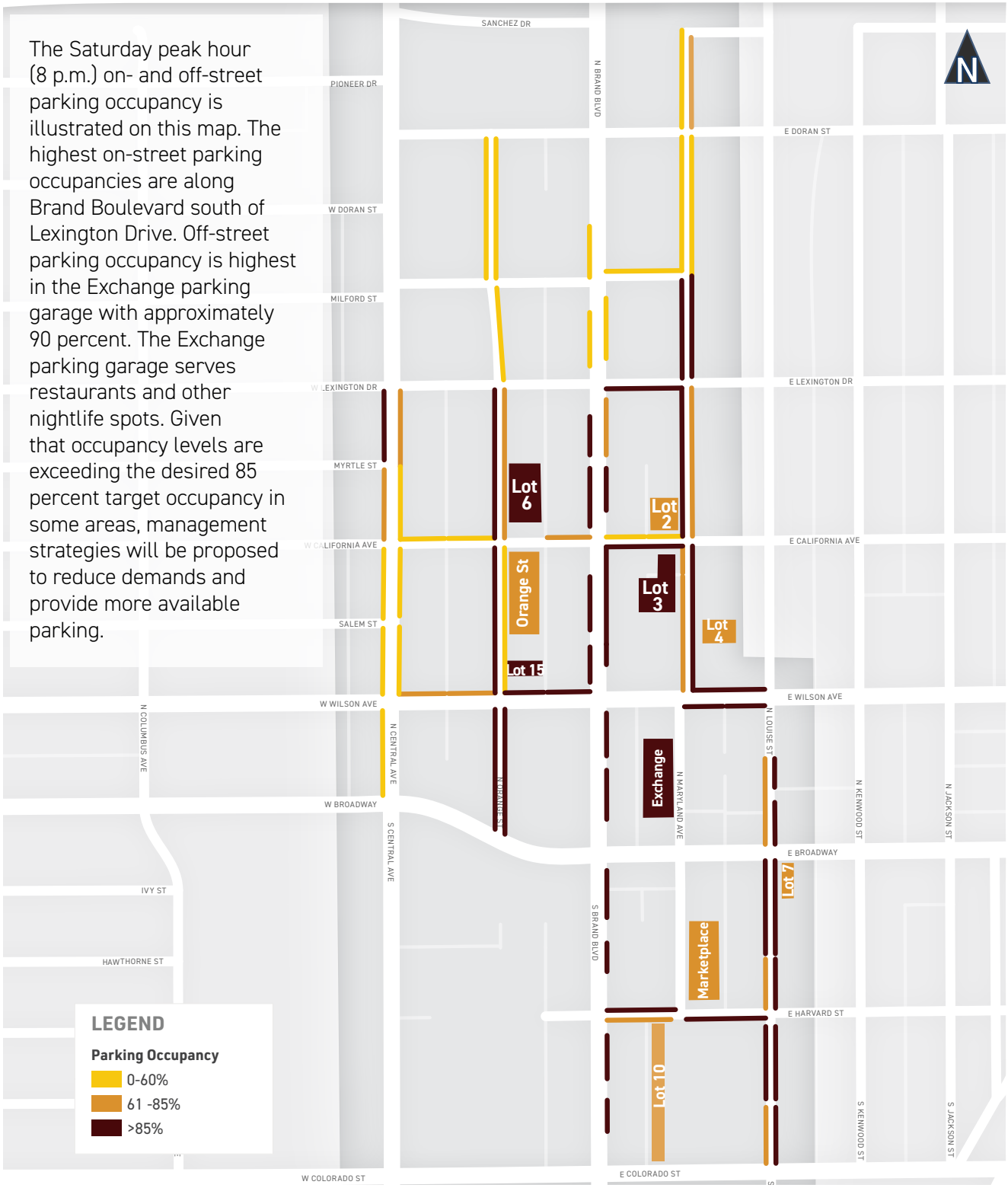
WEEKDAY PEAK HOUR OCCUPANCY (12PM)

The peak hour (12 p.m.) on- and off-street parking occupancy for the weekday conditions is illustrated on this map. On-street parking occupancy is highest along Brand Boulevard adjacent to restaurant and retail uses and N Maryland Avenue with residential uses on the east and the back of commercial uses on the west. Off-street parking occupancy is highest in the City's public surface parking lots. Given that occupancy levels are exceeding the desired 85 percent target occupancy on-street in some areas, management strategies will be proposed to reduce demands and provide more available on-street parking.



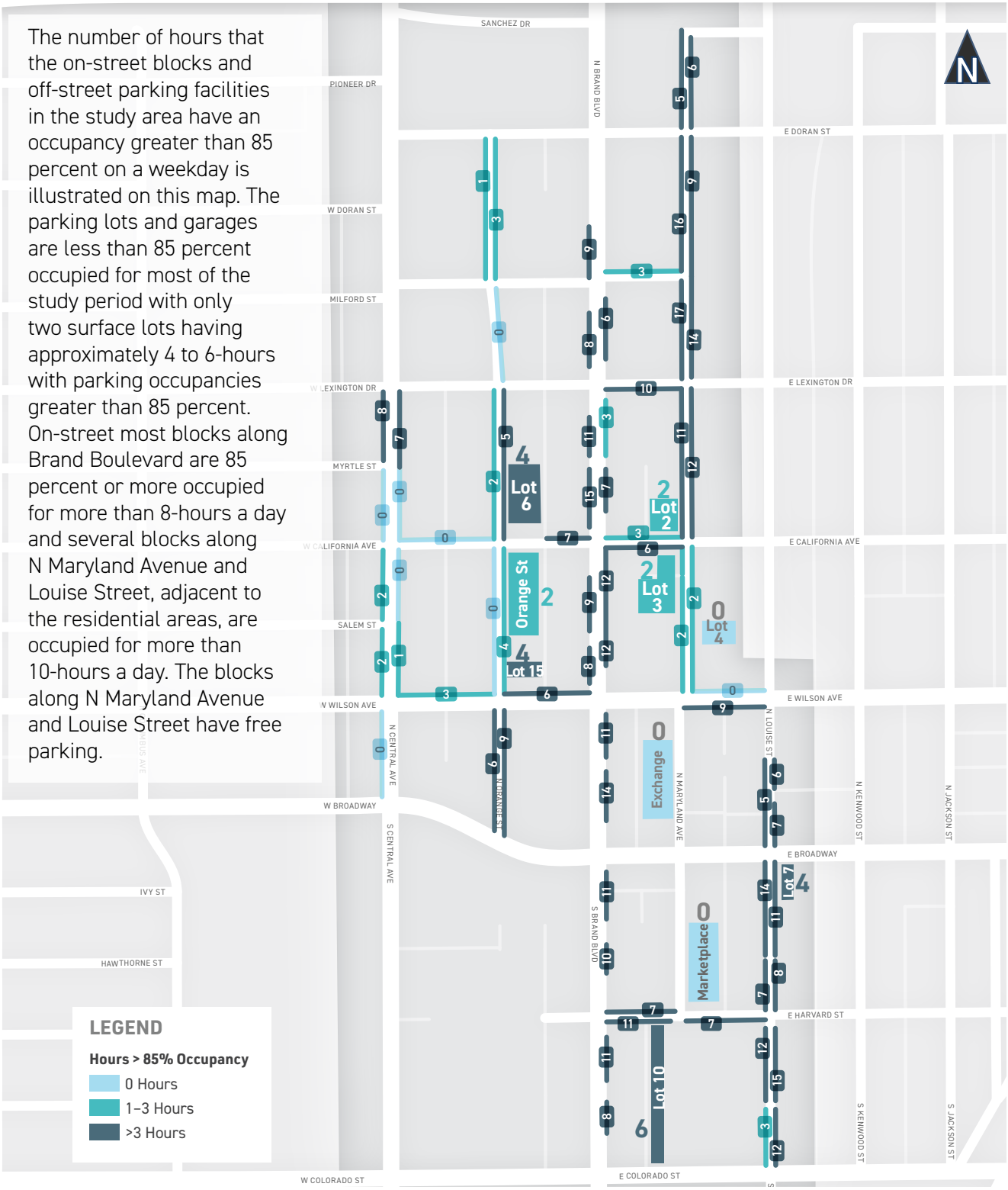
SATURDAY PEAK HOUR OCCUPANCY (8PM)

The Saturday peak hour (8 p.m.) on- and off-street parking occupancy is illustrated on this map. The highest on-street parking occupancies are along Brand Boulevard south of Lexington Drive. Off-street parking occupancy is highest in the Exchange parking garage with approximately 90 percent. The Exchange parking garage serves restaurants and other nightlife spots. Given that occupancy levels are exceeding the desired 85 percent target occupancy in some areas, management strategies will be proposed to reduce demands and provide more available parking.



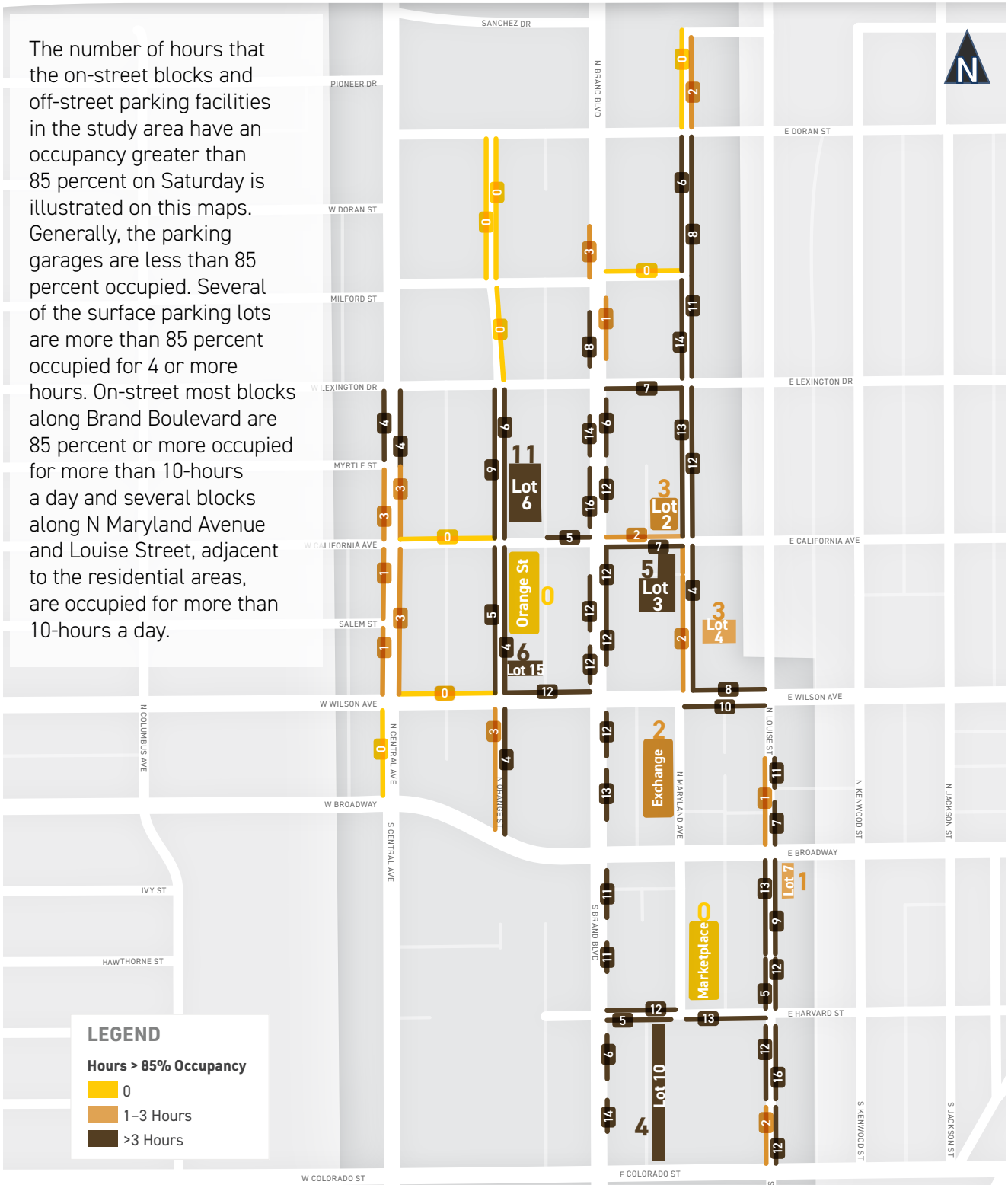
NUMBER OF HOURS OCCUPANCY EXCEEDS 85% (WEEKDAY)

The number of hours that the on-street blocks and off-street parking facilities in the study area have an occupancy greater than 85 percent on a weekday is illustrated on this map. The parking lots and garages are less than 85 percent occupied for most of the study period with only two surface lots having approximately 4 to 6-hours with parking occupancies greater than 85 percent. On-street most blocks along Brand Boulevard are 85 percent or more occupied for more than 8-hours a day and several blocks along N Maryland Avenue and Louise Street, adjacent to the residential areas, are occupied for more than 10-hours a day. The blocks along N Maryland Avenue and Louise Street have free parking.



NUMBER OF HOURS OCCUPANCY EXCEEDS 85% (SATURDAY)

The number of hours that the on-street blocks and off-street parking facilities in the study area have an occupancy greater than 85 percent on Saturday is illustrated on this maps. Generally, the parking garages are less than 85 percent occupied. Several of the surface parking lots are more than 85 percent occupied for 4 or more hours. On-street most blocks along Brand Boulevard are 85 percent or more occupied for more than 10-hours a day and several blocks along N Maryland Avenue and Louise Street, adjacent to the residential areas, are occupied for more than 10-hours a day.



BRAND BOULEVARD

Brand Boulevard is the central spine of Downtown. The street features the historic Alex Theatre, which is a focal point of the Downtown entertainment, shopping and dining, and connects to the Americana at Brand and the Glendale Galleria.

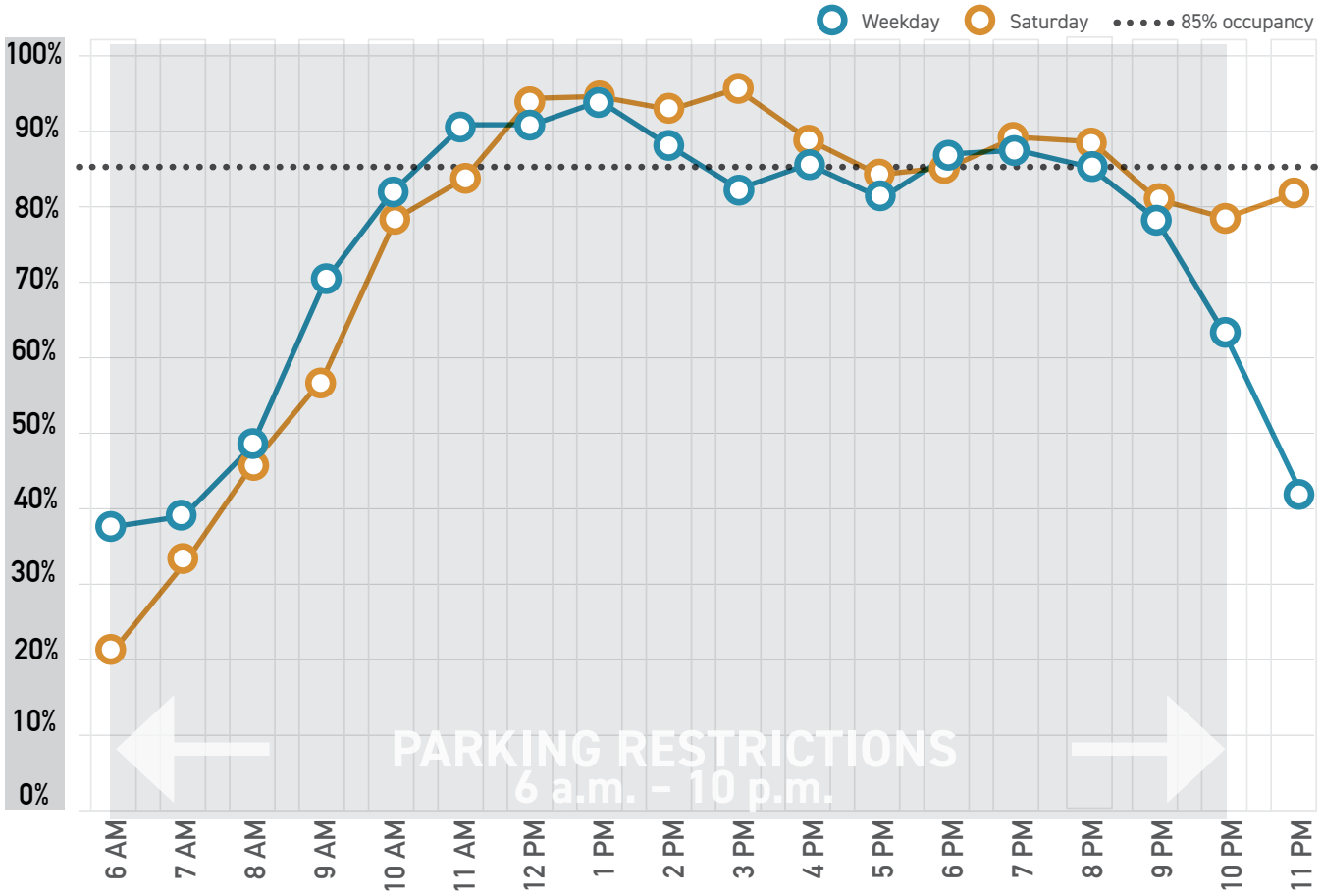
Duration of stay is evaluated to identify different types of parking users and to see if parking spaces are being turned over to support the specific type of parker desired. Duration of stay data was collected along Brand Boulevard in the most desirable paid on-street spaces to see if vehicles were turning over to provide short term customer parking for nearby business.

Weekday and Saturday duration of stay along Brand Boulevard are illustrated here. The data shows that the vehicles parked along Brand Boulevard stay for less than 1-hour on average. Parking is paid along Brand Boulevard and the majority of spaces have a 2-hour time limit; therefore, users are complying with the restrictions and the level of enforcement could be deemed appropriate. The current duration of stay is supporting the desire for Brand Boulevard to serve as short term parking for business in the area and that incidents of meter feeding are likely low.

DURATION OF STAY (WEEKDAY)

DURATION OF STAY (SATURDAY)

BRAND BLVD PAID ON-STREET PARKING OCCUPANCY

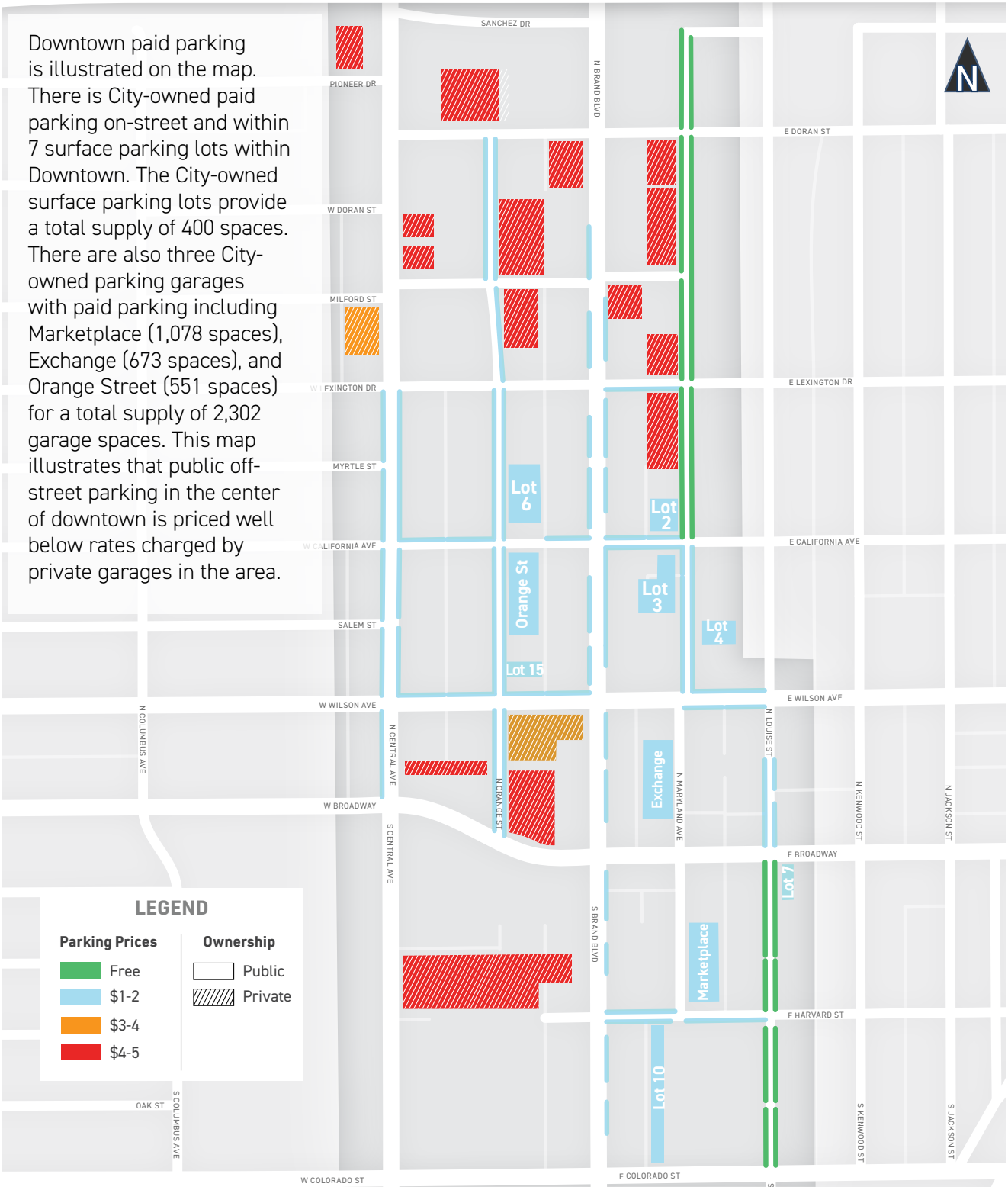


Hourly parking occupancy for weekday and Saturday conditions are shown for Brand Boulevard. The parking is approximately 82 to 95 percent occupied between 10 a.m. and 8 p.m. on weekdays and 78 to 95 percent occupied between 10 a.m. and midnight on Saturday.

Occupancy along Brand Boulevard exceeds the 85 percent threshold for 7 hours on a weekday and 8 hours on a Saturday.

PRICING

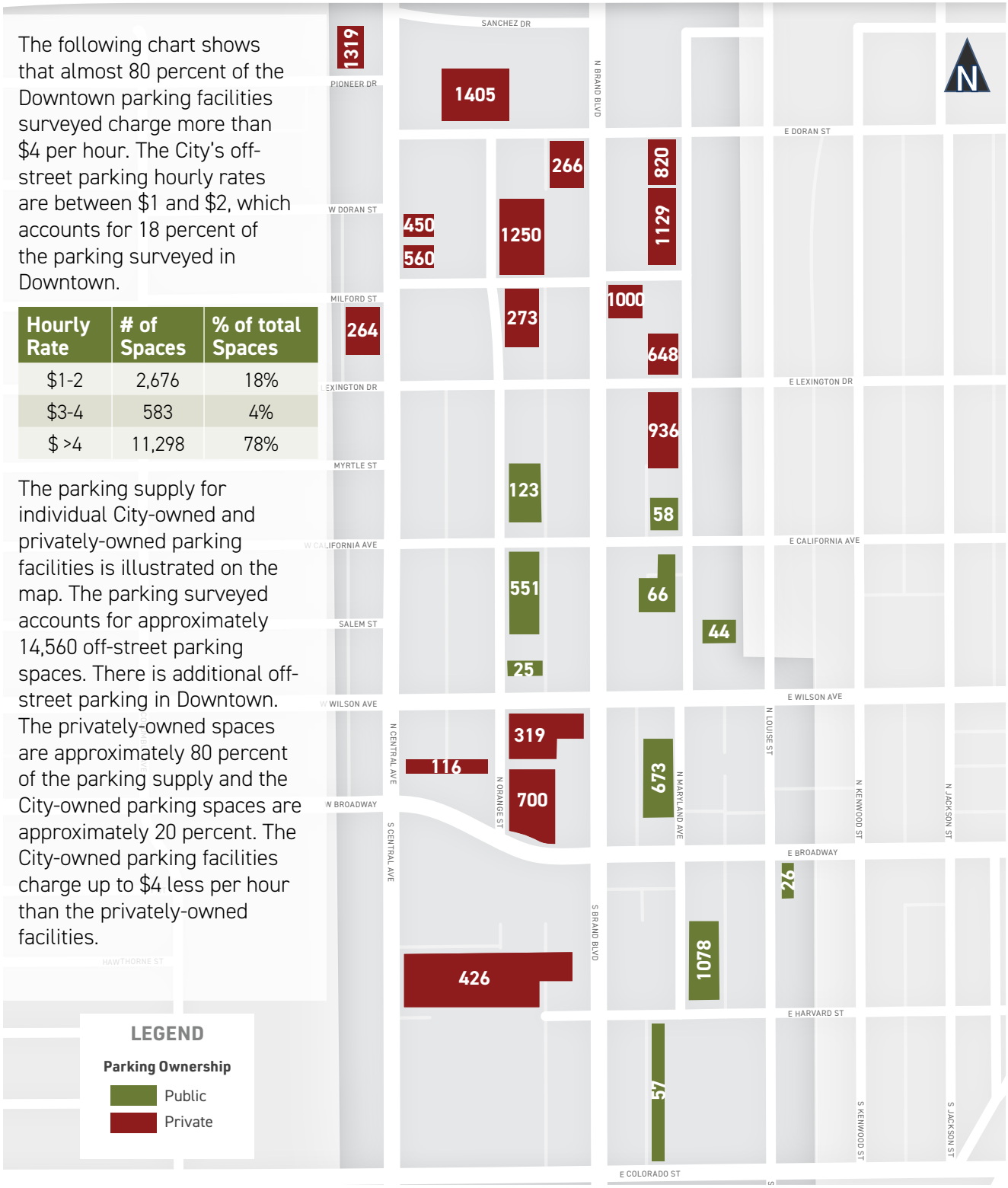
Downtown paid parking is illustrated on the map. There is City-owned paid parking on-street and within 7 surface parking lots within Downtown. The City-owned surface parking lots provide a total supply of 400 spaces. There are also three City-owned parking garages with paid parking including Marketplace (1,078 spaces), Exchange (673 spaces), and Orange Street (551 spaces) for a total supply of 2,302 garage spaces. This map illustrates that public off-street parking in the center of downtown is priced well below rates charged by private garages in the area.



The following chart shows that almost 80 percent of the Downtown parking facilities surveyed charge more than $4 per hour. The City's off-street parking hourly rates are between $1 and $2, which accounts for 18 percent of the parking surveyed in Downtown.

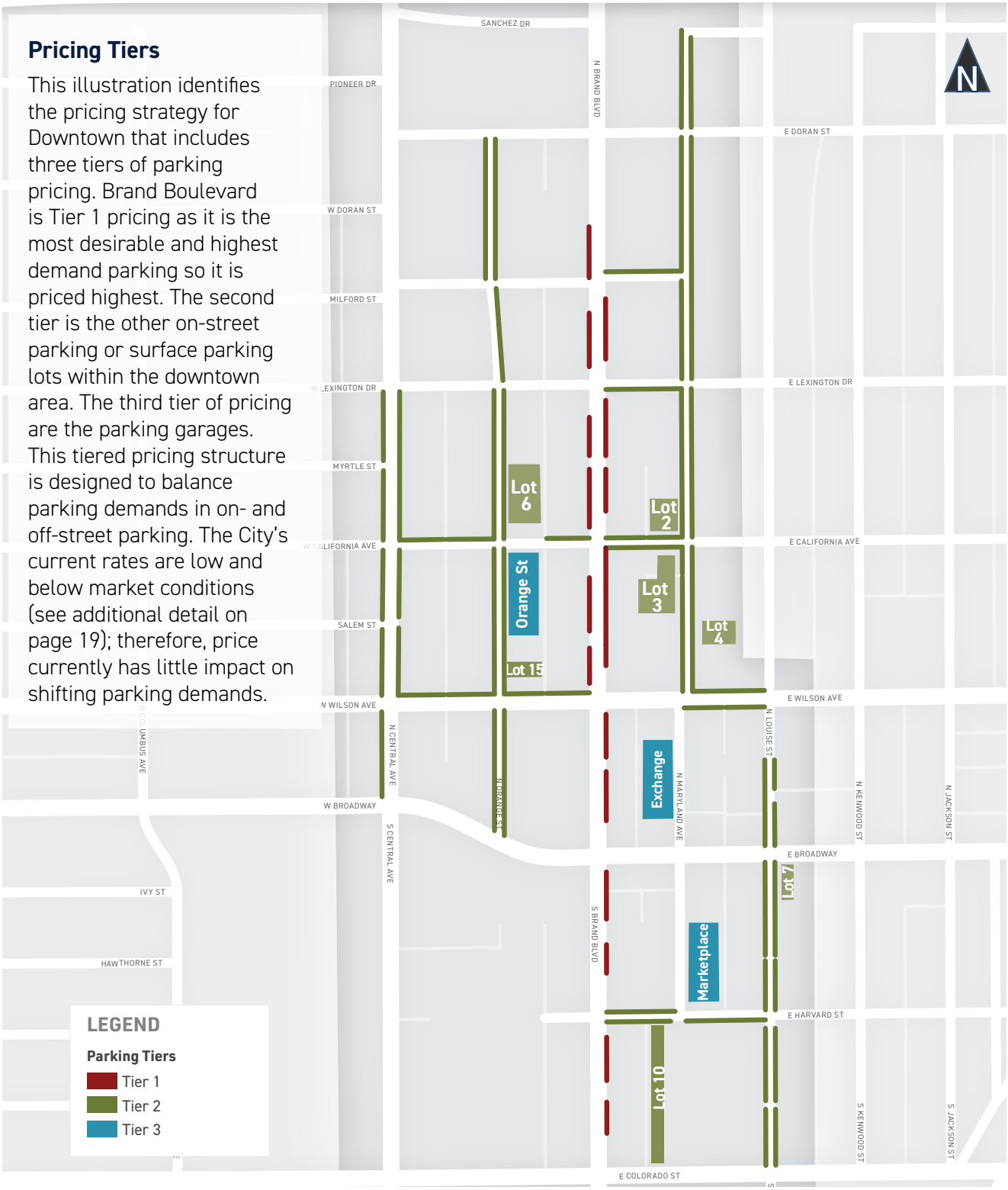
Hourly Rate	# of Spaces	% of total Spaces
$1-2	2,676	18%
$3-4	583	4%
$ >4	11,298	78%

The parking supply for individual City-owned and privately-owned parking facilities is illustrated on the map. The parking surveyed accounts for approximately 14,560 off-street parking spaces. There is additional off-street parking in Downtown. The privately-owned spaces are approximately 80 percent of the parking supply and the City-owned parking spaces are approximately 20 percent. The City-owned parking facilities charge up to $4 less per hour than the privately-owned facilities.



Pricing Tiers

This illustration identifies the pricing strategy for Downtown that includes three tiers of parking pricing. Brand Boulevard is Tier 1 pricing as it is the most desirable and highest demand parking so it is priced highest. The second tier is the other on-street parking or surface parking lots within the downtown area. The third tier of pricing are the parking garages. This tiered pricing structure is designed to balance parking demands in on- and off-street parking. The City's current rates are low and below market conditions (see additional detail on page 19); therefore, price currently has little impact on shifting parking demands.



CITY PARKING RATES

Parking rates are set by City of Glendale Municipal Code and related Ordinances with three tiered pricing categories on the table to the right.

PARKING RATE COMPARISON TO PRIVATELY OWNED FACILITIES

Parking rates at Downtown private facilities shown on the map were inventoried for hourly and monthly pricing categories. The majority of privately owned parking facilities in the area are garages. The survey only included one surface lot. The parking garages surveyed have approximately 270 to 1,400 parking spaces in each. The surface lot surveyed has 116 spaces, which is higher than most of the City lots. The City's surface parking has between 26 and 123 spaces with most of the lots having less than 60 spaces.

Hourly Rates

Parking fees are structured slightly different based on how facilities categorize the duration of stay.

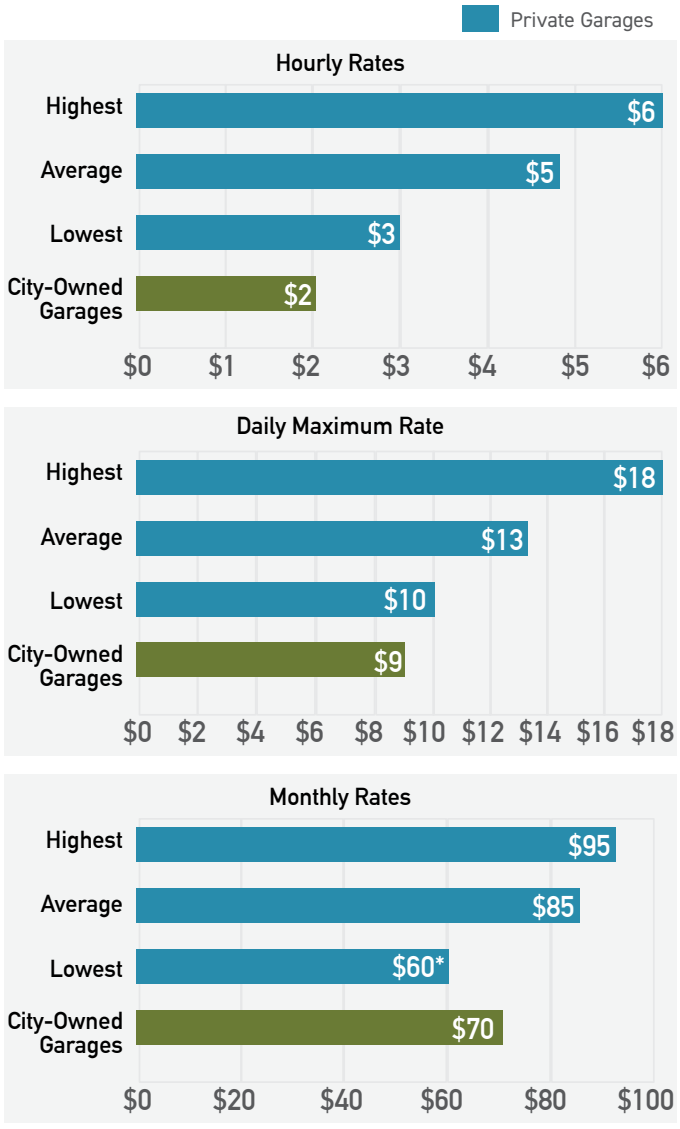
This chart illustrates how City parking garages rates compare to high, low, and average hourly rates charged by private garages Downtown. The hourly parking rate for the City is lower than all privately owned facilities surveyed by $1 to $3 per hour. A comparison of the hourly maximum rate for the parking garages shows the City's maximum rate is $1 to $9 less than private parking in the area. This comparison does not consider that the first 90 minutes are free in the City's parking garages so overall parking is much less in City garages versus private off-street parking. In addition to the data illustrated on the chart, the surface lot surveyed has a parking rate of $5 per hour compared to the hourly rate of $1 per hour in the City's surface lots.

Monthly Rates

The majority of the private garages surveyed offer monthly parking except for one, which only had hourly rates. The chart summarizes how the City garages rates compare to high, low, and average monthly rates charged by private garages in Downtown. Most private facilities charge between $75 and $95 per month. The City monthly parking rate is $70, which is at the low end of the parking charges.

TIER	DOWNTOWN GLENDALE PARKING PRICES		
	LOCATION	HOURLY	MONTHLY
1	On-Street – Brand Blvd.	$1.50 per hr	N/A
2	Downtown On-Street and surface lots*.	$1 per hr	N/A
3	Parking Garages	90 Min. Free then $2 per hr	$70 per month

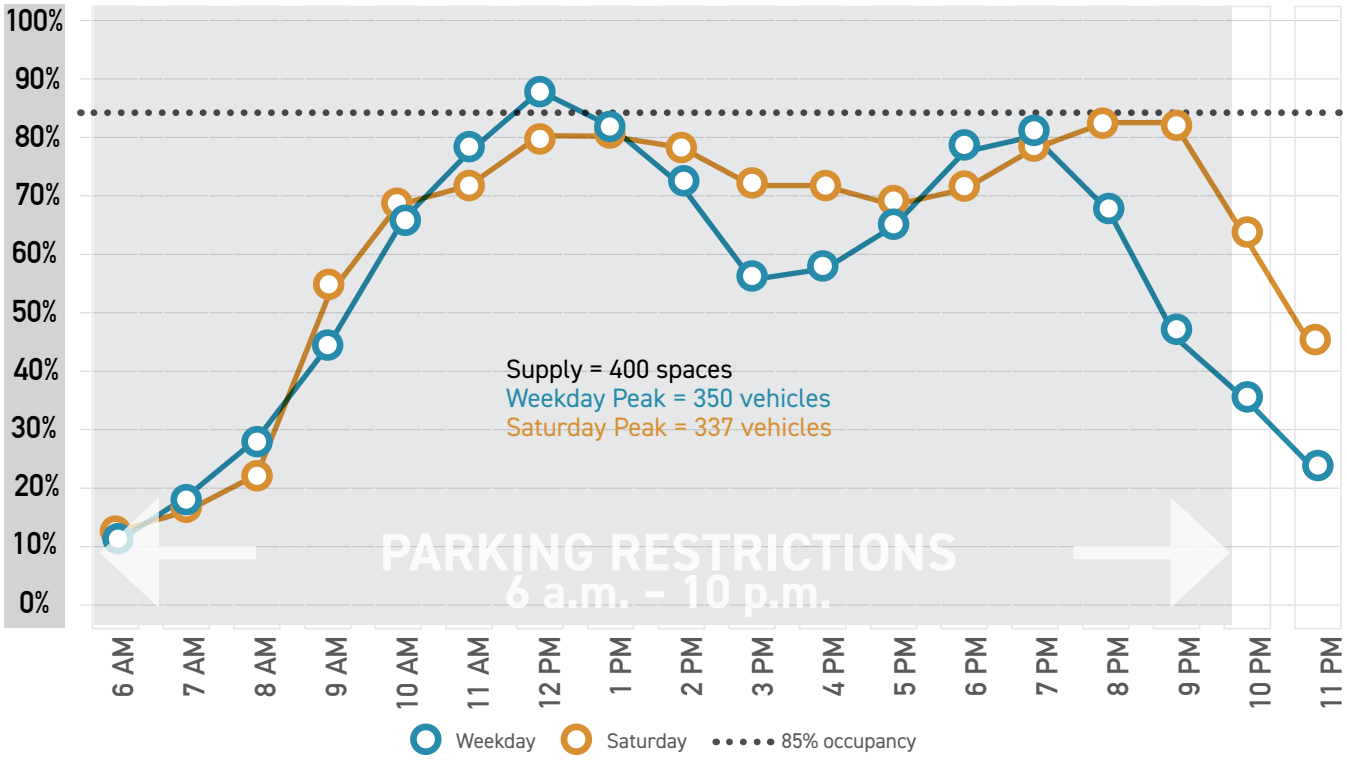
*except Brand Blvd



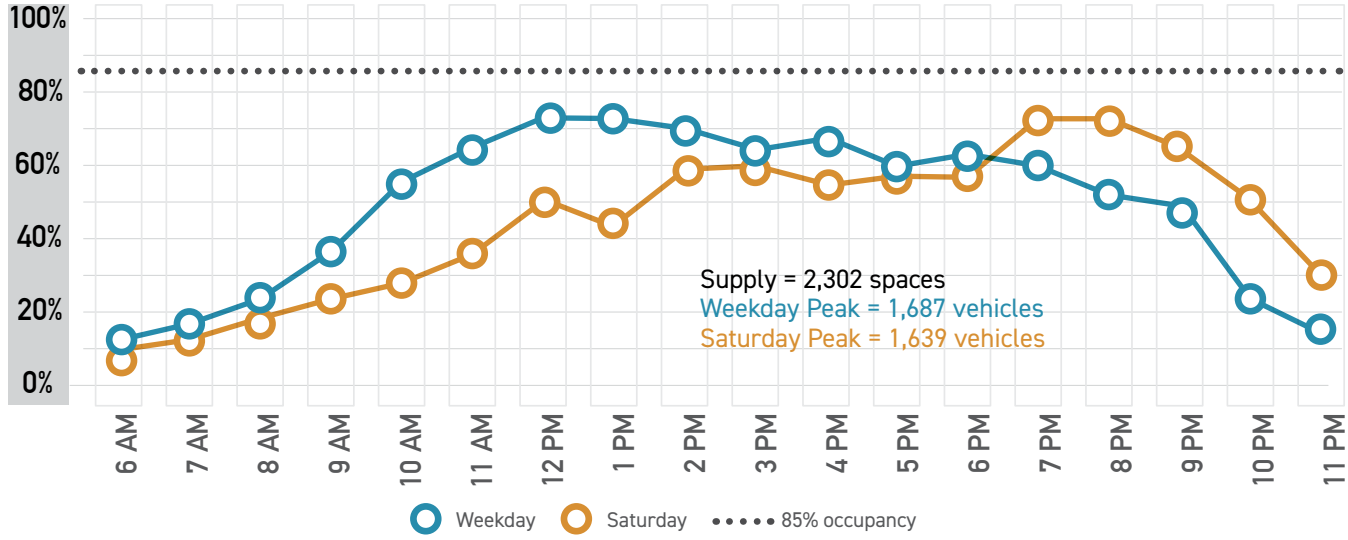
*Lowest rate only one parking facility

PUBLIC LOTS PARKING OCCUPANCY

WEEKDAY AND SATURDAY HOURLY OCCUPANCY FOR DOWNTOWN SURFACE PARKING LOTS is illustrated on the chart. The surface lots have a peak parking occupancy of 88 percent on the weekday at 12 p.m. and a second peak of 80 percent at 7 p.m. The Saturday peak occupancy occurs at 8 p.m. with 84 percent of the spaces in the surface lots occupied. The hourly rate for these facilities is $1, which is less than the parking garages attracting visitors and employees to park here first.



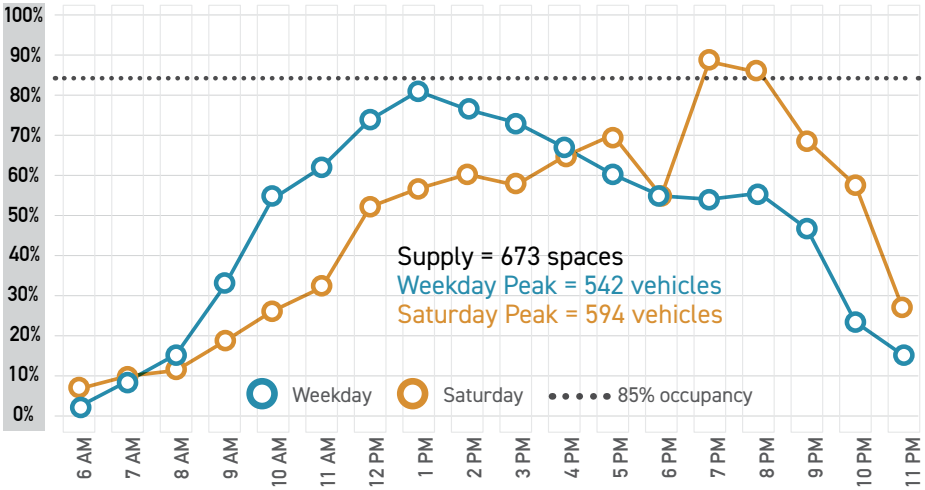
WEEKDAY AND SATURDAY HOURLY OCCUPANCY FOR THE DOWNTOWN GARAGES is illustrated on the chart. The garages as a whole have a parking occupancy of approximately 70 percent or less. The parking garages were also reviewed for seasonal variation based on data from 2017 and 2018. The data showed that there is little to no seasonality with Downtown parking except around the holidays and during large Downtown events.



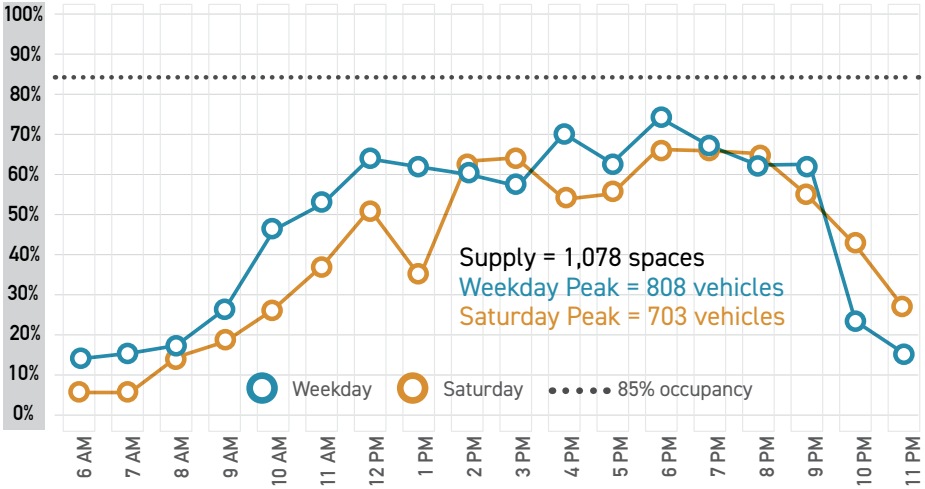
WEEKDAY AND SATURDAY HOURLY OCCUPANCY FOR THE THREE GARAGES is illustrated on the following charts. The Exchange garage has a peak parking occupancy of 88 percent on Saturday at 8 p.m. The peak occupancy of the Marketplace Garage is 75 percent on a weekday at 6 p.m. and the Orange Street Garage peak parking occupancy is 93 percent on weekday at 11 a.m.

The evaluation shows there is overall capacity within the City's parking garages to accommodate additional parking needs with future growth in Downtown. Relative to pricing, changes in parking pricing have a direct impact on utilization and revenue as well as influence patron's decisions on where to park or if they should utilize other modes of travel. The ideal pricing strategy would support City's goals and objectives and the identity as a municipal facility.

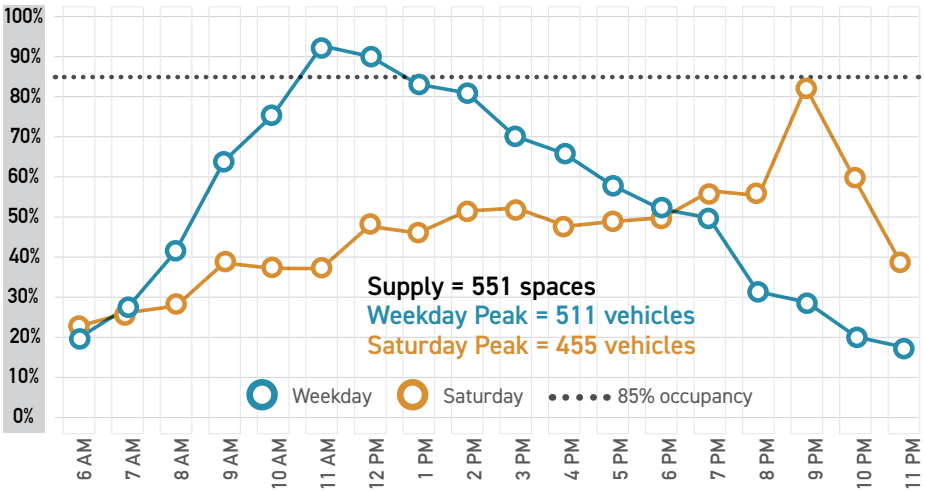
Exchange Garage



Marketplace Garage



Orange Street Garage



STAKEHOLDER COLLABORATION

As part of the process, outreach occurred with a variety of stakeholders to obtain feedback and perspectives related to parking in Downtown. This included a presentation to the Transportation and Parking Commission as well as meetings with the Greater Downtown Glendale Association.

In general they are in support of the parking policies and agree that City garages are below market prices. Specific feedback has included following:

- Support economic vitality for Downtown including shopping, dining, entertainment, employment & residents.
- Desire for innovative approaches to manage parking.
- Like the digital guidance signs for finding available parking.
- Would like increased enforcement.
- Desire for mobile pay options.
- Want to see revenues reinvested in downtown.

greater downtown glendale association

KEY FINDINGS

When looking at the study area as a whole, the overall parking occupancy is less than 85 percent indicating that there is still some available parking. There are specific areas where parking occupancies are exceeding the desired threshold and management strategies should be used to shift demands from heavily utilized areas to those that are not as utilized. Better balancing the parking supply and demand within Downtown will provide available parking in areas where people desire to park such as in front of restaurants and retail. The analysis shows there is available parking within Downtown; therefore, a balance between parking supply and demand can be achieved with additional management of the existing system.

BELOW MARKET PRICING

The City hourly and monthly parking rates are at the low end of market conditions. The surface parking tends to fill up first and has a lower parking rate than the parking garages. There is capacity in the City garages during the weekday and Saturday periods and raising rates could produce more revenue but may lower parking demands. The increases in off-street parking rates would need to be balanced with on-street parking rates.

HIGH OCCUPANCY ALONG BRAND BOULEVARD

Occupancy frequently exceeds the 85 percent threshold along most blocks indicating it is highly desirable and parking along the street is difficult to find. Given the duration of stay is less than 1-hour on average, this is serving the desired short-term parker and an appropriate level of turnover is occurring.

HIGH LONG-TERM OCCUPANCY IN SURFACE LOTS

Most of the surface parking lots have parking occupancies over 85 percent for 4-hour or more hours during the study period.

LOW OCCUPANCY IN PARKING GARAGES

Parking occupancy in the garages is generally less than 85 percent except for at the Orange Street garage where occupancy is over 85 percent for 2-hours during the weekday and the Exchange garage where occupancy exceeds 85 percent for 2-hours on Saturday.

HIGH OCCUPANCY ON UNPAID N MARYLAND AVENUE AND LOUISE STREET

The parking occupancy for the unpaid 2-hour on-street parking along N Maryland Avenue and Louise Street frequently exceeds the 85 percent threshold.

PARKING STRATEGIES

Look for this icon to denote the strategies suggested throughout this section.

Parking strategies have been identified to manage public parking resources to provide sufficient turnover of parking to better support commercial businesses in Downtown. The strategies respond to the following Downtown goals and objectives:

- Supporting Downtown business needs
- Provide adequate amount of parking for customers

PERFORMANCE-BASED PARKING APPROACH

The City should adopt a performance-based parking approach where data driven triggers are used to guide decision-making to best manage parking needs. This approach would provide data driven processes to manage public parking within the City where specific performance criteria are evaluated to determine when parking management strategies need to be implemented or maybe reduced. Using data driven processes provides transparency that improves understanding between the public and City officials and takes the perceived emotion out of the decision. The performance-based parking approach incorporates demand-based practices that inform changes to parking rates, policies, and programs to best balance the supply and demand of parking.

Data Driven Triggers

Industry standards have identified 85 percent as the point where there are still spaces available, but it starts to become difficult for drivers to find parking. The City currently has a target occupancy of 85 percent; however, having a goal of one specific number is difficult to achieve and provides limited flexibility in determining appropriate management strategies and success. A parking environment where 1-2 spaces are available per on-street block supports Downtown needs. We recommend modifying and clarifying the City's desired target range to be an occupancy level between 70 and 85 percent, which would reflect having 1-2 available spaces per on-street block.

With the new target occupancy range, the following performance metrics are recommended for when to consider and implement new parking management strategies:

1. **Increase parking rates** when peak occupancy exceeds 85 percent.
2. **Decrease parking rates** when peak occupancy is below 70 percent.
3. **Consider having paid parking** when peak occupancy exceeds 85 percent for more than 4 hours.

With the performance-based parking approach in mind, the following section outlines parking management strategies that could be implemented to better balance the supply and demand of valuable parking assets in downtown now and into the future. The parking management strategies were derived in response to the findings in this parking analysis and support the overall goals and objectives to address near-term concerns about parking availability and support long-term parking needs.

Current Target Occupancy Policy

Proposed Target Occupancy Range

PRICING STRATEGIES

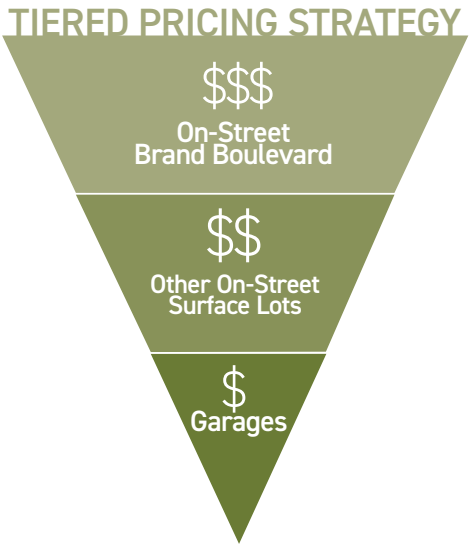
The ideal pricing strategy supports the City's goals and objectives and identifies the right balance between optimizing occupancy, supporting overall transportation goals, supporting customer needs, and generating revenue. Paid parking can be implemented for both public and private lots and essentially is a management tool that reduces demand, motivates carpooling, promotes higher turnover, and can generate revenue. Occupancy levels of over 85 percent for on-street parking mean there is limited parking availability and finding parking spaces is difficult. Drivers looking for on-street parking along Brand Boulevard may be circulating throughout the area to locate an available space causing increased congestion. On-street parking occupancies between 70 and 85 percent on-street provide 1 to 2 available spaces per block making it easier to find available parking and reduce circulation with searching for parking. More available parking improves the customer experience and economic vitality of the neighborhood. As needed, the City should monitor areas with paid parking and use the performance metrics identified previously to make changes to pricing.

For the downtown area, a multi-step process is recommended that would first increase prices on-street, start to align pricing in a tiered approach and then make future adjustments based on performance-based measures.

All public parking fees in downtown are below market conditions and adjusting the fees to a tiered approach could occur gradually over time as parking demands are balanced through price increases. It is recommended that on-street fees be increased first to shift demands to available off-street facilities and make available more on-street parking for visitors and customers.

TIERED PRICING APPROACH

Pricing changes would be achieved through incremental changes using the three-tier hierarchy. Implementing price changes incrementally and using the three tiers allows for parkers to adjust to the system and allows the City to monitor shifts in demand. The tiered approach will provide better management of short-term parking availability by setting higher fees for the most desirable and in demand on-street parking and lower fees less convenient off-street parking. The highest fees would be charged for on-street parking along Brand Boulevard, second highest fees for desirable on-street and surface lot parking in downtown, and the lowest fees for parking garages.



Specifically, the adjustments should include:

ANNUAL ADJUSTMENTS. It is recommended that parking rates be evaluated on an annual basis and adjusted using the performance-based tiered approach. The annual review is necessary to address changing conditions that are anticipated with other management strategies and be able to react to growth and development pressures that occur. The decision to change prices should be based on the performance metrics identified using the target occupancy range discussed previously.

TIER 1. INCREASE PARKING PRICES ALONG BRAND BOULEVARD. Many of the blocks along Brand Boulevard are over 85 percent occupied for 10 or more hours. As an adjustment for the Tier 1 parking, it is recommended to increase the parking rate per hour by $0.50 to help reduce occupancy levels and encourage parking in other areas where parking is available. It is anticipated that a $0.50 increase will have minimal impact at first and that Brand Boulevard pricing will need to continue to be increased.

TIER 2. INCREASE SURFACE LOT AND OTHER ON-STREET PARKING PRICES. Most of the surface lots are over 85 percent occupied for 4 or more hours. As an adjustment for the Tier 2 parking, it is recommended to increase the parking rate per hour by $0.50 to help reduce occupancy levels and encourage parking in other areas where parking is available. It is anticipated that a $0.50 increase will have minimal impact at first and that pricing will need to continue to be increased. Pricing increases should be balanced with changes in parking management for other tiers.

TIER 3. INCREASE GARAGE PARKING PRICES. Hourly parking rates generally serves short-term parkers. Daily and monthly rates serve long-term parkers like employees. The evaluation shows that garage parking rates are also below market rates. Adjustments to parking garage rates include:

- **90-Minutes Free Parking.** Continuing to provide 90-minute free parking in garages supports shifting demands to underutilized parking in garages while on and off-street parking fees are adjusted to the tiered approach. This provides free short term parking that will continue to support economic vitality of downtown businesses while there is parking available in garages.
- **Theater Validation Program**. The City currently has a validation program in place for patrons who visit the Alex Theatre and Glendale Central Theatre. The validation programs allows patrons to park at the Marketplace, Exchange or Orange Street parking structure for $1.00 for 4 hours. The validation program should continue and be expanded to include other theaters such as Laemmle Glendale and Antaeus, along with future theater establishments to support longer term parking associated with theater patrons in garages where parking is available

- **Hourly Rate**. The market rate analysis supports increasing the parking garage hourly rates; however, hourly parking rates need to consider the overall Downtown parking supply. Monitor the impacts of pricing adjustments for Tiers 1 and 2 and implement parking rate changes in the parking garages when appropriate to balance the parking supply and demand.
- **Increase Parking Garage Daily Maximum Rate.** The hourly maximum parking rate for the Downtown garages is currently $9, which is up to $9 less than the surrounding private parking. The maximum rate should be increased to $12 to be closer to the average hourly maximum parking rates for Downtown.
- **Increase Parking Garage Monthly Rate.** Consider adjusting the monthly parking rates for the parking garages to be more consistent with the average monthly parking rates in Downtown. Raising the rates would likely reduce the demand of the current users and may support commute trip reduction and transportation demand management goals. Other factors to consider when raising parking garage rates include:
  - ***Customer Service***. How do you want to best serve your clients? Do you continue to provide 90-minutes free?
  - ***Customer Experience/Facility Condition/ Location.*** What is the quality of each facility and how does the user experience differ? Would you charge differently based on quality of facility (proximity, look and feel, etc.)?
  - ***Balancing Downtown Needs and City Policy.*** How do you best support merchants and encourage commute trip reduction? How do prices for employees correlate with Transportation Demand Management programs that are typically geared toward reducing the use of single occupant vehicles?

PARKING REGULATIONS AND RESTRICTIONS

Parking regulations should be developed within the context of the neighborhood but should also consider other areas of the City so as not to confuse parkers and to provide some consistency for the community and visitors. Downtown currently has parking hours ranging from 6 a.m. to 10 p.m. in paid parking areas and 9 a.m. to 6 p.m. in areas without paid parking. The City also has some areas where regulations and restrictions are enforced 7 days a week and others that are Monday through Saturday.

Changes in regulations that may be considered for downtown include:

CHANGE PAID PARKING HOURS. Parking occupancy is below 50 percent on Saturday and weekdays until after 8 a.m. in the paid parking areas. In unpaid parking areas, parking occupancies are over 85 percent at 9 a.m. On-street parking occupancy on Saturdays and weekdays is also over 60 percent until after 11 p.m. The City should consider charging from 8 a.m. to 12 a.m. to capture the typical work day as well as evening entertainment activities. This adjustment should be made for all blocks within Downtown (both paid and unpaid parking) to provide for consistent regulations.

CONSIDER ELIMINATING TIME LIMITS. As pricing is adjusted to be more consistent with market rates, consideration could be given to eliminating parking time limits and adjusting the City's Municipal Code to allow it. This system would use pricing to help regulate length of stay by pricing Tier 1 parking at the highest level and then Tier 2 at the next level and then Tier 3 at the lowest parking rate. The City should test the impacts of eliminating time limits in a portion of downtown and evaluate if pricing strategies alone are effective at managing duration of stay before applying this Citywide. The intent would be to price more desirable short term parking at a higher price where longer duration parking would occur in garages or less desirable locations.

RESIDENTIAL PARKING

The study area includes transition areas along N Maryland Avenue and Louise Street that are mixed with residential parking on one side and commercial uses on the other side of the street. The analysis showed parking occupancy is over 85 percent for more than 4 hours per day along most blocks on these streets. The City of Glendale has a Preferential Parking Permit program to assist residents in finding available on-street parking. The program has designated parking spaces where residents with a permit can park for longer than posted time limits. N Maryland Avenue between E California Avenue and E Doran Street provides preferential parking.

ADD PAID ON-STREET PARKING. Adjacent to the commercial area along the west side of N Maryland Avenue, parking is over 85 percent occupied for most of the day. The City could consider having paid parking on the west side of N Maryland Avenue and Louise Street.

CONSIDER EXPANDING RESIDENTIAL PREFERRED PARKING. Before implementing preferential parking along other blocks a targeted parking study of residential and/or preferential parking in the Downtown should be undertaken. Data should be collected on duration of stay and parking permits. This residential/ preferential parking study would evaluate if the occupancy levels along specific streets in the Downtown are related to residents and how long vehicles are parking. Data can be used to determine if implementing paid parking or another parking management strategy is appropriate.

ENFORCEMENT

Enforcing parking regulations is an important component to makes sure the regulations are followed. Without enforcement many management strategies will be ignored, abused, and ineffective. The City is in the process of outsourcing the enforcement program to improve available parking and support a thriving downtown.

ENHANCE PARKING ENFORCEMENT PLAN. The City should require the new contractor for enforcement to develop parking enforcement strategies that address Downtown parking issues and support parking management strategies and regulations. The strategies should be reviewed and updated periodically to meet the changing needs of the City's parking system as the Downtown grows and new parking regulations are implemented. The City should encourage the parking contractor to incorporate enforcement technologies.

EVALUATE AND INTEGRATE TECHNOLOGY. Enforcement technology can streamline processes, reduce costs and help the City better manage the overall parking system. New enforcement technology should continue to be integrated including license plate readers that work with new payment methods like pay-by-plate and pay-by-phone. The enforcement technology should integrate with the database of the payment system and will automate enforcement with virtual "chalking" rather than manual chalking. Virtual chalking increases compliance since the chalk marks cannot be erased.

PAYMENT SYSTEMS

The on-street paid parking in Downtown is currently completed through pay stations along Brand Boulevard and traditional meters that are fed with coins in other areas. The City is in the process of upgrading payment systems with new technology will provide a better customer experience, be more convenient for customers, encourage and result in a higher compliance and address community concerns.

PAY STATIONS WITH PAY-BY-PLATE. Consistent with what has already occurred in some areas Downtown, as parking meters are replaced, the system should be upgraded with pay stations that incorporate pay-by-plate applications and allow for credit card payment along with mobile payment options. One pay station serves multiple parking spaces reducing the amount and cost of infrastructure and improving pedestrian mobility along the sidewalks with impediments. Improved payment systems can also:

- **Provide** for a better customer experience
- **Reduce** labor costs by eliminating manual payment collection, less maintenance, and remote programing
- **Automate** the transfer of payments to the City
- **Integrate** with enforcement technologies such as license plate recognition
- **Allow** for credit card and mobile payment options
- **Eliminate** the need for numbered parking spaces, which fade and require frequent repainting, by using pay-by-plate methods

PAY-BY-PHONE. Consider providing pay-by-phone as a quick and convenient option that can be implemented without upgrading the parking meters. This type of system requires implementation of signage and the startup fee with vendors is fairly nominal. This system requires users to download an application to your mobile device that requires you register your vehicle with the license plate and incorporate a digital payment option.

PARKING REVENUE AND FUNDING

Ideally a parking system would be self-sustaining and managed such that it creates revenue above what is needed for maintenance, operations and capital improvements. Parking revenue would be used to maintain and operate the parking system and make improvements including implementing parking management strategies in this analysis.

DEVELOP A PARKING CAPITAL IMPROVEMENT PLAN. The City should develop a 5- to 10-year Plan for its parking assets that identifies capital projects, on-going and deferred maintenance, and operations costs associated with parking. The Plan should incorporate capital and operations costs associated with implementing the parking management strategies recommended in this analysis. The plan should also prioritize capital improvements.

EVALUATE PARKING REVENUE. The City should review parking revenue annually and refine the capital improvement plan. If there is additional revenue beyond what is needed to operate and maintain the parking system, as identified in the capital improvement plan, the City should prioritize funding to deferred maintenance and enhancing the parking system by implementing items such as wayfinding, branding, enforcement technology and other strategies recommended in this analysis. Additional funds not needed to support the parking system, could be used to improve pedestrian connectivity or help fund transit and non-motorized improvements that can reduce parking demands. This could also include improving aesthetics of landscaping and infrastructure to promote safe use of public space by pedestrians and vehicle traffic.

BRANDING AND WAYFINDING

Branding and Wayfinding are used to link drivers to available parking. The City has been implementing a consistent brand as well as digital guidance signage identifying where available parking is located. It is an important aspect to providing a positive experience for visitor and customers parking in the City. It decreases traffic congestion and increases efficiency in finding a parking space by directing drivers to available parking and avoiding added traffic from people circulating through the system to locate spaces. Studies in urban areas show that as much as 30 percent of traffic can be associated with drivers circulating to find parking. With drivers guided on a direct path to available parking the more traffic and environmental impacts will be reduced and the overall transportation system will function more efficiently.

CONTINUE A CONSISTENT BRAND AND WAYFINDING. Any additional signage or replacement of old signs should continue to maintain a consistent look and feel. As new public parking areas are added or the street system is changed, the City should evaluate wayfinding to ensure it is visible and guides drivers on a direct path to parking areas.

NEXT STEPS - PRIORITIES

Implementing parking strategies will be completed in an iterative process and monitored using a data driven approach to measure the impacts and outcomes of various parking strategies. The focus of the efforts will be to manage publicly available parking so that parking is available and convenient for supporting Downtown. Parking occupancies will be monitored to identify when strategies will be implemented and how effective they are.

City staff have coordinated with the Greater Downtown Glendale Association to prioritized and ranked what strategies where most and least desirable in the near term, which are identified here. The specific timing for each strategy will depend on funding and/or timing of city wide strategies such as the coordination of new infrastructure such as pay stations, enforcement technology, and mobile payment options.

The City will continue to work collaboratively with the Greater Downtown Glendale Association to communicate the timing for implementing strategies and monitoring how the parking system is operating.

HIGHEST PRIORITY

1. Keep 90 Min Free Parking in Public Garages
2. Enhance Parking Enforcement and Technology
3. Support Tiered Pricing and First Increase Pricing Along Brand Avenue
4. Implement a Pay-by-Phone Application
5. Expand Pay Stations with Pay-by-Plate
6. Expand Theater Validation Program
7. Shift on-street paid parking hours
8. Expand on-street paid parking to capture areas of N Maryland Ave & Louise

LOWER PRIORITY

9. Evaluate Parking Revenue
10. Allow innovative approaches for innovative private garages
11. Increase rates for surface lots and garages

FUTURE CONSIDERATIONS

BALANCING SUPPLY AND DEMAND. The existing overall parking capacity in Downtown is adequate to serve the current needs of the commercial area, and implementation of the parking strategies described will help better balance supply and demands throughout downtown. Future growth in parking demands can also be managed through implementation of additional parking management strategies, increased pricing, and partnering with private developments to provide additional parking. The City should continue to monitor and maintain their current parking assets to see how growth, redevelopment, and transportation trends impact parking occupancies.

Redevelopment of prime surface parking lots should consider replacing publicly available parking through public/private partnerships and shared parking strategies. It is anticipated that new development would provide additional parking supply and meet new parking demands. Parking demand trends in many dense urban areas have been decreasing due to increased transportation options, ability to live/work/shop/play in downtown areas, sustainability trends, and costs of owning a vehicle. Continuing to monitor parking will be important to assess if additional parking supply is needed and how to best accommodate more parking.

MONITOR VEHICLE OWNERSHIP AND PARKING DEMAND TRENDS. The City should monitor vehicle ownership and parking demand trends to understand how parking needs are changing. These trends should help guide the City in decision-making related to development Code parking requirements, managing and replacing the public parking assets and developing additional parking supply.

FACILITATE PUBLICLY AVAILABLE PARKING AND SHARED PARKING APPROACHES IN NEW DEVELOPMENTS. The City should work with new developments to provide publicly available parking especially for redevelopment of surface parking lots. In addition, the City should work with developers to allow for shared parking amongst uses downtown rather than individual parking facilities for each use.

ALLOW INNOVATIVE APPROACHES TO BE USED IN PRIVATE DEVELOPMENT PROPOSALS. The Additional parking supply could include more efficient parking designs and/or use of automated parking garages. Automated parking garages use space more efficiently and are most frequently considered where land values and the cost to develop parking are highest, processing speeds are not important, and/or used as a luxury amenity. The Glendale Municipal Code does not currently allow for automated parking garages. The City should update the Glendale Municipal Code to allow developments to propose innovative approaches to solve parking problems and meet parking demands. These approaches may include automated parking garages, use of technology or other future parking innovations that are yet to be developed.

Prepared for the City of Glendale by

transpogroup

MONTROSE
PARKING ANALYSIS

PREPARED BY transpogroup

SEPTEMBER 2019

Prepared for the City of Glendale by

transpogroup

MONTROSE
PARKING ANALYSIS

TABLE OF CONTENTS

INTRODUCTION 1

STUDY AREA 3

PARKING REGULATIONS 4

PARKING OCCUPANCY 5

HONOLULU AVE 15

STAKEHOLDER COLLABORATION 17

KEY FINDINGS 18

PARKING STRATEGIES 19

NEXT STEPS – PRIORITIES 25

INTRODUCTION

Parking plays a key role in supporting the economic vitality of businesses in Montrose and is a valuable City resource. This analysis evaluates existing parking conditions and identifies management strategies to support the area and best utilize the valuable public parking resources.

The objective of the Parking Analysis is to identify strategies that can be implemented over time to address near term or existing parking issues as well as triggers for future strategies to maintain continued parking availability.

BACKGROUND

Montrose is the historic old town neighborhood district located in the north part of Glendale, California. The business district of Montrose centers around its main street, Honolulu Avenue. There are nearly 200 businesses located within the neighborhood. These businesses consist of many restaurants, cafés, small retail shops, and other local businesses that cater to locals and visitors. The neighborhood also features Sunday Harvest Market, and regular events and family-friendly nightlife. The business district is surrounded by residential land use, which is mostly single-family and low-density multi-family buildings.

The *Montrose Vision 20/20, August 2016* provides a visionary plan of priorities for the Montrose stakeholders and tools to achieve goals and objectives. The plan includes a vision

GOALS

for infrastructure to "Enhance customers' experience in Montrose Shopping Park through a commitment to maintaining and improving public infrastructure including parking, landscaping and public furniture".

Along with this vision there are **FOUR GOALS** related to infrastructure including:

1. Understand capital improvement priorities
2. Enhance physical appearance, safety, and usability of parking
3. Improve the aesthetics of trees and landscaping elements
4. Maintain an environment and associated infrastructure, such as public furniture, electrical outlets, trash cans and dog facilities, that encourages safe use of public space by all pedestrians and vehicle traffic.

Goals 1 and 2 are most directly related to parking, including programming capital improvements associated with parking and enhancing parking in the neighborhood.

Goal 1: Understand capital improvement priorities

Annually develop a list of prioritized infrastructure needs related to all items listed below.

Goal 2: Enhance physical appearance, safety, and usability of parking

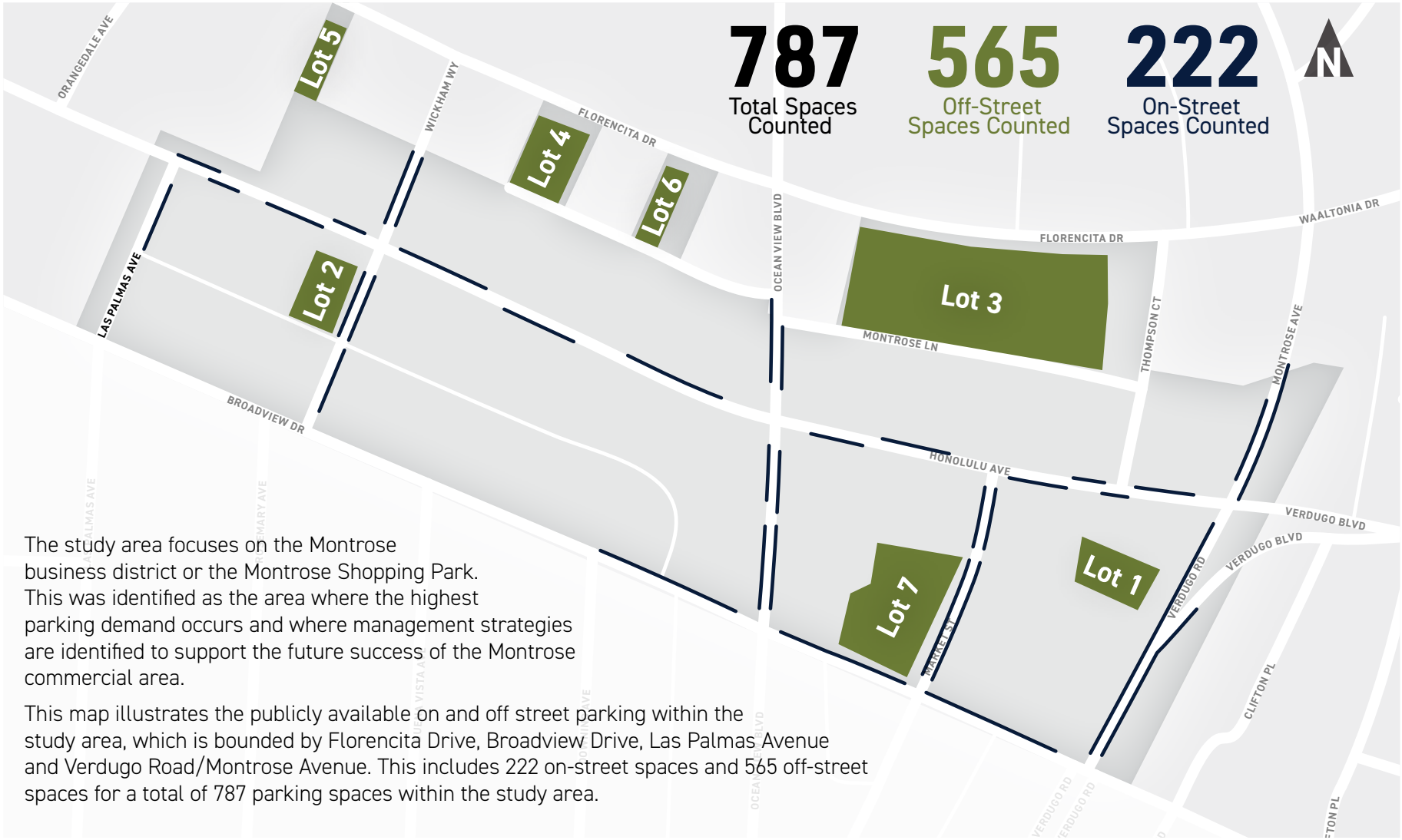
- Improve access to parking, including through improved signage and lighting.
- Increase enforcement for illegal parking.
- Develop a Parking Advisory Committee to complete a Montrose Parking Lot study that would:
  - Determine whether Montrose has ample parking supply for current business and residential mix;
  - Determine parking lot anticipated needs;
  - Determine viability of not simply patching the lots but a longer term solution;
  - Include public parking lot in future parking plan; and,
  - Develop a financial plan for all parking assets both current and future, including the possibility of adding parking structures, and make recommendations on priorities based on budget assumptions.

The strategies identified in this Parking Analysis help address these two goals. In addition, to the extent that resulting parking strategies result in revenue from parking that is in excess of what is needed to support the City's parking system, then funds could be directed towards addressing Goal 3 and 4 to improve the aesthetics and maintains safe public spaces.

MONTROSE VISION

Enhance customers' experience in Montrose Shopping Park through a commitment to maintaining and improving public infrastructure including parking, landscaping and public furniture.

STUDY AREA



The study area focuses on the Montrose business district or the Montrose Shopping Park. This was identified as the area where the highest parking demand occurs and where management strategies are identified to support the future success of the Montrose commercial area.

This map illustrates the publicly available on and off street parking within the study area, which is bounded by Florencita Drive, Broadview Drive, Las Palmas Avenue and Verdugo Road/Montrose Avenue. This includes 222 on-street spaces and 565 off-street spaces for a total of 787 parking spaces within the study area.

PARKING REGULATIONS

This map illustrates the location of paid parking and unrestricted parking and the time limits that are provided for parking. The only paid parking in the study area is on-street located along Honolulu Avenue and on the blocks immediately north and south of this street. All the parking lots have free parking with time limits varying between 3 and 9 hours. The on-street parking has mostly 2-hour time limits with some short-term parking that has 30 minute and 1-hour time limits. The only exception to these time limits on-street is along the east side of Wickham Way between Honolulu Avenue and Broadview Drive where the time limits are 9-hours. Parking restrictions are between 9 a.m. and 6 p.m. Monday through Saturday for the on-street parking and between 5 a.m. and 6 p.m. for the off-street parking Monday through Sunday.

151 **PAID** On-Street Spaces

71 **FREE** On-Street Spaces

565 **FREE** Off-Street Spaces

PARKING OCCUPANCY

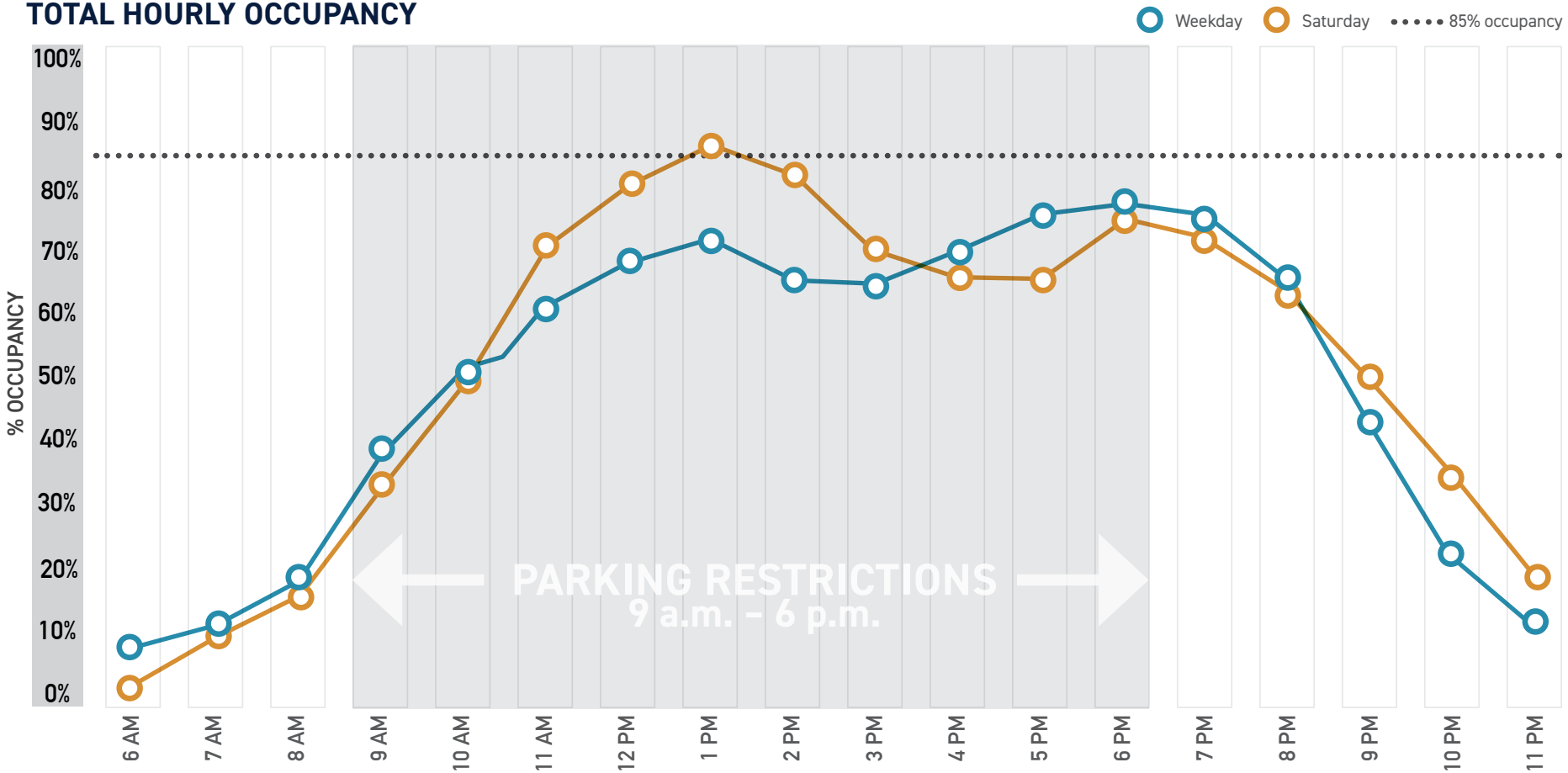
Existing parking conditions were documented through data collection and coordination with the City in October of 2018. The data collection captured parking supply (described previously), occupancy, and duration (or length of stay). Data were collected both on-street and for key off-street parking lots.

Data related to parking occupancy and duration were collected on Thursday, October 4 and Saturday, October 20 to capture typical fall weekday and weekend condition. Hourly occupancy along each on-street block and within each lot were collected from 6 a.m. to 11 p.m. Duration of stay data were also collected for on-street blocks along Honolulu Avenue during the same time period. The data collection provided an understanding of how utilized or occupied publicly available parking is in Montrose and how long vehicles park for the more heavily utilized on-street parking along Honolulu Avenue. The occupancy and duration characteristics provide valuable information to develop data driven parking management strategies for Montrose.

On-street parking occupancy between 75 and 85 percent typically indicates 1 to 2 available parking spaces per block making it easier for drivers to find parking. Parking occupancies over 85 percent on-street and in larger parking lots typically indicate congested parking conditions where drivers have difficulty finding parking and may have to circulate the area more than once to find an available space.

A review of the hourly occupancy shows that peaking conditions occur at 1 and 6 p.m. on weekdays. The highest peak occurs at 6 p.m. with 78 percent of the parking spaces occupied. This indicates that peak evening conditions are likely driven by restaurant and retail activity.

TOTAL HOURLY OCCUPANCY



The peak parking occupancy on Saturday occurs at 1 p.m. and 6 p.m. The highest peak occurs at 1 p.m. with 86 percent of parking spaces occupied. This is typical for areas with a lot of retail shopping center uses. When comparing to the weekday condition, peak parking occupancy is 8 percent higher on Saturday.

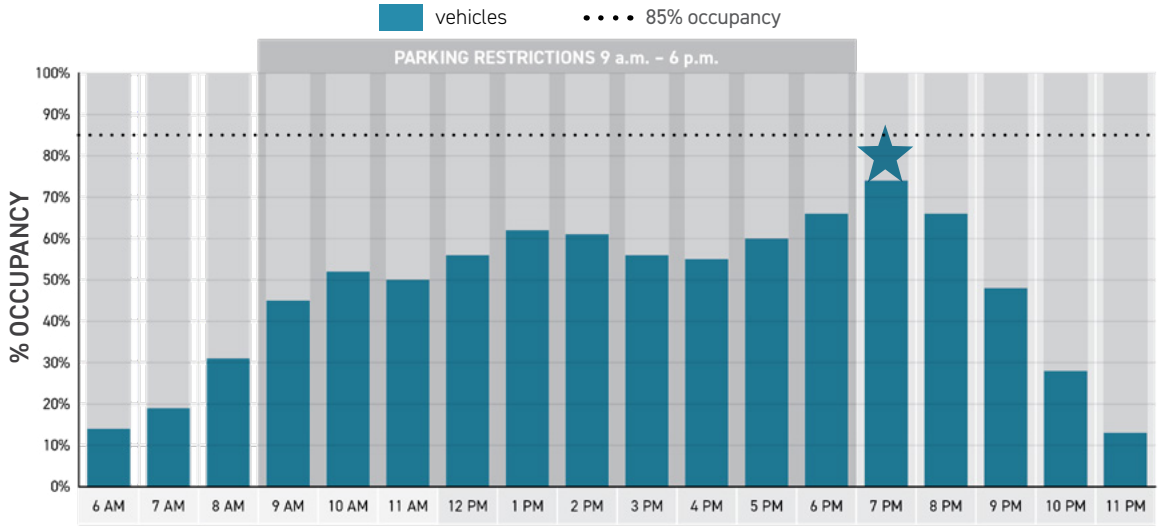
The total parking occupancy for the study area exceeds 85 percent for one hour on Saturday, but generally is below 85 percent during weekday and Saturday. However, there are certain areas where occupancy exceeds this target and management strategies could better balance parking needs. The following pages provide more detail on findings related to on- and off-street parking as well as paid and unpaid parking.

TOTAL ON-STREET OCCUPANCY (PAID AND UNPAID)

The top chart illustrates the **WEEKDAY HOURLY OCCUPANCY ON-STREET** with the peak occurring at 7 p.m. with 74 percent of the spaces occupied. Parking regulations end at 6 p.m. and the peak occupancy occurs the hour after the regulations end.

222
On-Street Spaces Counted

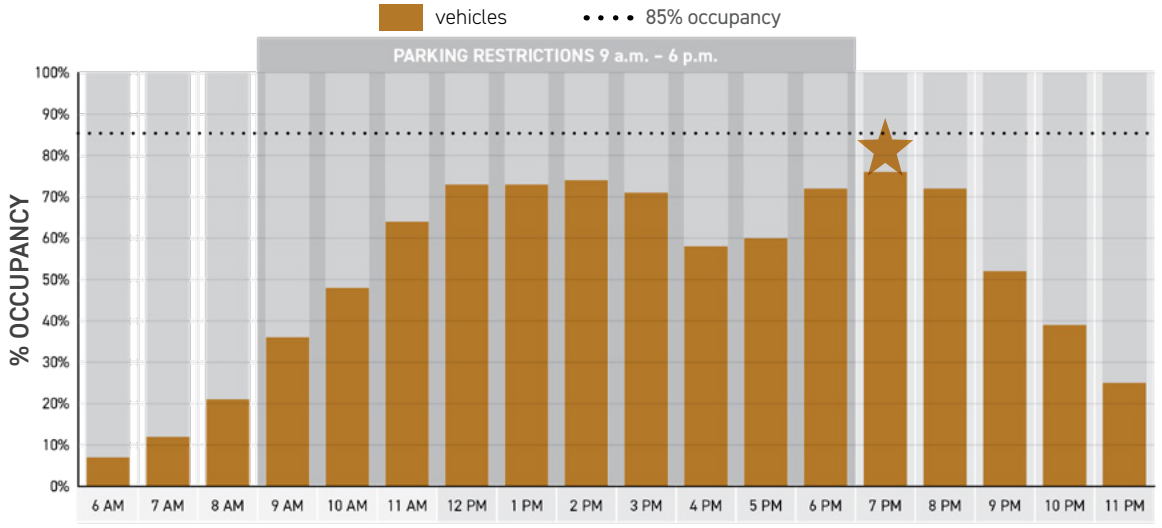
★164
Vehicles Parked at Peak Hour



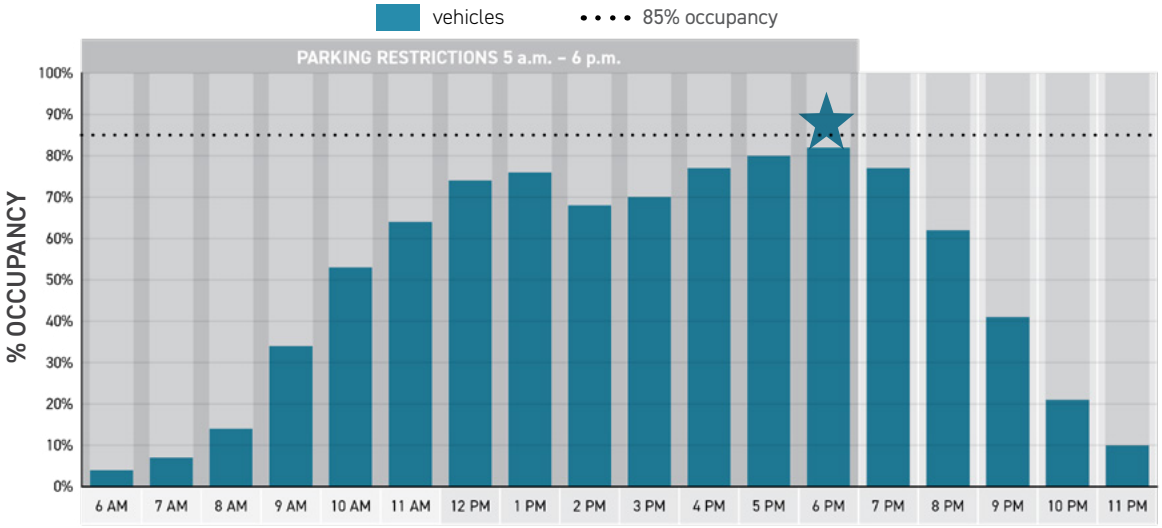
The bottom chart provides the **SATURDAY HOURLY OCCUPANCY ON-STREET** and shows that the peak parking occupancy also occurs at 7 p.m. with 76 percent of the spaces occupied. Parking regulations end at 6 p.m. and the peak occupancy occurs the hour after the regulations end. Saturday occupancy is generally higher than weekday conditions except during the morning.

222
On-Street Spaces Counted

★169
Vehicles Parked at Peak Hour



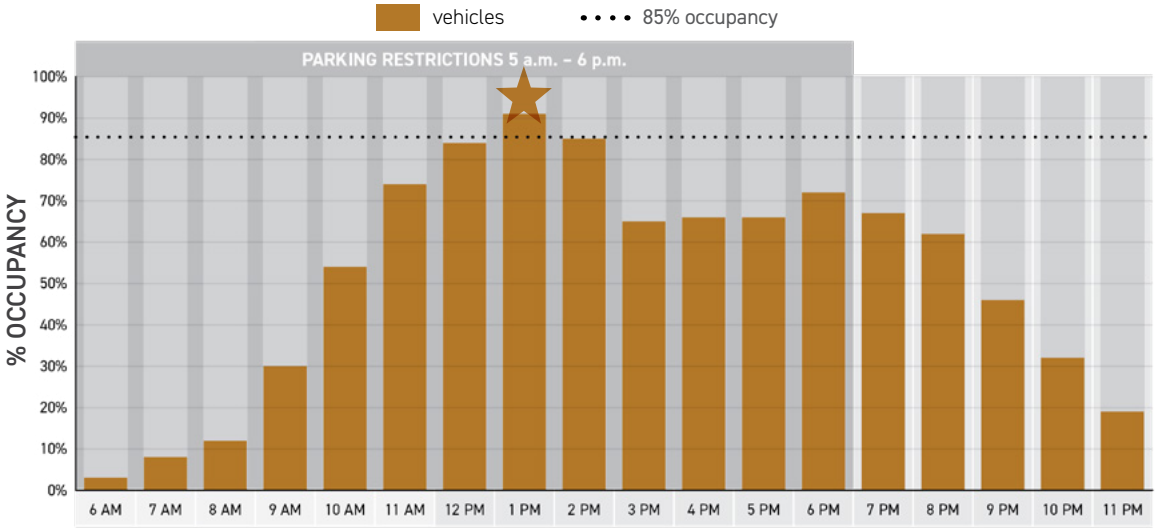
TOTAL OFF-STREET OCCUPANCY



The top chart illustrates the **WEEKDAY HOURLY OCCUPANCY OFF-STREET** with the peak occurring at 6 p.m. with 82 percent of the spaces occupied.

565
Off-Street Spaces Counted

★465
Vehicles Parked at Peak Hour



The bottom chart provides the **SATURDAY HOURLY OCCUPANCY OFF-STREET** with the peak parking occupancy occurring at 12 p.m. with 91 percent of the spaces occupied. Consistent with the overall study area, Saturday occupancy is generally higher than weekday conditions except between approximately 3 to 8 p.m. when weekday occupancy is about 10 percent higher given the area has a high level of retail and commercial uses.

565
Off-Street Spaces Counted

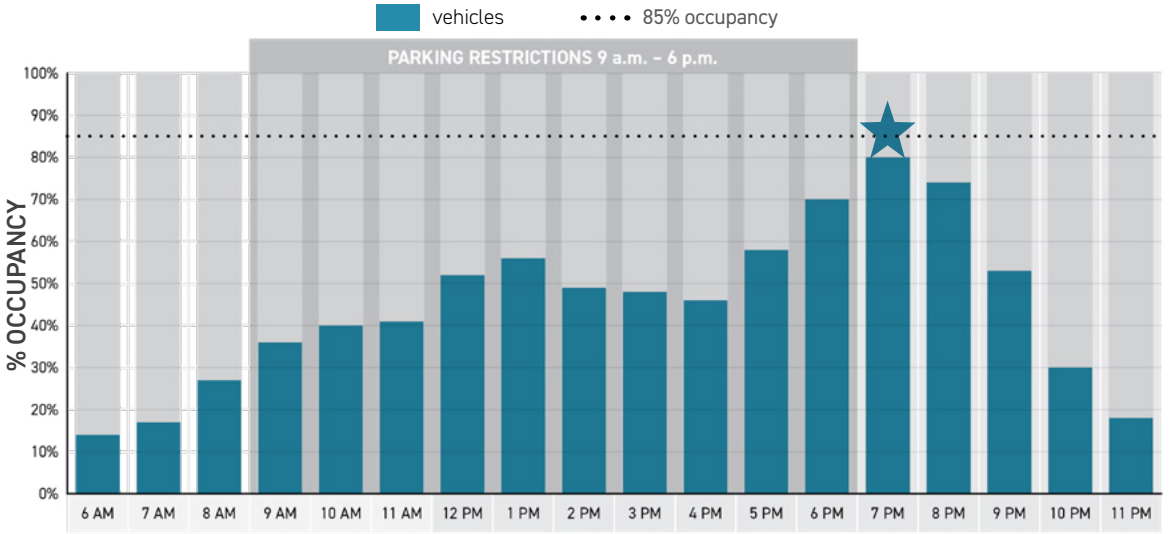
★513
Vehicles Parked at Peak Hour

ON-STREET PAID OCCUPANCY

The top chart illustrates the **WEEKDAY HOURLY OCCUPANCY FOR ON-STREET PAID PARKING** and shows that the peak occurs at 7 p.m. with 80 percent of the spaces occupied. The peak occupancy occurs after the paid parking hours end.

151
On-Street Spaces Counted

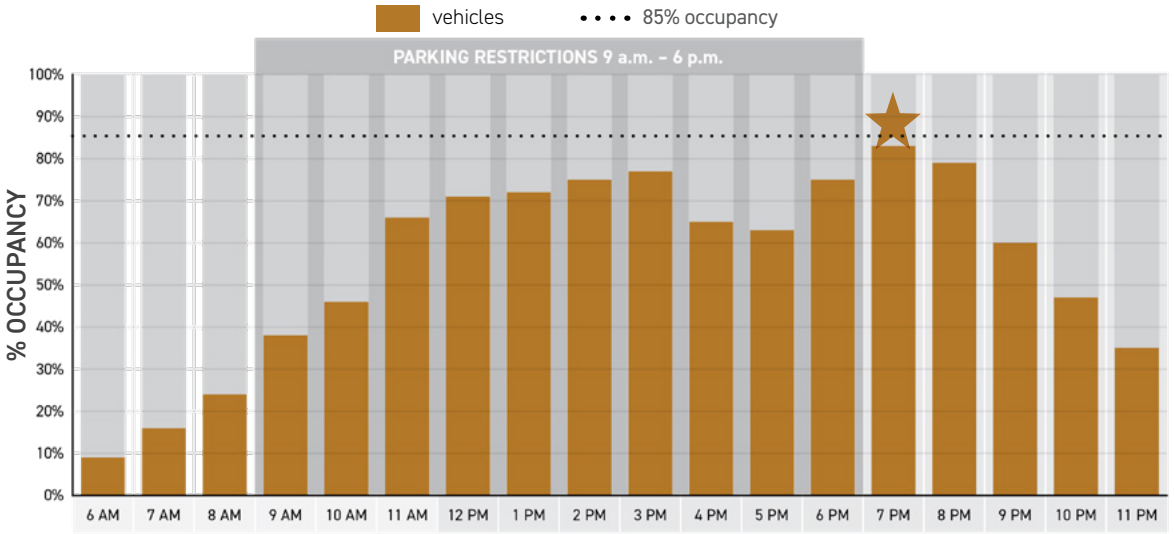
★121
Vehicles Parked at Peak Hour



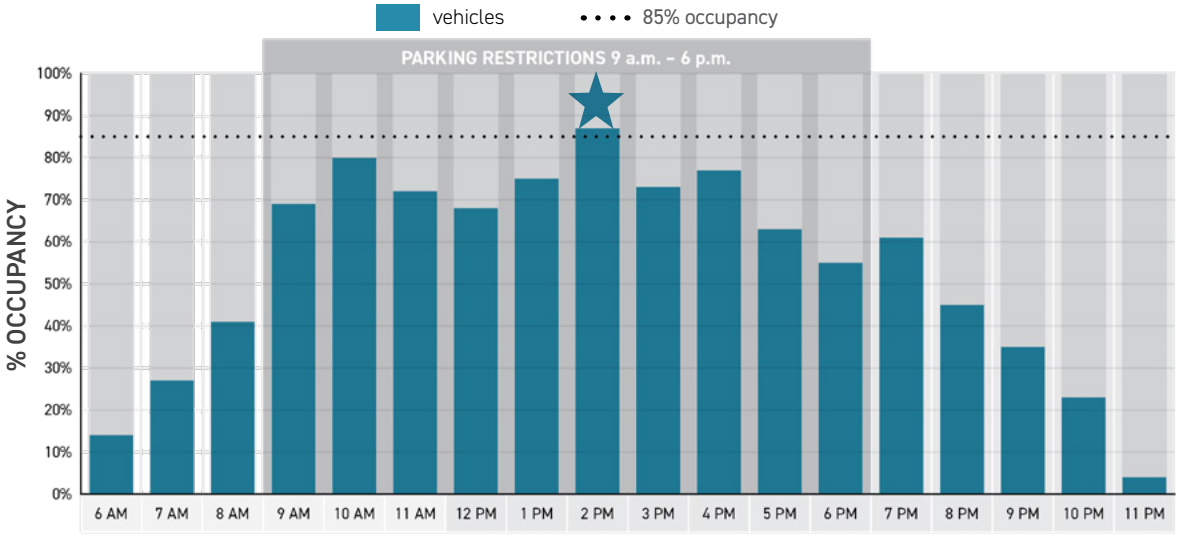
The bottom chart provides the **SATURDAY HOURLY OCCUPANCY FOR ON-STREET PAID PARKING** and shows that the peak parking occupancy also occurs at 7 p.m. with 83 percent of the spaces occupied. The peak occupancy occurs after the paid parking hours end. Consistent with the overall study area, Saturday occupancy is generally higher than weekday conditions.

151
On-Street Spaces Counted

★126
Vehicles Parked at Peak Hour



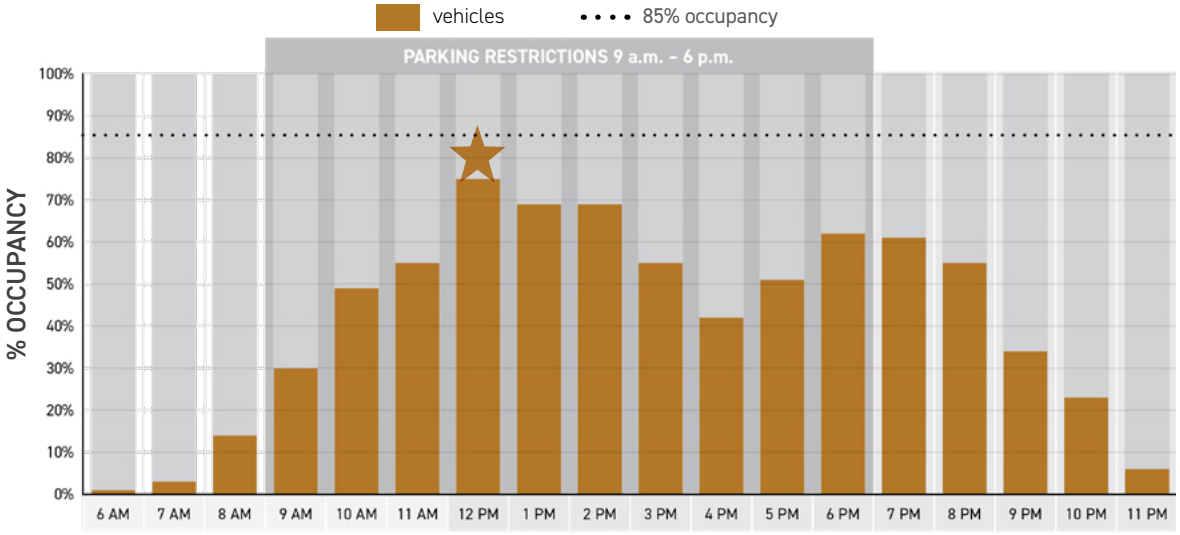
ON-STREET UNPAID OCCUPANCY



The **WEEKDAY HOURLY OCCUPANCY FOR ON-STREET UNPAID PARKING** shows that the peak occurs at 2 p.m. with 87 percent of the spaces occupied.

71
Off-Street Spaces Counted

★62
Vehicles Parked at Peak Hour



The **SATURDAY HOURLY OCCUPANCY FOR ON-STREET UNPAID PARKING** shows that the peak occurs at noon with 75 percent of the spaces occupied. Weekday occupancy for on-street unpaid parking is generally higher than Saturday conditions. On-street parking is often the most desirable parking for short term retail and commercial uses as reflected in the high occupancy rates.

71
Off-Street Spaces Counted

★53
Vehicles Parked at Peak Hour

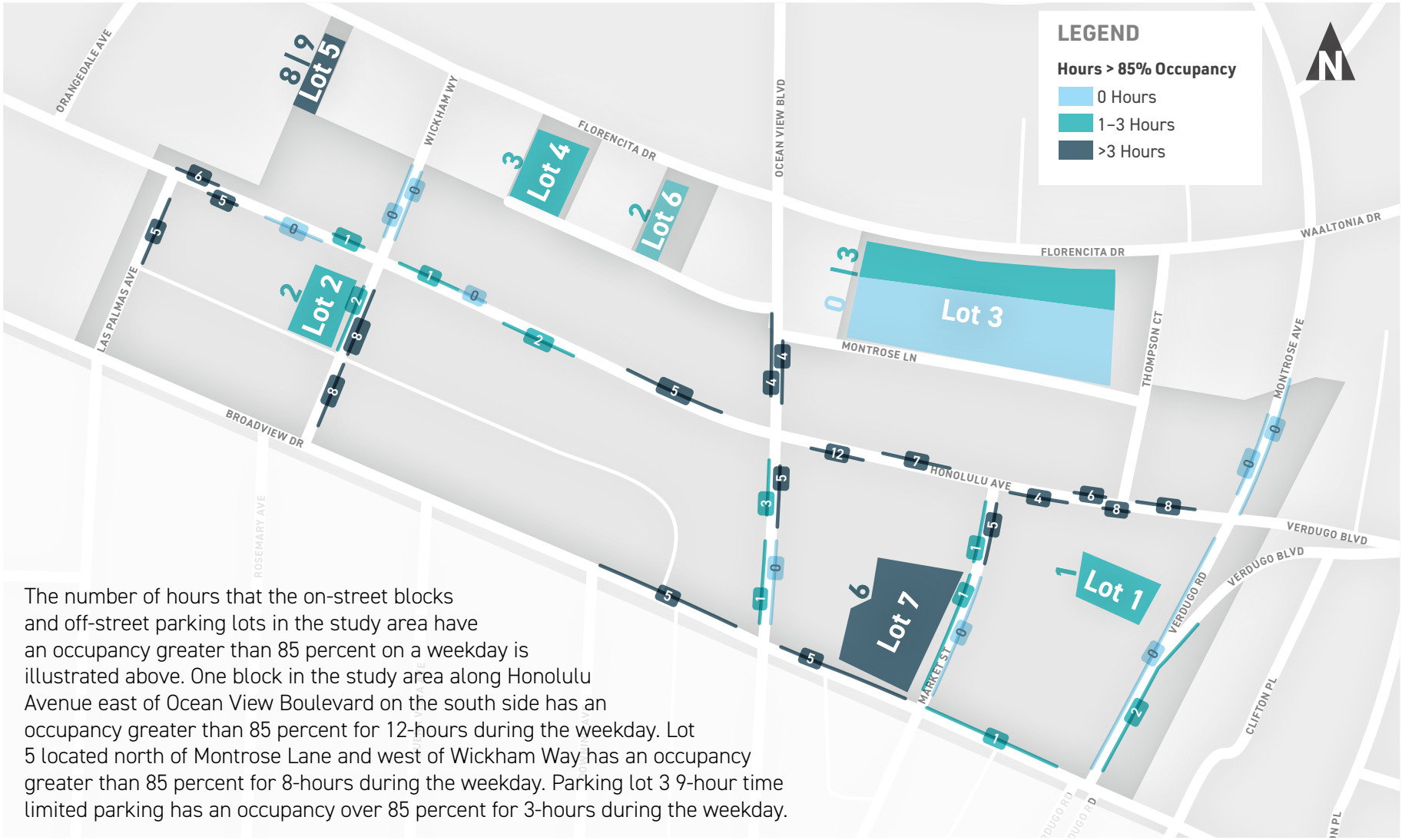
WEEKDAY PEAK HOUR OCCUPANCY (6PM)

The peak hour (6 p.m.) on- and off-street parking occupancy for the weekday conditions is illustrated on this map. On-street parking occupancy is highest along the main street, Honolulu Avenue. Off-street parking occupancy is highest in lot 7 located on the northwest corner of Broadview Drive and Market Street.

SATURDAY PEAK HOUR OCCUPANCY (1PM)

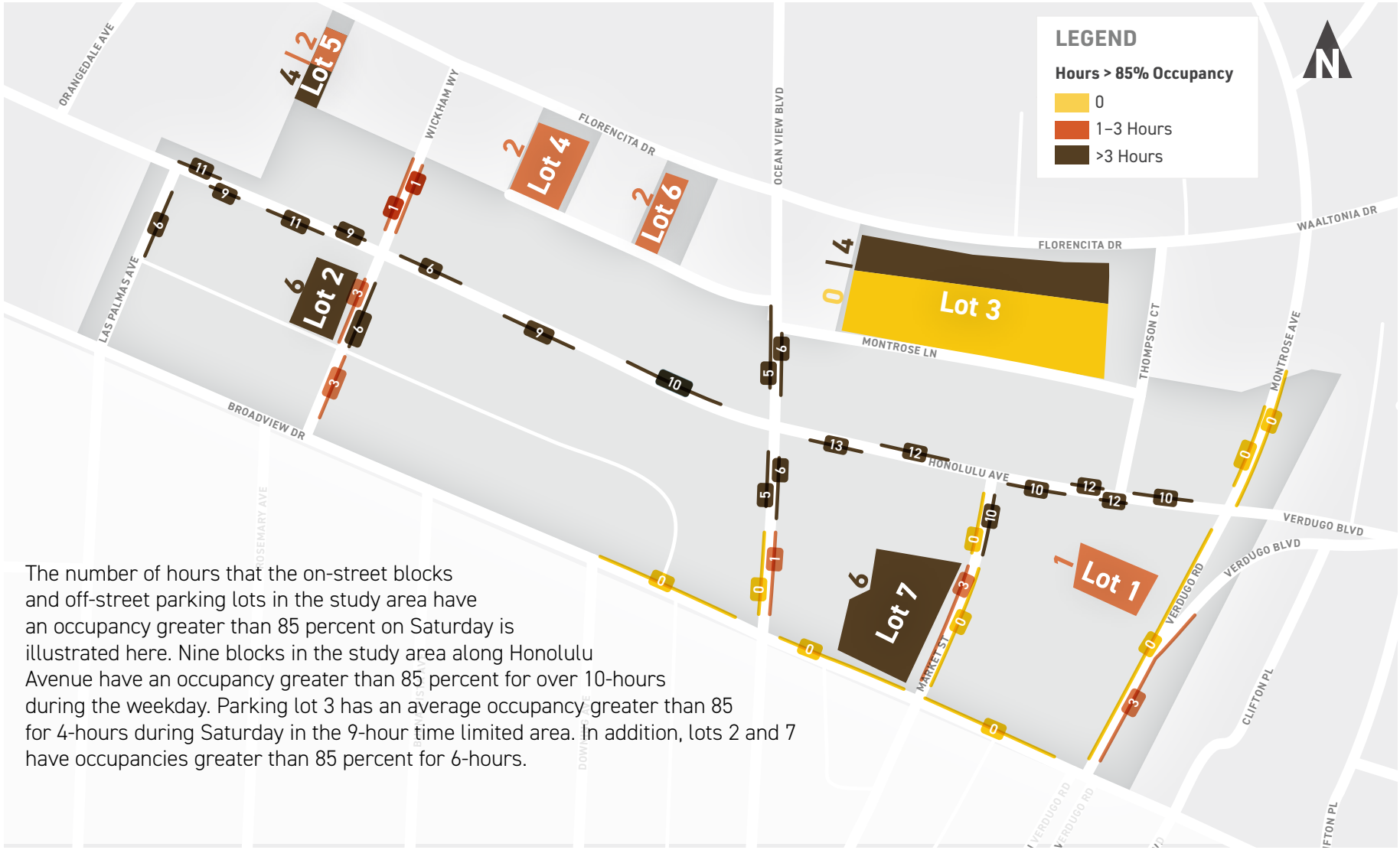
This map illustrates the Saturday peak hour (1 p.m.) on- and off-street parking occupancy. Similar to weekday conditions, the highest on-street parking occupancies are along Honolulu Avenue with several blocks over 85 percent. Off-street parking occupancy is highest in lots 2, 3, 5, 6 and 7 representing all the lots survey except for two.

NUMBER OF HOURS OCCUPANCY EXCEEDS 85% (WEEKDAY)



The number of hours that the on-street blocks and off-street parking lots in the study area have an occupancy greater than 85 percent on a weekday is illustrated above. One block in the study area along Honolulu Avenue east of Ocean View Boulevard on the south side has an occupancy greater than 85 percent for 12-hours during the weekday. Lot 5 located north of Montrose Lane and west of Wickham Way has an occupancy greater than 85 percent for 8-hours during the weekday. Parking lot 3 9-hour time limited parking has an occupancy over 85 percent for 3-hours during the weekday.

NUMBER OF HOURS OCCUPANCY EXCEEDS 85% (SATURDAY)



The number of hours that the on-street blocks and off-street parking lots in the study area have an occupancy greater than 85 percent on Saturday is illustrated here. Nine blocks in the study area along Honolulu Avenue have an occupancy greater than 85 percent for over 10-hours during the weekday. Parking lot 3 has an average occupancy greater than 85 for 4-hours during Saturday in the 9-hour time limited area. In addition, lots 2 and 7 have occupancies greater than 85 percent for 6-hours.

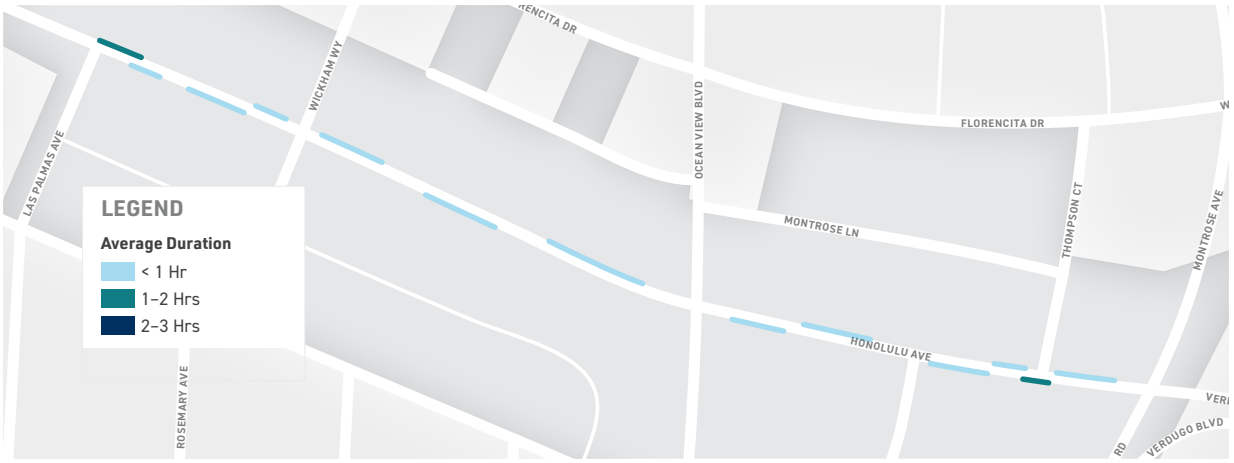
HONOLULU AVE

Honolulu Avenue is the Montrose neighborhood's main street and the center of the commercial district. The street features restaurants with sidewalk cafés and small retail businesses. Parking on-street is paid with both parallel and angled parking that generally have 2-hour limits.

Duration of stay is evaluated to identify different types of parking users and to see if parking spaces are being turned over to support the specific type of parker desired. Duration of stay data was collected along Honolulu Avenue in the most desirable paid on-street spaces to see if vehicles were turning over to provide short term customer parking for nearby business.

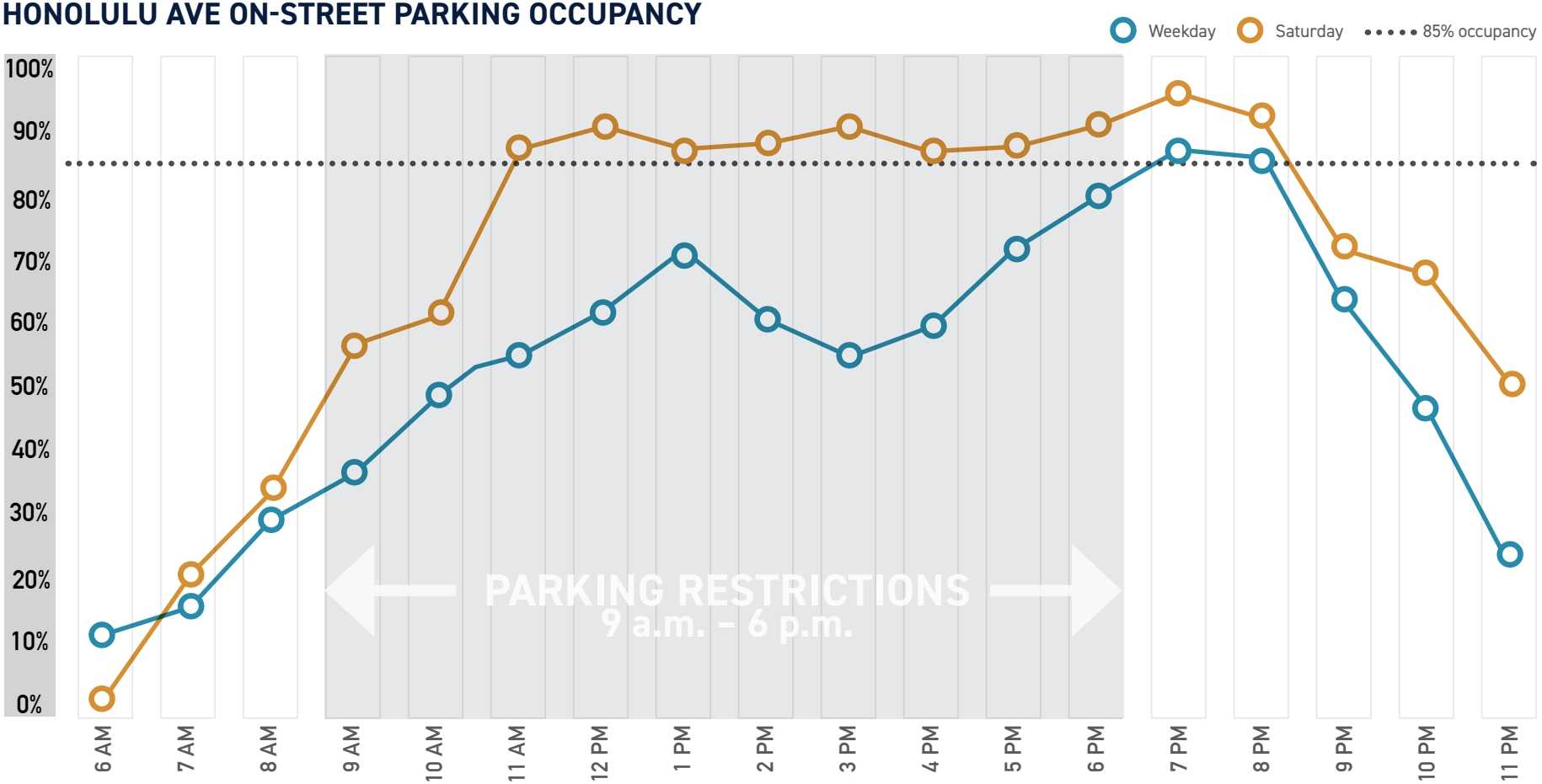
Weekday and Saturday duration of stay along Honolulu Avenue are illustrated here. The data shows that the vehicles parked along Honolulu Avenue stay for less than 1-hour on average. Parking is paid along Honolulu Avenue and the majority of spaces have a 2-hour time limit; therefore, users are complying with the restrictions and the level of enforcement could be deemed appropriate. The current duration of stay is supporting the desire for Honolulu Avenue to serve as short term parking for business in the area and showing that incidents of meter feeding are likely low.

DURATION OF STAY (WEEKDAY)



DURATION OF STAY (SATURDAY)

HONOLULU AVE ON-STREET PARKING OCCUPANCY



Hourly parking occupancy along Honolulu Avenue was reviewed to determine if any parking management strategies should be targeted specifically to this corridor. Parking along Honolulu Avenue is over 85 percent occupied from approximately 11 a.m. to 8 p.m. on Saturdays with several hours that are over 90 percent occupied. As noted previously, many of the blocks along Honolulu Avenue have parking occupancies over 85 percent for a majority of the analysis period. In addition, the parking occupancy of this corridor is much higher than found in Montrose overall, which had a peak occupancy of 85 percent for the neighborhood as a whole. The sustained high occupancy along Honolulu Avenue on Saturdays makes finding parking difficult. Weekday occupancy along Honolulu Avenue tends to be low except in the evening where the peak occupancy is 88 percent at 7 p.m. This higher evening occupancy is due to the nightlife and restaurant uses along the corridor as well as time limits that end at 6 p.m.

STAKEHOLDER COLLABORATION

PUBLIC OUTREACH

As part of the process, outreach occurred with a variety of stakeholders to obtain feedback and perspectives related to parking in Montrose. This included a presentation to the Transportation and Parking Commission as well as meetings with the Montrose Shopping Park Association and Glendale Community College.

Through these interactions, a parking task force was established that included members from the City as well as the Montrose Shopping Park Association to identify concerns, issues, potential solutions, and help prioritize parking management strategies. Some of the key input that was received from the task force is identified here.

In addition to the task force, specific coordination has been occurring with Glendale Community College to collaborate the mutual success for the college and Montrose as a whole.

TASK FORCE INPUT

- The unique character of Montrose is important
- Support economic vitality for businesses and facilitate growth in customer base
- Have available parking for employees and customers
- Helped prioritize strategies
- Agreed to participate with updating employee parking program
- Want to see parking revenues reinvested in Montrose
- Engaged with GCC to address future expansion into Montrose

KEY FINDINGS

Parking occupancy in Montrose is over 85 percent on Saturday at 1 p.m. During other periods on both Saturday and weekdays, parking occupancies are less than 85 percent. There are specific areas where parking occupancies are exceeding the desired threshold during both Saturday and weekdays and management strategies should be used to shift demands from heavily utilized areas to less utilized areas. Better balancing the parking supply and demand within Montrose will provide available parking in areas where people desire to park such as in front of restaurants and retail. The analysis shows there is available parking within Montrose; therefore, a balance between parking supply and demand can be achieved with better management of the existing system.

HIGH OCCUPANCY ALONG HONOLULU AVENUE

Occupancy frequently exceeds the 85 percent threshold along several blocks indicating it is highly desirable and parking along the street is difficult to find. Given the duration of stay is less than 1-hour on average, this is serving the desired short term parker and an appropriate level of turnover is occurring.

HIGH OCCUPANCY ALONG WICKHAM WAY

The unpaid 9-hour on-street parking along Wickham Way on the east side south of Honolulu Avenue is almost 100 percent occupied on Saturday for many hours of the day. Management strategies will be explored to target the appropriate desired parking condition.

HIGH LONG-TERM OCCUPANCY OF OFF-STREET PARKING

The Saturday parking occupancy is higher than weekdays in off-street parking with the peak off-street parking greater than 85 percent occupied. Parking lots 5 and 7 have more than 4-hours on the weekday when the parking occupancy is over 85 percent. Parking lots 2, 3 , 5 and 7 have 4 or more hours on Saturday where the parking occupancy was greater 85 percent.

PARKING STRATEGIES

Parking strategies have been identified to manage public parking resources to provide sufficient turnover of parking to better support the retail oriented businesses in Montrose. The strategies respond to the following Montrose goals and objectives:

- Support local business needs within Montrose
- Provide adequate amount of parking for customers
- Look to manage what parking is available before building more parking

Look for this icon to denote the strategies suggested throughout this section.

PERFORMANCE-BASED PARKING APPROACH

The City should adopt a performance-based parking approach where data driven triggers are used to guide decision-making to best manage parking. This approach would provide data driven processes to manage public parking within the City where specific performance criteria are evaluated to determine when parking management strategies need to be implemented or maybe reduced. Using data driven processes provides transparency that improves understanding between the public and City officials and takes the perceived emotion out of the decision. The performance-based parking approach incorporates demand based practices that inform changes to parking rates, policies, and programs to best balance the supply and demand of parking.

Data Driven Triggers

Industry standards have identified 85 percent as the point where there are still spaces available, but it starts to become difficult for drivers to find parking. The City currently has a target occupancy of 85 percent; however, having a goal of one specific number is difficult to achieve and provides limited flexibility in determining appropriate management strategies and success. A parking environment where 1-2 spaces are available per on-street block supports neighborhood needs. We recommend modifying and clarifying the City's desired target range to be an occupancy level between 70 and 85 percent, which would reflect having 1-2 available spaces per on-street block.

With the new target occupancy range, the following performance metrics are recommended for when to consider and implement new parking management strategies:

1. **Increase parking rates** when peak occupancy exceeds 85 percent.
2. **Decrease parking rates** when peak occupancy is below 70 percent.
3. **Consider having paid parking** when peak occupancy exceeds 85 percent for more than 4 hours.

With the performance-based parking approach in mind, the following section outlines parking management strategies that could be implemented to better balance the supply and demand of valuable parking assets in Montrose now and into the future. The parking management strategies were derived in response to the findings in this parking analysis and support the overall goals and objectives to address near-term concerns about parking availability and support long-term parking needs.

Current Target Occupancy Policy

Proposed Target Occupancy Range

PRICING STRATEGIES

Charging for parking is simply having people directly pay for the use of parking spaces. Paid Parking can be implemented for both public and private lots and essentially is a management tool that reduces demand, motivates carpooling, promotes higher turnover, and can generate revenue. Occupancy levels of over 85 percent for on-street parking mean there is limited parking availability and finding parking spaces is difficult. Drivers looking for on-street parking may be circulating throughout the area to locate an available space causing increased congestion. Parking occupancies between 70 and 85 percent on-street provide 1 to 2 available spaces per block make it easier to find available parking and reduce circulation associated with searching for parking. More available parking improves the customer experience and economic vitality of the neighborhood. As needed, the City should monitor areas with paid parking and use the performance metrics identified previously to make changes to pricing. A multi-step process is recommended that would first increase prices on-street, start to align pricing in a tiered approach and then make future adjustments based on performance-based measures.

Specifically, the adjustments should include:

ANNUAL ADJUSTMENTS. It is recommended that parking rates be evaluated on an annual basis and adjusted using the performance-based tiered approach. The annual review is necessary to address changing conditions that are anticipated with other management strategies and be able to react to growth and development pressures that occur. The decision to change prices should be based on the performance metrics identified using the target occupancy range discussed previously.

INCREASE PARKING PRICES ALONG HONOLULU AVENUE. Many of the blocks along Honolulu Avenue are over 85 percent occupied for 10 or more hours. Given the occupancy level, it is recommended to increase the parking rate per hour by $0.50 to help reduce occupancy levels and encourage parking in other areas where parking is available. It is anticipated that a $0.50 increase will have minimal impact at first and that Honolulu Avenue pricing will need to continue to be increased.

EXPAND ON-STREET PAID PARKING TO CAPTURE WICKHAM WAY BLOCKS. On-street parking occupancy on the west side of Wickham Way between Honolulu Avenue and Broadview Drive exceeds 85 percent occupancy for up to 6-hours during the

TIERED PRICING APPROACH

Pricing changes would be achieved through incremental changes using a tier hierarchy with tier 1 being Honolulu Avenue where prices are highest and secondary tiers including on- and off-street parking with lower pricing. Implementing price changes incrementally and using the tiered pricing approach allows for parkers to adjust to the system and allows the City to monitor shifts in demand. In addition, the tiered approach will provide better management of short-term parking availability by setting higher fees for the most desirable on-street parking and lower fees less convenient off-street parking. The City should increase parking rates in a tier and then monitor the results to see how parking has shifted and determine what rates should be increased in other tiers. It is recommended that on-street fees be increased first to shift demands to available off-street facilities and make available more on-street parking for visitors and customers.

weekday and 3-hours on Saturdays. Implementing paid parking along these blocks of Wickham Way would help manage occupancy and increase availability near the Montrose commercial area.

CHARGE FOR OFF-STREET PARKING. Lots 2, 3, 5, 6 and 7 exceed 85 percent occupancy for more than four hours. Installing pay stations and charging for parking in these more heavily utilized lots could be justified to manage demands. Charging for parking in only these lots will shift demand to the surrounding lots. Therefore, consideration could be given to charging for parking in other area lots. The parking rate should be set such that it is lower than on-street parking using the tiered pricing structure to balance on- and off-street parking. An initial parking rate of $0.50 to $1 per hour is recommended.

PARKING REGULATIONS AND RESTRICTIONS

Parking regulations should be developed within the context of the neighborhood but should also consider other areas of the City so as not to confuse parkers and to provide some consistency for the community and visitors. Paid parking and time limits for parking are currently in effect between 9 a.m. and 6 p.m. in Montrose. There are also varying time limits on-street and within the surface parking ranging from 30-minutes to 9-hours. Changes in regulations that may be considered for Montrose include:

EXTEND OR CHANGE PAID PARKING HOURS. Parking occupancy along Honolulu Avenue is over 85 percent on Saturday and weekdays until after 9 p.m. In addition, before 10 a.m. occupancies are below 65 percent on both weekdays and Saturday. A review of individual off-street parking lots identified parking occupancies are low earlier in the day and are higher and sometimes above 85 percent later in the evening. The City should consider shifting the parking hours to better capture the peak parking periods and better manage parking later in the evening. Data is showing that paid parking hours could be changed from 10 a.m. to 10 p.m. to capture the peak conditions.

CHANGE TIME LIMITS ON WICKHAM WAY BLOCKS. On-street parking occupancy on the west side of Wickham Way between Honolulu Avenue and Broadview Drive exceeds 85 percent occupancy for up to 6-hours during the weekday and 3-hours on Saturdays. These blocks also have a 9-hour time limit whereas the surrounding blocks have a 2-hour time limit or less. The City should modify the time limit along Wickham Way between Honolulu Avenue and Broadview Drive to 2-hours consistent with the surrounding blocks and will result in more customer parking.

ENFORCEMENT

Enforcing parking regulations is an important component to make sure the parking regulations are followed. Without enforcement many parking management strategies will be ignored, abused, and ineffective. Enforcement in Montrose is currently limited, and the City is in the process of outsourcing the enforcement program to improve available parking to support the shopping areas.

ENHANCE PARKING ENFORCEMENT. The City should require the new contractor for enforcement to develop enforcement strategies that address Montrose parking issues and support management strategies and regulations. The strategies should be reviewed and updated periodically to meet the changing needs of the City's parking system as the neighborhood grows and new parking regulations are implemented. The City should encourage the parking contractor to incorporate enforcement technologies.

EVALUATE AND INTEGRATE TECHNOLOGY. Enforcement technology can streamline processes, reduce costs and help the City better manage the overall parking system. New enforcement technology should continue to be integrated including license plate readers that work with new payment methods like pay-by-plate and pay-by-phone. The enforcement technology should integrate with the database of the payment system and will automate enforcement with virtual "chalking" rather than manual chalking. Virtual chalking increases compliance since the chalk marks cannot be erased.

PAYMENT SYSTEMS

The on-street paid parking in Montrose is currently completed through the use of traditional parking meters that are fed with coins. Upgrading the payment systems with new technology will provide a better customer experience, be more convenient for customers, and result in a higher compliance.

PAY STATIONS WITH PAY-BY-PLATE. As parking meters are replaced, the system should be upgraded with pay stations that incorporate pay-by-plate applications and allow for credit card payment along with mobile payment options. One pay station serves multiple parking spaces reducing the amount and cost of infrastructure and improving pedestrian mobility along the sidewalks with impediments.

Improved payment systems can also:

- Provide for a better customer experience
- Reduces labor costs by eliminating manual payment collection, less maintenance, and remote programing
- Automate the transfer of payments to the City
- Integrate with enforcement technologies such as license plate recognition
- Allow for credit card and mobile payment options
- Eliminate the need for numbered parking spaces, which fade and require frequent repainting, by using pay-by-plate methods.

PAY-BY-PHONE. Consider providing pay-by-phone as a quick and convenient option that can be implemented without upgrading the parking meters. This type of system requires implementation of signage and the startup fee with vendors is fairly nominal. This system requires users to download an application to your mobile device that requires you register your vehicle with the license plate and incorporate a digital payment option.

LONG-TERM AND EMPLOYEE PARKING

The City of Glendale has Employee Parking Permit programs to assist employees of businesses in these districts with finding available parking. The program has designated parking spaces where employees with a permit can park for longer than posted time limits.

UPDATE EMPLOYEE PARKING PROGRAM. The recommended parking management strategies will impact conditions and adjust demands and available parking areas. The Montrose employee parking program should be revisited to make sure it is effective and appropriately managing employee parking with implementation of parking strategies in the neighborhood.

PARKING REVENUE AND FUNDING

Ideally a parking system would be self-sustaining and managed such that it creates revenue above what is needed for maintenance, operations and capital improvements. Additional parking funds could be allocated to creating more parking as well as improving the parking system by implementing items such as wayfinding, branding, pedestrian connectivity, parking and enforcement technology, or help fund transit and non-motorized improvements that can reduce parking demands. This could also include improving aesthetics of landscaping and infrastructure to promote safe use of public space by pedestrians and vehicle traffic.

EVALUATE PARKING REVENUE. The City should review parking revenue annually. If there is additional revenue beyond what is needed to operate and maintain the parking system, consideration should be given to utilizing funds to enhancing the parking system and the areas around it as well as projects that help reduce parking demands.

BRANDING AND WAYFINDING

Branding and Wayfinding are used to link drivers to available parking. It is an important aspect to providing a positive experience for visitor and customers parking in Montrose. It decreases traffic congestion and increases efficiency in finding a parking space by directing drivers to available parking and avoiding added traffic from people circulating through the system to locate spaces. Studies in urban areas show that as much as 30 percent of traffic can be associated with drivers circulating to find parking. With drivers guided on a direct path to available parking the more traffic and environmental impacts will be reduced and the overall transportation system will function more efficiently.

DEVELOP A CONSISTENT BRAND AND WAYFINDING. Branding similar to that found in the downtown area will give signs a consistent look and feel throughout Glendale and distinguish public parking assets from private parking. The Montrose parking brand could use the work completed for downtown as a starting point and tailor the brand towards this neighborhood. Wayfinding for Montrose could include additional signs directing customers to areas that are underutilized and providing for a look and feel that is consistent throughout the City that identifies where public parking is available.

NEXT STEPS – PRIORITIES

Implementing parking strategies will be completed in an iterative process and monitored using a data driven approach to measure the impacts and outcomes of various parking strategies. The focus of the efforts will be to manage publicly available parking so that parking is available and convenient for supporting Montrose. Parking occupancies will be monitored to identify when strategies will be implemented and how effective they are.

The parking task force that was developed between the City and the Montrose Shopping Park Association prioritized and ranked what strategies where most and least desirable in the near term, which are identified below. The specific timing for each strategy will depend on funding and/or timing of city wide strategies such as the coordination of new infrastructure such as pay stations, enforcement technology, and mobile payment options.

The City will continue to work collaboratively with merchant groups and key stakeholders to communicate the timing for implementing strategies and monitoring how the parking system is operating

HIGHEST PRIORITY

1. Enhance parking enforcement
2. Evaluate and implement parking enforcement technology
3. Update employee parking program
4. Increase pricing along Honolulu Ave
5. Extend or change paid parking hours
6. Pay-by-Phone/App
7. Pay stations with Pay-by-Plate
8. Develop consistent brand/wayfinding

LOWER PRIORITY

9. Evaluate parking revenue
10. Expand on-street paid parking to capture Wickham Way blocks
11. Change time limits on Wickham Way blocks
12. Charge for off-street parking

FUTURE CONSIDERATIONS

BALANCING SUPPLY AND DEMAND. The existing overall parking capacity in Montrose is adequate to serve the current needs of the commercial area, and implementation of the parking strategies described will help better balance supply and demands throughout downtown. Future growth in parking demands can also be managed through implementation of additional parking management strategies, increased pricing, and partnering with private developments to provide additional parking. The City should continue to monitor and maintain their current parking assets to see how growth, redevelopment, and transportation trends impact parking occupancies.

Redevelopment of prime surface parking lots should consider replacing publicly available parking through public/private partnerships and shared parking strategies. It is anticipated that new development would provide additional parking supply and meet new parking demands. Parking demand trends in many dense urban areas have been decreasing due to increased transportation options, ability to live/work/play in downtown areas, sustainability trends, and costs of owning a vehicle. Continuing to monitor parking will be important to assess if additional parking supply is needed and how to best accommodate more parking.

MONITOR VEHICLE OWNERSHIP AND PARKING DEMAND TRENDS. The City should monitor vehicle ownership and parking demand trends to understand how parking needs are changing. These trends should help guide the City in decision-making related to development Code parking requirements, managing and replacing the public parking assets and developing additional parking supply.

FACILITATE PUBLICLY AVAILABLE PARKING AND SHARED PARKING APPROACHES IN NEW DEVELOPMENTS. The City should work with new developments to provide publicly available parking especially for redevelopment of surface parking lots. In addition, the City should work with developers to allow for shared parking amongst uses downtown rather than individual parking facilities for each use.

ALLOW INNOVATIVE APPROACHES TO BE USED IN PRIVATE DEVELOPMENT PROPOSALS. The City should update the Glendale Municipal Code to allow developments to propose innovative approaches to solve parking problems and meet parking demands. These approaches may include automated parking garages, use of technology or other future parking innovations that are yet to be developed.

Prepared for the City of Glendale by

transpogroup

Citywide Fee Schedule- Fees, Fines, Rates & Charges

Comments	#	Service Title	Proposed Fees	Unit/Time	FY 2019-20 Fees	FY 2018-19 Fees	FY 2017-18 Fees	FY 2016-17 Fees
Fee Change	22	On-Street Parking Meter Rates in Downtown	$ 1.50	Hourly	$ 1.00	$ 1.00	$ 1.00	$ 1.00
Fee Change	23	Brand Blvd. Parking Meter Rates in Downtown	$ 2.00	Hourly	$ 1.50	$ 1.50	$ 1.50	$ 1.50
Fee Change	24	Off-Street Parking Meter Rates in Downtown	$ 1.50	Hourly	$ 1.00	$ 1.00	$ 1.00	$ 1.00
Fee Change	25	On-Street Parking Meter Rates in Montrose	$ 1.50	Hourly	$ 1.00	$ 1.00	$ 1.00	$ 1.00
New Fee	26	Off-Street Parking Meter Rates in Montrose	$ 0.50	N/A	No Charge	No Charge	No Charge	No Charge
Fee Change	40	Reserved Parking Fee	$ 2.00	Hourly	$ 1.50	$ 1.50	$ 1.50	$ 1.50
New Fee	43	Market Place Parking (120 S. Artsakh Ave) Theater ticket validation First 4 hours	$ 1.00	Flat Rate	N/A	N/A	N/A	N/A
New Fee	44	Market Place Parking (120 S. Artsakh Ave) Theater ticket validation After 4 hours	Transient Rate	N/A	N/A	N/A	N/A	N/A
New Fee	45	Exchange Parking (115 N. Artsakh Ave) Theater ticket validation First 4 hours	$ 1.00	Flat Rate	N/A	N/A	N/A	N/A
New Fee	46	Exchange Parking (115 N. Artsakh Ave) Theater ticket validation After 4 hours	Transient Rate	N/A	N/A	N/A	N/A	N/A

EXHIBIT C

CITY OF GLENDALE, CALIFORNIA
REPORT TO THE:

Joint ☐ City Council ☒ Housing Authority ☐ Successor Agency ☐ Oversight Board ☐

November 5, 2019

AGENDA ITEM

Report: City of Glendale Measure R Sub-Regional Program Update

1) Motion Approving additional programming, modifications to existing programming, and funding changes to the adopted Measure R Sub-regional Program

COUNCIL ACTION

Public Hearing ☐ Ordinance ☐ Consent Calendar ☒ Action Item ☐ Report Only ☐

Approved for November 5, 2019 calendar

ADMINISTRATIVE ACTION

Signature

Submitted by:
Yazdan T. Emrani, P.E., Director of Public Works

Prepared by:
Jasmina Zigic, P.E., Civil Engineer II

Approved by:
Yasmin K. Beers, City Manager

Reviewed by:
Roubik R. Golanian, P.E., Assistant City Manager

Edward G. Hitti, P.E., Assistant Director of Public Works/City Engineer

Sarkis Oganesyan, P.E., Principal Civil Engineer

Michael J. Garcia, City Attorney

Michele Flynn, Director of Finance
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RECOMMENDATION

Staff respectfully recommends that the City Council approve the attached motion approving additional programming, modifications to existing programming, and funding changes to the adopted Measure R Sub-regional Program.

BACKGROUND/ANALYSIS

Measure R is a half-cent sales tax for Los Angeles County that finances new transportation projects and programs. In November 2008, Measure R was approved by two-thirds majority, committing a projected $40 billion to traffic congestion relief and transportation upgrades throughout the County over its 30-year life span. The City's share of Measure R Sub-regional funds for Highway Operational Improvements is approximately $98.5 million.

Public Works Department has pursued and received several Measure R transportation-related grants from the Los Angeles County Transportation Authority (Metro) to improve traffic congestion and safety within the City. For Measure R Sub-regional funds, Metro requires project sponsoring agencies to execute a Memorandum of Understanding (MOU) for those projects funded with local sales tax dollars. A Funding Agreement (FA) must be executed in the first year that funds are available and prior to starting any work on the project. FAs include a general description of the project, the specific work elements to be completed, funding amounts and the source of all funds.

Furthermore, Staff currently has numerous projects in planning, design, and construction. In order to request for new project programming and reprogramming of existing projects on the approved Sub-regional Project List, we are required to submit an official request to the Ad Hoc Congestion, Highway and Roads Committee of Metro during the Board's semi-annual meetings that take place twice a year, in the fall and spring. The next meeting is expected to take place in December 2019.

To date, the City has completed approximately $24.8 million (Subtotal 1), in Measure R Highway Sub-regional Program Funds listed as follows. This translates into $5.5 million worth of completed projects between February 2019 and October 2019 in Measure R Highway Sub-regional Program funds:

1. Completed Projects:

Measure R MOU #	Project Name	Status	Measure R Budget
MR310.01	Fairmont Ave Grade Separation at San Fernando Rd	Audit is Complete	$ 1,659,000
MR310.04	San Fernando/Grandview At-Grade Rail Crossing Improvements	Audit in Progress	$ 1,850,000
MR310.05	Central Ave Improvements/ Broadway to SR-134 EB Offramp	Audit is Complete	$ 3,250,000
MR310.13	Glendale Narrows Bikeway Culvert	Final Billing	$ 1,246,500
MR310.14	Verdugo Rd Signal Upgrades	Audit is Complete	$ 556,852

Measure R MOU #	Project Name	Status	Measure R Budget
MR310.16	SR-134/Glendale Ave Traffic Signal Mods	Audit in Progress	$ 1,444,368
MR310.17	Oceanview Blvd Project	Audit in Progress	$ 1,000,000
MR310.18	Sonora Avenue At-Grade Rail Crossing Safety Upgrades	Audit in Progress	$ 2,700,000
MR310.19	Traffic Signal Sync Brand/ Colorado-San Fernando/ Glendale-Verdugo	Audit is Complete	$ 340,941
MR310.20	Verdugo Rd/Honolulu Ave/Verdugo Blvd Intersection Modification	Audit is Complete	$ 400,000
MR310.21	Colorado St Widening Project	Audit is Complete	$ 347,185
MR310.22	Glendale Narrows Riverwalk Bridge	Final Billing	$ 600,000
MR310.24	Construction of Bicycle Facilities	Audit is Complete	$ 244,283
MR310.26	Bicycle Facilities Phase 2 (Class III Bike Routes)	Final Billing	$ 225,000
MR310.35	Signal Installations at Various Locations (Pacific Ave)	Audit is Complete	$ 1,500,000
MR310.40	Pacific Ave and Burchett St Street Improvements	Audit is Complete	$ 3,315,000
MR310.41	Doran St. (From Brand Blvd. to Adams St.) Improvements	Final Billing	$ 1,450,000
MR310.42	Arden Ave (From Highland Ave to Kenilworth St)	Audit is Complete	$ 623,204
MR310.47	Traffic Signals on Glenwood Rd and Modifications on La Crescenta Ave and Central Ave	Final Project Paperwork	$ 2,025,000
		SUBTOTAL 1	**$ 24,777,333**
		Previously Reported (February 2019)	$ 19,230,833
		DIFFERENCE	$ 5,546,500

As part of the current Measure R Highway Sub-regional Program funds, Metro's Board has approved $14 million (*Subtotal 2)* for the City's projects in progress, and $3.5 million for future projects (*Subtotal 3)* that have been programmed for the next five Fiscal Years as follows:

2. Programmed Projects with Executed Funding Agreements (FA) and/or FA Amendments in progress:

Measure R MOU #	Project Name	Status	Measure R Budget
MR310.25	I-210 Soundwalls Project	New Cooperative Agreement between City and Caltrans in Progress	$ 4,520,000
MR310.28	Pennsylvania Ave Signal Improvements	In Construction	$ 400,000

Measure R MOU #	Project Name	Status	Measure R Budget
MR310.32	Regional Arterial Performance Measures (Call Match F7321)	Issuing Request for Proposals to hire consultant to perform study	$ 100,000
MR310.34	Regional Bike Stations (Call Match F7709)	Community Development is repurposing funds for E-bikes.	$ 332,000
MR310.37	Verdugo Blvd Traffic Signal Mods at Valihi Way and SR-2 FWY	FA Amendment No. 2 in Preparation	$ 1,100,000
MR310.48	San Fernando Rd and Los Angeles St Traffic Signal Installation and Intersection Modification	Construction Contract in Certification	$ 400,000
MR310.49	Traffic Signal Modification and Upgrades on Honolulu Ave and Montrose Ave at Pennsylvania	FA Amendment No. 1 in Metro for Processing	$ 3,000,000
MR310.52	Traffic Signal Installations on Chevy Chase Dr at California Ave and Sinclair Ave, Lexington Dr and Louise St, Pacific Ave and Arden, Verdugo Blvd and Park Ln	FA Amendment No. 1 in Metro for Processing	$ 2,500,000
MR310.54	Traffic Signal Modifications on La Crescenta Ave at Roselawn Ave and Shirlyjean St and San Fernando Rd at Highland Ave	FA in Metro for Processing	$ 1,650,000
		SUBTOTAL 2	**$ 14,002,000**
		Previously Reported (February 2019)	**$ 7,628,500**
		DIFFERENCE	$ 6,373,500

3. Programmed Projects Without Executed Funding Agreements (Future Projects):

Measure R MOU #	Project Name	Status	Measure R Budget
MR310.36	Signalization of SR-2 Fwy Ramps @ Holly	Execute FA in FY21-22	$ 600,000
MR310.39	Widening of SR-2 Fwy Ramps at Mountain	Execute FA in FY21-22	$ 1,200,000
MR310.43	South Verdugo Rd Traffic Signal Mods at Colorado St, Maple St, and Acacia Ave	Execute FA in FY20-21	$ 1,650,000
		SUBTOTAL 3	**$ 3,450,000**
		Previously Reported (February 2019)	$ 10,905,000
		DIFFERENCE	$ (7,455,000)

As part of this program update, the City is asking for an additional $1.45 million (*Subtotal 4 + Subtotal 5*) in Measure R Highway Sub-regional Program funds to an existing programmed project and a new project as follows:

4. Additional Programming Request for Metro Board December 2019 meeting:

Measure R MOU #	Project Name	Status	Additional Programming Request
MR310.37	Verdugo Boulevard Traffic Signal Modification at Valihi Way and SR-2 Fwy	Construction Contract in Certification	$ 350,000
		SUBTOTAL 4	**$ 350,000**

5. New Project Request:

Measure R MOU #	Project Name	Status	Measure R Budget
TBD	N. Verdugo Rd Traffic Signal Modifications (from Glendale Community College to Menlo Dr at Canada Blvd)	New Project Request	$ 1,100,000
		SUBTOTAL 5	**$ 1,100,000**

In conclusion, since 2009, the City's status of Measure R Highway Sub-regional Program funds to date are as follows:

Project Status	Measure R Budget
Completed Projects (*Subtotal 1)*	$ 24,777,333
Programmed Projects (*Subtotal 2)*	$ 14,002,000
Programmed Future Projects (*Subtotal 3)*	$ 3,450,000
Additional Programming Request *(Subtotal 4)*	$ 350,000
New Project Request *(Subtotal 5)*	$ 1,100,000
TOTAL	**$ 43,679,333**

FISCAL IMPACT

Measure R Sub-regional funds do not require a local match from the project sponsor, therefore, there is no fiscal impact to the City.

ALTERNATIVES

Alternative 1: **Approve the attached Motion.** Staff can request for programming changes to obtain additional Measure R Sub-regional funds for City improvement projects.

Alternative 2: **Do not approve the attached Motion.** Staff will not request additional programming and will need to use City funds to pay for additional projects or eliminate the projects altogether.

Alternative 3: The City Council may consider any other alternative not proposed by staff.

EXHIBITS

None

MOTION

Moved by Council Member _____, seconded by Council Member _____, that the Council hereby approves additional programming, modifications to existing programming, and funding changes to the adopted Measure R Sub-Regional Program as outlined in the Report to Council dated November 5, 2019.

Votes as follows:

Ayes:

Noes:

Absent:

Abstain:

APPROVED AS TO FORM

CITY ATTORNEY

DATE 18/2/19

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CITY OF GLENDALE, CALIFORNIA
REPORT TO THE:

Joint ☐ City Council ☒ Housing Authority ☐ Successor Agency ☐ Oversight Board ☐

November 5, 2019

AGENDA ITEM

Report: Contractor Services to Provide Abandoned Debris and Holiday Tree Supplemental Collection Services within the City of Glendale.

1) Resolution dispensing with competitive bidding and authorizing the Purchasing Administrator, or his designee, to execute a purchase order contract with American Reclamation to provide abandoned debris and holiday tree supplemental collection services for an amount of $208,618 for one year with the option to extend the purchase order contract for up to two years at a 5% annual cost increase totaling $219,049 in year 2 and $230,001 in year 3, and rejecting all other proposals.

COUNCIL ACTION

Public Hearing ☐ Ordinance ☐ Consent Calendar ☐ Action Item ☒ Report Only ☐

Approved for November 5, 2019 calendar

ADMINISTRATIVE ACTION

Signature

Submitted by:
Yazdan T. Emrani, P.E., Director of Public Works

Prepared by:
Regina Wheeler, Recycling Coordinator

Approved by:
Yasmin K. Beers, City Manager

Reviewed by:
Roubik Golanian P.E., Assistant City Manager

Michael J. Garcia, City Attorney

Michele Flynn, Director of Finance

Daniel Hardgrove, Assistant Director of Public Works

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RECOMMENDATION

Staff respectfully recommends the City Council approve a Resolution dispensing with competitive bidding and authorizing the Purchasing Administrator, or his designee, to execute a purchase order contract with American Reclamation to provide abandoned debris and holiday tree supplemental collection services for an amount of $208,618 for one year with the option to extend the purchase order contract for up to two years at a 5% annual cost increase totaling $219,049 in year 2 and $230,001 in year 3, and rejecting all other proposals.

BACKGROUND/ANALYSIS

The Public Works Department is tasked with removing certain abandoned items left in the public right of way. These abandoned items include furniture, electronics, and appliances. Because there has been a steady increase in abandoned items, the Public Works Department released a Request for Proposals for contractor services to assist with this service beginning January of 2018. American Reclamation was the selected hauler that began providing supplemental abandoned debris collection service in April of 2018 and has picked up 1,514 tons of material as of September 2019. The current contract with American Reclamation is $500,000 for two years.

Calendar Year By Quarter-Supplemental Collection Services

	2018	[illegible]
Q1(Jan-Mar)	0.00	252.02
Q2(Apr-Jun)	272.66	193.47
Q3(Jul-Sep)	356.61	162.06
Q4(Oct-Dec)	276.92	275.00

To ensure uninterrupted services, the Public Works Department released an RFP for Abandoned Debris and Holiday Tree Supplemental Collection Services on August 2, 2019. The City received three proposals. The three proposals were evaluated on the following criteria: Diversion Methods/Practices (25%); Cost and Budget Control (35%); Past Experience/Fuel Efficient Service (15%); and Project Approach (30%) by a team of diverse evaluators representing City of Pasadena and Glendale Public Works staff. The result of this initial evaluation of the proposals is as follows:

Company	Overall	Placement	Cost
American Reclamation	79.5	1	$208,618
Athens Services	78.25	2	$840,200
Commercial Waste Services	65.5	3	$196,700

All proposals were evaluated, but the lowest cost proposal did not include required criteria in the RFP such as fuel efficient vehicle use and diversion methods. American Reclamation's proposal scored the highest since their proposal was complete, responsive, and at a significantly lower cost than the other proposer.

FISCAL IMPACT

The proposed purchase order contract with American Reclamation will cost a maximum of $208,618 for the first year. These funds are available within Contractual Services, Refuse Disposal Fund, Refuse Collection Account (43110-5300-PWD-7524-P0000-T0000-F0000-0000-0000).

ALTERNATIVES

The alternatives relating to the proposed Resolution are as follows:

Alternative 1: Approve the attached Resolution dispensing with competitive bidding and authorizing the Purchasing Administrator, or his designee, to execute a purchase order contract with American Reclamation to provide abandoned debris and holiday tree supplemental collection services for an amount of $208,618 for one year with the option to extend the purchase order contract for up to two years at a 5% annual cost increase totaling $219,049 in year 2 and $230,001 in year 3, and rejecting all other proposals.

Alternative 2: Do not approve the recommended Resolution. No supplemental abandoned item collection will take place.

Alternative 3: The City Council may consider any other alternative not proposed by staff.

CAMPAIGN DISCLOSURE

In accordance with the City Campaign Finance Ordinance N. 5744, the following are the names and business addresses of the members of the board of directors, the chairperson, CEO, COO, CFO, Subcontractors and any other person with more than 10% interest in the company proposed in this Agenda Item Report:

Full Name	Title	Business Address	City	State	Zip
John R. Gasparian	Owner	4560 Doran Street	Los Angeles	CA	90039-1006

EXHIBITS

None.

RESOLUTION NO. _____

A RESOLUTION OF THE COUNCIL OF THE CITY OF GLENDALE, CALIFORNIA DISPENSING WITH COMPETITIVE BIDDING; AUTHORIZING THE PURCHASING ADMINISTRATOR OR A DESIGNEE TO ENTER INTO AND EXECUTE A PURCHASE ORDER/SERVICE AUTHORIZATION WITH AMERICAN RECLAMATION, INC. TO PROVIDE ABANDONED DEBRIS AND HOLIDAY TREE SUPPLEMENTAL COLLECTION SERVICES FOR ONE YEAR, IN AN AMOUNT NOT TO EXCEED $208,618 IN THE FIRST YEAR, WITH TWO OPTIONAL 1-YEAR EXTENSIONS; AND REJECTING ALL OTHER PROPOSALS.

WHEREAS, the City of Glendale's Public Works Department is responsible for the collection of abandoned items and holiday trees left in the City right of way areas; and

WHEREAS, the City provides supplemental waste collection services for bulky and abandoned items, as well as seasonal holiday trees; and

WHEREAS, the quantity of abandoned items has steadily increased over the years straining in-house resources and justifying the use of supplemental collection services provided by an outside vendor; and

WHEREAS, such supplemental waste collection services are currently provided by American Reclamation, Inc.; and

WHEREAS, on August 2, 2019, the Public Works Department issued a Request for Proposals (RFP) for "Contractor to Provide Abandoned Debris & Christmas Tree Supplemental Collection Services"; and

WHEREAS, on September 12, 2019, three firms— American Reclamation, Athens Services, and Commercial Waste Services— submitted a proposal; and

WHEREAS, an evaluation committee— consisting of staff from the City of Pasadena and Glendale Public Works— reviewed the proposals and ranked them according to criteria established in the RFP; and

WHEREAS, the three proposals were evaluated based on the following criteria: Diversion Methods/Practices; Cost and Budget Control; Past Experience/Fuel Efficient Service; and Project Approach; and

WHEREAS, Commercial Waste Services submitted the lowest cost proposal, but scored the lowest of the three firms when applying all criteria; and

WHEREAS, American Reclamation, Inc. submitted the second lowest proposal, but scored the highest of all three firms when considering all criteria because of their

8 C 1

past experience with the City, ability to provide required data in the specified format and their waste diversion methodology.

WHEREAS, American Reclamation, Inc. has a proven track record with the City, having demonstrated to the City's satisfaction that it possesses the ability to accomplish the City's needs for supplemental collection services; and

WHEREAS, American Reclamation, Inc. has the experience, personnel, resources, and desire to provide abandoned debris and holiday tree supplemental collection services for the City; and

WHEREAS, the Council finds that sufficient budgetary funds exist to authorize the City Manager to execute a one-year agreement, with two renewals at the City's option; and

WHEREAS, Glendale Charter, Article VI, Section 9, provides an exemption to competitive bidding where the City Council determines it is in the best interests of the City to do so; and

WHEREAS, given the need to immediately hire a contractor for collection of abandoned items and holiday trees, it appears that adequate justification exists and it is in the City's best interest— upon recommendation of the Director of Public Works— to (1) dispense with competitive bidding; (2) authorize the Purchasing Administrator or a designee to enter into and execute a Purchase Orders/Service Authorization with American Reclamation, Inc. to provide the services; and (3) reject the other proposals.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GLENDALE:

1. The foregoing facts are deemed to be true and correct, and are a basis for dispensing with competitive bidding and authorizing the execution of an agreement with the second lowest proposer.

2. The Council hereby:

   A. Dispenses with competitive bidding;

   B. Authorizes the Purchasing Administrator or a designee to enter into and execute a Purchase Order/Service Authorization with American Reclamation, Inc. for abandoned debris and holiday tree supplemental collection services for one year, in an amount not to exceed $208,618 in the first year; and to enter into and execute two additional Purchase Orders/Service Authorizations for 1-year each, at the City's option, with a 5% annual cost increase, for an amount not to exceed $219,049 in year 2, and $230,001 in year 3; and

   C. Rejects all other proposals.

Adopted by the Council of the City of Glendale on this _____ day of _____, 2019.

_____
Mayor

ATTEST:

_____
City Clerk

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS
CITY OF GLENDALE)

I, Ardashes Kassakhian, City Clerk of the City of Glendale, certify that the foregoing Resolution No._____ was adopted by the Council of the City of Glendale, California, at a regular meeting held on the _____ day of _____, 2019, by the following vote:

Ayes:

Noes:

Absent:

Abstain:

_____
City Clerk

APPROVED AS TO FORM

_____
CITY ATTORNEY

DATE 10/30/19

CITY OF GLENDALE, CALIFORNIA
REPORT TO THE:

Joint☐ City Council☐ Housing Authority☐ Successor Agency☐ Oversight Board☐

November 5, 2019

AGENDA ITEM

Report: Contractual Sign, Paint and Thermoplastic Road Marking Maintenance Services For Motorist, Bicyclist and Pedestrian Safety

1) Motion authorizing the Purchasing Administrator, or his designee, to execute a purchase order contract in the not-to-exceed amount of $1,000,000 over five years with Sterndahl Enterprises., Inc. (Sterndahl), using pricing obtained from a competitively bid contract with the City of Los Angeles, to provide various sign, paint and thermoplastic road marking maintenance services for motorist, bicyclist and pedestrian safety on an as needed basis with two optional one-year extensions at $200,000 each.
2) Resolution of Appropriation transferring $130,000 from the Net Position, Parking Fund Account (27900-2210) to the Contractual Services, Parking Fund, Downtown Parking account (43110-2210-PWD-7518-P0000-T0000-F0000-0000-0000-).

COUNCIL ACTION

Public Hearing ☐ Ordinance ☐ Consent Calendar ☐ Action Item ☒ Report Only ☐

Approved for November 5, 2019 calendar

ADMINISTRATIVE ACTION

Signature

Submitted by:
Yazdan T. Emrani, P.E., Director of Public Works

Prepared by:
Dan Hardgrove, Assistant Director of Public Works

Approved by:
Yasmin K. Beers, City Manager

Reviewed by:
Roubik Golanian, Assistant City Manager

Michael J. Garcia, City Attorney

Michele Flynn, Director of Finance

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RECOMMENDATION

Staff respectfully recommends that the City Council approve a Motion authorizing the Purchasing Administrator, or his designee, to execute a purchase order contract in the not-to-exceed amount of $1,000,000 over five years with Sterndahl, using pricing obtained from a competitively bid contract with the City of Los Angeles, to provide various sign, paint and thermoplastic road marking maintenance services for motorist, bicyclist and pedestrian safety on an as needed basis with two optional one-year extensions at $200,000 each. In addition, staff respectfully recommends that the City Council approve a Resolution of Appropriation transferring $130,000 from the Net Position, Parking Fund Account (27900-2210) to the Contractual Services, Parking Fund, Downtown Parking account (43110-2210-PWD-7518-P0000-T0000-F0000-0000-0000-) to provide adequate funding for year-one of this purchase order contract.

BACKGROUND/ANALYSIS

The Public Works Department is responsible for maintenance of all the City regulatory and local ordinance signs that regulate traffic and parking within the public right-of-ways. This maintenance includes repainting all faded or damaged lane lines, crosswalks, bike lanes, bike route sharrows, edge lines, City owned parking lot markings, on street parking stalls, Americans with Disabilities (ADA) related accessibility markings and curb markings. Visible signs and road markings are essential to the Glendale Police Department's enforcement of State and local traffic and parking related laws. The quantity of traffic control, sign and paint inventory needing maintenance has steadily increased over the years due to numerous pedestrian safety projects including the upgrade of crosswalks to the newer "zebra style and dragon teeth" crosswalk for higher visibility, the Safe Route to Schools Program, and bicyclist related enhancements. To keep up with these maintenance demands, the Department relies on the work of a qualified contractor to supplement the activities of in-house field crews.

A highly capable, highly skilled vendor is needed for the provision of contractual sign, paint and thermoplastic material maintenance in City right-of-way on an as needed basis. It is essential for the vendor to be regionally qualified to work in Glendale and experienced in completing these projects in a timely manner. They must be able to accurately follow engineering plans and adhere to complex regulatory guidelines. The vendor needs to be able to do the work quickly and safely as roadways must be blocked during the work as well as the curing period. Traffic paint and signs are important safety tools for the City of Glendale, and their optimal maintenance is of paramount importance.

At this time, Sterndahl is the only regionally qualified vendor with the capacity to meet the range of specifications that Glendale requires. For example, Sterndahl has the diverse array of equipment needed to properly apply the variety of markings needed in Glendale including a commercial long line paint striping truck, a raised pavement marker installation truck, a 12,000 lb. thermoplastic long line striper, a commercial level stencil truck for waterborne paint installation, a grinder, a skid steer with stripe removal attachment, a commercial level vehicle with mounted water and media removal equipment, and a commercial bucket truck with a minimum boom reach of 35 feet. Sterndahl provides the City with high quality proprietary products, such as Endura Blend pavement coating, for high visibility crosswalks and green bicycle lanes. After working

with multiple other vendors, staff has found that forethought, job preparation, attention to detail, and quality of worked exhibited by Sterndahl is unmatched and using Sterndahl over other vendors significantly reduces the amount of time spent by staff inspecting work and correcting problems.

Sterndahl currently handles the City of Los Angeles Paint and Markings contract #59281 as a result of competitive bidding. Sterndahl has agreed to extend the same pricing from this contract to Glendale. Therefore, for this proposed purchase order contract, staff recommends that the City "piggyback" onto the competitively bid contract between the City of Los Angles and Sterndahl. Continuing to use Sterndahl to supplement the work of in-house crews should continue to provide significant savings in both time and money. In the event the contract between the City of Los Angeles and Sterndahl terminates, and is not extended, this proposed contract between Glendale and Sterndahl will similarly terminate. At that point, staff will return to the City Council with alternative service provision options.

FISCAL IMPACT

The amount of the proposed sign, paint and thermoplastic road marking maintenance services purchase order contract is $200,000 per year for five years. There is $70,000 in funding currently available in the following two accounts:

Description	Account Number	Amount
Contractual Services, Parking Fund, Downtown Parking	43110-2210-PWD-7518-P0000-T0000-F0000-0000-0000-	$50,000
General Supplies, General Fund, Traffic Safety Control	45350-1010-PWD-7517-P0000-T0000-F0000-0000-0000	$20,000

A Resolution of Appropriation transferring $130,000 from the Net Position, Parking Fund Account (27900-2210) to the Contractual Services, Parking Fund, Downtown Parking account (43110-2210-PWD-7518-P0000-T0000-F0000-0000-0000-) is needed to provide adequate funding for year-one of this proposed purchase order contract.

$200,000 per year for the remaining duration of the purchase order contract will be requested in subsequent annual budget requests.

ALTERNATIVES

Alternative 1: The City Council may approve a Motion authorizing the Purchasing Administrator, or his designee, to execute a purchase order contract in the not-to-exceed amount of $1,000,000 over five years with Sterndahl, using pricing obtained from a competitively bid contract, to provide various sign, paint and thermoplastic road marking maintenance services for motorist, bicyclist and pedestrian safety on an as needed basis with two optional one-year extensions at $200,000 each.

Alternative 2: The City Council may direct staff to prepare specifications for a competitive bidding process. The outcome may be the provision of these maintenance services from a less capable vendor.

Alternative 3: The City Council may consider any other alternative not proposed by staff.

CAMPAIGN DISCLOSURE

In accordance with the City Campaign Finance Ordinance No. 5744, the following are the names and business addresses of the members of the board of directors, the chairperson, CEO, COO, CFO, Subcontractors and any person or entity with more than 10% interest in the company proposed for contract in this Agenda Item Report:
Officers of Sterndahl Enterprises, Inc.:

Full Name	Title	Business Address	City	State	Zip
Dennis Sterndahl	CEO/President	11861 Branford Street	Sun Valley	CA	91352
Denny Sterndahl	VP Sales	11861 Branford Street	Sun Valley	CA	91352
Ron Holder	VP Administration	11861 Branford Street	Sun Valley	CA	91352
Troy Hill	VP Operations	11861 Branford Street	Sun Valley	CA	91352
Myra Espinosa	Corp.Treasurer/Payroll	11861 Branford Street	Sun Valley	CA	91352

EXHIBITS

None

MOTION

Moved by Council Member _____, seconded by Council Member _____, that the City Council authorizes the Purchasing Administrator, or his designee, to execute a purchase order contract in the not-to-exceed amount of $1,000,000 over five years with Sterndahl Enterprises., Inc., to provide various sign, paint and thermoplastic road marking maintenance services for motorist, bicyclist and pedestrian safety on an as needed basis with two optional one-year extensions at $200,000 each.

Vote as follows:

Ayes:

Noes:

Absent:

Abstain:

_____
City Clerk

APPROVED AS TO FORM

CITY ATTORNEY

DATE 10/30/15

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RESOLUTION NO. _____

RESOLUTION OF THE COUNCIL OF THE CITY OF GLENDALE MAKING AN APPROPRIATION

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF GLENDALE:

SECTION 1: That the sum of $130,000 is hereby appropriated and/or transferred from the following accounts to the following accounts:

ACCOUNTS	DESCRIPTION	FROM	TO
27900-2210-PWD-0000-P0000-T0000-F0000-0000-0000-	Net Position, Parking Fund, Public Works Department	$130,000	
43110-2210-PWD-7518-P0000-T0000-F0000-0000-0000-	Contractual Services, Parking Fund, Public Works Department, Downtown Parking		$130,000

To appropriate funding for year one of the Sterndahl Enterprises, Inc. purchase order.

SECTION 2: The Director of Finance is authorized to make such other revisions, individual appropriation line-items, changes in summaries, fund totals, grand totals, and other portions of the budget document as necessary to reflect and implement the changes specified in this resolution.

SECTION 3: The City Clerk shall certify to the adoption of this Resolution.

Adopted this_____day of _____, 2019.

_____
Mayor

ATTEST:

_____
City Clerk

CITY OF GLENDALE
DATE 10/22/19
APPROVED AS TO FINANCIAL PROVISION FOR $ 130,000

_____
Director of Finance

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS
CITY OF GLENDALE)

I, Ardashes Kassakhian, City Clerk of the City of Glendale, do hereby certify that the foregoing Resolution No._____was adopted by the Council of the City of Glendale, California, at a regular meeting held on the_____ day of _____, 2019, and that the same was adopted by the following vote:

Ayes:
Noes:
Absent:
Abstain:

APPROVED AS TO FORM

_____
City Clerk

_____
CITY ATTORNEY

DATE 10/20/19

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CITY OF GLENDALE, CALIFORNIA
REPORT TO THE:

Joint ☐ City Council ☒ Housing Authority ☐ Successor Agency ☐ Oversight Board ☐

November 5, 2019

AGENDA ITEM

Report: Professional Services Agreement with CentralSquare, Inc., for the upgrade, implementation, and software licensing and maintenance of Tiburon, a Police Computer-Aided Dispatch and automated Records Management System.

1) Motion authorizing the City Manager, or her designee, to negotiate and execute an agreement between the City of Glendale and CentralSquare, Inc., in the amount not to exceed $2,938,660 plus a contingency of $440,799, for the upgrade, implementation, and software licensing and maintenance of Tiburon, a Police Computer-Aided Dispatch and automated Records Management System.
2) Motion authorizing the City Manager, or her designee, to amend the City's existing Professional Services Agreement with Cit Com, Inc., in the amount not to exceed $333,500 plus a contingency of $33,350.

COUNCIL ACTION

Public Hearing ☐ Ordinance ☐ Consent Calendar ☐ Action Item ☒ Report Only ☐

Approved for November 5, 2019 calendar

ADMINISTRATIVE ACTION

Signature

Submitted by:
Carl Povilaitis, Chief of Police

BY

Jason Bradford, Chief Information Officer

Prepared by:
Sheryl Davis-Moore, Civilian Division Commander

By

Hagop Hovsepian, Assistant Chief Information Officer

Approved by:
Yasmin K. Beers, City Manager

Reviewed by:
Roubik Golanian, Assistant City Manager

Michael J. Garcia, City Attorney

Michele Flynn, Director of Finance

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RECOMMENDATION

It is recommended that the City Council:

1) Authorize the City Manager, or her designee, to negotiate and execute an agreement between the City of Glendale and CentralSquare, Inc., in the amount not to exceed $2,938,660 plus a contingency of $440,799, for the upgrade, implementation, and software licensing and maintenance of Tiburon, a Police Computer-Aided Dispatch and automated Records Management System.

2) Authorize the City Manager, or her designee, to amend the City's existing Professional Service Agreement with Cit Com, Inc., in the amount not to exceed $333,500 plus a contingency of $33,350.

BACKGROUND/ANALYSIS

The City's current Police Computer-Aided Dispatch (CAD) and Records Management System (RMS) was implemented in 2000. The Glendale Police Department relies on the CAD system for the management of emergency responders, all field based police resources, and all calls for service. The Police Department also relies on the RMS system for the storage and administration of official police records, such as crime reports, investigative reports, court documents, and criminal histories. The systems must be highly dependable and efficient in order to ensure the delivery of critical law enforcement services. Additionally, these systems are used for jail booking records and prisoner management, property and evidence inventory management, crime analysis, and case management for detectives. Through its integration piece, the CAD/RMS system allows for strategic and tactical decision-making through the access of critical information, and provides complete, instantaneous situational awareness.

The current version of CAD/RMS utilizes the FBI's Uniform Crime Reporting (UCR) Program. The program's primary objective was to generate reliable information for use in law enforcement administration, operation, and management. With the FBI wanting to further improve crime data collection and analytics, they implemented a new system to replace the UCR called the National Incident-Based Reporting System (NIBRS). NIBRS captures details on each single crime incident, as well as on separate offenses within the same incident, including information on victims, known offenders, relationships between victims and offenders, arrestees, and property involved in crimes. Unlike data reported through the UCR Program traditional reporting, NIBRS goes much deeper because of its ability to provide circumstances and context for crimes like location, time of day, and whether the incident was cleared. Other benefits of NIBRS reporting are set forth below.

- Providing specific details of the criminal activity being reported (including victims, property loss, gang affiliation, and more) and captures up to 57 data elements for each crime, providing more context for individual crimes and better analytics for broader crime reporting.

- Allows agencies to maximize resources by using precise information regarding when and where crime has occurred, the types of crimes occurring, and information regarding the victims and perpetrators.

- Provides detailed criminal history to assist crime analysts and detectives.

- NIBRS data can be shared as needed to assist in the detection of violent criminal activities and trends internationally.

In addition to the benefits of NIBRS reporting, the current version of CAD/RMS is nearing its end of life and will not be NIBRS compliant; therefore, an upgrade is necessary.

Vendor Evaluation

In September 2018, the Police Department received the FBI NIBRS grant award. In December 2018, the City Council authorized the release of a Request for Proposals (RFP) seeking qualified respondents to submit proposals for the upgrade and/or replacement of the Police CAD/RMS. Proposals were received from three companies: CentralSquare (the City's current vendor), Mark43, and Tyler Technologies. In reviewing the proposals, Mark43 did not meet an RFP requirement of being Criminal Justice Information System (CJIS) compliant and was removed from further consideration. The remaining two vendors, CentralSquare and Tyler Technologies, were evaluated against the 16 weighted selection criteria as defined in the RFP. CentralSquare and Tyler were also invited to conduct onsite presentations that demonstrated the functionalities of their products. The evaluation committee, which was comprised of 19 employees from the Glendale Police Department and Information Services Department, evaluated and scored each product.

The evaluation committee also visited four police agencies where the vendors' products are installed to conduct peer interviews regarding each solution. The site visits were used to gauge functionality, implementation experience and vendor support for each product. For CentralSquare, the committee visited the Orange County Sheriff's Department and the Northglenn Police Department located in Colorado. For Tyler, the committee visited the Oxnard Police Department and San Leandro Police Department. After concluding the site visits, both companies were invited to submit a Best and Final Offer (BAFO).

Best & Final Offer

	CentralSquare	**Tyler**
Implementation Cost	$1,656,609	$2,070,725
Maintenance Cost	1,282,051	1,501,863
Total Cost	***$2,938,660***	***$3,572,588***

Based on the demonstrations, site visits and review of the BAFO's the Evaluation Committee assigned final scoring to each vendor and Central Square scored the highest, as shown below:

Proposal Evaluation Scoring Summary

	Criteria	Weight	CentralSquare	Tyler
1	Adherence to Format	2	1.2	1.2
2	Completeness of Proposal	5	3.0	3.0
3	Quality/Depth of References	5	4.0	4.5
4	Post Implementation Support	5	4.1	3.8
5	Financial Stability/Resources	5	3.0	5.0
6	Experience/Expertise of Staff	5	4.5	4.5
7	Product Functionality	15	14.0	12.0
8	References	5	4.5	3.0
9	Integration and Interfaces	10	7.5	6.4
10	Hardware	5	4.6	3.6
11	Cost	10	10.0	9.8
12	Willingness to Negotiate	10	6.0	8.0
13	Implementation and Data Conversion	5	4.5	4.5
14	Project Management	6	5.3	3.8
15	Training	5	4.2	3.1
16	Documentation	2	1.6	1.3
	Proposal Score:		**82.11 (1)**	**77.61 (2)**

Recommendation

While both systems were competitive, CentralSquare rated the highest based on the evaluation criteria. Therefore, the evaluation committee recommended CentralSquare's application to the Chief of Police and Chief Information Officer. The Executives approved the recommendation based on the results of the competitive request for proposal process and the thorough evaluation done by the committee. CentralSquare's application is the most widely used CAD/RMS system within the public safety software marketplace, and provides some of the most contemporary dispatch and records management technology available. Of the three companies that responded to the City's RFP, CentralSquare's proposal proved to be the best fit for the Glendale Police Department based on the criteria and RFP requirements.

Project Scope

With the approval from the City Council, CentralSquare's software will be implemented for the City of Glendale Police Department. The scope of this project will include:

- Business process review
- Change management
- Data Migration and Integration
- Software implementation services
- Training

- Maintenance and Support
- Consultation Services

Project Timeline
The software will be implemented in approximately 15 months. Given the scope and complexity with the project, each phase of the project will be outlined in a project schedule with proper resource allocation.

- Phase 1: Kick-Off ***(Estimated to begin January 2020)***
- Phase 2: Business Process Review
- Phase 3: Data Analysis
- Phase 4: Workflow/Process Setup/Configuration/Automation
- Phase 5: Data Migration
- Phase 6: Software Integrations
- Phase 7: User Acceptance Testing (UAT)
- Phase 8: Training
- Phase 9: Go-Live ***(Estimated Completion April 2021)***
- Phase 10: Post Go-Live Support

FISCAL IMPACT
The total cost of ownership for the first six years is estimated at approximately $4.15 million and is comprised of the following elements:

	CentralSquare Project Cost
Implementation Cost	***$1,656,609***
Implementation Contingency	440,799
Cit Com Project Management	333,500
Cit Com Contract Contingency	33,350
Staffing, Training and Other Project Costs	400,000
Total Implementation Cost	***$2,864,258***
Maintenance Costs Years 3-6	1,282,051
Total Estimated Project Cost	**$4,146,309**

The contract with CentralSquare, in the amount of $2,938,660 plus a contingency of $440,799, will include the software licensing and maintenance for the various modules, professional services, which includes implementation, business process consulting, data conversion and training.

We are also requesting an amendment, in the amount of $333,500 plus a contingency of $33,350, to the existing Professional Services Agreement with Cit Com Inc., for project management and implementation services. Cit Com has over fifteen years of experience in working with law enforcement agencies in strategic planning, needs assessments, business development and implementations. Cit Com has the critical expertise that will help ensure a successful implementation of the Police CAD/RMS System.

Lastly, since the project team has the business operational and institutional knowledge of the agency, there is a benefit to have them directly involved in the setup and configuration of the software. As such, we are assigning staff from Records, Property, Dispatch, Jail, Patrol and Information Technology. Therefore, it is recommended that we allocate approximately $400,000 in additional staffing costs. The $400,000 amount is included in the total initial estimated implementation project cost of $2,864,258.

Project Funding

In anticipation of this project, partial funding has been set aside in several projects within the Information Services Infrastructure and Application Funds (6030, 6040) totaling approximately $1.4 million. The City also received grant funding for $832,545. Lastly, an additional $600,000 will be requested to be appropriated from the ISD Applications Fund balance during the FY 2020-21 budget process. The total amounts set aside for this project are summarized in the table below.

Fund-Project	Amount
6030-51850	$201,248
6040-51802	1,234,782
2610-G52244	832,545
6040 – FY 2020-21	600,000
Total Project Budget	$2,868,575

Based on the final proposal from Centralsquare, the project budget stated above is sufficient to pay for the Total Implementation Cost of $2,864,258.

There is no cost for maintenance during the implementation. Post implementation maintenance costs for years three through six will total $1,282,051. This maintenance is actually less than the maintenance for the current legacy system. We anticipate a savings of approximately over $230,000 for the term of the agreement.

The approved maintenance of years three through six and the continued maintenance, support, upgrades and licensing for the life of the product will be annually budgeted within the ISD Applications Fund and approved by the City Council as part of the annual citywide budget process.

ALTERNATIVES

Alternative 1: The City Council may authorize the City Manager, or her designee, to negotiate and execute an agreement between the City of Glendale and CentralSquare, Inc., for the upgrade, implementation, and software licensing and maintenance of Tiburon, a Police Computer-Aided Dispatch and automated Records Management System.

Alternative 2: The City Council may choose to not award the contract as requested herein, recognizing that the Police Department would not be able to comply with FBI technical requirements, DOJ reporting requirements, and the terms of the 2018 NIBRS Grant Award.

Alternative 3: The City Council may consider any other alternative not proposed by staff.

CAMPAIGN DISCLOSURE

In accordance with the City Campaign Finance Ordinance No. 5744, the following are the names and business addresses of the members of the board of directors, the chairperson, CEO, COO, CFO, Subcontractors and any person or entity with more than 10% interest in the company proposed for contract in this Agenda Item Report:

Officers of CentralSquare:

Full Name	Title	Business Address	City	State	Zip
Simon Angove	CEO/President	1000 Business Center Drive	Lake Mary	FL	32746
Jeff Davison	COO	1000 Business Center Drive	Lake Mary	FL	32746
Doug Owens	CFO	1000 Business Center Drive	Lake Mary	FL	32746
Simon Angove	Board Member	1000 Business Center Drive	Lake Mary	FL	32746
David Rudow	Board Member	1000 Business Center Drive	Lake Mary	FL	32746

EXHIBITS

Exhibit 1: None

MOTION

Moved by Council Member _____, seconded by Council Member _____, that the Council of the City of Glendale hereby authorizes the City Manager, or a designee, to negotiate and execute a Professional Services Agreement with CentralSquare, Inc., in an amount not to exceed $2,938,660 plus a contingency of $440,799, for the upgrade, implementation, and software licensing and maintenance of Tiburon, a Computer Aided Dispatch and automated Records Management System for the Police Department, as more particularly described in the report to City Council dated November 5, 2019, by the Chief of Police and the Chief Information Officer. Said agreement shall be subject to approval as to form by the City Attorney. Additionally, the Purchasing Administrator, or a designee, is hereby authorized, after year six of the agreement, to issue a purchase order for annual software support, updates, upgrades, and licensing for the life of the product, if the funds for said expenses are budgeted within the ISD Applications Fund and approved by the City Council as part of the citywide budget process.

Vote as Follows:

Ayes:

Noes:

Absent:

Abstain:

APPROVED AS TO FORM

General Counsel - Police

Date: 10/28/19

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MOTION

Moved by Council Member _____, seconded by Council Member _____, that the Council of the City of Glendale hereby authorizes the City Manager, or a designee, to execute an amendment to the existing Professional Services Agreement with Cit Com, Inc., for project management and implementation services related to the Computer Aided Dispatch and automated Records Management System for the Police Department, in an amount not to exceed $333,500, plus a contingency of $33,350, as more particularly described in the report to the City Council by the Chief of Police and the Chief Information Officer dated November 5, 2019. Said amendment shall be subject to approval as to form by the City Attorney.

Vote as Follows:

Ayes:

Noes:

Absent:

Abstain:

APPROVED AS TO FORM

General Counsel - Police

Date: 10/28/19

8 E 2

CITY OF GLENDALE, CALIFORNIA
REPORT TO THE:

Joint ☐ City Council ☒ Housing Authority ☐ Successor Agency ☐ Oversight Board ☐

November 5, 2019

AGENDA ITEM

Report: Consideration of an Urgency Ordinance of the City of Glendale, California Establishing a Sidewalk Vending Program in Compliance with Senate Bill No. 946; Amending the Glendale Municipal Code, 1995, Adding Chapter 5.35 and Amending Sections 1.20.010 and 9.14.140; and Declaring the Urgency Thereof.

1) Urgency Ordinance for Introduction

COUNCIL ACTION

Public Hearing ☐ Ordinance ☐ Consent Calendar ☐ Action Item ☒ Report Only ☐

Approved for November 5, 2019 calendar

ADMINISTRATIVE ACTION

Signature

Submitted by:
Phil Lanzafame, Director of Community Development

Michael J. Garcia, City Attorney

Prepared by:
Carmen O. Merino, General Counsel - Police

Approved by:
Yasmin Beers, City Manager

Reviewed by:
Roubik Golanian, Assistant City Manager

Onnig Bulanikian, Director Community Services & Parks

Carl Povilaitis, Chief of Police

Yazdan Emrani, Director of Public Works

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RECOMMENDATION

It is recommended that City Council consider introduction of the proposed Urgency Ordinance.

BACKGROUND/ANALYSIS

The Council received a report from staff on October 22, 2019 pertaining to sidewalk vendors and Senate Bill 946 (Exhibit No. 1). After receiving the report and public comment, the Council directed staff to prepare an Urgency Ordinance for Council consideration. Staff has prepared the attached Urgency Ordinance for Council consideration in light of the Council's direction.

Licensing and Operational Requirements:

Among other provisions, the Ordinance does the following:

- Requires vendors to obtain a license to operate in the City;
- Requires vendors to obtain a seller's permit from the California Department of Tax and Fee Administration;
- Requires vendors of food to obtain all required approvals from the County Department of Health;
- Requires vendors to submit the results of a fingerprint background check and prohibits individuals who are required to register as sex offenders or have been convicted of certain narcotics violations from obtaining a sidewalk vendor's license;
- Requires vendors to indemnify the City and provide proof of comprehensive liability insurance ($1,000,000 per occurrence, $2,000,000 aggregate);
- Prohibits stationary vending in exclusively residential zones;
- Prohibits roaming vending in residential areas except from dawn to dusk.
- Prohibits vending in non-residential areas between the hours of 2:00 a.m. and 6:00 a.m.
- Requires vendors operating in parks to cease vending one hour before closing.
- Imposes a maximum size for vending receptacles (6' long by 4' wide).
- Prohibits the renting of merchandise and the display or advertisement of merchandise or food not available for immediate sale;
- Prohibits the sale of live animals, alcohol, cannabis, adult-oriented material, tobacco products, products that contain nicotine, and any products used to smoke nicotine or cannabis;
- Prohibits vendors from blocking or impeding the path of persons being offered food or merchandise;
- Prohibits vendors from making any threats against individuals;
- Requires vendors that sell food to maintain their own trash can and immediately clean any food, grease or other fluid or item related to sidewalk vending activity that falls on public property;
- Requires the minimum width of the sidewalk where sidewalk vending may occur in commercial and other non-residential zones to be no less than ten (10) feet and the vending occupancy/activity to permit at least five (5) feet of unobstructed area of public walkway; and
- Requires roaming vendors in residential zones to permit at least four (4) feet of unobstructed public walkway when engaged in vending activities.

Prohibited Locations

The Ordinance prohibits vending in certain locations as follows:

- Any public property that is not a public sidewalk or City park, including streets and alleys;
- City Hall or any City library, unless pursuant to an agreement with the City;
- The Glendale Civic Auditorium or any City-owned parking lot or parking structure;
- Within or in the "immediate vicinity" (defined as 500 feet) of a:
    - Certified farmer's market; or
    - An area designated by permit for a special event, for the duration of the event.
- Within 200 feet of a police station, fire station or hospital;
- Within 200 feet of a public or private school between 8:00 a.m. and 5:00 p.m. on days when the school is open;
- Within 100 feet of another vendor;
- Within 25 feet of a valet parking zone, unloading zone, or taxicab stand/zone;
- Within 10 feet of:
    - Any bus stop, bus bench or bus shelter;
    - An entrance to a business when the business is open;
    - An area permitted for outside dining.
- Within three feet of the display window of any building abutting the sidewalk or parkway that interferes with the reasonable use of such window.

Prohibited Areas and Zones

The Ordinance prohibits stationary vendors in residential zones. The Ordinance also makes findings that certain parts of Glendale have unique and historical characteristics and offer a variety of community retail, dining, arts and entertainment activity. The activities in these areas generate significant pedestrian and vehicular activity and sidewalk vending in these areas would pose a threat to the public health, safety and welfare. These areas are as follows:

- The City's Art and Entertainment District, Alex Theatre District, and portions of the Downtown area:
    - The east and west sidewalks of Artsakh Avenue between Wilson Avenue and Harvard Street;
    - The alley west of the Downtown Central Library from Harvard Street to Colorado Street;
    - The north side of Colorado Street from the alley west of Glendale Central Library to Brand Boulevard;
    - The east and west side of Brand Boulevard from Colorado Street to Lexington Drive;
    - The north and south sides of Wilson Avenue from Brand Boulevard to Artsakh Avenue on the south and Maryland Avenue on the north; and

- The east and west sides of Central Avenue from Colorado Street to underneath the location of the pedestrian bridge that crosses above Central Avenue.

- The Montrose Shopping Park area on Honolulu Avenue between Sunset Avenue on the north side of the street and the western edge of 2462 Honolulu Avenue on the south side of the street to Verdugo Road/Montrose Avenue;

- The Kenneth Village area on Kenneth Road between Sonora and Grandview Avenues, including all commercial properties surrounding the intersections; and

- The commercial Adams Square area along East Chevy Chase Drive between 1015/1020 East Chevy Chase Drive (west of South Adams Street) and East Acacia Avenue, and along South Adams between East Chevy Chase Drive and East Palmer Avenue, including all commercial corner properties at said intersections.

Vending in Parks

With respect to vending in parks, the Ordinance:

- Prohibits stationary vendors from vending in any City park that is subject to a concessionaire agreement. Currently, the City has concession agreements at the Sports Complex, Pacific Park and Montrose Park;
- Requires vendors to cease vending operations in any park one hour prior to park closure;
- Requires vendors to remain on sidewalks or pedestrian pathways while vending in parks; and
- Prohibits vending in a park:
    - Within 50 feet of any field or court that is primarily designed for use in a sporting activity (including, but not limited to, baseball field, softball field, basketball court, tennis court, soccer field, volleyball court, and handball court), while said area is in use; and
    - Within 50 feet of any playground, pool, or exercise area while said area is in use.

Enforcement and Penalties

S.B. 946 prohibits the imposition of criminal liability for violations of a sidewalk vending ordinance. The City may impose administrative citations for violations. As part of the report to be brought for potential adoption of the Urgency Ordinance on November 19, 2019, Council will be presented with a resolution including violations of the proposed Urgency Ordinance in the City's administrative citation fine schedule at the following amounts:

- Violations of City's vending regulations: \$100 (1st), \$200 (2nd), \$500 (3rd+ within one year); and
- Operating without a Sidewalk Vending License: \$250(1st), \$500 (2nd), \$1,000 (3rd+ within one year).

The proposed Ordinance also authorizes revocation of a license after a vendor's fourth violation of an Ordinance, as well as a process for vendor's to appeal administrative citations and revocations. Finally, as discussed on October 22, 2019, the Ordinance also includes provisions allowing vendors to seek an "Ability to Pay" determination to allow vendors meeting certain income qualifications to pay a reduced fine, seek a waiver, or seek community service in lieu of a fine.

FISCAL IMPACT

The fiscal impact of revised sidewalk vending legislation will mostly be associated with licensing/permitting and enforcement. Staff is preparing an update and analysis for the permit costs associated with the sidewalk vendor permit required by the proposed Urgency Ordinance and will present that information to Council on November 19, 2019 when considers adoption. Staff's assessment at this time is that the time and cost of the sidewalk vendor permit will be commensurate with or slightly higher than the current "peddler's permit" which is $233 per year.

ALTERNATIVES

Alternative 1: The Council may introduce the Urgency Ordinance.

Alternative 2: The Council may introduce the Ordinance but not on an urgency basis.

Alternative 3: The Council may introduce the Ordinance, whether urgency or not, with modifications.

Alternative 4: The Council may choose not to introduce the Ordinance.

Alternative 5: The City Council may consider any other alternative not proposed by staff.

CAMPAIGN DISCLOSURE

Not applicable.

EXHIBITS

Exhibit 1 – Report to Council dated October 22, 2019 (w/o Exhibits)

ORDINANCE NO. _____

AN URGENCY ORDINANCE OF THE CITY OF GLENDALE, CALIFORNIA ESTABLISHING A SIDEWALK VENDING PROGRAM IN COMPLIANCE WITH SENATE BILL 946; AMENDING THE GLENDALE MUNICIPAL CODE TO ADD CHAPTER 5.35 AND AMENDING SECTIONS 1.20.010 AND 9.14.140; AND DECLARING THE URGENCY THEREOF

WHEREAS, Senate Bill No. 946 ("SB 946") became effective on January 1, 2019, and provides that cities may not regulate sidewalk vending except in accordance with its provisions which are codified in Government Code sections 51036 through 51039;

WHEREAS, the City seeks to adopt an enforceable sidewalk vending program that responds to the objective needs and circumstances of the City, and protects the public health, safety and welfare;

WHEREAS, in light of the specific provisions for sidewalk vending in state law, regulating sidewalk vending through a local permit license specific to the activity will enable the City to more effectively comply with mandates;

WHEREAS, regulating sidewalk vending will benefit the City by promoting entrepreneurship and a dynamic streetscape, while ensuring the protection of the public health, safety, and welfare;

WHEREAS, unless properly regulated, vending in the public right-of-way and in public parks creates the potential for increased safety risks including, but not limited to interfering with the performance of police, firefighter and paramedic services; contributing to traffic congestion; and interfering with the ability of pedestrians and persons with disabilities to follow a safe path of travel by obstructing the right-of-way with vending equipment or by increasing congestion;

WHEREAS, the licensing requirements of this ordinance are necessary to collect adequate information about vending operations within the City's limits, to facilitate contact between the City and vendors, and to ensure that vending does not adversely affect public welfare;

WHEREAS, requiring sidewalk vendors to maintain a minimum unobstructed pedestrian path of five (5) feet in commercial zones and four (4) feet in exclusively residential zones is necessary to ensure compliance with state and federal disability access standards;

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WHEREAS, the widths of the City's public sidewalks accommodate an expected level of pedestrian traffic at the location, and ensuring the free flow of pedestrian traffic is particularly important to the safety of the elderly, the young, persons with disabilities, and others who are less able to navigate crowds and obstacles that may require stepping off curbs when sidewalks are obstructed;

WHEREAS, requiring sidewalk vendors to obtain a health permit from the Los Angeles County Department of Public Health before engaging in the sale of food to the public is necessary to protect the public health, safety, and welfare;

WHEREAS, requiring sidewalk vendors engaged in the sale of food to comply with applicable sanitation requirements will protect the public health and safety against the accumulation litter and food products or food by products being left on the City's sidewalks and surrounding areas;

WHEREAS, regulations related to the collection and disposal of trash or other debris generated by sidewalk vending are necessary to ensure that such trash or debris is not left, thrown, discarded, or deposited on City streets, sidewalks, pathways, gutters, or storm drains, or upon public or private lots, so that the same might be or become a pollutant;

WHEREAS, requiring sidewalk vendors to undergo background checks is necessary to ensure vendors meet the requirements of a license to operate in or near parks, schools, residences, and other places frequented by children;

WHEREAS, restricting vending in commercial areas with historical and unique characteristics and in areas of the City where there is a high concentration of art and entertainment venues is necessary to avoid compromising public safety, as congested sidewalks encourage pedestrians to step into roadways to maintain the flow of traffic, and the presence of vendors encourage pedestrians to cross mid-block or to stand in roadways to purchase food or merchandise;

WHEREAS, restricting sidewalk vending near school grounds when the grounds are open for student instruction is necessary to protect the safety of children traveling to and from campus and to avoid disrupting classroom instruction and school activities;

WHEREAS, restrictions on sidewalk vending in public parks is necessary to ensure the public's use and enjoyment of natural resources and recreational opportunities, and to prevent an undue concentration of commercial activity that would unreasonably interfere with the scenic and natural character of these parks;

WHEREAS, the need for a regulatory program is at its height during the holiday season when thousands of visitors arrive in the City for shopping and entertainment activities creating extremely high pedestrian and vehicular traffic volumes; and

WHEREAS, the City Council hereby adopts this ordinance pursuant to its authority under Government Code section 51038 and finds that the regulation of sidewalk vendors set forth herein is directly related to protecting the health, safety and welfare of the Glendale community.

NOW, THEREFORE, BE IT ORDAINED BY THE PEOPLE OF THE CITY OF GLENDALE AS FOLLOWS:

SECTION 1. The above recitals are true and correct.

SECTION 2. Chapter 5.35 is hereby added to Title 5 of the Glendale Municipal Code to read as follows:

Chapter 5.35

SIDEWALK VENDORS

Sections:

5.35.010 Definitions.
5.35.020 License Required.
5.35.030 Application Procedure.
5.35.040 Grounds for Denial.
5.35.050 Term and Renewal.
5.35.060 License Nontransferable.
5.35.070 Exemptions.
5.35.080 Operating Requirements.
5.35.090 Revocation.
5.35.100 Appeal.
5.35.110 Penalties.
5.35.120 Ability-to-Pay Determinations.

5.35.010 Definitions.

For the purposes of this Chapter, the following words and phrases shall have the meanings ascribed to them unless otherwise noted:

"Certified farmers' market" means a location operated in accordance with Chapter 10.5 (commencing with Section 47000) of Division 17 of the Food and Agricultural Code and any regulations adopted pursuant to that Chapter.

"City" means the City of Glendale.

"Director" means the Director of Community Development or his or her designee.

"Exclusively residential" means the following zones: all single family and multi-family zones, as described in Chapter 30.11 - Residential Districts of this Code.

For purposes of this Chapter, any area not within an exclusively residential zone shall be deemed commercial.

"Immediate vicinity" means within five hundred (500) feet.

"Park" means a public park owned or operated by the City.

"Person" means any natural person, firm, association, organization, partnership, joint venture, business trust, corporation, or company.

"Receptacle" means equipment used by a sidewalk vendor for vending activities including but not limited to a pushcart, stand, display, pedal-driven cart, wagon, showcase, rack, or other nonmotorized conveyance.

"Sidewalk" means a public sidewalk or paved pedestrian path specifically designed for pedestrian travel. A sidewalk shall not include streets, alleys, plazas, or City-owned parking lots or structures.

"Sidewalk vendor" or "vendor" means a person who sells food or merchandise from a pushcart, stand, display, pedal-driven cart, wagon, showcase, rack, or other nonmotorized conveyance, or from one's person, upon a public sidewalk or other pedestrian path. A sidewalk vendor may be either a:

1. "Roaming sidewalk vendor," which means a sidewalk vendor who moves from place to place and stops only to complete a transaction; or

2. "Stationary sidewalk vendor," which means a sidewalk vendor who vends from a fixed location.

"Vend" or "vending" means to sell, offer for sale, expose or display for sale, solicit offers to purchase, or to barter food or merchandise, or to require someone to negotiate, establish or pay a fee before providing food or merchandise, even if characterized as a donation. Vend or vending does not include the offering of services.

"Special event permit" means a permit issued for the temporary use of, or encroachment on, a sidewalk or other public area, including, but not limited to, a special event permit issued pursuant to Chapter 5.96 of this Code and a special event permit issued by the City's Community Services and Parks Department for events at any city park.

Section 5.35.020 License Required.

No person shall engage in sidewalk vending without first obtaining a business license pursuant to this Chapter. A separate license is required for each receptacle used by a sidewalk vendor.

Section 5.35.030 Application Procedure.

A. An application for a sidewalk vending license shall include the following information:

1. The applicant's name, current mailing address, and telephone number;

2. A copy of a valid California driver's license or identification number, an individual taxpayer identification number, or an identification card issued by another municipality. Such information is not a public record and will remain confidential as required by Government Code section 51038(c)(4);

3. If the vendor is an agent of an individual, company, partnership, or corporation, the name and business address of the principal;

4. A description of the merchandise to be offered for sale and any vending equipment to be used (including the dimensions of the receptacle and a photograph thereof);

5. A copy of a valid California Department of Tax and Fee Administration sales tax number, as required;

6. If a vendor of food, proof of all required approvals from the Los Angeles County Department of Public Health;

7. The results of a fingerprinting background check using a form furnished by the City;

8. For stationary sidewalk vendors, a description, map, or drawing of the location(s) in which the applicant proposes to operate;

9. A statement of the days and hours of proposed vending operations, and whether the sidewalk vendor intends to operate as a stationary vendor or a roaming vendor;

10. Proof of comprehensive general liability insurance with a minimum policy limits of one million dollars ($1,000,000) per occurrence, combined single limit, and two million dollars ($2,000,000) in the aggregate against any injury, death, loss or damage as a result of wrongful or negligent acts or omissions by the vendor, with an endorsement naming the City as an additional insured;

11. An agreement by the applicant to indemnify and hold harmless the City, its officers and employees, for any damage or injury caused to the City as a result of the sidewalk vending conduct or activity;

12. The applicant's certification, that to his or her knowledge and belief, the information contained in the application is true;

13. Such other information as the Director deems necessary for the administration or enforcement of this Chapter as specified on the required application form; and

14. Applications shall not be accepted unless accompanied by payment of a non-refundable annual fee set by resolution of the City Council.

5.35.040 Grounds for Denial.

A. Applicants will be notified in writing of the Director's decision to approve or deny an application for a sidewalk vending license. If an application is denied, the reasons for denial will be set forth in the written notice.

B. Applicants may be denied on the following grounds:

1. The proposed vending location encroaches on a public sidewalk without maintaining an unobstructed pedestrian access route as specified in Section 5.35.080(D).

2. The proposed vending operation, including the equipment to be used by the vendor, fails to comply with all applicable health, zoning, fire, building and safety laws of the State of California or of the City of Glendale.

3. The applicant has knowingly made a false, misleading, or fraudulent statement of material fact in the application.

4. The applicant does not possess all state and local permits necessary for the proposed operations.

5. The applicant has had a license issued pursuant to this Chapter revoked within the preceding twelve (12) months.

6. The applicant has received three (3) or more administrative citations for violations of this Chapter within the preceding twelve months.

7. The applicant, his or her agent or employee, or any person connected or associated with the applicant as partner, director, officer, stockholder, associate or manager, has committed, assisted in, or incited the commission of any act, or act of omission, which would be grounds for disciplinary action under this Chapter if committed by a licensee;

8. The applicant is required to register under the provisions of California Penal Code section 290 (or an equivalent section in any other State);

9. The applicant has been convicted of any felony offense involving the sale of a controlled substance specified in California Health and Safety Code sections 11054, 11055, 11056, 11057, or 11058 within five (5) years of the date of the application, or is otherwise on probation or parole for any offenses set forth in this section; or

10. The applicant is indebted to the City for any unpaid fee, fine, or community service.

5.35.050 Term and Renewal.

A. A sidewalk vending license shall be valid from the date of issuance through December 31st of that year, unless revoked prior to that date in accordance with the provisions of this Chapter.

B. Each sidewalk vendor who seeks to renew a license pursuant to this Chapter shall submit a renewal application on a City approved form and tender any applicable fees to the Director no later than thirty (30) calendar days prior to the expiration of the vendor's current license. Unless timely renewed, any license issued pursuant to this Chapter shall expire and become null and void at the end of its term.

C. An application to renew a license issued pursuant to this Chapter may be denied by the Director upon the grounds set forth in Section 5.35.040.

5.35.060 License Nontransferable.

A sidewalk vending license shall not be transferable to any person or be valid for vending operations in any locations(s) other than that location designated on the license for the stated term.

5.35.070 Exemptions.

A sidewalk vending license shall not be required for events conducted in accordance with a special event permit, including but not limited to a certified farmers' market, swap meet, street fairs, and outdoor concerts.

5.35.080 Operating Requirements.

A. Sidewalk vendors are subject to the following operating conditions when conducting sidewalk vending activities:

1. Conducting sidewalk vending activities shall be limited to the following hours:

   a. On sidewalks or pathways directly adjacent to or within exclusively residential areas between dawn and dusk daily;

   b. In non-residential areas, between 2:00 a.m. and 6:00 a.m.; and

   c. In parks, during the times the parks are open to the public until one hour before closing.

2. All food and merchandise shall be stored either inside or affixed to the sidewalk vendor receptacle or carried by the sidewalk vendor. Food and merchandise shall not be stored, placed, or kept on any public property. If affixed to the sidewalk vendor receptacle, the overall space of the sidewalk vendor receptacle shall not exceed the size requirements provided in this section;

3. The sidewalk license shall be displayed conspicuously at all times on the sidewalk vending receptacle or the sidewalk vendor's person. If multiple sidewalk vendors are staffing a sidewalk vendor receptacle or working as roaming sidewalk vendors, each person shall wear their license on their person in a conspicuous manner;

4. Sidewalk vendors shall not leave their sidewalk vending receptacle unattended;

5. All signage and advertising related in any way to the sidewalk vendor shall be attached to the sidewalk vending receptacle, if any, or the sidewalk vendor's person;

6. Sidewalk vendors shall not use any electrical, flashing, wind powered, or animated sign;

7. Sidewalk vending receptacles shall not be stored on public property and shall be removed when not in active use by a sidewalk vendor;

8. No sidewalk vending receptacle shall contain or use explosive or hazardous materials with the exception of propane;

9. Sidewalk vendors that sell food shall have in their possession at all times they are conducting sidewalk vending activities the health permit issued by the Los Angeles County Department of Public Health;

10. Sidewalk vendors that sell food shall maintain a trash container in or on their sidewalk vending receptacle and shall not empty their trash into the public trash cans. Sidewalk vendors shall not leave any location without picking up, removing, and properly disposing of all trash or refuse from their operation. (Vendors must maintain their own trash containers for the proper disposal of trash, food, or liquids generated by their vending activities.);

11. Sidewalk vendors shall immediately clean any food, grease or other fluid or item related to sidewalk vending activities that falls on public property;

12. Sidewalk vendors shall not block an exit to a building, structure or facility;

13. Stationary sidewalk vendors shall not cause, allow, or maintain the placement of tables, chairs, shade structures, tents, umbrellas, other furniture, rugs, towels, fabric of any kind upon the sidewalk in conjunction with the vending operation;

14. Sidewalk vendors shall not store or leave unattended vending equipment or receptacles in public spaces or in any portion of the public right-of-way. (Equipment or objects left in public spaces or in the public fight-of-way overnight, or outside the hours of permitted vending operations will be considered discarded and may be seized or disposed of by the City);

15. Sidewalk vending receptacles must not exceed the maximum dimensions of six (6) feet in length by four (4) feet in width;

16. Roaming vendors must maintain an unobstructed view over four (4) feet in height from the ground to the table top structure of the receptacle; and

17. Sidewalk vendors shall comply with the noise standards provided in Chapter 8.36 of this Code.

B. Sidewalk vendors shall not:

1. Rent merchandise to customers;

2. Display or advertise merchandise or food that is not available for immediate sale;

3. Sell live animals, alcohol, cannabis, adult oriented material, tobacco products, products that contain nicotine or any product used to smoke or vape nicotine or cannabis;

4. Use an electrical outlet or power source that is owned by the City or another person other than the sidewalk vendor;

5. Continue to offer food or merchandise for sale, following, or accompanying any person who has been offered food or merchandise after the person has asked the sidewalk vendor to leave or after the person has declined the offer to purchase food or merchandise;

6. Knowingly make any false statements or misrepresentations during the course of offering food or merchandise for sale;

7. Block or impede the path of the person(s) being offered food or merchandise to purchase;

8. Make any statement, gesture, or other communication which a reasonable person in the situation of the persons(s) being offered food or merchandise to purchase would perceive to be a threat and which has a reasonable likelihood to produce in the person(s) a fear that the threat will be carried out;

9. Touch the person(s) being offered food or merchandise without that person(s)' consent; or

10. Place their sidewalk vending receptacles outside of any pathway or sidewalk when engaging in sidewalk vending activities;

11. Use any horns, music, lights, visual media, or sound amplifying device unless expressly approved in the license;

12. Physically alter or otherwise damage the sidewalk;

13. Fasten or affix any item, including but not limited to, tape, strap, chain, tie, band, or rope, to any public property;

14. Provide or sell any service to any person; or

15. Place of any type of fencing or other divider around the vending area.

C. All sidewalk vending activities shall comply with the current Americans with Disabilities Act, as well as with the Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way.

D. The minimum width of the public sidewalk to be occupied shall not be less than ten (10) feet in commercial or other non-residential zones, and the vending occupancies or activities within these zones must permit at least five (5) feet of unobstructed area of public walkway. Roaming vendors operating in exclusively residential zones must permit at least four (4) feet of unobstructed public walkway while engaged in vending activities.

E. No vending activities shall occur in the following locations:

1. Any public property, including without limitation, streets, alleys, median strip, or dividing section, and city owned parking structures, except on a public sidewalk or a City park;

2. Glendale City Hall, unless pursuant to an agreement with the City;

3. Glendale Civic Auditorium;

4. Any Glendale City Library, unless pursuant to an agreement with the City;

5. Within or in the immediate vicinity of:

   a. A certified farmers' market or during the hours of its operation; or

   b. An area designated for a special event permit for the limited duration of the permitted event;

      i) Any notice, business interruption mitigation, or other rights provided to affected businesses or property owners will also be provided to any sidewalk vendors specifically permitted to operate in the area, if applicable.

6. Within two hundred (200) feet of:

   a. a police station; a fire station; or a hospital; or

   b. any public or private school grounds between the hours of 8:00 a.m. and 5:00 p.m., on days that school is open to students;

7. Within one hundred (100) feet of another vendor;

8. Within twenty-five (25) feet of any on-street valet parking zone or loading/unloading zone, or any taxicab zone or stand;

9. Within twenty (20) feet of a:

a. Fire hydrant;

b. Curb which has been painted white, yellow, green, blue or red;

c. Automated teller machine; or

d. Trash receptacle, bike rack, public restroom, or similar public use items.

10. Within ten (10) feet of:

a. any bus stop, bus bench or bus shelter;

b. any street corner or marked pedestrian crosswalk;

c. the outer edge of any entrance to any business, including, but not limited to, doors, vestibules, and driveways, during the hours that any business on the premises is open to the public or to persons having or conducting lawful business within those premises;

d. the outer edge of any area permitted for sidewalk or outdoor dining including, but not limited to, sidewalk or outdoor dining entries and exits during the hours the business is open to the public; or

e. any driveway or alley approach.

11. Within five (5) feet of any traffic signal controller, traffic signal pole, or other emergency facility; power pole, street light pole, general utility pole, above ground cabinet, general utility facility, manhole, parking meter, regulatory and directional signs, street furniture, or street art sculptures;

12. Within three (3) feet of:

a. any area improved with lawn, flowers, shrubs or trees; or

b. any display window of any building abutting the sidewalk or parkway or in such manner as to impede or interfere with the reasonable use of such window for display purposes.

F. Stationary sidewalk vendors are prohibited on sidewalks within areas that are zoned exclusively residential. This prohibition does not extend to roaming sidewalk vendors.

G. The City's Art and Entertainment District, Alex Theatre District, and portions of the Downtown area have been created to encourage the concentration of arts, cultural and entertainment venues, as well residential, commercial, shopping, dining, and retail uses. Due to the high volume of the pedestrian and vehicular traffic in these areas, sidewalk vending is prohibited on:

1. The east and west sidewalks of Artsakh Avenue between Wilson Avenue and Harvard Street;

2. The alley west of the Downtown Central Library from Harvard Street to Colorado Street;

3. The north side of Colorado Street from the alley west of the Downtown Central Library to Brand Boulevard;

4. The east and west side of Brand Boulevard from Colorado Street to Lexington Drive;

5. The north and south sides of Wilson Avenue from Brand Boulevard to Artsakh Avenue on the south and Maryland Avenue on the north; and

6. The east and west sides of Central Avenue from Colorado Street to underneath the location of the pedestrian bridge that crosses above Central Avenue.

H. The following areas have unique and historic characteristics, and offer the community retail and dining opportunities. Due to the high volume of the pedestrian and vehicular traffic in these areas, sidewalk vending is prohibited in the following locations:

1. The Montrose Shopping Park area on Honolulu Avenue between Sunset Avenue on the north side of the street and the western edge of 2462 Honolulu Avenue on the south side of the street to Verdugo Road/Montrose Avenue;

2. The Kenneth Village area on Kenneth Road between Sonora and Grandview Avenues, including all commercial properties surrounding the intersections.

3. The commercial Adams Square area along East Chevy Chase Drive between 1015/1020 East Chevy Chase Drive (west of South Adams Street) and East Acacia Avenue, and along South Adams between East Chevy Chase Drive and East Palmer Avenue, including all commercial corner properties at said intersections.

I. Use, occupation and obstruction of the public sidewalk which is permitted under this Chapter may be temporarily suspended or revoked, without prior notice, when, in the discretion of the Director, the Police Chief, or the Fire Chief, any such use, occupation or obstruction may interfere with public safety efforts or programs, street improvement activities, construction activities, cleaning efforts or other similar activities or with the health, welfare or safety of the public.

J. Vending in Parks:

1. Vendors shall cease vending operations in any park one hour prior to park closure.

2. Stationary sidewalk vendors are prohibited from vending in any City park that is subject to an exclusive concessionaire agreement to provide food or merchandise.

3. Vendors shall remain on sidewalks or pedestrian pathways while vending in parks.

4. Sidewalk vendors shall not vend in the following locations within a park:

a. Within fifty (50) feet of any field or court that is primarily designed for use in a sporting activity (including, but not limited to, baseball field, softball field, basketball court, tennis court, soccer field, volleyball court, and handball court), while said area is in use;

b. Within fifty (50) feet of any playground, pool, or exercise area while said area is in use.

K. The City Manager or designee may adopt administrative regulations imposing additional requirements consistent with this Chapter and all other applicable laws in order to regulate the time, place, and manner of vending.

5.35.090 Revocation.

A sidewalk vendor may license may be revoked after the licensee is afforded written notice and an opportunity to be heard regarding a citation for the licensee's fourth or subsequent violation of the requirements set forth in this Chapter.

5.35.100 Appeals.

A. Any person aggrieved by a decision denying or revoking a license pursuant to this Chapter may appeal the Director's decision by filing a written appeal to the Community Development Department. Appeals must be filed within fifteen (15) business

days after notice of the Director's decision has been mailed to the applicant's address. A timely appeal will stay the enforcement of any decision to revoke a license.

B. The appeal shall be conducted within a reasonable time, but not less than thirty (30) days, at a hearing before a neutral hearing officer designated by the City Manager. Not less than five (5) business days prior to the hearing, the Director or a designee shall give notice of the time and place of the hearing. The decision of the hearing officer shall be based upon the criteria applicable to the issuance or revocation of such permit. The hearing officer may affirm, modify or reverse the decision of Director and shall state the reasons therefor. The decision of the hearing officer shall be final when rendered. Within thirty (30) calendar days of the hearing, the hearing officer shall notify the appellant of the decision, in writing, which shall be final. An aggrieved person may obtain judicial review within the time and in the manner provided for in California Code of Civil Procedure Section 1094.6, or any successor legislation.

C. Appeal of Administrative Citation.

Sections 1.24.260 through 1.24.290 of this Code apply to the appeal of an administrative citation.

5.35.110 Penalties.

A. A violation of this Chapter is not punishable as an infraction or misdemeanor, and no person will be subject to arrest for sidewalk vending unless the person has violated a law for which a person may be arrested.

B. A violation of this Chapter is punishable only by an administrative fine according to a fee schedule adopted by resolution of the City Council.

C. Notwithstanding any other provision of this Code, failure to pay an administrative fine assessed under this section is not punishable as an infraction or misdemeanor, and additional fines, fees, assessments, or any other financial conditions beyond those authorized will not be assessed.

5.35.120 Ability-to-Pay Determinations.

A. When assessing an administrative fine under this Chapter, the City will take into consideration a person's ability to pay the fine.

1. Any fine issued under this Section will be accompanied by a notice of and instruction regarding a person's right to request an ability-to-pay determination.

2. A person may request an ability-to-pay determination at adjudication or while the judgment remains unpaid, including when a case is delinquent or has been referred to a collection program.

B. If a person is receiving public benefits under Government Code section 68632 (a), or has a monthly income which is 125 percent or less than the current poverty guidelines updated periodically in the Federal Register by the United States Department of Health and Human Services, the person's administrative fine is limited to twenty (20) percent of the amount assessed. The City may also take the following actions:

1. Allow the person to complete community service in lieu of paying the total administrative fine; or

2. Waive the administrative fine; or

3. Offer an alternative disposition.

SECTION 3. Section 9.14.140 of Chapter 9.14 of the Glendale Municipal Code is hereby amended to read as follows:

9.14.140 Peddling.

~~A. No person shall peddle from a stationary location on any public property, doorway of any building or unenclosed vacant lot.~~

~~1. The prohibition set forth in subsection A shall not apply to activities authorized by or licenses issued pursuant to Section 5.08.310 of this code.~~

~~B. No person shall peddle foods or drinks intended for human consumption, or goods, wares or merchandise, from a vehicle which is nonmotorized or not licensed for street use by the state of California, on any public street or public property.~~

~~C.~~ Whenever the holder of any license provided for by, or issued under, this code uses any wagon, cart, tray, basket or other vehicle or receptacle in vending any such goods, wares or merchandise, such license shall be inserted, held and carried in a manner such that it is at all times in plain view in such vehicle or receptacle.

SECTION 4. Section 1.20.010 of Chapter 1.20 of the Glendale Municipal Code is hereby amended to read as follows:

1.20.010 Penalties and punishment for code violations.

A. Except as provided in subsection B, C, or D, of this section, whenever in this code any act is prohibited or declared unlawful, or the doing of any act is required, or the failure to do any act is declared to be unlawful, it shall be a misdemeanor. Unless a specific penalty is provided, and person convicted of such misdemeanor shall be punished by a fine not to exceed one thousand dollars ($1,000.00), or imprisonment for a term not to exceed six (6) months, or by both such fine and imprisonment.

B. With the exception of Title 10 of this code, any other provision of this code where the specific penalty of infraction is provided shall be deemed an infraction punishable as follows:

1. A fine not exceeding one hundred dollars ($100.00) for a first violation;

2. A fine not exceeding two hundred dollars ($200.00) for a second violation within one (1) year;

3. A fine not exceeding five hundred dollars ($500.00) for each additional violation within one (1) year.

C. A violation of any provision of Title 10, with the exception of Chapter 10.56, unless otherwise specifically provided, shall be deemed an infraction. An infraction under Title 10, except Chapter 10.56, is punishable by a fine which shall be established by resolution of the city council, either for a specific section under Title 10 or pursuant to a bail or fine schedule applicable to numerous sections thereunder. Any such bail or fine shall not exceed the sum of five hundred dollars ($500.00) for each violation.

D. A violation of the following Glendale Municipal Code sections shall be deemed an infraction punishable as provided in subsection B of this section, except that all violations after three (3) convictions or nolo contendere pleas, or any combination totaling three (3), within one (1) year shall be misdemeanors punishable pursuant to subsection A of this section:

Sections 8.32.030, 8.32.050, 8.44.050(D), 8.44.170, 8.52.040(A), 8.52.050, 8.52.060,8.52.070, 8.52.080, 8.52.090(A), 8.52.090(B), 8.52.090(C), 8.52.100, 8.52.210(B),8.52.210(C), 8.52.210(D), 9.04.040(B), 9.04.040(C), 13.42.030(A), 13.42.030(B),13.42.030(C), 13.42.030(D), 13.42.040(A), 13.42.040(B), 13.42.050(A), 13.42.050(B), 13.42.050(C), 13.42.060, 13.43.030(A), 13.43.040(C), 13.43.040(D), 13.43.050(C), 13.43.050(D), 13.43.060(B), 13.43.070(A), 13.43.070(B), 30.11.070(A)(4),30.11.070(B)(5), 30.11.070(C)(4), 30.12.040(A)(1)(a), 30.12.040(A)(2)(a), 30.12.050(A)(2), 30.12.050(B)(2), 30.13.040(A)(1), 30.13.050(A)(2), 30.14.040(A)(1), 30.14.050(A)(2), 30.14.060(A)(3), 30.14.050(B)(2), 30.14.060(B)(2), 30.15.040(A), 30.15.050(A)(2), 30.15.050(B)(2), 30.31.010(A), 30.31.010(B), 30.31.010(D), 30.31.020(A)(1), 30.31.030(A), 30.31.030(B)(1), 30.32.040(B)(1), 30.32.040(B)(2), 30.32.040(C), 30.32.040(D), 30.32.040(E), 30.32.100, 30.32.130(G)(1), 30.32.130(G)(2), 30.32.130(G)(7), 30.32.160(F), 30.33.040, 30.33.050, 30.33.110(A), 30.33.200, 30.33.210(B)(1), 30.33.210(B)(2), 30.33.210(B)(3), 30.33.210(H), 30.33.210(I), 30.34.020(F), 30.34.020(K), 30.34.030(B)(8), 30.34.030(D), 30.34.040(B), 30.34.140(A), 30.34.140(G), 30.34.150(A), and the following sections from the South Brand Boulevard Specific Plan: X. Implementation, B. Zoning, Sections 405(a), 505(a), 705(a), and 805(a).

E. Whenever in this code any act or omission is made unlawful it shall include causing, permitting, aiding, abetting, suffering or concealing the fact of the act or

omission. Each person shall be guilty of a separate offense for each and every day during any portion of which any violation of any provision of this code is committed, continued or permitted by that person, and shall be punishable accordingly.

F. Notwithstanding the above provisions, the criminal penalties provided for in this section shall not apply to Chapter 5.35 of this Code relating to sidewalk vendors.

SECTION 5. **CEQA.** The City Council hereby finds and determines that there is no possibility that the adoption of a sidewalk vending ordinance will have a singicant effect on environment and the amendments to the Glendale Municipal Code are exempt from the California Environmental Quality Act ("CEQA"). Accordingly, under the provisions of section 15061(b)(3) and section 15305 of Division 6 of Title 14 of the California Code of Regulations ("the CEQA Guidelines") the adoption of this ordinance is not subject to the requirements of the California Environmental Quality Act.

SECTION 6. **Urgency Finding.** The City Council finds and declares that the immediate preservation of the public peace, health, and safety requires that this ordinance be enacted as an urgency measure pursuant to Government Code section 36937(b). Based on public comments, Council expects the interest in sidewalk vending to increase and will require the means to regulate the activity. In addition, the holiday season will begin in earnest with Black Friday on November 29, 2019. During the holiday season, the City receives thousands of visitors who come for cultural events, retail shopping, and dining. For these reasons, and the reasons set forth in Section 1, the Council finds that it is necessary to adopt this ordinance as an urgency measure. Ensuring that this ordinance takes effect immediately will ensure that the City is equipped to preserve the public peace, health, and safety during the upcoming holiday season.

SECTION 7. **Severability.** Should any provision of this Ordinance be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the Ordinance as a whole or any remaining provisions hereof. The City Council of the City of Glendale hereby declares that it would have adopted this Ordinance despite any partial invalidity of its provisions.

SECTION 8. **Effective Date.** Pursuant to Government Code section 36937(b), this ordinance shall take effect immediately upon its adoption by four-fifths of the City Council.

SECTION 9. **Certification.** The City Clerk is directed to certify the passage and adoption of this Ordinance; cause it to be entered into the City's book of original ordinances; make a note of the passage and adoption in the records of this meeting; and within fifteen (15) days after the passage and adoption of this Ordinance, cause it to be published or posted in accordance with California law.

Passed and adopted by a four-fifths vote on this ___ day of _____, 2019.

_____
Mayor

ATTEST:

_____
City Clerk

STATE OF CALIFORNIA)
) SS.
COUNTY OF LOS ANGELES)

I, Ardashes Kassakhian, City Clerk of the City of Glendale, hereby certify that the foregoing Ordinance was adopted by a 4/5th vote of the Council of the City of Glendale, California, at a regular meeting held on the 19th day of November, 2019, and that the same was adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
City Clerk

APPROVED AS TO FORM:
City Attorney
DATE 10/31/19

CITY OF GLENDALE, CALIFORNIA
REPORT TO THE:

Joint ☐ City Council ☒ Housing Authority ☐ Successor Agency ☐ Oversight Board ☐

October 22, 2019

AGENDA ITEM

Report: Sidewalk Vendors and Compliance with Senate Bill No. 946.

1) Motion directing staff

COUNCIL ACTION

Public Hearing ☐ Ordinance ☐ Consent Calendar ☐ Action Item ☒ Report Only ☐

Approved for 10/22/19 calendar

ADMINISTRATIVE ACTION

Signature

Submitted by:
Phil Lanzafame, Director of Community Development

Michael J. Garcia, City Attorney

Prepared by:
Carmen O. Merino, General Counsel - Police

Approved by:
Yasmin Beers, City Manager

Reviewed by:
Roubik Golanian, Assistant City Manager

Onnig Bulanikian, Director Community Services & Parks

Carl Povilaitis, Chief of Police

Yazdan Emrani, Director of Public Works

EXHIBIT 1

RECOMMENDATION

It is recommended that City Council provide direction to staff regarding the regulation of street vendors.

BACKGROUND/ANALYSIS

Historically, cities have had the ability to regulate sidewalk vending under the traditional police power/public safety rubric, including criminal enforcement against offending vendors. However, the enactment of Senate Bill 946 ("SB 946"), also known as the "Safe Sidewalk Vending Act," changed the legal landscape for sidewalk vendors by making the regulation and criminalization of sidewalk vending a matter of statewide concern. SB 946 became effective on January 1, 2019.

SB 946 was enacted to promote entrepreneurship and to provide economic development opportunities for immigrant and low-income communities. The legislative findings for SB 946 also declare that sidewalk vending contributes to a safe and dynamic public space and the "safety and welfare of the general public is promoted by encouraging local authorities to support and properly regulate sidewalk vending."

SB 946 is codified in Government Code sections 51035 through 51039. SB 946 specifically prohibits cities from criminalizing sidewalk vending violations. Instead, a violation is punishable only by an administrative fine, pursuant to an ability-to-pay determination.

The statute defines "sidewalk vendors" as "persons who sell food or merchandise from a pushcart, stand, display, pedal-driven cart, wagon, showcase, rack, or other non-motorized conveyance, or from one's person, upon a public sidewalk or other pedestrian path." A sidewalk vendor can be roaming or stationary.

Under SB 946, cities may no longer prohibit sidewalk vendors although they may establish regulations related to sidewalk vending to protect valid health, safety and welfare concerns. If the City Council desires to enact a regulatory scheme to address sidewalk vending, any such scheme must comply with the following parameters.

SB 946 Prohibitions and Restrictions

Under SB 946, the City may not:

- Require a sidewalk vendor to operate within (or outside of) specific parts of the public right-of-way, except when directly related to "objective health, safety, or welfare concerns."

- Require a sidewalk vendor to first obtain the consent or approval of any non-governmental entity or individual before he or she can sell food or merchandise.

- Restrict sidewalk vendors to operate only in a designated neighborhood or area, except when the restriction is directly related to objective health, safety, or welfare concerns; however, stationary sidewalk vendors (as opposed to roaming sidewalk vendors) may be prohibited in exclusively residential zones.

- Restrict the overall number of sidewalk vendors permitted to operate within the local authority's jurisdiction, unless the restriction is directly related to objective health, safety, or welfare concerns.

SB 946 does not specifically define "objective health, safety, or welfare concerns" but states that "perceived community animus or economic competition does not constitute an objective health, safety, or welfare concern."

With regard to sidewalk vendors of food items, under SB 946 such vendors are not exempt from state safety regulations and permit requirements.

Permitted Regulations

The City may adopt requirements regulating the time, place, and manner of sidewalk vending if the requirements are directly related to objective health, safety, or welfare concerns, including, but not limited to, any of the following:

- Limitations on hours of operation (so long as they are not unduly restrictive) for vendors generally and for roaming vendors in residential areas;
- In nonresidential areas, any limitations on the hours of operation for sidewalk vending shall not be more restrictive than any limitations on hours of operation imposed on other businesses or uses on the same street;
- Requirements to maintain sanitary conditions;
- Requirements necessary to ensure compliance with the federal Americans with Disabilities Act and other disability access standards;
- Requiring the sidewalk vendor to obtain a permit for sidewalk vending and a valid business license;
- Requiring the sidewalk vendor to possess a valid California Department of Tax and Fee Administration seller's permit;
- Prohibiting stationary sidewalk vendors in areas zoned for only residential uses;
- Requiring compliance with other generally applicable laws; and
- Requiring a sidewalk vendor to submit certain information on his or her operations.

Residential Zones

Stationary sidewalk vendors may be prohibited in residential zones but roaming vendors may only be restricted for reasons directly related to objective health, safety, or welfare concerns.

Parks

Under SB 946, the City may not prohibit a sidewalk vendor from selling food or merchandise in a city park. However, stationary sidewalk vendors (as opposed to roaming

sidewalk vendors) may be prohibited from vending in a park if the City has entered into an exclusive concessionaire agreement for the sale of food or merchandise.

The City may adopt additional requirements regulating the time, place, and manner of vending in a City park where the regulations are:

- Directly related to the objective health, safety, or welfare concerns;
- Necessary to ensure the public's use and enjoyment of natural resources and recreational opportunities; or
- Necessary to prevent an undue concentration of commercial activity that unreasonably interferes with the scenic and natural character of the park.

Permitted Temporary Events

With respect to permitted special events, including certified farmers' markets and swap meets, the City may restrict or prohibit sidewalk vendors in areas located within the "immediate vicinity "of a permitted certified farmers' market or a permitted swap meet during the limited operating hours of that certified farmers' market or swap meet. SB 946 does not define "immediate vicinity."

The City's Existing Regulations

The City is not required to adopt a new program to regulate sidewalk vendors if it has an established/existing program that substantially complies with SB 946. However, if the City does not adopt sidewalk vending regulations that comply with the new state law, the City may not cite, fine, or prosecute a sidewalk vendor for a violation of any rule or regulation that is inconsistent with the statute.

As a result of SB 946, Glendale may no longer enforce Glendale Municipal Code ("GMC") section 9.14.140 which provides, in pertinent part:

A. No person shall peddle from a stationary location on any public property, doorway of any building or unenclosed vacant lot.
***
B. No person shall peddle foods or drinks intended for human consumption, or goods, wares or merchandise, from a vehicle which is nonmotorized or not licensed for street use by the state of California, on any public street or public property.
C. Whenever the holder of any license provided for by, or issued under, this code uses any wagon, cart, tray, basket or other vehicle or receptacle in vending any such goods, wares or merchandise, such license shall be inserted, held and carried in a manner such that it is at all times in plain view in such vehicle or receptacle.

Glendale Municipal Code sections 5.04.020 and 5.08.470 allow the City to charge an annual fee for the issuance of a permit to peddlers engaged in the business of selling food or drink items or goods or merchandise. Under SB 946, these regulations may only be enforced by administrative citations.

Enforcement Mechanisms: Administrative Fines and Permit Rescission

As noted above, SB 946 provides that sidewalk vending violations may only be punishable through issuance of administrative fines. Council may wish to consider amending the Glendale Municipal Code to reflect that violations of the sidewalk peddler provisions are no longer misdemeanors or infractions and that violators are not subject to arrest. Under SB 946, a violation of a local authority's vending regulations is punishable as follows: $100 for the first violation; $200 for a second violation; and $500 for each additional violation within one year of the first violation. These fine amounts are consistent with the Glendale's current administrative citation fine schedule for failure to obtain a peddling permit under 5.04.020.

SB 946 allows a local agency to rescind a permit issued to a sidewalk vendor upon the fourth violation or subsequent violations. The City Council may wish to consider authorizing this action in accordance with due process principles.

Under SB 946, if a local agency requires a sidewalk vendor to obtain a sidewalk vending permit, vending without a permit may be punishable by higher administrative fines. The administrative fines may not exceed $250 for a first violation, $500 for a second violation within one year of the first violation, and $1000 for each additional violation within one year of the first violation. The City Council may also want to consider amending the Citywide Fee Schedule to reflect the higher administrative fines permitted for sidewalk vending without a permit.

With regard to the ability to pay component of SB 946, the City must provide notice to the violator that he or she has the right to request an ability-to-pay determination and make instructions available for doing so, and accept payment of 20% of the fine in full satisfaction if the violator earns less than 125% of the federal poverty line or receives certain means-tested government benefits. Alternatively, the City may allow the person to complete community service in lieu of paying the total administrative fine, may waive the fine, or may offer an alternative disposition.

Considerations for Glendale Municipal Code Amendments

It is advisable to amend the Glendale Municipal Code to remove inconsistencies between the Code and sidewalk vending activity now permitted by state law. If the City elects to enact time, place, and manner regulations for sidewalk vending, the City would have to make specific findings related to "objective health, safety or welfare concerns" when developing such regulations. To support findings of objective health, safety, or welfare concerns, the legislative record must be prepared as completely as possible to identify the government interests at play and why government regulation is needed. The City may want to also consider unintended consequences and whether alternative, non-regulatory approaches are available to address the concerns or conduct in question.

Council may take the following one or more actions:

1) Council may direct staff to return with proposed time, place, and manner regulations in the form of an ordinance for sidewalk vending generally. The draft ordinance could include regulations for: hours of operation, sanitation (trash in proper vendor owned receptacles and proper clean up and disposal of food items that fall onto the sidewalk including grease or other fluids), sidewalk accessibility, pedestrian safety,

student safety near schools, noise standards, and signs, among other permitted regulations.

Pasadena, Santa Monica, and West Hollywood have adopted sidewalk vending regulations, highlights of which are set forth below. The Pasadena, Santa Monica, and West Hollywood ordinances are attached as Exhibits A, B, and C, respectively.

Pasadena requires a permit and limits sidewalk vending to the following hours:

1. On sidewalks or pathways directly adjacent to or within residential areas between dawn and dusk daily; and

2. Operating in non-residential areas between the hours of 10:00 p.m. and 7:00 a.m.

Pasadena prohibits sidewalk vending activities at the following locations:

1. Pasadena City Hall;

2. Pasadena Civic Auditorium;

3. Any public property that does not meet the definition of a sidewalk;

4. Within 200 feet of a police station, fire station, or hospital;

5. Within 100 feet of another vendor, public or private school, place of worship, or child day care facility;

6. Within 15 feet of any marked crosswalk;

7. Within 5 feet of any traffic signal controller, traffic signal;

8. Within 3 feet of any utility meter, manhole, service box, parking meter, street light pole;

9. Within 10 feet of any driveway or alley;

10. Within 6 feet of any bus bench or bus shelter; and

11. Within 3 feet of any permitted sidewalk dining area.

Pasadena requires sidewalks occupied for vending activities to be not less than 10 feet in width, and the vending activities must permit at least 5 feet of unobstructed sidewalk. Pasadena also requires that sidewalk vendors immediately clean any food, grease or other fluid or item related to vending activities that falls on public property. In Pasadena, all signage must be attached to the sidewalk vending receptacle or the vendor's person.

Santa Monica requires a permit to engage in sidewalk vending activities. Santa Monica requires that all sidewalk vending stands, pushcarts or tables must not exceed 6 feet (length) by 4 feet (width) and must have locking wheels. Roaming vendors must maintain an unobstructed view over 4 feet in height from the ground to the table top of the cart. Hours of operation for roaming vendors in residential areas are limited to 8:00 a.m. to 9:00 p.m.

Santa Monica also requires food vendors to walk a 100 foot radius from the vending site after the close of business to gather and dispose of beverage and serving materials or other trash left by their customers. Vendors are prohibited from dumping any liquid or solid waste in any public trash cans or dumpsters, public rights-of-way, city streets, city sidewalks, parks, and beaches. Vendors are also required to provide rodent-proof trash receptacles and to remove all waste and litter collected or discarded as a result of preparing or consuming food items or selling merchandise.

West Hollywood requires sidewalk vendors to obtain a permit and prohibits them from:

1. Operating between 2:00 a.m. and 6:00 a.m.;
2. Operating within one block of a certified farmer's market and swap meet during the hours these events are operating;
3. Operating within one block of any public or private school between 8:00 a.m. and 5:00 p.m. on school days;
4. Using amplified sound unless expressly authorized;
5. Being within 25 feet of on-street valet loading zone, city designated passenger loading zone, or any taxicab stand;
6. Being within 200 feet of another vendor; and
7. Being upon or within any roadway, median strip or dividing section.

West Hollywood also requires sidewalk vendors to maintain the following unobstructed sidewalk clearances: 4 feet of unobstructed sidewalk when the sidewalk is no greater than 13 feet, 6 feet when the sidewalk is greater than 13 feet but no greater than 17 feet wide, and 8 feet when the sidewalk is greater than 17 feet wide. Umbrellas may be used by sidewalk vendors as long as the bottom edge of the umbrella is at least 7 feet from the surface of the sidewalk.

2) Council may review areas in the City that are highly congested with pedestrian or vehicular traffic, or have other unique safety concerns, and direct staff to return with an ordinance that restricts sidewalk vendors in these areas. Depending on the particular area, objective public safety and welfare concerns may support restricting sidewalk vendors in these areas during certain hours in order to ensure that individuals who use assistive devices such as walkers, canes, wheelchairs and other devises may use the sidewalks in a manner that is not impeded.

   For example, West Hollywood prohibits sidewalk vendors in areas with a high concentration of night-life venues during the hours of 10:00 p.m. and 2:00 a.m.

   In Pasadena, sidewalk vendors are prohibited in established business improvement districts, such as Old Pasadena Management District, South Lake Business District,

and the Pasadena Playhouse District, because of unusually high pedestrian and vehicular traffic volumes in these areas. Pasadena also prohibits sidewalk vending in specified areas with extremely narrow sidewalks.

Santa Monica prohibits vending from stationary carts in the area that constitutes the Third Street Promenade.

3) Council may direct staff to return with a proposed ordinance prohibiting stationary sidewalk vendors in residential zones and setting permitted hours and noise limitations for roaming sidewalk vendors in such zones.

   West Hollywood prohibits roaming sidewalk vendors from operating within residential zones between 8:00 p.m. and 9:00 a.m. and also prohibits them from operating on any city block for more than 1 hour in any 4 hour period.

4) Council may request that staff return with a proposed ordinance prohibiting sidewalk vending within the immediate vicinity of permitted certified farmers' markets, permitted swap meets, and other designated areas where temporary special city permits have been issued during the limited operating hours of those events. The draft ordinance should include distance requirements in a definition for "within the immediate vicinity."

   West Hollywood does not permit sidewalk vendors to operate within one block of a certified farmer's market or swop meet during the limited operating hours of these events. Pasadena prohibits sidewalk vending within the immediate vicinity of a permitted certified farmer's market and swap meet.

5) Council may ask staff to return with a proposed ordinance regulating stationary sidewalk vending in parks where there is an exclusive concessionaire agreement.

   Pasadena prohibits sidewalk vendors from operating in the Brookside Golf Course area because the city has a concessionaire agreement.

6) Council may also direct staff to consider specific regulation of sidewalk vending in parks due to objective health, safety, or welfare concerns; related to ensuring the public's use and enjoyment of natural resources and recreational opportunities; or related to preventing an undue concentration of commercial activity that unreasonably interferes with the scenic and natural character of the park.

   Santa Monica prohibits sidewalk vending within 50 feet of any public picnic area, playground area, playground equipment, public community center, athletic field, tennis court, or soccer field. Santa Monica also prohibits sidewalk vending within 50 feet of any athletic field, basketball court, softball/baseball diamond, tennis court, soccer field, or volleyball court while in use.

   West Hollywood requires that vendors cease vending operations in any park 1 hour before park closing.

Meeting with Community Stakeholders

On October 14, 2019, staff met with representatives from the Glendale Chamber of Commerce, the Downtown Glendale Association, the Montrose Shopping Park Association, and the Montrose-Verdugo Chamber of Commerce to discuss SB 946. The representatives expressed general concerns about the impact of sidewalk vending on local businesses and business districts. They also raised specific concerns regarding the costs they incur in cleaning sidewalk areas where food is sold by the vendors. It was suggested that staff review the sidewalk vending ordinances adopted by Downey and Huntington Beach. These ordinances are attached as Exhibits D and E to this report. Stakeholders are anxious to see the city adopt appropriate regulations, especially in light of cleanup costs and accessibility issues.

FISCAL IMPACT

The fiscal impact of revised sidewalk vending legislation will mostly be associated with licensing/permitting and enforcement. If the Council directs preparation of a sidewalk vending regulatory program that includes permitting, staff will assess the appropriate fee structure to capture those costs and prepare a proposed fee resolution as well.

ALTERNATIVES

Alternative 1: The City Council may direct staff to return with proposed regulations for sidewalk vending consistent with SB 946.

Alternative 2: The City Council may decide not to request that staff draft proposed regulations.

Alternative 3: The City Council may consider any other alternative not proposed by staff.

CAMPAIGN DISCLOSURE

Not applicable.

EXHIBITS

A) Pasadena Ordinance No. 7348
B) Santa Monica Ordinance No. 2607
C) West Hollywood Ordinance No. 19-1070U
D) Downey Ordinance No. 19-1415
E) Huntington Beach Ordinance No. 4179