CITY OF SOUTH PASADENA
CITY COUNCIL

AGENDA

REGULAR COUNCIL MEETING
WEDNESDAY, SEPTEMBER 17, 2025, AT 7:00 PM

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

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

The South Pasadena City Council Meeting will be conducted in-person from the Amedee O. "Dick" Richards, Jr. Council Chambers, located at 1424 Mission Street, South Pasadena, CA 91030.

Public participation may be made as follows:

- In-Person – Council Chambers, 1424 Mission Street, South Pasadena, CA 91030
- Live Broadcast via the City website – http://www.spectrumstream.com/streaming/south_pasadena/live.cfm
- Via Zoom – Meeting ID: **825 9999 2830**
- Written Public Comment – written comment must be submitted by 12:00 p.m. the day of the meeting by emailing to ccpubliccomment@southpasadenaca.gov
- Via Phone–+1-669-900-6833 and entering the Zoom Meeting ID listed above.

Meeting may be viewed at:

1. Go to the Zoom website, https://zoom.us/join and enter the Zoom Meeting information; or
2. Click on the following unique Zoom meeting link: https://us06web.zoom.us/j/82599992830 or
3. By calling: +1-669-900-6833 and entering the Zoom Meeting ID listed above; and viewing the meeting via http://www.spectrumstream.com/streaming/south_pasadena/live.cfm

CALL TO ORDER:	Mayor	Janet Braun
ROLL CALL:	Mayor	Janet Braun
	Mayor Pro Tem	Sheila Rossi
	Councilmember	Michael A. Cacciotti
	Councilmember	Jon Primuth
	Councilmember	Omari Ferguson
PLEDGE OF ALLEGIANCE:	Councilmember	Jon Primuth

PUBLIC COMMENT GUIDELINES

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

Public Comments received in writing will not be read aloud at the meeting, but will be part of the meeting record. Written public comments will be uploaded to the City website for public viewing under Additional Documents. When submitting a public comment, please make sure to include the following:
1) Name (optional), and
2) Agenda item you are submitting public comment on.
3) Submit by no later than 12:00 p.m., on the day of the City Council meeting. Correspondence received after this time will be distributed the following business day.

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

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

CLOSED SESSION ANNOUNCEMENTS

1. CLOSED SESSION ANNOUNCEMENTS

PUBLIC COMMENT

2. PUBLIC COMMENT - GENERAL (NON-AGENDA ITEMS)

General Public Comment will be limited to 30 minutes at the beginning of the agenda. If there are speakers remaining in the queue, they will be heard at the end of the meeting. Only Speakers who submit a Public Comment card within the first 30 minutes of Public Comment period will be queued up to speak.

PRESENTATIONS

3. A PRESENTATION ON EMERGENCY PREPAREDNESS

INFORMATIONAL REPORTS

4. PROGRESS REPORT REGARDING CITY OF SOUTH PASADENA'S TRANSITION TO A 3 STREAM WASTE COLLECTION SYSTEM

CHANGES TO THE AGENDA

5. REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA

CONSENT CALENDAR

OPPORTUNITY TO COMMENT ON CONSENT CALENDAR

Items listed under the Consent Calendar are considered by the City Manager to be routine in nature and will be enacted by one motion unless a public comment has been received or Councilmember requests otherwise, in which case the item will be removed for separate consideration. Any motion relating to an ordinance or a resolution shall also waive the reading of the ordinance or resolution and include its introduction or adoption as appropriate.

6. CONSIDERATION OF THE APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF $708,913.60; GENERAL CITY WARRANTS IN THE AMOUNT OF $1,043,522.47; ONLINE PAYMENTS IN THE AMOUNT OF $21,772.12; VOIDS IN THE AMOUNT OF ($51,655.85); PAYROLL IN THE AMOUNT OF $1,108,295.62

Recommendation

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

7. CONSIDERATION OF APPROVAL OF THE CITY COUNCIL REGULAR CITY COUNCIL MEETING MINUTES FOR SEPTEMBER 3, 2025.

Recommendation

It is recommended that the City Council approve the minutes from the Regular City Council Meeting held on September 3, 2025.

8. CONSIDERATION TO DECLARE A 2009 FORD E350 RESCUE AMBULANCE AS SURPLUS PROPERTY AND DIRECT STAFF TO DISPOSE THE VEHICLE THROUGH THE CITY'S AUTHORIZED AUCTION VENDOR

Recommendation

It is recommended that the City Council:

1. Declare a 2009 Ford E350 Rescue Ambulance from the Fire Department as surplus property; and
2. Direct staff to sell the vehicle through the City's authorized auction vendor in accordance with South Pasadena Municipal Code Section 2.99-29(15) and City policy.

9. CONSIDERATION TO APPROVE A PURCHASE ORDER WITH KUSTOM SIGNALS INC FOR FOUR (4) RADAR SPEED TRAILERS FOR A TOTAL PURCHASE PRICE OF $38,720.88

Recommendation

It is recommended that the City Council approve a purchase order with Kustom Signals, Inc. in the amount of $38,720.88 for four (4) mobile radar speed trailers.

10. CONSIDERATION OF APPROVAL OF AN AMENDMENT TO THE AGREEMENT WITH ACORN TECHNOLOGY SERVICES FOR INFORMATION TECHNOLOGY SUPPORT SERVICES TO EXTEND THE TERM TO DECEMBER 31, 2025

Recommendation

It is recommended that the City Council consider the approval of an amendment to the agreement with Acorn Technology Services, extending the term to December 31, 2025.

11. CONSIDERATION OF ADOPTING A RESOLUTION AUTHORIZING ACCEPTANCE OF FUNDING FROM THE CALIFORNIA HIGHWAY PATROL (CHP) CANNABIS TAX GRANT PROGRAM IN THE AMOUNT OF $309,500, AUTHORIZE THE CITY MANAGER OR DESIGNEE TO SIGN ALL GRANT-RELATED DOCUMENTS AND AUTHORIZE THE APPROPRIATION OF $309,500 INTO THE GRANT FUND

Recommendation

It is recommended that the City Council:

1. Adopt a Resolution to accept a $309,500 grant award from the California Highway Patrol (CHP) Cannabis Tax Grant Program
2. Authorize appropriation of Revenues and Expenditures in the amount of $309,500 into the Grant Fund; and
3. Approve and authorize the City Manager or designee to sign grant-related documents

12. CONSIDERATION TO APPROVE A LICENSING AND PROFESSIONAL SERVICES AGREEMENT WITH SPRINGBROOK HOLDING COMPANY, LLC TO UPGRADE AND MIGRATE FINANCIAL AND HUMAN RESOURCE SOFTWARE TO A CLOUD-BASED PLATFORM

Recommendation

It is recommended that the City Council:

1. Authorize staff to enter into a licensing agreement with Springbrook Holding Company, LLC to upgrade to the Cloud-based version of the Finance, Human Resource, Payroll, Budget and related modules (Attachments 1 and 2) in an annual amount not-to-exceed $71,400;
2. Authorize staff to enter into a professional services agreement with Springbrook Holding Company, LLC to provide software engineering, migration, implementation and training services for a one-time amount not-to-exceed $40,000 in the form approved by the City Attorney and City Manager; and
3. Authorize the City Manager, or designee, to approve up to $6,000 (15%) in contingency funds for Springbrook Holding Company, LLC and/or Acorn IT Services to implement and support the migration effort.

13. CONSIDER THE AWARD OF CONTRACT TO EPIC SURFACES FOR THE RESURFACING OF TENNIS COURTS AT GARFIELD PARK AND TENNIS/PICKLEBALL COURTS AT ORANGE GROVE PARK IN THE AMOUNT OF $51,150

Recommendation

It is recommended that the City Council:

1. Award a contract to Epic Surfaces in the amount of $51,150 to resurface two existing tennis courts at Garfield Park and two existing tennis/pickleball courts at Orange Grove Park;
2. Authorize a contingency of up to ten-percent (10%), or $5,115, to address any unforeseen conditions or change orders;
3. Authorize transfer of unused State and Local Recovery Funds (SLRF), currently appropriated to the Grevelia/Berkshire Pocket Parks project, to fund the proposed Resurfacing Project; and

4. Authorize the City Manager, or designee, to execute the agreement and all related documents.

14. CONSIDERATION TO AMEND THE FIREFIGHTER CLASSIFICATION TO ESTABLISH THE POSITION OF FIREFIGHTER TRAINEE

Recommendation
It is recommended that the City Council:

1. Approve the modification of the Firefighter classification to create a Firefighter Trainee classification; and
2. Authorize Human Resources to update the City's job description accordingly.

15. CONSIDERATION TO AUTHORIZE THE ACCEPTANCE OF FUNDING FROM THE 2024 URBAN AREA SECURITY INITIATIVE GRANT AWARD IN THE AMOUNT OF $138,493 AND APPROVE THE SUBAWARD AGREEMENT

Recommendation
It is recommended that the City Council:

1. Authorize the City Manager or designee to accept a grant award of $138,493 from the 2024 Urban Area Security Initiative (UASI)
2. Authorize the appropriation of revenue and expenditures in the amount of $138,493 to the Grant Fund; and
3. Approve and authorize the City Manager or designee to execute the UASI 2024 Subaward Agreement and related documents to purchase equipment that supports regional homeland security goals

16. CONSIDERATION OF APPROVAL OF AN AMENDMENT TO A TASK ORDER WITH KOA CORPORATION, A LOCHNER COMPANY FOR CIVIL DESIGN ENGINEERING AND TRAFFIC/TRANSPORTATION ENGINEERING SERVICES RELATED TO THE INDIANA AND PASADENA RECONSTRUCTION PROJECT FOR A TOTAL NOT TO EXCEED AMOUNT OF $532,559.

Recommendation
It is recommended that the City Council approve an amendment in an amount of $89,230 to the Task Order with KOA Corporation, A Lochner Company, to provide engineering design services related to the Indiana and Pasadena Avenue Reconstruction Project, for a total not-to-exceed amount of $532,559.

PUBLIC HEARING

17. CONSIDER INTRODUCTION OF AN ORDINANCE OF THE CITY OF SOUTH PASADENA DESIGNATING FIRE HAZARD SEVERITY ZONES INCLUDING THE DESIGNATION OF ADDITIONAL LOCAL AREAS PURSUANT TO GOVERNMENT CODE SECTION 51179 AND AMENDING CHAPTER 14 OF THE SOUTH PASADENA MUNICIPAL CODE

Recommendation
It is recommended that the City Council introduce the ordinance by title only and waive full reading of the ordinance designating fire hazard severity zones including the

designation of additional local areas pursuant to Government Code Section 51179 and amending Chapter 14 (Fire Prevention) of the South Pasadena Municipal Code.

18. CONSIDERATION OF ADOPTION OF A RESOLUTION AMENDING THE MASTER SCHEDULE OF FEES TO INCLUDE A TECHNOLOGY SURCHARGE FEE FOR FILM PERMIT FEES

Recommendation

It is recommended that the City Council adopt a resolution amending the current schedule of fees to include a 15% Technology Surcharge on film permit fees to support the implementation and maintenance of the City's new online film permit processing system.

ACTION/DISCUSSION

19. CONSIDERATION OF APPROVAL OF RESOLUTIONS: (i) ADOPTING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY AND THE POLICE OFFICERS' ASSOCIATION, SUPERSEDING RESOLUTION NO. 7773; (ii) ADOPTING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY AND THE FIREFIGHTERS'ASSOCIATION, SUPERSEDING RESOLUTION NO. 7776; (iii) ADOPTING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY AND THE PUBLIC SERVICE EMPLOYEES' ASSOCIATION, SUPERSEDING RESOLUTION NO. 7774 AND RESOLUTION NO. 7917; (iv) ADOPTING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY AND THE PART TIME PUBLIC SERVICE EMPLOYEES' ASSOCIATION, SUPERCEDING RESOLUTION NO. 7846 AND RESOLUTION NO. 7918; AND (v) APPROVING UNREPRESENTED MANAGEMENT EMPLOYEE BENEFITS LISTING AND MANAGEMENT SALARY SCHEDULE SUPERSEDING RESOLUTION NO. 7775 AND RESOLUTION NO. 7919

Recommendation

It is recommended that the City Council approve the following:

1. A resolution adopting a Memorandum of Understanding (MOU) between the City of South Pasadena (City) and the South Pasadena Police Officers' Association (POA), superseding Resolution No. 7773;
2. A resolution adopting a MOU between the City and the South Pasadena Firefighters' Association (FFA), superseding Resolution No. 7776;
3. A resolution adopting a MOU between the City and the Public Service Employees' Association (PSEA), superseding Resolution No. 7774 and Resolution No. 7917;
4. A resolution adopting a MOU between the City and the Part Time Public Service Employees' Association (PSEA), superseding Resolution No. 7846 and Resolution No. 7918; and
5. A resolution approving unrepresented management employee benefits listing and management salary schedule superseding Resolution No. 7775 and Resolution No. 7919.

20. CONSIDERATION OF APPROVAL OF A TASK ORDER WITH KABARRA ENGINEERING FOR CIVIL DESIGN ENGINEERING SERVICES RELATED TO THE ORANGE ZONE RECONSTRUCTION PROJECT IN AN AMOUNT OF $687,016

Recommendation

It is recommended that the City Council:

1. Approve the proposed Task Order under a Master On-Call Professional Services Agreement with Kabarra Engineering, in the final form approved by the City Attorney, to provide civil design engineering services related to the Orange Zone Reconstruction Project in the amount of $687,016 ($624,560 and $62,456 contingency).
2. Find the project to be categorically exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Sections 15301 and 15302.

21. CONSIDERATION OF AN ORDINANCE OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING CHAPTER 34 (TREES AND SHRUBS) OF THE SOUTH PASADENA MUNICIPAL CODE IN ITS ENTIRETY

Recommendation

It is recommended that the City Council introduce the ordinance by title only and waive full reading of the ordinance amending Chapter 34 (Trees and Shrubs) in its entirety.

PUBLIC COMMENT - CONTINUED

22. CONTINUED PUBLIC COMMENT - GENERAL

This time is reserved for speakers in the Public Comment queue not heard during the first 30 minutes of Item No. 2. No new speakers will be accepted at this time.

COMMUNICATIONS

23. COUNCILMEMBER COMMUNICATIONS

The time allotted to speak per Councilmember is three minutes. Additional time will be allotted at the end of the City Council meeting agenda, if necessary.

24. CITY MANAGER COMMUNICATIONS

ADJOURNMENT

FOR YOUR INFORMATION

FUTURE CITY COUNCIL MEETINGS

October 1, 2025	Regular City Council Meeting	7:00 P.M.
October 15, 2025	Regular City Council Meeting	7:00 P.M.
November 5, 2025	Regular City Council Meeting	7:00 P.M.
November 19, 2025	Regular City Council Meeting	7:00 P.M.

PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS

City Council meeting agenda packets, any agenda related documents, and additional documents are available at City Hall and online for public viewing on the City's website: https://www.southpasadenaca.gov/Your-Government/Your-City-Council/City-Council-Agendas

Regular meetings are live streamed via the internet at:

http://www.spectrumstream.com/streaming/south_pasadena/live.cfm

AGENDA NOTIFICATION SUBSCRIPTION

If you wish to receive an agenda email notification please contact the City Clerk's Division via email at CityClerk@southpasadenaca.gov or call (626) 403-7230.

ACCOMMODATIONS

The City of South Pasadena wishes to make all of its public meetings accessible to the public. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division at (626) 403-7230 or cityclerk@southpasadenaca.gov. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

CERTIFICATION OF POSTING

I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on September 17, 2025, on the bulletin board in the courtyard of City Hall located at 1414 Mission Street, South Pasadena, CA 91030, and on the City, website as required by law, on the date listed below.

09/11/2025	/S/
Date	Mark Perez, Acting Chief City Clerk

City Council Agenda Report

ITEM NO. 6

DATE: September 17, 2025

FROM: Todd Hileman, City Manager

PREPARED BY: Nick Kimball, Assistant City Manager / CFO
William Castrillon, Budget & Purchasing Manager

SUBJECT: **CONSIDERATION OF THE APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF $708,913.60; GENERAL CITY WARRANTS IN THE AMOUNT OF $1,043,522.47; ONLINE PAYMENTS IN THE AMOUNT OF $21,772.12; VOIDS IN THE AMOUNT OF ($51,655.85); PAYROLL IN THE AMOUNT OF $1,108,295.62**

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

Executive Summary
Prepaid Warrants:
Warrant # 321990-322002: **$71,883.00**
ACH: **$637,030.60**
Voids: ($0)

General City Warrants
Warrant # 322003-322071: **$168,903.73**
ACH: **$874,618.74**
Voids: **($51,655.85)***
*NOTE: Check voided per vendor request and payment issued electronically via ACH.

Online Payments: **$21,772.12**
Payroll Period Ending 08/29/2025: **$1,104,464.68**
Payroll Off-Cycle 08/27/2025: **$3,830.94**

Total: $2,830,847.96

Analysis
A warrant register is the list of checks and electronic payments issued by the City. Approval of the warrant register allows the City Council to review and confirm payments made with City funds. This process provides transparency to the public, ensures spending is consistent with the adopted budget and City policies, and serves as an important internal control to safeguard taxpayer dollars. By approving the register, the City Council fulfills its responsibility to oversee the use of public funds and maintain accountability in City operations.

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

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

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

General City Warrant List – Detailed listing of all payments made for a specific cycle. The beginning of the cycle is the period after the last set of warrants were approved by Council and released as payment. The end of the cycle is the last date of invoice processing.
Online Payments – Payments made online. These are typically for time sensitive utilities, credit card payments, and sometimes require the use of the payee's portal (SCE, So Cal Gas, Amazon, etc.).

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

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

Attachment:
Attachment No. 1 - Warrant Summary
Attachment No. 2 - Prepayment Warrant Summary
Attachment No. 3 - General Warrant Summary
Attachment No. 4 - Online Payment Report
Attachment No. 5 - Payroll Report
Attachment No. 6 - Voids

City of South Pasadena
Demand/Warrant Register
Recap by fund

Date 9/17/2025

	Fund No.	Amounts	
		Prepaid	**Written**
General Fund	101	154,595.90	243,208.19
Insurance Fund	103	7,854.20	-
Street Improvement Program	104	-	-
Technology Surcharge Fund	106	-	-
Facilities & Equip.Cap. Fund	105	-	-
Programs and Projects	107	-	-
Special Projects Fund	116	-	-
Vehicle Replacement Fund	120	-	-
Local Transit Return "A"	205	140.73	600.00
SLFRF Fund	206	-	-
Local Transit Return "C"	207	-	-
TEA/Metro	208	-	-
Sewer Fund	210	32.06	9,675.81
CTC Traffic Improvement	211	-	-
SB2 Planning Grant	213	-	-
Rogan HR5294 Grant	214	-	-
Street Lighting Fund	215	-	33,973.83
Public, Education & Govt Fund	217	-	-
Clean Air Act Fund	218	-	-
Business Improvement Tax	220	-	-
Gold Line Mitigation Fund	223	-	-
Mission Meridian Public Garage	226	-	-
Housing Authority Fund	228	-	11,273.81
State Gas Tax	230	258.58	9,822.47
County Park Bond Fund	232	-	-
Measure R	233	-	-
Measure M	236	-	-
Road Maint & Rehab (SB1)	237	-	-
MSRC Grant Fund	238	-	-
Measure W	239	-	7,906.50
Measure H	241	-	-
Prop C Exchange Fund	242	-	-
Bike & Pedestrian Paths	245	-	-
BTA Grants	248	-	-
Golden Street Grant	249	-	-
Capital Growth Fund	255	-	1,310.36
CDBG	260	-	4,803.20
OTS Grant	269	-	-
Asset Forfeiture	270	-	-
Police Grants - State	272	-	-
Homeland Security Grant	274	-	-
Park Impact Fees	275	-	6,112.35
Historic Preservation Grant	276	-	-
HSIP Grant	277	-	-
Arroyo Seco Golf Course	295	-	-
Sewer Capital Projects Fund	310	-	-
400 Capital Improvement Program	400	-	-
Water Fund	500	10,965.62	712,835.95
Water Efficiency Fund	503	-	500.00
2016 Water Revenue Bonds Fund	505	-	-
SRF Loan - Water	506	-	-
Water & Sewer Impact Fee	510	-	-
Public Financing Authority	550	513,147.76	-
Payroll Clearing Fund	700	21,918.75	-
			-
	Column Totals:	708,913.60	1,043,522.47

City Report Totals:	1,752,436.07
Payroll Period Ending: 08/29/2025	1,104,464.68
Payroll Off-Cycle: 08/27/2025	3,830.94
Online Payments	21,772.12
Voids - Prepaid	(51,655.85)
Voids - General Warrant	-
Grand Report Total:	**2,830,847.96**

Janet Braun, Mayor

William Castrillon, Budget and Purchasing Manager

Mark Perez, Acting Chief City Clerk

Accounts Payable

Check Detail

User: tfernandez
Printed: 09/08/2025 - 3:30PM

Check Number	Check Date	Amount
AFLA7010 - AFLAC		
0	09/04/2025	
Inv 231534		693.35
0 Total:		693.35
AFLA7010 - AFLAC Total:		693.35
AMAZONCP - Amazon Capital Services, Inc.		
0	09/04/2025	
Inv 147G-FC19-XGCF		78.65
Inv 14VR-QRH6-DRFD		191.10
Inv 1DF4-KN1V-1KPM		331.48
Inv 1FT7-77Q7-WMVP		144.43
Inv 1FYT-FJGM-H4NC		37.67
Inv 1GLN-GVQH-LR3J		50.17
Inv 1HDQ-Y7VN-MCQX		496.12
Inv 1HY7-Y9V9-C6HX		140.73
Inv 1MMK-XWWF-CKMN		440.88
Inv 1N1X-Y16Q-13XN		25.27
Inv 1NFW-V4WW-D4C9		93.91
Inv 1NLJ-6PNJ-V4FP		30.97
Inv 1QLW-VRQ1-X649		491.14
Inv 1VPV-V6HQ-DJGT		71.49
Inv 1VVL-4CCY-31CJ		16.44
Inv 1VVV-9VFK-9L1C		9.49
Inv 1VYM-Y1LV-CV73		29.57
Inv 1W3D-JN6W-D4M9		75.52
Inv 1WLN-C9YL-NFVV		105.04
0 Total:		2,860.07
AMAZONCP - Amazon Capital Services, Inc. Total:		2,860.07
AME0229 - Ameritas		
0	09/04/2025	
Inv Dental - August		10,925.04
Inv Vision - August		2,768.20
0 Total:		13,693.24
AME0229 - Ameritas Total:		13,693.24

Check Number	Check Date	Amount
AT&T5006 - AT&T		
321990	09/04/2025	
Inv 130464796		117.70
321990 Total:		117.70
AT&T5006 - AT&T Total:		117.70
AT&T5011 - AT&T		
321991	09/04/2025	
Inv 24813461002105		3.83
Inv 33184108023436		31.87
Inv 62644164973570		2,032.17
321991 Total:		2,067.87
AT&T5011 - AT&T Total:		2,067.87
ATCN9011 - AT&T		
321992	09/04/2025	
Inv 000023955581		28,527.61
Inv 000023972783		598.52
Inv 0023977495		5,048.89
321992 Total:		34,175.02
ATCN9011 - AT&T Total:		34,175.02
ATTE2011 - AT&T DW Holdings, Inc		
321993	09/04/2025	
Inv 4286997015		5,066.97
Inv 4296997013		972.22
321993 Total:		6,039.19
ATTE2011 - AT&T DW Holdings, Inc Total:		6,039.19
CIN4011 - AT&T Mobility		
321994	09/04/2025	
Inv 287351491376		68.50
321994 Total:		68.50
CIN4011 - AT&T Mobility Total:		68.50
COBR7131 - The Advantage Group		
0	09/04/2025	
Inv Sept Reimbursem		20,982.83
0 Total:		20,982.83

Check Number	Check Date	Amount
COBR7131 - The Advantage Group Total:		20,982.83
CRHY8067 - Hartney, Corey P.		
0	09/04/2025	
Inv INVAUG25		136.50
Inv INV-JUL25X2		211.00
0 Total:		347.50
CRHY8067 - Hartney, Corey P. Total:		347.50
CSD3014 - Ca. State Disbursement Unit		
321995	09/04/2025	
Inv PR 08.29.2025		903.69
321995 Total:		903.69
CSD3014 - Ca. State Disbursement Unit Total:		903.69
DBAR3011 - Brink's Incorporated		
0	09/04/2025	
Inv 12985777		2,245.92
Inv 7897447		33.56
0 Total:		2,279.48
DBAR3011 - Brink's Incorporated Total:		2,279.48
DGSI6010 - Duthie Power Services		
0	09/04/2025	
Inv A143508		774.83
Inv S143614		430.00
0 Total:		1,204.83
DGSI6010 - Duthie Power Services Total:		1,204.83
DTV5012 - DIRECTV		
321996	09/04/2025	
Inv 68653046X250829		104.98
321996 Total:		104.98
DTV5012 - DIRECTV Total:		104.98
ITCR2501 - Intercare Holdings Insurance Services		
0	09/04/2025	
Inv 76-013724		7,854.20
0 Total:		7,854.20

Check Number	Check Date	Amount
ITCR2501 - Intercare Holdings Insurance Services Total:		7,854.20
MUTOMAHA - Mutual of Omaha Insurance Company		
321999	09/04/2025	
Inv 001924441223		2,626.95
Inv 001939491882		2,739.75
321999 Total:		5,366.70
MUTOMAHA - Mutual of Omaha Insurance Company Total:		5,366.70
MVCH3011 - MV Cheng & Associates Inc.		
322000	09/04/2025	
Inv 7/31/2025A		10,080.00
Inv 7/31/2025R		11,851.25
322000 Total:		21,931.25
MVCH3011 - MV Cheng & Associates Inc. Total:		21,931.25
NIDODEHE - Nido de Heuvos LLC		
0	09/04/2025	
Inv 22501		14,875.00
0 Total:		14,875.00
NIDODEHE - Nido de Heuvos LLC Total:		14,875.00
SCFT0000 - Franchise Tax Board		
321997	09/04/2025	
Inv PR 08.29.2025		134.98
321997 Total:		134.98
SCFT0000 - Franchise Tax Board Total:		134.98
SCFT0001 - Franchise Tax Board		
321998	09/04/2025	
Inv PR 08.29.2025		90.00
321998 Total:		90.00
SCFT0001 - Franchise Tax Board Total:		90.00
SSDV2018 - Sandoval, Sheila		
0	09/04/2025	
Inv PR 08.29.2025		1,036.79
0 Total:		1,036.79

Check Number	Check Date	Amount
SSDV2018 - Sandoval, Sheila Total:		1,036.79
STA5219 - Staples Business Advantage		
0	09/04/2025	
Inv 6036721119		219.66
Inv 6039571528		290.64
Inv 6039721114		504.41
Inv 6039721123		111.27
Inv 6039721128		24.03
Inv 6039834100		155.77
Inv 6040006643		65.25
Inv 6040079255		47.70
Inv 6040733137		73.44
Inv 6040733138		204.15
0 Total:		1,696.32
STA5219 - Staples Business Advantage Total:		1,696.32
THEARGRP - The Arroyo Group		
0	09/04/2025	
Inv 10218-1		20,270.15
Inv 10230-4		23,060.95
Inv 10233-5		8,324.75
0 Total:		51,655.85
THEARGRP - The Arroyo Group Total:		51,655.85
TIM4011 - Charter Communications Holdings, LLC		
0	09/04/2025	
Inv 187633401081425		387.53
Inv 187633501082125		3,918.72
Inv 188598401080125		130.50
Inv 188598501082125		266.32
0 Total:		4,703.07
TIM4011 - Charter Communications Holdings, LLC Total:		4,703.07
TMOB4010 - T-Mobile		
322001	09/04/2025	
Inv 988212311		465.13
322001 Total:		465.13
TMOB4010 - T-Mobile Total:		465.13
VERW6711 - Verizon Wireless		
322002	09/04/2025	

Check Number	Check Date	Amount
Inv 6121294861		418.30
322002 Total:		418.30
VERW6711 - Verizon Wireless Total:		418.30
WFBK1020 - Computershare Trust Company, N.A.		
0	09/04/2025	
Inv SOPASAWTR2013		513,147.76
0 Total:		513,147.76
WFBK1020 - Computershare Trust Company, N.A. Total:		513,147.76
Total:		708,913.60

Accounts Payable

Check Detail

User: tfernandez
Printed: 09/08/2025 - 3:32PM

Check Number	Check Date	Amount
ACCOEG - ACCO Engineered Systems, Inc.		
322004	09/04/2025	
Inv 20717472		850.11
Inv 20717473		832.00
Inv 20717582		7,729.00
Inv 20718390		3,862.37
Inv 20718753		1,803.00
322004 Total:		15,076.48
ACCOEG - ACCO Engineered Systems, Inc. Total:		15,076.48
ACTM3010 - Robert Half International, Inc.		
0	09/04/2025	
Inv 65316010		1,900.00
Inv 65326661		1,900.00
0 Total:		3,800.00
ACTM3010 - Robert Half International, Inc. Total:		3,800.00
ADHA6116 - Herrera, Adam		
322037	09/04/2025	
Inv 8/22/2025		39.76
Inv 8/23/25 - 1		39.76
Inv 8/23/25 - 2		39.76
Inv 8/24/2025		39.76
322037 Total:		159.04
ADHA6116 - Herrera, Adam Total:		159.04
ALMI8032 - Minaeva, Alessia		
322049	09/04/2025	
Inv SAL-AUG25		39.00
322049 Total:		39.00
ALMI8032 - Minaeva, Alessia Total:		39.00
AMPM5011 - AMPM Door, Inc.		
0	09/04/2025	

Check Number	Check Date	Amount
Inv 65273		1,360.00
0 Total:		1,360.00
AMPM5011 - AMPM Door, Inc. Total:		1,360.00
ANGY8030 - Grady, Anthony Q.		
322033	09/04/2025	
Inv JUJUT.AUG25		130.00
322033 Total:		130.00
ANGY8030 - Grady, Anthony Q. Total:		130.00
AUTOCSPC - Echeveria, Jose		
322022	09/04/2025	
Inv 10193		889.29
Inv 10245		301.45
Inv 11884		130.68
322022 Total:		1,321.42
AUTOCSPC - Echeveria, Jose Total:		1,321.42
AZDB8011 - A to Z Databases		
322003	09/04/2025	
Inv 141899		1,513.00
322003 Total:		1,513.00
AZDB8011 - A to Z Databases Total:		1,513.00
BARALPW - Barrera, Alejandro		
322007	09/04/2025	
Inv 8/13/25 - 1		25.20
Inv 8/13/25 - 2		25.20
Inv 8/15/2025		25.20
Inv 8/24/2025		25.20
322007 Total:		100.80
BARALPW - Barrera, Alejandro Total:		100.80
BEECALPM - Balding, Henry		
322006	09/04/2025	
Inv 1145		841.40
322006 Total:		841.40
BEECALPM - Balding, Henry Total:		841.40

Check Number	Check Date	Amount
BSHL6710 - Base Hill, Inc., dba Jan Point		
0	09/04/2025	
Inv 26132		16,885.00
0 Total:		16,885.00
BSHL6710 - Base Hill, Inc., dba Jan Point Total:		16,885.00
CAL5236 - Dy-Dee Services of Pasadena, Inc.		
322021	09/04/2025	
Inv 2482280		108.63
Inv 2486136		95.03
322021 Total:		203.66
CAL5236 - Dy-Dee Services of Pasadena, Inc. Total:		203.66
CAL8012 - Califa Group		
322011	09/04/2025	
Inv 8601		2,952.48
Inv 8602		819.00
322011 Total:		3,771.48
CAL8012 - Califa Group Total:		3,771.48
CAN0607 - Cantu Graphics Inc.		
322013	09/04/2025	
Inv 64619-2		44.04
Inv 64619-3		62.99
Inv 64619-4		325.98
Inv 64619-5		49.67
Inv 64664-2		93.81
Inv 64673-2		602.11
322013 Total:		1,178.60
CAN0607 - Cantu Graphics Inc. Total:		1,178.60
CFNSPR - California Newspapers Partnership		
0	09/04/2025	
Inv July 2025		1,429.77
0 Total:		1,429.77
CFNSPR - California Newspapers Partnership Total:		1,429.77
CGUSA - Compass Group USA, Inc.		
322017	09/04/2025	
Inv SOC278844		347.37

Check Number	Check Date	Amount
322017 Total:		347.37
CGUSA - Compass Group USA, Inc. Total:		347.37
CINTA3 - Cintas Corporation		
322015	09/04/2025	
Inv 4239741154		427.90
322015 Total:		427.90
CINTA3 - Cintas Corporation Total:		427.90
CINTAS - Cintas Corporation		
322016	09/04/2025	
Inv 5276259801		45.25
Inv 5280562108		43.47
Inv 5284646205		28.03
Inv 8407619872		1,306.59
Inv 8407619873		144.20
Inv 8407651747		8.32
Inv 8407651748		66.32
Inv 9331876364		144.76
322016 Total:		1,786.94
CINTAS - Cintas Corporation Total:		1,786.94
CONYEE - Yee, Connie		
0	09/04/2025	
Inv AugustFF		896.00
Inv BodySculptAug		62.40
0 Total:		958.40
CONYEE - Yee, Connie Total:		958.40
COR7788 - Cornforth, Robert Darren		
0	09/04/2025	
Inv TENNIS-AUG25		2,028.00
0 Total:		2,028.00
COR7788 - Cornforth, Robert Darren Total:		2,028.00
CPC4011 - California Police Chiefs Association		
322012	09/04/2025	
Inv 13418		400.00
322012 Total:		400.00

Check Number	Check Date	Amount
CPC4011 - California Police Chiefs Association Total:		400.00
CRDA1021 - Corodata Records Management, Inc.		
0	09/04/2025	
Inv RS7102465		565.43
0 Total:		565.43
CRDA1021 - Corodata Records Management, Inc. Total:		565.43
CRISCOM - Criscom Public Relations Inc.		
0	09/04/2025	
Inv 271545		4,500.00
Inv 271563		4,500.00
0 Total:		9,000.00
CRISCOM - Criscom Public Relations Inc. Total:		9,000.00
CSLTMINT - Nancy K. Bohl Inc		
0	09/04/2025	
Inv INV105911		1,000.00
0 Total:		1,000.00
CSLTMINT - Nancy K. Bohl Inc Total:		1,000.00
CSULB40 - CSULB Foundation		
322018	09/04/2025	
Inv 3652		157.00
322018 Total:		157.00
CSULB40 - CSULB Foundation Total:		157.00
DABN8267 - Bohan, Diana 101-8030-8021-8267-000		
0	09/04/2025	
Inv AugYoga		712.00
0 Total:		712.00
DABN8267 - Bohan, Diana Total:		712.00
DACA4011 - Calderon, David		
322010	09/04/2025	
Inv 08/13/2025		77.80
322010 Total:		77.80

Check Number	Check Date	Amount
DACA4011 - Calderon, David Total:		77.80
DDLP8010 - Dr. Detail Ph.D LLC		
0	09/04/2025	
Inv 3401		600.00
0 Total:		600.00
DDLP8010 - Dr. Detail Ph.D LLC Total:		600.00
DUB0187 - DuBois, Andrew		
322019	09/04/2025	
Inv 08/18-20/25		882.64
322019 Total:		882.64
DUB0187 - DuBois, Andrew Total:		882.64
DUN1111 - Dunn, Daniel		
322020	09/04/2025	
Inv 8.13.25		45.00
322020 Total:		45.00
DUN1111 - Dunn, Daniel Total:		45.00
EBEI5010 - HPI2, LLC		
322038	09/04/2025	
Inv 960684		309.26
322038 Total:		309.26
EBEI5010 - HPI2, LLC Total:		309.26
ELL1017 - Ellen's Silkscreening		
322023	09/04/2025	
Inv EE86227		229.78
322023 Total:		229.78
ELL1017 - Ellen's Silkscreening Total:		229.78
EMSQIPAR - Givot, David		
0	09/04/2025	
Inv SPFD-08/2025		2,499.00
0 Total:		2,499.00
EMSQIPAR - Givot, David Total:		2,499.00

Check Number	Check Date	Amount
ENNISFLT - ENNIS-FLINT, INC		
322024	09/04/2025	
Inv 480228		4,016.70
322024 Total:		4,016.70
ENNISFLT - ENNIS-FLINT, INC Total:		4,016.70
ENT5426 - The Aby Manufacturing Group Inc		
322064	09/04/2025	
Inv 0189975-IN		689.00
322064 Total:		689.00
ENT5426 - The Aby Manufacturing Group Inc Total:		689.00
ERCARRYO - Arroyo, Eric		
322005	09/04/2025	
Inv 3744		2,000.00
322005 Total:		2,000.00
ERCARRYO - Arroyo, Eric Total:		2,000.00
ESCLCEPW - Escalera, Lance		
322025	09/04/2025	
Inv 8/23/25 AM		31.36
Inv 8/23/25 PM		31.36
Inv 8/26/25 AM		15.68
Inv 8/26/25 PM		31.36
322025 Total:		109.76
ESCLCEPW - Escalera, Lance Total:		109.76
FRTO4011 - Torres, Francisco		
322065	09/04/2025	
Inv 07/07-11/25		220.50
322065 Total:		220.50
FRTO4011 - Torres, Francisco Total:		220.50
GALL5011 - Galls, LLC		
322029	09/04/2025	
Inv 032200373		37.09
Inv 032212392		196.45
Inv 032343394		224.15
322029 Total:		457.69

Check Number	Check Date	Amount
GALL5011 - Galls, LLC Total:		457.69
GLBI4011 - Global Industrial		
322031	09/04/2025	
Inv 123509804		1,091.51
322031 Total:		1,091.51
GLBI4011 - Global Industrial Total:		1,091.51
GRID4011 - Gridiron Real Estate Investment Corp		
322034	09/04/2025	
Inv 000637		450.00
322034 Total:		450.00
GRID4011 - Gridiron Real Estate Investment Corp Total:		450.00
HGSI6010 - Harry's Glass Shop Inc.		
322036	09/04/2025	
Inv 25-46627		2,654.69
322036 Total:		2,654.69
HGSI6010 - Harry's Glass Shop Inc. Total:		2,654.69
HPTCST - Human Performance Training and Consulting Inc.		
322039	09/04/2025	
Inv 25-1051		425.00
322039 Total:		425.00
HPTCST - Human Performance Training and Consulting Inc. Total:		425.00
IMPCNT - Imperial County Office of Education		
322040	09/04/2025	
Inv INV26-00102		2,200.24
322040 Total:		2,200.24
IMPCNT - Imperial County Office of Education Total:		2,200.24
JANSLNAS - Salinas, Juan		
322055	09/04/2025	
Inv 10-13239-33557		65.41
Inv 24-13234-13179		40.03
322055 Total:		105.44

Check Number	Check Date	Amount
JANSLNAS - Salinas, Juan Total:		105.44
JCRS5011 - Jones Coffee Roasters		
322044	09/04/2025	
Inv 69564		320.00
322044 Total:		320.00
JCRS5011 - Jones Coffee Roasters Total:		320.00
JHA307 - John L. Hunter & Associates		
322043	09/04/2025	
Inv SP1FOG12503		35.00
Inv SP1FOG12504		94.80
Inv SP1FOG12506		8,650.00
Inv SP1MS412503		1,173.25
Inv SP1MS412504		1,349.75
Inv SP1MS412505		2,841.75
Inv SP1MS412506		2,541.75
322043 Total:		16,686.30
JHA307 - John L. Hunter & Associates Total:		16,686.30
JIPC8268 - Incredible Entertainment, Inc.		
322041	09/04/2025	
Inv 97208256763806		1,639.94
322041 Total:		1,639.94
JIPC8268 - Incredible Entertainment, Inc. Total:		1,639.94
KINF7101 - Fung, Kin		
322028	09/04/2025	
Inv 5897		488.09
Inv 5897-1		355.90
Inv 5897-2		6,112.35
Inv 5897-3		2,254.79
Inv 5897-4		1,310.36
322028 Total:		10,521.49
KINF7101 - Fung, Kin Total:		10,521.49
LASLLUNG - Lance, Soll & Lunghard LLP		
322046	09/04/2025	
Inv 69033		20,122.50
Inv 69757		6,767.50
Inv 69758		1,700.00
322046 Total:		28,590.00

Check Number	Check Date	Amount
LASLLUNG - Lance, Soll & Lunghard LLP Total:		28,590.00
LAW6711 - Kim, Harold		
322045	09/04/2025	
Inv 45890		103.71
322045 Total:		103.71
LAW6711 - Kim, Harold Total:		103.71
LILLESTR - Estrada, Lillian		
322026	09/04/2025	
Inv 8152025		72.98
322026 Total:		72.98
LILLESTR - Estrada, Lillian Total:		72.98
LOSM6011 - Smentana, Logan		
322059	09/04/2025	
Inv DW0825-01		500.00
322059 Total:		500.00
LOSM6011 - Smentana, Logan Total:		500.00
MBFEC106 - Marx Bros. Fire Extinguisher Co.		
322047	09/04/2025	
Inv S25882		150.00
322047 Total:		150.00
MBFEC106 - Marx Bros. Fire Extinguisher Co. Total:		150.00
MCPSTI - Pusateri, Michele		
0	09/04/2025	
Inv PBAll-AUG25		2,957.50
0 Total:		2,957.50
MCPSTI - Pusateri, Michele Total:		2,957.50
MERPLMBN - Merry Plumbing Co., Inc.		
322048	09/04/2025	
Inv 56229071625		1,305.00
322048 Total:		1,305.00

Check Number	Check Date	Amount
MERPLMBN - Merry Plumbing Co., Inc. Total:		1,305.00
MICH7101 - Choi, Mi		
322014	09/04/2025	
Inv 5825		354.84
322014 Total:		354.84
MICH7101 - Choi, Mi Total:		354.84
MIGINC - Moore Iacofano Goltsman, Inc.		
0	09/04/2025	
Inv 0091220		500.00
0 Total:		500.00
MIGINC - Moore Iacofano Goltsman, Inc. Total:		500.00
MISSIONF - Wick & Dennis Inc		
322069	09/04/2025	
Inv 625-30W		6,160.00
Inv 625-31W		4,961.00
Inv 625-32W		980.00
322069 Total:		12,101.00
MISSIONF - Wick & Dennis Inc Total:		12,101.00
MNBL8170 - Crestline Software, LLC		
0	09/04/2025	
Inv #INV15153		28,504.56
0 Total:		28,504.56
MNBL8170 - Crestline Software, LLC Total:		28,504.56
MSG6711 - Main San Gabriel Basin Watermaster		
0	09/04/2025	
Inv 24-25 Prod Asse		674,823.33
0 Total:		674,823.33
MSG6711 - Main San Gabriel Basin Watermaster Total:		674,823.33
MSKM8032 - Mischook, Kim		
0	09/04/2025	
Inv BDAUG5		321.75
0 Total:		321.75

Check Number	Check Date	Amount
MSKM8032 - Mischook, Kim Total:		321.75
NAT9221 - Takkt America Holdings		
322063	09/04/2025	
Inv MK619571-BES		1,596.50
322063 Total:		1,596.50
NAT9221 - Takkt America Holdings Total:		1,596.50
PAVE8031 - Isakov, Pavel		
322042	09/04/2025	
Inv 94843266		590.00
322042 Total:		590.00
PAVE8031 - Isakov, Pavel Total:		590.00
PAY7788 - Payke Gymnastics Academy, Inc.		
322052	09/04/2025	
Inv PAYKE-AUG25		336.00
322052 Total:		336.00
PAY7788 - Payke Gymnastics Academy, Inc. Total:		336.00
PITBOWES - PITNEY BOWES INC		
322053	09/04/2025	
Inv 1027861358		293.48
Inv 1027865833		312.89
322053 Total:		606.37
PITBOWES - PITNEY BOWES INC Total:		606.37
PLCARIE - Plescia, Carrie		
0	09/04/2025	
Inv LATDANCEAUG25		39.00
0 Total:		39.00
PLCARIE - Plescia, Carrie Total:		39.00
PMAB8021 - Budka, Pamela Avry		
322009	09/04/2025	
Inv ChairYogaAugust		379.20
Inv MeditatioAugust		172.00
322009 Total:		551.20

Check Number	Check Date	Amount
PMAB8021 - Budka, Pamela Avry Total:		551.20
PMLDONG - Dong, Pamella C.		
0	09/04/2025	
Inv AugMartialArts		164.00
Inv AugQiGong		188.00
0 Total:		352.00
PMLDONG - Dong, Pamella C. Total:		352.00
POIN8032 - Behtereva, Elena		
322008	09/04/2025	
Inv PBP-AUG25		128.00
322008 Total:		128.00
POIN8032 - Behtereva, Elena Total:		128.00
PSNS7101 - Pasadena Star-News		
322051	09/04/2025	
Inv 900073808		956.85
322051 Total:		956.85
PSNS7101 - Pasadena Star-News Total:		956.85
PUFG8267 - Wong, Pauline Sam		
0	09/04/2025	
Inv AdultAug		204.75
Inv SeniorAug		208.00
0 Total:		412.75
PUFG8267 - Wong, Pauline Sam Total:		412.75
RAGINGWA - Festival Fun Parks		
322027	09/04/2025	
Inv SPCAMPMED072325		3,419.10
322027 Total:		3,419.10
RAGINGWA - Festival Fun Parks Total:		3,419.10
REP6115 - Yunex LLC		
0	09/04/2025	
Inv 5610005611		25,953.41
Inv 5610005817		3,863.92
Inv 90004818		3,435.00

0 Total:		33,252.33
REP6115 - Yunex LLC Total:		33,252.33
RHCC7101 - Rio Hondo College		
322054	09/04/2025	
Inv X25-79-ZSPS		89.00
322054 Total:		89.00
RHCC7101 - Rio Hondo College Total:		89.00
RNIL7101 - Nilo, Richard		
322050	09/04/2025	
Inv 07172025		29.28
Inv 07302025		26.13
Inv 08112025		22.89
Inv 08132025		25.61
322050 Total:		103.91
RNIL7101 - Nilo, Richard Total:		103.91
RYAN - Garcia, Ryan		
322030	09/04/2025	
Inv 8/1/2025		14.28
322030 Total:		14.28
RYAN - Garcia, Ryan Total:		14.28
SAXE2013 - Saxe-Clifford PH.D, Susan		
322057	09/04/2025	
Inv 25-0814-13		450.00
Inv 25-0828-10		450.00
322057 Total:		900.00
SAXE2013 - Saxe-Clifford PH.D, Susan Total:		900.00
SCLC8011 - Southern California Library Cooperative		
322061	09/04/2025	
Inv 1656		2,918.00
322061 Total:		2,918.00
SCLC8011 - Southern California Library Cooperative Total:		2,918.00
SGMC2013 - Apramian, Glen John		

Check Number	Check Date	Amount
0	09/04/2025	
Inv 146109		150.00
Inv 148061		150.00
Inv 150055		150.00
Inv 153988		175.00
Inv 154035		175.00
Inv 154095		650.00
Inv 154097		650.00
Inv 154122		650.00
Inv 154328		175.00
Inv 154383		175.00
Inv 154404		175.00
0 Total:		3,275.00
SGMC2013 - Apramian, Glen John Total:		3,275.00
SGVRHT - San Gabriel Valley Regional Housing Trust		
322056	09/04/2025	
Inv FY26-RHT-21		11,273.81
322056 Total:		11,273.81
SGVRHT - San Gabriel Valley Regional Housing Trust Total:		11,273.81
SKYHAWKS - Lenear Sports, LLC		
0	09/04/2025	
Inv SKYH-GTAUG25		455.00
Inv SKYH-TAUG25		637.00
Inv SKYH-VB-AUG25		637.00
0 Total:		1,729.00
SKYHAWKS - Lenear Sports, LLC Total:		1,729.00
SNML6710 - Sonsray Machinery LLC		
322060	09/04/2025	
Inv SWO075454-1		4,070.82
322060 Total:		4,070.82
SNML6710 - Sonsray Machinery LLC Total:		4,070.82
SPBK - Springbrook Holding Company, LLC		
0	09/04/2025	
Inv INV-021517		175.00
0 Total:		175.00
SPBK - Springbrook Holding Company, LLC Total:		175.00

Check Number	Check Date	Amount
SPEC5011 - Spectrum Gas Products		
322062	09/04/2025	
Inv 0000660353		42.00
Inv 0000661097		121.84
322062 Total:		163.84
SPEC5011 - Spectrum Gas Products Total:		163.84
SSSS8267 - Round Star West, LLC		
0	09/04/2025	
Inv S.S.S-AUG25		780.00
0 Total:		780.00
SSSS8267 - Round Star West, LLC Total:		780.00
STEP7101 - Godwin, Stephen		
322032	09/04/2025	
Inv 08252025		1,500.00
322032 Total:		1,500.00
STEP7101 - Godwin, Stephen Total:		1,500.00
STSM1020 - Studio Spectrum, Inc.		
0	09/04/2025	
Inv 193166		5,125.00
0 Total:		5,125.00
STSM1020 - Studio Spectrum, Inc. Total:		5,125.00
TRA5998 - Transtech Engineers, Inc.		
0	09/04/2025	
Inv 20254675		42,304.00
Inv 20254676		31,225.53
Inv 20254677		2,511.60
0 Total:		76,041.13
TRA5998 - Transtech Engineers, Inc. Total:		76,041.13
TRIOVLLY - Valley Services, Inc.		
322067	09/04/2025	
Inv INV2230068559A		4,803.20
322067 Total:		4,803.20
TRIOVLLY - Valley Services, Inc. Total:		4,803.20

Check Number	Check Date	Amount
ULTRA601 - Ultrasystems Environmental, Inc.		
322066	09/04/2025	
Inv 13535		1,196.48
322066 Total:		1,196.48
ULTRA601 - Ultrasystems Environmental, Inc. Total:		1,196.48
WHAINC - William Hezmalhalch Architects, Inc.		
322070	09/04/2025	
Inv 113048		1,375.00
322070 Total:		1,375.00
WHAINC - William Hezmalhalch Architects, Inc. Total:		1,375.00
WIENVSRV - Western Indoor Environmental Services		
322068	09/04/2025	
Inv TR3558		5,795.00
322068 Total:		5,795.00
WIENVSRV - Western Indoor Environmental Services Total:		5,795.00
WIT6353 - Wittman Enterprises LLC		
322071	09/04/2025	
Inv 2507059		6,088.01
322071 Total:		6,088.01
WIT6353 - Wittman Enterprises LLC Total:		6,088.01
YENH6011 - Ha, Yen		
322035	09/04/2025	
Inv PW2280		1,272.00
322035 Total:		1,272.00
YENH6011 - Ha, Yen Total:		1,272.00
YVOS6011 - Shay, Yvonne		
322058	09/04/2025	
Inv PW2878		3,392.00
322058 Total:		3,392.00
YVOS6011 - Shay, Yvonne Total:		3,392.00
ZUMAR103 - Zumar Industries, Inc.		

Check Number	Check Date	Amount
0	09/04/2025	
Inv 10930		5,492.79
0 Total:		5,492.79
ZUMAR103 - Zumar Industries, Inc. Total:		5,492.79
Total:		1,043,522.47

City of
SOUTH PASADENA

Online Payment Log			
Date	**Vendor**	**Amount**	**Description**
9/4/2025	So Cal Gas	$888.95	Online Payment for City Owned Natural Gas Accounts.
9/10/2025	So Cal Edison	$20,883.17	Online Payment for Various City Owned Electric Accounts.
Total:		***$21,772.12***	

Payroll

Payroll Summary Report

Payroll Date:	**08.29.2025**	**Regular**		
Checks			$	-
Direct Deposits			$	565,681.16
IRS Payments			$	118,949.76
EDD - State of CA			$	38,868.63
PERS Pension			$	133,065.27
Deferred Comp			$	31,736.67
PERS Health			$	216,163.19
		Subtotal:	**$**	**1,104,464.68**

Payroll Date:	**08.27.2025**	**Off Cycle**		
Checks			$	2,972.75
Direct Deposits			$	-
IRS Payments			$	634.69
EDD - State of CA			$	223.50
PERS Pension			$	-
Deferred Comp			$	-
PERS Health			$	-
		Subtotal:	**$**	**3,830.94**
		Grand Total:	**$**	**1,108,295.62**

Accounts Payable

Void Check Proof List

User: hlin
Printed: 09/02/2025 - 3:06PM
Batch: 00001.09.2025 - VOID 321723

Account Number	Amount	Invoice No	Inv Date	Description	Reference	Task Label	Type	PONumber	Close PO?	Line Item
Vendor: THEARGRP	The Arroyo Group									
Check No: 321723	Check Date: 07/24/2025									
	23,060.95	10230-4	05/22/2025	The consultant will serve as the City's				25323	No	1
101-7010-7011-8170-000										
	20,270.15	10218-1	02/24/2025	The consultant will serve as the City's				25323	No	1
101-7010-7011-8170-000										
	8,324.75	10233-5	06/19/2025	The consultant will serve as the City's				25323	No	1
101-7010-7011-8170-000										
Check Total:	51,655.85									
Vendor Total:	51,655.85									
Report Total:	51,655.85									

Accounts Payable

Void Check Distribution List

User: hlin
Printed: 9/2/2025 - 3:07 PM
Batch: 00001.09.2025 - VOID 321723

	DR Amount	CR Amount	Acct Number	Description	Vendor
Section 1:101General Fund					
	51,655.85	0.00	101-0000-0000-1000-000	Cash & Cash Equivalents	
	0.00	23,060.95	101-7010-7011-8170-000	Professional Services	THEARGRP
	0.00	20,270.15	101-7010-7011-8170-000	Professional Services	THEARGRP
	0.00	8,324.75	101-7010-7011-8170-000	Professional Services	THEARGRP
Total for Section 1:101	51,655.85	51,655.85			
Grand Total:	51,655.85	51,655.85			

Create Stop Payment Confirmation

Generated On: 2025-09-02 19:18 p.m. ET by TFERNANDEZ

Enter Details 1 — Verify Details 2 — Complete 3

Your stop has been successfully created. Please print this page for your record.

Transaction Details

Stop Type	Stop Status	Reference Number
Single	Confirmed	20250902222816173

Account

[redacted] - CITY OF SOUTH PASADENA OPERATING - USD

Check Number

321723

Payee	Amount
The Arroyo Group	51,655.85

Expiry Date

2030-09-02

Reason for Stop

Other

Term

60 Months

City Council Agenda Report

ITEM NO. 7

DATE: September 17, 2025

FROM: Todd Hileman, City Manager

PREPARED BY: Mark Perez, Acting Chief City Clerk

SUBJECT: **CONSIDERATION OF APPROVAL OF THE CITY COUNCIL REGULAR CITY COUNCIL MEETING MINUTES FOR SEPTEMBER 3, 2025.**

Recommendation
It is recommended that the City Council approve the minutes from the Regular City Council Meeting held on September 3, 2025.

Executive Summary
Attached for the City Council's consideration and approval are meeting minutes, and hereby included as attachments to this staff report.

Background
The City Clerk's Division is responsible for producing meeting action minutes for the City Council meetings.

Analysis
The City Clerk prepares action minutes, which serve as the official written record of what actions the City Council took at a particular meeting, such as motions, votes, and direction, without including the detailed discussion. The purpose of meeting action minutes is to provide a clear and permanent record of Council actions for the public, staff, and legal purposes. The City Council adopts minutes from prior meetings to confirm that the record is accurate and complete. Even if a Councilmember was not present at the meeting, they may still vote to approve the minutes, since the minutes serve as the official record of the Council as a whole, not of individual attendance or opinions.

Fiscal Impact
Preparation of meeting minutes is included in the City Clerk's work plan as part of the FY 2025-2026 Adopted Budget.

Attachment:
Attachment No. 1 - September 3, 2025 Regular City Council Meeting Minutes

CITY OF SOUTH PASADENA
CITY COUNCIL - REGULAR MEETING

M I N U T E S
WEDNESDAY, SEPTEMBER 3, 2025, AT 7:00 P.M.

CALL TO ORDER:

The Regular Meeting of the South Pasadena City Council was called to order by Mayor Braun on Wednesday, September 3, 2025, at 7:07 P.M. The City Council Chambers are located at 1424 Mission Street, South Pasadena, California.

ROLL CALL:

PRESENT	Mayor	Janet Braun
	Mayor Pro Tem	Sheila Rossi
	Councilmember	Michael A. Cacciotti
	Councilmember	Omari Ferguson
	Councilmember	Jon Primuth
ABSENT		

Mark Perez, Acting Chief City Clerk announced a quorum.

CITY STAFF PRESENT:

Todd Hileman, City Manager; Roxanne Diaz, City Attorney; Mark Perez, Acting Chief City Clerk were present at Roll Call. Other staff members presented reports or responded to questions as indicated in the minutes.

PLEDGE OF ALLEGIANCE

The Flag Salute was led by Councilmember Ferguson.

CLOSED SESSION ANNOUNCEMENTS

1. CLOSED SESSION ANNOUNCEMENTS

A. CONFERENCE WITH LEGAL COUNSEL: ANTICIPATED LITIGATION-SIGNIFICANT EXPOSURE TO LITIGATION
Government Code Section 54956.9 (d)(2)
Number of Potential Cases: 1

B. CONFERENCE WITH LEGAL COUNSEL: ANTICIPATED LITIGATION-INITATION OF LITIGATION
Government Code Section 54956.9 (d)(4)
Number of Potential Cases: 4

C. CONFERENCE WITH LEGAL COUNSEL: EXISTING LITIGATION
Government Code Section 54956.9 (d)(1)
1. In re: National Prescription Opiate Litigation, No. 1:17-md-2804 (N.D. Ohio)

The City Attorney made a closed session announcement with regard to Item C. stating that the City Council provided direction by a vote 5-0 to participate in the class action litigation regarding the national opioid settlements.

PUBLIC COMMENT

2. PUBLIC COMMENT – GENERAL (NON-AGENDA ITEMS)

In Person Public Comments

Steve Novotny spoke regarding tree trimming on his property.

Yvonne LaRose praised the mayor for her handling of her constituents' issues.

Josh Betta spoke regarding Councilmember Cacciotti.

Zoom Public Comments

Krissia Serpas spoke regarding World Harvest Charities and Family Services and upcoming food distributions at the YMCA.

Anne Bagasao spoke regarding the recent food drive and vendor buyout held by the South Pasadena Tenant's Union.

Casey Law spoke regarding an upcoming event: "The week without driving".

PRESENTATIONS

3. A PROCLAMATION RECOGNIZING THE ONEONTA CLUB FOUNDATION FOR 50 YEARS OF PHILANTHROPY, LEADERSHIP AND SERVICE

Dean Serwin read and accepted the proclamation on behalf of the Oneonta Club Foundation.

CHANGES TO THE AGENDA

4. REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA

None.

CONSENT CALENDAR

Item Nos. 8, 9 and 11 were pulled for separate discussion via public comment. A motion was made by Councilmember Cacciotti and seconded by Councilmember Primuth to approve Item Nos. 5-7, 10 and 12 of the consent calendar, as presented. The motion carried 5-0, by the following vote:

AYES: Cacciotti, Ferguson, Primuth, Rossi, Mayor Braun
NOES: None.
ABSENT: None.
ABSTAINED: None.

5. CONSIDERATION OF THE APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF $236,496.69; GENERAL CITY WARRANTS IN THE AMOUNT OF $261,275.35; ONLINE PAYMENTS IN THE AMOUNT OF $165,954.98; VOIDS IN THE AMOUNT OF ($0); PAYROLL IN THE AMOUNT OF $1,114,353.18

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

A motion was made to approve the recommendation on the Consent Calendar.

6. CONSIDERATION OF APPROVAL OF THE CITY COUNCIL SPECIAL STUDY SESSION MEETING MINUTES AND THE CITY COUNCIL REGULAR CITY COUNCIL MEETING MINUTES FOR AUGUST 20, 2025

Recommendation
It is recommended that the City Council approve the minutes from the Special Study Session Meeting and the Regular City Council Meeting held on August 20, 2025.

A motion was made to approve the recommendation on the Consent Calendar.

7. CONSIDERATION OF ADOPTION OF A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, DELEGATING TO THE CITY MANAGER THE AUTHORITY TO APPROVE THE SETTLEMENT OF CLAIMS AND LAWSUITS AGAINST THE CITY FOR AMOUNTS UP TO AND INCLUDING $50,000

Recommendation

It is recommended that the City Council adopt the Resolution delegating to the City Manager authority to approve the settlement of claims and lawsuits for amounts up to and including $50,000.

A motion was made to approve the recommendation on the Consent Calendar.

8. CONSIDERATION OF APPROVAL OF A DISCRETIONARY FUNDS REQUEST FROM COUNCILMEMBER CACCIOTTI IN THE AMOUNT OF UP TO $900 FOR THE ANNUAL STRATFORD BLOCK PARTY EVENT

Recommendation

It is recommended that the City Council consider:

1. Finding that the requested allocation of discretionary funds to support the Annual Stratford Block Party (Event) serves a public purpose benefitting the City; the expenditure is free from any conflict of interest that arise from the use of the funds; and that the expenditure is not a gift to any individual, corporation or municipality and is only used to benefit the general public of the City; and
2. Based on such findings, approve the requested expenditure of discretionary funds of up to $900 to support the Event.

In Person Public Comment

Josh B. spoke regarding the item.

COUNCIL MOTION AND ACTION

Item No. 8 was pulled for separate discussion via public comment. A motion was made by Councilmember Cacciotti and seconded by Mayor Pro Tem Rossi to approve Item No. 8, as presented. The motion carried 5-0, by the following vote:

AYES: Cacciotti, Ferguson, Primuth, Rossi, Mayor Braun
NOES: None.
ABSENT: None.
ABSTAINED: None.

9. CONSIDERATION OF A RESOLUTION APPROVING THE CITYWIDE SALARY SCHEDULE, APPROVING TITLE CHANGES FOR SELECT POSITIONS AND ELIMINATING VARIOUS JOB CLASSIFICATIONS RESULTING FROM THE CLASSIFICATION AND COMPENSATION SURVEY

Recommendation

It is recommended that the City Council consider adoption of the proposed Resolution to:

1. Approve and establish the Citywide Salary Schedule commencing on September 8, 2025;
2. Approve the recommended title changes for select positions; and
3. Approve the elimination of various classifications that are no longer needed.

In Person Public Comment

Josh B. spoke regarding the item.

COUNCIL MOTION AND ACTION

Item No. 9 was pulled for separate discussion via public comment. A motion was made by Councilmember Cacciotti and seconded by Mayor Braun to approve Item No. 9, as presented. The motion carried 5-0, by the following vote:

AYES: Cacciotti, Ferguson, Primuth, Rossi, Mayor Braun
NOES: None.
ABSENT: None.
ABSTAINED: None.

10. CONSIDERATION OF SECOND READING AND ADOPTION OF AN ORDINANCE OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING SECTION 19A.26 (LOUD PARTY) OF CHAPTER 19A (NOISE REGULATION) OF THE SOUTH PASADENA MUNICIPAL CODE TO REGULATE LOUD AND UNRULY GATHERINGS

Recommendation

Staff recommends the City Council adopt the ordinance amending Section 19A.26 (Loud party) of Chapter 19A (Noise Regulation) of the South Pasadena Municipal Code to regulate loud and unruly gatherings.

A motion was made to approve the recommendation on the Consent Calendar.

11. CONSIDERATION OF SECOND READING AND ADOPTION OF AN ORDINANCE AMENDING CHAPTER 36 (ZONING) OF THE SOUTH PASADENA MUNICIPAL CODE AS IT RELATES TO HEIGHT, DENSITY AND DEVELOPMENT STANDARDS IN THE CITY'S ZONING AND OVERLAY DISTRICTS AND

AMENDING THE CITY'S ZONING MAP TO IMPLEMENT THE CITY'S 2021-2029 (6TH CYCLE) HOUSING ELEMENT

Recommendation

It is recommended that the City Council adopt an Ordinance amending Chapter 36 of the South Pasadena Municipal Code (Zoning Code) as it relates to height, density and development standards in the City's zoning and overlay districts and amending the City's Zoning Map to implement the City's 2021-2029 (6th Cycle) Housing Element.

In Person Public Comment

Yvonne L. spoke regarding the item.

COUNCIL MOTION AND ACTION

Item No. 11 was pulled for separate discussion via public comment. A motion was made by Councilmember Cacciotti and seconded by Mayor Braun to approve Item No. 11, as presented. The motion carried 5-0, by the following vote:

AYES: Cacciotti, Ferguson, Primuth, Rossi, Mayor Braun
NOES: None.
ABSENT: None.
ABSTAINED: None.

12. CONSIDERATION OF APPROVAL OF THE FIFTH AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH MNJ ADVISORS, INC. FOR TEMPORARY STAFFING SERVICES, IN THE AMOUNT OF $22,000 FOR A NEW TOTAL NOT-TO-EXCEED AMOUNT OF $175,000 AND TO EXTEND THE TERMINATION DATE THROUGH OCTOBER 3, 2025

Recommendation

It is recommended that the City Council consider approving the proposed Fifth Amendment to the Professional Services Agreement with MNJ Advisors, Inc., to extend the agreement through October 3, 2025, and increase the compensation in the amount of $22,000 for continued temporary staffing services, for a new total not-to-exceed compensation amount of $175,000.

A motion was made to approve the recommendation on the Consent Calendar.

ACTION/DISCUSSION

13. CONSIDERATION OF APPROVAL OF AN AGREEMENT WITH THE SOUTH PASADENA CHAMBER OF COMMERCE FOR ECONOMIC DEVELOPMENT ACTIVITIES THROUGH A FUNDING ALLOCATION OF BUSINESS

IMPROVEMENT TAX REVENUES IN THE AMOUNT OF $82,000, AND RECEIVE AND FILE THE SOUTH PASADENA CHAMBER OF COMMERCE ANNUAL REPORT

Recommendation

It is recommended that the City Council consider:

1. Approving an agreement with the South Pasadena Chamber of Commerce (Chamber) for economic development activities through a funding allocation of Business Improvement Tax revenues in the amount of $82,000; and
2. Receive and file the South Pasadena Chamber of Commerce Annual Report.

Laurie Wheeler, Chamber of Commerce President and staff, gave a presentation and responded to questions from the City Council.

COUNCIL MOTION AND ACTION

A motion was made by Councilmember Cacciotti and seconded by Councilmember Ferguson to approve Item No. 13, as presented. The motion carried 5-0, by the following vote:

AYES: Cacciotti, Ferguson, Primuth, Rossi, Mayor Braun
NOES: None.
ABSENT: None.
ABSTAINED: None.

PUBLIC COMMENT – CONTINUED

14. CONTINUED PUBLIC COMMENT - GENERAL

None.

COMMUNICATIONS

15. COUNCILMEMBERS COMMUNICATIONS

Councilmember Cacciotti spoke regarding his attendance at the recent food drive and vendor buyout held by the South Pasadena Tenant's Union, the employee BBQ, an event hosted by Senator Sasha Perez, an event hosted by Denise Menchaca, and an event hosted by Thomas Wong.

Mayor Pro Tem Rossi thanked the Chambers of Commerce for their work. She highlighted her attendance at the "Arts Crawl". She spoke regarding a grant opportunity for the city and her attendance at the recent South Californias Association of Governments meeting.

Councilmember Ferguson highlighted the upcoming community meetings regarding the fire hazard severity zone maps.

Councilmember Primuth spoke regarding his attendance at the recent Library Board of Trustees meeting.

Mayor Braun thanked staff for their progress on multiple projects.

16. CITY MANAGER COMMUNICATIONS

None.

ADJOURNMENT

There being no further matters, Mayor Braun adjourned the meeting at 8:20 P.M. to Wednesday, September 17, 2025 at 7:00 P.M. in the City Council Chambers.

Respectfully submitted:

_____
Mark Perez
Acting Chief City Clerk

APPROVED

_____
Janet Braun
Mayor

ATTEST:

_____
Mark Perez
Acting Chief City Clerk

City Council Agenda Report

ITEM NO. 8

DATE: September 17, 2025

FROM: Todd Hileman, City Manager

PREPARED BY: Greg Lloyd, Fire Chief
Christopher Szenczi, Division Chief

SUBJECT: **CONSIDERATION TO DECLARE A 2009 FORD E350 RESCUE AMBULANCE AS SURPLUS PROPERTY AND DIRECT STAFF TO DISPOSE THE VEHICLE THROUGH THE CITY'S AUTHORIZED AUCTION VENDOR**

Recommendation

It is recommended that the City Council:

1. Declare a 2009 Ford E350 Rescue Ambulance from the Fire Department as surplus property; and
2. Direct staff to sell the vehicle through the City's authorized auction vendor in accordance with South Pasadena Municipal Code Section 2.99-29(15) and City policy.

Executive Summary

The South Pasadena Fire Department seeks City Council approval to declare a 2009 Ford E350 Rescue Ambulance as surplus property and authorize its disposal through the City's contracted auction vendor. The vehicle has reached 16 years of service, surpassing industry and departmental standards for operational use, and no longer meets the requirements for either front-line or reserve deployment. Council action is needed to comply with the City's surplus property disposal policy. Declaring the unit surplus will ensure continued compliance with NFPA 1900 replacement guidelines, sustain operational readiness, and return auction proceeds to the City's Vehicle Replacement Fund.

Background

The following provides a summary of key events leading to the requested action:

- On July 1, 2025, the Fire Department placed a new 2025 Ford E450 Rescue Ambulance into service.
- The 2009 Ford E350, with 57,012 miles and 16 years of use, was removed from service on the same date.
- The 2016 Dodge Ram 4500 Rescue Ambulance was reassigned to reserve status, consistent with the Department's practice of maintaining both front-line and reserve apparatus for reliability.
- South Pasadena Municipal Code Section 2.99-29(15) and the City's Surplus Property Policy require City Council approval before disposing of equipment no longer suitable for City use.

Analysis
The South Pasadena Fire Department maintains its fleet of emergency apparatus in accordance with NFPA guidelines, which recommend a service life of 7 to 10 years for rescue ambulances, with up to 14 years possible if rotated to reserve status. The Department has adhered to this standard by introducing a new 2025 Ford E450 ambulance into service and transitioning the 2016 Dodge Ram 4500 into reserve status.

The 2009 Ford E350 has surpassed the NFPA's 14-year maximum service life and is no longer suitable for operational use. Maintaining outdated equipment in storage creates unnecessary costs and liability, while offering no functional benefit to the Department. For these reasons, staff recommends that the City Council declare the 2009 Ford E350 surplus and authorize its disposal through the City's auction vendor.

Alternatives
The City Council may consider the following alternative:

- Retain the 2009 Ford E350 Rescue Ambulance – The vehicle could be kept in storage or reassigned for reserve use. However, this option is not recommended because the unit has exceeded NFPA service life standards, creates potential liability, and may result in additional maintenance or storage costs without providing reliable operational benefit.

Fiscal Impact
Revenue generated from the auction of the 2009 Ford E350 was not included in the FY 2025–26 Adopted Budget. Proceeds will be deposited into the Vehicle Replacement Fund account, 120-0000-0000-5505-000 Miscellaneous. Market value for ambulances of this type and year vary from $12,000 to $20,000 depending on mileage and accessories. Auction reserves can be set to ensure the City receives best value for the vehicle.

Key Performance Indicators and Strategic Plan
Disposal of this vehicle ensures the Fire Department remains aligned with NFPA 1900 replacement cycles and continues to provide reliable emergency response resources. This action supports the City's Strategic Plan goals of:

- Maintaining effective public safety infrastructure; and
- Ensuring fiscal responsibility through proper asset management.

Commission Review and Recommendation
This item was not reviewed by any commission

Public Notification
Public notification of this item was provided through posting of the agenda and staff report on the City's website in accordance with standard practices.

Attachment:
Attachment No. 1 - Disposal Policy
Attachment No. 2 - Page 9 from the South Pasadena City Code 2.99-29 Purchasing System

Policy on Disposal of Surplus Property

Purpose

- To establish an efficient and effective method for disposal of the City's surplus property.
- To provide for donation of personal surplus property valued at less than $10,000 to other governmental agencies or non-profits providing services directly to South Pasadena.
- To avoid the costs of unnecessary purchases and storage by facilitating the reuse of valuable surplus property and the disposal of surplus property of no resale value.
- To provide quick and easy removal of surplus items from the owning department's premises and to provide compensation from sale.
- To participate in sustainable practices by recycling surplus property in lieu of sending property to landfills.

Eligibility for Surplus Disposition

When it has been determined that an item has served its original purpose and no longer provides value to the City, the item shall be slated for determination of its eligibility for disposition. This policy covers items such as office furniture, office equipment, electronic equipment, City vehicles, computer hardware, and other capital outlays.

Surplus Disposal Methods

If an item is no longer of value to the City the item may be disposed of using one of the following methods:

1. Properly discard the item if it is broken, unusable, and/or hazardous.
2. Retention of the property and reassignment to another City department.
3. Trading the item in for new replacement equipment.
4. Donation in accordance with the Surplus Property Donation limits and procedures of this Policy.
5. Auction.
6. Selling the item through a sealed-bid process.

Oversight of Surplus Property

The Finance Director is responsible for managing the disposition of all City surplus property. Items with a value of less than $5,000 may be declared surplus by the Finance Director and disposed of by one of the Surplus Disposal Methods. Items with a value of $5,000 or more must be declared surplus by the City Council prior to disposal by one of the Surplus Disposal Methods. To dispose of the City's surplus property by auction, the City has contracted with an outside vendor to pick-up and auctions the items. Checks for surplus items will be made payable to the City of South Pasadena. NOTE: For Health and Safety reasons, no hazardous items will be picked up for disposal.

Reassignment of Assets

When a City department makes a determination that an asset is surplus to its needs, notification shall be made to the Finance Director to coordinate placement, storage and disposal. Prior to bringing the item to the City Council for a declaration of surplus, the first option will be to reassign the asset within the City where it can be of most use or value. If it is not possible to be reassigned, the Finance Director shall prepare the asset for a City Surplus determination by the City Council, if it has a value of $5,000 or more.

The decision to designate an item for the City Surplus originates with the department where the material is located, and the department shall complete the surplus request form including a complete description of the item, location, approximate value, etc. If the condition of City Surplus materials is deemed as broken, unusable, hazardous and/or having "no salvage value," then at the discretion of the Finance Director an item may be discarded properly. The Finance Director must be notified and may authorize the disposal of City Surplus materials valued at less than $5,000. The employee requesting that the item be declared surplus must sign the completed form before sending it to the Finance Department.

Statement of the Surplus Request on the Staff Report

Once the form is submitted to the Finance Department, the Surplus Request will be stated on the staff report for any item valued at $5,000 or more. The Council will decide if they will approve the request. Finance will coordinate staff report to dispose of surplus materials on a quarterly basis.

Financial Reporting

The Finance Department will be responsible for all levels of record keeping and sale processes. It is the responsibility of all departments to process and complete the Surplus Request form and submit to the Finance Department.

Surplus Personal Property Eligible for Donation

Surplus personal property valued at less than $10,000 which is not reassigned to another City department use may be eligible for donation in the following priority:

1. to a non-profit formed by the City of South Pasadena for the benefit of its residents.
2. to another governmental agency, including a school district, which provides services to the City of South Pasadena or its residents.
3. to a non-profit (501-C(3)) organization which has either received a grant from the City to provide public services or has entered into a written agreement with the City or the donation would further a special project or City effort to benefit any group or community, including a community event, that the City wishes to provided assistance to.

No surplus personal property with an estimated value of $10,000 or more is eligible for donation.

Process for Donation of Surplus Personal Property

A. For surplus personal property valued at less than $5,000:
   1. Finance Director identifies surplus property available for donation in accordance with this Policy;
   2. Places a notice of availability of surplus property for donation on the City's website for a 30-day period to receive requests for donation and reaches out to potential donees;
   3. Reviews all requests for donation and determines the donee in accordance with the priority of donations; and
   4. The decision of the Finance Director is not appealable.

B. For surplus personal property valued at $5,000 or more, but less than $10,000:
   1. The Finance Director identifies all property available for donation in accordance with this Policy;
   2. Places notice of availability of surplus property for donation on the City's website for a 30-day period to receive requests for donation and reaches out to potential donees; and
   3. Reviews all requests for donation and submits eligible requests to the City Council for its determination.

C. Requirements applicable to all donations.
   1. All requests for donation must state the benefit to be derived from the donated surplus personal property in the request for donation.
   2. Such requests must ensure that the donated surplus personal property benefits the donee as stated in the request for donation and that any donee or donee's agent certify upon acceptance that no one involved in the donation process has received or will receive a profit or fee for the transaction.
   3. Donations of surplus property are made "as is," without any warranty, express or implied. All donees shall execute a waiver of claim or liability against the City and agree to defend, indemnity and hold harmless the City, its officers and employees, form any claim, cause of action, damage, loss or liability arising out of the condition of the property or its use by the donees or subsequent transferee, as a condition of the donation.

Surplus Request Form

Equip No.	Location or VIN Number	Item Description	Condition	Recommended Disposal Method	Grant Funded Y/N	Department
79	57WMD1B68EM100033	2014 VPG MV-1 CNG	Unsatisfactory	Auction	Y	Community Services

Lucy Hakobian

Department Head | **Department Head Signature** | **Date**

Finance Director | **Finance Director Signature** | **Date**

(11) Best Value Procurement and Qualifications-Based Selection. Best value procurement and qualifications-based selection shall be undertaken in accordance with the purchasing policy.

(12) Professional Services. Contracts for services of specially trained and professional persons or businesses shall be exempt from bidding. No solicitation method is required but quotations are encouraged; contracts for architects and engineers shall be on a qualifications-based selection process. If the contract is equal to or below $30,000, the contract shall be reviewed by the city attorney and require the approval of, and be executed by, the city manager. All contracts exceeding $30,000 must be reviewed by the city attorney and approved by the city council.

(13) Encumbrance of Funds. Except in cases of emergency and as approved by the city manager and later ratified by the city council, the purchasing agent shall not issue any purchase order for goods, supplies, equipment, nonprofessional services or services not involving a unique ability for which there is an insufficient appropriation in the budgetary account against which said purchase is to be charged. Emergency transactions may be subject to Public Contract Code Sections 1102 and 22050.

(14) Inspection and Testing of Materials and Services. The purchasing agent may inspect supplies and equipment delivered, and determine their conformance with the specifications set forth in the order or contract. The purchasing agent shall have authority to require chemical and physical tests of samples submitted with bids, and samples of deliveries, which are necessary to determine their quality and conformance with specifications.

(15) Surplus Supplies and Equipment. All using departments shall submit to the purchasing agent, at such times and in such forms as he shall prescribe, reports showing all supplies and equipment which are no longer used or which have become obsolete or worn out. The using department, with the concurrence of the purchasing agent, shall have authority to sell all supplies and equipment which cannot be used by any department, or which have become unsuitable for city use, or to exchange the same for or trade the same in on new supplies and equipment. City manager approval is needed for sale of supplies and/or equipment when the total estimated value exceeds $10,000. The purchasing agent shall also have the authority to make transfers between departments of any usable surplus supplies or equipment.

(16) Splitting Orders to Avoid Competitive Bidding or More Rigorous Purchasing

City Council Agenda Report

ITEM NO. 9

DATE: September 17, 2025

FROM: Todd Hileman, City Manager

PREPARED BY: Brian Solinsky, Chief of Police
Davit Ghazaryan, Management Analyst

SUBJECT: **CONSIDERATION TO APPROVE A PURCHASE ORDER WITH KUSTOM SIGNALS INC FOR FOUR (4) RADAR SPEED TRAILERS FOR A TOTAL PURCHASE PRICE OF $38,720.88**

Recommendation

It is recommended that the City Council approve a purchase order with Kustom Signals, Inc. in the amount of $38,720.88 for four (4) mobile radar speed trailers.

Background

The South Pasadena Police Department (Department) currently utilizes two mobile radar traffic trailers that are deployed throughout the City to educate motorists and increase driver awareness of their speed. These trailers play an important role as an educational tool, supporting the Department's broader traffic safety efforts by encouraging voluntary compliance with speed limits and helping reduce collisions caused by excessive speed.

The Department's two existing radar trailers, purchased more than a decade ago, are now outdated and in deteriorating condition. One trailer's solar panels and radar device are damaged and inoperable, with repair costs exceeding its current value. The second speed radar trailer requires extensive mechanical repair and a complete battery replacement. These deficiencies have reduced both the reliability and operational effectiveness of the trailers, limiting their availability for deployment. Without replacement, the Department's ability to maintain proactive traffic enforcement and support public safety initiatives will remain compromised, underscoring the need for updated equipment.

Analysis

The Department has experienced a measurable increase in community calls related to traffic concerns, particularly in areas involving vehicle, bicycle, and pedestrian safety. Data from these calls, combined with collision trends, indicate the need for additional tools to address speeding and enhance traffic calming measures proactively. Mobile radar speed trailers have been demonstrated to be effective in raising driver awareness and encouraging voluntary compliance with speed limits, thereby reducing the likelihood of collisions and improving roadway safety in our community.

To adequately respond to citywide concerns, the purchase of four radar speed trailers is recommended. This number would allow for strategic deployment across multiple neighborhoods simultaneously, ensuring consistent visibility and impact. Beyond their

educational function, the trailers will be outfitted with traffic monitoring technology, providing valuable data to guide enforcement priorities and inform future traffic engineering projects. The ability to share these resources with the Public Works Department further enhances their utility across City operations.

From a cost-benefit perspective, radar trailers represent a cost-effective investment when compared to the expense of deploying sworn personnel for extended traffic enforcement details. Officer time dedicated to speed monitoring can instead be redirected to higher priority calls for service, while the trailers continue to provide a 24/7 presence that reinforces compliance and serve as an educational tool for motorists. Integrating radar speed trailers into South Pasadena's comprehensive traffic calming strategy, built on education, engineering, and enforcement, provides both an operational and financial advantage while addressing community concerns and advancing long-term safety goals.

The Department obtained quotes from three different vendors (Attachment 1) and Kustom Signals, Inc. was chosen as the most cost-beneficial vendor. Each trailer includes a 12-inch fixed amber LED display, a fold down posted speed limit sign, a red LED "SLOW DOWN" alert, a white photo strobe alert, and a 5-year warranty. Each trailer will have a Traffic Data Recording System with a wireless downloading option, a SMART statistical analysis and configuration software for Windows, a Timer for 24/7 programming with 17 on/off programs per day, a SMART violator alert strobes with red/blue, blue/blue, white/white, red/red or red/white pairs, a cable lock and a 50W Solar panel. The above-mentioned features bring the total price per trailer to $9,680.22.

Fiscal Impact
The FY 2025-2026 Adopted Budget includes $20,000 in COPS grant funds (account number 272-4010-4018-8520) to fund the purchase of two trailers. The remaining funding of approximately $20,000 will be funded through existing appropriations in the Police Department's General Fund and will be expensed from 101-4010-4011-8520.

Commission Review and Recommendation
This item was not reviewed by the Public Safety Commission.

Environmental Analysis
The item is exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15061 (b)(3), the "Common Sense" Exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment. The subject vehicle complies with all South Coast Air Quality Management District rules and regulations for engine emissions and clean air standards in the South Coast Air Basin.

City Council Agenda Report

ITEM NO. 10

DATE: September 17, 2025

FROM: Todd Hileman, City Manager

PREPARED BY: Nick Kimball, Assistant City Manager/ Chief Financial Officer

SUBJECT: **CONSIDERATION OF APPROVAL OF AN AMENDMENT TO THE AGREEMENT WITH ACORN TECHNOLOGY SERVICES FOR INFORMATION TECHNOLOGY SUPPORT SERVICES TO EXTEND THE TERM TO DECEMBER 31, 2025**

Recommendation

It is recommended that the City Council consider the approval of an amendment to the agreement with Acorn Technology Services, extending the term to December 31, 2025.

Executive Summary

Since 2014, the City has contracted with Acorn Technology Services (Acorn) to provide full-service technology management services. Aside from day-to-day services, Acorn also provides technology project management and implementation across departments citywide. The proposed fifth amendment will extend the current contract term, which currently expires on September 30, 2025, through December 31, 2025. City Council approved creating an Information Technology and Systems Manager in August, which is currently being recruited and is expected to be on board in late fall. This position will be responsible for providing strategic leadership and oversight of the City's managed IT service provider. Therefore, staff is requesting an extension to allow time for the new Manager to provide input into the planned Request for Proposal (RFP) process for IT services.

Background

The City of South Pasadena does not currently employ any dedicated in-house staff with the expertise necessary to support the City's technology infrastructure. Consequently, the City has engaged Acorn Technology Corporation (Acorn) to provide these services in 2014 through a Professional Services Agreement (Agreement). The services provided by Acorn include 24/7/365 help desk support, desktop technician support, network administration, system administration, and ongoing maintenance.

On April 21, 2021, the City entered into the current Agreement with Acorn for Information Technology and Managed Service Provider (MSP) services with a term of four (4) years for a fixed fee of $269,700 per year.

On May 17, 2023, the City entered into the first amendment to the Agreement to include additional services and increase the compensation to $306,808 per year.

On February 7, 2024, the City entered into the second amendment to the Agreement to

incorporate additional services for network upgrade initiatives and increase the compensation to $354,400 per year.

On June 27, 2024, the City entered into a third amendment to the Agreement to extend the term through June 30, 2025.

On April, 2025, the City Manager entered into an Administrative Agreement to engage a consultant, RubinBrown LLP, to review the existing level of IT services, evaluate the City's IT operations and infrastructure, and recommend areas for improvement.

On June 18, 2025, the City entered into a fourth amendment to the Agreement to extend the term through September 30, 2025.

On July 16, 2025, City Council approved the job specification for a new classification, Information Technology and Systems Manager, to provide strategic citywide IT planning and leadership with primary responsibility for managing the City's Managed Service Provider.

On August 20, 2025, City Council approved a Professional Services Agreement with RubinBrown LLP to provide cybersecurity assessment and remediation management, interim IT leadership services, and MSP selection services to assist with the RFP process.

Analysis

A Managed Service Provider (MSP) is a professional service firm that is responsible for ensuring that an organization's computers, servers, and networks are secure, up to date, and working properly. MSPs handle routine tasks such as installing software updates, protecting against viruses, managing email systems, setting up new employee accounts, and responding to help desk requests when staff have technical issues. MSPs also provide guidance on larger projects and initiatives, such as upgrading systems, improving cybersecurity, and planning for future technology needs, so the City can operate efficiently and securely without having to hire multiple specialized IT employees.

Acorn is the City's current Managed Service Provider (MSP) responsible for information technology (IT) systems and day-to-day computer support to monitor, maintain, and troubleshoot the City's technology backbone. The annual cost for Acorn to provide these services $354,400.

It is a best practice to assess IT services periodically to ensure the City's evolving needs are met. To that end, the City engaged a consultant (RubinBrown LLP) to review and assess its current IT outsourcing agreement with Acorn. As part of the assessment, the consultant was tasked with conducting a thorough review of the existing IT agreement in preparation for developing and releasing a RFP for IT services, and evaluating current staffing, roles, and operations at a high level.

A significant recommendation from this assessment was to provide a clear leadership structure for strategy and planning, develop a business-aligned technology roadmap, and closely manage and monitor the performance of the City's MSP. Based on that recommendation, the City created a IT & Systems Manager and is currently recruiting to fill that critical position. Since the IT & Systems Manager will be responsible for managing the City's MSP, it is imperative that person has meaningful input into the RFP development and selection process. Therefore, staff recommends extending the term of the current MSP,

Acorn, through December 31, 2025 to allow time to onboard the IT & Systems Manager and involve the new Manager in the RFP process.

In parallel, RubinBrown LLP will begin the process of drafting a RFP for review in input by the IT & Systems Manager after onboarding to help expedite the RFP process.

Fiscal Impact
No additional appropriation is required for this contract amendment. The Fiscal Year 2025-2026 Adopted Budget includes sufficient funding for the existing MSP contract.

Attachment:
Attachment No. 1 - Proposed Amendment
Attachment No. 2 - Amendment No. 4
Attachment No. 3 - Amendment No. 3
Attachment No. 4 - Amendment No. 2
Attachment No. 5 - Amendment No. 1
Attachment No. 6 -Professional Services Agreement

FIFTH AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH ACORN TECHNOLOGY SERVICES FOR ADDITIONAL SERVICES

THIS FIFTH AMENDMENT ("Amendment") is made on this 3rd day of September 2025, by and between the CITY OF SOUTH PASADENA ("CITY") and ACORN TECHNOLOGY SERVICES. ("CONSULTANT').

RECITALS

WHEREAS, on April 21, 2021, the CITY and CONSULTANT entered into a Professional Services Agreement ("Agreement") for CONSULTANT to perform management of information technology services and support; and

WHEREAS, on May 17, 2023, the Agreement was amended to properly reflect the costs incurred by the City from the Consultant and therefore the total annual amount was modified to an amount not to exceed $306,808 annually for information technology services and support (collectively "Agreement"); and

WHEREAS, on February 7, 2024, the Agreement was amended to obtain additional services from Consultant for certain network hardware upgrade projects in order to implement and complete the City's IT initiatives ("Additional Services") in an amount not to exceed $354,400; and

WHEREAS, on June 27, 2024, the Agreement was amended to extend the term through June 30, 2025;and

WHEREAS, on June 18, 2025, the Agreement was amended to extend the term through September 30, 2025; and

WHEREAS, the City desires to extend the term of the agreement to December 31, 2025;

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

Section 1. Section 3.6 of the Agreement entitled "Termination Date" is hereby amended to read as follows:

""Termination Date": December 31, 2025.

Section 2. All other terms, conditions, and provisions of the Agreement to the extent not modified by this Amendment, shall remain in full force and effect.

"City" City of South Pasadena	"Consultant" Acorn Technology Services
By:_____ *Signature*	By:_____ *Signature*
Printed: Todd Hileman	Printed: Craig Wolynez
Title: City Manager	Title: Consultant

Attest:

By:_____
Mark Perez, Acting Chief City Clerk

Approved as to form:

By:_____
Roxanne Diaz, City Attorney

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FOURTH AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH ACORN TECHNOLOGY SERVICES FOR ADDITIONAL SERVICES

THIS FOURTH AMENDMENT ("Amendment") is made on this 18th day of June 2025, by and between the CITY OF SOUTH PASADENA ("CITY") and ACORN TECHNOLOGY SERVICES. ("CONSULTANT').

RECITALS

WHEREAS, on April 21, 2021, the CITY and CONSULTANT entered into a Professional Services Agreement ("Agreement") for CONSULTANT to perform management of information technology services and support; and

WHEREAS, on May 17, 2023, the Agreement was amended to properly reflect the costs incurred by the City from the Consultant and therefore the total annual amount was modified to an amount not to exceed $306,808 annually for information technology services and support (collectively "Agreement"); and

WHEREAS, on February 7, 2024, the Agreement was amended to obtain additional services from Consultant for certain network hardware upgrade projects in order to implement and complete the City's IT initiatives ("Additional Services") in an amount not to exceed $354,400; and

WHEREAS, on June 27, 2024, the Agreement was amended to extend the term through June 30, 2025;and

WHEREAS, the City desires to extend the term of the agreement to September 30, 2025;

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

Section 1. Section 3.6 of the Agreement entitled "Termination Date" is hereby amended to read as follows:

""Termination Date": September 30, 2025.

Section 2. All other terms, conditions, and provisions of the Agreement to the extent not modified by this Amendment, shall remain in full force and effect.

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"City"
City of South Pasadena

By: Signed by: Todd Hileman
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Signature

Printed: Todd Hileman

Title: City Manager

"Consultant"
Acorn Technology Services

By: DocuSigned by: Craig Wolynez
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Signature

Printed: Craig Wolynez

Title: Consultant

Attest:

By: Signed by: Hector Gomez
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Hector Gomez, Chief City Clerk

Approved as to form:

By: DocuSigned by: Roxanne Diaz
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Roxanne Diaz, City Attorney

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THIRD AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH ACORN TECHNOLOGY SERVICES FOR ADDITIONAL SERVICES

THIS THIRD AMENDMENT ("Amendment") is made on this 27th day of June 2024, by and between the CITY OF SOUTH PASADENA ("CITY") and ACORN TECHNOLOGY SERVICES. ("CONSULTANT').

RECITALS

WHEREAS, on April 21, 2021, the CITY and CONSULTANT entered into a Professional Services Agreement ("Agreement") for CONSULTANT to perform management of information technology services and support; and

WHEREAS, on May 17, 2023, the Agreement was amended to properly reflect the costs incurred by the City from the Consultant and therefore the total annual amount was modified to an amount not to exceed $306,808 annually for information technology services and support (collectively "Agreement"); and

WHEREAS, on February 7, 2024, the Agreement was amended to obtain additional services from Consultant for certain network hardware upgrade projects in order to implement and complete the City's IT initiatives ("Additional Services") in an amount not to exceed $354,400;

WHEREAS, the City desires to extend the term of the agreement to June 30, 2025;

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

Section 1. Section 3.6 of the Agreement entitled "Termination Date" is hereby amended to read as follows:

""Termination Date": June 30, 2025.

Section 2. All other terms, conditions, and provisions of the Agreement to the extent not modified by this Amendment, shall remain in full force and effect.

"City"
City of South Pasadena

By: _____
Signature

Printed: Arminé Chaparyan

Title: City Manager

"Consultant"
Acorn Technology Services

By: _____
DocuSigned by:
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Signature

Printed: Craig Wolynez

Title: Consultant

Attest:

By: _____
Mark Perez , Deputy City Clerk

Amber Tardif, for Deputy City Clerk

~~For~~

Approved as to form:

By: _____
DocuSigned by:
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Roxanne Diaz, City Attorney

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SECOND AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH ACORN TECHNOLOGY SERVICES FOR ADDITIONAL SERVICES

THIS SECOND AMENDMENT ("Amendment") is made on this 7th day of February 2024, by and between the CITY OF SOUTH PASADENA ("CITY") and ACORN TECHNOLOGY SERVICES. ("CONSULTANT').

RECITALS

WHEREAS, on April 21, 2021, the CITY and CONSULTANT entered into a Professional Services Agreement ("Agreement") for CONSULTANT to perform management of information technology services and support; and

WHEREAS, on May 17, 2023, the Agreement was amended to properly reflect the costs incurred by the City from the Consultant and therefore the total annual amount was modified to an amount not to exceed $306,808 annually for information technology services and support (collectively "Agreement"); and

WHEREAS, the Agreement permits the City to request additional services not otherwise provided for in the Agreement at an established hourly rate; and

WHEREAS, the City desires to obtain additional services from Consultant for certain network hardware upgrade projects in order to implement and complete the City's IT initiatives ("Additional Services") in an amount not to exceed $354,400;

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

Section 1. Section 3.4 of the Agreement entitled "Compensation" is hereby amended to read as follows:

> ""Compensation": The total annual compensation and costs payable to Consultant by City for the Services rendered pursuant to this Agreement, shall be in the amount not to exceed of Three Hundred and Six Thousand Eight Hundred and Eight Dollars $306,808 annually. For the Additional Services described in the Second Amendment to the Agreement that are requested by the City and set forth in a change order, the City shall compensate Consultant for such services pursuant to the hourly rates set forth in the Agreement, not to exceed a maximum amount of Three Hundred and Fifty-Four Thousand Four Hundred Dollars ($354,400). Such

Additional Services shall be provided to City by Consultant pursuant to the terms of the Agreement."

Section 2. All other terms, conditions, and provisions of the Agreement to the extent not modified by this Amendment, shall remain in full force and effect.

"City"
City of South Pasadena

DocuSigned by:
By: Armine Chaparyan 2/20/2024
B6F60358A0F24D7...
Signature

Printed: Arminé Chaparyan

Title: City Manager

"Consultant"
Acorn Technology Services

DocuSigned by:
By: Craig Wolynez 2/14/2024
F26AF7F6BB12456...
Signature

Printed: Craig Wolynez

Title: Consultant

Attest:

DocuSigned by:
By: Mark Perez 2/20/2024
8C28A8A8EFB14A7...
Mark Perez , Deputy City Clerk

Approved as to form:

DocuSigned by:
By: Roxanne Diaz 2/20/2024
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Roxanne Diaz, City Attorney

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AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT WITH ACORN TECHNOLOGY SERVICES FOR INFORMATION TECHNOLOGY SERVICES

THIS AMENDMENT ("Amendment") is made on this 17th day of May 2023, by and between the CITY OF SOUTH PASADENA ("CITY") and ACORN TECHNOLOGY SERVICES. ("CONSULTANT').

RECITALS

WHEREAS, on April 21, 2021, the CITY and CONSULTANT entered into an Agreement for PROFESSIONAL SERVICES ("Agreement") for CONSULTANT to perform management of information technology services and support; and

WHEREAS, the original Agreement was in the annual amount of $269,700 annually for the Scope of Services; and

WHEREAS, the CITY desires to execute an Amendment to properly reflect the costs incurred through the consultant, as items under support have been added and therefore modified the total annual amount, in an amount not to exceed $306,808 annually; and

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

1. That Section 3.4 "Compensation" of the Agreement is hereby amended to read as follows:

   "Compensation": The total annual compensation and costs payable to Consultant by City for the Services rendered pursuant to this Agreement, shall be in the amount not to exceed of Three Hundred Six Thousand Eight Hundred and Eight Dollars $306,808 annually.

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

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"City"
City of South Pasadena

By: _____
Signature

Printed: Arminé Chaparyan

Title: City Manager

Date: 5/17/23

"Consultant"
Acorn Technology Services

By: _____
Signature

Printed: Craig Wolynez

Title: Consultant

Date: 5/17/2023

Attest:

By: _____
Mark Perez , Deputy City Clerk

Date: 5/18/2023

Approved as to form:

By: _____
Andrew L. Jared, City Attorney

Date: 5/18/2023

Attachment No. 6

Contract No. 2021-019

PROFESSIONAL SERVICES AGREEMENT
FOR CONSULTANT SERVICES

(City of South Pasadena / *Acorn Technology Services*)

1. IDENTIFICATION

This PROFESSIONAL SERVICES AGREEMENT ("Agreement") is entered into by and between the City of South Pasadena, a California municipal corporation ("City"), and Acorn Technology Services, a California Corporation ("Consultant").

2. RECITALS

2.1. City has determined that it requires the following professional services from a consultant: Managed Information Technology Services.

2.2. Consultant represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. Consultant further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.

2.3. Consultant represents that it has no known relationships with third parties, City Council members, or employees of City that would (1) present a conflict of interest with the rendering of services under this Agreement under Government Code Section 1090, the Political Reform Act (Government Code Section 81000 *et seq.*), or other applicable law, (2) prevent Consultant from performing the terms of this Agreement, or (3) present a significant opportunity for the disclosure of confidential information.

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

3. DEFINITIONS

3.1. "Scope of Services": Such professional services as are set forth in Consultant's proposal to City attached hereto as Exhibit A and incorporated herein by this reference.

3.2. "Agreement Administrator": The Agreement Administrator for this project is Lucy Demirjian, Assistant to the City Manager. The Agreement Administrator shall be the principal point of contact at the City for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim milestones. City reserves the right to change this designation upon written notice to Consultant

3.3. "Approved Fee Schedule": Consultant's compensation rates are set forth in the fee schedule attached hereto as Exhibit B and incorporated herein by this reference. This

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fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.

3.4. "Compensation": The total compensation and costs payable to Consultant by City for the Services rendered pursuant to this Agreement, shall be in accordance with "Exhibit B" (the "Compensation Schedule"). The Monthly Recurring Charges under this Agreement are Twenty Two Thousand, Four Hundred Seventy Five Dollars ($22,475) for the initial three year term. For Years 4 and 5, the pricing will be adjusted by 5%.

3.5. "Commencement Date": July 1, 2021.

3.6. "Termination Date": June 30, 2024, unless renewed for 2 additional years.

4. TERM

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

5. CONSULTANT'S DUTIES

5.1. **Services**. Consultant shall perform the services identified in the Scope of Services. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement.

5.2. **Coordination with City**. In performing services under this Agreement, Consultant shall coordinate all contact with City through its Agreement Administrator.

5.3. **Intentionally Deleted.**

5.4. **Business License.** Consultant shall obtain and maintain in force a City business license for the duration of this Agreement.

5.5. **Professional Standards.** Consultant shall perform all work to the standards of Consultant's profession and in a manner reasonably satisfactory to City. Consultant shall keep itself fully informed of and in compliance with all local, state, and federal laws, rules, and regulations in any manner affecting the performance of this Agreement, including all Cal/OSHA requirements, the conflict of interest provisions of Government Code § 1090 and the Political Reform Act (Government Code § 81000 et seq.).

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5.6. **Avoid Conflicts.** During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working at the Commencement Date if such work would present a conflict interfering with performance under this Agreement. However, City may consent in writing to Consultant's performance of such work.

5.7. **Appropriate Personnel.** Consultant has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. Lucy Demirjian shall be Consultant's project administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No change shall be made in Consultant's project administrator without City's prior written consent.

5.8. **Substitution of Personnel.** Any persons named in the proposal or Scope of Services constitutes a promise to the City that those persons will perform and coordinate their respective services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. If City and Consultant cannot agree as to the substitution of key personnel, City may terminate this Agreement for cause.

5.9. **Permits and Approvals.** Consultant shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary for Consultant's performance of this Agreement. This includes, but shall not be limited to, professional licenses, encroachment permits and building and safety permits and inspections.

5.10. **Notification of Organizational Changes.** Consultant shall notify the Agreement Administrator, in writing, of any change in name, ownership or control of Consultant's firm or of any subcontractor. Change of ownership or control of Consultant's firm may require an amendment to this Agreement.

5.11. **Records.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to Consultant under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of City. In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of City, for a period of three (3) years after final payment under this Agreement.

6. SUBCONTRACTING

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

6.2. **Consultant Responsible.** Consultant shall be responsible to City for all services to be performed under this Agreement.

6.3. **Identification in Fee Schedule.** All subcontractors shall be specifically listed and their billing rates identified in the Approved Compensation Schedule, Exhibit B. Any changes must be approved by the Agreement Administrator in writing as an amendment to this Agreement.

6.4. **Compensation for Subcontractors.** City shall pay Consultant for work performed by its subcontractors, if any, only at Consultant's actual cost plus an approved mark-up as set forth in the Approved Compensation Schedule, Exhibit B. Consultant shall be liable and accountable for any and all payments, compensation, and federal and state taxes to all subcontractors performing services under this Agreement. City shall not be liable for any payment, compensation, or federal and state taxes for any subcontractors.

7. COMPENSATION

7.1. **General.** City agrees to compensate Consultant for the services provided under this Agreement, and Consultant agrees to accept payment in accordance with the Fee Schedule in full satisfaction for such services. Compensation shall not exceed the Maximum Amount. Consultant shall not be reimbursed for any expenses unless provided for in this Agreement or authorized in writing by City in advance.

7.2. **Invoices.** Consultant shall submit to City an invoice, on a monthly basis or as otherwise agreed to by the Agreement Administrator, for services performed pursuant to this Agreement. Each invoice shall identify the Maximum Amount, the services rendered during the billing period, the amount due for the invoice, and the total amount previously invoiced.

7.3. **Taxes.** City shall not withhold applicable taxes or other payroll deductions from payments made to Consultant except as otherwise required by law. Consultant shall be solely responsible for calculating, withholding, and paying all taxes.

7.4. **Disputes.** The parties agree to meet and confer at mutually agreeable times to resolve any disputed amounts contained in an invoice submitted by Consultant.

7.5. **Additional Work.** Consultant shall not be reimbursed for any expenses incurred for work performed outside the Scope of Services unless prior written approval is given by the City through a fully executed written amendment. Consultant shall not undertake any such work without prior written approval of the City.

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7.6. **City Satisfaction as Precondition to Payment.** Notwithstanding any other terms of this Agreement, no payments shall be made to Consultant until City is satisfied that the services are satisfactory.

7.7. **Right to Withhold Payments.** If Consultant fails to provide a deposit or promptly satisfy an indemnity obligation described in Section 11, City shall have the right to withhold payments under this Agreement to offset that amount.

8. PREVAILING WAGES

Consultant is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. Consultant shall defend, indemnify, and hold the City, tis elected officials, officers, employees, and agents free and harmless form any claim or liability arising out of any failure or alleged failure of Consultant to comply with the Prevailing Wage Laws.

9. OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents or other written material ("written products" herein) developed by Consultant in the performance of this Agreement shall be and remain the property of City without restriction or limitation upon its use or dissemination by City except as provided by law. Consultant may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Consultant.

10. RELATIONSHIP OF PARTIES

10.1. **General.** Consultant is, and shall at all times remain as to City, a wholly independent contractor.

10.2. **No Agent Authority.** Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not represent that it is, or that any of its agents or employees are, in any manner employees of City.

10.3. **Independent Contractor Status.** Under no circumstances shall Consultant or its employees look to the City as an employer. Consultant shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Consultant's previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Consultant specifically assumes the responsibility for making such a determination. Consultant

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shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation, and other applicable federal and state taxes.

10.4. **Indemnification of CalPERS Determination.** In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

11. INDEMNIFICATION

11.1 **Definitions.** For purposes of this Section 11, "Consultant" shall include Consultant, its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Consultant or its subcontractors, in the performance of this Agreement. "City" shall include City, its officers, agents, employees and volunteers.

11.2 **Consultant to Indemnify City.** To the fullest extent permitted by law, Consultant shall indemnify, hold harmless, and defend City from and against any and all claims, losses, costs or expenses for any personal injury or property damage arising out of or in connection with Consultant's alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Consultant or failure to comply with any provision in this Agreement.

11.3 **Scope of Indemnity.** Personal injury shall include injury or damage due to death or injury to any person, whether physical, emotional, consequential or otherwise, Property damage shall include injury to any personal or real property. Consultant shall not be required to indemnify City for such loss or damage as is caused by the sole active negligence or willful misconduct of the City.

11.4 **Attorneys Fees.** Such costs and expenses shall include reasonable attorneys' fees for counsel of City's choice, expert fees and all other costs and fees of litigation. Consultant shall not be entitled to any refund of attorneys' fees, defense costs or expenses in the event that it is adjudicated to have been non-negligent.

11.5 **Defense Deposit.** The City may request a deposit for defense costs from Consultant with respect to a claim. If the City requests a defense deposit, Consultant shall provide it within 15 days of the request.

11.6 **Waiver of Statutory Immunity.** The obligations of Consultant under this Section 11 are not limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City.

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11.7 **Indemnification by Subcontractors.** Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 11 from each and every subcontractor or any other person or entity involved in the performance of this Agreement on Consultant's behalf.

11.8 **Insurance Not a Substitute.** City does not waive any indemnity rights by accepting any insurance policy or certificate required pursuant to this Agreement. Consultant's indemnification obligations apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

12. INSURANCE

12.1. **Insurance Required.** Consultant shall maintain insurance as described in this section and shall require all of its subcontractors, consultants, and other agents to do the same. Approval of the insurance by the City shall not relieve or decrease any liability of Consultant Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.

12.2. **Documentation of Insurance.** City will not execute this agreement until it has received a complete set of all required documentation of insurance coverage. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. Consultant shall file with City:

- Certificate of Insurance, indicating companies acceptable to City, with a Best's Rating of no less than A:VII showing. The Certificate of Insurance must include the following reference: Managed IT Services.
- Documentation of Best's rating acceptable to the City.
- Original endorsements effecting coverage for all policies required by this Agreement.
- City reserves the right to obtain a full certified copy of any Insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of the right to exercise later.

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

- Professional Liability Insurance: $2,000,000 per occurrence, $4,000,000 aggregate

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

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- Medical Expense (any 1 person) $ 10,000

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

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

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

12.4. **General Liability Insurance.** Commercial General Liability Insurance shall be no less broad than ISO form CG 00 01. Coverage must be on a standard Occurrence form. Claims-Made, modified, limited or restricted Occurrence forms are not acceptable.

12.5. **Worker's Compensation Insurance.** Consultant is aware of the provisions of Section 3700 of the Labor Code which requires every employer to carry Workers' Compensation (or to undertake equivalent self-insurance), and Consultant will comply with such provisions before commencing the performance of the work of this Agreement. If such insurance is underwritten by any agency other than the State Compensation Fund, such agency shall be a company authorized to do business in the State of California.

12.6. **Automobile Liability Insurance.** Covered vehicles shall include owned if any, non-owned, and hired automobiles and, trucks.

12.7. Pr**ofessional Liability Insurance or Errors & Omissions Coverage.** The deductible or self-insured retention may not exceed $50,000. If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of the work. Coverage shall be continued for two years after the completion of the work by one of the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the work under this Agreement.

12.8. **Claims-Made Policies.** If any of the required policies provide coverage on a claims-made basis the Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work. Claims-Made Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed, and not replaced with

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another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

12.9. **Additional Insured Endorsements.** The City, its City Council, Commissions, officers, and employees of South Pasadena must be endorsed as an additional insured for each policy required herein, other than Professional Errors and Omissions and Worker's Compensation, for liability arising out of ongoing and completed operations by or on behalf of the Consultant. Consultant's insurance policies shall be primary as respects any claims related to or as the result of the Consultant's work. Any insurance, pooled coverage or self-insurance maintained by the City, its elected or appointed officials, directors, officers, agents, employees, volunteers, or consultants shall be non-contributory. All endorsements shall be signed by a person authorized by the insurer to bind coverage on its behalf. General liability coverage can be provided using an endorsement to the Consultant's insurance at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37.

12.10. **Failure to Maintain Coverage.** In the event any policy is canceled prior to the completion of the project and the Consultant does not furnish a new certificate of insurance prior to cancellation, City has the right, but not the duty, to obtain the required insurance and deduct the premium(s) from any amounts due the Consultant under this Agreement. Failure of the Consultant to maintain the insurance required by this Agreement, or to comply with any of the requirements of this section, shall constitute a material breach of this Agreement.

12.11. **Notices.** Contractor shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. Consultant shall provide no less than 30 days' notice of any cancellation or material change to policies required by this Agreement. Consultant shall provide proof that cancelled or expired policies of insurance have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages. The name and address for Additional Insured Endorsements, Certificates of Insurance and Notices of Cancellation is: City of South Pasadena, Attn: Lucy Demirjian, South Pasadena, CA 95945.

12.12. **Consultant's Insurance Primary.** The insurance provided by Consultant, including all endorsements, shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.

12.13. **Waiver of Subrogation.** Consultant hereby waives all rights of subrogation against the City. Consultant shall additionally waive such rights either by endorsement to each policy or provide proof of such waiver in the policy itself.

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

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

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

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

13. MUTUAL COOPERATION

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

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

14. NOTICES

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

If to City	If to Consultant
Lucy Demirjian City of South Pasadena Management Services Department 1414 Mission Street South Pasadena, CA 91030	Mickey McGuire Acorn Technology Services 1960 Chicago Ave, Ste E9 Riverside, CA 92507

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Telephone: (626) 403-7210
Facsimile: (626) 403-7211

951.784.3500 (office)
951.320.7066 (fax)
www.acorntechservices.com

With courtesy copy to:

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

15. SURVIVING COVENANTS

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

16. TERMINATION

16.1. **City Termination.** City may terminate this Agreement for any reason on 60 calendar days' written notice to Consultant. Consultant agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.

16.2. **Consultant Termination.** Consultant may terminate this Agreement for a material breach of this Agreement upon 60 days' notice.

16.3. **Compensation Following Termination.** Upon termination, Consultant shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement. The City shall have the benefit of such work as may have been completed up to the time of such termination.

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

17. INTERPRETATION OF AGREEMENT

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17.1. **Governing Law.** This Agreement shall be governed and construed in accordance with the laws of the State of California.

17.2. **Integration of Exhibits.** All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Consultant with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed on by City and Consultant.

17.3. **Headings.** The headings and captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the language of the section or paragraph shall control and govern in the construction of this Agreement.

17.4. **Pronouns.** Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).

17.5. **Severability.** If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to the extent necessary to, cure such invalidity or unenforceability, and shall be enforceable in its amended form. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

17.6. **No Presumption Against Drafter.** Each party had an opportunity to consult with an attorney in reviewing and drafting this agreement. Any uncertainty or ambiguity shall not be construed for or against any party based on attribution of drafting to any party.

18. GENERAL PROVISIONS

18.1. **Confidentiality.** All data, documents, discussion, or other information developed or received by Consultant for performance of this Agreement are deemed confidential and Consultant shall not disclose it without prior written consent by City. City shall grant such consent if disclosure is legally required. All City data shall be returned to City upon the termination or expiration of this Agreement.

18.2. **Conflicts of Interest.** Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide

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employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Consultant further agrees to file, or shall cause its employees or subcontractor to file, a Statement of Economic Interest with the City's Filing Officer if required under state law in the performance of the services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer, or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

18.3. **Non-assignment.** Consultant shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Consultant.

18.4. **Binding on Successors.** This Agreement shall be binding on the successors and assigns of the parties.

18.5. **No Third-Party Beneficiaries.** Except as expressly stated herein, there is no intended third-party beneficiary of any right or obligation assumed by the parties.

18.6. **Time of the Essence.** Time is of the essence for each and every provision of this Agreement.

18.7. **Non-Discrimination.** Consultant shall not discriminate against any employee or applicant for employment because of race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law, disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Employment actions to which this provision applies shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; or in terms, conditions or privileges of employment, and selection for training. Consultant agrees to post in conspicuous places, available to employees and applicants for employment, the provisions of this nondiscrimination clause.

18.8. **Waiver.** No provision, covenant, or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in writing signed by one authorized to bind the party asserted to have consented to the waiver. The waiver by City or Consultant of any breach of any provision, covenant, or condition of this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other provision, covenant, or condition.

18.9. **Excused Failure to Perform.** Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in City's sole judgment, that such failure was due to causes beyond the control and without the fault or negligence of Consultant.

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18.10. **Remedies Non-Exclusive.** Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance from the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any or all of such other rights, powers or remedies.

18.11. **Attorneys' Fees.** If legal action shall be necessary to enforce any term, covenant or condition contained in this Agreement, the prevailing party shall be entitled to an award of reasonable attorneys' fees and costs expended in the action.

18.12. **Venue.** The venue for any litigation shall be Los Angeles County, California and Consultant hereby consents to jurisdiction in Los Angeles County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.

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

"City"
City of South Pasadena

DocuSigned by:
By: Sean Joyce
0D867796FCFE42A...
Signature

Printed: Sean Joyce

Title: Interim City Manager

Date: 4/28/2021

"Consultant"
Acorn Technology Services

DocuSigned by:
By: Mickey McGuire
15408797DAF64E8...
Signature

Printed: Mickey McGuire

Title: CEO

Date: 4/28/2021

Attest:

DocuSigned by:
By: Linda Thai
781DBEA3DC52477...
Linda Thai, Deputy City Clerk

Date: 4/28/2021

Approved as to form:

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

Date: 4/28/2021

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EXHIBIT A

Scope of Services- General Support

1) Managed IT Services

- Monitoring services
- Maintaining operational knowledge base for city specific systems
- Performance tuning and monitoring
- Perform routine maintenance tasks as noted below in Section 7
- Manage updates, patches/ hotfixes, antivirus/anti-malware definitions
- Change Requests, such new users, passwords, permissions, etc.
- Configuration Management for different user groups
- Server Administration
- Network Administration
- Hardware/Software Asset Management with recommended replacement schedules
- Record completion of work via ticketing system
- Training on general use of the systems

A. ***Help Desk***

- Maintain appropriate procedures to receive and respond to client calls
- Maintain data for the purpose to track, manage and report incidents and requests for service
- Provide the appropriate expert level of assistance
- Manage call escalation and resolution
- Manage the root cause analysis (RCA)
- Installation of Remote Management and Monitoring software
- Maintain proper security procedures when responding to client calls

B. ***Security***

- Implement the applicable procedures to provide the appropriate level of protective and compliancy measures to assets, data and information-handling systems to ensure the Confidentiality, Integrity and Availability of the system.
- This is applied, but not limited to:
  (1) Password policies and procedures
  (2) Authentication
  (3) Authorization/Access controls (ACL)
  (4) Security incident reporting and management
- Managed the customer's Secureworks software package – does not include forensic investigation or compromise remediation

C. ***End-user Satisfaction***

- Obtain feedback from users regarding satisfaction with the services provided
- Communicate identified issues with services
- Ensures appropriate action is implemented to correct any identified issues

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Approach

Acorn's success is based on its flexibility to shape its services to meet the customer's needs. Acorn fully recognizes that the City of South Pasadena's needs may vary, and Acorn will adjust our services as needed.

In general terms Acorn believes the best approach to support and maintenance is through proactive monitoring, patching, and protection. The Acorn team takes great pains to ensure security patches are tested and deployed, malware is kept out of the systems, SPAM is mitigated, and monitoring of all critical systems are watched closely by live Acorn team members 24/7/365. However, even with the most proactive methods in place, support and repairs are still needed.

Detailed below, in more specific terms, is Acorn's approach to providing the IT support that meets the City's needs, including an on-site IT Analyst technician along with Acorn's 24/7 remote desktop support.

1. ***Staffing***

   A. **Remote Support:** Acorn provides a team of technicians that are available 24/7/365 to provide remote technical support for the City's staff in the event the on-site personnel are unable to handle the need for technical support. The remote support technicians provide desktop support, server administration, network administration, and system monitoring.

   B. **Onsite Support:** In conjunction with the remote technical staff located at Acorn's headquarters, Acorn will provide one technicians to work at the City of South Pasadena delivering service to users as needed at all City locations. The technicians will be on-site for a standard work week of 40 hours a week 52 weeks a year, except for recognized City holidays. This staff members will maintain an IT work program that establishes priorities and balances the needs of all City Departments. From time to time, Acorn may alternate the on-site technicians in an effort to have a greater number of staff trained on the City's systems, thus, allowing Acorn to offer more redundant trained staffing support.

2. ***Ticket Generation & Tracking***
   Acorn Technology utilizes Autotask as its primary Helpdesk ticket management system. It consists of queues for Helpdesk, lab, and site where tickets are created and queued from the following sources:
   A. Incoming support calls
   B. Email sent to Helpdesk@acorntechcorp.com
   C. Monitoring (Internal monitoring system)
   D. CentraStage monitoring (RMM software)
   E. Internal requests

   All generated tickets are initially maintained and tracked in the Helpdesk queue. The Helpdesk Manager's responsibility is to monitor the queue and assign resources as necessary to ensure work is handled accurately and timely. Additionally, technicians are instructed to go into the queue as they complete tickets to work on the next ticket within the queue.

3. ***Call Handling***
   An incoming support call is answered and logged into Acorn's ticketing system. The technician will then work to resolve the caller's issue. Acorn will implement a policy whereby if the onsite

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technician is unavailable, the call can be routed to Acorn's 24/7/365 Helpdesk where a technician can remotely address the user's needs.

4. ***Lab Process & Repair***
When a PC or Server is brought into the lab, it is racked into a KVM (if available). Before any work or diagnosis is performed, machines are imaged (Full Backup). Once the backup image is confirmed, the ticket is reviewed and diagnostics/work is performed. If a hardware failure is diagnosed, the technician will determine if the equipment is under warranty. If the equipment is under warranty, the technician will contact the supporting vendor to arrange repair. If the equipment is not under warranty, the technician will contact the Account Manager to determine the next course of action. This may include researching and finding a replacement piece of equipment or pulling a spare from on-site inventory. Once work is complete, the ticket is updated with the work performed then audited by a different technician. When configuring new equipment for deployment, a ticket and install sheet are created. The install sheet contains a list of configurations and/or software requirements for the device. A technician checks off the items on the sheet as they are completed. When finished, notes are entered into the ticket and the sheet is audited by another technician.

5. ***Ticket Resolution***
Helpdesk technicians are required to monitor the Helpdesk queue for all non-call generated tickets. Our goal is to minimize down time and restore service operation as soon as possible. Tickets are handled in FIFO order, by priority with high priority tickets handled first. The Helpdesk Manager may increase priorities of tickets based on severity and user impact. Once a technician is working on an issue (call generated or not), they are required to follow the escalation procedure outlined below. Once the issue is resolved (and the user is satisfied), time, work performed and notes are entered into the ticket, and the ticket is closed.

6. ***Escalation Process***
Initial incoming calls are fielded by the next available technician and if that technician is unable to resolve an issue in an adequate amount of time or has not made progress towards a solution after 15 minutes, the technician will work to escalate the issue to the next level of support. If the next level of technical support is unable to resolve the issue in a timely manner, then the issue will be directed to Helpdesk Manager, who will determine the best way to handle the issue. Most likely this involves moving the issue to Acorn's special project team. The escalation process is closely monitored by the customer service representative.

7. ***General Monitoring/Maintenance Plan***
For all current City of South Pasadena inventory and any subsequent computers added to the System, Acorn will create and maintain the following systems, and perform the following activities per the following schedule:

   A. **Apply Windows Update Patches**
   Customer may use some software that may be negatively affected by Windows™ updates. Acorn shall evaluate the updates and if performance is acceptable, shall roll out patches across computers and servers. Roll out should occur within two weeks of the release of an update. Acorn will use its WSUS server to manage and monitor the successful deployment of updates.

   B. **Maintain Antivirus Definitions and Scan**
   Acorn shall create and maintain a suitable anti-virus strategy, which will include

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installation and updates of new antivirus definitions and a weekly scan of the entire hard drive. Cost of software, if any, is additional and shall be borne by Customer following Customer approval. Antivirus software shall monitor all servers, client machines, and e-mail. Acorn will use the server side interface of the customer's antivirus software along with CentraStage to manage and monitor the successful deployment of antivirus definitions and system scans.

C. **Maintain SPAM control**

Acorn shall create and maintain a strategy for controlling unsolicited commercial e-mail (SPAM). SPAM control must extend to both local and remote users, and must allow for rescuing messages incorrectly categorized as SPAM. If the customer does not have an adequate solution in place, Acorn will use its Barracuda Spam filtering appliances to manage and monitor spam filtering for the customer. The City currently uses the Barracuda software and is responsible for the annual licensing costs (approximately $3,000).

D. **Data Back Up for Disaster Recovery Strategy**

Acorn will use off-the-shelf products for managing and monitoring data backup. Acorn would be responsible for creating and deploying a comprehensive data back-up strategy with the following attributes:

- Comprehensive: Back up strategy includes full images from all servers. Back up strategy will be designed to retain data on a sufficient basis to protect against a catastrophic system-wide failure. Currently, this strategy includes daily back-ups for seven (7) days; weekly back-ups for four (4) weeks for an on-going basis. Additional retention can be put into place based upon customer storage availability.
- Automated: Backups occur automatically with no user intervention, and little or no administrative intervention.
- Off-Site: Backups are stored off Customer's primary site by direct network backup to the customer's secondary site. Acorn will work with the customer on a plan to store the backups in a data center that is disconnected from the customer's network. Additional costs for off-site storage, typically with a third party, will be the customer's responsibility.
- Easily Restored: Backups are stored so that they are easily restored.
- Back Up Schedule:
    1. Complete image backup of all servers: No less than daily and more frequently based up on server functionality and criticality.

E. **Disaster Recovery Solution**

Acorn recommends that it develop, provide and implement a Disaster Recovery Solution to provide a viable solution to minimize downtime should any problems arise with the customer's current server configuration; however, this service is not included in this proposal and would be part of a separate agreement which would require a one-time setup fee and a monthly lease for the required space in the data center.

F. **Domain Management**

Acorn Technology can provide domain management for the City's domains, within the scope of this agreement, which would include timely renewals and appropriate record management to ensure proper delivery of e-mail and website access.

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G. **Training**
Upon initial set up and as required for new users, Acorn will provide basic training on the proper use of the System. As requested by Customer, Acorn will have the on-site technician develop and provide training programs on application usage.

H. **Network Monitoring**
Acorn will maintain a 24/7 monitoring system using a combination of proprietary and third party monitoring software. Customer Service Representatives and Technical Service Representatives are on call 24/7 and utilize the monitoring system to assure that Customer's connectivity, latency and usage are within expected and acceptable tolerances.

8. ***Response Schedule***
Acorn shall be prepared to provide ongoing support for Customer's System implementation and maintenance, including remote access, telephone, and on-site help when necessary, per the following schedule:

Response Schedule	
Remote access assistance from qualified technician logging into Network, computer or server:	
Business Hours (7am-7pm)	**30 minutes**
All other times	**60 minutes**

9. **Number of Users/Devices**

Acorn shall provide complete ongoing technical assistance and system management on the following:

Quantity	*Devices*
TBD	Users
240	Desktop/Laptop Windows Computers
0	Mac OS devices
26	Servers (Physical and Virtual)
4	LAN Infrastructure
3	Routers
27	Wireless Access Points
19	Switches
58	Virtual Private Network (VPN)
0	Networked Copiers/Printers – Supported by a 3rd party
0	Phones – Supported by a 3rd party

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10. **Asset Cataloging, Tracking, and Replacement Plan Projection**

1. Acorn will maintain and deliver a catalog of the System, including equipment and software. The inventory list shall be updated on an "as needed" basis, and shall include all enterprise components attached to the networks within the City, including servers, workstations, firewalls, remote storage devices, core network switches, routers, and modems.
2. Acorn will work in conjunction with City to prepare and publish a catalog of enterprise software systems, in order to ensure compliance with CA Government Code Section 6270.5.
3. Acorn will work in conjunction with City to prepare and maintain a projection of the technology replacement needs of the City in the next five (5) years, (e.g., workstations, servers, switches, and any other equipment) and an upgrade schedule that includes any applications and systems.

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EXHIBIT B

Compensation Schedule

Monthly Recurring Charges (MRC)	
Term	*MRC*
3 Years	$ 22,475

If the City is interested in a 5 year agreement, the 3 year MRC rate would apply and then year 4 and year 5 pricing would increase by 5% over the year 3 rate to $23,600 per month.

Additional devices can be added to the support agreement at the following rates:

1.	MRC per Computer:	$ 50.00
2.	MRC per Server:	$ 150.00
3.	MRC per Network:	$ 100.00
5.	MRC per Phone:	$ 5.00

Additional projects outside the scope of the proposal:

The following are flat rate charges for other services not performed by an on-site technician.

1.	Deployment of New Computers:	$ 300.00
2.	Deployment of New Servers:	$ 2,500.00

The following are hourly rate charges for other services not performed by an on-site technician that are not covered in the flat rate services noted above.

1.	Tier 1 Technician (TSR1)	$ 90.00/hour
2.	Tier 2 Technician (TSR2)	$ 110.00/hour
3.	Tier 3 Technician (TSR3)	$ 125.00/hour

City Council Agenda Report

ITEM NO. 11

DATE: September 17, 2025

FROM: Todd Hileman, City Manager

PREPARED BY: Brian Solinsky, Police Chief
Davit Ghazaryan, Management Analyst

SUBJECT: **CONSIDERATION OF ADOPTING A RESOLUTION AUTHORIZING ACCEPTANCE OF FUNDING FROM THE CALIFORNIA HIGHWAY PATROL (CHP) CANNABIS TAX GRANT PROGRAM IN THE AMOUNT OF $309,500, AUTHORIZE THE CITY MANAGER OR DESIGNEE TO SIGN ALL GRANT-RELATED DOCUMENTS AND AUTHORIZE THE APPROPRIATION OF $309,500 INTO THE GRANT FUND**

Recommendation

It is recommended that the City Council:

1. Adopt a Resolution to accept a $309,500 grant award from the California Highway Patrol (CHP) Cannabis Tax Grant Program
2. Authorize appropriation of Revenues and Expenditures in the amount of $309,500 into the Grant Fund; and
3. Approve and authorize the City Manager or designee to sign grant-related documents

Background

The California Highway Patrol (CHP) is a state agency charged with appropriating grant money associated with the Cannabis Tax Fund Grant Program (CTFGP). Each grant cycle is shaped by a variety of factors, with a focus on initiatives that help reduce fatalities, injuries, and property damage resulting from driving under the influence of drugs or alcohol.

The CTFGP is intended to serve as a supplementary funding source, enhancing existing programs without replacing them. In accordance with Title 13 of the California Code of Regulations (Sections 1890.05 to 1890.07), the CHP has designated funding for the City of South Pasadena. These grants, provided through the California State Controller's Office, are awarded based on a competitive application process.

On June 13, 2025, the South Pasadena Police Department (Department) was notified of the conditional approval for CTFGP funding in the amount of $309,500.00. The purpose of this grant funding is to help the Department reduce and mitigate the impacts of impaired driving in our community. In order to execute the Grant Agreement, the City Council must approve a Resolution (Attachment 1), authorizing the Department to receive this grant funding per California Code of Regulations Title 13, Division 2, Chapter 13, Section 1890.13(g).

Analysis
Schedule B of the attached Grant Agreement (Attachment 2) breaks down eligible costs by applicable cost categories. Out of $309,500, $246,980 will be spent on acquiring and upfitting Driving Under the Influence (DUI)/ Driving Under the Influence of Drugs (DUID) enforcement vehicles. The remaining funds are related to DUI Checkpoint Materials and Supplies, DUI Checkpoint Personnel costs and DUI/DUID advanced training related travel expenses.

This Staff Report pertains solely to the acceptance of funding from the California Traffic Safety Grant Program (CTFGP). A separate request seeking Council approval to purchase equipment authorized under this grant will be submitted at a later date.

The approved funds will also be allocated for personnel overtime to conduct DUI and drug enforcement operations aimed at reducing impaired driving in the City of South Pasadena. These enforcement efforts will include DUI roving patrols and DUI checkpoint operations intended to discourage and prevent impaired driving behavior.

Fiscal Impact
CTFGP is a reimbursement-based grant, and the City of South Pasadena will receive a grant in the amount of $309,500 from the FY 25/26 CTFGP Law Enforcement Grant Program. No local matching funds are required for grant funds to be received. CTFGP funds will be made available as soon as reimbursement requests are submitted on a quarterly basis.

Grant revenue and expenditures will be appropriated in the City's Grant Fund.

Commission Review and Recommendation
This item was not reviewed by the Public Safety Commission.

City Council Agenda Report

ITEM NO. 12

DATE: September 17, 2025

FROM: Todd Hileman, City Manager

PREPARED BY: Nick Kimball, Assistant City Manager/CFO
William Castrillon, Budget and Purchasing Manager

SUBJECT: **CONSIDERATION TO APPROVE A LICENSING AND PROFESSIONAL SERVICES AGREEMENT WITH SPRINGBROOK HOLDING COMPANY, LLC TO UPGRADE AND MIGRATE FINANCIAL AND HUMAN RESOURCE SOFTWARE TO A CLOUD-BASED PLATFORM**

Recommendation

It is recommended that the City Council:

1. Authorize staff to enter into a licensing agreement with Springbrook Holding Company, LLC to upgrade to the Cloud-based version of the Finance, Human Resource, Payroll, Budget and related modules (Attachments 1 and 2) in an annual amount not-to-exceed $71,400;
2. Authorize staff to enter into a professional services agreement with Springbrook Holding Company, LLC to provide software engineering, migration, implementation and training services for a one-time amount not-to-exceed $40,000 in the form approved by the City Attorney and City Manager; and
3. Authorize the City Manager, or designee, to approve up to $6,000 (15%) in contingency funds for Springbrook Holding Company, LLC and/or Acorn IT Services to implement and support the migration effort.

Executive Summary

The City has relied on Springbrook software since 2004 to manage its core financial and human resource operations. Springbrook has announced that the City's current server-based version is being phased out and will no longer receive updates, as the company transitions to its modern, cloud-based platform, Cirrus. Cirrus is a fully integrated, browser-accessible ERP system designed for local governments that streamlines payroll, budgeting, purchasing, contracts, and financial reporting in one secure solution. Key benefits include automatic updates, strong cybersecurity, and staff access from any location or device. Upgrading to Cirrus will allow the City to replace outdated technology with a system that improves efficiency, reduces errors, and enhances transparency.

Background

In 2004, the City implemented Springbrook software help run core financial and human resource operations in one integrated system.

In 2023, Springbrook informed the City that the current version of the software, which operates

in a PC-server based environment, will no longer receive version upgrades as Springbrook is transitioning to a more technologically advanced cloud-based environment and will phase out its PC-server systems.

In 2024, the Finance Department began exploring alternative financial and human resource software, officially known as Enterprise Resource Planning (ERP) software. However, due to staffing shortages and a backlog in accounting and financial reporting, staff's ability to research alternatives was limited.

Analysis

An Enterprise Resource Planning (ERP) system consists of software that brings all of the City's core business functions into one place. Instead of using separate programs for payroll, budgeting, purchasing, and finance, an ERP allows staff to manage these functions in a single system. The purpose of an ERP is to make City operations more efficient, accurate, and transparent by providing one reliable source of information for both staff and decision-makers.

An ERP supports daily operations across the City. It helps process payroll and employee benefits, track revenues and expenditures, manage purchasing and contracts, monitor assets and equipment, and support project and capital planning. For example, when a department submits a purchase request, the ERP can automatically check the budget, record the expense, and route it for approval. This reduces errors, eliminates duplicate work, and ensures the City's financial data is more up-to-date.

The City's current version of the Springbrook ERP is at the end of its life cycle and the developer is phasing it out as it is based on old technology. Although it is currently phasing out the version the City is utilizing, Springbrook continues to modernize and upgrade their product offering. Their current platform, Cirrus, is a cloud-based, browser-accessible suite built specifically for local governments, utilities, and special districts. It is a Software-as-a-Service (SaaS) solution that handles finances, payroll, HR, utility billing, tax collection, budgeting, payments, and analytics in one platform (Attachment 3).

Springbrook Cirrus brings together multiple key functions into one integrated system. This integration reduces manual work, makes approval workflows and internal controls easier, improves data accuracy, and gives staff dashboards and templates for faster reporting.

In addition to integration, upgrading to a SaaS solution like Springbrook Cirrus offers the following advantages:

- **Always Up to Date**: The system updates automatically in the cloud—no manual patches, upgrades, or on-site IT work needed.
- **Secure and Reliable**: Cirrus is designed with strong cybersecurity protections and high uptime, protecting data like large government or enterprise systems.
- **Anywhere Access**: Staff can log in from any web browser or mobile device, making work flexible and location-independent

In conclusion, upgrading to Springbrook's Cirrus platform will provide the City with a modern, secure, and fully integrated financial system that reduces manual work, improves accuracy, and supports staff access from anywhere. With automatic updates, enhanced reporting tools, and strong cybersecurity protections, Cirrus will streamline operations and position the City for greater efficiency, transparency, and long-term sustainability.

Alternatives
While evaluating the cost benefit of the alternatives, i.e. whether to implement a new ERP or upgrade the existing ERP, it is important to consider the pros and cons of the various alternatives. While migrating to a completely new ERP has the potential to provide broader capabilities, it comes with significant cost, risk, and staff disruption compared to upgrading the existing system. Additionally, since 2024, the City has hired new Finance staff with experience evaluating government specific ERP systems as well as migrating to, and working with, the Springbrook Cirrus platform.

Based on prior research and evaluation, Springbrook Cirrus provides the City with a modern, secure, and cloud-based platform designed specifically for small and mid-sized municipalities, with lower implementation costs, faster deployment, and minimal IT burden. In contrast, migrating to a new ERP would require a multi-year implementation, significant staff resources, and a higher financial investment, while offering more advanced functionality than the City's current size and operations likely require. Therefore, staff recommends upgrading within the existing Springbrook system to strike the best balance between modernization, efficiency, and long-term sustainability for the City.

Fiscal Impact
The FY 25-26 Adopted Budget includes the sufficient funding to fund the increased annual fee. The one-time expense of $40,000 (plus the 10% contingency) for the migration services are already accounted for in the City Technology and Financial Systems CIP project, account 400-9000-9003-9415-116. Therefore, no further allocation is required from the City Council if staff's recommendation is approved.

Attachment:
Attachment No. 1 - Springbrook Quote Upgrade and Modules.pdf
Attachment No. 2 - Springbrook Quote Budget Module.pdf
Attachment No. 3 - Springbrook Cloud List of Services.pdf

Order Form: Q-25360-1
Creation Date: 3/21/2024, 10:39 AM
Expires On: 7/31/2025

Phone: (866) 777-0069
Email: info@sprbrk.com

Ship To:
William Castrillon
City of South Pasadena, CA
1414 Mission St
South Pasadena, California 91030
wcastrillon@southpasadenaca.gov

Bill To:
AP South Pasadena
City of South Pasadena, CA
1414 Mission St
South Pasadena, California 91030
ap@southpasadenaca.gov

Account Manager	E-mail	Phone Number	Payment Terms
Bea Williams	bea.williams@sprbrk.com	(213) 583-5285	Net 30

Annual Product Pricing

PRODUCT	RATE	QTY	DISC (%)	NET PRICE
Employee Self Services Subscription	USD 3,630.00	1	27.110	USD 2,645.91
Human Resources Management Subscription	USD 12,000.00	1	33.200	USD 8,016.00
Finance Suite Subscription	USD 35,000.00	1	12.730	USD 30,544.50
Payroll Subscription	USD 26,250.00	1	19.950	USD 21,013.13
Purchase Orders Subscription	USD 4,700.00	1	100.000	USD 0.00
			Annual Product Pricing Total:	USD 62,219.54

Fixed Fee Professional Services

PRODUCT	DESCRIPTION	RATE	QTY	DISC %	NET PRICE
Fixed Fee Professional Services Migration	Fixed Fee Professional Services Migration	USD 19,350.00	1	0.000	USD 19,350.00
				Fixed Fee Professional Services Total:	USD 19,350.00

Grand Total: USD 81,569.54
* excludes applicable sales tax

Order Details

Customer Name:	City of South Pasadena, CA
Customer Contact:	William Castrillon
Governing Agreement(s):	This Order Form is governed by the applicable terms found at: MSA: http://sprbrk.app.box.com/v/sprbrk-saas-terms MLA: http://sprbrk.app.box.com/v/sprbrk-onpremise-terms Professional Services:http://sprbrk.app.box.com/v/sprbrk-svcs-terms
Term(s):	3 Years

Order Terms

In the event of an inconsistency between this Order Form, any governing agreement, purchase order, or invoice, the Order Form shall govern as it pertains to this transaction.

- This Order Form shall become effective as of the last date of signature (the "Effective Date").
- Order Start Date: Software Licenses, Subscriptions, Maintenance, and Hosting commence upon the earlier of a) date of delivery* or log-in to hosted software to Customer; or b) 60 days after Order Form Effective Date.
- Subscriptions, Maintenance, Hosting, and Support (“Recurring Services”) continue from the Order Start Date through the term listed in this Order Form (or if not listed, one (1) year).
- Orders for Recurring Services auto-renew for three (3) years or for the term specified in this Order Form, unless the Customer or Springbrook provides a written notice of non-renewal at least sixty (60) days prior to the expiration of the current Order Term.
- Subscription Service fees and any Recurring Services will be subject to an automatic annual increase by not more than five percent (5%) of the prior year’s Subscription Service fees ("Standard Annual Price Increase").
- Any Software Licenses or Hardware are one-time non-refundable purchases.
- CivicPay Online Subscription fee and CivicPay IVR Subscription fee are subject to increase at per account rate, based on actual accounts.
- CivicPay IVR Message Block Subscriptions expire upon the earlier exhaustion of the Message Block or twelve (12) months from the Order Start Date. Upon expiration, Message Blocks automatically renew.

** The date of delivery of software to the Customer is the date the software is made available to the Customer, either by delivery of software or delivery of first log-in to a hosted environment, which may be either a test or production environment. This date of delivery is frequently earlier than the dates professional services are completed, the Customer completes user acceptance testing, the Customer distributes additional logins to end-users, and the Customer go-live in a production environment.*

Invoice Timing and Delivery

Invoices are delivered electronically via e-mail to the billing contact on file for the Customer. Customer invoices are issued for the full amount of software and services purchased as follows:

Products Ordered	Invoice Timing
Software Licenses, Subscriptions, Maintenance, and Hosting (New):	Annually in advance upon Order Start Date.
Software Subscriptions, Maintenance, and Hosting (Add-Ons):	Upon the order start date, order will be pro-rated to sync with the existing anniversary billing date and will renew annually thereafter.
Software Subscriptions (Migrations):	Upon the order start date, order will be synced with the existing anniversary billing date and will renew annually thereafter unless specified in the Special Order Terms. This order replaces and supersedes any previously executed order as it relates to the products listed within this order. Upon delivery of new product, customer will receive a prorated credit for any prepaid, unused maintenance fees that will be applied to the customer's first invoice.
Software Licenses, Subscriptions, Maintenance, and Hosting (Renewal):	Sixty (60) days in advance of the Order Start Date.
Print Services and Transaction Fees:	Monthly, in arrears for transactions in the prior month.
Hardware and One-Time Licenses:	Upon the Effective Date of this Order Form.
Estimated Time and Material Professional Services, On- Site Professional Services, and Travel Expenses*:	Monthly, in arrears for services in the prior month unless specified in Special Term.
Implementation Fixed Fee Professional Services:	The Effective Date of this Order Form unless specified in Special Terms.

Professional Service Key Terms and Conditions:

- **Time and Material Pricing:** Professional Services time and material pricing is based on expected hours using Springbrook's standard implementation approach. While our goal is to provide accurate hour estimates, there may be variations in actual hours and charges. If project costs surpass the estimated hours within this order form by the greater of $15,000 or 20%, a signed change order is necessary to proceed. Adjustments below this threshold will be implemented and invoiced as incurred.

- ***On-Site Professional Services:** On-Site professional services are billed at a daily minimum rate, regardless of time spent on-site. Travel expenses related to on-site travel will be invoiced as a separate line item as they are incurred.

- **Cancellation or Postponement:** Customer agrees to participate in all scheduled meetings and minimize repeated cancellations. Customer shall provide no less than two (2) business days' written notice should any scheduled meeting, training session or other activity need to be cancelled or postponed. If Customer fails to provide such notice, Springbrook shall invoice the Customer for the lost or delayed scheduled time, with a minimum charge of two (2) hours. Additional charges may apply based on the resources and preparation required for the meeting.

- **Customer Responsibilities:** The customer will provide adequate internal resources and ensure the accuracy of all information provided to Springbrook. Customers are responsible for extracting data from any legacy systems and transferring the data into Springbrook's import templates.

Special Order Terms

Special Order Terms (if any):

By signing, both parties agree to the terms and conditions set forth in this agreement.

* If the Customer requires a PO number on invoices, the Customer must provide Springbrook with the PO number and a copy of the PO prior to invoice issuance. If a PO number is not provided prior to the invoice issuance date, invoices issued on this Order Form will be valid without a PO reference.

Springbrook Holding Company, LLC	**City of South Pasadena, CA**
Signature:_____	Signature:_____
Name (Print):_____	Name (Print):_____
Title:_____	Title:_____
Date:_____	Date:_____

Purchase Order # (if required)_____

Springbrook v7 to Cloud Migration Statement of Work

Following is a description of the project scope for a v7 premise upgrade of Springbrook Software to Springbrook's Enterprise Cloud solution. Any work or deliverables not explicitly stated below should be considered out of scope for the purposes of this agreement. Customized software is not supported in Springbrook's cloud product. If your agency has customizations in your current version of the software, Springbrook will conduct an analysis to determine any standard functionality that may be used to replace those custom items.

The process for migrating from a v7 premise installation of Springbrook to Springbrook's Enterprise Cloud solution consists of the following major phases:

1. **Analyze Custom Software (if applicable):** After completing the analysis, Springbrook will offer alternative solutions to meet your business needs that were previously satisfied through customization. However, please be aware that there is no guarantee that standard functionality will replicate all previously customized functionality. If your agency has business needs not met by Springbrook's standard functionality, Springbrook reserves the right to charge additional professional service fee for the analysis, development, testing, and delivery of such solutions. *

2. **Performing a test migration.** During this phase, Springbrook staff will work directly with your IT or other staff to get a current copy of the existing Springbrook database and complete an initial conversion/upgrade of the database and load it to your Cloud database for review. Only one (1) conversion/test migration will be performed as part of this project. *

3. **Complete configuration of Springbrook Cloud.** During this phase, a Springbrook Professional Services Consultant will work with staff to complete configuration of the Cloud system, including configuring imports, exports, and check/bill prints to ensure the Cloud system works similarly to the existing premise version. Any request to change functionality from how things work in the premise version are generally considered out of scope for the purposes of this project – this includes, but is not limited to, setting up new users or modifying permission for existing users, configuring additional imports/exports for new banks, third-party bill printers, third-party AMI providers, changing the formats of existing check prints, etc.*

4. **Complete enhancement overview session.** During this phase, a Springbrook Professional Services Consultant will provide one (1) overview session to your key staff of differences between Springbrook Cloud and your current v7 software. The focus of this single session is generally on understanding the differences between the two versions and does not include training/re-training in the software. *

5. **Perform final data migration.** During this phase, we'll repeat the test migration, but this will be the last and final data migration to the Springbrook Cloud solution. Once Springbrook staff have obtained a copy of the current v7 database, staff will be unable to use the local version of Springbrook until the Cloud solution is live. In most cases, this downtime will span 2-3 business days (with the potential to extend up to 5 business days). Read-only access to the local v7 version of Springbrook will be available while the final Cloud migration is performed. Please note that integrated systems that rely on Springbrook data, including our CivicPay and Employee Self Service systems, will be unavailable during the final migration as well.

6. **Go live with Springbrook Cloud.** Once the final data migration has occurred and the Cloud system has been verified by Springbrook staff, it will be made available to your staff to begin live processing. A Springbrook Professional Services consultant will be available during the first week to field phone calls and emails regarding questions or issues discovered. Following the first week of go live, additional assistance with using Springbrook Cloud should be directed to Springbrook Technical Support resources. *

**If additional services are requested, a separate agreement will be required to govern the terms and cost for that additional out of scope work.*

Order Form: Q-38912-1
Creation Date: 4/8/2025, 3:06 PM
Expires On: 5/23/2025

Phone: (866) 777-0069
Email: info@sprbrk.com

Ship To:
Josette Reina Luken
City of South Pasadena, CA
1414 Mission St
South Pasadena, California 91030
jreinaluken@southpasadenaca.gov

Bill To:
AP South Pasadena
City of South Pasadena, CA
1414 Mission St
South Pasadena, California 91030
ap@southpasadenaca.gov

Account Manager	E-mail	Phone Number	Payment Terms
Bea Williams	bea.williams@sprbrk.com	(213) 583-5285	Net 30

Annual Product Pricing

PRODUCT	RATE	QTY	DISC (%)	NET PRICE
Advanced Budgeting Subscription	USD 10,200.00	1	10.000	USD 9,180.00
			Annual Product Pricing Total:	USD 9,180.00

Estimated Professional Services

PRODUCT	DESCRIPTION	LIST PRICE	NET PRICE	QTY	DISC %	NET PRICE
Standard Professional Services	Standard Professional Services	USD 250.00	USD 250.00	80	0.000	USD 20,000.00
					Estimated Professional Services Total:	USD 20,000.00

Grand Total: USD 29,180.00
* excludes applicable sales tax

Order Details

Customer Name:	City of South Pasadena, CA
Customer Contact:	Josette Reina Luken
Governing Agreement(s):	This Order Form is governed by the applicable terms found at: MSA: https://sprbrk.app.box.com/v/sprbrk-saas-terms MLA: https://sprbrk.app.box.com/v/sprbrk-onpremise-terms Professional Services: https://sprbrk.app.box.com/v/sprbrk-svcs-terms
Term(s):	3 Years

Order Terms

In the event of an inconsistency between this Order Form, any governing agreement, purchase order, or invoice, the Order Form shall govern as it pertains to this transaction.

- This Order Form shall become effective as of the last date of signature (the "Effective Date").
- Order Start Date: Software Licenses, Subscriptions, Maintenance, and Hosting commence upon the earlier of a) date of delivery* or log-in to hosted software to Customer; or b) 60 days after Order Form Effective Date.
- Subscriptions, Maintenance, Hosting, and Support (“Recurring Services”) continue from the Order Start Date through the term listed in this Order Form (or if not listed, one (1) year).
- Orders for Recurring Services auto-renew for three (3) years or for the term specified in this Order Form, unless the Customer or Springbrook provides a written notice of non-renewal at least sixty (60) days prior to the expiration of the current Order Term.
- Subscription Service fees and any Recurring Services will be subject to an automatic annual increase by not more than five percent (5%) of the prior year’s Subscription Service fees ("Standard Annual Price Increase").
- Any Software Licenses or Hardware are one-time non-refundable purchases.
- CivicPay Online Subscription fee and CivicPay IVR Subscription fee are subject to increase at per account rate, based on actual accounts.
- CivicPay IVR Message Block Subscriptions expire upon the earlier exhaustion of the Message Block or twelve (12) months from the Order Start Date. Upon expiration, Message Blocks automatically renew.

** The date of delivery of software to the Customer is the date the software is made available to the Customer, either by delivery of software or delivery of first log-in to a hosted environment, which may be either a test or production environment. This date of delivery is frequently earlier than the dates professional services are completed, the Customer completes user acceptance testing, the Customer distributes additional logins to end-users, and the Customer go-live in a production environment.*

Invoice Timing and Delivery

Invoices are delivered electronically via e-mail to the billing contact on file for the Customer. Customer invoices are issued for the full amount of software and services purchased as follows:

Products Ordered	Invoice Timing
Software Licenses, Subscriptions, Maintenance, and Hosting (New):	Annually in advance upon Order Start Date.
Software Subscriptions, Maintenance, and Hosting (Add-Ons):	Upon delivery of the product, order will be pro-rated to sync with the existing anniversary billing date and will renew annually thereafter.
Software Subscriptions (Migrations):	Upon delivery of the product, order will be synced with the existing anniversary billing date and will renew annually thereafter unless specified in the Special Order Terms. This order replaces and supersedes any previously executed order as it relates to the products listed within this order. Upon delivery of new product, customer will receive a prorated credit for any prepaid, unused maintenance fees that will be applied to the customer's first invoice.
Software Licenses, Subscriptions, Maintenance, and Hosting (Renewal):	Sixty (60) days in advance of the Order Start Date.
Print Services and Transaction Fees:	Monthly, in arrears for transactions in the prior month.
Hardware and One-Time Licenses:	Upon the Effective Date of this Order Form.
Estimated Time and Material Professional Services, On- Site Professional Services, and Travel Expenses*:	Monthly, in arrears for services in the prior month unless specified in Special Term.
Implementation Fixed Fee Professional Services:	The Effective Date of this Order Form unless specified in Special Terms.

Professional Service Key Terms and Conditions:

- **Time and Material Pricing:** Professional Services time and material pricing is based on expected hours using Springbrook's standard implementation approach. While our goal is to provide accurate hour estimates, there may be variations in actual hours and charges. If project costs surpass the estimated hours within this order form by the greater of $15,000 or 20%, a signed change order is necessary to proceed. Adjustments below this threshold will be implemented and invoiced as incurred.

- ***On-Site Professional Services:** On-Site professional services are billed at a daily minimum rate, regardless of time spent on-site. Travel expenses related to on-site travel will be invoiced as a separate line item as they are incurred.

- **Cancellation or Postponement:** Customer agrees to participate in all scheduled meetings and minimize repeated cancellations. Customer shall provide no less than two (2) business days' written notice should any scheduled meeting, training session or other activity need to be cancelled or postponed. If Customer fails to provide such notice, Springbrook shall invoice the Customer for the lost or delayed scheduled time, with a minimum charge of two (2) hours. Additional charges may apply based on the resources and preparation required for the meeting.

- **Customer Responsibilities:** The customer will provide adequate internal resources and ensure the accuracy of all information provided to Springbrook. Customers are responsible for extracting data from any legacy systems and transferring the data into Springbrook's import templates.

Special Order Terms

Special Order Terms (if any):

By signing, both parties agree to the terms and conditions set forth in this agreement.

* If the Customer requires a PO number on invoices, the Customer must provide Springbrook with the PO number and a copy of the PO prior to invoice issuance. If a PO number is not provided prior to the invoice issuance date, invoices issued on this Order Form will be valid without a PO reference.

Springbrook Holding Company, LLC	**City of South Pasadena, CA**
Signature:_____	Signature:_____
Name (Print):_____	Name (Print):_____
Title:_____	Title:_____
Date:_____	Date:_____

Purchase Order # (if required)_____

Springbrook Cloud Environment

Sample of Technical Enhancements

Code and Farmwork Upgrades - that will provide the opportunity to take advantage of a more modern set of tools when the Springbrook team is developing new application features.

An Advanced Ad-hoc Reporting Tool – will allow users to build and run complex reports, charts, and graphs that pull data from multiple user-selected database tables. Users can then share those reports across the organization while still maintaining data security through comprehensive reporting security settings.

Better Use of Data Grids - Numerous data grids across the Springbrook Cloud application have been enhanced with a more powerful grid export options.
Users can now right-click in one of these updated data grids and select “Export all records to .csv” in order to generate a .csv file that includes all records that match the specified filter criteria. This new data grid export option provides a powerful tool for users who generate their own customized reports from the enhanced Springbrook data grids.

Introduction of an Analytics Reporting Tool- This reporting and analytics tool is powered by Tableau, the industry leader in third-party reporting solutions. This tool allows organizations to generate complex reports, complete with charts and graphs, that pull nearly real-time data from multiple user-selected database tables. Those reports can be shared across the organization while still maintaining data security through comprehensive data security settings

An Upgraded Push-Based Notification System

Password Complexity Validation – this feature has been improved for all Springbrook Online Applications. This new validation will improve system security establishing more complex password

requirements.

The Import of AP Invoices Process has been Updated-
to accept user-configured import files. The File Type drop-down field on the Import
Invoices window will now display custom AP import
configurations created by users.

The Vendor Maintenance Window has been Enhanced

The Manual Checks process has been Enhanced – this will allow the City to include the ability to process P-Card (Purchasing Card) transactions.
These enhancements include the new P-Card Vendor field on the Settings step, the inclusion of P-Card Vendor data in AP History records, and the ability to process 0 (zero) check numbers.

The Voucher Register Report has been Enhanced to include the Voucher Register By Fund

The Bank Reconciliations module, the Clear Transactions Proof List has been enhanced to improve clarity.

The Transaction History Report was Enhanced

Account Groups Maintenance- The Account Groups Maintenance window has been added to the GL Module. Account Groups are used to group accounts by
active account sections, such as fund, department, division or account. Budget validations can then be calculated against the aggregate budget totals for all the accounts in a group. This gives the user an additional level of budget control by ensuring the total account group budget is not exceeded when individual account budgets are exceeded

Chart of Accounts Maintenance Enhanced

Affordable Care Act Forms have been Added

Employee Maintenance Processes Enhanced

Pay Code Maintenance Enhanced

Work Period Maintenance Enhanced

Default Timecards Export – this tool has been added to the Payroll module and allows users to export timecard and earnings data in either the provided standard format or via user-configurable export.

Payroll Register Report Updated

W-2s Updates and Enhancements Added

Updated PO Change Orders

Updated Purchase Orders

Updated Purchase Order Listing

Updated Purchase Order Setup

Password Security Setting Updates

Bank Account Maintenance Enhanced

Import Configuration Maintenance Feature Enhanced - has been added to the
Import Configuration Maintenance window. This import configuration can be used to import the following data into the AP Invoices process:

- Vendor Number
- Vendor 1099
- Type Code
- Tax Amount
- Task Code 1-2
- Miscellaneous Character 1
- Invoice Number
- Invoice Description

• Invoice Date
• Handling Amount
• Discount Amount
• Base Amount
• Account Section 1-7
• 1099 Type

Various Security Enhancements and Upgrades

Enhanced Aging Reports

City Council Agenda Report

ITEM NO. 13

DATE: September 17, 2025

FROM: Todd Hileman, City Manager

PREPARED BY: Lucy Hakobian, Community Services Director

SUBJECT: **CONSIDER THE AWARD OF CONTRACT TO EPIC SURFACES FOR THE RESURFACING OF TENNIS COURTS AT GARFIELD PARK AND TENNIS/PICKLEBALL COURTS AT ORANGE GROVE PARK IN THE AMOUNT OF $51,150**

Recommendation

It is recommended that the City Council:

1. Award a contract to Epic Surfaces in the amount of $51,150 to resurface two existing tennis courts at Garfield Park and two existing tennis/pickleball courts at Orange Grove Park;
2. Authorize a contingency of up to ten-percent (10%), or $5,115, to address any unforeseen conditions or change orders;
3. Authorize transfer of unused State and Local Recovery Funds (SLRF), currently appropriated to the Grevelia/Berkshire Pocket Parks project, to fund the proposed Resurfacing Project; and
4. Authorize the City Manager, or designee, to execute the agreement and all related documents.

Executive Summary

The City of South Pasadena (City) owns and maintains public sports courts, including tennis and pickleball courts at Garfield Park and Orange Grove Park. To address surface deterioration and ensure continued safety and usability, the City solicited informal bids for resurfacing and repairs to four courts- two tennis courts at Garfield Park, and two dual-use existing tennis/pickleball courts at Orange Grove Park.

Background

The courts at both parks have experienced significant wear due to consistent use and exposure to environmental elements. The surfaces now exhibit visible cracks, fading, and uneven surfaces. Routine resurfacing is a vital part of facility maintenance, necessary to provide safe, high quality recreational spaces and to meet increasing community demand for outdoor fitness activities.

Analysis

In response to the need for court resurfacing, the City received two responses. The proposed scope of work includes: Pressure washing and surface cleaning, crack filling and surface preparation, application of new acrylic surfacing and color coating and line striping (tennis

striping at both sites; tennis and pickleball striping at Orange Grove Park). Epic Surfaces submitted the most competitive proposal, both in terms of scope and cost.

Vendor	**Bid Amount**
TrueLine	$93,592.90
Epic Surfaces	$51,150
American Court Surfacing	No Response

Accordingly, Staff is recommending the City enter into an agreement with Epic Surfaces.

Fiscal Impact

The original budget for the Grevelia/Berkshire Pocket Park Project was $2,300,000, funded through a combination of Proposition 68 Grant Funds, Park Impact Fees, and State and Local Recovery Funds (SLRF). That project is nearing completion and is expected be completed at least $60,000 under budget. Prop 68 and Park Impact Fees are more restrictive than SLRF funds, therefore, those funding sources are being used first and will be fully expended. Consequently, the project savings will be reflected in the SLRF funding. To minimize the impact to General Fund reserves, staff is requesting that SLRF project savings are transferred to fund the proposed Resurfacing Project.

Attachment:
Attachment No. 1 - Proposed Agreement

PROFESSIONAL SERVICES AGREEMENT FOR CONSULTANT SERVICES

(City of South Pasadena /Epic Surfaces)

1. IDENTIFICATION

This PROFESSIONAL SERVICES AGREEMENT ("Agreement") is entered into by and between the City of South Pasadena, a California municipal corporation ("City"), and Epic Surfaces ("Consultant").

2. RECITALS

2.1. City has determined that it requires the following professional services from a consultant: Provide resurfacing services at Orange Grove and Garfield Park Tennis Courts.

2.2. Consultant represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. Consultant further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.

2.3. Consultant represents that it has no known relationships with third parties, City Council members, or employees of City which would (1) present a conflict of interest with the rendering of services under this Agreement under Government Code Section 1090, the Political Reform Act (Government Code Section 81000 *et seq.*), or other applicable law, (2) prevent Consultant from performing the terms of this Agreement, or (3) present a significant opportunity for the disclosure of confidential information.

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

3. DEFINITIONS

3.1. "Scope of Services": Such professional services are set forth in Consultant's August 12, 2025, proposal to City attached hereto as Exhibit A and incorporated herein by this reference.

3.2. "Agreement Administrator": The Agreement Administrator for this project is Lucy Hakobian, Community Services Director. The Agreement Administrator shall be the principal point of contact at the City for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim milestones. City reserves the right to change this designation upon written notice to Consultant

3.3. "Approved Fee Schedule": Consultant's compensation rates are set forth in the fee schedule attached hereto as Exhibit A and incorporated herein by this reference. This fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.

3.4. "Maximum Amount": The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is Fifty One Thousand and One Hundred Fifty Dollars ($51,150).

3.5. "Commencement Date": September 17, 2025

3.6. "Termination Date": June 30, 2026

4. TERM

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

5. CONSULTANT'S DUTIES

5.1. **Services**. Consultant shall perform the services identified in the Scope of Services. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement.

5.2. **Coordination with City**. In performing services under this Agreement, Consultant shall coordinate all contact with City through its Agreement Administrator.

5.3. **Budgetary Notification**. Consultant shall notify the Agreement Administrator, in writing, when fees and expenses incurred under this Agreement have reached eighty percent (80%) of the Maximum Amount. Consultant shall concurrently inform the Agreement Administrator, in writing, of Consultant's estimate of total expenditures required to complete its current assignments before proceeding, when the remaining work on such assignments would exceed the Maximum Amount.

5.4. **Business License.** Consultant shall obtain and maintain in force a City business license for the duration of this Agreement.

5.5. **Professional Standards.** Consultant shall perform all work to the standards of Consultant's profession and in a manner reasonably satisfactory to City. Consultant shall keep itself fully informed of and in compliance with all local, state, and federal laws, rules, and regulations in any manner affecting the performance of this Agreement, including all Cal/OSHA requirements, the conflict of interest provisions of Government Code § 1090 and the Political Reform Act (Government Code § 81000 et seq.).

5.6. **Avoid Conflicts.** During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working at the Commencement Date if such work would present a conflict interfering with performance under this Agreement. However, City may consent in writing to Consultant's performance of such work.

5.7. **Appropriate Personnel.** Consultant has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. Epic Surfaces shall be Consultant's project administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No change shall be made in Consultant's project administrator without City's prior written consent.

5.8. **Substitution of Personnel.** Any persons named in the proposal or Scope of Services constitutes a promise to the City that those persons will perform and coordinate their respective services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. If City and Consultant cannot agree as to the substitution of key personnel, City may terminate this Agreement for cause.

5.9. **Permits and Approvals.** Consultant shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary for Consultant's performance of this Agreement. This includes, but shall not be limited to, professional licenses, encroachment permits and building and safety permits and inspections.

5.10. **Notification of Organizational Changes.** Consultant shall notify the Agreement Administrator, in writing, of any change in name, ownership or control of Consultant's firm or of any subcontractor. Change of ownership or control of Consultant's firm may require an amendment to this Agreement.

5.11. **Records.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to Consultant under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of City. In addition, pursuant to

Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of City, for a period of three (3) years after final payment under this Agreement.

6. SUBCONTRACTING

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

6.2. **Consultant Responsible.** Consultant shall be responsible to City for all services to be performed under this Agreement.

6.3. **Identification in Fee Schedule.** All subcontractors shall be specifically listed and their billing rates identified in the Approved Fee Schedule, Exhibit B. Any changes must be approved by the Agreement Administrator in writing as an amendment to this Agreement.

6.4. **Compensation for Subcontractors.** City shall pay Consultant for work performed by its subcontractors, if any, only at Consultant's actual cost plus an approved mark-up as set forth in the Approved Fee Schedule, Exhibit B. Consultant shall be liable and accountable for any and all payments, compensation, and federal and state taxes to all subcontractors performing services under this Agreement. City shall not be liable for any payment, compensation, or federal and state taxes for any subcontractors.

7. COMPENSATION

7.1. **General.** City agrees to compensate Consultant for the services provided under this Agreement, and Consultant agrees to accept payment in accordance with the Fee Schedule in full satisfaction for such services. Compensation shall not exceed the Maximum Amount. Consultant shall not be reimbursed for any expenses unless provided for in this Agreement or authorized in writing by City in advance.

7.2. **Invoices.** Consultant shall submit to City an invoice, on a monthly basis or as otherwise agreed to by the Agreement Administrator, for services performed pursuant to this Agreement. Each invoice shall identify the Maximum Amount, the services rendered during the billing period, the amount due for the invoice, and the total amount previously invoiced. All labor charges shall be itemized by employee name and classification/position with the firm, the corresponding hourly rate, the hours worked, a description of each labor charge, and the total amount due for labor charges.

7.3. **Taxes.** City shall not withhold applicable taxes or other payroll deductions from payments made to Consultant except as otherwise required by law. Consultant shall be solely responsible for calculating, withholding, and paying all taxes.

7.4. **Disputes.** The parties agree to meet and confer at mutually agreeable times to resolve any disputed amounts contained in an invoice submitted by Consultant.

7.5. **Additional Work.** Consultant shall not be reimbursed for any expenses incurred for work performed outside the Scope of Services unless prior written approval is given by the City through a fully executed written amendment. Consultant shall not undertake any such work without prior written approval of the City.

7.6. **City Satisfaction as Precondition to Payment.** Notwithstanding any other terms of this Agreement, no payments shall be made to Consultant until City is satisfied that the services are satisfactory.

7.7. **Right to Withhold Payments.** If Consultant fails to provide a deposit or promptly satisfy an indemnity obligation described in Section 11, City shall have the right to withhold payments under this Agreement to offset that amount.

8. PREVAILING WAGES

Consultant is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. Consultant agrees to fully comply with the Prevailing Wage Laws, to the extent applicable. Consultant shall be solely responsible for ensuring its compliance with all applicable Prevailing Wage Laws, including but not limited to payment or prevailing wages, recordkeeping, and any registration requirements. Consultant shall defend, indemnify, and hold the City, tis elected officials, officers, employees, and agents free and harmless form any claim or liability arising out of any failure or alleged failure of Consultant to comply with the Prevailing Wage Laws.

9. OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents or other written material ("written products" herein) developed by Consultant in the performance of this Agreement shall be and remain the property of City without restriction or limitation upon its use or dissemination by City except as provided by law. Consultant may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Consultant.

10. RELATIONSHIP OF PARTIES

10.1. **General.** Consultant is, and shall at all times remain as to City, a wholly independent

contractor.

10.2. **No Agent Authority.** Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not represent that it is, or that any of its agents or employees are, in any manner employees of City.

10.3. **Independent Contractor Status.** Under no circumstances shall Consultant or its employees look to the City as an employer. Consultant shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Consultant's previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Consultant specifically assumes the responsibility for making such a determination. Consultant shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation, and other applicable federal and state taxes.

10.4. **Indemnification of CalPERS Determination.** In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

11. INDEMNIFICATION

11.1 **Definitions.** For purposes of this Section 11, "Consultant" shall include Consultant, its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Consultant or its subcontractors, in the performance of this Agreement. "City" shall include City, its officers, agents, employees and volunteers.

11.2 **Consultant to Indemnify City.** To the fullest extent permitted by law, Consultant shall indemnify, hold harmless, and defend City from and against any and all claims, losses, costs or expenses for any personal injury or property damage arising out of or in connection with Consultant's alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Consultant or failure to comply with any provision in this Agreement.

11.3 **Scope of Indemnity.** Personal injury shall include injury or damage due to death or injury to any person, whether physical, emotional, consequential or otherwise, Property damage shall include injury to any personal or real property. Consultant shall not be required to indemnify City for such loss or damage as is caused by the sole active negligence or willful misconduct of the City.

11.4 **Attorneys Fees.** Such costs and expenses shall include reasonable attorneys' fees for counsel of City's choice, expert fees and all other costs and fees of litigation. Consultant shall not be entitled to any refund of attorneys' fees, defense costs or expenses in the event that it is adjudicated to have been non-negligent.

11.5 **Defense Deposit.** The City may request a deposit for defense costs from Consultant with respect to a claim. If the City requests a defense deposit, Consultant shall provide it within 15 days of the request.

11.6 **Waiver of Statutory Immunity.** The obligations of Consultant under this Section 11 are not limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City.

11.7 **Indemnification by Subcontractors.** Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 11 from each and every subcontractor or any other person or entity involved in the performance of this Agreement on Consultant's behalf.

11.8 **Insurance Not a Substitute.** City does not waive any indemnity rights by accepting any insurance policy or certificate required pursuant to this Agreement. Consultant's indemnification obligations apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

12. INSURANCE

12.1. **Insurance Required.** Consultant shall maintain insurance as described in this section and shall require all of its subcontractors, consultants, and other agents to do the same. Approval of the insurance by the City shall not relieve or decrease any liability of Consultant Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.

12.2. **Documentation of Insurance.** City will not execute this agreement until it has received a complete set of all required documentation of insurance coverage. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. Consultant shall file with City:

12.3. Certificate of Insurance, indicating companies acceptable to City, with a Best's Rating of no less than A:VII showing. The Certificate of Insurance must include the following reference: Provide resurfacing services at Orange Grove and Garfield Park Tennis Courts.

- Documentation of Best's rating acceptable to the City.
- Original endorsements effecting coverage for all policies required by this Agreement.

- City reserves the right to obtain a full certified copy of any Insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of the right to exercise later.

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

• Professional Liability Insurance:	$2,000,000 per occurrence, $2,000,000 aggregate
• General Liability:	
• General Aggregate:	$2,000,000
• Products Comp/Op Aggregate	$2,000,000
• Personal & Advertising Injury	$2,000,000
• Each Occurrence	$2,000,000
• Fire Damage (any one fire)	$ 100,000
• Medical Expense (any 1 person)	$ 10,000
• Workers' Compensation:	
• Workers' Compensation	Statutory Limits
• EL Each Accident	$1,000,000
• EL Disease - Policy Limit	$1,000,000
• EL Disease - Each Employee	$1,000,000
• Automobile Liability	
• Any vehicle, combined single limit	$1,000,000

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

12.5. **General Liability Insurance.** Commercial General Liability Insurance shall be no less broad than ISO form CG 00 01. Coverage must be on a standard Occurrence form. Claims-Made, modified, limited or restricted Occurrence forms are not acceptable.

12.6. **Worker's Compensation Insurance.** Consultant is aware of the provisions of Section 3700 of the Labor Code which requires every employer to carry Workers' Compensation (or to undertake equivalent self-insurance), and Consultant will comply with such provisions before commencing the performance of the work of this Agreement. If such insurance is underwritten by any agency other than the State Compensation Fund, such agency shall be a company authorized to do business in the State of California.

12.7. **Automobile Liability Insurance.** Covered vehicles shall include owned if any, non-owned, and hired automobiles and, trucks.

12.8. P**rofessional Liability Insurance or Errors & Omissions Coverage.** The deductible or self-insured retention may not exceed $50,000. If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of the work. Coverage shall be continued for two years after the completion of the work by one of the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the work under this Agreement.

12.9. **Claims-Made Policies.** If any of the required policies provide coverage on a claims-made basis the Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work. Claims-Made Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

12.10. **Additional Insured Endorsements.** The City, its City Council, Commissions, officers, and employees of South Pasadena must be endorsed as an additional insured for each policy required herein, other than Professional Errors and Omissions and Worker's Compensation, for liability arising out of ongoing and completed operations by or on behalf of the Consultant. Consultant's insurance policies shall be primary as respects any claims related to or as the result of the Consultant's work. Any insurance, pooled coverage or self-insurance maintained by the City, its elected or appointed officials, directors, officers, agents, employees, volunteers, or consultants shall be non-contributory. All endorsements shall be signed by a person authorized by the insurer to bind coverage on its behalf. General liability coverage can be provided using an endorsement to the Consultant's insurance at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37.

12.11. **Failure to Maintain Coverage.** In the event any policy is canceled prior to the completion of the project and the Consultant does not furnish a new certificate of insurance prior to cancellation, City has the right, but not the duty, to obtain the required insurance and deduct the premium(s) from any amounts due the Consultant under this Agreement. Failure of the Consultant to maintain the insurance required by this Agreement, or to comply with any of the requirements of this section, shall constitute a material breach of this Agreement.

12.12. **Notices.** Contractor shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. Consultant shall

provide no less than 30 days' notice of any cancellation or material change to policies required by this Agreement. Consultant shall provide proof that cancelled or expired policies of insurance have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages. The name and address for Additional Insured Endorsements, Certificates of Insurance and Notices of Cancellation is: City of South Pasadena, Attn: Lucy Hakobian, Community Services Director, 1414 Mision Street, South Pasadena, CA 91030.

12.13. **Consultant's Insurance Primary.** The insurance provided by Consultant, including all endorsements, shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.

12.14. **Waiver of Subrogation.** Consultant hereby waives all rights of subrogation against the City. Consultant shall additionally waive such rights either by endorsement to each policy or provide proof of such waiver in the policy itself.

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

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

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

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

13. MUTUAL COOPERATION

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

13.2. **Consultant Cooperation in Defense of Claims.** If any claim or action is brought against City relating to Consultant's performance in connection with this Agreement,

Consultant shall render any reasonable assistance that City may require in the defense of that claim or action.

14. NOTICES

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

If to City

Lucy Hakobian
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030
Telephone: (626) 403-7380

If to Consultant

Epic Surfaces
John Kruse
29472 Courtney Place
Temecula, CA 92591

With courtesy copy to:

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

15. SURVIVING COVENANTS

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

16. TERMINATION

16.1. **City Termination.** City may terminate this Agreement for any reason on five calendar days' written notice to Consultant. Consultant agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data,

documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.

16.2. **Consultant Termination.** Consultant may terminate this Agreement for a material breach of this Agreement upon 30 days' notice.

16.3. **Compensation Following Termination.** Upon termination, Consultant shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement. The City shall have the benefit of such work as may have been completed up to the time of such termination.

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

17. INTERPRETATION OF AGREEMENT

17.1. **Governing Law.** This Agreement shall be governed and construed in accordance with the laws of the State of California.

17.2. **Integration of Exhibits.** All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Consultant with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed on by City and Consultant.

17.3. **Headings.** The headings and captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the language of the section or paragraph shall control and govern in the construction of this Agreement.

17.4. **Pronouns.** Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).

17.5. **Severability.** If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to the extent necessary to, cure such invalidity or unenforceability, and shall be enforceable in its amended form. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or

unenforceable, shall not be affected, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

17.6. **No Presumption Against Drafter.** Each party had an opportunity to consult with an attorney in reviewing and drafting this agreement. Any uncertainty or ambiguity shall not be construed for or against any party based on attribution of drafting to any party.

18. GENERAL PROVISIONS

18.1. **Confidentiality.** All data, documents, discussion, or other information developed or received by Consultant for performance of this Agreement are deemed confidential and Consultant shall not disclose it without prior written consent by City. City shall grant such consent if disclosure is legally required. All City data shall be returned to City upon the termination or expiration of this Agreement.

18.2. **Conflicts of Interest.** Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Consultant further agrees to file, or shall cause its employees or subcontractor to file, a Statement of Economic Interest with the City's Filing Officer if required under state law in the performance of the services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer, or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

18.3. **Non-assignment.** Consultant shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Consultant.

18.4. **Binding on Successors.** This Agreement shall be binding on the successors and assigns of the parties.

18.5. **No Third-Party Beneficiaries.** Except as expressly stated herein, there is no intended third-party beneficiary of any right or obligation assumed by the parties.

18.6. **Time of the Essence.** Time is of the essence for each and every provision of this Agreement.

18.7. **Non-Discrimination.** Consultant shall not discriminate against any employee or applicant for employment because of race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law,

disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Employment actions to which this provision applies shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; or in terms, conditions or privileges of employment, and selection for training. Consultant agrees to post in conspicuous places, available to employees and applicants for employment, the provisions of this nondiscrimination clause.

18.8. **Waiver.** No provision, covenant, or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in writing signed by one authorized to bind the party asserted to have consented to the waiver. The waiver by City or Consultant of any breach of any provision, covenant, or condition of this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other provision, covenant, or condition.

18.9. **Excused Failure to Perform.** Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in City's sole judgment, that such failure was due to causes beyond the control and without the fault or negligence of Consultant.

18.10. **Remedies Non-Exclusive.** Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance from the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any or all of such other rights, powers or remedies.

18.11. **Attorneys' Fees.** If legal action shall be necessary to enforce any term, covenant or condition contained in this Agreement, the prevailing party shall be entitled to an award of reasonable attorneys' fees and costs expended in the action.

18.12. **Venue.** The venue for any litigation shall be Los Angeles County, California and Consultant hereby consents to jurisdiction in Los Angeles County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.

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

"City"	"Consultant"
City of South Pasadena	Epic Surfaces
By:_____	By:_____
Signature	*Signature*

Printed:_____	Printed:_____
Title:_____	Title:_____
Date:_____	Date:_____

Attest:

By:_____
Mark Perez
Acting Chief City Clerk

Date:_____

Approved as to form:

By:_____
Roxanne Diaz, City Attorney

Date:_____

EXHIBIT A

"Scope of Services/Approved Fee Schedule"

Epic Surfaces
29472 Courtney pl
Temecula, CA 92591
John@epic-surfaces.com
LIC#923638
Bonded and insured.

Lucy Hakobian
815 Mission Street, south Pasadena, CA 91030

BID

Bid # 0000151

Bid Date 08/12/2025

Item	Description	Unit Price	Quantity	Amount
	We are pleased to submit this proposal for the resurfacing of your 4 Tennis court. We understand the importance of maintaining a high-quality playing surface that meets the todays standards, and we are confident that our expertise and experience in resurfacing will meet or exceed your expectations. Crack Repair: -Blisters/Bubbles: Moisture trapped between pavement and coating material causes blisters or bubbles. Both asphalt and concrete absorb moisture, which can rise through the slab, breaking the bond with the coating. While beyond our control, installing a vapor barrier is recommended to mitigate this issue. -Cracks in the Courts: Daily expansion and contraction of concrete and asphalt surfaces can cause cracks to reopen, sometimes pushing patch material out. This occurrence is unpredictable and beyond our control. Following evaluation, suitable repair procedures can be selected, considering the underlying causes of cracking. However, even with repair, there's no guarantee against recurrence. -Structural cracks or hairline cracks often reappear due to slab movement, even after correct repair procedures. Most cracks are structural, extending through the vertical profile of the concrete slab, especially in reinforced constructions. For post-tensioned concrete cracks are typically held together by tendons. -Repair methods depend on crack type, size, underlying causes, and budget constraints. Small cracks are usually treated with crack filler, but recurrence is possible. -Concrete Foundations Association advises that concrete cracking is common and often due to thermal expansion/contraction or chemical reactions. Concrete's coefficient of thermal expansion/contraction can lead			

to cracking, especially with temperature differentials. Differential volume changes from temperature variations can exceed concrete's tensile strength, causing cracking. Control measures include reducing internal temperature, controlling cooling rate, and increasing concrete's tensile strength.
-Chemical reactions can also cause cracking, such as alkali-silica reaction or sulfate attack. Alkali-silica reaction results in expansive gel formation, leading to cracking and structure deterioration. Sulfates in soil or water can cause concrete expansion and cracking.

Use of low-alkali cement, nonreactive aggregates, and proper curing can mitigate these issues.
-Weathering processes like freezing/thawing, wetting/drying, and heating/cooling can cause concrete cracking. Adequate air entrainment, low water-cement ratio, durable aggregate, and proper curing help protect against freezing/thawing damage. ---Corrosion of reinforcement can also lead to cracking. Preventive measures include proper drainage, sealing, and cathodic protection.
-Pop Outs and Spalls: These are substrate makeup-induced failures, repaired prior to resurfacing, but new occurrences cannot be prevented. Delamination or discoloration caused by substrate impurities is common in resurfacing and not contractor responsibility.
-Shoe Marks: Certain shoes may mark the surface due to its sand content and skid resistance. However, marks typically fade after washing and time.
-Court Care: Regular maintenance, including debris removal and cautious equipment use, is essential.

Crack Filling: Small cracks are filled with specialized crack fillers designed for tennis courts. These fillers are typically made of flexible materials that can expand and contract with changes in temperature without cracking. USTA suggests using acrylic-based crack fillers for best results.
-Crack Sealing: For larger cracks or those that are expanding, crack sealing is a more intensive method. It involves cleaning out the crack and then applying a sealant to prevent further water infiltration and expansion of the crack. USTA recommends using rubberized crack sealants for tennis court cracks.
-Patch Repair: When cracks are particularly wide or deep, patching may be necessary. This involves filling the crack with a specialized patching compound and smoothing it out to match the surrounding surface. Patch repair is often used for more severe damage or structural issues. Washing should be avoided for three weeks post-completion.

Diamond grind high spots to bring down trip edge and maintain ball bounce. Can only reduced but goal is to eliminate.
-Apply a durable and weather-resistant paint specifically designed for Tennis Court -Sport master systems.

- Use high-quality equipment and techniques to ensure a professional and even finish.

QUALITY ASSURANCE

A. Installer Qualifications: Minimum 7 years of experience in athletic court surfacing and repair.

B. Perform work in accordance with ASBA (American Sports Builders Association) guidelines.

ACCEPTABLE CRACK REPAIR SYSTEMS

The following products shall be approved by the manufacturer and compatible with the color surfacing system.

A. Acrylic Crack Filler (standard for non-structural cracks)

B. Flexible Crack Repair System (for larger, structural cracks)

C. Backer Rod (for cracks >½" wide)

D. Sand: Clean, dry silica sand

PATCHING AND LEVELING COMPOUND

A. Acrylic-based patching material compatible with the resurfacing system.

Scope of Work:

1. Pressure Washing:

- Thoroughly clean the entire surface of the tennis court using a high-pressure water system.

-Acid wash and Neutralize and primer.

- Remove all dirt, debris, algae, and other contaminants from the court's surface.

- Eliminate stains and discoloration caused by weathering or use over time.

- Identify low spots and fill with leveling compound to avoid puddling and damage to the surface. Anything low spot that holds nickels deep of water for over 1 hr without drying.

2. Surface Preparation:

- Inspect the court surface for any cracks, uneven areas, or other damages.

- Make necessary repairs to ensure a smooth and level surface.

- Apply a suitable primer to cracks and repairs to enhance paint adhesion.

- Crack Repair: We will professionally repair any cracks or other areas of concern on the court surface using USTA-approved methods and materials. This step is crucial for ensuring a durable and long-lasting playing surface.

04 ACRYLIC SURFACING SYSTEM INSTALLATION

A. The surface system installation shall comply with the surfacing system manufacturer's published instructions, including the required application rates and methods as well as the environmental and temperature conditions. Existing court surfaces shall have a minimum of 3 coat system, following the installation of resurfacing coat and include 2 color coats.

B. Filler Coat: The Contractor shall apply filler coats in

opposite directions over the entire slab.
The filler coat material shall be acrylic re-surfacer manufactured by the manufacturer of the acrylic surfacing material. Depending on the seriousness of deterioration or cracking and the number of repairs, one or more layers of acrylic resurfacer may be applied in repaired areas, or over the entire pavement area within the overall playing area.
C. Color Coats: The Contractor shall apply a minimum of two-color coats over the entire surface/slab. The material must be

delivered to the jobsite in unopened containers and mixed at the jobsite according to the manufacturer's specifications. After the first coat has dried, the surface shall be inspected and all ridges removed. The entire surface shall then be blown clean.
The second coat shall be applied, the surface shall be inspected and the ridges shall be removed.
The entire surface shall then be blown clean. Both coats shall contain sand as required to obtain the desired playing "speed" as approved by the Owner.
E. Application of All Coats
1. The coating materials shall be mixed according to the directions on the label of each product.

2. Pour a windrow along the length of one edge of the slab. Using a rubber-blade squeegee, insert approximately one-third of the width of the blade into the windrow, angle it so as to "plow" the windrow further onto the pavement, pull the squeegee the length of the pavement. Upon reaching the end, reverse direction and repeat the procedure. This procedure should be repeated until the entire surface is uniformly covered. It is required to keep adding fresh coating material to the windrow. Do not let the windrow run low. When adding fresh coating into the existing material in the windrow, do not stop for extended periods of time to take breaks until the coat being applied is complete.
3. Do not stop to repair mistakes that were made on previous passes. These can best be corrected after the coat being applied is dry.

5. Each application to dry thoroughly prior to the next coat. After each coat is dry, inspect the entire surface. Scrape and remove any excess material or foreign matter. If necessary, touch up any repairs.
6. Application rate in gallons of material per square yards of surface, as specified by the manufacturer as a minimum, must be strictly adhered to.
7. Finished surface must be uniform in texture and color shade without any blemishes. Additional complete finish coats are required to correct discrepancies.

A. Dimensions: Playing lines shall be 2" wide. All lines shall be accurately located and marked in accordance with rules of the United States Tennis Association. Stripe Volleyball and Four Sqaure, running lanes.
B. Layout: The lines shall be accurately laid out and taped. The edges of the tape must be overpainted to ensure full-width, true, sharp edges on the surface.

C. Application: All lines shall be double-coated with a textured line paint provided by the manufacturer of the acrylic surfacing system. The texture of the line paint should match the adjacent court surfacing texture. When the line paint has thoroughly dried, the tape shall immediately be removed in a method to provide straight and true lines. The Contractor will be required to provide touchup of any line where error is present or court surface that is overcoated or damaged. No tape residue will be permitted to remain.

Timeline:
- We estimate that the resurfacing process will take approximately 14-15 days. *Weather permitting *
- Our team will work efficiently to minimize disruption to your daily operations.

The Company warrants that all construction work performed by its employees or subcontractors shall be free from defects in materials and workmanship for a period of one year from the completion date of the project. This warranty covers repairs and replacements due to any defects discovered within the warranty period, provided that such defects are not caused by negligence, improper use, or unauthorized modifications by the Customer or any third party.

2 Courts with pickleball courts	13500.00	2.00	27,000.00
2 courts without pickleball	12000.00	2.00	24,000.00
post crank	150.00	1.00	150.00

Subtotal	51,150.00
Total	51,150.00
Amount Paid	0.00
Bid	$51,150.00

City Council Agenda Report

ITEM NO. 14

DATE: September 17, 2025

FROM: Todd Hileman, City Manager

PREPARED BY: Greg Lloyd, Fire Chief

SUBJECT: **CONSIDERATION TO AMEND THE FIREFIGHTER CLASSIFICATION TO ESTABLISH THE POSITION OF FIREFIGHTER TRAINEE**

Recommendation

It is recommended that the City Council:

1. Approve the modification of the Firefighter classification to create a Firefighter Trainee classification; and
2. Authorize Human Resources to update the City's job description accordingly.

Executive Summary

The Fire Department has faced significant challenges in recruiting and retaining qualified Firefighter Paramedics. Over the past year, the Department conducted four recruitments and continues to experience difficulty filling vacancies. This issue is not unique to South Pasadena; smaller fire departments across the region face similar shortages.

Hiring **Firefighter Paramedics will remain the City's primary method of recruitment**, ensuring that fully qualified candidates are prioritized whenever possible. However, the proposed Firefighter Trainee classification provides staff with an additional pathway to expand the candidate pool when fully qualified applicants are limited.

The recommended approach offers two key benefits:

1. **Relieves strain on existing personnel** – By filling vacancies sooner, the program reduces the need for excessive overtime, lowering risks of injury, fatigue, and mental health strain.
2. **Supports structured skill development** – Employees first become proficient as firefighters, then attend paramedic school, allowing them to master each element of the role in sequence.

The Firefighter Trainee classification provides an innovative pathway that strengthens recruitment, addresses immediate staffing needs, and develops highly capable Firefighter Paramedics within thirty six (36) months.

Background

In the past twelve months, the Fire Department has held four separate recruitments for Firefighter Paramedic. Despite these efforts, vacancies remain due to the limited pool of candidates who possess both firefighter and paramedic credentials.

Recruitment and retention of personnel has been an ongoing issue, with the transition of dozens of personnel over the past several years, contributing to organizational instability and staffing gaps. Regional trends indicate that smaller departments are struggling to compete with larger agencies that offer higher compensation and benefits. Neighboring jurisdictions have begun implementing flexible recruitment models, either hiring paramedics to send through fire academies or hiring firefighters to send through paramedic school.

Analysis
The City faces ongoing staffing shortages in the Fire Department, which negatively impacts service delivery, response times, and overtime costs. To address this shortage, innovative hiring approaches are needed to strengthen recruitment pipelines.

As an initial step, staff analyzed practices from other regional agencies and reviewed recruitment data from recent hiring processes. Discussions with peer agencies confirmed the effectiveness of trainee programs in expanding the candidate pool. This proposal was presented to the South Pasadena Firefighters' Association ("Association") several months ago and discussed at length. Understanding the recruitment and retention issues facing the Department, the Association expressed support for this proposal as an additional tool to strengthen hiring efforts and ensure long-term staffing stability.

As part of the analysis, staff looked at a number of alternatives to the City's current practice of hiring fully trained and qualified Firefighter Paramedics. One of options staff analyzed is to hire trained paramedics, then send them to the fire academy. The drawback to this option is that it does not meet immediate operational needs because academy completion delays staffing deployment.

Alternatively, staff analyzed hiring firefighters and sending them to paramedic school. This allows new hires to contribute immediately on shift while progressing toward their full paramedic certification. This method also enables employees to become proficient in one element of the position at a time. By hiring new employees as Firefighter Trainees, they gain experience and mastery as a firefighter, then attend paramedic school to focus on the advanced medical responsibilities, resulting in stronger overall competency.

Current staffing shortages require existing personnel to regularly work extra shifts and mandatory overtime. This prolonged workload increases the risk of both physical injury and mental health strain. Fatigue from excessive hours reduces alertness on emergency responses and heightens the likelihood of on-the-job accidents. In addition, the cumulative stress of frequent extra shifts negatively impacts firefighters' mental wellbeing, contributing to burnout, compassion fatigue, and decreased job satisfaction. Addressing staffing shortages through the Firefighter Trainee program will help reduce these burdens, improving both safety and morale.

Conclusion:
For these reasons, staff recommends establishing the Firefighter Trainee classification. This approach addresses immediate staffing demands, provides cost savings by underfilling positions, allows structured skill development, reduces strain on current personnel, and creates a pathway to full Firefighter Paramedic status within 36 months.

Alternatives
Staff presents the following alternatives for consideration

- **Delay action.** The Council could postpone a decision and request additional analysis before approving the classification change. Staffing would be handled through current means.
- **Hire paramedics and send them to the fire academy.** This option is shorter in duration than paramedic school, but it does not allow employees to staff an apparatus until they have completed all training requirements. As such, it delays their ability to contribute to shift coverage.
- **Take no action.** The City would continue to rely solely on Firefighter Paramedic recruitment, which has proven difficult to sustain given current regional hiring challenges.

Fiscal Impact
Hiring at the Firefighter Trainee level will initially result in cost savings compared to fully budgeted Firefighter Paramedic positions. Specifically, underfilling the position for one year would result in an estimated salary savings of $15,228. These savings can be applied to offset the cost of tuition and related training expenses for paramedic school.

In addition, staff is researching paramedic school options, including hybrid programs that combine online coursework with in-person training. A hybrid model would reduce the amount of time the employee's shift must be covered while attending classes, further minimizing backfill costs and operational impacts.

Key Performance Indicators and Strategic Plan
- Reduction in vacancy rates for sworn Fire Department positions.
- Decrease in overtime expenditures due to unfilled positions.
- Reduction in work-related injuries and overtime-related stress claims.

- **Strategic Plan Goal:** Ensure effective delivery of public safety services by maintaining adequate staffing levels.

Commission Review and Recommendation
This proposal was not submitted to any commission for review

Attachment:
Attachment No. 1 - Firefighter Trainee - Redline
Attachment No. 2 - Firefighter Trainee - Clean Version

City of South Pasadena

FIREFIGHTER / TRAINEE

Full-Time, Limited Term

The City of South Pasadena Fire Department is seeking highly motivated candidates that demonstrate exceptional customer service and exhibit a passion for public service!

Purpose

Under general supervision, responds on emergency and non-emergency calls to fight fires and perform rescue operations; trains, drills and works in fire suppression and fire prevention activities; repairs and maintains fire apparatus and equipment; and maintains quarters.

Examples of Duties

Responds to emergency calls for medical and fire aid; drives fire vehicles to the scene of emergencies; performs emergency bandaging and splinting, and other medical procedures as prescribed by law; performs in a full range of firefighting duties in the suppression of structural, brush and other types of fires; participates in regular training activities, and fire prevention inspections and programs; may act as Fire Engineer ~~or Fire Captain~~; and performs related work as required.

Employment Standards

Education/Experience:

~~Graduation from high school, or equivalent; must be at least 18 years old and possess a valid California Driver's License; must have graduated from a recognized California Fire Academy or have a Firefighter I Certificate~~.

Required Qualifications:

Candidates shall be at least 18 years of age and possess a high school diploma or equivalent. All candidates must have: (1) certificate of completion of California State Fire Marshal's Office accredited fire academy, or California State Fire Marshal Firefighter I certification; (2) proof of passing the Biddle or IAFF CPAT within the last 12 months and (3) a valid California or National Registry EMT Certification.

Desirable Qualifications:

1. Firefighter Restricted Class C Driver's license as issued by the State of California Department of Motor Vehicles.
2. 911 experience as an EMT
3. College coursework related to Fire Science
4. Paramedic School prerequisite courses such as Anatomy & Physiology

Knowledge of:

Arithmetic, principles of mechanics, elementary chemistry; modern ~~fire fighting~~firefighting techniques and problems; basic English grammar, spelling, punctuation, and composition.

Ability to:

Perform emergency first aid, including C.P.R.; respond quickly to changing situations under emergency pressure; climb ladders and work at considerable heights; use tools and equipment;

perform limited mechanical work involved in maintaining firefighting and rescue vehicles; appropriate safety precautions and procedures; and understand and carry out oral and written instructions.

Physical Demands:
Exposure to extreme physical demands would require the candidate to be in excellent condition. This includes, but is not limited to, lifting and/or dragging of heavy weight, bending, stretching, stooping, squatting, climbing, balancing, kneeling, crouching, crawling, running, jumping, pushing, pulling, twisting, and other forms of moderate to extreme physical exertion.

Special Requirements:
Possession of CPR and EMT I certificates.

Incumbents in the Firefighter Paramedic Trainee classification are eligible for promotion to Firefighter Paramedic upon meeting the minimum qualifications with a satisfactory work performance evaluation. Employees must qualify for promotion to Firefighter Paramedic within 36 months or may be terminated.

During the period of the trainee appointment, the trainee shall have probationary status. Appointments to the higher classification are subject to a new probationary period.

Firefighter continued

Working Conditions
All Fire Department personnel work under extreme conditions that require excellent physical conditioning.

FLSA Status
All Fire Department personnel who work 24-hour shifts fall under the provisions of the Fair Labor Standards Act.

Revised 01/01

City of South Pasadena

FIREFIGHTER / TRAINEE

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Purpose

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Employment Standards

Education/Experience:

.

Required Qualifications:

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Knowledge of:

Arithmetic, principles of mechanics, elementary chemistry; modern firefighting techniques and problems; basic English grammar, spelling, punctuation, and composition.

Ability to:

Perform emergency first aid, including C.P.R.; respond quickly to changing situations under emergency pressure; climb ladders and work at considerable heights; use tools and equipment; perform limited mechanical work involved in maintaining firefighting and rescue vehicles; appropriate safety precautions and procedures; and understand and carry out oral and written instructions.

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Firefighter continued

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FLSA Status
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Revised 01/01

City Council Agenda Report

ITEM NO. 15

DATE: September 17, 2025

FROM: Todd Hileman, City Manager

PREPARED BY: Brian Solinsky, Police Chief
Davit Ghazaryan, Management Analyst

SUBJECT: **CONSIDERATION TO AUTHORIZE THE ACCEPTANCE OF FUNDING FROM THE 2024 URBAN AREA SECURITY INITIATIVE GRANT AWARD IN THE AMOUNT OF $138,493 AND APPROVE THE SUBAWARD AGREEMENT**

Recommendation

It is recommended that the City Council:

1. Authorize the City Manager or designee to accept a grant award of $138,493 from the 2024 Urban Area Security Initiative (UASI)
2. Authorize the appropriation of revenue and expenditures in the amount of $138,493 to the Grant Fund; and
3. Approve and authorize the City Manager or designee to execute the UASI 2024 Subaward Agreement and related documents to purchase equipment that supports regional homeland security goals

Background

The Urban Area Security Initiative was founded by the Department of Homeland Security (DHS) after the attacks of September 11, 2001, giving state and local agencies federal grants through the Homeland Security Grant Program (HSGP). Managed by the Federal Emergency Management Agency (FEMA), the UASI program assists in funding densely populated urban areas that are at high risk for acts of terrorism. By means of financial assistance, the UASI program addresses the planning, organization, equipment, and training needs of areas that are targets for such things as cyber threats, threats to soft targets and crowded venues, and threats from domestic violent extremists. The funds provided by UASI aid in protecting, mitigating, response, and recovery to threats or acts of terrorism in these densely populated urban areas.

In September 2024, $138,493 was awarded to the South Pasadena Police Department (SPPD) through the DHS, FEMA FY 2024 UASI Grant Program. Funds were requested to purchase equipment that supports regional homeland security goals. There is no cash or in-kind match required for this grant.

Analysis

The UASI grant program directly supports the national priority of expanding regional collaboration withing the National Preparedness Goal, which defines community preparedness

for all types of disasters and emergencies. The UASI grant is intended to assist participating jurisdictions in developing integrated regional systems for prevention, protection, response, and recovery from natural or man-made disasters.

Of the $138,493 awarded to the Department, the initial plan included purchasing compact response shields and an operational support vehicle. However, on July 28, 2025, all Los Angeles area UASI subrecipients were informed that there will be significant cuts (more than twenty million dollars) to the initial regional allocation, including the UASI 2025 grant application. This cut has forced the Department to modify its initial plan in order to use the UASI 2024 funds in a way that addresses its most urgent needs. At this time, the Department has not identified the equipment best suited for this modification. A modification request to the list of equipment that was initially included in the grant application will be submitted to the City of Los Angeles, SPPD’s UASI pass through agency, in the upcoming months. This request will not affect the grant award amount in any form.

Fiscal Impact
The City of South Pasadena will receive a grant in the amount of $138,493 from the FY 2024 UASI Grant Program on a reimbursement basis. Per the City of South Pasadena's Proposed Budget for the 2025-2026 Fiscal Year, funds are appropriated expenditure account number 274-4010-4019-8520 (Homeland Security Grant - Machinery and Equipment). No local matching funds are required for grant funds to be received. The Department can initiate the procurement process as soon as the Subaward agreement is executed by the City Council and will receive reimbursement as soon as the applicable packet is submitted to the City of Los Angeles, by January 31, 2027.

Commission Review and Recommendation
This item was not reviewed by the Public Safety Commission.

City Council Agenda Report

ITEM NO. 16

DATE: September 17, 2025

FROM: Todd Hileman, City Manager

PREPARED BY: Michael Vartanians, City Engineer

SUBJECT: **CONSIDERATION OF APPROVAL OF AN AMENDMENT TO A TASK ORDER WITH KOA CORPORATION, A LOCHNER COMPANY FOR CIVIL DESIGN ENGINEERING AND TRAFFIC/TRANSPORTATION ENGINEERING SERVICES RELATED TO THE INDIANA AND PASADENA RECONSTRUCTION PROJECT FOR A TOTAL NOT TO EXCEED AMOUNT OF $532,559.**

Recommendation

It is recommended that the City Council approve an amendment in an amount of $89,230 to the Task Order with KOA Corporation, A Lochner Company, to provide engineering design services related to the Indiana and Pasadena Avenue Reconstruction Project, for a total not-to-exceed amount of $532,559.

Executive Summary

The City's 2025-2030 Capital Improvement Program (CIP) includes the construction of multiple street improvement projects and includes the Indiana and Pasadena Avenue Reconstruction Project. This item proposes the approval of an addition to the scope and fee for an existing Task Order with KOA Corporation, A Lochner Company (KOA) via a contract amendment (Attachment 1), in order to facilitate additional engineering design service needs of the Indiana and Pasadena Avenue Reconstruction Project (Project) related to design of street lighting infrastructure.

Background

The City's Public Works Department is responsible for developing and implementing the City's Capital Improvement Program (CIP), including improvements of the City's street, water, and sewer infrastructure. City Council recently received a presentation from the Public works Department on a multi-year plan to improve street infrastructure throughout the City and with it the replacement and repair of the City's water distribution and sewer collection pipelines, where necessary.

Analysis

On March 5, 2025 City Council approved a Task Order (Attachment 2) with KOA for civil and traffic/transportation design services related to the Indiana and Pasadena Reconstruction Project for an amount not to exceed $443,329. The task order includes design of asphalt pavement rehabilitation, concrete infrastructure improvements, water infrastructure improvements and sanitary sewer repairs.

Staff has identified inadequate lighting along the Indiana Avenue corridor between Monterey Road and Via Del Rey, including adjacent side streets such as Martos Drive, Gates Place, Alta Vista Avenue, Indiana Place, and Indiana Terrace. This amendment will authorize a photometric study to identify areas that do not meet the lighting standards set by the Illuminating Engineering Society of North America (IESNA). Based on the study's findings, staff will provide recommendations to achieve compliance with these standards. Accordingly, an amendment to the task order for this additional work is necessary. Additionally, the amendment will enable the consultant to develop design plans and specifications for necessary street lighting infrastructure improvements along the corridor. The proposed additional scope of work is $89,230 for a total amount of $532,559.

Fiscal Impact
Funding for this Project has been adopted in the FY 2025-2026 Budget under the Streets and Sidewalk Category with the Indiana and Pasadena Reconstruction Project CIP Accounts. This account consists of transfers from multiple funds, including Funds 104, 210, 233, 236, and 500 for a total of $660,000.

Of the budgeted amount, $443,329 was encumbered for engineering design services related to street, sewer and water improvements and $50,000 was encumbered for staff augmented project management services.

If the proposed amendment is approved an additional $89,230 will be encumbered. The $89,230 will be funded with $20,000 from Fund 233, $20,000 from Fund 236 and $49,230 from Fund 104.

Key Performance Indicators and Strategic Plan
This item is related to street improvement goals in the City Council's 2025 compilation of priorities.

Commission Review and Recommendation
The Indiana Avenue and Pasadena Avenue Street, Water, & Sewer Improvement Project has been discussed at multiple meetings of the former Mobility and Transportation Infrastructure Commission and the former Public Works Commission throughout the development of the Project and the Pavement Management Plan.

Public Notification
The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website.

Environmental Analysis
This item is exempt from the California Environmental Quality Act (CEQA) analysis based on State CEQA Guidelines Section requirements under Section 21084 of the Public Resources Code, in accordance with Article 19, Section 15301, Class (1) "existing facilities."

Attachment:
Attachment No. 1 - Proposed Amendment
Attachment No. 2 - Existing Task Order

FIRST AMENDMENT TO TASK ORDER NO. KOA6010-003

THIS FIRST AMENDMENT ("Amendment") to Task Order No. KOAC6010-003 is made and entered into as September 17, 2025, by and between the City of South Pasadena ("City") and and KOA Corporation, a Lochner Company ("Consultant").

RECITALS

WHEREAS, the City and Consultant entered into an agreement entitled Master On-Call Professional Services Agreement dated May 22, 2023 ("Agreement"), by which the Consultant agreed to perform Civil Design Engineering Services and Traffic/Transportation Engineering Services in accordance with Task Orders issued by the City; and

WHEREAS, the City and Consultant subsequently entered into Task Order No. KOAC6010-003, which was approved by the City Council ("Task Order"), for Consultant to assist City with the engineering design, construction management and inspection services for the Indiana Avenue and Pasadena Avenue Street Improvement Project ("Project"); and

WHEREAS, the Task Order was in the amount of $443,329 for the services described therein; and

WHEREAS, the City now desires additional engineering design services related to street lighting for the Project, which requires an amendment to the Agreement for the additional services and compensation in the amount of $89,230 for those services;

WHEREAS, the City desires to amend the Task Order to include the additional services and compensation and increase the accompanying purpose order;

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

Section 1. Consultant shall provide the additional services as set forth in Exhibit A of this Amendment ("Additional Services"), which shall be performed pursuant to the terms of the Agreement. The Task Order's original "Scope of Task Order" and the Additional Services attached herein shall collectively be referred to as the "Scope of Task Order."

Section 2. For the Additional Services, City shall pay Consultant an amount not to exceed $89,230, as more particularly described in Exhibit A based on the hourly rates set forth therein. Accordingly, the maximum compensation for the Scope of Task Order shall not exceed $532,559.

Section 3. All other terms, conditions, and provisions of the Task Order to the extent not modified by this Amendment, shall remain in full force and effect.

"City" City of South Pasadena	"Consultant" KOA, a Lochner Company
By:_____ *Signature*	By:_____ *Signature*
Printed:_____	Printed:_____
Title:_____	Title:_____

Attest:

By:_____
Mark Perez, Acting Chief City Clerk

Approved as to form:

By:_____
Roxanne Diaz, City Attorney

EXHIBIT A TO THE FIRST AMENDMENT TO THE TASK ORDER

ADDITIONAL SERVICES AND COMPENSATION

1100 Corporate Center Drive, Suite 201, Monterey Park, CA 91754
T: (323) 260-4703 | F: (323) 260-4705 | www.koacorp.com
MONTEREY PARK ORANGE ONTARIO SAN DIEGO

June 10, 2025

Michael Vartanians, PE
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030

Subject: Engineering Services Proposal for Indiana Avenue and Pasadena Avenue Street Improvement Project Addendum No. 1 – Street Lighting Photometric Analysis

Dear Michael:

Thank you for requesting KOA Corporation (KOA) to provide this proposal for additional services on the Indiana Avenue and Pasadena Avenue Street Improvement Project in the City of South Pasadena. The additional services include a photometric analysis of the project corridor. The scope of work is provided below for review by the City of South Pasadena, followed by a fee estimate. Let us know if you have any questions or comments regarding this letter proposal.

PROJECT UNDERSTANDING

It is our understanding that the City would like for KOA to perform a photometric analysis of the Indiana Avenue corridor as well as all other intersecting streets that are part of the pavement rehabilitation project (excluding Pasadena Avenue). The scope will include a photometric analysis, lighting improvement recommendations, and cost estimates summarized in a technical memorandum. The project locations and limits are as follows:

- Indiana Avenue
  - Monterey Road to Alta Vista Avenue (~1,400 LF)
  - Alta Vista Avenue to Via del Rey (~3,000 LF)
- Martos Drive
  - Indiana Avenue to cul-de-sac (~320 LF)
- Gates Place
  - Indiana Avenue to cul-de-sac (~520 LF)
- Alta Vista Avenue
  - Indiana Avenue to La Portada Street (~1,500 LF incl. Alta Vista Circle)
- Indiana Place
  - Indiana Avenue to cul-de-sac (~280 LF)
- Indiana Terrace
  - Indiana Avenue to cul-de-sac (~290 LF)



SCOPE OF WORK

TASK 1 – EXISTING PHOTOMETRIC ANALYSIS

KOA will prepare and analyze the existing illumination and uniformity calculations using AGI32 lighting design software. We have assumed the City can provide specifications for the existing luminaires along the project corridor. We will verify the locations of the existing street lighting as well as the wattage and lighting type (HPS, LED, etc.). We will identify areas along the roadway that do not meet the Illuminating Engineering Society of North America (IESNA) lighting criteria, inform the City of our findings, and make recommendations on how to meet the standards.

KOA will prepare a technical memorandum summarizing our analysis, research, and recommendations to the City for review. The report will include tables, figures, maps, and any back-up information to document recommendations and conclusions. The report will also include a rough order of magnitude cost estimate for the proposed street lighting work. We will prepare one (1) revision of the technical memorandum.

KOA will attend up to two (2) virtual meetings with the City to discuss photometric results and recommendations.

Note: The study area shares the same limits of the pavement rehabilitation, excluding Pasadena Avenue.

Task 1 Deliverables:

- Draft and Final technical memorandum.

TASK 2 – STREET LIGHTING PS&E

KOA will prepare up to 14 street lighting plans along the project limits identified in the project understanding. The design of the proposed street lighting will be prepared to satisfy the illumination requirements of the City and IES guidelines. The street lighting plans will be prepared at a scale of 1"=20' and will show the existing curb, right-of-way, driveways, curb ramps, utilities, proposed street lights and proposed service locations.

KOA will prepare the technical specifications using the City boilerplate and the Standard Specifications for Public Works Construction (SSPWC) and Caltrans Standard Specifications. KOA will also prepare and submit a cost estimate with each plan submittal to the Client.

Note: The scope and fee for Task 2 is based on providing street lighting plans along the project limits identified in the project understanding. This is subject to change depending on our findings and recommendations in Task 1 and City scope requests.

Task 2 Deliverables:

- 60%, 90%, and 100% street lighting plans and cost estimates.
- 90% and 100% street lighting specifications.

FEE ESTIMATE

KOA will perform the work specified in the scope above based on the time and materials fee not to exceed **$89,230.00** as shown below:

DELIVERABLES	KOA					
	Principal II	PM / Senior Engineer I	Senior Associate Engineer II	Total Hours	Other Direct Costs	KOA TOTAL
Hourly Rates (Fully Burdened)	**$328.00**	**$224.00**	**$174.00**			
ADDENDUM #1 SERVICES						
TASK 1: EXISTING PHOTOMETRIC ANALYSIS						
Photometric Analysis	8		120	128	$50.00	$23,554.00
ROM Cost Estimate	2		16	18		$3,440.00
Technical Memorandum	6		32	38		$7,536.00
Meetings (2)	2	2	2	6		$1,452.00
SUBTOTAL	**18**	**2**	**170**	**190**	**$50.00**	**$35,982.00**
TASK 2: STREET LIGHTING PS&E						
60% Submittal						
Design Plans	8	16	120	144		$27,088.00
Cost Estimates	1	2	8	11		$2,168.00
90% Submittal						
Design Plans	4	4	50	58		$10,908.00
Specifications	1	8	4	13		$2,816.00
Cost Estimates	1	2	4	7		$1,472.00
100% Submittal						
Design Plans	2	2	30	34		$6,324.00
Specifications	1	4	2	7		$1,572.00
Cost Estimates	1	1	2	4		$900.00
SUBTOTAL	**19**	**39**	**220**	**278**		**$53,248.00**
TOTAL ADDENDUM #1 SERVICES	**37**	**41**	**390**	**468**	**$50.00**	**$89,230.00**

The budget is based upon the work scope and level of effort presented above and includes the cost of all related technical and administrative services. The work scope is considered complete upon submittal of a final document by KOA. Any additional services requested will be considered as extra work and those fees will be negotiated prior to start of work and secured in writing.

If the work described within this letter is not authorized in 30 days, if changes occur in the work scope or level of effort, or if our work is suspended for more than 180 days due to any circumstances beyond KOA's control, we reserve the right to revise the work scope, budget and schedule to reflect current conditions. Such revisions will be effected through mutually agreed upon amendments or modifications to this agreement.

WORK SCHEDULE

KOA will work with the City on a schedule that is mutually agreeable. KOA is not responsible for delays caused by factors beyond KOA's reasonable control, including but not limited to delays because of strikes, lockouts, work slowdowns or stoppages, accidents, acts of God, failure of any governmental or other regulatory authority to act in a timely manner,

failure of the Client to furnish timely information or approve or disapprove of the KOA's services or work product promptly, or delays caused by faulty performance by the Client or by other consultants or contractors of any level. When such delays beyond KOA's reasonable control occur, the Client agrees the KOA is not responsible for damages, nor shall KOA be deemed to be in default of this Agreement.

AUTHORIZATION

A professional service agreement shall be prepared and executed prior to work.

Sincerely,
KOA | A Lochner Company



Giuseppe Canzonieri, PE
Principal | Director of Engineering

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TASK ORDER NO. KOAC6010-003

TO MASTER PROFESSIONAL SERVICES AGREEMENT (2022-172)

This Task Order No. KOAC6010-003 ("Task Order") is made and entered into by and between the City of South Pasadena, a municipal corporation ("City"), and **KOA Corporation, a Lochner Company**, a corporation ("Consultant").

RECITAL

A. City and Consultant entered into an agreement entitled Master On-Call Professional Services Agreement ("Agreement") dated **May 22, 2023** by which the Consultant agreed to perform **Civil Design Engineering Services** and **Traffic/Transportation Engineering Services** in accordance with Task Orders issued by the City.

NOW, THEREFORE, THE PARTIES HEREBY AGREE AS FOLLOWS:

1. **INCORPORATION BY REFERENCE.** This Task Order hereby incorporates by reference all terms and conditions set forth in the Agreement.

2. **SCOPE OF TASK ORDER.** Consultant shall perform the following services in accordance with the terms and conditions of the Agreement:

Indiana Avenue and Pasadena Avenue Street Improvement Project
This task order includes preparation of Construction Documents (Plans, Specifications, & Estimates – PS&E) for pavement rehabilitation, curb, gutter, and sidewalk repair, utility adjustments, water line replacement, sewer spot repair (as identified by the City), and traffic calming treatments where there is any opportunity. The task order also includes Consultant construction support. The project locations and limits are as follows:

- Pasadena Avenue: Metro A Line to Hawthorne Street (~350 LF)
- Indiana Avenue:
  - Monterey Road to Alta Vista Avenue (~1,400 LF)
  - Alta Vista Avenue to Via del Rey (~3,000 LF)
- Martos Drive: Indiana Avenue to cul-de-sac (~320 LF)
- Gates Place: Indiana Avenue to cul-de-sac (~520 LF)
- Alta Vista Avenue: Indiana Avenue to La Portada Street (~1,500 LF incl. Alta Vista Circle)
- Indiana Place: Indiana Avenue to cul-de-sac (~280 LF)
- Indiana Terrace: Indiana Avenue to cul-de-sac (~290 LF)

TASK 2 – PROJECT MANAGEMENT

Project Management services shall include, but not be limited to providing and performing all regular and customary project management services needed to facilitate the successful design, construction and completion of the project. Consultant shall attend a kick-off meeting with the City Project Manager and key staff to review the project deliverables and the City's requirements. Consultant shall attend up to four (4) project design meetings with

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City staff at the 30%, 60%, 90%, and 100% design stages. Consultant shall maintain communication with the City's Project Manager throughout the duration of the project including design package status, meeting agendas and minutes, schedule updates, action items, etc. Consultant shall maintain the project schedule, update it regularly to reflect any significant changes in the project and keep the City informed of these changes. Consultant shall coordinate with the City Project Manager to resolve project related issues in a timely manner. Consultant shall bring potential complex issues to the attention of the City's Project Manager as soon as possible and manage sub-consultants as needed.

Task 1 Deliverables:

- Work Plan
- Schedule
- Agenda and minutes for each meeting

TASK 2 – PRELIMINARY ENGINEERING

RECORDS RESEARCH

Consultant shall work with the City to obtain record drawings and documents relevant to the work site. Record drawings and documents can include, but are not limited to existing improvement plans, topographic maps, centerline ties, corner records, as-built plans, utility plans, etc. Consultant shall send requests for record drawings and documents through the City's Project Manager.

UTILITY RESEARCH, NOTIFICATIONS, AND MAPPING

Consultant shall obtain a list from the City of utility companies known to own and operate facilities in the City of South Pasadena. Consultant shall send an email with standard utility response form, and a map of the project site to all relevant utility companies. Consultant shall request information from relevant utilities including record drawings of their facilities, prior rights information, and any planned upgrades expected in the near future. Consultant shall log utility responses and information regarding existing facilities shall be shown on plans. In some cases, the utility owner may require a request presented on City letterhead. Consultant shall coordinate these situations, as needed, with the City's Project Manager. Consultant shall provide the City's Project Manager with a utility response list and maps/data received when all utility companies have responded. Consultant shall compile all as-builts received from the utility agencies and develop a utility base map that shall be referenced in the project plans.

TOPOGRAPHIC SURVEY

Subconsultant KDM Meridian, Inc. (KDM) shall provide a design level topographic ground survey (including centerline and right-of-way) within the project limits. KDM scope includes:

1. Research of Record Information
    a. Obtain record maps and record information from the Los Angeles County Surveyor's office and City of Pasadena. This shall include record subdivision maps, records of survey, tie-sheets, corner records and benchmarks.

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2. Boundary Confirmation
    a. Confirm location and boundaries of survey area with City prior to commencing field work.
3. Control Datums:
    a. Horizontal: CCS83, Zone V.
    b. Vertical: City of Pasadena or LA County benchmark (NAVD88)
4. Control Survey
    a. Recover and survey existing centerline and property monuments adequate to orient record data for each area.
    b. Establish supplemental control points to use throughout the life of the project in each area with the intention these are provided on the construction plans.
5. Field Topographic Survey
    a. Collect detailed topographic information or each reach of street including parkway where improved or 3-5 feet beyond curb face where practical.
    b. Collect 25-50 foot intervals cross sections within each of the reaches of street as appropriate to create a surface of the street, extending beyond only where parkway is improved.
6. Deliverables
    a. Base mapping consisting of record centerlines, right of way lines, and collected topographic data and points shall be compiled and drafted at 1" =20' with 1-foot interval contours. AutoCAD and PDF versions of base mapping shall be provided.

GEOTECHNICAL ENGINEERING

Subconsultant Twining, Inc. shall provide geotechnical engineering services for the project. Twining's scope includes the following:

PERFORM VISUAL PAVEMENT SURFACE CONDITION ASSESSMENT

A visual condition assessment shall be performed to aid in the selection of exploratory coring locations within the project limit and identify the approximate dig-out locations.

PERFORM AND COORDINATE PAVEMENT TESTING AND SAMPLING

In order to determine the structural thickness of the adjacent pavement, Twining shall perform coring on the pavement section as well as on the side of the road. Consultant shall notify Underground Service Alert (USA) of the proposed subsurface exploration locations at least 72 hours prior to exploration so that conflicts between the proposed locations and underground utilities can be identified. Twining has assumed that the City shall provide as-built utility plans for the areas proposed for exploration and perform a field review of our locations. Twining shall perform a minimum of 16 cores to measure the thickness of the pavement layers and identify the type of the existing soil on the side of the road. Also, Twinning shall obtain subgrade soil sample on 5 core locations for further laboratory testing. Twinning anticipates performing all cores in two 8-hour shifts. Coring shall be conducted in accordance with the ASTM 5361M-14 standard.

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Twinning shall explore the existing pavement using an electric-powered core drill and 6- or 8-inch core drill bits. Twinning shall hand excavate to a depth of approximately 3 feet below top of the exposed surface at selected locations to obtain samples existing of subgrade materials which will support the new pavement sections. The thickness of existing asphalt concrete pavement, thickness and type of base, and depth to subgrade shall also be recorded. Twinning shall perform the coring under the observation of field engineer or geologist, who shall log the subsurface conditions encountered and shall obtain bulk samples for laboratory observation and testing.

PERFORM LABORATORY TESTING

Samples obtained from the exploratory borings shall be transported to Consultant's laboratory in Long Beach for visual classification and testing. Laboratory tests shall be performed by Twining on selected samples obtained from the borings to aid in the classification and to evaluate the engineering properties of the subgrade soils, as follows.

- R-value;
- In-place density and moisture;
- Maximum density and optimum moisture;
- Atterberg limits / Plasticity index; and
- #200 wash for soil classification.

The exact quantities and types of tests shall depend on the material types encountered during their subsurface exploration. The quantities proposed here are based on Consultant's experience with similar-sized projects in the past.

PAVEMENT OVERLAY STRUCTURAL THICKNESS DESIGN

The results of Twining's field exploration and lab testing shall be evaluated and engineering analysis shall be performed in order to provide recommendations for the design and construction of the proposed pavement section. Pavement structural thickness design shall be performed following the latest California Highway Design Manual.

PREPARE PAVEMENT EVALUATION / OVERLAY THICKNESS RECOMMENDATIONS REPORT

Consultant shall prepare a report to summarize the data collected and present conclusions, and recommendations for design and construction of the proposed project. The report shall include the following:

- Site location map;
- Project information;
- Photographs of the existing pavement;
- Coring location map and structural thickness;
- Geotechnical laboratory test results; and
- Pavement structural design recommendations including but not limited to the following options:
    - o Asphalt Concrete Overlay,
    - o Full depth Asphalt Concrete,
    - o Asphalt Concrete over crushed aggregate base
    - o Asphalt concrete over stabilized subgrade soil

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The final report shall be signed and stamped by a California Registered Geotechnical Engineer.

FIELD REVIEW / SITE EVALUATION

Upon receipt of any available as-built records from the City, the topographic survey, and the geotechnical report, Consultant shall visit the project site to verify and document existing conditions. Consultant shall investigate and verify existing roadway geometry, utility manholes/valves, signing and striping, traffic signals, detector loops, power poles, cabinets, fire hydrants, etc. Consultant shall send a team of experienced and knowledgeable civil engineers to the project site to fully evaluate the existing pavement conditions and identify any asphalt, curb, gutter, or sidewalk that is damaged and in need of replacement. Consultant shall also develop a .kmz file in Google Earth with geo-coded field photos. This tool shall assist the City in seeing photos of areas that we recommend AC dig outs, curb & gutter replacement, sidewalk replacement, etc.

ADA COMPLIANCE ASSESSMENT

Based on the Consultant's preliminary review of the project site, there are eleven (11) existing curb ramps within the project limits. The curb ramps included in the Consultant's assessment are located at:

- Pasadena Avenue & Hawthorne Street – 3 curb ramps
- Monterey Road & Indiana Street – 4 curb ramps
- Indiana Street & Via Del Rey – 4 curb ramps

Although the existing curb ramps appear to be recently reconstructed, Consultant shall perform an ADA compliance assessment of the eleven (11) existing curb ramps. The Consultant's engineers shall verify existing dimensions/grades with a smart level and measuring tape. Consultant shall document findings and inform the City of all deficiencies.

BASE PLAN PREPARATION

Consultant shall prepare accurate base plans upon completion of field review. The base plan shall show existing centerlines, curb, gutter, right-of-way, curb ramps, driveways, pavement delineations, markings, roadside signs, traffic signal equipment, pull boxes, conduit, utility manholes/valves, and all other information that was documented during the field review. Consultant believes putting extra time and effort into the preparation of accurate base plans is a critical step because the plans shall serve as the foundation of the design. This shall eliminate the need to revisit the base plan to make changes, which can result in delays of our deliverables and the project schedule.

30% DESIGN PLANS & COST ESTIMATES

Upon completion of the project base plans, Consultant shall begin preparing the 30% design plans for the proposed improvements.

The plans shall include the following for each corridor:

- Recommended pavement rehabilitation method
- Recommendation of roadway areas requiring complete removal and replacement
- Typical sections
- Areas requiring curb, gutter and sidewalk replacement
- Proposed curb ramp locations

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- Traffic calming opportunities
- Cost estimates

Consultant shall prepare one revision of the 30% design plans and cost estimates.

Task 2 Deliverables:

- Utility as-built records and agency response list.
- Topographic survey.
- Geotechnical report.
- Field notes and site photos.
- ADA compliance assessment.
- Base plans.
- 30% design plans and cost estimates.

TASK 3 – FINAL DESIGN

After the conceptual design plans have been approved by the City, Consultant shall move forward in preparing the 60% submittal package. Submittals shall be made to the City at the 60%, 90%, and 100% design stages.

STREET IMPROVEMENTS

Consultant shall prepare street improvement plans to accommodate the pavement rehabilitation along the project corridors listed in the project understanding. Consultant plans shall be prepared at 1"=20' scale (or 1"=40' scale if preferred by the City) and shall include a detailed horizontal layout showing existing roadway improvements, right-of-way, centerline, utility manholes/valves/boxes, underground utilities, proposed resurfacing areas, proposed areas requiring full removal and replacement, curb ramp replacement, curb, gutter and sidewalk replacement, typical roadway cross sections, construction notes, and applicable construction details.

Consultant shall prepare up to eleven (11) curb ramp design details for the project. The details shall be prepared at 1"=5' scale and shall contain a detailed horizontal layout, elevations and grades, and construction notes.

SIGNING AND STRIPING

Consultant shall prepare signing and striping plans along the project corridors listed in the project understanding. Signing and striping plans shall be prepared at a scale of 1"=20' and shall show centerlines, existing/proposed street improvements, existing/proposed pavement delineations, pavement markings and roadside signs. Typically signing and striping plans are prepared at 1"=40' scale, however since the most of the existing streets are very narrow, 1"=20' scale shall be more appropriate.

Note: Traffic signal loop restoration for the west leg of Pasadena Avenue/Monterey Road shall be shown on the signing and striping plan.

WATER IMPROVEMENTS

Consultant shall prepare water improvement plans to accommodate the replacement of all existing water lines, water valves, laterals to water meters, and fire hydrants along the

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project corridors listed in the project understanding. The plans shall be prepared at 1"=20' scale and shall show existing and proposed street improvements, existing water lines and proposed water improvements. In addition, crossing-details shall be provided on how the proposed waterline shall cross critical infrastructure such as existing sanitary sewers or storm drains in accordance with current regulations. Consultant shall design plans to conform to the City of South Pasadena Water Standards. Note: We have assumed the following:

- Where there is sufficient space for water line replacement, proposed water line shall occupy new horizontal and/or vertical location, in order to keep the existing water line in service through construction until commissioning. Alternatively, where a water service bypass can be implemented, proposed water lines may be placed at the same location (horizontally and vertically) as the existing water lines. Contractor shall include provisions for the bypass in the plans and specifications to be executed as part of construction.
- Vertical profiles shall not be required.
- The City shall provide Consultant with the water line and lateral size, as well as specific materials (make and model) of various components.

SEWER IMPROVEMENTS

It is the Consultant's understanding that the City is currently performing a CCTV procedure along all the sewer lines in the project area in an effort to identify any areas that are in need of replacement. The City shall provide Consultant with these "spot repair" areas when the information is available. Due to the unknown locations, consultant assumed the following:

- City shall provide "spot repair" locations, pipe material and size (up to 20 locations).
- The proposed improvements shall be shown on the water improvement plans. No separate plan sheets shall be prepared.
- Vertical profiles shall not be required.

Upon receipt of the "spot repair" locations from the City, Consultant may request additional budget if the level of effort differs from what is shown in scope of work and fee proposal.

SPECIFICATIONS

Consultant shall prepare the technical specifications using the City boilerplate and the Standard Specifications for Public Works Construction (SSPWC) and Caltrans Standard Specifications.

COST ESTIMATES

Consultant shall prepare and submit a cost estimate with each plan submittal to the Client. Consultant shall apply market construction costs for each bid item to the quantities measured using a combination of available sources including Caltrans published data, recent bid prices from other local projects, and any other data provided for Consultant use. Consultant shall update the cost estimates based on the refinement of the quantities throughout the project.

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Task 3 Deliverables:

- 60%, 90%, & 100% plans and cost estimate submittals.
- 90% & 100% specifications submittals.

TASK 4 – CONSTRUCTION SUPPORT

Consultant shall provide construction support services following the submittal of the final plans, specifications, and cost estimates.
Consultant services shall include:

- Attendance at pre-bid meeting, responding to bidders' questions, and preparing addenda as necessary.
- Attendance at pre-construction meeting, job-site meetings, and field visits during construction.
- Review of shop drawings, submittals, and change orders.
- Response to Requests for Information (RFI) in a timely manner.
- Minor design changes during construction.

Note: Budget is limited to what is shown in the fee schedule.

RECORD DRAWINGS
After construction has been completed, Consultant shall prepare record drawings based on redlines provided by the Contractor and/or the Client's Construction Manager. As-builts shall be submitted on mylars as requested by the Client. Field verification of proposed improvements is excluded from Consultant's scope of work.

Task 4 Deliverables:

- RFI & submittal log matrix and responses.
- Applicable design revisions.
- Record drawings.

3. **TASK ORDER ADMINISTRATOR.** Consultant shall designate a principal point of contact for this task order:

Giuseppe Canzonieri
KOA Corporation, a Lochner Company
1100 Corporate Center Drive, Suite 201, Monterey Park, CA 91754
Telephone: (323) 260-4703
Email: gcanzonieri@hwlochner.com

4. **SCHEDULE.** Consultant shall complete the Task Order by the date listed below, or, if specified, in accordance with the required schedule of milestones listed below:

Tasks 1, 2, & 3 listed in this task order shall be completed within 9 months from the execution of this task order, and upon receiving requested information from the City at various milestones through the project. Task 4 shall be completed in accordance with

Docusign Envelope ID: 67B18925-0929-41B3-9F8B-21E1C3310065

the construction schedule.

5. **PAYMENT.** For services performed by Consultant in accordance with this Task Order, City will compensate Consultant in accordance with the terms and conditions of the Agreement based on the Fee Schedule set forth below. The total cost of this project is to be no more than **$443,328.60** based on the rates in the Fee Schedule set forth below, including a $403,026.00 fee, and a 10% contingency of $40,302.60, and the timing of such payment as stated in the Scope of Task Order / Payments shall be made on a percent complete basis, where a completed portion of a task, or the entirety of a completed task, shall be invoiced by the Consultant upon approval by the City, in accordance with the below costs.

Table 1 of 2: KOA Tasks and Assigned Personnel with Hourly Rates ($ / hr)

Task	Principal ll $328.00	PM/Senior Engineer l $224.00	Senior Associate Engineer ll $174.00	Associate Engineer ll $143.00	Associate Engineer I $124.00	Admin Assistant II $105.00	Sub-consultants & Other Direct Costs (See Table 2)	Task Fee
1	13 hrs $4,264.00	34 hrs $7,616.00	4 hrs $696.00	-	-	16 hrs $1,680.00	-	**67 hrs** **$14,256**
2	13 hrs $4,264.00	22 hrs $4,928.00	90 hrs $15,660.00	148 hrs $21,164.00	16 hrs $1,984.00	-	$101,600	**289 hrs** **$149,600**
3	51 hrs $16,728.00	117 hrs $26,208.00	345 hrs $60,030.00	372 hrs $53,196.00	470 hrs $58,280.00	-	-	**1,355 hrs** **$214,442**
4	14 hrs $4,592.00	44 hrs $9,856.00	24 hrs $4,176.00	8 hrs $1,144.00	40 hrs $4,960.00	-	-	**130 hrs** **$24,728**
Total	**91 hrs** **$29,848.00**	**217 hrs** **$48,608.00**	**463 hrs** **$80,562.00**	**528 hrs** **$75,504.00**	**526 hrs** **$65,224**	**16 hrs** **$1,680.00**	**$101,600**	**1,841 hrs** **$403,026**

Table 2 of 2: Sub-Consultant Tasks and Other Direct Costs with Hourly Rates ($ / hr)

Task	KDM (Survey)	Twining (GeoTech)	Utility Research, Notifications, and Mapping	Field Review / Site Evaluation	ADA Compliance Assessment	Sub-consultant And Other Direct Costs Subtotal
2	$76,000.00	$24,000.00	$1,500.00	$75.00	$25.00	$ 101,600.00
Total	**$76,000.00**	**$24,000.00**	**$1,500.00**	**$75.00**	**$25.00**	**$ 101,600.00**

Docusign Envelope ID: 67B18925-0929-41B3-9F8B-21E1C3310065

6. **SIGNATURES.** The individuals executing this Task Order represent and warrant that they have the right, power, legal capacity, and authority to enter into and to execute this Task Order on behalf of the respective legal entities of the Consultant and the City.

IN WITNESS WHEREOF, the City and Consultant do hereby agree to the full performance of the terms set forth herein.

"City"
City of South Pasadena

By: Signed by: Todd Hileman _____
Signature

Printed: Todd Hileman

Title: City Manager

Date: 5/21/2025

"Consultant"
KOA Corporation, a Lochner Company

By: _____
Signature

Printed: Giuseppe Canzonieri

Title: Principal, Director of Engineering

Date: 3/10/2025

Attest:

By: Signed by: Hector Gomez _____

Hector Gomez, Chief City Clerk

Date: 5/21/2025

Approved as to form:

By: DocuSigned by: Roxanne Diaz _____

Roxanne Diaz, City Attorney

Date: 5/21/2025

City Council Agenda Report

ITEM NO. 17

DATE: September 17, 2025

FROM: Todd Hileman, City Manager

PREPARED BY: Greg Lloyd, Fire Chief

SUBJECT: **CONSIDER INTRODUCTION OF AN ORDINANCE OF THE CITY OF SOUTH PASADENA DESIGNATING FIRE HAZARD SEVERITY ZONES INCLUDING THE DESIGNATION OF ADDITIONAL LOCAL AREAS PURSUANT TO GOVERNMENT CODE SECTION 51179 AND AMENDING CHAPTER 14 OF THE SOUTH PASADENA MUNICIPAL CODE**

Recommendation

It is recommended that the City Council introduce the ordinance by title only and waive full reading of the ordinance designating fire hazard severity zones including the designation of additional local areas pursuant to Government Code Section 51179 and amending Chapter 14 (Fire Prevention) of the South Pasadena Municipal Code.

Executive Summary

In response to increased wildfire threats and the release of the updated 2025 Fire Hazard Severity Zone (FHSZ) Map, the City of South Pasadena proposes that the City Council introduce and subsequently adopt the proposed ordinance.

In March 2025, CAL FIRE released the 2025 Local Responsibility Area Fire Hazard Severity Zone Map for the City of South Pasadena. Pursuant to Government Code Section 51179, the City Council must adopt an ordinance designating the Fire Hazard Severity Zones as set forth in the State map. In addition, the Fire Department is requesting that the City locally designate additional High Fire Hazard Severity Zones. The areas proposed for local designation, specifically south of Monterey Road and west of Meridian Avenue, were omitted from the State map due to technical thresholds in CAL FIRE's modeling criteria. However, based on documented vegetation, topography, access limitations, and historical wildfire behavior, these areas present a significant wildfire hazard. Last, there are properties that were mapped by the State that have two designations-Very High and High Fire Hazard Severity Zones. In order to ensure consistent application of the requirements related to defensible space, the proposed ordinance designates those parcels with two designations to only one designation--a Very High Fire Hazard Severity Zone.

Background

On March 24, 2025, CAL FIRE released its updated FHSZ maps identifying areas of elevated wildfire hazard. For the first time, portions of South Pasadena—including the Arroyo Seco and the western slopes of the Monterey Hills—were designated as 'Very High' FHSZs. However, certain at-risk areas were excluded due to CAL FIRE’s 200-acre fuel bed threshold. Informed

by the City's 2023 Local Hazard Mitigation Plan and the April 2025 FHSZ Assessment, the Fire Department determined that the Monterey Hills contain 122 acres of vegetated terrain with eight contiguous fuel beds exceeding four acres. The area also experiences challenging emergency access conditions and lies within known fire corridors influenced by prevailing westerly winds

Analysis
Under Government Code § 51179, the Authority Having Jurisdiction (AHJ) may locally designate additional areas as Fire Hazard Severity Zones. If a city designates new areas as being in the Very High Fire Hazard Severity Zone, findings supported by substantial evidence are required to show that the defensible space and other requirements of Government Code Section 51182 are necessary for effective fire protection within that area. Findings are not required to designate areas as being in the High Fire Hazard Severity Zone.

Nevertheless, City staff have compiled empirical data and conducted site-specific assessments supporting the expansion of the High FHSZ designation to include areas south of Monterey Road and west of Meridian Avenue. This designation will ensure that these areas comply with the defensible space requirements. This local amendment ensures consistency between the State FHSZ map and the City's wildfire preparedness strategy. In addition, the State map contains parcels that have both a Very High and High Fire Hazard Severity Zone designation. As the City is not permitted under the Government Code to reduce any area designated Very High, the proposed ordinance will designate those parcels as solely being in the Very High Fire Hazard Severity Zone. This will alleviate confusion for those parcel owners. In addition, it is necessary to ensure that the defensible space requirements and other restrictions set forth in Government Code Section 51182 apply to the entire parcel, not just a portion of the parcel, for effective fire protection.

As part of the City's commitment to robust community engagement, staff implemented a comprehensive public education campaign to ensure widespread awareness of the proposed Fire Hazard Severity Zone (FHSZ) update. Outreach efforts included coordinated social media messaging across City platforms, the distribution of several hundred informational flyers directly to residences and the general public.

In addition, an advertisement was placed in the local newspaper that included a QR code directing readers to the City's website, where detailed information about the FHSZ was made available. To encourage in-person participation, staff hosted two community meetings and staffed informational booths at both the South Pasadena Farmer's Market and the annual Back to School Picnic. These combined efforts ensured that residents were provided with multiple avenues to obtain information, ask questions, and provide feedback.

Public Outreach Analytics:
Community Meeting Attendance: 133
Flyers distributed: >900
Total events attended: 4

The feedback received from the meetings was extremely positive and the efforts made by staff to contact the community in a direct manner were appreciated. There was consistent support for the ordinance proposal and an attitude of solidarity towards wildfire preparedness.

Staff recommends the City Council move forward with the proposed ordinance to ensure consistency with Government Code Section 51182 requirements and to preserve eligibility for related grant funding.

Alternatives

1. The City Council can choose to adopt only the State FHSV map, however this excludes the Monterey Hills area and those parcels that have two designations.
2. Direct staff to conduct further analysis before proceeding.

Fiscal Impact

The proposed ordinance does not carry a direct fiscal impact. Existing staff will continue conducting annual defensible space inspections. Any additional workload generated by the ordinance will be monitored, and staffing recommendations will be presented in future budget cycles if needed.

Key Performance Indicators and Strategic Plan

This proposal aligns with Strategic Plan Article 3: Develop a Comprehensive Emergency Preparedness Plan to Ensure Public Safety through Active Response and Recovery Efforts. Specifically addressing 3e-wildfire mitigation.

Commission Review and Recommendation

On April 14, 2025 the item was presented to the Public Safety Commission and received unanimous support for staff's proposed recommendations.

Public Notification

On August 1, 2025 a notice of public hearing was published in accordance with State law. This is a continued public hearing from the August 20, 2025 City Council meeting.

Attachment:

Attachment No. 1 - Public Hearing Notice
Attachment No. 2 - Local Responsibility Area Fire Hazard Severity Zones
Attachment No. 3 - South Pasadena Local Designation Fire Hazard Severity Zone
Attachment No. 4 - South Pasadena - Final Fire Hazard Severity Zone Ordinance W_Exhibits

CITY OF SOUTH PASADENA

Attachment No. 1

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the City Council of the City of South Pasadena, California, will conduct a Public Hearing pertaining to the item(s) listed below:

DATE OF HEARING: Wednesday, August 20, 2025

TIME OF HEARING: 7:00 P.M., or soon thereafter

LOCATION OF HEARING: City Council Chambers
1424 Mission Street
South Pasadena, CA 91030

HEARING ITEM(S): **CONSIDERATION OF ADOPTION OF THE 2025 FIRE HAZARD SEVERITY ZONE (FHSZ) MAP AND LOCAL DESIGNATION OF HIGH FIRE HAZARD SEVERITY ZONE IN SOUTH PASADENA**

It is respectfully recommended that the City Council approve the proposed ordinance and set a public hearing to:

1. Consider adoption of the 2025 Fire Hazard Severity Zone Map for Local Responsibility Areas, as published by the Office of the State Fire Marshal.
2. Consider local designation of the area south of Monterey Road and west of Meridian Avenue as a High Fire Hazard Severity Zone based on substantial local evidence.
3. Receive public input and update the South Pasadena Municipal Code accordingly, in compliance with State law.

In response to increased wildfire threats and the release of the updated 2025 Fire Hazard Severity Zone (FHSZ) Map, the City of South Pasadena proposes to approve the proposed ordinance for public review and set a public hearing. This will allow for public input prior to final adoption of the State map and local designation of additional High Fire Hazard Severity Zones. The areas proposed for local designation, specifically south of Monterey Road and west of Meridian Avenue, were omitted from the State map due to technical thresholds in CAL FIRE's modeling criteria. However, based on documented vegetation, topography, access limitations, and historical wildfire behavior, these areas present a significant wildfire hazard. Approval to proceed with a public hearing will ensure transparent public engagement and legislative compliance.

The documents related to this item maybe found at https://www.southpasadenaca.gov/Your-Government/Your-City-Council/City-Council-Agendas once the agenda for the meeting is posted.

INVITATION TO BE HEARD

Members of the public may participate and be heard in person at the City Council Chambers, via Zoom or by written comments.

PUBLIC COMMENTS

Public Comments and Questions may be submitted as follows:

IN PERSON: Participate in-person at the City Council Chambers
EMAIL: ccpubliccomment@southpasadenaca.gov
ZOOM via “Raise Hand” function

Note:

- Reference the hearing title and date in any written correspondence.

CITY OF SOUTH PASADENA

NOTICE OF PUBLIC HEARING

- All written correspondence must be received by 12:00 p.m. on hearing date (and as posted on the Agenda)

Please note that if you challenge the City Council's action in regard to this matter in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City, either at or prior to the public hearing.

CONTACT INFORMATION

Further information may be obtained by contacting the following:
Fire Department
Firedepartment@southpasadenaca.gov
(626) 403-7300

In compliance with the American with Disabilities Act (ADA), if you require special assistance, please contact the City Clerk's Division at least 48 hours prior to the meeting to inform us of your needs. The City will make every reasonable attempt to accommodate and assist you.

Dated: July 22, 2025

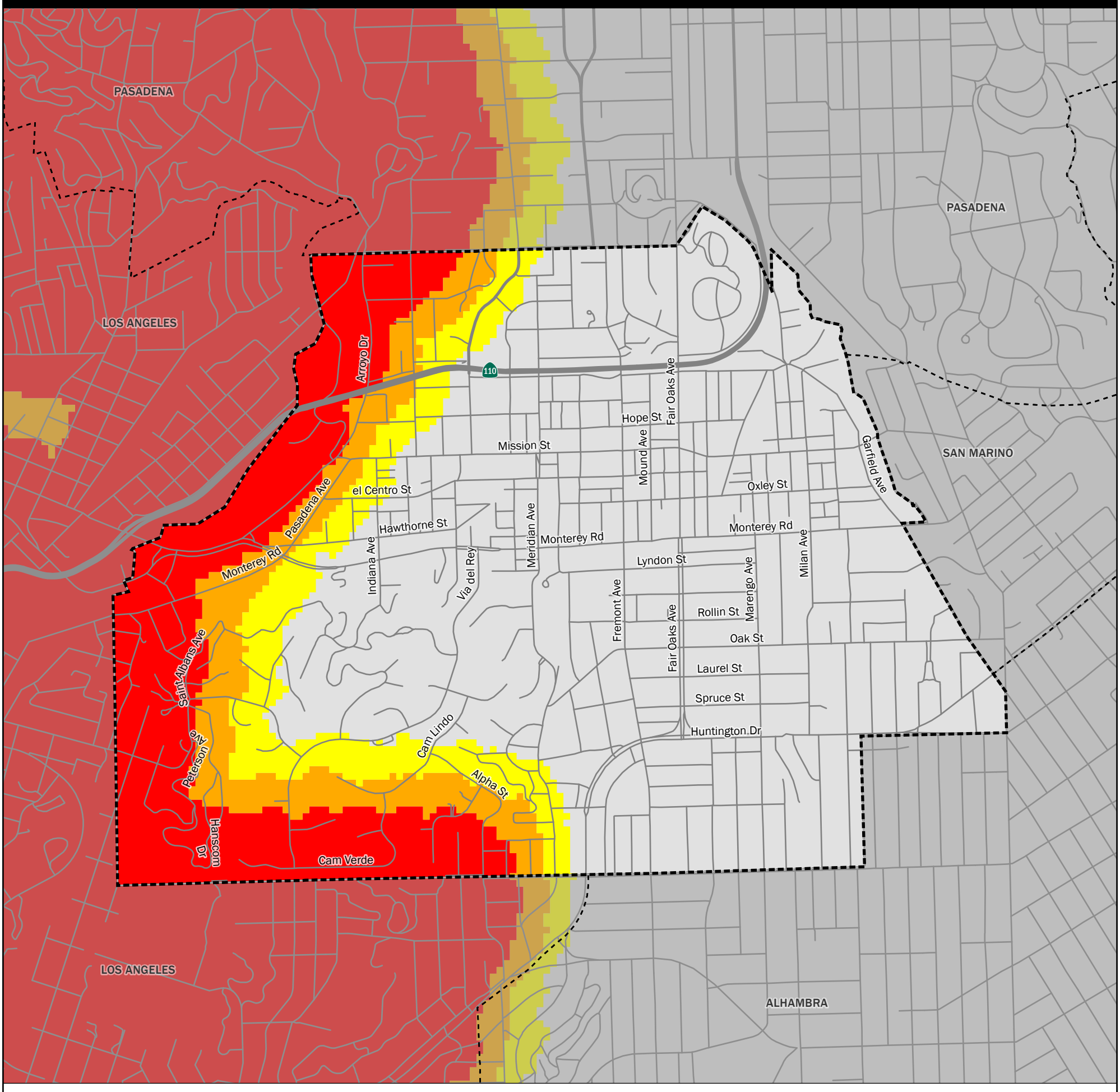
/s/_____
Mark Perez
Acting Chief City Clerk
City of South Pasadena

CITY OF SOUTH PASADENA – LOS ANGELES COUNTY

Local Responsibility Area Fire Hazard Severity Zones

As Identified by the State Fire Marshal

March 24, 2025





Fire Hazard Severity Zones (FHSZ) in Local Responsibility Area (LRA), as Identified by the State Fire Marshal

Very High High Moderate

Mi 0 0.2 0.4 0.6 0.8

Km 0 0.2 0.4 0.6 0.8 1 1.2 1.4

Projection: NAD 83 California Teale Albers
Scale: 1:19,000 at 11" x 17"

Incorporated City

Unzoned LRA

Government Code section 51178 requires the State Fire Marshal to identify areas in the state as moderate, high, and very high fire hazard severity zones based on consistent statewide criteria and based on the severity of fire hazard that is expected to prevail in those areas. Moderate, high, and very high fire hazard severity zones shall be based on fuel loading, slope, fire weather, and other relevant factors including areas where winds have been identified by the Office of the State Fire Marshal as a major cause of wildfire spread.

The State of California and the Department of Forestry and Fire Protection make no representations or warranties regarding the accuracy of data or maps. Neither the State nor the Department shall be liable under any circumstances for any direct, special, incidental, or consequential damages with respect to any claim by any user or third party on account of, or arising from, the use of data or maps.

Gavin Newsom, Governor, State of California

Wade Crowfoot, Secretary for Natural Resources, CA Natural Resources Agency

Joe Tyler, Director/Fire Chief, CA Department of Forestry and Fire Protection

Daniel Berlant, State Fire Marshal, CA Department of Forestry and Fire Protection

Data Sources:

CAL FIRE Fire Hazard Severity Zones (FHSZSRA23_3, FHSZLRA_25_1)

CAL FIRE State Responsibility Areas (SRA25_1)

City and County boundaries as of 10/22/24 (CA Board of Equalization)

Fire Hazard Severity Zones

Fire Hazard Severity Zones
- Moderate
- High
- Very High

CITY OF SOUTH PASADENA, CALIFORNIA · INCORPORATED MARCH 2, 1888 ·

0 0.13 0.25 Miles

BUCKNAM INFRASTRUCTURE GROUP, INC

CITY OF SOUTH PASADENA
ORDINANCE NO.

AN ORDINANCE OF THE CITY OF SOUTH PASADENA DESIGNATING FIRE HAZARD SEVERITY ZONES INCLUDING THE DESIGNATION OF ADDITIONAL LOCAL AREAS PURSUANT TO GOVERNMENT CODE SECTION 51179 AND AMENDING CHAPTER 14 OF THE SOUTH PASADENA MUNICIPAL CODE

WHEREAS, the Office of the State Fire Marshal released updated Fire Hazard Severity Zone (FHSZ) maps for Local Responsibility Areas on March 24, 2025, pursuant to Government Code §§ 51175–51189 and Public Resources Code §§ 4201–4204;

WHEREAS, the 2025 FHSZ maps designate portions of western South Pasadena, including areas along the Arroyo Seco and the western slope of the Monterey Hills, as "Very High" FHSZ, based on fire modeling data that includes fuel load, slope, wind patterns, and historical fire activity;

WHEREAS, additional areas of South Pasadena located south of Monterey Road and west of Meridian Avenue were not designated under the State's modeling due to the 200-acre minimum fuel bed requirement, despite local conditions that demonstrate a clear wildfire hazard;

WHEREAS, the City's own analysis, including its 2023 Local Hazard Mitigation Plan and the April 2025 FHSZ Assessment Report, documents that the Monterey Hills region contains 122 acres of vegetated land across 660 acres of terrain, including eight contiguous fuel areas exceeding four acres in size, with 31 acres falling within City boundaries and 50 acres as the largest contiguous fuel bed;

WHEREAS, slope conditions in this region accelerate fire spread due to upslope drafts and preheating of vegetation, and prevailing westerly winds contribute to ember cast capable of igniting homes and other structures, as confirmed by CAL FIRE and Fire Department staff;

WHEREAS, Government Code Section 51179 authorizes the local agency at its discretion to include areas within the jurisdiction not identified by the State Fire Marshall as very high, high or moderate fire hazard severity zones

WHEREAS, Fire Department staff have conducted site-specific analysis and determined that the area south of Monterey Road and west of Meridian Avenue meets the criteria for classification as a High Fire Hazard Severity Zone based on fuel continuity, terrain, historical weather patterns, and emergency access limitations;

WHEREAS, because the Fire Hazard Severity Zone map released by the State included parcels that had both a very high and high fire hazard severity zone designation, the City desires to amend the map to designate the entire property as in a very high fire hazard severity zone and make the required findings as set forth in Government Code Section 51179(b)(1);

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

SECTION 1. Recitals. The facts set forth in the recitals of this Ordinance are true and correct and incorporated herein as if set forth in full. and their findings to be true and correct.

SECTION 2. Designation. The City Council hereby designates the Fire Hazard Severity Zones as designated by the State Fire Marshall as set forth in the map attached hereto as Exhibit A, which is incorporated by reference ("State Map"). Any and all provisions in any previously adopted City ordinances designating fire hazard severity zones within the City's jurisdiction are superseded by this Ordinance.

SECTION 3. Local Designation of High Fire Hazard Severity Zone. Pursuant to Government Code Section 51179(b)(2), the City hereby designates the area located south of Monterey Road, extending to the City border, and west of Meridian Avenue, extending to the City border as shown in the map attached as Exhibit B as a High Fire Hazard Severity Zone. This designation shall apply in addition to the areas identified by the State Fire Marshal

SECTION 4. Local Designation of Very High Fire Hazard Severity Zone. The State Map contains parcels that contain both a very high and high fire hazard severity zone designation. This will cause confusion for the owner of the parcel because of the different legal responsibilities associated with a very high and high fire hazard severity zone designation. For example, the requirement of maintaining defensible space of 100 feet from each side and from the front and rear of the structure will only be required on a portion of the parcel and not the entire parcel. This could mean that only part of a structure maintain this defensible space not the entire structure. Because the State's analysis regarding fuel load, slope, wind patterns and historical fire activity equally applies to the remaining portion of a parcel not designated as very high, it is necessary that the requirements of Government Code Section 51182 apply to the entire parcel, not just the portion the State designated as very high. Ensuring that the defensible space provisions of Government Code Section 51182 apply to the entire parcel, is necessary for effective fire protection.

SECTION 5. Amendment to Municipal Code. Section 14.1 ("High risk fire area and special provisions related to roof types") of Chapter 14 ("Fire Prevention") of the South Pasadena Municipal Code is hereby amended in its entirety to read as follows:

“14.1 Fire Hazard Severity Zones and Special Provisions Related to Roof Types

A. The Local Responsibility Area Fire Hazard Severity Zones map for the City of South Pasadena dated March 24, 2025, as identified by the State Fire Marshal, is hereby adopted by the City of South Pasadena and incorporated herein for all purposes (“State Map”). The State Map is available for inspection in the office of the City Clerk.

B. The parcels located in the area south of Monterey Road, extending to the City border, and west of Meridian Avenue, extending to the City border as shown in the map dated August 20, 2025 identified as the “South Pasadena Local Designation Fire Hazard Severity Zone”, are hereby designated as a High Fire Hazard Severity Zone. As such, the parcels located in this area are subject to the requirements set forth in Government Code Section 51179. The map is available for inspection in the office of the City Clerk.

C. Certain parcels located on the State Map are designated as in the very high fire hazard severity zone, but also have a portion of the same parcel designated in the high hazard severity zone. These parcels as shown in the map dated August 20, 2025 identified as the “South Pasadena Local Designation Fire Hazard Severity Zone”, are hereby designated as located in the Very High Fire Hazard Severity Zone. The map is available for inspection in the office of the City Clerk.

D. Special Provisions Related to Roof Types. Except as permitted below, roof covering assemblies shall be Class A for any structures located in the High Fire Hazard Severity Zone. The following exceptions shall only apply to structures not located within the Very High or High Fire Hazard Severity Zone area as defined in subsection A of this section:

Exceptions:

a. Replacements within any 12-month period of time that are not more than 25 percent of the total roof area of any individual structure shall be not less than Class C;

b. Replacements within any 12-month period of time that are not more than 50 percent of the total roof area of any individual structure shall be not less than Class B;

c. Entirely noncombustible roof assemblies of masonry or concrete construction;

d. Clay or concrete roof tile installed on an entirely noncombustible substructure;

e. Roof assemblies of ferrous or copper shingles or sheets installed on an entirely noncombustible substructure;

f. Where the fire chief makes a written finding that a less fire resistive roof covering is permissible based on existing conditions.

In no case shall any roof covering be less fire resistive than required by Chapter 15 of the current South Pasadena building code or Chapter 9 of the current South Pasadena residential code."

SECTION 6. Severability. If any section subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, or contravened by reason of any preemptive legislation, the remaining sections and/or provisions of this Ordinance shall remain valid. The City Council hereby declares that it would have adopted this Ordinance, and each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof, regardless of the fact that any one or more section(s) or provision(s) may be declared invalid or unconstitutional or contravened via legislation.

SECTION 7. Effective Date. The City Clerk shall certify to the passage of this Ordinance and shall cause the same to be published in the manner prescribed by law, and this Ordinance shall become effective 30 days following its adoption.

PASSED, APPROVED AND ADOPTED ON this 1st day of October 2025

Janet Braun, Mayor

ATTEST:

Mark Perez, Acting Chief City Clerk

APPROVED AS TO FORM:

Roxanne Diaz, City Attorney

CITY OF SOUTH PASADENA

CITY CLERK'S DIVISION

CERTIFICATION OF ORDINANCE

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS
CITY OF SOUTH PASADENA)

I, Mark Perez, Acting Chief City Clerk of the City of South Pasadena, do hereby certify that Ordinance No. was duly and regularly approved and adopted at a Regular meeting of the City Council on this 1st day of October 2025, by the following votes as the same appears on file and of record in the Office of the City Clerk.

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Mark Perez, Acting Chief City Clerk

EXHIBIT A

STATE FIRE MARSHAL MAP

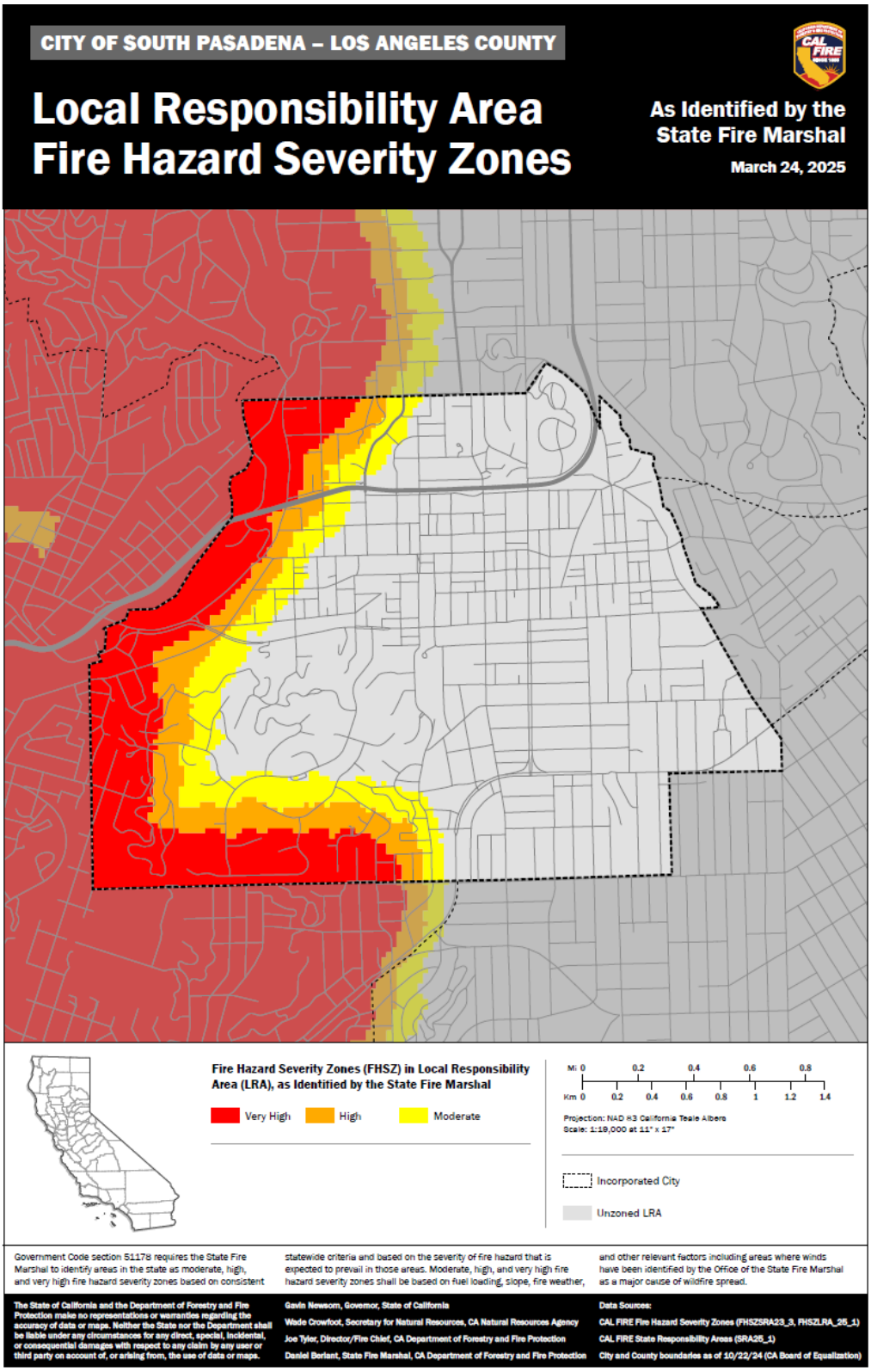
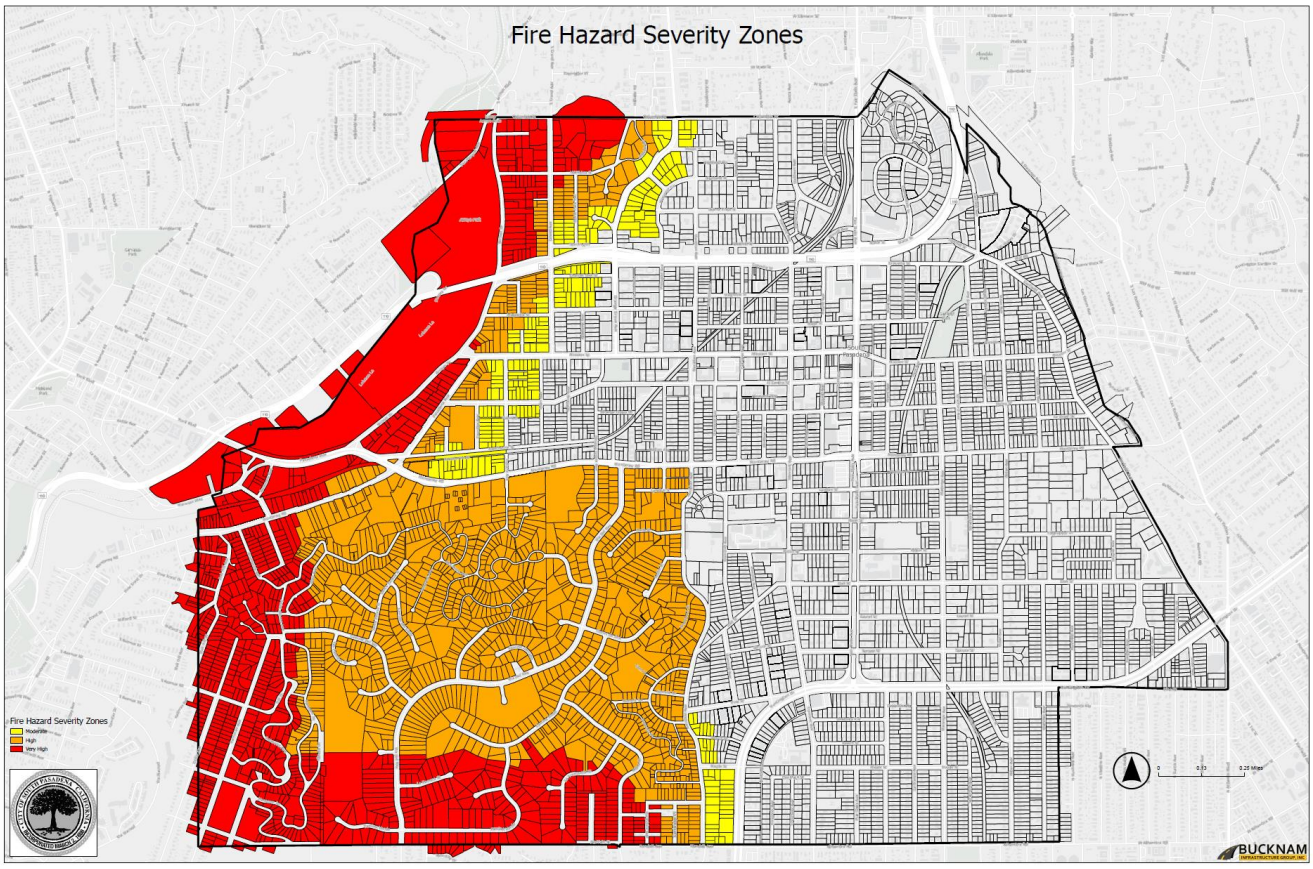


EXHIBIT B

SOUTH PASADENA LOCAL DESIGNATION - FIRE HAZARD SEVERITY ZONE



City Council Agenda Report

ITEM NO. 18

DATE: September 17, 2025

FROM: Todd Hileman, City Manager

PREPARED BY: Alma Medina, Assistant to the City Manager

SUBJECT: **CONSIDERATION OF ADOPTION OF A RESOLUTION AMENDING THE MASTER SCHEDULE OF FEES TO INCLUDE A TECHNOLOGY SURCHARGE FEE FOR FILM PERMIT FEES**

Recommendation

It is recommended that the City Council adopt a resolution amending the current schedule of fees to include a 15% Technology Surcharge on film permit fees to support the implementation and maintenance of the City's new online film permit processing system.

Executive Summary

The City of South Pasadena has a long history as a desirable filming location for television, motion pictures, and commercials. The film program generates revenue through permit fees and Business Improvement Tax (BIT) allocations to cover the cost of the program, while also providing economic benefits to residents and local businesses.

To improve customer service, efficiency, and transparency, staff is preparing to launch an online film permit processing system. This new system will modernize the City's permit management, streamline communication with production companies, and enhance data collection and reporting. To support implementation and ongoing maintenance costs, staff recommends amending the current fee schedule to add a Technology Surcharge Fee to all film permits.

Background

The City of South Pasadena's unique architecture, historic districts, and small-town character make it a popular destination for film production. The City's film program is managed through the issuance of film permits, which require coordination across multiple City departments including Police, Fire, and Public Works. Revenues from film permits contribute to the City's Business Improvement Tax Fund, which supports economic development activities.

Currently, film permits are processed manually, requiring paper applications, staff time for coordination, and in-person communication. This process is labor-intensive, prone to delays, and limits the City's ability to track and report activity efficiently.

To address these challenges, staff has identified and selected an online film permit processing platform that will allow production companies to apply, pay, and track their permits electronically. This investment will result in increased efficiency, better customer service, less staff time spent on data entry, and more accurate financial and operational reporting.

Analysis
The proposed online film permit processing software represents a major step forward in modernizing the City's film program. Currently, the City contracts for a Film Liaison representative to manage the film permit program. Applications are handled manually through paper or email submissions, which is time-intensive for both applicants and staff. By moving this process online, the City will streamline operations significantly. Applicants will be able to submit applications, upload required documents, make payments, and receive approvals electronically. This will reduce processing times and eliminate redundant paperwork, creating a more efficient and predictable experience for production companies and the City.

Another key benefit of the new software is the ability to expand participation among South Pasadena residents. Homeowners who wish to list their properties for filming opportunities will be able to do so through the online system, a process that was previously cumbersome and difficult to manage through the existing manual approach. This creates new economic opportunities for residents while diversifying the City's filming inventory, making South Pasadena even more attractive to production companies.

The system is also expected to generate cost savings. By automating routine administrative tasks, the amount of time required from the City's film program contractor will be reduced. This decrease in contractor workload will lower program costs, allowing the City to redirect resources toward higher-level tasks such as oversight, enforcement, and community coordination. At the same time, the system's built-in reporting functions will provide staff with real-time data on permit activity, revenue, and compliance, improving transparency and accountability.

The implementation of the software is anticipated to help grow the City's film program overall. A more user-friendly and transparent process will position South Pasadena as an even stronger destination for productions, likely attracting new customers to the community. These efficiencies and improvements will ensure that the program remains competitive and sustainable in the long term.

To fund the system, staff recommends adoption of a 15% Technology Surcharge on the base film permit fees. Currently, the base film permit fee rate is $625 per day. If the proposed Technology Surcharge of 15% is approved, the applicant would see an increase in the amount of $93.75. Technology Surcharges are commonly used by municipalities to recover the cost of implementing and maintaining software systems that directly benefit program users. The City currently does have Technology Surcharges in the Master Fee Schedule, but they only pertain to fire, building, engineering and planning permits. In this case, the surcharge will be paid entirely by permit applicants and not by the City. The dedicated revenue will cover implementation, licensing, and maintenance costs of the software, ensuring that the program remains self-sustaining.

Fiscal Impact
The City's film program is fully funded by permit revenues and location rental fees. The proposed 15% Technology Surcharge will support and pay for the new film permit software. Because the surcharge will be paid entirely by permit customers and not the City, there will be no impact to the General Fund. The automation provided by the system is also expected to reduce contractor costs over time, resulting in ongoing savings.

Below is a breakdown of the funding sources that compose the film program for Fiscal Year 2024-2025 and which components are funded by each source. Based on the average base permits processed in Fiscal Year 2024-2025, the City estimates a total of at least $10,000 to be collected through the technology surcharge, if approved.

	Funding Sources for Film Program						
	Film Permit Fees	**Business Improvement Tax (BIT)**	**Police Department Fees**	**Fire Department Fees**	**Location Rental Fees**	**Annual Estimated Technology Surcharge Fees**	**Total**
Funding Uses	$52,486	$19,546	$165,928	$100,755	$40,817	$10,000	$389,532
Over-Head (Contract Film Liaison)	$42,486	$0	$0	$0	$40,817	$0	$93,303
Film Permit Software*	$10,000	$0	$0	$0	$0	$10,000	$20,000
Police Department Use	$0	$0	$165,928	$0	$0	$0	$165,928
Fire Department Use	$0	$0	$0	$100,755	$0	$0	$100,755
Chamber of Commerce Annual Agreement	$0	$19,546	$0	$0	$0	$0	$19,546

*Assumes City Council approval of the proposed 15% technology surcharge fee.

Key Performance Indicators and Strategic Plan
This initiative brings the City closer to a broader modernization effort for the City's film program. In the near future, staff will return to Council with recommendations to align the City's filming ordinances with its construction noise ordinances. This alignment will provide greater consistency across regulations, make the rules clearer for both production companies and residents, and ensure that the impacts of filming are appropriately balanced with community needs. Together, these efforts will create a film program that is modern, efficient, transparent, and responsive to both industry and community interests.

Public Notification
This item was advertised via a Notice of Public Hearing, published on September 2, 2025 in the Pasadena Star- News local newspaper.

Attachment:
Attachment No. 1 - Proposed Resolution

CITY OF SOUTH PASADENA
RESOLUTION NO. __

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING THE CITYWIDE MASTER SCHEDULE OF FEES TO ESTABLISH A 15% TECHNOLOGY SURCHARGE ON FILM PERMIT FEES

WHEREAS, the City of South Pasadena administers a film permit program that regulates filming activity within the City while ensuring public safety and minimizing impacts to the community; and

WHEREAS, the film program is fully self-funded by film permit revenues, which cover both program administration and contractor costs, without reliance on the City's General Fund; and

WHEREAS, the City is implementing an online film permit processing system that will improve customer service, streamline operations, expand resident participation, and enhance transparency through better reporting and data management; and

WHEREAS, implementation and ongoing maintenance of this system requires additional resources not currently covered by existing film permit fees; and

WHEREAS, a Technology Surcharge is a common cost-recovery tool used by municipalities to fund the cost of implementing, licensing, and maintaining technology systems that directly benefit program users; and

WHEREAS, the City Council finds that establishing a 15% Technology Surcharge on all film permit fees is necessary to recover costs associated with the new online permitting system, while ensuring that the cost is borne solely by the users of the program (permit applicants) and not the City's General Fund; and

WHEREAS, the City Council conducted a duly noticed public hearing on September 17th, 2025, during which all interested persons were given the opportunity to speak.

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

SECTION 1. Amendment to Fee Schedule. The Citywide Master Schedule of Fees is hereby amended to include a 15% Technology Surcharge to be applied to all film permit fees.

SECTION 2. Application of Surcharge: The surcharge shall equal 15% of the total film permit fee charged for each permit. The surcharge shall be calculated and added at the time of permit issuance. The surcharge shall be paid entirely by the permit applicant (film production company or individual applicant) and not by the City.

SECTION 3. Use of Funds. Revenues generated from the Technology Surcharge shall be used exclusively to fund the implementation, licensing, maintenance, and operation of the City's online film permit processing system.

SECTION 4. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED on this 17th day of September 2025.

_____
Janet Braun, Mayor

ATTEST:

_____
Mark Perez, Acting Chief City Clerk

APPROVED AS TO FORM:

_____
Roxanne Diaz, City Attorney

I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 17th of September 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

_____

Mark Perez, Acting Chief City Clerk

City Council Agenda Report

ITEM NO. 19

DATE: September 17, 2025

FROM: Todd Hileman, City Manager

PREPARED BY: Nick Kimball, Assistant City Manager/ Chief Financial Officer

SUBJECT: **CONSIDERATION OF APPROVAL OF RESOLUTIONS: (i) ADOPTING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY AND THE POLICE OFFICERS' ASSOCIATION, SUPERSEDING RESOLUTION NO. 7773; (ii) ADOPTING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY AND THE FIREFIGHTERS'ASSOCIATION, SUPERSEDING RESOLUTION NO. 7776; (iii) ADOPTING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY AND THE PUBLIC SERVICE EMPLOYEES' ASSOCIATION, SUPERSEDING RESOLUTION NO. 7774 AND RESOLUTION NO. 7917; (iv) ADOPTING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY AND THE PART TIME PUBLIC SERVICE EMPLOYEES' ASSOCIATION, SUPERCEDING RESOLUTION NO. 7846 AND RESOLUTION NO. 7918; AND (v) APPROVING UNREPRESENTED MANAGEMENT EMPLOYEE BENEFITS LISTING AND MANAGEMENT SALARY SCHEDULE SUPERSEDING RESOLUTION NO. 7775 AND RESOLUTION NO. 7919**

Recommendation

It is recommended that the City Council approve the following:

1. A resolution adopting a Memorandum of Understanding (MOU) between the City of South Pasadena (City) and the South Pasadena Police Officers' Association (POA), superseding Resolution No. 7773;
2. A resolution adopting a MOU between the City and the South Pasadena Firefighters' Association (FFA), superseding Resolution No. 7776;
3. A resolution adopting a MOU between the City and the Public Service Employees' Association (PSEA), superseding Resolution No. 7774 and Resolution No. 7917;
4. A resolution adopting a MOU between the City and the Part Time Public Service Employees' Association (PSEA), superseding Resolution No. 7846 and Resolution No. 7918; and
5. A resolution approving unrepresented management employee benefits listing and management salary schedule superseding Resolution No. 7775 and Resolution No. 7919.

Executive Summary

Through the collective bargaining process, the City has reached tentative agreements for successor MOUs with all four (4) bargaining units and unrepresented management that set

forth salary, benefits, and working conditions for all employees through June 30, 2028. Pursuant to negotiating goals provided by City Council, the proposed MOUs recognize City employees' commitment and dedication with salary and benefit packages that better align with the job market and the increased cost of living. Approval of the proposed MOUs and Management Salary Schedule will allow the City to attract and retain new employees, provide competitive benefits, retain and develop the existing workforce, and provide clarification on prior MOU verbiage.

Background

On June 15, 2022, City Council approved MOUs with each of the City's bargaining units and unrepresented management setting pay, benefits, and working conditions through June 30, 2025. (Resolution No. 7773 -- POA; Resolution No. 7774 -- PSEA; Resolution No. 7775 -- Unrepresented Management; Resolution No. 7776 -- FFA)

At the beginning of 2024, the City initiated a salary survey of compensation for all full-time classifications comparing salary data with eight (8) comparable public agency cities of similar size, demographics and services to provide data to inform salary and compensation goals.

On June 18, 2025, City Council approved a Side Letter of Agreement with each of the bargaining units to provide a 2% salary increase on July 1, 2025 and extend the term of the MOUs and additional six months, through December 31, 2025, to allow for the completion of the City’s Annual Comprehensive Financial Report and Fiscal Year 2025-2026 budget. (Resolution No. 7915 - FFA; Resolution No. 7916 - POA; Resolution No. 7917 - PSEA; Resolution No. 7918 - PT-PSEA; and Resolution No. 7919 - Unrepresented Management).

Analysis

A Memorandum of Understanding (MOU) with a labor group is an agreement between the City and its employees’ union that sets the rules for pay, benefits, and working conditions. It provides clear expectations for both the City and employees, helps avoid misunderstandings, and makes sure everyone is treated fairly and consistently. A MOU is important because it creates stability in managing personnel costs and workplace practices while ensuring employee rights and benefits are protected. Overall, the MOU serves as the “contract” that guides the relationship between the City and its workforce during the term of the agreement.

California Government Code Section 3500, et seq., (Meyers-Milias-Brown Act) requires that public employers meet and confer regarding wages, hours, and other terms and conditions of employment. Beginning in May 2025, City staff and MNJ Advisors, Inc. met with the representatives of each of the City's four (4) bargaining units: 1) Public Service Employees' Association, 2) Part Time Public Service Employees’ Association, 3) Firefighters' Association and 4) Police Officers' Association to discuss terms and conditions for successor MOUs to replace the agreements expiring on June 30, 2025.

The policy goals communicated to the negotiating team by the City Council for this negotiation included recognizing employees' commitment and dedication to the City, with compensation and benefit packages that better align with the job market and the increased cost of living. The labor market has changed, competitive employee attraction and retention efforts are necessary, and significant vacancies have been affecting all departmental operations and capacity to complete projects. The salary survey commissioned by the City served as a basis for negotiating goals intended to enhance employee retention and provide for competitive recruitment efforts.

The proposed MOUs reflect the tentative agreements reached with each employee group/Association, pending City Council approval. Accordingly, each MOU presented for City Council approval has been approved by each Association's governing board and their respective memberships. City staff was able to reach agreement with the POA, FFA, PSEA, and PT-PSEA employee groups for 3-year terms through June 30, 2028. Additionally, attachment 5 provides a resolution listing the compensation and benefits for management employees for approximately the next three years.

Summary of MOU Provisions
The proposed MOUs include various Cost of Living Adjustments (between 2%-4%) to ensure that the City's salary schedules approved by Council on September 3, 2025, remain competitive throughout the contract period. A similar adjustment has been made for the Unrepresented Management group. Specifically for public safety units, Police and Fire, a Step 6 has been added in the salary schedule to incentivize those city employees that have reached the top of their pay scale.

Additionally, multiple new programs have been introduced city-wide including employee wellness, rideshare incentives program, addition of one floating holiday beginning on July 1, 2027, and adjustments in the employer's contribution towards medical insurance premiums. The City also inserted minor clean up language to provide requested clarification of training incentives, out of class pay, and overtime provisions.

Alternatives
Possible alternative to staff's recommendations include:

- Decline to adopt/approve the MOUs and Management benefits listing and salary schedule.
- Modify the MOUs and Management benefits listing and salary schedule.
- Provide direction to staff to return with alternative proposals.

Fiscal Impact
Employee salaries and benefits are largely funded by the General Fund, roughly seventy percent (70%), with specific positions cost-shared and/or funded through enterprise funds, roughly thirty percent (30%). The total fiscal impact for the 2025-2026 fiscal year is estimated at $1,600,000. These increases have already been accounted for in the Fiscal Year 2025-2026 Adopted Budget. Funds for future years of the MOU will be appropriately budgeted.

Key Performance Indicators and Strategic Plan
These items align with City Council's priority 5, to work with the City Manager and establish improved operational efficiencies.

Attachment:
Attachment No. 1 - Proposed Resolution SPPOA 25-28 MOU
Attachment No. 2 - Proposed Resolution FFA 25-28 MOU
Attachment No. 3 - Proposed Resolution SPPSEA FT 25-28 MOU
Attachment No. 4 - Proposed Resolution SPPSEA PT 25-28 MOU
Attachment No. 5 - Proposed Resolution Unrepresented Management 25-28

CITY OF SOUTH PASADENA
RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADOPTING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF SOUTH PASADENA AND THE SOUTH PASADENA POLICE OFFICERS' ASSOCIATION, SUPERSEDING RESOLUTION NO. 7773

WHEREAS, California Government Code Section 3500, et seq., (the Meyers-Milias-Brown Act) requires that public employers meet and confer regarding wages, hours, and other terms and conditions of employment; and

WHEREAS, in early 2024, the City initiated a salary survey of compensation for all full-time classifications, which served as the data upon which compensation considerations were made, comparing salary data with ten other comparable public agency cities of similar size, demographics and services to the public; and

WHEREAS, the City's negotiating team met and conferred with the South Pasadena Police Officers' Association (POA) representatives on numerous occasions to discuss terms and conditions of employment; and

WHEREAS, the City and the POA have agreed to the terms included in the attached Memorandum of Understanding attached hereto as "Exhibit A."

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

SECTION 1. The Memorandum of Understanding between the City of South Pasadena and the South Pasadena Police Officers' Association, attached as Exhibit A, is approved and adopted by the City Council of the City of South Pasadena.

SECTION 2. The City Council declares that this resolution supersedes Resolution No. 7773 and Sections 1 and 2 of the Letter of Agreement adopted by Resolution No. 7915, which represented the previous Memorandum of Understanding between the City and the South Pasadena Police Officers' Association.

SECTION 3. In accordance with Title 2 of the California Code of Regulations Section 570.5 and the requirements of the California Public Employees Retirement System, the salary schedules for the South Pasadena Police Officers' Association as set forth in Appendix A through D of the MOU are hereby approved and adopted.

SECTION 4. The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

PASSED, APPROVED AND ADOPTED ON this 17th day of September 2025.

_____
Janet Braun, Mayor

ATTEST:

_____
Mark Perez, Acting Chief City Clerk

APPROVED AS TO FORM:

_____
Roxanne Diaz, City Attorney

I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 17th day of September 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

_____
Mark Perez, Acting Chief City Clerk

EXHIBIT A

CITY

of

SOUTH PASADENA

AND

POLICE OFFICERS' ASSOCIATION

MEMORANDUM OF UNDERSTANDING

2025 - 2028

EFFECTIVE SEPTEMBER 1, 2025 – JUNE 30, 2028

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APPENDIX B: JANUARY 1, 2026 POLICE OFFICERS' ASSOCIATION SALARY SCHEDULE

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APPENDIX E: PROCEDURE FOR MOVIE DETAIL ASSIGNMENTS

1. GENDER REFERENCES

As used in this Memorandum of Understanding (MOU), all references to gender, such as "he", "him", or "his," and references to "they", "them", and "theirs", shall apply equally to both sexes.

2. REPRESENTED CLASSIFICATIONS RECOGNIZED

Pursuant to the provisions of the Employee Relations Resolution of the City of South Pasadena, the City recognizes the South Pasadena Police Officers' Association as the exclusively recognized employee organization on behalf of full-time sworn and non-sworn employees occupying the job classifications of:

Police Sergeant
Police Corporal
Police Officer
Police Officer Recruit
Police Dispatcher
Lead Police Dispatcher
Parking Control Officer
Police Clerk II
Police Clerk I

3. ASSOCIATION RIGHTS AND RESPONSIBILITIES

3(a) ASSOCIATION AND EMPLOYEE RIGHTS

The City and Association shall comply with the provisions of the Meyers-Milias-Brown Act (MMBA) governing meet and confer rights of employee organizations. Each party shall retain those rights respectively vested by local, state and federal law.

3(b) DUES AND BENEFITS DEDUCTION

1. The City shall, during the term of this MOU, deduct monies for membership dues and insurance premiums on a monthly basis from sworn employees and non-sworn employees who voluntarily authorize the deduction in writing. Membership dues will be deducted based on authorizations in writing retained by the Association. The Association shall submit to the City a certified list of members and the amount to be deducted for each. The Association shall update that list after members are added or withdraw, or when the withholding amount changes, and submit the updated list to the City promptly. The City may request a copy of a member's signed authorization card when there is a dispute. If

changes in deduction cannot be implemented within 30 days, the City shall notify the Association. The City shall remit the monies from authorized deductions monthly on a check made payable to the Association.

2. The Association agrees to hold the City harmless and indemnify the City against any claims, causes of action, or lawsuits arising out of any action that shall be taken by the City for the purpose of complying with this section.

3(c) ASSOCIATION NEGOTIATING COMMITTEE

1. The Association may select three representatives to attend Meet and Confer sessions with management representatives during regular work hours without loss of compensation. At no time shall hours spent in Meet and Confer sessions be used in the computation of overtime and the time spent on meet and confer activities shall not be considered “hours worked” for purposes of overtime calculations.

2. The Association shall provide the Chief of Police (hereinafter abbreviated and referred to as "Chief") and the Human Resources Manager a written list of the employees who shall serve as the Association representatives for the purpose of Meet and Confer. Such list shall be provided at least two calendar weeks prior to the first meet and confer session whenever practical.

3. The Association Negotiating Committee (hereinafter referred to as “Committee”) shall be permitted on-duty release time, not to exceed one hour per negotiating session, as approved by the Chief, for preparation. Prior to any release time being granted, the Committee shall give the Chief as much advance notice as possible as to the date, time, and duration of the requested release time. Release time for preparation may only be extended beyond limits with the approval of the Chief.

4. Subject to the limitations set forth in this MOU, on-duty members of the Association's Board of Directors shall be granted a release from their assigned duties to attend scheduled meetings of the Association after prior written request and if approved by police management.

5. Subject to the limitations set forth in this MOU, the President of the Association shall be granted a release from on-duty assignment up to 8 hours per calendar month to conduct Association business with the City. If such time is not utilized within a calendar month, it shall not be credited for utilization in succeeding months. The 8 hour per month limitation shall apply to all release time utilized by the Association President for any purpose, except time off for Meet and Confer sessions and approved preparation time for such sessions.

6. The City shall provide necessary release time to the Association for the purpose of planning approved employee recreational activities provided that such planning could not reasonably be done during off-duty hours.

Prior approval of the Chief shall be required. Such time shall not be used when it interferes with the efficient operation of the division and must be requested as far in advance as possible. It shall be the responsibility of the Association to maintain a complete and accurate record of time utilized hereunder and submit a copy thereof to the Chief on a monthly basis.

3(d) RELEASE TIME FOR GRIEVANCES

1. When an employee is selected to represent a grievant, he shall be allowed time off from duty with the approval of the Chief to interview and represent the aggrieved employee during each stage of a grievance proceeding.

2. No more than one employee shall interview and represent an employee on any one grievance. Prior written notification must be given to police management by the designated representative regarding the approximate amount of time required to represent the aggrieved party. The grievance procedure shall be as provided in the City's Employee Relations Resolution.

3(e) ASSOCIATION OFFICE SPACE

1. The City agrees to provide meeting space, which is available and not needed for City functions and activities, for the use of the Association. The location and size of such office space shall continue to be designated by the City and may be changed by the City upon prior notification to the Association.

2. The Association therefore agrees that the City maintains the right of access without notice under emergency conditions and has the right to periodically inspect this space for maintenance of condition provided that a 24-hour prior notice is given to a member of the Board of Directors and the Association has the opportunity to have a representative in attendance during inspection.

4. MANAGEMENT RIGHTS AND RESPONSIBILITIES

4(a) MANAGEMENT RIGHTS

In order to ensure that the City shall continue to carry out its public safety functions, programs and responsibilities to the public imposed by law, and to maintain efficient public safety service for the citizens of South Pasadena, the City continues to reserve and retain solely and exclusively, all management rights and responsibilities set forth by law and those City rights set forth in the City's Employee Relations Resolution and including, but not limited to, the following rights:

1. To manage the Police Division (hereinafter called "Division") and determine policies and procedures and the right to manage the affairs of the Division.

2. To take into consideration the existence or nonexistence of facts that are the basis of the management decision in compliance with state law.

3. To determine the necessity, organization, implementation and termination of any service or activity conducted by the City or other government jurisdictions, and to expand or diminish police services.

4. To demote, direct, discharge, discipline, evaluate, hire, promote, recruit, reduce, reprimand, select, supervise, suspend, terminate, transfer, withhold salary increases and benefits for disciplinary reasons, or otherwise discipline employees in accordance with Division and/or City Employee Relations Resolution rules and regulations.

5. To determine the extent, level, manner, means, nature, quality, quantity, standard, time and type of police services to be provided to the public and the right to establish and modify such standards.

6. To require the performance of other public safety services not specifically stated herein in the event of emergency or disaster, as deemed necessary by the City.

7. To lay off employees of the Division because of lack of work or funds or under conditions where continued work would be inefficient or ineffective.

8. To determine and/or change the police equipment, facilities, methods, operations to be performed, organizational structure, and/or technology, and to allocate and assign work by which the City police operations are to be conducted.

9. To determine method of financing.

10. To determine, manage and plan the Division's budget, which includes, but is not limited to, the right to contract or subcontract any work or operations of the Division.

11. To determine the size, composition of the Division's work force, assign work to employees of the Division with requirements determined by the Division, and to establish and require compliance to work hours and changes to work hours, work schedules, including call-back, stand by, and overtime, and assignments, except as otherwise limited by this MOU.

12. To establish and modify goals and objectives related to productivity and performance programs and standards, including but not limited to, quality and quantity, and require compliance therewith.

13. To determine abilities, job classifications, job specifications, knowledge, qualifications, selection procedures and standards, and skills, and to reallocate and reclassify employees in accordance with the City's Employee Relations Resolution rules and regulations.

14. To determine the issues of public policy and the overall goals and objectives of the Division and to take necessary action to achieve the goals and objectives of the Division.

15. To demote, hire, promote, reallocate, reduce in rank, terminate, transfer intra- or inter-division, and take other personnel action for non-disciplinary reasons in accordance with Division and/or City Employee Relations Resolution rules and regulations.

16. To establish, implement, and/or modify rules and regulations, policies, and procedures related to conduct, performance, productivity, safety and order, and to require compliance therewith.

17. To maintain order and efficiency in police facilities and operations.

18. To restrict the activity of an employee organization on City facilities and on City time except as set forth in this MOU.

19. To take any and all necessary steps and actions to carry out the service requirements and mission of the City in emergencies or any other time deemed necessary by the City and not specified above.

4(b) IMPACT ON MANAGEMENT RIGHTS

Where required by state or federal law, the City agrees, prior to implementation, to Meet and Confer with the Association at its request, over the impact of the exercise of a management right upon the wages, hours, terms, and conditions of employment on Association Members.

5. COMPENSATION

5(a) SALARY SCHEDULE

Salaries as of June 30, 2025 increased by 2% as stated in Appendix A, titled "June 30, 2025 Police Officers' Association Salary Schedule."

5(b) SALARY SCHEDULE ADJUSTMENTS

1. Effective January 1, 2026, salaries shall be as stated in Appendix B, titled "January 1, 2026 Police Officers' Association Salary Schedule," which reflects a 4% increase over Appendix A;

2. Effective July 1, 2026, salaries shall be as stated in Appendix C, titled "July 1, 2026 Police Officers' Association Salary Schedule," which reflects a 4% increase over Appendix B; and

3. Effective July 1, 2027, salaries shall be as stated in Appendix D, titled "July 1, 2027 Police Officers' Association Salary Schedule," which reflects a 4% increase over Appendix C.

5(c) SALARY STEPS

STEP 1: Shall be the entry level step for all employees in all classifications, except that when the education and previous training or experience of a proposed employee are substantially superior to those required of the classification, and justify a beginning salary in excess of such minimum compensation, upon recommendation of the department head, the City Manager may authorize an appointment to this position at any higher step.

STEP 2: An employee shall receive this step after his satisfactory completion of 6 months service in Step 1 in the same classification and with the Chief's recommendation.

STEP 3: An employee shall receive this step after his satisfactory completion of 1 year's service in Step 2 in the same classification, and with the Chief's recommendation.

STEP 4: An employee shall receive this step after his satisfactory completion of 1 year's service in Step 3 in the same classification and with the Chief's recommendation.

STEP 5: An employee shall receive this step after his satisfactory completion of 1 year's service in Step 4 in the same classification and with the Chief's recommendation.

STEP 6: Beginning July 1, 2026, a Step 6 of 5% will be added to the salary ranges for Sworn Employees and 2.5% for Non-Sworn Employees. Advancement to Step 6 requires completion of 7 years of service with the City.

Steps on the salary scale shall be rounded to the nearest whole dollar per month.

5(d) ACTING APPOINTMENTS

Employees appointed to acting appointments, as provided below, shall be paid Acting Pay equal to the first step of the applicable range of salary of that acting classification and in no case less than 5% above the applicable base salary of the affected employee.

1. Acting appointments must be made in writing by the Chief of Police, with approval by the City Manager. An Employee Action Form will be prepared by the Police Department documenting the assignment change and effective date upon approval by the City Manager.
2. The work assigned must be that of a budgeted position and performed in the absence of the regular incumbent.

3. The work performed by the Association member on the acting appointment must be substantially the same as performed by the regular incumbent.
4. Unless otherwise permitted by the City's Municipal Code, Personnel Rules and/or PERS regulations, an acting appointment shall not be made for less than thirty (3) consecutive calendar days not exceed a period of six (6) months or until the position is filled, whichever is longer.

The parties agree that to the extent permitted by law, the value of the compensation for Acting Appointment Pay is special compensation and shall be reported as such to CalPERS pursuant to Title 2 CCR, Section 571(a)(3) – Premium Pay. However, the City makes no representations or guarantees whatsoever with respect to whether CalPERS shall include said Acting Appointment Pay as compensation for purposes of benefit determination and CalPERS shall make the sole determination as to inclusion.

5(e) OVERTIME

1. The City shall compensate employees working a schedule of five 8-hour days at a rate of 1.5 times employee's salary for all hours worked in excess of 8 hours per shift and 40 hours per week and for work on holidays (exclusive of holiday pay). The City shall compensate employees working a schedule of four-10 hour days at a rate of 1.5 times employee's salary for all hours worked in excess of 10 hours per shift and 40 hours per week and for work on holidays (exclusive of holiday pay). The City shall compensate employees working a schedule of three 12-hour days at a rate of 1.5 times employee's salary for all hours worked in excess of 12 hours per shift and 160 hours per 28-day work period and for work on holidays (exclusive of holiday pay).

   In determining the number of hours worked for overtime eligibility purposes, "hours worked" shall include use of earned and accrued vacation leave, compensatory time off, paid holiday leave, and where a paid holiday was utilized as an actual day off in lieu of working a scheduled shift on the holiday. Sick leave shall not count as "hours worked."

   All overtime shall be paid at 1.5 times the employee's regular rate of pay as defined in the FLSA.

2. Subject to the limitations in Section 5(e)3 below, overtime compensation may be made either in the form of cash payment or in compensatory time off (hereinafter termed "CTO") at the option of the employee.

3. All employees shall be permitted to accumulate CTO to a maximum of 100 hours. Once this limit is reached, employees shall be compensated in cash at the rate of 1.5 times their rate of pay for overtime worked. The employee has the option to accumulate CTO when his/her CTO balance is reduced to less than 100 hours. To the extent permitted by law, the City shall retain the option of exercising its discretion to require employees to utilize already accumulated CTO hours.

CTO may only be accrued for overtime worked between January 1 through November 30 of each calendar year. CTO may not be cashed out at the employee's discretion and CTO accrued during a calendar year that is not used by November 30 of that calendar year, will be cashed out by the City with the last payroll of the calendar year. CTO balances as of December 31, 2018 will not be cashed out at the end of the year and shall remain available for employee use.

4. Special detail work, court time, court travel time to other than Pasadena or Alhambra courts to a maximum of 1 hour per round trip, and time spent in required training shall be considered time worked for the purpose of computing overtime.

5. Employees attending training sessions which will require the employee to work in excess of 40 hours per week, shall receive the excess of the 40 hours in hour-for-hour time off prior to or upon return from said training session, to the extent the time off can be taken within the same FLSA workweek for non-sworn employees or, for sworn employees, within the same 28 day work period adopted under Section 7(k) of the FLSA.

6. Use of earned and accrued CTO hours shall be subject to prior approval by the supervisor of the employee requesting use of said time off. The determination as to granting or denying use of the CTO shall be based on considerations including but not limited to: operational needs of the Department.

7. The City has established an FLSA 7(k) overtime exemption for its sworn employees, setting the work period at twenty-eight (28) days. For non-sworn employees, the seven (7) day workweek shall apply. The workweek or work period for each employee will be noted in their personnel file.

8. The employee's regular rate of pay to be used for the calculation of overtime compensation shall be as required under the Fair Labor Standards Act and includes the following components, if applicable to the employee, in addition to base salary:

    a. Acting Assignment Pay

    b. Education Incentive Pay

    c. Specialty Assignment Pay

    d. Longevity Pay

    e. Medical Opt-out Pay

    f. Bilingual Pay

    g. Certificate Pay

5(f) COURT TIME

Employees who are required to appear in court while off-duty shall be compensated at their applicable rate of pay for a minimum of 3 hours at overtime rate (time and one half). If an officer is required to provide telephone testimony, the City will pay 1 hour at the overtime rate (time and one half).

5(g) COURT TIME AND STAND-BY TIME

1. Employees shall be compensated for court standby time at their applicable rate of pay for 2 hours in the A.M. and 2 hours in the P.M. at overtime rate (time and one half).

2. Employees who are taken off standby by 1300 hours on the day of said standby, shall only be paid for A.M. standby of 2 hours at overtime rate (time and one half).

3. No court standby shall be paid to employees who are normally scheduled to work during such standby time.

5(h) RECALL

1. "Recall" work shall be compensated by payment at the rate of 1.5 times the applicable hourly rate of pay of the affected employee, or, at the determination of the employee, CTO of 1.5 hours per each hour worked as set forth in this article of this MOU, and subject to all other restrictions related to CTO accrual and usage.

2. Employees recalled to work shall be granted a minimum of 3 hours of recall overtime.

5(i) MOVIE DETAILS

Employees assigned to movie detail shall be paid $95 per hour for details worked on or after July 4, 2022. All movie details worked are paid in cash and not eligible for CTO accrual. Employees on Labor Code section 4850 leave and/or on modified light duty may not work on movie details. The method for applying for movie detail assignments shall be governed by Appendix E. These movie detail assignments are voluntary and hours worked on this detail are not considered “hours worked” in determining eligibility for overtime.

5(j) HOURS OF WORK

1. The shift hours for employees classified as Police Clerk I, Police Clerk II, and Parking Control Officer shall be 8 hours of work, or if working a 4/10 schedule shall be for 10 hours, exclusive of a 30-minute lunch break.

2. The shift hours for employees classified as Police Dispatcher shall be 12 hours of work, inclusive of a 30-minute compensated lunch break.

3. The shift hours for employees classified as Police Officer, Police Corporal and Police Sergeant shall be 12 hours of work inclusive of a 45-minute compensated lunch break.

   During said compensated meal period, affected unit members shall be subject to City-required restrictions upon geographic location for use of the Code 7, style of dress during said Code 7 and availability for service and to perform assigned duties.

4. The shift hours for employees classified as, Police Detective, Police Detective Corporal and Police Detective Sergeant, shall be 8, 10 or 12 hours of work, inclusive of the above 45-minute lunch break.

5. The shift hours for any employee alternatively assigned to a 3/12 shift shall be 12 hours of work, inclusive of a 30-minute lunch break or the above 45-minute lunch break applicable to sworn unit members.

6. RETIREMENT BENEFITS (SUBJECT TO AB 340 LANGUAGE BELOW)

6(a) PAYMENT OF EMPLOYEE CONTRIBUTION

1. Retirement benefits shall be provided by the City through the California Public Employees Retirement System (P.E.R.S.). Effective July 1, 1989, all eligible safety employees who are considered “classic” members (i.e., not “new” members) under the California Public Employees’ Pension Reform Act of 2013 (“PEPRA”) will receive the P.E.R.S. 2%@50 ("CHP" retirement) and non-safety classic employees shall receive the 2% at 55 retirement formula.

2. Effective the first payroll period commencing on or after both July 1, 2013 and adoption by the City Council of any necessary CalPERS resolutions, classic safety and classic miscellaneous members shall pay 100% of the statutorily required employee contribution.

3. PEPRA shall in its entirety be given full force and effect. Any provision in this MOU which contradicts any provision of PEPRA, shall be deemed null and void, with the contrary PEPRA provision(s) being given full force and effect. Therefore, no provision of PEPRA shall be deemed to impair any provision of any MOU, Agreement, Rule or Regulation.

   “New members” as defined by PEPRA on and after January 1, 2013, shall individually pay an initial Member CALPERS contribution rate of 50% of

the normal cost rate for the Defined Benefit Plan in which said new member is enrolled, rounded to the nearest quarter of 1%, or the current contribution rate of similarly situated employees, whichever is greater. (Government Code section 7522.30)

Safety members who are "new members" as defined by PEPRA on and after January 1, 2013, shall be enrolled in the PEPRA required SAFETY OPTION PLAN TWO (2.7% at 57) (Government Code section 7522.25(e)) and miscellaneous "new members" on and after January 1, 2013 shall be enrolled in PEPRA provided for 2.0 @ 62 retirement formula (Government Code § 7522.20.)

All "new members" shall have their final compensation determined by reference to the highest average annual pensionable compensation earned by the member during a period of 36 consecutive months immediately preceding retirement or other 36 consecutive month period as allowed by Government Code § 7522.32(a).

6(b) OPTIONAL TRANSFER TO SALARY

The City has adopted a resolution implementing IRS Section 414(h)(2). This article shall be operative as long as the State of California pick up of employee retirement contributions continues to be excludable from gross income of the employee under the provisions of the Internal Revenue Code.

6(c) DEFERRED COMPENSATION

Effective in first full pay period in January 2023, or as soon thereafter as practicable, the City will institute a deferred compensation program to be consistent with the existing deferred compensation for managers. Effective in January 2023, or as soon thereafter as City can reasonably implement the program, the City will contribute One percent (1%) of employee's base salary to their deferred compensation plan.

7. INSURANCE BENEFITS

7(a) INSURANCE BENEFITS ADMINISTRATIVE PROVISION

1. The City reserves the right to administer, change, fund or select any insurance benefit program involving insurance that now exists or may exist in the future.

2. In the administration of insurance benefit programs, the City shall have the right to select any carrier, self-insure, or other method of providing coverage for the benefits provided, as long as the benefits of the plan are substantially the same or equal.

3. The City shall Meet & Confer with the Association prior to any change of insurance carrier or method of funding coverage for any insurance benefits so listed in this Article, which will affect the level of benefits provided, or employee's contribution to premiums.

4. The City shall not pay for any costs of any insurance benefits provided in this MOU for any person who is absent on leave without pay for more than 50% of the workdays of a calendar month. The employee shall be notified and billed for the monthly premium by the City.

5. Where optional choice of insurance plans and/or insurance carrier is available to employee, change in insurance plans and/or insurance carriers may only be made during open enrollment periods established by the City. New hires shall be allowed to enroll at the time of their hiring.

7(b) MEDICAL INSURANCE

Effective, June 20, 2012, per Resolution No. 7226, the employer contribution to premiums of available health benefit plans shall be in the minimum amount mandated by Government Code section 22892 as it may from time to time provide. The difference between said amount as it from time to time exists and the present City-funded contribution listed below, shall be provided to unit members by means of an IRS approved cafeteria plan. It is the intent of the City that the medical premium contribution plan monies shall only be used to fund medical premiums and shall only be distributed in cash pursuant to the limited opt out provisions of 7(g) below, the CASH IN LIEU OF PARTICIPATION IN MEDICAL INSURANCE PLAN(S).

The City's monthly contributions to the medical premium contribution plan shall be as follows to the maximum stated, depending on the level of coverage selected and is inclusive of the City's contribution under Government Code section 22892:

Beginning January 1, 2024, the City's monthly contributions shall be as follows depending on the level of coverage selected, and is inclusive of the City's contribution under Government Code section 22892:

Employee only	$825
Employee + 1	$1,560
Employee + family	$1,860

Beginning January 1, 2027, the City's monthly contributions shall be as follows depending on the level of coverage selected, and is inclusive of the City's contribution under Government Code section 22892:

Employee only	$880
Employee + 1	$1,660
Employee + family	$1,980

Beginning January 1, 2028, the City's monthly contributions shall be as follows depending on the level of coverage selected, and is inclusive of the City's contribution under Government Code section 22892:

Employee only	$925

Employee + 1	$1,750
Employee + family	$2,100

The amounts stated above are to cover healthcare plan premiums only and do not provide a cash benefit in the event a healthcare plan premium is less than the amount listed above, or an employee opts out of coverage.

7(c) DENTAL INSURANCE

1. Subject to a limitation of $75.00 per month, the City shall contribute 100% of the monthly dental insurance premiums for all employees with Delta Dental service-12.

2. The City shall provide a City paid dependent dental coverage in a basic comprehensive plan, with more expensive plans available at added cost to the employee. The cost of the City paid plan shall not exceed $75.00 per month for employee plus one or more dependents.

3. The City agrees to work with the Association in the investigation of other potential dental insurance carriers as long as the cost of a new carrier does not exceed the current $75.00 per month cost.

The above dental insurance premium shall be paid by adding $75.00 to the above medical premium contribution plan.

7(d) ACCIDENTAL DEATH AND INJURY POLICY

1. The City shall provide an Accidental Death and Injury Policy in the amount of $100,000 for employees. Premiums shall be paid by the City. Additional coverage shall be made available from the City at the employee's expense.

2. Employees who elect coverage for their dependents shall pay for the additional cost for such coverage.

7(e) LIFE INSURANCE

The City shall supply a $100,000 life insurance policy for all employees. Additional coverage shall be made available from the City at the employee's expense.

7(f) VISION CARE

The City shall contribute up to $20.00 of the monthly premiums to a vision care plan that covers both employees and dependents. Said amount shall be paid by adding $20.00 monthly to the above medical contribution plan.

7(g) CASH IN LIEU OF PARTICIPATION IN MEDICAL INSURANCE PLAN(S)

All employees must enroll in an available City health program unless they opt out. An employee may receive cash in lieu for opting out of the City's health program if he/she provides the following: (1) proof that the employee and all individuals for whom the employee intends to claim a personal exemption deduction for the taxable year or years that begin or end in or with the City's plan year to which the opt out applies ("tax family"), have or will have minimum essential coverage through another source (other than coverage in the individual market, whether or not obtained through Covered California) for the plan year to which the opt out arrangement applies ("opt out period"); and (2) the employee must sign an attestation that the employee and his/her tax family have or will have such minimum essential coverage for the opt out period. An employee must provide the attestation every plan year at open enrollment or within 30 days after the start of the plan year. The opt-out payment cannot be made and the City will not in fact make payment if the employer knows or has reason to know that the employee or tax family member doesn't have such alternative coverage, or if the conditions in this paragraph are not otherwise satisfied.

If the employee chooses to opt out and provides the attestation described above, the employee shall receive cash in lieu of $300 per month. Effective January 1, 2027, cash in lieu is $325 per month. Effective January 1, 2028, cash in lieu is $350 per month. Cancellation of the coverage becomes effective on the first day of any month after a 45-day written notice is received.

7(h) RETIRED EMPLOYEE'S MEDICAL COVERAGE

Present employees who became/become retirees prior to July 1, 2012, shall receive City payment of 100% of the medical insurance premium for the retired employee only. Payment will be based on the actual employee only premium for insurance programs offered through PERS prior to being Medicare eligible and when eligible for PERS and based upon PERS supplemental plans that mandate enrollment upon becoming Medicare eligible.

As regards unit employees hired on or after June 20, 2012, per Resolution No. 7226, the City contribution to an individual employee's health benefit plan on retirement shall be as prescribed in Government Code section 22892 and shall therefore be in an equal amount for both active employees and annuitants, as that amount may from time to time be adjusted upward and/or downward. As regard all unit employees employed by the City prior to June 20, 2012, per Resolution No. 7226, and who become retirees on and after July 1, 2012, the City contribution to an individual retiree's health benefit plan shall be in the amount of $625 monthly, subject to CALPERS – mandated reductions in coordination with Medicare coverage.

7(i) IRS 125 PLAN

Effective the first payroll period commencing on or after July 1, 2009, the City shall implement an IRS 125 Plan. The plan shall only be utilized to fund health insurance premiums (medical, dental, vision).

8. RECOGNIZED HOLIDAYS

The City shall grant the following holidays to all employees represented by the Association:

A. January 1 (New Year's Day)
B. Third Monday of January (Martin Luther King Jr.'s Birthday)
C. 3rd Monday of February (President's Day)
D. Last Monday of May (Memorial Day)
E. June 19 (Juneteenth)
E. July 4th (Independence Day)
F. 1st Monday of September (Labor Day)
H. November 11th – Veteran's Day
I. 4th Thursday of November (Thanksgiving Day)
J. Friday following Thanksgiving Day
K. December 25th (Christmas Day)
L. Four "Floating Holidays" – see Section 9a

Recognized and floating City holidays shall be earned in the number of hours represented by each affected employee's regular hours worked. Employees on a Labor Code 4850 leave shall not be paid overtime for holiday pay.

Only employees whose scheduled work shift starts on the day of the holiday shall be paid the holiday premium pay.

The parties agree that to the extent permitted by law, the value of the compensation for Holiday Premium Pay is special compensation and shall be reported as such to CalPERS pursuant to Title 2 CCR, Section 571(a)(5) – Holiday Premium Pay. However, the City makes no representations or guarantees whatsoever with respect to whether CalPERS shall include said Holiday Premium Pay as compensation for purposes of benefit determination and CalPERS shall make the sole determination as to inclusion.

9. FLOATING HOLIDAYS

9(a) ACCRUAL RATES

1. Employees will be eligible for floating holidays after 6 months of service, and in accordance with the schedule set forth in Section 9(a)(2).

2. Floating holidays are earned as follows: Two between July 1st and December 31st; there will be one between January 1st and June 30th. Beginning July 1, 2027, there will be two between January 1st and June 30th.

3. For the purposes of employees working a 3/12 shift, each floating holiday is the equivalent of 12 hours.

9(b) MAXIMUM ACCUMULATIONS

Floating holidays are not cumulative; thus employees will be notified at least 30 days prior to any loss of a floating holiday(s).

9(c) USE OF FLOATING HOLIDAYS

1. Floating holidays must be taken within the fiscal year in which they are accrued.

2. Employees may select the days off they wish, upon approval of police management.

10. VACATION

10(a) ACCRUAL RATES

Each full-time employee as defined in this article shall earn vacation time yearly upon the completion of the required years of service as follows:

A. 88 hours vacation after 1 years service.
B. 96 hours vacation after 2 years service.
C. 104 hours vacation after 3 years service.
D. 112 hours vacation after 4 years service.
E. 120 hours vacation after 5 years service.
F. 128 hours vacation after 6-10 years service.
G. 136 hours vacation after 11-15 years service.
H. 152 hours vacation after 16-20 years service.
I. 160 hours vacation after 21-24 years service.
J. 200 hours vacation after 25 years of service.
K. 208 hours vacation after 26 years of service.
L. 216 hours vacation after 27 years of service.
M. 224 hours vacation after 28 years of service
N. 232 hours vacation after 29 years of service.
O. 240 hours vacation after 30 or more years of service.

Vacation time shall be earned on a bi-weekly basis, and employees shall not be eligible to use vacation leave until completion of 6 months' service.

For employees hired on or after July 1, 2022, the City Manager shall credit an employee's previous safety officer experience to be counted towards an employee's total Years of Service calculation. In order to receive this adjustment, an employee must submit documentation in writing which shall be verified by the human resources department. This adjustment shall be effective on the date of City Manager approval.

Employees hired before July 1, 2022, may request prior safety officer experience to count towards an adjustment to the employee's accrual rate. In order to receive this adjustment, an employee must submit documentation in writing which shall be verified by the human resources department. This adjustment shall be effective on the date of City Manager approval.

10(b) MAXIMUM ACCUMULATION AND VACATION BUYBACK

1. Employees shall not accumulate more than 2 years' worth of vacation. Except, however that the City Manager, at their sole discretion, and upon written request, may grant vacation hours to carryover, for extenuating circumstances up to an additional year of accumulation.

2. Concurrent with exercise by an affected employee of the sick leave incentive cash out provided for in Section 11(c) below, the affected employee has the option of electing to convert up to eighty (80) hours of vacation time to cash at the employee's then existing unadjusted base hourly rate. The exercise of this option shall result in the deduction of the hours of vacation time bought back by the City from the employee's vacation accumulation.

3. Beginning in December, 2019 and each December thereafter, employees who wish to have the City buy back vacation hours in the next calendar year, shall make an irrevocable election and submit it to the City, in writing no later than December 31, as to the number of hours they will accrue the next calendar year that they elect for buy back. In order to elect buy back, the employees must have eighty (80) or more hours of vacation balance at the time of the irrevocable election. The City shall make a form available to employees to make the irrevocable election no later than December 15 of each year.

   a. Employees who do not submit an irrevocable election form by December 31 will be deemed as foregoing participation in the optional annual vacation leave cash-out program for that following calendar year.
   b. The payments shall be made via a separate check during the first or second payroll in December.
   c. In the event an employee has less hours in their vacation bank eligible for cash out at the time the cash out is to be paid than they had previously elected to cash out, then the employee shall only be paid up to the eligible amount remaining in their vacation bank at the time of their actual cash out.
   d. Any cash-out of vacation leave shall not cause the employee's total amount of accumulated vacation in their vacation bank to fall below a forty (40) hour minimum balance.

10(c) USE OF VACATION

Vacation may be taken in segments with the approval of police management.

11. SICK LEAVE

11(a) ACCRUAL RATES

1. Employees shall accrue paid sick leave at the rate of 3.69 hours per pay period.

2. Employees will not accrue any sick leave while on leave of absence without pay.

3. For the purposes of employees working a 3/12 shift, one sick leave day is equivalent to one 12-hour shift.

11(b) MAXIMUM ACCUMULATION

Employees shall be allowed to accumulate unlimited sick leave. At the employee's termination, the accumulated sick leave hours shall have no cash value.

11(c) CONVERSION TO CALPERS SERVICE CREDITS

To the extent authorized by PEPRA and the Public Employees' Retirement Law, upon service retirement, employees may convert unused accumulated sick leave to service credits based on the formula set forth by CalPERS. Unused sick leave for which an employee receives cash, cannot be converted to CalPERS service credits. According to CalPERS, in order to receive sick leave credit, the employee's retirement date must be within 120 days from the date of separation from the City.

11(d) USE OF SICK LEAVE

The number of sick leave hours that may be utilized for a missed day(s) of work shall be equivalent to the number of regularly scheduled hours for that missed day(s) of work.

Though employees may accumulate unlimited sick leave hours, sick leave usage may not be excessive and/or abused. The City does recognize however, that there may be extraordinary circumstances in which an employee may experience a catastrophic illness or accident that may require a use of excessive amount of sick leave. Accumulated sick leave may be used for the following:

(1) **Employee's own illnesses**, or for diagnosis, care, or treatment of an existing health condition of, or preventive care for, the employee. The City shall have the option to require a doctor's certification of the adequacy of the employee's absence during the time for which sick leave was requested, if the employee has been absent 3 or more workdays or used twenty-four (24) hours of sick leave, whichever is greater, that involves the illness of the employee or family member.

(2) **Employee's family member's illness**

The employee may use up to 48 hours of accrued but unused sick leave per year for the following purposes:

1. For the diagnosis, care, or treatment of an existing health condition, or preventative care for, any of the following of the employee's family members: child of any age or dependency status; parent; parent-in-law; spouse, registered domestic partner, grandparent; grandchild; or sibling.

2. For the employee who is a victim of domestic violence, sexual assault, or stalking: (a) to obtain or attempt to obtain a temporary restraining order or other court assistance to help ensure the health, safety, or welfare of the employee or his or her child; or (b) to obtain medical attention or psychological counseling; services from a shelter; program or crisis center; or participate in safety planning or other actions to increase safety.

* Employees who have just been hired are not eligible to use their accumulated sick leave until they have completed ninety (90) days of service with the City.

12. BEREAVEMENT LEAVE

12(a) ACCRUAL RATES

Employees shall receive three (3) shifts of paid Bereavement Leave each fiscal year after being employed by the City for six (6) consecutive months.

12(b) USE OF BEREAVEMENT LEAVE

Bereavement Leave shall be used in increments of at least one shift and may be used for the following:

1) Death of a family member

Employees may use Bereavement Leave for the death of a family member. For the purposes of Bereavement Leave, family members shall include: spouse, parents, child, stepchild, grandparents, grandchildren, brother(s) and/or sister(s). Bereavement Leave may be granted by the City Manager for other family members that the employee has shown close relations. Additional occurrences shall be deducted from the employee's own sick leave.

The City shall have the option to require reasonable certification of the adequacy of the employee's absence during the time for which Bereavement Leave was requested.

13. UNIFORMS AND SAFETY EQUIPMENT

13(a) UNIFORMS CLEANING AND REPLACEMENT ALLOWANCE

1. All Employees shall receive a uniform cleaning allowance of $400.00 per year, which shall be prorated and paid in equal installments in each pay period and reported to CalPERS as required.

2. In addition to the allowance above, effective September 1, 2025, sworn employees shall receive from the City $800 per year for the purchase of uniforms and equipment. Effective September 1, 2025, Non-sworn employees shall receive from the City $600 per year for the purchase of

uniforms and equipment. These payments shall be prorated and paid in equal installments in each pay period.

3. The uniform cleaning and replacement allowance shall be reported to CalPERS for "classic" employees periodically when earned. However, the City makes no representations or guarantees whatsoever with respect to whether CalPERS shall include said uniform and replacement allowances as compensation for purposes of benefit determination and CalPERS shall make the sole determination as to inclusion. The uniform cleaning and replacement allowance is not reportable for "new members" of CalPERS as defined by Government Code Section 7522.04(f) and as pursuant to Title 2, CCR Sections 571 and 571.1

13(b) NEW HIRES

1. The City shall provide new Police Officer hires the needed uniform and equipment. The following items shall be provided:

UNIFORM

A. Two (2) short sleeve shirts
B. One (1) long sleeve shirt
C. Two (2) pairs of pants
D. One (1) cap
E. One (1) nylon jacket
F. One (1) trouser belt
G. One (1) pair duty shoes or boots (Limit $50.00 max. unless approved by the Department.)
H. One (1) tie with tie bar
I. Four (4) keeper straps
J. Hat Piece

SAFETY EQUIPMENT

A. Service Weapon
The duty weapon issued to police officers by the City shall become the property of the officer after the officer has served 10 consecutive years with the Department. If the officer resigned or retires in good standing with the Department, the officer may keep possession of the weapon.
B. Holster
C. Sam Brown belt
D. Handcuffs and case
E Impact Weapon
F. Key ring with appropriate station and City keys
G. Approved duty ammunition and carrier
H. Fingerprint kit with all necessary items
I. Rain Outerwear
J. Flashlight (Streamlight SL20 or equivalent)
K. Threat Level III Ballistic Vest (or lower at employee's option).

L. And any other equipment as deemed appropriate by the Department.

2. Uniform and equipment items shall meet the specifications set forth in the South Pasadena Police Manual.

3. Such safety equipment shall remain the property of the City and shall be repaired or replaced by the City when defective.

4. Issued safety equipment shall be returned to the City upon termination of employment, with the exception of the Service Revolver as noted above.

14. OTHER BENEFITS

14(a) LONGEVITY PAY

1. The City shall increase the base salary of each employee by 2% for each 5 years of service to the City by such employee. As of January 1, 1996, the existing Longevity Pay Plan will be terminated for all members hired after January 1, 1996. Members on the City payroll on or before December 31, 1995, will be permitted to accrue time for an additional 4% in Longevity Pay in accordance with the provisions set forth in 15.1.1 Once a member has earned the additional 4%, the Longevity Pay Program shall be permanently frozen.

2. Per City Council Res. No. 6371 dated 1/17/96 - 15.1.2 is deleted. Effective upon the approval of amendments by the City Council, the accrual of additional time toward the earning of longevity credit will be frozen until June 30, 1995. Members currently earning longevity shall continue to receive longevity at their current level but shall not accrue additional time toward for longevity advancement. Members not currently receiving longevity shall not accrue time toward longevity nor shall they be eligible to be considered for longevity during the freeze period.

3. The parties agree that to the extent permitted by law, the value of the compensation for Longevity Pay is special compensation and shall be reported as such to CalPERS pursuant to Title 2 CCR, Section 571(a)(3) – Incentive Pay. However, the City makes no representations or guarantees whatsoever with respect to whether CalPERS shall include said longevity pay as compensation for purposes of benefit determination and CalPERS shall make the sole determination as to inclusion.

14(b) SHIFT DIFFERENTIAL

Employees assigned to work the night shift (currently termed 1800 hours to 0600 hours) shall receive a shift differential pay increase of 3% over their base pay during the term of such assignment.

The parties agree that to the extent permitted by law, the value of the compensation for Shift Differential Pay is special compensation and shall be reported as such to CalPERS pursuant to Title 2 CCR, Section 571(a)(4) – Special

Assignment Pay. Shift Differential Pay shall be reported to CalPERS periodically when earned, on a per pay period basis. However, the City makes no representations or guarantees whatsoever with respect to whether CalPERS shall include said Shift Differential Pay as compensation for purposes of benefit determination and CalPERS shall make the sole determination as to inclusion.

14(c) BILINGUAL PAY

Employees who can communicate conversationally in Spanish or Chinese on a regular and/or recurring basis, shall receive an additional one hundred and twenty-five dollars ($125).each month, for a total of $1500 annually to be paid in equal installments per pay period. Prior to receiving such additional compensation, employees will be required to pass a bilingual proficiency test as established and agreed to between the City and the Association.

The parties agree that to the extent permitted by law, the value of the compensation for Bilingual Pay is special compensation and shall be reported as such to CalPERS pursuant to Title 2 CCR, Section 571(a)(4) – Special Assignment Pay. Bilingual Pay shall be reported to CalPERS periodically when earned, on a per pay period basis. However, the City makes no representations or guarantees whatsoever with respect to whether CalPERS shall include said Bilingual Pay as compensation for purposes of benefit determination and CalPERS shall make the sole determination as to inclusion.

14(d) TUITION REIMBURSEMENT

There shall be no tuition reimbursement.

14(e) EDUCATION PAY AND POST PAY

1. Purpose

The educational incentive program aims to motivate unit employees to achieve higher educational and professional law enforcement-related standards and enhance career development. Additionally, this program is predicated upon appropriate education, training, and experience, as established by standards set forth by the Commission on Peace Officer Standards and Training (POST).

2. POST Certificate and Education Special Compensation

A. Employees who possess one of the following certificates awarded by POST listed below shall receive additional compensation above their base salary as set forth below. Such additional compensation shall commence on the first day of the pay period following the date the employee submits documentation of their POST certificate to the Human Resources Division, whichever is later.

Pay Type	**Monthly Amount**
Intermediate POST Certificate	5% of Base Pay
Advanced POST Certificate	10% of Base Pay

B. Employees who hold or earn a bachelor's or master's degree shall be provided additional compensation as set forth below, which shall commence on the first day of the pay period following the date the employee submits documentation to the Human Resources Division of their bachelor's or masters degree, whichever is later.

Pay Type	**Monthly Amount**
Bachelor's Degree	$200 per month
Master's Degree	$300 per month

3. Terms and Conditions

A. Employees shall be responsible for notifying the Police Department and Human Resources Division of their eligibility to receive POST Certificate or Education special compensation.

B. Employees shall be eligible for the increase in POST compensation effective on the first day of the first full pay period following the date the Human Resources Division verifies the POST certificate and eligibility.

C. Employees shall be eligible for the new Education Special Compensation on the first day of the first full pay period following the date when the Human Resources Division verifies official education transcripts.

D. Employees may receive only the highest level of POST pay to which they are entitled. POST pay may not be combined.

E. Employees may receive only the highest level of Education Special Compensation pay to which they are entitled. Education pay may not be combined.

F. The parties agree that to the extent permitted by law, the value of the compensation for POST and Education Special Compensation is special compensation and shall be reported as such to CalPERS pursuant to Title 2 CCR, Section 571(a)(2) and (b) 2) - POST Certificate Pay. POST Certificate Pay shall be reported to CalPERS periodically when earned, on a per pay period basis. However, the City makes no representations or guarantees whatsoever with respect to whether CalPERS shall include said POST Certificate or Education Pay as compensation for purposes of benefit determination and CalPERS shall make the sole determination as to inclusion.

14(f) TRAINING INCENTIVE

1. Police Officers and Corporals assigned to train a full-time police trainee shall receive an additional five (5) percent in compensation while so assigned. Further, in accordance with this Terms and Conditions

document that the assigned Field Training Officer must possess a POST FTO Certificate.

2. Police Dispatchers assigned to train a full-time Police Dispatchers shall receive an additional five (5) percent in compensation while so assigned.

3. Training assignments are based on one trainer to one trainee ratio; the five (5) percent compensation is the maximum amount an FTO or Police Dispatcher will receive daily when assigned training as reflected on their timesheet. At no time shall more than one trainer be compensated for training the same trainee concurrently.

4. The parties agree that to the extent permitted by law, the value of the compensation for Training Incentive Pay is special compensation and shall be reported as such to CalPERS pursuant to Title 2 CCR, Section 571(a)(4) – Special Assignment Pay. Training Incentive Pay shall be reported to CalPERS periodically when earned, on a per pay period basis. However, the City makes no representations or guarantees whatsoever with respect to whether CalPERS shall include said Training Incentive Pay as compensation for purposes of benefit determination and CalPERS shall make the sole determination as to inclusion.

14(g) EMPLOYEE WELLNESS

Effective September 2025, the City will provide employees a reimbursement of up to $55 per month for a single membership pass to a local YMCA or an equivalent gym/fitness membership for each employee to promote health and wellness. Reimbursement must satisfy the City's procurement requirements and may be submitted annually by June 1st but must be submitted no later than thirty (30) days after the end of the fiscal year in which the expenses were incurred. Reimbursements submitted after thirty (30) days of this fiscal year end will not be eligible for reimbursement.

14(i) RIDESHARE INCENTIVE PROGRAM

Effective September 2025, through the Los Angeles County Metropolitan Transportation Authority (LA Metro), the City will establish a rideshare program providing up to $80 per month in reimbursement for employees who utilize alternative means of transportation to work other than a personal automobile. Documentation must meet LA Metro's submission requirements.

15. SPECIALTY ASSIGNMENTS

All assignments to specialty positions shall be preceded by the assignee acknowledging in writing that the assignment is temporary and at the will of the Chief and that upon inevitable rotation out of the assignment, the employee shall forfeit any right to administratively or civilly contest the Chief's exercise of discretion. Specialty assignments shall consist of: support services sergeant, professional services sergeant, detectives, crime analyst, school resource officer, professional standards, canine, training, and motorcycle.

Specialty assignments shall be of a limited duration, and an employee in such an assignment has no right to remain in that position. All specialty assignments shall be for a period of four (4) years, unless an employee voluntarily relinquishes the assignment, or the Chief determines it is in the best interest of the Department for the employee to be reassigned.

Within the final six (6) months of the four (4) year specialty assignment, the employee may request in writing, through channels to the Chief, for an extension of his/her specialty assignment. Request to extend a specialty assignment shall be for a term of one year and there shall be no limit on the number of extensions the employee may request. The decision to extend the specialty assignment lies solely with the Chief. A denial of a request to remain in a specialized assignment is not punitive and shall not be subject to appeal. Specialty Assignment Pay does not compound and is non-stackable.

The following positions are specialty assignments:

- Support Services Sergeant
- Office of Professional Standards Sergeant
- Detective Personnel, including the Detective Sergeant, Crime Analyst/Crime Prevention Officer, and School Resource Officer
- Motorcycle Officer
- K9 Officer

15(a) DETECTIVE INCENTIVE

The City shall increase the pay of each employee assigned to the Detective Bureau by 5% of their base pay for the duration of their assignment.

The parties agree that to the extent permitted by law, the value of the compensation for Detective Incentive Pay is special compensation and shall be reported as such to CalPERS pursuant to Title 2 CCR, Section 571(a)(4) – Special Assignment Pay. Detective Incentive Pay shall be reported to CalPERS periodically when earned, on a per pay period basis. However, the City makes no representations or guarantees whatsoever with respect to whether CalPERS shall include said Detective Incentive Pay as compensation for purposes of benefit determination and CalPERS shall make the sole determination as to inclusion.15(b)

MOTORCYCLE DUTY INCENTIVE

The City shall increase the pay of each employee assigned to motorcycle duty by 5% of their base pay for the duration of their assignment. Incentive pay will begin on the pay period after POST Motorcycle Training certification is confirmed by the Human Resources Department. In addition, the City shall provide boots, glasses, gloves, a helmet, a jump suit, and two pairs of motor breeches (pants) as safety equipment. Employee(s) assigned to motorcycle duty

are required to maintain the motorcycle in clean condition, keep the motorcycle in a covered facility, and otherwise maintain and reasonably safeguard the motorcycle. The officer assigned to motorcycle duty has "take home" privileges, so long as the motorcycle is not taken beyond a forty (40) mile radius from City Hall. The employee must have a motorcycle endorsement on his/her driver's license.

The parties agree that to the extent permitted by law, the value of the compensation for Motorcycle Duty Incentive Pay is special compensation and shall be reported as such to CalPERS pursuant to Title 2 CCR, Section 571(a)(4) – Special Assignment Pay. Motorcycle Duty Incentive Pay shall be reported to CalPERS periodically when earned, on a per pay period basis. However, the City makes no representations or guarantees whatsoever with respect to whether CalPERS shall include said Motorcycle Duty Incentive Pay as compensation for purposes of benefit determination and CalPERS shall make the sole determination as to inclusion.

15(c) K9 INCENTIVE

The City shall increase the pay of each employee assigned to K9 duty by five percent (5%) of their base pay for the duration of their assignment. In addition, the City shall provide safety equipment and a police vehicle specially outfitted for a K9 assignment. An employee assigned to K9 duty shall have "take home" privileges with the vehicle.

The parties agree that to the extent permitted by law, the value of the compensation for K9 Incentive Pay is special compensation and shall be reported as such to CalPERS pursuant to Title 2 CCR, Section 571(a)(4) – Special Assignment Pay. K9 Incentive Pay shall be reported to CalPERS periodically when earned, on a per pay period basis. However, the City makes no representations or guarantees whatsoever with respect to whether CalPERS shall include said K9 Incentive Pay as compensation for purposes of benefit determination and CalPERS shall make the sole determination as to inclusion.

15(d) CERTIFICATE PAY

Effective September 1, 2025, the City will provide the following Certificate Pay:

Rangemaster Premium: Up to a maximum of three (3) designated Rangemasters, upon successful completion of POST-approved Use of Force Training, will receive $125 per month when routinely and consistently assigned to supervise the target range facilities and all related activities.

Defensive Tactics Instructor/Safety Officer Training/Coordinator Premium: Up to a maximum of three (3) designated Defensive Tactics Instructors, upon successful completion of POST-approved training, will receive $125 per month when routinely and consistently assigned to instruct personnel in defensive tactics.

Certificate premium pay will be non-stackable. Only one certification designation will apply per employee.

The Chief has discretion to rotate assignments as needed. The certificate premium pay will begin on the pay period after the certification is confirmed by the Human Resources Department.

The parties agree that to the extent permitted by law, the value of the compensation for Rangemaster and Defensive Tactics Instructor Certificate Premium Pay in this Section is special compensation and shall be reported as such to CalPERS pursuant to Title 2 CCR, Section 571(a)(2) – Educational Pay. However, the City makes no representations or guarantees whatsoever with respect to whether CalPERS shall include said Certificate Pay as compensation for purposes of benefit determination and CalPERS shall make the sole determination as to inclusion.

15(e) SPECIAL PROJECTS ASSIGNMENT PAY

At the discretion of the Chief of Police, sworn personnel who are routinely and consistently assigned to police administration Special Projects to provide support for the police chief and command staff in the operation of the department will receive an additional five percent (5%) of base pay for the duration of their assignment.

The parties agree that to the extent permitted by law, the value of the compensation for Special Projects Assignment Pay is special compensation and shall be reported as such to CalPERS pursuant to Title 2 CCR, Section 571(a)(4) – Special Assignment Pay. Special Projects shall be reported to CalPERS periodically when earned, on a per pay period basis. However, the City makes no representations or guarantees whatsoever with respect to whether CalPERS shall include said Special Projects Assignment Pay as compensation for purposes of benefit determination and CalPERS shall make the sole determination as to inclusion.

16. GENERAL PROVISIONS

16(a) PROVISIONS OF MOU

It is understood and agreed that there exists within the City, in written form, rules and regulations, including what are specifically described as City Personnel Rules and Regulations, Parts I and II. Except as specifically modified by the 2014-2017 MOU, these rules and regulations and any subsequent amendments thereto, shall be in full force and effect. Before any new or subsequent amendments to these rules and regulations, which substantially affect wages, hours, and terms and conditions of employment are implemented, the City shall Meet and Confer with the Association regarding these changes. Nothing provided herein shall prevent the City from implementing such rules and regulations provided it has met and conferred with the Association as required.

16(b) SEVERABILITY PROVISION

Should any part of this MOU be found to be inoperative, void, or invalid by a court of competent jurisdiction, the remainder shall remain in full force and effect for the duration of this MOU.

16(c) RENEGOTIATION

When the Association or the City desires to Meet and Confer in good faith on the provisions of a Successor to this MOU, it shall serve upon the other party not later than March 1st its written proposal for such Successor Agreements including salary and benefits proposals. Upon receipt of such written notice and proposals, Meet and Confer shall begin no later than April 1st.

16(d) GRIEVANCE PROCEDURE

The grievance procedure applicable to unit members shall be found in the Personnel Rules and Regulations, Part I, Rule 13.

17. ADDITIONAL PROVISIONS

17(a) PROBATIONARY PERIOD FOR NEW HIRES

Probationary Periods for New Hires (Sworn and Non-Sworn): The Association agrees that the probationary period for new hires shall be 18 months, extendable by the Chief for six months upon good cause and written notice in advance of the expiration of the 18-month period to the employee. Probationary period for promotions shall be 12 months, extendable by the Chief for six months upon good cause and written notice in advance of the expiration of the 12-month period to the employee.

17(b) REOPENER

A. SALARY

This MOU shall be subject to a reopener at direction of the City Council, upon adoption by the City Council of a Resolution evidencing a finding by the Council that any or all of the following events have occurred during the 2025-2026, 2026-2027, or 2027-2028 fiscal years:

1. Five percent (5%) or greater reduction in general fund revenues during the period July 1 through December 31 compared to the July 1 through December 31 period of time in the previous fiscal year. 2. Five percent (5%) or greater reduction in general fund revenues during the period January 1 through June 30 compared to the January 1 through June 30 period of time in the previous fiscal year.

The decline in general fund revenues, if any, shall be measured by actual decline in revenues as determined by the City's Finance Department (not required to have ACFR) during the applicable period of time. (Revenue reductions attributed to state withholding of local funds, shall be included in measuring the five percent (5%) reduction). The City shall provide its written analysis supporting the request for reopener to the Association at least fifteen (15) business days prior to the presentation of the Resolution to the City Council. The Association may submit a written response to the Finance Department's analysis which shall also be provided to the Council at the time the Resolution is presented for Council deliberation. A determination by the City

Council to implement this Section 1. shall not be subject to administrative challenge. The Association agrees to meet and confer within fifteen calendar days, or as otherwise mutually agreed by the parties, of notice of the City Council's adoption of the Resolution.

Although invocation of this Article shall not in and of itself constitute a revocation of terms and conditions of employment in force and effect prior to this 2025-2028 MOU, such provisions shall be subject to the meet and confer process conducted pursuant to this reopener.

B. PERSONNEL RULES AND EMPLOYER EMPLOYEE RELATIONS RESOLUTION/ORDINANCE

During the term of this MOU, the parties agree that City Manager may reopen the meet and confer process regarding the amendment of existing personnel rules and regulations and adoption of successor rules and regulations.

During the term of this MOU, the parties agree that City Manager may reopen the MOU in order to negotiate an Employer-Employee Relations Resolution or Ordinance, utilizing the meet and consult process.

C. HEALTH INSURANCE

The City may reopen negotiations on the issue of health insurance benefits or cafeteria plan (including, as to both, but not limited to, plan benefits or structure, City or employee contributions and/or opt out amount or requirements) in order to avoid penalties or taxes under the ACA or other statutory scheme that may result from an interpretation of the ACA or other statutory scheme by the Internal Revenue Service or other federal agency (including, but not limited to, a revenue ruling, regulation or other guidance) or state agency, or a ruling by a court of competent jurisdiction.

17(c) SURVEY CITIES

The City and the Association agree that for classification, compensation, and other related survey purposes, the following ten (10) cities shall serve as the comparative survey cities:

1. Alhambra
2. Arcadia
3. Azusa
4. Covina
5. Monrovia
6. Monterey Park
7. San Gabriel
8. San Marino
9. Santa Fe Springs
10. Whittier

These survey cities may change based on the mutual agreement of the parties.

17(d) CLASSIFICATION AND COMPENSATION SURVEY

The City commits to conducting a classification and compensation study at least once every five (5) years with the last survey completed in January 2025. A routine classification and compensation study schedule will guide the City to ensure equity adjustments to bring classifications to within 5% of the average for their classification. Any change(s) to compensation are subject to mutual agreement and are not subject to impasse resolution procedures.

18. RATIFICATION AND IMPLEMENTATION

The City and the POA acknowledge that this MOU shall not be in full force and effect until ratified by its membership and adopted in the form of a resolution by the City Council of the City of South Pasadena. Subject to the foregoing, this MOU is hereby executed and authorized by the designated representatives of the City and the Association and entered into on this _____ day of _____, 2025.

19. TERM

The term of this MOU shall be from September1, 2025 through June 30, 2028.

SOUTH PASADENA POLICE OFFICERS' ASSOCIATION	**CITY OF SOUTH PASADENA**
_____	_____
Timothy Kim, President	Janet Braun, Mayor
_____	_____
Andrew Dubois, Vice President	Todd Hileman, City Manager

APPENDIX A

Police Officers' Association

Monthly Salary Schedule

June 30, 2025

SWORN	A	B	C	D	E
Sergeant	$ 9,842	$ 10,334	$ 10,851	$ 11,394	$ 11,964
Corporal	$ 8,202	$ 8,612	$ 9,043	$ 9,495	$ 9,970
Police Officer	$ 7,456	$ 7,829	$ 8,220	$ 8,631	$ 9,063

NON-SWORN	A	B	C	D	E
Police Officer Recruit	$ 7,175	$ 7,534	$ 7,911	$ 8,307	$ 8,722
Police Assistant	$ 5,022	$ 5,273	$ 5,537	$ 5,814	$ 6,105
Police Assistant II	$ 5,525	$ 5,801	$ 6,091	$ 6,396	$ 6,716
Police Clerk I	$ 3,565	$ 3,743	$ 3,930	$ 4,127	$ 4,333
Police Clerk II	$ 4,088	$ 4,292	$ 4,507	$ 4,732	$ 4,969
Parking Control Officer	$ 4,370	$ 4,589	$ 4,818	$ 5,059	$ 5,312
Senior Clerk	$ 5,368	$ 5,636	$ 5,918	$ 6,214	$ 6,525

APPENDIX B

Police Officers' Association

Monthly Salary Schedule

Effective inclusive of the pay period of January 1, 2026

SWORN	A	B	C	D	E
Sergeant	$ 10,667	$ 11,201	$ 11,761	$ 12,349	$ 12,966
Corporal	$ 9,124	$ 9,580	$ 10,059	$ 10,562	$ 11,090
Police Officer	$ 8,179	$ 8,587	$ 9,017	$ 9,468	$ 9,941

NON-SWORN	A	B	C	D	E
Police Officer Recruit	$ 7,793	$ 8,182	$ 8,591	$ 9,021	$ 9,472
Lead Police Dispatcher	$ 6,108	$ 6,413	$ 6,734	$ 7,071	$ 7,424
Police Dispatcher	$ 5,444	$ 5,717	$ 6,002	$ 6,303	$ 6,618
Parking Control Officer	$ 4,516	$ 4,741	$ 4,979	$ 5,227	$ 5,489
Police Clerk I	$ 4,358	$ 4,575	$ 4,804	$ 5,044	$ 5,297
Police Clerk II	$ 4,445	$ 4,667	$ 4,901	$ 5,146	$ 5,403

APPENDIX C

Police Officers' Association

Monthly Salary Schedule

Effective inclusive of the pay period of July 1, 2026

SWORN	A	B	C	D	E	F
Sergeant	$ 11,094	$ 11,648	$ 12,231	$ 12,842	$ 13,484	$ 14,159
Corporal	$ 9,489	$ 9,963	$ 10,462	$ 10,985	$ 11,534	$ 12,111
Police Officer	$ 8,506	$ 8,931	$ 9,378	$ 9,847	$ 10,339	$ 10,856

NON-SWORN	A	B	C	D	E	F
Police Officer Recruit	$ 8,105	$ 8,510	$ 8,935	$ 9,382	$ 9,851	$ 10,098
Lead Police Dispatcher	$ 6,352	$ 6,670	$ 7,003	$ 7,354	$ 7,721	$ 7,914
Police Dispatcher	$ 5,662	$ 5,945	$ 6,242	$ 6,554	$ 6,882	$ 7,054
Parking Control Officer	$ 4,697	$ 4,931	$ 5,178	$ 5,437	$ 5,709	$ 5,852
Police Clerk I	$ 4,532	$ 4,759	$ 4,997	$ 5,247	$ 5,509	$ 5,647
Police Clerk II	$ 4,623	$ 4,854	$ 5,097	$ 5,351	$ 5,619	$ 5,760

APPENDIX D

Police Officers' Association

Monthly Salary Schedule

Effective inclusive of the pay period of July 1, 2027

SWORN	A	B	C	D	E	F
Sergeant	$ 11,538	$ 12,115	$ 12,720	$ 13,356	$ 14,024	$ 14,725
Corporal	$ 9,869	$ 10,362	$ 10,880	$ 11,424	$ 11,995	$ 12,595
Police Officer	$ 8,846	$ 9,289	$ 9,753	$ 10,241	$ 10,753	$ 11,290

NON-SWORN	A	B	C	D	E	F
Police Officer Recruit	$ 8,429	$ 8,851	$ 9,293	$ 9,758	$ 10,246	$ 10,502
Lead Police Dispatcher	$ 6,606	$ 6,936	$ 7,283	$ 7,647	$ 8,030	$ 8,230
Police Dispatcher	$ 5,888	$ 6,183	$ 6,492	$ 6,817	$ 7,157	$ 7,336
Parking Control Officer	$ 4,885	$ 5,129	$ 5,386	$ 5,655	$ 5,938	$ 6,086
Police Clerk I	$ 4,713	$ 4,949	$ 5,196	$ 5,456	$ 5,729	$ 5,872
Police Clerk II	$ 4,808	$ 5,048	$ 5,301	$ 5,566	$ 5,844	$ 5,990

APPENDIX E

Procedure for Movie Detail Assignments

A. **Eligibility**: A movie detail binder containing officer's eligibility will be maintained in the Watch Commander's office. If an officer declines a detail his/her eligibility will stay the same. New officers or officers that placed themselves inactive wishing to enter the eligibility list will start from bottom of the eligibility list.

B. **Order of Eligibility**:

1. Full-time Sergeants, Corporals, and officers will have first priority for details.
2. Full-time Captains and Lieutenants (Management) would have second eligibility.
3. Reserve officers who have complied with their monthly patrol requirement would have third eligibility.

Assignment list: Shall be the list the watch commander consults in order to make assignments of personnel to any given detail. The assignment list shall:

1. Consist of all sworn department personnel below the rank of Captain regardless of assignment. If no full-time sworn employees are available, Captains, Lieutenants, and Reserve personnel may be assigned.

2. Personnel can be added or removed from the list:

    - At the employee's written request.

3. For purposes of assignment, all personnel shall be treated equally regardless of rank.

4. The assignment list shall run continuously from the date this procedure goes into effect.

1. Eligibility for assignment:

Means that the officer is available to accept the movie detail. An officer is not eligible if:

1. The officer has a "be in court" subpoena for the day of the detail.

2. The officer has an "on-call" subpoena for the day of the detail, and was unable to arrange for coverage (movie detail) in the event they are called to court.

3. Working the detail would cause the officer to work an excess of 18 hours in any 24-hour period (This includes prior on duty time).

4. The officer is on a scheduled workday and taking time off would result in a staffing shortage pursuant to current staffing policy.

2. **Filming request:** All requests to conduct filming with South Pasadena shall be received and processed by the Film Liaison in accordance with the City's Film Policy.

3. **Notification:** The film coordinator shall notify the on-duty watch commander of the movie detail including all relevant information relating to the detail (i.e. location, size of film crew, complexity, safety issues, etc.).

4. **Assignments:** The on-duty watch commander shall:
   1. Make a determination in conjunction with the City's film coordinator as to the number of officer(s) and resources required.

   2. Make the appropriate notification and assignment of personnel following the procedure outlined in this order.

   3. All movie detail information shall be entered into the "Event tracker" module of the records management system.

   4. If available, and with the approval of the on-duty watch commander; officers may take a police vehicle to the movie detail.

5. **Selection of personnel:**

   The selection of personnel for the detail shall be conducted in the following manner:

   1. The on –duty watch commander shall consult the "Movie Detail Assignment List" to determine the next eligible officer(s). The watch commander shall then notify via Nixle alert system as soon as possible.

   2. The on-duty watch commander shall contact each eligible officer according to contact information stored in the Department's movie binder. It is the individual officer's responsibility to ensure their most current contact information is being stored in Nixle alerts.

   3. If the officer accepts the assignment, an appropriate notation shall be made on the list and updated.

4. If the officer declines the detail or fails to respond during the allotted time frame, the officer's name shall remain in place and eligible for the next assignment.

5. No swapping of details is allowed. In the event that an assigned officer is unable to fulfill his/her detail, he/ she shall immediately notify the on-duty watch commander who will then assign a replacement in accordance with the selection of personnel.

6. No bumping of officers is allowed. Once a detail is assigned, the assigned officer's assignment shall not be rescinded except for cause.

7. No officer shall work any movie detail in excess of 18 hours. No officer shall work any combination of regular assigned shift, court, or movie detail hours in excess of 18 total hours.

8. Watch Commander's shall note the names/times of officers that where called on movie permit copy that are kept is kept in the "movie detail" binder.

9. Once a Nixle alert has been sent, officers time-line to accept a detail are as follows:

12 hours or less:	4 hours
13-24 hours:	6 hours
25-48 hours	12 hours
Over 48 hours	18 hours

CITY OF SOUTH PASADENA
RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADOPTING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF SOUTH PASADENA AND THE SOUTH PASADENA FIREFIGHTERS' ASSOCIATION, SUPERSEDING RESOLUTION NO. 7776

WHEREAS, California Government Code Section 3500, et seq., (the Meyers-Milias-Brown Act) requires that public employers meet and confer regarding wages, hours, and other terms and conditions of employment; and

WHEREAS, in early 2024, the City initiated a salary survey of compensation for all full-time classifications, which served as the data upon which compensation considerations were made, comparing salary data with ten other comparable public agency cities of similar size, demographics and services to the public; and

WHEREAS, the City's negotiating team met and conferred with the South Pasadena Firefighters' Association (FFA) representatives on numerous occasions to discuss terms and conditions of employment; and

WHEREAS, the City and the FFA have agreed to the terms included in the attached Memorandum of Understanding attached hereto as "Exhibit A."

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

SECTION 1. The Memorandum of Understanding between the City of South Pasadena and the South Pasadena Firefighters' Association, attached as Exhibit A, is approved and adopted by the City Council of the City of South Pasadena.

SECTION 2. The City Council declares that this resolution supersedes Resolution No. 7776 and supersedes Sections 1 and 2 of the Letter of Agreement adopted by Resolution No. 7915, which represented the previous Memorandum of Understanding between the City and the South Pasadena Firefighters' Association.

SECTION 3. In accordance with Title 2 of the California Code of Regulations Section 570.5 and the requirements of the California Public Employees Retirement System, the salary schedules for the South Pasadena Firefighters' Association as set forth in Appendix A through D of the MOU are hereby approved and adopted.

SECTION 4. The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

PASSED, APPROVED AND ADOPTED ON this 17th day of September 2025.

Janet Braun, Mayor

ATTEST:

Mark Perez, Acting Chief City Clerk

APPROVED AS TO FORM:

Roxanne Diaz, City Attorney

I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 17th day of September 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Mark Perez, Acting Chief City Clerk

EXHIBIT A

CITY
of
SOUTH PASADENA

AND

FIREFIGHTERS' ASSOCIATION

MEMORANDUM OF UNDERSTANDING

2025-2028

EFFECTIVE SEPTEMBER 1, 2025 – JUNE 30, 2028

CITY OF SOUTH PASADENA
MEMORANDUM OF
UNDERSTANDING 2025-2028

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1. PARTIES, TERMS AND CLASSIFICATIONS RECOGNIZED

1(a) RECOGNIZED REPRESENTATIVES

The City recognizes the SOUTH PASADENA FIREFIGHTERS ASSOCIATION hereinafter referred to as the "Association" as the exclusive representative for all full-time officers and employees, excepting the classifications of Fire Chief, Deputy Chief, Fire Intern, and Administrative Secretary of the South Pasadena Fire Department.

1(b) REPRESENTED CLASSIFICATIONS

Existing Classifications: The following are the classifications represented by the Firefighters Association:

A.....Captain
B.....Engineer
C.....Firefighter/Paramedic
D.....Firefighter Trainee
E.....Fire Inspector

1(c) PARTIES

This Memorandum of Understanding hereinafter referred to as the "MOU" is made and entered into by and between the City of South Pasadena, a Municipal Corporation hereinafter referred to as the "City", and the Association pursuant to Government Code section 3500 et. seq.

1(d) TERM OF AGREEMENT

This Memorandum of Understanding shall be in effect on September 1, 2025 and shall continue in full force until June 30, 2028.

1(e) REOPENERS

A. SALARY

This MOU shall be subject to a reopener at direction of the City Council, upon adoption by the City Council of a Resolution evidencing a finding by the Council that any or all of the following events have occurred during the 2025-2026, 2026-2027, or 2027-2028 fiscal years:

1. Five percent (5%) or greater reduction in general fund revenues during each fiscal year for the period July 1 through December 31 compared

to the July 1 through December 31 period of time in the in the previous fiscal year.

2. Five percent (5%) or greater reduction in general fund revenues during the period January 1 through June 30 compared to the January 1 through June 30 period of time in the previous fiscal year.

The decline in general fund revenues, if any, shall be measured by actual decline in revenues as determined by the City's Finance Department (not required to have ACFR) during the applicable period of time, (Revenue reductions attributed to state withholding of local funds, shall be included in measuring the five percent (5%) reduction),

The Association agrees to meet and confer within fifteen (15) calendar days of notice of the City Council's adoption of the Resolution.

Although invocation of this Article shall not in and of itself constitute a revocation of terms and conditions of employment, such provisions shall be subject to the meet and confer process conducted pursuant to this reopener.

B. PERSONNEL RULES AND EMPLOYER-EMPLOYEE RELATIONS RESOLUTION/ORDINANCE REOPENER

During the term of this MOU, the parties agree that the City Manager may reopen the meet and confer process regarding the amendment of existing personnel rules and regulations and adoption of successor rules and regulations.

During the term of this MOU, the parties agree that the City Manager may reopen the MOU in order to negotiate an Employer-Employee Relations Resolution or Ordinance, utilizing the meet and consult process.

C. HEALTH INSURANCE REOPENER

The City may reopen negotiations on the issue of health insurance benefits or cafeteria plan (including, as to both, but not limited to, plan benefits or structure, City or employee contributions and/or opt out amount or requirements) in order to avoid penalties or taxes under the ACA or other statutory scheme that may result from an interpretation of the ACA or other statutory scheme by the Internal Revenue Service or other federal agency (including, but not limited to, a revenue ruling, regulation or other guidance) or state agency, or a ruling by a court of competent jurisdiction.

2. ASSOCIATION RIGHTS AND RESPONSIBILITIES

2(a) ASSOCIATIONS AND EMPLOYEE RIGHTS

The City and Association shall comply with the provisions of the Meyers-Milias-Brown Act (MMBA) governing meet and confer rights of employee organizations. Each party shall retain those rights respectively vested by local, state and federal law.

2(b) DUES AND BENEFITS DEDUCTIONS

1. The City shall during the term of this MOU, deduct monies for membership dues and Association-sponsored benefit program premiums on a regular basis from the pay of all members who have authorized these deductions in writing. Membership dues will be deducted based on authorization in writing retained by the Association and shall submit to the City a certified list of members and the amount to be deducted for each. The Association shall update that list after members are added or withdraw or when the withholding amount changes. The updated list shall be provided to the City promptly. The City may request a copy of a member or member's signed authorization card when there is a dispute. If changes in deduction cannot be implemented within 30 days, the City shall notify the Association. The City shall remit such funds to the Association within thirty (30) days following the deduction.

2. The Association agrees to hold the City harmless and indemnify the City against any claims, causes of action, or lawsuits arising out of any action that shall be taken by the City for purpose of complying with the deductions or transmittal of such funds to the Association, except the intentional failure of the City to transmit monies deducted from the employees pursuant to this Article to the Association.

2(b) CHANGE OF STATUS REPORT

The City shall send to the Association on a monthly basis a change-of-status record of those Association members who are terminated, on leave-of absence, or temporarily disabled.

2(c) GRIEVANCE REPRESENTATION

The City shall provide for the following rule on representation and grievance procedures:

An employee with a grievance may select a representative from the association to assist the employee in utilizing the grievance procedure:

1. The representative shall obtain approval of his/her immediate supervisor before spending any work time in activity related to the grievance procedure. Representatives may spend the time needed to expeditiously conduct the following activities: discuss matters with grievant, record information, advise or recommend action, assist in completion of documents necessary to grievance processing, investigate allegations that may form the basis for the grievance, and if so requested, appear with the grievant at all levels of grievance resolution. This activity may be undertaken without reprisal, discrimination or intimidation.

   The following steps shall be taken to ensure that this activity does not interfere with the ongoing operations of the Department:

2. The representative may not leave his/her workstation or enter a work location under the supervision of other than his immediate supervisor without obtaining prior approval of the concerned supervisors.

3. No overtime pay will be paid for any time spent in the processing of grievances and the time spent on grievance representation and processing shall not be considered "hours worked" for purposes of overtime calculations.

3. MANAGEMENT RIGHTS

The City retains all its exclusive rights and authority under federal and state law and the City Code, and expressly and exclusively retains its management rights, which include, but are not limited to:

a. The exclusive right to determine the mission of its constituent departments, commissions, boards:

b. Set standards and levels of service;

c. Determine the procedures and standards of selection of employment and promotions;

d. Direct its employees;

e. Establish and enforce dress and grooming standards;

f. Determine the methods, means and numbers and kinds of personnel by which government operations are to be conducted;

g. Determine the content and intent of job classifications;

h. Determine methods of financing;

i. Determine the style and/or types of City-issued wearing apparel, equipment or technology to be used;

j. Determine and/or change the facilities, methods, technology, means, or organizational structure and size and composition of the work force and allocate and assign work by which the City operations are to be conducted;

k. Determine and change the number of locations, relocations and types of operations, processes and materials to be used in carrying out all City functions, including but not of the limited to, the right to contract for or sub-contract any work or operations of the City;

l. To assign work to and schedule employees in accordance with requirements as determined by the City and to establish and change work schedules and assignments upon reasonable notice;

m. Establish and modify productivity and performance programs and standards;

n. Discharge, suspend, demote, reprimand, withhold salary increases and benefits, or otherwise discipline employees in accordance with applicable law;

o. Establish employee performance standards including, but not limited to, quality and quantity standards, and to require compliance therewith;

p. Take all necessary actions to carry out its mission in emergencies and;

q. Exercise complete control and discretion over its organization and technology of performing its work.

The exercise by the City of its management rights shall not in any way, directly or indirectly, supersede the City Personnel Rules and MOU'S. Except in emergencies or when the City is required to make changes in its operations because of the requirement of law, whenever the exercise of management rights shall impact on members of the bargaining unit in their wages, hours, or other terms and conditions of employment, the City agrees to meet and confer with representatives of the Association, at their request, regarding the impacts of the exercise of such rights, unless the matter of the exercise of such rights, is provided for in the MOU, or in the Personnel Rules and Salary Resolutions. By agreeing to Meet and Confer with the Association as to the impacts of the exercise of the foregoing management rights, management's discretion in the exercise of these rights shall not be diminished.

4. COMPENSATION

4(a) SALARY SCHEDULE

Salaries as of June 30, 2025 increased by 2% as stated in Appendix A, titled " June 30, 2025 Firefighters' Association Salary Schedule."

4(b) SALARY SCHEDULE ADJUSTMENT

1. Effective January 1, 2026, the salaries shall be as stated in Appendix B, titled "January 1, 2026 Firefighters' Association Salary Schedule," which reflect a 2%increase over Appendix A;

2. Effective July 1, 2026, the salaries shall be as stated in Appendix C, titled "July 1, 2026 Firefighters' Association Salary Schedule," which reflects a 4% increase over Appendix B; and

3. Effective July 1, 2027, the salaries shall be as stated in Appendix D, titled "July 1, 2027 Firefighters' Association Salary Schedule," which reflects a 4% increase over Appendix C.

4(c) STEP 6

Beginning July 1, 2026, Step 6 will be the maximum step. The new Step 6 will be 5% above Step 5. Advancement to Step 6 requires completion of seven (7) years of service with the City.

4(d) MOVIE DETAILS

A standardized movie detail pay scale will be applied to all Fire Department ranks at a flat rate of $95 per hour for details worked. The following movie detail policy applies to all members covered by this agreement:

Definition: FSO shall be the abbreviation for the Fire Safety Officer.

Any FSO scheduled to work a movie detail shall be paid a minimum of eight (8) hours.

An FSO who is notified of a cancellation of his/her movie detail 24 hours or less from the scheduled start time of the detail shall be paid for the entire scheduled detail.

An FSO who is notified of a change in scheduled hours of his/her movie detail 24 hours or less from the scheduled start time shall be paid for the originally scheduled hours, or the re-scheduled hours, whichever is greater.

In the event a member would otherwise be forced hired for a movie detail, the Association agrees that a Deputy Chief, who is an employee of the City of South Pasadena will be allowed, but not required, to work the movie detail.

Employees on leave pursuant to Labor Code section 4850 may not work on movie details.

Employees on modified light duty or non-work related injury leaves may be eligible to work movie details if they are cleared medically to do so, by a City approved physician.

4(e) ACTING APPOINTMENTS

Terms: Employees who work one or more shift(s) in a higher classification shall thereafter be paid acting pay equal to the first step of the applicable range of salary of that higher acting classification and in no case less than 5% above the applicable base salary of the affected employee until completion of the acting assignment. Management shall have the discretion to staff vacancies by either rank-for-rank appointments or “move-up” or “move down” acting appointments whereby employees who are deemed qualified to act in a higher/lower classification, are temporarily utilized to staff the higher/lower classification vacancy. An employee is deemed

qualified for an acting appointment if: 1) the employee is a full-time City of South Pasadena Fire Department employee and 2) the employee has successfully passed all portions of the applicable exam, e.g., engineers or captains test, and meets all requests on the current job flier for the rank in which the employee shall be acting. An employee who "moves down," shall not be subject to a decrease in compensation. It shall be the goal of management to take reasonable steps to provide that vacation picks, floating holidays and shift assignments shall not be impacted by an employee's acting status.

4(f) OVERTIME CALCULATIONS

With the exception of sick leave, paid Time-Off shall be considered time worked for the purposes of calculating overtime. If an employee uses sick leave during a 12 day work period, the time out on sick leave shall not count as hours worked in calculating whether the employee is entitled to overtime pay for that 12 day work period. However, if the employee works non-scheduled shifts during a 12 day work period in which sick leave is taken, all the time actually worked during the non-scheduled shifts is considered hours worked in determining whether the 91 hour threshold for overtime pay has been exceeded in that 12 day work period, except where the non-scheduled shifts are worked pursuant to a shift trade with another employee.

The City has established a Fair Labor Standards Act ("FLSA") 7(k) overtime exemption for its sworn employees, setting the work period at twelve (12) days. For non-sworn employees, the seven (7) day workweek shall apply. The workweek or work period for each employee will be noted in their personnel file.

<u>2017-2019 MOU Resolution of Overtime Calculation Dispute</u>

This provision is included for historical context. The City and the Association discovered during the negotiations leading to agreement on the terms of this MOU that payroll has been calculated incorrectly over a period of time. Specifically, (1) vacation time has not been included in time worked for purposes of calculating overtime; and (2) in those FLSA 7(k) 12 day work periods in which no vacation time was taken, unit members were overpaid by five (5) hours at straight time rates. In order to resolve any and all disputes the City and the Association may have regarding the incorrect payroll calculations, and to avoid grievances, lawsuits and/or other legal actions, the City and the Association agree as part of this MOU as follows:

Beginning July 17, 2019 and adoption of the MOU by the City Council:

1. The City shall include vacation time in time worked for purposes of calculating overtime;

2. The City shall no longer pay the additional five (5) hours at straight time rates for any FLSA 7(k) 12 day work period;

3. The City agrees not to seek to collect any overpayments received by unit members resulting from the miscalculation of payroll described above; and

4. The Association agrees not to seek to collect any underpayments made to its members resulting from the miscalculation of payroll described above, nor assist any of its members to do so.

The City also increased the vacation balances and accrual caps for all unit members employed by the City before June 1, 2017, by a total of 192 hours.

4(g) EDUCATION PAY

1. Purpose

The educational incentive program encourages professional development and higher educational attainment among employees. This program recognizes the value of continued education in enhancing job performance and career advancement.

2. Education Special Pay

A. Employees who have completed at least one (1) year of service with the South Pasadena Fire Department and who hold or earn an associate or bachelor's degree shall be eligible for additional compensation as outlined below. This compensation will take effect the first day of the first full pay period following the date when the Human Resources Division verifies eligibility. To qualify, employees must provide official documentation from a regionally accredited college or university to the Human Resources Division.

Pay Type	Amount
Associate Degree	$150 per month
Bachelor’s Degree	$200 per month

B. Employees may receive only the highest level of Education Special Compensation pay to which they are entitled. Education pay may not be combined.

4(h) DMV ENDORSEMENT SPECIAL PAY

1. Purpose

To incentivize obtaining and maintaining specialized driver's license endorsements required for fire department operations (firefighter endorsements).

2. DMV Endorsement Special Pay

Employees who possess and maintain a valid driver's license with a firefighter endorsement, when such endorsement is not a requirement of their classification or position, shall receive an additional 2% of their base pay. This compensation will take effect the first day of the first full pay period following the date when the Human Resources Division verifies eligibility.

4(i) COMPANY OFFICER CERTIFICATE PAY

1. Purpose

To reward and encourage employees to earn their Company Officer Certification, demonstrating advanced training and leadership qualifications.

2. Company Officer Special Pay

Employees who hold and maintain a valid Company Officer Certificate or Fire Officer (issued prior to 12/31/2016) issued by the California Fire Marshal's Fire Service Training & Education Program, administered by the State of California Fire Marshal's Office, shall receive an additional 2.5% of their base pay. This compensation will take effect the first day of the first full pay period following the date when the Human Resources Division verifies eligibility.

Per Office of the State Fire Marshal (OSFM), the Company Officer certification replaced Fire Officer certification, which retired on December 31, 2016.

4(j) PARAMEDIC CERTIFICATE PAY

1. Purpose

   To recognize bargaining unit members who hold a valid Paramedic Certificate, enhancing the department's medical response capabilities.

2. Paramedic Special Pay

   Employees in sworn classifications, excluding Firefighters/Paramedics, who possess a valid paramedic certificate, shall receive a monthly stipend of $100. This compensation will take effect the first day of the first full pay period following the date when the Human Resources Division verifies eligibility.

4(k) SPECIAL COMPENSATION TERMS AND CONDITIONS

1. Special compensation includes education, DMV endorsement, Company Officer (Fire Officer), and paramedic certificate pay.

2. Employees are responsible for notifying and submitting the required documentation to the Fire Department and Human Resources Division of their eligibility to receive special compensation.

3. Employees shall be eligible for the special compensation effective the first day of the first full pay period following the date when the Human Resources Division verifies eligibility.
4. The parties agree that to the extent permitted by law, the value of the compensation for education, paramedic certificate, DMV endorsement, and Company Officer (Fire Officer) pay shall be reported as such to CalPERS pursuant to Title 2 CCR, Section 571(a)(2) - Education Pay. Special compensation shall be reported to CalPERS periodically when earned, on a per-pay basis. However, the City makes no representations or guarantees whatsoever with respect to whether CalPERS shall include the special pay as compensation for purposes of benefit determination and CalPERS shall make the sole determination as to inclusion.

5. RETIREMENT BENEFITS (SUBJECT TO AB 340 LANGUAGE BELOW)

5(a) CALPERS (FIRE SAFETY)

1. 2% at 50: The City agrees to continue its current contract with PERS to provide all classic Fire Safety Employees with the 2% at age fifty option (Government Code Section 21362.) Classic members are those that do not meet the definition of "new member" under the California Public Employees' Pension Reform Act of 2013 ("PEPRA").

2. Veterans: The City shall contract with PERS to provide for veterans to buy back military service time (Government Code Section 20996.)

3. The City shall provide the Post Retirement Survivor Allowance benefit, Level 4 (Government Code Section 21624, 21626, 21628.)

4. The City has adopted a resolution implementing IRS Section 414(h)(2). This article shall be operative only as long as the State of California pick up of employee retirement contributions continues to be excludable from gross income of the employee under the provisions of the Internal Revenue Code.

5. Sick Leave Conversion: The City agrees to contract for the benefit of sick leave conversion pursuant to Section 20862.8 and 20963 of the California Government Code.

6. Highest one year: Effective January 1, 1982, the computation for retirement benefit for each classic employee in the bargaining unit shall be computed on their highest single year's salary pursuant to Section 20042 of the State Government Code.

7. City Paid Portion Employee's Share: Effective July 1, 2013.
All classic sworn unit members shall pay 100% of the statutorily required member contribution.

AB 340 (the California Public Employees' Pension Reform Act of 2013,"PEPRA") as it may from time to time exist, shall in its entirety be given full force and effect . Any provision in this MOU which contradicts any provision of PEPRA, shall be deemed null and void, with the contrary PEPRA provision(s) being given full force and effect. Therefore, no provision of PEPRA shall be deemed

to impair any provision of any MOU, Agreement, Rule or Regulation.

"New members" as defined by PEPRA on and after January 1, 2013, shall individually pay an initial Member CALPERS contribution rate of 50% of the normal cost rate for the Defined Benefit Plan in which said new member is enrolled, rounded to the nearest quarter of 1%, or the current contribution rate of similarly situated employees, whichever is greater. (Government Code section 7522.30)

"New members" as defined by PEPRA on and after January 1, 2013, shall be enrolled in SAFETY OPTION PLAN TWO (2.7% at 57) (Government Code section 7522.25(e)).

All "new members" shall have their final compensation determined by reference to the highest average annual pensionable compensation earned by the member during a period of 36 consecutive months immediately preceding retirement or other 36 consecutive month period as allowed by Government Code § 7522.32(1).

8. CalPERS (NON-SAFETY)

a) Classic non-safety miscellaneous members (e.g., Fire Inspector) shall be enrolled in the CalPERS 2% @ 55 retirement formula. Classic non-sworn members shall pay the entire statutory employee contribution to CalPERS;

b) Non-safety miscellaneous "New Members" shall be enrolled in the CalPERS 2% @ 62 formula and shall pay the PEPRA mandated contributions (as described above).

9. RETIRED EMPLOYEE'S MEDICAL COVERAGE

Employees who became annuitants prior to July 1, 2012 shall receive City payment of 100% of the medical insurance premium for the retired employee only. Payment will be based on the actual employee only premium for insurance programs offered through PERS prior to being Medicare eligible and based upon PERS supplemental plans that mandate enrollment upon becoming Medicare eligible. As regards unit employees hired on or after the date of City Council adoption of Resolution No. 7226 on June 20,

2012, the City contribution to an individual employee's health benefit plan on retirement shall be as prescribed in Government Code section 22892 and shall therefore be in an equal amount for both active employees and annuitants, as that amount may from time to time be adjusted upward and/or downward. (9-1012) As regards all unit employees employed by the City prior to City Council adoption of Resolution No. 7226 on June 20, 2012, and who become retirees on and after July 1, 2012, the City contribution to an individual retiree's health benefit plan shall be in the amount of $625 monthly, subject to CALPERS – mandated reductions in coordination with Medicare coverage.

10. DEFERRED COMPENSATION

Effective the first full pay period in January 2023, or as soon thereafter as practicable, the City will make changes to its deferred compensation program to allow for a City contribution for the employees covered under this agreement. Effective in January 2023, or as soon thereafter as City can reasonably update the program, the City will contribute One percent (1%) of employee's base salary to their deferred compensation plan.

6. INSURANCE BENEFITS

6(a) MEDICAL INSURANCE

The employer contribution for available health benefit plans shall be the minimum amount mandated by Government Code section 22892 as it may from time to time change. The difference between the statutory minimum and the amounts set forth below, shall be provided to unit members by means of an IRS approved cafeteria plan, depending on the level of coverage selected.

Employee only	$825
Employee + 1	$1,560
Employee + family	$1,860

Effective January 1, 2027, the City's monthly contributions shall be as follows:

Employee only	$880
Employee + 1	$1,660
Employee + family	$1,980

Effective January 1, 2028, the City's monthly contributions shall be as follows:

Employee only	$925
Employee + 1	$1,750
Employee + family	$2,100

The amounts stated above are to cover healthcare plan premiums only and do not provide a cash benefit in the event a healthcare plan premium is less than the amount listed above or an employee opts out of coverage.

6(b) DENTAL INSURANCE

1. The City agrees to provide $75.00 per month for employee and dependent dental coverage.

2. The City agrees to work with the Association in the investigation of other potential dental insurance carriers as long as the cost to the City for a new carrier does not exceed the current $75.00 per month.

3. The above dental fund shall be paid by adding $75.00 to the above cafeteria plan.

6(c) LIFE INSURANCE

Employee Coverage: Effective July 1, 1992, the City agreed to provide for each employee in the bargaining unit a life insurance policy in the sum of one hundred thousand dollars ($100,000).

6(d) VISION CARE

Employee and Dependent Coverage: It is agreed that the City will pay up to $20.00/mo. of the employee and dependent premium. Said amount shall be paid by being added to the above cafeteria plan.

6(e) LONG TERM DISABILITY

1. The City will contribute 100% of the full cost of a Long-Term Disability policy (LTD) for every employee represented by the Association. The LTD policy shall have a 30-day or the total amount of accumulated sick leave (whichever is greater) per illness and/or injury elimination clause, which will cover sick leave and

will pay two-thirds of monthly salary. The City or insurance carrier may require reasonable proof of disabling illness.

2. Benefits shall be to a maximum of one (1) year on a disability and/or illness. The City Manager may, in the event of extenuating circumstances, extend benefits for up to one additional year. Said LTD policy shall thereafter be kept in force and effect, but the City's contribution shall remain constant at the entry level, subject to change only by mutual consent.

6(f) OPT OUT PROVISION

Employees must enroll in an available City health program unless they opt out. An employee may receive cash in lieu for opting out of the City's health program if he/she provides the following: (1) proof that the employee and all individuals for whom the employee intends to claim a personal exemption deduction for the taxable year or years that begin or end in or with the City's plan year to which the opt out applies ("tax family"), have or will have minimum essential coverage through another source (other than coverage in the individual market, whether or not obtained through Covered California) for the plan year to which the opt out arrangement applies ("opt out period"); and (2) the employee must sign an attestation that the employee and his/her tax family have or will have such minimum essential coverage for the opt out period.

An employee must provide the attestation every plan year at open enrollment or within 30 days after the start of the plan year. The opt-out payment cannot be made and the City will not make payment if it knows or has reason to know that the employee or tax family member does not have such alternative coverage, or if the conditions in this paragraph are not otherwise satisfied.

If the employee chooses to opt out and provides the attestation described above, the employee shall receive cash in lieu in the amount of $300 per month. Effective January 1, 2027, cash in lieu is $325 per month. Effective January 1, 2028, cash in lieu is $350 per month. Cancellation of the coverage becomes effective on the first day of any month after the 45-day written notice is received.

6(g) RE-ENROLLMENT PROVISION

Employee who opts out under Section 7(f) may choose to re-enroll in the MEDICAL INSURANCE coverage as provided by the City of South Pasadena. Employee who wishes to re-enroll may do so only during the open enrollment period unless a qualifying event or retirement occurs, which will then permit the employee to re-enroll before the next open enrollment period.

6(h) IRS 125 PLAN

The City has implemented an IRS 125 Plan. The plan shall only be utilized to fund health insurance premiums (medical, dental, vision).

7. RECOGNIZED HOLIDAYS

The City shall grant the following holidays to all employees, including regular (permanent) part-time employees:

1. January 1 .....New Year's Day
2. 3rd Monday in February .....President's Day
3. Last Monday in May.....Memorial Day
4. June 19 .....Juneteenth
4. July 4.....Independence Day
5. 1st Monday in September .....Labor Day
7. November 11.....Veteran's Day
8. 4th Thursday in November .....Thanksgiving Day
9. 4th Friday in November.....Friday after Thanksgiving
10. December 25 .....Christmas Day

Holiday Shift: For the purpose of this MOU, a holiday is defined as a 12-hour period.

Holiday Pay: Any employee whose regular schedule does not require the employee to work on a Holiday shall be paid at the rate of twelve (12) hours of straight time. Any employee whose regular schedule requires the employee to work on a holiday shall be paid for a 12-hour holiday in addition to their salary for the shift.

8. FLOATING HOLIDAYS

8(a) ACCRUAL RATES

Two floating holiday shifts are granted to the employee during each fiscal year after (6) months of employment at his/her request at a time he/she selects, which meet the approval of the department head. A floating holiday shift shall be defined as a 24-hour period. Beginning July 1, 2027, one additional floating holiday will be granted, for a total of three.

8(b) USE OF FLOATING HOLIDAYS

Each employee is entitled to two (2) Floating Holiday shifts between July 1 and June 30 of each fiscal year. For the fiscal year starting on July 1, 2027, employees will be entitled to three (3) Floating Holiday Shifts. These floating Holidays may be taken either in time off or in pay, subject to the irrevocable election requirement set forth in Section 10(h). Floating Holidays may not be carried over.

9. VACATION

All vacation time shall be subject to the exceptions set forth in Section 4(d) of this MOU, entitled "Overtime Calculations," where applicable.

9(a) ACCRUAL RATES

It is understood that vacation is earned as per this Vacation Time Schedule Chart:

VACATION TIME SCHEDULE CHART

YEARS OF SERVICES	SHIFTS OF VACATION
0 - 2 YEARS	8 SHIFTS
3 - 4 YEARS	9 SHIFTS
5TH YEAR	10 SHIFTS
6 - 10 YEARS	11 SHIFTS
11 - 15 YEARS	12 SHIFTS
16 - 20 YEARS	13 SHIFTS
21 - 24 YEARS	14 SHIFTS
25TH YEAR & OVER	17 SHIFTS

Employees hired on or after the effective date of this Agreement (July 1, 2022), the City Manager, shall credit an employee's previous fire safety experience to be counted towards an employee's total Years of Service calculation. In order to receive this adjustment, an employee must submit documentation in writing which shall be verified by the human resources department. This adjustment shall be effective on the date of City Manager approval.

Employees hired before the effective date of this agreement may request that prior fire safety experience count towards an adjustment to the employee's accrual rate. In order to receive this adjustment, an employee must submit documentation in writing which shall be verified by the human resources department. This adjustment shall be effective on the date of City Manager approval.

9(b) MAXIMUM ACCUMULATION

It is the goal of association members and the City that no more than a one-year allocation of shifts as per the Vacation Time Chart be accumulated. It shall be incumbent upon the Fire Chief to ensure that employees are allowed time off. If, an employee's vacation accumulation exceeds the equivalent of eighteen (18) months worth of accrual, the employee's vacation accrual will cease until it falls below eighteen (18) months. For employees hired before June 1, 2017, this cap shall be increased by 192 hours. Except, however that the City Manager, at their sole discretion, and upon written request, may grant vacation hours to carryover, for extenuating circumstances up to an additional year of accumulation.

Requests for use of Vacation Time should be made no less than 14 days prior to the requested dates and the employee must obtain approval from their immediate supervisor.

9(c) BUY-BACK

Vacation: Upon the request of a member and the approval of the Fire Chief, a member will have the option of payment in lieu of time-off for up to six 24 hour shifts each fiscal year, subject to the irrevocable election requirement in Section 10(h).

Except, however, employees who experience an unforeseeable emergency may be permitted to make a new irrevocable election and redeem vacation leave hours for cash (or to increase the amount of a previous election) during the fiscal year in which the unforeseeable emergency occurs. For these purposes, "unforeseeable emergency" means a severe financial hardship to

the employee resulting from an illness or accident of the employee, loss of the employee's property due to casualty, or other similar extraordinary and unforeseeable circumstances arising as a result of events beyond the control of the employee. The amount of such new election (or increase in a prior election) shall be limited to the amount necessary to satisfy the unforeseeable emergency plus an amount necessary to pay taxes reasonably anticipated as a result of the cash-out, after taking into account the extent to which the hardship is or may be relieved through reimbursement or compensation by insurance or otherwise or liquidation of the employee's assets (to the extent that liquidation of the employee's assets would not itself cause severe financial hardship). Whether an occurrence is an unforeseeable emergency shall be determined by the City Manager in their sole discretion.

10. SICK LEAVE

10(a) ACCRUAL RATES

1. Employees shall accrue paid sick leave at the rate of 5.54 hours per pay period.

2. Employees will not accrue any sick leave while on leave of absence without pay.

3. One sick leave day is equivalent to one 24-hour shift.

10(b) MAXIMUM ACCUMULATION

Employees shall be allowed to accumulate unlimited sick leave. At the employee's termination, the accumulated sick leave hours shall have no cash value.

10(c) SICK LEAVE INCENTIVE

1. At the end of each fiscal year, employees who have accumulated 240 hours of sick leave may convert up to 48 hours accumulated sick leave to cash at the rate of one hundred percent (100%).

   For employees hired on or after July 1, 2000, a maximum of 24 hours combined during their first and second years of employment, if those hours are accumulated and unused.

After the second year of employment, employee is eligible for the regular buy-back incentive.

2. Please note that all buy-backs shall be implemented one time each fiscal year and paid by a separate payroll check between the first and second regular payrolls that end in July. This will be subject to the irrevocable election procedure in Section 10(h). The individual seeking a buy-back shall be employed as of June 30 of any year where a buy back is applicable. Employees' sick leave accumulation balance will be decreased by the corresponding number of hours the employee has received in cash buy-back.

3. Sick leave transferred to another employee's sick leave bank will not be counted for the purposes of the incentive buy-back program.

10(d) CONVERSION TO CALPERS SERVICE CREDIT

Employees on service retirement may convert unused accumulated sick leave to service credits based on the formula set forth by CalPERS. Unused sick leave for which an employee receives cash, cannot be converted to CalPERS service credits. According to CalPERS, in order to receive sick leave credit, the employee's retirement date must be within 120 days from the date of separation from the City.

10(e) USE OF SICK LEAVE

Though employees may accumulate unlimited sick leave hours, sick leave usage may not be excessive and/or abused. The City does recognize however, that there may be extraordinary circumstances in which an employee may experience a catastrophic illness or accident that may require a use of excessive amount of sick leave.

Employees must give their immediate supervisor reasonable advance written or oral notice. If the need for sick leave is not foreseeable, the employee shall provide written or oral notice of the need for the leave as soon as practicable.

Employees shall be entitled to use accrued paid sick days beginning on the 90th day of employment, after which day the employee may use paid sick days as they are accrued.

Accumulated sick leave may be used for the following:

(1) **Employee's own illnesses** that may cause the employee to miss work or attend a medical appointment. The City shall have the option to require a doctor's certification of the adequacy of the employee's absence during the time for which sick leave was requested.

(2) **Employee's family member's illness**
Employees may use their accrued and available sick leave in an amount up to one half of what an employee accrues annually to attend to the illness of any of the following of the employee's family members: child of any age or dependency status; parent; parent-in-law; spouse, registered domestic partner, grandparent; grandchild; or sibling.

(3) **Employee who is a victim of domestic violence**
Employees may use their accrued and available sick leave to (a) obtain or attempt to obtain a temporary restraining order or other court assistance to help ensure the health, safety, or welfare of the employee or his or her child; or (b) to obtain medical attention or psychological counseling; services from a shelter; program or crisis center; or participate in safety planning or other actions to increase safety

10(f) SICK LEAVE USED ON HOLIDAYS

If an employee uses sick leave during a holiday, the time shall be deducted from the employee's sick leave and the holiday pay will remain. A holiday shall be defined as beginning at 7:00 a.m. of the day the holiday actually occurs and continue until 7:00 a.m. the following day. This definition shall be used only for the purpose of determining whether or not a firefighter uses sick leave during a holiday.

10(g) VERIFICATION OF SICK LEAVE

1. The City shall have the option to require a doctor's verification of the adequacy of the reason for an employee's absence during the time for which sick leave was requested only after three consecutive sick leave shifts are used.

2. If the employee has a history or pattern of sick leave misuse or overuse, to the extent allowed by law, the City may require written verification or medical documentation even if the employee does not use three consecutive shifts of sick leave as outlined above. Examples of misuse or overuse include but are not limited to:

- Use of sick leave in conjunction with vacation, trades, or other authorized leave.
- Significantly lower number of accumulated sick leave hours than the average of other employees.
- Significantly higher number of sick leave days taken compared to other employees.

10(h) IRREVOCABLE ELECTION REQUIREMENT FOR LEAVE BUY BACKS/CASH OUTS

Beginning in December, 2019, and each December thereafter, employees who wish to have the City buy back floating holidays under Section 8(b), vacation under Section 9(c) or sick leave under Section 10(c) in the following calendar year, shall make an irrevocable election and submit it to the City, in writing in December, as to the number of hours they want to cash out the following calendar year. The election for floating holidays under Section 8(b) shall be an election based on those hours that the employee will receive on July 1 of the next calendar year. The election for vacation under Section 9(c) or sick leave under Section 10(c) shall be an election based on the accrual of those leaves between January 1 through June 30 of the next calendar year. Employees must meet all other existing requirements to cash out leave under these sections. Payment for eligible cash outs will be made in July. Employees may request payment for eligible cash outs for vacation leave to be made in July and/or December of each year.

The City shall make a form available to employees to make the irrevocable election.

11. BEREAVEMENT LEAVE

11(a) ACCRUAL RATES

Employees shall receive a total of four (4) shifts of paid Bereavement and Family Illness Leave each fiscal year.

11(b) USE OF BEREAVEMENT LEAVE

Use of Bereavement Leave shall be limited to two (2) occurrences per fiscal year, and two (2) shifts per occurrence.

Employees may use Bereavement Leave for the preparation and/or attendance of services of a family member. For the purposes of Bereavement Leave, family members shall include: spouse, registered domestic partner, parents, step-parents child, stepchild, grandparents, grandchildren, brother(s) and/or sister(s). Bereavement Leave may be granted by the City Manager for other family members that the employee has shown close relations. Additional occurrences shall be deducted from the employee's own sick leave.

12. UNIFORMS

Uniform Replacement Allowance: Sworn safety employees shall be provided a $700.00 uniform replacement allowance per fiscal year for the purchase of uniforms for sworn employees and also be provided a Uniform Maintenance Allowance of $225 per fiscal year. These allowances shall be prorated and paid in equal installments in each pay period and reported to CalPERS as required.

Class "A" Uniform: new employees who successfully complete their probationary period will be provided with one (1) Class "A" uniform. The definition of a class "A" uniform will be established by way of a memorandum. Any proposed change to the list of items shall be discussed with department members prior to implementing the change.

13. WORKING CONDITIONS

13(a) ADDITIONAL DUTIES

It is agreed that during the term of this MOU, Fire Department personnel, with full understanding that emergency fire, medical and related duties shall be given highest priority, will perform from time-to-time the following additional duties:

1. Inspections: Firefighters will in conjunction with the Fire Department conduct inspections, check City business licenses.

2. Volunteer Training: Firefighters will train Fire Volunteers pursuant to State Firefighter I Certification Program.

13(b) MEALS

1. Meals Together: Effective upon the execution of this MOU, the City shall amend the South Pasadena Municipal Code so as to include a

requirement that all shift personnel through and including the rank of Division Chief shall be required to eat all on-duty meals together.

13(c) WORK SCHEDULE (SWORN)

1. Work Week Defined: For all members of the bargaining unit, a workweek shall be defined as fifty-six (56) hours worked in a seven (7) day period.

2. Shift Schedule: Effective April 11, 1991, the work shift schedule for all suppression personnel will be 48 hours on duty and 96 hours off duty.

3. FLSA Cycle: The FLSA cycle will consist of a twelve (12) day cycle starting at 0700 hours and consisting of 91 maximum non-overtime hours.

4. Shift Trade - December 24th and 25th: In the event a shift is required to work December 24th and December 25th, the shift assigned to work December 23rd will work on December 24th and the shift assigned to work on December 24th will work on December 23rd. For the purpose of payroll, this will be considered a 24-hour trade.

Non-sworn – the non-sworn employees shall be scheduled to work forty (40) hours in an FLSA workweek.

14. OTHER BENEFITS

14(a) LONGEVITY PAY

1. 2% Each 5 Years: It is agreed that effective July 1, 1984, each employee in the bargaining unit shall receive a two percent (2%) increase in salary for every five (5) years of service and shall continue to receive such increase(s) in salary upon completion of each additional five (5) year intervals of service.

2. As of January 1, 1996, the existing Longevity Pay Program will be terminated for all employees hired after January 1, 1996. Members on the City payroll on or before December 31, 1995 will be permitted to accrue time for an additional 4% in Longevity Pay in accordance with the provisions of Section 2A "2% Each 5 Years".

Once a member has earned the additional 4%, the Longevity Pay Program shall be permanently frozen.

14(b) ADDITIONAL ASSIGNMENTS AND PAY

5% Incentive Pay: The City shall increase the pay of each employee assigned to the additional positional duties listed below by 5 % of their base pay for the duration of their assignments. The Fire Chief will make said appointments from existing personnel and the individual shall serve at the pleasure of the Fire Chief.

Types of Assignments:

A. Paramedic Coordinator
B. Certified mechanic to be assigned to fire department equipment only.
C. Fire Investigator
D. CERT Coordinator
E. Fitness Coordinator (see Section 14(d)(2) this Article for program Description)

The Fire Chief may from time-to-time, through the City budget process, create other additional assigned positional duties.

F. One (1) Department of Motor Vehicle (DMV) Coordinator
G. One (1) Safety Equipment Coordinator
H. One (1) Breathing Apparatus Coordinator (BAC)

<u>These last three assignments are discretionary appointments by the Fire Chief and appointments shall be made or not made, at the Fire Chief's discretion, every year.</u>

<u>Representative duties while on these appointments are below.</u>

A. Paramedic Coordinator:

- Ensure that the fire department and its personnel are compliant with all local, state and federal policies and procedures.
- Monitor compliance with personnel certificates and licenses.
- Maintain records and correspondences.
- Act as our fire department liaison for our Medical Director, nurse educator and all local hospitals.

- Review and seek corrections for the controlled medication log Ref 702.2
- Respond to all correspondences required with local provider agencies and DHS.
- Maintain stock levels of EMS supplies including hard goods and medications.
- Communicate all changes in personnel status to DHS.
- Request prescription annually from our medical director.
- All other related duties as required

B. Certified Fire Mechanic:

- Maintain maintenance records for each fire apparatus
- Perform routine and basic maintenance of fire apparatus and other vehicles assigned to the fire department.
- Schedule periodic maintenance and repairs for all fire apparatus.
- Manage the annual budget for apparatus repair and maintenance.

C. Fire Investigator:

- Respond to and investigate fire scenes
- Identifying and collecting evidence
- Determining whether or not a crime has been committed
- Writing reports and maintenance
- Identifying potential motives and suspects
- Interviewing witnesses and interrogating suspects
- Arresting suspects
- Working closely with other law enforcement partners
- Providing courtroom testimony
- Participate in South Pasadena Police department firearms and arrest and control training per their training schedule
- Complete Verdugo cities task book for investigators

D. One (1) CERT Coordinator:

- Annually review and update as needed the CERT Standard Operating Procedures Manual.
- Manage the annual budget for CERT
- Publish an annual CERT calendar of events
- Schedule and teach up to two Basic CERT classes per year.
- Schedule and teach one CERT Refresher class per year.
- Develop, organize and maintain a CERT Team
- Schedule one CERT Team drill per year.
- Schedule CERT Team members to represent CERT at public events

E. Fitness Coordinator (See also Section 14(d)(2) for additional description):

- Prepare and implement program standards.
- Set up a required record keeping process.
- Conduct voluntary physical fitness testing twice annually.
- Establish and maintain a reporting process.
- Provide the finance department the names of the employees who voluntarily took and passed both fitness tests and how much of a bonus each employee is due. This notification shall be made at least 30 days before the required due date as indicated by the finance department.

F. Department of Motor Vehicle (DMV) Coordinator

- Ensures record of Class B Licenses are all current and valid
- Maintains records of all Firefighter Endorsements
- Prepares driving route for Engineer's Exams
- Ensure records are complete and maintains all records are current and valid

G. One (1) Safety Equipment Coordinator

- Maintain records for replacement, and issued safety equipment.
- Manage the annual budget for Safety Equipment and Clothing.
- Maintain spare stock of common equipment for immediate replacement.
- Replace old, damaged or lost equipment as needed.
- Send damaged salvageable safety equipment out for repair.

H. One (1) Breathing Apparatus Coordinator (AKA - BAC/SCBA Coordinator):

- Maintain records for all maintenance, repairs, annual and five year testing requirements.
- Manage the annual SCBA budget.
- Schedule all required testing of SCBA backpacks, Cylinders and personnel fit testing.
- Schedule all needed repairs.
- Track 15 year life span and replace SCBA bottles as necessary.

14(c) SENIORITY

For administrative purposes, seniority shall date from the date of the first appointment to the Department, whether temporary, limited, or otherwise - provided, however, that service is unbroken. If service is broken by resignation or removal, seniority shall date from the date of last appointment to the department.

14(d) FITNESS PROGRAM

1. Annual Cash Bonus: Members who pass standards of a voluntary physical fitness program, which is currently established by the South Pasadena Firefighter's Association, will receive a $300, $400, or $500 annual cash bonus. Bonus shall be paid in December of each year that the member meets program standards.

2. Fitness Coordinator: There shall be authorized one (1) program coordinator who shall be responsible for the implementation and operation of the program.

    a. Appointment of the coordinator shall be made by the Fire Chief. The coordinator shall receive 5 % of base salary for management of program activities. Said 5 % shall be effective January 1, 1993.

    b. Duties: Fitness Coordinator shall prepare and implement program standards and shall be responsible for setting up required record keeping process, conducting voluntary physical fitness tests and for the establishment of a program reporting process, which, along with other needs, provides the Finance Department with a timely schedule of which employees and how much of a fitness bonus each employee shall receive. Timely notice shall be at least 30 days.

14(e) EMPLOYEE WELLNESS

Effective September 2025, the City will provide employees a reimbursement of up to $55 per month for a single membership pass to a local YMCA or an equivalent gym/fitness membership for each employee to promote health and wellness. Reimbursement must satisfy the City's procurement requirements and may be submitted annually by June 1st but must be submitted no later than thirty (30) days after the end of the fiscal

year in which the expenses were incurred. Reimbursements submitted after thirty (30) days of this fiscal year end will not be eligible for reimbursement.

14(f) TUITION REIMBURSEMENT

There shall be no tuition reimbursement. However, where an employee is already enrolled in a City Manager/designee approved course prior to the City Council resolution of the 2011-2012 impasse, the employee shall be eligible for reimbursement for said course(s) only.

14(g) REIMBURSEMENT FOR MEETINGS AND SEMINARS

Quarterly Officers Meetings: It is agreed that the City will compensate each off duty officer who attends quarterly meetings at the rate of time and one-half of the employee's base rate.

Seminars: It is agreed that the City will provide a per diem for employees who voluntarily attend approved seminars to compensate for meals, travel, lodging, and other related charges.

14(h) EDUCATIONAL INCENTIVE PAY

AA or AS Degrees: Unit members employed prior to January 31, 1998 and who prior to July 31, 1998 possessed or earned an AA or AS degree, shall receive a two and one-half (2.5%) pay differential. Subject to the above January 31, 1998 restrictions, an employee will also be eligible for this differential upon proof of having completed thirty (30) fire service related units and Department Head approval, prior to July 31, 1998.

BA or BS Degrees: Unit members employed prior to January 31, 1998 and who prior to January 31, 1998 possessed or earned a BA or BS degree as of January 31, 1998, shall receive a five percent (5 %) pay differential. Subject to the above January 31, 1998 restrictions, an employee will also be eligible upon proof of sixty (60) fire service related units and Department Head Approval, having occurred prior to January 31, 1998.

5% maximum: However, in no case shall the total education pay differential for any employee exceed five percent.

14(i) CERTIFICATE BONUS PAY

1. As of January 1, 1999, the City will provide "in-house" continuing education for paramedic certification. So long as the city continues such training, the bonus payment of $1,000 paid to firefighter paramedics will not be paid. In the event the "in house" training becomes unavailable for any reason, firefighter paramedics will begin to receive the bonus and will be required to obtain training necessary to maintain their certifications off duty as was done prior to this agreement.

2. If during the period a paramedic is in the process of continuing education the in-house program is discontinued for any reason and the paramedic' certification lapses because of the discontinuation of the program, the City agrees to compensate the paramedic for the required coursework and will continue to pay the paramedic at the firefighter paramedic rate of pay while he is completing the certification even though he or she may not be able to perform paramedic duties. This provision does not apply to a firefighter paramedic who fails to obtain his certification.

14(j) BILINGUAL PAY

Employees who can communicate conversationally in Spanish or Chinese on a regular and/or recurring basis, shall receive an additional one hundred and twenty five dollars ($125) each month, for a total of $1,500 annually to be paid in equal installments per pay period. Prior to receiving such additional compensation, members shall be required to take and pass a bilingual proficiency test as established and agreed to between the City and the Association. The program will become effective upon the adoption of this resolution.

14(k) PARAMEDIC INCENTIVE PAY

Effective July 1, 2019, Captains and Engineers who maintain their paramedic certification will receive a specialty incentive pay equal to 5% of base salary.

14(*l*) RIDESHARE INCENTIVE PROGRAM

Effective September 2025, Through the Los Angeles County Metropolitan Transportation Authority (LA Metro), the City will establish a rideshare program providing up to $80 per month in reimbursement for employees

who utilize alternative means of transportation to work other than a personal automobile. Documentation must meet LA Metro's submission requirements.

15. PROMOTION/LAYOFF PROCEDURE

15(a) FIREFIGHTER/PARAMEDICS PROMOTION

Appointment: All firefighter/paramedic vacancies shall be filled on a promotional basis provided that qualified personnel are available for appointment.

15(b) LAYOFF PROCEDURE

Layoffs shall occur according to Rule 14.3 of the City's Personnel Rules and Regulations.

Any Fire Captain promoted to Division Chief during the term of this MOU will, if the command staff structure changes and Division Chief position(s) are eliminated, have the right to bump back to the position of Fire Captain.

The position of Fire Captain is subject to being bumped by a Fire Division Chief that is laid off. The Fire Captain to be bumped will be the Fire Captain with the least seniority in the Fire Captain classification in the City. The Fire Captain to be bumped may choose to bump a Fire Engineer in lieu of layoff with the least City seniority in the position of Fire Engineer, if the Fire Captain previously served as a Fire Engineer for the City. If not, the Fire Captain can bump a Firefighter/Paramedic in lieu of layoff with the least seniority in the position of Firefighter/Paramedic. The Fire Engineer to be bumped may choose to bump a Firefighter/Paramedic in lieu of layoff with the least City seniority in the position of Firefighter/Paramedic.

16. PAYMENT PROCEDURES

16(a) UNIFORMS

Uniform replacement and maintenance allowances shall be paid in July via direct deposit within the employee's regular payroll.

16(b) BONUS CHECKS

Physical Fitness bonus checks, as earned under section 14(d), shall be paid via direct deposit separate from regular payroll and shall be made in December.

16(c) FORM W-4 REGARDING TAX WITHHOLDING CHANGES

Employees are permitted to make changes to their Form W-4 tax withholdings.

17. STAFFING

17(a) Each shift shall be staffed with a minimum of six full-time South Pasadena fire department employees. The six (6) employee staffing shall consist of: One (1) Captain, one (1) Engineer, and four (4) Firefighters/Paramedics or three (3) Firefighters/Paramedics and one (1) Firefighter trainee.

18. GENERAL PROVISIONS

18(a) SEVERABILITY PROVISION

Should any provision of this MOU be found to be inoperative, void, or invalid by a court of competent jurisdictions, all other provisions of this MOU shall remain in full force and effect for the duration of this MOU.

18(b) EFFECT

It is understood and agreed that this Agreement shall not become effective for any purpose or be binding on either party until approved by the City Council, and nothing herein shall be construed as obligating the City Council to approve in whole or in part. If the City Council approves in full, then this Agreement shall become immediately effective. If the City Council fails to approve in full without modification, then this MOU shall become null and void. This MOU constitutes and includes all negotiations, compromises, and representation made by either party; and both parties acknowledge that each has met and conferred in good faith in negotiations to this point.

19. RATIFICATION AND IMPLEMENTATION

The City and the Association acknowledge that this MOU shall not be in full force and effect until ratified by its membership and adopted in the form of a resolution by the City Council of the City of South Pasadena. Subject to the foregoing, this MOU is hereby executed and authorized by the designated representatives of the City and the Association and entered into on this ____ day of _____ 2025.

SOUTH PASADENA FIREFIGHTERS ASSOCIATION	**CITY OF SOUTH PASADENA**
_____	_____
Anthony Porraz, President DATE	Janet Braun, Mayor DATE
_____	_____
Alex Khachatoorian, Vice President DATE	Todd Hileman, City Manager DATE

APPENDIX A

Firefighters' Association

Monthly Salary Schedule

Effective June 30, 2025

	A	B	C	D	E	F
Fire Captain	$ 9,488	$ 9,962	$ 10,460	$ 10,983	$ 11,532	
Fire Engineer	$ 7,815	$ 8,206	$ 8,616	$ 9,047	$ 9,499	$ 9,974
Firefighter/Paramedic	$ 8,175	$ 8,584	$ 9,013	$ 9,464	$ 9,937	
Firefighter	$ 6,202	$ 6,512	$ 6,838	$ 7,180	$ 7,539	
Fire Inspector	$ 6,727	$ 7,063	$ 7,416	$ 7,787	$ 8,176	

APPENDIX B

Firefighters' Association

Monthly Salary Schedule

Effective inclusive of the pay period of January 1, 2026

	A	B	C	D	E
Fire Captain	$ 10,452	$ 10,975	$ 11,523	$ 12,099	$ 12,704
Fire Engineer	$ 9,414	$ 9,884	$ 10,378	$ 10,897	$ 11,442
Firefighter/Paramedic	$ 8,965	$ 9,413	$ 9,884	$ 10,378	$ 10,897
Firefighter Trainee	$ 7,670	$ 8,054	$ 8,457	$ 8,879	$ 9,323
Fire Inspector	$ 7,254	$ 7,617	$ 7,998	$ 8,398	$ 8,818

APPENDIX C

Firefighters' Association

Monthly Salary Schedule

Effective inclusive of the
pay period of July 1, 2026

	A	B	C	D	E	F
Fire Captain	$ 10,870	$ 11,414	$ 11,984	$ 12,583	$ 13,213	$ 13,873
Fire Engineer	$ 9,791	$ 10,280	$ 10,794	$ 11,334	$ 11,900	$ 12,496
Firefighter/Paramedic	$ 9,324	$ 9,790	$ 10,279	$ 10,793	$ 11,333	$ 11,900
Firefighter Trainee	$ 7,977	$ 8,376	$ 8,794	$ 9,234	$ 9,696	$ 10,181
Fire Inspector	$ 7,544	$ 7,921	$ 8,317	$ 8,733	$ 9,170	$ 9,628

APPENDIX D

Firefighters' Association

Monthly Salary Schedule

Effective inclusive of the
pay period of July 1, 2027

	A	B	C	D	E	F
Fire Captain	$ 11,305	$ 11,870	$ 12,464	$ 13,087	$ 13,741	$ 14,428
Fire Engineer	$ 10,183	$ 10,692	$ 11,226	$ 11,788	$ 12,377	$ 12,996
Firefighter/Paramedic	$ 9,697	$ 10,182	$ 10,691	$ 11,225	$ 11,787	$ 12,376
Firefighter Trainee	$ 8,296	$ 8,711	$ 9,146	$ 9,604	$ 10,084	$ 10,588
Fire Inspector	$ 7,846	$ 8,238	$ 8,650	$ 9,082	$ 9,537	$ 10,013

CITY OF SOUTH PASADENA
RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADOPTING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF SOUTH PASADENA AND THE SOUTH PASADENA PUBLIC SERVICE EMPLOYEES' ASSOCIATION, SUPERSEDING RESOLUTION NO 7774 AND RESOLUTION NO. 7917

WHEREAS, California Government Code Section 3500, et seq., (the Meyers-Milias-Brown Act) requires that public employers meet and confer regarding wages, hours, and other terms and conditions of employment; and

WHEREAS, in early 2024, the City initiated a salary survey of compensation for all full-time classifications, which served as the data upon which compensation considerations were made, comparing salary data with ten other comparable public agency cities of similar size, demographics and services to the public; and

WHEREAS, the City's negotiating team met and conferred with the South Pasadena Public Service Employees' Association (PSEA) representatives on numerous occasions to discuss terms and conditions of employment; and

WHEREAS, the City and the PSEA have agreed to the terms included in the attached Memorandum of Understanding attached hereto as "Exhibit A."

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

SECTION 1. The Memorandum of Understanding between the City of South Pasadena and the South Pasadena Public Service Employees' Association, attached as Exhibit A ("MOU"), is approved and adopted by the City Council of the City of South Pasadena.

SECTION 2. The City Council declares that this resolution supersedes Resolution No. 7774 and Resolution No. 7917, which represented the previous Memorandum of Understanding between the City and the South Pasadena Public Service Employees' Association.

SECTION 3. In accordance with Title 2 of the California Code of Regulations Section 570.5 and the requirements of the California Public Employees Retirement

System, the salary schedules for the South Pasadena Public Service Employees' Association as set forth in Appendix A through E of the MOU are hereby approved and adopted.

SECTION 4. The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

PASSED, APPROVED AND ADOPTED ON this 17th day of September 2025.

Janet Braun, Mayor

ATTEST:

Mark Perez, Acting Chief City Clerk

APPROVED AS TO FORM:

Roxanne Diaz, City Attorney

I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 17th day of September 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Mark Perez, Acting Chief City Clerk

EXHIBIT A

CITY
of
SOUTH PASADENA

PUBLIC SERVICE EMPLOYEES' ASSOCIATION

MEMORANDUM OF UNDERSTANDING

2025-2028

EFFECTIVE SEPTEMBER 1, 2025 – JUNE 30, 2028

CITY OF SOUTH PASADENA
PUBLIC SERVICE EMPLOYEES' ASSOCIATION
MEMORANDUM OF UNDERSTANDING
2025-2028

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Appendix B: September 2025 Classification and Compensation Study Equity Adjustment Public Service Employees' Association Salary Schedule effective September 8, 2025
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Appendix D: July 1, 2026 Public Service Employees' Association Salary Schedule effective the pay period inclusive of July 1, 2026
Appendix E: July 1, 2027 Public Service Employees' Association Salary Schedule effective the pay period inclusive of July 1, 2027

1. RECOGNIZED REPRESENTATIVES, PARTIES, TERMS AND REOPENERS

1(a) RECOGNIZED REPRESENTATIVES

The City recognizes the SOUTH PASADENA PUBLIC SERVICE EMPLOYEES' ASSOCIATION (Association) as the exclusive representative for all employees identified in Section 2, "Represented Classifications"

1(b) PARTIES

This Memorandum of Understanding hereinafter referred to as the "MOU" is made and entered into by and between the City of South Pasadena, a Municipal Corporation hereinafter referred to as the "City", and the South Pasadena Public Service Employees' Association pursuant to Government Code Section 3500 et. seq.

1(c) TERM OF AGREEMENT

This Memorandum of Understanding shall be in effect on September 1, 2025 and shall continue in full force until June 30, 2028.

1(d) REOPENERS

This MOU shall be subject to a reopener at the sole discretion of the City Council, upon adoption by the City Council of a Resolution evidencing a finding by the Council that any or all of the following events have occurred during the 2025-2026, 2026-2027, or 2027-2028 Fiscal Years:

a. Five percent (5%) or greater reduction in general fund revenues during the period July 1 through December 31 compared to the July 1 through December period of time in the previous fiscal year;

b. Five percent (5%) or greater reduction in general fund revenues during the period January 1 through June 30 compared to the January 1 through June 30 period of time in the previous fiscal year..

The decline in general fund revenues, if any, shall be measured by actual decline in revenues as determined by the City's Finance Department (not required to have ACFR) during the applicable period of time, (Revenue reductions attributed to state withholding of local funds, shall be included in measuring the five percent (5%) reduction).

A determination by the City Council to reopen negotiations under this Section a. shall not be subject to administrative challenge. The Association agrees to meet and confer within fifteen calendar days of notice of the City Council's adoption of the Resolution.

Although invocation of this Article shall not in and of itself constitute a revocation of terms and conditions of employment in force and effect prior to this 2025-2028 MOU, such provisions shall be subject to the meet and confer process conducted pursuant to this reopener.

PERSONNEL RULES AND EMPLOYER EMPLOYEE RELATIONS RESOLUTION/ORDINANCE REOPENER:
During the term of this MOU, the parties agree that the City Manager may reopen the meet and confer process regarding the amendment of existing personnel rules and regulations and adoption of successor rules and regulations.

During the term of this MOU, the parties agree that the City Manager may reopen the MOU in order to negotiate an Employer-Employee Relations Resolution or Ordinance, utilizing the meet and consult process.

HEALTHCARE REOPENER
The City may reopen negotiations on the issue of health insurance benefits or cafeteria plan (including, as to both, but not limited to, plan benefits or structure, City or employee contributions and/or opt out amount or requirements) in order to avoid penalties or taxes under the ACA or other statutory scheme that may result from an interpretation of the ACA or other statutory scheme by the Internal Revenue Service or other federal agency (including, but not limited to, a revenue ruling, regulation or other guidance) or state agency, or a ruling by a court of competent jurisdiction.

2. REPRESENTED CLASSIFICATIONS

The City hereby confirms the South Pasadena Public Service Employees' Association as the representative of the employees in the classification listed below:

Account Clerk
Accountant
Accounting Technician I
Accounting Technician II
Administrative Assistant
Assistant Planner
Associate Planner
Associate Civil Engineer
Building Maintenance Worker
CIP Analyst
CIP Project Manager
Civil Engineering Assistant
Code Enforcement Officer
Community Services Coordinator
Community Services Leader
Maintenance Worker I
Maintenance Worker II
Management Aide
Management Analyst
Management Assistant
Permit Technician
Public Works Inspector
Senior Accountant
Senior Electrician
Senior Planner
Senior Water Utility Worker
Senior Water Production/Treatment Operator
Street Supervisor
Transportation Driver

Deputy City Clerk
Electrician
Facilities and Parks Supervisor
Grants Analyst
Human Resources Analyst
Lead Code Enforcement Officer
Lead Maintenance Worker
Librarian
Library Associate
Library Clerk II
Library Manager
Library Technical Assistant
Water Operations Supervisor
Water Conservation Analyst
Water Production/Treatment Operator
Water Utility Worker I
Water Utility Worker II

3. GENERAL PROVISIONS

3(a) SEVERABILITY

If any Article or Section of this MOU, or any Addendum thereto, should be held invalid by operation of law, or by any tribunal or office of competent jurisdiction, or if compliance with or enforcement of any Article or Section should be restrained by such tribunal or office, the remainder of this MOU shall not be affected thereby and the parties shall enter into immediate negotiations for the purpose of arriving at a mutually satisfactory replacement for such Article or section.

3(b) EFFECT

It is understood and agreed that this MOU shall not become effective for any purpose or be binding on either party until approved by the City Council, and nothing herein shall be construed as obligating the City Council to approve in whole or in part. If the City Council approves in full, then this MOU shall become immediately effective. If the City Council fails to approve in full without modification, then this MOU shall become null and void. This MOU constitutes and includes all negotiations, compromises and representations made by either party; and both parties acknowledge that each has met and conferred in good faith herein.

4. ASSOCIATION RIGHTS

4(a) MONTHLY CHANGE OF STATUS RECORD

The City shall provide the Association with a monthly change of status record of those Association members who are terminated, on leave of absence, or temporarily disabled.

4(b) STEWARDS TRAINING

The City shall provide up to a combined total of forty (40) hours for all stewards, subject to supervisory approval, of City time per year for Association Stewards to attend Association sponsored steward Training Programs.

4(c) STEWARDS PROGRAM

1. List of Stewards - It is agreed by the parties to this Memorandum of Understanding that the recognized employee organization may select one Steward per work site or appoint the members of the Board of Directors as the Stewards for this unit. The recognized employee organization shall give the City's Human Resources Manager a written list of employees who have been selected as Stewards. This list shall be kept current by the recognized employee organization.

2. Stewards may spend a reasonable amount of time needed to expeditiously conduct the following activities: discuss matters with grievant, record information, advise or recommend action, assist in completion of documents necessary to formal grievance processing, investigate allegations which may form the basis for the grievance, and if so requested, appear with the grievant during all phases of the grievance process. This activity may be undertaken without reprisal, discrimination or intimidation.

3. Permission to Leave to Conduct Grievance Activities - Stewards, when leaving their work locations to transact such investigations or processing, shall first obtain permission from their immediate supervisor and inform him/her of the nature of the business. Permission to leave will be granted promptly unless such absence would cause undue interruption of work.
If such permission cannot be granted promptly, the Steward will be immediately informed when the time will be made available. Stewards shall give their immediate supervisor reasonable advance notice of the need to take time away from their work for these activities, unless unable to do so because of exigent circumstances.

4. Upon entering a work location, the Steward shall inform the grievant's immediate supervisor of the nature of his/her business. Permission to leave the job will be granted promptly to the grievant unless the absence would cause an undue interruption of work. If the employee cannot be made available, the Steward will be immediately informed when the employee will be made available.

5. No Compensatory or Overtime Pay for Steward Functions - The recognized employee organization agrees that a Steward shall not log compensatory time or overtime pay for the time spent performing any function of a

Steward and such time spent shall not constitute hours worked for purposes of calculating overtime.

6. Role of Steward - The role of the Steward is to provide timely grievance representation at the first steps of the grievance procedure in an effort to resolve grievances at the lowest possible level and to increase communication between the recognized employee organization and the City.

4(d) DEFINITION OF GRIEVANCE

1. A claimed violation, misinterpretation, inequitable application, or non-compliance with the provisions of the current Memorandum of Understanding or any supplemental agreements. It is not to include a mere difference of opinion involving a management or department head exercise of discretion.

2. A claim by any employee or a group of employees or by the recognized employee organization in his/her, their or its own behalf, of a violation, misinterpretation, or inequitable application of existing policy, orders, rules, and regulations or then existing practice applicable to the public jurisdiction or its employees or the recognized employee organization.

4(e) DUES AND BENEFITS DEDUCTIONS

1. New Employee Orientation. In accordance with AB 119, the City shall notify the Association President and Treasurer by email when a new employee is hired into the bargaining unit, including during new employee onboarding and when a new employee orientation occurs. The President or Treasurer will notify the City's Human Resources Department by email when a new employee has signed a membership card authorizing membership dues deduction and when such deductions shall begin. The City shall also provide the President and Treasurer with periodic lists of employees in the bargaining unit. The City shall also provide paid release time of one hour for one Association representative to meet with new employees for the purposes of discussing membership in the Association. This meeting shall take place at the end of the new employee orientation.

2. Dues Deduction**s.** The City shall deduct dues on a regular payroll basis from the pay of all Association members. Such deductions shall be authorized in writing on a form approved and provided by the Association for this purpose. The membership cards shall be retained by the Association. The City shall rely on a certification from the Association for the authorization, modification, or cancellation of any/all dues deductions. The City shall remit such funds to the Association within thirty (30) days following their deduction. The Association shall update its certified list of members as new members are added or members withdraw, and submit that updated certified

list to the City promptly. The City shall only request to see an actual authorization form if there is a dispute about it.

3. Indemnification. In accordance with SB 866, the Association shall indemnify, defend, and hold the City harmless against any liability arising from any claims, demands, or other action relating to the City's compliance with the terms of this Article.

5. MANAGEMENT RIGHTS

5(a) The City retains all its exclusive rights and authority under federal and state law and the City Code, and expressly and exclusively retains its management rights, which include, but are not limited to:

1. The exclusive right to determine the mission of its constituent departments, commissions, boards.

2. Set standards and levels of service.

3. Determine the procedures and standards of selection for employment and promotions.

4. Direct its employees.

5. Establish and enforce dress and grooming standards.

6. Determine the methods and means to relieve its employees from duty because of lack of work or other lawful reasons.

7. Maintain the efficiency of governmental operation.

8. Determine the methods, means and numbers and kinds of personnel by which government operations are to be conducted.

9. Determine methods of financing.

10. Determine style and/or types of City-issued wearing apparel, equipment or technology to be used.

11. Determine and/or change the facilities, methods, technology means or organizational structure and size and composition of the work force and allocate and assign work by which the City operations are to be conducted.

12. Determine and change the number of locations, relocations and types of operations, processes and materials to be used in carrying out all City

functions including but not limited to, the right to contract for or subcontract any work or operations of the City.

13. To assign work to and schedule employees in accordance with requirements as determined by the City and to establish and change work schedules and assignments upon reasonable notice.

14. Establish and modify productivity and performance programs and standards.

15. Discharge, suspend, demote, reprimand, withhold salary increases and benefits or otherwise discipline employees in accordance with applicable law.

16. Establish employee performance standards including but not limited to, quality and quantity standards, and to require compliance therewith.

17. Take all necessary actions to carry out its mission in emergencies.

18. Exercise complete control and discretion over its organization and the technology of performing its work.

5(b) The exercise by the City of its management rights shall not in any way, directly or indirectly, supersede the City Personnel Rules and this Memorandum of Understanding. Except in emergencies or when the City is required to make changes in its operations because of the requirements of law, whenever the exercise of management rights shall impact on members of the bargaining unit in their wages, hours, or other terms and conditions of employment, the City agrees to meet and confer with representatives of the Association, at their request, regarding the impacts of the exercise of such rights, unless the matter of the exercise of such rights is provided for in the Memorandum of Understanding or in the Personnel Rules and Salary resolutions. By agreeing to meet and confer with the Association as to the impacts of the exercise and of the foregoing management rights, management's discretion in the exercise of these rights shall not be diminished.

5(c) The following incorporates the side letters entered into by the City and Association, which are listed here for historical context and shall continue in effect during the term of this MOU:

1. For the 2012-2014 MOU, the side letter recognizes that the parties agree that the substance of the side letter executed by them on or about July 23, 2013 and ratified by the City Council by Resolution No. 7311 on August 14, 2013 is incorporated into the appropriate sections of this MOU where

warranted. Changes set forth in the side letter included, but were not necessarily limited to:

The Management Generalist series of classifications, the first five of which are represented by PSEA (Management Aide, Management Assistant, Management Analyst, Water Conservation Analyst (equivalent to Management Analyst), Senior Management Analyst, and Principal Management Analyst).

City has the management right to promote any employee holding a PSEA-represented position to a position outside of the PSEA-represented bargaining unit within the Management Generalist series without meeting and conferring regarding either its decision to promote, or the impacts of its decision to promote.

City will not promote a PSEA-represented employee to any position within the Management Generalist series position without the employee's consent.

PSEA-represented employees who accept promotion to the unrepresented Principal Management Analyst classification position shall have no "right of return" to their PSEA-represented position. PSEA-represented employees who accept promotion to Management Assistant, Management Analyst or Senior Management Analyst will have those "bumping" rights as set forth in Rule 14 of the City's Personnel Rules and Regulations.

City will respect and honor the decision of any PSEA-represented employee who does not want to promote to any position within the Management Generalist Series.

PSEA waives the right to grieve or challenge in any administrative or judicial forum City's decision to promote a PSEA-represented employee to any position within the Management Generalist series.

PSEA waives the right to grieve or challenge in any administrative or judicial forum City's decision to appoint a PSEA-represented employee to any position within the Management Generalist series.

2. For the 2014-2017 MOU, the side letter recognizes that the parties agree that the substance of the side letter executed by them on or about September 7, 2016 and ratified by the City Council by Resolution No. 7479 on September 21, 2016 is incorporated into the appropriate sections of this MOU where warranted. Changes set forth in the side letter included, but were not necessarily limited to:

Revising the job description and salary schedule for the Program Specialist classification, reclassifying an existing Program Specialist

position in the Recreation Division, and reclassifying a Program Specialist position in the Transit Division to the Management Aide classification;

Reorganization of the City's Transit Division to reflect the elimination of the Community Services Coordinator position from the Transit Division;

Revising the job description and salary schedule for the Community Services Coordinator classification and reclassification of existing Community Services Coordinator to new classification and salary schedule;

Revising the job description for the Transportation Driver classification;

Revising the job description for the Associate Planner and Senior Planner classifications and creation of a "Planner" classification series, consisting of the Assistant Planner, Associate Planner and Senior Planner classifications; and

Eliminating the Human Resources Technician classification and reclassifying it to the Management Assistant classification.

5(d) For the 2017-2019 MOU, in order to implement the changes approved by the South Pasadena Library Board of Trustees and City Council in the 2016 South Pasadena Public Library Operations Plan, the following changes and reclassifications set forth shall be agreed to for the term of the 2017-2019 MOU:

The parties agree that:

1. A new classification of Library Public Services and Support Services Manager shall be created;

2. The Senior Librarian classification shall be eliminated;

3. Two current employees in the Senior Librarian classification shall be reclassified as Library Public Services and Support Services Managers;

4. One vacant Senior Librarian position shall be reclassified to Library Digital Services Manager;

5. The Librarian classification job description shall be revised; and

6. A new classification of Library Associate shall be created.

5(e) Furthermore, also regarding the July 1, 2017-June 30, 2019 MOU, the parties agreed to the following:

The City may enter into a contract with HdL to perform business license and related functions for the City. The City may also abolish the Senior Account Clerk classification and layoff the current employees serving in that classification.

The City may enter into a contract with ADP to perform payroll and related functions for the City. The City may also abolish the Payroll Coordinator classification and layoff the current employee serving in that classification.

The following classifications were created:

Accounting Technician I,
Accounting Technician II; and
Accountant.

5(e) For the 2025-2028 MOU, the parties agreed to the following:

The following classifications were created:
CIP Analyst,
CIP Project Manager,
Human Resources Analyst, and
Senior Accountant.

The following classifications were retitled:
Administrative Secretary to Administrative Assistant
Community Improvement Coordinator to Code Enforcement Officer
Senior Community Improvement Coordinator to Lead Code Enforcement Officer
Program Specialist to Community Services Leader
Facility Maintenance Supervisor and Parks Supervisor to Facility and Parks Supervisor
Senior Maintenance Worker to Lead Maintenance Worker
Library Digital, Public and Support Services Manager to Library Manager
Permit Counter Technician to Permit Technician

The following classifications were removed:
Film Liaison
Library Clerk I
Public Works Assistant

6. COMPENSATION

6(a) SALARY SCHEDULE

Salaries as of June 30, 2025 increased by 2% as stated in Appendix A titled "June 30, 2025 Public Service Employees' Association Salary Schedule."

6(b) SALARY SCHEDULE ADJUSTMENT

1. The City will implement a Classification and Compensation Study Equity Adjustment scheduled to take effect in September 2025, subject to Association approval, prior to the implementation of the January 1, 2026 increase explained immediately below. Effective upon implementation of the Classification and Compensation Study Equity Adjustment, the salaries shall be as stated in Appendix B, titled "September 2025 Classification and Compensation Study Equity Adjustment Public Service Employees' Association Salary Schedule" which will reflect the agreed upon increased amounts over Appendix A;
2. Effective January 1, 2026, the salaries shall be as stated in Appendix C, titled "January 1, 2026 Public Service Employees' Association Salary Schedule", which reflects a 2% increase over Appendix B;
3. Effective July 1, 2026, the salaries shall be as stated in Appendix D, titled "July 1, 2026 Public Service Employees' Association Salary Schedule", which reflects a 4% increase over Appendix C; and
4. Effective July 1, 2027, the salaries shall be as stated in Appendix E, titled "July 1, 2027 Public Service Employees' Association Salary Schedule", which reflects a 4% increase over Appendix D.

7. HOURS

7(a) OVERTIME

In determining the number of hours worked for the purpose of calculating overtime eligibility, the following shall be included:

- Vacation Leave,
- Compensatory Time Off ("CTO"),
- Paid Holiday Leave and Floating Holidays.

Sick Leave shall not be counted in determining the number of hours worked for the purpose of calculating overtime.

1. Given this calculation, the City shall compensate employees at the rate of time and one-half for all hours worked in excess of forty hours per week;.
2. Subject to limitations in Section 7(a)(3)(4) below, overtime compensation may be made either in the form of cash payment or in CTO at the option of the employee between January 1, and November 30. During December, overtime worked will be paid as a cash payment with payroll.

3. All employees shall be permitted to accumulate CTO to a maximum of 100 hours. Once this limit is reached, employees shall be compensated in cash at the rate of 1.5 times their rate of pay for overtime worked. The employee has the option to accumulate CTO when his/her CTO balance is reduced to less than 100 hours. To the extent permitted by law, the City shall retain the option to exercising discretion to require employees to utilize already accumulated CTO hours.

4. The use of CTO is subject to approval by the Department Head and shall not cause projected additional overtime to be incurred by the Department. And approved CTO shall not be denied less than 72 hours prior to the effective use of CTO unless extraordinary circumstances occur as determined by the City Manager.

5. Use of earned and accrued CTO hours shall be subject to prior approval by the supervisor of the employee requesting use of said time off. The determination as to granting or denying use of the CTO shall be based on considerations including but not limited to: impact of the CTO use on overtime expenditures and on operational needs of the impacted City Department.

6. Beginning January 1, 2020, CTO may not be cashed out at the employee's discretion. Beginning January 1, 2020, any CTO accrued between January 1 through November 30, that was not used for time off, shall be paid in cash with payroll in December. CTO balances as of December 31, 2019 will not be cashed out and are available to be used as time off.

7(b) DIFFERENTIAL PAY FOR SUNDAY HOURS

Any full-time permanent employee who is in the Public Service Employees' Association and is assigned to work a Sunday schedule shall receive time and one-half (1-1/2) for all Sunday hours worked.

7(c) EXTENDED OVERTIME PAY

Any employee who is required to work a shift of more than twelve (12) hours in a single shift shall receive double time for all hours beyond twelve (12) hours. A shift shall be defined as the first 24 hours following the employee's normal starting time.

7(d) FLEXIBLE SCHEDULES

The positions listed below have a rotating 4/10 schedule to ensure 5-day coverage taking either Monday or Friday as a flexible day off:

Account Clerk	Code Enforcement Officer
Accountant	Community Services Leader
Accounting Technician	Deputy City Clerk
Administrative Assistant	Lead Code Enforcement Officer
Assistant Planner	Management Aide
Associate Planner	Management Analyst
Associate Civil Engineer	Management Assistant
CIP Analyst	Permit Technician
CIP Project Manager	Senior Accountant
Civil Engineering Assistant	Senior Planner

Classifications not listed above will work a 4/10 schedule with Friday as their designated day off. Librarians and Community Services may work a 9/80 schedule at the discretion of the Department Head.

7(f) WINTER HOLIDAY CLOSURE

City Hall shall close each year from December 25 to January 1. Each unit employee shall receive three additional days off with pay during that period, in addition to December 25 and January 1. If a recognized holiday (December 25 and/or January 1) falls on a Saturday, the employee shall receive the prior Friday as a day off with pay. If that Friday is the employee's regular day off, the employee will receive a floating holiday to use within the following 12 months. That floating holiday is not subject to cash out, nor can it be rolled over beyond the initial 12 months. If the recognized holiday (December 25 and/or January 1) falls on a Sunday, the employee shall receive the following Monday as a day off with pay. If that Monday is the employee's regular day off, the employee will receive a floating holiday to use within the following 12 months. That floating holiday is not subject to cash out, nor can it be rolled over beyond the initial 12 months.

If the recognized holiday (December 25 and/or January 1) falls on the employee's regular day off, the employee will receive either: 1) in the case of a regularly scheduled Monday off, then Tuesday will be given off with pay; or 2) in the case of a regularly scheduled Friday off, then Thursday will be given off with pay.

Applicable to Public Works Water Division Operations Only: If any employee is required to work during the holiday closure, they will receive a floating holiday for each day they work. The floating holiday will be subject to the rules described in this subsection.

2025
Monday, December 29, 2025 through Wednesday, December 31, 2025, will be the three additional days off for the Holiday Closure. Thursday, December 25, 2025 and January 1, 2026, will count as regular Holidays, per section 10(a).

2026
Tuesday December 29, 2026 through Thursday, December 31, 2026, will be the three additional days off for the Holiday Closure. Monday, December 28, 2026 and January 4, 2027, are regular Holidays, per section 10(a).

2027
Tuesday, December 28, 2027 through Thursday, December 30, 2027, will be the three additional days off for the Holiday Closure. Monday, December 27, 2027 and, January 3, 2028, are regular Holidays, per section 10(a).

8. RETIREMENT (SUBJECT TO AB 340 LANGUAGE BELOW)

8(a) PARTICIPATION IN PERS

For "classic members", (i.e., employees who are not "new members" under the California Public Employees' Pension Reform Act of 2013 ("PEPRA"), the City agrees to participate in the California Public Employees' Retirement System, 2%@55 plan and to provide a "single highest year" benefit (Section 20042 of the *Government Code*)

8(b) EMPLOYEE'S SHARE

Effective July 1, 2013, all classic members shall pay 100% of the statutorily required member contribution.

8(c) SICK LEAVE CONVERSION

The City has contracted for the benefit of sick leave conversion pursuant to Section 20965 of the California Government Code.

8(d) RETIRED EMPLOYEE'S MEDICAL COVERAGE

As regards unit employees hired on or after the date of City Council adoption of the 2012-14 MOU or resolution of an impasse regarding the 2012-13 fiscal year, the City contribution to an individual employee's health benefit plan on retirement shall be as prescribed in Government Code section 22892 and shall therefore be in an equal amount for both active employees and annuitants, as that amount may from time to time be adjusted upward and/or downward as required by Section 22892. As regards all unit employees employed by the City prior to City Council adoption of the 2012-14 MOU, or resolution of an impasse regarding the 2012-13 fiscal year, and who become retirees on and after July 1, 2012, the City contribution to an individual retiree's health benefit plan shall be in the amount of $625 monthly, subject to CALPERS – mandated reductions in coordination with Medicare coverage.

Effective July 1, 2020, the City shall modify its resolution filed with CalPERS to set the City's equal contribution for Association employees and annuitants at the minimum amount required under Government Code section 22892, which amount may be changed annually by CalPERS. For retirees who currently qualify as annuitants and currently participate in a CalPERS retiree medical plan, and for all employees hired on or before June 30, 2020, who later retire from the City and qualify as an annuitant and participate in a CalPERS retiree medical plan, the City will make the statutory minimum contribution directly to CalPERS. The City will make a separate contribution to a Health Reimbursement Account ("HRA") in the retiree's name for the difference between the Government Code section 22892 monthly minimum contribution for that year and $625. However, the HRA contribution shall not be more than necessary to pay, in conjunction with the City's payment directly to CalPERS, the premium for the CalPERS health insurance plan selected by the retiree.

For employees hired on or after July 1, 2020, who retire from the City, qualify as an annuitant and choose to participate in a CalPERS health insurance plan as a retiree, the City shall make a contribution to CalPERS equal to the statutory minimum under Government Code section 22892 for that year. No HRA contribution will be made for these retirees.

8(e) PARTICIPATION IN IRS SECTION 414(H)(2)

The City has adopted a resolution implementing IRS Section 414(h)(2) . This article shall be operative only as long as the State of California pick up of employee retirement contributions continues to be excludable from gross income of the employee under the provisions of the Internal Revenue Code.

8(f) PEPRA

AB 340 (the California Public Employees' Pension Reform Act of 2013, ("PEPRA")) as it may from time to time exist, shall in its entirety be given full force and effect during and after the term of the 2014-17 MOU. Any provision in this MOU which contradicts any provision of PEPRA, shall be deemed null and void, with the contrary PEPRA provision(s) being given full force and effect. Therefore, no provision of PEPRA shall be deemed to impair any provision of any MOU, Agreement, Rule or Regulation predating.

"New members" as defined by PEPRA on and after January 1, 2013, shall individually pay an initial Member CALPERS contribution rate of 50% of the normal cost rate for the Defined Benefit Plan in which said new member is enrolled, rounded to the nearest quarter of 1%, or the current contribution rate of similarly situated employees, whichever is greater. (Government code section 7522.30)

"New members" as defined by PEPRA on and after January 1, 2013, shall be

enrolled in the PEPRA required retirement formula (2% @ 62) (Government Code section 7522.20(a). Final pensionable compensation (as defined for new members in Government Code section 7522.34) shall be determined by reference to the highest average annual pensionable compensation earned during a period of 36 consecutive months (Government Code section 7522.32(a)).

8(g) DEFERRED COMPENSATION

Effective in first full pay period in January 2023, or as soon thereafter as practicable, the City will institute a deferred compensation program to be consistent with the existing deferred compensation for managers. Effective in January 2023, or as soon thereafter as City can reasonably implement the program, the City will contribute One percent (1%) of employee's base salary to their deferred compensation plan.

9. INSURANCE

9(a) MEDICAL INSURANCE

The employer contribution for available health benefit plans shall be the minimum amount mandated by Government Code section 22892 as it may from time to time change. The difference between the statutory minimum and the amounts set forth below, shall be provided to unit members by means of an IRS approved cafeteria plan, depending on the level of coverage selected.

Employee only	$825
Employee + 1	$1,560
Employee + family	$1,860

Effective January 1, 2027, the City's monthly contributions shall be as follows:

Employee only	$880
Employee + 1	$1,660
Employee + family	$1,980

Effective January 1, 2028, the City's monthly contributions shall be as follows:

Employee only	$925
Employee + 1	$1,750
Employee + family	$2,100

The amounts stated above are to cover healthcare plan premiums only and do not provide a cash benefit in the event a healthcare plan premium is less than the

amount listed above or an employee opts out of coverage.

9(b) OPT OUT PROVISION

All employees must enroll in an available City health program unless they opt out. An employee may receive cash in lieu for opting out of the City's health program if he/she provides the following: (1) proof that the employee and all individuals for whom the employee intends to claim a personal exemption deduction for the taxable year or years that begin or end in or with the City's plan year to which the opt out applies ("tax family"), have or will have minimum essential coverage through another source (other than coverage in the individual market, whether or not obtained through Covered California) for the plan year to which the opt out arrangement applies ("opt out period"); and (2) the employee must sign an attestation that the employee and his/her tax family have or will have such minimum essential coverage for the opt out period. An employee must provide the attestation every plan year at open enrollment or within 30 days after the start of the plan year. The opt-out payment cannot be made and the City will not in fact make payment if the employer knows or has reason to know that the employee or tax family member doesn't have such alternative coverage, or if the conditions in this paragraph are not otherwise satisfied.

If the employee chooses to opt out of the coverage, and complies with the opt out provisions outlined above, the employee shall be eligible to receive a monthly allowance of $300. Effective January 1, 2027, cash in lieu is $325 per month. Effective January 1, 2028, cash in lieu is $350 per month. Cancellation of the coverage becomes effective on the first day of any month after a 45-day written notice is received.

9(c) DENTAL COVERAGE

The City agrees to provide $75.00 per month for employee and dependent dental coverage. The dental fund shall be paid by adding $75.00 to the above cafeteria plan.

9(d) VISION CARE

The City agrees to provide up to $20.00 toward the monthly premiums to a vision care plan, which covers both employees and their dependents. The vision fund shall be paid by adding $75.00 to the above cafeteria plan.

9(e) LIFE INSURANCE

The City agrees to provide each employee with a $100,000 life insurance/ Accidental Death & Dismemberment policy.

9(f) LONG TERM DISABILITY BENEFITS

1. The City will contribute 100% of the full cost of a Long-Term Disability policy (LTD) for every employee represented by the Association. The LTD policy shall have a 30-day or the total amount of accumulated sick leave (whichever is greater) per illness and/or injury elimination clause, which will cover sick leave and will pay two-thirds of monthly salary. The City or insurance carrier may require reasonable proof of disabling illness.

2. Benefits shall be to a maximum of one (1) year on a disability and/or illness. The City Manager may, in the event of extenuating circumstances, extend benefits for up to one additional year. Said LTD policy shall thereafter be kept in force and effect, but the City's contribution shall remain constant at the entry level, subject to change only by mutual consent.

3. Insurance Pay While on LTD - Once an employee has exhausted all other recognized forms of leave and has been placed on long-term disability, the City will continue to make the contributions toward insurance as set forth under Section 9(a) above during the City recognized period of Long-Term Disability. In the event that the City Manager grants an extension of benefits, the City will continue to pay all insurance premiums as set forth under Section 9(a) above during the approved extension.

4. Benefits Effective Date - it is agreed that Benefits Effective Date - It is agreed that long term disability insurance benefits shall become effective after thirty (30) calendar days from the date of injury or illness. The City agrees to establish a Dispute Resolution Procedure to resolve any conflicts that may arise between the City and disabled employees. This procedure will most likely be medical arbitration. The Resolution procedure will be provided at no cost to the employee.

9(g) IRS 125 PLAN

The City has implemented an IRS 125 Plan. The plan shall only be utilized to fund health insurance premiums (medical, dental, vision).

10. HOLIDAYS

10(a) RECOGNIZED HOLIDAYS

The City shall grant the following holidays to all employees (including permanent part-time employees):

1. January 1 .....New Year's Day
2. 3rd Monday in January .....Martin Luther King, Jr. Birthday
3. 3rd Monday in February .....President's Day

4. Last Monday in May.....Memorial Day
5. June 19 .....Juneteenth
6. July 4.....Independence Day
7. 1st Monday in September .....Labor Day
8. November 11.....Veteran's Day
9. 4th Thursday in November .....Thanksgiving Day
10. Friday after Thanksgiving.....Substitute for Admission's Day
11. December 25 .....Christmas Day

Employees shall be compensated for recognized holidays based on the number of hours they were scheduled to work on that day.

10(b) FALLING ON SCHEDULED SHIFTS OFF

1. Holidays Falling on Scheduled Shifts Off - If a holiday falls on a Saturday, the previous Friday shall be deemed the holiday and City Hall will be closed. If a holiday falls on Sunday, the following Monday shall be deemed to be the holiday and City Hall will be closed. When a holiday falls on an employee's Friday off, employees scheduled off that Friday shall have the previous day off. With respect to the Friday after Thanksgiving, those employees whose regularly scheduled day off falls on Friday shall have the Wednesday before Thanksgiving as a paid holiday, and City Hall will be closed.

2. Due to the library's seven day per week schedule, if a holiday falls on a Saturday, the library will be closed to the public both Friday and Saturday. When a holiday falls on a Sunday, the library will be closed to the public both Sunday and Monday. In both cases, library staff will work the same number of hours as all other City staff during the week in which the holiday occurs.

3. During the winter holiday closure, the procedure set forth in Section 7(e) of this MOU shall apply.

10(c) EXCEPTIONS

1. Regularly Scheduled Employees: Any employee whose regular schedule requires him/her to work on a holiday shall be given compensatory time-off for such work or paid the straight time daily equivalent to his/her salary at the discretion of the department head.

2. Holiday Pay - Any employee required to work a fixed holiday shall receive pay equivalent to double time and one-half for all holiday hours worked.

11. FLOATING HOLIDAYS

11(a) ACCRUAL RATES

Employees working a 9/80 schedule shall receive 27 floating holiday hours per fiscal year. Employees working a 5-day work week shall receive 33 floating holiday hours per fiscal year.

Employees working a 4/10 schedule shall receive 30 floating holiday hours.

Beginning July 1, 2027, PSEA employees will receive an additional floating holiday; Employees working a 9/80 schedule shall receive 36 floating holiday hours per fiscal year. Employees working a 5-day work week shall receive 40 floating holiday hours per fiscal year. Employees working a 4/10 schedule shall receive 40 floating holiday hours.

11(b) MAXIMUM ACCUMULATION

Floating holidays are non-compensable and must be used within the fiscal year.

12. VACATION

12(a) ACCRUAL RATES

Employees shall accrue vacation as follows:

YEARS OF SERVICE (COMPLETED)	HOURS PER YEAR
1	88
2	96
3	104
4	112
5	120
6-10	128
11-15	136
16-20	152
21-24	160
25	200
Each Year Thereafter	Add'l 8 Hrs per Year

12(b) MAXIMUM ACCUMULATION

Employees shall not accumulate more than 2 years' worth of vacation. The two-year total is based on the current bi-weekly accrual rate, times 52 payrolls. A freeze on vacation accrual will be implemented when an employee reaches the 2-year maximum limit. In such case, vacation shall not be earned or accrued.

Upon written request, the City Manager may grant vacation hours to carryover for extenuating circumstances up to an additional year of accumulation.

12(c) USE OF VACATION

The City shall allow employees to use vacation time in increments of no less than one half shift subject to supervisory approval.

12(d) BUY BACK

The City agrees to annually purchase, at the member's option, eighty (80) hours of vacation time at base salary.

Beginning in December 2019, and each December thereafter, employees who wish to have the City buy back vacation hours in the next calendar year shall make an irrevocable election and submit it to the City, in writing in December, as to the number of hours they will accrue the next calendar year that they elect for buy back. In order to elect buy back, the employees must have eighty (80) or more hours of vacation balance at the time of the irrevocable election. The City shall make a form available to employees to make the irrevocable election. Beginning December 2020, cashed out hours will be paid in December of each year.

13. SICK LEAVE

13(a) ACCRUAL RATES

1. Employees shall accrue paid sick leave at the rate of 3.69 hours per pay period.

2. Employees will not accrue any sick leave while on leave of absence without pay. Employees will continue to accrue sick leave while on paid sick leave.

13(b) MAXIMUM ACCUMULATION

Employees shall be allowed to accumulate unlimited sick leave. At the employee's termination, the accumulated sick leave hours shall have no cash value.

13(c) CONVERSION TO CALPERS SERVICE CREDIT

Upon service retirement, employees may convert unused accumulated sick leave to service credits based on the formula set forth by CalPERS. Unused sick leave for which an employee receives cash, cannot be converted to CalPERS service credits. According to CalPERS, in order to receive sick leave credit, the employee's retirement date must be within 120 days from the date of separation from the City.

13(d) USE OF SICK LEAVE

Though employees may accumulate unlimited sick leave hours, sick leave usage may not be excessive and/or abused. The City does recognize that there may be extraordinary circumstances in which an employee may experience a catastrophic illness or accident that may require a use of excessive amount of sick leave, but the City will not permit sick leave use to exceed 440 hours per fiscal year unless approved by the City Manager at his/her discretion. Accumulated sick leave may be used for the following:

(1) **Employee's own illness, or for the diagnosis, care, or treatment of an existing health condition of, or preventive care for, the employee**.

(2) **Employee's family member's illness**

The employee may use up to 48 hours of accrued but unused sick leave per year for the following purposes:

- For the diagnosis, care, or treatment of an existing health condition, or preventative care for, any of the following of the employee's family members: child of any age or dependency status; parent; parent-in-law; spouse, registered domestic partner, grandparent; grandchild; or sibling.

- For the employee who is a victim of domestic violence, sexual assault, or stalking: (a) to obtain or attempt to obtain a temporary restraining order or other court assistance to help ensure the health, safety, or welfare of the employee or his or her child; or (b) to obtain medical attention or psychological counseling; services from a shelter; program or crisis center; or participate in safety planning or other actions to increase safety.

13(f) VERIFICATION OF SICK LEAVE

In addition, the City may require written verification or medical documentation of the reason for the employee's use of sick leave when:

(1) The employee request approval for the use of four (4) hours or more sick leave for a single doctor's appointment.

(2) The employee has a history or pattern of misuse or overuse of sick leave. Examples of such misuse or overuse include but are not limited to:

- Use of sick leave on a Monday, Friday, or in conjunction with Sundays, holidays, floating holidays, flex days, and vacations.
- Frequent late arrival to or early departure from work for medical or dental appointments.

- Frequent medical or dental appointments.

(3) The employee has been absent three (3) or more workdays or used twenty-four (24) hours of sick leave, whichever is greater, that involves the illness of the employee or family member in a calendar year:

13(g) USE OF SICK LEAVE BY PROBATIONARY EMPLOYEE

A probationary employee shall be authorized to utilize up to, but not exceeding, 50% of sick leave earned and accrued during the first ninety (90) days of employment, but after that time, may use sick leave during the remainder of the probationary period in the same manner as non-probationary employees. Such use shall be subject to all rules and regulations governing the use of sick leave. However, probationary employees shall not be allowed to participate in the above SICK LEAVE INCENTIVE. This section does not apply to promotional probationary employees, who may use sick leave in the same manner as non-probationary employees.

14. BEREAVMENT LEAVE

14(a) USAGE

All employees who have been employed by the City of South Pasadena for a least 30 days are entitled to five (5) days of paid bereavement leave in the event of the death of a "family member."

14(b) USE OF BEREAVEMENT LEAVE

Bereavement Leave shall be used in increments of at least one day and may be used for the following:

Death of a Family Member

Employees may use Bereavement Leave for the preparation and/or attendance of services of a family member.

A "family member" means a spouse, domestic partner, child, stepchild, parent, grandparent, grandchild, sibling, parent-in-law. Bereavement Leave may be granted by the City Manager for other family members that the employee has shown close relations.

An Employee may use vacation, personal leave, accrued and available sick leave, or compensatory time off in order to provide for their compensation during any bereavement leave in excess of five (5) days.

An employee who utilizes bereavement leave shall notify their supervisor or Department Head of the intent to use such leave. Employees may use

such leave on a non-consecutive basis in the three (3) months that follow that date of death of the "family member."

15 EMPLOYEE WELLNESS

Effective September 2025, the City will provide employees with a reimbursement of up to $55 per month for a single membership pass to a local YMCA membership for each employee to promote health and wellness. Reimbursement must satisfy the City's procurement requirements and may be submitted annually by June 1st but must be submitted no later than thirty (30) days after the end of the fiscal year in which the expenses were incurred. Reimbursements submitted after thirty (30) days of this fiscal year end will not be eligible for reimbursement.

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16. WORKING CONDITIONS

16(a) UNIFORMS

1. It is agreed that the City shall provide 5 work shirts, 5 cotton t-shirts and 5 pairs of pants for all Field Service employees. Uniforms will be replaced as deemed necessary by the Public Works Superintendent.

2. The City shall reimburse all Field Service employees up to $350 for the purchase of steel toe safety boots/shoes each year. In the event the employee's boots/shoes are damaged on the job and deemed unsafe (as opposed to normal wear and tear), the City will replace the boots/shoes for the employee even if the $350 maximum has been reached.

2(a) Probationary employees shall receive reimbursement for 1 pair of boots up to a maximum of $350 at the start of employment.

2(b) Permanent employees shall receive reimbursement for up to two pairs of boots up to a maximum of $350 at the start of the fiscal year.

3. Authorization and reimbursement:

3(a) City-designated vendor: Employee must first receive authorization from the Public Works Superintendent prior to purchase from a city-designated vendor. City may provide a voucher for this purpose.

3(b) Vendor of employee's choice: Employee must provide proof of purchase or receipt to Public Works Superintendent for reimbursement. Reimbursement shall be issued within 60 days of submission of a valid receipt.

16(b) TURN-AROUND TIME / STANDBY TIME

1. When possible, management will attempt to provide all employees with at least ten hours between shifts.

2. In emergency situations, employees whose normal starting time would require them to return to work before ten hours have elapsed shall have the option, subject to management's prior approval, of reporting to work after said ten-hour period has elapsed, while being paid straight time from the time they would normally have reported to work.

3. If management directs the employee or if the employee elects, with prior management approval, to report to work before that ten-hour period has elapsed, then the employee shall be paid double time from the time that they report to work until the time that the ten-hour period would have elapsed. The employee will then be paid straight time for the remaining hours of their normal work shift.

4. Employees required to be on stand-by call during off-duty period, including holidays, and weekend periods, shall be compensated as follows:

    a. Employees shall be compensated a daily stipend of $40.00 per day for stand-by time

    b. When the employee must report back to work, employee shall be compensated at the overtime rate (time and one-half) for all hours worked with a minimum of three hours of compensation.

    c. When it is feasible for the employee to respond to an emergency from home, employee shall be compensated at the overtime rate (time and one-half) for all hours worked with a minimum of one hour of compensation.

    d. Stand-by time is only for the time there are no other city workers schedule to work within a particular division. An employee is not entitled to stand-by time on his/her Fridays off when working a 9/80 schedule and other city employees are working an eight (8) hour day.

    e. For employees who must travel to the City Corporation Yard to retrieve a vehicle and tools, response time is increased from 45 minutes to one (1) hour.

16(c) PERFORMANCE EVALUATION-BASED MERIT STEP INCREASES

Where a merit step increase is contingent upon provision of an annual (or other) performance evaluation report which justifies a new step increase, and where such

report is completed, but not on a timely basis, the merit step increase shall be implemented retroactive to the payroll period where the increase would have been implemented, had the evaluation been done timely.

17. OTHER BENEFITS

17(a) LONGEVITY

1. 2% Every 5 Years: It is agreed that effective July 1, 1994, each employee in the bargaining unit shall receive a two percent (2%) increase in salary for every five (5) years of service and shall continue to receive such increase(s) in salary upon completion of each additional five (5) year interval of service.

2. As of January 1, 1996, the existing Longevity Pay Program will be terminated for all employees hired on or after January 1, 1996. Employees on the City payroll on or before December 31, 1995, will be permitted to accrue time for an additional 4% in Longevity Pay in accordance with the provision of "A" 2% Every 5 Years. Once an employee has earned the additional 4% the Longevity Pay Program shall be permanently frozen.

17(b) BILINGUAL PAY

1. Pay: Employees who can communicate conversationally in Spanish or Chinese on a regular and/or recurring basis shall receive an additional one hundred and twenty five dollars ($125)in compensation each month, for a total of $1,500 annually to be paid in equal installments per pay period. Prior to receiving such additional compensation, employees will be required to pass a bilingual proficiency test as established and agreed to between the City and the Association.

2. Total Number of Employees: The City Manager's Office may permit up to twenty (20) bilingual (Spanish or Chinese) slots to be filled by department discretion.

3. Sign Language: One additional employee, over and above the Total Number of Employees as defined above, who can communicate conversationally with sign language on a regular or recurring basis, shall be eligible to receive bilingual pay benefit. Prior to receiving such additional compensation, employees will be required to demonstrate proficiency as established by the standards of American Sign Language (ASL) or English Sign Language (ESL).

17(c) EDUCATIONAL REIMBURSEMENT

There shall be no tuition reimbursement.

17(d) INCENTIVE PAY

The City encourages all the water utility operations and sewage collection/treatment employees to obtain state and federal certifications to deliver quality services to City residents. All employees obtaining higher certifications other than what is the minimum required for their job classifications shall be compensated two and a half (2.5%) percent of their base monthly salary for each additional certification, up to maximum of five (5%) percent of their base salary for more than one additional certification. All the additional water certifications shall be issued by California State Water Resources Control Board (SWRCB), previously administered by California Department of Public Health Services (CDPHS), American Water Works Association (AWWA) or equivalent as approved by the City's Public Works Director prior to the employee obtaining the certification. All the wastewater collection and treatment certifications shall be issued by California State Water Resources Control Board (CSWRCB), California Water Environmental Association (CWEA) or equivalent as approved by the City's Public Works Director prior to the employee obtaining the certification.

17(e) W-4 FORMS

Employees may change their W-4 form.

17(f) TEMPORARY UPGRADE PAY

If an employee is required by the City to work in an upgraded position or classification for a limited duration, then the individual will be compensated as follows:

1) Employees performing duties in an upgraded position or classification for more than five consecutive workdays shall receive a 5% increase to their regular rate of pay; and

2) Employees performing duties in an upgraded position or classification for more than twenty consecutive workdays will receive either a 5% increase to their regular rate of pay or Step 1 of the higher classification, whichever is greater.

For classic members as defined by the Government Code, the City will report to CalPERS the compensation paid for this temporary upgrade assignment in instances when the individual has been freed of all duties related to their regular position and is only performing the duties associated with the upgraded position. For new members as defined by the Government Code, the City will not report this compensation to CalPERS as it is not reportable under California Code of Regulations section 571.1.

An employee shall not exceed 960 hours in a fiscal year in a temporary upgrade assignment unless the assignment is backfilling a position where the incumbent is on extended leave. For example, if an employee is required to backfill a vacant position, such an assignment shall not exceed 960 hours in a fiscal year, and the employee must be removed from the assignment before reaching the 960-hour threshold.

17(g) RIDESHARE INCENTIVE PROGRAM

Through the Los Angeles County Metropolitan Transportation Authority (LA Metro), the City will establish a rideshare program providing up to $80 per month in reimbursement for employees who utilize alternative means of transportation to work other than a personal automobile. Documentation must meet LA Metro's submission requirements.

17(h) CLASS B LICENSURE SUPPORT PROGRAM

For positions that require a Class B license per the job description, the City will offer a one-time loan program. The City will pay in advance up to $3,000 for Class B training and testing. The employee will repay the City interest-free through payroll deductions over a maximum of 52 pay periods (or fewer, if preferred). If the employee separates before repayment is complete, the remaining balance will be deducted from their final paycheck.

18. LAYOFF AND REHIRE PROCEDURES

18(a) LAYOFF PROCEDURES

Layoffs shall occur according to Rule 14.2 of the City's Personnel Rules and Regulations.

18(b) REHIRE PROCEDURES

The names of permanent employees who have been laid off due to reduction in work force shall be placed on an appropriate layoff re-employment list according to the date of separation and shall be eligible for re-employment. Such re-employment shall comply with the following guidelines:

- The last employee laid off will be the first employee on the list with the other eligible employees following in sequential order thereafter.
- Said list shall be continued for one (1) year after the date of layoff.

19. RATIFICATION AND IMPLEMENTATION

The City and the Association acknowledge that this MOU shall not be in full force and effect until ratified by its membership and adopted in the form of a resolution by the City Council of the City of South Pasadena. Subject to the foregoing, this MOU is hereby executed and authorized by the designated representatives of the City and the Association and entered into on this _____ day of _____, 2025.

SOUTH PASADENA PUBLIC SERVICE EMPLOYEES' ASSOCIATION	**CITY OF SOUTH PASADENA**
_____	_____
Edgar Villalobos, President	Janet Braun, Mayor
_____	_____
Alexis Mendoza, Vice President	Todd Hileman, City Manager

APPENDIX A

Public Service Employees' Association

Monthly Salary Schedule

Effective June 30, 2025

	A	B	C	D	E
Account Clerk	$ 3,967	$ 4,165	$ 4,373	$ 4,592	$ 4,822
Accountant	$ 5,975	$ 6,274	$ 6,588	$ 6,917	$ 7,263
Accounting Technician I	$ 4,484	$ 4,708	$ 4,943	$ 5,190	$ 5,450
Accounting Technician II	$ 4,979	$ 5,228	$ 5,489	$ 5,763	$ 6,051
Administrative Secretary	$ 4,846	$ 5,088	$ 5,342	$ 5,609	$ 5,889
Assistant Planner	$ 5,975	$ 6,274	$ 6,588	$ 6,917	$ 7,263
Associate Civil Engineer	$ 8,349	$ 8,766	$ 9,204	$ 9,664	$ 10,147
Associate Planner	$ 6,626	$ 6,957	$ 7,305	$ 7,670	$ 8,054
Building Maintenance Worker	$ 5,072	$ 5,326	$ 5,592	$ 5,872	$ 6,166
CIP Analyst	$ 7,247	$ 7,609	$ 7,989	$ 8,388	$ 8,807
CIP Project Manager	$ 8,563	$ 8,991	$ 9,441	$ 9,913	$ 10,409
Civil Engineering Assistant	$ 6,773	$ 7,112	$ 7,468	$ 7,841	$ 8,233
Community Improvement Coordinator	$ 5,191	$ 5,451	$ 5,724	$ 6,010	$ 6,311
Community Services Coordinator	$ 5,316	$ 5,582	$ 5,861	$ 6,154	$ 6,462
Deputy City Clerk	$ 5,975	$ 6,274	$ 6,588	$ 6,917	$ 7,263
Electrician	$ 5,599	$ 5,879	$ 6,173	$ 6,482	$ 6,806
Facilities And Parks Supervisor	$ 7,247	$ 7,609	$ 7,989	$ 8,388	$ 8,807
Facilities Maintenance Supervisor	$ 6,838	$ 7,180	$ 7,539	$ 7,916	$ 8,312
Film Liaison	$ 5,316	$ 5,582	$ 5,861	$ 6,154	$ 6,462
Grants Analyst	$ 6,268	$ 6,581	$ 6,910	$ 7,256	$ 7,619
Human Resources Analyst	$ 6,268	$ 6,581	$ 6,910	$ 7,256	$ 7,619
Librarian	$ 5,906	$ 6,201	$ 6,511	$ 6,837	$ 7,179
Library Associate	$ 4,714	$ 4,950	$ 5,198	$ 5,458	$ 5,731
Library Clerk I	$ 3,681	$ 3,865	$ 4,058	$ 4,261	$ 4,474
Library Clerk II	$ 4,023	$ 4,224	$ 4,435	$ 4,657	$ 4,890
Library Digital Services Manager	$ 5,975	$ 6,274	$ 6,588	$ 6,917	$ 7,263
Library Public Services Manager	$ 8,033	$ 8,435	$ 8,857	$ 9,300	$ 9,765
Library Support Services Manager	$ 8,033	$ 8,435	$ 8,857	$ 9,300	$ 9,765
Library Technical Assistant	$ 4,811	$ 5,052	$ 5,305	$ 5,570	$ 5,849
Maintenance Worker I	$ 4,069	$ 4,272	$ 4,486	$ 4,710	$ 4,946
Maintenance Worker II	$ 4,431	$ 4,653	$ 4,886	$ 5,130	$ 5,387
Management Aide	$ 4,846	$ 5,088	$ 5,342	$ 5,609	$ 5,889
Management Analyst	$ 6,268	$ 6,581	$ 6,910	$ 7,256	$ 7,619
Management Assistant	$ 5,316	$ 5,582	$ 5,861	$ 6,154	$ 6,462
Parks Supervisor	$ 6,436	$ 6,758	$ 7,096	$ 7,451	$ 7,824
Permit Counter Technician	$ 4,440	$ 4,662	$ 4,895	$ 5,140	$ 5,397
Program Specialist	$ 4,846	$ 5,088	$ 5,342	$ 5,609	$ 5,889
Public Works Assistant	$ 6,220	$ 6,531	$ 6,858	$ 7,201	$ 7,561
Public Works Inspector	$ 6,152	$ 6,460	$ 6,783	$ 7,122	$ 7,478
Senior Accountant	$ 8,397	$ 8,817	$ 9,258	$ 9,721	$ 10,207
Senior Community Improvement Coordinator	$ 5,974	$ 6,273	$ 6,587	$ 6,916	$ 7,262
Senior Electrician	$ 5,990	$ 6,290	$ 6,605	$ 6,935	$ 7,282
Senior Maintenance Worker	$ 5,281	$ 5,545	$ 5,822	$ 6,113	$ 6,419
Senior Planner	$ 8,397	$ 8,817	$ 9,258	$ 9,721	$ 10,207
Senior Water Production/Treatment Operator	$ 5,354	$ 5,622	$ 5,903	$ 6,198	$ 6,508
Senior Water Utility Worker	$ 5,417	$ 5,688	$ 5,972	$ 6,271	$ 6,585
Street Supervisor	$ 6,506	$ 6,831	$ 7,173	$ 7,532	$ 7,909
Transportation Driver	$ 3,681	$ 3,865	$ 4,058	$ 4,261	$ 4,474
Water Conservation Analyst	$ 6,268	$ 6,581	$ 6,910	$ 7,256	$ 7,619
Water Operations Supervisor	$ 7,371	$ 7,740	$ 8,127	$ 8,533	$ 8,960
Water Production/Treatment Operator	$ 4,922	$ 5,168	$ 5,426	$ 5,697	$ 5,982
Water Utility Worker I	$ 4,304	$ 4,519	$ 4,745	$ 4,982	$ 5,231
Water Utility Worker II	$ 4,809	$ 5,049	$ 5,301	$ 5,566	$ 5,844

APPENDIX B

Public Service Employees' Association

Monthly Salary Schedule

Effective September 8, 2025

	A	B	C	D	E
Account Clerk	$ 4,379	$ 4,598	$ 4,828	$ 5,070	$ 5,323
Accountant	$ 6,597	$ 6,927	$ 7,273	$ 7,636	$ 8,018
Accounting Technician I	$ 4,987	$ 5,236	$ 5,498	$ 5,773	$ 6,062
Accounting Technician II	$ 5,537	$ 5,814	$ 6,105	$ 6,410	$ 6,730
Administrative Assistant	$ 4,846	$ 5,088	$ 5,343	$ 5,610	$ 5,891
Assistant Planner	$ 6,334	$ 6,650	$ 6,983	$ 7,332	$ 7,698
Associate Civil Engineer	$ 8,349	$ 8,766	$ 9,204	$ 9,664	$ 10,148
Associate Planner	$ 7,385	$ 7,754	$ 8,141	$ 8,548	$ 8,976
Building Maintenance Worker	$ 5,072	$ 5,326	$ 5,592	$ 5,872	$ 6,166
CIP Analyst	$ 7,247	$ 7,609	$ 7,989	$ 8,388	$ 8,807
CIP Project Manager	$ 8,563	$ 8,991	$ 9,441	$ 9,913	$ 10,409
Civil Engineering Assistant	$ 6,773	$ 7,112	$ 7,468	$ 7,841	$ 8,233
Code Enforcement Officer	$ 5,818	$ 6,109	$ 6,414	$ 6,735	$ 7,071
Community Services Coordinator	$ 5,876	$ 6,169	$ 6,478	$ 6,802	$ 7,142
Community Services Leader	$ 4,849	$ 5,091	$ 5,346	$ 5,613	$ 5,893
Deputy City Clerk	$ 5,975	$ 6,274	$ 6,588	$ 6,917	$ 7,263
Electrician	$ 5,976	$ 6,274	$ 6,588	$ 6,917	$ 7,263
Facilities And Parks Supervisor	$ 7,280	$ 7,644	$ 8,026	$ 8,427	$ 8,848
Grants Analyst	$ 7,247	$ 7,609	$ 7,989	$ 8,388	$ 8,807
Human Resources Analyst	$ 7,359	$ 7,727	$ 8,114	$ 8,519	$ 8,945
Lead Code Enforcement Officer	$ 6,328	$ 6,644	$ 6,976	$ 7,325	$ 7,691
Lead Maintenance Worker	$ 5,840	$ 6,132	$ 6,439	$ 6,761	$ 7,099
Librarian	$ 6,181	$ 6,490	$ 6,814	$ 7,155	$ 7,513
Library Associate	$ 4,714	$ 4,950	$ 5,198	$ 5,458	$ 5,731
Library Clerk II	$ 4,023	$ 4,224	$ 4,435	$ 4,657	$ 4,890
Library Manager	$ 8,331	$ 8,747	$ 9,185	$ 9,644	$ 10,126
Library Technical Assistant	$ 5,035	$ 5,287	$ 5,551	$ 5,829	$ 6,120
Maintenance Worker I	$ 4,537	$ 4,764	$ 5,002	$ 5,252	$ 5,515
Maintenance Worker II	$ 4,757	$ 4,995	$ 5,244	$ 5,507	$ 5,782
Management Aide	$ 5,209	$ 5,469	$ 5,742	$ 6,030	$ 6,331
Management Analyst	$ 6,871	$ 7,215	$ 7,576	$ 7,954	$ 8,352
Management Assistant	$ 5,828	$ 6,119	$ 6,425	$ 6,747	$ 7,084
Permit Technician	$ 4,824	$ 5,065	$ 5,318	$ 5,584	$ 5,863
Public Works Inspector	$ 6,641	$ 6,973	$ 7,321	$ 7,687	$ 8,072
Senior Accountant	$ 8,397	$ 8,817	$ 9,257	$ 9,720	$ 10,206
Senior Electrician	$ 6,394	$ 6,713	$ 7,049	$ 7,401	$ 7,772
Senior Planner	$ 8,397	$ 8,817	$ 9,258	$ 9,721	$ 10,207
Senior Water Production/Treatment Operator	$ 6,810	$ 7,151	$ 7,509	$ 7,884	$ 8,278
Senior Water Utility Worker	$ 6,303	$ 6,635	$ 6,984	$ 7,352	$ 7,739
Street Supervisor	$ 7,157	$ 7,514	$ 7,890	$ 8,285	$ 8,699
Transportation Driver	$ 3,718	$ 3,904	$ 4,099	$ 4,304	$ 4,519
Water Conservation Analyst	$ 6,871	$ 7,215	$ 7,576	$ 7,954	$ 8,352
Water Operations Supervisor	$ 7,729	$ 8,116	$ 8,522	$ 8,948	$ 9,395
Water Production/Treatment Operator	$ 5,848	$ 6,140	$ 6,447	$ 6,769	$ 7,108
Water Utility Worker I	$ 5,033	$ 5,284	$ 5,548	$ 5,826	$ 6,117
Water Utility Worker II	$ 5,685	$ 5,969	$ 6,267	$ 6,581	$ 6,910

Note: Employees were placed on the new salary schedule at the next closest step that did not result in a loss of pay. Additionally, employees who more than 10% below the median market rate and scheduled to receive less than a 3% increase under the standard placement were advanced one additional step as a one-time equity adjustment. This methodology only applies to the September 2025 and does not establish precedent for future salary placements, classification studies or compensation adjustments.

APPENDIX C

Public Service Employees' Association

Monthly Salary Schedule

Effective inclusive of the pay period of

January 1, 2026

	A	B	C	D	E
Account Clerk	$ 4,467	$ 4,690	$ 4,924	$ 5,171	$ 5,429
Accountant	$ 6,729	$ 7,065	$ 7,419	$ 7,790	$ 8,179
Accounting Technician I	$ 5,087	$ 5,341	$ 5,608	$ 5,889	$ 6,183
Accounting Technician II	$ 5,648	$ 5,930	$ 6,227	$ 6,538	$ 6,865
Administrative Assistant	$ 4,943	$ 5,190	$ 5,450	$ 5,722	$ 6,008
Assistant Planner	$ 6,461	$ 6,784	$ 7,123	$ 7,479	$ 7,853
Associate Civil Engineer	$ 8,516	$ 8,942	$ 9,389	$ 9,858	$ 10,351
Associate Planner	$ 7,533	$ 7,909	$ 8,305	$ 8,720	$ 9,156
Building Maintenance Worker	$ 5,173	$ 5,432	$ 5,704	$ 5,989	$ 6,288
CIP Analyst	$ 7,392	$ 7,762	$ 8,150	$ 8,557	$ 8,985
CIP Project Manager	$ 8,734	$ 9,171	$ 9,630	$ 10,111	$ 10,617
Civil Engineering Assistant	$ 6,908	$ 7,254	$ 7,617	$ 7,997	$ 8,397
Code Enforcement Officer	$ 5,934	$ 6,231	$ 6,543	$ 6,870	$ 7,213
Community Services Coordinator	$ 5,994	$ 6,293	$ 6,608	$ 6,938	$ 7,285
Community Services Leader	$ 4,946	$ 5,193	$ 5,453	$ 5,726	$ 6,012
Deputy City Clerk	$ 6,095	$ 6,399	$ 6,719	$ 7,055	$ 7,408
Electrician	$ 6,096	$ 6,400	$ 6,720	$ 7,056	$ 7,409
Facilities And Parks Supervisor	$ 7,426	$ 7,797	$ 8,187	$ 8,596	$ 9,026
Grants Analyst	$ 7,392	$ 7,762	$ 8,150	$ 8,557	$ 8,985
Human Resources Analyst	$ 7,506	$ 7,881	$ 8,276	$ 8,689	$ 9,124
Lead Code Enforcement Officer	$ 6,455	$ 6,777	$ 7,116	$ 7,472	$ 7,846
Lead Maintenance Worker	$ 5,957	$ 6,255	$ 6,567	$ 6,896	$ 7,241
Librarian	$ 6,305	$ 6,620	$ 6,951	$ 7,298	$ 7,663
Library Associate	$ 4,808	$ 5,049	$ 5,301	$ 5,566	$ 5,844
Library Clerk II	$ 4,103	$ 4,309	$ 4,524	$ 4,750	$ 4,988
Library Manager	$ 8,498	$ 8,923	$ 9,369	$ 9,837	$ 10,329
Library Technical Assistant	$ 5,136	$ 5,392	$ 5,662	$ 5,945	$ 6,242
Maintenance Worker I	$ 4,628	$ 4,859	$ 5,102	$ 5,357	$ 5,625
Maintenance Worker II	$ 4,852	$ 5,095	$ 5,349	$ 5,617	$ 5,898
Management Aide	$ 5,313	$ 5,579	$ 5,858	$ 6,151	$ 6,458
Management Analyst	$ 7,008	$ 7,359	$ 7,727	$ 8,113	$ 8,519
Management Assistant	$ 5,945	$ 6,242	$ 6,554	$ 6,882	$ 7,226
Permit Technician	$ 4,920	$ 5,167	$ 5,425	$ 5,696	$ 5,981
Public Works Inspector	$ 6,774	$ 7,113	$ 7,468	$ 7,842	$ 8,234
Senior Accountant	$ 8,565	$ 8,993	$ 9,443	$ 9,915	$ 10,411
Senior Electrician	$ 6,522	$ 6,848	$ 7,190	$ 7,550	$ 7,927
Senior Planner	$ 8,565	$ 8,993	$ 9,443	$ 9,915	$ 10,411
Senior Water Production/Treatment Operator	$ 6,946	$ 7,294	$ 7,658	$ 8,041	$ 8,443
Senior Water Utility Worker	$ 6,429	$ 6,751	$ 7,088	$ 7,442	$ 7,815
Street Supervisor	$ 7,300	$ 7,665	$ 8,048	$ 8,451	$ 8,873
Transportation Driver	$ 3,792	$ 3,982	$ 4,181	$ 4,390	$ 4,610
Water Conservation Analyst	$ 7,008	$ 7,359	$ 7,727	$ 8,113	$ 8,519
Water Operations Supervisor	$ 7,884	$ 8,278	$ 8,692	$ 9,126	$ 9,583
Water Production/Treatment Operator	$ 5,965	$ 6,263	$ 6,576	$ 6,905	$ 7,250
Water Utility Worker I	$ 5,134	$ 5,390	$ 5,660	$ 5,943	$ 6,240
Water Utility Worker II	$ 5,799	$ 6,089	$ 6,393	$ 6,713	$ 7,048

APPENDIX D

Public Service Employees' Association

Monthly Salary Schedule

Effective inclusive of the pay period of

July 1, 2026

	A	B	C	D	E
Account Clerk	$ 4,646	$ 4,878	$ 5,122	$ 5,378	$ 5,647
Accountant	$ 6,998	$ 7,348	$ 7,715	$ 8,101	$ 8,506
Accounting Technician I	$ 5,290	$ 5,555	$ 5,833	$ 6,124	$ 6,431
Accounting Technician II	$ 5,874	$ 6,168	$ 6,476	$ 6,800	$ 7,140
Administrative Assistant	$ 5,141	$ 5,398	$ 5,668	$ 5,951	$ 6,249
Assistant Planner	$ 6,719	$ 7,055	$ 7,408	$ 7,779	$ 8,168
Associate Civil Engineer	$ 8,857	$ 9,299	$ 9,764	$ 10,253	$ 10,765
Associate Planner	$ 7,834	$ 8,226	$ 8,637	$ 9,069	$ 9,523
Building Maintenance Worker	$ 5,380	$ 5,649	$ 5,931	$ 6,228	$ 6,539
CIP Analyst	$ 7,688	$ 8,072	$ 8,476	$ 8,899	$ 9,344
CIP Project Manager	$ 9,083	$ 9,538	$ 10,014	$ 10,515	$ 11,041
Civil Engineering Assistant	$ 7,184	$ 7,544	$ 7,921	$ 8,317	$ 8,733
Code Enforcement Officer	$ 6,171	$ 6,480	$ 6,804	$ 7,144	$ 7,501
Community Services Coordinator	$ 6,234	$ 6,545	$ 6,873	$ 7,216	$ 7,577
Community Services Leader	$ 5,144	$ 5,401	$ 5,671	$ 5,955	$ 6,252
Deputy City Clerk	$ 6,339	$ 6,656	$ 6,989	$ 7,338	$ 7,705
Electrician	$ 6,340	$ 6,657	$ 6,990	$ 7,339	$ 7,706
Facilities And Parks Supervisor	$ 7,723	$ 8,109	$ 8,515	$ 8,940	$ 9,387
Grants Analyst	$ 7,688	$ 8,072	$ 8,476	$ 8,899	$ 9,344
Human Resources Analyst	$ 7,806	$ 8,197	$ 8,606	$ 9,037	$ 9,489
Lead Code Enforcement Officer	$ 6,713	$ 7,049	$ 7,401	$ 7,771	$ 8,160
Lead Maintenance Worker	$ 6,195	$ 6,505	$ 6,830	$ 7,172	$ 7,530
Librarian	$ 6,557	$ 6,885	$ 7,229	$ 7,591	$ 7,970
Library Associate	$ 5,000	$ 5,250	$ 5,513	$ 5,788	$ 6,078
Library Clerk II	$ 4,267	$ 4,480	$ 4,704	$ 4,940	$ 5,187
Library Manager	$ 8,838	$ 9,280	$ 9,744	$ 10,231	$ 10,743
Library Technical Assistant	$ 5,341	$ 5,609	$ 5,889	$ 6,183	$ 6,493
Maintenance Worker I	$ 4,813	$ 5,054	$ 5,306	$ 5,572	$ 5,850
Maintenance Worker II	$ 5,046	$ 5,298	$ 5,563	$ 5,841	$ 6,134
Management Aide	$ 5,526	$ 5,802	$ 6,092	$ 6,396	$ 6,716
Management Analyst	$ 7,288	$ 7,653	$ 8,035	$ 8,437	$ 8,859
Management Assistant	$ 6,183	$ 6,492	$ 6,817	$ 7,157	$ 7,515
Permit Technician	$ 5,117	$ 5,373	$ 5,641	$ 5,923	$ 6,220
Public Works Inspector	$ 7,045	$ 7,397	$ 7,767	$ 8,155	$ 8,563
Senior Accountant	$ 8,908	$ 9,353	$ 9,821	$ 10,312	$ 10,827
Senior Electrician	$ 6,783	$ 7,122	$ 7,478	$ 7,852	$ 8,245
Senior Planner	$ 8,908	$ 9,353	$ 9,821	$ 10,312	$ 10,827
Senior Water Production/Treatment Operator	$ 7,224	$ 7,585	$ 7,964	$ 8,362	$ 8,781
Senior Water Utility Worker	$ 6,686	$ 7,020	$ 7,371	$ 7,740	$ 8,127
Street Supervisor	$ 7,592	$ 7,972	$ 8,370	$ 8,789	$ 9,228
Transportation Driver	$ 3,944	$ 4,141	$ 4,348	$ 4,565	$ 4,794
Water Conservation Analyst	$ 7,288	$ 7,653	$ 8,035	$ 8,437	$ 8,859
Water Operations Supervisor	$ 8,199	$ 8,609	$ 9,040	$ 9,492	$ 9,966
Water Production/Treatment Operator	$ 6,204	$ 6,514	$ 6,839	$ 7,181	$ 7,541
Water Utility Worker I	$ 5,339	$ 5,606	$ 5,887	$ 6,181	$ 6,490
Water Utility Worker II	$ 6,031	$ 6,333	$ 6,649	$ 6,982	$ 7,331

APPENDIX E

Public Service Employees' Association

Monthly Salary Schedule

Effective inclusive of the pay period of

July 1, 2027

	A	B	C	D	E
Account Clerk	$ 4,832	$ 5,073	$ 5,327	$ 5,593	$ 5,873
Accountant	$ 7,278	$ 7,642	$ 8,024	$ 8,425	$ 8,846
Accounting Technician I	$ 5,502	$ 5,777	$ 6,066	$ 6,369	$ 6,687
Accounting Technician II	$ 6,109	$ 6,414	$ 6,735	$ 7,072	$ 7,425
Administrative Assistant	$ 5,347	$ 5,614	$ 5,895	$ 6,189	$ 6,499
Assistant Planner	$ 6,988	$ 7,337	$ 7,704	$ 8,089	$ 8,494
Associate Civil Engineer	$ 9,211	$ 9,672	$ 10,155	$ 10,663	$ 11,196
Associate Planner	$ 8,147	$ 8,555	$ 8,982	$ 9,432	$ 9,903
Building Maintenance Worker	$ 5,595	$ 5,875	$ 6,169	$ 6,477	$ 6,801
CIP Analyst	$ 7,996	$ 8,395	$ 8,815	$ 9,256	$ 9,719
CIP Project Manager	$ 9,446	$ 9,919	$ 10,415	$ 10,935	$ 11,482
Civil Engineering Assistant	$ 7,471	$ 7,845	$ 8,237	$ 8,649	$ 9,081
Code Enforcement Officer	$ 6,418	$ 6,739	$ 7,076	$ 7,429	$ 7,801
Community Services Coordinator	$ 6,483	$ 6,808	$ 7,148	$ 7,505	$ 7,881
Community Services Leader	$ 5,350	$ 5,617	$ 5,898	$ 6,193	$ 6,503
Deputy City Clerk	$ 6,593	$ 6,922	$ 7,268	$ 7,632	$ 8,013
Electrician	$ 6,594	$ 6,923	$ 7,269	$ 7,633	$ 8,015
Facilities And Parks Supervisor	$ 8,032	$ 8,434	$ 8,855	$ 9,298	$ 9,763
Grants Analyst	$ 7,996	$ 8,395	$ 8,815	$ 9,256	$ 9,719
Human Resources Analyst	$ 8,118	$ 8,524	$ 8,950	$ 9,398	$ 9,868
Lead Code Enforcement Officer	$ 6,982	$ 7,331	$ 7,697	$ 8,082	$ 8,486
Lead Maintenance Worker	$ 6,443	$ 6,765	$ 7,103	$ 7,458	$ 7,831
Librarian	$ 6,819	$ 7,160	$ 7,518	$ 7,894	$ 8,289
Library Associate	$ 5,200	$ 5,460	$ 5,733	$ 6,020	$ 6,321
Library Clerk II	$ 4,438	$ 4,660	$ 4,893	$ 5,137	$ 5,394
Library Manager	$ 9,192	$ 9,651	$ 10,134	$ 10,640	$ 11,172
Library Technical Assistant	$ 5,555	$ 5,832	$ 6,124	$ 6,430	$ 6,752
Maintenance Worker I	$ 5,006	$ 5,256	$ 5,519	$ 5,795	$ 6,084
Maintenance Worker II	$ 5,248	$ 5,510	$ 5,786	$ 6,075	$ 6,379
Management Aide	$ 5,747	$ 6,034	$ 6,336	$ 6,653	$ 6,986
Management Analyst	$ 7,580	$ 7,958	$ 8,356	$ 8,774	$ 9,213
Management Assistant	$ 6,430	$ 6,752	$ 7,089	$ 7,444	$ 7,816
Permit Technician	$ 5,322	$ 5,588	$ 5,867	$ 6,161	$ 6,469
Public Works Inspector	$ 7,327	$ 7,693	$ 8,078	$ 8,482	$ 8,906
Senior Accountant	$ 9,264	$ 9,728	$ 10,214	$ 10,725	$ 11,261
Senior Electrician	$ 7,054	$ 7,407	$ 7,777	$ 8,166	$ 8,575
Senior Planner	$ 9,264	$ 9,728	$ 10,214	$ 10,725	$ 11,261
Senior Water Production/Treatment Operator	$ 7,513	$ 7,889	$ 8,283	$ 8,697	$ 9,132
Senior Water Utility Worker	$ 6,953	$ 7,301	$ 7,666	$ 8,049	$ 8,452
Street Supervisor	$ 7,896	$ 8,290	$ 8,705	$ 9,140	$ 9,597
Transportation Driver	$ 4,102	$ 4,307	$ 4,522	$ 4,748	$ 4,986
Water Conservation Analyst	$ 7,580	$ 7,958	$ 8,356	$ 8,774	$ 9,213
Water Operations Supervisor	$ 8,527	$ 8,953	$ 9,401	$ 9,871	$ 10,365
Water Production/Treatment Operator	$ 6,452	$ 6,775	$ 7,114	$ 7,469	$ 7,843
Water Utility Worker I	$ 5,553	$ 5,830	$ 6,122	$ 6,428	$ 6,749
Water Utility Worker II	$ 6,272	$ 6,586	$ 6,915	$ 7,261	$ 7,624

Attachment No. 4

CITY OF SOUTH PASADENA
RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADOPTING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF SOUTH PASADENA AND THE SOUTH PASADENA PART TIME PUBLIC SERVICE EMPLOYEES' ASSOCIATION, SUPERSEDING RESOLUTION NO. 7846 AND RESOLUTION NO. 7918

WHEREAS, California Government Code Section 3500, et seq., (the Meyers-Milias-Brown Act) requires that public employers meet and confer regarding wages, hours, and other terms and conditions of employment; and

WHEREAS, in early 2024, the City initiated a salary survey of compensation for all full-time classifications, which served as the data upon which compensation considerations were made, comparing salary data with ten other comparable public agency cities of similar size, demographics and services to the public; and

WHEREAS, the City's negotiating team met and conferred with the South Pasadena Part Time Public Service Employees' Association (PT PSEA) representatives on numerous occasions to discuss terms and conditions of employment; and

WHEREAS, the City and the PT PSEA have agreed to the terms included in the attached Memorandum of Understanding attached hereto as "Exhibit A."

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

SECTION 1. The Memorandum of Understanding between the City of South Pasadena and the South Pasadena Part Time Public Service Employees' Association, attached as Exhibit A ("MOU"), is approved and adopted by the City Council of the City of South Pasadena.

SECTION 2. The City Council declares that this resolution supersedes Resolution No. 7846 and Resolution No. 7918, which represented the previous Memorandum of Understanding between the City and the South Pasadena Part Time Public Service Employees' Association.

SECTION 3. In accordance with Title 2 of the California Code of Regulations Section 570.5 and the requirements of the California Public Employees Retirement System, the salary schedules for the South Pasadena Part Time Public Service Employees' Association as set forth in Appendix A through C of the MOU are hereby approved and adopted.

SECTION 4. The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

PASSED, APPROVED AND ADOPTED ON this 17th day of September 2025.

Janet Braun, Mayor

ATTEST:

Mark Perez, Acting Chief City Clerk

APPROVED AS TO FORM:

Roxanne Diaz, City Attorney

I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 17th day of September 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Mark Perez, Acting Chief City Clerk

EXHIBIT A

MEMORANDUM OF UNDERSTANDING

between the

PART-TIME PUBLIC SERVICE EMPLOYEES' ASSOCIATION (PT-PSEA)

and the

CITY
of
SOUTH PASADENA

2025-2028

EFFECTIVE SEPTEMBER 1, 2025 – JUNE 30, 2028

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1. CLASSIFICATIONS REPRESENTED

The wages, hours, and conditions of employment are set forth in this Memorandum of Understanding (hereinafter called "MOU") shall apply to all the employees of the City of South Pasadena working part-time in the classifications set forth in Appendix "A." Limited-term, temporary and extra help positions are unrepresented employees, not covered by PT-PSEA.

The terms and conditions of employment that are set forth in this MOU have been discussed in good faith between City of South Pasadena officials and the Part-Time Public Service Employees Association (PT-PSEA) representative(s). Upon ratification of the terms of this MOU by PT-PSEA and the incorporation in full of all terms and conditions of employment as set forth herein in a resolution of the South Pasadena City Council, all the terms and conditions of this MOU so incorporated shall become effective without any further action by either party.

2. PT-PSEA RECOGNITION

The PT-PSEA is the recognized bargaining representative formally acknowledged as such by the City of South Pasadena for all part-time employees in the job classifications listed in Appendix "A" to this MOU.

3. PT-PSEA ORGANIZATION

(A) PT-PSEA representatives are those elected or appointed in accordance with the Constitution and Bylaws of PT-PSEA. The PT-PSEA agrees to provide the City a copy of the PT-PSEA bylaws and Constitution (if applicable).

(1) The PT-PSEA shall notify the City Management Representative, in writing, of the names and job class titles of its officers, employee representatives, and other representatives each time an election is held or new appointments are made.

(2) An employee elected or appointed as an officer or employee representative of PT-PSEA shall not interrupt the work of other employees.

(B) Officers and representatives (subject to the provisions of 3(A)(2)) of PT-PSEA shall be permitted to visit employee work locations for the purpose of observing conditions under which employees are working, provided such visit shall not interrupt the work of such employees, interfere with the normal operations of the department, or with established safety requirements.

(1) Such officers and representatives shall not enter any work location without the knowledge of the Department Head, Division Head, or other appropriate supervisor and City Management Representative.

(2) Activities concerned with the internal management of PT-PSEA, such as collecting dues, preparation of petitions or grievance material, preparation of proposals, campaigning for office, conducting elections, and distributing literature shall not be conducted during compensable working hours.

(C) In the event that PT-PSEA is formally meeting and conferring with representatives of CITY OF SOUTH PASADENA on matters within the scope of representation during regular City business hours, a reasonable number of officers, employee representatives, or other officials of PT-PSEA shall be allowed reasonable time off so as not to cause a loss of work hours, compensation or other benefits.

(1) Such officers, employee representatives, and other representatives shall not leave their duties, workstations, or assignments for meetings with the City, without the knowledge of their appropriate manager or supervisor and City Management Representative.

(2) Such meetings are subject to scheduling in a manner consistent with operating needs and work schedules.

(D) CITY OF SOUTH PASADENA shall allow PT-PSEA to conduct meetings in City facilities.

(1) Such meetings shall be scheduled in accordance with the regulations governing use of public meeting rooms at City facilities.

4. GENERAL PROVISIONS

(A) SEVERABILITY

If any Article or Section of this MOU document, or any Addendum thereto, should be held invalid of operation of law, or by any tribunal or office of competent jurisdiction, or if compliance with or enforcement of Any Article or Section should be restrained by such office or tribunal, the remainder of this document shall not be affected thereby and the parties shall enter into immediate negotiations for the purpose of arriving at a mutually satisfactory replacement for such Article or section.

(B) EFFECT

It is understood and agreed that this 2025-2028 MOU document shall not become effective for any purpose or be binding on either party until approved by the City Council, and nothing herein shall be construed as obligating the City Council to approve in whole or in part.

If the City Council approves in full, then this document shall become immediately effective. If the City Council fails to approve in full without modification, then this document shall become null and void.

5. ASSOCIATION RIGHTS

(A) MONTHLY CHANGE OF STATUS REPORT

The City shall provide the Association with a change of status record of those Association members who are terminated, on leave of absence, or temporarily disabled, upon request.

(B) NEW EMPLOYEE INFORMATION

The City shall provide each new employee eligible for Association in representation with a membership statement, provided by the Association, and notify the Association President that such person has been hired and provide the Association President with the employee name, classification and department. If applicable, the City will also notify the City's IT department to include the new hire email to the PT-PSEA email distribution group.

(C) DUES AND BENEFITS DEDUCTIONS

1. The City shall deduct dues and any applicable Association sponsored benefit program premiums on a regular basis from the pay of all classifications and positions recognized to be represented by the Association, who voluntarily authorizes the deduction. The City shall remit such funds to the Association within 30 days following the deduction. The Association shall send the City's Human Resources Department a certified list of all individuals who have agreed to membership in the Association and the amount of dues the employee authorized to be deducted. The Association shall maintain the original dues authorizations forms and shall present them to the City on request, including when there is a dispute regarding the employee's membership status and/or authorization to deduct dues. The Association shall promptly send an updated certified list as members are added or withdraw from membership.
2. Hold Harmless Clause – The Association agrees to hold harmless and indemnify the City against any claims, causes of action, or lawsuits arising as a result of the deductions or transmittal of such funds to the Association, except the intentional failure of the City to transmit monies deducted from the employees pursuant to this Article to the Association.

6. MANAGEMENT RIGHTS

(a) The City retains all its exclusive rights and authority under federal and state law and the City Code, and expressly and exclusively reserves, retains, and is vested with all rights to manage the City. The constitutional, statutory, city code, or inherent rights, powers, authority, and functions shall remain exclusively vested with the City pursuant to Government Code Section 3500 et seq. These rights include, but are not limited to:

1. The exclusive right to determine the mission of its constituent departments, commissions, boards and manage the City.

2. To determine the necessity, organization, and standards to implement any service or activity conducted by the City and set standards and levels of service.

3. To recruit, select, hire, evaluate, promote, and discipline, and determine the procedures and standards of selection for employment and promotions.

4. Direct its employees.

5. Establish and enforce dress and grooming standards.

6. Determine the methods and means to relieve its employees from duty because of lack of work or other lawful reasons.

7. Maintain the efficiency of governmental operation.

8. Determine the methods, means and numbers and kinds of personnel by which government operations are to be conducted.

9. Determine methods of financing.

10. Determine style and/or types of City-issued wearing apparel, equipment or technology to be used.

11. Determine and/or change the facilities, methods, technology means or organizational structure and size and composition of the work force and allocate and assign work by which the City operations are to be conducted.

12. Determine and change the number of locations, relocations and types of operations, processes and materials to be used in carrying out all City functions including, but not limited to, the right to contract for or subcontract any work or operations of the City.

13. To assign work to and schedule employees in accordance with requirements as determined by the City and to establish and change work schedules and assignments upon reasonable notice.

14. Establish and modify productivity and performance programs and standards.

15. Discharge, suspend, demote, reprimand, without salary increases and benefits or otherwise discipline employees in accordance with applicable law.

16. Establish employee performance standards including, but not limited to, quality and quantity standards, and to require compliance therewith.

17. Take all necessary actions to carry out its mission in emergencies.

18. Exercise complete control and discretion over its organization and the technology of performing its work.

19. All rights, powers, authority, and functions of management, whether heretofore or hereinafter exercised, shall remain vested exclusively with the City.

20. In the case of an emergency (act of God, war, or riot), suspend the provisions of this Agreement.

(b) The exercise by the City of its management rights shall not in any way, directly or indirectly, be subject to the grievance procedure herein and shall not supersede the City Personnel Rules, Memoranda of Understanding, and Administrative Policies. Except in emergencies or when the City is required to make changes in its operations because of the requirements of law, whenever the exercise of management rights shall impact members of the bargaining unit in their wages, hours, or other terms and conditions of employment, the City agrees to meet and confer on terms and conditions of employment and meet and confer with representatives of the Association, at their request, regarding the impacts of the exercise of such rights, unless the matter of the exercise of such rights is provided for in this MOU document or in the Personnel Rules and Salary resolutions or Administrative Policies. By agreeing to meet and confer with the Association as to the impacts of the exercise of the foregoing management rights, management's discretion in the exercise of these rights shall not be diminished.

(c) Management Generalist Series

1. The parties have agreed to a part-time management generalist series, to be within the part-time unit and represented by PSEA, comprised of the following classifications: Management Aide, Management Assistant, Management Analyst, Senior Management Analyst and Principal Management Analyst.

2. City has the management right to promote any employee holding a PSEA PT-represented Management Generalist position to a position outside of PSEA PT-represented bargaining unit within the full-time Management Generalist series without meeting and conferring regarding either its decision to promote, or the impacts of its decision to promote.

3. City will not promote a PSEA PT-represented employee to any position within the Part Time Management Generalist series or to the full-time Management Generalist series without the employee's consent.

4. City will respect and honor the decision of any PSEA PT-represented employee who does not want to promote to any position within either the part-time or full-time Management Generalist Series.

5. As with all other part time positions, positions within the part time Management Generalist series are subject to the City's "Part Time Hours Policy."

6. PSEA waives the right to grieve or challenge in any administrative or judicial forum City's decision to promote a PSEA PT-represented employee to any position within the full-time or part-time Management Generalist series.

7. GRIEVANCES

DEFINITION OF GRIEVANCE

A claimed violation, misinterpretation, inequitable application, or non-compliance with the provisions of the current Memorandum of Understanding, any supplemental agreements and personnel rules and regulations. It is not to include a mere difference of opinion involving a management or department head exercise of discretion.

City Personnel Rules 13.2, Steps 1 and 2 only, shall be applicable to part-time unit members. This means that part-time unit members shall be authorized to pursue a grievance through meetings with the immediate Supervisor and the Department Head, with the Department Head (and not the City Manager) issuing a final and binding grievance determination that shall not be subject to any further administrative appeal.

8. MEAL AND REST PERIODS

After completion of five consecutive hours of work during a designated shift, each such affected employee shall be provided a thirty-minute, unpaid meal break. In addition, at the conclusion of each four (4) consecutive hour period of work during a single designated shift, the affected employee shall be provided a ten-minute paid rest period. Use of either or both meal and rest periods shall be subject to prior approval by the employee's supervisor. Although use of the time shall not be unreasonably withheld, the parties agree that the needs of the City shall prevail over those of the employee in determining whether or not to grant the meal or rest period. Denial of a meal or rest period shall not be subject to the grievance procedure or to any other form of challenge.

9. CONDUCT OF ASSOCIATION BUSINESS

PT-PSEA representatives shall be prohibited from engaging in Association-related business during scheduled hours of work, unless prior authorization to do so is provided by a supervisor. Reasonable requests for such leave time shall be accommodated, consistent with City needs taking priority. This section does not

impact the statutory leave time provided to unit members while literally involved in the meet and confer process.

The type of “Association Business” for which leave time may be granted, is confined to existing grievance-related investigations, preparation meetings, and meetings with a supervisor and/or department head. However, “Association Business” leave time shall not be paid by the City (unlike paid statutory leave time for the meet and confer process) and shall be capped at a maximum of one hour for each scheduled work-shift unless otherwise approved in writing by the employee’s supervisor.

10. SERVICE RECOGNITION

Service Pins and/or certificates and/or a similar award will be given to all part-time employees upon the completion of every five years of service to the City.

11. EMPLOYEE WELLNESS

Effective September 2025, the City will provide employees with a reimbursement of up to $55 per month for a single membership pass to a local YMCA membership for each employee to promote health and wellness who has worked a minimum of 700 hours in the prior fiscal year. Reimbursement must satisfy the City’s procurement requirements and may be submitted annually by June 1st but must be submitted no later than thirty (30) days after the end of the fiscal year in which the expenses were incurred. Reimbursements submitted after thirty (30) days of this fiscal year end will not be eligible for reimbursement.

12. EMPLOYEE DEVELOPMENT

Association members will be eligible to participate in the City’s On-line Learning System to allow access to numerous modules. Upon request, the City’s HR Department will furnish proof of completed courses and/or city certificate completion if predetermined curriculum objectives have been satisfied.

13. RIDE SHARE INCENTIVE PROGRAM

Effective September 2025, Through the Los Angeles County Metropolitan Transportation Authority (LA Metro), the City will establish a rideshare program providing up to $80 per month in reimbursement for employees who utilize alternative means of transportation to work other than a personal automobile. Documentation must meet LA Metro’s submission requirements.

14. COMPENSATION

(A) City Management shall be responsible for recommending wages, rates, and salary schedules for each job class in Appendix “A.” Wages for the various classifications

shall be set forth in Appendix “B” attached to this MOU and by this reference made a part thereof.

For the remaining term of the contract, the City agrees that, if, during the term of this MOU, the Public Service Employees’ Association (PSEA), is given an across-the-board increase, then the City will extend the same across-the-board salary increase to PT-PSEA represented employees on the same terms and the same effective date. The Parties agree that this “Me Too Clause” will sunset at the end effective DATE and may at the option of PT-PSEA be included in the subsequent successor MOU. This Me-Too Clause shall not apply to any compensation increase that are for specific classifications or a result of reclassification(s) unless agreed upon by the City.

(B) With the exception of the high school intern classification, employees shall be paid a minimum of $20 per hour or the California minimum wage if higher.

(C) All hours worked on a holiday, actual or city observance, shall be compensated at 1.5 times base pay.

(D) During the City’s Winter Closure, the City will deposit 18 hours of paid winter leave for those that have worked equal to or more than 350 hours to date in the current fiscal year (between July 1st and December 23rd) and 8 hours to those who have worked less than 350 hours to date in the current fiscal year (between July 1st and December 23rd). Employees may use these hours anytime between December 24th and January 1st with Supervisor approval.

15. REOPENERS

(A) AFFORDABLE CARE ACT

The City and PT-PSEA agreed to a Part-Time Hours Policy, as follows:

(a) **Category 1: All Part Time Employees in the Transit Division of the Community Services Department:** All part time employees in the Transit Division of the Community Services Department, including the positions of Lead Transportation Driver, Transit Assistant, Transportation Coordinator and Transportation Driver, shall be restricted to working no more than 28 hours per week and no more than 112 hours per calendar month.

(b) **Category 2: All Part Time Employees Hired On or After July 1, 2013 Not in Category 1:** All part time employees hired on or after July 1, 2013 who are not in Category 1 shall be restricted to working no more than 36 hours per pay period, and no more than 936 hours per fiscal year. This category also applies to all part-time employees who are not in Category 1 and who are not enrolled in CalPERS as of July 1, 2013.

(c) **Category 3: Part Time Employees Enrolled in CalPERS as of July 1, 2013:** All part time employees enrolled in CalPERS as of July 1, 2013, shall be restricted to working no more than 56 hours per -pay period and no more than 1344 hours per fiscal year.

In addition, the City Manager reserves the right to allow additional classifications not listed in the above categories to work up to 28 hours per week and no more than 1344 hours per fiscal year.

(B) SALARY

This MOU shall be subject to a reopener at direction of the City Council, upon adoption by the City Council of a Resolution evidencing a finding by the Council that any or all of the following events have occurred during the fiscal year:

1. Five percent (5%) or greater reduction in general fund revenues during each fiscal year for the period July 1 through December 31 compared to the immediately preceding same period of time; and/or the period January 1 through June 30 and the same preceding period of time. The decline, if any, shall be measured by receipts during the applicable period of time, (Revenue reductions attributed to state withholding of local funds, shall be included in measuring the five percent (5% reduction) or,

2. A determination by the City Council to implement this Section 1. shall not be subject to administrative challenge.

Although invocation of this Article shall not in and of itself constitute a revocation of terms and conditions of employment in force and effect prior to this MOU, such provisions shall be subject to the meet and confer process conducted pursuant to this reopener.

(C) PERSONNEL RULES

During the term of this MOU, the City Manager may reopen the meet and confer process regarding the amendment of existing personnel rules and regulations and adoption of successor rules and regulations.

16. SICK LEAVE

The City shall conform with the California Healthy Families Act of 2014. Employees shall receive 40 hours of paid sick leave on July 1 of each year. Unused sick leave shall not carry over to the following fiscal year. At no time, will sick leave exceed 40 hours per year.

(A) USE OF SICK LEAVE

Though employees may accumulate sick leave hours, sick leave usage may not be excessive and/or abused. The City does recognize that there may be extraordinary circumstances in which an employee may experience a catastrophic illness or accident that may require the use of a large amount of sick leave. Accumulated sick leave may only be used for scheduled shifts and may be used for the following:

1. Employee's own illness, or for the diagnosis, care, or treatment of an existing health condition of, or preventive care for, the employee.

2. The employee may use up to 40 hours of accrued but unsaved sick leave per year for the following purposes:

   (a) For the diagnosis, care, or treatment of an existing health condition or preventative care for, any of the following of the employee's family members: child of any age or dependency status; parent; parent in-law; spouse, registered domestic partner, grandparent; grandchild; or sibling.

(B) VERIFICATION OF SICK LEAVE

In addition, the City may require written verification or medical documentation of the reason for the employee's use of sick leave when:

1. The employee requests approval for the use of four (4) hours or more of sick leave for a single doctor's appointment.

2. The employee has a history or pattern of misuse or overuse of sick leave, or if the sick leave usage is higher than the average use. Examples of such misuse and overuse include, but are not limited to:

   (a) Use of sick leave on a Monday, Friday, or in conjunction with Sundays, holidays, floating holidays, flex days, and vacations.

   (b) Frequent late arrival to or early departure from work for medical or dental appointments.

   (c) Frequent medical or dental appointments.

3. The employee has been absent three (3) or more workdays or used forty (40) hours of sick leave, whichever is greater, that involves the illness of the employee or family member in a calendar year.

16. PEACEFUL PERFORMANCE OF CITY SERVICES

For the life of the Agreement, the Association, its officers, and/or members agree that they will not cause, condone, or participate in any concerted effort which affects the performance of their assigned duties and responsibilities. This shall include the withholding of services or other interference with City operations, including compliance with the request of other employees and/or labor organizations to engage in said activities.

The City may take whatever action is deemed appropriate provided it does not violate any employee's rights under applicable statutes.

In the event of any concerted effort, the President or authorized representative of the Association shall, within twenty-four (24) hours, publicly disavow such conduct and request the employees to return to work and attempt to bring about prompt resumption of normal operations. The Association shall notify the City within twenty-four (24) hours after the commencement of such work interruption as to the measures taken to comply with these provisions.

This Section shall not be interpreted to limit an employee's statutory or constitutional rights.

17. RATIFICATION AND IMPLEMENTATION

The City and the Association acknowledge that this MOU shall not be in full force and effect until ratified by the PT-PSEA and adopted in the form of a resolution by the City Council of the City of South Pasadena. Subject to the foregoing, this MOU is hereby executed and authorized by the designated representatives of the City and the Association and entered into on this ___ day of _____ 2025.

PART-TIME SOUTH PASADENA PUBLIC SERVICE EMPLOYEES ASSOCIATION (PT-PSEA)	**CITY OF SOUTH PASADENA**
_____	_____
Christiana Miller, President	Janet Braun, Mayor
_____	_____
Kerri Zelenak, Vice President	Todd Hileman, City Manager

APPENDIX A

Represented Classifications

Senior Management Analyst
Management Analyst
Librarian
Community Services Coordinator
Management Aide
Management Assistant
Management Intern
Community Services Leader
Reference Librarian
Recreation Camp Director
Fire Prevention Specialist
Transportation Driver
Maintenance Assistant
Recreation Leader
Food Services Leader
Library Assistant
Parking Control Aide
Police Cadet
Accounting Clerk
Library Clerk
Library Associate
Administrative Assistant
High School Intern

APPENDIX B

Part-Time Public Service Employees Association Hourly Salary Schedule

Effective

	A	B	C	D	E
Principal Management Analyst					
Senior Management Analyst					
Management Analyst					
Community Services Coordinator					
Management Assistant					
Reference Librarian					
Librarian					
Management Aide					
Program Specialist					
Film Liaison					
Management Intern (Incumbent)					
Management Intern (hired after 11/05/14)					
Fire Prevention Specialist					
Recreation Camp Director					
Maintenance Assistant					
Lead Transportation Driver					
Transportation Driver					
Recreation Leader					
Site Manager					
Typist Clerk II					
Parking Control Aide					
Intern (Incumbent)					
Intern (hired after 11/05/14)					
Typist Clerk I					
Police Cadet					
Accounting Clerk					
Library Aide II					
Library Aide I					
High School Intern Incumbent)					
High School Intern (hired 11/5/14)					

APPENDIX A

Part-Time Public Service Employees' Association

Monthly Salary Schedule

Effective inclusive of the pay period of

January 1, 2026

	A	B	C	D	E
Accounting Clerk	$ 23.02	$ 24.17	$ 25.38	$ 26.65	$ 27.98
Administrative Assistant	$ 28.51	$ 29.93	$ 31.43	$ 33.00	$ 34.65
Community Services Coordinator	$ 34.58	$ 36.31	$ 38.12	$ 40.03	$ 42.03
Community Services Leader	$ 28.53	$ 29.96	$ 31.45	$ 33.03	$ 34.68
Fire Prevention Specialist	$ 23.94	$ 25.14	$ 26.39	$ 27.71	$ 29.10
High School Intern (Hired After 11/5/14)	$ 17.43	$ 18.30	$ 19.22	$ 20.18	$ 21.19
Librarian	$ 36.37	$ 38.19	$ 40.10	$ 42.11	$ 44.21
Library Assistant	$ 22.44	$ 23.56	$ 24.74	$ 25.98	$ 27.28
Library Associate	$ 27.20	$ 28.56	$ 29.99	$ 31.49	$ 33.07
Library Clerk	$ 20.40	$ 21.42	$ 22.49	$ 23.62	$ 24.80
Maintenance Assistant	$ 24.40	$ 25.62	$ 26.90	$ 28.24	$ 29.66
Management Aide	$ 30.65	$ 32.18	$ 33.79	$ 35.48	$ 37.26
Management Analyst	$ 40.43	$ 42.45	$ 44.58	$ 46.81	$ 49.15
Management Assistant	$ 34.30	$ 36.02	$ 37.82	$ 39.71	$ 41.70
Management Intern (Hired After 11/5/14)	$ 25.97	$ 27.27	$ 28.63	$ 30.06	$ 31.57
Parking Control Aide	$ 20.40	$ 21.42	$ 22.49	$ 23.62	$ 24.80
Police Cadet	$ 20.40	$ 21.42	$ 22.49	$ 23.62	$ 24.80
Recreation Camp Director	$ 24.13	$ 25.34	$ 26.61	$ 27.94	$ 29.33
Recreation Leader	$ 20.40	$ 21.42	$ 22.49	$ 23.62	$ 24.80
Reference Librarian	$ 27.02	$ 28.37	$ 29.79	$ 31.28	$ 32.84
Senior Management Analyst	$ 49.75	$ 52.23	$ 54.84	$ 57.59	$ 60.47
Senior Center Food Services Leader	$ 20.40	$ 21.42	$ 22.49	$ 23.62	$ 24.80
Transportation Driver	$ 21.88	$ 22.97	$ 24.12	$ 25.33	$ 26.59

APPENDIX B

Part-Time Public Service Employees' Association

Monthly Salary Schedule

Effective inclusive of the pay period of

July 1, 2026

	A	B	C	D	E
Accounting Clerk	$ 23.94	$ 25.14	$ 26.39	$ 27.71	$ 29.10
Administrative Assistant	$ 29.65	$ 31.13	$ 32.69	$ 34.32	$ 36.04
Community Services Coordinator	$ 35.96	$ 37.76	$ 39.65	$ 41.63	$ 43.71
Community Services Leader	$ 29.67	$ 31.15	$ 32.71	$ 34.35	$ 36.07
Fire Prevention Specialist	$ 24.90	$ 26.14	$ 27.45	$ 28.82	$ 30.26
High School Intern (Hired After 11/5/14)	$ 18.13	$ 19.03	$ 19.99	$ 20.98	$ 22.03
Librarian	$ 37.82	$ 39.72	$ 41.70	$ 43.79	$ 45.98
Library Assistant	$ 23.34	$ 24.50	$ 25.73	$ 27.02	$ 28.37
Library Associate	$ 28.29	$ 29.70	$ 31.19	$ 32.75	$ 34.38
Library Clerk	$ 21.22	$ 22.28	$ 23.39	$ 24.56	$ 25.79
Maintenance Assistant	$ 25.38	$ 26.64	$ 27.98	$ 29.38	$ 30.84
Management Aide	$ 31.88	$ 33.47	$ 35.14	$ 36.90	$ 38.75
Management Analyst	$ 42.05	$ 44.15	$ 46.36	$ 48.67	$ 51.11
Management Assistant	$ 35.67	$ 37.46	$ 39.33	$ 41.29	$ 43.36
Management Intern (Hired After 11/5/14)	$ 27.01	$ 28.36	$ 29.78	$ 31.27	$ 32.83
Parking Control Aide	$ 21.22	$ 22.28	$ 23.39	$ 24.56	$ 25.79
Police Cadet	$ 21.22	$ 22.28	$ 23.39	$ 24.56	$ 25.79
Recreation Camp Director	$ 25.10	$ 26.35	$ 27.67	$ 29.05	$ 30.50
Recreation Leader	$ 21.22	$ 22.28	$ 23.39	$ 24.56	$ 25.79
Reference Librarian	$ 28.10	$ 29.51	$ 30.98	$ 32.53	$ 34.16
Senior Management Analyst	$ 51.74	$ 54.33	$ 57.04	$ 59.90	$ 62.89
Senior Center Food Services Leader	$ 21.22	$ 22.28	$ 23.39	$ 24.56	$ 25.79
Transportation Driver	$ 22.76	$ 23.89	$ 25.09	$ 26.34	$ 27.66

APPENDIX C

Part-Time Public Service Employees' Association

Monthly Salary Schedule

Effective inclusive of the pay period of

July 1, 2027

	A	B	C	D	E
Accounting Clerk	$ 24.90	$ 26.14	$ 27.45	$ 28.82	$ 30.26
Administrative Assistant	$ 30.84	$ 32.38	$ 34.00	$ 35.70	$ 37.48
Community Services Coordinator	$ 37.40	$ 39.27	$ 41.23	$ 43.29	$ 45.46
Community Services Leader	$ 30.86	$ 32.40	$ 34.02	$ 35.72	$ 37.51
Fire Prevention Specialist	$ 25.90	$ 27.19	$ 28.55	$ 29.98	$ 31.48
High School Intern (Hired After 11/5/14)	$ 18.86	$ 19.80	$ 20.79	$ 21.83	$ 22.92
Librarian	$ 39.33	$ 41.30	$ 43.36	$ 45.53	$ 47.81
Library Assistant	$ 24.27	$ 25.49	$ 26.76	$ 28.10	$ 29.50
Library Associate	$ 29.42	$ 30.89	$ 32.44	$ 34.06	$ 35.76
Library Clerk	$ 22.07	$ 23.17	$ 24.33	$ 25.55	$ 26.82
Maintenance Assistant	$ 26.40	$ 27.71	$ 29.10	$ 30.56	$ 32.08
Management Aide	$ 33.16	$ 34.81	$ 36.55	$ 38.38	$ 40.30
Management Analyst	$ 43.73	$ 45.92	$ 48.21	$ 50.63	$ 53.16
Management Assistant	$ 37.10	$ 38.95	$ 40.90	$ 42.94	$ 45.09
Management Intern (Hired After 11/5/14)	$ 28.09	$ 29.49	$ 30.97	$ 32.52	$ 34.14
Parking Control Aide	$ 22.07	$ 23.17	$ 24.33	$ 25.55	$ 26.82
Police Cadet	$ 22.07	$ 23.17	$ 24.33	$ 25.55	$ 26.82
Recreation Camp Director	$ 26.10	$ 27.41	$ 28.78	$ 30.22	$ 31.73
Recreation Leader	$ 22.07	$ 23.17	$ 24.33	$ 25.55	$ 26.82
Reference Librarian	$ 29.22	$ 30.69	$ 32.22	$ 33.83	$ 35.52
Senior Management Analyst	$ 53.81	$ 56.50	$ 59.33	$ 62.29	$ 65.41
Senior Center Food Services Leader	$ 22.07	$ 23.17	$ 24.33	$ 25.55	$ 26.82
Transportation Driver	$ 23.67	$ 24.85	$ 26.10	$ 27.40	$ 28.77

CITY OF SOUTH PASADENA
RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, APPROVING UNREPRESENTED MANAGEMENT EMPLOYEE BENEFITS LISTING AND MANAGEMENT SALARY SCHEDULE SUPERSEDING RESOLUTION NO. 7775 AND RESOLUTION NO. 7919

WHEREAS, the City Council has set a priority to establish salaries at a level that both attracts and retains the most qualified staff while carefully managing scarce resources; and

WHEREAS, the City Manager has reviewed the compensation package applicable to managers and has evaluated it in the context of the current and future fiscal environment; and

WHEREAS, the City Council finds that the salary and benefit adjustments set forth in this resolution are reasonable and address the recruitment, retention, and fiscal needs of the City.

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

SECTION 1. The Management Benefits as set forth in "Exhibit A" and the the Management Salary Schedules set forth in "Exhibit B" is approved and adopted by the City Council of the City of South Pasadena.

SECTION 2. The City Council declares that this resolution supersedes Resolution No. 7775 and Resolution 7919, which represented the previous benefits listing and salary schedule for unrepresented management employees.

SECTION 3. In accordance with Title 2 of the California Code of Regulations Section 570.5 and the requirements of the California Public Employees Retirement System, the salary schedules for the South Pasadena Unrepresented Management employees as set forth in Exhibit B is hereby approved and adopted.

SECTION 4. The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

PASSED, APPROVED AND ADOPTED ON this 17th day of September 2025.

Janet Braun, Mayor

ATTEST:

Mark Perez, Acting Chief City Clerk

APPROVED AS TO FORM:

Roxanne Diaz, City Attorney

I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 17th day of September 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Mark Perez, Acting Chief City Clerk

EXHIBIT A

MANAGEMENT

BENEFITS

The following shall be the classifications, compensation and benefit plan for management employees:

SECTION 1. TERM

The following established classifications, salaries and benefits of employment for management employees shall be in effect upon adoption by the City Council.

SECTION 2. CLASSIFICATIONS

Accounting
Manager/Controller
Assistant City Manager
Assistant Library Director
Assistant to the City
Manager
Budget & Purchasing
Manager
Chief City Clerk
CIP Program Manager
City Engineer
Community Development Director
Community Services Director
Community Services Supervisor
Deputy City Manager
Deputy Community Development
Director Deputy Community Services
Director Deputy Public Works Director
Deputy Finance Director/Controller
Deputy Fire Chief
Deputy Police Chief
Environmental & Sustainability
Manager Executive Assistant
Finance Director
Finance Manager
Fire Chief
Fire Division Chief
Human Resources Director
Library Director
Management Services
Director Planning Manager
Police Chief

Police Lieutenant
Procurement & Contracts Administrator
Public Affairs Manager
Public Works Director
Public Works Operations Manager
Public Works Superintendent
Risk Manager
Sr. Civil Engineer
Sr. Human Resources Analyst
Sr. Management Analyst
Transportation Program Manager
Water Operations Manager

SECTION 3. SALARY

3(a) SALARY SCHEDULE AS OF JUNE 30, 2025

Salaries as of June 30, 2025 increased by 2% as stated in Appendix A titles "June 30, 2025 Unrepresented Management Salary Schedule."

3(b) SALARY SCHEDULE ADJUSTMENT

A. Effective the first full pay period in September 2025, the salaries shall be as stated in Appendix B, titled "September 8, 2025 Unrepresented Management Salary Schedule', which reflects market equity changes over Appendix A.
B. Effective January 1, 2026, the salaries shall be as stated in Appendix C, titled "January 1, 2026 Unrepresented Management Salary Schedule," which reflects a 2% increase over Appendix B;
C. Effective July 1, 2026, the salaries shall be as stated in Appendix D, titled "July 1, 2026 Unrepresented Management Salary Schedule," which reflects a 4% increase over Appendix C; and
D. Effective July 1, 2027, the salaries shall be as stated in Appendix E, titled "July 1, 2027 Unrepresented Management Salary Schedule," which reflects a 4% increase over Appendix D.

SECTION 4. RETIREMENT

A. The City agrees to participate in the California Public Service Employees' Retirement System (CalPERS). Classic CalPERS safety members (Police Chief, Fire Chief, Deputy Fire Chief, Fire Division Chief and Police Captains) i.e., those that do not qualify as "new" members under the California Public Employees' Pension Reform Act of 2013 ("PEPRA" or "AB 340") shall participate in the 2% @ 50 plan with single highest year compensation. As required under PEPRA, new CalPERS safety members shall participate in the 2.7% @ 57 plan with the highest average annual pensionable compensation earned during a period of 36 consecutive months rather than single highest year. For all non-safety Management employees, Classic CalPERS members shall participate in the 2% @ 55 plan with single highest year final compensation and as required under PEPRA, new members shall participate in the 2.0% @ 62 plan

with highest average annual pensionable compensation earned during a period of 36 consecutive months.

B. Classic members shall pay a member contribution rate of seven percent (7%) (non-safety) or nine (percent) 9% (safety) of their compensation. New members shall pay a member contribution equal to fifty percent (50%) of the normal cost (as determined by CalPERS).

C. The City's plan shall provide the sick leave conversion benefit.

SECTION 5. RETIRED EMPLOYEE'S MEDICAL COVERAGE

Employees who became annuitants prior to July 1, 2012, shall receive City payment of 100% of the medical insurance premium for the retired employee only, with said payment not exceeding the premium requirement for insurance programs offered through CalPERS, both prior to and after becoming Medicare eligible.

Effective July 1, 2020, the City shall restructure the way it funds current employee and retiree medical insurance benefits. The City's goal is to keep all current retirees and employees whole while reducing the future retiree medical
benefits of new employees hired on or after July 1, 2020. Therefore, the City has adopted the following changes effective on July 1, 2020, to apply to employees hired on or after July 1, 2020:

A. Modify the City's PEMHCA resolution with CalPERS to reduce the City's PEMHCA contribution to the PEMHCA minimum as it changes from year to year (currently $136/month but increasing to $139/month in 2020);

B. For Current Retirees and Employees Hired Before July 1, 2020:
Those eligible and enrolled in CalPERS health insurance upon retirement receive a direct contribution to CalPERS covering the PEMHCA Minimum Employer Contribution amount. The difference between the PEMCHA minimum and $915 per month would be allocated as a contribution to a Health Reimbursement Account directed to the retiree.

C. For Employees Hired On or After July 1, 2020:
Upon retirement, if eligible and choose to enroll in CalPERS health plans, their City retiree medical contributions will be limited to the PEMHCA Minimum Employer Contribution. This contribution is determined by Section 22892 of the Government Code under the Public Employees Medical and Hospital Care Act (PEMHCA), subject to adjustments by CalPERS.

SECTION 6. DEFERRED COMPENSATION

The City shall pay the equivalent of one percent (1%) of each management employees' base salary into a deferred compensation plan.

SECTION 7. SICK LEAVE

A. Sick leave shall be earned at the rate of eight (8) hours per month of service to the City.

B. Management employees may accrue unlimited sick leave.

C. At the employee's termination, the accumulated sick leave hours shall have no cash value.

SECTION 8. CONVERSION TO CALPERS SERVICE CREDIT

Upon retirement, employees may convert unused accumulated sick leave to service credits based on the formula set forth by CalPERS. According to CalPERS, in order to receive sick leave credit, the employees' retirement date must be within 120 days from the date of separation from the City.

SECTION 9. BEREAVEMENT LEAVE

All employees who have been employed by the City of South Pasadena for a least 30 days are entitled to five (5) days of paid bereavement leave in the event of the death of a "family member." A "family member" means a spouse, domestic partner, child, stepchild, parent, grandparent, grandchild, sibling, parent-in-law. An Employee may use vacation, personal leave, accrued and available sick leave, or compensatory time off in order to provide for their compensation during any bereavement leave in excess of five (5) days. Bereavement leave may be used not only for attendance at funerals, but for time spent in assisting in the preparation of funerals. An employee who utilizes bereavement leave shall notify their supervisor or Department Head of the intent to use such leave. Employees may use such leave on a non-consecutive basis in the three (3) months that follow that date of death of the "family member."

SECTION 10. MANAGEMENT LEAVE

A. Employees shall receive 90 hours of management leave each fiscal year.
B. Employees may cash out up to sixty (60) hours of unused Management Leave during a fiscal year. Consistent with the City's practice of granting Administrative or Management Leave prospectively, cash out of unused Management Leave is an annual compensation benefit for management staff, and as such will be distributed prospectively during the course of each fiscal year in accordance with this resolution.
C. Beginning July 1, 2014, employees can cash out up to thirty (30) hours of Management Leave, during a special payroll that will occur between the first and second regular payrolls in July of each year, and may cash out another thirty(30) hours of Management Leave, during a special payroll that will occur between the first and second regular payrolls in December of each year.
D. Unused or non-cashed out management leave shall not be carried over to the next fiscal year.
E. Beginning December 2019, employees shall qualify to cash out up to 60 hours of Management Leave. This cash-out opportunity shall take place once a year and shall replace the previous procedure that allowed for two opportunities to cash out up to 30 hours each time throughout the year. To qualify to cash out Management Leave, the employee must irrevocably elect in writing, in December, the number of hours of Management Leave they elect to cash out in the next calendar year. Subject to a sixty (60) hour maximum. Employees must elect (12 months prior) via an election form to cash out up to 60 hours of Management Leave. The cash out of those hours will take place once a year in December of the calendar year after the election is made. The City will make a form available to make the irrevocable election. The form must be submitted to the City's Finance Department in December.

SECTION 11. VACATION

A. Vacation shall be accrued based on the years of service:

1 - 5 years	120 hours
6 -10 years	128 hours
11 - 15 years	136 hours
16-20 years	152 hours
Over 20 years	160 hours

B. Employees who have achieved more than twenty years of service with the City as of the date of this resolution and whose vacation benefits are subject to the terms of this resolution as of July 7, 1999 shall be allowed to accrue vacation pursuant to the schedule contained in City Council Resolution No. 6558.

C. Employees with twenty years of service with South Pasadena and who are appointed to management positions after July 7, 1999 shall receive vacation benefits in accordance with the provisions of Section 11A above.

D. Employees subject to this resolution shall endeavor to take annual vacation leave equal to the time accrued. An employee's accrued vacation shall be capped at two years' worth of vacation hours. Employees will cease accruing vacation hours until the accrued hours fall below the maximum accumulation allowed. Employees may carry over up to two (2) years accumulation of vacation time. Upon written request, the City Manager may grant vacation hours to carryover for extenuating circumstances up to an additional year of accumulation.

E. Employees shall qualify to cash out accrued Vacation Leave, subject to leaving a balance of eighty (80) hours. To qualify to cash out Vacation Leave, the employee must irrevocably elect in writing, in December, the number of hours of Vacation Leave they elect to cash out in the next calendar year. Employees can cash out accrued time above an eighty (80) hour minimum maintained in their bank. Employees must elect (12 months prior) via an election form to cash out Vacation Leave. The cash out of those hours will take place once a year in December of the calendar year after the election is made. The City will make a form available to make the irrevocable election. The form must be submitted to the City's Finance Department in December.

F. For employees hired on or after September 1, 2025, the City Manager, at their sole discretion, may credit an employee's previous relevant experience to be counted towards an employee's total Years of Service calculation. An employee must submit documentation in writing which shall be verified by the human resources department. This adjustment shall be effective on the date of City Manager approval.

G. Employees hired before September 1, 2025, may request prior relevant experience to count towards an adjustment to the employee's accrual rate. In order to receive this adjustment, an employee must submit documentation in writing which shall be verified by the human resources department. This adjustment shall be effective on the date of City Manager approval.

SECTION 12. HOLIDAYS

Employees shall receive the following fourteen (14) paid holidays per fiscal year:

- January 1 - New Year's Day
- 3rd Monday in January - Martin Luther King, Jr. Birthday
- 3rd Monday in February - President's Day
- Last Monday in May - Memorial Day
- June 19 - Juneteenth
- July 4 - Independence Day
- 1st Monday in September - Labor Day
- November 11 - Veteran's Day
- 4th Thursday in November-Thanksgiving Day
- Friday after Thanksgiving- Substitute for Admission's Day
- December 25 - Christmas Day
- Winter Holiday Closure - three additional paid days between December 25th to January 1

Winter Holiday Closure - City Hall shall close each year from December 25 to January 1. Employees shall receive three additional days off with pay during that period, in addition to December 25 and January 1.

If a recognized holiday (December 25 and/or January 1) falls on a Saturday, the employee shall receive the prior Friday as a day off with pay. If that Friday is the employee's regular day off, the employee will receive a floating holiday to use within the following 12 months. That floating holiday is not subject to cash out, nor can it be rolled over beyond the initial 12 months.

If the recognized holiday (December 25 and/or January 1) falls on a Sunday, employees shall receive the following Monday as a day off with pay. If that Monday is the employee's regular day off, employees will receive a floating holiday to use within the following 12 months. That floating holiday is not subject to cash out, nor can it be rolled over beyond the initial 12 months.

If the recognized holiday (December 25 and/or January 1) falls on the employee's regular day off, the employee will receive either: 1) in the case of a regularly scheduled Monday off, Tuesday off with pay; or 2) in the case of a regularly scheduled Friday off, then Thursday off with pay.

A. Fire Division Chiefs and Police Lieutenants only -Fire Division Chiefs shall be paid at the rate of twelve (12) hours of the employee's hourly rate for each City designated paid holiday, including floating holiday. Police Lieutenants shall be paid at the rate of ten (10) hours of the employee's hourly rate for each City designated paid holiday, including floating holiday.

B. Management employees shall receive two (2) floating holidays per fiscal year. Floating holidays may not be carried over to the next fiscal year.

C. Beginning July 1, 2027, Management employees shall receive three (3) floating holidays per fiscal year. Floating holidays may not be carried over to the next fiscal year.

SECTION 13. INSURANCE

A. City paid medical insurance coverage is provided as follows:

The City's monthly contributions to the medical premium contribution plan shall be as follows to the maximum stated, depending on the level of coverage selected:

Employee only	= $ 915
Employee + 1	= $ 1,650 Employee +
family	= $ 1,950

Beginning January 1, 2027, the City's monthly contributions to the medical premium contribution plan shall be increased as follows to the maximum stated, depending on the level of coverage selected:

Employee only	= $ 915
Employee + 1	= $ 1,660 Employee +
family	= $ 1,980

Beginning January 1, 2028, the City's monthly contributions to the medical premium contribution plan shall be increased as follows to the maximum stated, depending on the level of coverage selected:

Employee only	= $ 925
Employee + 1	= $ 1,750 Employee +
family	= $ 2,100

The amounts stated above are to cover healthcare plan premiums only and do not provide a cash benefit in the event a healthcare plan premium is less than the amount listed above or an employee opts out of coverage.

B. City paid dental coverage is provided up to $75 per month.
C. City paid vision care coverage is provided up to $20 per month.
D. City paid life insurance policy in the sum of $100,000 provided.
E. City paid accidental death & dismemberment insurance policy in the sum of $100,000 provided. Additional coverage up to $500,000 is available at employee's expense.
F. Optional Supplemental Insurance Plans available through AFLAC at the employee's expense.
G. OPT OUT PROVISION
   Employees must enroll in an available City health program unless they opt out. An employee may receive cash in lieu for opting out of the City's health program if he/she provides the following: (1) proof that the employee and all individuals for whom the employee intends to claim a personal exemption deduction for the taxable year or years that begin or end in or with the City's plan year to which the opt out applies ("tax

family"), have or will have minimum essential coverage through another source (other than coverage in the individual market, whether or not obtained through Covered California) for the plan year to which the opt out arrangement applies ("opt out period"); and (2) the employee must sign an attestation that the employee and his/her tax family have or will have such minimum essential coverage for the opt out period. An employee must provide the attestation every plan year at open enrollment or within 30 days after the start of the plan year. The opt-out payment cannot be made and the City will not make payment if it knows or has reason to know that the employee or tax family member does not have such alternative coverage, or if the conditions in this paragraph are not otherwise satisfied. If the employee chooses to opt out and provides the attestation described above, the employee shall receive cash in lieu in the amount of $300 per month. Effective January 1, 2027, cash in lieu is $325 per month. Effective January 1, 2028, cash in lieu is $350 per month. Cancellation of the coverage becomes effective on the first day of any month after the 45-day written notice is received.

SECTION 14. LONG TERM DISABILITY

A. For full-time employees who have been employed by the City for six months, the City shall provide long-term disability coverage under a self-insured status. The City may require reasonable proof of disabling illness and retains the right to define "long term disability." The City will pay two-thirds of the employee's monthly salary effective the day disability is approved and for the duration the employee continues to be disabled or for one year, whichever is less.
B. There is a 30-day elimination period during which the employee must use his or her accrued sick leave. If the employee has less than 30 days of accrued sick leave, the employee may choose to use other accrued leave or take the remaining days unpaid.
C. Benefits shall be paid for one year for the approved disability. The City Manager may, upon review of the nature of the disability, grant up to one additional year of disability benefits.
D. The City shall continue to pay all of the insurance premiums listed in Section 13 during the City-recognized period of long term disability.

SECTION 15. UNIFORMS

Full-time Fire Chief, Police Chief, Deputy Police Chief and Deputy Fire Chief shall receive $1,000 annually for the cleaning of and maintenance of their uniforms. Full-time Fire Division Chief and Police Lieutenant shall receive $675 annually for the cleaning of and maintenance of their uniforms. Uniform pay shall be prorated and paid in equal installments in each pay period and reported to CalPERS as required.

SECTION 16. WORK SCHEDULE

Beginning October 2025, City Hall and Public Works Corporation Yard will be open 5 days per week. City staff at these locations will still maintain a 4/10 work schedule with either Monday or Friday off at the discretion of the Department Head.

SECTION 17. LONGEVITY

Employees hired before January 1, 1996, who have been eligible for Longevity Pay under the former Longevity Pay Program"(2% Each 5 Years" up to a maximum of 4%) shall

continue to be compensated the additional Longevity Pay as provided in the Longevity Pay policy in effect on December 31, 1995.

Effective January 1, 1996, the Longevity Pay Plan was terminated for all members hired on or after January 1, 1996. Employees on the City payroll on or before December 31, 1995, were permitted to accrue time for an additional four percent (4%) in Longevity Pay. Once an employee hired on or before December 31, 1995 has earned the additional four percent (4%), the Longevity Pay Program is permanently frozen. Employees hired on or after January 1, 1996 are not eligible for longevity pay.

SECTION 18. MERIT PAY

For Department Directors only, the City Manager may grant additional merit incentive pay, up to two percent (2%), above the salary step in the pay schedule, in recognition of outstanding performance, special project assignment, or successful completion of Department Key Performance Indicators.

SECTION 19. EMPLOYEE WELLNESS

Effective September 2025, the City will provide employees with a reimbursement of up to $55 per month for a single membership pass to a local YMCA to promote health and wellness. Reimbursement must satisfy the City's procurement requirements and may be submitted annually by June 1st but must be submitted no later than thirty (30) days after the end of the fiscal year in which the expenses were incurred. Reimbursements submitted after thirty (30) days of this fiscal year end will not be eligible for reimbursement.

SECTION 20. RIDESHARE INCENTIVE PROGRAM

Effective September 2025, Through the Los Angeles County Metropolitan Transportation Authority (LA Metro), the City will establish a rideshare program providing up to $80 per month in reimbursement for employees who utilize alternative means of transportation to work other than a personal automobile. Documentation must meet LA Metro's submission requirements.

APPENDIX A

Management-Unrepresented

Monthly Salary Schedule

Effective June 30, 2025

	A	B	C	D	E	F	G
Accounting Manager-Controller	$ 11,233	$ 11,795	$ 12,385	$ 13,004	$ 13,654	$ 14,337	$ 15,054
Assistant City Manager/Chief Financial Officer	$ 15,222	$ 15,983	$ 16,782	$ 17,621	$ 18,502	$ 19,427	$ 20,398
Assistant Library Director	$ 8,204	$ 8,614	$ 9,045	$ 9,497	$ 9,972	$ 10,471	$ 10,995
Assistant To The City Manager	$ 8,875	$ 9,319	$ 9,785	$ 10,274	$ 10,788	$ 11,327	$ 11,893
Budget & Purchasing Manager	$ 10,099	$ 10,604	$ 11,134	$ 11,691	$ 12,276	$ 12,890	$ 13,535
CIP Program Manager	$ 8,875	$ 9,319	$ 9,785	$ 10,274	$ 10,788	$ 11,327	$ 11,893
Chief City Clerk	$ 8,875	$ 9,319	$ 9,785	$ 10,274	$ 10,788	$ 11,327	$ 11,893
Community Development Director	$ 14,153	$ 14,861	$ 15,604	$ 16,384	$ 17,203	$ 18,063	$ 18,966
Community Services Director	$ 11,584	$ 12,163	$ 12,771	$ 13,410	$ 14,081	$ 14,785	$ 15,524
Community Services Supervisor	$ 5,694	$ 5,979	$ 6,278	$ 6,592	$ 6,922	$ 7,268	$ 7,631
Deputy City Manager	$ 12,345	$ 12,962	$ 13,610	$ 14,291	$ 15,006	$ 15,756	$ 16,544
Deputy Community Development Director	$ 9,417	$ 9,888	$ 10,382	$ 10,901	$ 11,446	$ 12,018	$ 12,619
Deputy Community Services Director	$ 8,945	$ 9,392	$ 9,862	$ 10,355	$ 10,873	$ 11,417	$ 11,988
Deputy Director Of Public Works	$ 9,714	$ 10,200	$ 10,710	$ 11,246	$ 11,808	$ 12,398	$ 13,018
Deputy Finance Director/Controller	$ 9,417	$ 9,888	$ 10,382	$ 10,901	$ 11,446	$ 12,018	$ 12,619
Deputy Fire Chief	$ 11,382	$ 11,951	$ 12,549	$ 13,176	$ 13,835	$ 14,527	$ 15,253
Deputy Police Chief	$ 12,706	$ 13,341	$ 14,008	$ 14,708	$ 15,443	$ 16,215	$ 17,026
Environmental & Sustainability Manager	$ 8,085	$ 8,489	$ 8,913	$ 9,359	$ 9,827	$ 10,318	$ 10,834
Executive Assistant	$ 6,168	$ 6,476	$ 6,800	$ 7,140	$ 7,497	$ 7,872	$ 8,266
Finance Director	$ 13,112	$ 13,768	$ 14,456	$ 15,179	$ 15,938	$ 16,735	$ 17,572
Finance Manager	$ 8,585	$ 9,014	$ 9,465	$ 9,938	$ 10,435	$ 10,957	$ 11,505
Fire Chief	$ 14,153	$ 14,861	$ 15,604	$ 16,384	$ 17,203	$ 18,063	$ 18,966
Fire Division Chief	$ 10,365	$ 10,883	$ 11,427	$ 11,998	$ 12,598	$ 13,228	$ 13,889
Human Resources & Risk Manager	$ 10,099	$ 10,604	$ 11,134	$ 11,691	$ 12,276	$ 12,890	$ 13,535
Library Director	$ 11,049	$ 11,601	$ 12,181	$ 12,790	$ 13,430	$ 14,102	$ 14,807
Management Services Director	$ 11,880	$ 12,474	$ 13,098	$ 13,753	$ 14,441	$ 15,163	$ 15,921
Planning Manager	$ 10,099	$ 10,604	$ 11,134	$ 11,691	$ 12,276	$ 12,890	$ 13,535
Police Chief	$ 14,153	$ 14,861	$ 15,604	$ 16,384	$ 17,203	$ 18,063	$ 18,966
Police Lieutenant	$ 9,486	$ 9,960	$ 10,458	$ 10,981	$ 11,530	$ 12,107	$ 12,712
Principal Engineer	$ 9,714	$ 10,200	$ 10,710	$ 11,246	$ 11,808	$ 12,398	$ 13,018
Principal Management Analyst	$ 8,875	$ 9,319	$ 9,785	$ 10,274	$ 10,788	$ 11,327	$ 11,893
Public Affairs Manager	$ 9,417	$ 9,888	$ 10,382	$ 10,901	$ 11,446	$ 12,018	$ 12,619
Public Works Director	$ 14,153	$ 14,861	$ 15,604	$ 16,384	$ 17,203	$ 18,063	$ 18,966
Public Works Operation Manager	$ 8,085	$ 8,489	$ 8,913	$ 9,359	$ 9,827	$ 10,318	$ 10,834
Public Works Superintendent	$ 9,032	$ 9,484	$ 9,958	$ 10,456	$ 10,979	$ 11,528	$ 12,104
Senior Civil Engineer	$ 9,068	$ 9,521	$ 9,997	$ 10,497	$ 11,022	$ 11,573	$ 12,152
Senior Human Resources Analyst	$ 8,151	$ 8,559	$ 8,987	$ 9,436	$ 9,908	$ 10,403	$ 10,923
Senior Management Analyst	$ 6,574	$ 6,903	$ 7,248	$ 7,610	$ 7,991	$ 8,391	$ 8,811
Transportation Program Manager	$ 7,766	$ 8,154	$ 8,562	$ 8,990	$ 9,440	$ 9,912	$ 10,408
Water Operations Manager	$ 8,677	$ 9,111	$ 9,567	$ 10,045	$ 10,547	$ 11,074	$ 11,628
Special Arrgment Hrs. - Fire Division Chief (Hourly)	$ 59.80	$ 62.79	$ 65.93	$ 69.23	$ 72.69	$ 76.32	$ 80.14
Special Arrgment Hrs. - Police Lieutenant (Hourly)	$ 54.73	$ 57.47	$ 60.34	$ 63.36	$ 66.53	$ 69.86	$ 73.35

APPENDIX B

Management-Unrepresented

Monthly Salary Schedule

Effective September 8, 2025

	A	B	C	D	E	F	G
Accounting Manager/Controller	$ 12,070	$ 12,674	$ 13,307	$ 13,973	$ 14,671	$ 15,405	$ 16,175
Assistant City Manager/CFO	$ 16,472	$ 17,296	$ 18,160	$ 19,068	$ 20,022	$ 21,023	$ 22,074
Assistant Library Director	$ 9,840	$ 10,332	$ 10,849	$ 11,391	$ 11,961	$ 12,559	$ 13,187
Assistant To The City Manager	$ 8,875	$ 9,319	$ 9,785	$ 10,274	$ 10,788	$ 11,327	$ 11,893
Budget And Purchasing Manager	$ 10,099	$ 10,604	$ 11,134	$ 11,691	$ 12,275	$ 12,889	$ 13,534
Chief City Clerk	$ 9,840	$ 10,332	$ 10,849	$ 11,391	$ 11,961	$ 12,559	$ 13,187
Cip Program Manager	$ 9,417	$ 9,888	$ 10,382	$ 10,901	$ 11,446	$ 12,019	$ 12,620
City Engineer	$ 12,674	$ 13,308	$ 13,973	$ 14,672	$ 15,405	$ 16,176	$ 16,984
Community Development Director	$ 14,904	$ 15,649	$ 16,432	$ 17,253	$ 18,116	$ 19,022	$ 19,973
Community Services Director	$ 13,122	$ 13,778	$ 14,467	$ 15,190	$ 15,950	$ 16,747	$ 17,585
Community Services Supervisor	$ 6,293	$ 6,608	$ 6,938	$ 7,285	$ 7,649	$ 8,032	$ 8,433
Deputy City Manager	$ 14,904	$ 15,649	$ 16,432	$ 17,253	$ 18,116	$ 19,022	$ 19,973
Deputy Community Development Director	$ 12,674	$ 13,308	$ 13,973	$ 14,672	$ 15,405	$ 16,176	$ 16,984
Deputy Community Services Director	$ 9,840	$ 10,332	$ 10,849	$ 11,391	$ 11,961	$ 12,559	$ 13,187
Deputy Director Of Public Works	$ 12,674	$ 13,308	$ 13,973	$ 14,672	$ 15,405	$ 16,176	$ 16,984
Deputy Finance Director/Controller	$ 12,674	$ 13,308	$ 13,973	$ 14,672	$ 15,405	$ 16,176	$ 16,984
Deputy Fire Chief	$ 14,011	$ 14,712	$ 15,447	$ 16,219	$ 17,030	$ 17,882	$ 18,776
Deputy Police Chief	$ 14,011	$ 14,712	$ 15,447	$ 16,219	$ 17,030	$ 17,882	$ 18,776
Environmental & Sustainability Manager	$ 8,875	$ 9,319	$ 9,785	$ 10,274	$ 10,788	$ 11,327	$ 11,893
Executive Assistant	$ 6,168	$ 6,476	$ 6,800	$ 7,140	$ 7,497	$ 7,872	$ 8,266
Finance Director	$ 14,904	$ 15,649	$ 16,432	$ 17,253	$ 18,116	$ 19,022	$ 19,973
Finance Manager	$ 10,099	$ 10,604	$ 11,134	$ 11,691	$ 12,275	$ 12,889	$ 13,534
Fire Chief	$ 15,688	$ 16,472	$ 17,296	$ 18,161	$ 19,069	$ 20,022	$ 21,023
Fire Division Chief	$ 12,674	$ 13,308	$ 13,973	$ 14,672	$ 15,405	$ 16,176	$ 16,984
Human Resources Director	$ 13,122	$ 13,778	$ 14,467	$ 15,190	$ 15,950	$ 16,747	$ 17,585
Info Technology & Systems Manager	$ 10,099	$ 10,604	$ 11,134	$ 11,691	$ 12,275	$ 12,889	$ 13,534
Library Director	$ 13,122	$ 13,778	$ 14,467	$ 15,190	$ 15,950	$ 16,747	$ 17,585
Management Services Director	$ 13,122	$ 13,778	$ 14,467	$ 15,190	$ 15,950	$ 16,747	$ 17,585
Planning Manager	$ 10,099	$ 10,604	$ 11,134	$ 11,691	$ 12,275	$ 12,889	$ 13,534
Police Captain	$ 12,674	$ 13,308	$ 13,973	$ 14,672	$ 15,405	$ 16,176	$ 16,984
Police Chief	$ 15,688	$ 16,472	$ 17,296	$ 18,161	$ 19,069	$ 20,022	$ 21,023
Police Lieutenant	$ 12,070	$ 12,674	$ 13,307	$ 13,973	$ 14,671	$ 15,405	$ 16,175
Procurement And Contracts Administrator	$ 8,875	$ 9,319	$ 9,785	$ 10,274	$ 10,788	$ 11,327	$ 11,893
Public Affairs Manager	$ 9,417	$ 9,888	$ 10,382	$ 10,901	$ 11,446	$ 12,019	$ 12,620
Public Works Director	$ 14,904	$ 15,649	$ 16,432	$ 17,253	$ 18,116	$ 19,022	$ 19,973
Public Works Operation Manager	$ 9,417	$ 9,888	$ 10,382	$ 10,901	$ 11,446	$ 12,019	$ 12,620
Public Works Superintendent	$ 9,068	$ 9,521	$ 9,997	$ 10,497	$ 11,022	$ 11,573	$ 12,152
Risk Manager	$ 10,099	$ 10,604	$ 11,134	$ 11,691	$ 12,275	$ 12,889	$ 13,534
Senior Civil Engineer	$ 10,099	$ 10,604	$ 11,134	$ 11,691	$ 12,275	$ 12,889	$ 13,534
Senior Human Resources Analyst	$ 8,454	$ 8,877	$ 9,321	$ 9,787	$ 10,276	$ 10,790	$ 11,329
Senior Management Analyst	$ 8,454	$ 8,877	$ 9,321	$ 9,787	$ 10,276	$ 10,790	$ 11,329
Transportation Program Manager	$ 8,875	$ 9,319	$ 9,785	$ 10,274	$ 10,788	$ 11,327	$ 11,893
Water Operations Manager	$ 9,417	$ 9,888	$ 10,382	$ 10,901	$ 11,446	$ 12,019	$ 12,620

APPENDIX C

Management-Unrepresented

Monthly Salary Schedule

Effective inclusive of the pay period of

January 1, 2026

	A	B	C	D	E	F	G
Accounting Manager/Controller	$ 12,311	$ 12,927	$ 13,573	$ 14,252	$ 14,965	$ 15,713	$ 16,498
Assistant City Manager/Cfo	$ 16,801	$ 17,642	$ 18,524	$ 19,450	$ 20,422	$ 21,443	$ 22,516
Assistant Library Director	$ 10,037	$ 10,539	$ 11,066	$ 11,619	$ 12,200	$ 12,810	$ 13,450
Assistant To The City Manager	$ 9,053	$ 9,505	$ 9,980	$ 10,479	$ 11,003	$ 11,554	$ 12,131
Budget And Purchasing Manager	$ 10,301	$ 10,816	$ 11,357	$ 11,925	$ 12,521	$ 13,147	$ 13,804
Chief City Clerk	$ 10,037	$ 10,539	$ 11,066	$ 11,619	$ 12,200	$ 12,810	$ 13,450
CIP Program Manager	$ 9,605	$ 10,086	$ 10,590	$ 11,119	$ 11,675	$ 12,259	$ 12,872
City Engineer	$ 12,927	$ 13,574	$ 14,253	$ 14,965	$ 15,713	$ 16,499	$ 17,324
Community Development Director	$ 15,202	$ 15,962	$ 16,760	$ 17,598	$ 18,478	$ 19,402	$ 20,372
Community Services Director	$ 13,384	$ 14,054	$ 14,756	$ 15,494	$ 16,269	$ 17,082	$ 17,936
Community Services Supervisor	$ 6,419	$ 6,740	$ 7,077	$ 7,431	$ 7,802	$ 8,192	$ 8,602
Deputy City Manager	$ 15,202	$ 15,962	$ 16,760	$ 17,598	$ 18,478	$ 19,402	$ 20,372
Deputy Community Development Director	$ 12,927	$ 13,574	$ 14,253	$ 14,965	$ 15,713	$ 16,499	$ 17,324
Deputy Community Services Director	$ 10,037	$ 10,539	$ 11,066	$ 11,619	$ 12,200	$ 12,810	$ 13,450
Deputy Director Of Public Works	$ 12,927	$ 13,574	$ 14,253	$ 14,965	$ 15,713	$ 16,499	$ 17,324
Deputy Finance Director/Controller	$ 12,927	$ 13,574	$ 14,253	$ 14,965	$ 15,713	$ 16,499	$ 17,324
Deputy Fire Chief	$ 14,291	$ 15,006	$ 15,756	$ 16,544	$ 17,371	$ 18,240	$ 19,152
Deputy Police Chief	$ 14,291	$ 15,006	$ 15,756	$ 16,544	$ 17,371	$ 18,240	$ 19,152
Environmental & Sustainability Manager	$ 9,053	$ 9,505	$ 9,980	$ 10,479	$ 11,003	$ 11,554	$ 12,131
Executive Assistant	$ 6,291	$ 6,606	$ 6,936	$ 7,283	$ 7,647	$ 8,030	$ 8,431
Finance Director	$ 15,202	$ 15,962	$ 16,760	$ 17,598	$ 18,478	$ 19,402	$ 20,372
Finance Manager	$ 10,301	$ 10,816	$ 11,357	$ 11,925	$ 12,521	$ 13,147	$ 13,804
Fire Chief	$ 16,002	$ 16,802	$ 17,642	$ 18,524	$ 19,450	$ 20,423	$ 21,444
Fire Division Chief	$ 12,927	$ 13,574	$ 14,253	$ 14,965	$ 15,713	$ 16,499	$ 17,324
Human Resources Director	$ 13,384	$ 14,054	$ 14,756	$ 15,494	$ 16,269	$ 17,082	$ 17,936
Info Technology & Systems Manager	$ 10,301	$ 10,816	$ 11,357	$ 11,925	$ 12,521	$ 13,147	$ 13,804
Library Director	$ 13,384	$ 14,054	$ 14,756	$ 15,494	$ 16,269	$ 17,082	$ 17,936
Management Services Director	$ 13,384	$ 14,054	$ 14,756	$ 15,494	$ 16,269	$ 17,082	$ 17,936
Planning Manager	$ 10,301	$ 10,816	$ 11,357	$ 11,925	$ 12,521	$ 13,147	$ 13,804
Police Captain	$ 12,927	$ 13,574	$ 14,253	$ 14,965	$ 15,713	$ 16,499	$ 17,324
Police Chief	$ 16,002	$ 16,802	$ 17,642	$ 18,524	$ 19,450	$ 20,423	$ 21,444
Police Lieutenant	$ 12,311	$ 12,927	$ 13,573	$ 14,252	$ 14,965	$ 15,713	$ 16,498
Procurement And Contracts Administrator	$ 9,053	$ 9,505	$ 9,980	$ 10,479	$ 11,003	$ 11,554	$ 12,131
Public Affairs Manager	$ 9,605	$ 10,086	$ 10,590	$ 11,119	$ 11,675	$ 12,259	$ 12,872
Public Works Director	$ 15,202	$ 15,962	$ 16,760	$ 17,598	$ 18,478	$ 19,402	$ 20,372
Public Works Operation Manager	$ 9,605	$ 10,086	$ 10,590	$ 11,119	$ 11,675	$ 12,259	$ 12,872
Public Works Superintendent	$ 9,249	$ 9,712	$ 10,197	$ 10,707	$ 11,243	$ 11,805	$ 12,395
Risk Manager	$ 10,301	$ 10,816	$ 11,357	$ 11,925	$ 12,521	$ 13,147	$ 13,804
Senior Civil Engineer	$ 10,301	$ 10,816	$ 11,357	$ 11,925	$ 12,521	$ 13,147	$ 13,804
Senior Human Resources Analyst	$ 8,623	$ 9,054	$ 9,507	$ 9,982	$ 10,481	$ 11,005	$ 11,556
Senior Management Analyst	$ 8,623	$ 9,054	$ 9,507	$ 9,982	$ 10,481	$ 11,005	$ 11,556
Transportation Program Manager	$ 9,053	$ 9,505	$ 9,980	$ 10,479	$ 11,003	$ 11,554	$ 12,131
Water Operations Manager	$ 9,605	$ 10,086	$ 10,590	$ 11,119	$ 11,675	$ 12,259	$ 12,872

APPENDIX D

Management-Unrepresented

Monthly Salary Schedule

Effective inclusive of the pay period of

July 1, 2026

	A	B	C	D	E	F	G
Accounting Manager/Controller	$ 12,803	$ 13,444	$ 14,116	$ 14,822	$ 15,563	$ 16,341	$ 17,158
Assistant City Manager/CFO	$ 17,473	$ 18,347	$ 19,264	$ 20,227	$ 21,239	$ 22,301	$ 23,416
Assistant Library Director	$ 10,438	$ 10,960	$ 11,508	$ 12,084	$ 12,688	$ 13,322	$ 13,989
Assistant To The City Manager	$ 9,415	$ 9,886	$ 10,380	$ 10,899	$ 11,444	$ 12,016	$ 12,617
Budget And Purchasing Manager	$ 10,713	$ 11,249	$ 11,811	$ 12,402	$ 13,022	$ 13,673	$ 14,356
Chief City Clerk	$ 10,438	$ 10,960	$ 11,508	$ 12,084	$ 12,688	$ 13,322	$ 13,989
CIP Program Manager	$ 9,989	$ 10,489	$ 11,013	$ 11,564	$ 12,142	$ 12,749	$ 13,386
City Engineer	$ 13,444	$ 14,116	$ 14,822	$ 15,563	$ 16,341	$ 17,158	$ 18,016
Community Development Director	$ 15,810	$ 16,601	$ 17,431	$ 18,302	$ 19,217	$ 20,178	$ 21,187
Community Services Director	$ 13,919	$ 14,615	$ 15,346	$ 16,113	$ 16,919	$ 17,765	$ 18,653
Community Services Supervisor	$ 6,676	$ 7,010	$ 7,360	$ 7,728	$ 8,114	$ 8,520	$ 8,946
Deputy City Manager	$ 15,810	$ 16,601	$ 17,431	$ 18,302	$ 19,217	$ 20,178	$ 21,187
Deputy Community Development Director	$ 13,444	$ 14,116	$ 14,822	$ 15,563	$ 16,341	$ 17,158	$ 18,016
Deputy Community Services Director	$ 10,438	$ 10,960	$ 11,508	$ 12,084	$ 12,688	$ 13,322	$ 13,989
Deputy Director Of Public Works	$ 13,444	$ 14,116	$ 14,822	$ 15,563	$ 16,341	$ 17,158	$ 18,016
Deputy Finance Director/Controller	$ 13,444	$ 14,116	$ 14,822	$ 15,563	$ 16,341	$ 17,158	$ 18,016
Deputy Fire Chief	$ 14,863	$ 15,606	$ 16,386	$ 17,205	$ 18,066	$ 18,969	$ 19,917
Deputy Police Chief	$ 14,863	$ 15,606	$ 16,386	$ 17,205	$ 18,066	$ 18,969	$ 19,917
Environmental & Sustainability Manager	$ 9,415	$ 9,886	$ 10,380	$ 10,899	$ 11,444	$ 12,016	$ 12,617
Executive Assistant	$ 6,543	$ 6,870	$ 7,213	$ 7,574	$ 7,953	$ 8,350	$ 8,768
Finance Director	$ 15,810	$ 16,601	$ 17,431	$ 18,302	$ 19,217	$ 20,178	$ 21,187
Finance Manager	$ 10,713	$ 11,249	$ 11,811	$ 12,402	$ 13,022	$ 13,673	$ 14,356
Fire Chief	$ 16,642	$ 17,474	$ 18,348	$ 19,265	$ 20,229	$ 21,240	$ 22,302
Fire Division Chief	$ 13,444	$ 14,116	$ 14,822	$ 15,563	$ 16,341	$ 17,158	$ 18,016
Human Resources Director	$ 13,919	$ 14,615	$ 15,346	$ 16,113	$ 16,919	$ 17,765	$ 18,653
Info Technology & Systems Manager	$ 10,713	$ 11,249	$ 11,811	$ 12,402	$ 13,022	$ 13,673	$ 14,356
Library Director	$ 13,919	$ 14,615	$ 15,346	$ 16,113	$ 16,919	$ 17,765	$ 18,653
Management Services Director	$ 13,919	$ 14,615	$ 15,346	$ 16,113	$ 16,919	$ 17,765	$ 18,653
Planning Manager	$ 10,713	$ 11,249	$ 11,811	$ 12,402	$ 13,022	$ 13,673	$ 14,356
Police Captain	$ 13,444	$ 14,116	$ 14,822	$ 15,563	$ 16,341	$ 17,158	$ 18,016
Police Chief	$ 16,642	$ 17,474	$ 18,348	$ 19,265	$ 20,229	$ 21,240	$ 22,302
Police Lieutenant	$ 12,803	$ 13,444	$ 14,116	$ 14,822	$ 15,563	$ 16,341	$ 17,158
Procurement And Contracts Administrator	$ 9,415	$ 9,886	$ 10,380	$ 10,899	$ 11,444	$ 12,016	$ 12,617
Public Affairs Manager	$ 9,989	$ 10,489	$ 11,013	$ 11,564	$ 12,142	$ 12,749	$ 13,386
Public Works Director	$ 15,810	$ 16,601	$ 17,431	$ 18,302	$ 19,217	$ 20,178	$ 21,187
Public Works Operation Manager	$ 9,989	$ 10,489	$ 11,013	$ 11,564	$ 12,142	$ 12,749	$ 13,386
Public Works Superintendent	$ 9,619	$ 10,100	$ 10,605	$ 11,135	$ 11,692	$ 12,277	$ 12,890
Risk Manager	$ 10,713	$ 11,249	$ 11,811	$ 12,402	$ 13,022	$ 13,673	$ 14,356
Senior Civil Engineer	$ 10,713	$ 11,249	$ 11,811	$ 12,402	$ 13,022	$ 13,673	$ 14,356
Senior Human Resources Analyst	$ 8,968	$ 9,416	$ 9,887	$ 10,381	$ 10,901	$ 11,446	$ 12,018
Senior Management Analyst	$ 8,968	$ 9,416	$ 9,887	$ 10,381	$ 10,901	$ 11,446	$ 12,018
Transportation Program Manager	$ 9,415	$ 9,886	$ 10,380	$ 10,899	$ 11,444	$ 12,016	$ 12,617
Water Operations Manager	$ 9,989	$ 10,489	$ 11,013	$ 11,564	$ 12,142	$ 12,749	$ 13,386

APPENDIX E

Management-Unrepresented

Monthly Salary Schedule

Effective inclusive of the pay period of

July 1, 2027

	A	B	C	D	E	F	G
Accounting Manager/Controller	$ 13,315	$ 13,981	$ 14,680	$ 15,414	$ 16,185	$ 16,994	$ 17,844
Assistant City Manager/CFO	$ 18,172	$ 19,081	$ 20,035	$ 21,036	$ 22,088	$ 23,192	$ 24,352
Assistant Library Director	$ 10,856	$ 11,398	$ 11,968	$ 12,567	$ 13,195	$ 13,855	$ 14,547
Assistant To The City Manager	$ 9,792	$ 10,281	$ 10,795	$ 11,335	$ 11,902	$ 12,497	$ 13,122
Budget And Purchasing Manager	$ 11,142	$ 11,699	$ 12,284	$ 12,898	$ 13,543	$ 14,220	$ 14,931
Chief City Clerk	$ 10,856	$ 11,398	$ 11,968	$ 12,567	$ 13,195	$ 13,855	$ 14,547
Cip Program Manager	$ 10,389	$ 10,908	$ 11,453	$ 12,026	$ 12,627	$ 13,259	$ 13,922
City Engineer	$ 13,982	$ 14,681	$ 15,415	$ 16,186	$ 16,995	$ 17,845	$ 18,737
Community Development Director	$ 16,442	$ 17,265	$ 18,128	$ 19,034	$ 19,986	$ 20,985	$ 22,034
Community Services Director	$ 14,476	$ 15,200	$ 15,960	$ 16,758	$ 17,595	$ 18,475	$ 19,399
Community Services Supervisor	$ 6,943	$ 7,290	$ 7,655	$ 8,037	$ 8,439	$ 8,861	$ 9,304
Deputy City Manager	$ 16,442	$ 17,265	$ 18,128	$ 19,034	$ 19,986	$ 20,985	$ 22,034
Deputy Community Development Director	$ 13,982	$ 14,681	$ 15,415	$ 16,186	$ 16,995	$ 17,845	$ 18,737
Deputy Community Services Director	$ 10,856	$ 11,398	$ 11,968	$ 12,567	$ 13,195	$ 13,855	$ 14,547
Deputy Director Of Public Works	$ 13,982	$ 14,681	$ 15,415	$ 16,186	$ 16,995	$ 17,845	$ 18,737
Deputy Finance Director/Controller	$ 13,982	$ 14,681	$ 15,415	$ 16,186	$ 16,995	$ 17,845	$ 18,737
Deputy Fire Chief	$ 15,458	$ 16,230	$ 17,042	$ 17,894	$ 18,789	$ 19,728	$ 20,715
Deputy Police Chief	$ 15,458	$ 16,230	$ 17,042	$ 17,894	$ 18,789	$ 19,728	$ 20,715
Environmental & Sustainability Manager	$ 9,792	$ 10,281	$ 10,795	$ 11,335	$ 11,902	$ 12,497	$ 13,122
Executive Assistant	$ 6,805	$ 7,145	$ 7,502	$ 7,877	$ 8,271	$ 8,685	$ 9,119
Finance Director	$ 16,442	$ 17,265	$ 18,128	$ 19,034	$ 19,986	$ 20,985	$ 22,034
Finance Manager	$ 11,142	$ 11,699	$ 12,284	$ 12,898	$ 13,543	$ 14,220	$ 14,931
Fire Chief	$ 17,308	$ 18,173	$ 19,082	$ 20,036	$ 21,038	$ 22,089	$ 23,194
Fire Division Chief	$ 13,982	$ 14,681	$ 15,415	$ 16,186	$ 16,995	$ 17,845	$ 18,737
Human Resources Director	$ 14,476	$ 15,200	$ 15,960	$ 16,758	$ 17,595	$ 18,475	$ 19,399
Info Technology & Systems Manager	$ 11,142	$ 11,699	$ 12,284	$ 12,898	$ 13,543	$ 14,220	$ 14,931
Library Director	$ 14,476	$ 15,200	$ 15,960	$ 16,758	$ 17,595	$ 18,475	$ 19,399
Management Services Director	$ 14,476	$ 15,200	$ 15,960	$ 16,758	$ 17,595	$ 18,475	$ 19,399
Planning Manager	$ 11,142	$ 11,699	$ 12,284	$ 12,898	$ 13,543	$ 14,220	$ 14,931
Police Captain	$ 13,982	$ 14,681	$ 15,415	$ 16,186	$ 16,995	$ 17,845	$ 18,737
Police Chief	$ 17,308	$ 18,173	$ 19,082	$ 20,036	$ 21,038	$ 22,089	$ 23,194
Police Lieutenant	$ 13,315	$ 13,981	$ 14,680	$ 15,414	$ 16,185	$ 16,994	$ 17,844
Procurement And Contracts Administrator	$ 9,792	$ 10,281	$ 10,795	$ 11,335	$ 11,902	$ 12,497	$ 13,122
Public Affairs Manager	$ 10,389	$ 10,908	$ 11,453	$ 12,026	$ 12,627	$ 13,259	$ 13,922
Public Works Director	$ 16,442	$ 17,265	$ 18,128	$ 19,034	$ 19,986	$ 20,985	$ 22,034
Public Works Operation Manager	$ 10,389	$ 10,908	$ 11,453	$ 12,026	$ 12,627	$ 13,259	$ 13,922
Public Works Superintendent	$ 10,004	$ 10,504	$ 11,029	$ 11,581	$ 12,160	$ 12,768	$ 13,406
Risk Manager	$ 11,142	$ 11,699	$ 12,284	$ 12,898	$ 13,543	$ 14,220	$ 14,931
Senior Civil Engineer	$ 11,142	$ 11,699	$ 12,284	$ 12,898	$ 13,543	$ 14,220	$ 14,931
Senior Human Resources Analyst	$ 9,327	$ 9,793	$ 10,283	$ 10,797	$ 11,337	$ 11,904	$ 12,499
Senior Management Analyst	$ 9,327	$ 9,793	$ 10,283	$ 10,797	$ 11,337	$ 11,904	$ 12,499
Transportation Program Manager	$ 9,792	$ 10,281	$ 10,795	$ 11,335	$ 11,902	$ 12,497	$ 13,122
Water Operations Manager	$ 10,389	$ 10,908	$ 11,453	$ 12,026	$ 12,627	$ 13,259	$ 13,922

City Council Agenda Report

ITEM NO. 20

DATE: September 17, 2025

FROM: Todd Hileman, City Manager

PREPARED BY: Michael Vartanians, City Engineer

SUBJECT: **CONSIDERATION OF APPROVAL OF A TASK ORDER WITH KABARRA ENGINEERING FOR CIVIL DESIGN ENGINEERING SERVICES RELATED TO THE ORANGE ZONE RECONSTRUCTION PROJECT IN AN AMOUNT OF $687,016**

Recommendation

It is recommended that the City Council:

1. Approve the proposed Task Order under a Master On-Call Professional Services Agreement with Kabarra Engineering, in the final form approved by the City Attorney, to provide civil design engineering services related to the Orange Zone Reconstruction Project in the amount of $687,016 ($624,560 and $62,456 contingency).
2. Find the project to be categorically exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Sections 15301 and 15302.

Executive Summary

The City's Fiscal Year (FY) 2025-2030 Capital Improvement Program (CIP) includes the construction of multiple street improvement projects, which is further defined by the multi-year street improvement plan presented to the City Council in 2025 and includes the Orange Zone Reconstruction Project. This item proposes the approval of a task order with Kabbara Engineering for civil design engineering services and traffic/transportation engineering services to prepare plans, specifications, and estimates and complete the design phase of this project.

Background

The City's Public Works Department is responsible for developing and implementing the City's Capital Improvement Program (CIP), including improvements of the City's street, water, and sewer infrastructure. City Council recently received a presentation from the Public Works Department on a multi-year plan to improve street infrastructure throughout the City and with it the replacement and repair of the City's water distribution and sewer collection pipelines, where necessary. Design engineering services are needed to implement this project, one of many identified in this multi-year plan.

Analysis

On July 27, 2022, the City Council authorized the approval of multiple Master Service Agreements with professional services consultants for Public Works related on-call assignments. Kabbara Engineering is one of the consultants approved by the City Council, having submitted a proposal to provide civil design engineering services and

traffic/transportation engineering services. Kabbara Engineering is well qualified to complete the scope of work required and has previously successfully delivered similar projects for the City. Kabbara Engineering's scope of work, under this Task Order (Attachment 1) and Master On-Call Professional Services Agreement (Attachment 2), includes providing project coordination, records research, utility research, notifications, topographical survey, geotechnical engineering, pavement condition assessment and sampling/testing, laboratory testing, pavement overlay thickness design and preparation of plans, specifications and estimates at 60%, 90%, & 100% completion intervals, for street, signing and striping, water improvements, sewer spot repairs and LED luminaire replacements.

The Project consists of pavement rehabilitation for 14 residential street and 3 alley segments in the Orange Zone area of the City between Fair Oaks Avenue, Oak Street, Garfield Avenue and Alhambra Road. The residential streets listed below will be evaluated by Kabbara Engineering and a recommendation of rehabilitation method will be suggest to staff. Pavement rehabilitation methods for these segments will consist of either resurfacing, full depth reconstruction or a combination of both methods. Alley segments will be rehabilitated with new cement concrete pavement.

Street Name	**Limits From**	**Limits To**
Fair Oaks Avenue	Alhambra Road	Maple Street
Primrose Avenue	Alhambra Road	Huntington Drive
La France Avenue	Alhambra Road	Huntington Drive
Stratford Avenue	Alhambra Road	Maple Street
Milan Avenue	Alhambra Road	Huntington Drive
Leman Street	Milan Avenue	Huntington Drive
Spruce Street	Fair Oaks Avenue	Marengo Avenue
Laurel Street	Fair Oaks Avenue	Marengo Avenue
Oak Street	Fair Oaks Avenue	Garfield Avenue
Milan Avenue	Huntington Drive	Oak Street
Fletcher Avenue	Huntington Drive	Oak Street
Camden Avenue	Huntington Drive	Camden Parkway
Camden Parkway	Camden Avenue	Court Avenue
Olive Avenue	Huntington Drive	Pine Street
Alley Name	**Limits From**	**Limits To**
Oneonta Alley	Primrose Avenue	Marengo Avenue
La Senda Place Alley	La Senda Place	Garfield Avenue
Oneonta Alley	Fletcher Avenue	Bushnell Avenue

The Master Service Agreements for each on-call consultant includes 'Task Order' exhibits that are executed based on the specific scope for each specific task or project. To ensure that use of these on-call professional services follow City Council's adopted procurement policy, Task Orders above the City Manager's spending authority, such as this item's proposed work, are brought to City Council for consideration and approval.

Fiscal Impact
This Project is included in the Adopted FY 2025-2026 budget in account numbers:

Fund	Account Number	Allocation
Sewer Enterprise - 210	400-9000-9008-9193-210	$150,000
Measure R - 233	400-9000-9008-9193-233	$500,000
Measure M - 236	400-9000-9008-9193-236	$500,000
Water Enterprise - 500	400-9000-9008-9193-500	$1,000,000

Adequate funding for the award of the design task order for this Project is available. Staff is recommending utilizing the following funding sources for the task order:

Fund	Account Number	Allocation
Sewer Enterprise - 210	400-9000-9008-9193-210	$37,016
Measure R - 233	400-9000-9008-9193-233	$150,000
Measure M - 233	400-9000-9008-9193-236	$150,000
Water Enterprise - 500	400-9000-9008-9193-500	$350,000

Key Performance Indicators and Strategic Plan
This item is related to street improvement goals in the City Council's 2025 compilation of priorities.

Commission Review and Recommendation
The Orange Zone Reconstruction Project has been discussed at multiple meetings of the former Mobility and Transportation Infrastructure Commission and the former Public Works Commission throughout the development of the Project and the Pavement Management Plan.

Public Notification
The public was made aware that this item was to be considered this evening by virtue of its inclusion on the publicly noticed agenda and posting of the same agenda and reports on the City's website.

Environmental Analysis
The replacement, reconstruction, or minor alteration of existing utility systems and/or facilities, involving negligible or no expansion of capacity, is categorically exempt from California Environmental Quality Act (CEQA) review pursuant to State CEQA Guidelines Sections 15301 (Existing Facilities) and 15302 (Replacement or Reconstruction), in accordance with Section 21084 of the Public Resources Code and Article 19.

Attachment:
Attachment No. 1 - Proposed Task Order
Attachment No. 2 - MSA with Kabbara

TASK ORDER NO. KBBE9203-003

TO MASTER PROFESSIONAL SERVICES AGREEMENT (2022-131)

This Task Order No. KBBE9203-001 ("Task Order") is made and entered into by and between the City of South Pasadena, a municipal corporation ("City"), and **Kabbara Engineering** ("Consultant").

RECITAL

A. City and Consultant entered into an agreement entitled Master On-Call Professional Services Agreement For Consultant Services ("Agreement") dated by which the Consultant agreed to perform **Civil Design Engineering, Public Works and Development Land Use, Subdivision Control, Map and Plan, Traffic/Transportation Engineering, Computer Aided Drafting (CAD) Design, Surveying, Program and Project & Grant Management Services** in accordance with Task Orders issued by the City.

NOW, THEREFORE, THE PARTIES HEREBY AGREE AS FOLLOWS:

1. **INCORPORATION BY REFERENCE.** This Task Order hereby incorporates by reference all terms and conditions set forth in the Agreement.

2. **SCOPE OF TASK ORDER.** Consultant shall perform the following services in accordance with the terms and conditions of the Agreement:

Orange Zone Reconstruction Project

This task order includes preparation of Construction Documents (Plans, Specifications, & Estimates – PS&E) for pavement rehabilitation, curb, gutter, and sidewalk repair, utility adjustments, water line replacement, sewer spot repair (as identified by the City), and street light improvements. The project locations and limits are as follows:

- Fair Oaks Avenue from Alhambra Rd. to Maple St (~1,000 LF)
- Primrose Avenue from Alhambra Rd. to Huntington Dr. (~2,000 LF)
- La France Avenue from Alhambra Rd. to Huntington Dr. (~2,000 LF)
- Stratford Avenue from Alhambra Rd. to Maple St. (~925 LF)
- Milan Avenue I from Alhambra Rd. to Huntington Dr. (~2,000 LF)
- Leman Street from Milan Ave. to Huntington Dr. (~835 LF)
- Spruce Street from Fair Oaks Ave. to Marengo Ave. (~1,140 LF)
- Laurel Street from Fair Oaks Ave. to Marengo Ave.(~1,130 LF)
- Oak Street from Fair Oaks Ave. to Garfield Avenue (~4,200 LF)
- Milan Avenue II from Huntington Dr. to Oak St. (~1,330 LF)
- Fletcher Avenue from Huntington Dr. to Oak St. (~1,320 LF)
- Camden Avenue from Huntington Dr. to Camden Parkway (~630 LF)
- Camden Parkway from Camden Avenue to Court Avenue (~350 LF)
- Olive Avenue from Huntington Dr. To Pine St. (~600 LF)

TASK 1. Research & Review, Meetings & Project Coordination

1. Research & Review: Compile and review all available as-built plans, reports, lists of water meter and service sizes & addresses and documents provided by the City, and obtain and review all necessary documents and maps (as required) from the County of Los Angeles.
2. Meetings: Conduct a Kick-off meeting and progress meetings with City staff for design review and coordination purposes as required to deliver the project design, including the preliminary alignments, pavement recommendations, and project status at 60%, 90% and 100% completion stages. Includes preparation of an agenda and minutes with a list of action items for each meeting.
3. Project Coordination: Perform design phase project coordination services, including coordination with design team and the City of South Pasadena to address key issues, and identify and communicate potential complex project issues to the City Project Manager, as needed to maintain the project schedule. Provide a baseline schedule for the project and prepare and update project schedule periodically as needed. Assumes any required DDW waiver reviews and approvals will be processed by the City of South Pasadena, as directed.

TASK 2. Utility Research and Notification

Utility Coordination: Prepare Draft Utility Notification Letters to all affected public utility companies, governmental agencies, sanitary and water districts for emailed issuance to the affected companies and identify underground facilities and substructures using existing record documents and atlas maps provided by the various utility companies to the City and the KE Team. Assumes 1st notices will be sent on City letterhead to the various affected companies. Includes 3 notifications, including preliminary (30%), 2nd construction notice (60%) and 3rd notice to relocate (90%). Coordinate with all existing affected utility companies and request prior rights information, estimates of required relocation costs (if any), and verification of location and depth of their facilities for design purposes. Identify anticipated conflicts and make recommendations for potholing, if required, to the City's Project Manager. Prepare a Utility Notification Log to track utility company contacts, submittals and responses. Utility Notification Log will be provided to the City with the final PS&E submittal, for City files, as required.

TASK 3. Field Topographic Survey & Base Maps

1. Field Topographic Survey: Perform field survey (by subconsultant) of the Project Streets (Residential 14 street segments) as described herein above (approx. 19,460 l.f.) to identify existing surface topographic features and improvements, and to provide cross sections at 25 or 50-foot intervals R/W to R/W, including all surface improvements, utilities (water meters, valves, manholes, catch basins, pullboxes, st. lights, etc.), driveway TX, BX, FL, Lip, & elevations on CL Dwy 10' behind R/W for

joins, Ramps, Back and Front of Sidewalk FS, TC, FL/FS, Lip, CL, medians (if any), locate red curb limits, trees (with diameter/type), lifted /damaged C&G limits, local depression TC, FL & Lip, monuments and other site specific improvements. Locate and identify horizontal and vertical control used per City or County benchmark and record monuments. Includes field survey to dip existing manholes and catch basins as required for design purposes.

2. Topographic Base Plans: Prepare Topographic Base Plans using computer aided drafting (AutoCAD Civil 3D), existing City record data and field survey data above. Plot existing surface & underground utilities per utility records provided by others and record R/W, addresses, property lines or other information provided by City for input into the base plans, as required for design purposes at (H) 1"=20', or other appropriate scale, within the Project limits, on City of South Pasadena Standard Title Block & Border Sheets.

TASK 4. Geotechnical Investigation (by Fenagh Engineering and Testing - subconsultants)

Subconsultant (Fenagh)'s proposed scope of services consists of a geotechnical investigation comprised of street cores, waterline borings, laboratory testing, engineering analysis, and preparation of a report with design and construction recommendations, including 10-year and 20-year street rehabilitation or replacement options. Additionally, the report will also provide street dig-out area recommendations based on the street distress at the time of the investigation. Our detailed scope of services includes the following:

1. Field Preparations: Fenagh will obtain a no-fee encroachment permit from the City for subsurface investigation within the street, and coordinate boring/coring locations with the City Engineer in advance to the field work. We will mark boring/coring locations and contact Underground Service Alert (USA) and provide the City with USA ticket number. We will map potential digout areas for those residential streets where mill & overlay rehabilitation is recommended and selected.
2. Field Exploration: Fenagh will provide traffic control in accordance with MUTCD moving standards in Residential streets. We will perform 5-foot deep borings near proposed water line locations. We will perform dynamic cone penetration testing and sample the subgrade. We will repair boring locations with high-strength asphalt cold patch. Continuous logs will be maintained including the drilling conditions and the identification of the soils and groundwater encountered. We recommend and will perform five (5), Five foot (5') deep borings near the proposed water line locations in several Residential project street locations. The samples will be transported to the laboratory for testing and analysis. Additional corings, if needed are available as Optional Services, upon request.
3. Laboratory Testing: Geotechnical laboratory testing will be performed to evaluate the geotechnical characteristics of the samples obtained. Laboratory testing will include moisture content, in place density, sieve analysis, R-value (for Residential streets only) and evaluation of soil corrosiveness. The frequency of tests performed will depend on the conditions encountered.
4. Geotechnical Investigation Report: The results of the field exploration, laboratory tests, and engineering analysis, will be presented in two draft report prepared by a California-

Registered Geotechnical Engineer that will include the following:

- A description of the project, summary of the subsurface soil and groundwater conditions if encountered, presentation of the soil laboratory test data,
- Earthwork recommendations including site preparation, excavation characteristics, reuse potential of onsite soils as trench backfill, moisture conditioning, and subgrade compaction appropriate for site soils, groundwater mitigation, and other geotechnical factors.
- Appendices containing results of our field explorations and laboratory testing.
- Prepare pavement rehabilitation or reconstruction options for the Residential 15 streets (only), including mill and overlay option including ARHM and a leveling course, if feasible, and full depth reconstruction.
- For the Residential 14 streets (only) where rehabilitation is recommended, our pavement engineer will visit the site to map pavement distress and locations of potential digouts (pavement failure). The mapping will be presented in a generalized zoned map of the roadway surface condition, with locations of recommended digouts. This information will provide a basis for the field exploration locations and create a basemap for maintenance recommendations.

The scope of services presented above was developed based on our knowledge of the project requirements and the following assumptions:

- *Fenagh relies on Underground Service Alert to mark utility conflicts.*
- *The field exploration will be under the direct supervision of our staff.*
- *The field exploration task is estimated to be completed in one day.*
- *Contamination is not anticipated. Environmental laboratory testing is not included.*
- *Work will be performed during normal day shift hours.*
- *Laboratory testing frequency and type may vary based on the conditions encountered.*

TASK 5. Final Engineering Design (Construction Plans)

1. Preliminary 60% Street Improvement Plans: Prepare one set of preliminary 60% street improvement plans, at a scale of 1"=20', plan view only for overlay streets, and 1"=20'(H), 1"=2'(V) plan and profile (or other appropriate scales) for reconstruction streets, within the Residential project limits. The plans will show the limits of full pavement reconstruction, localized removals and reconstruction (digouts), cold milling and overlay limits, PCC curb and gutter, cross gutter, driveway, sidewalk and ramp construction and repair per ADA requirements, resetting of centerline ties and monumentation, and all required miscellaneous improvements. Includes construction notes, bid item numbers, typical sections, and details, where required. Minor traffic striping improvements will also be shown on these street improvement plans as needed. Traffic control plans are not included herewith, and are available as optional services if required by the City.
2. Preliminary Ramp Designs: Prepare the designs for the upgrade and/or removal and replacement of 40 new curb ramps anticipated within the Residential streets project limits, in conformance with Federal ADA requirements. Curb ramp designs will be shown on the street improvement plans for construction purposes, per SPPWC standard plans and details required and/or modified by design. Individual enlarged ramp details are Optional, and available upon request if required by the City.

3. Cross Section Design Plans: Prepare cross section plans at a scale of 1”=20’(H), 1”=2’(V) or other appropriate scales, for all Residential streets requiring reconstruction, per geotechnical recommendations and City selection of the pavement rehabilitation methodology. Cross section plans shall indicate existing and proposed cross-fall on the pavement surfaces at 25-foot or 50’ intervals as required for City review (only). Cross section plans will not be included in the bid set for construction.
4. Preliminary 60% Traffic Signing & Striping Plans: Prepare preliminary 60% traffic signing and striping plans as required for those residential streets where full-length striping replacement is required, including Oak Street and Fletcher Avenue (only) within the project limits. Signing and pavement delineation plans will be prepared as necessary on double plan sheets at a scale of 1"=40'(H) scale. The pavement delineation will show replacing all existing traffic stripes, markings and legends which are obliterated or disturbed during the construction process in conformance with current MUTCD standards and requirements.
5. Preliminary 60% Water Improvement Plans: Prepare preliminary 60% water improvement plans at a scale of 1”=20’(H) plan view only (or other appropriate scale). Project includes the upgrade and installation of new 8” DIP (minimum) water main, services, valves, meters & services, fire hydrants and appurtenances. Includes construction notes and details for the addition of new fire hydrants as required to achieve proper spacing for fire protection coverage by the Fire Department, and typical crossing details for all major water main crossing/ connection details at street intersections within the paving limits. Includes trench details, bid item numbers and construction details as required.
6. Final 90% Improvement Plans: Revise preliminary street, striping and water construction plans per City comments and prepare Final 90% Street, Traffic Striping and Water Improvement Plans for the Project.
7. Final 100% Bid Construction Plans: Revise 90% street, striping and water construction plans per City comments and prepare Final 100% Street, Traffic Signing & Striping, Sewer, Street Lighting and Water Improvement Plans for the Project. Submit Final 100% Bid Plans to City in pdf and ACAD Civil3D formats for bidding and construction purposes.
8. Street Light Evaluation & Design: Perform a field evaluation of the existing SCE street light luminaires on the 14 Residential Streets within the Orange Zone project limits to identify locations where existing High-pressure sodium vapor (HPSV) need to be replaced with new energy efficient LED luminaires. Includes adding construction notes for the removal and replacement existing HPSV with new LED luminaires on the proposed street improvement plans for construction. Also includes quantity calculations, bid schedule and pay item descriptions and technical specifications, as required for bidding and construction of the new luminaire improvements. Assumes any required SCE coordination will be performed by City staff and electrical engineering design, if required, is available as an Optional Service upon City request.
9. Sewer Spot Repair Design (Hourly Estimate Allowance): Provide design services for the development of preliminary and final plans, specifications and estimates (PS&E) as required for the bidding and construction of spot repairs for existing damaged sewer mains and laterals, and replacement of any existing brick sewer manholes with new precast concrete manholes in the Orange Zone streets (14 each), as identified by City

staff per the City's ongoing sewer evaluation study. Includes adding construction notes and details for these sewer improvements to be shown on the proposed street improvement plans. Also includes bid items, pay item descriptions, quantities, estimates and technical specifications, as needed for bidding and construction. Please note that this scope allowance assumes that only minor sewer improvements will be needed, and that major improvements, such as sewer main replacement, plans & profiles, slip-ling, etc., are Optional Services, available upon City request.

10. Water Profiles: Prepare preliminary and final new water main profiles at a scale of 1"=20'(H), 1"=2'(V) scale (or other appropriate scale) if required for City approved water main plan alignments.

TASK 6 Alley Improvement Plans:

Prepare preliminary 60%, and final 90% and 100% alley improvement plans, at a scale of 1"=10'(H), 1"=1'(V) plan and profile (or other appropriate scales) for reconstruction of the 3 project alleys with a new Portland cement concrete section. New pavement section to be determined by the City based on standards for other local agencies. The plans will show the limits of removals and PCC reconstruction, new PCC alley intersections, curb and gutter and sidewalk repair as needed, resetting of centerline ties and monumentation, utility adjustments and all required miscellaneous improvements. Includes construction notes, bid item numbers, typical sections, and details, as required. Assumes alley improvements will be incorporated into the one project bid set (PS&E) with the Orange Zone Street & Water Improvements for bidding and construction purposes.

TASK 7 Engineer's Quantity and Cost Estimates

1. Preliminary 60% Opinion of Probable Construction Costs: Prepare Preliminary 60% Quantity Calculations and Opinion of Probable Cost for the Project, using Microsoft Excel.
2. 90% Opinion of Probable Construction Costs: Revise preliminary per City comments, and prepare 90% quantity calculations and Opinion of Probable Construction Costs for the Project.
3. Final Opinion of Probable Construction Costs: Revise 90% quantity calculations per City comments and submit Final 100% Opinion of Probable Construction Costs to City for approval in pdf and Excel formats.

TASK 8 Construction Specifications and Bid Documents

1. Preliminary 60% Specifications: Prepare 1 set of preliminary 60% specifications in City of South Pasadena and Greenbook format, including all City required attachments and bid proposal.
2. Final 90% Specifications: Revise preliminary per City comments, and prepare 1 set of 90% Specifications for the Project, including bid proposal and attachments.
3. Final Bid Specifications: Revise 90% specifications per City comments, prepare and submit Final 100% Bid Specifications for the Project, to the City in pdf and MSWord formats, including bid proposal and attachments.

3. TASK ORDER ADMINISTRATOR. Consultant shall designate a principal point of contact

for this task order:

Leah Kabbara, PE, QSD
Kabbara Engineering
601 N Parkcenter Drive, Suite 205
Santa Ana, CA 92705
Telephone: (714) 744-9400 Ext 22
Email: leah@kabbara.net

4. **SCHEDULE.** Consultant shall complete the Task Order by the date listed below, or, if specified, in accordance with the required schedule of milestones listed below:

   Tasks 1 through 8 listed in this task order shall be completed within 9 months from the execution of this task order, and upon receiving requested information from the City at various milestones through the project.

5. **PAYMENT.** For services performed by Consultant in accordance with this Task Order, City will compensate Consultant in accordance with the terms and conditions of the Agreement based on the Fee Schedule set forth below. The total cost of this project is to be no more than **$624,560** based on the rates in the Fee Schedule set forth below, including a 10% contingency of $62,456, and the timing of such payment as stated in the Scope of Task Order / Payments shall be made on a percent complete basis, where a completed portion of a task, or the entirety of a completed task, shall be invoiced by the Consultant upon approval by the City, in accordance with the below costs.

KABBARA ENGINEERING
(Rates Effective July 1, 2025 – June 30, 2026)

CLASSIFICATION	***HOURLY***
RATES ENGINEERING	
Principal Engineer/Project Manager	*$ 190 per hour*
Project Engineer/Senior Engineer	*$ 185 per hour*
Traffic Engineer	*$ 185 per hour*
Quality Engineer	*$ 155 per hour*
Designer/ Civil Engineer	*$ 140 per hour*
Junior Engineer	*$ 120 per hour*
CADD Operator	*$ 110 per hour*
SURVEYING	
Licensed Land Surveyor	*$ 185 per hour*
Survey Technician	*$ 145 per hour*
CLERICAL	
Clerical	*$ 80 per hour*

KABBARA ENGINEERING

(Rates Effective July 1, 2026 – June 30, 2027)

CLASSIFICATION	***HOURLY***
RATES ENGINEERING	
Principal Engineer/Project Manager	*$ 200 per hour*
Project Engineer/Senior Engineer	*$ 195 per hour*
Traffic Engineer	*$ 195 per hour*
Quality Engineer	*$ 160 per hour*
Designer/ Civil Engineer	*$ 145 per hour*
Junior Engineer	*$ 125 per hour*
CADD Operator	*$ 115 per hour*
SURVEYING	
Licensed Land Surveyor	*$ 195 per hour*
Survey Technician	*$ 150 per hour*
CLERICAL	
Clerical	*$ 85 per hour*

KABBARA ENGINEERING

(Rates Effective July 1, 2027 – June 30, 2028)

CLASSIFICATION	***HOURLY***
RATES ENGINEERING	
Principal Engineer/Project Manager	*$ 205 per hour*
Project Engineer/Senior Engineer	*$ 200 per hour*
Traffic Engineer	*$ 200 per hour*
Quality Engineer	*$ 170 per hour*
Designer/ Civil Engineer	*$ 150 per hour*
Junior Engineer	*$ 130 per hour*
CADD Operator	*$ 120 per hour*
SURVEYING	
Licensed Land Surveyor	*$ 200 per hour*
Survey Technician	*$ 155 per hour*
CLERICAL	
Clerical	*$ 90 per hour*

6. **SIGNATURES.** The individuals executing this Task Order represent and warrant that they have the right, power, legal capacity, and authority to enter into and to execute this Task Order on behalf of the respective legal entities of the Consultant and the City.

IN WITNESS WHEREOF, the City and Consultant do hereby agree to the full performance of the terms set forth herein.

"City"	"Consultant"
City of South Pasadena	**Kabbara Engineering**
By:_____	By:_____
Signature	*Signature*
Printed:_____	Printed:_____
Title:_____	Title:_____
Date:_____	Date:_____

Attest:

By:_____
Mark Perez, Deputy City Clerk

Date:_____

Approved as to form:

By:_____
Roxanne Diaz, City Attorney

Date:_____

Docusign Envelope ID: 51AF0485-72E3-44B6-9DA1-122A40B39F75

FIRST AMENDMENT TO THE MASTER ON-CALL PROFESSIONAL SERVICES AGREEMENT FOR CONSULTANT SERVICES

(City of South Pasadena/ Kabbara Engineering)

THIS FIRST AMENDMENT to the Master On-Call Professional Services Agreement for Consultant Services is made and entered into as of July 1, 2025 ("Effective Date") by and between the City of South Pasadena ("City") and **Kabbara Engineering** ("Consultant").

RECITALS

WHEREAS, on January 22, 2024, City and Consultant entered into the Master On-Call Professional Services Agreement for Consultant Services provided to the City's Public Works Department ("Agreement");

WHEREAS, the City and Consultant desire to amend the Termination Date and the Approved Fee Schedule as set forth in the Agreement;

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

Section 1. Section 3.6 of the Agreement entitled "Termination Date" is hereby amended to read as follows: "Termination Date": June 30, 2028.

Section 2. The "Approved Fee Schedule" as defined in Section 3.3 of the Agreement for services provided to the City on or after July 1, 2025 shall be the fee schedule attached to this First Amendment as Exhibit B-1 ("Amended Fee Schedule"). This Amended Fee Schedule shall remain in effect unless modified in writing by mutual agreement of the parties.

Section 3. Except as amended herein by this First Amendment, all other terms, conditions, and provisions of the Agreement shall remain in full force and effect.

TO EFFECTUATE THIS AMENDMENT, the parties have caused their duly authorized representatives to execute this Amendment as of the Effective Date.

Docusign Envelope ID: 51AF0485-72E3-44B6-9DA1-122A40B39F75

"City"
City of South Pasadena

By: Signed by: Todd Hileman 5CF386AC460044B... _____
Signature

Printed: Todd Hileman

Title: City Manager

"Consultant"
Kabbara Engineering

By: _____
Signature

Printed: Leah Kabbara

Title: Principal Engineer

_____

Attest:

By: Signed by: Mark Perez BA951D463FA0445... _____
Mark Perez, Acting Chief City Clerk

Approved as to form:

By: DocuSigned by: Roxanne Diaz A7800E5CA8A241F... _____
Roxanne Diaz, City Attorney

Docusign Envelope ID: 51AF0485-72E3-44B6-9DA1-122A40B39F75

Exhibit B-1
Amended Fee Schedule

For services provided on or after July 1, 2025, Consultant shall be compensated at the rates set forth in the fee scheduled attached herein.

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July 29, 2025

City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030

Attention: Mr. Anteneh Tesfaye, Interim Public Works Director

Subject: **Fee Schedule for Extension of Master Service Agreement for Public Works On-Call Professional Services FY 2025-2028 – Discipline #1-Civil Design Engineering Services**

Dear Mr. Tesfaye:

In response to the City of South Pasadena's request, Kabbara Engineering is pleased to present the following confidential fee schedules for providing Professional Civil Design Engineering Services (Specialty Item #1), to the City of South Pasadena for the extended term of July 1, 2025 through June 30, 2028. Our hourly fees/rates include all indirect costs associated with providing the subject services to the City of South Pasadena as follows:

KABBARA ENGINEERING
(Rates Effective July 1, 2025 – June 30, 2026)

CLASSIFICATION	***HOURLY RATES***
ENGINEERING	
Principal Engineer/Project Manager	*$ 190 per hour*
Project Engineer/Senior Engineer	*$ 185 per hour*
Traffic Engineer	*$ 185 per hour*
Quality Engineer	*$ 155 per hour*
Designer/ Civil Engineer	*$ 140 per hour*
Junior Engineer	*$ 120 per hour*
CADD Operator	*$ 110 per hour*
SURVEYING	
Licensed Land Surveyor	*$ 185 per hour*
Survey Technician	*$ 145 per hour*
CLERICAL	
Clerical	*$ 80 per hour*

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KABBARA ENGINEERING

(Rates Effective July 1, 2026 – June 30, 2027)

CLASSIFICATION	***HOURLY RATES***
ENGINEERING	
Principal Engineer/Project Manager	*$ 200 per hour*
Project Engineer/Senior Engineer	*$ 195 per hour*
Traffic Engineer	*$ 195 per hour*
Quality Engineer	*$ 160 per hour*
Designer/ Civil Engineer	*$ 145 per hour*
Junior Engineer	*$ 125 per hour*
CADD Operator	*$ 115 per hour*
SURVEYING	
Licensed Land Surveyor	*$ 195 per hour*
Survey Technician	*$ 150 per hour*
CLERICAL	
Clerical	*$ 85 per hour*

KABBARA ENGINEERING

(Rates Effective July 1, 2027 – June 30, 2028)

CLASSIFICATION	***HOURLY RATES***
ENGINEERING	
Principal Engineer/Project Manager	*$ 205 per hour*
Project Engineer/Senior Engineer	*$ 200 per hour*
Traffic Engineer	*$ 200 per hour*
Quality Engineer	*$ 170 per hour*
Designer/ Civil Engineer	*$ 150 per hour*
Junior Engineer	*$ 130 per hour*
CADD Operator	*$ 120 per hour*
SURVEYING	
Licensed Land Surveyor	*$ 200 per hour*
Survey Technician	*$ 155 per hour*
CLERICAL	
Clerical	*$ 90 per hour*

Docusign Envelope ID: 51AF0485-72E3-44B6-9DA1-122A40B39F75

MISCELLANEOUS EXPENSE CHARGES:

Kabbara Engineering considers local travel/mileage, photocopying, first class postage, telephone, facsimile, and mobile communication charges a normal part of doing business and such costs are included in the stated hourly rates. Out-of-pocket expenses including pre-approved travel and lodging, outside exhibit preparation, requested overnight courier or registered and/or certified mail (return receipt requested) charges, and specialty reproduction (unless otherwise specified) are in addition to the contract amount and will be charged at cost plus ten percent (+10%) for administration, coordination, and handling.

SUBCONTRACTS:

Subcontracted services, such as geotechnical or environmental engineering services, will be invoiced at cost plus ten percent (+10%). In the event Kabbara Engineering is required to perform any act in relation to litigation arising out of any project with the Client, such services will be invoiced at three (3) times the regular hourly rates.

Invoices for all services completed or in progress will be submitted monthly. These invoices are due in full upon presentation to the client. Invoices outstanding over 30 days will be considered past due. A finance charge will be computed at the rate of 1.5 percent per month, which is an annual rate of 18 percent and charged on all past due accounts. If legal action is brought on delinquent accounts, the prevailing party shall be entitled to recover its reasonable attorney's fees and other costs of collection.

The Hourly Rate Schedules for our subconsultants including, On-Point Land Surveying, Inc. (field surveying), Fenagh Engineering and Testing (geotechnical) and General Technologies and Solutions (traffic/electrical), are included in Appendix A, attached herewith, as requested.

Thank you for the opportunity to be of service. We look forward to working with City staff on this contract extension. If you have any questions, please contact me at (714) 744-9400, extension 22, or by mail at 601 N. Parkcenter Drive, Suite 205, Santa Ana, CA 92705, or email at leah@kabbara.net.

Sincerely,
KABBARA ENGINEERING



Leah Kabbara, PE, QSD
PRINCIPAL ENGINEER

Docusign Envelope ID: 51AF0485-72E3-44B6-9DA1-122A40B39F75

APPENDIX A

ON POINT
LAND SURVEYING, INC.

1906 Orange Tree Lane, Suite 240 • Redlands, California 92373
(909) 792-2221 • (909) 784-1836 fax
office@onpointlandsurveying.com • www.onpointlandsurveying.com

RATES EFFECTIVE Current Through June 30, 2026

HOURLY RATE SCHEDULE (NON-PREVAILING WAGE)

OFFICE:

Research of Records/Drafting/Mapping	$150
Survey Calculations and Document Preparation	$150
Land Surveyor Review/Professional Services	$200

FIELD:

Survey Crew (4 hour Minimum)	$240
Survey Crew (Outside of normal hours of operation)	$320
Travel Time	$150

HOURLY RATE SCHEDULE (PREVAILING WAGE)

OFFICE:

Research of Records/Drafting/Mapping	$150
Survey Calculations and Document Preparation	$150
Land Surveyor Review/Professional Services	$200

FIELD:

Survey Crew (4 hour Minimum)	$275
Survey Crew (Outside of normal hours of operation)	$412
Survey Crew (Project Labor Agreements)	$300
Travel Time	$150
Global Positioning Systems (GPS) Surveys	Estimates upon Request
GPS Receiver/Data Collector	$150/per Receiver per Day
Expert Witness/Testimony (Portal to Portal)	$300 per hour

Your Project, On Budget, On Time... On Point Land Surveying!

Docusign Envelope ID: 51AF0485-72E3-44B6-9DA1-122A40B39F75

ON POINT
LAND SURVEYING, INC.

1906 Orange Tree Lane, Suite 240 • Redlands, California 92373
(909) 792-2221 • (909) 784-1836 fax
office@onpointlandsurveying.com • www.onpointlandsurveying.com

RATES EFFECTIVE July 1, 2026 – June 30, 2027

HOURLY RATE SCHEDULE (NON-PREVAILING WAGE)

OFFICE:

Research of Records/Drafting/Mapping	$165
Survey Calculations and Document Preparation	$165
Land Surveyor Review/Professional Services	$200

FIELD:

Survey Crew (4 hour Minimum)	$264
Survey Crew (Outside of normal hours of operation)	$352
Travel Time	$165

HOURLY RATE SCHEDULE (PREVAILING WAGE)

OFFICE:

Research of Records/Drafting/Mapping	$165
Survey Calculations and Document Preparation	$165
Land Surveyor Review/Professional Services	$220

FIELD:

Survey Crew (4 hour Minimum)	$302
Survey Crew (Outside of normal hours of operation)	$453
Survey Crew (Project Labor Agreements)	$330
Travel Time	$165
Global Positioning Systems (GPS) Surveys	Estimates upon Request
GPS Receiver/Data Collector	$150/per Receiver per Day
Expert Witness/Testimony (Portal to Portal)	$330 per hour

Your Project, On Budget, On Time... On Point Land Surveying!

Docusign Envelope ID: 51AF0485-72E3-44B6-9DA1-122A40B39F75

ON POINT LAND SURVEYING, INC.

1906 Orange Tree Lane, Suite 240 • Redlands, California 92373
(909) 792-2221 • (909) 784-1836 fax
office@onpointlandsurveying.com • www.onpointlandsurveying.com

RATES EFFECTIVE July 1, 2027 – June 30, 2028

HOURLY RATE SCHEDULE (NON-PREVAILING WAGE)

OFFICE:

Research of Records/Drafting/Mapping	$180
Survey Calculations and Document Preparation	$180
Land Surveyor Review/Professional Services	$240

FIELD:

Survey Crew (4 hour Minimum)	$290
Survey Crew (Outside of normal hours of operation)	$388
Travel Time	$180

HOURLY RATE SCHEDULE (PREVAILING WAGE)

OFFICE:

Research of Records/Drafting/Mapping	$180
Survey Calculations and Document Preparation	$180
Land Surveyor Review/Professional Services	$240

FIELD:

Survey Crew (4 hour Minimum)	$333
Survey Crew (Outside of normal hours of operation)	$500
Survey Crew (Project Labor Agreements)	$363
Travel Time	$180
Global Positioning Systems (GPS) Surveys	Estimates upon Request
GPS Receiver/Data Collector	$180/per Receiver per Day
Expert Witness/Testimony (Portal to Portal)	$360 per hour

Your Project, On Budget, On Time... On Point Land Surveying!

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FENAGH ENGINEERING AND TESTING

INSPECTING
TESTING
ENGINEERING

2025 - 2028 FEE SCHEDULE
PERSONNEL FEES AND BASIS OF CHARGES
INSPECTIONS, ENGINEERING & SPECIAL SERVICES

* FIELD INSPECTION SERVICES	Local Code	National Code	2025 - 2026 Rate/Hour	2026 - 2027 Rate/Hour	2027 - 2028 Rate/Hour
Steel Visual Welding			$134	$138	$142
Steel Visual Bolting			$134	$138	$142
Nondestructive - UT, MT, PT			$138	$142	$146
Steel Visual/NDT Combination			$138	$142	$146
Concrete ACI Sampling			$128	$132	$135
Batch Plant Inspection			$128	$132	$135
Concrete ICC/ACI-II (Rebar/Placement)			$134	$138	$142
Concrete PT			$134	$138	$142
Masonry			$134	$138	$142
Fireproofing (Thickness/Density)			$134	$138	$142
Firestopping/Fire-safing			$134	$138	$142
Soil Technician w/Nuclear Gauge and/or Sand Cone *(portal-to-portal)*			$128	$132	$135
Asphalt Technician w/Nuclear Gauge *(portal-to-portal)*			$128	$132	$135
Roofing & Weatherproofing/Waterproofing			$128	$132	$135
Structural Wood Framing			$128	$132	$135
Shotcrete			$128	$132	$135
Fiber Reinforced Concrete (FRP)			$134	$138	$142
Lead/Multi-Disciplined Inspector			$138	$142	$146
Specialty Inspector where certification not above is required			$128	$132	$135
Quality Control Manager			$149	$154	$158
ASNT Level III			$149	$154	$158
Laboratory Technician/Sample Runner			$88	$90	$93
Project Coordinator			$90	$92	$95
Technician Typist			$90	$92	$95
****PROFESSIONAL SERVICES**					
Principal Engineer (Civil/Structural)			$241	$248	$256
Geotechnical Engineer			$195	$201	$207
Consulting Engineer (Envelope)			$164	$169	$174
Associate Engineer, Licensed			$164	$169	$174
Project Geologist			$164	$169	$174
Project Manager			$186	$192	$198
Staff Engineer			$164	$169	$174
Field Supervisor			$139	$143	$148
SPECIAL SERVICES					
Portable and Mobile Laboratories, Concrete and Soils			QOR	QOR	QOR
*** Off-Site Structural Steel or Precast Fabrication			$128	$132	$135
* Epoxy Bolt Proof Load/Pull Testing			$128	$132	$135
* Expansion Anchor Proof Load/Torque Testing			$128	$132	$135
* Coring, 1 Person (including equipment)			$198	$204	$210
* Coring, 2 Persons (including equipment)			$396	$407	$420
Engineering Project Research			QOR	QOR	QOR
Torque Wrench Equipment Fee Per Hour			$82	$85	$87
Nuclear Gauge Testing Fee Per Hour			$82	$85	$87
Skidmore-Wilhelm Equipment Fee Per Hour			$82	$85	$87
Geotechnical Site Investigations/Foundation Reports			$8,266	$8,514	$8,769
Rebound Hammer, Schmidt Hammer, Windsor Probe - Equipment Fee Per Hour			$283	$292	$300
Floor Flatness Testing FF/FL - (Equipment Fee $100/Hour)			$232	$239	$246
Floor Flatness Testing FF/FL - Report Fee			$361	$371	$382
Measuring Moisture Vapor Emission Rate (Calcium Chloride) - $100/Kit		ASTM F1869	$127	$130	$134
Relative Humidity Testing - ($100/kit)		ASTM F2170	$127	$130	$134
GPR (Ground Penetrating Radar) - Equipment Fee $175/Hour			$303	$312	$321
Concrete Crack Gauge Monitoring			$386	$398	$410
Building Evelope - Air Leakage Rate by Fan Pressure		ASTM E779	$827	$852	$877
Water Penetration of Windows, Skylights, Doors and Curtain Walls by Uniform or Cyclic Pressure		ASTM E1105	$464	$477	$492
Air and Water Infiltration Leakage Testing		AMMA 501.2	$464	$477	$492
Electronic Leak Detection of Roof (Vector Mapping)			QOR	QOR	QOR
Air Content Test Equipment			$110	$114	$117
Slump & Temperature Equipment			$110	$114	$117
Fireproof Density and Adhesion/Cohesion Inspection Kit			$110	$114	$117
Dynamic Cone Penetrometer (DCP)			QOR	QOR	QOR
Gamma Gamma/ Cross Hole Sonic Logging (CSL) Testing			$464	$477	$492
Administration, Accounting, Special Projects, Notary, Certified Payroll			$90	$92	$95
Concrete/Grout/Mortar Mix Design Review (less than 48 hours notice - $500)			$386	$398	$410
Welding Procedure Review (less than 48 hours notice - $500)			$386	$398	$410
Welder Qualification Test Record		AWS	$1,102	$1,135	$1,169
Geotechnical Pad Letter (less than 48 hours notice - $2,000)			$1,653	$1,703	$1,754
Final Letter (less than 48 hours notice - $2,000)			$1,653	$1,703	$1,754
Expert Witness Court appearance, per day			$2,645	$2,724	$2,806

** Field inspection services will be billed in accordance with minimums shown on Basis of Charges.*
***Professional engineering services and laboratory technician services will be billed at actual time.*
**** All plant inspections are located within 60 miles of the project location. Steel shops will be AISC certified and concrete plants will be PIC certified.*
***** Two inspections performed by the same inspector during a site visit will be billed at the combination rate.*
****** Three or more inspections performed by the same inspector during a site visit will be billed at the multi-disciplined rate.*

All fees subject to Basis of Charges

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FENAGH ENGINEERING AND TESTING

INSPECTING
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BASIS OF CHARGES

GENERAL

Fees for tests and inspection include cost of technician, normal equipment and regular reports. Engineering services other than supervisory will be charged at applicable rates. For engineers, consultants, supervisors, and laboratory technicians traveling to a jobsite, standard federal rate per mile will be charged portal-to-portal for all projects. Fees for special projects, services overseas, or elsewhere in the United States, will be quoted on request. With prior notification to Client; charges are subject to change at any time. Fenagh reserves the right to adjust the rates quoted in this contract based upon any CPI/state mandated increases and/or changes in any industry requirements.

MINIMUM HOURLY CHARGES – INSPECTION

Field services will be billed in 2-hour increments and actual hours worked after 4 hours:

One-half day or less	4 Hours
Over one-half day	8 Hours
Show-up time (less than 2 hours notice = 4 hour charge)	2 Hours

WORKING HOURS AND PREMIUM TIME

Regular workday is the first 8 hours between 6:00 am and 6:00 pm Monday through Friday. Premium time is as follows:

Overtime, Weekdays and Saturdays (first 8 hours)	1.5 x quoted hourly rate
Overtime Saturdays (over 8 hours) and Sundays (first 8 hours)	2 x quoted hourly rate
Overtime Sundays (over 8 hours) and Holidays	3 x quoted hourly rate
Shift differential, swing and graveyard - (Work performed between 2:00 pm and 4:00 am)	1.5 x quoted hourly rate

MISCELLANEOUS CHARGES - *Only Where Applicable*

Notary Services Fee	$25.00/each
Facsimile Charges. Plus $1.00/page (n/c for cover page)	$5.00 minimum
Wireless Router/Data Card for Jobsite Internet	$100.00/day
Parking Fees	At Cost
Air Travel	Cost Plus 5%
Outside Services	Cost Plus 20%
Per Diem	$125.00/day
Mileage	Standard Federal Rate
Trip Charge	$200/day
Sample Pickup	$40.00/Each
Weekend Sample Pickup	$75.00/hour
Project Administration	10% of Monthly Invoice
Samples Made by Others	$110 + Test Cost
Laboratory Sample Witness Fee	$100.00
ELAS User	$25/Month
EZ Cure Boxes (Thermostatically Controlled Curing Boxes)	QOR
Returned Check Fee	$100.00
Expedited Dispatch Request (Inspections scheduled less than 12 hours notice)	1.5 X quoted hourly rate
Yearly Escalation / July 1st Every Year	$5 Hourly 10% Lab

TESTS

Testing fees shown include normal time for performing test. Samples requiring special preparation will be charged at the laboratory technician rate. Fees for tests not listed will be quoted upon request. There will be a minimum charge of $100.00 for any engineering report. Please note some tests maybe tested by sub consultants. Samples delivered to the laboratory after 3:00pm or samples needing results within 24 hours will incur a 50% mark-up.

LIMIT OF LIABILITY

The total liability of Fenagh, LLC is limited to the contract dollar value.

INSURANCE

For the waiver of subrogation if required by client, a 3% Fenagh administrative fee will be added to all gross billings/revenue in addition to the 3% Project Management fee.

PAYMENT

Invoices will be submitted monthly for services performed during the preceding month and are payable on receipt. Interest of 1.5% per month (but not exceeding the maximum rate allowable by law) will be payable on any amounts not paid within 30 days, payment thereafter to be applied first to accrued interest and then to the principle unpaid amount. Attorney's fees or other costs incurred in collecting any delinquent amount shall be paid by client. Visa, MasterCard and American Express payments are accepted however fees will apply. Visa and MasterCard payments require an additional 3% on top of the amount of the invoice being paid. American Express payments require an additional 4% on top of the amount of the invoice being paid.

All fees subject to Basis of Charges

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FENAGH ENGINEERING AND TESTING

INSPECTING
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ENGINEERING

LAB CONCRETE AND MASONRY TESTS

CONCRETE	Local Standard	National Standard	2025 - 2026 Standard Rate/Each	2026 - 2027 Standard Rate/Each	2027 - 2028 Standard Rate/Each
Compressive Strength of Cylindrical Concrete Specimens (6x12)		ASTM C39	$33	$34	$35
Compressive Strength of Cylindrical Concrete Specimens (4x8)		ASTM C39	$33	$34	$35
Compressive Strength of Cylindrical Concrete Specimens (over 3500 psi)		ASTM C39	$94	$97	$99
Compressive Strength of Cylindrical Concrete Specimens (over 6000 psi)		ASTM C39	$127	$130	$134
Cylinder molds. 6" x 12" and 4" x 8" (Per Case)		ASTM C470	$66	$68	$70
Compressive Strength of Lightweight Insulating Concrete		ASTM C495	$72	$74	$76
Obtaining and Testing Sawed Beams and Drilled Cores of Concrete (cores)		ASTM C42	$70	$72	$74
Flexural Toughness of Fiber Reinforced Concrete (Round Panel)		ASTM C1550	$331	$341	$351
Flexural Strength of Concrete (Using Simple Beam with Third-Point Loading)		ASTM C78	$88	$90	$93
Length Change of Hardened Hydraulic-Cement Mortar and Concrete (Shrinkage 1		ASTM C157	$110	$114	$117
Shotcrete Nozzleman Qualification		C1140	$331	$341	$351
Shotcrete Pre-Qualification Cores		C1140	$82	$85	$87
Shotcrete Production Cores		ASTM C1140	$82	$85	$87
Coefficient of Thermal Expansion		AASHTO T336	$397	$408	$421
Determining Density of Structural Lightweight Concrete (Cylinders)		ASTM C567	$81	$84	$86
Standard Specification for Concrete Made by Volumetric Batching and Mixing		ASTM C685	$854	$879	$906
Cement Quality Sampling			$645	$664	$684
Physical Testing of Gypsum, Gypsum Plasters and Gypsum Concrete		ASTM C472	$56	$57	$59
Splitting Tensile Strength of Cylindrical Concrete Specimens		ASTM C496	$88	$90	$93
Static Modulus of Elasticity and Poisson's Ratio of Concrete in Compression		ASTM C469	$286	$295	$304
Grab Sample, Sealing and Storing in a Humidity and Temperature Controlled Room			$220	$227	$234
Density of Hydraulic Cement		ASTM C188	$286	$295	$304
Testing of Controlled Low Strength Material (CLSM) Test Cylinders		ASTM D4832	$220	$227	$234
GFRC Pull Test		PCI	$551	$568	$585
GFRC Flexural Test		PCI	$551	$568	$585
Foaming Agents for Use in Producing Cellular Concrete Using Preformed Foam		ASTM C796	$66	$68	$70
Petrographic Analysis			$3,857	$3,973	$4,092
MASONRY					
Compressive Testing of Grout (Masonry)		ASTM C1019	$33	$34	$35
Compressive Strength of Hydraulic Cement Mortars Using 2" Cube Specimens		ASTM C109	$138	$142	$146
Compressive Strength of Masonry Prisms		ASTM C1314	$138	$142	$146
Testing Concrete Masonry Units and Related Units (Core Compression)		CBC 2105A.4	$112	$116	$119
Compressive Strength of Molded Masonry Mortar Cylinders and Cubes (2" Sample)		ASTM C780 A7.6	$166	$171	$176
Testing Concrete Masonry Units (CMU) and Related Units (Full Unit)		ASTM C140	$136	$140	$144
Linear Drying Shrinkage of Concrete Masonry Units (Per Unit)		ASTM C426	$297	$306	$315
Masonry Core Shear Testing			$276	$284	$293
Testing Concrete Masonry Units (Absorption, Moisture Content, Unit Weight)		ASTM C140	$178	$184	$189
Brick and Clay Tile (modulus of rupture, compression, saturation coefficient, suction rate, efflorescence)*		ASTM C67	$136	$140	$144
Mortar Molds. 2" x 4". Single Use			$138	$142	$146
Mortar or Grout, Stored and Cured, Not Tested (including mold)			$138	$142	$146
AGGREGATES (SOILS AND CONCRETE)					
Determining Sieve Analysis of Fine and Coarse Aggregates (Coarse Only)		ASTM C136	$166	$171	$176
Sieve Analysis of Fine and Coarse Aggregates (Fine Only)		ASTM C136	$28	$29	$30
Sieve Analysis of Fine and Coarse Aggregates (Wash Included)		ASTM C117	$83	$86	$89
Sieve Analysis of Fine and Coarse Aggregates (200 Wash Only)		ASTM C117	$166	$171	$176
Evaluating Cleanness of Coarse Aggregate			$237	$244	$251
Soundness of Aggregates by Use of Sodium Sulfate or Magnesium Sulfate		ASTM C88	$193	$198	$204
Unit Weight of Aggregate			$138	$142	$146
Clay Lumps and Friable Particles in Aggregates		ASTM C142	$166	$171	$176
Flat Particles, Elongated Particles or Flat and Elongated Particles in Coarse Aggregate		ASTM D4791	$207	$213	$220
Organic Impurities in Fine Aggregates for Concrete		ASTM C40	$107	$110	$114
Density, Relative Density(Specific Gravity), and Absorption of Coarse Aggregate		ASTM C127	$136	$140	$144
Density, Relative Density(Specific Gravity), and Absorption of Fine Aggregate		ASTM C128	$136	$140	$144
Resistance of Degradation of Small Size Coarse Aggregate by Abrasion and Impact in the Los Angeles Machine		ASTM C131	$266	$274	$282
Percentage of Crushed Particles/Standard Test Method for Determining the Percentage of Fractured Particles in Coarse Aggregate		ASTM D5821	$178	$184	$189
Uncompacted Void Content of Fine Aggregate (as influenced by Particle Shape, Surface Texture, and Grading)		ASTM C1252/AASHTO T304A	$276	$284	$293
Sand Equivalent Value of Soils and Fine Aggregate		ASTM D2419	$104	$107	$110
Flakiness Index of Coarse Aggregate			$193	$198	$204
Durability Index (Fine)		ASTM D3744	$114	$118	$121
Durability Index (Coarse)		ASTM D3744	$114	$118	$121
Durability Index (Fine and Coarse)		ASTM D 3744	$266	$274	$282
Lightweight Particles in Aggregate		ASTM C123/AASHTO T113	QOR	QOR	QOR
Resistance of Rock to Wetting and Drying		CRD-C169	$441	$454	$468

*Unusual sample preparation for brick specimen will be charged at the established hourly rate.

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FENAGH ENGINEERING AND TESTING

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LAB SOILS AND ASPHALT TESTS

SOILS	Local Code	National Code	2025 - 2026 Standard Rate/Each	2026 - 2027 Standard Rate/Each	2027 - 2028 Standard Rate/Each
Direct Shear Test of Soils Under Consolidated Drained Conditions		ASTM D3080	$308	$317	$327
Caltrans Corrosivity Package			$222	$229	$236
Resistivity and pH Measurements of Soil and Water			$148	$153	$157
Determining Field and Laboratory Resistivity and pH Measurements for Soil and Water			$220	$227	$234
Soils and Waters for Sulfate Content			$166	$171	$176
Soils and Waters for Chloride Content			$166	$171	$176
Swell Test Under 60psf Surcharge (per SNV Amendments to IBC)		ASTM D2435 (Modified)	$193	$198	$204
Particle-Size Analysis of Soils (with Hydrometer)		ASTM D422	$237	$244	$251
Pore Water Extraction and Determination of the Soluble Salt Content of Soils by Refractometer		ASTM D4542	$607	$625	$644
Standard Test Method for Particle-Size Analysis of Soils (without Hydrometer)		ASTM D422	$496	$511	$527
Liquid Limit, Plastic Limit, and Plasticity Index of Soils		ASTM D4318	$150	$155	$160
Laboratory Compaction Characteristics of Soil Using Modified/Standard Effort		ASTM D1557/D698	$261	$268	$276
Field Density Test for Compaction			$220	$227	$234
Hydrometer Only		ASTM D422	$496	$511	$527
pH of Soils		ASTM D4972	$496	$511	$527
Determining the Resistance "R" Value of Treated and Untreated Bases, Subbases, and Basement Soils by the Stabilometer		ASTM D2844	$328	$337	$347
Laboratory Determination of Water("moisture) Content of Soil and Rock by Mass		ASTM D2216	$41	$42	$44
Density of Soil in Place by the Drive-Cylinder Method		ASTM D2937	$53	$54	$56
Expansion Index of Soils		ASTM D4829	$210	$216	$223
Hydraulic Conductivity of Saturated Porous Materials Using a Flexible Wall Permeameter (Permeability)		ASTM D5084	$496	$511	$527
Lab Compaction Characteristics of Soil 1 Point Proctor (Check Point)		ASTM D698/D1557	$103	$106	$109
Maximum Index Density and Unit Weight of Soils Using a Vibratory Table		ASTM D4253	$331	$341	$351
Minimum Index Density and Unit Weight of Soils and Calculation of Relative Density		ASTM D4254	$331	$341	$351
Density of Hydraulic Cement		ASTM C188	$200	$206	$212
Volatile Organic Content		EPA 8260B	QOR	QOR	QOR
Semi Volatile Organics by GC/Ms (Basic Target List)		EPA 8270C	QOR	QOR	QOR
Total Organic Carbon		ASTM 2974/EPA	QOR	QOR	QOR
ICP Metals Concentration		EPA 6020 - CAM/CCR 17	QOR	QOR	QOR
Total Extractable Petroleum Hydrocarbons: TPH, MTBE, Benzene,Toluene, Ethylbenzene, Zylenes, %SS		EPA 8015B	QOR	QOR	QOR
ICP Metals Concentration		EPA 6020	QOR	QOR	QOR
pH		EPA 9045D	$496	$511	$527
Sequential Batch Extraction of Waste with Acidic Extraction Fluid		ASTM D5284	QOR	QOR	QOR
Chromium Soluble		EPA 7196A	QOR	QOR	QOR
Moisture, Ash and Organic Matter of Peat and Other Organic Soils (Organic		ASTM D2974	$89	$91	$94
Universal Soil Classification System (USCS) Test		ASTM D2487	$441	$454	$468
California Bearing Ratio Test		ASTM D1883	$441	$454	$468
Unconfined Compressive Strength of Cohesive Soil		ASTM D2166	$192	$197	$203

ASPHALT	Local Code	National Code			
Bituminous Material Content of Asphaltic Concrete Mixtures By The Nuclear Method			$992	$1,022	$1,052
Quantitative Extraction of Bitumen from Bituminous Paving Mixtures (Solvent)		ASTM D2172	$827	$852	$877
Determining Low Temperature Performance Grade (PG) of Asphalt Binders		ASTM 6816	QOR	QOR	QOR
Thickness/Height of Compacted Bituminous Paving Mixture Specimens (Cores)		ASTM D3549	$276	$284	$293
Bituminous Mixtures Utilizing Four Inch Marshall Apparatus			$255	$263	$271
Method of Prep of Bituminous Mixture Test Specimens		ASTM D6926	$276	$284	$293
Bulk Specific Gravity and Density of Compacted Bituminous Mixtures (LTMD)		ASTM D1188 and D2726	$992	$1,022	$1,052
Indirect Tensile (IDT) Strength of Bituminous Mixtures (TSR)		ASTM D6931	QOR	QOR	QOR
Mechanical Size Analysis (Coarse and Fine) of Extracted Aggregate		ASTM D5444	$107	$110	$114
Marshall Stability and Flow of Bituminous Mixtures		ASTM D6927	$475	$489	$504
Theoretical Maximum Specific Gravity and Density (Rice)		ASTM D2041	$467	$481	$495
Swell of Bituminous Mixtures			$386	$398	$410
Moisture Vapor Susceptibility of Bituminous Mixtures/Moisture or Volatile Distillates in Asphalt		ASTM D1461	$937	$965	$994
Preperation of HMA Superpave Gyratory Compaction		AASHTO T312	$416	$429	$441
Determination of Voids in Compacted Bituminous Mixtures			$496	$511	$527
Determination of Asphalt Content of Bituminous Paving Mixtures by the Ignition Method		ASTM D6307	$441	$454	$468
Determination of Asphalt Binder Content of Asphaltic Concrete Mixtures (RAP) by the Ignition Method			$441	$454	$468
Determination of Correction Factor of Bituminous Paving Mixtures by the Ignition Method		ASTM D6307	$297	$306	$315
Determination of Asphalt and Moisture Contents of Bituminous Mixtures by Microwave Oven			$59	$60	$62
Effect of Water on Compressive Strength of Compacted Bituminous Mixtures (Set of 6)		ASTM D1075	$2,204	$2,270	$2,338
Compressive Strength of Bituminous Mixtures		ASTM D1074	$276	$284	$293

** Unusual sample preparation (dried clays, saturated clays, etc.) and all other tests for treated or untreated soils, aggregate subbase and aggregate base will be charged at established rates for laboratory technician.*

*** Does not include sample preparation or sieve analysis*

All fees subject to Basis of Charges

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LAB METALS AND OTHER MATERIALS TESTS

METALS MATERIALS MECHANICAL TESTS	Local Code	National Code	2025 - 2026 Standard Rate/Each	2026 - 2027 Standard Rate/Each	2027 - 2028 Standard Rate/Each
Mechanical Testing of Steel Products (General Tensile)		ASTM A370	$226	$232	$239
Fillet Weld Break Test for Qualification (Welding)		AWS B4.0	$138	$142	$146
Tension Testing of Metallic Materials (Welding Coupon Tensile)		ASTM E8, B557 and	$358	$369	$380
Mechanical Testing of Steel Products (Couplers)		ASTM A370	$358	$369	$380
Impact Testing of Miniaturized Charpy V-Notch Specimens, Notched Bar Impact Testing of Metallic Materials		ASTM E2248 and ASTM E23	QOR	QOR	QOR
Testing, Practices, and Terminology for Chemical Analysis of Steel Products		ASTM A751	$331	$341	$351
Mechanical Testing of Steel Products & Bend Testing of Material for Ductility; #3-#8		ASTM A370 and E290	$276	$284	$293
Mechanical Testing of Steel Products & Bend Testing of Material for Ductility; #9-#11		ASTM A370 and E290	$331	$341	$351
Mechanical Testing of Steel Products & Bend Testing of Material for Ductility; #14+		ASTM A370 and E290	QOR	QOR	QOR
Mechanical Testing of Steel Products, Standard Specification for Steel Wire, Plain, for Concrete Reinforcement		ASTM A370, A82 and A185	$331	$341	$351
Guided Bend Test for Ductility of Welds, Mechanical Testing of Welds		ASTM E190 and AWS B4.0	$193	$198	$204
Determining the Mechanical Properties of Externally and Internally Threaded Fasteners, Anchor Bolts Only (Tension and Yield)		ASTM F307, F1554 and F606	$386	$398	$410
Rockwell Hardness of Metallic Materials		ASTM E18	$110	$114	$117
Proof Test for Carbon and Alloy Steel (Nuts Only)		ASTM A194 or A563	$248	$256	$263
Radiographic Examination of Metallic Castings/Weldments		ASTM E94, E1030 and E1032	QOR	QOR	QOR
Macroetching Metals and Alloys		ASTM E340, E381 and AWS	$248	$256	$263
Determining the Mechanical Properties of Externally and Internally Threaded Fasteners, Washers, Direct Tension Indicators, and Rivets (HSB Assemblies)		ASTM F606	$276	$284	$293
Mechanical Testing of Steel Products (Terminators Tensile)		ASTM A370	$276	$284	$293
Steel Strand, Uncoated Seven-Wire for Prestressed Concrete		ASTM A416 and A1061	$1,102	$1,135	$1,169
OTHER MATERIALS MECHANICAL TESTS					
Strength for Sewn or Bonded Seams of Geotextiles		ASTM D4884	$441	$454	$468
Tearing Strength of Fabrics by the Tongue (Single Rip) Procedure		ASTM D2261	$441	$454	$468
Breaking Strength and Elongation of Textile Fabrics (Grab Test)		ASTM D5034	$386	$398	$410
Tensile Properties of Fiber Reinforced Polymer Matrix Composite Bars (FRP)		ASTM D3039	$618	$637	$656
Moisture Content of Non-Typical Materials		ASTM C566	$276	$284	$293
Aluminum Oxide Content		ASTM C25	$827	$852	$877
Viscosity of Non-Typical Materials		ASTM D2196	$496	$511	$527
Plastic Ultimate Tensile		ASTM D638	$386	$398	$410
FIREPROOFING					
Thickness and Density of Sprayed Fire-Resistive Material (SFRM)		ASTM E605	$84	$87	$90
Cohesion/Adhesion of Sprayed Fire-Resistive Materials (Test Kit Only)		ASTM E736	$88	$90	$93

CONTACT INFORMATION
Arizona: 2730 E Jones Ave, Suite 102 • Phoenix, AZ 85040 • P 480.867.6877
Nevada: 3842 E. Post Road, Suite B • Las Vegas, NV 89120 • P 702.449.2132
New England: 12 Tech Cir • Natick, MA 01760 • P 617.938.3774
New York: 54-21 73rd Place • Maspeth, NY 11378 • P 516.423.3482
Northern California: 3942 Valley Avenue, Suite A • Pleasanton, CA 94566 • P 925.403.4747
Southern California: 9070 Center Avenue • Rancho Cucamonga, CA 91730 • P 909.587.6374
Southern California: 9474 Chesapeake Drive, Suite 906 • San Diego, CA 92123 • P 858.427.2200
Texas: 2600 East Old Settlers Blvd • Round Rock, TX 78665 • P 925.403.4746
Washington: 22016 68th Ave South, Kent, WA 98032

All fees subject to Basis of Charges

Docusign Envelope ID: 51AF0485-72E3-44B6-9DA1-122A40B39F75

SUMMARY RATE SHEET

Name: **General Technologies and Solutions (GTS)**

City of South Pasadena – Kabbara Engineering On-Call

Rates Effective Beginning: **July 1, 2025** Ending: **June 30, 2028**

LABOR RATES	
Labor Category/Grade	**Maximum Billing Rate Per Hour[1]**
Project Admin / CAD / Graphics (L1)	$125.00
Project Admin / CAD / Graphics (L2)	$145.00
Project Admin / CAD / Graphics (L4)	$210.00
Engineer / Planner / Analyst (L1)	$145.00
Engineer / Planner / Analyst (L2)	$165.00
Engineer / Planner / Analyst (L3)	$185.00
Engineer / Planner / Analyst (L4)	$200.00
Engineer / Planner / Analyst (L5)	$225.00
Engineer / Planner / Analyst (L6)	$235.00
Principal L7	$330.00

Notes:
Rates may be lower for the labor category but never higher
Mileage is charged per the maximum allowable IRS rate.
Other expenses (surveys, printing, etc.) will be charged at actual cost

City Council Agenda Report

ITEM NO. 21

DATE: September 17, 2025

FROM: Todd Hileman, City Manager

PREPARED BY: Michael Vartanians, City Engineer
Danielle Garcia, Management Analyst

SUBJECT: **CONSIDERATION OF AN ORDINANCE OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING CHAPTER 34 (TREES AND SHRUBS) OF THE SOUTH PASADENA MUNICIPAL CODE IN ITS ENTIRETY**

Recommendation

It is recommended that the City Council introduce the ordinance by title only and waive full reading of the ordinance amending Chapter 34 (Trees and Shrubs) in its entirety.

Background

South Pasadena has been a Tree City USA community for over 25 years, demonstrating its commitment to protecting and enhancing the urban forest.

The City's current tree ordinance set forth in Chapter 34 of the South Pasadena Municipal Code, however, has presented challenges for both staff and the community, including a broad definition of trees subject to the ordinance, trimming and removal criteria and processes that can be difficult to understand, and a permitting process that can be difficult to navigate.

Drawing on best practices from surrounding cities, feedback from commissions, recent permitting trends, and direction provided by City Council at the August 20 meeting, proposed is an updated tree ordinance to modernize the process and provide clarity for both staff and the community. The proposed ordinance streamline permitting and notification requirements, with the goal of creating a clearer and more efficient process. The ordinance also reflects the realities of today's environment with respect to the issues being faced by residents related to homeowner's insurance and compliance with defensible-space requirements by the State.

These updates align with the City's broader environmental sustainability and climate resiliency goals.

Analysis

As part of efforts to modernize South Pasadena's tree ordinance, staff conducted a comprehensive review comparing the City's current policies with those of neighboring cities such as Glendale, Sierra Madre, and Claremont. The review focused on:

- Maintenance responsibilities,
- Development requirements,

- Trimming and removal criteria,
- Permitting processes, and
- Enforcement practices.

These findings provided a framework for updating the ordinance to align with best practices and regional standards while addressing the community's evolving needs.

Overview of the Key Provisions of the Ordinance

In accordance with the feedback provided at the August 20 City Council meeting, staff incorporated the following key changes into the proposed ordinance:

- Refining tree classifications to a centralized protected tree category, focusing only on native species, currently listed in Resolution 7360. Trees subject to the ordinance are now only those trees that are defined as a "Mature Protected Tree." A Heritage Tree is included in the definition of Protected Tree.
- Requiring permits only for trimming or removal of a "Mature Protected Tree."
- Reorganization of the requirements for trimming and removal so that a resident who desires to trim a tree subject to the ordinance only needs to review the "Tree Trimming Permit Requirements" section of the ordinance. The same organization is provided for tree removal permits not associated with development and associated with development.
- A streamlined process for tree trimming permits that requires the City Arborist to evaluate the application against stated criteria and provide a recommendation to the Director of Public Works ("Director"). The Director shall then either approve or deny the application. If denied, only the applicant can appeal the denial to the Natural Resource and Environmental Commission ("NREC") and/or City Council. The 15-day comment period has been removed.
- A streamlined and separate process for tree removal not associated with development that requires the City Arborist to evaluate the application against stated criteria and provide a recommendation to the Director. The Director shall then either approve or deny the application. If denied, only the applicant can appeal the denial to the Natural Resource and Environmental Commission and submitted of a Certified Arborist report is required. The NREC's decision, however, can be appealed to the City Council only by the applicant or those property owners and occupants of properties within a 100-foot radius of the subject property.
- A streamlined and separate process for tree removal associated with development. With regard to this application, the tree removal permit is processed alongside the planning department permits for the development project. Accordingly, the decisions by the Director and NREC, if applicable, are advisory to the decision maker under the Zoning Code for the specific development permit being sought. The process requires the City Arborist to evaluate the application against stated criteria and provide a recommendation to the Director. If the permit is recommended for approval, there is a 15 day comment period provided to those property owners and occupants within a 100-foot radius of the subject property. Upon completion of that comment period, the Director provides its recommendation and the comments to Planning. The Director has discretion to refer review of the application to the NREC at any time during the application process. In either case, reasonable conditions related to the removal of a Mature Protected Tree may be included. Any appeal is in conjunction with the final approval from the decision maker on the development project. New criteria has been established for review of the application.

- A tree removal replacement plan is only required in conjunction with a tree removal application associated with development. The provision regarding the Certified Arborist review of the replacement plan has been revised to require that the applicant now retain its own arborist, rather than the City managing that process. In addition, the arborist is required to look at criteria that focuses on items that relate to the planting of the new trees to ensure its placement is appropriate and provide the optimal conditions for proper tree establishment.
- A new section has been added with regard to the implementation of the tree removal replacement plan to provide more guidance and specificity with regard to planting. Again, to ensure proper tree establishment.
- A new section has been added to require an annual report on the condition of the replacement tree from those granted a tree removal permit associated with development. The report will require the applicant to provide a written report and photographs of the replacement tree to be sent to the Director regarding the status of the tree's health, including its growth, to ensure the tree has been established. This will be required for two years from the date of the Department's final inspection.
- All permits now have an expiration date and with the exception of a tree removal associated with development, the permits expire after one year. Permits associated with development expire upon the date of the last inspection on the development project occurs.
- More guidance throughout the ordinance regarding standards related to trimming and planting, including specific language regarding seasonal timing guidelines for trimming mature oak trees (June 1 – September 30).
- Fire safety and insurance-related factors have been added to the criteria for which to approve a tree trimming or removal permit.
- The tree replacement requirements have been revised so that one replacement tree is required for tree removals not associated with development and for tree removals associated with development, the number of trees depends on the size of the caliper of the tree removed. In all instances, the replacement trees shall be a minimum 24-inch box tree and must be a Protected Tree species.
- A new provision that allows a person to plant a replacement tree offsite at the discretion of the Director.
- If there is an appeal, the appellant is required to pay the appeal fee.
- The City and its contractors are exempt from the ordinance. This allows the City to quickly address issues related to trees that pose a threat to persons or property and address trees that cause legal liability for the City.

Staff believes that all stakeholders (staff and residents) will benefit from a clearer process that is set forth in the ordinance. In addition, a carry-over provision from the recent amendment to the current ordinance allows for the adoption of administrative procedures, regulations and guidelines for the implementation of the ordinance. This will allow the City to adopt regulations and guidelines related to the application of various provisions of the ordinance so that the ordinance is applied consistently. For example, a Mature Protected Tree may be removed if the tree interferes with the structural integrity of an existing improvement on the property. Through the use of the administrative regulations, we can provide examples and state that this interference is demonstrated by a tree that has grown into the eaves of a roofline or has cracked the foundation, or the tree is now laying on the roof.

With respect to permit applications that have been submitted to the Public Works, those applications will be processed under the new ordinance if a permit has not been issued by the

effective date of the new ordinance. For example, if a permit application was submitted to trim a tree that is not a Mature Protected Tree, under the new ordinance a tree trimming permit is not required. If the permit has not been issued, Staff will let the applicant know that no permit is necessary and they can proceed with the trimming of their tree. For permits have been issued as of the effective date of this ordinance, those permits will continue to comply with the provision of the tree ordinance as it existed on September 17, 2025 (the potential date of first reading).

Fiscal Impact

Applicants will continue to pay the required application fees and deposits. If deposits are forfeited, the deposits will be placed in a separate tree fund that can be used for the planting of trees or other uses related to trees at the discretion of the City.

Attachment:

Attachment No. 1 - Proposed Ordinance

Attachment No. 2 - Presentation

ORDINANCE NO.

AN ORDINANCE OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING CHAPTER 34 (TREES AND SHRUBS) OF THE SOUTH PASADENA MUNICIPAL CODE IN ITS ENTIRETY

THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Chapter 34 entitled "Trees and Shrubs" of the South Pasadena Municipal Code is hereby amended in its entirety to read as follows:

"CHAPTER 34

TREES

Sections:

34.1 Definitions.
34.2 Maintenance of Trees on Private Property.
34.3 Maintenance of Trees on Public Property.
34.4 Tree Trimming Permit Requirements.
34.5 Tree Removal Permit Requirements - Not Associated With Development
34.6 Tree Removal Permit Requirements - Associated With Development
34.7 Tree Removal and Replacement plan.
34.8 Replacement Tree Requirements.
34.9 Implementation of Tree Removal and Replacement Plan.
34.10 Emergency Trimming of Mature Protected Trees.
34.11 Exemptions.
34.12 Tree Protection Required in Connection with Development Activity.
34.13 Obstruction.
34.14 Violations.
34.15 Penalties.
34.16 Administrative regulations.

34.1 Definitions. As used in this chapter, the following words and phrases shall have the meaning set forth below:

(a) "Caliper" means the diameter of the trunk of a tree measured at four and one-half feet (4.5")above natural grade. In the case of multi-trunked trees, "Caliper" is the sum of each trunk measured at four and one-half feet (4.5") above the grade.

(b) "Certified Arborist" means a professional in tree care industry who has received their arborist certification through the International Society of Arboriculture.

(c) “City Arborist” means a Certified Arborist designated by the Director.

(d) “Code” means the South Pasadena Municipal Code.

(e) “Commission” means the natural resources and environmental commission (NREC).

(f) “Damage” means any action taken which causes injury, disfigurement or death of a tree.

(g) “Deadwood” means limbs, branches or a portion of a tree void of green leaves during a time of the year when green leaves should be present on a healthy tree of that type.

(h) “Development” shall have the same meaning as set forth in Section 36.700.020 of this Code, wherein a building permit is issued.

(i) “Director” means the City’s Public Works Director or designee.

(j) “Drip line” means an imaginary line defined by the branch spread of a single tree or group of trees.

(k) “Heritage tree” means a tree of historical value because it is a South Pasadena historical landmark. A heritage tree may be located on private or public property.

(l) “Intentional violation” means a violation of this chapter (Trees) that is committed by any person or entity who has actual or presumed knowledge of, or who has previously violated, its provisions. A commercial Certified Arborist/tree trimmer, a Real Estate Developer, a general contractor, or anyone who has previously filed an application for a tree trimming or tree removal permit in the City shall be presumed to know the provisions of this chapter.

(m) “ISA” means the International Society of Arboriculture.

(n) “Mature tree” means any variety of tree that has a Caliper of at least four inches or more.

(o) “Oak tree” means species of tree of the genus Quercus.

(p) “Planning Review Authority” means the individual or official City body (Director of Community Development, Cultural Heritage Commission, Planning Commission or City Council) identified by the City zoning code as having responsibility and authority to review and approve or disapprove the Development permit applications described in Article 6 of the City zoning code (Zoning Code Administration).

(q) “Protected Tree” means only those species of tree designated as native to Southern California and listed as such in a resolution adopted by the City Council for purposes of Protection and regulation. Protected tree shall also include a Heritage Tree.

(r) “Protection” means the safeguarding of trees through proper treatment.

(s) “Real Estate Developer” means a person or entity that is engaged in the business of constructing or rehabilitating commercial or residential structures within the City for sale or lease to third parties.

(t) “Removal” means uprooting, cutting or severing of the main trunk(s) of a Tree.

(u) “Standard of Care” means compliance with American National Standards Institute (“ANSI”) current standards for tree care, irrigation, maintenance, pruning and Trimming.

(v) “Tree” means a woody perennial usually having one or several main stems and a mature height greater than 16 feet.

(w) “Trimming” means cutting into the live wood of a tree to remove limbs, branches and/or foliage or otherwise removing a tree’s limbs, branches and/or foliage in a way that will not foreseeably cause the tree’s death or permanent damage to its health. Trimming may include pruning and removal of deadwood.

34.2 Maintenance of Trees on Private Property.

Private property owners or tenants shall be responsible for the maintenance of trees on their property in accordance with the Standard of Care. Trimming of Mature Oak Trees shall only be permitted between June 1st and September 30th. As applicable, property owners or tenants shall also comply with the City’s Water Efficient Landscape provisions set forth in Article III of Chapter 35 of this Code, as it pertains to the maintenance of Trees.

34.3 Maintenance of Trees on Public Property.

(a) The Public Works Department shall be responsible for the maintenance of trees on public property including but not limited to public rights-of-way and public parks. The Public Works Department shall prepare and implement the annual work plan for the maintenance and/or removal of trees on public property, which may include requests from owners of real property requesting the trimming and/or removal of a tree(s) located in the public right-of-way adjacent to their property. Through the adoption of regulations pursuant to Section 34.16, regulations for the processing of such requests including determining the cost burden on the parties for the trimming and/or removal may be adopted.

(b) As set forth in Section 31.48 of this Code, an adjacent property owner or tenant is responsible for irrigation of parkway trees.

34.4 Tree Trimming Permit Requirements

(a) Permit Required. A tree trimming permit shall be required for the Trimming of any live foliage, limbs or branches of a Mature Protected Tree.

(b) Tree Trimming Standards. Any person Trimming a Mature Protected Tree shall trim in accordance with the Standard of Care in addition to the following:

(1) Trimming or pruning of Mature Protected Trees shall conform to the ANSI A300 Pruning Standards and the International Society of Arboriculture Best Management Practices.

(2) Trimming of Mature Oak Trees shall only be permitted between June 1st and September 30th. Permit applications requested outside of that time shall be approved for hazardous conditions as determined by the City Arborist.

(c) Permit Application. An application for a tree trimming permit shall be filed with the Director in a form prescribed by the City along with the nonrefundable application fee in an amount established by City Council resolution. The application shall contain the following information:

(1) The name and residence or business address of the applicant;

(2) The location and description of the property on which the trees are located;

(3) A description of the proposed work including the reason for Trimming of the Mature Protected Tree(s). Photographs may be provided as exhibits, if desired;

(4) The name and state contractor's license number of the person who will perform the work. Permits shall only be issued to persons possessing a C-27, C-49 or C-61/D-49 state contracting license and a valid City business license. The City Manager is authorized to update the licensing requirements through the adoption of regulations pursuant to Section 34.16;

(5) Any additional information or documentation as the Director may require.

(d) Application Review. The City Arborist shall evaluate the application considering the criteria set forth in Section 34.4(e) and shall provide a recommendation to the Director. The Director shall evaluate the application along with the recommendation from the City Arborist and after considering the criteria set forth in Section 34.4(e), the Director shall either approve or deny the application. Where the permit is denied, the Director shall notify the applicant in writing. The written denial letter shall set forth the reasons for the denial and time in which to file an appeal. All appeal hearings are de novo.

(e) Permit Review Criteria. The Director may issue a tree trimming permit if the Director determines that one of the following conditions is met:

(1) Trimming is necessary to maintain the health of the Mature Protected Tree, which may include structural pruning to reduce tree failure, crown cleaning, thinning or reduction to maintain the health and safety of the Mature Protected Tree or other routine trimming that is essential to the Mature Protected Tree's health.

(2) Where the live foliage, limbs or branches poses a risk of injury or harm to persons or property.

(3) Where the live foliage, limbs or branches are interfering with the structural integrity or use of an existing improvement or structure on the property.

(4) Where a written determination has been made by the City Arborist , after a visual inspection, that the live foliage, limbs or branches are diseased, or otherwise poses a threat to the health of adjacent trees.

(5) Where a property owner provides documented evidence, such as a letter of cancellation or denial of insurance coverage, that the Mature Protected Tree in its current condition prevents renewal or issuance of homeowner's insurance.

(6) Where a written determination has been issued by the Fire Chief, or the Chief's designee, that removal of live foliage, limbs or branches is necessary to achieve or maintain the defensible space clearance required under State law or the provisions of this Code.

(f) Appeal - Director's Decision to Deny the Permit.

(1) Filing the Appeal. Only the applicant may appeal the decision of the Director denying the tree trimming permit to the NREC. The applicant shall file a written notice of appeal with the Public Works Department no later than fifteen (15) days after the date of the denial decision. The written notice of appeal shall be accompanied by: (i) a nonrefundable appeal fee in the amount established by resolution of the City Council; (ii) the applicant's Certified Arborist report; and (iii) shall include a statement containing the basis for and documentation, if any, in support of the appeal.

(2) Scheduling of Hearing. The Public Works Department shall set the time and date for NREC's review of the appeal within 60 days from the date the completed appeal was received. Notice of the time and place of the hearing will be sent to the Applicant. Failure to receive the notice of the hearing shall not invalidate the proceedings under this section.

(3) Determination. Upon consideration of the reports, evidence and testimony presented, the NREC may affirm or reverse the decision of the Director based on the criteria set forth in Section 34.4(e). Notice of the decision shall be mailed to the applicant.

(g) Appeal - Decision of the NREC.

(1) Filing the Appeal. Only the applicant may appeal the decision of the NREC to the City Council. The applicant shall file a written notice of appeal with the

City Clerk no later than fifteen (15) days after the date of the NREC decision. The written notice of appeal shall be accompanied by: (i) a nonrefundable appeal fee in the amount established by resolution of the City Council; (ii) the applicant's Certified Arborist report; and (iii) shall include a statement containing the basis for and documentation, if any, in support of the appeal.

(2) Scheduling of Hearing. The City Clerk shall set the time and date to hear the appeal within 30 days from the date the appeal was received. Notice of the time and place of the hearing will be sent to the applicant. Failure to receive the notice of the hearing shall not invalidate the proceedings under this section.

(3) Determination. Upon consideration of the reports, evidence and testimony presented, the City Council may affirm or reverse the decision of the NREC based on the criteria set forth in Section 34.4(e). Notice of the decision shall be mailed to the applicant. The decision of the City Council is final.

(h) Expiration of Permit. A tree trimming permit issued under this Section is valid from one year from the date of issuance.

34.5 Tree Removal Permit Requirements - Not Associated With Development

(a) Permit Required. No Mature Protected Tree not associated with Development shall be removed without first obtaining a tree removal permit from the City.

(b) Permit Application. An application for a tree removal permit not associated with Development shall be filed with the Director in a form prescribed by the City along with the nonrefundable fee(s) in an amount established by City Council resolution. The application shall contain the following information:

(1) The name and residence or business address of the applicant;

(2) The location or description of the property on which the proposed trees are to be removed;

(3) A description of the proposed work including the reason for tree Removal. Photographs may be included as exhibits, if desired;

(4) The name and state contractor's license number of the person who will perform the work. Permits shall only be issued to persons possessing a C-27, C-49 or C-61/D-49 state contracting license and valid City Business License. The City Manager is authorized to update the licensing requirements through the adoption of regulations pursuant to Section 34.16;

(5) Any additional information or documentation as the Director may require.

(c) Application Review. The City Arborist shall evaluate the application considering the criteria set forth in Section 34.5(d) and shall provide a recommendation

to the Director. The Director shall evaluate the application along with the recommendation from the City Arborist and after considering the criteria set forth in Section 34.5(d), the Director shall either approve or deny the application. Where the permit is denied, the Director shall notify the applicant in writing. The written denial letter shall set forth the reasons for the denial and time in which to file an appeal. All appeal hearings are de novo.

(d) Permit Review Criteria. The Director may issue a tree removal permit not associated with Development if the Director determines that one of the following conditions is met:

(1) Where a written determination has been made by the City Arborist after a visual inspection, that: (i) the Mature Protected Tree is dead, dying, or diseased, (ii) poses a risk of or threat to persons or property, or (iii) poses a risk of or threat to the health of adjacent trees.

(2) Where the tree is interfering with the structural integrity or use of an existing improvement on the property.

(3) Where a property owner provides documented evidence, such as a letter of cancellation or denial of insurance coverage, that the Mature Protected Tree in its current condition prevents renewal or issuance of homeowner's insurance.

(4) Where a written determination has been issued by the Fire Chief, or the Chief's designee, that Removal of the tree is necessary to achieve or maintain the defensible-space clearance required under State law or provisions of this Code.

(e) Appeal - Director's Decision to Deny the Permit.

(1) Filing the Appeal. Only the applicant may appeal the decision of the Director denying the tree removal permit to the NREC. The applicant shall file a written notice of appeal with the Public Works Department no later than fifteen (15) days after the date of the denial decision. The written notice of appeal shall be accompanied by: (i) a nonrefundable appeal fee in the amount established by resolution of the City Council; (ii) the applicant's Certified Arborist report; and (iii) shall include a statement containing the basis for and documentation, if any, in support of the appeal. In addition, the applicant shall provide the City with a list of the names and addresses of property owners and occupants of properties located within a 100-foot radius of the subject property along with a corresponding radius map containing the addresses ("Radius List").

(2) Comment Period. Within five business days of receiving a complete appeal, the Public Works Department shall mail a notice to those on the Radius List and provide such persons 15 calendar days from the date of mailing within which to comment on the application ("Comment Period"). All comments shall be made in writing and submitted to the Director.

(3) NREC Review. The Public Works Department shall set the time and date for NREC's review of the appeal within 60 days from the end of the Comment Period. Notice of the time and place of the hearing will be sent to the Applicant. Failure to receive the notice of the hearing shall not invalidate the proceedings under this section. .

(4) Determination. Upon consideration of the reports, evidence and testimony presented, including comments received from the Comment Period, the NREC may affirm or reverse the decision of the Director based on the criteria set forth in Section 34.6(d). Notice of the decision shall be mailed to the applicant.

(f) Appeal - NREC's Decision.

(1) Filing and Appeal. Only the applicant and those on the Radius List, may appeal the decision of the NREC to the City Council. The appellant shall file a written notice of appeal with the City Clerk no later than fifteen (15) days after the date of the NREC decision. The written notice of appeal shall be accompanied by: (i) a nonrefundable appeal fee in the amount established by resolution of the City Council; (ii) the applicant's and/or appellant's Certified Arborist report, as applicable; and (iii) shall include a statement containing the basis for and documentation, if any, in support of the appeal.

(2) Scheduling of Hearing. The City Clerk shall set the time and date to hear the appeal within 30 days from the date the completed appeal was received. Notice of the time and place of the hearing will be sent to the applicant and the appellant. Failure to receive the notice of the hearing shall not invalidate the proceedings under this section.

(3) Determination. Upon consideration of the reports, evidence and testimony presented, the City Council may affirm or reverse the decision of the NREC based on the criteria set forth in Section 34.5(d). Notice of the decision shall be mailed to the applicant and appellant. The decision of the City Council is final.

(g) Certain Tree Removals Deemed Final. If a tree removal permit is granted for a Mature Protected Tree by the NREC following an appeal of the Director's denial on the basis of the criteria set forth in 34.5(d)(1)(ii), the decision is considered final and is not appealable to the City Council.

(h) Conditions if Approved. The approval of a tree removal permit not associated with development is conditioned upon the payment of all fees associated with the tree Removal as established by City Council resolution, and payment of the deposit for the required replacement trees, in an amount sufficient to cover the cost of all required replacement trees, as determined by the City Arborist. Upon the satisfaction of such conditions, the Public Works Department shall issue the tree removal permit.

(i) Expiration of Permit. A tree removal permit issued under this Section is valid from one year from the date of issuance.

34.6 Tree Removal Permit Requirements - Associated With Development.

(a) Permit Required. Any person that intends to commence, will commence or has commenced any Development on their property, which requires the Removal of a Mature Protected Tree, shall obtain a tree removal permit from the City in conjunction with the Development application before the tree(s) can be removed.

(b) Permit Application. An application for a tree removal permit associated with development shall be filed with the Director in a form prescribed by the City along with the nonrefundable application fee in an amount established by City Council resolution. The application shall contain the following information:

(1) The information set forth in Section 34.5(b);

(2) An arborist report prepared by a certified arborist;

(3) A narrative of the Development project;

(4) A tree removal and replacement plan in accordance with this chapter;

(5) A list of the names and addresses of property owners and occupants of properties located within a 100-foot radius of the subject property along with a corresponding radius map containing the addresses ("Radius List").

(6) Any additional information or documentation as the Director may require.

(c) Permit Review Criteria. A tree removal permit related to development may be issued if one of the conditions is met:

(1) The Mature Protected Tree(s) is so close to the proposed Development that construction would result in the death of the Mature Protected Tree(s), and there is no financially feasible design alternative that would permit preservation of the Mature Protected Tree(s).

(2) The existing location of the Mature Protected Tree(s) precludes the Development from being constructed such that the Mature Protected Tree(s) are within the building footprint.

(3) Retention of one or more Mature Protected Trees would result in reduction of the otherwise-permissible buildable area of the property by more than ten percent , and there is no financially feasible design alternative that would allow for preservation of the tree(s).

(4) Where, upon taking into account the size, shape, topography and existing Mature Protected Trees upon the property, the denial of the permit would create an unreasonable hardship or a significant undue impairment of the use and enjoyment of the property.

(d) Application Review and Recommendation. The City Arborist shall evaluate the application considering the criteria set forth in Section 34.6(c) and shall provide a recommendation to the Director. The Director shall evaluate the application

along with the recommendation from the City Arborist and after considering the criteria set forth in Section 34.6(c), the Director shall make a recommendation to the Planning Review Authority that the permit be approved or denied. The Director may include reasonable conditions related to the Removal of the Mature Protected Tree. The Director's recommendation is advisory to the Planning Review Authority's decision associated with the Development.

(1) Denial Recommendation. Where the permit is recommended for denial, the Director shall notify the applicant in writing and include the reasons for the denial. The Director shall provide the Planning Review Authority with its recommendation.

(2) Approval Recommendation. Where the permit is recommended for approval, within five business days of such recommendation, the Director shall mail a notice to those on the Radius List and provide such persons 15 calendar days from the date of mailing within which to comment on the application ("Comment Period"). All comments shall be made in writing and submitted to the Director. Upon the completion of the Comment Period, the Director shall provide its recommendation and the comments, if any, to the Planning Review Authority.

The Director has discretion to waive the mailing of the Comment Period notices, if a notice associated with the Development is being sent as required by the Planning Review Authority and such notice specifically identifies the Removal of Mature Protected Trees as described in the application submitted by the applicant. In such case, the Director shall provide only its recommendation to the Planning Review Authority.

(3) Review Referred to NREC. The Director has discretion to refer its review of the application to the NREC at any time during the application process. In such case, the NREC shall provide the Planning Review Authority with its recommendation in lieu of the Director following the process in this Section 34.6. The NREC may include reasonable conditions related to the Removal of the Mature Protected Tree. The NREC's recommendation shall be advisory to the Planning Review Authority's decision associated with the Development.

(e) Decision by Planning Review Authority. In conjunction with the decision on the Development, the Planning Review Authority shall either approve or deny the tree removal permit application in conjunction with its decision on the Development. An applicant may appeal the Planning Review Authority's decision pursuant to the appeal process set forth in the zoning code.

(f) Conditions if Approved. The approval of a tree removal permit associated with development is conditioned upon the applicant receiving their Development building permit, payment of all fees associated with the tree Removal as established by City Council resolution, and payment of the deposit for the required replacement trees, in an amount sufficient to cover the cost of all required replacement trees, as determined by the City Arborist. Upon the satisfaction of such conditions, the Public Works Department shall issue the tree removal permit.

(g) Expiration of Permit. A tree removal permit associated with development is valid until the date when the last and final inspection on the Development occurs. Replacement trees are to be planted prior to the permit's expiration.

34.7 Tree Removal and Replacement Plan. A tree removal and replacement plan is only required in conjunction with a tree removal application associated with Development and shall contain the following information:

(a) A drawing of the property which shows the location and species of all existing trees;

(b) A site plan showing the proposed development depicting all existing and proposed structures and the topography and location of all existing Trees on the site;

(c) A table depicting the tree species and trunk Caliper of all Trees on the site with remark noting if the tree will be removed or retained;

(d) A second drawing of the property after the proposed tree removal which shows the proposed development, remaining trees and all proposed replacement trees. The replacement tree sizes and species must be clearly identified; and

(e) The review of the tree removal and replacement plan by the Applicant's Certified Arborist. The review shall certify: (i) that the location and spacing of the trees to be planted is appropriate and in keeping with best practices in light of the Development and the topography of the site; (ii) that the trees to be planted will not interfere with utility lines, neighboring properties or public right-of-ways; (iii) that removal of the Mature Protected Trees will not impact soil stability or cause erosion in light of the topography and Development of the site and if applicable provide required implementation measures to prevent or mitigate such occurrence; (iv) that the planting of the Replacement Trees takes into account proper soil techniques to ensure soil stability in light of the topography of the site and the Development; and (v) any other information required by the Director.

34.8 Replacement Tree Requirements. The planting of replacement trees is required when a permit is granted for the Removal of a Mature Protected Tree. The number of required replacement trees shall be planted at a minimum 24-inch box size, and selected from the City's Protected Tree species list.

(a) Listed below are the replacement tree requirements for permitted tree removal applications not associated with development:

(1) One tree selected from the City's Protected Tree species list.

(b) Listed below are the replacement tree requirements for permitted tree removal applications associated with development:

(1) Two replacement trees from the City's Protected Tree species list, shall be required for each 16-inch increment of the Caliper of the existing Mature Protected Tree proposed for Removal. For example:

(i) Two Protected Tree species trees shall be required for each Mature Protected Tree removed with a Caliper between 0-16 inches.

(ii) Four Protected Tree species trees shall be required for each Mature Protected Tree removed with a Caliper more than 16 inches and less than or equal to 32" inches.

(iii) Six Protected Tree species trees shall be required for each Mature Protected Tree removed with a Caliper more than 32" inches.

34.9 Implementation of Tree Removal and Replacement Plan. The Removal of and the installation of replacement trees required by this Chapter shall be subject to the following provisions:

(a) Replacement trees shall be planted prior to the expiration of the tree removal permit. (See, Sections 34.5(h) and 34.6(g)).

(b) Replacement trees shall be planted in accordance with the ANSI A300 Tree Care Standards and accompanying ISA best management practices companion for tree planting so as to encourage vigorous and healthy growth. Before planting, a tree's growth and spacing characteristics shall be considered to minimize conflicts with, for example, structures, other trees, utilities and the public right of way. The planting of new trees on the applicant's property shall occur during the seasonally optimal periods identified by ISA standards or as otherwise directed by the City Arborist.

(c) If the tree removal permit allows for the transplanting of a removed Mature Protected Tree, the Mature Protected Tree shall be replanted in accordance with the ANSI A300 Tree Care Standards for relocating/transplanting trees.

(d) For tree removal permits associated with Development, the applicant shall submit to the Director an annual update on the condition of the replacement trees for two years from the date the Public Works Department provides its final inspection of the planting. The update shall include a copy of the property drawing that depicts the location of the replacement trees that was submitted with the application along with a concise written report and photograph of each replacement tree planted to provide the City with the status of the replacement tree's health, including its growth and whether the tree has been established. The Applicant shall be required to provide any additional information if requested by the Director.

(e) If a replacement or transplanted tree does not survive for a period of two years, the applicant shall be required to replace it with another tree or pay the City the full cost of replacing the tree at a location to be determined by the City.

(f) As an alternative to paragraph (e) above, the Director, NREC or Planning Review Authority as applicable, may, in their discretion require the applicant to post a bond or surety for a five-year period against the survival of the tree(s). The amount of the bond or surety shall be in accordance with the "Guide for Plant Appraisal" (ISA publication, most recent edition).

(g) When the Removal work designated in the permit is completed, the applicant shall contact the Public Works Department for an inspection of the work. Any tree removal will require complete Removal and grinding of the stump and backfilling of the hole.

(h) When the replacement trees are planted, the applicant shall contact the Public Works Department for an inspection of the work. The City will refund the applicant its deposit for each replacement tree planted. If the applicant has not planted the replacement tree prior to the expiration of the applicable permit, then the applicant forfeits its deposit to the City. The forfeited deposits shall be placed in a separate City fund to be used for the planting of trees or other tree related uses in the discretion of the City.

(i) Replacement Tree - Offsite. An applicant that has been issued a tree removal permit associated with Development may request to plant the replacement tree(s) offsite rather than on the subject property. Such request is subject to the discretion and approval of the Director.

34.10 Emergency Trimming of Mature Protected Trees.

(a) In the event of an emergency that occurs during regular City business hours, a Mature Protected Tree may be Trimmed without a permit upon written notification to the Director. Within five (5) business days of the work, documentation supporting the emergency including photographs, shall be submitted to the Director for review.

(b) If the emergency occurs outside of regular City business hours or when City Hall is otherwise closed or if it was not practicable to notify the Director as required above, a Mature Protected Tree may be Trimmed without a permit provided that within five (5) business days of the work, written notification and documentation supporting the emergency including photographs, is submitted to the Director for review.

(c) An "emergency" is defined as a situation where action must be taken because the Mature Protected Tree is an immediate threat to life, property or public safety.

34.11 Exemptions.

(a) No permit is required for the Removal or Trimming of a Tree damaged by storm, fire, or other natural disaster which has been determined by the Director, police chief, fire chief, or code enforcement officer to be dangerous to life or property.

(b) No permit is required when the fire department has deemed the Trimming or Removal of the Tree(s) is critical to providing an effective firebreak.

(c) Public utility companies required to trim or Remove trees, upon submittal of a letter to the Director or their designee outlining the specific trees along with reasons for Removal or Trimming, shall be exempt from the provisions of this chapter.

(d) The City and its contractors are exempt from the provisions of this Chapter.

34.12 Tree protection required in connection with development activity. In conjunction with Development, a property owner shall adhere to the provisions below with respect to the trees remaining on the property:

(a) Development must not interfere with tree Standard of Care. Irrigation should be administered to replace any soil moisture lost due to site excavation and a tree should continue to receive the amount of irrigation needed to thrive.

(b) Development shall not cause any physical damage to the limbs, bark, crown, or where the roots join the stem of the tree.

(c) No grading shall occur within the Drip Line of a Mature Protected Tree. All work conducted within the protected Drip Line area should be accomplished only with hand tools and all activity within this area should be kept to a minimum to minimize soil compaction. This area should not be subjected to incidental construction work or to disposal of construction debris, including but not limited to paint, plaster or chemical solutions.

(d) Natural or preconstruction grade should be maintained around Mature Protected Trees in accordance with ANSI standards. At no time during or after construction should soil be in contact with the trunk of any tree above natural grade.

(e) No structure shall be located nor shall any construction requiring a permit occur within six feet of the trunk of a Mature Protected Tree. No building, structure, wall or impervious paving shall be constructed within the Drip Line of any Mature Protected Tree. Limited exceptions may be allowed by the Director in the Director's discretion and shall be documented on the permit. In conjunction with a request, a Certified Arborist report is required with implementation measures, as applicable, dependent on the exception requested.

(f) Any required trenching should be routed to minimize root damage and cutting of roots should be avoided by placing pipes and cables above or below uncut roots.

34.13 Obstruction.

(a) It is unlawful for any person, firm or corporation owning, leasing, occupying, having charge or control of any lot or premises in the City to keep or maintain thereon any tree, shrub or plant, or portion thereof, that interferes with or obstructs the free passage of pedestrians along or upon adjacent public sidewalks or of vehicles along or upon adjacent public rights-of-way or interferes with any public utilities.

(b) Every fence, sign, wall, hedge, tree, shrub or planting located within 75 feet of the point of intersection of the centerlines of streets or within 75 feet of the point of intersection of the centerline of a street and a railroad right-of-way that is more than 36 inches in height measured from the nearest adjacent public street level, or that, in the opinion of the Director, constitutes an obstruction to the clear view of motorists on the streets is declared to be a public nuisance; provided, however, that nothing in this section shall be deemed to apply to a wall, building or structure that has been or that may be constructed under a permit issued by the building department of the City.

(c) A violation of this section does not exempt a property owner from having to otherwise comply with the permit requirements of this chapter.

34.14 Violations.

(a) It is unlawful for any person to harm by any means, damage or cause to be damaged any Mature Protected Tree located within the City, or fail to comply with the Standards of Care described in Section 34.1(u) of this Code for any tree located on their property or in an adjacent parkway.

(b) It is unlawful for any person to remove or transplant any Mature Protected Tree from any property within the City unless a tree removal permit is first obtained from the City.

(c) It is unlawful for any person to trim the live foliage, limbs or branches of a Mature Protected Tree located within the City without first obtaining a tree trimming permit from the City.

(d) It is unlawful for any person to remove any tree from the public right-of-way without first obtaining a tree removal permit from the City.

34.15 Penalties. Any person violating any of the provisions of this chapter is guilty of a misdemeanor, except, at the discretion of the City Prosecutor, the violation may be reduced to an infraction. Persons violating any of the provisions of this chapter shall be subject to the following:

(a) Penalties for any person who unintentionally violates the provisions of this chapter shall be as follows:

(1) The standard inspection fee; and

(2) Double the required tree Removal or Trimming permit fee; and

(3) Planting double the number of replacement trees required pursuant to Section 34.8 of this Code

(b) Penalties for an intentional violation of this chapter not associated with development shall be as follows:

(1) The penalties described in subsection (a) of this section; and

(2) The payment of a tree replacement fee in an amount up to, but not to exceed double, the value of the destroyed, removed, or damaged tree. The City Arborist shall determine the value of the destroyed, removed, or damaged tree by using the most recent edition of the ISA Guide for Plant Appraisal.

(c) Penalties for an intentional violation in connection with development or anticipated future development on the property shall be the penalties described in subsections (a) and (b) of this section and, in addition, the City Manager may, in his or her discretion, refer the violation to the City Prosecutor for criminal charges or to the Planning Commission for public hearing. The burden of proof shall be on the City to demonstrate that there is clear and convincing evidence to a reasonable certainty that there is an intentional violation. The Planning Commission, after considering all of the evidence, may impose the additional penalty of prohibiting the issuance of building or construction-related permits for a period up to five years from the date of the violation for the property upon which the violation occurred.

In determining whether a building permit may be issued with regard to the aforementioned prohibition, the Planning Commission shall consider whether the tree violation appears to be in furtherance of a development, as evidenced in the extent of tree damage, Removal, damage to the root system, and/or excessive Trimming of trees within the buildable area of a property; oral or written admissions; actions taken despite prior warnings; notices of violations; and the number and size of the damaged and/or removed trees.

Intentional violations in the context of development or anticipated development of property shall require the Planning Commission to determine whether restitution trees are to be planted on the property on which the violation occurred or on public land with costs paid to the City for tree selection, planting and maintenance, or a combination of both. The restitution trees shall be subject to either of the survival guarantees described in Section 34.9(e) or (f) of this Code.

For purposes of this section, the violation shall be presumed to have occurred on the date the City has actual knowledge of the violation, and the violator shall have the burden of proving an earlier commencement date, if entitlement to an earlier date is claimed.

Notwithstanding the aforementioned prohibition, building or construction-related permits may be issued if, in the opinion of the Director of Community Development, they are necessary for the preservation of public health, safety or welfare.

(d) Payment of any penalty and planting of replacement trees shall occur within 60 calendar days of the date the violator was directed to take such action by the Director. If the violator does not complete planting of replacement trees within the allotted time, the Director may procure and plant the requisite replacement trees, and the violator shall be responsible for reimbursing the City for such additional costs. Reimbursement is due and payable within 30 calendar days of the City's issuance of a billing statement.

If payment of the penalty or reimbursement costs is not received by the City in 60 calendar days, the City Manager can instruct that the outstanding obligation be collected in any of the following manners: (1) A civil action in the name of the City, in any court of competent jurisdiction; or (2) Use of a debt collection agency; or (3) A lien on the subject property.

(e) All penalties and additional costs related to a tree violation must be paid to the City prior to its issuance of building or construction-related permits unless, in the opinion of the Director of Community Development, such permits are necessary for the preservation of public health, safety or welfare.

34.16 Administrative regulations.
To implement and enforce this chapter, the City Manager or his designee may adopt administrative procedures, regulations and guidelines consistent with the provisions of this chapter. These administrative procedures, regulations and guidelines shall have the force and effect of law and may be relied upon by the parties to determine their rights and responsibilities under this chapter. Such administrative procedures, regulations and guidelines shall be posted at City Hall or on the City's website or made available by the City when so adopted."

Section 2. Permits Applications and Issued Permits Prior to Ordinance Adoption. Permit applications for tree trimming permits, tree removal permits not associated with Development and tree removal permits associated with Development that have been submitted to the Public Works Department prior to the date this Ordinance becomes effective and where the permit has not yet been issued, shall be subject to this Ordinance. In such case, the Director will process the application under the provisions of this Ordinance. Tree trimming permits, tree removal permits not associated with Development and tree removal permits associated with Development that have been approved and issued by the Public Works Department on the date this Ordinance becomes effective shall continue to comply with the provisions of Chapter 34 as it exists on September 17, 2025.

Section 3. Severability. If any section subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, or contravened by reason of any

preemptive legislation, the remaining sections and/or provisions of this Ordinance shall remain valid. The City Council hereby declares that it would have adopted this Ordinance, and each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof, regardless of the fact that any one or more section(s) or provision(s) may be declared invalid or unconstitutional or contravened via legislation.

Section 4. Effective Date. The City Clerk shall certify to the passage of this Ordinance and shall cause the same to be published in the manner prescribed by law, and this Ordinance shall become effective 30 days following its adoption.

PASSED, APPROVED AND ADOPTED ON this 1st day of October, 2025

AYES:

NOES:

ABSENT:

ABSTAIN:

Janet Braun, Mayor

ATTEST:

Mark Perez, Acting Chief City Clerk

APPROVED AS TO FORM:

Roxanne Diaz, City Attorney

CITY OF SOUTH PASADENA
PUBLIC WORKS

Tree Ordinance Revision

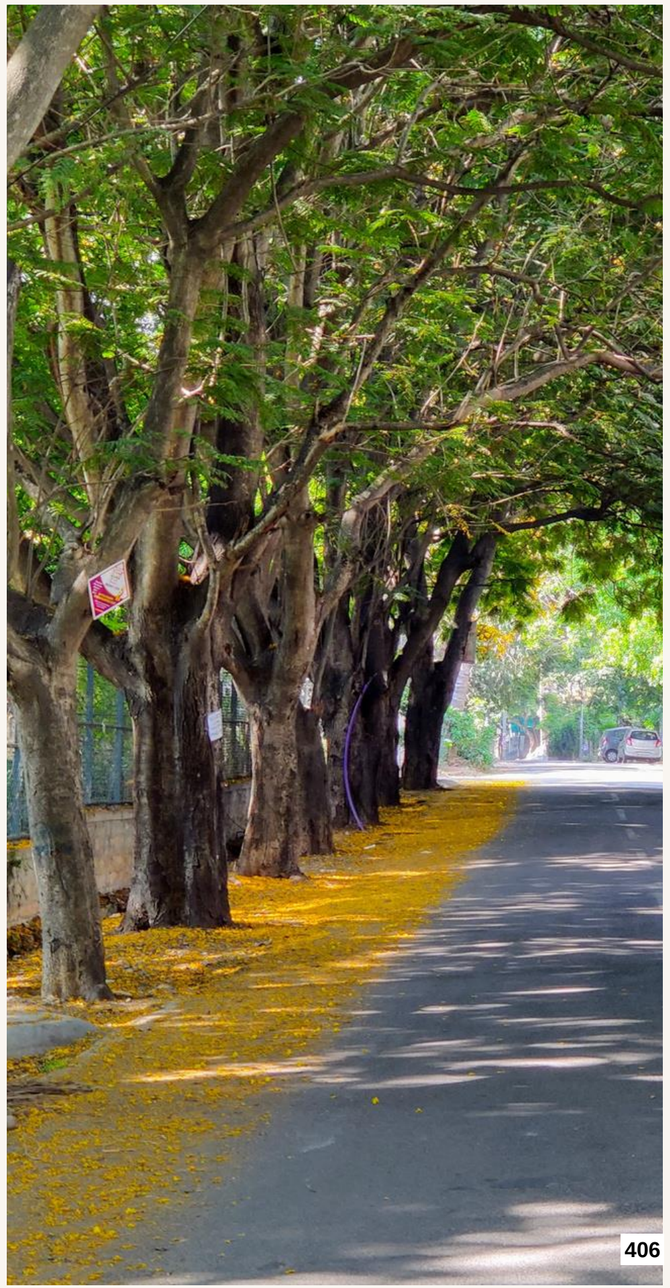
City Council

AUGUST 20, 2025

City of SOUTH PASADENA
PUBLIC WORKS

ORDINANCE REVIEW

- Review current ordinance and research neighboring city's similar policies and practices
- Establish recommendations for updating tree ordinance
- Specific direction to streamline the current tree removal/trimming permitting process
- Continually find ways to reflect the city's commitment to preserving its urban forest



IDENTIFIED CHALLENGES

- Ambiguous definitions & language
- Outdated removal criteria
- Cumbersome permitting process
- Unrealistic replacement requirements
- Constrained enforcement tools



2025 PERMITS AWARDED	**52**
CURRENT COSTS FOR PERMITS	**$141 - Inspection $364/$504 – Permit Fee $424 - Replacement**
AVERAGE MARKET COST OF 24 INCH BOX TREE	**$240 - $600 *Including labor to plant**
ESTIMATED TIME TO RECEIVE PERMIT	**1-6 months**

CITIES ANALYSIS

- ALHAMBRA **[TREE CITY]**
- ARCADIA **[TREE CITY]**
- SIERRA MADRE
- LA CANADA **[TREE CITY]**
- GLENDALE **[TREE CITY]**
- SAN MARINO **[TREE CITY]**
- CLAREMONT **[TREE CITY]**

KEY FOCUS AREAS

MAINTENANCE RESPONSIBILITY

DEVELOPMENT & LAND USE

TRIMMING/PRUNING CRITERIA

REMOVAL CRITERIA

PERMITTING

ENFORCEMENT & COMPLIANCE

COMMISSION FEEDBACK

CITY ANALYSIS & STAFF PROPOSED RECOMMENDATIONS REVIEWED BY:

- **Natural Resources & Environmental Commission:** May 27 & July 7 [*Special Meeting*]
- **Public Safety Commission:** June 9
- **Public Works Infrastructure Commission:** June 11

Allow for **collaboration with key stakeholders** – including Fire Department, insurance companies and legal experts to help ensure the updates to the ordinance **address the modern challenges** and meets the current needs of the community.
Exploring a **timelier response time** for City to respond to **hazardous removals/trimmings**.
Stronger emphasis on **native tree replacement** – this will assist with fire mitigation and water conservation efforts the City is already undergoing.
Explore having the **replacement requirements** be flexible beyond of a minimum of 24-inch box trees.
Agree with reducing the use of subjective language and **potentially including a supplemental checklist** that is associated with the removal/trimming permitting criteria.
Include mention of the **penalties of illegal removal or trimming** earlier in the ordinance.
Explore **notification radius options** ranging from 100 to 300 feet.

City of SOUTH PASADENA
PUBLIC WORKS

EXISTING REMOVAL CRITERIA





SOUTH PASADENA MUNICIPAL CODE CHAPTER 34

EXISTING CRITERIA [SECTION 34.11]

(1) Where the tree poses a **reasonable** risk of injury or harm to persons or property or is **substantially** interfering with the structural integrity or the use of an existing structure (including, but not limited to, a fence or wall), swimming pool, or building **and there is no feasible and reasonable alternative to mitigate the interference.**

(2) Where, upon taking into account the **size, shape, topography** and existing trees upon the lot, the denial of the permit would create an **unreasonable hardship** on the property owner. Redesign of any proposed development as an alternative to removal of an existing protected tree does not create **an unreasonable hardship**.

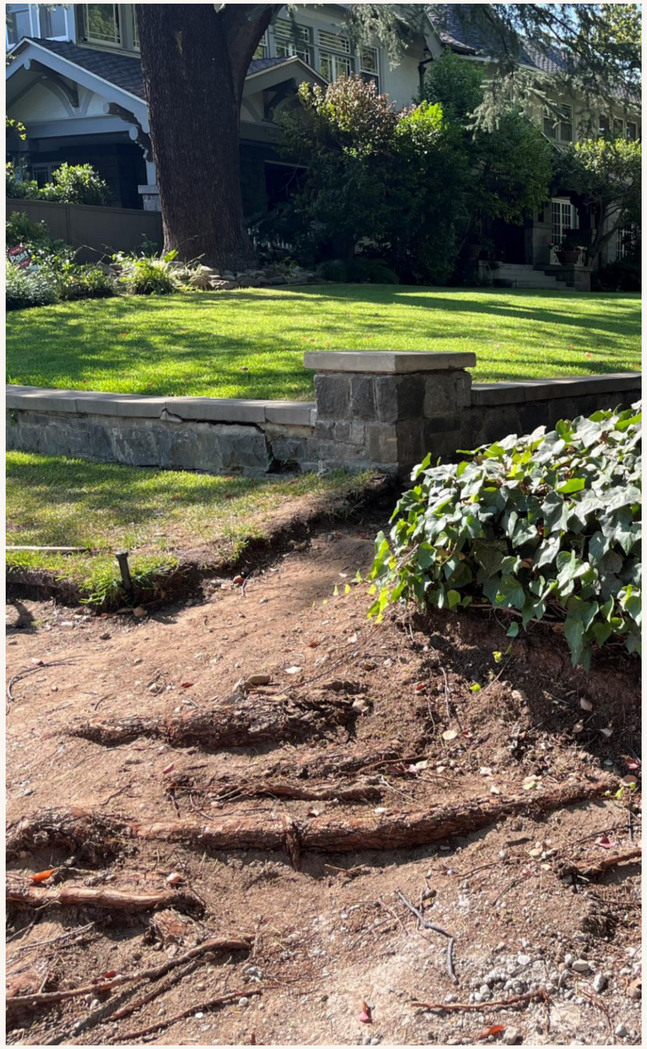
(3) Where **a written determination** has been made by a certified arborist, after a visual inspection or scientific evaluation, that the tree is so diseased or damaged that it is no longer viable or is a threat to persons or property, including to other trees. The director or commission may waive the requirement for a certified arborist's written statement when the tree can reasonably be determined to be dead by a layperson's visual inspection or when, after conducting an inspection of the tree, the director determines that the tree poses an **obvious and imminent threat to life or property**.

(4) For the removal of a significant or mature tree, where the proposed replacement tree(s) **are of greater value or provide greater benefits** than the tree proposed for removal.

PROPOSED REMOVAL CRITERIA

City of SOUTH PASADENA
PUBLIC WORKS

SOUTH PASADENA MUNICIPAL CODE
CHAPTER 34 - TREES & SHRUBS



CRITERIA FOR PRIVATE PROPERTY OWNERS

(1) Where the tree poses a risk of injury or harm to persons or property.

(2) Where the tree is interfering with the structural integrity or the use of an existing structure.

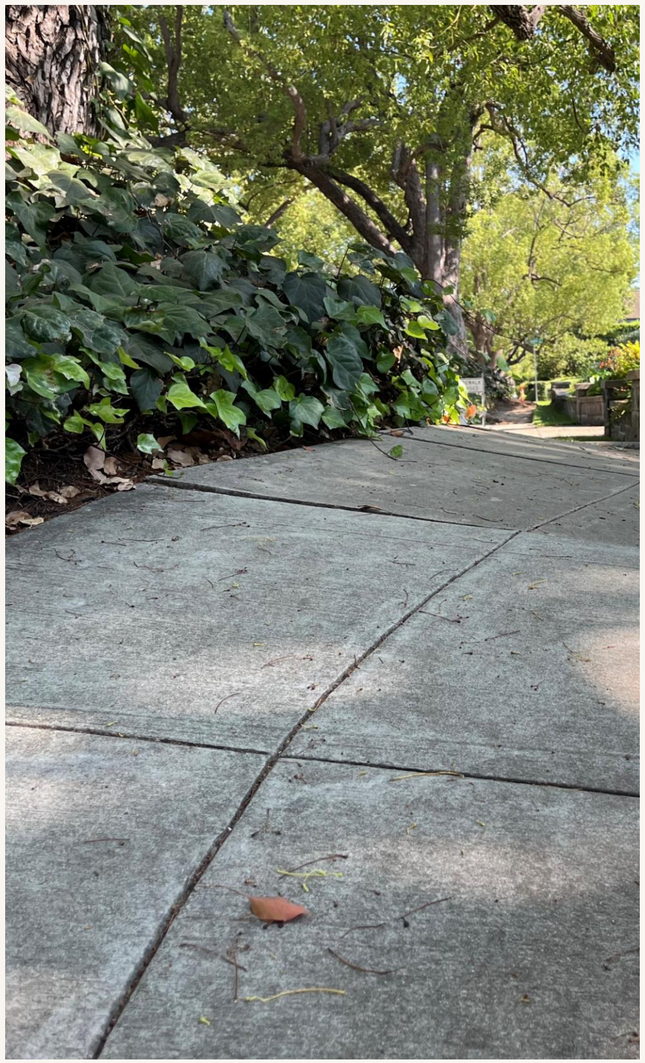
(3) Where the tree is dead, dying, or diseased. In such cases, only one replacement tree is required.

(4) Where the tree is preventing a property owner from renewing homeowner's insurance and the property owner has provided evidence of a letter of cancellation.

(5) Where a written determination has been issued by the Fire Chief or the Chief's designee that removal of the tree is necessary to achieve or maintain the defensible-space clearance required.

City of SOUTH PASADENA
PUBLIC WORKS

STAFF RECOMMENDATIONS



1. Align ordinance with **City's existing** Water-Efficient Landscape Ordinance and **State standards**.

2. Include language on **optimal seasonal timing for trimming "protected tree"** species.

3. Clearly **distinguish heritage trees** within the "protected tree" category.

4. Redefine the **category of "protected" trees** to align with the species of trees the City has **adopted by resolution 7360** to be considered native. **Revise tree trimming & removal permits** to **only be required for this category of "protected" trees.**

5. **Limit tree removal/trimming notification letters** to cases when the Director denies an application and an appeal is filed or for instances when the removal/trimming is **associated with land development**.

6. Integrate additional removal criteria to **address fire risk and insurance factors**.

STAFF RECOMMENDATIONS

7. Eliminate **removal criteria** related to the **unreasonable hardship** to property owner by denial of the permit (34.11(a)(2)).

8. Eliminate **removal criteria** related to the **replacement trees being of greater value or benefit** (34.11(a)(4)).

9. Revise **the number of required replacement trees** for all tree removal applications. Allow **flexibility in replacement size** and require replacement trees to be “protected” species only.

10. Revise the ordinance to ensure that fees related to appeals for tree related permits are **incurred by the appellant.**

11. Revise ordinance to eliminate **subjective criteria in violation assessments**, enabling staff to apply enforcement consistently and fairly.

12. **Amend the ordinance to exempt the City and its contractors from the requirement to obtain tree removal or trimming permits.**



SUPPLEMENTAL RESOURCES

The goal of these items is to provide supplementary support along side the tree ordinance update and aim to improve clarity for residents as they navigate permitting.

- Create **guideline/check list to streamline permitting criteria for trimming and removal**, providing clear guidelines early in the process.

- Utilize existing **City communication** channels to **promote tree care best practices**.

- Develop a comprehensive **Urban Forest Management Plan.**



City of SOUTH PASADENA
PUBLIC WORKS

PROPOSED TIMELINE

- **MAY 27: NREC**
- **JUNE 9: Public Safety Commission**
- **JUNE 11: Public Works Commission**
- **JULY 7: NREC [Review of Final Staff Recommendations]**
- **AUGUST 20**: Council Update [Commission Advisement]
- **LATE SUMMER 2025**: First Reading of Draft Ordinance
- **FALL 2025**: Second Reading of Ordinance
- **WINTER 2026**: Ordinance in Effect

