CITY OF SOUTH PASADENA
CITY COUNCIL

AMENDED AGENDA

REGULAR COUNCIL MEETING
WEDNESDAY, OCTOBER 15, 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:	Mayor Pro Tem	Sheila Rossi

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.

INFORMATIONAL REPORTS

3. INFORMATIONAL REPORT ON THE CITY'S CLIMATE ACTION PLAN

Recommendation

It is recommended that the City Council:

1. Receive an informational report and update on the Climate Action Plan adopted in December 2020; and
2. Provide direction, as appropriate.

CHANGES TO THE AGENDA

4. 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.

5. CONSIDERATION OF THE APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF $678,998.98; GENERAL CITY WARRANTS IN THE AMOUNT OF $473,592.75; ONLINE PAYMENTS IN THE AMOUNT OF $149,606.90; VOIDS IN THE AMOUNT OF ($1,696.00); PAYROLL IN THE AMOUNT OF $1,110,955.60

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

6. CONSIDERATION OF APPROVAL OF THE CITY COUNCIL REGULAR CITY COUNCIL MEETING MINUTES FOR OCTOBER 1, 2025

Recommendation
It is recommended that the City Council approve the minutes from the Regular City Council meeting held on October 1, 2025.

7. CONSIDERATION OF APPROVAL OF THE FOURTH AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH WBCP INC., FOR RECRUITMENT SEARCH SERVICES, IN THE AMOUNT NOT TO EXCEED OF $7,000 FOR A NEW TOTAL CONTRACT AMOUNT OF $83,800

Recommendation
It is recommended that the City Council consider approval of the proposed fourth amendment to the professional services agreement with WBCP Inc., to amend the compensation for recruitment search services and add the recruitment services for a Chief City Clerk, in an amount not to exceed of $7,000, for a new total contract amount of $83,800.

8. CONSIDERATION OF ENTERING INTO A MILLS ACT CONTRACT FOR THE PROPERTY LOCATED AT 1010 MISSION STREET

Recommendation
It is recommended that the City Council find that the project qualifies for an exemption under the California Environmental Quality Act (CEQA) Guidelines Section 15308, Class 8 and approve and authorize the entering into a Mills Act contract with the property owners of 1010 Mission Street.

9. CONSIDERATION OF ENTERING INTO A MILLS ACT CONTRACT FOR THE PROPERTY LOCATED AT 227 OAKLAWN AVENUE

Recommendation
It is recommended that City Council find that the project qualifies for an exemption under California Environmental Quality Act (CEQA) Guidelines Section 15308, Class 8 and

approve and authorize the entering into a Mills Act contract with the property owners of 227 Oaklawn Avenue.

10. CONSIDERATION OF ENTERING INTO A MILLS ACT CONTRACT FOR THE PROPERTY LOCATED AT 1000 BUENA VISTA STREET

Recommendation
It is recommended that City Council find that the project qualifies for an exemption under California Environmental Quality Act (CEQA) Guidelines Section 15308, Class 8 and approve and authorize the entering into a Mills Act contract with the property owners of 1000 Buena Vista Street.

11. CONSIDERATION OF APPROVAL OF AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH MOSAIC PUBLIC PARTNERS, LLC FOR EXECUTIVE RECRUITMENT SEARCH SERVICES, IN THE AMOUNT NOT TO EXCEED OF $18,000, FOR A NEW TOTAL CONTRACT AMOUNT OF $100,500

Recommendation
It is recommended that the City Council consider approval of the proposed amendment to the professional services agreement with Mosaic Public Partners, LLC, for executive recruitment search services for a Library Director, in an amount not to exceed of $18,000, for a new total contract amount of $100,500.

12. CONSIDERATION OF SECOND READING AND ADOPTION OF AN ORDINANCE OF THE CITY OF SOUTH PASADENA ADDING ARTICLE 3.5 (FILMING) TO CHAPTER 19A (NOISE REGULATION) OF THE SOUTH PASADENA MUNICIPAL CODE REGARDING HOURS OF FILMING AND PROHIBITED NOISE

Recommendation
It is recommended that the City Council conduct adopt the proposed ordinance adding Article 3.5 (Filming) to Chapter 19A (Noise Regulation) regarding the hours of filming and prohibited noise.

13. CONSIDERATION OF ADOPTION OF A RESOLUTION CLARIFYING AND AMENDING THE MANAGEMENT BENEFITS SET FORTH IN RESOLUTION 7941 FOR THE POSITION OF DIVISION FIRE CHIEF

Recommendation
It is recommended that the City Council adopt a resolution clarifying and amending the Unrepresented Management Benefits set forth in Resolution 7941 for the position of Fire Division Chief related to the application of Special Arrangement Hours and leave accrual rates.

14. CONSIDERATION OF APPROVAL OF THE FOURTH AMENDMENT TO THE AGREEMENT WITH CALIFORNIA METRO PATROL FOR SECURITY GUARD SERVICES AT THE LIBRARY FOR AN ADDITIONAL NOT TO EXCEED AMOUNT OF $119,000 AND TO EXTEND THE TERM TO FEBRUARY 28, 2026

Recommendation
It is recommended that the City Council consider approving the fourth amendment to the

agreement with California Metro Patrol for security guard services at the Library for an additional amount of $119,000, bringing the aggregate total to $337,196.60, and extend the agreement term to February 28, 2026.

ACTION/DISCUSSION

15. CONSIDERATION TO APPROVE PERMANENT LOCAL HOUSING ALLOCATION PILOT RENTAL ASSISTANCE PROGRAM GUIDELINES

Recommendation

It is recommended that the City Council:

1. Consider and approve guidelines for the Permanent Local Housing Allocation (PLHA) Pilot Rental Assistance Program; and
2. Authorize staff to implement the PLHA Pilot Rental Assistance Program in accordance with the approved guidelines.

16. CONSIDERATION OF SUBMITTAL AND REVIEW OF THE SOUTH PASADENA POLICE DEPARTMENT'S MILITARY EQUIPMENT USE REPORT FOR JUNE 2024-SEPTEMBER 2025

Recommendation

It is recommended that the City Council receive and review the Military Equipment Use Report.

PUBLIC COMMENT - CONTINUED

17. 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

18. 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.

19. CITY MANAGER COMMUNICATIONS

ADJOURNMENT

FOR YOUR INFORMATION

FUTURE CITY COUNCIL MEETINGS

November 5, 2025	Regular City Council Meeting	7:00 P.M.
November 19, 2025	Regular City Council Meeting	7:00 P.M.
December 3, 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 October 15, 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.

10/10/2025	/S/
Date	Mark Perez, Acting Chief City Clerk

City Council Agenda Report

ITEM NO. 3

DATE: October 15, 2025

FROM: Todd Hileman, City Manager

PREPARED BY: Alma Medina, Assistant to the City Manager

SUBJECT: **INFORMATIONAL REPORT ON THE CITY'S CLIMATE ACTION PLAN**

Recommendation

It is recommended that the City Council:

1. Receive an informational report and update on the Climate Action Plan adopted in December 2020; and
2. Provide direction, as appropriate.

Executive Summary

This informational report provides an update on the City of South Pasadena Climate Action Plan (CAP), adopted in 2020, which serves as the City's roadmap for reducing greenhouse gas emissions and advancing sustainability. The report outlines the CAP's key goals, progress made to date, and funding sources—including the use of AB 2766 (AQMD) funds to support fleet electrification—and seeks City Council direction on potential next steps for monitoring, updating, and implementing the Plan.

Background

The City of South Pasadena Climate Action Plan was adopted by the City Council on December 16, 2020, as the City's long-term strategy for reducing greenhouse gas (GHG) emissions, promoting sustainability, and building resilience to the impacts of climate change. Developed over a 20-month period, the Plan was prepared in collaboration with the Natural Resources and Environmental Commission (NREC), City staff, and consultants from Rincon Consultants, Inc., Iteris, Inc., and BAE Urban Economics, with grant support from the Southern California Association of Governments (SCAG).

At the City Council meeting on August 20, 2025, the City Council requested an informational update to review the Plan's implementation progress and discuss next steps.

Analysis

A Climate Action Plan (CAP) serves as a strategic roadmap for how a city will reduce greenhouse gas emissions, improve climate resilience, and promote sustainability in local operations and the community. The purpose of a CAP is to identify achievable goals, policies, and actions that align with state and regional climate targets (e.g. AB 32 and SB 32 discussed below), while enhancing public health, conserving resources, and supporting economic vitality.

The City's CAP aligns South Pasadena with State of California climate mandates, including the Global Warming Solutions Act (AB 32), which requires reducing GHG emissions to 1990 levels; Senate Bill 32, which establishes a 40 percent reduction below 1990 levels by 2030; and Executive Order B-55-18, setting a goal of statewide carbon neutrality by 2045. The Plan also functions as a Qualified Greenhouse Gas Reduction Plan under CEQA Guidelines Section 15183.5, allowing the City to streamline environmental review for future projects consistent with its adopted emission-reduction strategies.

The CAP is based on the City's 2016 greenhouse gas inventory, which identified transportation (54 percent) and building energy use (39 percent) as the largest sources of communitywide emissions, followed by solid waste (6 percent) and water and wastewater (1 percent). Using this baseline, the Plan established reduction targets of 2.9 metric tons of CO2e per capita by 2030 and carbon neutrality by 2045.

To achieve these goals, the CAP outlines a series of "Plays" (broad focus areas), and "Moves" (specific implementation actions), across key sectors such as energy efficiency, clean transportation, waste reduction, water conservation, urban forestry, and municipal operations. Since adoption, the City has made measurable progress toward several of these actions, including maintaining 100 percent renewable energy participation through the Clean Power Alliance, implementing SB 1383 organics diversion programs, upgrading municipal facilities for energy efficiency, and expanding urban forestry initiatives through the City's Tree City USA designation.

As the City continues to advance its sustainability efforts, it is important to evaluate the progress made since adoption of the Climate Action Plan and identify opportunities for continued implementation. The following analysis provides an overview of the CAP's structure, key focus areas, and completed or ongoing actions, as well as areas where additional attention, coordination, or funding may be needed to ensure South Pasadena remains on track to meet its long-term emission-reduction and climate-resilience goals.

The CAP outlines strategies to reduce communitywide greenhouse gas emissions, improve sustainability, and foster environmental equity. It provides measurable targets and policy actions, referred to as "Plays and Moves," that focus on reducing emissions in the sectors contributing most significantly to the City's carbon footprint.

The plan is organized into six major sectors, or "plays": Cornerstone, Energy, Transportation, Water and Wastewater, Solid Waste, Carbon Sequestration, and Municipal. The six major sectors and their overarching goals are listed below for reference:

Sector	Play		GHG Emissions Reduction Contribution
Cornerstone	C.1	Engage South Pasadena youth in climate change action and provide education on ways to live a sustainable lifestyle	2030: 25 MT CO2e 2045: 78 MT CO2e
	E.1	Maximize the usage of renewable power within the community, by continuing to achieve an opt-out rate lower than 4% for the Clean Power Alliance.	2030: 13,408 MT CO2e 2045: 0 MT CO2e

Energy	E.2	Require electrification of 100% of newly constructed buildings.	2030: 240 MT CO2e 2045: 984 MT CO2e
	E.3	Electrify 5% of existing buildings by 2030 and 80% by 2045.	2030: 1,184 MT CO2e 2045: 19,355 MT CO2e
	E.4	Develop and promote reduced reliance on natural gas through increased clean energy systems that build off of renewable energy development, production, and storage.	Supportive of 2030 and 2045 Goals
Transportation	T.1	Increase use of zero-emission vehicle and equipment 13% by 2030 and 25% by 2045.	2030: 3,774 MT CO2e 2045: 6,629 MT CO2e
	T.2	Implement programs for public and shared transit that decrease passenger car vehicle miles traveled 2% by 2030 and 4% by 2045.	2030: 807 MT CO2e 2045: 1,399 MT CO2e
	T.3	Develop and implement an Active Transportation Plan to shift 3% of passenger car vehicle miles traveled to active transportation by 2030, and 6% by 2045.	2030: 1,186 MT CO2e 2045: 2,015 MT CO2e
Waste and Waste Water	W. 1	Reduce per capita water consumption by 10% by 2030 and 35% by 2045.	2030: 414 MT CO2e 2045: 0 MT CO2e
Solid Waste	SW.1	Implement and enforce SB 1383 organics and recycling requirements to reduce landfilled organics waste emissions 50% by 2022 and 75% by 2025.	2030: 1,702 MT CO2e 2045: 1,764 MT CO2e
	SW.2	Reduce residential and commercial waste sent to landfills by 50% by 2030 and 100% by 2045.	2030: 415 MT CO2e 2045: 859 MT CO2e
Carbon Sequestration	CS.1	Increase carbon sequestration through increased tree planting and green space.	2030: 19 MT CO2e 2045: 39 MT CO2e
Municipal	M.1	Reduce carbon intensity of City operations.	2030: 188 MT CO2e 2045: 188 MT CO2e
	M.2	Electrify the municipal vehicle fleet and mobile equipment.	2030: 23 MT CO2e 2045: 23 MT CO2e
	M.3	Increase City's renewable energy production and energy resilience.	Supportive of 2030 and 2045 Goals

Key Focus Areas and Actions

The CAP then further identifies more than ninety actions organized under the six focus areas. Highlights include the following:

1. **Community Engagement and Education**
    - Expand youth education programs on climate action and sustainability.
    - Partner with South Pasadena Unified School District to integrate climate awareness and tree planting programs.
2. **Energy and Buildings**
    - Maintain the City's 100% renewable energy participation through the Clean Power Alliance.
    - Require electrification of all new buildings and incentivize retrofitting existing buildings.
    - Increase the use of solar energy, energy storage, and energy-efficient technologies.
3. **Transportation**
    - Expand public and shared transit programs to reduce vehicle miles traveled (VMT).
    - Support adoption of zero-emission vehicles (ZEVs) and install public charging infrastructure.
    - Electrify the municipal vehicle fleet and continue to modernize fleet operations.
4. **Solid Waste and Organics Diversion**
    - Implement and enforce SB 1383 organics and recycling mandates to reduce landfill waste.
    - Promote waste reduction and recycling to achieve a 50% diversion by 2030 and 100% by 2045.
5. **Water Conservation**
    - Reduce per-capita water use by 10% by 2030 and 35% by 2045, using conservation technologies and outreach.
6. **Urban Forestry and Carbon Sequestration**
    - Expand the City's urban forest and green spaces to enhance carbon sequestration and mitigate urban heat.
7. **Municipal Operations**
    - Transition City facilities to renewable energy sources.
    - Improve building efficiency and sustainability in City operations.

Implementation and Monitoring of the CAP

The CAP also includes long-term implementation framework referred to as "Keeping Score." This framework established guidelines for the City to provide updates and work towards the "Plays" in the plan. This framework calls for regular tracking of the City's progress, periodic updates, which were recommended for every three years, to incorporate new data, technologies, and evolving regulations, and public reporting on implementation status through tools such as a Climate Action Plan "Report Card." Together, these efforts would enable the City Council and community to clearly understand which measures have been completed, which are currently underway, and where additional resources or policy support may be needed to achieve the City's climate objectives.

Progress to Date

Since the Plan's adoption, South Pasadena has taken several steps toward implementing its CAP strategies, inclusive of the following:

- **Renewable Energy:** The City has continued its partnership with the Clean Power Alliance, maintaining 100% renewable energy as the default option for residential, commercial, and municipal accounts—one of the most impactful measures in reducing communitywide emissions.

- **Organics Diversion:** In compliance with SB 1383, the City has implemented organics collection programs, significantly reducing waste sent to landfills and supporting methane reduction goals.

- **Urban Forestry:** The City remains a Tree City USA community and has continued tree planting and maintenance programs that expand canopy coverage, mitigate urban heat, and sequester carbon.

- **Municipal Efficiency:** Facility upgrades have included energy-efficient lighting, HVAC retrofits, and improved building controls to reduce energy use across City facilities.

- **Sustainable Fleet Transition:** The City has begun replacing older vehicles with hybrid and low-emission models, advancing the CAP's municipal fleet electrification objective.

- **Community Outreach and Engagement:** Sustainability outreach has been integrated into City events such as Earth Day, Clean Air Day, and other community education efforts, reinforcing local awareness and participation in sustainability initiatives. The City has a dedicated Sustainability Division dedicated to these efforts.

While these actions represent measurable progress, the City has not yet established a formal reporting mechanism to comprehensively track progress toward the CAP's long-term emission-reduction goals. Implementing a structured monitoring and reporting framework would enhance transparency, help evaluate program effectiveness, and guide future decision-making.

Staff has prepared this informational report to:

1. Reintroduce the CAP's purpose and contents to the current City Council;
2. Summarize the City's adopted climate goals and strategies; and
3. Seek Council direction on the potential next steps:

Pending City Council direction, staff is prepared to return to Council at a later date with a work plan and resource options based on the direction received.

Fiscal Impact
There is no fiscal impact associated with receiving this informational report. Additional fiscal impact will be determined based on direction received from City Council.

Funding Sources and Financial Support
Assembly Bill 2766 Motor Vehicle Subvention Fund Program (AB 2766)
One of the City's most consistent funding sources for CAP-related initiatives has been the Assembly Bill 2766 (AB 2766) Motor Vehicle Subvention Fund Program, administered by the South Coast Air Quality Management District (SCAQMD). This program collects a small

surcharge on motor vehicle registrations and redistributes a portion of those revenues to cities and counties on a population-based formula. The funds are specifically intended to support projects and programs that reduce air pollution from motor vehicles, aligning directly with the City's CAP focus areas of clean transportation, fleet electrification, and emission reduction.

The City receives these funds annually through a non-competitive allocation, typically totaling approximately $30,000 to $35,000 per year, and has used them to support the CAP's implementation actions. Over the past several years, AB 2766 funds have primarily been directed toward vehicle and equipment electrification efforts, including the purchase of hybrid and low-emission City fleet vehicles, that contribute to lowering greenhouse gas emissions from municipal operations. It should be noted that the City did not spend this funding in the first few years received, because the amount would not have been sufficient to fund a significant purchase, and so funds were accumulated across fiscal years.

Below is a breakdown of the usage of the AB2766 funds since the adoption of the Climate Action Plan:

Fiscal Year (FY)	Amount Received for Fiscal Year	Expenditure	Amount Expended	Balance
FY 2020- 2021	$33,243	No expenditures	$0	$33,243
FY 2021- 2022	$32,872	No expenditures	$0	$66,115
FY 2022- 2023	$35,087	No expenditures	$0	$101,202
FY 2023- 2024	$26,501	No expenditures	$0	$127,703
FY 2024- 2025	$43,855	No expenditures	$0	$171,558
FY 2025- 2026	$35,000*	Electric Vehicles	$112,904	$93,654

*The City has not yet received its allocation for the current Fiscal Year 2025-2026, and this is an estimate.

The intended use for AB2766 funds is to provide a funding source to cities and counties to develop clean transportation programs and reduce vehicle emissions. Projects that provide quantifiable emission reductions, maximize motor vehicle emission reductions, and advance new technologies are emphasized.

- Allowable expenditures under this funding source include:
- Replacing older and more polluting conventional fueled vehicles with cleaner vehicles that meet or exceed the emission standards requirement for this category
- Installing CARB-approved add-on emission control equipment is an eligible expenditure for both on-road and off-road diesel engines.
- Projects utilizing land use strategies can make it easier for people to walk, bicycle or use public transit, thus reducing automobile trips and their related emissions.
- Develop and update general plans, air quality policies, air quality elements and Air Quality Management Plan measures specifically related to motor vehicle reduction strategies.
- Public transportation projects that reduce single occupancy vehicle trips.
- Construction, reconstruction, and expansion of public mass transportation facilities designed to increase use of the system.
- Projects that calm traffic and reduce vehicle speeds; measures that reduce idling or

control vehicle speeds are benefits to air quality.
- Market based strategies primarily involving the use of incentives and disincentives such as user fees or congestion charges for consumers that will encourage behavioral changes that result in emission reductions.
- Bicycle-related projects, including bike paths, facilities, bike share programs, etc.
- Paving of roads, shoulders and other areas that generate/contribute to dust.
- Raising public awareness about air quality issues in their communities is vital to the success of any emission reduction strategy.

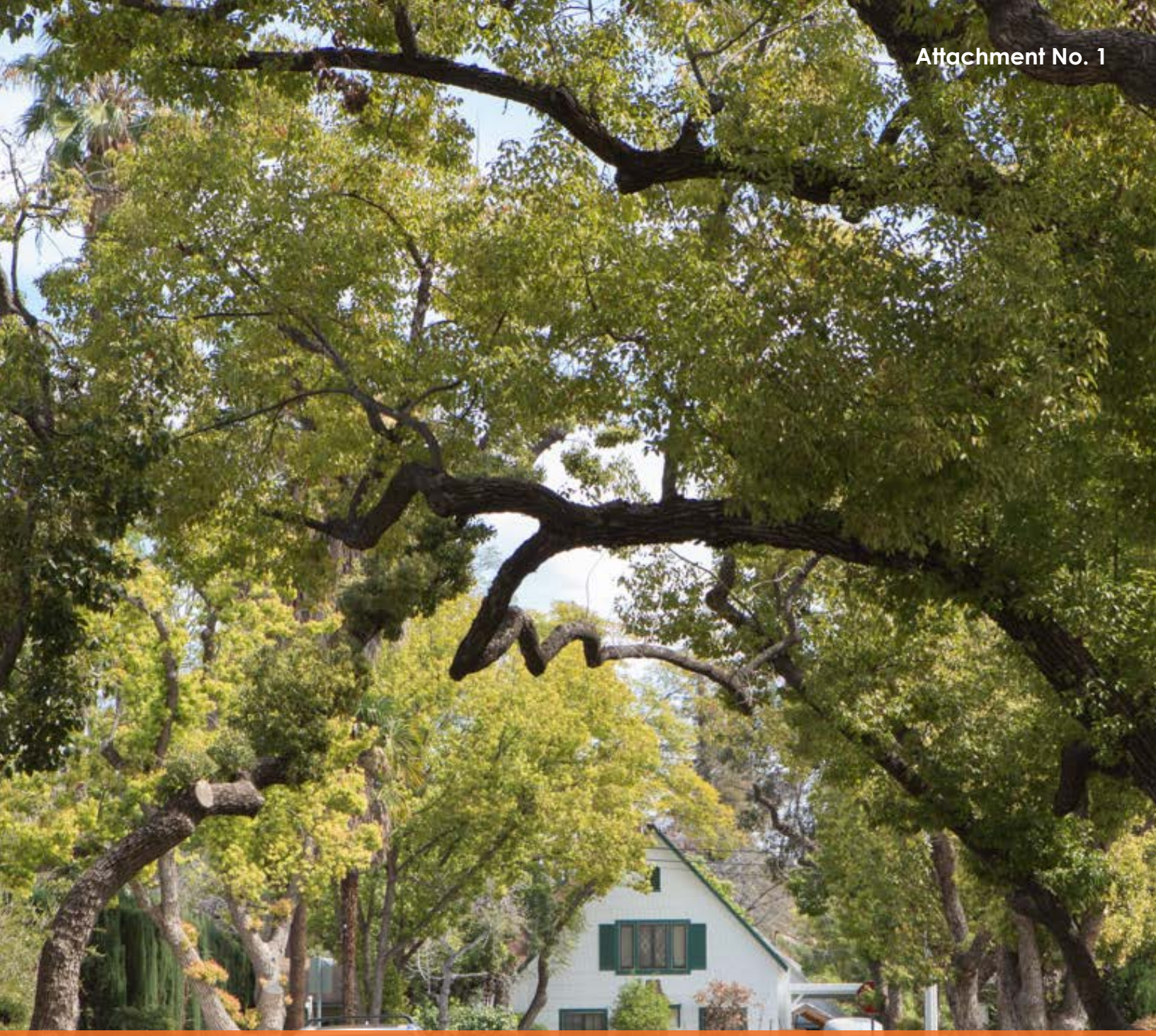
The current estimated balance of the City's AB2766 funding is $93,654. This amount accounts for the recently approved electric vehicle purchases, at the meeting of August 20, 2025 (in the amount of $112,904).

Other Funding Sources and Partnerships
Beyond AB 2766, the City has utilized and can potentially tap into other funding opportunities to implement various components of the Climate Action Plan, including:

- Southern California Association of Governments (SCAG): Provided funding assistance for preparation of the CAP and continues to offer competitive grants under its Sustainable Communities Program to support active transportation, mobility, and sustainability planning.
- Clean Power Alliance (CPA): As a CPA member city, South Pasadena benefits from access to renewable energy incentives and potential reinvestment programs that align with CAP energy and electrification goals.
- CalRecycle: Supports solid waste reduction and organics diversion programs through State-mandated compliance and grant opportunities under SB 1383.
- California Energy Commission (CEC) and California Air Resources Board (CARB): Offer funding opportunities for EV infrastructure, municipal fleet conversion, and energy-efficiency projects that directly advance CAP objectives.

By strategically leveraging these funding sources, the City has been able to make progress toward the Climate Action Plan’s targets, particularly in areas of fleet electrification, renewable energy use, waste diversion, and public outreach, while minimizing local fiscal impacts.

Attachment:
Attachment No. 1 - South Pasadena Climate Action Plan



South Pasadena 2020 Final Climate Action Plan

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South Pasadena 2020 Final Climate Action Plan



Adopted by City Council:
December 16, 2020

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Acknowledgements

This Climate Action Plan was a coordinated effort between:

- ✓ South Pasadena Community Members
- ✓ South Pasadena Natural Resource and Environmental Commission (NREC)
- ✓ South Pasadena City Staff
- ✓ Southern California Association of Governments (SCAG)
- ✓ Rincon Consultants, Inc., Iteris, Inc., and BAE Urban Economics

Thank you for participating! We appreciate your feedback, insight, and passion – South Pasadena's Climate Action Plan is better because of you!

NREC Commissioners and Liaisons:

Madeline C. Di Giorgi, Chair

Rona Bortz, Vice Chair

Amy Davis Jones, Commissioner

William Kelly, Commissioner

Stephen Leider, Commissioner

Cynthia Liu, Commissioner

Lauren Myles, Commissioner

Marina Khubesrian, M.D., City Council Liaison

Diana Mahmud, City Council Liaison

City Staff

Shahid Abbas, Public Works Director

Julian Lee, Deputy Public Works Director

Arpy Kasparian, Water Conservation & Sustainability Analyst

City of SOUTH PASADENA

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Environmental Scientists | Planners | Engineers
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Message from City Council

One of the greatest global crises that we face today is climate change. However small our City may be, it is imperative that we take actions immediately to reduce our global footprint. The effects of climate change can be felt right at home by the longer heat waves, higher temperatures, and more frequent extreme heat days. The Covid-19 pandemic has taught us that environmental protections and actions cannot be delayed any longer.

It is a privilege to lead a community that is not only overwhelmingly supportive of a sustainable lifestyle, but is not afraid to step up, take action, and truly make a difference. Our City's youth have taken a leading role inciting change and innovation in the City and it is their calls to action that keep us motivated to establish policies and pathways to a carbon-neutral future. The City of South Pasadena has a history of pushing the envelope and leading the way in sustainability. This is exemplified by the City's plastic bag ban that was established two years ahead of the state, our expanded polystyrene ban that helps avoid long-term environmental damage, and being the first City in the nation to be an American Green Zone Alliance (AGZA) Green Zone City preventing the creation of 41 metric tons (MT) of carbon dioxide equivalents (CO_2e) per year. In 2019, we continued our leadership efforts by joining the Clean Power Alliance with 100% clean power as the default rate for the residential and municipal sectors. In addition, City Council adopted the South Pasadena Green Action Plan, first of its kind, with implementable actions toward a plastic free, water conscious, high organics diverting, and heat island mitigating City.

We do not plan on stopping to advance our environmental stewardship. South Pasadena is doing it again with its first Climate Action Plan. With more than 90 actions (or Moves), this Climate Action Plan outlines a pathway to reduce the City's greenhouse gas emissions to ultimately reach our goal of carbon neutrality by 2045. With any good plan, we will be revisiting these actions every few years to make sure that the pathway is still relevant and ambitious and that we are on schedule toward goal attainment.

An incredible team of city staff, community leaders, residents, businesses, city youth, and city commissioners came together to create this plan through a transparent and collaborative process. This is our community's Climate Action Plan. With this plan, we strive to create a resilient, sustainable, and proactive community of which anyone would be proud.



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Appendix B – Cal-Adapt
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Glossary

Term	Definition
Adaptation	Adjustment or preparation of natural or human systems to a new or changing environment which moderates harm or exploits beneficial opportunities.
Anthropogenic	Made by people or resulting from human activities; usually used in the context of emissions that are produced as a result of human activities
CAP	Climate Action Plan – comprehensive roadmap that outlines the specific activities that an agency will undertake to reduce greenhouse gas emissions
CARB	California Air Resources Board – the lead agency for climate change programs and oversees all air pollution control efforts in California to attain and maintain health-based air quality standards
Carbon-neutrality	Achieving net-zero carbon dioxide (CO_2) emissions by balancing carbon emissions with carbon removal
Carbon Dioxide (CO_2)	A naturally occurring gas and a by-product of burning fossil fuels and biomass, as well as land-use changes and other industrial processes.
Carbon Dioxide Equivalent (CO_2e)	A metric measure used to compare the emissions from various greenhouse gases based upon their global warming potential (GWP)
Climate	The average of weather patterns over a long period of time (usually 30 or more years)
Climate Change	A change in the average conditions — such as temperature and rainfall — in a region over a long period of time
Co-Benefit	The benefits of policies that are implemented for various reasons at the same time including climate change mitigation acknowledging that most policies designed to address greenhouse gas mitigation also have other, often at least equally important, rationales (e.g., related to objectives of development, sustainability, and equity)
COVID-19	Coronavirus disease 2019 – a novel disease that was first identified in 2019 and spread throughout the rest of the world in 2020, leading to an economic shutdown in many countries.
Decarbonization	The reduction or removal of carbon
Electrification	The process of generating power from electricity and, in many contexts, the introduction of such power by changing over from an earlier power source.
Emissions	The release of a substance (usually a gas when referring to the subject of climate change) into the atmosphere
Environmental Justice	The fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income, with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies
EV	Electric Vehicle – a vehicle that uses one or more electric motors or traction motors for propulsion
Fossil Fuel	A general term for fuel formed from decayed plants and animals that have been converted to crude oil, coal, natural gas, or heavy oils by exposure to heat and pressure in the Earth's crust

GHG	Greenhouse Gas – a gas that absorbs infrared radiation, traps heat in the atmosphere, and contributes to the greenhouse effect
Greenhouse Effect	A process that occurs when gases in Earth's atmosphere trap the Sun's heat
GWP	Global Warming Potential - total contribution to global warming resulting from the emission of one unit of that gas relative to one unit of the reference gas, carbon dioxide, which is assigned a value of 1
ICLEI	International Council for Local Environmental Initiatives – emissions estimates were calculated using ICLEI's best available methodologies
IPCC	United Nations Intergovernmental Panel on Climate Change – prepares comprehensive Assessment Reports about the state of scientific, technical and socio-economic knowledge on climate change, its impacts and future risks, and options for reducing the rate at which climate change is taking place
Methane (CH_4)	A hydrocarbon that is a greenhouse gas that is produced through anaerobic (without oxygen) decomposition of waste in landfills, animal digestion, decomposition of animal wastes, production and distribution of natural gas and petroleum, coal production, and incomplete fossil fuel combustion
Mitigation	An action that will reduce or prevent greenhouse gas emissions, such as electrifying
MT	Metric Ton – Common international measurement for the quantity of greenhouse gas emissions – one metric ton is equal to 2205 pounds or 1.1 short tons
MT CO_2e	Metric tons of carbon dioxide equivalent
Nitrous Oxide (N_2O)	A powerful GHG with a high global warming potential; major sources of nitrous oxide include soil cultivation practices, especially the use of commercial and organic fertilizers, fossil fuel combustion, nitric acid production, and biomass burning.
PV	Photovoltaic (Solar energy)
Qualified GHG Reduction Plan	A Plan that accommodates growth in a manner that does not hinder the state's ability to reach further emission reduction goals.
RCP	Representative Concentration Pathway – Greenhouse gas concentration trajectory scenarios adopted by the IPCC.
RTP/SCS	Regional Transportation Plan/Sustainable Communities Strategy – a Plan adopted by SCAG to promote mobility, accessibility, sustainability, and a high-quality of life
SCAG	Southern California Association of Governments – designated Metropolitan Planning Organization (MPO) for the counties of Los Angeles, Riverside, San Bernardino, Ventura, Orange, and Imperial, pursuant to Title 23, United States Code Section 134(d) – the funding entity of this Climate Action Plan
Social Equity	All people having equal access to and influence on the resources and benefits of society
U.S. EPA	United States Environmental Protection Agency - the mission of the U.S. EPA is to protect human health and the environment
VMT	Vehicle Miles Traveled
Weather	The state of the atmosphere over a short period of time (usually an hour or day), describing if it is hot or cold, wet or dry, calm or stormy, clear or cloudy, etc.
ZEV	Zero Emission Vehicle – a vehicle that never emits exhaust gas from the onboard source of power





Carbon-neutrality

Achieving net-zero carbon dioxide (CO_2) emissions by balancing carbon emissions with carbon removal.





Social Equity

All people having equal access to and influence on the resources and benefits of society.



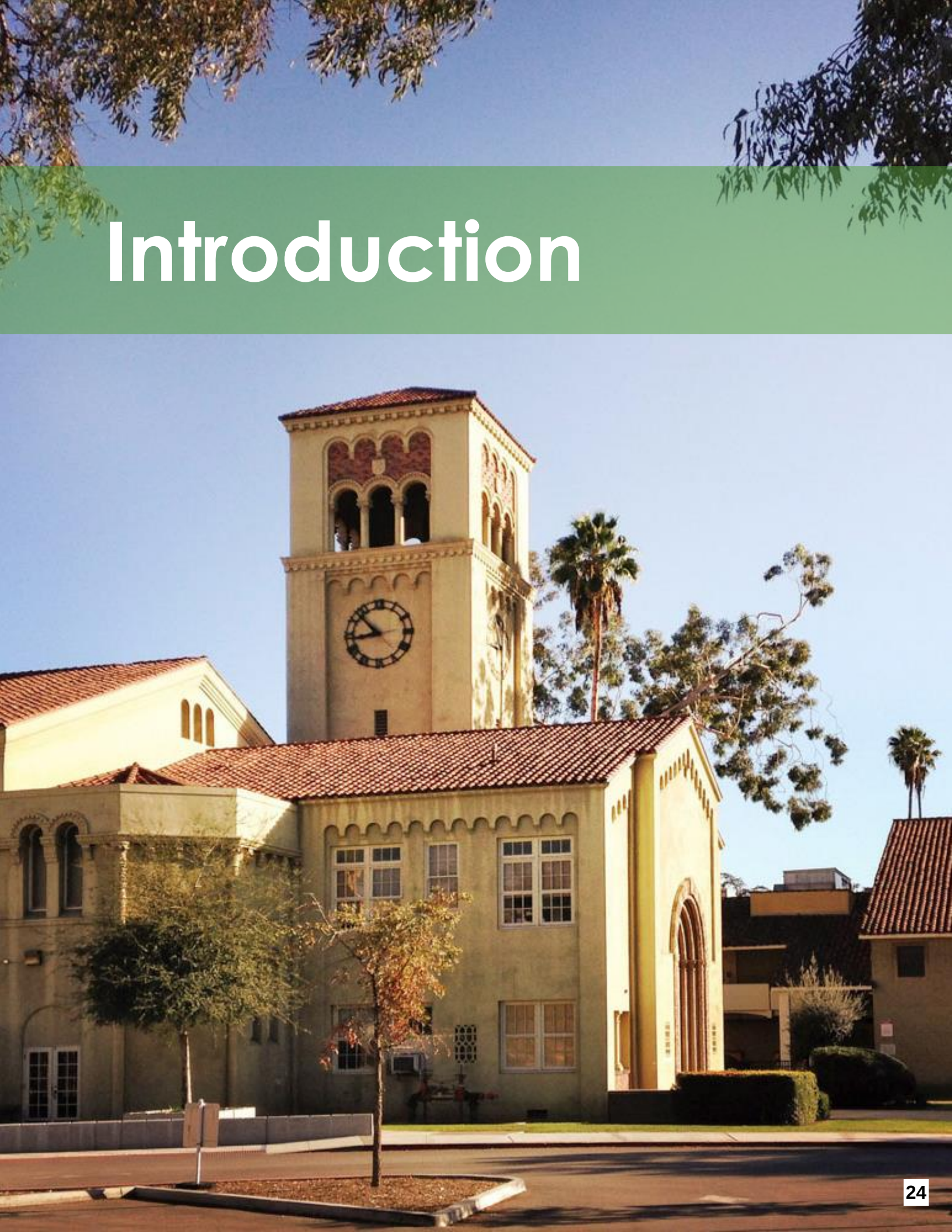


Qualified GHG Reduction Plan

A Plan that accommodates growth in a manner that does not hinder the state's ability to reach.

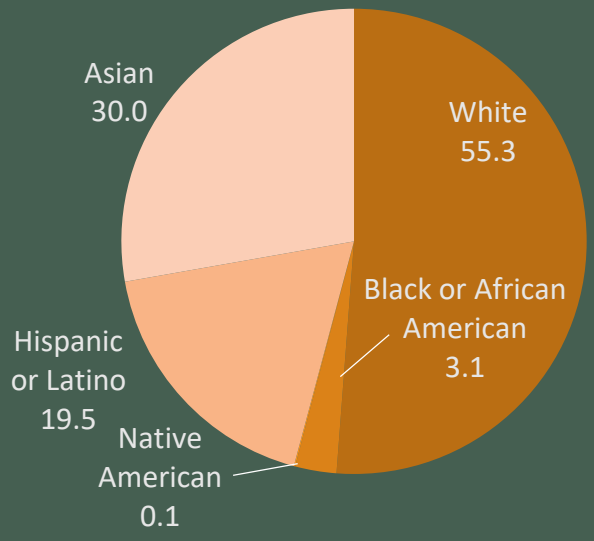


Introduction



Who are we?

Race and Origin
Percent of Population



3.44 square miles of Flatlands and Hillsides

2019 Population:
25,329

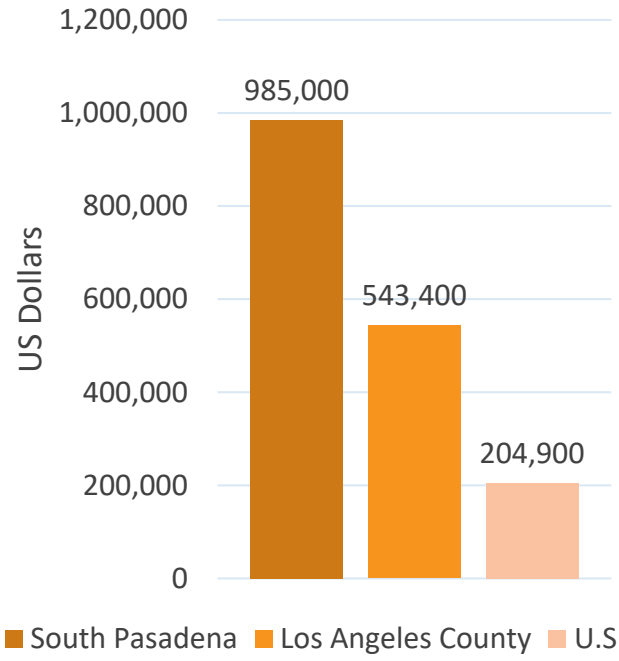
Population per square-mile:
7,524

Tree City USA
21,000
trees

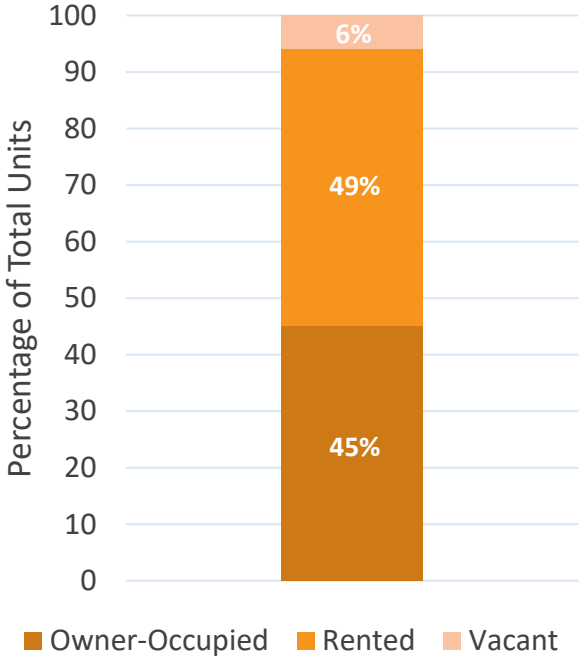
Age of Population

Persons under 5 years	Persons over 65 years
5.3%	13.9%

Median Housing Value



City Housing Statistics



Sources: United States Census Bureau, 2019 and City of South Pasadena *"About Us"* webpage: https://www.southpasadenaca.gov/visitors/about-us



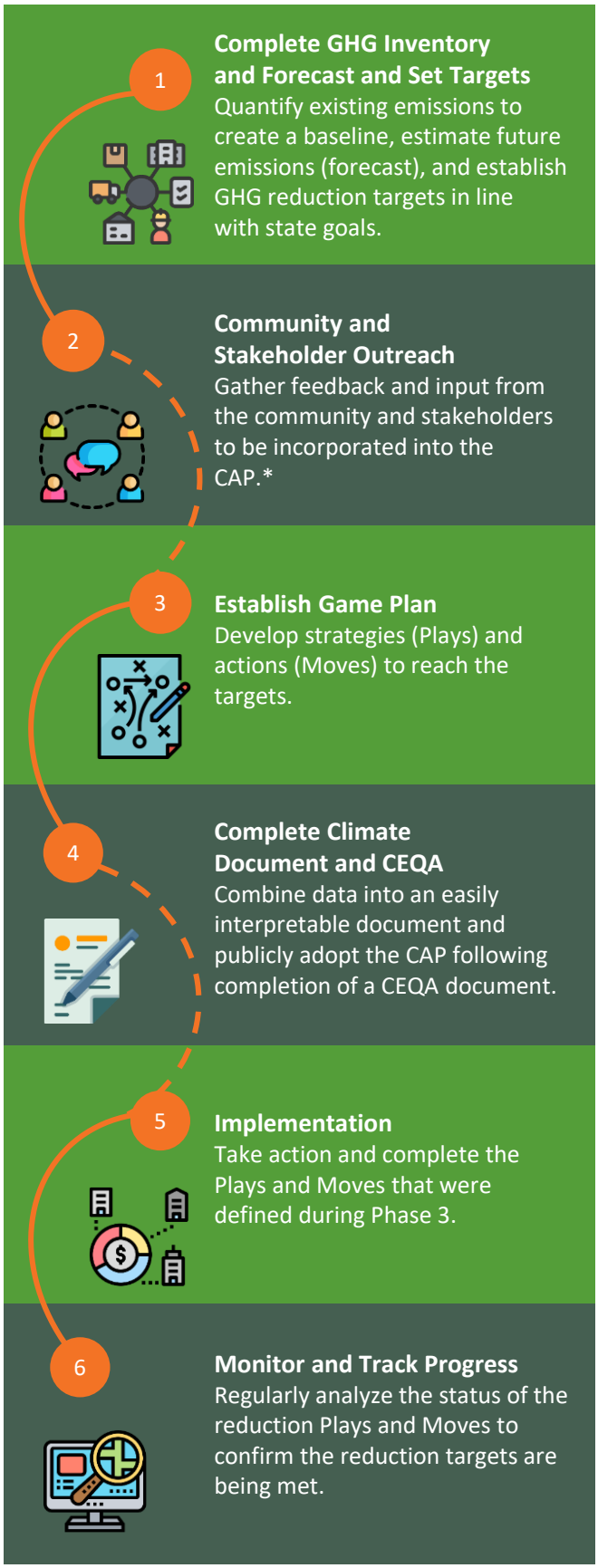
Climate Action Vision

The effects of climate change are already felt on the local level and are projected to worsen over the next century without a concerted global effort to address the sources of greenhouse gas (GHG) emissions. This Climate Action Plan (CAP) details a set of strategies for South Pasadena to reduce its emissions, prepare for and mitigate approaching risks, and chart the course towards a sustainable future. Key components of that future include:

- ✓ **Vibrant Communities** – Healthy neighborhoods and ecosystems with cleaner air, safer streets, increased mobility options, and more adaptive and resilient systems
- ✓ **Engaged Citizens** – Communities that are aware of and interested in the potential environmental, social, and economic impacts of climate change and that seek various solutions surrounding climate change through inspiring educational and outreach programs
- ✓ **Social Equity** – Protecting those most vulnerable against the impacts of climate change and improving the quality of life for all members of the community by working towards a shared and collaborative civic identity



Figure 1 Qualified GHG Reduction Plan Elements



* Outreach is ongoing throughout the climate action planning process

- ✓ **Resilient Economy** – Powered by clean and renewable energy sources, making it more resilient to unpredictable climate emergencies, providing more efficient and affordable utilities, creating clean energy jobs, and promoting resource conservation
- ✓ **Environmental Stewardship** – Responsible use and protection of South Pasadena's natural and cultural resources, encouraging active and meaningful enjoyment by present and future generations of residents
- ✓ **Regional Leadership in Sustainability** – Encouraging effective collaboration throughout the community to promote collective change and become an example of successful climate action planning in the Los Angeles region

Background

South Pasadena committed to tackling climate change in 2017 by securing grant funding from the Southern California Association of Governments (SCAG) to adopt a CAP. In 2019, the City renewed its commitment to sustainability by unanimously adopting the South Pasadena Green Action Plan (Green Plan).[1] The goals of the Green Plan are to: move towards being a plastic-free city; enhance water conservation efforts; increase organics diversion from landfill; mitigate urban heat island impacts; and prepare for future sustainability initiatives. The Green Plan's short-term initiatives served as a stepping-stone in setting the future targets and initiatives presented in this long-term CAP. Additionally, the Green Action Plan and other City documents focus on general sustainability (e.g. waste reduction and reduced water use), while the CAP focuses specifically on reducing emissions in the City.

The CAP is a long-range planning document that guides the City towards long-term emissions reductions in accordance with State of California goals. The CAP analyzes emission sources within the City, forecasts future emissions, and establishes emission reduction targets (See *The Playing Field* and the Appendix C). This CAP is the City of South Pasadena's roadmap to achieving the City's 2030 target and state mandated goal of 40% below 1990 levels by 2030 and demonstrates substantial progress towards achieving carbon neutrality by 2045.The CAP also establishes a framework for implementation and monitoring of

1. https://www.southpasadenaca.gov/government/departments/public-works/environmental-programs/sustainable-south-pasadena/south-pasadena-green-action-plan

reduction activities, and further promotes adaptation and preparedness actions. The plan is intended to be a qualified GHG Reduction Plan and meets the requirements of CEQA 15183.5(b), see Figure 1.

COVID-19 and Climate Action

The COVID-19 pandemic has disrupted our daily lives and both the local and national economies, bringing the intersection of climate change and public health to the public eye. The pandemic has also shone a light on how disasters disproportionately affect already-vulnerable communities. Disadvantaged communities, already suffering from exposure to higher levels of toxic air pollution, are more vulnerable to respiratory disease and are dying at disproportionately higher rates from the pandemic. Similarly, the economic shutdown has destabilized everyone; but, small business owners and "income-insecure workers" are among those least able to draw on financial reserves and wait for economic recovery. At the same time, global response to the pandemic has shown that an extreme reaction to disasters of this magnitude is both possible and necessary. We can and should strive for a future with cleaner air, safe homes and public spaces, secure jobs, and reliable access to resources. Planning for resilience, particularly at the local level, should include a focus on addressing environmental justice and climate equity. The CAP outlines how South Pasadena can work towards this future.

Purpose

This CAP will guide the City of South Pasadena towards reducing GHG emissions consistent with the targets set out by Assembly Bill (AB) 32 and Senate Bill (SB) 32, as well as fulfill the requirements of the California Environmental Quality Act (CEQA) Guidelines § 15183.5(b). California AB 32 established a statewide target to reduce GHG emissions to 1990 levels by 2020 and SB 32 established a statewide target to reduce GHG emissions to 40 percent below 1990 levels by 2030. Please see Figure 2 and Appendix A, *Regulatory Summary,* for a written description and a timeline of the regulations related to climate action planning.[2]

The CAP and its accompanying environmental documentation are consistent with the criteria set forth in CEQA Guidelines Section 15183.5(b) as outlined below:

A. Quantify greenhouse gas emissions, both existing and projected over a specified time period, resulting from activities within a defined geographic area (See *Playing Field*);
B. Establish a level, based on substantial evidence, below which the contribution to greenhouse gas emissions from activities covered by the plan would not be cumulatively considerable (See *Playing Field*);
C. Identify and analyze the greenhouse gas emissions resulting from specific actions or categories of actions anticipated within the geographic area (See *Playing Field*);
D. Specify measures or a group of measures, including performance standards, that substantial evidence demonstrates, if implemented on a project-by-project basis, would collectively achieve the specified emissions level (See *Plays and Moves*);
E. Establish a mechanism to monitor the plan's progress toward achieving the level and to require amendment if the plan is not achieving specified levels (See *Implementation*);
F. Be adopted in a public process following environmental review (See Appendix F).

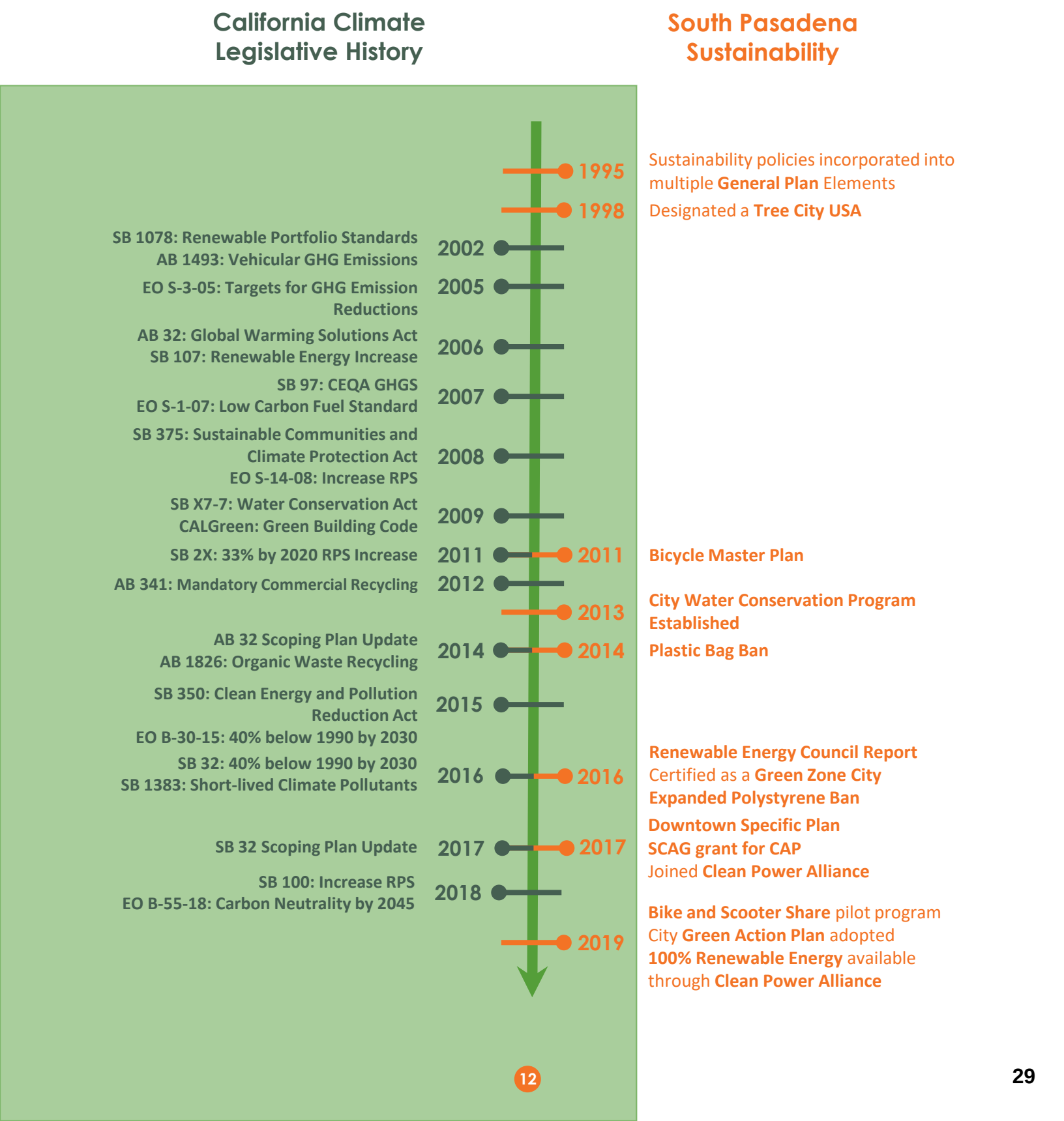
If projects are consistent with the CAP, CEQA analysis can be streamlined by presuming that the project's GHG emissions are not significant.[3]

Greenhouse Gas Emission Background

Most of the energy that affects Earth's climate comes from the sun. When solar radiation reaches the Earth's atmosphere, some of it is reflected back into space and a small portion is absorbed by Earth's surface. As Earth absorbs the solar radiation, its surface gains heat and then re-radiates it back into the atmosphere. Some of this heat gets trapped by gases in the atmosphere, causing Earth to stay warm enough to sustain life.

2. See the Regulatory Summary Appendix (Appendix A) for a full summary on the regulatory background that drives the climate action planning process.
3. https://opr.ca.gov/docs/OPR_C8_final.pdf

Figure 2 Leading Climate Action





This is known as the "greenhouse effect" and the gases trapping the heat are known as "greenhouse gases"[4] (see Figure 3).

The greenhouse effect is integral to sustaining life on Earth. However, human activities emit GHGs in excess of natural ambient concentrations, thereby contributing to the enhancement of the natural greenhouse effect. This enhanced greenhouse effect contributes to global warming, an accelerated rate of warming of Earth's average surface temperature. More specifically, by burning fossil fuels to power homes, businesses, and automobiles, we increase the amount of GHGs emitted into the atmosphere,[5] which, in turn, leads to increased absorption of infrared radiation by the Earth's atmosphere and increasing temperatures near the surface.

Types of Greenhouse Gases

Greenhouse gases listed by the United Nations Intergovernmental Panel on Climate Change (IPCC) include: carbon dioxide (CO_2), methane (CH_4), and nitrous oxide (N_2O), as well as chlorofluorocarbons, hydrochlorofluorocarbons, hydrofluorocarbons, perfluorocarbons, and sulfur hexafluoride, which are collectively called fluorinated gases.[6] Ninety-seven percent of the annual GHG emissions generated in the United States consist of CO_2, CH_4, and N_2O,[7] while fluorinated gases[8] result in the remaining three percent of emissions. Because CO_2, CH_4, and N_2O comprise a large majority of GHG emissions at the community level, these are the gases considered in this analysis.

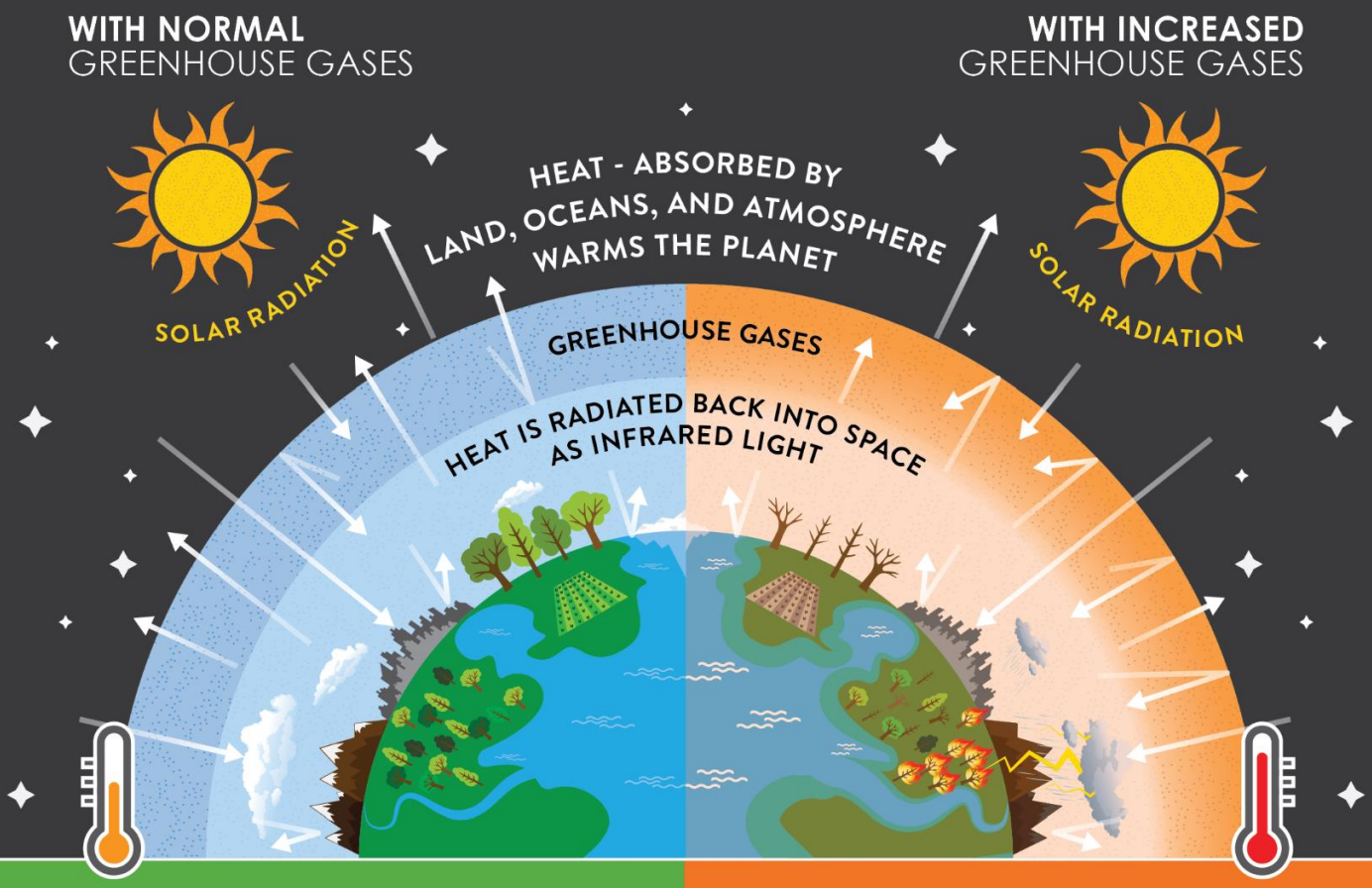
Each of these gases has its own global warming potential (GWP), or extent to which it traps energy in the atmosphere, ranging from a decade to several thousand years. CO_2 is used as the reference point to compare the potential impact of different GHGs, therefore CO_2 has a GWP of 1. Methane has a GWP of 28, meaning that each metric ton (MT) of methane causes 28 times more warming than 1 MT of CO_2. Nitrous oxide has a GWP of 265 or 265 times the GWP of 1 MT of CO_2.[9]

4. https://scied.ucar.edu/longcontent/greenhouse-effect
5. https://www.epa.gov/ghgemissions/sources-greenhouse-gas-emissions
6. https://www.c2es.org/content/main-greenhouse-gases/
7. https://www.wri.org/blog/2020/02/greenhouse-gas-emissions-by-country-sector
8. Fluorinated gases, which includes four main types: hydrofluorocarbons 8. (HFCs), perfluorocarbons (PFCs), sulfur hexafluoride (SF_6) and nitrogen trifluoride (NF_3), are man-made gases that can stay in the atmosphere for centuries and contribute to the GHG effect.
9. https://www.ipcc.ch/assessment-report/ar5/

Figure 3 Greenhouse Gas Effect

In the last century, human activities such as burning fossil fuels and deforestation have caused a jump in the concentration of greenhouse gases in the atmosphere.

THE RESULT: Extra trapped heat and higher global temperatures.



Some heat continues into space while the rest, trapped by greenhouse gases, help maintain the planet's relatively comfortable temperatures.

LESS GAS =
LESS HEAT TRAPPED IN THE ATMOSPHERE

Retaining more reliable:

- Weather
- Rainfall
- Temperature
- Sea Level

Increased greenhouse gases means less heat escapes to space. Between preindustrial times and now, the earth's average temperature has risen by 1.8°F (1.0°C).

MORE GAS =
MORE HEAT TRAPPED IN THE ATMOSPHERE

More intense:

- Storms
- Drought
- Heat
- Sea Level Rise

When all GHG's are normalized based on their GWP's they are referred to as carbon dioxide equivalents or CO_2e.

Sources of Greenhouse Gas Emissions

The combustion of fossil fuels (such as natural gas and gasoline), the decomposition of waste, and industrial processes are the primary sources of GHG emissions. With the accelerated increase in fossil fuel combustion and deforestation since the Industrial Revolution of the 19th century, concentrations of GHG emissions in the atmosphere have increased exponentially. The United States Environmental Protection Agency (U.S. EPA) tracks the country-wide emissions and publishes an annual report: *Inventory of U.S Greenhouse Gas Emissions and Sinks.* [10]

According to the U.S. EPA, gross GHG emissions nationwide have increased by 1.3 percent since 1990. Annual flux of GHG emissions can be attributed to changes in the economy, the price of fuel, and land-use change. For example, in 2017, nationwide GHG emissions decreased compared to 2016 levels, but rose again in 2018 by 3.1 percent . The fluctuation in CO_2 emissions from fossil fuel combustion was a result of multiple factors: although there continues to be a shift from coal to natural gas and increased use of renewables in the electric power sector, more extreme weather (colder winter, hotter summer) led to increased overall electricity use.

Climate Impacts

Anthropogenic (human) caused climate change is well-understood and widely accepted by the scientific community, with over 97 percent of climate scientists agreeing that the planet is warming and human activities are the root cause.[11] Essentially, climate change is the addition of excess GHGs to the atmosphere which traps energy (heat) and causes changes to temperature, wind patterns, and precipitation. Because of human activities, these GHGs are now higher than they have been in the past 400,000 years, raising carbon dioxide levels from 280 parts per million to 410 parts per million in the last 150 years.[12] Although many changes to climate are governed by natural processes, human activities have contributed an increasing amount of GHGs to the atmosphere at a rate that is unprecedented in Earth's history.

Effects of Climate Change

Globally, climate change is already linked to several changes which will impact biological life forms. Scientists have measured shrinking ice sheets, warming oceans, increasing global temperatures, less snow cover, sea level rise, and species extinction. Consequently, climate change has the potential to result in flooding of low-lying areas (due to sea level rise), reduction of fresh-water supply (due to rainfall and snowfall changes), adverse changes to biological resources and public health (due to increased temperature, less-productive habitats, and expansion of disease vectors), as well as many other adverse environmental consequences. [13]

Globally, a warming trend is abundantly clear, with all the top five hottest years on record happening during the past five years.[14] Additionally, the 20 hottest years on record have all occurred since 1998.[15] Climate change is a global phenomenon that has the potential to impact local health, natural resources, infrastructure, emergency response, tourism, and many other facets of society. The direct impacts projected for the City of South Pasadena include increased temperatures and potential changes in precipitation patterns.

Climate Change in the City of South Pasadena

In the City of South Pasadena, the most pronounced effects of climate change will be increased average temperature, more days of extreme heat, and elevated drought risk, all of which may lead to increased wildfires. Air quality impacts from fires, both local and throughout the western region, may also continue to be an issue. The projections in Figures 4 and 5 were taken from Cal-Adapt, an interactive platform that allows users to explore how climate change might affect California at the local level under different emissions scenarios and climate models. See Appendix B for more information on Cal-Adapt.

10. https://www.epa.gov/ghgemissions/inventory-us-greenhouse-gas-emissions-and-sinks
11. https://climate.nasa.gov/scientific-consensus/
12. https://www.ametsoc.org/ams/index.cfm/publications/bulletin-of-the-american-meteorological-society-bams/state-of-the-climate/
13. https://www.ipcc.ch/sr15/chapter/chapter-3/
14. https://climate.nasa.gov/evidence/
15. https://www.ncdc.noaa.gov/cag/

The emissions scenario used in this analysis is Representative Concentration Pathway (RCP) 8.5, also known as the high emissions scenario, which is intended to project business-as-usual continuation of current emissions. A range of climate models exist to cover the variability of physical processes, leading to warm/dry simulations and cool/wet simulations. Best practices for conservative planning indicates that an average of all models gives the most representative value. See Appendix B for further information on RCPs and climate models used.

Average maximum temperatures in the City of South Pasadena are expected to rise between 6.5°F and 11.5°F from 2005 to 2100, depending on the emissions scenario.[16] Figure 4 shows observed and projected annual average maximum temperatures in South Pasadena. South Pasadena is also projected to experience more extreme heat conditions. The annual number of heat waves, defined as four or more days over 100.6°F, is projected to increase from an average of 0.2 between 1975 and 2005 to an average of 4.9 between 2070 and 2099, based on the high emissions scenario. Additionally, the annual number of extreme heat days, with temperatures greater than 100.6°F, is projected to increase from 7 in 2005 to approximately 14 by the end of the century. This combination will result in longer heat waves. From 1950 to 2005, the observed duration of heat waves was on average 2.4 days. By the end of the century the business as usual emissions scenario projects the longest heat wave to last about 11 days.

In addition, the timing of extreme heat days is expected to change. In 1990, the only extreme heat days were in June through September; however, by 2099, the earliest day of extreme heat is expected to occur in mid-April with the latest day of extreme heat occurring in the beginning of November, under the high emissions scenario. This would extend the period of extreme heat days by approximately three months.

The Cal-Adapt projections show little change in total annual precipitation in South Pasadena with no clear or consistent trend during the next century, as illustrated in Figure 5. However, even small changes in precipitation can lead to significant impacts such as altered water availability throughout the year, decreased agricultural output in the region, and altered seasonal patterns which could cause increased droughts and/or flooding.

16. https://cal-adapt.org/tools/annual-averages/

Figure 4 Annual average maximum temperature for South Pasadena (Grid Cell 34.09375, -118.15625) under RCP 8.5 (emissions continue to rise strongly through 2050 and plateau around 2100

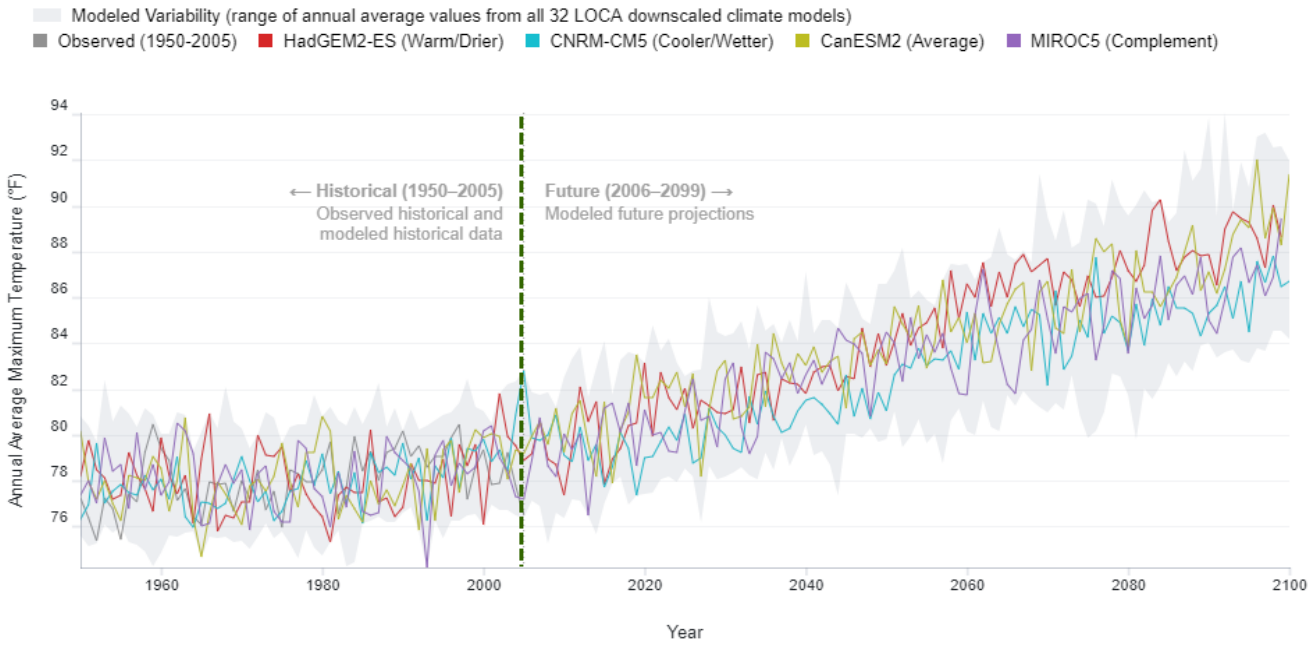
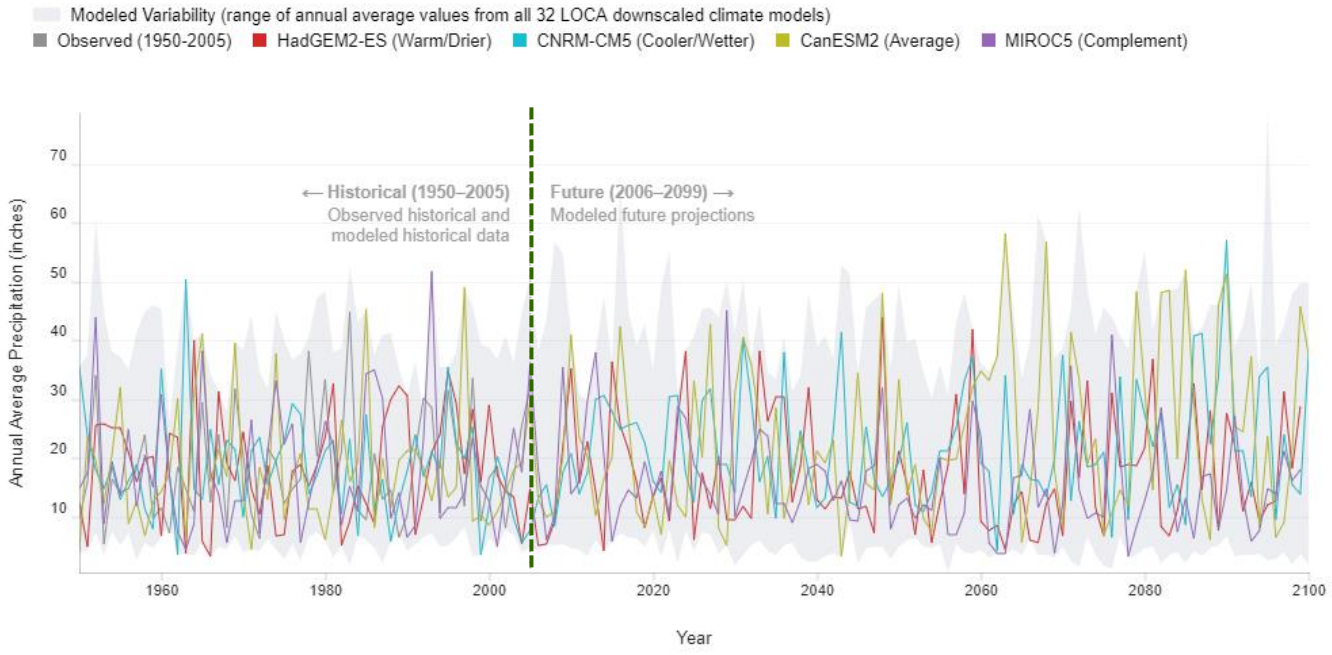


Figure 5 Historical and Projected Annual Average Precipitation in South Pasadena



The entire Los Angeles County region will have to face those kind of precipitation impacts, according to studies from the University of California Los Angeles (UCLA) Institute of the Environment and Sustainability.[17] Regional mountains could lose up to half their snowpack above 6,500 feet by mid-century without the implementation of climate mitigation strategies. Increases in temperature could also worsen local heat island effects in South Pasadena and the surrounding area, meaning that urban areas could experience a compounded level of heating due to built environments absorbing more heat than rural communities.[18] Children, the elderly, asthmatics, and others susceptible to harm from air pollution exposure, are at the greatest risk of the negative impacts associated with climate change.[19]

Social Vulnerability

Those that are most vulnerable will bear the greatest burden associated with the potential impacts of a changing climate. Race, ethnicity, gender identity, sexual orientation, age, social class, physical ability, religious or ethical value systems, national origin, immigration status, linguistic ability, and zip code do not make an individual inherently vulnerable. Instead, vulnerabilities relate to deficiencies in the system rather than a judgement of any particular community member or neighborhood. This document provides a foundation to even the playing field for all members of society and to ultimately reduce potential burdens of climate change on vulnerable populations.

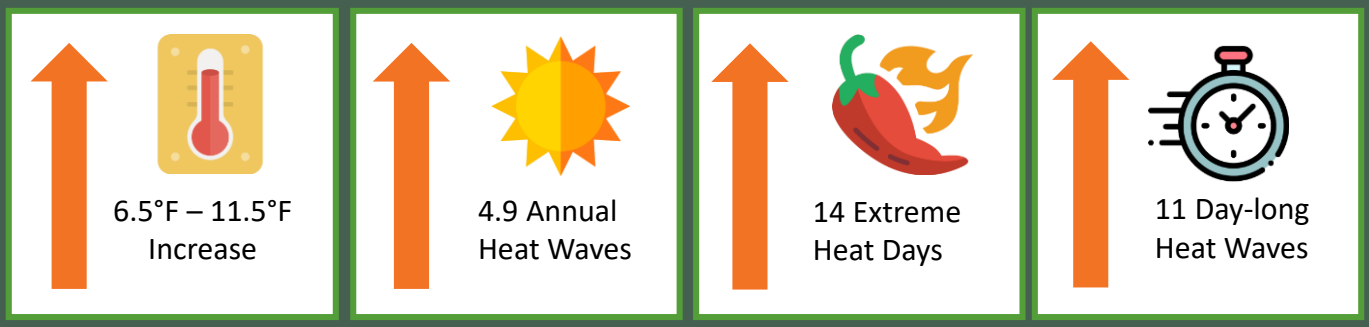
17. https://www.ioes.ucla.edu/project/climate-change-in-the-los-angeles-region/
18. https://www.epa.gov/heatislands/learn-about-heat-islands
19. https://ww2.arb.ca.gov/capp-resource-center/community-assessment/sensitive-receptor-assessment

Potential Impacts to the Community

The City of South Pasadena may experience a variety of impacts due to climate change including an increase in average temperature and changes in precipitation, as outlined above under *Climate Change in the City of South Pasadena*. Increased temperatures have the potential to affect the City in a variety of ways, especially through decreased public health. Public health may be negatively impacted by a changing climate as a result of changing environmental conditions including extreme weather events, changes in temperature and rainfall that decrease water supply, worsening air quality, and increases in allergens and air pollutants.

This could lead to hazardous conditions such as heat stroke and respiratory ailments for community

Figure 6 Impacts of Climate Change in the City of South Pasadena (~2100)



Significant increase in Average Annual Maximum Temperatures

More Heat Waves Every Year

Defined as four or more consecutive days over 100.6◦F

Increase in Number of Extreme Heat Days

Days with temperatures greater than 100.6◦F

Longer Heat Waves

Estimated number of consecutive days with temperatures over 100.6◦F

members. Potential impacts to public health include cardiovascular disease, exacerbation of asthma, increased risk of skin cancer and cataracts, and heat-related illnesses such as heat stroke, heat exhaustion, and kidney stones.[20] Those in the community without health insurance (about 5.9 percent of the population under 65) and those living under the poverty line (approximately 8.7 percent of the population) are particularly vulnerable. [21]

With anticipated increases in temperature, those without health insurance and/or those that are economically disadvantaged may find it more difficult to afford the additional costs of cooling their homes. Consequently, many low-income households, especially those of seniors and the disabled may become physically vulnerable to the effects of extreme heat events.

It is imperative that the City of South Pasadena take action now to mitigate and prepare for these climate threats and hazards. The measures included in this Climate Action Plan set a path to achieving GHG reduction goals that will contribute to long-term stability. These Plays and Moves will build and decarbonize the local economy in a cost-effective manner that prioritizes benefits to the community. This Plan includes actions in which every part of the community – residents, property owners, businesses, and City government – can participate to improve quality of life. The City of South Pasadena will strive to set an example at the municipal level by doing its part to achieve climate goals and fostering a safe, healthy, vibrant, and resilient community for all South Pasadenans.

Let's be bold! We have the momentum; we can do it! The kids are counting on us!

- City of South Pasadena Resident

20. https://resources.ca.gov/CNRALegacyFiles/docs/climate/01APG_Planning_for_Adaptive_Communities.pdf
21. https://www.census.gov/quickfacts/southpasadenacitycalifornia

11
Total Outreach Events

150+
Community
Event Attendees

103
Comments Received
and Survey Responses

345+
Views on Virtual Events

Summary of Outreach Events

Date	Topic	Audience
10/30/19	CAP Intro and Inventory	Staff
11/14/19	CAP Intro and Inventory	Community
1/15/20	CAP Intro and Inventory	City Council
3/12/20	GHG Reduction Strategies	Staff
5/26/20	GHG Reduction Strategies	NREC
5/28/20	GHG Reduction Strategies	Community
8/25/20	Draft CAP Review	NREC
9/1/20	Draft CAP Review	Chamber
9/10/20	Draft CAP Review	Community
10/27/20	Final CAP Review	NREC
12/16/20	Final CAP Adoption	City Council

Natural Resources and Environmental Commission (NREC)
Chamber of Commerce (Chamber)

Developing the Plan



Purposeful and transparent stakeholder group and community participation in the climate action planning process ensured that this CAP is representative of the needs and desires of all members of the South Pasadena community. The CAP was developed through an integrated partnership between City staff from all departments, the Natural Resources and Environmental Commission (NREC), and the community. The NREC is an advisory group to the City Council in all matters pertaining to energy, science and technology, and natural resources and the environment and played an integral role in the development of the CAP. In addition, community members were provided with numerous opportunities to provide direct feedback on all aspects of the CAP via surveys, the comment box on the CAP website, in-person/virtually at community events, and via direct email to City staff.

Over the course of the 20-month (April 2019 – December 2020) CAP development process, eleven outreach events were held including three community meetings, three NREC presentations, two staff meetings, and three City Council presentations. A series of in-person community workshops and focus group meetings were scheduled for Spring through Winter of 2020; however, due to the COVID-19 pandemic, the events beginning in May 2020 were shifted to a virtual format. This virtual format provided opportunities for additional



community members to participate, either by tuning in to the virtual event or watching it while it streamed live online. In addition, these events were recorded and posted on the CAP website allowing community members who were unable to participate at the time of the event to view the important presentations at their convenience. The virtual events were participated by and viewed by hundreds of community members during the duration of the CAP preparation.

During the first set of outreach events, where the CAP process was introduced and the GHG inventory was reviewed, feedback was provided by stakeholders and community members regarding which strategies they'd like included in the Final CAP. This feedback was incorporated into the development phase of the Plays and Moves, which were reviewed during the second set of outreach events in Spring of 2020. Upon completion of the Spring 2020 outreach events, a survey was released to gain feedback on the emission reduction strategies (Plays and Moves). In total, 58 insightful responses were received on the survey and six Moves were added based on the feedback provided. Please see the Moves marked with an asterisk in the *Plays and Moves* Section for a complete summary of the additions that were made based on the community feedback received.

A public-facing Climate Action Plan website was linked to the City's website to share information and be an avenue to accept public comments and feedback. These comments were reviewed as they came in and re-reviewed with the survey results to see if any additional Plays or Moves were necessary based on feedback provided. In addition to the outreach avenues detailed above, feedback was solicited and CAP updates were communicated to the community via press releases, City Hall Scoop blog articles, the Neighborhood Pulse monthly newsletters, the Environmental Programs listserv1, City social media pages, the City website, Council and Commission meetings, and local organizations. The feedback received from the community and stakeholders shaped the Final CAP and helped establish an implementable and shared path forward to reach the City's climate action goals.

What we heard from the Community:

"**Education is paramount** - getting this information to the high school, middle school, and elementary school in an engaging format is essential to informing **ALL South Pasadena residents**!"

"I'd love to see **community solar** and a neighborhood **micro electric grid** for City offices and **in public spaces** like the library/senior center complex and for the schools."



"**Our tree canopy** is one of the few things that **distinguishes us** from nearby cities. It's our treasure and **we should do everything to protect it and expand it**."

"Having our residents **use 100% renewable energy**, whether or not they can install photovoltaic (PV) solar panels on their structures, is **one of the most efficient ways of reducing City GHGs**."

Comments included in the CAP were received during the survey and via the City's CAP Website comment box! Thank you for providing your feedback, we appreciate it!

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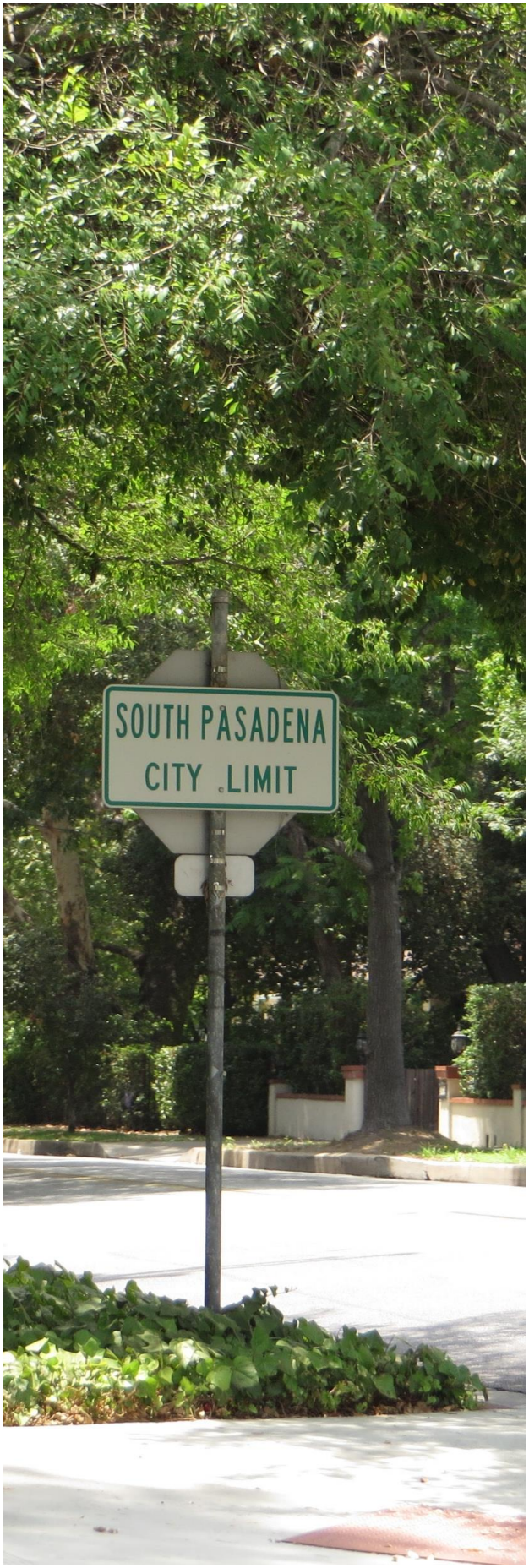
The Playing Field

GHG Emissions Inventory, Forecast, and Targets





Baseline GHG Emissions

This Climate Action Plan includes a 2016 baseline inventory of GHG emissions from municipal operations and community-wide activities within the City. It is important to note that the municipal operations inventory is a subset of the community inventory, meaning that the municipal emissions are included within the community-wide inventory. To allow for comparison among GHG emissions sources, all emissions are translated to the equivalent of one metric ton of carbon dioxide, or MT CO_2e. One MT CO_2e is the equivalent of using 113 gallons of gasoline or driving 2,492 miles in a standard combustion vehicle.[22]

Inventory

Methodology

Emissions estimates were calculated using the best available methodologies from the International Council for Local Environmental Initiatives (ICLEI). Specifically , the U.S. Community Protocol for Accounting and Reporting Greenhouse Gas Emissions Version 1.2 (Community) is used to calculate community-wide emissions and the Local Government Operations Protocol Version 1.1 (LGOP) is used to calculate municipal emissions. See Appendix C for more information.

1 MT CO_2e = 2,492 miles traveled in a standard combustion vehicle, which is the approximate distance from South Pasadena City Hall to Pittsburg Pennsylvania!

2016 Municipal Baseline Emissions

In 2016, the City of South Pasadena's GHG emissions associated with municipal operations totaled 2,755 MT CO_2e. As shown in Table 1 and Figure 7, emissions from the City's energy use were the largest sector (1,613 MT CO_2e, or 59 percent). The second largest source of emissions (584 MT CO_2e, or 21 percent) was waste generated by municipal employees and facilities.

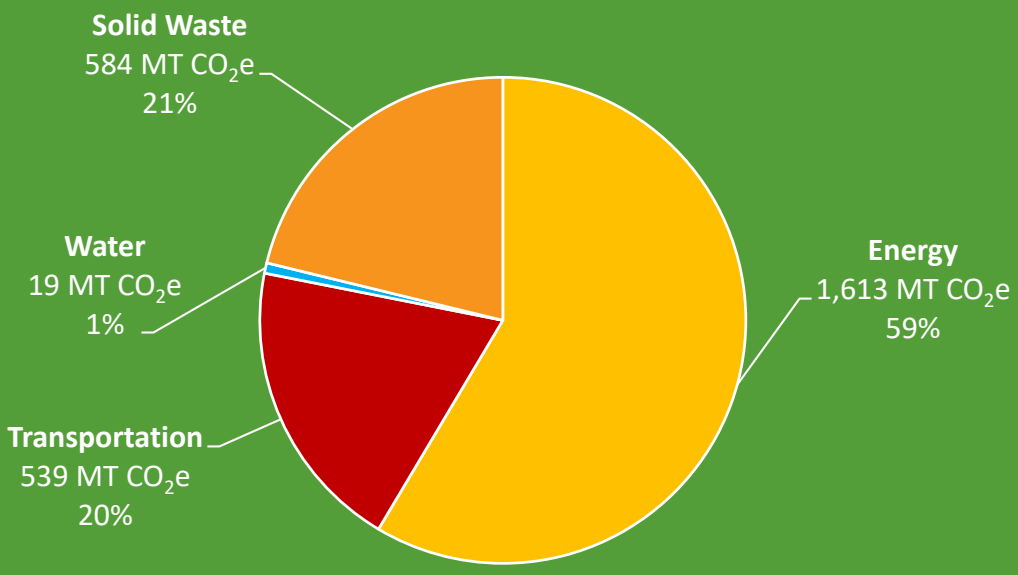
22. https://developer.epa.gov/greenhouse-gas-equivalencies-calculator-widget/

Table 1 2016 Municipal Emissions Summary by Sector

Sector	GHG Emissions ($MT CO_2e$)	Percentage of Total Emissions
Energy	**1,613**	**59**
Electricity	1,504	55
Natural Gas	109	4
Transportation	**539**	**19**
Vehicle Fleet	173	6
Employee Commute	366	13
Water and Wastewater	**19**	**1**
Solid Waste	**584**	**21**
Total	**2,755**	**100 %**

Notes:
MT: Metric tons
1. Emissions have been rounded and therefore sums may not match.
Source: Emissions were calculated following ICLEI LGOP (May 2010) and using data provided and approved by the City.

Figure 7 2016 Municipal Emissions Summary by Sector



Transportation associated with the City fleet and employee commuting generated emissions equivalent to 539 MT CO_2e, or 19 percent. The remaining municipal emissions (19 MT CO_2e) were from water use and wastewater generation by the City's operations.

2016 Community-wide Baseline Emissions

In 2016, the South Pasadena community emitted approximately 125,269 MT CO_2e. As shown in Table 2 and Figure 8, the transportation sector was the largest source of emissions, generating approximately 67,228 MT CO_2e, or 54 percent of total 2016 emissions. Electricity and natural gas consumption within the residential and commercial sectors were the second largest source of 2016 emissions, generating 49,301 MT CO_2e, or 39 percent of the total. Waste generation, including processing and the decomposition of waste, resulted in six percent (7,712 MT CO_2e) of the City's emissions, while water use and wastewater generation resulted in the remaining one percent (1,026 MT CO_2e).

Emissions Forecast

Emissions forecasts (what we predict GHG emissions to be in the future) are generated from the 2016 baseline inventory to help identify actions that must be taken now in order to meet future targets. This CAP identifies provisional GHG emissions reduction targets for the years 2020 (AB 32 target year), 2030 (SB 32 target year), 2040 (City of South Pasadena's General Plan horizon year), and 2045 (EO B-55-18 target year).

A business-as-usual scenario provides a forecast of how GHG emissions would change in the years 2020, 2030, 2040, and 2045 if consumption trends continue as they did in 2016 and growth were to occur as projected in the City's General Plan. South Pasadena's business-as-usual GHG emissions are projected to increase to 126,337 MT CO_2e in 2020, 128,792 MT CO_2e in 2030, 131,675 MT CO_2e in 2040, and 133,121 MT CO_2e in 2045 (see Table 3).

However, since 2016, several state regulations (i.e., SB 1, SB 100, AB 1493) have been enacted that will reduce future local emissions. These regulations have been incorporated into an adjusted forecast, which provides a more accurate picture of future emissions growth and the emission reduction the City and community will be responsible for after state regulations have been implemented (see Table 3).

Emissions Targets

After analyzing the City's baseline inventory and forecast scenarios, emission targets were set to create quantitative goals that will further the City's ability to measure emission reduction progress from the baseline scenarios. The 2016 baseline emissions were reduced by 40 percent to establish a 2030 target of 75,161 MT CO_2e for the City. In accordance with the new California Air Resource Board (CARB) methodology and the statewide goal established in SB 32, this absolute emissions[23] target was then translated into a 2030 per capita emission target of 2.9 MT CO_2e per year by dividing the 2030 absolute target by South Pasadena's projected population in 2030.

The following GHG reduction targets were established by the City of South Pasadena to remain consistent with the state's 2030 (SB 32) goal and be in line with the reduction trajectory to achieve the state's long-term 2045 goal:

- Reduce GHG emissions to 2.9 MT CO_2e per capita by 2030 (the SB 32 target year)
- Reduce GHG emissions to 0.0 MT CO_2e per capita by 2045 (the EO B-55-18 target year)

As shown in Table 4 and Figure 9, South Pasadena would require implementing local reduction measures to meet the state targets established for 2030 and 2045 even after accounting for reductions that will result from state regulations. Table 4 shows that South Pasadena would be required to reduce 18,578 MT CO_2e by 2030, 53,874 MT CO_2e by 2040, and 73,969 MT CO_2e by 2045 to meet the state goals. Table 4 also shows the remaining per capita reductions needed to meet the goal (MT CO_2e per capita).

These reductions will be achieved through implementation of local Plays (strategies) and Moves (actions) developed from best practices of other similar and neighboring jurisdictions, as well

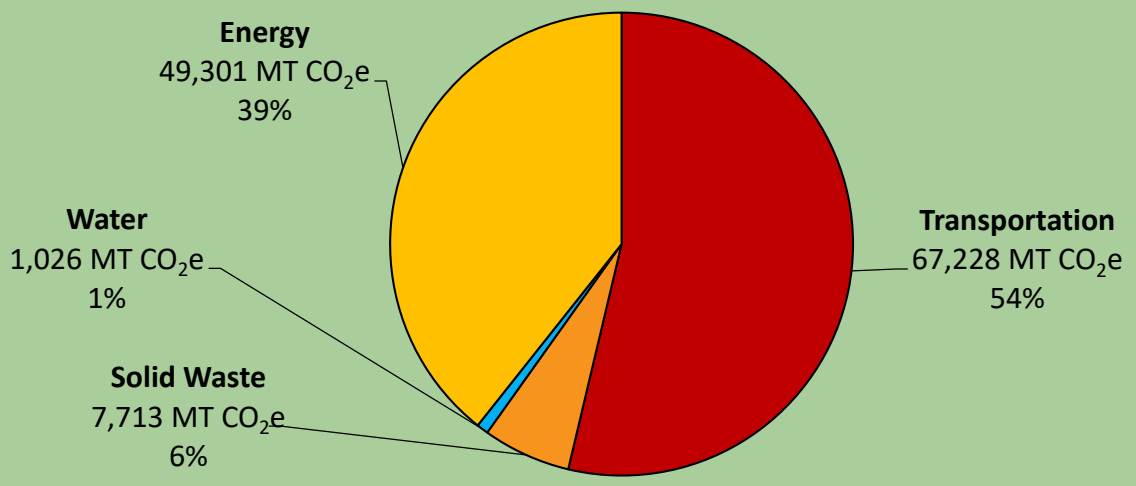
23. Absolute emissions refer to the total quantity of GHG emissions being emitted.

Table 2 2016 Community-wide Emissions Summary by Sector

Sector	GHG Emissions ($MT CO_2e$)	Percentage of Total Emissions
Energy	**49,301**	**39**
Electricity	23,987	19
Natural Gas	24,287	19
Electricity Transmission and Distribution Losses	1,027	1
Transportation	**67,228**	**54**
On-road Transportation	65,351	52
Off-road Equipment	829	1
Transit[2]	1,048	1
Water and Wastewater	**1,026**	**1**
Water transport, distribution and treatment	700	1
Wastewater collection and treatment	326	<1
Solid Waste	**7,713**	**6**
Waste Sent to Landfills	7,509	6
Process Emissions	203	<1
Combustion Emissions	1	<1
Total	**125,269**	**100%**

Notes:
MT: Metric tons
1. Emissions have been rounded and therefore sums may not match.
2. Transit in South Pasadena is provided by Los Angeles Metro.
Source: Emissions were calculated following ICLEI U.S. Community Protocol and using data provided and approved by the City.

Figure 8 2016 Community-wide Emissions Summary by Sector



as those recommended by state organizations and agencies. The Plays and Moves were vetted by City staff and the community and are quantified to identify their overall contribution to meeting the City's 2020, 2030, 2040, and 2045 GHG reduction targets, as outlined in the *Game Plan.* See Appendix C for more information on the forecast and targets.

Table 3 Business-as-Usual and Adjusted Forecast for City of South Pasadena

Emission Forecast	2020 (MT CO_2e)	2030 (MT CO_2e)	2040 (MT CO_2e)	2045 (MT CO_2e)
Business-as-Usual Forecast	126,337	128,792	131,675	133,121
Emission Reductions from State Measures	9,638	35,052	52,747	59,152
Adjusted Forecast	**116,699**	**93,740**	**78,927**	**73,969**

Notes: Emissions have been rounded to the nearest whole number and therefore sums may not match.

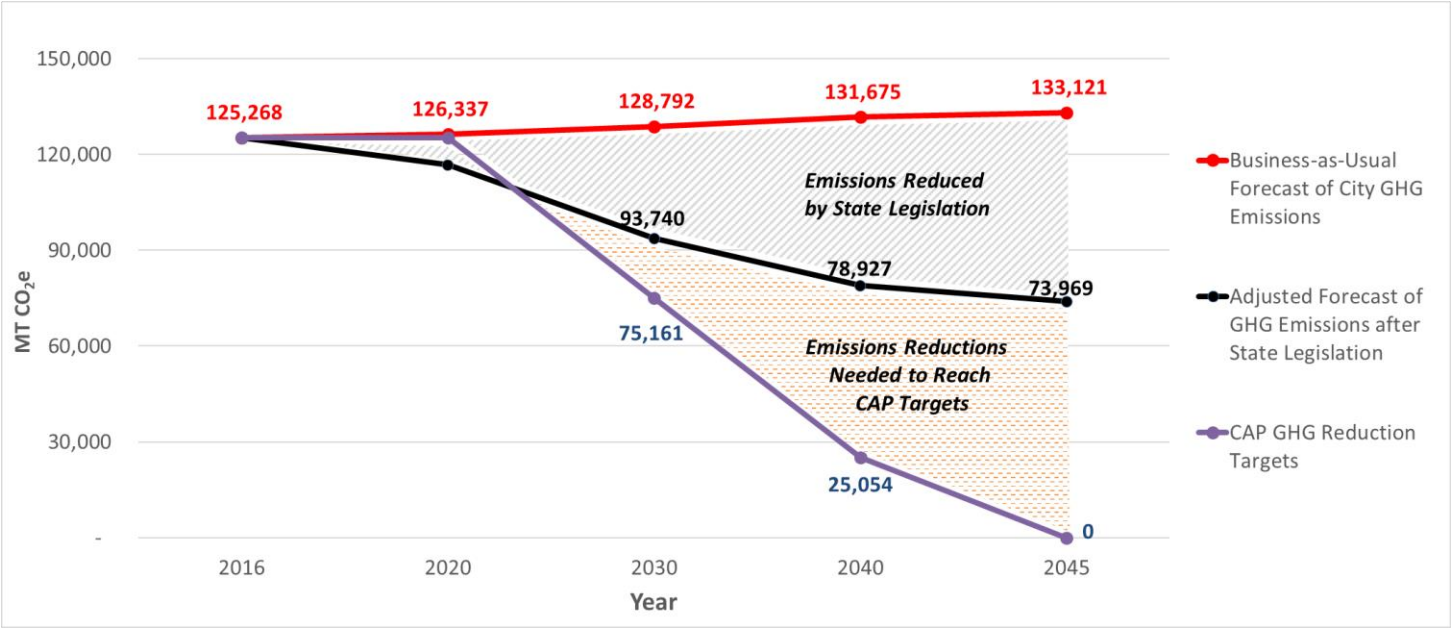
Table 4 Community Emissions, Targets, and Reductions Needed to Meet Targets

Emission Forecast	2020 (MT CO_2e)	2030 (MT CO_2e)	2040 (MT CO_2e)	2045 (MT CO_2e)
Adjusted Forecast	116,699	93,740	78,927	73,969
Provisional Emissions Target	125,268	75,161	25,054	0
Remaining Reductions Needed to Meet Target	**-8,570**	**18,578**	**53,874**	**73,969**
Population[1]	26,198	26,649	27,100	27,327
Per Capita Adjusted Forecast (MT CO_2e per capita)	4.5	3.5	2.9	2.7
Per Capita Targets (MT CO_2e per capita)	4.8	2.9	1.0	0.0
Remaining Per Capita Reductions Needed to Meet Target (MT CO_2e per capita)	**-0.4**	**0.6**	**1.9**	**2.7**

1. Population from SCAG 2016 RTP/SCS Demographic and Growth Forecast.
http://scagrtpscs.net/Documents/2016/final/f2016RTPSCS_DemographicsGrowthForecast.pdf
Note: Emissions have been rounded to the nearest whole number and therefore sums may not match.



Figure 9 Community Emissions, Targets, and Reductions Needed to Meet Targets



2016
City's GHG Emissions Baseline Year

2020
AB32 Target, 1990 Emissions Level

2030
SB32 Target, 40% below 1990 level

2040
General Plan Horizon Year

2045
EO B-55-18, Carbon Neutral

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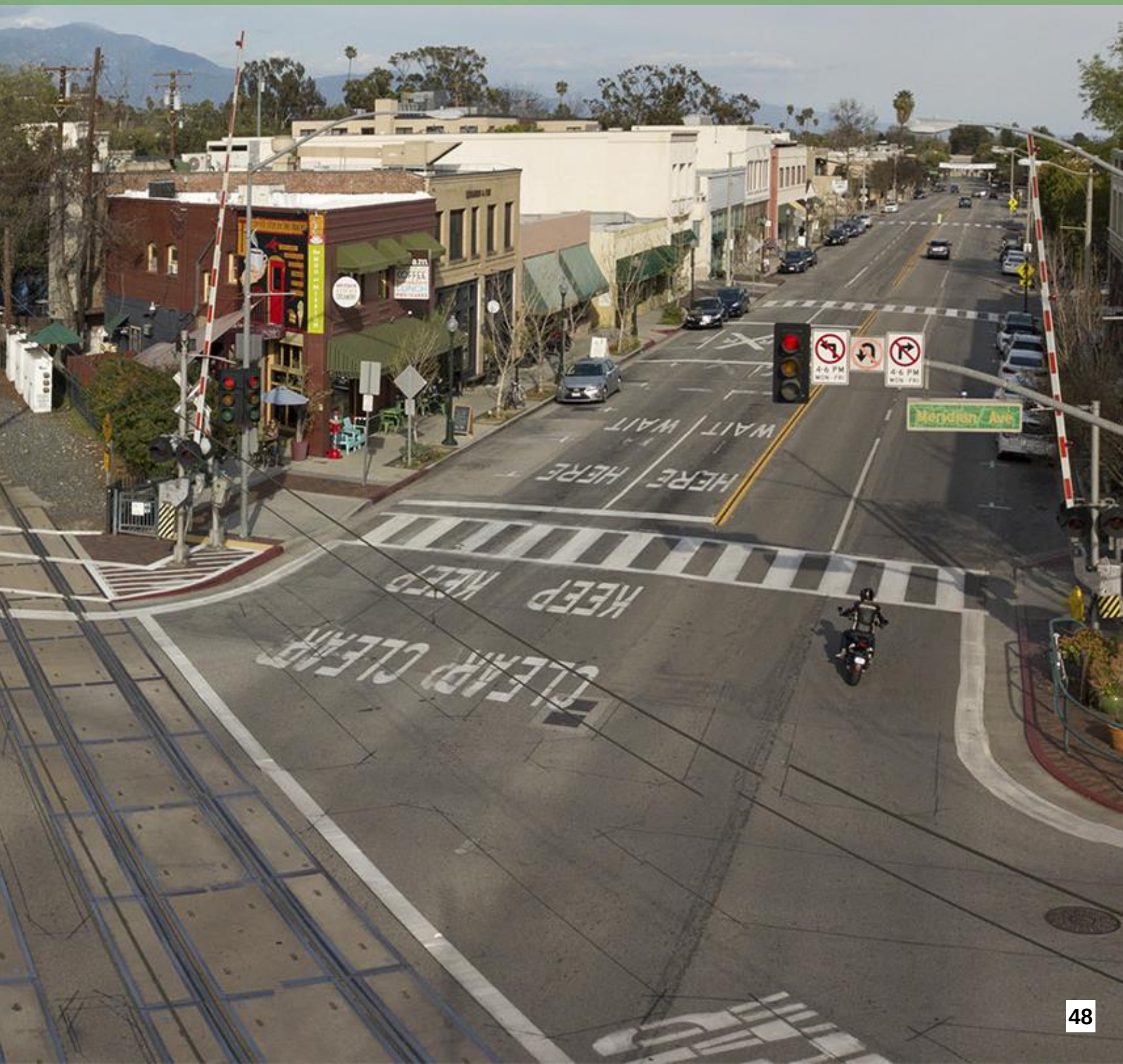
Game Plan

Greenhouse Gas Emission Reduction Plays and Moves



Reducing Emissions in South Pasadena



At its core, the CAP aims to reduce GHG emissions in the City of South Pasadena through equitable, achievable, and implementable actions that benefit all South Pasadenans. The City of South Pasadena has actively worked to reduce GHG emissions and increase the resilience of the City for decades. However, there has not been a mechanism to quantify the reductions achieved to-date. Nonetheless, these efforts should be recognized as the foundation of mitigating the impacts of climate change in the City. This CAP further encourages sustainability and implementation of the Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) strategies, which include, among other initiatives: focusing new growth around transit, managing congestion, and promoting safety and security. Since, the City is nearly built-out, the majority of sustainable development includes rethinking how the system works and revamping existing infrastructure. However, it is important to recognize that housing near transit is a fundamental component of the emission reduction puzzle as it would increase walkability and reduce air pollution, among other things; housing will be discussed in the upcoming (2021) General Plan Housing Element, as required by Governors Office of Planning and Research. As mentioned in the *Introduction*, the Plays and Moves outlined in this CAP were created through a collaborative process with City staff, the NREC, and the community. The Moves marked with an asterisk were added based on community feedback received. The City is actively engaged in creating unique solutions and working with other jurisdictions and local partners to solve problems that may arise, as demonstrated by the reduction Plays and supporting Moves, which are summarized in Table 5.

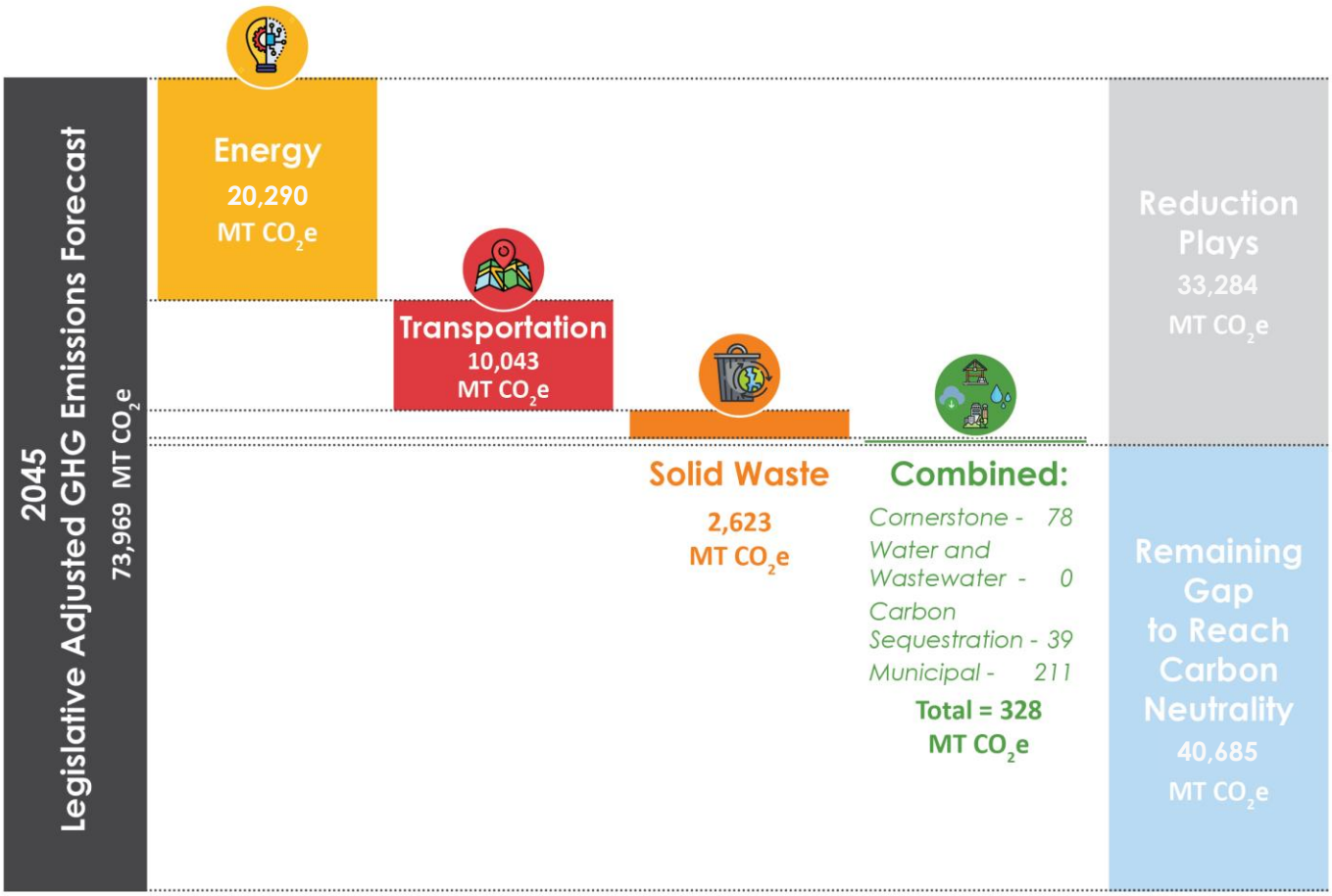
Table 5 Emission Reduction Plays and Moves Summary

Sector	Play		GHG Emissions Reduction Contribution
Cornerstone	C.1	Engage South Pasadena youth in climate action and provide education on ways to live a sustainable lifestyle.	2030: 25 MT CO_2e 2045: 78 MT CO_2e
Energy	E.1	Maximize the usage of renewable power within the community, by continuing to achieve an opt-out rate lower than 4% for the Clean Power Alliance.	2030: 13,408 MT CO_2e 2045: 0 MT CO_2e
	E.2	Electrify 100% of newly constructed buildings.	2030: 228 MT CO_2e 2045: 935 MT CO_2e
	E.3	Electrify 5% of existing buildings by 2030 and 80% by 2045.	2030: 1,184 MT CO_2e 2045: 19,355 MT CO_2e
	E.4	Develop and promote reduced reliance on natural gas through increased clean energy systems that build off of renewable energy development, production, and storage.	Supportive of 2030 and 2045 Goals
Transportation	T.1	Increase zero-emission vehicle and equipment adoption to 13% by 2030 and 25% by 2045.	2030: 3,774 MT CO_2e 2045: 6,629 MT CO_2e
	T.2	Implement programs for public and shared transit that decrease passenger car vehicle miles traveled 2% by 2030 and 4% by 2045.	2030: 807 MT CO_2e 2045: 1,399 MT CO_2e
	T.3	Develop and implement an Active Transportation Plan to shift 3% of passenger car vehicle miles traveled to active transportation by 2030, and 6% by 2045.	2030: 1,186 MT CO_2e 2045: 2,015 MT CO_2e
Water and Wastewater[1]	W.1	Reduce per capita water consumption by 10% by 2030 and 35% by 2045.	2030: 414 MT CO_2e 2045: 0 MT CO_2e
Solid Waste	SW.1	Implement and enforce SB 1383 organics and recycling requirements to reduce landfilled organics waste emissions 50% by 2022 and 75% by 2025.	2030: 1,702 MT CO_2e 2045: 1,764 MT CO_2e
	SW.2	Reduce residential and commercial waste sent to landfills by 50% by 2030 and 100% by 2045.	2030: 415 MT CO_2e 2045: 859 MT CO_2e
Carbon Sequestration	CS.1	Increase carbon sequestration through increased tree planting and green space.	2030: 19 MT CO_2e 2045: 39 MT CO_2e
Municipal	M.1	Reduce carbon intensity of City operations.	2030: 188 MT CO_2e 2045: 188 MT CO_2e
	M.2	Electrify the municipal vehicle fleet and mobile equipment.	2030: 23 MT CO_2e 2045: 23 MT CO_2e
	M.3	Increase City's renewable energy production and energy resilience.	Supportive of 2030 and 2045 Goals
Total			**2030: 22,959 MT CO_2e** **2045: 33,284 MT CO_2e**

Note: South Pasadena would be required to reduce 18,578 MT CO_2e by 2030, 53,874 MT CO_2e by 2040, and 73,969 MT CO_2e by 2045 to meet the City's targets and state goals.

1. There is risk of double counting emission reductions from Play W.1 with Play E.1. Play W.1 emission reductions totals are provided for informational purposes, but are not added to the emission reduction totals.

Figure 10 Path to Carbon Neutrality



Meeting the State's Goals

The Plays and Moves outlined in this section were established and refined to meet the City's GHG emission reduction target for 2030 and provide substantial progress towards meeting the longer-term target of carbon neutrality by 2045, which align with the state's goals and is the City's fair share towards achieving the state's overall climate goals (see Appendix D for more information on the emission reductions anticipated to be achieved from each Play). As shown in Figure 10, the Plays and Moves established in this Plan help the City of South Pasadena meet the 2030 target and put the City on the trajectory towards meeting the 2045 target of carbon neutrality.

Specifically, Figure 10 shows the adjusted emissions forecast on the left with the emission reductions required to meet the 2030 and 2045 goal on the right. As demonstrated, while the Plays and Moves help reach the 2030 targets, more work is needed to reach the longer-term 2045 emission reduction target. It is anticipated that the CAP will be updated on a regular (triennial basis) as outlined in *Keeping Score.* Future iterations of the CAP will outline additional ways to meet the longer-term 2045 emission reduction target as new technologies and solutions become available.

Making meaningful progress towards reducing the City's GHG emissions starts with the leadership of City government, through strong actions like providing permit incentives and developing equitable outreach programs that spur change in the community. There is a wealth of opportunities for South Pasadena to take action, to improve the community while also reducing its GHG emissions. It is important that these opportunities are taken advantage of, so real momentum can be built upon and we can meet California's 2030 GHG emission reduction goal. See the following pages for more information on the specific Plays and Moves included in this Climate Action Plan.



Reducing Emissions in South Pasadena

The greatest amount of emissions would be reduced in the energy and transportation sectors, which also are the greatest emission generating sectors (as shown in Figure 8). Primary emission reductions in the energy sector through 2030 would be attributable to the renewable energy used by the City. Additionally, as new buildings are built and existing buildings are retrofit, further energy emission reductions would be achieved through electrification. Emissions from the transportation sector would be reduced through the reduction of vehicle miles traveled and increased adoption of electric vehicles.

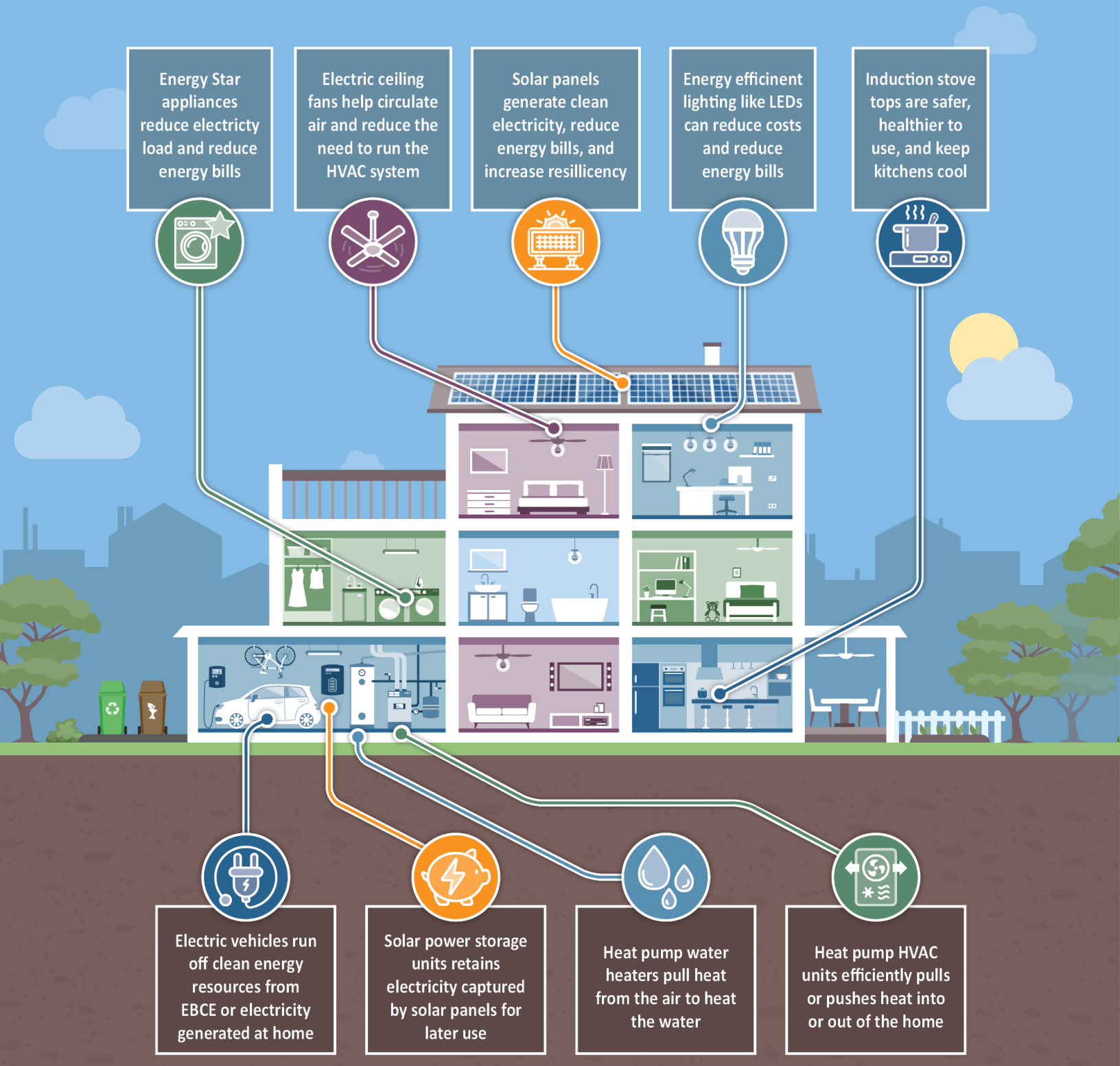
All emission reductions attributable to the Plays and Moves included in this CAP are based on currently available substantial and reasonable evidence. Therefore, although in some instances, it would be beneficial to increase the implementation goals, there is not strong evidence at this time at this time that these reductions would be achievable.

Key Electrification Drivers

Electrification of new buildings is a cost-effective and socially equitable way many cities in California are reducing GHG emissions and protecting public health. Specifically, all-electric buildings are more efficient, and in California, produce lower utility bills. For example, an all electric new single-family home in South Pasadena can cost around $3,000 less to build and produce lower energy bills as compared to a mixed fuel home.[24] The reduced energy bills of all electric homes is also expected to relieve the future energy burden of low-income families due to a projected increase of natural gas prices resulting from more efficient appliances and wider adoption of electrification across the state.[25] Lastly, the burning of natural gas in poorly ventilated areas can cause a drastic increase of harmful indoor pollutants that are linked to increased risk of respiratory illnesses, so switching to electric appliances is a step towards improving public health. [26]

24. https://explorer.localenergycodes.com/studies/city-south-pasadena/results?studies=1,2,3&cz=09
25. https://ww2.energy.ca.gov/2019publications/CEC-500-2019-055/CEC-500-2019-055-F.pdf
26. https://rmi.org/insight/gas-stoves-pollution-health

Electrification at Home



Reading the Game Plan

Sector: a distinct area/segment that the Plays and Moves relate to (generally aligns with sectors in emissions inventory)

Play: community established GHG emission reduction measure

Play Icon: referenced in the sector intro page and individual Play

Timeframe: the approximate time period in which the specific Move will be implemented

Transportation

Play T.1	**Increase use of zero-emission vehicle and equipment 13% by 2030 and 25% by 2045.**
Target	2030: 3,774 MT of CO_2e
	2045: 6,629 MT of CO_2e

Move ID	Move	Time frame	Co-Benefits
T.1.a	Develop an EV Readiness Plan to establish a path forward to increase EV infrastructure within the City and promote mode shift to EVs, that is consistent with the City General Plan. In conjunction with an EV Readiness Plan, conduct a community EV Feasibility Study to assess infrastructure needs and challenges.	Short	
T.1.b	Adopt an EV Charging Retrofits in Existing Commercial and Multifamily Buildings reach code requiring major retrofits, with either a permit value over $200,000 or including modification of parking surfaces or electric panels, to meet CalGreen requirements for "EV Ready" charging spaces and infrastructure.	Short	

Move ID: used for tracking

Move: actions that support overall play

Target: emission reductions from implementing the Play anticipated by 2030 and 2045

Co-benefits: the additional advantages of the specific Moves, including:

- Sustainable Ecosystems
- Improved Air Quality
- Economic Security
- Resource Efficiency
- Public Health and Equity
- Green Jobs

"Supportive" Plays and Moves

Do not directly result in quantitative greenhouse gas emission reductions, although they support the overall goals of the Climate Action Plan.

Table 6 Co-Benefit Summary

Icon	Co-Benefit	Description
	Sustainable Ecosystems	Promotes the ability of non-human aspects of South Pasadena and the world to thrive
	Economic Security	Contributes to the stability of financial resources for the City of South Pasadena and/or residents/business owners in the City
	Public Health and Equity	Supports the health and wellbeing of all members of the South Pasadena community, while also promoting equity
	Improved Air Quality	Reduces the presence of harmful substances in the local atmosphere
	Resource Efficiency	Improves the effective use of resources while minimizing waste
	Green Jobs	Creates or advances employment opportunities in sectors contributing to sustaining or improving environmental quality

Implementation Timeframes



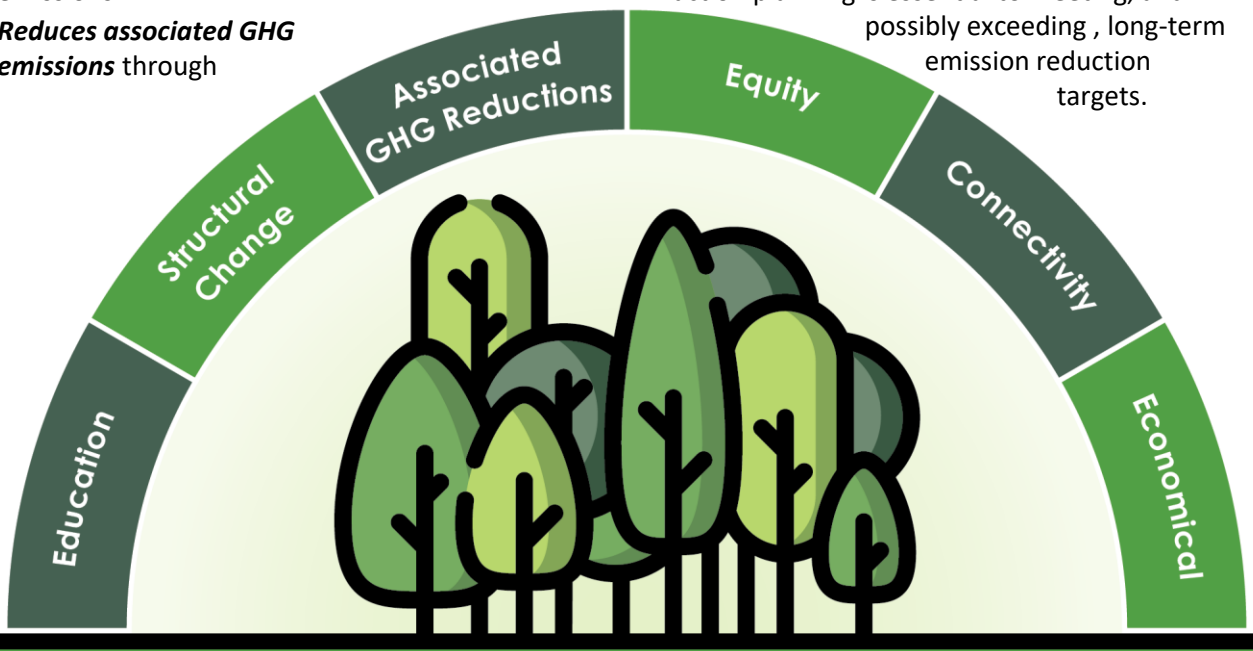
Cornerstones of Climate Action Planning

The City of South Pasadena acknowledges that long-term sustainable change must occur to reduce our GHG emissions and limit our impact on climate change. This change will come from a collective commitment to reduce emissions through implementation of effective and equitable emission reduction strategies, such as the Plays and Moves outlined in this CAP. High-quality climate action planning is built on six essential components that result in implementable and effective GHG emission reduction strategies.

These six essential components, ***education, structural change, associated GHG reductions, equity, connectivity, and economical design***, are the cornerstones that lay the foundation for transformational change and are essential to creating Plays that will engage the community and fulfill the emissions reductions goals laid out in the Plan. As an example, the Cornerstone Measure (C.1) embodies and illustrates the components of a well-designed strategy that can be implemented over the long-term. Specifically, C.1:

- ✓ Provides ***education*** to students, staff, and the community as part of the foundation to engage, inform, and empower all community members regarding decarbonization.
- ✓ Supports ***structural change*** by establishing a specific program to increase tree planting in South Pasadena, which will in-turn increase carbon sequestration and reduce GHG emissions.
- ✓ ***Reduces associated GHG emissions*** through carbon sequestration, which is a key component to climate action planning as all sources of emissions will not be able to be reduced entirely and some sequestration will be required to reach the City's long-term targets.
- ✓ Demonstrates ***equitability*** by working to identify cost-effective plants/trees that can be planted in the ground or remain potted for students living in rental/multi-family homes. It is essential that climate action planning consists of inclusive participation in decision making and equal benefits and impacts for the community.
- ✓ ***Connects*** the South Pasadena Unified School District with important tools to educate students, staff, and the community on ways to reduce GHG emissions. Connecting with various entities is an important part of this CAP because it helps establish sustainable progress by teaming with and empowering organizations and community groups that are uniquely skilled and positioned to implement emission reductions Plays and Moves.
- ✓ Outlines feasible and ***economical*** carbon reduction pathways and solutions, such as identifying grant opportunities and working with local nurseries to provide students with cost-effective California native plants/trees.

Implementing emission reduction Plays and Moves, such as C.1 and the others outlined in this CAP, that embody the cornerstones of high-quality climate action planning is essential to meeting, and possibly exceeding , long-term emission reduction targets.



Cornerstone



C.1		**Engage South Pasadena youth in climate action and provide education on ways to live a sustainable lifestyle.**

Cornerstone

Play C.1 **Engage South Pasadena youth in climate change and provide education on ways to live a sustainable lifestyle.**



Target 2030: 25 MT of CO_2e

2045: 78 MT of CO_2e

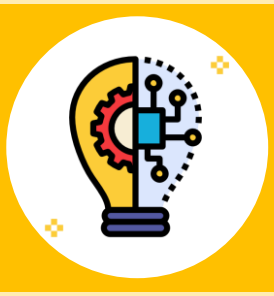
Move ID	Move	Time frame	Co-Benefits
C.1.a	Support South Pasadena Unified School District by providing students with information on climate change and the beneficial role of trees.	Short	
C.1.b	Utilize South Pasadena's historic neighborhoods to demonstrate to students the importance of mature urban trees in providing shade and reducing the urban heat island effect.	Short	
C.1.c	Identify grant funding opportunities and engage with local nurseries and tree planting programs to identify appropriate and cost-effective California native plants/trees that can be both planted in the ground or remain potted for students living in rental/multi-family homes.	Short	

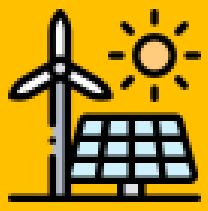
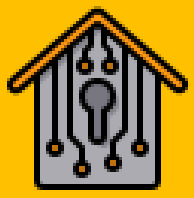
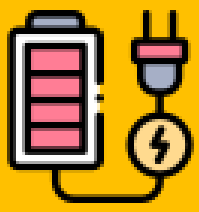
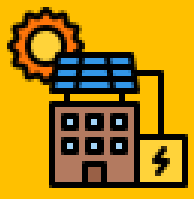
Sustainable Ecosystems | Economic Security | Public Health | Improved Air Quality | Resource Efficiency | Green Jobs

Short- (Now – 3 years) | Mid- (3 years – 5 years) | Long-term (5 years – 10+ years)

***Move added based on community feedback**

Energy



E.1		**Maximize the usage of renewable power within the community, by continuing to achieve an opt-out rate lower than 4% for the the Clean Power Alliance.**
E.2		**Electrify 100% of newly constructed buildings.**
E.3		**Electrify 5% of existing buildings by 2030 and 80% by 2045.**
E.4		**Develop and promote reduced reliance on natural gas through increased clean energy systems that build off of renewable energy development, production, and storage.**

Energy

Play E.1 **Maximize the usage of renewable power within the community, by continuing to achieve an opt-out rate lower than 4% for the Clean Power Alliance.**

Target 2030: 13,408 MT of CO_2e

2045: 0 MT of CO_2e



Move ID	Move	Time frame	Co-Benefits
E.1.a	Monitor progress and perform public outreach and education campaigns highlighting the benefits of 100% renewable energy, including: ✓ Monitoring opt-out rates on an annual basis ✓ Tabling at community events ✓ Establishing an informational resource page on the City website ✓ Regular social media posts ✓ Energy bill inserts	Short	

Play E.2 **Electrify 100% of newly constructed buildings.**

Target 2030: 228 MT of CO_2e

2045: 935 MT of CO_2e



Move ID	Move	Time frame	Co-Benefits
E.2.a	Develop a webpage and materials for display at City Hall promoting the benefits of electrification and resources that can assist with the fuel-switching process.	Short	
E.2.b	Provide financial and technical resources, including hosting workforce development trainings for installers and building owners/operators to discuss benefits and technical requirements of electrification.	Short	
E.2.c	Perform regular internal trainings with planners and building officials on current state decarbonization goals and incentives available for electric homes.	Short	

Sustainable Ecosystems | Economic Security | Public Health | Improved Air Quality | Resource Efficiency | Green Jobs

Now — Short- (3 years) — Mid- (5 years) — Long-term (10+ years)

***Move added based on community feedback**

Move ID	Move	Time frame	Co-Benefits
E.2.d*	Provide education around cooking with electric appliances, including demonstrations from chefs and/or local restaurants, as available.	Short	
E.2.e	Adopt an Electrification Readiness Reach Code per California Energy Commission (CEC) reach code requirements for all new buildings and accessory dwelling units which eliminates the piping of natural gas. In doing so the City will: ✓ Engage with stakeholders, both internal stakeholders, such as City staff and officials, and external stakeholders, such as local developers regarding the purpose and impact of the reach code ✓ Conduct a cost effectiveness study ✓ Develop and draft an ordinance ✓ Conduct public hearings, public notices, and formally adopt the ordinance ✓ Submit the adopted ordinance to the California Energy Commission (CEC)	Mid	
E.2.f	Adopt an ordinance that allows granting of minor allowances for certain site development standards when there is no practical ways to design a project to be all electric.	Mid	

Play E.3 **Electrify 5% of existing buildings by 2030 and 80% by 2045.**

Target 2030: 1,184 MT of CO_2e

2045: 19,355 MT of CO_2e

Move ID	Move	Time frame	Co-Benefits
E.3.a	Develop an existing building electrification permit tracking program to track annual progress in achieving the targeted electrification goal.	Short	
E.3.b	Keep an updated list of rebates and incentives available to residents who would like to convert their buildings to electric power.	Short	

Sustainable Ecosystems | Economic Security | Public Health | Improved Air Quality | Resource Efficiency | Green Jobs

Short- (Now) | Mid- (3 years) | Long-term (5 years, 10+ years)

**Move added based on community feedback*

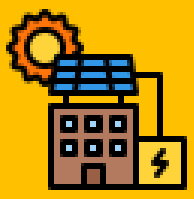
Move ID	Move	Time frame	Co-Benefits
E.3.c	Provide education on the potential energy savings and benefits of electric heat pumps for water heating and space heating when permits for replacement are obtained.	Short	
E.3.d	Work with Southern California Edison (SCE) and/or the Clean Power Alliance to provide rebates for residential replacement of natural gas-powered air and water heating appliances with electric-powered.	Short	
E.3.e	Promote water heater, space heating, and appliance (electric stoves/dryers) replacement programs and incentives (residential) at time of construction permit.	Mid	
E.3.f	Perform an existing buildings analysis in order to understand the potential for electrification retrofitting in South Pasadena and establish a roadmap for eliminating natural gas from existing buildings.	Mid	
E.3.g	Establish a comprehensive, coordinated education campaign focused towards property owners, landlords, property management companies, and occupants for reducing the use of natural gas in homes and businesses. Establish a shared understanding of existing incentives for electric appliances and upgrades, and how to access them, including SCE incentive programs and rebates.	Mid	
E.3.h	Perform a cost-effectiveness study for electrification retrofitting, including requirements for newly permitted HVAC/hot water heaters and other appliances to be electric.	Mid	
E.3.i	Develop a best practices model based on the progress electrifying existing buildings in South Pasadena and outside of South Pasadena to significantly increase electrification post-2030.	Long	

Sustainable Ecosystems | Economic Security | Public Health | Improved Air Quality | Resource Efficiency | Green Jobs

Short- (Now – 3 years) | Mid- (3 years – 5 years) | Long-term (5 years – 10+ years)

***Move added based on community feedback**

Play E.4	**Develop and promote reduced reliance on natural gas through increased clean energy systems that build off of renewable energy development, production, and storage.**
Target	Supportive of 2030 Goals
	Supportive of 2045 Goals



Move ID	Move	Time frame	Co-Benefits
E.4.a	Conduct a Feasibility Study to assess cost and applicable locations for installation of battery back-up systems or generators throughout the City.	Short	
E.4.b	Promote installation of storage technology in concert with renewable energy infrastructure through educational programs, outreach, and information provided via City platforms.	Short	
E.4.c	Conduct "micro-grid" Feasibility/Pilot Study in support of the General Plan.	Short	
E.4.d	In support of the General Plan, develop and implement a Solar Action Plan with a goal of meeting 50% of South Pasadena's power demand through solar by 2040.	Short	
E.4.e	In support of the 2018-2019 City Strategic Plan, develop a strategy and implementation schedule for the Renewable Energy Plan, after completion of the feasibility study.	Short	
E.4.f	Adopt a PV (Solar) Ordinance requiring newly constructed and majorly renovated multi-family and commercial buildings to install PV systems with an annual output greater or equal to 25% of buildings electricity demand.	Mid	

Sustainable Ecosystems | **Economic Security** | **Public Health** | **Improved Air Quality** | **Resource Efficiency** | **Green Jobs**

Short- Now — **Mid-** 3 years — **Long-term** 5 years — 10+ years

Move added based on community feedback

Move ID	Move	Time frame	Co-Benefits
E.4.g	Require all new structures or major retrofits to be pre-wired for solar panels.	Mid	
E.4.h	Work with various City departments to establish and streamline battery storage requirements to allow for easier implementation of these technologies throughout the City.	Mid	
E.4.i*	Work with home and business owners, including those in the historic districts, to identify and promote renewable energy demonstration projects to showcase the benefits.	Mid	
E.4.j*	Work with SCE and the CPA to develop a program and timeline for increasing resilience to power losses, including Public Safety Power Shutoffs (PSPS), and climate-driven extreme weather events for low-income, medically dependent, and elderly populations through installation of renewable energy and onsite energy storage with islanding capabilities, following appropriate project-level environmental review.	Mid	



Transportation



T.1		**Increase zero-emission vehicle and equipment adoption to 13% by 2030 and 25% by 2045.**
T.2		**Implement programs for public and shared transit that decrease passenger car vehicle miles traveled 2% by 2030 and 4% by 2045.**
T.3		**Develop and implement an Active Transportation Plan to shift 3% of passenger car vehicle miles traveled to active transportation by 2030, and 6% by 2045.**

Transportation

Play T.1 **Increase zero-emission vehicle and equipment to 13% by 2030 and 25% by 2045.**

Target 2030: 3,774 MT of CO_2e

2045: 6,629 MT of CO_2e



Move ID	Move	Time frame	Co-Benefits
T.1.a	Develop an EV Readiness Plan to establish a path forward to increase EV infrastructure within the City and promote mode shift to EVs that is consistent with the City General Plan. In conjunction with an EV Readiness Plan, conduct a community EV Feasibility Study to assess infrastructure needs and challenges.	Short	
T.1.b	Adopt an EV Charging Retrofits in Existing Commercial and Multifamily Buildings reach code requiring major retrofits, with either a permit value over $200,000 or including modification of parking surfaces or electric panels, to meet CalGreen requirements for "EV Ready" charging spaces and infrastructure.	Short	
T.1.c	Streamline permit processes (city, county, state, utility) for electric vehicle charging infrastructure and alternative fuel stations.	Short	
T.1.d	Enhance promotion of public and private conversion to zero-emission vehicles through implementation of the City General Plan; including use of City events, social media, and the City website to educate on benefits of zero-emission vehicles and available incentives.	Short	
T.1.e	Establish an ordinance that restricts use of gas-powered lawn equipment, including leaf blowers, and provide information on the City website outlining available incentives.	Short	

Sustainable Ecosystems | **Economic Security** | **Public Health** | **Improved Air Quality** | **Resource Efficiency** | **Green Jobs**

Short- Now – **Mid-** 3 years – 5 years – **Long-term** 10+ years

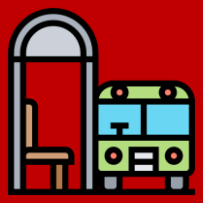
***Move added based on community feedback**

Move ID	Move	Time frame	Co-Benefits
T.1.f	Adopt an EV Readiness Reach Code requiring new commercial construction to provide the minimum number of EV capable spaces to meet Tier 2 requirements (20% of total). In doing so the City will: ✓ Engage with stakeholders, both internal stakeholders, such as local government staff and officials, and external stakeholders, such as local developers regarding the purpose and impact of the reach code ✓ Conduct a cost effectiveness study ✓ Develop and draft an ordinance ✓ Conduct public hearings, public notices, and formally adopt the ordinance ✓ Submit the adopted ordinance to the California Energy Commission (CEC)	Short	
T.1.g	Earmark and identify additional funding for implementation of the EV Readiness Plan to include public charging infrastructure in key locations.	Short / Mid	

Play T.2 **Implement programs for public and shared transit that decrease passenger car vehicle miles traveled 2% by 2030 and 4% by 2045.**

Target 2030: 807 MT of CO_2e

2045: 1,399 MT of CO_2e



Move ID	Move	Time frame	Co-Benefits
T.2.a	Conduct a Feasibility and Community Interest Study on the four transit improvement options of the City's General Plan.	Short	
T.2.b	Pursue a community car, bike, or e-scooter "micro-transit" share pilot consistent with the City General Plan.	Short	

Sustainable Ecosystems | Economic Security | Public Health | Improved Air Quality | Resource Efficiency | Green Jobs

Now — Short- (3 years) — Mid- (5 years) — Long-term (10+ years)

***Move added based on community feedback**

Move ID	Move	Time frame	Co-Benefits
T.2.c	Conduct local transportation surveys to better understand the community's needs and motivation for traveling by car versus other alternatives such as bus or Metro Gold Line light rail. Use survey results to inform transit expansion and improvement projects.	Short / Mid	
T.2.d	Adopt a Transportation Demand Management (TDM) Plan for the City that includes a transit system focus. Provide incentives for implementation of TDM measures at local businesses and new developments.	Mid	
T.2.e	Facilitate transportation equity through targeted provision of programs that encourage minority, low-income, disabled, and senior populations to take transit, walk, bike, use rideshare or car share.	Mid	

Play T.3 **Develop and implement an Active Transportation Plan to shift 3% of passenger car vehicle miles traveled to active transportation by 2030, and 6% by 2045.**



Target 2030: 1,186 MT of CO_2e

2045: 2,015 MT of CO_2e

Move ID	Move	Time frame	Co-Benefits
T.3.a	Develop and adopt an Active Transportation Plan consistent with Southern California Association of Governments (SCAG) 2016 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) that will identify funding strategies and policies for development of pedestrian, bicycle, and other alternative modes of transportation projects. Establish citywide events, outreach, educational programs, and platforms to promote active transportation in the community in support of the General Plan.	Short	
T.3.b	In conjunction with the City's Complete Streets Policy, conduct a Street/Intersection Study to identify streets and intersections that can be improved for pedestrians and bicyclists through traffic calming measures and/or where multi-use pathway opportunities exist to increase active transportation.	Short	

Sustainable Ecosystems | Economic Security | Public Health | Improved Air Quality | Resource Efficiency | Green Jobs

Now — Short- (3 years) — Mid- (5 years) — Long-term (10+ years)

***Move added based on community feedback**

Move ID	Move	Time frame	Co-Benefits
T.3.c	Periodically review and update the City's Bicycle and Pedestrian Network Map and post throughout City.	Short	
T.3.d*	Work with South Pasadena Active, Active San Gabriel Valley (ActiveSGV), and/or Metro to develop programs and classes to teach and promote bicycle riding education and safety to residents of all ages and skill levels, as well as educate drivers.	Short	
T.3.e	Conduct a nexus study and develop an ordinance requiring payment of fees from development projects to implement safe active transportation routes and infrastructure citywide.	Mid	
T.3.f	Amend zoning code to require installation of bike stalls or lockers at new developments, "mobility hubs", and during change of use of existing buildings, consistent with the General Plan.	Mid	
T.3.g	Adopt a Trip Reduction Ordinance that incudes requirements in the Zoning Code to require end-of-trip facilities for cyclists (e.g., showers, bike repair kiosks, and lockers) in new, non-residential building projects of a specified size.	Mid	



Water

W.1		**Reduce per capita water consumption by 10% by 2030 and 35% by 2045.**

Water

Play W.1 **Reduce per capita water consumption by 10% by 2030 and 35% by 2045.**

Target 2030: 414 MT of CO_2e
These emissions not added to the total because they are accounted for in Play E-1.

2045: 0 MT of CO_2e



Move ID	Move	Time frame	Co-Benefits
W.1.a	Continue to enforce the Model Water Efficient Landscapes Ordinance.	Short	
W.1.b	Work with the Los Angeles County Sanitation District (LACSD) and/or the Upper San Gabriel Valley Municipal Water District to bring recycled water lines and infrastructure to the City.	Short	
W.1.c	In conjunction with the Downtown Specific Plan Action and City General Plan, adopt an ordinance restricting the use of potable water for non-potable uses and requiring greywater capture for land uses that are excess water users (e.g. golf courses, car washes, large fields, etc.).	Short	
W.1.d	Implement Plays 1 through 4 under Goal II of the Green Action Plan on the provided implementation timeline, aiming to provide education and promotion of greywater systems. (See the City's Green Action Plan for more information).	Short	
W.1.e	In conjunction with Move II.1.1 of the City Green Action Plan, develop a Recycled Water Use Master Plan that identifies access to recycled water and quantity of recycled water available to the City, as well as establishes an implementation plan. The implementation plan shall identify land use types (i.e., landscaping, gold courses, fields) and specific projects that will switch from potable to recycled water use allowing for a goal of 20% of City's potable water use to be replaced with recycled water.	Short	
W.1.f	Implement 100% renewable power for all pumping and treatment of water.	Short	

Sustainable Ecosystems | **Economic Security** | **Public Health** | **Improved Air Quality** | **Resource Efficiency** | **Green Jobs**

Short- Now — **Mid-** 3 years — **Long-term** 5 years — 10+ years

***Move added based on community feedback**

Solid Waste



SW.1		**Implement and enforce SB 1383 organics and recycling requirements to reduce landfilled organics waste emissions 50% by 2022 and 75% by 2025.**
SW.2		**Reduce residential and commercial waste sent to landfills by 50% by 2030 and 100% by 2045.**

Solid Waste

Play SW.1 **Implement and enforce SB 1383 organics and recycling requirements to reduce landfilled organics waste emissions 50% by 2022 and 75% by 2025.**

Target 2030: 1,702 MT of CO_2e

2045: 1,764 MT of CO_2e



Move ID	Move	Time frame	Co-Benefits
SW.1.a	Adopt procurement policies to comply with SB 1383 requirements for jurisdictions to purchase recovered organic waste products.	Short	
SW.1.b	Adopt an ordinance requiring compliance with SB 1383. Ensure ordinances established through the City General Plan are consistent with SB 1383 requirements; and revise ordinances if necessary.	Short	
SW.1.c	Adopt an Edible Food Recovery Ordinance for edible food generators, food recovery services, or organization that are required to comply with SB 1383.	Short	
SW.1.d	Partner with the City's waste hauler, to provide organic waste collection and recycling services to all commercial and residential generators of organic waste.	Short	
SW.1.e	Adopt an ordinance requiring all residential and commercial customers to subscribe to an organic waste collection program and/or report self-hauling or backhauling of organics.	Short	
SW.1.f	Conduct a Feasibility Study and prepare an action plan to ensure edible food reuse infrastructure is sufficient to accept capacity needed to recover 20% of edible food disposed or identify proposed new or expanded food recovery capacity.	Short	
SW.1.g	Establish an education and outreach program for school children and adults around food waste prevention, nutrition education, and the importance of edible food recovery. Support City Green Action Plan Play III identified educational goals (Move III.1.3., Move III.1.4., Move III1.6., Move III.2.1, Move III. 3.3, and Move III.4.2) through an established educational program.	Mid	

Sustainable Ecosystems | Economic Security | Public Health | Improved Air Quality | Resource Efficiency | Green Jobs

Now — Short- (3 years) — Mid- (5 years) — Long-term (10+ years)

***Move added based on community feedback**

Move ID	Move	Time frame	Co-Benefits
SW.1.h	Establish an edible food recovery program supporting the City General Plan and the City Green Action Plan Move III.1.2 to minimize food waste.	Short / Mid	
SW.1.i	Adopt an ordinance or enforceable mechanism to regulate haulers collecting organic waste, including collection program requirements and identification of organic waste receiving facilities.	Short / Mid	
SW.1.j	Partner with City waste services to: ✓ Ensure organic waste collection from mixed waste containers are transported to a high diversion organic waste processing facility. ✓ Provide quarterly route reviews to identify prohibited contaminants potentially found in containers that are collected along route. ✓ Clearly label all new containers indicating which materials are accepted in each container, and by January 1, 2025, place or replace labels on all containers.	Mid	

Play SW.2 **Reduce residential and commercial waste sent to landfills by 50% by 2030 and 100% by 2045.**

Target 2030: 415 MT of CO_2e

2045: 859 MT of CO_2e



Move ID	Move	Time frame	Co-Benefits
SW.2.a	Develop and implement a Zero Waste Plan in order to reach South Pasadena's goal of zero waste by 2040.	Short	
SW.2.b*	Provide ongoing education to residents, business owners, and South Pasadena School District regarding waste reduction, composting, and recycling.	Short	

Sustainable Ecosystems | Economic Security | Public Health | Improved Air Quality | Resource Efficiency | Green Jobs

Short- (Now) | Mid- (3 years) | Long-term (5 years) | 10+ years

**Move added based on community feedback*

Move ID	Move	Time frame	Co-Benefits
SW.2.c	Increase reuse, recycling, and composting at temporary public events by mandating the installation of public recycling and composting containers and collection service; and encouraging reusable food ware, when relevant, according to the California State Retail Food Code.	Short	
SW.2.d	Develop a waste department or working group to enhance recycling and composting outreach and provide technical assistance or information in support of City Green Action Plan Move III. Additionally, implement and share a Recycle and Reuse Directory through City platforms, in support of Green Action Plan Move I.2.5.	Short	
SW.2.e	Adopt an ordinance requiring compliance with Sections 4.410.2, 5.410.1, 4.408.1, and 5.408.1 of the California Green Building Standards Code related to construction of buildings with adequate space for recycling containers and construction and demolition (C&D) recycling.	Short	
SW.2.f	Require construction sites to separate waste for proper diversion and reuse or recycling.	Short	
SW.2.g	Develop and implement a Waste Stream Education Program targeting property managers of multi-family residences and the commercial sector, in support of Goal III of the City Green Action Plan.	Short	
SW.2.h	Develop policies to mandate/encourage reduction of waste and reuse in the food industry (e.g. facilities serving prepared food and prepackaged food; home meal delivery services), hospitality industry, and other commercial industries. Efforts may include developing ordinances for food service ware and a ban on single-use individual toiletry bottles in hotels/motels, grant/discount programs for switching to reusables, fast food champion pilot project, and working with home meal delivery services (e.g., Blue Apron), etc. to explore opportunities to reduce single-use packaging and encourage reuse.	Short	
SW.2.i	Encourage reusable foodware; or if reusable foodware is not a feasible option, explore opportunities to mandate/encourage a switch to more environmentally friendly alternatives for various products in the commercial industry, when relevant.	Short	



***Move added based on community feedback**

Carbon Sequestration

CS.1		**Increase carbon sequestration through increased tree planting and green space.**

Carbon Sequestration

Play CS.1 **Increase carbon sequestration through increased tree planting and green space.**

Target 2030: 19 MT CO_2e

2045: 39 MT CO_2e



Move ID	Move	Time frame	Co-Benefits
CS.1.a	Identify and map public spaces that can be converted to green space, including public parking that can be converted to parklets, freeway airspace that can be made into green space, vertical walls that can be planted with vines, and rooftops of public buildings that can be developed into gardens.	Short	
CS.1.b	Adopt a Greenscaping Ordinance that has a street tree requirement for all zoning districts, has a shade tree requirement for new development, requires greening of parking lots, and increases permeable surfaces in new development.	Short	
CS.1.c	Prepare and adopt an Urban Forest Management Plan for the City that includes an inventory of existing trees, identifies future tree planting opportunities, and a climate-ready tree palette, as well as ongoing operations and maintenance needs.	Short / Mid	
CS.1.d	Adopt a standard policy and set of practices for expanding urban tree canopy and placing vegetative barriers between busy roadways and developments to reduce exposure to air pollutants from traffic.	Short / Mid	

Sustainable Ecosystems | Economic Security | Public Health | Improved Air Quality | Resource Efficiency | Green Jobs

Short- (Now – 3 years) | Mid- (3 years – 5 years) | Long-term (5 years – 10+ years)

***Move added based on community feedback**

Municipal

M.1		**Reduce carbon intensity of City operations.**
M.2		**Electrify the municipal vehicle fleet and mobile equipment.**
M.3		**Increase City's renewable energy production and energy resilience.**

Municipal

Play M.1 **Reduce carbon intensity of City operations.**

Target 2030: 188 MT of CO_2e

2045: 188 MT of CO_2e



Move ID	Move	Time frame	Co-Benefits
M.1.a	As recommended in the 2016 Renewable Energy Council Report, complete energy audits for all City facilities and implement all feasible recommendations for fuel switching and efficiency upgrades.	Short	
M.1.b	As recommended in the 2016 Renewable Energy Council Report, purchase renewable natural gas (RNG) for applicable City fleet vehicles.	Short	
M.1.c*	Establish an employee rideshare program.	Short	
M.1.d	As recommended in the 2016 Renewable Energy Council Report, install PV solar systems at the City Hall and at Wilson Reservoir.	Mid	
M.1.e	Adopt retrofitting policy for City owned buildings such that energy efficient and electrification retrofits are incorporated into City buildings as they become available.	Mid	
M.1.f	Develop a policy for the City which would require all new building RFP's to include life cycle costing over 30 years and tie this directly to energy consumption and building electrification. This would include the buildings operational and maintenance costs and ensure that the City has the most cost effective (and sustainable) building possible.	Mid / Long	
M.1.g	As recommended in the 2016 Renewable Energy Council Report, invest all savings from City energy efficiency projects into a new revolving green fund that can be used to fund additional energy efficiency and GHG reduction projects.	Long	

Sustainable Ecosystems | Economic Security | Public Health | Improved Air Quality | Resource Efficiency | Green Jobs

Short- (Now – 3 years) | Mid- (3 years – 5 years) | Long-term (5 years – 10+ years)

***Move added based on community feedback**

Play M.2	**Electrify the municipal vehicle fleet and mobile equipment.**
Target	2030: 23 MT of CO_2e 2045: 23 MT of CO_2e



Move ID	Move	Time frame	Co-Benefits
M.2.a	Develop a suite of transportation demand management tools to incentivize alternative transportation methods for employees, including telecommute options.	Short	
M.2.b	Provide bicycles and bicycle storage for employees to use during work hours for short business or personal trips.	Short	
M.2.c	Develop and adopt a policy to apply lifecycle assessment to all new vehicle and equipment purchases.	Mid	
M.2.d	Implement the City Fleet Alternative Fuel Conversion Policy developed under the City General Plan, electrifying the City vehicle fleet and using it to encourage residents to convert as well.	Mid	
M.2.e	Install EV charging stations at municipal buildings.	Mid	

Sustainable Ecosystems | Economic Security | Public Health | Improved Air Quality | Resource Efficiency | Green Jobs

Now — Short- (3 years) — Mid- (5 years) — Long-term (10+ years)

***Move added based on community feedback**

Play M.3	**Increase City's renewable energy production and energy resilience.**
Target	Supportive of 2030 Goals
	Supportive of 2045 Goals



Move ID	Move	Time frame	Co-Benefits
M.3.a	Conduct a Feasibility Study to determine which City buildings would serve as ideal resilience centers including solar and battery installations.	Short	
M.3.b	Convert all streetlights to light emitting diode (LED) bulbs.	Short	
M.3.c	Work with the CPA to identify and develop local solar projects to connect to the grid.	Mid	
M.3.d	Install solar arrays at facilities that currently do not have solar arrays and work with emergency services to add solar and battery storage at priority locations. Review options for potential to combine multiple buildings into micro-grid systems.	Mid	
M.3.e*	Explore opportunities and partnerships to develop renewable-powered fuel cell micro-grids to provide back-up or primary power for critical facilities such as facilities providing essential services (e.g. water pumping facilities) and schools as a clean alternative to diesel generators.	Long	

Sustainable Ecosystems | **Economic Security** | **Public Health** | **Improved Air Quality** | **Resource Efficiency** | **Green Jobs**

Short- (Now – 3 years) | **Mid-** (3 years – 5 years) | **Long-term** (5 years – 10+ years)

***Move added based on community feedback**

Adaptation



Even if all GHG emission generating sources stopped producing and emitting GHG emissions today, the current concentration of emissions in the atmosphere would continue to impact the climate and City of South Pasadena. Specifically, as mentioned in the *Introduction*, the City of South Pasadena is likely to increasingly experience extreme heat events, reductions in fresh-water supply, and increased average temperatures.[27] These impacts will have heterogeneous effects on the City's residents, business owners, and visitors; infrastructure; environment; and economy and, therefore, adaptive measures must be taken to increase the City's resilience. This section connects the Plays and Moves presented in this CAP to measures to further adapt and increase the City's resilience to climate change.



Junior High School Bell Tower

Increased Average Temperatures and Extreme Heat

As previously mentioned, the City of South Pasadena is expected to see increasing trends in extreme-heat days. This increase in extreme heat days coupled with more heat waves will result in longer heat waves.[28] Extreme

27. https://www.ipcc.ch/sr15/chapter/chapter-3/
28. https://cal-adapt.org/tools/annual-averages/

heat events will have greater effects on populations such as the homeless, aging adults, outdoor workers, people with chronic illnesses, and pregnant women. Homeless people may not have access to indoor spaces or even shade to escape these temperatures. Whereas, aging adult populations and those who are chronically ill have a reduced ability to adapt to temperature changes and are therefore more susceptible to heat strokes and other serious heat-induced illnesses. To help increase the City's resilience to these events, there are long-term preventative strategies such as strategic planting of trees and vegetation cover, improvements in the built environment, and rebate and home-cooling programs, which are included in the various Plays and Moves. For example, trees provide shade and reduce temperatures through evapotranspiration. These benefits from strategically planted trees and vegetation can help reduce peak summer temperatures by 2-9°F.[29] Increased tree cover and vegetation will help mitigate the effects of urban heat islands, which include areas in South Pasadena that experience compounded heating due to built environments absorbing more heat than rural communities. [30]

Reductions in Fresh Water

As weather patterns continue to change, more precipitation is likely to occur as rain which will affect regional snowpack and therefore South Pasadena's water resources. Changes in precipitation coupled with increased temperatures can cause periods of abnormally dry weather, further affecting water-supply. While many of these issues occur at a greater regional and even global scale, the City and community can take steps to conserve water at a local level. Planting drought-tolerant landscaping can lessen the demand for irrigation and help decrease stormwater runoff. At home, residents can install high-efficiency toilets and showerheads, only run full loads of laundry and dishes, and take shorter showers; these small changes can save hundreds of gallons of water a month. The community must be educated on these practices to reap the water saving benefits and the City government will play a role in this education.

Air Pollution

The City's urban environment and location decreases the direct risk of wildfire. However, the wildland interface in the hillside area, specifically the section of the City located south of Monterey Road and west of Meridian Avenue, is at risk to wildfire.[31] South Pasadena has robust fire-readiness efforts detailed in the General Plan Safety Element. Nonetheless, if a wildfire were to occur in this area, the air quality would significantly decrease and greatly affect human health, especially the respiratory systems of young children, older adults, homeless communities, and those with chronic illnesses. The combustion of fossil fuels, especially within the transportation sector, also leads to decreased local air quality and health consequences for local communities.

If temperatures continue to rise as predicted in the Cal-Adapt scenarios, there will be more days with weather conducive to ozone formation, leading to reduced air quality and increased health problems. To help improve local air quality, community members can opt to bike, take public transit, or carpool instead of taking their personal vehicle.[32] All of the City's Moves detailed under Transportation, Play T.1, aim to increase the use of zero-emission vehicles and equipment which will help increase local air quality. The transportation section incentivizes the transition to electric vehicles by increasing charging stations, conducting an EV feasibility study, exploring ordinances on gas-powered lawn equipment, and developing an Active Transportation Plan, to name a few, which will all lead to increased air quality.

29. https://www.osti.gov/biblio/10180633
30. https://www.epa.gov/heatislands/learn-about-heat-islands
31. https://www.southpasadenaca.gov/home/showdocument?id=18657
32. https://ww2.arb.ca.gov/our-work/topics/simple-solutions-improve-air-quality

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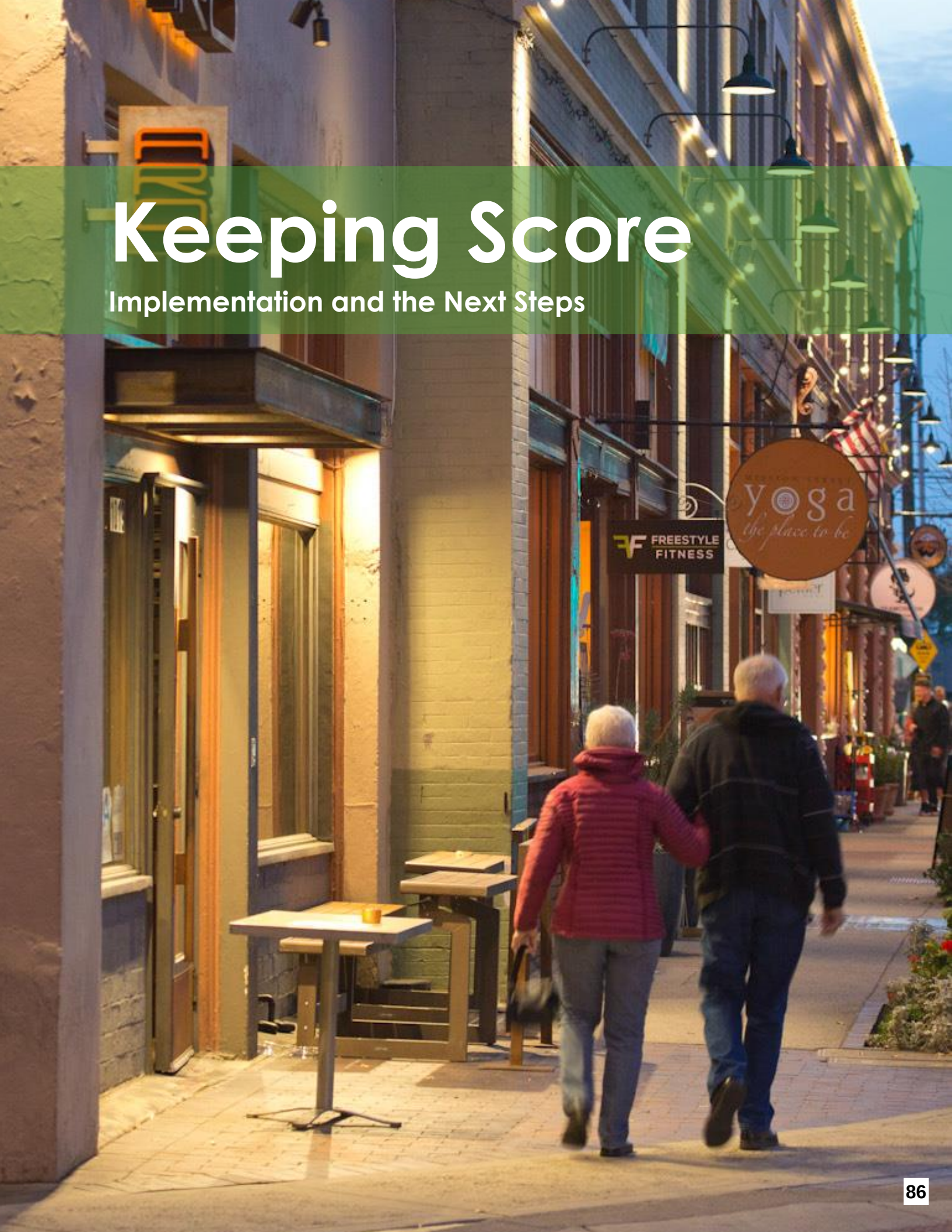


Keeping Score

Implementation and the Next Steps



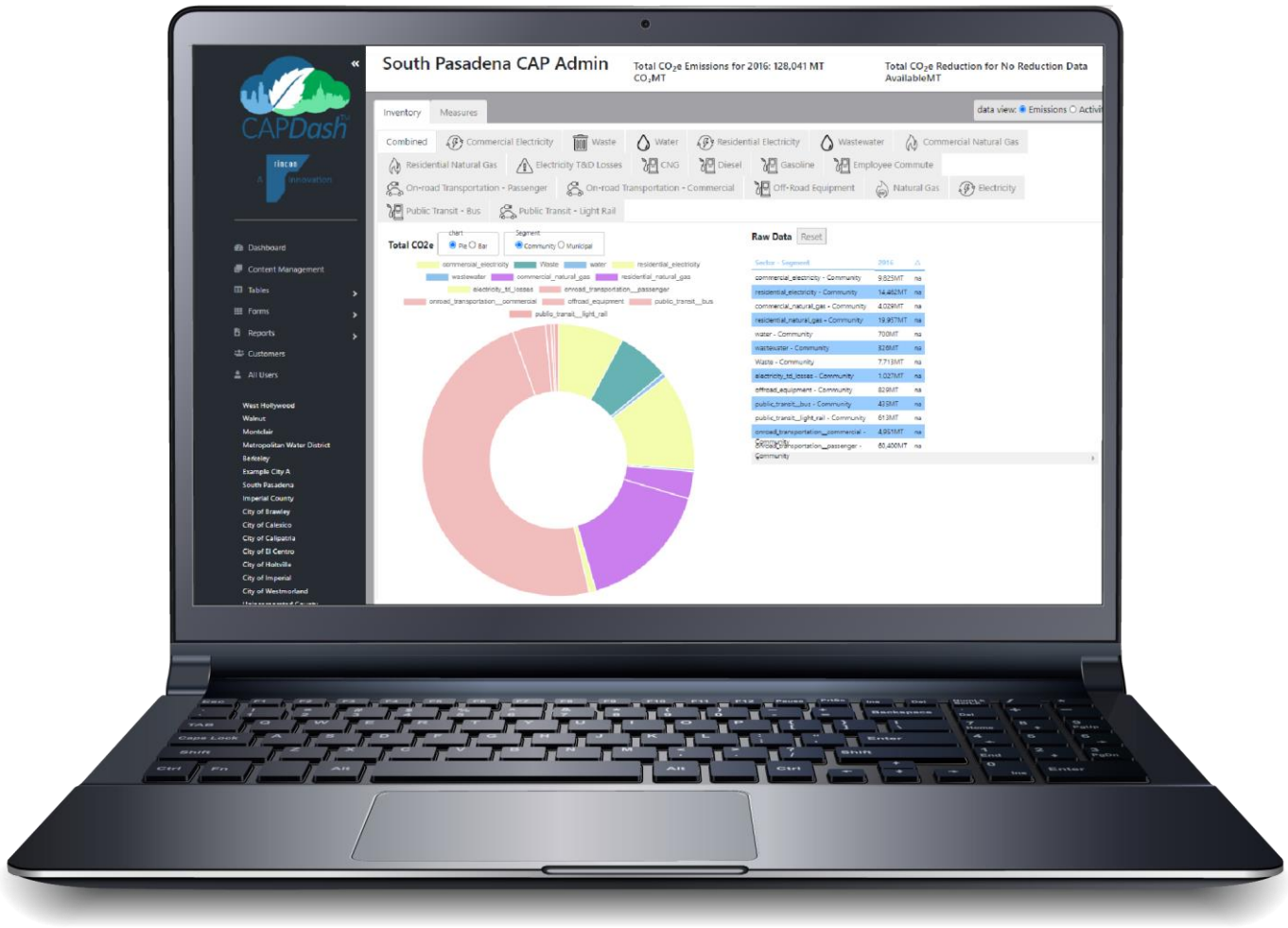
Implementation

The Team

This Climate Action Plan is the City of South Pasadena's roadmap to achieving the City's 2030 target and state mandated goal of 40 percent below 1990 levels by 2030, with the ultimate goal of achieving carbon neutrality by 2045. While substantial evidence suggests that the Plays and Moves outlined in this CAP will achieve the 2030 targets, uncertainty increases over time (see Appendix D for a discussion on the substantial evidence used to quantify the emission reductions attributable to each Play). The adoption rates of each Play and Move, costs of technology, legislative environment, and benefits assumed in this report will continue to evolve over time. Therefore, this CAP should be viewed as a strategic framework that will be reevaluated on a tri-annual basis. This section outlines how the City will implement the actions included in the CAP, monitor progress, and prepare updates over time.

Achieving long-term emission reduction goals will require participation from everyone. The City can update building codes, provide electric vehicle charging infrastructure and designate bike lanes, but it is up to the broader community to embrace these new services and technologies and gain the benefits outlined in this Plan. Making meaningful progress towards reducing our GHG emissions starts with City leadership, through policies, education, ordinances, and investments that act as catalysts for change throughout the wider community. Community partners like the Clean Power Alliance, Los Angeles Metro, and utility providers, then support these policies with incentives and programs. Businesses can then leverage these policies to provide new services and adopt more sustainable practices. Finally, residents and visitors that have been provided with the incentives and education, can actively work together to reduce our impacts and decrease GHG emissions. As policies and programs are developed and infrastructure is constructed, City staff will continue to engage the community, provide informative progress updates, and create ongoing opportunities to solicit community feedback. The City looks forward to working together to reduce our long-term impact from GHG emissions through new/updated programs and opportunities that will help meet the GHG emissions reduction goals. Thanks for being part of our team!

Figure 11 CAPDash – Implementation and Monitoring Tool



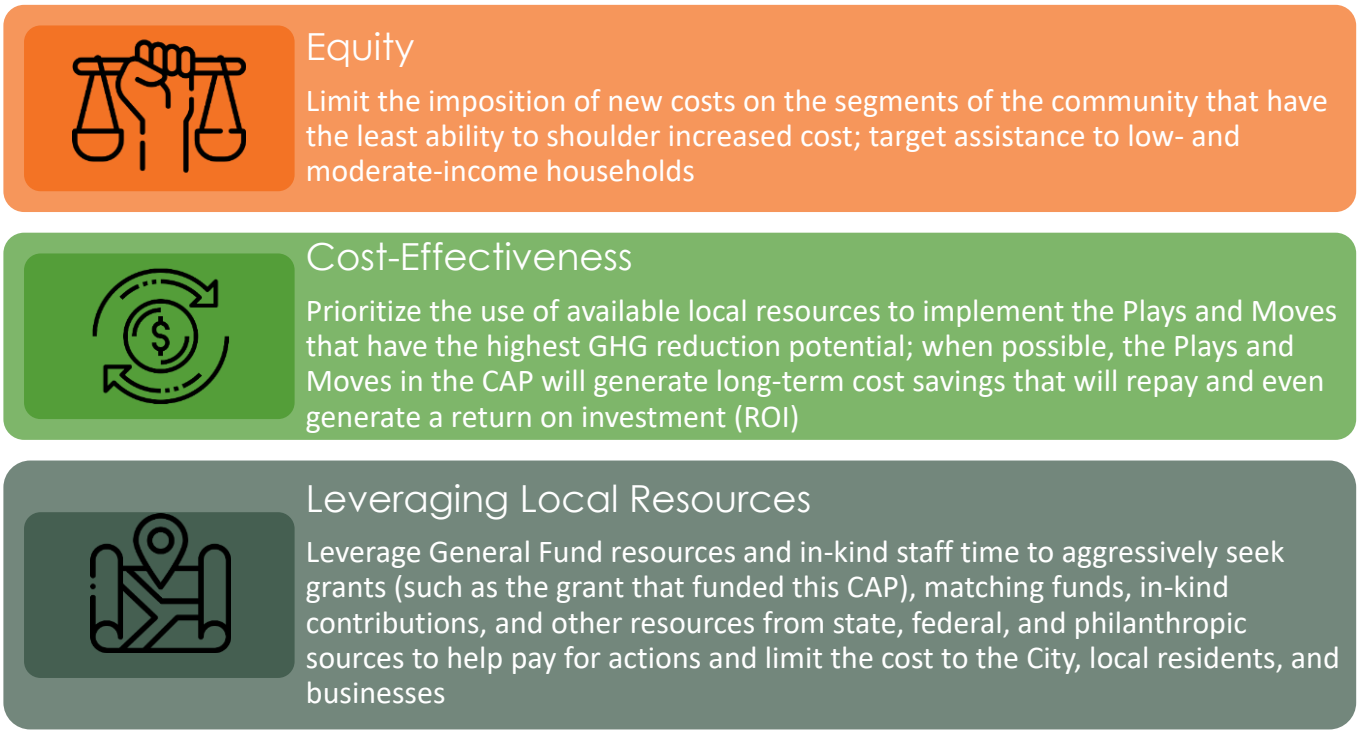
CAPDash

CAPDash is a customizable, web-based dashboard developed by Rincon Consultants, Inc. that allows the City of South Pasadena to track the annual emission reductions achieved through implementation of each Play and meet the requirements of CEQA Section 15183.5(b) (see Figure 11). The City will conduct annual implementation monitoring of the GHG emissions reduction measures and report out on this progress to City Council every third year beginning in 2023. The process for monitoring and quantifying measure implementation status relies on key target metrics identified for each of the Plays and Moves. By committing to annual monitoring of CAP implementation progress and adjusting where necessary, South Pasadena will rise to meet the local and global imperative of reducing greenhouse gas emissions. In the process of meeting that challenge, we will benefit from the supplemental health, economic, resilience, and other co-benefits of the GHG emissions reduction measures. This game plan marks another major milestone in the City's commitment to a sustainable future.

Funding Strategy

This Plan focuses first and foremost on Plays and Moves that are either no or low-cost to the community. The single largest GHG emissions reduction will come from a communitywide switch to the Clean Power Alliance's carbon-free power portfolio at very low cost to the community, which occurred in 2019. Not only will this single Play reduce GHG emissions, but it will also provide the foundation for the City's long-term GHG emissions reduction plan. Other Plays and Moves, such as electrification of existing buildings may not yet be feasible for everyone. However, more and more resources are becoming available and being provided

Figure 12 Funding Strategy Principles



by the state, local government, and utilities to help fund this transition. The City will seek grants, matching funds, in-kind contributions, and other resources to help pay for Plays and Moves and limit the cost of implementation to the City and our collective community.

Full implementation of the City's CAP will require investments on the part of the City, local households and property owners, and commercial businesses. In most cases, the expenditures will not only help to reduce GHG emissions but will also bring other valuable co-benefits as described in the *Plays and Moves*. The CAP will be implemented over time. Funding sources for some actions can be identified at the outset, while the best means to fund other actions will be determined at the time the City is ready to implement them, depending on the resources available. Three primary principles can help the City determine the best approach to funding various Plays and Moves, including: equity, cost-effectiveness, and ability to leverage local resources, as outlined in Figure 12. An overview of funding sources can be found in Table 7[33] and a detailed Funding Strategy is provided in Appendix E.

Shown in Table 7 is the estimated cost for each Move and combined for each Play based on a conservative, high-level estimate. For example, Play C.1 has three Moves, that are each estimated to cost $10,000 or less. Therefore, it is conservatively assumed that the entire Play could cost up to approximately $30,000.

Going the Distance

If the City has not made sufficient progress on GHG emissions reduction goals by the next triennial review, a CAP update may be required to establish new or more robust emission reduction goals to increase emissions reductions and maintain status as a CEQA-qualified GHG emissions reduction plan. The CAP update could require additional implementation of the existing actions and/or additional actions such as shifting incentive and educational programs to mandatory requirements. A complete CAP update for post-2030 emissions reductions targets will be required, and City staff shall begin this effort by 2029, during the third triennial review.

33. It is important to note that the costs shown in Table 7 outline the full implementation of each Move and are not representative of an annual cost.

Table 7 Funding Matrix

Move	Total Cost	City Lead	Potential Funding Source
Play C.1 Engage South Pasadena youth in climate action and provide education on ways to live a sustainable lifestyle.			**~ $30k**
C.1.a Support South Pasadena Unified School District by providing students with information on climate change and the beneficial role of trees.	$	Public Works, Community Services	U.S. EPA - Environmental Education Grants
C.1.b Utilize South Pasadena's historic neighborhoods to demonstrate to students the importance of mature urban trees in providing shade and reducing the urban heat island effect.	$	Public Works, Community Services	U.S. EPA - Environmental Education Grants
C.1.c Identify grant funding opportunities and engage with local nurseries and tree planting programs to identify appropriate and cost-effective California native plants/trees that can be both planted in the ground or remain potted for students living in rental/multi-family homes.	$	Public Works, Community Services	General Fund
Play E.1 Maximize the usage of renewable power within the community, by continuing to achieve an opt-out rate lower than 4% for the Clean Power Alliance.			**~ $10k**
E.1.a Monitor progress and perform public outreach and education campaigns highlighting the benefits of 100% renewable energy, including: ✓ Monitoring opt-out rates on an annual basis ✓ Tabling at community events ✓ Establishing an informational resource page on the City website ✓ Regular social media posts ✓ Energy bill inserts	$	Public Works	General Fund
Play E.2 Electrify 100% of newly constructed buildings.			**~ $120k**
E.2.a Develop a webpage and materials for display at City Hall promoting the benefits of electrification and resources that can assist with the fuel-switching process.	$	Public Works, Planning and Building	General Fund
E.2.b Provide financial and technical resources, including hosting workforce development trainings for installers and building owners/operators to discuss benefits and technical requirements of electrification.	$ $	Planning and Building	Foothill Workforce Development Board – job training
E.2.c Perform regular internal trainings with planners and building officials on current state decarbonization goals and incentives available for electric homes.	$	Planning and Building	General Fund

$ <$10k **Minimal Cost** | $ $ $10k to $50k **Low Cost** | $ $ $ $50k to 100k **Medium Cost** | $ $ $ $ $100k+ **High Cost**

Public Works | Finance | Management Services | Community Services | Planning and Building

Move	Total Cost	City Lead	Potential Funding Source
E.2.d Provide education around cooking with electric appliances, including demonstrations from chefs and/or local restaurants, as available.	$		General Fund
E.2.e Adopt an Electrification Readiness Reach Code per California Energy Commission (CEC) reach code requirements for all new buildings and accessory dwelling units which eliminates the piping of natural gas. In doing so the City will: ✓ Engage with stakeholders, both internal stakeholders, such as City staff and officials, and external stakeholders, such as local developers regarding the purpose and impact of the reach code ✓ Conduct a cost effectiveness study ✓ Develop and draft an ordinance ✓ Conduct public hearings, public notices, and formally adopt the ordinance ✓ Submit the adopted ordinance to the California Energy Commission (CEC)	$ $		Grant Funding
E.2.f Adopt an ordinance that allows granting of minor allowances for certain site development standards when there is no practical ways to design a project to be all electric	$ $		Grant Funding
Play E.3 Electrify 5% of existing buildings by 2030 and 80% by 2045.			**~ $195k**
E.3.a Develop an existing building electrification permit tracking program to track annual progress in achieving the targeted electrification goal.	$		General Fund
E.3.b Keep an updated list of rebates and incentives available to residents who would like to convert their buildings to electric power.	$		General Fund
E.3.c Provide education on the potential energy savings and benefits of electric heat pumps for water heating and space heating when permits for replacement are obtained.	$		General Fund
E.3.d Work with Southern California Edison (SCE) and/or the Clean Power Alliance to provide rebates for residential replacement of natural gas-powered air and water heating appliances with electric-powered.	$		1. General Fund 2. SCE 3. Clean Power Alliance for rebate funding
E.3.e Promote water heater, space heating, and appliance (electric stoves/dryers) replacement programs and incentives (residential) at time of construction permit.	$		General Fund
E.3.f Perform an existing buildings analysis in order to understand the potential for electrification retrofitting in South Pasadena and establish a roadmap for eliminating natural gas from existing buildings.	$ $ $ - $ $ $ $		California Energy Commission – Energy Partnership Program

$ <$10k **Minimal Cost** | $ $ $10k to $50k **Low Cost** | $ $ $ $50k to 100k **Medium Cost** | $ $ $ $ $100k+ **High Cost** | Public Works | Finance | Management Services | Community Services | Planning and Building

Move	Total Cost	City Lead	Potential Funding Source
E.3.g Establish a comprehensive, coordinated education campaign focused towards property owners, landlords, property management companies, and occupants for reducing the use of natural gas in homes and businesses. Establish a shared understanding of existing incentives for electric appliances and upgrades, and how to access them, including SCE incentive programs and rebates.	$$		1. SCE/CPA or SCG – rebates, incentives, and financing programs 2. U.S. EPA - Environmental Education Grants
E.3.h Perform a cost-effectiveness study for electrification retrofitting, including requirements for newly permitted HVAC/hot water heaters and other appliances to be electric.	$		California Energy Commission
E.3.i Develop a best practices model based on the progress electrifying existing buildings in South Pasadena and outside of South Pasadena to significantly increase electrification post-2030.	$		Grant Funding
Play E.4 Develop and promote reduced reliance on natural gas through increased clean energy systems that build off of renewable energy development, production, and storage.			**~ $ 360k**
E.4.a Conduct a Feasibility Study to assess cost and applicable locations for installation of battery back-up systems or generators throughout the City.	$$		California Energy Commission (CEC) - Energy Partnership Program
E.4.b Promote installation of storage technology in concert with renewable energy infrastructure through educational programs, outreach, and information provided via City platforms.	$		General Fund
E.4.c Conduct "micro-grid" Feasibility/Pilot Study in support of the General Plan.	$$		California Energy Commission (CEC) - Energy Partnership Program
E.4.d In support of the General Plan, develop and implement a Solar Action Plan with a goal of meeting 50% of South Pasadena's power demand through solar by 2040.	$$$ - $$$$		Private Solar Dealers/Installers
E.4.e In support of the 2018-2019 City Strategic Plan, develop a strategy and implementation schedule for the Renewable Energy Plan, after completion of the feasibility study.	$$		Grant Funding
E.4.f Adopt a PV (Solar) Ordinance requiring newly constructed and majorly renovated multi-family and commercial buildings to install PV systems with an annual output greater or equal to 25% of buildings electricity demand.	$$		Grant Funding
E.4.g Require all new structures or major retrofits to be pre-wired for solar panels.	$$		General Fund

$ <$10k **Minimal Cost** | $$ $10k to $50k **Low Cost** | $$$ $50k to 100k **Medium Cost** | $$$$ $100k+ **High Cost**

Public Works | Finance | Management Services | Community Services | Planning and Building

Move	Total Cost	City Lead	Potential Funding Source
E.4.h Work with various City departments to establish and streamline battery storage requirements to allow for easier implementation of these technologies throughout the City.	$		General Fund
E.4.i Work with home and business owners, including those in the historic districts, to identify and promote renewable energy demonstration projects to showcase the benefits.	$		General Fund
E.4.j Work with SCE and the CPA to develop a program and timeline for increasing resilience to power losses, including Public Safety Power Shutoffs (PSPS), and climate-driven extreme weather events for low-income, medically dependent, and elderly populations through installation of renewable energy and onsite energy storage with islanding capabilities, following appropriate project-level environmental review.	$ $ $ - $ $ $ $		1. SCE 2. CPA
Play T.1 Increase zero-emission vehicle and equipment adoption to 13% by 2030 and 25% by 2045.			**~ $130k**
T.1.a Develop an EV Readiness Plan to establish a path forward to increase EV infrastructure within the City and promote mode shift to EVs that is consistent with the City General Plan. In conjunction with an EV Readiness Plan, conduct a community EV Feasibility Study to assess infrastructure needs and challenges.	$ $		1. Moving California, California Climate Investments - Sustainable Transportation Equity Project (STEP) 2. CARB- Clean Vehicle Rebate Program
T.1.b Adopt an EV Charging Retrofits in Existing Commercial and Multifamily Buildings reach code requiring major retrofits, with either a permit value over $200,000 to meet CalGreen requirements for “EV Ready” charging spaces and infrastructure.	$ $		1. Moving California, California Climate Investments - STEP 2. CAL eVIP - Southern California Incentive Project (SCIP)
T.1.c Streamline permit processes (city, county, state, utility) for electric vehicle charging infrastructure and alternative fuel stations.	$		General Fund
T.1.d Enhance promotion of public and private conversion to zero-emission vehicles through implementation of the City General Plan; including use of City events, social media, and the City website to educate on benefits of zero-emission vehicles and available incentives.	$		General Fund
T.1.e Establish an ordinance that restricts use of gas-powered lawn equipment, including leaf blowers, and provide information on the City website outlining available incentives.	$ $		General Fund

$ <$10k **Minimal Cost** | $ $ $10k to $50k **Low Cost** | $ $ $ $50k to 100k **Medium Cost** | $ $ $ $ $100k+ **High Cost**

Public Works | Finance | Management Services | Community Services | Planning and Building

Move	Total Cost	City Lead	Potential Funding Source
T.1.f Adopt an EV Readiness Reach Code requiring new commercial construction to provide the minimum number of EV capable spaces to meet Tier 2 requirements (20% of total). In doing so the City will: ✓ Engage with stakeholders, both internal stakeholders, such as local government staff and officials, and external stakeholders, such as local developers regarding the purpose and impact of the reach code ✓ Conduct a cost effectiveness study ✓ Develop and draft an ordinance ✓ Conduct public hearings, public notices, and formally adopt the ordinance ✓ Submit the adopted ordinance to the California Energy Commission (CEC)	$$	Public Works Planning and Building	1. Grant Funding 2. AB 2766 funds
T.1.g Earmark and identify additional funding for implementation of the EV Readiness Plan to include public charging infrastructure in key locations.	$	Public Works	1. General Fund 2. AB 2766 – local subventions 3. Funding from EV charging station companies
Play T.2 Implement programs for public and shared transit that decrease passenger car vehicle miles traveled 2% by 2030 and 4% by 2045.			**~ $125k**
T.2.a Conduct a Feasibility and Community Interest Study on the four transit improvement options of the City's General Plan.	$$	Planning and Building	1. SCAG - Sustainable Communities Program 2. AB 2766 - Local Subventions 3. LA County Measures A, C, R, M - Local Return Program
T.2.b Pursue a community car, bike, or e-scooter "micro-transit" share pilot consistent with the City General Plan.	$	Planning and Building	AB2766 - Local Subventions
T.2.c Conduct local transportation surveys to better understand the community's needs and motivation for travelling by car versus other alternatives such as bus or Metro Gold Line light rail. Use survey results to inform transit expansion and improvement projects.	$ - $$	Public Works Planning and Building	General Fund
T.2.d Adopt a Transportation Demand Management (TDM) Plan for the City that includes a transit system focus. Provide incentives for implementation of TDM measures at local businesses and new developments.	$$ - $$$	Planning and Building	LA County Measures A, C, R, M – Local Return Program

$ <$10k **Minimal Cost** | $$ $10k to $50k **Low Cost** | $$$ $50k to 100k **Medium Cost** | $$$$ $100k+ **High Cost**

Public Works | Finance | Management Services | Community Services | Planning and Building

Move	Total Cost	City Lead	Potential Funding Source
T.2.e Facilitate transportation equity through targeted provision of programs that encourage minority, low-income, disabled, and senior populations to take transit, walk, bike, use rideshare or car share.	$	Public Works, Planning and Building	LA County Measures A, C, R, M – Local Return Program
Play T.3 Develop and implement an Active Transportation Plan to shift 3% of passenger car VMT to active transportation by 2030, and 6% by 2045.			**~ $190**
Play T.3.a Develop and adopt an Active Transportation Plan consistent with SCAG 2016 RTP/SCS that will identify funding strategies and policies for development of pedestrian, bicycle, and other alternative modes of transportation projects. Establish citywide events, outreach, educational programs, and platforms to promote active transportation in the community in support of the General Plan.	$$$ - $$$$	Public Works, Planning and Building	1. California Transportation Commission (CTC) - Active Transportation Program (ATP) 2. LA Metro - TDA Article 3
Play T.3.b In conjunction with the City's Complete Streets Policy, conduct a Street/Intersection Study to identify streets and intersections that can be improved for pedestrians and bicyclists through traffic calming measures and/or where multi-use pathway opportunities exist to increase active transportation.	$ - $$	Public Works	1. California Transportation Commission (CTC) - Local Partnership Program (LPP) 2. Mitigation fees paid by new development projects that contribute to VMT - Local VMT-based transportation impact fee or local/regional VMT bank/exchange program 3. LA Metro - TDA Article 3
Play T.3.c Periodically review and update the City's Bicycle and Pedestrian Network Map and post throughout City.	$	Planning and Building	General Fund
Play T.3.d Work with South Pasadena Active, Active San Gabriel Valley (ActiveSGV), and/or Metro to develop programs and classes to teach and promote bicycle riding education and safety to residents of all ages and skill levels, as well as educate drivers.	$	Public Works	General Fund
Play T.3.e Conduct a nexus study and develop an ordinance requiring payment of fees from development projects to implement safe active transportation routes and infrastructure citywide.	$ - $$	Public Works	Mitigation fees paid by new development projects
Play T.3.f Amend zoning code to require installation of bike stalls or lockers at new developments, "mobility hubs", and during change of use of existing buildings, consistent with the General Plan.	$	Public Works, Planning and Building	General Fund, combine with Play T.3.g

$ <$10k **Minimal Cost** | $$ $10k to $50k **Low Cost** | $$$ $50k to 100k **Medium Cost** | $$$$ $100k+ **High Cost**

Public Works | Finance | Management Services | Community Services | Planning and Building

Move	Total Cost	City Lead	Potential Funding Source
Play T.3.g Adopt a Trip Reduction Ordinance that incudes requirements in the Zoning Code to require end-of-trip facilities for cyclists (e.g., showers, bike repair kiosks, and lockers) in new, non-residential building projects of a specified size.	$ - $$		General Fund
Play W.1 Reduce per capita water consumption by 10% by 2030 and 35% by 2045.			**~$170k**
W.1.a Continue to enforce the Model Water Efficient Landscapes Ordinance.	$		Water Conservation Funds
W.1.b Work with the Los Angeles County Sanitation District (LACSD) and/or the Upper San Gabriel Valley Municipal Water District to bring recycled water lines and infrastructure to the City.	$$$ - $$$$		1. User Fees 2. Water Resources Control Board- Water Recycling Funding Program - Construction Grant
W.1.c In conjunction with the Downtown Specific Plan Action and City General Plan, adopt an ordinance restricting the use of potable water for non-potable uses and requiring greywater capture for land uses that are excess water users (e.g. golf courses, car washes, large fields, etc.).	$ - $$		Water Conservation Funds
W.1.d Implement Plays 1 through 4 under Goal II of the Green Action Plan on the provided implementation timeline, aiming to provide education and promotion of greywater systems. (See the City's Green Action Plan for more information).	$		Water Conservation Funds
W.1.e In conjunction with Move II.1.1 of the City Green Action Plan, develop a Recycled Water Use Master Plan that identifies access to recycled water and quantity of recycled water available to the City, as well as establishes an implementation plan. The implementation plan shall identify land use types (i.e., landscaping, gold courses, fields) and specific projects that will switch from potable to recycled water use allowing for a goal of 20% of City's potable water use to be replaced with recycled water.	$$$ - $$$$		Water Resources Control Board - Water Recycling Funding Program - Planning Grant
W.1.f Implement 100% renewable power for all pumping and treatment of water.	$		General Fund
Play SW.1 Implement and enforce SB 1383 organics and recycling requirements to reduce landfilled organics waste emissions 50% by 2022 and 75% by 2025.			**~$150k**
SW.1.a Adopt procurement policies to comply with SB 1383 requirements for jurisdictions to purchase recovered organic waste products.	$		General Fund

$ <$10k **Minimal Cost** | $$ $10k to $50k **Low Cost** | $$$ $50k to 100k **Medium Cost** | $$$$ $100k+ **High Cost**

Public Works | Finance | Management Services | Community Services | Planning and Building

Move	Total Cost	City Lead	Potential Funding Source
SW.1.b Adopt an ordinance requiring compliance with SB 1383. Ensure ordinances established through the City General Plan are consistent with SB 1383 requirements; and revise ordinances if necessary.	$ - $$		User fees for solid waste services
SW.1.c Adopt an Edible Food Recovery Ordinance for edible food generators, food recovery services, or organization that are required to comply with SB 1383.	$ - $$		User fees for solid waste services
SW.1.d Partner with the City's waste hauler, to provide organic waste collection and recycling services to all commercial and residential generators of organic waste.	$		User fees for solid waste services
SW.1.e Adopt an ordinance requiring all residential and commercial customers to subscribe to an organic waste collection program and/or report self-hauling or backhauling of organics.	$ - $$		User fees for solid waste services
SW.1.f Conduct a Feasibility Study and prepare an action plan to ensure edible food reuse infrastructure is sufficient to accept capacity needed to recover 20% of edible food disposed or identify proposed new or expanded food recovery capacity.	$ - $$		CalRecycle - Food Waste Prevention and Rescue Grant Program
SW.1.g Establish an education and outreach program for school children and adults around food waste prevention, nutrition education, and the importance of edible food recovery. Support City Green Action Plan Play III identified educational goals (Move III.1.3., Move III.1.4., Move III1.6., Move III.2.1, Move III. 3.3, and Move III.4.2) through an established educational program.	$		U.S. EPA - Environmental Education Grants
SW.1.h Establish an edible food recovery program supporting the City General Plan and the City Green Action Plan Move III.1.2 to minimize food waste.	$		CalRecycle - Food Waste Prevention and Rescue Grant Program
SW.1.i Adopt an ordinance or enforceable mechanism to regulate haulers collecting organic waste, including collection program requirements and identification of organic waste receiving facilities.	$ - $$		General Fund, possibly incorporate costs into franchise agreement.
SW.1.j Partner with City waste services to: ✓ Ensure organic waste collection from mixed waste containers are transported to a high diversion organic waste processing facility. ✓ Provide quarterly route reviews to identify prohibited contaminants potentially found in containers that are collected along route. ✓ Clearly label all new containers indicating which materials are accepted in each container, and by January 1, 2025, place or replace labels on all containers.	$		User fees for solid waste services; incorporate into agreement with Athens Services

$ <$10k **Minimal Cost** | $$ $10k to $50k **Low Cost** | $$$ $50k to 100k **Medium Cost** | $$$$ $100k+ **High Cost**

Public Works | Finance | Management Services | Community Services | Planning and Building

Move	Total Cost	City Lead	Potential Funding Source
Play SW.2 Reduce residential and commercial waste sent to landfills by 50% by 2030 and 100% by 2045.			**~$130k**
SW.2.a Develop and implement a Zero Waste Plan in order to reach South Pasadena's goal of zero waste by 2040.	$ - $$		User fees
SW.2.b Provide ongoing education to residents, business owners, and South Pasadena School District regarding waste reduction, composting, and recycling.	$		U.S. EPA - Environmental Education Grants
SW.2.c Increase reuse, recycling, and composting at temporary public events by mandating the installation of public recycling and composting containers and collection service; and encouraging reusable food ware, when relevant, according to the California State Retail Food Code.	$		CalRecycle - Beverage Container Recycling Grants
SW.2.d Develop a waste department or working group to enhance recycling and composting outreach and provide technical assistance or information in support of City Green Action Plan Move III. Additionally, implement and share a Recycle and Reuse Directory through City platforms, in support of Green Action Plan Move I.2.5.	$ - $$		General Fund
SW.2.e Adopt an ordinance requiring compliance with Sections 4.410.2, 5.410.1, 4.408.1, and 5.408.1 of the California Green Building Standards Code related to construction of buildings with adequate space for recycling containers and construction and demolition (C&D) recycling.	$ - $$		General Fund, planning and building permit fees.
SW.2.f Require construction sites to separate waste for proper diversion and reuse or recycling.	$		General Fund, planning and building permit fees.
SW.2.g Develop and implement a Waste Stream Education Program targeting property managers of multi-family residences and the commercial sector, in support of Goal III of the City Green Action Plan.	$		General Fund
SW.2.h Develop policies to mandate/encourage reduction of waste and reuse in the food industry (e.g. facilities serving prepared food and prepackaged food; home meal delivery services), hospitality industry, and other commercial industries. Efforts may include developing ordinances for food service ware and a ban on single-use individual toiletry bottles in hotels/motels, grant/discount programs for switching to reusables, fast food champion pilot project, and working with home meal delivery services (e.g., Blue Apron), etc. to explore opportunities to reduce single-use packaging and encourage reuse.	$ - $$		General Fund, affected businesses
SW.2.i Encourage reusable foodware; or if reusable foodware is not a feasible option, explore opportunities to mandate/encourage a switch to more environmentally friendly alternatives for various products in the commercial industry, when relevant.	$		General Fund

$ <$10k **Minimal Cost** | $$ $10k to $50k **Low Cost** | $$$ $50k to 100k **Medium Cost** | $$$$ $100k+ **High Cost**

Public Works | Finance | Management Services | Community Services | Planning and Building

Move	Total Cost	City Lead	Potential Funding Source
Play CS.1 Increase carbon sequestration through increased tree planting and green space.			**~$100k**
CS.1.a Identify and map public spaces that can be converted to green space, including public parking that can be converted to parklets, freeway airspace that can be made into green space, vertical walls that can be planted with vines, and rooftops of public buildings that can be developed into gardens.	$		CalFire - Urban and Community Forestry
CS.1.b Adopt a Greenscaping Ordinance that has a street tree requirement for all zoning districts, has a shade tree requirement for new development, requires greening of parking lots, and increases permeable surfaces in new development.	$ - $ $		General Fund
CS.1.c Prepare and adopt an Urban Forest Management Plan for the City that includes an inventory of existing trees, identifies future tree planting opportunities, and a climate-ready tree palette, as well as ongoing operations and maintenance needs.	$ $ $ - $ $ $ $		CalFire - Urban and Community Forestry
CS.1.d Adopt a standard policy and set of practices for expanding urban tree canopy and placing vegetative barriers between busy roadways and developments to reduce exposure to air pollutants from traffic.	$		General Fund
Play M.1 Reduce carbon intensity of City operations.			**~$170k**
M.1.a As recommended in the 2016 Renewable Energy Council Report, complete energy audits for all City facilities and implement all feasible recommendations for fuel switching and efficiency upgrades.	$ $ $ - $ $ $ $		California Energy Commission Energy Partnership Program
M.1.b As recommended in the 2016 Renewable Energy Council Report, purchase renewable natural gas (RNG) for applicable City fleet vehicles.	$		General Fund
M.1.c Establish an employee rideshare program.	$		General Fund
M.1.d As recommended in the 2016 Renewable Energy Council Report, install PV solar systems at the City Hall and at Wilson Reservoir.	$ $ $ - $ $ $ $		Grant Funding
M.1.e Adopt retrofitting policy for City owned buildings such that energy efficient and electrification retrofits are incorporated into City buildings as they become available.	$		General Fund
M.1.f Develop a policy for the City which would require all new building RFP's to include life cycle costing over 30 years and tie this directly to energy consumption and building electrification. This would include the buildings operational and maintenance costs and ensure that the City has the most cost effective (and sustainable) building possible.	$		General Fund
M.1.g As recommended in the 2016 Renewable Energy Council Report, invest all savings from City energy efficiency projects into a new revolving green fund that can be used to fund additional energy efficiency and GHG reduction projects.	$		General Fund

$ <$10k **Minimal Cost** | $ $ $10k to $50k **Low Cost** | $ $ $ $50k to 100k **Medium Cost** | $ $ $ $ $100k+ **High Cost**

Public Works | Finance | Management Services | Community Services | Planning and Building

Move	Total Cost	City Lead	Potential Funding Source
Play M.2 Electrify the municipal vehicle fleet and mobile equipment.			**>$150k**
M.2.a Develop a suite of transportation demand management tools to incentivize alternative transportation methods for employees, including telecommute options.	$	Management Services	General Fund
M.2.b Provide bicycles and bicycle storage for employees to use during work hours for short business or personal trips.	$	Public Works	General Fund
M.2.c Develop and adopt a policy to apply lifecycle assessment to all new vehicle and equipment purchases.	$	Public Works	General Fund
M.2.d Implement the City Fleet Alternative Fuel Conversion Policy developed under the City General Plan, electrifying the City vehicle fleet and using it to encourage residents to convert as well.	$	Public Works	Southern California Air Quality Management District (SCAQMD) - Carl Moyer Program
M.2.e Install EV charging stations at municipal buildings.	$$$$	Public Works Planning and Building	1. Moving California, California Climate Investments, CARB - STEP 2. CAL eVIP, CA Energy Commission - Southern California Incentive Project (SCIP)
Play M.3 Increase City's renewable energy production and energy resilience.			**>$200k**
M.3.a Conduct a Feasibility Study to determine which City buildings would serve as ideal resilience centers including solar and battery installations.	$	Public Works	General Fund
M.3.b Convert all streetlights to light emitting diode (LED) bulbs.	$$$$	Public Works	General Fund
M.3.c Work with the CPA to identify and develop local solar projects to connect to the grid.	$	Public Works	General Fund, possibly incorporate costs into Lighting and Landscaping Assessment District
M.3.d Install solar arrays at facilities that currently do not have solar arrays and work with emergency services to add solar and battery storage at priority locations. Review options for potential to combine multiple buildings into micro-grid systems.	$$$$	Public Works	General Fund
M.3.e Explore opportunities and partnerships to develop renewable-powered fuel cell micro-grids to provide back-up or primary power for critical facilities such as facilities providing essential services (e.g. water pumping facilities) and schools as a clean alternative to diesel generators.	$	Public Works	General Fund

$ <$10k **Minimal Cost** | $$ $10k to $50k **Low Cost** | $$$ $50k to 100k **Medium Cost** | $$$$ $100k+ **High Cost**

Public Works | Finance | Management Services | Community Services | Planning and Building

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Appendix A:
Regulatory Context

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Regulatory Summary

As the impacts of climate change are being recognized, many strategies that address climate change have emerged at all levels of government. This section provides an overview of the regulatory context at the international, state, and local levels relative to the City of South Pasadena's actions toward reducing greenhouse gas (GHG) emissions.

International Climate Action Guidance

1992 United Nations Framework Convention on Climate Change

The primary international regulatory framework for GHG reduction is the United Nations Framework Convention on Climate Change Paris Agreement (UNFCCC). The UNFCCC is an international treaty adopted in 1992 with the objective of stabilizing atmospheric GHG concentrations to prevent disruptive anthropogenic climate change. The framework established non-binding limits on global GHG emissions and specified a process for negotiating future international climate-related agreements.[1]

1997 Kyoto Protocol

The Kyoto Protocol is an international treaty that was adopted in 1997 to extend and operationalize the UNFCCC. The protocol commits industrialized nations to reduce GHG emissions per county-specific targets, recognizing that they hold responsibility for existing atmospheric GHG levels. The Kyoto Protocol involves two commitment periods during which emissions reductions are to occur, the first of which took place between 2008-2012 and the second of which has not entered into force. [2]

2015 The Paris Agreement

The Paris Agreement is the first-ever universal, legally binding global climate agreement that was adopted in 2015 and has been ratified by 189 countries worldwide.[3] The Paris Agreement establishes a roadmap to keep the world under 2° C of warming with a goal of limiting an increase of temperature to 1.5° C. The agreement does not dictate one specific reduction target, instead relying on individual countries to set nationally determined contributions (NDCs) or reductions based on GDP and other factors. According to the International Panel on Climate Change (IPCC) limiting global warming to 1.5° C will require global emissions to reduce through 2030 and hit carbon neutrality by mid-century.[4]

1 United Nations Framework Convention on Climate Change (UNFCCC). United Nations Framework Convention on Climate Change. https://unfccc.int/files/essential_background/background_publications_htmlpdf/application/pdf/conveng.pdf
2 UNFCCC. What is the Kyoto Protocol? https://unfccc.int/kyoto_protocol
3 UNFCCC. Paris Agreement - Status of Ratification. https://unfccc.int/process/the-paris-agreement/status-of-ratification
4 IPCC. Global Warming of 1.5 C. https://www.ipcc.ch/sr15/

California Regulations and State GHG Targets

California remains a global leader in the effort to reduce GHG emissions and combat climate change through its mitigation and adaptation strategies. With the passage of Assembly Bill (AB) 32 in 2006, California became the first state in the United States to mandate GHG emission reductions across its entire economy. To support AB 32, California has enacted legislation, regulations, and executive orders (EO) that put it on course to achieve robust emission reductions and address the impacts of a changing climate. The following is a summary of executive and legislative actions most relevant to the CAP.

2002 Senate Bill 1078

In 2002, SB 1078, established the California Renewables Portfolio Standards (RPS) Program and was accelerated in 2006 by SB 107, requiring that 20 percent of retail electricity sales be composed of renewable energy sources by 2010. EO S-14-08 was signed in 2008 to further streamline California's renewable energy project approval process and increase the state's RPS to the most aggressive in the nation at 33 percent renewable power by 2020.

2002 Assembly Bill 1493

In 2002, AB 1493, also known as the Pavley Regulations, directed the California Air Resources Board (CARB) to establish regulations to reduce GHG emissions from passenger vehicles to the maximum and most cost-effective extent feasible. CARB approved the first set of regulations to reduce GHG emissions from passenger vehicles in 2004, with the regulations initially taking effect with the 2009 model year.

2005 Executive Order S-3-05

Executive Order (EO) S-3-05 was signed in 2005, establishing statewide GHG emissions reduction targets for the years 2020 and 2050. The EO calls for the reduction of GHG emissions in California to 2000 levels by 2010, 1990 levels by 2020, and 80 percent below 1990 levels by 2050. The 2050 emission reductions target would put the state's emissions in line with the worldwide reductions needed to reach long-term climate stabilization as concluded by the IPCC *2007 Fourth Assessment Report*.

2006 Assembly Bill 32

California's major initiative for reducing GHG emissions is outlined in AB 32, the "California Global Warming Solutions Act of 2006," which was signed into law in 2006. AB 32 codifies the statewide goal of reducing GHG emissions to 1990 levels by 2020 and requires CARB to prepare a Scoping Plan that outlines the main state strategies for reducing GHG emissions to meet the 2020 deadline. In addition, AB 32 requires CARB to adopt regulations to require reporting and verification of statewide GHG emissions.

Based on this guidance, CARB approved a 1990 statewide GHG baseline and 2020 emissions limit of 427 million metric tons of CO_2 equivalent (MMT CO_2e). The Scoping Plan was approved by CARB on December 11, 2008 and included measures to address GHG emission reduction strategies related to energy efficiency, water use, and recycling and solid waste, among other measures. Many of the GHG reduction measures included in the Scoping Plan (e.g., Low Carbon Fuel Standard, Advanced

Clean Car standards,[5] and Cap-and-Trade) have been adopted since approval of the Scoping Plan.

In May 2014, CARB approved the first update to the AB 32 Scoping Plan. The 2014 Scoping Plan update defined CARB's climate change priorities for the next five years and set the groundwork to reach post-2020 statewide goals. The update highlighted California's progress toward meeting the "near-term" 2020 GHG emission reduction goals defined in the original Scoping Plan. It also evaluated how to align the state's longer-term GHG reduction strategies with other state policy priorities, including those for water, waste, natural resources, clean energy, transportation, and land use (CARB 2014).

2007 Executive Order S-1-07

Also known as the Low Carbon Fuel Standard, EO S-1-07, issued in 2007, established a statewide goal that requires transportation fuel providers to reduce the carbon intensity of California's transportation fuels by at least 10 percent by 2020. EO S-1-07 was readopted and amended in 2015 to require a 20 percent reduction in carbon intensity by 2030, the most stringent requirement in the nation. The new requirement aligns with California's overall 2030 target of reducing climate changing emissions 40 percent below 1990 levels by 2030, which was set by Senate Bill 32 and signed by the governor in 2016.

2007 Senate Bill 97

Signed in August 2007, SB 97 acknowledges that climate change is an environmental issue that requires analysis in California Environmental Quality Act (CEQA) documents. In March 2010, the California Natural Resources Agency adopted amendments to the State CEQA Guidelines for the feasible mitigation of GHG emissions or the effects of GHG emissions. The adopted guidelines give lead agencies the discretion to set quantitative or qualitative thresholds for the assessment and mitigation of GHG and climate change impacts.

2008 Senate Bill 375

SB 375, signed in August 2008, enhances the state's ability to reach AB 32 goals by directing CARB to develop regional GHG emission reduction targets to be achieved from passenger vehicles by 2020 and 2035. In addition, SB 375 directs each of the state's 18 major Metropolitan Planning Organizations (MPOs), including the Southern California Association of Governments (SCAG) in Los Angeles, to prepare a "sustainable communities strategy" (SCS) that contains a growth strategy to meet these emission targets for inclusion in the MPO's Regional Transportation Plan (RTP).

On March 22, 2018, CARB adopted updated regional targets for reducing GHG emissions from 2005 levels by 2020 and 2035. The SCAG, of which South Pasadena is a member, was assigned targets of an 8% reduction in GHGs from transportation sources by 2020 and a 19% reduction in GHGs from transportation sources by 2035. In the SCAG region, SB 375 also provides the option for the coordinated development of subregional plans by the subregional Councils of Governments and the County Transportation Commissions to meet SB 375 requirements.

5 On September 19, 2019 the National Highway Traffic Safety Agency (NHTSA) and the US Environmental Protection Agency (EPA) issued a final action entitled the One National Program on Federal Preemption of State Fuel Economy Standards Rule. This action finalizes Part I of the Safer, Affordable, Fuel-Efficient (SAFE) Vehicles Rule. This rule states that federal law preempts State and local tailpipe greenhouse gas (GHG) emissions standards as well as zero emission vehicle (ZEV) mandates. The SAFE Rule withdraws the Clean Air Act waiver it granted to California in January 2013 as it relates to California's GHG and zero emission vehicle programs.

2009 California Green Building Code

The California Green Building Standards Code (CALGreen) is Part 11 of the California Building Standards Code or Title 24 and is the first statewide "green" building code in the nation. The purpose of CALGreen is to improve public health, safety, and general welfare by enhancing the design and construction of buildings. Enhancements include reduced negative impact designs, positive environmental impact designs, and encouragement of sustainable construction practices. The first CALGreen Code was adopted in 2009 and has been updated in 2013, 2016, and 2019. The CALGreen Code will have subsequent, and continually more stringent, updates every three years.

2009 Senate Bill X7-7

In 2009, SB X7-7, also known as the Water Conservation Act, was signed, requiring all water suppliers to increase water use efficiency. This legislation sets an overall goal of reducing per capita urban water use by 20 percent by2020.

2011 Senate Bill 2X

In 2011, SB 2X was signed, requiring California energy providers to buy (or generate) 33 percent of their electricity from renewable energy sources by 2020.

2012 Assembly Bill 341

AB 341 directed the California Department of Resources Recycling and Recovery (CalRecycle) to develop and adopt regulations for mandatory commercial recycling. As of July 2012, businesses are required to recycle, and jurisdictions must implement a program that includes education, outreach, and monitoring. AB 341 also set a statewide goal of 75 percent waste diversion by the year 2020.

2014 Assembly Bill 32 Scoping Plan Update

In 2014, CARB approved the first update to the Scoping Plan. This update defines CARB's climate change priorities and sets the groundwork to reach the post-2020 targets set forth in EO S-3-05. The update highlights California's progress toward meeting the near-term 2020 GHG emissions reduction target, defined in the original Scoping Plan. It also evaluates how to align California's longer-term GHG reduction strategies with other statewide policy priorities, such as water, waste, natural resources, clean energy, transportation, and land use.

2014 Assembly Bill 1826

AB 1826 was signed in 2014 to increase the recycling of organic material. GHG emissions produced by the decomposition of these materials in landfills were identified as a significant source of emissions contributing to climate change. Therefore, reducing organic waste and increasing composting and mulching are goals set out by the AB 32 Scoping Plan. AB 1826 specifically requires jurisdictions to establish organic waste recycling programs by 2016, and phases in mandatory commercial organic waste recycling over time.

2015 Senate Bill 350

SB 350, the Clean Energy and Pollution Reduction Act of 2015, has two objectives: to increase the procurement of electricity from renewable sources from 33 percent to 50 percent by 2030 and to double the energy efficiency of electricity and natural gas end users through energy efficiency and conservation.

2015 Executive Order B-30-15

In 2015, EO B-30-15 was signed, establishing an interim GHG emissions reduction target to reduce emissions to 40 percent below 1990 levels by 2030. The EO also calls for another update to the CARB Scoping Plan.

2016 Senate Bill 32

On September 8, 2016, the governor signed SB 32 into law, extending AB 32 by requiring the state to further reduce GHGs to 40 percent below 1990 levels by 2030 (the other provisions of AB 32 remain unchanged). The bill charges CARB to adopt the regulation so that the maximum technologically feasible emissions reductions are achieved in the most cost-effective way.

2016 Senate Bill 1383

Adopted in September 2016, SB 1383 requires CARB to approve and begin implementing a comprehensive strategy to reduce emissions of short-lived climate pollutants. The bill requires the strategy to achieve the following reduction targets by 2030:

- Methane – 40 percent below 2013 levels
- Hydrofluorocarbons – 40 percent below 2013 levels
- Anthropogenic black carbon – 50 percent below 2013 levels

SB 1383 also requires the CalRecycle, in consultation with the CARB, to adopt regulations that achieve specified targets for reducing organic waste in landfills. The bill further requires 20% of edible food disposed of at the time to be recovered by 2025.

2017 Scoping Plan Update

On December 14, 2017, CARB adopted the 2017 Scoping Plan, which provides a framework for achieving the 2030 goal set by SB 32. The 2017 Scoping Plan relies on the continuation and expansion of existing policies and regulations, such as the Cap-and-Trade Program, as well as implementation of recently adopted policies, such as SB 350 and SB 1383 .

The 2017 Scoping Plan also puts an increased emphasis on innovation, adoption of existing technology, and strategic investment to support its strategies. As with the 2014 Scoping Plan Update, the 2017 Scoping Plan does not provide project-level thresholds for land use development. Instead, it recommends that local governments adopt policies and locally appropriate quantitative thresholds consistent with statewide per capita goals of six metric tons (MT) CO_2e by 2030 and two MT CO_2e by 2050 (CARB 2017). As stated in the 2017 Scoping Plan, these goals may be appropriate for plan-level analyses (city, county, subregional, or regional level), but not for specific individual projects because they include all emissions sectors in the state (CARB 2017).

2018 Senate Bill 100

Adopted on September 10, 2018, SB 100 supports the reduction of GHG emissions from the electricity sector by accelerating the State's Renewables Portfolio Standard Program, which was last updated by SB 350 in 2015. SB 100 requires electricity providers to increase procurement from eligible renewable energy resources to 33 percent of total retail sales by 2020, 60 percent by 2030, and 100 percent by 2045.

2018 Executive Order B-55-18

Also, on September 10, 2018, the governor issued Executive Order B-55-18, which established a new statewide goal of achieving carbon neutrality by 2045 and maintaining net negative emissions thereafter. This goal is in addition to the existing statewide GHG reduction targets established by SB 375, SB 32, SB 1383, and SB 100.

City of South Pasadena Sustainability Plans and Regulations

The City of South Pasadena has established actions related to increasing sustainability and reducing GHG emissions and the potential impacts of climate change. These actions are outlined in in the City's Green Action Plan, Draft 2020 General Plan, and Draft Downtown Specific Plan.

2019 South Pasadena Green Action Plan

In November 2019, the City of South Pasadena adopted the South Pasadena Green Action Plan (Green Plan), which includes five main goals: work towards making South Pasadena a plastic-free City; enhance water conservation projects and programs; increase organics diversion from landfills; mitigate impacts of the urban heat island effect; and prepare for the consideration of future sustainability initiatives. The Green Plan was a collaborative effort that encompassed the values, ideas, and efforts from all City Department Staff, City Council, the City's Natural Resources and Environmental Commission, and the passionate residents of South Pasadena. This short-term plan aimed to implement essential and attainable sustainability initiatives that would set the foundation of the City's first Climate Action Plan.

2020 General Plan Update

The City's General Plan is currently being updated and a draft version was released to the public in November 2019. The General Plan is a blueprint for how the City should develop over time, and consists of several mandated topics called "Elements." In general, these Elements include broad policies that identify the overall pattern of future development, determining when, where, and what type of new growth and investment may occur. The "Our Natural Community" Element of the Draft General Plan includes p which promote alternative transportation and use of energy-efficient vehicles, and works to minimize the adverse impacts of growth and development on air quality and climate.

2020 Downtown Specific Plan Update

The 2020 Downtown Specific Plan Draft was also released in November 2019 and has policies related to energy efficiency and climate resilience. The primary goals of the Downtown Specific Plan are to leverage public transit and multimodality, focusing on responsible infill development, and preserving and rehabilitating historic buildings.

Appendix B:
Cal-Adapt

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Cal-Adapt Resource Guide

Cal-Adapt[1] is an interactive platform that allows users to explore how climate change might affect California at the local level. The site was developed by the University of California, Berkeley's Geospatial Innovation Facility (GIF) with funding and advisory oversight by the California Energy Commission's Public Interest Energy Research (PIER) Program. The data used within the Cal-Adapt visualization tools have been gathered from California's scientific community, and represent peer-reviewed, high-quality scientific information.[2]

The site includes the following climate change projections:

- Annual Averages (temperature and precipitation)
- Extreme Precipitation Events
- Extreme Heat Days & Warm Nights
- Cooling Degree Days & Heating Degree Days
- Snowpack
- Sea Level Rise
- Wildfire
- Streamflow
- Extended Drought

These localized climate change projections are available on the Cal-Adapt landing page or via the *Tools* tab. Another way to download data is through the *Data* tab. The *Data* tab allows you to download data from individual publishers and spatial data. This technical appendix describes downloading data from the landing page, or Tools *tab*, as it is more interactive and provides visualizations of the data.

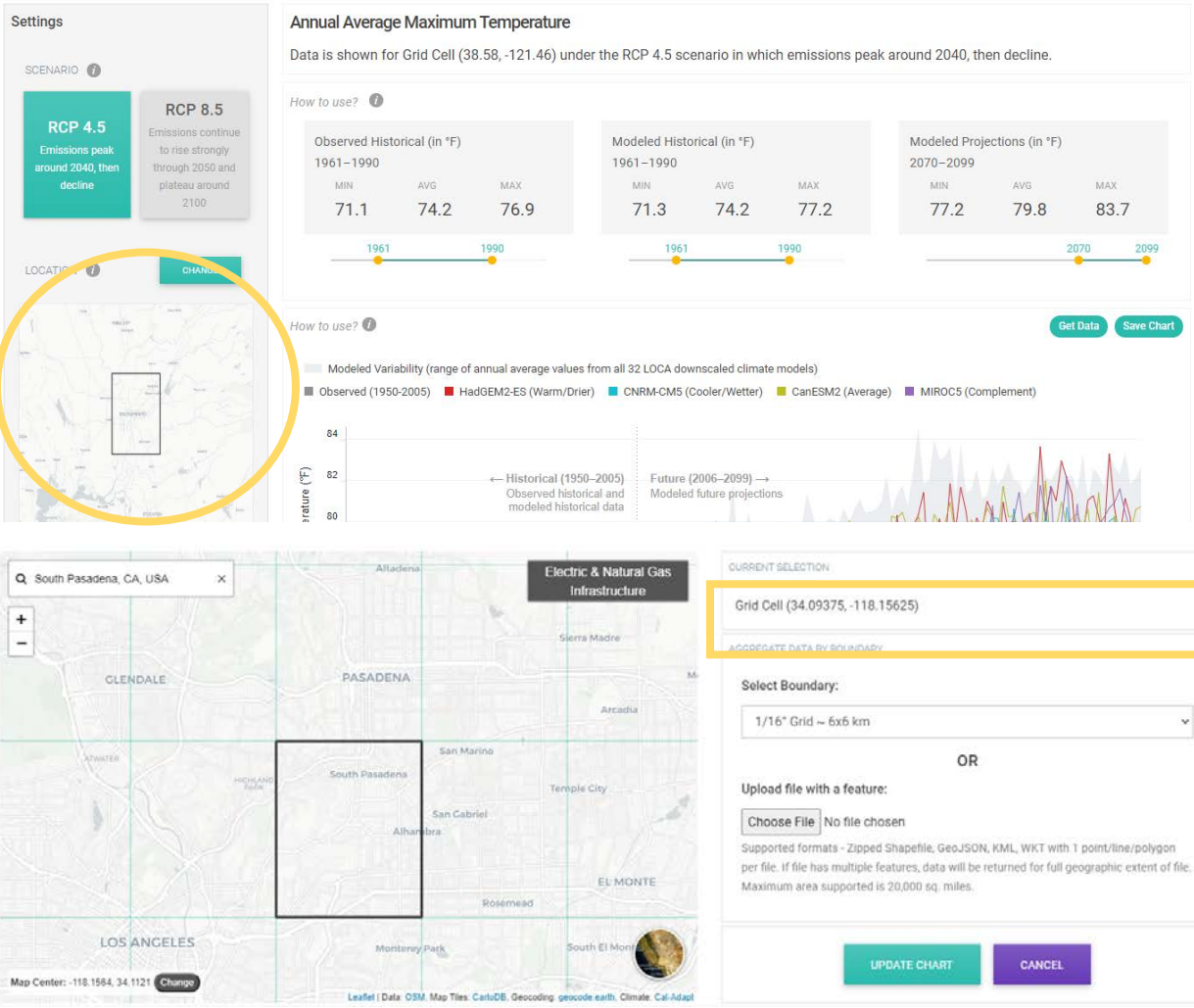


[1] Cal-Adapt https://cal-adapt.org/
[2] Cal-Adapt https://cal-adapt.org/about/

Best Practices

Location

When choosing a location, Cal-Adapt will prompt you to select a 6x6 kilometer grid cell or a county, among other options. The grid cell used for South Pasadena is shown below (Grid Cell 34.09375, -118.15625).

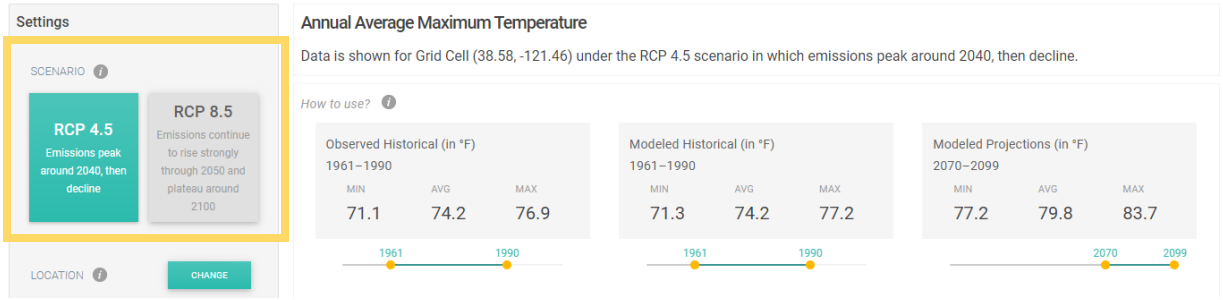


Representative Concentration Pathways (RCP)

These are scenarios that include time series of emissions and concentrations of the full suite of greenhouse gases (GHGs). Each RCP provides only one of many possible scenarios that would lead to the specific radiative forcing, which is the difference between sunlight absorbed by the Earth and energy radiated back to space.

The California Adaptation Planning Guide[3] recommends always using the high emissions scenario (RCP 8.5).[4] The stabilizing scenario (RCP 4.5)[5] may also be used to provide a wider range of possible futures.

[3] https://resources.ca.gov/CNRALegacyFiles/docs/climate/01APG_Planning_for_Adaptive_Communities.pdf
[4] Emissions continue to rise through the end of the century before leveling off
[5] Emissions rise through 2050 before leveling off

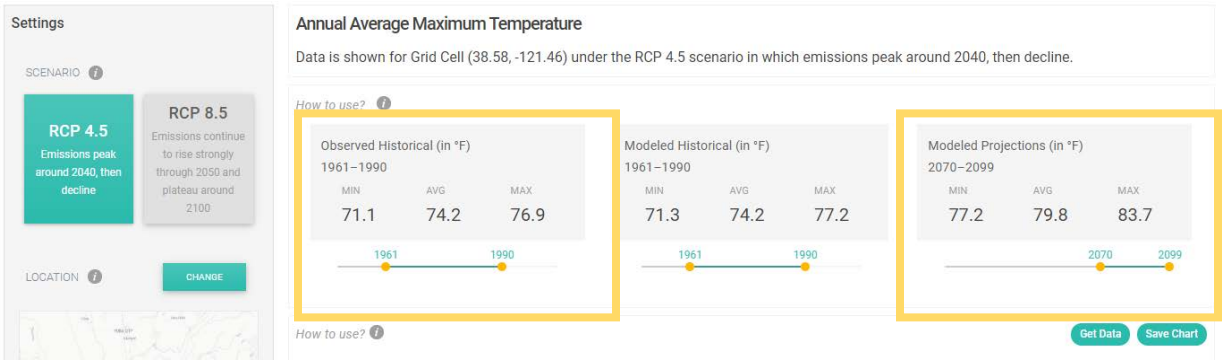


Past and Future Year Horizons

To gain an understanding of how climate change may impact a location, we need to know the historical and projected conditions. Below are the past and future year horizons used for the *Climate Change in the City of South Pasadena* subsection of the South Pasadena CAP.

- Historical/Current: 1990 and 2005
- Long-term: 2099

It is important to consider a long-term benchmark year when working with climate change projections as it allows us to understand the potential impacts over a specific period of time.



Climate Models

Cal-Adapt allows you to choose whether to use the minimum, average, or maximum estimates (shown below). These are calculated over all models shown in the chart provided by Cal-Adapt. For a representative value of all models combined, rather than selecting the lowest or highest predicting model, it's best to use the average value. The four models used in this assessment are:

- HadGEM2-ES: a warm/drier simulation
- CNRM-CM5: a cooler/wetter simulation
- CanESM2: an average simulation
- MIROC5: a complement simulation (most unlike the other three models).

These models were selected by California's Climate Action Team Research Working Group as the priority models for research contributing to California's Fourth Climate Change Assessment. To determine projected timing of extreme heat days, Rincon used the range all four priority models. This allows for conservative planning, recommended by the California Adaptation Planning Guide.

Resources

Cal-Adapt https://cal-adapt.org/

California Adaptation Planning Guide
https://resources.ca.gov/CNRALegacyFiles/docs/climate/01APG_Planning_for_Adaptive_Communities.pdf

Appendix C:
Inventory, Forecast, and Targets

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City of South Pasadena Climate Action Plan

GHG Emissions: Municipal Inventory, Community Inventory, Forecast and Target Setting Methodology

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1 Introduction

California considers greenhouse gas (GHG) emissions and the impacts of climate change to be a serious threat to the public health, environment, economic well-being, and natural resources of the state, and has taken an aggressive stance to mitigate the impact on climate change at the state-level through the adoption of legislation and policies. Many cities have developed local climate action plans and aligned goals to correspond with state emissions reduction goals. The two major state GHG-related goals are established by Assembly Bill (AB) 32 and Senate Bill (SB) 32. AB 32 required state agencies reduce state GHG emissions to 1990 levels by 2020 whereas SB 32 requires a 40 percent reduction below 1990 levels by 2030. The goals set by AB 32 were achieved by the state in 2016[1] and many jurisdictions are completing GHG inventories to quantify progress toward their own 2020 goals as well as develop targets to align with the requirements of SB 32. A long-term goal of carbon neutrality by 2045 for the state was established, but not codified, through Executive Order (EO) B-55-18. While it is not required for jurisdictions to meet this target, many are establishing or exceeding this goal to show alignment with the aggressive decarbonization goals of the state.

This technical appendix provides the detailed methodology used for the City of South Pasadena 2016 Municipal and Community GHG inventory, Community GHG Emissions Forecast, and the setting of emission reduction targets. Emissions are forecasted for the years 2020, 2030, 2040 (the General Plan horizon year), and 2045 to align with state and City targets.

Estimating GHG emissions enables local governments to establish an emissions baseline, track emissions trends, identify the greatest sources of GHG emissions within their jurisdictions, and set targets for future reductions. This inventory is intended to inform completion of a qualified GHG reduction plan for the City of South Pasadena and is compliant with the Local Governments for Sustainability (ICLEI) *U.S. Community Protocol for Accounting and Reporting of Greenhouse Gas Emissions*[2] (*U.S. Community Protocol*) as well as California Environmental Quality Act (CEQA) Guidelines Section 15183.5(b) for the requirements of a 'qualified' GHG emissions reduction plan. Methodology for some sections has been updated slightly to conform with the industry standard for California cities as recommended in the Association for Environmental Professionals (AEP) *California Supplement to the United States Community-Wide GHG Emissions Protocol* (California Supplement). Emissions inventories are an iterative process and each year must be viewed in the context of other inventories and relative trends of each sector to maintain consistency with the emissions inventory methods and factors.

Emissions contained within this inventory include activities under the jurisdictional control or significant influence of the City of South Pasadena, as recommended by AEP in preparing Community Protocol and CEQA-compliant inventories.[3] The municipal operations inventory is a subset of the community-wide inventory, meaning the municipal emissions are included within the community-wide inventory.

[1] California Air Resources Board. California Greenhouse Gas Emissions Inventory. Accessed at: https://ww3.arb.ca.gov/cc/inventory/inventory.htm. Accessed on: July 2019

[2] ICLEI. 2013. U.S. Community Protocol for Accounting and Reporting of Greenhouse Gas Emissions, Version 1.1

[3] Association of Environmental Professionals. 2013. The California Supplement to the United States Community-Wide Greenhouse Gas (GHG) Protocol.

1.1 Greenhouse Gases

The 2016 City of South Pasadena Community Inventory was developed using the Community Protocol[4] and California Supplement.[5] Emissions from nitrous oxide (N_2O), methane (CH_4), and carbon dioxide (CO_2) are included in this assessment. Each GHG has a different capability of trapping heat in the atmosphere, known as its global warming potential (GWP), which is normalized relative to CO_2 and expressed as carbon dioxide equivalent, or CO_2e. The CO_2e values for these gases are derived from the Fifth Assessment Report (AR5) of the Intergovernmental Panel on Climate Change (IPCC) GWP values for consistency with the yearly California Air Resources Board (CARB) GHG inventory, as shown in Table 1.[6],

Table 1 Global Warming Potentials of Greenhouse Gases

Greenhouse Gas	Molecular Formula	Global Warming Potential (CO_2e)
Carbon Dioxide	CO_2	1
Methane	CH_4	25
Nitrous Oxide	N_2O	298

Notes: MT CO_2e = metric tons of carbon dioxide equivalent

1.2 Excluded GHG Emissions and Emission Sources

The following GHG emissions and emission sources are excluded from the 2016 inventory and emissions forecast.

Consumption-Based GHG Emissions

GHG emissions from consumption of goods and services (such as food, clothing, electronic equipment, etc.) by residents of a city are excluded from the inventory and forecast of City of South Pasadena emissions. Currently there exists no widely accepted standard methodology for reporting consumption-based inventories.

Natural and Working Lands

GHG emissions from carbon sinks and sources in natural and working lands are not included in this inventory and forecast due to the lack of granular data and standardized methodology. Natural and working lands are comprised of the forests, woodlands, rangelands, coastal areas, farmlands and urban green spaces of California. GHG emissions from these lands result from the loss of carbon sequestration through land use change and fires. CARB has included a state-level inventory of natural and working lands in the 2017 Scoping Plan Update[7] greenhouse gas inventory; however, at the time of this City of South Pasadena community-wide inventory, sufficient data and tools were not available to conduct a jurisdiction-specific working lands inventory. The Nature Conservancy and

[4] ICLEI. 2012. Community Protocol for Accounting and Reporting of Greenhouse Gas Emissions.

[5] Association of Environmental Professionals. 2013. The California Supplement to the United States Community-Wide Greenhouse Gas (GHG) Protocol. Accessed at: https://califaep.org/docs/California_Supplement_to_the_National_Protocol.pdf. Accessed on: June 20, 2019

[6] Intergovernmental Panel on Climate Change. 2007. Fourth Assessment Report: Climate Change. Direct Global Warming Potentials.

[7] California Air Resources Board. 2017. California's Climate Change Scoping Plan.

California Department of Conservation[8] are exploring options for a tool which may be able to perform these inventories at a more specific geographic level.

Agricultural Emissions

Emissions from agricultural activities are not included in this inventory as the Community Protocol and California Supplement[9] both note agricultural activity is not a required component of Community Protocol inventories and should be included only if relevant to the community conducting the inventory. Regulations exist to encourage urban agriculture within the City boundaries. Many of the emissions from these activities (e.g. energy) are covered under other sectors included in this inventory and no major commercial-scale livestock activity is noted within the City boundaries.

Industrial Emissions

Emissions from industrial activities are not included in this inventory as the City of South Pasadena does not have direct control of GHG emissions from industrial operations, which are regulated through the state Cap-and-Trade Program. Additionally, energy data was not available for the industrial sector due to the industrial energy data set not meeting Southern California Edison's (SCE's) 5/25 Aggregation Rule, where the data set must contain at least five customers and no single customer makes up more than 25 percent of the total energy consumption.

High GWP

High GWP emissions, including chlorofluorocarbons (CFCs) and hydrofluorocarbons (HFCs) used as substitutes for ozone-depleting substances are not included in this inventory as it is not a required component of the Community Protocol and the California Supplement notes these emissions are not generally included in California inventories.

1.3 Calculating GHG Emissions

GHG emissions are estimated using calculation-based methodologies to derive emissions using activity data and emissions factors. To estimate emissions, the basic equation below is used:

Activity Data x Emission Factor = Emissions

Activity data refer to the relevant measurement of energy use or other GHG-generating processes such as fuel consumption by fuel type, metered annual electricity consumption, and annual vehicle miles travelled. Emission factors are used to convert energy usage or other activity data into associated emissions quantities. They are usually expressed in terms of emissions per unit of activity data (e.g., lbs. CO_2/kWh).

As mentioned in the *Introduction*, GHG emissions calculation methodologies follow the guidance of the ICLEI *U.S. Community Protocols* for the Community Inventory, and the ICLEI *Local Government Operations Protocols (LGOP)* for the Municipal Inventory.

[8] California Department of Conservation. TerraCount Scenario Planning Tool. Accessed at: https://maps.conservation.ca.gov/terracount/. Accessed on: May 15, 2019

[9] Association of Environmental Professionals. 2013. *The California Supplement to the United States Community-Wide Greenhouse Gas (GHG) Emissions Protocol.* https://califaep.org/docs/California_Supplement_to_the_National_Protocol.pdf

1.4 Reporting GHG Emissions

The following section discusses reporting of GHG emissions by scope and sector.

1.4.1 GHG Emissions by Scope

For municipal and community-wide inventories, emissions sources can be categorized by "scope" according to the entity's degree of control over the emissions source and the location of the source. Emissions sources are categorized as direct (scope 1) or indirect (scope 2 or scope 3), in accordance with the World Resources Institute and the World Business Council for Sustainable Development's *Global protocol for Community-Scale Emissions* and the ICLEI *LGOP*.

MUNICIPAL SCOPE DEFINITIONS

- **Scope 1:** Direct GHG emissions from sources within a local government's operations that it owns and/or controls. This includes stationary combustion to produce electricity, steam, heat, and power equipment; mobile combustion of fuels; process emissions from physical or chemical processing; fugitive emissions that result from production, processing, transmission, storage and use of fuels; and other sources.
- **Scope 2:** Indirect GHG emissions associated with the consumption of electricity, steam, heating, or cooling that are purchased from a utility provider that also provides energy to other jurisdictions and/or is located outside City boundaries.
- **Scope 3:** All other indirect GHG emissions not covered in scope 2, such as emissions resulting from the extraction and production of purchased materials and fuels, transport-related activities in vehicles not owned or controlled by the City (e.g., employee commuting and business travel, outsourced activities, waste disposal, etc.).

COMMUNITY-WIDE SCOPE DEFINITIONS

- **Scope 1:** Direct GHG emissions from sources located within the jurisdictional boundaries of the community, including emissions from fuel combustion vehicles[10] in the community and direct emissions from natural gas combustion in homes and businesses within the community.
- **Scope 2:** Indirect GHG emissions associated with the consumption of electricity within the community.
- **Scope 3:** All other indirect or embodied GHG emissions not covered in scope 2, which occur because of activity within the jurisdictional boundaries (e.g., methane emitted at landfills outside the community resulting from solid waste generated within the community).

1.4.2 Emissions by Sector

In addition to categorizing emissions by scope, ICLEI recommends that local governments examine their emissions in the context of the sector that is responsible for those emissions. Many local governments will find a sector-based analysis more directly relevant to policy making and project management, as it assists in formulating sector-specific reduction measures and Climate Action Plan components.

[10] This accounts for GHG emissions from running exhaust, idle exhaust, starting exhaust, diurnal, resting loss, running loss, and hot soak.

The municipal and community inventories report emissions by the following sectors:

- Energy
- Transportation
- Water consumption and wastewater treatment
- Solid waste

Table 2 summarizes the scopes of each sector in the municipal and community-wide inventories.

Table 2 Emissions by Sector and Scope

Sector	Scope 1	Scope 2	Scope 3
Municipal Inventory			
Energy	Natural Gas	Electricity	NA
Vehicle Fleet	Gasoline, diesel, CNG	NA	Employee Commute
Water and Wastewater	NA	Electricity (associated with water conveyance and treatment)	Electricity (associated with wastewater treatment)
Solid Waste	NA	NA	Methane from decomposition and process emission
Community-wide Inventory			
Energy	Natural Gas	Electricity	NA
Transportation	Gasoline and Diesel	NA	Transit (i.e. public transit)
Water Consumption	NA	NA	Electricity (associated with water conveyance)
Wastewater	NA	NA	Electricity (associated with water treatment)
Solid Waste	NA	NA	Methane from decomposition and process emissions

Notes: CNG: Condensed natural gas; NA: Not applicable

1.5 GHG Emissions Forecast Target Years

The GHG emissions forecast is based on the latest available data from City GHG inventories, in this case the 2016 inventory completed as part of this Climate Action Plan. This forecast uses benchmark years of 2020, 2030, 2040, and 2045, consistent with currently codified state GHG reduction goals set by legislation and executive orders, and the City's General Plan horizon year, as summarized below:

- 2020 (AB 32)
- 2030 (SB 32)
- 2040 (General Plan horizon year)
- 2045 (EO B-55-18)

The 2030 and 2040 targets are required for consistency with SB 32 and the City of 2040 General Plan respectively, while the remainder of the targets identify a clear path and milestones of progress toward the long-term state reduction goals.

2 2016 Municipal GHG Inventory

The Municipal GHG Inventory quantifies the GHG emissions generated by local government operations for the City of South Pasadena. By better understanding the relative scale of emissions from each sector, the City can more effectively focus strategies to achieve the greatest emissions reductions.

Reporting emissions by sector provides a useful way to understand the sources of the City's emissions. The ICLEI *LGOP* further categorizes sectors by the following sub-sectors for local government operations: 1) buildings and other facilities, 2) streetlights and traffic signals, 3) water delivery facilities, 4) port facilities, 5) airport facilities, 6) vehicle fleet, 7) transit fleet, 8) power generation facilities, 9) solid waste facilities, 10) wastewater facilities, and 11) all processes and fugitive emissions. The City of South Pasadena does not have operational control of a port, airport, transit fleet, power generation facility, or wastewater facility. Additionally, the City does not have an operational landfill[11] within the jurisdictional boundaries. Local government operations are discussed only in terms of sectors and sub-sectors the City has operational control over. Accordingly, the GHG emission sectors reported are provided in Table 3, with the associated GHG emissions sources.

Table 3 Municipal GHG Emissions Sectors and Sources

Sector	Emissions Source
Energy	Natural Gas (buildings & facilities)
	Electricity (buildings & facilities)
	Electricity (parks and outdoor lighting)
	Electricity (traffic signals and streetlights)
	Electricity (water delivery facilities)
Transportation	Vehicle Fleet
	Employee Commute
Water and Wastewater	Water Consumption
	Wastewater Generation
Waste	Solid Waste Generation

[11] As mentioned in Section 5.2.4, *Solid Waste*, the City of South Pasadena has a landfill within City jurisdictional boundaries, the South Pasadena City Dump; however, this facility has been closed since 1958, and is excluded from this inventory due to a lack of data.

2.1 Municipal GHG Inventory Methodology

The Municipal GHG Inventory uses activity data obtained from the City of South Pasadena to calculate the GHG emissions associated with the local government operations based on the ICLEI *LGOP*, developed in partnership with CARB, California Climate Action Registry, and the Climate Registry. [12] Activity data was obtained from the City of South Pasadena, primarily through communication with the City's Water Conservation and Sustainability Analyst. The following is a description of the methodology and data used to calculate emissions for each of the municipal GHG emission sectors.

Municipal Energy

Energy emissions consist of natural gas burned in City facilities and buildings for water and space heating (scope 1), and electricity consumed in buildings and facilities, lighting, traffic signals, and water delivery facilities (scope 2). Emissions associated with natural gas and electricity consumption were calculated using ICLEI *LGOP* Method 6.1.1 and 6.2.1, respectively. Table 4 provides the activity data and emission factors used for emission calculations, and the GHG emission results.

Table 4 Energy Sector Municipal GHG Emissions

Sector/Emission Source	Activity	Emission Factor	Total Emissions (MT CO_2e)
Natural Gas[1]			**109**
Buildings and Facilities	20,512 therms	0.00531 MT CO_2e/Therm[2]	109
Electricity[3]			**1,504**
Traffic and Street Lighting	1,053,468 kWh	0.000240 MT CO_2e/kWh[4]	253
Parks and Outdoor Lighting	206,152 kWh		49
Water Delivery Facilities	4,017,424 kWh		964
Building & Other Facility Use	990,594 kWh		238
Energy Sector Total			**1,613**

Notes: MT CO_2e = Metric Tons of Carbon Dioxide Equivalent; kWh = kilowatt-hour
1. Natural Gas activity data was provided by the City of South Pasadena in the form of "SCG - Customer Gas Usage and Total Billed Summary for 2016", on July 5th, 2019 for all municipal natural gas accounts.
2. Emission factors obtained from United States Environmental Protection Agency Emission Factors for Greenhouse Gas Inventories, Table 1. https://www.epa.gov/sites/production/files/2015-07/documents/emission-factors_2014.pdf.
3. Electricity consumption activity data was provided by the City of South Pasadena, in the form of total electricity consumption in 2016 for each municipal electricity meter, on July 29th, 2019.
4. Delivered electricity emission factors as CO2e used. Edison International 2017 Sustainability Report (p. 10), June 2018. https://www.edison.com/content/dam/eix/documents/sustainability/eix-2017-sustainability-report.pdf.

Municipal Transportation

Municipal GHG emissions from the transportation sector are categorized into two primary sources, employee commute and municipal fleet, for which the activity data and emission calculations are described in the following section.

[12] CARB, et al.. 2010. Local Government Operations Protocol For the quantification and reporting of greenhouse gas emissions inventories. https://www.theclimateregistry.org/tools-resources/reporting-protocols/local-goverment-operations-protocol/

Employee Commute

Employee commute emissions are a scope 3 emissions source and largely out of the direct control of the City; however, the City can provide incentive for employees to utilize less carbon intensive means of commuting, such as cycling/walking/scooting, ridesharing, or public transit. In 2016, the City of South Pasadena had a total of 152 full-time City employees and 125 part-time employees.[13] Employee commute vehicle miles traveled (VMT) was calculated using the results of an employee commute survey, issued in September 2019. The survey had 47 respondents who also worked at the City of South Pasadena in 2016. Based on the average commute distance and mode for each respondent to the employee commute survey, an annual average employee commute factor was calculated, which equates to each employee traveling an average 4,946 miles by passenger car, 181 miles by motorcycle, 22 miles by bus, and 35 trips by train in 2016 to get to and from work. This annual average employee commute factor was applied to the number of City employees in 2016 to estimate travel for each mode for all employee commutes. It was estimated that full-time employees work an average of 240 days per year, and part-time employees an average of 120 days per year; assuming all employees did not work on federal holidays and that full-time employees would take two weeks of vacation, with part-time employees assumed to work half the time of full-time employees. The average employee commute factor and assumptions above are considered to give a conservative estimate of employee commute patterns. CARB's EMission FACtors (EMFAC) model EMFAC2017[14] emission factors for the Los Angeles County region in 2016 were used to determine employee commute emissions. The activity data, emission factors, and resulting emissions are provided in Table 5.

Table 5 Employee Commute Municipal GHG Emissions

Sector/Emission Source	Activity[1]	Emission Factor	Total Emissions (MT CO_2e)
Passenger Vehicle Commute	1,060,992 VMT/year	0.000322 MT CO_2e/mile[2]	342
Motorcycle Commute	38,778 VMT/year	0.000253 MT CO_2e/mile[2]	10
Public Bus Commute	4,663 VMT/year	0.002290 MT CO_2e/mile[2]	11
Light Rail Commute	7,531 trips/year	0.000044 MT CO_2e/trip[3]	3
Employee Commute Total	**NA**	**NA**	**366**

Notes: MT CO2e = Metric Tons of Carbon Dioxide Equivalent; VMT = Vehicle Miles Traveled.
1. All employee commute activity data was derived from the Employee Commute Survey issued in September of 2019. The compilation of responses for daily commutes (47 in total), was extrapolated for the total number of employees in 2016. Annual values were calculated assuming full-time employees work 240 days per year and par-time employees 120 days per year.
2. Vehicle emission factors were obtained from EMFAC2017 emission rates for Los Angeles County in 2016, aggregated by fuel type.
3. Derivation of the light rail emission factor per trip is further described in the *Community Public Transit* section of the 2016 Community GHG Inventory.

Municipal Fleet

Municipal fleet vehicles and equipment combust gasoline, diesel, and compressed natural gas (CNG), generating scope 1 GHG emissions. The City owns and operates a number of on-road vehicles, including passenger vehicles, light-duty trucks, and light- and medium-heavy duty trucks; as well as off-road equipment, including: a tractor, two backhoes, two trailers, and two air

[13] City of South Pasadena provided employee data via email on August 28, 2019.

[14] CARB 2018. EMFAC2017 v1.0.2. Mobile Source Analysis Branch, Air Quality Planning & Science Division. https://www.arb.ca.gov/emfac/2017/

compressors. In 2015, all of the City-owned landscape equipment used for regular grounds work were converted to electric power, which are accounted for under the energy sector and accounted for in the *Community Off-Road Transportation* sector. GHG emissions are calculated using ICLEI *LGOP* Methods 7.1.1 and 7.1.3.2.1, with emission factors obtained from CARB's EMFAC2017[15] model output and the United States Environmental Protection Agency's (USEPA) *Emission Factors for Greenhouse Gas Inventories.*[16] Each gasoline and diesel fueled on-road vehicle in the fleet were assigned an emission factor according to the vehicle's year, class, and fuel type, from which an average fleet-wide emission factor was derived for both gasoline and diesel fueled vehicles. CNG vehicle emissions were calculated using emission factors from USEPA's *Emission Factors for Greenhouse Gas Inventories*, with fuel volumes attributed equally to each vehicle in the fleet, which includes one passenger vehicle and two medium-duty trucks. Emissions for off-road equipment were calculated using the emission factors provided for diesel and gasoline fueled construction equipment in USEPA's *Emission Factors for Greenhouse Gas Inventories*. Table 6 provides the fuel consumption associated with the municipal fleet, emission factors, and calculated total emissions.

Table 6 Municipal Fleet GHG Emissions

Sector/Emission Source	Activity		Emission Factor	Total Emissions (MT CO_2e)
On-Road Fleet Vehicles				**165**
Diesel	5 Vehicles	1,220 Gal	0.010666 MT CO_2e/Gal[1]	13
Unleaded Gasoline	24 Vehicles	8,382 Gal	0.008763 MT CO_2e/Gal[1]	73
Compressed Natural Gas (GNC)	3 Vehicles	13,395 therms	0.00588 MT CO_2e/Therm[2]	79
Non-Road Equipment				**8**
Diesel	NA	449 Gal	0.010302 MT CO_2e/Gal[2]	5
Unleaded Gasoline	NA	395 Gal	0.08858 MT CO_2e/Gal[2]	4
Municipal Fleet Total				**173**

Notes: MT CO_2e = Metric Tons of Carbon Dioxide Equivalent; Gal = Gallon
Totals may not add up due to rounding.
1. Vehicle emission factors were obtained from EMFAC2017 emission rates for Los Angeles County in 2016, aggregated by fuel type.
2. Emission factors obtained from United States Environmental Protection Agency Emission Factors for Greenhouse Gas Inventories, Table 1. https://www.epa.gov/sites/production/files/2015-07/documents/emission-factors_2014.pdf.

Municipal Water and Wastewater

Municipal GHG emissions from water and wastewater were calculated based on the total water consumption of municipal operations. It was conservatively estimated that wastewater generation was equivalent to water consumption. In 2016, the City of South Pasadena used approximately 19 million gallons (MG) of potable water for facilities operations and irrigation of public parks maintained by the City.[17] The City obtains water for use in municipal and irrigation operations

[15] CARB 2018. EMFAC2017 v1.0.2. Mobile Source Analysis Branch, Air Quality Planning & Science Division. https://www.arb.ca.gov/emfac/2017/

[16] USEPA. 2018. Emission Factors for Greenhouse Gas Inventories. https://www.epa.gov/sites/production/files/2018-03/documents/emission-factors_mar_2018_0.pdf

[17] The City of South Pasadena provided water consumption totals for 2016 for each of the municipal water accounts.

through City operated groundwater wells. Emissions generated from water usage and wastewater generation is due to the indirect electricity use to distribute water and collect and treat wastewater. The energy intensity for water use in the City of South Pasadena was not available; therefore, the energy intensities for water conveyance and distribution for the San Gabriel Water Valley Company (SGWVC) was used as a proxy, since SGWVC's service area is directly adjacent to the City of South Pasadena and SGWVC obtains most of its water from local groundwater pumping, similar to South Pasadena.[18] The energy intensity factor used for water use was 2.604 MWh/MG and 1.577 MWh/MG[19] for wastewater collection and treatment for LACSD. As such, water usage and wastewater generation by City operations generated approximately 12 MT of CO_2e and 7 MT of CO_2e, respectively. Activity data, energy intensity factors, emission factors , and GHG emission totals are provided in Table 7.

Table 7 Water and Wastewater Sector Municipal GHG Emissions

Emission Source	Activity	Energy Intensity	Emission Factor	Total Emissions (MT CO_2e)
Water Consumption	18.68 MG	2.064 MWh/MG[1]	0.240 MT CO_2e/MWh[3]	12
Wastewater Generation		1.577 MWh/MG[2]		7
Water and Wastewater Sector Total				**19**

Notes: MT CO_2e = Metric Tons of Carbon Dioxide Equivalent; MWh = Megawatt-hour; MG = Million Gallons
1. The City of South Pasadena procures water by pumping from the San Gabriel Basin. Water energy intensities for San Gabriel Valley Water Company (SGVWC), as provided in the CPUC Embedded Energy in water Studies, were used as a proxy for City of South Pasadena since SGVWC is adjacent to the City of South Pasadena, and pumps groundwater from the San Gabriel Basin.
2. California Public Utilities Commission (CPUC). 2010. Embedded Energy in Water Studies; Study 2: Water Agency and Function Component Study and Embedded Energy-Water Load Profiles. http://www.cpuc.ca.gov/general.aspx?id=4388.
3. Delivered electricity emission factors as CO2e used. Edison International 2017 Sustainability Report (p. 10), June 2018. https://www.edison.com/content/dam/eix/documents/sustainability/eix-2017-sustainability-report.pdf.

Municipal Waste

Many local government facilities and operations generate solid waste, much of which is eventually sent to a landfill. Typical sources of solid waste from local government operations include paper and food waste from offices and facilities, construction waste from public works, and plant debris from parks departments. Organic materials generate methane as they decay in the anaerobic environment of a landfill. The City keeps a record of the amount of waste sent to landfills and diverted. In 2016, 1,431 short tons of waste was sent to landfills from City operations and 451 short tons was recycled, resulting in an estimated 584 MT of CO_2e generated from municipal solid waste generation.[20] GHG emissions were calculated using ICLEI *U.S Community Protocol* Method SW.4, where the landfill gas capture rate for the facilities for which the community's waste is sent to was estimated at 73 percent efficiency, and the default emission factor of 0.06 tons of CH_4 per ton of waste. The methodology is further detailed in Section 3.5. Solid waste activity data, emission factors, and total emissions are provided in Table 8.

[18] The City of South Pasadena procures water by pumping from the San Gabriel Basin. Water energy intensities for San Gabriel Valley Water Company (SGVWC), as provided in the CPUC *Embedded Energy in water Studies*, were used as a proxy for City of South Pasadena since SGVWC is adjacent to the City of South Pasadena, and pumps groundwater from the San Gabriel Basin.

[19] California Public Utilities Commission (CPUC). 2010. Embedded Energy in Water Studies; Study 2: Water Agency and Function Component Study and Embedded Energy-Water Load Profiles. (http://www.cpuc.ca.gov/general.aspx?id=4388)

[20] Based on communication with the Water Conservation and Sustainability Analyst, there was no municipal organic waste materials collected in 2016.

Table 8 Waste Sector Municipal GHG Emissions

Emission Source	Activity	LFG capture rate	Emission Factor	Total Emissions (MT CO_2e)
Solid Waste Landfilled	1,431 short tons[1]	0.73 [2]	0.06 MT CH_4/short ton[3]	584[4]
Waste Sector Total				**584**

Notes: MT CO_2e = Metric Tons of Carbon Dioxide Equivalent; MT CH_4 = Metric Tons of Methane; LFG = Landfill Gas Capture
1. Based on communication with the Water Conservation and Sustainability Analyst on August 5, 2019.
2. LFG capture rate was derived based on the average landfill gas capture of each facility that South Pasadena sent waste to in 2016, weighted by the mass of waste sent. The derivation is further detailed in the 2016 Community GHG Inventory section *Community Generated Waste*.
3. Emission factor and oxidation rate used for emission calculations is the default provided in the ICLEI *U.S Community Protocol* Method SW.4.
4. Total GHG emissions are calculated ICLEI *U.S Community Protocol* Method SW.4 as:
GHG Emissions = Activity Data x (1-LFG Capture Rate) x (1-Oxidation Rate) x Emission Factor x CH_4 Global Warming Potential

2.2 Municipal GHG Inventory Results

Municipal operations of the City of South Pasadena generated a total of 2,755 MT CO_2e in 2016. As shown in Table 9 and Figure 1, energy use resulted in the greatest quantity of emissions, resulting in 1,613 MT CO_2e (59% of total municipal emissions) where emissions from natural gas use generated 109 MT CO_2e (4% of total municipal emissions), building electricity use generated 238 MT CO_2e (9% of total municipal emissions), the City's streetlights and traffic signals produced 253 MT CO_2e (9% of total municipal emissions), the City's water delivery facilities produced 964 MT CO_2e (35% of total municipal emissions), and electricity for parks and outdoor lighting resulted in the remaining energy related emissions (49 MT CO_2e or 2% of total municipal emissions). The generation of solid waste was the second largest source of emissions, generating 584 MT CO_2e (21% of total municipal emissions). The City's transportation emissions were the third largest source of emissions in 2016, where 366 MT CO_2e (14% of total municipal emissions) was due to employee commute and 173 MT CO_2e (6% of total municipal emissions) was from City fleet vehicle use. The remaining City emissions resulted from the consumption of water and generation of wastewater (19 MT CO_2e or 1% of total municipal emissions).

Figure 1 Municipal GHG Emissions by Sector

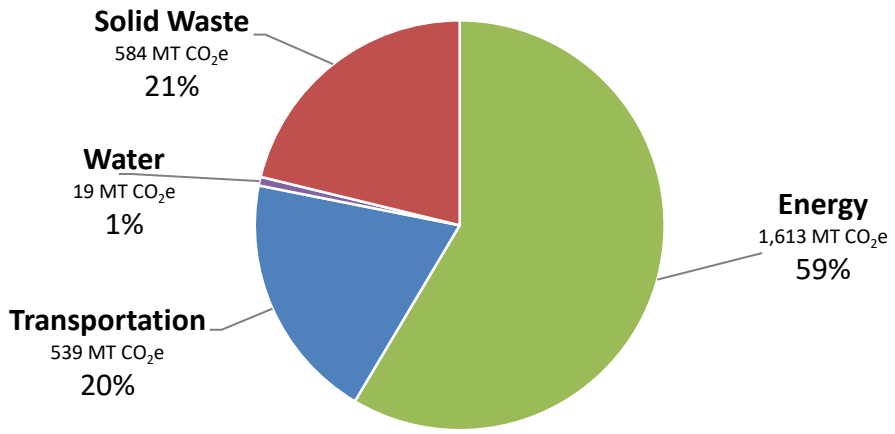


Table 9 Baseline Municipal GHG Emissions Summary by Sector

Sector	GHG Emissions (MT CO_2e)	Percent of Total Emissions
Energy	**1,613**	**59%**
Natural Gas (buildings & facilities)	109	4%
Electricity (buildings & facilities)	238	9%
Electricity (parks and outdoor lighting)	49	2%
Electricity (traffic signals and streetlights)	253	9%
Electricity (water delivery facilities)	964	35%
Transportation	**539**	**20%**
Vehicle Fleet	173	6%
Employee Commute	366	14%
Water and Wastewater	**19**	**<1%**
Water Consumption	12	<1%
Wastewater Generation	7	<1%
Waste	**584**	**21%**
Total Emissions	**2,755**	**100%**

Notes: MT CO_2e = Metric Tons of Carbon Dioxide Equivalent

3 2016 Community GHG Inventory

The 2016 Community GHG Inventory provides a baseline for forecasting of future GHG emissions and setting of GHG reduction targets to be included as part of the CAP. GHG emissions were calculated and reported based on the guidance of the ICLEI *U.S. Community Protocols*. Methodologies, data sources, calculations, and results of the 2016 Community GHG Inventory are included in this section.

3.1 2016 Community GHG Inventory Data Sources

The data used to complete the 2016 Community GHG Inventory came from multiple sources, including utility providers, traffic consultants and the City of South Pasadena. The data sources for the 2016 Community GHG Inventory are summarized in Table 10.

Table 10 Community GHG Inventory Data Sources

Sector	Activity Data	Unit	Source
Inventory			
Energy	Electricity consumption	kWh	SCE
	Natural gas consumption	therms	SCG
Transportation	Vehicle miles traveled	VMT	Iteris Inc., Traffic Consultants
Water	Water consumption	MG	City of South Pasadena
Wastewater	Wastewater generation rate = 60 gallons per person per day for residential and commercial activity	gpcd	Los Angeles County Sanitation Districts (LACSD)
Solid Waste	Landfilled solid waste	Tons	CalRecycle Jurisdiction Disposal Summary Report

Notes: kWh = kilowatt hours; SCE = Southern California Electricity; SCG = Southern California Gas Company; VMT = vehicle miles traveled; gpcd = gallons per capita per day; MG = Million Gallons

3.2 Community Energy

The community energy sector includes GHG emissions resulting from the consumption of electricity and natural gas. Both energy sources are used in residential, commercial, and industrial buildings and for other power needs throughout the City of South Pasadena. A summary of the community energy sector GHG emissions is provided in Table 11, with the methodology of emission calculations detailed in the following section.

Table 11 Community Energy GHG Emissions Summary

Emission Source	Activity Data[1]	Emissions (MT CO_2e)
Natural Gas	NA	23,987
Electricity	NA	24,287
Transmission and Distribution Losses	NA	1,027
Total	**NA**	**49,301**

Notes: kWh = kilowatt-hour; MT CO_2e = metric tons of carbon dioxide equivalent; NA = Not Applicable
1. Due to California Public Utilities customer privacy rules, natural gas and electricity consumption data requested through the Energy Data Request Program cannot be published.

Natural Gas

GHG emissions from community natural gas consumption were calculated using the ICLEI *U.S Community Protocol* Method BE.1.1. The total natural gas consumed was provided by Southern California Gas (SCG) in therms and converted to MMBtu.[21] The natural gas value was then multiplied by the USEPA recommended natural gas emission factors of 53.06 kg CO_2/MMBtu, 0.001. kg CH_4/MMBtu and 0.0001 kg N_2O/MMBtu; equating to 0.00531 MT CO_2e/therm.[22] Due to California Public Utilities Commission (CPUC) privacy regulations, the 2016 industrial natural gas use was not provided and is not included in this GHG inventory. Additionally, the CPUC prohibits the public disclosure of natural gas consumption data that has been provided through the Energy Data Request Program (EDRP). Therefore, only emission totals for the entire community are provided, which aggregates the residential and commercial customer classes. Accordingly, South Pasadena community natural gas consumption in 2016 resulted in GHG emissions equivalent to 23,987 MT CO_2e.

Electricity

GHG emissions from community electricity consumption were calculated using the ICLEI *U.S Community Protocol* Method BE.2 by multiplying annual electricity consumption in the City of South Pasadena by an electricity emission factor representing the average emissions associated with generation of one megawatt hour (MWh) of electricity. In 2016, electricity was supplied to South Pasadena by SCE. To calculate emissions from electricity, the total electricity use reported by SCE was multiplied by the carbon intensity factor of 529 pounds CO_2e per MWh, which was converted to 0.240 MT CO_2e per MWh .[23] The community energy consumption was obtained from SCE through the EDRP. Similar to natural gas activity data, the CPUC prohibits the public disclosure of electricity consumption data that has been provided through the EDRP. Therefore, only emission totals for the entire community are provided, which aggregates the residential and commercial customer classes. Industrial sector consumption is not included in the electricity consumption data. In 2016, a total 24,287 MT CO_2e was generated within the community due to electricity use.

[21] 1 MMBtu = 10.0024 therms; 1 kg Co_2e = 1 kg CO_2 + 1/(25 kg CH_4) + 1/(298 kg N_2O)

[22] USEPA. 2014. Emission Factors for Greenhouse Gas Inventories. Table 1. https://www.epa.gov/sites/production/files/2015-07/documents/emission-factors_2014.pdf

[23] Edison International. 2018. Edison International 2017 Sustainability Report. pp. 10 https://www.edison.com/content/dam/eix/documents/sustainability/eix-2017-sustainability-report.pdf.

Community Transmission and Distribution Losses

In addition to energy consumption, the amount of emissions generated due to electricity transmission and distribution (T&D) losses were determined, as recommended by the ICLEI *U.S. Community Protocol*. T&D losses occur as electricity is transported from its generation source to its final end use destination. Transmission losses occur in the form of heat as electricity meets the small resistance in wires, and distribution losses occur when electricity is transformed from higher to lower voltage wires. Although emissions generated due to electricity T&D losses are outside of the City's operational control, emissions related to T&D losses are directly related to electricity use within the community and should be included in the community emissions.[24] GHG emissions from community T&D losses were calculated using the ICLEI *U.S Community Protocol* Method BE.4. T&D loss associated emissions were determined by multiplying the total community electricity consumption in 2016 by 4.23%, the grid loss factor for the California sub-region (CAMX) most recently determined by the United States Environmental Protection Agency (USEPA) *Emissions and Generating Resource Integrated Databases (eGRID)*.[25] Due to the CPUC data privacy restrictions of the EDRP, the total community electricity consumption cannot be published. Emissions associated with community electricity T&D losses were 1,027 MT of CO_2e in 2016. Table 13 provides the activity data, emission factor, and GHG emission calculation results for community T&D losses.

3.3 Community Transportation

The transportation sector for the 2016 Community GHG Inventory consists of GHG emissions from on-road commercial and passenger vehicle travel, public transit buses and light rail, and off-road equipment. A summary of the community transportation sector GHG emissions is provided in Table 12, with the methodology of emission calculations detailed in the following section.

Table 12 Community Transportation GHG Emissions Summary

Emission Source	Activity Data	Emissions (MT CO_2e)
Passenger On-Road Transportation	164,015,449 VMT	60,400
Commercial On-Road Transportation	3,581,387 VMT	4,951
Public Transit - Bus	190,670 VMT	435
Public Transit - Light rail	1,375,500 Annual Riders	613
Off-road Equipment	NA	829
Total	**NA**	**67,228**

Notes: VMT = Vehicle Miles Traveled; MT CO_2e = metric tons of carbon dioxide equivalent; NA = Not Applicable

Community On-Road Transportation

Community on-road transportation emissions were calculated for passenger and commercial vehicles based on VMT. Accordingly, ICLEI *U.S Community Protocol* Methods TR.1.B and TR.2.C were

[24] ICLEI 2019. U.S. Community Protocol for Account and Reporting Greenhouse Gas Emissions. Pg. 36.

[25] USEPA's 2016 eGRID database, February 2018. https://www.epa.gov/energy/emissions-generation-resource-integrated-database-egrid

used to estimate GHG emissions for 2016. Activity data was obtained through transportation modeling for VMT attributed to the City of South Pasadena, completed by Iteris, Inc., a traffic consultant. The Southern California Association of Governments (SCAG) Trip Based Regional Travel Demand Model, based on the SCAG 2016 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS), was used to model traffic volumes and quantify VMT attributed to South Pasadena. The VMT modeling results allocate VMT to the City of South Pasadena using the Origin-Destination (O-D) method. The O-D VMT method is the preferred method recommended by the *U.S Community Protocol* in on-road methodology TR.1 and TR.2 to estimate VMT based on trip start and end locations. Under these recommendations, all VMT associated with trips that start and end entirely within the City (Internal-Internal or I-I) are attributed to the City. Additionally, one half of the VMT associated with trips that start internally and end externally and vice versa (Internal-External or I-E and External Internal or E-I) are attributed to the City. The remainder of the trips are not attributed to the City and are instead attributed to the Cities in which the trips originate or end.

The emissions associated with on-road transportation were calculated by multiplying the estimated VMT and the average vehicle emissions rate established by CARB EMFAC2017 modeling for vehicles within the region. Emissions factors are established using the latest CARB and EPA-approved emissions modeling software, state EMFAC2017 Model. Carbon dioxide, nitrous oxide, and methane emissions from engine combustion were multiplied by their GWP to determine emission factors in CO_2e per VMT. Emissions for both passenger and commercial vehicles were established using the EMFAC2017 GHG module and weighted by VMT to establish an average emissions factor per VMT for the City. Emissions from electricity used to charge electric vehicles is captured under the electricity sector. Technical details on the EMFAC2017 modeling tool can be found on the EMFAC Mobile Source Emissions Inventory Technical Support Documentation Portal.[26]

In 2016 on-road transportation attributed to the City of South Pasadena resulted in 65,351 MT CO_2e. The activity data, emission factors and total GHG emissions from on-road transportation are provided in Table 13. Activity data is provided in O-D format, with VMT categorized based on whether the associated trips originate and end within the City (I-I), begin outside of the City and end within (X-I), or vice versa (I-X).

[26] California Air Resources Board. EMFAC Software and Technical Support Documentation. Accessed at: https://ww2.arb.ca.gov/our-work/programs/mobile-source-emissions-inventory/road-documentation/msei-modeling-tools-emfac Accessed on: October 4, 2019.

Table 13 Community On-road Transportation GHG Emissions

O-D Trip Type [1]	Activity Data (Daily VMT)	Annual Aggerated Activity Data (Annual VMT)[2]	Emission Factor (MT CO_2e per VMT)[3]	Emissions (MT CO_2e)
Passenger Vehicle				
I-I	4,846			
X-I	233,909	164,015,449	0.000368	60,400
I-X	233,912			
Commercial Vehicle				
I-I	21			
X-I	5,134	3,581,387	0.01382	4,951
I-X	5,166			
Total Emissions		**NA**	**NA**	**65,351**

Notes: MT CO_2e = metric tons of carbon dioxide equivalent; VMT = vehicle miles traveled
1. O-D trip type represent the origin destination pair designation of each vehicle trip contributing to community VMT. This is based on whether the associated trips originate and end within the City (Internal-Internal or I-I), begin outside of the City and end within (External- Internal or X-I), or vice versa (Internal-External or I-X)
2. Weekday to annual conversion of 347 is used per CARB guidance on VMT modeling.
3.Emissions factors are established using the latest CARB and EPA-approved emissions modeling software, 2017 state EMissions FACtors (EMFAC) Model. Carbon dioxide, nitrous oxide, and methane emissions from engine combustion are multiplied by their GWP to determine CO_2e per VMT

Community Public Transit

GHG emissions from public transit are attributed to South Pasadena based on the miles of public bus routes within the City and the light rail ridership from stops within the City. Los Angeles County Metropolitan Transportation Authority (LA Metro) operates both the public buses and Gold Line light rail which provide service within South Pasadena. An analysis of the length of each bus route and the number of buses servicing the routes weekly were performed by Iteris, Inc. to provide total VMT from public buses in 2016, as provided in Table 14.

Table 14 VMT for Bus Services within the City of South Pasadena

		Number of Buses				VMT	
Route	Length (miles)	Weekday	Saturday	Sunday	Weekly	Daily	Annual
79	1.48	330	52	52	434	642	33,401
176	2.66	200	0	0	200	532	27,664
258	1.43	190	0	0	190	272	14,128
260/762	2.28	810	88	76	974	2,221	115,477
Total	**7.9**	**1,530**	**140**	**128**	**1,798**	**3,667**	**190,670**

Notes: VMT = Vehicle Miles Traveled
Data provided by Iteris. Inc. Bus routes are LA Metro routes that operate in South Pasadena, with the length of each route that lies within the city borders provided.

Emissions from buses were calculated using vehicle emissions rate established by CARB EMFAC2017 modeling for buses within the region for the year 2016. Light rail activity data was estimated as the annual ridership from the Mission Station in South Pasadena. Because 2016 ridership from the Mission Station was not available, it was estimated from the total light rail ridership in 2016, using the proportion of riders using Mission Station in 2014 compared to total light rail ridership in 2014.[27] It was estimated that there was an average of 3,768 riders boarding or arriving at the Mission Station each day, equating to 1,375,500 riders per year. In order to calcuate GHG emissions from riders on the Gold Line, an energy intensity per rider was derived based on the total ridership for the light rail system and the total energy consumption of the entire light rail system. The derived ridership and energy intensity are provided in Table 15.

Table 15 LA Metro Light Rail Ridership and Energy Intensity

Year	Daily Light Rail Ridership[1]				Annual Ridership	Energy consumption	
	Weekday	Saturday	Sunday	Weekly Average		Total Annual (kWh)[2]	Per Rider (kWh/rider)
2014	351,833	236,085	181,747	311,000	113,514,844	210,937,940	1.858
2016	348,505	220,647	187,851	307,289	112,160,485	208,270,782	1.857

Notes: kWh = kilowatt-hour
1. Metro ridership data provided from Interactive Estimated Ridership Stats: http://isotp.metro.net/MetroRidership/IndexRail.aspx
2. Annual energy consumption obtained from the Metro's 2017 Energy and Resources Report . https://media.metro.net/projects_studies/sustainability/images/report_sustainability_energyandresource_2017.pdf

GHG emissions were calculated for light rail by mulitplying the energy consumption per rider by the total number of riders and the SCE electricty emission factor. The activity data, emission factors, and resulting GHG emission for public transit are provided in Table 16.

Table 16 Community Public Transit GHG Emissions

Emission Source	Activity Data	Energy Consumption	Emission Factor	Emissions (MT CO_2e)
Bus	190,670 VMT	NA	0.002281 MT CO_2e/VMT	435
Light Rail	1,375,500 Annual Riders	2,554,168 kWh[1]	0.000240 MT CO_2e/kWh	613
Total	**NA**	**NA**	**NA**	**1048**

Notes: kWh = kilowatt hours; MT CO_2e = metric tons of carbon dioxide equivalent; VMT = Vehicle Miles Traveled; NA = Not Applicable
1. The total energy consumption of light rail attributed to South Pasadena was derived by multiplying the estimated energy consumption per rider for 2016, as provided in Table 17, by the annual riders at Mission Station in South Pasadena.

Community Off-Road Transportation

GHG emission from off-road transportation was estimated using ICLEI *U.S. Community Protocol* Method TR. 8, based on the CARB's OFFROAD2007 model and the population of South Pasadena. The OFFROAD2007 model provides emissions data related to various sub-categories and use of off-road equipment, such as construction or lawn and garden equipment, based on county inventories

[27] Metro ridership data provided from Interactive Estimated Ridership Stats: http://isotp.metro.net/MetroRidership/IndexRail.aspx

(i.e. Los Angeles County). The 2016 emissions from each sub-category applicable to South Pasadena were converted from tons per day to annual emissions by multiplying the daily emissions by 365.25 days per year.[28] The data was scaled by South Pasadena's population estimating that 0.26 percent of the total Los Angeles County population lives in South Pasadena, with emissions from off-road equipment attributed to the City of South Pasadena accordingly. To ensure the emissions were representative of South Pasadena, emissions from off-road equipment that would not be used in South Pasadena were excluded, including emissions related to: railroad activities, airport activities, port activities, and boat use; as there is not a railyard, airport, port, or access to a large body of water within South Pasadena. Additionally, emissions from "Transport Refrigeration Units" were excluded due to a lack of specific information related to these types of units within South Pasadena. "Recreational Equipment" emissions was limited to specialty vehicle or golf cart emissions, as South Pasadena has a golf course. All-terrain vehicles (ATVs), off-road motorcycles, minibikes, and snowmobiles were not included as there is no designated open space within South Pasadena's jurisdictional boundaries to use such off-road recreational equipment. Thus, off-road equipment included in the OFFORAD2007 model pertained to the following sectors: construction, entertainment, lawn and garden, light commercial, and recreational.

The City of South Pasadena converted City-operated regular maintenance and grounds equipment from diesel and gas powered to electric, resulting in an annual reduction of off-road equipment emissions of 41 MT of CO_2e per year.[29] Thus, this reduction is subtracted from the OFFROAD2007 output, equating to community-wide off-road transportation emissions totaling 829 MT CO_2e.

3.4 Community Water and Wastewater

Water sector GHG emissions include those generated from electricity used in water consumption, centralized wastewater treatment plant (WWTP) processes, and fugitive emissions. The inclusion of these emission sources in the water sector is based on the guidance of the ICLEI *U.S. Community Protocol*. A summary of the water and wastewater emissions is provided in Table 17, with the methodology of emission calculations detailed in the following section.

Table 17 Community Water and Wastewater GHG Emissions Summary

Emission Source	Activity Data	Emissions (MT CO_2e)
Water Supply	1,118 MG	700
Wastewater Fugitive and Process Emissions	540 MG	111
Wastewater Treatment and Collection Emissions		216
Total	**NA**	**1,027**

Notes: MG = Million Gallons; MT CO_2e = metric tons of carbon dioxide equivalent

[28] 365.25 days were used to account for leap year, which occurs every four years.

[29] South Coast Air Quality Management District 2019. Cities in Action – South Pasadena. *ADVISOR*. Vol. 26 No.3. May/June 2019.

Community Water Supply

Water supplied to the community indirectly contributes emissions through the use of energy to extract, convey, treat, and deliver water. The amount of energy required for community water usage was calculated following ICLEI *U.S. Community Protocol* Method WW.14, where energy required for each segment of the water cycle was estimated using energy intensities specific to the water segment. Water supplied to South Pasadena is approximately 99.5% sourced from well production from the San Gabriel Basin with the remainder purchased from Pasadena Water and Power (PWP) and Metropolitan Water District (0.47 and 0.07 percent, respectively). The energy intensity for the City of South Pasadena was not available; therefore, the energy intensities for water conveyance and distribution for the SGWVC was used as a proxy, since SGWVC's service area is directly adjacent to the City of South Pasadena and SGWVC obtains most of its water from local groundwater pumping of the San Gabriel Basin.[30] The City of South Pasadena uses chlorination treatment for local groundwater which requires additional energy.[31] Since water purchases from Metropolitan Water District are very small, they are considered negligible (<0.1 percent of water) and are not included in the inventory calculations. The total water volume undergoing each process (conveyance, treatment, and pumping) was multiplied by the energy intensity of each process to obtain a total energy consumption, which was then multiplied by the SCE electricity emission factor to obtain total GHG emissions. The volume of water, process, energy intensity, and resulting emissions are provided in Table 18. In 2016, the City of South Pasadena generated 700 MT CO_2e of GHG emissions from electricity consumed as a result of water supplied to the community.

[30] San Gabriel Valley Water Company (SGVWC) Energy Intensity values are used as a surrogate for local groundwater because the agency's supply is almost wholly pumped from San Gabriel Basin (CPUC 2010. Embedded Water Study 2. Appendix B, pg. 265. Water Agency and Function Component Study and Embedded Energy-Water Load Profiles). The energy intensities used are the averages of the lower and upper ranges: 2,501.5 kWh/MG for groundwater conveyance, and 93.5 kWh/MG for booster and raw water pumps.

[31] Treatment for City of South Pasadena water is chlorination. According to *Energy requirements of water production, treatment, end use, reclamation and disposal* published in Renewable and Sustainable Energy Review 2012, energy intensity of chlorination treatment is 0.0024 kWh per cubic meter, which equates to 9.0. kWh per Million Gallons.

Table 18 Community Water Consumption GHG Emissions

Water Supplier	Water Process	Water Volume (MG)	Energy Intensity (kWh/MG)[1,2]	Emission Factor(MT CO_2e/kWh)	Emissions (MT CO_2e)
City of South Pasadena	Groundwater Pumping	1,113	2,502	0.000240	668
	Treatment		9		2
	Distribution		94		25
Pasadena Water and Power	Conveyance, Treatment and Distribution	5	3,428		4
Total	**NA**	**NA**	**NA**	**NA**	**700**

Notes: kWh = kilowatt hours; MT CO_2e = metric tons of carbon dioxide equivalent; MG = Million Gallons; NA = not applicable
1. Energy intensity of the City of South Pasadena water supply was estimated to be similar to that of San Gabriel Valley Water Company (SGVWC), for which both agencies obtain their water supply almost entirely from groundwater pumping in the San Gabriel Basin. The energy intensity for SGVWC was obtained from the CPUC 2010 *Embedded Energy Water Studies Study 2: Water Agency and Function Component Study and Embedded Energy-Water Load Profiles*; Appendix B-Agency Profiles (pg 333). The average of high and low values were used from Table 3-22.
2. The energy intensity of the entire water supply for Pasadena Water and Power was obtained from the 2015 Urban Water Management Plan. https://ww5.cityofpasadena.net/water-and-power/wp-content/uploads/sites/54/2017/08/2015_Final_UWMP.pdf.

Community Wastewater

Wastewater generated in the City of South Pasadena is collected in local sewer lines that ultimately discharge into regional treatment and disposal facilities managed by the LACSD. Community-wide generated wastewater is accounted for as a per capita generation rate (PCGR) and includes both residential and commercial wastewater flows. In 2016, the PCGR was 60 gallons per day.[32] A population estimate for 2016 of 26,018, was provided by the Department of Finance, to estimate the total wastewater generated in South Pasadena.[33] Accordingly, it was estimated that in 2016 the South Pasadena community generated approximately 1.56 million gallons of wastewater per day (MGD) The City of South Pasadena does not operate a wastewater facility nor is there one within the City boundaries. According to the City of South Pasadena 2015 Urban Water Management Plan (UWMP), generated wastewater entering the sewer system is conveyed to the Whittier Narrows Water Reclamation Plant (WNWRP) where primary, secondary, and tertiary treatment is provided. WNWRP treats an average flow of 7.4 million gallons of wastewater per day, serving a population of approximately 150,000 from which effluent flow is primarily discharged to the San Gabriel and Rio Hondo Rivers for groundwater recharge purposes.[34][35] Primary and secondary biosolids generated from processing at the WNWRP are returned to the LACSD outfall system and are pumped to anaerobic digestors at the Joint Waters Pollution Control Plant (JWPCP) which processes

[32] City of South Pasadena 2015 UWMP. Pg. 6-15. (https://www.southpasadenaca.gov/home/showdocument?id=2905).

[33] Department of Finance. E-5 Population and Housing Estimates for Cities, Counties, and the State, 2011-2019 with 2010 Census Benchmark. (http://www.dof.ca.gov/Forecasting/Demographics/Estimates/E-5/)

[34] Whittier Narrows average treatment: City of El Monte Downtown Main Street TOD Specific Plan Final EIR. Update of the EIR. 2017. Pg. 42. http://www.elmonteca.gov/DocumentCenter/View/1420/Final-EIR-and-Responses-to-Comments-March-2017?bidId=

[35] Sanitation District of Los Angeles. 2012. Joint Outfall Systems 2010 Master Facilities Plan Final EIR/EIS. Chapter 2. Pg. 2-17. https://www.lacsd.org/civicax/filebank/blobdload.aspx?blobid=3258

approximately 257 million gallons of wastewater per day, serving a population of approximately 3,500,000.[36]

Since separate phases of the wastewater treatment occur at separate facilities, ICLEI *U.S. Community Protocol* Method WW.13 was used to attribute these emissions to the plant associated with the emission sources, scaled by the population of South Pasadena relative to the total population served by the plant. Accordingly, emissions associated with anaerobic digesters were attributed to the JWPCP facility using ICLEI *U.S. Community Protocol* Method WW.1 and WW.2, and fugitive emissions associated with the nitrification-denitrification process and effluent discharge from the plant were attributed to the WNWRP using ICLEI *U.S. Community Protocol* Method WW.7 and WW.12. The total emissions, as calculated from each of the wastewater treatment facilities and the attribution of these emissions to South Pasadena, are provided in Table 19.

[36] Sanitation District of Los Angeles. 2012. Joint Outfall Systems 2010 Master Facilities Plan Final EIR/EIS. Chapter 2. Pg. 2-12. https://www.lacsd.org/civicax/filebank/blobdload.aspx?blobid=3258

Table 19 Community Wastewater Treatment Process and Fugitive GHG Emissions

Emission Source	Population Served[1,2]	Emission Process	Total Facility Emissions (MT CO_2e)[3]	South Pasadena Attribution Factor (City Pop./Facility Service Pop.)[4]	Attributed Emissions (MT CO_2e)
Whittier Narrows Water Reclamation Plant (WNWRP)	150,000	Process N_2O from Nitrification-Denitrification	278	0.1735	48
		Fugitive N_2O from Effluent Discharge	360		62
Joint Waters Pollution Control Plant (JWPCP)	1,000,000	CH_4 Emissions from Combustion of Digester Gas	<1	0.0074	<1
		N_2O Emissions from Combustion of Digester Gas	<1		<1
Total	**NA**	**NA**	**NA**	**NA**	**111**

Notes: Value may not add up due to rounding
MT CO_2e = metric tons of carbon dioxide equivalent; CH_4 = Methane; N_2O = Nitrous Oxide; Pop. = Population; NA = not applicable
1. Population served by LACSD's WNWRP by LACSD website https://lacsd.org/wastewater/wwfacilities/joint_outfall_system_wrp/whittier_narrows.asp.
2. Population served by LACSD's JWPCP by LACSD website https://lacsd.org/wastewater/wwfacilities/jwpcp/default.asp
3. N_2O and CH_4 emissions were converted to MT CO_2e using the appropriate global warming potentials (CH_4 GWP = 28; N_2O HGWP = 265).
4. The South Pasadena attribution factor is used to attribute a portion of the total emissions from each wastewater treatment facility to the City of South Pasadena based on population, as recommended by ICLEI *U.S. Community Protocol* WW.13. The South Pasadena 2016 population of 26,018 was divided by the total population served by the respective facility to derive the attribution factor.

Wastewater treatment technology specifications can vary widely between jurisdictions, as a result of process specifics, influent characteristics, and the age of infrastructure. As noted in the U.S. *Community Protocols*, the wastewater emissions calculation methodologies used here were designed as a generalized top-down approach for countries where detailed information was not available; they are a simplified approach that sacrifice accuracy. These methods have a range of accuracy for CH_4 emissions of +37% to -47% and +76% to -93% for N_2O, compared to direct source measurements.[37] While there is significant uncertainty in the fugitive and process emissions associated with wastewater treatment, providing estimates of their emissions provides a general understanding of the magnitude of this emission source in comparison to others.

Energy-related emissions associated with the collection and treatment of wastewater generated in South Pasadena were calculated using ICLEI *U.S. Community Protocol* Method WW.15 where emissions are due to the amount of energy required to collect and treat wastewater. LACSD specific energy intensity factors for wastewater collection and treatment were used to calculate emissions.[38] Based on the 1.56 MGD wastewater generation rate, it was estimated that approximately 570 MG

[37] ICLEI 2019. U.S. Community Protocol for Accounting and Reporting Greenhouse Gas Emissions. Appendix F – Wastewater and Water Emission Activities and Sources.

[38] California Public Utilities Commission (CPUC). 2010. Embedded Energy in Water Studies; Study 2: Water Agency and Function Component Study and Embedded Energy-Water Load Profiles. (http://www.cpuc.ca.gov/general.aspx?id=4388)

of wastewater was collected and treated in 2016, resulting in 216 MT CO_2e being generated from the associated electricity consumption. Table 20 provides the activity data, energy intensity, energy consumption, and emissions associated with wastewater collection and treatment. In 2016, approximately 216 MT CO_2e were generated from electricity used to collect and treat wastewater in South Pasadena.

Table 20 Community Wastewater Treatment and Collection GHG Emissions

Process	Annual Wastewater Flow (MG)	Energy Intensity (kWh/MG)[1]	Annual Energy Consumption (kWh)	Emission Factor(MT CO_2e/kWh)	Emissions (MT CO_2e)
Wastewater Collection	570	302	172,196	0.000240	41
Wastewater Treatment		1,275	726,985		174
Total	**NA**	**NA**	**NA**	**NA**	**216**

Notes: kWh = kilowatt hours; MT CO_2e = metric tons of carbon dioxide equivalent; MG = Million Gallons; NA = not applicable
Totals may not add due to rounding
1. Agency specific (LACSD) energy intensities were obtained from CPUC 2010. Embedded Energy Water Studies Study 2: Water Agency and Function Component Study and Embedded Energy-Water Load Profiles; Table 4.2 Appendix B-Agency Profiles (pg. 134); average of low and high value were applied.

3.5 Solid Waste

GHG emissions result from solid waste management and decay of organic material in solid waste. ICLEI *U.S. Community Protocol* provides multiple accounting methods to address both emissions arising from solid waste generated by a community (regardless of where it is disposed of) as well as emissions arising from solid waste disposed of inside a community's boundaries (regardless of where it was generated). GHG emissions from the decomposition of organic material in this sector are broken down into two parts:

- Methane emissions from solid waste generated by the community in the year of the inventory, using ICLEI *U.S. Community Protocol* Method SW.4.
- Methane emissions from existing solid waste-in-place at landfills located within the community limits (waste-in-place), using ICLEI *U.S. Community Protocol* Method SW.1.

Due to the slow rate of emissions generation associated with decomposition of solid waste, this two-pronged approach also allows policy makers to target solid waste activity in a particular year, similar to other sectors (e.g., fuel combustion resulting in immediate emissions). Accounting for both of these sources will lead to some double counting in the waste sector; however, both methodologies convey different aspects of the solid waste emissions profile and are included for consistency with previous inventories. No landfills exist within the South Pasadena's jurisdictional boundary; therefore, solid waste decay methane emissions were estimated using only ICLEI *U.S. Community Protocol* Method SW.4 to calculate the methane commitment of solid waste generated by South Pasadena in 2016. While these methane emissions are attributed to a single inventory year, the actual emissions will occur over time as waste decays in the landfill.

In addition to the GHG emissions resulting from the decomposition of solid waste in landfills, the collection, transportation, and processing of solid waste produces GHG emissions. Specifically, for

the City of South Pasadena, a small portion of the waste stream is sent to combustion facilities, which produces additional GHG emissions. The emissions from the collection of solid waste are included in the transportation sector; therefore, they are not included in the solid waste sector total emissions. However, it is beneficial to quantify these emissions for informational purposes in policy development. The following ICLEI methodologies are used to quantify solid waste process emissions:

- Process emissions, generated at landfills, associated with landfilling of community-generated waste, using ICLEI *U.S. Community Protocol* Method SW.5
- Combustion emissions associated with community-generated waste sent to combustion facilities, using ICLEI *U.S. Community Protocol* Method SW.7

A summary of the community waste sector GHG emissions is provided in Table 21, with the methodology of emission calculations detailed in the following section.

Table 21 Community Waste GHG Emissions Summary

Emission Source	Activity Data	Emissions (MT CO_2e)
Landfill Methane Emissions	18,484 tons	7,509
Landfilling Process Emissions	18,484 tons	203
Waste Sent to Combustion Facilities	3 tons	1
Total	**NA**	**7,713**

Notes: Totals may not add due to rounding.
kWh = kilowatt-hour; MT CO_2e = metric tons of carbon dioxide equivalent; NA = Not Applicable

Community Generated Waste

In 2016, South Pasadena produced 18,484 tons of waste which was disposed of in landfills.[39] ICLEI *U.S. Community Protocol* Method SW.4.1 was used to calculate methane emissions based on the mass of waste landfilled, organic content of waste, and the landfill gas (LFG) capture rate of the facilities to which waste was sent. Waste generated in South Pasadena was sent to numerous landfills; therefore, the LFG capture rate used for waste generated in South Pasadena was derived from the average LFG capture of each facility, weighted by the mass of waste received. The estimated LFG capture rate was 73%, with calculation details provided in Table 22.

[39] Waste disposed of by landfill from South Pasadena was obtained via CalRecycle 2016 Disposal Reports by Jurisdiction. https://www2.calrecycle.ca.gov/LGCentral/DisposalReporting/Destination/DisposalByFacility

Table 22 Community Waste Landfill Gas Capture Rate

Facility	Waste Received (tons)[1]	Percent of Total Landfilled Waste	LFG Capture Rate[2]	Weighted LFG Capture Rate
Mid-Valley Sanitary Landfill	7,602	41.1%	67.4%	73%
Scholl Canyon Sanitary Landfill	3,913	21.2%	79.0%	
Chiquita Canyon Sanitary Landfill	3,639	19.7%	96.9%	
San Timoteo Sanitary Landfill	2,602	14.1%	54.6%	
Azusa Land Reclamation Co. Landfill	286	1.6%	42.7%	
Victorville Sanitary Landfill	183	1.0%	29.1%	
Olinda-Alpha Sanitary Landfill	173	0.9%	88.6%	
Frank R. Bowerman Sanitary Landfill	45	0.2%	None Reported	
Antelope Valley Public Landfill	32	0.2%	77.6%	

Notes: LFG = Landfill Gas
1. Total waste sent to destination landfills was obtained from CalRecycle 2016 Disposal Reports by Jurisdiction. https://www2.calrecycle.ca.gov/LGCentral/DisposalReporting/Destination/DisposalByFacility
2. LFG capture rates determined from the United States Environmental Protection Agency's Landfill Methane Outreach Program (LMOP) database. https://www.epa.gov/lmop/project-and-landfill-data-state

Using the above calculated LFG capture rate, it was estimated that the waste sent to landfill by the community in 2016 would generate approxiamtely 7,509 MT CO_2e. The activity data, calculation details, emission factors, and GHG emissions are provided in Table 23.

Table 23 Community Waste Landfill Methane Emissions

Process[1]	Solid Waste (tons)	Emission Factor (MT CH_4/ton of waste)[2]	Oxidation Rate[3]	LFG Capture Rate[4]	Emissions (MT CO_2e)[5]
Landfilled Solid Waste	18,484	0.06	0.01	0.73	7,509

Notes: LFG = Landfill Gas ; MT CO_2e = metric tons of carbon dioxide equivalent; MT CH_4 = metric tons of methane
1. Emissions calculated using *U.S. Community Protocol* Method SW.4.1.
2. Default emission factor from *U.S. Community Protocol* Method SW.4.1 used for calculations.
3. Oxidation rate represents the remaining fraction of waste mass that is not converted to methane.
4. LFG capture rate derivation provided in Table 24.
5. Total emissions are converted to CO_2e using the appropriate methane global warming potential.

Landfilling Process Emissions

Landfilling process emissions encompass the contribution of the City of South Pasadena's waste to the emissions associated with operations at the destination landfill. These emissions were calculated using ICLEI *U.S. Community Protocol* Method SW.5. The primary destination landfills for South Pasadena's waste are assumed to use natural gas to fuel their equipment.[40] In 2016,

[40] It is assumed that the primary fuel used for processing equipment is natural gas; however, EPA GHG Reports the primary landfills South Pasadena waste is disposed at use natural gas and propane to power stationary combustion equipment rather than purely natural gas. https://ghgdata.epa.gov/ghgp/main.do

landfilling process emissions attributed to South Pasadena were 203 MT of CO_2e. The activity data, calculation details, emission factors, and GHG emissions are provided in Table 24.

Table 24 Community Waste Landfilling Process GHG Emissions

Process[1]	Solid Waste (tons)	Emission Factor (MT CO_2/ton of waste)[2]	Emissions (MT CO_2e)[5]
Landfilled Solid Waste	18,484	0.011	203

Notes: MT CO_2e = metric tons of carbon dioxide equivalent
1. Emissions calculated using *U.S. Community Protocol* Method SW.5
2. Default emission factor from *U.S. Community Protocol* Method SW.5 used for calculations, assuming natural gas fueled equipment.

Waste Sent to Combustion Facilities

A small portion of the waste generated in the City of South Pasadena is sent to waste combustion facilities and ICLEI *U.S. Community Protocols* Method SW.7 was used to calculate these emissions. In 2016, the City of South Pasadena sent 3 tons of waste to waste combustion facilities.[41] Emission from the waste-to-energy facilities were attributed to South Pasadena based on the attribution factor of the proportion of waste sent to the facilities to the total annual waste processed by the facility. Table 25 provides the total emissions generated from each facility for which waste from South Pasadena was sent, the total GHG emissions from the facility, and the emissions attributed to South Pasadena.

Table 25 Community Waste Sent to Combustion Facilities GHG Emissions

Facility	Total Facility Waste Processed (Tons)[1]	Waste Sent from South Pasadena (Tons)[2]	Attribution Factor	Total Facility Emissions (MT CO_2e)[3]	Emissions (MT CO_2e)[5]
Commerce Refuse-To-Energy Facility	109,103	2	0.00002	58,222	1
Southeast Resource Recovery Facility	417,925	1	0.000002	141,708	<1
Total	**NA**	**NA**	**NA**	**NA**	**1**

Notes: MT CO_2e = metric tons of carbon dioxide equivalent
1. Total waste received by the facility in 2016 obtained from CalRecycle Single-year Countywide Destination Detail for Los Angeles County. https://www2.calrecycle.ca.gov/LGCentral/DisposalReporting/Destination/CountywideDetail
2. Total waste sent to destination landfills was obtained from CalRecycle 2016 Disposal Reports by Jurisdiction. https://www2.calrecycle.ca.gov/LGCentral/DisposalReporting/Destination/DisposalByFacility.
3. Total facility emissions obtained from the U.S. EPA Facility Level Information on Greenhouse gases Tool (FLIGHT). https://ghgdata.epa.gov/ghgp/main.do

[41] Total waste sent to destination landfills was obtained from CalRecycle 2016 Disposal Reports by Jurisdiction. https://www2.calrecycle.ca.gov/LGCentral/DisposalReporting/Destination/DisposalByFacility

3.6 Community GHG Inventory Results

In 2016, the South Pasadena community emitted approximately 125,269 MT CO_2e. As shown in Figure 2 and Table 26, the transportation sector was the largest source of emissions, generating approximately 67,228 MT CO_2e, or 54% of total 2016 GHG emissions. Electricity and natural gas consumption within the residential and commercial sectors were the second largest source of 2016 emissions, generating 49,301 MT CO_2e, or 39%of the total. Waste generation, including waste decay and processing resulted in 6% of the City's emissions, while water use and wastewater generation resulted in the remaining 1%.

Figure 2 2016 Community-wide GHG Emissions by Sector

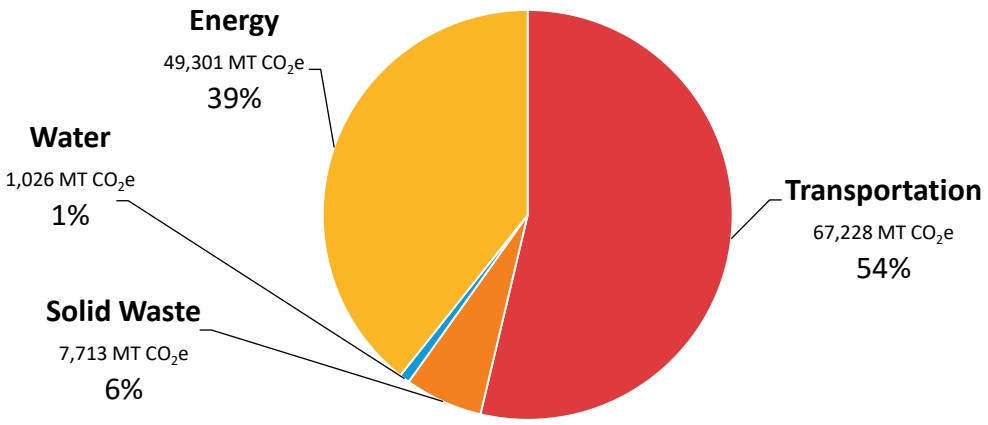


Table 26 Baseline Community-wide GHG Emissions Summary by Sector

Sector	Emissions (MT CO_2e)	Percent of Total Emissions
Energy	**49,301**	**39%**
Electricity	23,987	19%
Natural Gas	24,287	19%
Electricity Transmission and Distribution Losses	1,027	1%
Transportation	**67,228**	**54%**
On-road Transportation	65,351	52%
Off-road Equipment	829	1%
Public Transit	1,048	1%
Water	**1,026**	**1%**
Water conveyance, distribution, and treatment	700	1%
Wastewater collection and treatment	216	<1%
Wastewater Fugitive and Process Emissions	111	<1%
Solid Waste	**7,712**	**6%**
Waste Sent to Landfills	7,509	6%
Process Emissions	203	<1%
Waste Sent to Combustion Facilities	1	<1%
Total	**125,269**	**100%**

Notes: Emissions have been rounded and therefore sums may not match
MT CO_2e : Metric tons of Carbon Dioxide Equivalent

4 GHG Emissions Forecast

A baseline inventory (i.e., the City of South Pasadena's 2016 community inventory) sets a reference point for a single year; however, annual emissions change over time due to external factors such as population and job growth. An emissions forecast accounts for projected growth and presents an estimate of GHG emissions in a future year. Calculating the difference between the GHG emissions forecast and the reduction targets set by the City determines the gap to be closed through City Climate Action Plan policies. This section quantifies an estimate of the future GHG emissions in South Pasadena and the reduction impact state regulations will have on the forecasted GHG emissions for the years 2020, 2030, 2040 and 2045.

Several indicator growth rates were developed from demographic growth projections and the results of the 2016 Community GHG Inventory and applied to the various emissions sectors to forecast future GHG emissions. These growth rates were developed from the SCAG 2016 RTP/SCS population and job projections. This forecast based solely on the 2016 GHG inventory and growth projections is considered the *business-as-usual scenario* (*BAU*), where it is assumed that no additional action will occur to reduce future GHG emissions. Once *BAU* forecasted GHG emissions are established, a *legislative adjusted* (*adjusted*) *scenario* of future GHG emissions is developed which considers the GHG reduction impact of state and federal legislation on the *BAU* forecasted GHG emissions. The applicable state and federal regulatory requirements, including Corporate Average Fuel Economy standards, Advanced Clean Car Standards, Renewable Portfolio Standard, and Title 24 efficiencies, are then incorporated to accurately reflect expected reductions from state programs. The *adjusted scenario* provides a more accurate picture of future emissions growth and the responsibility of the City and community for GHG reductions to algin with state GHG reduction goals.

4.1 Business-as-Usual Scenario GHG Emissions Forecast

The City of South Pasadena *BAU scenario* forecast provides an estimate of how GHG emissions would change in the forecast years if consumption trends continue as in 2016, absent any new regulations or actions that would reduce local emissions. Several indicator growth rates were developed from the 2016 GHG inventory activity levels and applied to the various emissions sectors to project future year activity data. Additionally, as part of the *BAU scenario,* forecast emission factors are assumed to remain the same as in 2016. Table 27contains growth and emission factors used to develop the business-as-usual scenario forecast. Not included in this table is on-road transportation VMT and off-road equipment. VMT as provided from the SCAG Trip Based Regional Travel Demand Model is linked to the same SCAG 2016 RTP/SCS demographic projections used for this *BAU scenario* forecast. Forecasted emission from off-road equipment was estimated using the CARB OFFROAD2007 model and the methodology described in the *Community Off-Road Transportation* Section.

Table 27 Business-as-Usual Growth and Emission Factors

Sector	Growth Factor	Emission Factor
Residential Electricity	2,317 kWh/capita	0.000240 MT CO_2e/kWh
Commercial Electricity	4,323 kWh/job	0.000240 MT CO_2e/kWh
Residential Natural Gas	144 therm/capita	0.00531 MT CO_2e/therm
Commercial Natural Gas	80.1 therm/job	0.00531 MT CO_2e/therm
Solid Waste	0.521 tons/SP	0.417 MT CO_2e/ton
Water Conveyance, Distribution and Treatment Electricity	82.2 kWh/SP	0.000240 MT CO_2e/kWh
Wastewater Collection and Treatment Electricity	25.3 kWh/SP	0.000240 MT CO_2e/kWh
Wastewater Fugitive and Process Emissions	NA	0.0197 MT CO_2e/SP
Public Transit – Buses	5.37 VMT/SP	0.00228 MT CO_2e/VMT
Public Transit – Light Rail	71.7 kWh/SP	0.000240 MT CO_2e/kWh
Passenger On-Road Transportation	See Table 30	0.000368 MT CO_2e/VMT
Commercial On-Road Transportation	See Table 30	0.00138 MT CO_2e/VMT

Notes: kwh = kilowatt-hour; MT CO_2e = Metric Tons of Carbon Dioxide Equivalent; SP = Service Population; VMT = Vehicle Miles Traveled; NA = Not Applicable

To estimate future activity data and GHG emissions for the *BAU scenario* forecast, the growth and emission factors were applied to the demographic and VMT projections as provided in Table 28.

Table 28 Business-as-Usual Demographic and VMT projections

Sector	2020	2030	2040	2045
Population[1]	26,198	26,649	27,100	27,327
Employment[1]	9,643	10,071	10,500	10,716
Service Population[2]	35,841	36,720	37,600	38,043
Passenger VMT[3]	164,447,117	164,913,485	166,607,886	167,455,087
Commercial VMT[3]	3,750,723	4,174,063	4,597,750	4,809,594

Notes: VMT = Vehicle Miles Traveled
1. Employment and Population projections obtained from the SCAG 2016 RTP/SCS Demographics and Growth Forecast. http://scagrtpscs.net/Documents/2016/final/f2016RTPSCS_DemographicsGrowthForecast.pdf.
2. Service population is the sum of employment and population in the jurisdiction
3. Projected VMT attributed to the City of South Pasadena was completed by Iteris, Inc.. The SCAG Trip Based Regional Travel Demand Model, based on the SCAG 2016 RTP/SCS was used to model traffic volumes and quantify VMT attributed to South Pasadena.

Under the *BAU scenario* forecast, the City of South Pasadena's GHG emissions are projected to continue increasing through 2045, as shown in Table 29.

Table 29 Business-as-usual Forecast by Sector

Sector	2020 (MT CO_2e)	2030 (MT CO_2e)	2040 (MT CO_2e)	2045 (MT CO_2e)
Residential Electricity	14,562	14,813	15,063	15,189
Non-residential Electricity	10,002	10,447	10,892	11,116
Transmission and Distribution Losses	1,039	1,068	1,098	1,113
Residential Gas	20,095	20,441	20,787	20,961
Non-Residential Natural Gas	4,102	4,285	4,467	4,559
Passenger On-road Transportation	60,559	60,731	61,355	61,667
Commercial On-road Transportation	5,203	5,832	6,462	6,776
Public Transit	1,056	1,082	1,107	1,121
Off-Road Equipment	892	1,050	1,184	1,251
Waste	7,789	7,981	8,172	8,268
Water	707	724	742	750
Wastewater	330	338	346	350
Total Emissions	**126,337**	**128,792**	**131,675**	**133,121**

Notes: Emissions have been rounded and therefore sums may not match
MT CO_2e = Metric Tons of Carbon Dioxide Equivalent;

4.2 Legislative Adjusted Scenario GHG Emissions Forecast

The *adjusted scenario* is based on the same base data as the *BAU scenario* but includes an adjustment for the legislative actions and associated emissions reductions occurring at the state and federal levels. These actions include regulatory requirements to increase vehicle fuel efficiency or standards to reduce the carbon intensity of electricity. The difference between the emissions projected in the *adjusted scenario* and the GHG reduction targets established for each horizon year is the amount of GHG reductions which are the responsibility of the City to align with California goals. This "gap analysis" provides the City with the total GHG emissions reduction required as well as information on the emissions sectors and sources which have the most GHG reduction opportunities.

The *adjusted scenario* forecast estimates future City of South Pasadena emissions under codified GHG reduction strategies currently being implemented at the state and federal level. The 2017 Scoping Plan Update identified several existing state programs and targets, or known commitments required by statute which can be assumed to achieve GHG reductions without City action, such as increased fuel efficiency standards of mobile vehicles. The following known commitments are factored into the *adjusted scenario* projection and a summary of the programs can be found in Table 30.

Table 30 Summary of Legislative Reductions

Legislation	2020 (MT CO_2e)	2030 (MT CO_2e)	2040 (MT CO_2e)	2045 (MT CO_2e)
Senate Bill 100 and Renewable Portfolio Standards	2,636	12,035	23,235	29,054
Title 24	31	346	660	96
Transportation (Pavley, Innovative Clean Transit, etc.)	6,971	22,671	28,852	30,001
Total	**9,638**	**35,052**	**52,747**	**59,152**

Notes: Emissions have been rounded and therefore sums may not match
MT CO_2e = metric tons of carbon dioxide equivalent

Significant GHG reductions realized by state programs in South Pasadena will occur from the increasing decarbonization of the electricity supply due to SB 100 and the Renewable Portfolio Standard (RPS), avoiding an estimated 29,054 MT CO_2e by 2045. The City's transportation sector will also experience a reduction ofapproximately 30,000 MT CO_2e by 2045 through state and federal fuel efficiency and tailpipe emissions standards. The following discussion provides an overview of the legislation included in the *adjusted scenario* forecast and the emission reduction impact of each of the legislation categories addressed.

4.2.1 Transportation Legislation

The CARB EMFAC2017 transportation modeling program incorporates legislative requirements and regulations including the Advanced Clean Cars program (Low Emissions Vehicles III, Zero Emissions Vehicles program, etc.) and Phase 2 federal GHG Standards. Signed into law in 2002, AB 1493 (Pavley Standards) required vehicle manufactures to reduce GHG emissions from new passenger vehicles and light-duty trucks from 2009 through 2016, with a target of 30 percent reductions by 2016, while simultaneously improving fuel efficiency and reducing motorists' costs.[42]

Prior to 2012, mobile emissions regulations were implemented on a case-by-case basis for GHG and criteria pollutant emissions separately. In January 2012, CARB approved a new emissions-control program (the Advanced Clean Cars program) combining the control of smog, soot causing pollutants, and GHG emissions into a single coordinated package of requirements for passenger cars and light-duty trucks model years 2017 through 2025. The Advanced Clean Cars program coordinates the goals of the Low Emissions Vehicles, Zero Emissions Vehicles, and Clean Fuels Outlet programs. The new standards will reduce Californian GHG emissions by 34 percent in 2025.[43]

Reductions in GHG emissions from the above referenced standards were calculated using the CARB EMFAC2017 model for Los Angeles County. The EMFAC2017 model integrates the estimated reductions into the mobile source emissions portion of the model.[44]

[42] California Air Resources Board. Clean Car Standards – Pavley, Assembly Bill 1493. May 2013.

[43] California Air Resources Board. Facts About the Advanced Clean Cars Program. December 2011. Accessed at: http://www.arb.ca.gov/msprog/zevprog/factsheets/advanced_clean_cars_eng.pdf. Accessed on: May 20, 2019

[44] Additional details are provided in the EMFAC2017 Technical Documentation, July 2018. Accessed at: https://www.arb.ca.gov/msei/downloads/emfac2017-volume-iii-technical-documentation.pdf. Accessed on: May 20, 2019. The Low Carbon Fuel Standard (LCFS) regulation is excluded from EMFAC2017 because most of the emissions benefits due to the LCFS come from the production cycle (upstream emissions) of the fuel rather than the combustion cycle (tailpipe). As a result, LCFS is assumed to not have a significant impact on CO_2 emissions from EMFAC's tailpipe emissions estimates.

At the time of this forecast, the future impacts of state legislation on tailpipe emission standard in California remains uncertain due to the federal Safer Affordable Fuel Efficient (SAFE) Rule. The SAFE Rule proposes to amend certain existing Corporate Average Fuel Economy (CAFE) and GHG emission standards.[45] This specifically affects the ability of California to set its own fuel efficiency standards that supersede federal standards. The sunset year of the SAFE Rule is 2026, which is before the 2030 and 2045 target years of this CAP. Thus, there is uncertainty in the long-term impact the SAFE Rule may have on GHG emissions.

Public transit GHG emissions will also be reduced in the future through the Innovative Clean Transit (ICT) regulation, which was adopted in December 2018. It requires all public transit agencies to gradually transition to a 100-percent zero-emission bus fleet by 2040. Under ICT, large transit agencies are expected to adopt Zero-Emission Bus Rollout Plans to establish a roadmap towards zero emission public transit busses.[46]

GHG Emission Reduction Impact

Transportation legislation will reduce forecasted GHG emissions from the *BAU scenario* for on-road transportation and public transit. The emission reductions are calculated based on the incorporation of the impact on vehicle emission factors, as provided in the CARB EMFAC2017 emission factor modeling software. *BAU scenario* emissions were calculated based on projected activity data and the emission factors that were used in the 2016 Community GHG Inventory. The legislative adjustments for passenger and commercial on-road transportation are calculated by using the emission factors provided by EMFAC for the indicated forecast target year. Legislative adjustments for public transit buses are estimated by assuming emission from public transit buses will be zero in 2040, in alignment with the ICT Rule, with a gradual reduction of bus emission factors to zero from 2016 levels. The activity data, emission factors, legislative reductions, and adjusted emissions for each of the emission sources impacted by transportation legislation are provided in Table 31.

[45] USEPA. Regulations for Emissions from Vehicles and Engines. https://www.epa.gov/regulations-emissions-vehicles-and-engines/safer-affordable-fuel-efficient-safe-vehicles-proposed. Accessed July 26th, 2020.

[46] Innovative Clean Transit. Approved August 13, 2019. https://ww2.arb.ca.gov/sites/default/files/2019-10/ictfro-Clean-Final_0.pdf?utm_medium=email&utm_source=govdelivery

Table 31 Transportation Adjusted Scenario Forecast Results by Target Year

Calculation Factor	2020	2030	2040	2045
Passenger Vehicles				
VMT	164,447,117	164,913,485	166,607,886	167,455,087
Adjusted Emission Factor (MT CO_2e/VMT)	0.000332	0.000245	0.000214	0.000209
Adjusted Emissions (MT CO_2e)	54,555	40,351	35,611	34,981
BAU Emissions (MT CO_2e)	60,559	60,731	61,355	61,667
Legislative Reductions (MT CO_2e)	6,004	20,380	25,744	26,684
Commercial Vehicles				
VMT	3,750,723	4,174,063	4,597,750	4,809,594
Adjusted Emission Factor (MT CO_2e/VMT)	0.001149	0.000911	0.000830	0.000816
Adjusted Emissions (MT CO_2e)	4,308	3,803	3,814	3,926
BAU Emissions (MT CO_2e)	5,203	5,832	6,462	6,776
Legislative Reductions (MT CO_2e)	894	2,029	2,648	2,850
Public Transit - Buses				
VMT	192,560	197,286	202,012	204,391
Adjusted Emission Factor (MT CO_2e/VMT)	0.000332	0.000950	0	0
Adjusted Emissions (MT CO_2e)	366	187	0	0
BAU Emissions (MT CO_2e)	439	450	461	466
Legislative Reductions (MT CO_2e)	73	262	461	466
Total Legislative Reductions	**6,971**	**22,671**	**28,852**	**30,001**

Notes: Emissions have been rounded and therefore sums may not match
MT CO_2e = metric ton of carbon dioxide equivalent; VMT = vehicle miles traveled

4.2.2 Title 24

Although it was not originally intended to reduce GHG emissions, California Code of Regulations Title 24, Part 6: California's Energy Efficiency Standards for Residential and Nonresidential Buildings, was adopted in 1978 in response to a legislative mandate to reduce California's energy consumption, which in turn reduces fossil fuel consumption and associated GHG emissions. The standards are updated triennially to allow consideration and possible incorporation of new energy-efficient technologies and methods. Starting in 2020, new residential developments will include on-site solar generation and near-zero net energy use. For projects implemented after January 1, 2020, the California Energy Commission estimates the 2019 standards will reduce consumption by 53% for residential buildings and 30% for commercial buildings, relative to the 2016 standards. These percentage savings relate to space heating and cooling, lighting, and water heating only and do not include other appliances, outdoor lighting not attached to buildings, plug loads, or other energy

uses. The calculations and GHG emissions forecast assume all growth in the residential and commercial/industrial sectors is from new construction.

The 2017 Scoping Plan Update calls for the continuation of ongoing triennial updates to Title 24 which will yield regular increases in the mandatory energy and water savings for new construction. Future updates to Title 24 standards for residential and non-residential alterations past 2023 are not taken into consideration due to uncertainty about the magnitude of energy savings realized with each subsequent update.

GHG Emission Reduction Impact

Emission reduction from Title 24 impact the electricity and natural gas used in buildings. Emission reductions are based only on efficiency gained in new buildings from the 2019 code cycle, as the impact of future code cycles are uncertain. Reductions in future energy consumption from Title 24 were calculated from the estimated increase in energy consumption from new development in South Pasadena. This is assumed to be equivalent to the increase in energy consumption as estimated from employment and population growth in the *BAU scenario* forecast, above the baseline 2016 Community Inventory energy consumption. To account for the requirements of Title 24, new estimated residential energy consumption was reduced by 53% and new estimated non-residential energy consumption was reduced by 30%. The emission reductions from Title 24 are equivalent to the difference between *BAU scenario* energy consumption and the adjusted energy consumption multiplied by the baseline emission factor. The activity data, emission factors, legislative reductions, and adjusted emissions for each of the emission sources impacted by Title 24 are provided in Table 34. The total emissions and emission reductions provided in Table 32 are not representative of the final emission totals for the *adjusted scenario* forecast and are instead provided to show emission reductions from Title 24. Some of the emission reductions from Title 24 are offset by the emission reduction from the Renewable Portfolio Standards (RPS) and SB 100.

Table 32 Title 24 Adjusted Scenario Forecast Results by Target Year

Calculation Factor	2020	2030	2040	2045
Electricity				
BAU Residential Consumption (kWh)	60,690,232	61,734,618	62,779,004	63,304,243
Adjusted Residential Consumption (kWh)	60,634,879	61,125,741	61,616,602	61,863,465
BAU Non-Residential Consumption (kWh)	41,686,415	43,539,985	45,393,555	46,327,940
Adjusted Non-Residential Consumption (kWh)	41,630,808	42,928,307	44,225,806	44,879,876
BAU T&D Losses Consumption (kWh)	4,330,532	4,453,116	4,575,699	4,637,441
Adjusted T&D Losses Consumption (kWh)	4,325,839	4,401,486	4,477,134	4,515,243
Total Title 24 Energy Reduction (kWh)	115,653	1,272,185	2,428,717	3,011,042
Baseline Electricity Emission Factor (MT CO_2e/kWh)	0.000240	0.000240	0.000240	0.000240
Legislative Reductions (MT CO_2e)	28	305	583	722
Natural Gas				
BAU Residential Consumption (Therm)	3,784,340	3,849,463	3,914,586	3,947,337
Adjusted Residential Consumption (Therm)	3,783,884	3,844,448	3,905,012	3,935,471
BAU Non-Residential Consumption (Therm)	772,558	806,909	841,261	858,577
Adjusted Non-Residential Consumption (Therm)	772,317	804,264	836,211	852,315
Total Title 24 Energy Reduction (Therm)	696	7,660	14,623	18,127
Baseline Natural Gas Emission Factor (MT CO_2e/Therm)	0.00531	0.00531	0.00531	0.00531
Legislative Reductions (MT CO_2e)	4	41	78	96
Total Legislative Reductions[1]	**32**	**346**	**661**	**818**

Notes: Values have been rounded and therefore sums may not match
MT CO_2e = metric ton of carbon dioxide equivalent; T&D Losses = Transmission and Distribution Losses; kWh = kilowatt-hour
1. Total legislative reductions may not add up to the values provided in Table 32. Some of the emission reductions that would have been realized in absence of other legislation are eroded by Renewable Portfolio Standards and Senate Bill 100. The full emission reductions are provided here for informational purposes; however, the effective emission reductions are provided in Table 38.

4.2.3 Renewables Portfolio Standard & Senate Bill 100

Established in 2002 under SB 1078, enhanced in 2015 by SB 350, and accelerated in 2018 under SB 100, California's RPS is one of the most ambitious renewable energy standards in the country. The RPS program requires investor-owned utilities, public owned utilities, electric service providers, and community choice aggregators to increase procurement from eligible renewable energy resources to 50 percent of total procurement by 2026 and 60 percent of total procurement by 2030. The RPS program further requires these entities to increase procurement from GHG-free sources to 100 percent.

SCE provides electricity in South Pasadena and is subject to the RPS requirements. SCE forecast emissions factors include reductions based on compliance with RPS requirements through 2045. In 2016, SCE reported an emissions factor of 529 pounds CO_2e per MWh.

GHG Emission Reduction Impact

GHG emission reduction from the RPS and SB 100 impact the GHG emissions from electricity used in buildings, electric powered light rail, and water and wastewater movement and treatment. Emission reductions are the change in emissions when calculating emissions based on baseline SCE electricity emission factor and the RPS-adjusted electricity emission factors. The baseline RPS for SCE in 2016 was 28%, with an emission factor of 0.000240 MT CO_2e per kWh. Adjusted electricity emission factors are calculated based on the RPS carbon-free energy percentage as compared to the baseline emission factor. The activity data, emission factors, legislative reductions, and adjusted emissions for each of the emission sources impacted by RPS and SB 100 are provided in Table 33.

Table 33 RPS and SB 100 Adjusted Scenario Forecast Results by Target Year

Calculation Factor	2020	2030	2040	2045
Adjusted Emission Factor				
RPS percentage	37%	60%	87%	100%
Adjusted Emission Factor (MT CO_2e/kWh)	0.000217	0.000137	0.000046	0
Building Electricity				
Adjusted Residential Consumption (kWh)	60,634,879	61,125,741	61,616,602	61,863,465
Adjusted Residential Emissions (MT CO_2e)	13,135	8,279	2,577	0
Adjusted Non-Residential Consumption (kWh)	41,630,808	42,928,307	44,225,806	44,879,876
Adjusted Non-Residential Emissions (MT CO_2e)	9,018	5,795	1,785	0
Adjusted T&D Losses Consumption (kWh)	4,325,839	4,401,486	4,477,134	4,515,243
Adjusted T&D Losses Emissions (MT CO_2e)	937	595	184	0
Legislative Reductions (MT CO_2e)	2,486	11,354	21,924	27,418
Public Transit – Light Rail				
Adjusted Light Rail Consumption (kWh)	2,569,390	2,632,446	2,695,502	2,727,251
Adjusted Light Rail Emissions (MT CO_2e)	557	547	123	0
Legislative Reductions (MT CO_2e)	60	272	524	654
Water Conveyance, Treatment and Distribution				
Adjusted Water Consumption (kWh)	2,946,398	3,018,707	3,091,015	3,127,422
Adjusted Water Emissions (MT CO_2e)	638	412	141	0
Legislative Reductions (MT CO_2e)	69	312	601	750
Wastewater Collection and Treatment				
Adjusted Wastewater Consumption (kWh)	908,095	930,381	952,667	963,888
Adjusted Wastewater Emissions (MT CO_2e)	197	127	43	0
Legislative Reductions (MT CO_2e)	21	96	185	231
Total Legislative Reductions	**2,636**	**12,035**	**23,235**	**29,054**

Notes: Values have been rounded and therefore sums may not match
MT CO_2e = metric ton of carbon dioxide equivalent; T&D Losses = Transmission and Distribution Losses; kWh = kilowatt-hour

4.2.4 Assembly Bill 939 & Assembly Bill 341

In 2011, AB 341 set the target of 75 percent recycling, composting, or source reduction of solid waste by 2020 calling for the California Department of Resources Recycling and Recovery (also known as CalRecycle) to take a statewide approach to decreasing California's reliance on landfills. This target was an update to the former target of 50 percent waste diversion set by AB 939.

As actions under AB 341 are not assigned to specific local jurisdictions, actions beyond the projected waste diversion target of 5.9 pounds per person per day set under AB 939 for the City of South Pasadena were quantified and credited to the City during the Climate Action Plan Play/Move development process.

4.2.5 Senate Bill 1383

SB 1383 established a methane emissions reduction target for short-lived climate pollutants in various sectors of the economy, including waste. Specifically, SB 1383 establishes targets to achieve a 50 percent reduction in the level of the statewide disposal of organic waste from the 2014 level by 2020 and a 75 percent reduction by 2025.[47] Additionally, SB 1383 requires a 20 percent reduction in "current" edible food disposal by 2025. Although SB 1383 has been signed into law, compliance at the jurisdiction-level has proven difficult. For example, Santa Clara County suggests the 75 percent reduction in organics is not likely achievable under the current structure; standardized bin colors are impractical; and the general requirement is too prescriptive.[48] As such, SB 1383 is not included as part of the adjusted forecast. Instead measures addressing compliance with SB 1383 are addressed through newly identified GHG reduction measures included in the Climate Action Plan.

4.3 Adjusted Scenario GHG Emissions Forecast Results

In the *adjusted scenario* emissions forecast, the electricity and water and wastewater sectors all experience a strong downward trend, approaching near-zero in 2045 due to stringent RPS requirements from SB 100. Natural gas emissions are expected to continue an upward trajectory until 2035 due to population and employment growth projections. This trend is partially offset due to the increasingly stringent efficiency requirements for new construction in the upcoming Title 24 code cycles. Transportation emissions are expected to decrease sharply in the next 10 to 15 years due to existing fuel efficiency requirements and fleet turnover rates. As most current regulations expire in 2025 or 2030, emissions standards will experience diminishing returns while VMT continues to increase, leading to lower rates of emissions reduction in the transportation sector. A detailed summary of South Pasadena's projected GHG emissions under the *adjusted scenario* forecast by sector and year through 2045 can be found Table 34.

[47] CalRecycle. April 16, 2019. Short-Lived Climate Pollutants (SLCP): Organic Waste Methane Emissions Reductions (General Information). Accessed at: https://www.calrecycle.ca.gov/climate/slcp. Accessed on: Maty 20, 2019

[48] Santa Clara County. June 20, 2018. SB 1383 Rulemaking Overview. Accessed at: https://www.sccgov.org/sites/rwr/rwrc/Documents/SB%201383%20PowerPoint.pdf. Accessed on: May 20, 2019

Table 34 Adjusted Scenario Forecast Summary by Target Year

Sector	2016 (MT CO_2e)	2020 (MT CO_2e)	2030 (MT CO_2e)	2040 (MT CO_2e)	2045 (MT CO_2e)
Demographics					
Population	26,018	26,198	26,649	27,100	27,327
Jobs	9,471	9,643	10,071	10,500	10,716
Emissions					
Residential Electricity	14,462	13,135	8,279	2,577	0
Nonresidential Electricity	9,825	9,018	5,795	1,785	0
Transmission and Distribution Losses	1,027	937	595	184	0
Residential Natural Gas[1]	NA	20,102	20,424	20,745	20,907
Non-residential Natural Gas[1]	NA	4,103	4,273	4,442	4,528
Waste	7,713	7,789	7,981	8,172	8,268
Water Conveyance, Treatment, and Distribution	700	638	412	141	0
Wastewater Collection and Treatment	216	197	127	43	0
Wastewater Process and Fugitive Emissions	111	112	114	117	119
On-Road Transportation (Passenger)	60,400	54,555	40,351	35,611	34,981
On-Road Transportation (Commercial)	4,951	4,308	3,803	3,814	3,926
Public Transit - Buses	435	366	187	0	0
Public Transit – Light Rail	613	557	359	123	0
Off-Road Transportation and Equipment	829	892	1,050	1,184	1,251
Total Emissions	**125,269**	**116,699**	**93,740**	**78,927**	**73,969**
Emissions Per Capita[2]	**4.8**	**4.5**	**3.5**	**2.9**	**2.7**

Notes: Emissions have been rounded and therefore sums may not match
MT CO_2e = metric tons of carbon dioxide equivalent; NA = Not available
1. Residential and Non-residential natural gas consumption cannot be disclosed due to California Public Utilities Commission data privacy policies.
2. Emissions per Capita are the total emissions divided by the population of South Pasadena.

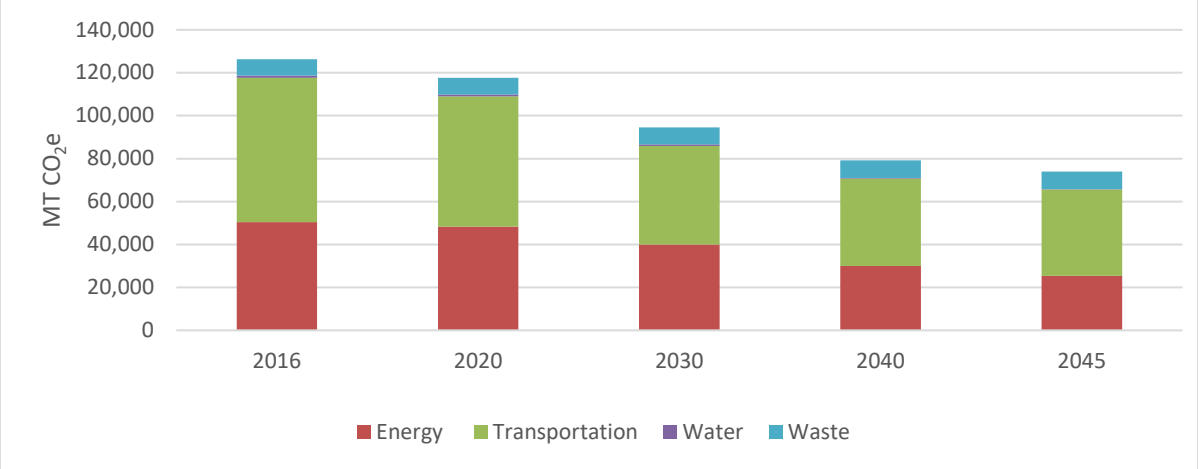
Table 35 and Figure 3 provide a summary of the *adjusted scenario* GHG emissions forecast categorized into the four primary emission sectors: energy, transportation, water and waste.

Table 35 Adjusted Scenario Forecast Sector Consolidated Summary by Target Year

Sector	2016 (MT CO_2e)	2020 (MT CO_2e)	2030 (MT CO_2e)	2040 (MT CO_2e)	2045 (MT CO_2e)
Energy	49,301	47,284	39,355	29,723	25,424
Transportation	67,228	60,678	45,751	40,732	40,159
Water[1]	1,026	947	653	301	119
Waste	7,713	7,789	7,981	8,172	8,268
Total Emissions	**125,269**	**116,699**	**93,740**	**78,927**	**73,969**

Notes: Emissions have been rounded and therefore sums may not match
MT CO_2e = metric tons of carbon dioxide equivalent
1. Water sector emissions include Wastewater emissions

Figure 3 Summary of Adjusted Scenario GHG Emissions Forecast by Sector



GHG emissions in the energy, transportation, and water sector are expected to decline due to the influence of state legislation. The primary emission reduction driver of the energy and waste sectors is the increased renewable energy requirements of the RPS and SB 100. These reductions decrease electricity associated emissions to zero by 2045. The transportation sector emissions are primarily reduced from increased fuel efficiency and vehicle emission standards, while some reductions come from the ICT impact to public buses and the RPS and SB 100 impact to GHG emissions from electricity used by light rail. These emission reductions from legislation offset the emissions impact from increased activity data that would be expected under the *BAU scenario*. The RPS and SB 100 emissions reductions also have an influence on water sector emissions, as the energy used for the conveyance, treatment, and distribution of water and the treatment and collection of wastewater will be reduced to zero by 2045.

GHG emission sources that are not impacted by legislation included in the *adjusted scenario* forecast are waste, off-road equipment, and wastewater process and fugitive emissions. These emissions sources are expected to continue to scale upwards with population and employment growth. Natural gas consumption is slightly reduced by Title 24 requirements, but this emissions source cannot be reduced below the baseline consumption in the 2016 Community GHG Inventory without additional action by the City of South Pasadena.

4.4 GHG Emissions Forecast Results Summary

The *BAU scenario* and *adjusted scenario* forecasts provide an assessment of how the City of South Pasadena's future GHG emissions will change based on current conditions (*BAU scenario*) and the impact that state legislation will have on these GHG emissions (*adjusted scenario*). The *adjusted scenario* provides a metric to compare future GHG emissions against state GHG emissions targets. The difference between the adjusted forecast and the state targets, or "the gap", represents the GHG emission reduction that South Pasadena will be responsible with the policies included in this Climate Action Plan. Table 36 and Figure 4 provide a summary of the *adjusted scenario* forecast in comparison to the *BAU scenario* emission and the baseline 2016 Community GHG Inventory.

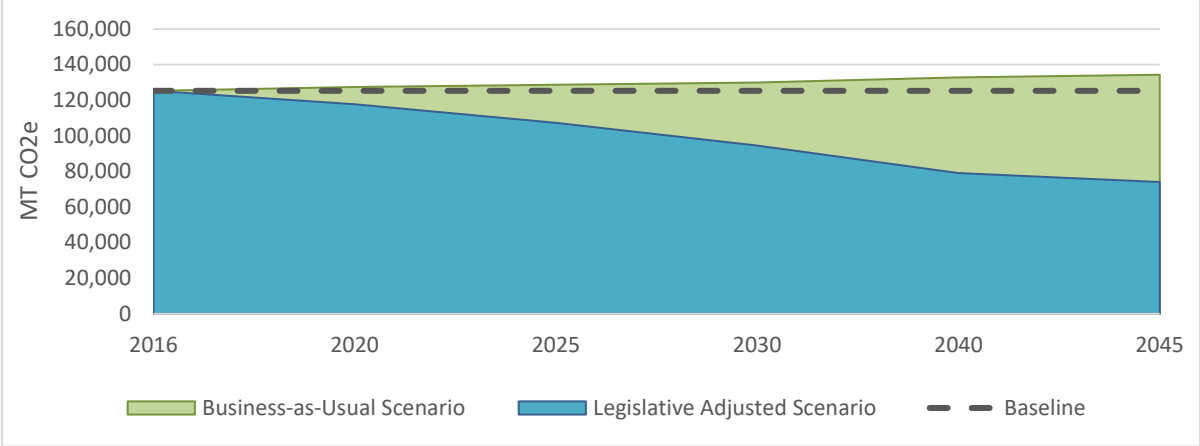
Table 36 BAU and Adjusted Scenario Forecast Summary by Target Year

Scenario	2016 (MT CO_2e)[1]	2020 (MT CO_2e)	2030 (MT CO_2e)	2040 (MT CO_2e)	2045 (MT CO_2e)
Business-as-Usual Scenario	125,269	126,337	128,792	131,675	133,121
Emission Reductions from Legislation	0	9,638	35,052	52,747	59,152
Legislative Adjusted Scenario	125,269	116,699	93,740	78,927	73,969

Notes: Emissions have been rounded and therefore sums may not match
MT CO2e = metric tons of carbon dioxide equivalent

1. 2016 GHG emission totals are the baseline from which the emission forecast scenarios are assessed.

Figure 4 Summary of GHG Emissions Forecast Scenarios



5 GHG Emissions Reduction Target Setting

GHG-reduction targets can be set as either an efficiency target (MT CO_2e per capita or per service population per year) or as a community wide mass emissions target (total MT CO_2e). With CARB's publication in 2017 of the Scoping Plan Update, the state recommended using efficiency metrics for local targets to incentivize growth in a coordinated manner and not penalize cities which are growing at significant rates.[49] Throughout this section, targets are discussed in terms of per capita metrics; however, they must occasionally be translated into absolute emissions reductions to quantify reduction measures and identify the magnitude of reductions required.

5.1 GHG Emissions Reduction Target Setting

Target setting is an iterative process which must be informed by the reductions that can realistically be achieved through the development of feasible GHG reduction measures. The purpose of target setting is to develop the trajectory toward achieving the state's 2030 goal and prepare for the deep decarbonization needed by 2045 in a cost-effective manner by setting an incremental path toward achieving the EO B-55-18 goals. There are several target pathways available to be consistent with state reduction goals, discussed further below.

- **SB 32 Target Pathway** is the pathway toward achieving the minimum reductions required by state law. This will require minimal reductions until 2030 and then steep reductions from 2030 to 2045.
- **Linear Carbon Neutrality Pathway** is an incremental linear pathway from current per capita emissions levels straight to carbon neutrality in 2045. This pathway is also compliant with the 2030 state goal.
- **Mass Emissions Reduction Pathway** is the pathway determined by reducing mass emissions without consideration to population growth. This pathway will require steep reductions to 2030 and then a slightly more gradual reduction to the 2045 carbon neutrality goal. This pathway is also compliant with the 2030 goal.

The City's baseline GHG emission inventory was completed for this CAP. As summarized in the GHG Emission Inventory (October 2019), the City generated 125,269 metric tons (MT) of carbon dioxide equivalents (CO_2e) in 2016. Based on the South Pasadena's population of 26,018 in 2016, the emissions per capita were approximately 4.81 MT CO_2e.

California achieved its 2020 goal of reaching the 1990 emissions level in 2016[50] and it is assumed that South Pasadena likewise is currently at 1990 levels;[51] therefore, the 2016 baseline emissions were reduced by 40 percent to establish a 2030 target for the City. In accordance with the new CARB methodology and the statewide goal established in SB 32, this absolute emissions[52] target was

[49] California Air Resources Board. 2017. California's Climate Change Scoping Plan, p. 99-102.

[50] CARB. July 11, 2018. Climate pollutants fall below 1990 levels for the first time. https://ww2.arb.ca.gov/news/climate-pollutants-fall-below-1990-levels-first-time

[51] Although there may have been GHG emission reductions between 2016 and 2017 at the state and local level, the most recent state inventory that is available was completed in 2016; therefore, 2017 emissions are conservatively assumed to be the same as they were in 2016 as this methodology is the most conservative pathway to calculate South Pasadena's 1990 baseline.

[52] Absolute emissions refer to the total quantity of GHG emissions being emitted.

then translated into a 2030 per capita efficiency target of 2.9 MT CO_2e per year by dividing the 2030 absolute target by the South Pasadena's projected population in 2030.

South Pasadena would require local reduction measures to meet the state goals established for 2030 and 2045. Since it is assumed that South Pasadena's 2016 emissions were equivalent to 1990 levels, South Pasadena will exceed the 2020 emissions target with no further action. The year 2030 coincides with the state targets established by SB 32, which equates to a 40% reduction below the baseline 2016 year GHG Inventory. The year 2040 is included as an interim target for reaching the 2045 state goal set by EO-B-55-18, establishing a carbon neutral emission target. South Pasadena would be required to reduce 18,578 MT CO_2e per year by 2030, 53,874 MT CO_2e per year by 2040, and 73,969 MT CO_2e per year by 2045. The *adjusted scenario* forecast emissions and the emission reduction targets are provided in Table 37, in both absolute emissions and per capita emissions metrics.

Table 37 GHG Emissions Reduction Target and Gap Analysis

Scenario	2020 (MT CO_2e)[3]	2030 (MT CO_2e)[4]	2040 (MT CO_2e)[5]	2045 (MT CO_2e)[6]
Absolute Emissions Target and Gap				
Absolute Emissions Adjusted Forecast (MT CO_2e)	116,699	93,740	78,927	73,969
Absolute Emissions Targets (MT CO_2e)[2]	125,269	75,161	25,054	0
Remaining Emissions Gap (MT CO_2e)	-8,570	18,578	53,874	73,969
Per Capita Emissions Target and Gap				
Population[1]	26,198	26,649	27,100	27,327
Per Capita Adjusted Forecast (MT CO_2e per capita)	4.5	3.5	2.9	2.7
Per Capita Targets (MT CO_2e per capita)[2]	4.8	2.9	1.0	0.0
Remaining Per Capita Emissions Gap (MT CO_2e per capita)	-0.4	0.6	1.9	2.7

Notes: MT CO_2e = metric tons of carbon dioxide equivalent
Emissions have been rounded to the nearest whole number and therefore sums may not match.
1. Population from SCAG 2016 RTP/SCS Demographic and Growth Forecast.
http://scagrtpscs.net/Documents/2016/final/f2016RTPSCS_DemographicsGrowthForecast.pdf.
2. These provisional targets are consistent with both SB 32 and a trajectory set forth to achieve EO B-55-18 targets set by the state.
3. According to CARB, climate pollutants fell below 1990 levels for first time in 2016; therefore, the 2020 emissions target is equivalent to 2016 emission levels.
4. SB 32 requires the CARB to ensure that statewide GHG emissions are reduced to 40 percent below the 1990 level by 2030
5. Recommended interim target year
6. EO-B-55-18 sets a 2045 target of Carbon Neutrality.

5.2 Meeting the Targets

The 2020, 2030, 2040, and 2045 targets identified above will be achieved through a combination of existing state measures and the implementation of local measures that are identified in the South Pasadena Climate Action Plan. Local measures were identified through a comprehensive assessment of existing local and regional policies, programs, and actions and by assessing any gaps and identifying additional opportunities. Additional measures were developed from best practices of other similar and neighboring jurisdictions, as well as those recommended by organizations and

agencies, such as the California Air Pollution Control Officers Association (CAPCOA), the Office of Planning and Research, CARB's 2017 Scoping Plan, and Association of Environmental Professionals (AEP). Measures were vetted by City staff, stakeholders, and the community and were quantified to identify their overall contribution to meeting the City's 2020, 2030, 2040, and 2045 GHG reduction targets in the Climate Action Plan.

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Appendix D:
Substantial Evidence for Plays and Moves

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City of South Pasadena Climate Action Plan

Play and Move Substantial Evidence and Reduction Quantification

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1 Introduction

The California Environmental Quality Act (CEQA) Guidelines Section 15183.5(b) establishes criteria to guide the preparation of a "plan for the reduction of greenhouse gas emissions." Subsection (D) notes that a CEQA Guideline-consistent climate action plan (CAP) must include, "measures or a group of measures, including performance standards, that substantial evidence demonstrates, if implemented on a project-by-project basis, would collectively achieve the specified emissions level." This appendix details the evidence to demonstrate that the Plays and Moves included in the South Pasadena CAP can achieve the City's emission reduction targets for 2030.

In support of achieving compliance with the greenhouse gas (GHG) emission reduction targets developed by City of South Pasadena's (City's) which are consistent with the states GHG reduction goals established by Senate Bill (SB) 32 and Executive Order (EO) B-55-18. SB 32 establishes a statewide goal of reducing GHG emission to 40% below 1990 levels, while EO-B-55-18 sets the long-term goal of statewide carbon neutrality by 2045. The City has also established GHG emissions sector specific GHG reduction targets and foundational actions (Plays and Moves) to achieve them. The sector targets were developed by quantifying the GHG reductions anticipated through the implementation of the foundational Plays and Moves. The GHG reductions were calculated using published evidence provided through adequately controlled investigations, studies, and articles carried out by qualified experts that establish the effectiveness for Plays and Moves. Further, the Plays and Moves were developed to achieve the 2030 target and make substantial progress towards the 2045 target. The estimates and underlying calculations, provided in this report, include the substantial evidence and a transparent approach to achieving the City's GHG emissions reduction target.

To focus efforts on achieving the 2030 and 2045 goals, the City is building upon previous efforts in the South Pasadena Green Action Plan, adopted November of 2019, to exceed the near-term state GHG reduction targets and achieve carbon neutrality by 2045. The City partnered with Rincon Consultants Inc. (Rincon) to identify a quantified path to achieving these goals. Rincon worked closely with City staff, stakeholders, and the community to craft and refine comprehensive, realistic, and achievable Plays and Moves that can meet or exceed the GHG reduction goals while reflecting the conditions and character of the South Pasadena community. The quantification in this report is intended to illustrate one of several viable paths to pursue as the Plays and Moves of the CAP are implemented at full scale. As required in CEQA Guidelines Section 15183.5(b)(e), mechanisms to monitor the CAP's progress toward achieving the GHG emission reductions provided in this report have been established through the CAP development process. If, based on the tracking of community GHG emissions, the City is found to not be on target to reach the GHG reduction levels specified here for meeting SB 32 targets, the CAP as a whole or specific Plays and Moves will be required to be amended and a CAP update will be prepared that includes altered or additional Plays and Moves and evidence that upon implementation can achieve the City's targets.

The quantification in this report also provides substantial evidence that the City can achieve consistency with SB 32's target of 40% below 1990 by 2030 and ensure defensibility for streamlining development under the CAP as identified in CEQA Guidelines Section 15183.5(a).

Strategies are summarized by specific sector, with supporting Plays as outlined in Table 1.

Table 1 CAP Moves and Associated Emission Reductions

Sector	Play		GHG Emissions Reduction Contribution
Cornerstone	C.1	Engage South Pasadena youth in climate change action and provide education on ways to live a sustainable lifestyle.	2030: 25 MT CO_2e 2045: 78 MT CO_2e
Energy	E.1	Maximize the usage of renewable power within the community, by continuing to achieve an opt-out rate lower than 4% for the Clean Power Alliance.	2030: 13,408 MT CO_2e 2045: 0 MT CO_2e
	E.2	Electrify 100% of newly constructed buildings.	2030: 228 MT CO_2e 2045: 935 MT CO_2e
	E.3	Electrify 5% of existing buildings by 2030 and 80% by 2045.	2030: 1,184 MT CO_2e 2045: 19,355 MT CO_2e
	E.4	Develop and promote reduced reliance on natural gas through increased clean energy systems that build off of renewable energy development, production, and storage.	Supportive of 2030 and 2045 Goals
Transportation	T.1	Increase zero-emission vehicle and equipment adoption to 13% by 2030 and 25% by 2045.	2030: 3,774 MT CO_2e 2045: 6,629 MT CO_2e
	T.2	Implement programs for public and shared transit that decrease passenger car vehicle miles traveled 2% by 2030 and 4% by 2045.	2030: 807 MT CO_2e 2045: 1,399 MT CO_2e
	T.3	Develop and implement an Active Transportation Plan to shift 3% of passenger car vehicle miles traveled to active transportation by 2030, and 6% by 2045.	2030: 1,186 MT CO_2e 2045: 2,015 MT CO_2e
Water and Wastewater	W.1	Reduce per capita water consumption by 10% by 2030 and 35% by 2045.	2030: 0 MT CO_2e 2045: 0 MT CO_2e
Solid Waste	SW.1	Implement and enforce SB 1383 organics and recycling requirements to reduce landfilled organics waste emissions 50% by 2022 and 75% by 2025.	2030: 1,702 MT CO_2e 2045: 1,764 MT CO_2e
	SW.2	Reduce residential and commercial waste sent to landfills by 50% by 2030 and 100% by 2045.	2030: 415 MT CO_2e 2045: 859 MT CO_2e
Carbon Sequestration	CS.1	Increase carbon sequestration through increased tree planting and green space.	2030: 19 MT CO_2e 2045: 39 MT CO_2e

	M.1	Reduce carbon intensity of City operations.	2030: 188 MT CO_2e 2045: 188 MT CO_2e
Municipal	M.2	Electrify the municipal vehicle fleet and mobile equipment.	2030: 23 MT CO_2e 2045: 23 MT CO_2e
	M.3	Increase City's renewable energy production and energy resilience.	Supportive of 2030 and 2045 Goals
Total			**2030: 23,373 MT CO_2e** **2045: 33,284 MT CO_2e**

Under each of the above Plays are a number of Moves that ensure establishment of mechanisms and supportive actions that will guide the City towards complete implementation of the Plays.

1.1 Greenhouse Gas Emission Reductions from Moves and Plays

This report presents an analysis of the GHG reduction pathway to achieve the City's fair share of GHG emissions reductions necessary to support the state's achievement of the SB 32 GHG reduction goal and provide substantial progress to achieve the 2045 goal of carbon neutrality. The reduction Plays and Moves reflect local policy and document industry best practices for achieving deep decarbonization. The emission reductions from the Moves are calculated individually to identify which Moves are most impactful for each Play and then combined to determine the total emissions reductions that can be achieved by the Play. Some Plays and Moves provide minimal or non-quantifiable GHG emission reductions; however, they support the implementation and sustainability of the play through education, teaming with the community, encouraging equity, identifying funding, evaluating feasibility, and increasing resilience to the impacts of climate. These Plays and Moves are considered "supportive," as they do not directly result in measurable GHG emission reductions; however, they support the overall goals of the CAP. The supportive Plays include: E.4, and M.3. A summary of the expected GHG emission reductions from each of the quantifiable Plays in 2030 and 2045 are provided Table 2.

Table 2 Summary of GHG Emission Reduction from CAP Plays

Move	2030 Emission Reductions (MT CO_2e)	2045 Emission Reductions (MT CO_2e)
Cornerstone 1 (C.1)	25	78
Energy 1 (E.1)	13,408	0
Energy 2 (E.2)	228	935
Energy 3 (E.3)	1,184	19,355
Energy 4 (E.4)	Supportive	Supportive
Transportation 1 (T.1)	3,774	6,629
Transportation 2 (T.2)	807	1,399
Transportation 3 (T.3)	1,186	2,015
Water 1 (W.1)[1]	414	0
Solid Waste 1 (SW.1)	1,702	1,764
Solid Waste 2 (SW.2)	415	859
Carbon Sequestration (CS.1)	19	39
Municipal 1 (M.1)	188	188
Municipal 2 (M.2)	23	23
Municipal 3 (M.3)	Supportive	Supportive
Total Reduction from Plays	**22,959**	**33,284**
Total Reduction from Current Legislation	**35,052**	**59,152**
Cumulative Reduction Below Baseline (2016)	**58,011**	**92,436**
Percent Reduction Below Baseline (2016)	**46%**	**74%**

Notes: MT CO_2e = metric tons of carbon dioxide equivalent

Supportive Plays are not discussed in this document because they do not have quantifiable emission reductions. The nature of the supportive Plays are to improve resilience promote GHG reduction.

1. There is risk of double counting emission reductions from Play W.1 with Play E.1. Play W.1 emission reductions totals are provided for informational purposes, but are not added to the emission reduction totals.

To assess the magnitude of GHG emission reductions needed to provide a fair share GHG emission reduction and contribute to achieving the state's goal for 2030 (40% below 1990 levels) and 2045 (carbon neutrality), the City developed a *business-as-usual scenario* GHG emissions forecast which assessed the impact of growth on the City's GHG emissions. From the *business-as-usual scenario*, a *legislative adjusted scenario* was developed which accounts for the impacts of state and federal policies on GHG emissions, to assess the GHG emission reductions the City would be responsible for to meet its emission reduction targets[1]. The combined annual reductions from existing state and federal law is expected to result in a reduction of 35,052 metric tons of carbon dioxide equivalent (MT CO_2e) by 2030 and 59,152 MT CO_2e by 2045. The combined local reductions from the Plays and Moves, if implemented entirely, could result in a reduction of 22,959 MT CO_2e by 2030 and 33,284 MT CO_2e in 2045. In reference to the GHG reduction targets established using the 2016 Community GHG Inventory as the 1990 baseline, this results in a total 58,011 MT CO_2e, or 46%, reduction below the baseline in 2030, and an 92,436 MT CO_2e, or 74%, reduction below the baseline projected in

[1] The city has identified targets for 2030 (40% below 1990 levels) and 2045 (carbon neutrality) that are consistent with the state's goals and are intended to establish a level, based on substantial evidence, below which the contribution to greenhouse gas emissions from activities covered by this CAP would not be cumulatively considerable

2045. Accordingly, the total GHG emission reductions exceed the state targets established by SB 32, of a 40% reduction in GHG emissions below 1990 levels, by 4,380 MT CO_2e. The remaining gap to reach carbon neutrality in 2045 remains at 40,587 MT CO_2e. While the Plays and Moves identified in this CAP will lead to a significant progress in reducing in GHG emissions and provide a foundation for achieving net carbon neutrality; achieving carbon neutrality will require significant additional changes to the technology and systems currently in place at both the state and local level and will require further policies and programs that build on this plan. Future CAP updates will outline new measures needed to reach the ultimate target of carbon neutrality.[2] The GHG emissions forecast scenarios, targets, and emission reductions attained from the Plays are provided in Table 3.

Table 3 GHG Emissions Forecasts, Reduction Targets and Impact of Plays

GHG Emissions Scenario	2030 (MT CO_2e)	2045 Emission (MT CO_2e)
Business-as-Usual Scenario Forecast[1]	128,792	133,121
Reductions from Current Legislation	35,052	59,152
Legislative Adjusted Scenario Forecast[1]	93,740	73,969
Targets (SB 32 and Carbon Neutrality)[1]	75,161	0
Reductions from Plays	22,959	33,284
GHG Emissions after Reductions from Plays	70,781	40,685
Remaining Gap to Meet Targets	**Target Met (-4,380)**	**40,587[2]**
Percent Reduction Below Baseline (2016)	**46%**	**74%**

Notes: MT CO_2e = metric tons of carbon dioxide equivalent

1. See Appendix C for the methodology and details for establishing the forecast scenarios and the reduction targets.

2. The emissions reductions required to meet the 2045 goal will be addressed in future iterations of the Climate Action Plan through new and potentially unknown technologies that allow furthering of the following efforts: full electrification of building and transportation systems, an increased shift to shared and active mobility, and increased waste reduction and diversion

With implementation of the Plays and Moves in the CAP, the 2030 state goals can be reasonably achieved through local actions and substantial progress towards reaching the long-term goal of carbon neutrality can be demonstrated. While the CAP does not provide the GHG emissions reductions to achieve carbon neutrality by 2045, it provides evidence-based actions the City can take towards eventually attaining this target. It also illustrates the that reaching carbon neutrality will require significant additional effort and support from the state and federal governments.

[22] Consistent with AEP Climate Change Committee recommendations, SB 32 is considered an interim target toward meeting the 2045 State goal. Consistency with SB 32 is considered to be contributing substantial progress toward meeting the State's long-term 2045 goals. Avoiding interference with, and making substantial progress toward, these long-term State targets is important as these targets have been set at levels that achieve California's fair share of international emissions reduction targets that will stabilize global climate change effects and avoid the adverse environmental consequences described under Section 3.1.3, *Potential Effects of Climate Change* (Executive Order B-55-18).

1.2 Greenhouse Gas Emission Reduction Calculation Methodology

The analysis and emission reduction calculations for each of the Plays of the CAP outlined in the following pages includes:

- Description of background behind the Play and the basis for GHG emission reductions
- Description of the methodology and assumptions for calculating GHG emissions reductions for applicable Plays and Moves, including reference to data sources.
- A summary of the GHG reduction impact results of GHG emissions reduction calculations.
- Summary table of the impact that the specific Play has on the overall GHG profile of the City in 2030 and 2045

GHG emission reduction calculations use conservative values to avoid over-representing the GHG emission reduction potential for any individual Move or Play. Special care has been taken to avoid double counting GHG emission reductions for Plays and Moves. Specifically, potential overlap between Municipal Sector reductions from Play M.1 and Energy Sector Play E.1, or between Transportation Sector Plays, have been closely scrutinized to eliminate potential for double counting.

Limitations and uncertainties regarding future trends in technology, behavior, and social norms are discussed in the final section of this analysis. Given time and the increasing shifts in financial markets, private industry, and governmental programs towards carbon reduction programs, these shifts may be able to help close the gap between South Pasadena's projected GHG reductions and true carbon neutrality.

2 Greenhouse Gas Emission Reductions

As mentioned above, the Moves and Plays are summarized by Sector: cornerstone, energy, transportation, water, carbon sequestration, waste, and municipal operations. This document is summarized similarly and the substantial evidence for each quantifiable Play and Move is detailed below.

2.1 Cornerstone

Play C.1 Engage South Pasadena youth in climate action and provide education on ways to live a sustainable lifestyle.

Background

The Cornerstone Play represents a unique GHG reduction Play that is specific to and a focus of pride for the community and clearly illustrates the six important components that facilitate transformational change by engaging the community and fulfilling GHG emission reduction goals. The six components of a well drafted-designed GHG reduction strategy include:

- **Education**: engage and empower residents
- **Structural Change**: set institutional and policy framework to support proposed changes
- **Associated GHG Reductions**: target emissions reductions for long-term sustainability and short-term air quality improvements
- **Equity**: ensure inclusive participation in decision making
- **Connectivity**: promote access to community resources
- **Economical**: cost effective efforts that benefit resilience and sustainability

Play C.1 embodies these ideas by working to establish a climate change education and tree planting program through the South Pasadena Unified School District.

Methodology and Assumptions

The emission reduction impact of Play C.1 results from the increased carbon sequestration capacity that is realized through an increased number of trees in South Pasadena. Move C.3 will attain GHG emission reductions through providing students with plants and trees that they can plant in their own yards or keep in pots, while Moves C.1 and C.2 are supportive to the overall success of the Play. A number of assumptions were made to estimate the number of students who would participate in a tree planting program where new trees could be planted in the yards of a student's homes. While the intent of the Play is to provide an equitable chance for all students of all income-levels and home types (i.e. multi-family, single-family, etc.) to participate in this program, the quantification of GHG reductions accounts for a conservative constraint that many residents who rent their homes do not have the ability to dig holes and plant trees on the property without the property owner's or landlord's consent. As such, GHG emission reductions only account for the number of trees that are expected to reach maturity, which is assumed to be a proportion of those that could be planted in the yards of owner-occupied homes. This number also assumes that the program would be

implemented in one single grade school level each year across all of South Pasadena Unified School District, beginning in 2023.

The number of students that would participate in the program each year was estimated as the number of students in each grade level during a school year in South Pasadena Unified School District. In 2020, there were 4,800 students enrolled in South Pasadena School District Schools.[3] Based on national statistics, it was estimated that each grade level makes up about 8% of the student population; therefore, in South Pasadena, the total number of students in each grade level would be about 370.[4]

An estimate of the percentage of students living in owner-occupied homes and the participation and results of a similar residential tree giveaway program provides a conservative constraint to estimate the number of trees that would be planted annually and expected to reach maturity of greater than five years. It was assumed that the number of students in a single grade that would be living in an owner-occupied home would be proportional to the number of owner-occupied homes in South Pasadena, which is approximately 46%.[5] Accordingly, it is estimated that 171 students in the participating grade level would live in an owner-occupied home. A review of a similar residential tree giveaway program in Sacramento, which is another Tree City USA, found that about 85% of trees given to community members were actually planted, and 71% of the trees planted reached a maturity of five years or older.[6] Applying these percentages to the total trees planted at owner-occupied homes in South Pasadena from the program, results in an estimate that approximately 100 trees would be planted each year that would reach a maturity of five years. While the life span of these trees beyond five years is uncertain, it is assumed that this proportion of the trees planted would eventually reach full maturity and provide carbon sequestration value.

The total amount of carbon sequestered in 2030 and 2045 is estimated using the assumption that 100 trees would be planted each year, throughout the life of the program, and would provide a carbon sequestration value consistent with the amount of sequestration per tree provided in the California Air Pollution Control Officers Association (CAPCOA) *Quantifying Greenhouse Gas Mitigation Measures*. The full implementation of Play C.1 is expected by 2023, which equates to seven full years of implementation as of 2030 and 22 years as of 2045. With 100 trees planted per year expected to reach maturity, Play C.1 would result in 700 and 2200 new trees expected to provide carbon sequestration value in 2030 and 2045 respectively. Applying the CAPCOA carbon sequestration of 0.0354 MT CO_2e,[7] play C.1 would result in 25 MT CO_2e and 78 MT CO_2e sequestered in 2030 and 2045, respectively. The calculations and assumptions used to estimate emission reductions from Play C.1 are provided in Table 4.

[3] City of South Pasadena General Plan Update Draft, Introduction. https://www.southpasadenaca.gov/home/showdocument?id=18657.

[4] Kurt Bauman and Jessica Davis, 2013, Estimates of School Enrollment by Grade in the American Community Survey, the Current Population Survey, and the Common Core of Data. U.S. Census Bureau. https://www.census.gov/content/dam/Census/library/publications/2013/demo/acs-cps-ccd_02-18-14.pdf

[5] United States Census Bureau. 2020. Quick Facts: South Pasadena City, California. https://www.census.gov/quickfacts/fact/table/southpasadenacitycalifornia,US/PST045219. Accessed October 22, 2020. .

[6] Lara A. Roman. 2013. Urban Tree Mortality. https://escholarship.org/content/qt0sh9g9gk/qt0sh9g9gk_noSplash_ad0c50431b856312557f037a2bda0dd1.pdf?t=mtgqar

[7] CAPCOA Quantifying Greenhouse Gas Mitigation Measures

Table 4 Play C.1 GHG Emission Reduction Calculations

Calculation Factor	2030	2045
Total South Pasadena Unified School District Students[1]	4,800	4,800
National Average Proportion of Students at Each Grade Level [2]	8%	8%
Estimated Number of Students Participating in Tree/Plant Giveaway[3]	370	370
Students Participating in Program living in Owner-Occupied Homes[4]	171	171
Percentage of Trees Planted [5]	85%	85%
Percentage of Trees Reaching Maturity of 5 Years or Older [5]	71%	71%
Total Trees Planted Each Year that Provide Carbon Sequestration Value	100	100
Cumulative Trees Planted through Play C.1[6]	700	2200
Carbon Sequestration Value of One Mature Tree (MT CO_2e/tree/year)[7]	0.0354	0.0354
Total Play C.1 GHG Emissions Reductions (MT CO_2e)	**25**	**78**

Notes: MT CO_2e = metric tons of carbon dioxide; kWh =-kilowatt-hour

1. City of South Pasadena 2020 General Plan Update Draft, Introduction. https://www.southpasadenaca.gov/home/showdocument?id=18657.

2. Kurt Bauman and Jessica Davis, 2013, Estimates of School Enrollment by Grade in the American Community Survey, the Current Population Survey, and the Common Core of Data. U.S. Census Bureau. https://www.census.gov/content/dam/Census/library/publications/2013/demo/acs-cps-ccd_02-18-14.pdf

3. The Estimated Number of Students Participating in Tree/Plant Giveaway assumes that the program would be implemented for one grade level each year.

4. It is conservatively assumed that trees planted at owner-occupied homes would provide carbon sequestration value, as the planting and continued maintenance of trees at rented homes can be out of the control of occupants. This number is based on 46% of total homes in South Pasadena being owner-occupied, and the assumption that an equivalent proportion of students live in owner-occupied homes. United States Census Bureau. 2020. Quick Facts: South Pasadena City, California. https://www.census.gov/quickfacts/fact/table/southpasadenacitycalifornia,US/PST045219. Accessed October 22, 2020.

5. Lara A. Roman. 2013. Urban Tree Mortality. https://escholarship.org/content/qt0sh9g9gk/qt0sh9g9gk_noSplash_ad0c50431b856312557f037a2bda0dd1.pdf?t=mtgqar

6. Assumes Play C.1 is fully implemented by 2023; therefore 2030 would be the 7th year of implementation and 2045 would be the 22nd.

7. CAPCOA Quantifying Greenhouse Gas Mitigation Measures

Results

Play C.1 would result in a reduction of 25 MT CO_2e in 2030 and 78 MT CO_2e in 2045, as shown in Table 5.

Table 5 GHG Emission Reductions Associated with Play C.1

Moves	Emission Reductions (MT CO_2e) 2030	2045	Source
C.1.a Support South Pasadena Unified School District by providing students with information on climate change and the beneficial roles of trees.	Supportive		N/A
C.1.b Utilize South Pasadena's historic neighborhoods to demonstrate to students the importance of mature urban trees in providing shade and reducing the urban heat island effect.	Supportive		N/A
C.1.c. Identify grant funding opportunities and engage with local nurseries and tree planting programs to identify appropriate and cost-effective California native plants/trees that can be both planted in the ground or remain potted for students living in rental/multi-family homes.	25	78	N/A

2.2 Energy Sector

Play E.1 Maximize the usage of renewable power within the community, by continuing to achieve an opt-out rate lower than 4% for the Clean Power Alliance.

Background

In 2019, the residential electricity customers in the City of South Pasadena began receiving "100% Green Power" (100% renewable energy), and non-residential customers began receiving "Clean Power" (50% renewable energy) under the Clean Power Alliance (CPA). This transition from the traditional grid mix from which South Pasadena residents purchased power at the time of the 2016 Community GHG Inventory, meant that customers would begin to receive electricity purchased primarily from renewable sources. Residential customers have the option to opt-down to lower percentages of renewable sourced energy to "Clean" or "Lean" (36% renewable energy) power options, while non-residential customers can opt-up to "100% Green Power" or opt-down to "Lean Power." Additionally, all customers have the ability to opt-out of the program entirely and continue to purchase their electricity from Southern California Edison (SCE). This is included in the CAP as a GHG Reduction Play, as it is a specific action taken by the City that will reduce the GHG emissions associated with electricity consumption. As of 2020, the City had maintained an effective 4% opt-out rate, which it will work to maintain at this level through a concerted effort to encourage customers to remain at or opt-up to the "100% Green Power" option. Through public outreach and education, the City of South Pasadena can reasonably retain the participation rates of 2020 and can also engage in more aggressive tactics if the established monitoring of CPA participation finds that participation begins to decline.

Methodology and Assumptions

The emission reduction impact of Play E.1 results from the increased renewable and carbon free electricity supplied to South Pasadena from the community's participation in the CPA. The adjusted scenario GHG emission forecast, from which emission reduction targets are established, assumes

that energy will continue to be purchased from SCE through 2045, with the renewable and carbon free energy supply generally following the transition to 100% renewable power rate outlined in Renewable Portfolio Standards (RPS) established by Senate Bill 100.[8] The benefit of participation in the CPA is the ability to procure its own energy sources and exceed RPS requirements. In 2020, the CPA already exceeds the RPS with its lowest renewable power option, "Lean Power," at 36% renewable electricity. As the RPS requirements continue to increase, it is assumed that the renewable energy procured by the CPA will increase linearly until reaching 100% in 2045. The resulting future GHG emission reductions that are expected from continued implementation of Play E.1 are calculated as the difference between electricity emissions calculated in the *Legislative Adjusted* scenario GHG emissions forecast (see Appendix C) and electricity emissions that are expected under a 4% opt-out rate from the CPA.

A large percentage of the energy procured by the CPA comes from large hydroelectric power sources. Large hydroelectric power sources are not considered by the California Energy Commission to be renewable energy under the RPS;[9] however, this power source does not generate direct GHG emissions as a result of power generation, and for the purpose of quantifying GHG emissions from energy consumption, can be considered a carbon-free electricity source.[10] As such, the CPA "Lean Power" option provides energy that is considered 81% carbon-free (36% renewable and 45% carbon-free from large hydroelectric), with the remainder originating from unspecified sources of grid energy. As the RPS requirements continue to increase, it is assumed that the renewable energy procured by CPA will increase linearly until reaching 100% in 2045. The effective future emission reductions that South Pasadena will achieve from Play E.1 are calculated by assessing the GHG emissions that would be generated under a scenario with the current 2020 participation rates in the CPA and increased RPS for both the CPA and SCE.

In 2020, the City of South Pasadena had an effective CPA opt-out rate of 4.0% across both the residential and non-residential customer classes, with 2.5% of the 1,373 non-residential customers and 4.2% of the 11,052 residential customers having opted-out to receive electricity from SCE.[11] The 2020 rates of participation are provided in Table 6.

Table 6 2020 CPA Participation Rates

Customer Class	Number of Customers in Class	Power Option Participation Percentage			
		100% Green Power	Clean Power	Lean Power	Opt-out
Non-Residential	1,373	7.6%	88.5%	1.4%	2.5%
Residential	11,052	91.7%	0.7%	3.5%	4.2%
Total (Weighted)	12,425	82.4%	10.4%	3.2%	4.0%

Source: South Pasadena CPA Customer Statistics Report for June 2020.

[8] Senate Bill (SB) 100 established a landmark policy requiring renewable energy and zero-carbon resources supply 100% of electric retail sales to end-use customers by 2045. SB 100 also sets in interim target of 60% renewable or carbon free electricity by 2030.

[9] California Energy Commission. 2020. California Power Generation and Power Sources: Hydroelectric Power. https://www.energy.ca.gov/data-reports/california-power-generation-and-power-sources/hydroelectric-power.

[10] United States Department of Energy, Office of Energy Efficiency and Renewable Energy. 2020. How Hydropower Works. https://www.energy.gov/eere/water/how-hydropower-works.

[11] South Pasadena CPA Customer Statistics Report for June 2020.

The RPS percentage of each of the CPA options for 2030 and 2045 is estimated based on the 2018 Power Content Label,[12] while SCE RPS percentage is based on the minimum RPS requirements of SB 100. As mentioned previously, the CPA RPS percentage is assumed to be a gradual increase to 100% in 2045, while SCE is presumed to be 60% in 2030 and 100% in 2045. As discussed previously, for the purpose of calculating the resulting GHG emissions from electricity consumption, large hydroelectric power sources are included as a carbon-free electricity sources and are therefore included in the total amount of carbon-free electricity provided to customers. The assumptions of the percentage of carbon-free electricity mix (RPS plus large hydroelectric) for 2018, 2030, and 2045 are provided in Table 7.

Table 7 CPA and SCE Carbon-free Electricity Mix Assumptions

	RPS Percentage + Large Hydroelectric			
Year	100% Green Power	Clean Power	Lean Power	SCE
2018	100%	87%	81%	34%
2030	100%	93%	89%	60%
2045	100%	100%	100%	100%

Source: https://cleanpoweralliance.org/power-sources/

Notes: Large hydroelectric power sources are not considered by the California Energy Commission to be renewable energy under the RPS; however, this power source does not generate direct GHG emissions as a result of power generation, and for the purpose of quantifying GHG emissions from energy consumption, can be considered a carbon-free electricity source.

An emission factor for electricity consumption for each of the electricity purchase options can be calculated from the respective RPS rates, assuming that the energy that is not from a renewable or carbon-free source (unspecified source) is provided at the same emission factor as the United States Environmental Protection Agency's (USEPA) Emissions and Generation Resource Integrated Database (eGRID) 2018 Western Electricity Coordinating Council California (CAMX) emission factor of 0.0002262 MT CO_2e per kilowatt-hour (kWh).[13] The estimated effective emission factor for each CPA option is weighted by the percentage of unspecified source energy. These respective emission factors for 2030 and 2045 for each of the CPA power option, as well as opting out to SCE's standard power mix, are provided in Table 8. In 2045, it is expected that all electricity generation in California will have 100% renewable power, consistent with SB 100 and will therefore, generate effectively GHG emissions.

[12] https://cleanpoweralliance.org/power-sources/

[13] USEPA. 2019. Emissions & Generation Resource Integrated Database (eGRID). https://www.epa.gov/egrid/emissions-generation-resource-integrated-database-egrid. Accessed July 24th, 2020.

Table 8 CPA and SCE Future Emission Factors

	Electricity Generation Emission Factor (MT CO_2e/kWh)			
Year	100% Green Power	Clean Power[1]	Lean Power[1]	Opt-out[2]
2018[3]	0.000226	0.000226	0.000226	0.000226
2030	0	0.0000158	0.0000249	0.0001465
2045	0	0	0	0

Notes: MT CO_2e = metric tons of carbon dioxide; kWh =-kilowatt-hour

1. Emission factors for CPA electricity are estimated based on the Renewable Portfolio Standards provided in Table 7 and the USEPA CAMX eGRID2018 emission factors. https://www.epa.gov/sites/production/files/2020-01/documents/egrid2018_summary_tables.pdf.

2. To maintain consistency with the *Legislative Adjusted* Forecast GHG Emissions estimates used to develop GHG reduction targets, the same 2030 emissions factors for forecasted GHG emissions provided in Appendix C.

3. In 2018, South Pasadena had not yet began receiving power from CPA. Values are provided to demonstrate the reduction in electricity emission factor that occurred from South Pasadena becoming a member of the CPA.

Using the estimated emission factors in Table 8 and the estimated future electricity consumption provided in the *Legislative Adjusted* GHG Emissions Forecast, as provided in Appendix C of the CAP, the future GHG emissions under the scenario of maintaining the CPA opt-out rates of 2020 can be calculated. The difference in total GHG emissions in these two scenarios provides the expected GHG emission reductions from Play E.1. The forecasted electricity consumption, GHG emission calculations and expected GHG emission reductions for the year 2030 are provided in Table 9.

Table 9 2030 Play E.1 GHG Emission Reduction Calculations

Calculation Factor	100% Green Power	Clean Power[1]	Lean Power[1]	Opt-out[2]	Total
2030 Non-Residential Electricity Consumption (kWh)[1 2]	3,262,551	37,991,552	600,996	1,073,208	**42,928,307**
2030 Residential Electricity Consumption (kWh)[1 2]	56,052,304	427,880	2,139,401	2,567,281	**61,186,866**
2030 Transmission and Distribution Losses (kWh)[1 2 3]	2,509,018	1,625,142	115,919	153,993	**4,404,072**
2030 Total Energy Consumption (kWh)	61,823,874	40,044,574	2,856,316	3,794,481	**108,519,245**
Play E.1 CPA Scenario GHG Emissions (MT CO_2e) [4]	**0**	**634**	**71**	**556**	**1,261**
2030 *Legislative Adjusted* GHG Emissions Forecast Electricity Emissions (MT CO_2e) [1]			14,669		
Total 2030 Play E.1 GHG Emissions Reductions [5]			**13,408**		

Notes: MT CO_2e = metric tons of carbon dioxide; kWh =-kilowatt-hour

1. Electricity consumption by customer class, transmission and distribution losses, and total electricity GHG emissions are obtained from the *Legislative Adjusted* Forecast GHG Emissions estimates used to develop GHG reduction targets, provided in Appendix C.

2. Electricity consumption is attributed to each of the Clean Power Alliance power options according to the power option participation percentages provided in Table 6.

3. Transmission and distribution losses occur from energy lost as heat through the transmission of electricity over long distances and the distribution to lower voltage power lines. This energy is attributed by multiplying the sum of the non-residential and residential energy consumption of each customer class by the CAMX eGRID general loss factor of 4.23% for 2016. USEPA's 2016 eGRID database, February 2018. https://www.epa.gov/energy/emissions-generation-resource-integrated-database-egrid.

4. Play E.1 Scenario GHG Emissions are calculated by multiplying the 2030 total energy consumption by the appropriate electricity emission factors for 2030 each power option, as provided in Table 8.

5. Total Play E.1 GHG Emissions Reductions are calculated by subtracting the total Play E.1 CPA Scenario GHG Emissions from the 2030 *Legislative Adjusted* GHG Emissions Forecast Electricity Emissions. This total represents emission reductions beyond those that would be attained from SB 100 and RPS minimum requirements.

Continued implementation of Play E.1, to maintain an effective opt-out rate from the CPA of 4% or below would result in GHG emission reductions of 13,408 MT CO_2e in 2030. By dividing the resulting 2030 GHG emissions in the Play E.1 scenario (1,261 MT CO_2e) by the total electricity consumption in 2030 (108,519,245 kWh), an average electricity emission factor of 0.00001162 MT CO_2e per kWh can be derived. This accounts for all CPA power options and 4% opt-out rate and is used in emission reduction calculations for other plays so that emission reductions from this play are not double counted. No emission reductions from Play E.1 will be achieved in 2045, as GHG emissions from all electricity sources is expected to be zero. Nonetheless, the 2045 calculations are demonstrated in Table 10 for consistency.

Table 10 2045 Play E.1 GHG Emission Reduction Calculations

Calculation Factor	Total
2045 Non-Residential Electricity Consumption (kWh)[1 2]	61,863,465
2045 Residential Electricity Consumption (kWh)[1 2]	44,879,876
2045 Transmission and Distribution Losses (kWh)[1 2 3]	4,515,243
2045 Total Energy Consumption (kWh)	111,258,584
Play E.1 CPA Scenario GHG Emissions (MT CO_2e) [4]	0
2045 *Legislative Adjusted* GHG Emissions Forecast Electricity Emissions (MT CO_2e) [1]	0
Total 2045 Play E.1 GHG Emissions Reductions (MT CO_2e)[5]	**0**

Notes: MT CO_2e = metric tons of carbon dioxide; kWh =-kilowatt-hour

1. Electricity consumption by customer class, transmission and distribution losses, and total electricity GHG emissions are obtained from the *Legislative Adjusted* Forecast GHG Emissions estimates used to develop GHG reduction targets, provided in Appendix C.

2. Electricity consumption for all power options is aggregated as all have the same emission factor and RPS percentages, as provided in Table 8.

3. Transmission and distribution losses occur from energy lost as heat through the transmission of electricity over long distances and the distribution to lower voltage power lines. This energy is attributed by multiplying the sum of the non-residential and residential energy consumption of each customer class by the CAMX eGRID general loss factor of 4.23% for 2016. USEPA's 2016 eGRID database, February 2018. https://www.epa.gov/energy/emissions-generation-resource-integrated-database-egrid.

4. Play E.1 Scenario GHG Emissions are calculated by multiplying the 2045 total energy consumption by the emission factor of 0 MT CO_2e/kWh , as detailed in Table 8.

5. Total Play E.1 GHG Emissions Reductions are calculated by subtracting the total Play E.1 CPA Scenario GHG Emissions from the 2045 *Legislative Adjusted* GHG Emissions Forecast Electricity Emissions.

Results

Play E.1 would result in a reduction of 13,408 MT CO_2e in 2030 and 0 MT CO_2e in 2045, as shown in Table 11.

Table 11 GHG Emission Reductions Associated with Play E.1

Moves	Emission Reductions ($MT CO_2e$) 2030	2045	Source
E.1.a Monitor progress and perform public outreach and education campaigns highlighting the benefits of 100% renewable energy, including: ▪ Monitoring opt-out rates on an annual basis, ▪ Tabling at community events ▪ Establishing an informational resource page on the City website ▪ Regular social media posts ▪ Energy bill inserts	13,408	0	City provided effective opt-out rate of 4% in 2020

Play E.2 Electrify 100% of newly constructed buildings.

Background

To reach carbon neutrality by 2045, the majority of the buildings in the City, including those that have not yet been constructed, will need to be carbon neutral. Natural gas combustion for heating and cooking in commercial and residential buildings currently[14] contributes nearly 14% of South Pasadena's total GHG emissions. By transitioning buildings from the consumption of natural gas to electricity, emissions from this source can be reduced through SB100 requirements for increased renewable electricity and the associated GHG emissions. A variety of studies have found that electrification of buildings, combined with renewable power generation is a potential path towards reaching carbon neutrality.[15] Additionally, the benefits in annual utility bill savings and decreased cost associated with piping of natural gas into new construction makes all-electric buildings more cost effective in some California Building Climate Zones; including, Zone 9, where South Pasadena is located.[16,17] As of May 2020, 30 California cities have adopted building codes that reduce reliance on natural gas.[18]

Methodology and Assumptions

Move E.2.e, the adoption of an Electrification Readiness reach code eliminating the piping of natural gas in new buildings and accessory dwelling units, would result in all of the emissions reductions associated with Play E.2 by transitioning the energy consumption of any new construction to primarily renewable electricity. All other Moves included would incrementally support the Play. The timing of the adoption of the Electrification Readiness ordinance will decide the amount of emission reductions that are achieved, as delaying its adoption may allow for additional development to

[14] Based on 2016 Community GHG Inventory. See Appendix C.

[15] Williams, James et al., Pathways to Deep Decarbonization in the United States (San Francisco: Energy and Environmental Economics, 2014); Northeastern Regional Assessment of Strategic Electrification (Northeast Energy Efficiency Partnerships, 2017); Steinberg, Daniel et al., Electrification and Decarbonization: Exploring US Energy Use and Greenhouse Gas Emissions in Scenarios with Widespread Electrification and Power Sector Decarbonization (National Renewable Energy Laboratory, 2017).

[16] California Energy Codes and Standards. 2019. 2019 Cost Effectiveness Study: Low-Rise Residential New Construction. https://localenergycodes.com/content/2019-local-energy-ordinances/. Accessed May 25th, 2019.

[17] California Energy Codes and Standards. 2019. 2019 Nonresidential New Construction Reach Code Cost Effectiveness Study. https://localenergycodes.com/content/2019-local-energy-ordinances/. Accessed May 25th, 2019.

[18] Gough, Matt. 2020. Sierra Club. California's Cities Lead the Way to a Gas-Free Future. https://www.sierraclub.org/articles/2020/03/californias-cities-lead-way-gas-free-future. Accessed May 25th, 2020.

include mixed fuels, for which the natural gas emissions will not be reduced by this ordinance. Therefore, for the purposes of this calculation, it is assumed that the ordinance will be adopted by 2025, as time will be needed from the adoption of the CAP and completion of the necessary actions under Moves E.2.e and E.2.f. The amount of future new development that will occur in South Pasadena is evaluated based on increases in employment and population provided by the Southern California Association of Governments (SCAG) 2016 *Regional Transportation Plan/Sustainable Communities Strategy* (RTP/SCS) demographic projections. This growth is assumed to be constant year-over-year in the GHG emissions forecast, with each additional resident's or employee's contribution towards natural gas consumption being equivalent to the per capita or per employment natural gas consumption in the baseline inventory year, while also accounting for efficiency increases from future Title 24 requirements. The resulting calculated increase in natural gas consumption is conservative as it is assumed to be purely from new construction, and any increases beyond the time the ordinance is adopted would be shifted to electricity consumption.

Electrification of new residential and commercial construction will eliminate the use of natural gas for space heating, water heating, clothes drying, and cooking. Space heating is the largest energy use in buildings and is dominated by non-electric fuels.[19] According to the U.S. Energy Information Administration (EIA) *2020 Annual Energy Outlook,* electric heat pumps for commercial space heating and cooling are two to five times more efficient than natural gas fueled equipment.[20] Residential electric heat pumps for space heating and cooling are six to 20 times more efficient than natural gas equipment.[21] Emission reductions account for this increased efficiency by conservatively assuming all electric constructions will use electric equipment that is three times more efficient than natural gas fueled equipment.

As mentioned above, emission reduction calculations assume the ordinance will be adopted by 2025; therefore, increased natural gas consumption from population and employment growth beyond 2025 would be replaced by electricity consumption. Since electric appliances are approximately three times more efficient over similar natural gas burning equipment and appliances,[22] the use of electric equipment instead of natural gas would result in improved energy efficiency and a reduction in overall energy consumption for replaced natural gas equipment. The electricity consumption would generate GHG emissions that would offset the reduction in natural gas emissions from electrification; however, these emissions would be minimized assuming full implementation of Play E.1. Additionally, Move E.2.f allows for some uses to not be required to convert to all electric under to be determined circumstances, such as restaurants or commercial uses that cannot operate without combustion of natural gas. It is conservatively assumed that 5% of future growth in the City will fall under this category. The calculations and assumptions used to estimate emission reductions from Play E.2 are provided in Table 11.

[19] Deason, Jeff. et al.. 2018. Electrification of buildings and Industry in the United States. pp.10. https://pdfs.semanticscholar.org/27f0/d125d5316ee10565560545c0fc17d6c447a8.pdf?_ga=2.3238896.1101123906.1590438648-1004765093.1590438648. Accessed May 25th, 2020.

[20] EIA. 2020. Annual Energy Outlook. Table 22. Commercial Sector Energy Consumption, Floorspace, Equipment Efficiency, and Distributed Generation. https://www.eia.gov/outlooks/aeo/data/browser/#/?id=32-AEO2020&cases=ref2020&sourcekey=0. Accessed May 25th, 2020.

[21] EIA. 2020. Annual Energy Outlook. Table 21. Residential Sector Equipment Stock and Efficiency, and Distributed Generation. https://www.eia.gov/outlooks/aeo/data/browser/#/?id=30-AEO2020&cases=ref2020&sourcekey=0. Accessed May 25th, 2020.

22 Dennis, Keith. 2015. Environmentally Beneficial Electrification: Electricity as the End-Use Option. The Electricity Journal. 28(9). pp. 100-112. https://doi.org/10.1016/j.tej.2015.09.019

Table 12 Play E.2 GHG Emission Reduction Calculations

Calculation Factor	2030	2045
Natural Gas Consumption Growth Beyond 2025 (therms)[1]	46,255	185,330
Natural Gas from Uses that Cannot be All-Electric (assumed to be 5%)[2]	2,313	9,267
Resulting Natural Gas Consumption Avoided from Electrification	43,942	176,063
Natural Gas Emission Factor (MT CO_2e/therm)[3]	0.00531	0.00531
Natural Gas GHG Emissions Avoided (MT CO_2e)	233	935
Resulting Increase in Electricity Consumption (kWh) [4,5]	451,762	1,810,053
Electricity Emission Factor Assuming Implementation of Play E.1.(MT CO_2e/kWh)[6]	0.00001162	0
Additional GHG Emissions from Increased Electricity Consumption (MT CO_2e)	5	0
Total Play E.2 GHG Emissions Reductions (MT CO_2e)[7]	**228**	**935**

Notes: MT CO_2e = metric tons of carbon dioxide; kWh =-kilowatt-hour

1. Natural gas consumption beyond 2025 is obtained from the *Legislative Adjusted* Forecast GHG Emissions estimates used to develop GHG reduction targets, provided in Appendix C.

2. Move E.2.f allows for some new construction to not be all-electric when special circumstances prohibit, such as specific commercial processes. This is conservatively assumed to be 5% of new construction in South Pasadena.

3. Emission factors obtained from United States Environmental Protection Agency Emission Factors for Greenhouse Gas Inventories, Table 1. https://www.epa.gov/sites/production/files/2015-07/documents/emission-factors_2014.pdf.

4. The resulting increase in electricity consumption estimates a three times increase in efficiency due to the improved efficiency of electric heat pumps and other electrical equipment of natural gas. Dennis, Keith. 2015. Environmentally Beneficial Electrification: Electricity as the End-Use Option. The Electricity Journal. 28(9). pp. 100-112. https://doi.org/10.1016/j.tej.2015.09.019

5. Natural gas consumption converted to electricity using the conversion: 1 Therm = 29.3 kWh. https://dothemath.ucsd.edu/useful-energy-relations/

6. The electricity emission factor assuming full implementation of Play E.1 is estimated by dividing the total Play E.1 CPA Scenario GHG Emissions by the Total Energy Consumption in Table 9.

7. Total Play E.2 GHG Emissions Reductions are calculated by subtracting the Additional GHG Emissions from Increased Electricity Consumption from the Natural Gas GHG Emissions Avoided.

Results

The Moves associated with Play E.2 would result in a reduction of 241 MT CO_2e in 2030 and 984 MT CO_2e in 2045, as shown in Table 13.

Table 13 GHG Emission Reductions Associated with Play E.2

Moves	Emission Reductions ($MT CO_2e$) 2030	2045	Source
E.2.a Develop a webpage and materials for display at City Hall promoting the benefits of electrification and resources that can assist with the fuel-switching process.	Supportive		N/A
E.2.b Provide financial and technical resources, including hosting workforce development trainings for installers and building owners/operators to discuss benefits and technical requirements of electrification.	Supportive		N/A
E.2.c Perform regular internal trainings with planners and building officials on current state decarbonization goals and incentives available for electric homes.	Supportive		N/A
E.2.d Provide education around cooking with electric appliances, including demonstrations from chefs and/or local restaurants, as available.	Supportive		N/A
E.2.e Adopt an Electrification Readiness reach code per California Energy Commission (CEC) reach code requirements for all new buildings and accessory dwelling units which eliminates the piping of natural gas. In doing so the City will: ▪ Engage with stakeholders, both internal stakeholders, such as City staff and officials, and external stakeholders, such as local developers regarding the purpose and impact of the reach code ▪ Conduct a cost effectiveness study ▪ Develop and draft an ordinance ▪ Conduct public hearings, public notices, and formally adopt the ordinance ▪ Submit the adopted ordinance to the California Energy Commission (CEC)	228	935	California Energy Codes and Standards. 2019 Cost Effectiveness Study: Low-Rise Residential New Construction. California Energy Codes and Standards. 2019 Nonresidential New Construction Reach Code Cost Effectiveness Study. Gough, Matt. 2020. Sierra Club. California's Cities Lead the Way to a Gas-Free Future. Deason, Jeff. et al. 2018. Electrification of buildings and Industry in the United States. EIA. 2020. Annual Energy Outlook.
E.2.f Adopt an ordinance that allows granting of minor allowances for certain site development standards when there is no practical ways to design a project to be all electric.			N/A

Play E.3 Electrify 5% of existing buildings by 2030 and 80% by 2045.

Background

To further the efforts of Play E.2 in electrifying South Pasadena, the City intends to support the electrification of existing buildings through voluntary adoption of all electric appliances. The Moves the City will take to encourage fuel switching include:

- Maintaining an updated list of rebates and incentives for electric conversions and appliances (Move E.3.b)
- Providing education on the benefits of electric appliances when building permits and permits for replacement are obtained (Moves E.3.c and E.3.e)

- Working with utility providers to provide rebates on electric HVAC and water heating equipment (Move E.3.d)
- Establishing a coordinated education campaign to reduce use of natural gas (Move E.3.g)

In addition to these voluntary efforts, South Pasadena will make steps towards developing and adopting an electrification retrofit ordinance through performing an existing buildings analysis and a cost-effectiveness study (Moves E.3.f and E.3.h).

Methodology and Assumptions

The 5% target for electrification of existing buildings by 2030 is based on the voluntary replacement of natural gas fueled equipment with electric equipment, through strategic education and public outreach efforts by South Pasadena. The 2045 target of electrifying 80% of existing buildings assumes the adoption of an electrification ordinance banning the installation or replacement of natural gas burning equipment in any existing building, with the majority of the natural gas fueled equipment in the City to have reached its operational end of life by 2045.

A 2016 analysis of the effectiveness of marketing, education, and outreach associated with the Energy Upgrade California program found that approximately 10% of people reached through one-on-one interactions had decided to purchase ENERGY STAR certified appliances after the interaction.[23] Similarly, South Pasadena expects to encourage 10% of the people reached through their efforts in public education and one-on-one interactions at the permitting counter to purchase electric appliances and equipment instead of natural gas fueled alternatives. Additionally, the promotion of rebates and incentives offered through SCE would provide motivation for voluntary electrification.[24]

It is assumed that the majority of natural gas fueled equipment would be replaced with electric equipment at its operational end-of-life. The 2018 EIA report, *Updated Buildings Sector Appliance and Equipment Cost and Efficiencies*, provides the average lifespans of various equipment types. Residential gas fired furnaces, water heaters, and stoves/cook tops have an average lifespan of 21.5, 13, and 12 years, respectively; while commercial natural gas fired furnaces, boilers, and water heaters have an average lifespan of 23, 25, and 10 years, respectively.[25] Taking the average lifespan of these equipment types, it is estimated that in the 10 years between 2020 and 2030, approximately 65% of all of these types of equipment in South Pasadena will have been replaced. Furthermore, under this same assumption, in the fifteen years between 2030 and 2045 approximately 80% of all of these types of equipment would reach their end of life and need to be replaced.

By 2030, with a 10% voluntary participation rate in converting to all electric equipment and an approximate 65% turnover of all natural gas appliances and equipment in South Pasadena, it is conservatively estimated that 5% of the existing buildings would be electrified. Under the assumption that replacement of natural gas equipment will be required in South Pasadena with the

[23] California Public Utilities Commission (CPUC). 2016. 2013-2015 California Statewide Marketing, Education, and Outreach Program: Verification and Integrated Effectiveness Study. pp. 88. https://www.cpuc.ca.gov/statewidemeo/. Accessed May 25th, 2020.

[24] In regions where natural gas and electric utilities are separate entities, electrification incentives are strongest. Deason, Jeff. et al.. 2018. Electrification of buildings and Industry in the United States. pp. 39. https://pdfs.semanticscholar.org/27f0/d125d5316ee10565560545c0fc17d6c447a8.pdf?_ga=2.3238896.1101123906.1590438648-1004765093.1590438648

[25] EIA. 2018. Updated Buildings Sector Appliance and Equipment Cost and Efficiencies. Appendix C. pp. 9, 51, 75, 90, 98, 120 https://www.eia.gov/analysis/studies/buildings/equipcosts/pdf/full.pdf. Accessed May 25, 2020.

adoption of an Electrification Retrofit Ordinance by 2030, the estimated turnover of 80% of natural gas equipment would result in 80% of South Pasadena buildings being electrified.

Play E.3 GHG emission reduction calculations assume that baseline natural gas consumption would be reduced by 5% by 2030 and 80% by 2045. Since electric appliances are approximately three times more efficient over similar natural gas burning equipment and appliances,[26] the use of electric equipment instead of natural gas would result in improved energy efficiency and a reduction in overall energy consumption for replaced natural gas equipment. This electricity consumption would generate GHG emissions that would offset the reduction in natural gas emissions from electrification; however, these emissions would be minimized assuming full implementation of Play E.1. The calculations and assumptions used to estimate emission reductions from Play E.3 are provided in Table 14.

Table 14 Play E.3 GHG Emission Reduction Calculations

Calculation Factor	2030	2045
Electrification Retrofit Goal	5%	80%
Natural Gas Consumption Reductions from Retrofits Below 2020 Baseline Consumption (therms)[1]	227,810	3,644,961
Natural Gas Emission Factor (MT CO_2e/therm)[2]	0.00531	0.00531
Natural Gas GHG Emissions Avoided (MT CO_2e)	1,210	19,355
Resulting Increase in Electricity Consumption (kWh) [3 4]	2,224,945	35,599,120
Electricity Emission Factor Assuming Implementation of Play E.1.(MT CO_2e/kWh)[5]	0.00001162	0
Additional GHG Emissions from Increased Electricity Consumption (MT CO_2e)	26	0
Total Play E.3 GHG Emissions Reductions (MT CO_2e)[-6]	**1,184**	**19,355**

Notes: MT CO_2e = metric tons of carbon dioxide; kWh =-kilowatt-hour

1. 2020 Baseline Natural Gas Consumption is obtained from the *Legislative Adjusted* Forecast GHG Emissions estimates used to develop GHG reduction targets, provided in Appendix C.

2. Emission factors obtained from United States Environmental Protection Agency Emission Factors for Greenhouse Gas Inventories, Table 1. https://www.epa.gov/sites/production/files/2015-07/documents/emission-factors_2014.pdf.

3. The resulting increase in electricity consumption estimates a three times increase in efficiency due to the improved efficiency of electric heat pumps and other electrical equipment of natural gas. Dennis, Keith. 2015. Environmentally Beneficial Electrification: Electricity as the End-Use Option. The Electricity Journal. 28(9). pp. 100-112. https://doi.org/10.1016/j.tej.2015.09.019

4. Natural gas consumption converted to electricity using the conversion: 1 Therm = 29.3 kWh. https://dothemath.ucsd.edu/useful-energy-relations/

5. The electricity emission factor assuming full implementation of Play E.1 is estimated by dividing the total Play E.1 CPA Scenario GHG Emissions by the Total Energy Consumption in Table 9.

6. Total Play E.3 GHG Emissions Reductions are calculated by subtracting the Additional GHG Emissions from Increased Electricity Consumption from the Natural Gas GHG Emissions Avoided.

Results

Play E.3 would result in a reduction of 1,184 MT CO_2e in 2030 and 19,355 MT CO_2e in 2045, as shown in Table 15.

26 Dennis, Keith. 2015. Environmentally Beneficial Electrification: Electricity as the End-Use Option. The Electricity Journal. 28(9). pp. 100-112. https://doi.org/10.1016/j.tej.2015.09.019

Table 15 GHG Emission Reductions Associated with Play E.3

Moves	Emission Reductions (MT CO_2e) 2030	2045	Source
E.3.a Develop an existing building electrification permit tracking program to track annual progress in achieving the targeted electrification goal.	Supportive		N/A
E.3.b Keep an updated list of rebates and incentives available to residents who would like to convert their buildings to electric power.	1,187	19,355	CPUC. 2016. 2013-2015 California Statewide Marketing, Education, and Outreach Program: Verification and Integrated Effectiveness Study. Deason, Jeff. et al. 2018. Electrification of buildings and Industry in the United States. EIA. 2018. Updated Buildings Sector Appliance and Equipment Cost and Efficiencies. Appendix C.
E.3.c Provide education on the potential energy savings and benefits of electric heat pumps for water heating and space heating when permits for replacement are obtained.			
E.3.d Work with Southern California Edison (SCE) and/or the Clean Power Alliance to provide rebates for residential replacement of natural gas-powered air and water heating appliances with electric-powered.			
E.3.e Promote water heater, space heating, and appliance (electric stoves/dryers) replacement programs and incentives (residential) at time of construction permit.			
E.3.f Perform an existing buildings analysis in order to understand the potential for electrification retrofitting in South Pasadena and establish a roadmap for eliminating natural gas from existing buildings.			
E.3.g Establish a comprehensive, coordinated education campaign focused towards property owners, landlords, property management companies, and occupants for reducing the use of natural gas in homes and businesses. Establish a shared understanding of existing incentives for electric appliances and upgrades, and how to access them, including SCE incentive programs and rebates.			
E.3.h Perform a cost-effectiveness study for electrification retrofitting, including requirements for newly permitted HVAC/hot water heaters and other appliances to be electric.	Supportive		N/A
E.3.i Develop a best practices model based on the progress electrifying existing buildings in South Pasadena and outside of South Pasadena to significantly increase electrification post-2030.	Supportive		N/A

Play E.4 Develop and promote reduced reliance on natural gas through increased clean energy systems that build off of renewable energy development, production, and storage.

Background

Efforts under Play E.4 are intended to increase South Pasadena's energy resilience rather than emission reductions. South Pasadena will reduce its reliance on natural gas and the electricity grid as natural disasters and warming temperatures pose significant risk to the disruption of power supply and safety. Reducing reliance on natural gas can reduce the risk of disasters such as major gas leaks, as well improving public health by reducing the inhalation of combustion by-products known to degrade indoor air quality.[27] Reducing reliance on the electricity grid can also help maintain resilience during Public Safety Power Shutoffs, which will continue to occur as wildfire

[27] CARB. 2020. Indoor Air Pollution from Cooking. https://ww2.arb.ca.gov/resources/documents/indoor-air-pollution-cooking. Accessed May 25th, 2020

seasons become longer and more destructive, due to the effects of climate change.[28] The City has already included many of the Moves under this Play as part of their General Plan and Strategic Plans. Play E.4 and the associated Moves are not expected to reduce overall GHG emissions and are therefore not quantified; however, they are detailed in Table 16 for reference.

Table 16 GHG Emission Reductions Associated with Play E.4

Play	Emission Reductions (MT CO_2e) 2030	2045	Source
E.4.a Conduct a Feasibility Study to assess cost and applicable locations for installation of battery back-up systems or generators throughout the City.	Supportive		N/A
E.4.b Promote installation of storage technology in concert with renewable energy infrastructure through educational programs, outreach, and information provided via City platforms.	Supportive		N/A
E.4.c Conduct "micro-grid" Feasibility/Pilot Study in support of the General Plan.	Supportive		N/A
E.4.d In support of the General Plan, develop and implement a Solar Action Plan with a goal of meeting 50% of South Pasadena's power demand through solar by 2040.	Supportive		N/A
E.4.e In support of the 2018-2019 City Strategic Plan, develop a strategy and implementation schedule for the Renewable Energy Plan, after completion of the feasibility study.	Supportive		N/A
E.4.f Adopt a PV (solar) Ordinance requiring newly constructed and majorly renovated multi-family and commercial buildings to install PV systems with an annual output greater or equal to 25% of buildings electricity demand.	Supportive		N/A
E.4.g Require all new structures or major retrofits to be pre-wired for solar panels.	Supportive		N/A
E.4.h Work with various City departments to establish and streamline battery storage requirements to allow for easier implementation of these technologies throughout the City.	Supportive		N/A
E.4.i Work with home and business owners, including those in the historic districts, to identify and promote renewable energy demonstration projects to showcase the benefits.	Supportive		N/A
E.4.j Work with SCE and the CPA to develop a program and timeline for increasing resilience to power losses, including Public Safety Power Shutoffs (PSPS), and climate-driven extreme weather events for low-income, medically dependent, and elderly populations through installation of renewable energy and onsite energy storage with islanding capabilities, following appropriate project-level environmental review.	Supportive		N/A

2.3 Transportation Sector

Play T.1 Increase zero-emission vehicle and equipment adoption to 13% by 2030 and 25% by 2045.

Background

A transition to zero-emission vehicles (ZEV) will play an essential role in the reduction of fossil fuel consumption needed for South Pasadena, and California as a whole, to reach GHG reduction targets.

[28] California Public Utilities Commission (CPUC). De-Energization (PSPS). https://www.cpuc.ca.gov/deenergization/. Accessed May 25th, 2020.

South Pasadena has established a 2030 target of having 13% of the passenger vehicle fleet be ZEV, and 25% by 2045, which aligns with the state target set by Governor Brown with Executive Order (EO) B-48-18.[29][30] While the state and South Pasadena cannot require the purchase of ZEVs, they can work to provide sufficient electric vehicle (EV) charging infrastructure that would be required to support ZEV adoption. As market trends continue to shift towards more ZEVs being purchased, South Pasadena can facilitate this transition by:

- Developing, implementing, and funding a plan for providing, and assessing the challenges associated with, adequate EV infrastructure (Moves T.1.a and T.1.f)
- Ensuring adequate charging is available at commercial land uses and workplaces (Moves T.3.b and T.3.g)
- Promoting the benefits of ZEVs and available rebates and incentives for ZEVs and fueling infrastructure (Move T.1.d)
- Streamlining the permitting process for ZEV infrastructure (Move T.1.c)

Methodology and Assumptions

While these ZEV adoption rate targets align with state targets established by EO B-48-18, the recent federal Safer Affordable Fuel Efficient (SAFE) Vehicles Rule creates uncertainty in California's ability to set policies to reach the desired ZEV adoption. Although California may not be able to take direct action that increases ZEV adoption, EO B-48-18 outlines EV charging infrastructure needs that would allow the state to reasonably reach its target of five million ZEVs on the road in 2030. EO B-48-18 indicates that 250,000 public charging stations installed by 2025 would support the desired EV adoption, which would equate to approximately one public EV charger for every 112 passenger vehicles on the road.[31] In order to meet the state target for ZEV public charging, this would equate to approximately 180 public EV charging stations in South Pasadena. The actual number and ideal locations for these EV charging stations would need to be further investigated through an EV Readiness Plan and Feasibility Study.

In addition to well-planned public charging stations, workplace and residential EV charging infrastructure would further support ZEV adoption. A 2015 report by Idaho National Laboratory, *Plugged In: How Americans Charge Their Electric Vehicles*, found that nearly 98% of all EV charging events occurred at home or work. In support of these findings, and to address the challenges faced by those who may not be able to install their own home chargers, adoption of an EV Readiness Reach Code would support increased infrastructure at new and existing commercial and multi-family residential developments.

[29] Executive Order B-48-18 provides a target of 5 million ZEVs to be in California's vehicle fleet in 2030. While this target does not provide what amount are to be passenger and light-duty vehicles, as compared to medium- and heavy- duty vehicles, it is assumed that 80% of ZEVs will be light-duty passenger vehicles, which is consistent with the previous target of 1.5 million ZEVs by 2030 (1.2 million of which are expected to be light-duty passenger vehicles, as shown in Figure 15 of the CARB 2016 *Mobile Sources Strategy*). Under these assumptions, of the 30 million expected passenger vehicles in California in 2030 (CARB 2016 *Mobile Sources Strategy*, page 67), 13% would be ZEVs. Assuming the same increase of ZEV adoption between 2030 and 2045, as occurred before 2030, there would be an approximate doubling of ZEVs by 2045.

[30] This analysis does not account for EO N-79-20, which directs CARB to develop regulations to achieve 100% electric vehicle car sales in CA by 2035 & 100% ZEV medium/heavy-duty vehicles by 2045. These are some pretty ambitious and exciting goals and was signed after the analysis was completed.

[31] According to California Department of Motor Vehicles Registration Statistics, as of October 2018, there were approximately 20,000 light-duty vehicles registered in South Pasadena, 326 of which were ZEVs (1.6 percent). https://www.dmv.ca.gov/portal/dmv/detail/pubs/media_center/statistics. Accessed May 21st, 2020.

GHG emission reductions from the adoption of ZEVs assumes that the collective impact of each Move under this Play will incentivize and provide the infrastructure needed for South Pasadena to meet the ZEV adoption targets that align with state targets. The calculations assume that the 13% adoption rate in 2030 and 25% adoption rate in 2045 will result in an equivalent reduction in vehicle miles traveled (VMT) powered by fossil fuels, and emissions associated with these miles traveled would instead be accounted for in additional electricity use. The emission factors used in the *Legislative Adjusted* GHG Emissions Forecast assume that approximately 3% of total South Pasadena Passenger VMT in 2030 would be by ZEVs, and 4% in 2045.[32] Increasing ZEV adoption to 13% by 2030 and 25% by 2045 would reduce GHG emissions from fossil fuel combustion by 10% and by 21% in 2045. The GHG emission reductions of Play T.1 are applied after the VMT reductions attained by Play T.2 and T.3 through increased public and shared transit and active transportation. This GHG reduction would be offset by electricity consumption which would generate a small amount of GHG emissions. The calculations and assumptions used to estimate emission reductions from Play T.1 are provided in Table 17.

[32] Emission factors for the *Legislative Adjusted* GHG Emissions Forecast were obtained from the California Air Resources Board (CARB) EMFAC2017 vehicle emissions model. The model was run for 2030 and 2045 for Los Angeles County. https://arb.ca.gov/emfac/2017/

Table 17 Play T.1 GHG Emission Reduction Calculations

Calculation Factor	2030	2045
EV adoption target	13%	25%
Legislative Adjusted GHG Forecast Projected EV adoption	3%	4%
Effective Increase in EV Adoption Above *Legislative Adjusted* GHG Forecast[1]	10%	21%
Forecasted Passenger Vehicle VMT(VMT)[2]	156,766,759	151,111,470
Play T.1 Reduction in VMT from Fossil Fuel Combustion (VMT)[3]	15,676,676	31,733,409
Forecasted Passenger Vehicle GHG Emissions (MT CO_2e) [2]	38,358	31,567
Play T.1 Reduction in GHG Emissions from Fossil Fuel Combustion (MT CO_2e) [3]	3,836	6,629
Estimated 2020 Model Year Average Electricity Consumption (kwh/100 miles)[4]	34	34
Estimated Increase in Electricity Consumption Resulting from Increased EV Adoption (kWh)	5,330,070	10,789,359
Electricity Emission Factor Assuming Implementation of Play E.1.(MT CO_2e/kWh)[5]	0.0000116	0.0000000
Additional GHG Emissions from Increased Electricity Consumption (MT CO_2e)	62	0
Total Play T.1 GHG Emissions Reductions (MT CO_2e)[-6]	**3,774**	**6,629**

Notes: MT CO_2e = metric tons of carbon dioxide; kWh =-kilowatt-hour; VMT = vehicle miles traveled; EV = electric vehicle

1. The Effective Increase in EV Adoption Above *Legislative Adjusted* GHG Forecast represents the gap in EV adoption in the Los Angeles County vehicle fleet that will allow South Pasadena to reach its EV adoption target. The *Legislative Adjusted* GHG Forecast obtained EV adoption rates from the California Air Resources Board (CARB) EMFAC2017 vehicle emissions model. The model was run for 2030 and 2045 for Los Angeles County. https://arb.ca.gov/emfac/2017/.

2. Total Forecasted Passenger VMT and Total Forecasted Passenger Vehicle GHG Emissions account for the reductions in VMT and GHG emissions that would be realized upon full implementation of Play T.2 and T.3. See Table 21 for derivation of these values.

3. Play T.1 Reduction in VMT from Fossil Fuel Combustion and Play T.1 Reduction in GHG Emissions from Fossil Fuel Combustion are calculated as the reduction resulting from the increased adoption of EV above baseline EV adoption.

4. The Estimated 2020 Model Year Average Electricity Consumption is used to convert the reduction of VMT from fossil fuel combustion to consumption by the increased adoption of electric vehicles. 2020 model year all electric vehicles, excluding Porsche make vehicles, consume an average 34 kWh per 100 miles. https://www.fueleconomy.gov/feg/powerSearch.jsp. Search Criteria: 2020 model year, All Electric vehicle type. Accessed May 21st, 2020.

5. The electricity emission factor assuming full implementation of Play E.1 is estimated by dividing the total Play E.1 CPA Scenario GHG Emissions by the Total Energy Consumption in Table 9.

6. Total Play T.1 GHG Emissions Reductions are calculated by subtracting the Additional GHG Emissions from Increased Electricity Consumption from the Play T.1 Reduction in GHG Emissions from Fossil Fuel Combustion.

Results

There is no single Move under Play T.1 that will reduce GHG emission on its own. Instead, all of the Moves are collectively supportive towards increasing ZEV adoption to a level consistent with state goals. Play T.3 would result in a reduction of 3,774 MT CO_2e in 2030 and 6,629 MTCO_2e in 2045, as shown in Table 18.

Table 18 GHG Emission Reductions Associated with Play T.1

Move	Emission Reductions (MT CO_2e) 2030	2045	Source
T.1.a Develop an EV Readiness Plan to establish a path forward to increase EV infrastructure within the City and promote mode shift to EVs that is consistent with the City General Plan. In conjunction with an EV Readiness Plan, conduct a community EV Feasibility Study to assess infrastructure needs and challenges.	3,774	6,629	CARB. 2016. Mobile Sources Strategy California Department of Motor Vehicles Registration Statistics https://www.fueleconomy.gov/feg/powerSearch.jsp
T.1.b Adopt an EV Charging Retrofits in Existing Commercial and Multifamily Buildings reach code requiring major retrofits, with either a permit value over $200,000 or including modification of parking surfaces or electric panels, to meet CalGreen requirements for "EV Ready" charging spaces and infrastructure.			
T.1.c Streamline permit processes (city, county, state, utility) for electric vehicle charging infrastructure and alternative fuel stations.			
T.1.d Enhance promotion of public and private conversion to zero-emission vehicles through implementation of the City General Plan including use of City events, social media, and the City website to educate on benefits of zero-emission vehicles and available incentives.			
T.1.e Establish an ordinance that restricts use of gas-powered lawn equipment, including leaf blowers, and provide information on the City website outlining available incentives.			
T.1.f Adopt an EV Readiness Reach Code requiring new commercial construction to provide the minimum number of EV capable spaces to meet Tier 2 requirements (20% of total). In doing so the City will: ▪ Engage with stakeholders, both internal stakeholders, such as local government staff and officials, and external stakeholders, such as local developers regarding the purpose and impact of the reach code ▪ Conduct a cost effectiveness study ▪ Develop and draft an ordinance ▪ Conduct public hearings, public notices, and formally adopt the ordinance; and ▪ Submit the adopted ordinance to the California Energy Commission (CEC)			
T.1.g Earmark and identify additional funding for implementation of the EV Readiness Plan to include public charging infrastructure in key locations.			

Play T.2 Implement programs for public and shared transit that decrease passenger car vehicle miles traveled 2% by 2030 and 4% by 2045.

Background

Reducing VMT means reducing the number of miles and trips taken by on-road vehicles both intercity and intracity. South Pasadena will reduce VMT by moving trips from single occupancy vehicles to shared mobility option, such as ride-shares, buses, and LA Metro Gold Line. To do this, the City must work to increase the ease of access to various types of safe shared and public transit. South Pasadena intends to do so by:

- Conducting a Feasibility and Community Interest Study for transit improvement options to maximize utilization of near term transit improvements (Move T.2.a)
- Adopting a Transportation Demand Management (TDM) Plan that incentivizes shared transit options to and from new developments, with a focus on increasing access to public transit (MoveT.2.d)
- Pursuing shared "micro-transit" options to improve first/last mile connectivity (Move T.2.b)

- Better understanding the community's need and motivation for traveling by car instead of by public transit (Move T.2.c)
- Providing programs that encourage minority, low-income, and senior populations to use public or shared transportation (Move T.2.e)

Methodology and Assumptions

South Pasadena is expected to experience an increase in transit ridership that is consistent with the SCAG 2016 RTP/SCS projections because Play T.2 aligns with SCAG's strategies and recommendations. According to the SCAG 2016 RTP/SCS, an increased mode shift away from passenger vehicles will require improved operational and accessibility strategies for public transit.[33] The majority of these improvements will need to come from the transit agencies themselves; however, South Pasadena will work with these agencies to understand the needs of their community and increase public transit accessibility for all social and demographic groups. Approximately 4.5% of trips in Los Angeles County are by public transit, and through the proposed strategies for improve operations and accessibility included in the SCAG 2016 RTP/SCS, a 67% increase of trips by transit is expected by 2040.[34,35] This corresponds to an increase of transit ridership of 3% by 2030, and a 4% increase by 2045.

It is unclear how future increases in transit ridership will change the GHG emissions associated with public transit in South Pasadena. Emissions associated with increases in service frequency by LA Metro's Gold Line and buses are likely to be offset largely by decreased electricity emission factors and decreased tailpipe emissions from public transportation options. Thus, for calculation replicability and transparency, it is assumed that the reductions in passenger vehicle GHG emissions associated with increased transit ridership will not be offset by additional GHG emissions from increased transit ridership. The calculations and assumptions used to estimate emission reductions from Play T.2 are provided in Table 19.

[33] Southern California Association of Governments (SCAG). 2016 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS). Transit Appendix. Pp. 74-76. http://scagrtpscs.net/Documents/2016/final/f2016RTPSCS_Transit.pdf

[34] Southern California Association of Governments (SCAG). 2016 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS). Transit Appendix. Table 4. Pp. 12. http://scagrtpscs.net/Documents/2016/final/f2016RTPSCS_Transit.pdf

[35] Southern California Association of Governments (SCAG). 2016 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS). Transit Appendix. Table 29. Pp. 76. http://scagrtpscs.net/Documents/2016/final/f2016RTPSCS_Transit.pdf

Table 19 Play T.2 GHG Emission Reduction Calculations

Calculation Factor	2030	2045
Target Reduction in Passenger Vehicle VMT	2%	4%
Total Forecasted Passenger VMT (VMT)[1]	164,913,485	167,455,087
Reduction in Passenger Vehicle VMT from Play T.2 (VMT)	3,298,270	6,698,203
Total Forecasted Passenger Vehicle GHG Emissions (MT CO_2e) [1]	40,351	34,981
Play T.2 GHG Emissions Reductions from Reductions in Passenger Vehicle VMT (MT CO_2e)-6	**807**	**1,399**

Notes: MT CO_2e = metric tons of carbon dioxide; VMT = vehicle miles traveled

1. Total Forecasted Passenger VMT and Total Forecasted Passenger Vehicle GHG Emissions are obtained from the *Legislative Adjusted* Forecast GHG Emissions estimates used to develop GHG reduction targets, provided in Appendix C.

Results

There is no single Move under Play T.2 that will reduce GHG emission on its own. Instead, all of the Moves are collectively supportive towards increasing transit ridership to a level consistent with the SCAG 2016 RTP/SCS. Play T.2 would result in a reduction of 807 MT CO_2e in 2030 and 1,399 MT CO_2e in 2045, as shown in Table 20.

Table 20 GHG Emission Reductions Associated with Play T.2

	Emission Reductions (MT CO_2e)		
Move	**2030**	**2045**	**Source**
T.2.a Conduct a Feasibility and Community Interest Study on the four transit improvement options of the City's General Plan.	807	1,399	Southern California Association of Governments (SCAG). 2016 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS)
T.2.b Pursue a community car, bike, or e-scooter "micro-transit" share pilot consistent with City General Plan.			
T.2.c Conduct local transportation surveys to better understand the community's needs and motivation for traveling by car versus other alternatives such as bus or Metro Gold Line light rail. Use survey results to inform transit expansion and improvement projects.			
T.2.d Adopt a Transportation Demand Management (TDM) Plan for the City that includes a transit system focus. Provide incentives for implementation of TDM measures at local businesses and new developments.			
T.2.e Facilitate transportation equity through targeted provision of programs that encourage minority, low-income, disabled, and senior populations to take transit, walk, bike, use rideshare or car share.			

Play T.3 Develop and implement an Active Transportation Plan to shift 3% of baseline passenger car VMT to active transportation by 2030, and 6% by 2045.

Background

Increasing active transportation is an essential aspect of reducing the amount of VMT in South Pasadena. An Active Transportation Plan, which provides an understanding of the current conditions of sidewalks and bike lanes, will provide a framework and timeline for making the most effective infrastructure improvements to increase trips by biking and walking and reduce trips by passenger

car. A successful plan also includes identification of funding sources for which South Pasadena will pursue the establishment of developer fees. The SCAG 2016 RTP/SCS outlines specific measures and actions that are to be implemented, effectively shifting 6% of trips to active transportation by 2040, from the 2012 baseline. As part of this plan, local governments are expected to develop and implement active transportation plans that include the development of a comprehensive local bikeway and pedestrian network, using Complete Streets principles.

Move T.3.a, to develop and implement an Active Transportation Plan consistent with the General Plan and the SCAG 2016 RTP/SCS, is the cornerstone Move of Play T.3, from which the majority of GHG emission reductions will be attained. South Pasadena will provide equitable and safe access to active transportation through additional supportive Moves under Play T.3, including identifying funding for plan implementation, increasing availability of bicycle storage, conducting intersection studies, and requiring new active transportation infrastructure be developed with safety as a primary focus.

Methodology and Assumptions

This analysis assumes of South Pasadena's design and implementation of an Active Transportation Plan that is consistent with the strategies of the SCAG 2016 RTP/SCS. It is therefore assumed that South Pasadena would attain the same active transportation mode-shift estimated for a "Semi Urban place",[36] under implementation of the SCAG 2016 RTP/SCS.[37] Under the SCAG 2016 RTP/SCS, mode share for active transportation trips are expected to increase by 6% from the baseline year (2012) to the plan horizon year of 2040. Reduction calculations assume that this mode shift will result in a 6% reduction of passenger vehicle trips by 2040, and the baseline year for South Pasadena is the 2016 inventory year. Accordingly, with successful implementation the Active Transportation Plan, South Pasadena is expected to attain a 3% decrease in passenger vehicle VMT by 2030, and a 6% decrease in 2040. As the horizon year for the SCAG 2016 RTP/SCS is 2040, it is assumed that VMT reductions will remain at 6% beyond 2040, and into 2045. The calculations and assumptions used to estimate emission reductions from Play T.3 are provided in Table 21.

Table 21 Play T.3 GHG Emission Reduction Calculations

Calculation Factor	2030	2045
Target Reduction in Passenger Vehicle VMT	3%	6%
Forecasted Passenger VMT (VMT)[1]	161,615,215	160,756,883
Reduction in Passenger Vehicle VMT from Play T.3 (VMT)	4,848,456	9,645,413
Total Forecasted Passenger Vehicle GHG Emissions (MT CO_2e) [1]	39,544	33,582
Play T.3 GHG Emissions Reductions from Reductions in Passenger Vehicle VMT (MT CO_2e)[6]	**1,186**	**2,015**

Notes: MT CO_2e = metric tons of carbon dioxide; VMT = vehicle miles traveled

1. Total Forecasted Passenger VMT and Total Forecasted Passenger Vehicle GHG Emissions account for the reductions in VMT and total GHG emissions from implementation of Play T.2. See Table 19for derivation of VMT and GHG emissions.

[36] Under the SCAG 2016 RTP/SCS Active Transportation Appendix the City of South Pasadena is designated as a Semi-Urban place. http://scagrtpscs.net/Documents/2016/final/f2016RTPSCS_ActiveTransportation.pdf

[37] Southern California Association of Governments (SCAG). 2016 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS). Active Transportation Appendix. Table 20. Pp. 69. http://scagrtpscs.net/Documents/2016/final/f2016RTPSCS_ActiveTransportation.pdf

Results

Move T.3.an associated with Play T.3 would result in a reduction of 1,186 MT CO_2e in 2030 and 2,015 MT CO_2e in 2045, as shown in Table 22. The additional Moves under this Play are considered supportive towards effectively implementing Move T.3.a and reaching the overall goal of Play T.3.

Table 22 GHG Emission Reductions Associated with Play T.3

Move	Emission Reductions (MT CO_2e) 2030	2045	Source
T.3.a Develop and adopt an Active Transportation Plan consistent with SCAG 2016 RTP/SCS that will identify funding strategies and policies for development of pedestrian, bicycle, and other alternative modes of transportation projects. Establish citywide events, outreach, educational programs, and platforms to promote active transportation in the community in support of the General Plan.	1,186	2,015	SCAG 2016 RTP/SCS
T.3.b In conjunction with the City's Complete Streets Policy, conduct a Street/Intersection Study to identify streets and intersections that can be improved for pedestrians and bicyclists through traffic calming measures and/or where multi-use pathway opportunities exist to increase active transportation.	Supportive		N/A
T.3.c Periodically review and update the City's Bicycle and Pedestrian Network Map and post throughout City.	Supportive		N/A
T.3.d Work with South Pasadena Active, Active San Gabriel Valley (ActiveSGV), and/or Metro to develop programs and classes to teach and promote bicycle riding education and safety to residents of all ages and skill levels, as well as educate drivers.	Supportive		N/A
T.3.e Conduct a nexus study and develop an ordinance requiring payment of fees from development projects to implement safe active transportation routes and infrastructure citywide.	Supportive		N/A
T.3.f Amend zoning code to require installation of bike stalls or lockers at new developments, "mobility hubs", and during change of use of existing buildings, consistent with the General Plan.	Supportive		N/A
T.3.g Adopt a Trip Reduction Ordinance that incudes requirements in the Zoning Code to require end-of-trip facilities for cyclists (e.g., showers, bike repair kiosks, and lockers) in new, non-residential building projects of a specified size.	Supportive		N/A

2.4 Water Sector

Play W.1 Reduce per capita water consumption by 10% by 2030 and 35% by 2045.

Background

Water use and wastewater collection and treatment resulted in less than 1% (0.8%) of total community emissions in the City of South Pasadena in 2016. Although this is a small amount of overall emissions, a holistic approach to climate change allows for GHG emission reductions and the co-benefits of protecting one of California's scarcest resources. A majority of emissions associated with water use and wastewater generation is associated with the electricity use for the pumping and treatment of potable water (68%) and the collection and conveyance of generated wastewater (21%). Therefore, strategies related to this sector include promoting water conservation by reducing per capita potable water consumption, increasing access to and use of recycled water, and utilizing renewable power for the pumping and treatment of local water sources.

Methodology and Assumptions

The GHG emission reduction calculations are provided to demonstrate the emission that would occur from implementation of the Moves under Play W.1; however, since emission from water consumption are directly related to electricity purchased through CPA, there is risk of double counting the emission reductions from the water sector. As such, emission reduction calculations are provided here for informational purposes and are not intended to be added to the total overall emission reductions associated with the CAP.

In 2016, approximately 1,119 MG of potable water was delivered to South Pasadena community with 99.46% supplied by local well production from the San Gabriel Basin. Based on the City's service population of 35,489 in 2016,[38] per capita water consumption is approximately 31,523 gallons annually or approximately 86 gallons per capita per day (gpcd).

Because the City of South Pasadena is primarily made up of low-density residential development, it was assumed that 30-70% of community water use is associated with outdoor usage as found in a 2006 analysis of California water demand trends.[39] As such, a majority of the Moves supporting Play W.1 focus on the regulation of landscaping and the switch from use of potable water to recycled water for purposes such as irrigation that do not require potable water.

The 10% target for reduction in per capita water consumption by 2030 is based on the continued support and implementation of the City's current water conservation policies and programs incorporated into the Draft City General Plan, the 2020 Draft Downtown Specific Plan, and the City Green Action Plan. The 2045 target of reduction in per capita water use by 35% assumes the adoption of ordinances restricting the use of potable water for non-potable uses and the implementation of the Integrated Water and Wastewater Resources Management Plan (IWWRMP) that will aid in increased usage of greywater and recycled water over potable water for specific land-uses and support management strategies as it relates to infrastructure needs. These reduction potential assumptions are based on studies that have shown that the use of devices such as smart controllers can reduce residential outdoor water use by approximately 20-30% while transitioning to water-wise landscape options can reduce outdoor water use up to 70%.[39]

As previously mentioned, a majority of emissions associated with the water sector are associated with energy usage for water pumping, treatment, conveyance, and wastewater collection and treatment. Therefore, emission reductions achieved through Move W.1 are based on the energy savings associated with the reduction in water use per service population. It was also assumed that the reduction in water consumption would also be directly reflected in a reduction in wastewater generated. Water consumption and wastewater generation was calculated based on the forecasted service population of South Pasadena in 2030 and 2045 and the 2030 and 2045 target of 10% and 35% reduction in per capita water consumption from the 2016 baseline, respectively. Energy savings for water consumption is based on the water cycle energy intensity of 2,604 kWh/MG.[40] Energy savings for wastewater collection and treatment is based on Los Angeles County Sanitation Districts (LACSD) specific energy intensities where the overall energy intensity for wastewater is 1,577 kWh/MG.[40] Accordingly, it is estimated that there would be an energy savings of 428,326 kWh in 2030 and 1,553,006 kWh in 2045. Based on the forecasted SCE electricity emission factor in 2030 of

[38] Department of Finance. E-5 Population and Housing Estimates for Cities, Counties, and the State, 2011-2019 with 2010 Census Benchmark. (http://www.dof.ca.gov/Forecasting/Demographics/Estimates/E-5/)

[39] Hanak, Ellen, and Davis, Matthew. "Lawns and Water Demand in California," *California Economic Policy*, Vol. 2, No 2, July 2006.

[40] See the Technical Appendix – GHG Inventory for complete description of energy intensities for water pumping, conveyance, and treatment by water provider and wastewater collection and treatment energy intensities specific to LACSD.

0.0001365 MT CO_2e/kWh, the energy savings from a 10% reduction in water consumption per capita by 2030 would equate to a reduction in approximately 59 MT CO_2e. Due to the requirements of SB 100, by 2045 SCE electricity will be 100% carbon neutral and the emission factor in 2045 will be 0 MT CO_2e/kWh. As such, no reduction in emissions due to energy savings is estimated for 2045.

In addition to a reduction in per service population water consumption, Play W.1.f focuses on the replacement of energy used for local water pumping and treatment with 100% renewable sources. As of 2020, all municipal electricity accounts receive 100% renewable under the "100% Green Power" option for the CPA, which includes energy consumed in groundwater pumping and treatment.[41] Therefore, South Pasadena has already achieved this goal; however, this transition to the "100% Green Power" option is already captured in the emission reductions in Play E.1, so the emission reductions from Play W.1 are not added to emission totals to avoid double counting.

The City of South Pasadena supplied 99.57% of the total community water in 2016, which was all obtained from the San Gabriel Groundwater Basin.[42] It was assumed that the City of South Pasadena would continue to supply the community with 99.57% of their water needs. The average energy intensity for local groundwater pumping from the San Gabriel Groundwater Basin is 2,501.5 kWh/MG, while the energy intensity for chlorination treatment of local groundwater is 9 kWh/MG.[43,44] Emission reductions from the implementation of 100% renewable energy for local groundwater pumping and treatment were based on the forecasted community water consumption, the specific energy intensities listed above, and SCE electricity emission factors. It was assumed that Play W.1 would be implemented to reduce water consumption per service population by 10% in 2030 and 35% by 2045; therefore, the forecasted community water consumption incorporated the reduction described previously. SCE emission factors used in this analysis included the requirements of SB 100. As mentioned above, due to the requirements of SB 100, by 2045 SCE electricity will be 100% carbon neutral and the emission factor in 2045 will be 0 MT CO_2e/kWh. Therefore, a switch to 100% renewable energy for local groundwater pumping at treatment would equate to a reduction in approximately 355.4 MT CO_2e in 2030 and 0 MT CO_2e in 2045. The calculations and assumptions used to estimate emission reductions from Play W.1 are provided in Table 23.

[41] In an email from Arpy Kasparian on June 5th, 2020, it was indicated that the City of South Pasadena had upgraded all of its municipal accounts to the "100% Green Power" option of the Clean Power Alliance in March of 2020, meaning the City would receive 100% GHG emission free electricity for all of its accounts. The GHG emission reductions for this are accounted for under Play E.1.

[42] City of South Pasadena 2015 UWMP. Pg. 6-15. (https://www.southpasadenaca.gov/home/showdocument?id=2905)

[43] San Gabriel Valley Water Company (SGVWC) Energy Intensity values are used as a surrogate for local groundwater because the agency's supply is almost wholly pumped from San Gabriel Basin (CPUC 2010. Embedded Water Study 2. Appendix B, pg. 265. Water Agency and Function Component Study and Embedded Energy-Water Load Profiles). The energy intensities used are the averages of the lower and upper ranges: 2,501.5 kWh/MG for groundwater conveyance, and 93.5 kWh/MG for booster and raw water pumps.

[44] Treatment for City of South Pasadena water is chlorination. According to *Energy requirements of water production, treatment, end use, reclamation and disposal* published in Renewable and Sustainable Energy Review 2012, energy intensity of chlorination treatment is 0.0024 kWh per cubic meter, which equates to 9.0. kWh per Million Gallons.

Table 23 Play W.1 GHG Emission Reduction Calculations

Calculation Factor	2030	2045
Target Reduction in per capita water consumption	10%	35%
Per Capita Water Consumption Growth Beyond 2025 (gallons/year)[1]	28,370	20,490
Per Capita Wastewater Generation Growth Beyond 2025 (gallons/year)[1]	19,724	14,245
Forecasted service population[2]	36,720	38,040
Reduced Water Consumption (MG)[3]	116	420
Reduced Wastewater Generation (MG)[3]	80	292
Energy intensity for water cycle (kWh/MG)[4]	2,604	2,604
Energy intensity for wastewater treatment (kWh/MG)[5]	1,577	1,577
Resulting Decrease in Electricity Consumption (kWh) [6]	428,326	1,553,006
SB 100 Adjusted Electricity Emission Factor (MT CO_2e/MWh)[7]	0.136	0
Total Move W.1 a-e GHG Emissions Reductions (MT CO_2e)	**58.5**	**0**
Forecasted Water Consumption from Local Sources (MG)[8,9]	1,037	776
Energy intensity for Local Water Pumping and Treatment (kWh/MG)[10]	2,510.5	2,510.5
Resulting Decrease in Electricity Consumption (kWh) [6]	2,604,133	1,948,339
Total Move W.1 f GHG Emissions Reductions (MT CO_2e)	**355.4**	**0**
Total Play W.1 GHG Emissions Reductions (MT CO_2e)	**414**	**0**

Notes: MT CO_2e = metric tons of carbon dioxide; kWh =-kilowatt-hour; MG = million gallons

1. Per capita water consumption and wastewater generation annually is based on the 2016 per capita water consumption of 31,523 gallons/capita/year and wastewater generation of 21,915 gallons/capita/year.

2. Forecasted service population is equivalent to the population plus number of jobs. Population and job numbers were obtained from the Department of Finance. E-5 Population and Housing Estimates for Cities, Counties, and the State, 2011-2019 with 2010 Census Benchmark. (http://www.dof.ca.gov/Forecasting/Demographics/Estimates/E-5/)

3. Reduced water consumption and wastewater generation is based on the difference between the baseline per capita water consumption and baseline per capita wastewater generation rates listed in note and the adjusted per capita rates given the reduction targets, multiplied by the current service population.

4. Energy intensity factors for water consumption are based on the combined intensities needed for groundwater pumping, treatment and distribution as described in the inventory analysis in Appendix C – Community Technical Appendix and in the above written section. The energy intensities obtained from the CPUC Embedded Water Study 2 (2010) are used a proxy.

5. Agency specific (LACSD) energy intensities for wastewater generation were obtained from CPUC 2010. Embedded Energy Water Studies Study 2: Water Agency and Function Component Study and Embedded Energy-Water Load Profiles; Table 4.2 Appendix B-Agency Profiles (pg. 134); average of low and high value were applied.

6. Total electricity saved through reduction in water consumption and wastewater generation is estimated by multiplying the amount of reduced water or wastewater by the corresponding energy intensity factor.

7. SCE emission factors used in this analysis included the requirements of SB 100.

8. Play W.1 f focuses on the use of 100% renewable power for all pumping and treatment of local water sources which currently make up 99.57% of all water supplied to the City of South Pasadena; it is assumed that this will be the same in the future.

9. To avoid double counting potential reductions, forecasted water consumption assumes that Play W.1 a-e have been implemented.

10. Energy intensity for local water pumping and treatment is based on the average values for the San Gabriel Basin presented in CPUC 2010. Embedded Energy Water Studies Study 2: Water Agency and Function Component Study and Embedded Energy-Water Load Profiles.

Results

As shown in Table 24, Moves W.1.a through W.1.e associated with Play W.1 would result in a reduction of 59 MT CO2e in 2030 and 0 MT CO_2e in 2045 through energy savings due to reduction in water consumption. Additional reductions of 355 MT CO_2e in 2030 and 0 MT CO_2e in 2045 would be achieved with the implementation of Move W.1.f with the purchase of 100% renewable energy through CPA for local water groundwater pumping and treatment by 2030 , for a total of 414 MT CO_2e.

Table 24 GHG Emission Reductions Associated with Play W.1

Moves	Emission Reductions (MT CO_2e) 2030	2045	Source
W.1.a Continue to enforce the Model Water Efficient Landscapes Ordinance.			CPUC 2010. Embedded Energy Water Studies Study 2: Water Agency and Function Component Study and Embedded Energy-Water Load Profiles; Appendix B-Agency Profiles
W.1.b Work with the Los Angeles County Sanitation District (LACSD) and/or the Upper San Gabriel Valley Municipal Water District to bring recycled water lines and infrastructure to the City.			
W.1.c In conjunction with the Downtown Specific Plan and City General Plan, adopt an ordinance restricting the use of potable water for non-potable uses and requiring greywater capture for land uses that are excess water users (e.g. golf courses, car washes, large fields, etc.).			
W.1.d Implement Plays 1 through 4 under Goal II of the Green Action Plan on the provided implementation timeline, aiming to provide education and promotion of greywater systems. (See the City's Green Action Plan for more information).	59	0	Hanak, Ellen, and Davis, Matthew. "Lawns and Water Demand in California," *California Economic Policy*, Vol. 2, No 2, July 2006.
W.1.e In conjunction with Move II.1.1 of the City Green Action Plan, develop a Recycled Water Use Master Plan that identifies access to recycled water and quantity of recycled water available to the City, as well as establishes an implementation plan. The implementation plan shall identify land use types (i.e., landscaping, gold courses, fields) and specific projects that will switch from potable to recycled water use allowing for a goal of 20% of City's potable water use to be replaced with recycled water.			City of South Pasadena 2015 UWMP
W.1.f Implement 100% renewable power for all pumping and treatment of water.	355	0	LACSD 2015 UWMP

Notes: GHG emission reductions for Play W.1 are provided for informational purposes, as there is risk of double counting emission reductions with Play E.1.

2.5 Waste Sector

Play SW.1 Implement and enforce SB 1383 organics and recycling requirements to reduce landfilled organics waste emissions 50% by 2022 and 75% by 2025.

Background

Organic materials are the focus of the recent landmark legislation SB 1383 (Short-Lived Climate Pollutants: Organic Waste Reductions). Now in the final rulemaking stage, this new state law has the immediate goal of reducing organic waste sent to landfill and the ultimate objective of reaching statewide methane emissions reduction goals. Specifically, it sets a statewide goal for the reduction in organic waste to landfills – 50% by 2020 and 75% by 2025 – in addition to the recovery of 20% of edible food waste for human consumption. SB 1383 will require local governments to provide organics collection to all generators and require all generators to subscribe. It also has specific mandates for container systems, education and outreach programs, monitoring and contamination

reporting, and enforcement of regulations. Full SB 1383 implementation will begin in 2022, allowing some time for jurisdictions to plan and prepare for achieving compliance.[45]

The City of South Pasadena has already started the development of a Zero Waste Plan through their Draft City General Plan and City Green Action Plan and has begun to build out the infrastructure to reduce landfilled organics and increase recycling from local businesses. The adoption of ordinances requiring compliance with SB 1383 and actively working with the City's waste hauler will help to achieve the goals of SB 1383.

Methodology and Assumptions

The requirements and actions associated with SB 1383 have been developed to produce a 75% reduction in organics by the State of California.[46] The State's efforts towards such goals have been ongoing with previously enacted laws such as AB 341 and AB 1826 establishing commercial recycling requirements. The State recognizes that individual jurisdictions cannot achieve the goals of SB 1383 alone and therefore SB 1383 stipulates how waste generators and local governments must operate to achieve SB 1383 goals. Therefore, by taking the actions required, City of South Pasadena can expect to achieve an equivalent reduction level. The emissions reductions associated with a 75% reduction in organics was calculated using the 2014 Waste Characterization Study for the County of Los Angeles pursuant to the SB 1383 guidelines.[47] The City of South Pasadena did not have City-specific waste characterization data; therefore, it was assumed that 41% of the waste landfilled from the City was proportional to the percentage of organics as reported in the CalRecycle Waste Characterization Study for the County of Los Angeles. A 50% reduction to the City's organic waste stream was applied in 2022, the year of full implementation, and 75% reduction to the City's organic waste stream was applied in 2025 and continued through 2030. The reduced amount of organic waste was multiplied by the weighted average of the USEPA's emission factors for various organics from the Waste Reduction Model (WARM) based on the organic waste characterization (Emission Factor = 0.289 MT CO_2e/short ton of waste).[48] The calculations and assumptions used to estimate emission reductions from Play SW.1 are provided in Table 25.

[45] California Air Resources Board. (2017). Short-Lived Climate Pollution Reduction Strategy.

[46] https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201520160SB1383

[47] https://www2.calrecycle.ca.gov/WasteCharacterization/ResidentialStreams%3fcy%3d19%26lg%3d443

[48] The WARM model is a waste reduction model created by USEPA to help solid waste planners and organizations track and report GHG reductions from several different waste management practices. https://www.epa.gov/sites/production/files/2019-06/documents/warm_v15_organics.pdf

Table 25 Play SW.1 GHG Emission Reduction Calculations

Calculation Factor	2030	2045
Target Reduction in Landfilled Organics	75%	75%
Forecasted service population[1]	36,720	38,040
Forecasted Waste Generation (tons)[2]	19,125	19,813
Forecasted Organic Waste Generation (tons)[3]	7,841	8,123
Diverted Organic Waste (tons)[4]	5,881	6,092
Organics Waste Emission Factor (MT CO_2e/ton)[5]	0.2895	0.2895
Total Play SW.1 GHG Emissions Reductions (MT CO_2e)	**1,702**	**1,764**

Notes: MT CO_2e = metric tons of carbon dioxide; kWh =-kilowatt-hour

1. Forecasted service population is equivalent to the population plus number of jobs. Population and job numbers were obtained from the Department of Finance. E-5 Population and Housing Estimates for Cities, Counties, and the State, 2011-2019 with 2010 Census Benchmark. (http://www.dof.ca.gov/Forecasting/Demographics/Estimates/E-5/)

2. Forecasted waste generation is estimated as the forecasted service population multiplied by the per capita waste generation factor obtained from the 2016 inventory (0.5208 tons/service population)

3. Data on the composition of the waste stream by waste type was not available for the City of South Pasadena, therefore the Cal Recycle statewide average composition was used where ~59% of the waste stream is mixed municipal solid waste (MSW) and ~41% is organics.

4. Diverted organics is based on the total forecasted organics generation multiplied by the targeted reduction.

5. The emission factor for organics waste is the weighted average of emission factors for all organic materials listed in the U.S. EPA's WARM model Version 15 using the Cal Recycle 2014 Waste Characterization study prepared for California Regions (https://www2.calrecycle.ca.gov/WasteCharacterization/ResidentialStreams?lg=443&cy=19) for tonnage by waste type.

*Values may not add up due to rounding

Results

The Moves associated with Play SW.1 would result in a reduction of 1,702 MT CO_2e in 2030 and 1,764 MT CO_2e in 2045, as shown in Table 26.

Table 26 GHG Emission Reductions Associated with Play SW.1

Moves	Emission Reductions (MT CO_2e) 2030	2045	Source
SW.1.a Adopt procurement policies to comply with SB 1383 requirements for jurisdictions to purchase recovered organic waste products.			
SW.1.b Adopt an ordinance requiring compliance with SB 1383. Ensure ordinances established through the City General Plan are consistent with SB 1383 requirements; and revise ordinances if necessary.			
SW.1.c Adopt an Edible Food Recovery Ordinance for edible food generators, food recovery services, or organization that are required to comply with SB 1383.			
SW.1.d Partner with the City's waste hauler, to provide organic waste collection and recycling services to all commercial and residential generators of organic waste.			
SW.1.e Adopt an ordinance requiring all residential and commercial customers to subscribe to an organic waste collection program and/or report self-hauling or backhauling of organics.			CalRecycle Waste Stream Characterization[1]
SW.1.f Conduct a Feasibility Study and prepare an action plan to ensure edible food reuse infrastructure is sufficient to accept capacity needed to recover 20% of edible food disposed or identify proposed new or expanded food recovery capacity.			
SW.1.g Establish an education and outreach program for school children and adults around food waste prevention, nutrition education, and the importance of edible food recovery. Support City Green Action Plan Play III identified educational goals (Move III.1.3., Move III.1.4., Move III1.6., Move III.2.1, Move III. 3.3, and Move III.4.2) through an established educational program.	1,702	1,764	EPA. Waste Reduction Model (WARM) Version 15. May 2019.[2]
SW.1.h Establish an edible food recovery program supporting the City General Plan and the City Green Action Plan Move III.1.2 to minimize food waste.			SB 1383
SW.1.i Adopt an ordinance or enforceable mechanism to regulate haulers collecting organic waste, including collection program requirements and identification of organic waste receiving facilities.			
SW.1.j Partner with City Waste Services to: ▪ Ensure organic waste collection from mixed waste containers are transported to a high diversion organic waste processing facility; ▪ Provide quarterly route reviews to identify prohibited contaminants potentially found in containers that are collected along route; ▪ Clearly label all new containers indicating which materials are accepted in each container, and by January 1, 2025, place or replace labels on all containers.			

Notes: MT CO_2e = metric tons of carbon dioxide

1.Source: https://www2.calrecycle.ca.gov/WasteCharacterization/

2. WARM Model Emission factors (https://www.epa.gov/warm/documentation-chapters-greenhouse-gas-emission-energy-and-economic-factors-used-waste-reduction)

Play SW.2 Reduce residential and commercial waste sent to landfills by 50% by 2030 and 100% by 2045.

Background

Play SW.2 aims to reduce residential and commercial waste landfilled through the implementation of a Zero Waste Plan which primarily focuses on increased organics diversion through composting, reduction of construction and demolition (C&D) waste through a C&D recycling ordinance in compliance with 2019 CALGreen building codes, and ordinances banning single use food ware and hospitality items (i.e. single use toiletry bottles).

Methodology and Assumptions

The 2014 waste characterization study for the County of Los Angeles pursuant to the SB 1383 guidelines indicated that approximately 41% of landfilled waste is organics while the remaining 59% of the waste landfilled is a mixture of various types of material.[49] As the City of South Pasadena does not characterize its waste stream, it is assumed that the County of Los Angeles waste characterization data is representative. To avoid double counting of emission reductions generated from Play SW.1, the organic diversion from the landfill due to SB 1383 was incorporated into quantification of SW.2 such that additional reduction in waste to the landfill was evaluated based on the altered waste stream post Play SW.1 implementation. With the compliance of SB 1383 requirements, the City of South Pasadena's organic waste contribution to landfills would be reduced to approximately 10.25% of the total waste stream by 2030.

No case studies on the waste reduction impacts of single use foodware and single-use individual toiletry items in the hospitality industry are publicly available. However, several cities including Richmond, Oakland, Berkeley, and Palo Alto have passed ordinances banning them and California recently enacted a law, effective 2023, that bans most single-use toiletry items at hotels.[50] [51] [52] [53] [54] Additionally, Palo Alto calculated that the ordinance should result in a 1% (290 ton reduction of 27,000 tons total) reduction in total City waste due to the banning of plastic straws, utensils, stirrer sticks, drink plugs, produce bags, and other disposable plastic items.[55] These estimates do not account for other foodware which was banned in previous ordinances. Marriot estimates that approximately 500 million plastic bottles or 1.7 million pounds of plastic are landfilled each year and that by eliminating single-use plastic toiletry bottles in hotels, that this will reduce amenity plastic usage by 30%.[56] In the County of Los Angeles, about 12% of commercial waste and 10% of residential waste is plastic, according to CalRecycle's waste characterization tool.[57] Of that, approximately 3% is "Remainder/Composite" plastic and Styrofoam that cannot be recycled,. Therefore, the City of South Pasadena can conservatively anticipate waste reduction between 1% and 2.5% would be derived from a food service ware ban. An additional 2.1% could be expected from the reduction in single-use hotel bottles. This equates to a 30% reduction from the commercial plastic waste stream; the commercial plastic waste makes up approximately 12% of the commercial waste stream and 7% of the total community waste stream (i.e. residential and commercial waste). Therefore, it is conservatively estimated that through ordinances targeting single-use plastic items would reduce landfilled waste by approximately 5%.

The 2019 CALGreen Building code requires that 65% of C&D waste be recycled or used, diverting it from being landfilled.[58] Based on CalRecycle's Waste Characterization Tool, in the County of Los

[49] https://www2.calrecycle.ca.gov/WasteCharacterization/ResidentialStreams%3fcy%3d19%26lg%3d443

[50] http://www2.oaklandnet.com/Government/o/PWA/o/FE/s/GAR/OAK024416

[51] https://www.waste360.com/legislation-regulation/berkeley-calif-disposable-foodware-ordinance-clamps-down-plastics

[52] https://www.ci.richmond.ca.us/1824/Food-Ware-Ordinance

[53] https://www.cityofpaloalto.org/gov/depts/pwd/zerowaste/projects/foodware.asp

[54] https://leginfo.legislature.ca.gov/faces/billCompareClient.xhtml?bill_id=201920200AB1162

[55] https://www.cityofpaloalto.org/civicax/filebank/blobdload.aspx?t=53734.77&BlobID=71714

[56] https://news.marriott.com/2019/08/marriott-international-to-eliminate-single-use-shower-toiletry-bottles-from-properties-worldwide-expanding-successful-2018-initiative/

[57] https://www2.calrecycle.ca.gov/WasteCharacterization/

[58] https://www.contracosta.ca.gov/DocumentCenter/View/44118/CalGreen-Project-Recycling-Requirements-as-Amended-eff-1-1-2020?bidId=

Angeles about 10% of commercial waste and 12% of residential waste is from C&D materials. The adoption of 2019 CALGreen building code standards and an ordinance requiring compliance, the City of South Pasadena can conservatively anticipate an approximate 4% reduction in total waste that is landfilled.

The 4% reduction in total landfilled waste from diversion of C&D materials in addition to the above discussed 5% reduction in landfilled waste related to ordinances targeting single-use plastics would reduce landfilled waste by 9% in 2030 in addition to the 75% reduction from SB 1383. The reduced amount was multiplied by a weighted average of the USEPA's emission factors from the WARM v15 model taking into account the change in waste stream characterization with the implementation of SB 1383.[59] After the implementation of SB 1383, the waste stream would be made up of approximately 10% organics and 90% mixed municipal solid waste (MSW) such that the emission factor would be 0.35 MT CO_2e per short ton of waste landfilled. It was conservatively assumed that the reduction in waste to landfill would be doubled to 18% by 2045 with continued efforts by the City and implementation of the Zero Waste Plan. To reach zero waste by 2045, policies and current efforts by the City may need to be more aggressive. The calculations and assumptions used to estimate emission reductions from Play *S*W.2 are provided in Table 27.

Table 27 Play SW.2 GHG Emission Reduction Calculations

Calculation Factor	2030	2045
Reduction in Landfilled Waste post SW.1[1]	9%	18%
Forecasted Waste Generation after SW. 1 (tons)[2]	13,244	13,720
Diverted Landfilled Waste (tons)[3]	1,192	2,470
Waste Emission Factor (MT CO_2e/ton)[4]	0.3480	0.3480
Total Play SW.2 GHG Emissions Reductions (MT CO_2e)	**414.8**	**859.4**

Notes: MT CO_2e = metric tons of carbon dioxide; kWh =-kilowatt-hour

1. Although the targets of this measure are for a 50% reduction in landfilled waste by 2030 and 100% by 2045, the measure proposed City-wide ordinances and 2019 Cal Green Code relied upon to achieve the measure will not meet those targets. The percent reduction used to calculate GHG reductions is based on substantial evidence as described in the preceding section.

2. Forecasted waste generation is estimated as the forecasted service population multiplied by the per capita waste generation factor obtained from the 2016 inventory (0.5208 tons/service population). To avoid double counting of emission reductions, the additional reduction in landfilled waste is based on the remaining waste after implementation of SW.1.

3. Diverted landfilled waste is based on forecasted waste generation post implementation of SW.1 multiplied by the estimated reduction.

4. The emission factor is the weighted average of the U.S. EPA's WARM model Version 15 emission factors for organics - food waste & yard trimmings (0.32 MT CO_2e/ton), mixed organics - includes textiles (0.21 MT CO_2e/ton), and mixed MSW (0.36 MT CO_2e/ton), where the waste stream post implementation of SW.1 is 15% organics – food waste & yard trimmings, 4% mixed organics – including textiles, and 81% mixed MSW in 2030. SW.1 assumes 75% organic diversion in 2030 and 2045, therefore the ratio of organics in the waste stream was not assumed to change between 2030 and 2045 and the weighted emission factor remains consistent from 2030 to 2045 in Play SW.2 calculations.

*Values may not add up due to rounding

Results

The Moves associated with Play SW.2 would result in a reduction of 415 MT CO_2e in 2030 and 859 MT CO_2e in 2045, as shown in Table 28.

[59] The WARM model is a waste reduction model created by USEPA to help solid waste planners and organizations track and report GHG reductions from several different waste management practices. https://www.epa.gov/sites/production/files/2019-06/documents/warm_v15_organics.pdf

Table 28 GHG Emission Reductions Associated with Play SW.2

Moves	Emission Reductions (MT CO_2e) 2030	2045	Source
SW.2.a Develop and implement a Zero Waste Plan, consistent with the General Plan, in order to reach South Pasadena's goal of zero waste by 2040.			
SW.2.b Provide ongoing education to residents, business owners, and South Pasadena School District regarding waste reduction, composting, and recycling.			
SW.2.c Increase reuse, recycling, and composting at temporary public events by mandating the installation of public recycling and composting containers and collection service; and encouraging reusable food ware, when relevant, according to the California State Retail Food Code.			
SW.2.d Develop a waste department or working group to enhance recycling and composting outreach and provide technical assistance or information in support of City Green Action Plan Move III. Additionally, implement and share a Recycle and Reuse Directory through City platforms, in support of Green Action Plan Move I.2.5.			CalRecycle Waste Stream Characterization[60]
SW.2.e Adopt an ordinance requiring compliance with Sections 4.410.2, 5.410.1, 4.408.1, and 5.408.1 of the California Green Building Standards Code related to construction of buildings with adequate space for recycling containers and construction and demolition (C&D) recycling.	415	859	EPA. Waste Reduction Model (WARM) Version 15. May 2019[61]
SW.2.f Implement the City General Plan, requiring construction sites to separate waste for proper diversion and reuse or recycling.			2019 CALGreen Building Code
SW.2.g Develop and implement a Waste Stream Education Program targeting property managers of multi-family residences and the commercial sector, in support of Goal III of the City Green Action Plan.			AB-1162 Section 1. Chapter 6.1
SW.2.h Develop policies to mandate/encourage reduction of waste and reuse in the food industry (e.g. facilities serving prepared food and prepackaged food; home meal delivery services), hospitality industry, and other commercial industries. Efforts may include developing ordinances for food service ware and a ban on single-use individual toiletry bottles in hotels/motels, grant/discount programs for switching to reusables, fast food champion pilot project, and working with home meal delivery services (e.g., Blue Apron), etc. to explore opportunities to reduce single-use packaging and encourage reuse.			
SW.2.i Encourage reusable foodware; or if reusable foodware is not a feasible option, explore opportunities to mandate/encourage a switch to more environmentally friendly alternatives for various products in the commercial industry, when relevant.			

[60] https://www2.calrecycle.ca.gov/WasteCharacterization/

[61] https://www.epa.gov/warm/documentation-chapters-greenhouse-gas-emission-energy-and-economic-factors-used-waste-reduction

2.6 Carbon Sequestration Sector

Play CS.1 Increase carbon sequestration through increased tree planting and green space.

Background

The City of South Pasadena is generally considered a built-out city where a majority of new development or growth will involve the redevelopment of underutilized parcels or renovation of existing structures. However, about 4% of the existing land use in the City of South Pasadena is devoted to parks and open space that are considered "urban green-space" within California's Natural and Working Lands Sector. There are approximately 36.6 acres devoted to parks and 44 acres of open space that includes natural open space, recreational trails and linkages, utility easements, and flood control channels.[62] Although built-out, the City has the opportunity to engage in carbon sequestration activities through enhancing open space, urban greening, and protecting and increasing the City's urban forest or tree stock. At this time only the carbon benefits of urban forestry can be assessed as additional research is needed to assess the benefits of vegetation and soil management. Nonetheless, over time as emissions are removed from more and more sectors, carbon sequestration will play an increasingly important role in California's ability to achieve carbon neutrality.

Methodology and Assumptions

As stated in the City's General Plan Land Use Element, the current urban forest stock consists of approximately 11,000 trees.[63] Based on the carbon sequestration potential of 0.0354 MT CO_2e per tree per year, an estimate of the total amount of GHGs that are captured in the urban forest is 389.4 MT CO_2e per year.[64] This amount is in the City's current stock and cannot be counted as a GHG reduction measures. The goal is to maintain the amount and health of the current tree stock and then add trees to increase the carbon storage capacity of the urban forest. Assuming that the urban forest is not 100% stocked, which is typical even of communities that have well-managed forests such as South Pasadena, there is the ability to increase the size of the urban forest by 15% - 25% as summarized by American Forests, the oldest national nonprofit conservation organization in the United States, in a 2017 article titled *Why We No Longer Recommend a 40 Percent Urban Tree Canopy Goal*.[65,66] Based on this information it was conservatively assumed that the City of South Pasadena has the capacity to increase the City's tree inventory by 5% in 2030 and 10% in 2045, or by 550 trees in 2030 and 1,100 trees in 2045. Annual CO_2e emissions reductions were estimated based on the number of trees to be added to the inventory and the average CO_2e accumulation factor per

[62] City of South Pasadena General Plan, Chapter 2: Land use (https://www.southpasadenaca.gov/government/departments/planning-and-building/general-plan)

[63] https://www.southpasadenaca.gov/government/departments/public-works/parks-division

[64] CAPCOA. 2011. Quantifying Greenhouse Gas Mitigation Measures. http://www.capcoa.org/wp-content/uploads/2010/11/CAPCOA-Quantification-Report-9-14-Final.pdf

[65] https://www.americanforests.org/blog/no-longer-recommend-40-percent-urban-tree-canopy-goal/

[66] https://sfgov.org/sfplanningarchive/urban-forest-plan

tree (0.0354 MT CO_2e/tree/year).[67] The calculations and assumptions used to estimate emission reductions from Play CS.1 are provided in Table 29.

Although not quantified herein, urban greening can further reduce building carbon emissions by reducing the heat island effect in cities which reduces the need to rely on air conditioning in homes.[68] Additionally, the application of suitable composted organic material to existing opens spaces can be used to enhance the sequestration of CO_2e. The application of compost allows for carbon to be stored in the soil and, over time, to be captured in the stems, leaves, and roots of grasses, woody plants, and trees.

Table 29 Play CS.1 GHG Emission Reduction Calculations

Calculation Factor	2030	2045
Target Increase in Tree Inventory	5%	10%
Newly Planted Trees[1]	550	1,100
Tree Sequestration Factor (MT CO_2e/tree/year)[2]	0.0354	0.0354
Total Play CS.1 GHG Emissions Reductions (MT CO_2e/year)	**19.5**	**38.9**

Notes: MT CO_2e = metric tons of carbon dioxide; kWh =-kilowatt-hour

1. The number of trees to be planted are based on the target increase in tree inventory multiplied by the existing tree inventory of about 11,000.

2. Default annual CO_2e sequestration per tree per year with a maximum lifespan of 20 years per tree is 0.0354 MT CO_2e/tree/year was obtained from CAPCOA. 2010. Quantifying Greenhouse Gas Mitigation Measures.

*Values may not add up due to rounding

Results

There is no single Move under Play CS.1 that will reduce GHG emission on its own. Instead, all of the Moves are collectively supportive towards increasing carbon sequestration. The Moves associated with Play CS.1 would result in a reduction of 19.5 MT CO_2e in 2030 and 39 MT CO_2e in 2045, as shown in Table 30.

[67] CAPCOA. 2011. Quantifying Greenhouse Gas Mitigation Measures. http://www.capcoa.org/wp-content/uploads/2010/11/CAPCOA-Quantification-Report-9-14-Final.pdf

[68] The Trust for Public Land (TPL). Quantifying the greenhouse gas benefits of urban parks. August 2008.

Table 30 GHG Emission Reductions Associated with Play CS.1

Moves	Emission Reductions (MT CO_2e) 2030	2045	Source
CS.1.a Identify and map public spaces that can be converted to green space, including public parking that can be converted to parklets, freeway airspace that can be made into green space, vertical walls that can be planted with vines, and rooftops of public buildings that can be developed into gardens.	19	39	CAPCOA. Quantifying Greenhouse Gas Mitigation Measures. August 2010
CS.1.b Adopt a Greenscaping Ordinance that has a street tree requirement for all zoning districts, has a shade tree requirement for new development, requires greening of parking lots, and increases permeable surfaces in new development.			City of South Pasadena. Public Works Department – Urban Forestry
CS.1.c Prepare and adopt an Urban Forest Management Plan for the City that includes an inventory of existing trees, identifies future tree planting opportunities, and a climate-ready tree palette, as well as ongoing operations and maintenance needs.			The Trust for Public Land (TPL). Quantifying the greenhouse gas benefits of urban parks. August 2008.
CS.1.d Adopt a standard policy and set of practices for expanding urban tree canopy and placing vegetative barriers between busy roadways and developments to reduce exposure to air pollutants from traffic.[69]			

2.7 Municipal Operations Sector

Play M.1 Reduce Carbon Intensity of Operations

Background

In the baseline year of 2016, City of South Pasadena operations generated approximately 2,755 MT CO_2e. Nearly 60% of these emissions were a result of natural gas and electricity consumption. Under Play M.1, South Pasadena will implement the recommendations of the 2016 *Renewable Energy Council Report*, which includes increasing the energy efficiency of City operations and reducing the reliance on fossil natural gas (Moves M.1.a through M.1.d). The Moves under Play M.1 also include development of a sustainable buildings Request for Proposals (RFP) policy (Move M.1.e) and creating a new revolving green fund, funded by the energy cost savings from efficiency projects (Move.1.f).

Methodology and Assumptions

Implementation of Moves M.1.a, M.1.d, M.1.e and M.1.f under Play M.1 will reduce the grid electricity and natural gas consumption of City facilities, with GHG reductions being attained from switching natural gas fueled equipment to electric. The installation of solar PV and increased efficiency at City facilities would not result in GHG emission reductions as energy purchased by the City is already 100% renewable under the "100% Green Power" option for the CPA.[70] Additional GHG reductions would be attained for Move M.1.b, with the use of renewable natural gas (RNG) in

[69] This Move can be tied into the complete streets work identified in Active Transportation Play (Play T.3).

[70] In an email from Arpy Kasparian on June 5th, 2020, it was indicated that the City of South Pasadena had upgraded all of its municipal accounts to the "100% Green Power" option of the Clean Power Alliance in March of 2020, meaning the City would receive 100% GHG emission free electricity for all of its accounts. The GHG emission reductions for this are accounted for under Play E.1.

City fleet vehicles that currently are fueled by natural gas. Emissions reductions associated with conversion of fleet vehicles to EV are captured under Play M.2.

In 2016, the City of South Pasadena buildings and operations consumed 20,512 therms of pipeline natural gas, generating 109 MT CO_2e. With currently available technology, it is possible to electrify nearly 100% of commercial and residential buildings.[71] Considering the City of South Pasadena's operations are similar to that of the commercial sector, with facilities and offices that need to be heated and cooled, public works operations garages, as well as operation and maintenance yards, it is assumed that 100% of South Pasadena's operations can be similarly electrified. Move M.1.a would provide the City with a full assessment of the electrification potential that exists for current facilities and Move M.1.e would enact the policy requiring replacement of equipment with electric at the end of life. Under full implementation of Moves M.1.a and M.1.e by 2030, South Pasadena will have electrified its operations, eliminating the need for pipeline natural gas. This would result in an emissions reduction of 109 MT CO_2e by 2030 continuing through 2045. The increased electricity consumption needed to offset these energy needs would not generate additional GHG emissions as the City of South Pasadena purchases 100% renewable electricity for its municipal accounts. GHG emission reduction calculations for Move M.1.a are provided in Table 31.

[71] Deason, Jeff. et al.. 2018. Electrification of buildings and Industry in the United States. pp. 16. https://pdfs.semanticscholar.org/27f0/d125d5316ee10565560545c0fc17d6c447a8.pdf?_ga=2.3238896.1101123906.1590438648-1004765093.1590438648

Table 31 Move M.1.a GHG Emission Reduction Calculations

Calculation Factor	2030	2045
Baseline Municipal Natural Gas Consumption (therms)[1]	20,512	20,512
Baseline Municipal Natural Gas GHG Emissions (MT CO_2e)[1]	109	109
Additional GHG Emissions from Increased Electricity Consumption (MT CO_2e)[2]	0	0
Move M.1.a GHG Emissions Reductions from Fuel Switching (MT CO_2e)	**109**	**109**

Notes: MT CO_2e = metric tons of carbon dioxide

1. Baseline Municipal Natural Gas Consumption and Baseline Municipal Natural Gas GHG Emissions are obtained from the 2016 Municipal GHG Emission Inventory, provided in Appendix C.

2. Energy consumed in equipment and appliances by natural gas equipment would be replaced by electric powered equipment. The energy consumption that would be needed to fuel the replacement electric equipment would generate no additional GHG because the City of South Pasadena obtains carbon free electricity through the "100% Green Power" option through the Clean Power Alliance.

In 2016, South Pasadena had three operational natural gas fueled fleet vehicles, that consumed 13,395 therms of natural gas, generating 79 MT CO_2e. With full implementation of Move M.1.b by 2030, based on the City's vehicle replacement schedule or as needed based on the condition of the vehicles, these vehicles would be transitioned to either RNG or electric, resulting in a 79 MT CO_2e emissions reduction. Combustion of replacement RNG is considered to be biogenic and therefore, would not generate CO_2 emissions; however, there would be CH_4 and N_2O emissions associated with this combustion that would offset emissions reductions by less than 1 MT CO_2e.[72,73] Any replacement of natural gas fueled vehicles with electric would also generate no additional emissions, as the City of South Pasadena purchases 100% renewable electricity for municipal accounts. GHG emission reduction calculations for Move M.1.b are provided in Table 32.

Table 32 Move M.1.b GHG Emission Reduction Calculations

Calculation Factor	2030	2045
Baseline Municipal Fleet CNG Consumption (therms)[1]	13,395	13,395
Baseline Municipal Natural Gas GHG Emissions (MT CO_2e)[1]	79	79
Additional GHG Emissions from RNG Combustion - CH_4 and N_2O (MT CO_2e)[2]	<1	<1
Move M.1.b GHG Emissions Reductions from Purchasing RNG for Fleet Vehicles (MT CO_2e)	**79**	**79**

Notes: MT CO_2e = metric tons of carbon dioxide; CNG = compressed natural gas; RNG = renewable natural gas; CH_4 = methane; N_2O = nitrous oxide

1. Baseline Municipal Fleet CNG Consumption and Baseline Municipal Fleet CNG GHG Emissions are obtained from the 2016 Municipal GHG Emission Inventory, provided in Appendix C.

2. CH_4 and N_2O emission factors for gaseous biomass fuels are 3.2 and 0.63 grams per mmBtu, respectively. By converting mmBtu to therm (10 therm = 1 mmBtu), these emission factors become 0.32 g CH_4 per them and 0.063 g N_2O per therm. Multiplying by 13,395 therms and using the appropriate Global Warming Potentials (1 g CH_4 = 28 g CO_2e equivalent and 1 g N_2O = 265 g CO_2e), this equates to an additional 0.3 MT CO_2e. https://www.epa.gov/sites/production/files/2018-03/documents/emission-factors_mar_2018_0.pdf

Results

Move M.1.an associated with Play M.1 would result in a reduction of 109 MT CO_2e in 2030, which would be consistent through 2045. Additional reductions of 79 MT CO_2e in 2030, which would be

[72] CARB. 2018. LCFS Basics. slide 21. https://ww2.arb.ca.gov/sites/default/files/2020-05/basics-notes.pdf. Accessed May 25th, 2020.

[73] CH_4 and N_2O emission factors for gaseous biomass fuels are 3.2 and 0.63 grams per mmBtu, respectively. By converting mmBtu to therm (10 therm = 1 mmBtu), these emission factors become 0.32 g CH_4 per them and 0.063 g N_2O per therm. Multiplying by 13,395 therms and using the appropriate Global Warming Potentials (1 g CH_4 = 28 g CO_2e equivalent and 1 g N_2O = 265 g CO_2e), this equates to an additional 0.3 MT of CO_2e. https://www.epa.gov/sites/production/files/2018-03/documents/emission-factors_mar_2018_0.pdf

consistent through 2045 would be achieved with the implementation of Move M.1.b. As provided in Table 33, total GHG emission reductions of 188 MT CO_2e in 2030, through 2045 would be achieved through full implementation of Play M.1

Table 33 GHG Emission Reductions Associated with Play M.1

Play	Emission Reductions (MT CO_2e) 2030	2045	Source
M.1.a As recommended in the 2016 Renewable Energy Council Report, complete energy audits for all City facilities and implement all feasible recommendations for fuel switching and efficiency upgrades.	109		Deason, Jeff. et al.. 2018. Electrification of buildings and Industry in the United States
M.1.b As recommended in the 2016 Renewable Energy Council Report, purchase renewable natural gas (RNG) for applicable City fleet vehicles.	79		USEPA. 2018. Emission Factors for GHG Inventories CARB. 2018. LCFS Basics
M.1.c Establish an employee rideshare program.	Supportive		N/A
M.1.d As recommended in the 2016 Renewable Energy Council Report, install PV solar systems at the City Hall and at Wilson Reservoir.	Supportive		N/A
M.1.e Adopt retrofitting policy for City owned buildings such that energy efficient and electrification retrofits are incorporated into City buildings as they become available.	Supportive		N/A
M.1.f Develop a policy for the City which would require all new building RFP's to include life cycle costing over 30 years and tie this directly to energy consumption and building electrification. This would include the buildings operational and maintenance costs and ensure that the City has the most cost effective (and sustainable) building possible.	Supportive		N/A
M.1.g As recommended in the 2016 Renewable Energy Council Report, invest all savings from City energy efficiency projects into a new revolving green fund that can be used to fund additional energy efficiency and GHG reduction projects.	Supportive		N/A

Play M.2 Electrify the municipal vehicle fleet and mobile equipment.

Background

Municipal transportation emissions for the City of South Pasadena come from two distinct sources, City-owned vehicles and equipment and employee commutes. In order to reduce these emission sources, the City will implement policies for purchasing electric vehicles where possible and utilize a lifecycle assessment for other vehicles and equipment (Moves M.2.c and M.2.d). The City will also incentivize employees to reduce the amount single occupancy vehicles (SOVs) and encourage them to adopt EVs, through transportation demand management tools (Move M.2.a), providing bicycles at City facilities for short trips (Move M.2.b), and installing EV charging stations at municipal buildings (Move M.2.e).

Methodology and Assumptions

Electrification of South Pasadena's vehicle fleet will consist of the future replacement of gasoline- and diesel-powered light-duty passenger vehicles and light-duty trucks with vehicles having electric drivetrains. South Pasadena has a baseline vehicle fleet consisting of 32 vehicles including heavy-duty trucks, light-duty trucks, and passenger vehicles. Full electric options for heavy-duty trucks are currently limited; therefore, electrification of the vehicle fleet assumes that these trucks will remain on some type of fuel combustion through 2030, and only light-duty trucks and passenger vehicles will be converted to electric based on the City's vehicle replacement schedule or as needed based on the condition of the vehicles.

The GHG emission reductions from electrification of South Pasadena's vehicle fleet through implementation of Move M.2.d would reduce the emissions of the three light-duty passenger cars and eight light duty trucks in the baseline fleet to zero by 2030, through 2045. It is likely that these vehicles will have reached their end of life and be replaced by 2030, as the typical lifespan of modern vehicles is 15.6 years, and these vehicles were manufactured prior to 2014.[74] Collectively, these vehicles generated 24 MT CO_2e in the baseline inventory year; therefore, replacing them with electric vehicles will result in an equivalent emissions reduction. Any replacement vehicles with electric would also generate no additional emissions, as the City of South Pasadena purchases 100% renewable electricity. The technologies that would replace heavy-duty vehicles is uncertain; therefore, emission reductions are not calculated for the remaining vehicles in the fleet. GHG emission reduction calculations for Move M.2.d are provided in Table 34.

Table 34 Move M.2.d GHG Emission Reduction Calculations

Calculation Factor	2030	2045
Baseline Municipal Fleet Passenger and Light Duty Fuel Consumption (Gallons)[1]	2,209	2,209
Unleaded Gasoline Combustion Emission Factor (MT CO_2e/Gallon)[2]	0.0103	0.0103
Baseline GHG Emissions Fleet Passenger and Light Duty Vehicles (MT CO_2e)	23	23
Additional GHG Emissions from Increased Electricity Consumption (MT CO_2e)[3]	0	0
Move M.2.d GHG Emissions Reductions from Electrification of Fleet Vehicles (MT CO_2e)	**24**	**24**

Notes: MT CO_2e = metric tons of carbon dioxide

1. Baseline Municipal Fleet Passenger and Light Duty Vehicle Fuel Consumption was provided by the City of South Pasadena on September 11, 2019.

2. Unleaded Gasoline Combustion Emission Factor obtained from EPA Emission Factors for Greenhouse Gas Inventories, updated 3/9/2018. CO_2 emission factors from Table 2 and CH_4 and N_2O emission factors from Table 5. Emission factors were converted to CO_2e using the respective Global Warming Potentials (1 g CH_4 = 28 g CO_2e equivalent and 1 g N_2O = 265 g CO_2e) https://www.epa.gov/sites/production/files/2018-03/documents/emission-factors_mar_2018_0.pdf

3. The energy consumption that would be needed to fuel the replacement electric vehicles would generate no additional GHG because the City of South Pasadena obtains carbon free electricity through the "100% Green Power" option through the Clean Power Alliance.

GHG reductions from implementation of transportation demand management (TDM) measures to reduce commute by single occupancy vehicles for municipal employees are not quantified due to the uncertainty of voluntary actions associated with Move M.2.a. Although it is likely that measure to promote telecommuting and vanpooling will be adopted by some commuters, there is a large range of commute distances for City employee's and it is unclear how these will affect the commute

[74] Bento, Antonio, et. al.. 2016. Vehicle Lifetime Trends and Scrappage Behavior in the U.S. Used Car Market. https://faculty.sites.uci.edu/kevinroth/files/2011/03/Scrappage_18Jan2016.pdf

patterns of individuals.[75] Therefore, even though there will likely be GHG emissions reductions associated with the program, the uncertainty of individual actions does not warrant an accurate analysis of expected reductions.

Results

Move M.2.d associated with Play M.2 would result in a reduction of 23 MT CO_2e in 2030, which would be consistent through 2045, as shown in Table 35. The additional Moves under this Play are considered supportive towards effectively implementing Move M.2.d and reaching the overall goal of Play M.2.

Table 35 GHG Emission Reductions Associated with Play M.2

Play	Emission Reductions (MT CO_2e) 2030	2045	Source
M.2.a Develop a suite of transportation demand management tools to incentivize alternative transportation methods for employees, including telecommute options.	Not Quantified		N/A
M.2.b Provide bicycles and bicycle storage for employees to use during work hours for short business or personal trips.	Supportive		N/A
M.2.c Develop and adopt a policy to apply lifecycle assessment to all new vehicle and equipment purchases.	Supportive		N/A
M.2.d Implement the City Fleet Alternative Fuel Conversion Policy developed under the City General Plan, electrifying the City vehicle fleet and using it to encourage residents to convert as well.	23		Bento, Antonio, et. al.. 2016. Vehicle Lifetime Trends and Scrappage Behavior in the U.S. Used Car Market.
M.2.e Install EV charging stations at municipal buildings.	Supportive		N/A

Play M.3 Increase City's renewable energy production and energy resilience.

Background

Similar to Play E.4, the City of South Pasadena will take action to improve the resilience and energy independence of operations. The City will:

- Conduct a feasibility study to determine which City buildings would be ideal resilience centers with solar and battery installations (Move M.3.a)
- Convert all streetlights to LED bulbs (Move M.3.b)
- Work with utility providers to develop grid connected local solar projects (Move M.3.c)
- Install solar arrays at all municipal buildings, working with emergency services to add solar and battery storage at priority locations (Move M.3.d)
- Review options for microgrid systems in existing municipal buildings (Move M.3.d)

[75] Southern California Association of Governments (SCAG). Transportation Demand Management Strategic Plan and Final Report. http://www.scag.ca.gov/Documents/TDMStrategicPlanFinalReportwAppendicesweb.pdf.

While these measures will reduce the City's reliance on grid supplied electricity, they will not achieve GHG reductions, as the City of South Pasadena already purchases 100% renewable electricity for all municipal accounts. The Moves associated with Play M.3 are provided in Table 36.

Table 36 GHG Emission Reductions Associated with Play M.3

Play	Emission Reductions (MT CO_2e) 2030	2045	Source
M.3.a Conduct a Feasibility Study to determine which City buildings would serve as ideal resilience centers including solar and battery installations.	Supportive		N/A
M.3.b Convert all streetlights to light emitting diode (LED) bulbs.	Supportive		N/A
M.3.c Work with the CPA to identify and develop local solar projects to connect to the grid.	Supportive		N/A
M.3.d Install solar arrays at facilities that currently do not have solar arrays and work with emergency services to add solar and battery storage at priority locations. Review options for potential to combine multiple buildings into micro-grid systems.	Supportive		N/A
M.3.e Explore opportunities and partnerships to develop renewable-powered fuel cell micro-grids to provide back-up or primary power for critical facilities such as facilities providing essential services (e.g. water pumping facilities) and schools as a clean alternative to diesel generators	Supportive		N/A

3 Conclusion

The Plays and Moves identified in this CAP will lead to a significant reduction in GHG emissions and provide a foundation for achieving net carbon neutrality. However, achieving carbon neutrality will require significant additional changes to the technology and systems currently in place and will require further policies and programs that build on this plan including full electrification of building and transportation systems, an increased shift to shared and active mobility, and increased waste reduction and diversion. The Moves and Plays developed to meet the 2030 goals established in SB 32 provide the foundation and establishes the trajectory for this long-term transformation. However, the 2045 GHG emissions reductions quantified in this CAP are not yet enough to meet the long-term 2045 goal of carbon neutrality. As the current Moves and Plays are implemented, the City will gain more information, new technologies will emerge, and current pilot projects and programs are anticipated to scale to the size needed to reach carbon neutrality. Furthermore, the state is expected to continue providing updated regulations and support once the 2030 target is achieved. To monitor the progress overtime, the City will conduct annual implementation monitoring of the GHG emission reduction measures and report out on this progress to City Council every third year beginning in 2023. The process for monitoring and quantifying measure implementation status relies on key target metrics identified for each of the Plays and Moves. By committing to annual monitoring of CAP implementation progress and adjusting where necessary, South Pasadena will rise to meet the local and global imperative of reducing GHG emissions.

Appendix E:
Funding Strategy

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Funding Strategy

Full implementation of the Climate Action Plan (CAP) will require investments on the part of the City of South Pasadena, local households and businesses, and property owners. In many cases, the expenditures will not only help to reduce greenhouse gas (GHG) emissions, but will also bring other valuable co-benefits such as cleaner air, water conservation, off-setting savings on energy and utility expenditures, more robust and flexible transportation systems, improved public health, and enhanced local quality of life.

Some expenditures will not represent net-cost increases, but instead will involve substituting investments on climate-friendly equipment, materials, and technologies for expenditures that would otherwise have been made on less climate-friendly options. For example, residents and businesses are encouraged to make investments in water and energy conservation improvements; the initial expenditure on the improvements will be offset by long-term savings from reduced water or energy usage. Further, the City and local partners such as Southern California Edison (SCE), Southern California Gas (SoCalGas), and/or water providers can help households and businesses make these transitions by promoting available low-cost financing programs.

In some cases, expenditures may represent net-cost increases compared to a "status quo" approach to climate change. As such, these costs represent an accounting for the costs to address the negative externalities[1] associated with current practices that are now recognized as not sustainable.

Below are general descriptions of principles that will guide the City's approach to funding the CAP and descriptions of key funding sources that the City may use. A more detailed matching of specific CAP actions with potential funding sources and tools is included in the Climate Action Plan and Table 1 below (The Funding Matrix).

Funding Strategy Principles

The CAP will be implemented over time. Funding sources for some actions can be identified at the outset, while the best means to fund other actions will be determined at the time the City is ready to implement them, depending on the resources available at the time. Several principles will help the City to determine the best approach to funding various actions, as follows:

Equity

The costs of implementing the CAP should be spread as equitably as possible, taking care to limit the imposition of new costs on the segments of the community that have the least ability to shoulder increased costs. Where certain segments of the community will benefit disproportionately from an action, the costs should be spread accordingly. Where possible, funding options and resources have been included which target assistance to low- and moderate-income households.

1 "A negative externality is a cost that is suffered by a third party as a result of an economic transaction. In a transaction, the producer and consumer are the first and second parties, and third parties include any individual, organization, property owner, or resource that is indirectly affected." Accessed August 12, 2020 at: https://www.economicsonline.co.uk/Market_failures/Externalities.html

Cost-Effectiveness

The CAP prioritizes cost-effective Plays and Moves which can generate cost savings that will offset the costs to those who are required to pay for implementation. While some Plays and Moves may require some initial capital outlay, whenever possible these actions should generate long-term cost savings that will repay and even generate a return on investment (ROI). The City will prioritize the use of available local resources to implement those Moves that have the highest GHG reduction potential.

Leveraging Local Resources

Leveraging local resources will involve using outside sources of funding to augment local resources to fund implementation of the CAP. The City will leverage General Fund resources and in-kind staff time to aggressively seek grants, matching funds, in-kind contributions, and other resources from state, federal, and philanthropic sources to help pay for actions and limit the cost to the City, residents, and local businesses. The CAP also includes actions through which City staff will monitor and publicize grants and incentives that will help households and businesses make the necessary climate-friendly investments.

Types of Funding Sources

The CAP will rely on a variety of funding sources for implementation. Below are general descriptions of some key funding sources identified that can be used to pay for climate-friendly actions:

Grants

From time to time, the City is able to secure funds for specific projects through grant programs provided by state and federal agencies. This includes various grant programs funded through the State of California's Cap and Trade program, which generates money for the State's Greenhouse Gas Reduction Fund, some of which is granted to local governments. State and federal grants may be a useful source of funding to pay for the portion of mitigation programs or actions that is attributable to the City's existing residential and non-residential development, which cannot be funded through impact fees collected on new development. State and federal grants can also be used to fund climate-friendly actions and programs that have broad community benefits, or to help defray costs that might otherwise have been too burdensome for lower-income households or small businesses. Additionally, utility companies may also provide grants within their service areas through various programs designed to incentivize energy conservation.

Pros and Cons

Grants are beneficial because they represent an opportunity to reduce the cost burden for implementation programs and projects on the City itself and the burden on local residents and businesses. Grants are one funding source that the City can use to pay existing development's share of project costs when the costs must be split between new development and existing development.

The primary disadvantages of grants are that the availability of funds is not certain due to competition for limited funds, timing of funding availability may not match with necessary implementation timelines, and grants are not always available for the types of projects which need funding. Exceptions to this include the Transportation Development Act (TDA) Article 3 Bicycle and Pedestrian Funds from Metro and upcoming Senate Bill (SB) 2 allocations from the state that are allocated to cities in a formulaic manner. The City will need to prioritize the funds for CAP implementation projects from these sources along with other eligible uses that may be of community interest.

General City Funds

The City's General Fund receives the revenues over which the City Council exercises discretionary funding authority. The General Fund receives major funding sources including sales tax revenues, property tax revenues, property tax in-lieu of vehicle license fees, and many other smaller revenue streams. The City Council spends these monies on public services that broadly benefit the community at large. While balancing all of its budgetary needs, the City Council may elect to spend some General Fund money on CAP implementation, such as providing staff support for climate-friendly programs or actions.

The CAP contains numerous Moves that are likely to be implemented through in-kind City staff efforts; however, it is not likely that existing City staff will have adequate capacity to take on all the responsibilities of CAP implementation that are identified as "Staff in-kind." To leverage the available staff resources, the City will seek to partner with other agencies and/or contract out certain services (e.g. using consultants for specialized studies), when that is more cost-effective. One such potential opportunity that is not tied to any single CAP Move is to apply to host a Civic Spark fellow who could work under the direction of the City's Sustainability Staff to help with CAP implementation activities. Civic Spark Fellows are provided through an AmeriCorps program that places fellows with local governments and other entities that are engaged in sustainability projects. The Civic Spark program covers most of the cost to host a Fellow so the City's General Fund can leverage this opportunity to acquire more staff than the City could otherwise afford to support.

Pros and Cons

A benefit of using General Fund monies to fund climate-friendly actions is that the City Council already has authority to allocate General Fund monies to implement climate-friendly actions. Therefore, reallocation of General Fund dollars to such actions is not restricted by governmental approval or outside agencies. However, it must also be recognized that the General Fund supports many other critical public services, such as law enforcement and fire protection, as well as parks and roadway maintenance. The City likely has little ability to allocate General Fund monies to new programs without impacting existing programs. The COVID-19 pandemic has significantly reduced the General Fund through decreases in revenue sources such as sales tax, property tax, and increases in health-related expenses. These reductions to the City's General funds will make it more difficult to directly fund implementation of some CAP Plays and Moves.

Restricted Funds

Restricted funds are monies that the City receives, but which can only be used for specified purposes. This is often the case with funds that are passed through to the City from other governmental entities, such as state or federal agencies. Relevant examples of such restricted funds include money allocated to the City from regional funding sources such as: transportation development funds received from the Local Return Program which is administered by Los Angeles Metro from Los Angeles County sales tax Measures A, C, R, and M; the local subvention funds that the City receives from the Southern California Air Quality Management District (SCAQMD)[2] and from Assembly Bill (AB) 2766[3] vehicle license fees for air quality improvement projects; and the TDA Article 3 funds which are distributed by Metro.[4] For these revenue examples, the City receives

2 https://www.metro.net/projects/local_return_pgm/

3 http://www.aqmd.gov/docs/default-source/transportation/ab2766-motor-vehicle-subvention-fund-program/ab2766-resource-guide.pdf?sfvrsn=8

4 https://www.metro.net/projects/tda/

annual allocations of funds on a per-capita basis and the City can use those funds consistent with the relevant program guidelines, which include many purposes that align with the overall CAP goals as well as the objectives of specific transportation-related Moves.

Pros and Cons

A benefit of the Local Return Program and Local Subvention funds is that they are existing funding sources which will continue to accrue annually at fairly predictable levels. Given the alignment of these two programs' goals with the goals of the CAP, many of the Moves included in the CAP could be eligible for the use of these monies. The challenge with using these funds is that they are typically fully allocated and directing funds towards CAP projects will require prioritizing CAP projects over other potentially worthy uses of the funds.

Fees for Service/User Fees

The City operates some services on a cost recovery basis. The City collects funds in the form of user fees to provide specific services to various user groups and the fees charged are designed to offset the cost of the services provided. An example of user fees that support services provided to a specific segment of the community includes building permit fees, which are charged to cover the cost of reviewing plans and conducting inspections to verify that buildings are constructed properly. To the extent that these types of services incorporate climate-friendly actions, the costs of these actions can be recovered through user fees. User fees and ratepayer charges can also be applicable to utilities such as SCE, SoCalGas, water providers, and other businesses that provide goods and services that come under the auspices of the CAP.

Pros and Cons

Implementation projects and actions that are funded via fees for service, user fees, or ratepayer charges are similar to actions that are funded directly via household or business income, in that they uphold the "user pays" principle. They are also similar in that a disadvantage is that they could disproportionately burden lower income households or small and disadvantaged businesses that have more limited resources. The City will want to be particularly careful where users of affected services have limited ability to change their behavior to limit their exposure to increased costs. For example, some utility incentive programs can be structured to provide relatively low rates for "baseline" consumption then charging higher rates for consumption above established baseline levels to incentivize the minimization of consumption.

Financing Tools

Financing tools are not funding sources per se; however, while many climate-friendly actions may generate long-term cost savings, they may also require significant up-front expenditures which could be a challenge for the City, households, or businesses to finance. There are various financing tools that can be used to essentially borrow the funds needed "up front" for CAP implementation, to be paid back over time using one or more funding sources that will generate money over time. Examples of such tools include home mortgages and equity lines, Property Assessed Clean Energy (PACE) programs, on-bill financing programs sponsored by utilities, various state or federal financing programs, "green bond" programs used in places such as San Francisco, and private financing innovations such as the Metered Energy Efficiency Transaction Structure (MEETS) pioneered in Seattle. Another option to be considered for municipal expenditures is "interfund borrowing" whereby the City could self-finance certain improvements by using money from idle fund balances, and then repay those funds over time with other revenue streams. In particular, the City should consider using financing mechanisms to pay for up-front costs of large capital projects that will yield

long-term annual budget savings that can offset the annual debt service from the financings. In this way, the City can benefit from long-term costs savings of investments such as solar power generation facilities on City property and water and energy conservation improvements. The City should consider the possibility of undertaking a "green bond" issuance to finance a package of such investments, to be repaid using annual budget expenditures that otherwise would have been spent in the absence of the cost savings created by the investments. Additionally, if the City identifies the use of Los Angeles County Measure A, C, R, and M funds (Local Return Program) to help pay for transportation-related CAP projects, the City can consider utilizing borrowing options outlined in Metro's program guidelines[5] to obtain up-front funds for investments, to be repaid using the City's future Local Return Program formulaic allocations.

Pros and Cons

As described above, various financing tools can be beneficial because they can help make large expenditures achievable by providing funds up-front and then allowing the cost to be repaid over an extended period of time. The disadvantage of most financing programs is that the cost of financing (e.g., interest charged on the outstanding balance while the financing is being repaid) adds to overall project costs. It will be beneficial for the City to fund its CAP implementation activities on a pay-as-you-go basis whenever practical and to reserve financing techniques for those situations where funds are needed up-front but are not available without using financing tools, or where long-term annual operational cost savings are sufficient to offset the necessary debt service payments.

5 http://media.metro.net.s3.amazonaws.com/projects_studies/local_return/images/borrowing_guidelines_prop_a_c_measure_r_m.pdf

Table 1 Detailed Funding Matrix

Move	Cost	City Lead Department	Potential Funding Source	Notes
Play C.1 Engage South Pasadena youth in climate change action and provide education on ways to live a sustainable lifestyle.				
C.1.a Support South Pasadena Unified School District by providing students with information on climate change and the beneficial role of trees.	Low	Public Works and Community Services	U.S. EPA - Environmental Education Grants (Need to Partner with a qualified education agency)	Grants support environmental education projects that promote environmental awareness and stewardship and help provide people with the skills to take responsible actions to protect the environment. This grant program provides financial support for projects that design, demonstrate, and/or disseminate environmental education practices, methods, or techniques.
C.1.b Utilize South Pasadena's historic neighborhoods to demonstrate to students the importance of mature urban trees in providing shade and reducing the urban heat island effect.	Low	Public Works and Community Services		
C.1.c Identify grant funding opportunities and engage with local nurseries and tree planting programs to identify appropriate and cost-effective California native plants/trees that can be both planted in the ground or remain potted for students living in rental/multi-family homes.	Low	Public Works and Community Services	General Fund	Staff in-kind
Play E.1. Maximize the usage of renewable power within the community, by continuing to achieve an opt-out rate lower than 4% for the Clean Power Alliance.				
E.1.a Monitor progress and perform public outreach and education campaigns highlighting the benefits of 100% renewable energy, including: ✓ Monitoring opt-out rates on an annual basis ✓ Tabling at community events ✓ Establishing an informational resource page on the City website ✓ Regular social media posts ✓ Energy bill inserts	Low	Public Works	General Fund	Staff in-kind

Move	Cost	City Lead Department	Potential Funding Source	Notes
Play E.2 Electrify 100% of newly constructed buildings.				
E.2.a Develop a webpage and materials for display at City Hall promoting the benefits of electrification and resources that can assist with the fuel-switching process.	Low	Public Works and Planning and Building	General Fund	Staff in-kind or contractor
E.2.b Provide financial and technical resources, including hosting workforce development trainings for installers and building owners/operators to discuss benefits and technical requirements of electrification.	Med	Planning and Building	Foothill Workforce Development Board – job training	Possibility to recruit vendors to assist with training and provide sponsorships and seek to partner with Foothill Workforce Development Board to arrange training – Workforce Development Board partners with businesses to provide job training to upgrade employee skills.
E.2.c Perform regular internal trainings with planners and building officials on current state decarbonization goals and incentives available for electric homes.	Low	Planning and Building	General Fund	Staff in-kind or contractor
E.2.d Provide education around cooking with electric appliances, including demonstrations from chefs and/or local restaurants, as available.	Low	Planning and Building	General Fund	Staff in-kind or contractor; could charge registration fees to off-set costs
E.2.e Adopt an Electrification Readiness Reach Code per California Energy Commission (CEC) reach code requirements for all new buildings and accessory dwelling units which eliminates the piping of natural gas. In doing so the City will: ✓ Engage with stakeholders, both internal stakeholders, such as City staff and officials, and external stakeholders, such as local developers regarding the purpose and impact of the reach code ✓ Conduct a cost effectiveness study ✓ Develop and draft an ordinance ✓ Conduct public hearings, public notices, and formally adopt the ordinance ✓ Submit the adopted ordinance to the California Energy Commission (CEC)	Low/ Med	Planning and Building	Grant Funding	Consultant

Move	Cost	City Lead Department	Potential Funding Source	Notes
E.2.f Adopt an ordinance that allows granting of minor allowances for certain site development standards when there is no practical ways to design a project to be all electric.	Low/ Med	Planning and Building	Grant Funding	Consultant
Play E.3 Electrify 5% of existing buildings by 2030 and 80% by 2045.				
E.3.a Develop an existing building electrification permit tracking program to track annual progress in achieving the targeted electrification goal.	Low	Planning and Building	General Fund	Staff in-kind; potentially include costs of tracking in building permit fees.
E.3.b Keep an updated list of rebates and incentives available to residents who would like to convert their buildings to electric power.	Low	Public Works and Planning and Building	General Fund	Staff in-kind; partner with SCE
E.3.c Provide education on the potential energy savings and benefits of electric heat pumps for water heating and space heating when permits for replacement are obtained.	Low	Public Works and Planning and Building	General Fund	Staff in-kind; partner with SCE
E.3.d Work with Southern California Edison (SCE) and/or the Clean Power Alliance to provide rebates for residential replacement of natural gas-powered air and water heating appliances with electric-powered.	Low	Public Works	1. General Fund 2. SCE 3. Clean Power Alliance for rebate funding	Partner with SCE and/or Clean Power Alliance
E.3.e Promote water heater, space heating, and appliance (electric stoves/dryers) replacement programs and incentives (residential) at time of construction permit.	Low	Public Works and Planning and Building	General Fund	Staff in-kind - Could partner with local contractors, retailers, and building supply companies to host a building electrification expo to educate consumers. Vendors could also provide sponsorships to defray costs.
E.3.f Perform an existing buildings analysis in order to understand the potential for electrification retrofitting in South Pasadena and establish a roadmap for eliminating natural gas from existing buildings.	Med/ High	Planning and Building	California Energy Commission – Energy Partnership Program	This would likely require consultant contract and would also likely need General Fund support. Depending on level of detail of retrofit analysis, study cost could be significantly above $50,000. This program offers services to help identify the most cost-effective, energy-

Move	Cost	City Lead Department	Potential Funding Source	Notes
				saving opportunities for buildings and new construction. The Energy Partnership Program can be used to conduct energy audits and prepare feasibility studies. The Energy Commission provides technical assistance services up to $20,000 of a consultant's costs. The program is a continuously open with no final filing date.
E.3.g Establish a comprehensive, coordinated education campaign focused towards property owners, landlords, property management companies, and occupants for reducing the use of natural gas in homes and businesses. Establish a shared understanding of existing incentives for electric appliances and upgrades, and how to access them, including SCE incentive programs and rebates.	Med	Public Works and Planning and Building	1. Southern California Edison, SoCalGas – rebates, incentives, and financing programs or 2. U.S. EPA - Environmental Education Grants (Need to Partner with a qualified education agency)	Staff in-kind and/or consultant contract – would likely need General Fund support SCE and SoCalGas offer a range of incentives, rebates, and financing programs for residential and non-residential customers. Grants support environmental education projects that promote environmental awareness and stewardship and help provide people with the skills to take responsible actions to protect the environment. This grant program provides financial support for projects that design, demonstrate, and/or disseminate environmental education practices, methods, or techniques.
E.3.h Perform a cost-effectiveness study for electrification retrofitting, including requirements for newly permitted HVAC/hot water heaters and other appliances to be electric.	Low	Planning and Building	California Energy Commission	This program offers services to help identify the most cost-effective, energy-saving opportunities for buildings and new construction. The Energy Partnership Program can be used to conduct energy audits and prepare feasibility studies. The Energy Commission provides technical assistance services up to $20,000 of a

Move	Cost	City Lead Department	Potential Funding Source	Notes
				consultant's costs. The program is a continuously open with no final filing date. See studies completed by Sacramento Municipal Utility District and other utilities on the same topic.
E.3.i Develop a best practices model based on the progress electrifying existing buildings in South Pasadena and outside of South Pasadena to significantly increase electrification post-2030.	Low	Planning and Building	Grant Funding	Consultant
Play E.4 Develop and promote reduced reliance on natural gas through increased clean energy systems that build off of renewable energy development, production, and storage.				
E.4.a Conduct a Feasibility Study to assess cost and applicable locations for installation of battery back-up systems or generators throughout the City in support of the General Plan.	Med	Public Works	California Energy Commission - Energy Partnership Program	The Feasibility Study would likely require a consultant contract, which may need General Fund support. This program offers services to help identify the most cost-effective, energy-saving opportunities for buildings and new construction. The Energy Partnership Program can be used to conduct energy audits and prepare feasibility studies. The Energy Commission provides technical assistance services up to $20,000 of a consultant's costs. The program is a continuously open with no final filing date.
E.4.b Promote installation of storage technology in concert with renewable energy infrastructure through educational programs, outreach, and information provided via City platforms.	Low	Public Works	General Fund	Staff in-kind

Move	Cost	City Lead Department	Potential Funding Source	Notes
E.4.c Conduct "micro-grid" Feasibility/Pilot Study in support of the General Plan.	Med	Public Works	California Energy Commission - Energy Partnership Program	The Feasibility Study/Pilot Study would likely require a consultant contract, which may need General Fund support. This program offers services to help identify the most cost-effective, energy-saving opportunities for buildings and new construction. The Energy Partnership Program can be used to conduct energy audits and prepare feasibility studies. The Energy Commission provides technical assistance services up to $20,000 of a consultant's costs. The program is a continuously open with no final filing date.
E.4.d In support of the General Plan, develop and implement a Solar Action Plan with a goal of meeting 50% of South Pasadena's power demand through solar by 2040.	Med/ High	Public Works and Planning and Building	Private Solar Dealers/Installers - End-users buy or lease systems with costs offset by long-term energy savings. Solar developers construct and manage new solar systems to supply end-users pursuant to a power purchase agreement.	The Move would likely require a consultant contract, which may need General Fund support. Implementation of the Solar Action Plan would cost many millions of dollars; however, costs would be mostly absorbed by end users who would benefit from the renewable energy savings. Private companies offer their customers financing programs for purchasing and installing systems, lease programs, and power purchase agreements to convert to solar energy.
E.4.e In support of the 2018-2019 City Strategic Plan, develop a strategy and implementation schedule for the Renewable Energy Plan, after completion of the feasibility study.	Med	Public Works and Planning and Building	Grant Funding	The Move would likely require a consultant contract, which may need General Fund support.
E.4.f Adopt a PV (Solar) Ordinance requiring newly constructed and majorly renovated multi-family and	Low/ Med	Planning and Building	Grant Funding	Consultant

Move	Cost	City Lead Department	Potential Funding Source	Notes
commercial buildings to install PV systems with an annual output greater or equal to 25% of buildings electricity demand. Ensure consistency of ordinance with the City General Plan.				
E.4.g Require all new structures or major retrofits to be pre-wired for solar panels, consistent with the General Plan.	Low	Planning and Building	General Fund	Staff in-kind
E.4.h Work with various City departments to establish and streamline battery storage requirements to allow for easier implementation of these technologies throughout the City.	Low	Public Works and Planning and Building	General Fund	Staff in-kind
E.4.i Work with home and business owners, including those in the historic districts, to identify and promote renewable energy demonstration projects to showcase the benefits.	Low	Public Works and Planning and Building	General Fund	Staff in-kind
E.4.j Work with SCE and the CPA to develop a program and timeline for increasing resilience to power losses, including Public Safety Power Shutoffs (PSPS), and climate-driven extreme weather events for low-income, medically dependent, and elderly populations through installation of renewable energy and onsite energy storage with islanding capabilities, following appropriate project-level environmental review.	High	Public Works	1. SCE 2. CPA	Staff in-kind; work with SCE and CPA to determine if there is potential to create a program similar to Search Results Web results Low Income Home Energy Assistance Program (LIHEAP) that utilizes funds collected from ratepayers at large to fund assistance for vulnerable populations. Implementation costs could be substantially over $50,000, depending on the number of sites served.
Play T.1 Increase use of zero-emission vehicle and equipment 13% by 2030 and 25% by 2045.				
T.1.a Develop an EV Readiness Plan to establish a path forward to increase EV infrastructure within the City and promote mode shift to EVs that is consistent with the City General Plan. In conjunction with an EV Readiness Plan, conduct a community EV Feasibility Study to assess infrastructure needs and challenges.	Med	Public Works and Planning and Building	1. Moving California, California Climate Investments - Sustainable Transportation Equity Project (STEP) 2. California Air Resources Board -	The EV Readiness Plan would likely require a consultant contract, which may need General Fund support. STEP is a new pilot with $2 million for Clean Transportation Planning & Capacity Building Grants, and $20 million for Implementation Grants. Eligible Planning projects include mobility plans and needs assessments. Eligible implementation

Move	Cost	City Lead Department	Potential Funding Source	Notes
			Clean Vehicle Rebate Program	projects include infrastructure, capital, operations, planning, policy-making, and outreach projects. The Clean Vehicle Rebate Program provides rebates for income eligible-consumers. Enhanced rebates for lower-income consumers.
T.1.b Adopt an EV Charging Retrofits in Existing Commercial and Multifamily Buildings reach code requiring major retrofits, with either a permit value over $200,000 or including modification of parking surfaces or electric panels, to meet CalGreen requirements for "EV Ready" charging spaces and infrastructure.	Low/ Med	Public Works and Planning and Building	1. Moving California, California Climate Investments - Sustainable Transportation Equity Project (STEP) 2. CAL eVIP - Southern California Incentive Project (SCIP)	The Southern California Incentive Project (SCIP) offers rebates for the purchase and installation of eligible public electric vehicle (EV) chargers in Los Angeles, Orange, Riverside and San Bernardino counties – with a total of $29 million in available funds. Eligible rebates include up to $70,000 per DC fast charger (DCFC) for installations at new sites and sites with stub-outs and up to $40,000 per DC fast charger for installations at replacement and make-ready sites. Installations in designated disadvantaged communities (DACs) are eligible for rebates up to $80,000 per DC fast charger regardless of installation site type" Consultant to develop reach code.
T.1.c Streamline permit processes (city, county, state, utility) for electric vehicle charging infrastructure and alternative fuel stations.	Low	Planning and Building	General Fund	Staff in-kind
T.1.d Enhance promotion of public and private conversion to zero-emission vehicles through implementation of the City General Plan; including use of City events, social media, and	Low	Public Works	General Fund	Staff in-kind

Move	Cost	City Lead Department	Potential Funding Source	Notes
the City website to educate on benefits of zero-emission vehicles and available incentives.				
T.1.e Establish an ordinance that restricts use of gas-powered lawn equipment, including leaf blowers, and provide information on the City website outlining available incentives.	Low/ Med	Public Works	General Fund	Staff in-kind
T.1.f Adopt an EV Readiness Reach Code requiring new commercial construction to provide the minimum number of EV capable spaces to meet Tier 2 requirements (20% of total). In doing so the City will: ✓ Engage with stakeholders, both internal stakeholders, such as local government staff and officials, and external stakeholders, such as local developers regarding the purpose and impact of the reach code ✓ Conduct a cost effectiveness study ✓ Develop and draft an ordinance ✓ Conduct public hearings, public notices, and formally adopt the ordinance ✓ Submit the adopted ordinance to the California Energy Commission (CEC)	Low/ Med	Public Works and Planning and Building	1. Grant Funding 2. AB 2766 funds	The EV Readiness Reach Code would require a consultant contract, which may need General Fund support. Funding from the South Coast Air Quality Management District (SCAQMD) to support air pollution reduction projects.
T.1.g Earmark and identify additional funding for implementation of the EV Readiness Plan to include public charging infrastructure in key locations.	Low	Public Works	1. General Fund 2. AB 2766 – local subventions 3. Funding from EV charging station companies	Staff in-kind; potential partnership with commercial EV charging station companies. Funding from the South Coast Air Quality Management District (SCAQMD) to support air pollution reduction projects.
T.2 Implement programs for public and shared transit that decrease passenger car VMT 3% by 2030 and 6% by 2045.				
T.2.a Conduct a Feasibility and Community Interest Study on the four transit improvement options of the City's General Plan.	Med	Planning and Building	1. Southern California Association of Governments (SCAG)	The Move would require a consultant contract

Move	Cost	City Lead Department	Potential Funding Source	Notes
			- Sustainable Communities Program 2. AB 2766 - Local Subventions 3. Los Angeles County Measures A, C, R, M - Local Return Program	SCAG - Non-infrastructure funding for projects that help to implement the regional SCS AB 2766 - Annual allocations of funds can be used on projects that reduce air pollution. LA Metro - Annual formulaic grants to local jurisdictions from LA County voter-approved sales tax measures. Can fund numerous transportation improvement projects, including planning, capital investments, and services.
T.2.b Pursue a community car, bike, or e-scooter "micro-transit" share pilot consistent with the City General Plan.	Low	Planning and Building	AB2766 - Local Subventions	Staff in-kind; potential partnership with commercial shared mobility provider, San Gabriel Valley Council of Governments (SVGCOG) Annual allocations of funds can be used on projects that reduce air pollution.
T.2.c Conduct local transportation surveys to better understand the community's needs and motivation for travelling by car versus other alternatives such as bus or Metro Gold Line light rail. Use survey results to inform transit expansion and improvement projects.	Low/ Med	Public Works and Planning and Building	General Fund	The Move would likely require staff in-kind time or a consultant contract, which may need General Fund support.
T.2.d Adopt a Transportation Demand Management (TDM) Plan for the City that includes a transit system focus. Provide incentives for implementation of TDM measures at local businesses and new developments.	Med/ High	Planning and Building	Los Angeles County Measures A, C, R, M – Local Return Program	Form local Transportation Management Association (TMA); potential funding from TMA dues/assessments and grant funding to offset eligible services. The Move may also require staff in-kind time Annual formulaic grants to local jurisdictions from LA County voter-approved sales tax measures. Can fund numerous transportation improvement

Move	Cost	City Lead Department	Potential Funding Source	Notes
				projects, including planning, capital investments, and services.
T.2.e Facilitate transportation equity through targeted provision of programs that encourage minority, low-income, disabled, and senior populations to take transit, walk, bike, use rideshare or car share.	Low	Public Works and Community Services	Los Angeles County Measures A, C, R, M – Local Return Program	Staff in-kind; incorporate equity considerations into other actions. Annual formulaic grants to local jurisdictions from LA County voter-approved sales tax measures. Can fund numerous transportation improvement projects, including planning, capital investments, and services.
Play T.3 Develop and implement an Active Transportation Plan to shift 3% of passenger car VMT to active transportation by 2030, and 5% by 2045.				
Play T.3.a Develop and adopt an Active Transportation Plan consistent with SCAG 2016 RTP/SCS that will identify funding strategies and policies for development of pedestrian, bicycle, and other alternative modes of transportation projects. Establish citywide events, outreach, educational programs, and platforms to promote active transportation in the community in support of the General Plan.	High	Public Works and Planning and Building	1. California Transportation Commission (CTC) - Active Transportation Program (ATP) 2. LA Metro - TDA Article 3	contractor; cost may be well over $50,000 CTC ATP - The goals of the ATP include increasing the proportion of trips accomplished by biking and walking and increasing the safety and mobility for nonmotorized users. Each ATP programming cycle will include four years of funding. New programming capacity for the 2021 ATP will be for state fiscal years 2021-22, 2022-23, 2023-24 and 2024-25 Funding from the ATP may be used to fund the development of community-wide active transportation plans within or, for area-wide plans, encompassing disadvantaged communities, including bicycle, pedestrian, safe routes to schools, or comprehensive active transportation plans LA Metro - Metro Administers Transportation Development Act Article 3 funds for cities within LA County. Funds

Move	Cost	City Lead Department	Potential Funding Source	Notes
				are allocated annually on a per capita basis and can be used for bicycle and pedestrian improvement projects.
Play T.3.b In conjunction with the City's Compete Streets Policy conduct a Street/Intersection Study to identify streets and intersections that can be improved for pedestrians and bicyclists through traffic calming measures and/or where multi-use pathway opportunities exist to increase active transportation.	Low/ Med	Public Works	1. California Transportation Commission (CTC) - Local Partnership Program (LPP) 2. Mitigation fees paid by new development projects that contribute to VMT - Local VMT-based transportation impact fee or local/regional VMT bank/exchange program 3. LA Metro - TDA Article 3	contractor; potential grant funding CTC LPP - The primary objective of this program is to provide funding to counties, cities, districts, and regional transportation agencies in which voters have approved fees or taxes dedicated solely to transportation improvements or that have imposed fees, including uniform developer fees, dedicated solely to transportation improvements. The Local Partnership Program provides funding to local and regional agencies to improve Aging Infrastructure, Road Conditions, Active Transportation, Transit and rail, Health and Safety Benefits. The Local Partnership Program funds are distributed through a 40% statewide competitive component and a 60% formulaic component. FY20 Funding deadline for 2020 applications was June 30, 2020. Development projects would pay impact fees to offset VMT impacts or pay into a VMT bank or exchange program to offset their contributions to VMT. Funds collected in this manner would be spent on VMT-reducing projects. This can be implemented in tandem with the switch from LOS-based to VMT-based mitigations for CEQA traffic impacts.

Move	Cost	City Lead Department	Potential Funding Source	Notes
				Metro TDA Article 3 - Metro Administers Transportation Development Act Article 3 funds for cities within LA County. Funds are allocated annually on a per capita basis and can be used for bicycle and pedestrian improvement projects.
Play T.3.c Periodically review and update the City's Bicycle and Pedestrian Network Map and post throughout City.	Low	Planning and Building	General Fund	Staff in-kind; additionally, potential sponsorships from local bike shops and other businesses may be pursued
Play T.3.d Work with South Pasadena Active, Active San Gabriel Valley (ActiveSGV), and/or Metro to develop programs and classes to teach and promote bicycle riding education and safety to residents of all ages and skill levels, as well as educate drivers.	Low	Public Works	General Fund	Staff in-kind
Play T.3.e Conduct a nexus study and develop an ordinance requiring payment of fees from development projects to implement safe active transportation routes and infrastructure citywide.	Low/ Med	Public Works	Mitigation fees paid by new development projects that contribute to VMT	Local VMT-based transportation impact fee or local/regional VMT bank/exchange program. Development projects would pay impact fees to offset VMT impacts or pay into a VMT bank or exchange program to offset their contributions to VMT. Funds collected in this manner would be spent on VMT-reducing projects. This can be implemented in tandem with the switch from LOS-based to VMT-based mitigations for CEQA traffic impacts.
Play T.3.f Amend zoning code to require installation of bike stalls or lockers at new developments, "mobility hubs", and during change of use of existing buildings, consistent with the General Plan.	Low	Public Works and Planning and Building	General Fund, combine with Play T.3.g	Staff in-kind New developments would incorporate costs; costs could be offset by reducing vehicle parking requirements commensurately.

Move	Cost	City Lead Department	Potential Funding Source	Notes
Play T.3.g Adopt a Trip Reduction Ordinance that incudes requirements in the Zoning Code to require end-of-trip facilities for cyclists (e.g., showers, bike repair kiosks, and lockers) in new, non-residential building projects of a specified size.	Low/ Med	Public Works and Planning and Building	General Fund	Staff in-kind New developments would incorporate costs; costs could be offset by reducing vehicle parking requirements commensurately.
W.1 Reduce per capita water consumption by 10% by 2030 and 35% by 2045.				
W.1.a Continue to enforce the Model Water Efficient Landscapes Ordinance.	Low	Public Works and Planning and Building	Water Conservation Funds	Staff in-kind (existing program)
W.1.b Work with the Los Angeles County Sanitation District (LACSD) and/or the Upper San Gabriel Valley Municipal Water District to bring recycled water lines and infrastructure to the City.	High	Public Works	1. User Fees 2. Water Resources Control Board- Water Recycling Funding Program - Construction Grant	Staff in-kind; implementation costs could be in the multiple millions of dollars. User fees could potentially reimburse costs; partner with Upper San Gabriel Valley Municipal Water District to conduct the study. Integrated Water & Wastewater Resources Management Plan (currently being studied) will address recycled water feasibility. Water recycling construction projects must offset or augment state or local fresh water supplies. Eligible projects include construction of recycled water treatment facilities, storage facilities, pumping facilities, groundwater recharge facilities, and recycled water distribution systems, including onsite improvements.
W.1.c In conjunction with the Downtown Specific Plan and City General Plan actions, adopt an ordinance restricting the use of potable water for non-potable uses and requiring	Low/ Med	Public Works	Water Conservation Funds	Staff in-kind

Move	Cost	City Lead Department	Potential Funding Source	Notes
greywater capture for land uses that are excess water users (e.g. golf courses, car washes, large fields, etc.).				
W.1.d Implement Plays 1 through 4 under Goal II of the Green Action Plan on the provided implementation timeline, aiming to provide education and promotion of greywater systems. (See the City's Green Action Plan for more information).	Low	Public Works	Water Conservation Funds	Staff in-kind
W.1.e In conjunction with Move II.1.1 of the City Green Action Plan, develop a Recycled Water Use Master Plan that identifies access to recycled water and quantity of recycled water available to the City, as well as establishes an implementation plan. The implementation plan shall identify land use types (i.e., landscaping, gold courses, fields) and specific projects that will switch from potable to recycled water use allowing for a goal of 20% of City's potable water use to be replaced with recycled water.	High	Public Works	Water Resources Control Board - Water Recycling Funding Program - Planning Grant	Contractor; costs to implement could be in the multiple millions of dollars; combine with W.1.b; potentially reimburse up-front costs through user fees. WRFP Planning Grants encourage Local Public Agencies to investigate the feasibility of recycling wastewater and assist them with completing planning for water recycling projects by supplementing local funds. Applications are accepted continuously.
W.1.f Implement 100% renewable power for all pumping and treatment of water.	Low	Public Works	General Fund	Marginal cost increase above current costs; incorporate costs into rate structure
Play SW.1 Implement and enforce SB 1383 organics and recycling requirements to reduce landfilled organics waste emissions 50% by 2022 and 75% by 2025.				
SW.1.a Adopt procurement policies to comply with SB 1383 requirements for jurisdictions to purchase recovered organic waste products.	Low	Public Works	General Fund	Possible marginal cost increase above standard products that are already purchased
SW.1.b Adopt an ordinance requiring compliance with SB 1383. Ensure ordinances established through the City General Plan are consistent with SB 1383 requirements; and revise ordinances if necessary.	Low/ Med	Public Works	User fees for solid waste services	Staff in-kind; partner with waste hauler Costs for implementation of organics recycling could be recovered through solid waste user fees.

Move	Cost	City Lead Department	Potential Funding Source	Notes
SW.1.c Adopt an Edible Food Recovery Ordinance for edible food generators, food recovery services, or organization that are required to comply with SB 1383.	Low/ Med	Public Works	User fees for solid waste services	Staff in-kind; partner with waste hauler Costs for implementation of organics recycling could be recovered through solid waste user fees.
SW.1.d Partner with the City's waste hauler, to provide organic waste collection and recycling services to all commercial and residential generators of organic waste.	Low	Public Works	User fees for solid waste services	Staff in-kind; partner with waste hauler Costs for implementation of organics recycling could be recovered through solid waste user fees.
SW.1.e Adopt an ordinance requiring all residential and commercial customers to subscribe to an organic waste collection program and/or report self-hauling or backhauling of organics.	Low/ Med	Public Works	User fees for solid waste services	Staff in-kind; partner with waste hauler Costs for implementation of organics recycling could be recovered through solid waste user fees.
SW.1.f Conduct a Feasibility Study and prepare an action plan to ensure edible food reuse infrastructure is sufficient to accept capacity needed to recover 20% of edible food disposed or identify proposed new or expanded food recovery capacity.	Low/ Med	Public Works	CalRecycle - Food Waste Prevention and Rescue Grant Program	Staff in-kind or contractor; potential grant funding The purpose of this competitive grant program is to lower overall greenhouse gas emissions by expanding existing or establishing new food waste prevention and/or rescue projects in California to reduce the amount of food being disposed in landfills. Eligible projects include food waste prevention projects that prevent food waste and from being generated Food rescue projects that result in edible food being rescued and distributed to people Availability of application materials for fiscal year (FY) 2019-20 is to be determined
SW.1.g Establish an education and outreach program for school children and adults around food waste prevention, nutrition education, and the importance of edible food	Low	Public Works	U.S. EPA - Environmental Education Grants	Staff in-kind Grants support environmental education projects that promote environmental

Move	Cost	City Lead Department	Potential Funding Source	Notes
recovery. Support City Green Action Plan Play III identified educational goals (Move III.1.3., Move III.1.4., Move III1.6., Move III.2.1, Move III. 3.3, and Move III.4.2) through an established educational program.				awareness and stewardship and help provide people with the skills to take responsible actions to protect the environment. This grant program provides financial support for projects that design, demonstrate, and/or disseminate environmental education practices, methods, or techniques. 2020 grant applications were announced in October 2019 and due January 6, 2020.
SW.1.h Establish an edible food recovery program supporting the City General Plan and the City Green Action Plan Move III.1.2 to minimize food waste.	Low	Public Works	CalRecycle - Food Waste Prevention and Rescue Grant Program	Staff in-kind; partner with local food bank or similar organization to implement The purpose of this competitive grant program is to lower overall greenhouse gas emissions by expanding existing or establishing new food waste prevention and/or rescue projects in California to reduce the amount of food being disposed in landfills. Eligible projects include food waste prevention projects that prevent food waste and from being generated Food rescue projects that result in edible food being rescued and distributed to people Availability of application materials for fiscal year (FY) 2019-20 is to be determined
SW.1.i Adopt an ordinance or enforceable mechanism to regulate haulers collecting organic waste, including collection program requirements and identification of organic waste receiving facilities.	Low/ Med	Public Works	General Fund, possibly incorporate costs into franchise agreement.	Staff in-kind
SW.1.j Partner with City waste services to:	Low	Public Works	User fees for solid waste services; incorporate into	Staff in-kind; incorporate costs in user fees for waste hauler

Move	Cost	City Lead Department	Potential Funding Source	Notes
✓ Ensure organic waste collection from mixed waste containers are transported to a high diversion organic waste processing facility. ✓ Provide quarterly route reviews to identify prohibited contaminants potentially found in containers that are collected along route. ✓ Clearly label all new containers indicating which materials are accepted in each container, and by January 1, 2025, place or replace labels on all containers.			agreement with Athens Services	
Play SW.2 Reduce residential and commercial waste sent to landfills by 50% by 2030 and 100% by 2045.				
SW.2.a Develop and implement a Zero Waste Plan, consistent with the General Plan, in order to reach South Pasadena's goal of zero waste by 2040.	Low/ Med	Public Works	User fees	Contractor - Incorporate costs of study and implementation into solid waste user fees.
SW.2.b Provide ongoing education to residents, business owners, and South Pasadena School District regarding waste reduction, composting, and recycling.	Low	Public Works	U.S. EPA - Environmental Education Grants	Staff in-kind; partner with waste hauler Grants support environmental education projects that promote environmental awareness and stewardship and help provide people with the skills to take responsible actions to protect the environment. This grant program provides financial support for projects that design, demonstrate, and/or disseminate environmental education practices, methods, or techniques. 2020 grant applications were announced in October 2019 and due January 6, 2020.
SW.2.c Increase reuse, recycling, and composting at temporary public events by mandating the installation of public recycling and composting containers and collection service; and encouraging reusable food ware, when relevant, according to the California State Retail Food Code.	Low	Public Works	CalRecycle - Beverage Container Recycling Grants	Staff in-kind Provides funding to assist organizations with establishing convenient beverage container recycling and litter abatement

Move	Cost	City Lead Department	Potential Funding Source	Notes
				projects. The next application cycle is expected in Fall 2020.
SW.2.d Develop a waste department or working group to enhance recycling and composting outreach and provide technical assistance or information in support of City Green Action Plan Move III. Additionally, implement and share a Recycle and Reuse Directory through City platforms, in support of Green Action Plan Move I.2.5.	Low/ Med	Public Works	General Fund	Staff in-kind; costs would increase if new staff needed
SW.2.e Adopt an ordinance requiring compliance with Sections 4.410.2, 5.410.1, 4.408.1, and 5.408.1 of the California Green Building Standards Code related to construction of buildings with adequate space for recycling containers and construction and demolition (C&D) recycling.	Low/ Med	Planning and Building	General Fund, planning and building permit fees.	Consultant Costs for implementation could be recovered through planning and building plan review fees charged to projects subject to requirements.
SW.2.f Implement the City General Plan, requiring construction sites to separate waste for proper diversion and reuse or recycling.	Low	Public Works and Planning and Building	General Fund, planning and building permit fees.	Staff in-kind; possible cost recovery through permit surcharge Costs for implementation could be recovered through planning and building plan review fees charged to projects subject to requirements.
SW.2.g Develop and implement a Waste Stream Education Program targeting property managers of multi-family residences and the commercial sector, in support of Goal III of the City Green Action Plan.	Low	Public Works	General Fund	Staff in-kind; partner with property owner organizations and/or Chamber of Commerce for outreach and education.
SW.2.h Develop policies to mandate/encourage reduction of waste and reuse in the food industry (e.g. facilities serving prepared food and prepackaged food; home meal delivery services), hospitality industry, and other commercial industries. Efforts may include developing ordinances for food service ware and a ban on single-use individual toiletry bottles in hotels/motels, grant/discount programs for switching to reusables, fast food champion pilot project, and working with home meal delivery services (e.g., Blue Apron),	Low/ Med	Public Works	General Fund, affected businesses	Staff in-kind; partner with Chamber of Commerce to gain business input on policy and to educate affected businesses. Possible regulatory fees charged to affected businesses.

Move	Cost	City Lead Department	Potential Funding Source	Notes
etc. to explore opportunities to reduce single-use packaging and encourage reuse.				
SW.2.i Encourage reusable foodware; or if reusable foodware is not a feasible option, explore opportunities to mandate/encourage a switch to more environmentally friendly alternatives for various products in the commercial industry, when relevant.	Low	Public Works	General Fund	Staff in-kind; partner with Chamber of Commerce to gain business input on policy and to educate affected businesses.
Play CS.1 Increase carbon sequestration through increased tree planting and green space.				
CS.1.a Identify and map public spaces that can be converted to green space, including public parking that can be converted to parklets, freeway airspace that can be made into green space, vertical walls that can be planted with vines, and rooftops of public buildings that can be developed into gardens.	Low	Public Works	CalFire - Urban and Community Forestry	Staff in-kind or contractor to identify and map; implementation could be funded with combination of grants and private property owner investments Funds projects to expand and manage urban forests. 2019-20 concept proposals were due 11-27-2019. The next round of funding has not yet been announced.
CS.1.b Adopt a Greenscaping Ordinance that has a street tree requirement for all zoning districts, has a shade tree requirement for new development, requires greening of parking lots, and increases permeable surfaces in new development.	Low/ Med	Public Works and Planning and Building	General Fund	Staff in-kind; property owners fund improvements Implementation costs would be covered by building permit fees charged to construction projects.
CS.1.c Prepare and adopt an Urban Forest Management Plan for the City that includes an inventory of existing trees, identifies future tree planting opportunities, and a climate-ready tree palette, as well as ongoing operations and maintenance needs.	High	Public Works	CalFire - Urban and Community Forestry	Consultant; costs for implementation and long-term maintenance would likely be in the multiple millions of dollars; possible grant funding and funding from private property owners to plant trees; maintenance costs could potentially be incorporated into a lighting and landscaping assessment district. Funds projects to expand and manage urban forests. 2019-20 concept proposals

Move	Cost	City Lead Department	Potential Funding Source	Notes
				were due 11-27-2019. The next round of funding has not yet been announced.
CS.1.d Adopt a standard policy and set of practices for expanding urban tree canopy and placing vegetative barriers between busy roadways and developments to reduce exposure to air pollutants from traffic.	Low	Public Works	General Fund	Staff in-kind
M.1 Reduce carbon intensity of City operations.				
M.1.a As recommended in the 2016 Renewable Energy Council Report, complete energy audits for all City facilities and implement all feasible recommendations for decarbonization and efficiency upgrades.	High	Public Works	California Energy Commission Energy Partnership Program	Consultant; costs for implementation could be substantially over $50,000; offset by potential long-term savings from improvements This program offers services to help identify the most cost-effective, energy-saving opportunities for buildings and new construction. The Energy Partnership Program can be used to conduct energy audits and prepare feasibility studies. The Energy Commission provides technical assistance services up to $20,000 of a consultant's costs. The program is continuously open with no final filing date.
M.1.b As recommended in the 2016 Renewable Energy Council Report, purchase renewable natural gas (RNG) for applicable City fleet vehicles.	Low	Public Works	General Fund	Marginal costs for substitution of fuels
M.1.c Establish an employee rideshare program.	Low	Public Works	General Fund	Staff in-kind
M.1.d As recommended in the 2016 Renewable Energy Council Report, install PV solar systems at the City Hall and at Wilson Reservoir.	High	Public Works	Grant Funding	Up-front costs are likely substantially over $50,000, but offset by long-term electricity cost savings. Solar generation facilities would be a candidate for Green Bond financing, to be

Move	Cost	City Lead Department	Potential Funding Source	Notes
				repaid using General Fund monies that otherwise would have been spent on purchasing electricity.
M.1.e Adopt retrofitting policy for City owned buildings such that energy efficient and electrification retrofits are incorporated into City buildings as they become available.	Low	Public Works	General Fund	Staff in-kind Energy efficiency projects would be good candidates for Green Bond financing, to be repaid using General Fund monies that otherwise would have been spent on utility costs.
M.1.f Develop a policy for the City which would require all new building RFP's to include life cycle costing over 30 years and tie this directly to energy consumption and building electrification. This would include the buildings operational and maintenance costs and ensure that the City has the most cost effective (and sustainable) building possible.	Low	Public Works	General Fund	Staff in-kind to develop policy; City benefits from lifecycle savings Lifecycle costing will help the City to identify potential for long-term cost savings. Green Bond financing could be used to make the necessary up-front investment in efficient buildings.
M.1.g As recommended in the 2016 Renewable Energy Council Report, invest all savings from City energy efficiency projects into a new revolving green fund that can be used to fund additional energy efficiency and GHG reduction projects.	Low	Finance	General Fund	Calls for using energy efficiency dividends to fund new projects The Green Fund could help to repay Green Bond financings.
M.2 Electrify the municipal vehicle fleet and mobile equipment.				
M.2.a Develop a suite of transportation demand management tools to incentivize alternative transportation methods for employees, including telecommute options.	Low	Management Services	General Fund	Staff in-kind City is adapting to telecommuting for COVID-19. Develop continuing telecommuting policies for post-pandemic.
M.2.b Provide bicycles and bicycle storage for employees to use during work hours for short business or personal trips.	Low	Public Works	General Fund	Limited capital expenditure and maintenance costs

Move	Cost	City Lead Department	Potential Funding Source	Notes
M.2.c Develop and adopt a policy to apply lifecycle assessment to all new vehicle and equipment purchases.	Low	Public Works	General Fund	Staff in-kind to develop policy; City benefits from lifecycle savings Lifecycle costing will help the City to identify potential for long-term cost savings. Green Bond financing could be used to make the necessary up-front investment in efficient buildings.
M.2.d Implement the City Fleet Alternative Fuel Conversion Policy developed under the City General Plan, electrifying the City vehicle fleet and using it to encourage residents to convert as well.	Low	Public Works	Southern California Air Quality Management District (SCAQMD) - Carl Moyer Program	Long-term savings from reduced maintenance and fuel costs Replacement of older heavy duty diesel vehicles and equipment with clean technologies. Eligible equipment includes trucks, public agency utility vehicles, emergency vehicles.
M.2.e Install EV charging stations at municipal buildings.	Med	Public Works and Planning and Building	1. Moving California, California Climate Investments, CARB - Sustainable Transportation Equity Project (STEP) 2. CAL eVIP, CA Energy Commission - Southern California Incentive Project (SCIP)	Possible low to no-cost of partnered with commercial EV charging company STEP - is a new pilot with $2 million for Clean Transportation Planning & Capacity Building Grants, and $20 millions for Implementation Grants. Eligible Planning projects include mobility plans and needs assessments. Eligible implementation projects include infrastructure, capital, operations, planning, policy-making, and outreach projects. The Southern California Incentive Project (SCIP) offers rebates for the purchase and installation of eligible public electric vehicle (EV) chargers in Los Angeles, Orange, Riverside and San Bernardino counties – with a total of $29 million in available funds.

Move	Cost	City Lead Department	Potential Funding Source	Notes
				Eligible rebates include up to $70,000 per DC fast charger (DCFC) for installations at new sites and sites with stub-outs and up to $40,000 per DC fast charger for installations at replacement and make-ready sites. Installations in designated disadvantaged communities (DACs) are eligible for rebates up to $80,000 per DC fast charger regardless of installation site type. Applications accepted on an ongoing basis while funds available.
M.3 Increase City's renewable energy production and energy resilience.				
M.3.a Conduct a Feasibility Study to determine which City buildings would serve as ideal resilience centers including solar and battery installations.	Low	Public Works	General Fund	Consultant
M.3.b Convert all streetlights to light emitting diode (LED) bulbs.	High	Public Works	General Fund	Up-front costs are potentially over $1 million, but offset by long-term electricity cost savings. Energy efficiency projects would be good candidates for Green Bond financing, to be repaid using General Fund monies that otherwise would have been spent on utility costs.
M.3.c Work with SCE to identify and develop local solar projects to connect to the grid.	Low	Public Works	General Fund, possibly incorporate costs into Lighting and Landscaping Assessment District	Staff in-kind; solar development funded by sale of power generated Solar projects would be good candidates for Green Bond financing, to be repaid using General Fund monies that otherwise would have been spent on utility costs.

Move	Cost	City Lead Department	Potential Funding Source	Notes
M.3.d Install solar arrays at facilities that currently do not have solar arrays and work with emergency services to add solar and battery storage at priority locations. Review options for potential to combine multiple buildings into micro-grid systems.	High	Public Works	General Fund	Up-front costs would be substantially over $50,000, but offset by long-term electricity cost savings. Solar projects would be good candidates for Green Bond financing, to be repaid using General Fund monies that otherwise would have been spent on utility costs. Coordinate with Move E.4.c.
M.3.e Explore opportunities and partnerships to develop renewable-powered fuel cell micro-grids to provide back-up or primary power for critical facilities such as facilities providing essential services (e.g. water pumping facilities) and schools as a clean alternative to diesel generators.	Low	Public Works	General Fund	Staff in-kind Coordinate with Move E.4.c.

Appendix F:
CEQA Document

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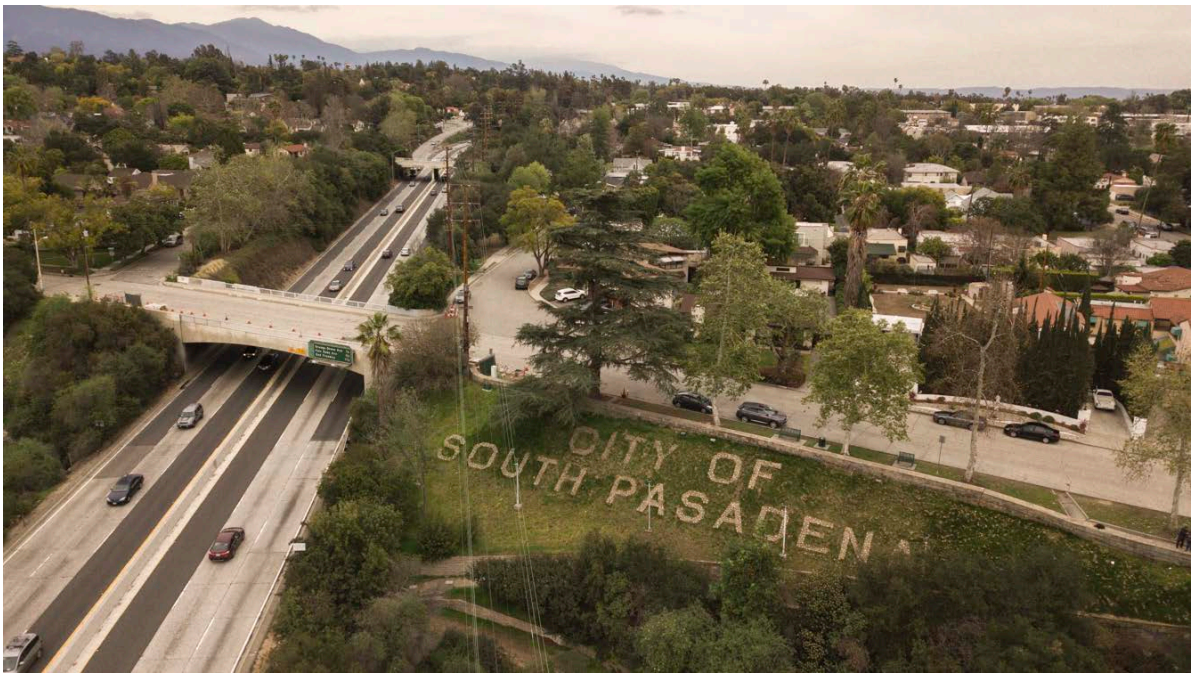

2020 Climate Action Plan

Draft Initial Study – Negative Declaration

prepared for

City of South Pasadena
1414 Mission Street
South Pasadena, California 91030
Contact: Shahid Abbas, Public Works Director

prepared by

Rincon Consultants, Inc.
706 South Hill Street, Suite 1200
Los Angeles, California 90014

October 7, 2020

RINCON CONSULTANTS, INC.
Environmental Scientists | Planners | Engineers
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Appendix A Sources, Health Effects, and Typical Controls Associated with Criteria Pollutants
Appendix B Description of Greenhouse Gases of California Concern

Initial Study

1. Proposed Plan Title

South Pasadena 2020 Climate Action Plan (CAP)

2. Lead Agency / Plan Sponsor Contact

Lead Agency/Plan Sponsor

City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030

Contact Person

Shahid Abbas
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3. Plan Location and Physical Setting

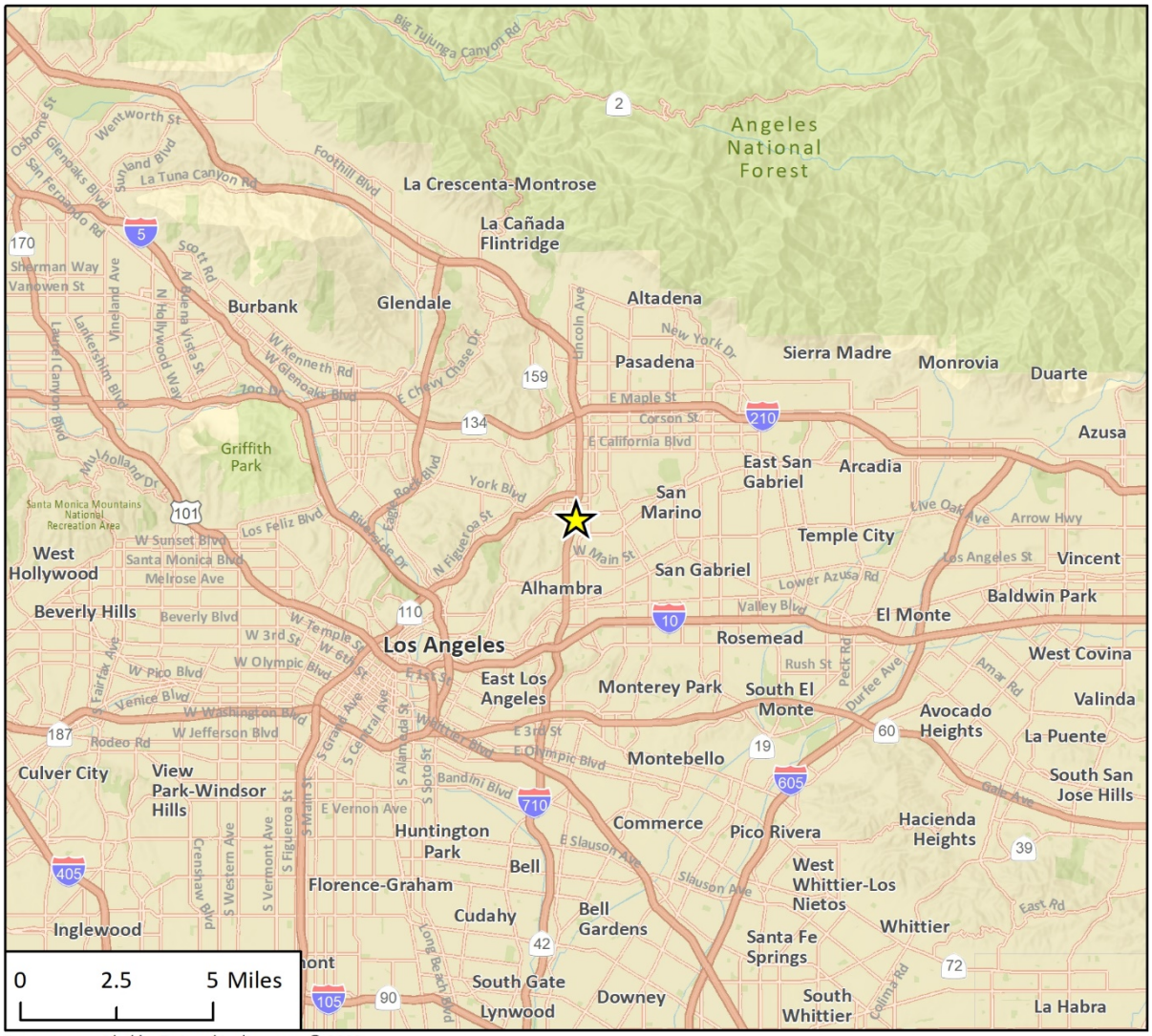
The City of South Pasadena 2020 CAP applies to all areas and plans/projects within the City of South Pasadena limits. Figure 1 shows the regional location, and Figure 2 shows the plan location. The plan location includes all of South Pasadena's incorporated lands.

Regional Location and Setting

The City of South Pasadena is located within Los Angeles County, approximately nine miles northeast of downtown Los Angeles. South Pasadena is part of the greater Los Angeles metropolitan area (see Figure 1) and occupies 3.44 square miles of central Los Angeles County (see Figure 2). South Pasadena is located in the West San Gabriel Valley, with the San Gabriel Mountains to the north, San Rafael Hills to the south, and Arroyo Seco River to the west. Surrounding communities include the Cities of Los Angeles and Alhambra to the south; Cities of San Marino and San Gabriel to the east; the City of Pasadena to the north; and the City of Los Angeles to the west.

Principal regional transportation facilities serving South Pasadena are State Route 110, State Route 710, Interstate Highway 210, Interstate Highway 10, the Los Angeles County Metropolitan Authority (Metro), and the Hollywood Burbank Airport. The Los Angeles County Metropolitan Transportation Authority (LA Metro) provides bus services in South Pasadena via six bus lines (79, 176, 256, 258, 260, and 762) and rail service in South Pasadena via the Metro L Line (formerly the Gold Line) with primary station location at the corner of Mission and Meridian Streets. The Hollywood Burbank Airport is located approximately 13 miles northwest of the City.

Figure 1 Regional Location



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City of South Pasadena (Plan Location)

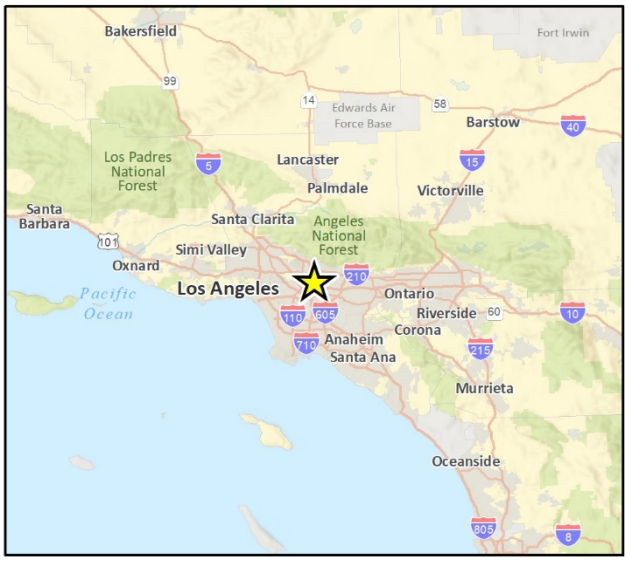
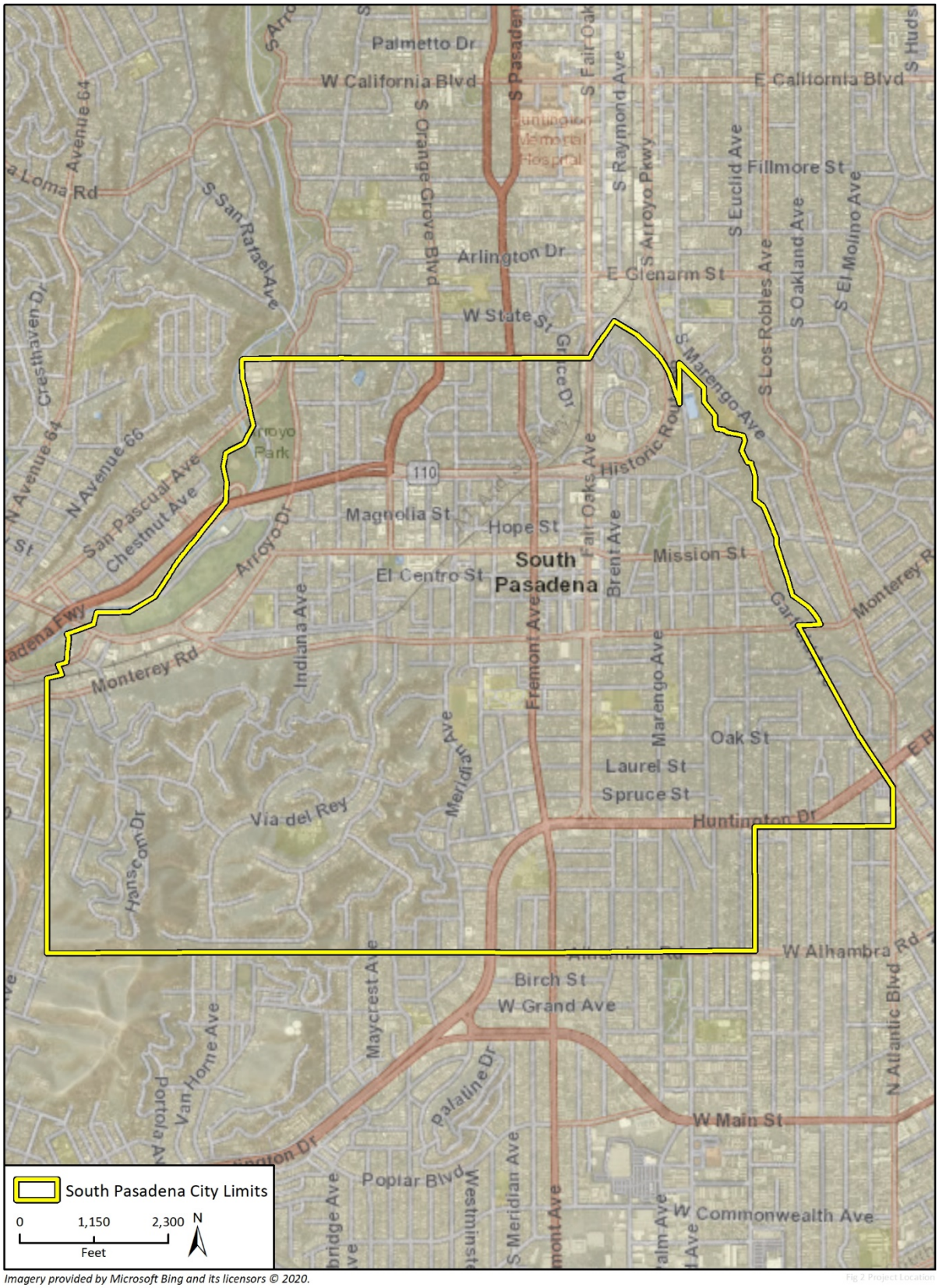


Fig 1 Regional Location

Figure 2 Plan Location



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Local Setting

The City is characterized as a suburban residential community with many mature trees as well as historic landmarks and districts. The City has a focus on continuity of its natural landscape, historic character, scale, and small-town atmosphere. Most of South Pasadena's land is occupied with residential uses, a mixture of single-family and multi-family. Commercial and office uses are primarily located along major transportation corridors such as Fair Oaks Avenue, Huntington Drive, Mission Street, and Monterey Road. The remaining portions of City land are occupied by community facilities, open space, parks, streets, highways, and transit lines.[1]

South Pasadena's topography ranges from flatlands in the northern and eastern parts of the City to hills and watershed lands and hills in the southwestern and western portions of the City. The City has an average elevation of 659 feet above mean sea level. The Arroyo Seco Watershed stretches from the Angeles National Forest in the San Gabriel Mountains to the downtown Los Angeles area and is channelized through urban areas such as the City of South Pasadena and ultimately ends at the confluence with the Los Angeles River north of Dodger Stadium. South Pasadena's climate is characterized by hot, arid summers with mostly clear skies and cool, wet winters with party cloudy skies. The Köppen-Geiger climate classification is Csa, which is a typical Mediterranean climate. As such, the average temperature ranges from 46 to 88 degrees Fahrenheit. Similar to the rest of the Los Angeles Air Basin, a temperature inversion, where warm dry air overrides cool marine air and traps air pollutants close to the ground, often occurs during late summer and autumn.

4. Existing Setting

Sustainability and (Greenhouse Gas) GHG Reduction Efforts Setting

City of South Pasadena Sustainability and GHG Reduction Efforts

The City of South Pasadena has established actions related to increasing sustainability and reducing GHG emissions and the potential impacts of climate change. These actions are outlined in the City's Green Action Plan, Draft 2020 General Plan, and Draft Downtown Specific Plan.

2019 SOUTH PASADENA GREEN ACTION PLAN

In November 2019, the City of South Pasadena adopted the South Pasadena Green Action Plan (Green Plan), which includes five main goals: work towards making South Pasadena a plastic-free City; enhance water conservation projects and programs; increase organics diversion from landfills; mitigate impacts of the urban heat island effect; and prepare for the consideration of future sustainability initiatives. The Green Plan was a collaborative effort that encompassed the values, ideas, and efforts from all City Department Staff, City Council, the City's Natural Resources and Environmental Commission, and the passionate residents of South Pasadena. This short-term plan aimed to implement essential and attainable sustainability initiatives that would set the foundation of the City's first Climate Action Plan.

2020 GENERAL PLAN UPDATE

The City's General Plan is currently being updated and a draft version was released to the public in November 2019. The General Plan is a blueprint for how the City should develop over time, and

1 South Pasadena, City of. 2020. Land Use Policy Map. Available: <https://www.southpasadenaca.gov/home/showdocument?id=211>. Accessed September 18, 2020.

consists of several mandated topics called "Elements." In general, these Elements include broad policies that identify the overall pattern of future development, determining when, where, and what type of new growth and investment may occur. The "Our Natural Community" Element of the Draft General Plan includes policies that promote alternative transportation and use of energy-efficient vehicles, and work to minimize the adverse impacts of growth and development on air quality and climate.

2020 DOWNTOWN SPECIFIC PLAN UPDATE

The 2020 Downtown Specific Plan Draft was also released in November 2019 and has policies related to energy efficiency and climate resilience. The primary goals of the Downtown Specific Plan are to leverage public transit and multimodality, focusing on responsible infill development, and preserving and rehabilitating historic buildings.

Regional Sustainability and GHG Reduction Efforts

In coordination with Los Angeles County, the Southern California Association of Governments (SCAG) the State of California, and the federal government, the City of South Pasadena has committed to implementing regional and State policies related to GHG emissions reduction. As follows is a summary of the regional GHG emissions reduction efforts, which the City of South Pasadena CAP is intended to be consistent with or exceed.

SCAG 2016-2040 REGIONAL TRANSPORTATION PLAN/SUSTAINABLE COMMUNITIES STRATEGY

SCAG adopted the 2016-2040 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS), which identified how the southern California region would meet its GHG emission reduction targets.[2] The SCAG 2016 RTP/SCS is supported by a combination of transportation and land use strategies that help the region achieve State greenhouse gas emission reduction goals and federal Clean Air Act requirements, preserve open space areas, improve public health and roadway safety, support our vital goods movement industry and utilize resources more efficiently.[3]

OUR NEXT LA: DRAFT 2020 LONG RANGE TRANSPORTATION PLAN

The Los Angeles County Metropolitan Transportation Authority has prepared the Draft 2020 Long Range Transportation Plan to provide Los Angeles County (88 cities and unincorporated County) with a long-range, comprehensive transportation plan for identifying and resolving transportation issues.[4] Transportation planning objectives and policies include improving mobility options through an equitable and sustainable approach, and reducing Los Angeles County roadway congestion.

State Sustainability and GHG Reduction Efforts

As follows is a summary of the State GHG emissions reduction efforts, which the City of South Pasadena CAP is intended to be consistent with or exceed.

2 Southern California Association of Governments (SCAG). 2016. 2016-2040 Regional Transportation Plan/Sustainable Communities Strategy. Available: <http://scagrtpscs.net/Pages/FINAL2016RTPSCS.aspx#toc>. Accessed September 17, 2020.
3 SCAG. 2016. 2016-2040 Regional Transportation Plan/Sustainable Communities Strategy. What is the 2016 RTP/SCS? <http://scagrtpscs.net/Pages/2016RTPSCS.aspx>. Accessed September 17, 2020.
4 Los Angeles County Metropolitan Transportation Authority (LA Metro). 2020. Draft 2020 Long Range Transportation Plan. Available: <https://media.metro.net/2020/LRTP-Draft-Doc-Web.pdf>. Accessed September 17, 2020.

CALIFORNIA SENATE BILL 375

In 2008, Senate Bill 375 (SB 375) enhanced the State's ability to reach Assembly Bill (AB) 32 targets by directing CARB to develop regional GHG emissions reduction targets to be achieved from passenger vehicles for 2020 and 2035. In addition, SB 375 directs each of the State's 18 major Metropolitan Planning Organizations (MPO) to prepare a sustainable community's strategy (SCS) that contains a growth strategy to meet such regional GHG emissions reduction targets for inclusion in the respective regional transportation plan (RTP).

CALIFORNIA EXECUTIVE ORDER S-3-05

In 2005, the California governor issued Executive Order (EO) S-3-05, which identifies Statewide GHG emissions reduction targets to achieve long-term climate stabilization as follows:

Reduce GHG emissions to 1990 levels by 2020

Reduce GHG emissions to 80 percent below 1990 levels by 2050

In response to EO S-3-05, California Environmental Protection Agency (CalEPA) created the Climate Action Team (CAT), which in March 2006 published the Climate Action Team Report (the "2006 CAT Report"). The *2006 CAT Report* identified a recommended list of strategies that the State could pursue to reduce GHG emissions. These are strategies that could be implemented by various State agencies to ensure that the emission reduction targets in EO S-3-05 are met and can be met with existing authority of the State agencies. The strategies include the reduction of passenger and light duty truck emissions, the reduction of idling times for diesel trucks, an overhaul of shipping technology/infrastructure, increased use of alternative fuels, increased recycling, and landfill methane capture, among others.

CALIFORNIA ASSEMBLY BILL 32

In 2006, the California legislature signed AB 32 – the Global Warming Solutions Act – into law, requiring a reduction in Statewide GHG emissions to 1990 levels by 2020 and California Air Resources Board (CARB) preparation of a Scoping Plan that outlines the main State strategies for reducing GHGs to meet the 2020 deadline. In addition, AB 32 required CARB to adopt regulations to require reporting and verification of Statewide GHG emissions. Based on this guidance, CARB approved a 1990 Statewide GHG level and 2020 limit of 427 metric tons of carbon dioxide equivalent ($MTCO_2e$).

CALIFORNIA CLIMATE CHANGE SCOPING PLAN

In 2008, CARB approved the original California Climate Change Scoping Plan, which included measures to address GHG emission reduction strategies related to energy efficiency, water use, and recycling and solid waste, among other measures. Many of the GHG reduction measures included in the Scoping Plan (e.g., Low Carbon Fuel Standard, Advanced Clean Car standards, and Cap-and-Trade) have been adopted and implemented since approval of the Scoping Plan.

CALIFORNIA CLIMATE CHANGE SCOPING PLAN UPDATE (2013)

In 2013, CARB approved the first update to the California Climate Change Scoping Plan. The 2013 Scoping Plan Update defined CARB climate change priorities for the next five years and set the groundwork to reach post-2020 Statewide GHG emissions reduction goals. The 2013 Scoping Plan Update highlighted California's progress toward meeting the "near-term" 2020 GHG emission reduction goals defined in the original Scoping Plan. It also evaluated how to align the State's

longer-term GHG reduction strategies with other State policy priorities, including those for water, waste, natural resources, clean energy, transportation, and land use.

CALIFORNIA EXECUTIVE ORDER B-30-15

In 2015, the California governor issued Executive Order B-30-15, which established a Statewide mid-term GHG reduction target of 40 percent below 1990 levels by 2030.

CALIFORNIA SENATE BILL 32

In 2016, the California legislature signed Senate Bill 32 (SB 32) into law, extending AB 32 by requiring further reduction in Statewide GHG emissions to 40 percent below 1990 levels by 2030 (the other provisions of AB 32 remain unchanged). On December 14, 2017, CARB adopted the 2017 Scoping Plan, which provides a framework for achieving the 2030 target. The 2017 Scoping Plan relies on the continuation and expansion of existing policies and regulations, such as the Cap-and-Trade Program, as well as implementation of recently adopted policies, such as SB 350 and SB 1383 (see below).

CALIFORNIA CLIMATE CHANGE SCOPING PLAN UPDATE (2017)

In 2017, CARB approved the second update to the California Climate Change Scoping Plan. The 2017 Scoping Plan put an increased emphasis on innovation, adoption of existing technology, and strategic investment to support its strategies. As with the 2013 Scoping Plan Update, the 2017 Scoping Plan Update does not provide project-level thresholds for land use development. Instead, it recommends that local governments adopt policies and locally-appropriate quantitative thresholds consistent with Statewide per-capita goals of 6 $MTCO_2e$ by 2030 and 2 $MTCO_2e$ by 2050.[5] As stated in the 2017 Scoping Plan Update, these goals may be appropriate for plan-level analyses (city, county, subregional, or regional level), but not for specific individual projects, because they include all GHG emissions sectors in the State.

CALIFORNIA EXECUTIVE ORDER B-55-18

In 2018, the California governor issued Executive Order B-55-18, which established a new Statewide goal of achieving carbon neutrality by 2045 and maintaining net negative emissions thereafter. This goal is in addition to the existing Statewide GHG reduction targets established by SB 32.

For more information on the Senate and Assembly Bills, Executive Orders, and Scoping Plans discussed above, and to view reports and research referenced above, please refer to the following websites: www.climatechange.ca.gov and www.arb.ca.gov/cc/cc.htm.

ASSEMBLY BILL 197, STATE AIR RESOURCES BOARD GREENHOUSE GASES REGULATIONS

In 2016, the California legislature approved AB 197, a bill linked to SB 32, which increases legislature oversight over the California Air Resources Board and directs the California Air Resources Board to prioritize disadvantaged communities in its climate change regulations, and to evaluate the cost-effectiveness of measures it considers. AB 197 requires the CARB to "protect the State's most impacted and disadvantaged communities [and] consider the social costs of the emissions of greenhouse gases" when developing climate change programs. The bill also adds two new legislatively appointed non-voting members to the CARB, increasing the Legislature's role in the CARB's decisions.

5 California Air Resources Board (CARB). 2017. California's 2017 Climate Change Scoping Plan. Available: <https://ww3.arb.ca.gov/cc/scopingplan/scopingplan.htm>. Accessed July 13, 2020.

SENATE BILL 350, CLEAN ENERGY AND POLLUTION REDUCTION ACT OF 2015

In October 2015, SB 350 was signed into law, establishing new clean energy, clean air, and GHG reduction goals for 2030 and beyond. SB 350 codifies Governor Jerry Brown's aggressive clean energy goals and establishes California's 2030 GHG reduction target of 40 percent below 1990 levels. To achieve this goal, SB 350 increases California's renewable electricity procurement goal from 33 percent by 2020 (legislation originally enacted in 2002) to 50 percent by 2030. Renewable resources include wind, solar, geothermal, wave, and small hydroelectric power. In addition, SB 350 requires the State to double Statewide energy efficiency savings in electricity and natural gas end-uses (i.e., residential and commercial) by 2030 from a base year of 2015.

SENATE BILL 100, THE 100% CLEAN ENERGY ACT OF 2018

In September 2018, Governor Brown signed SB 100, requiring that the State's load serving entities (including energy utilities and community choice energy programs) must procure energy generated 100 percent from Renewables Portfolio Standard (RPS) for eligible renewable resources by 2045.

CALIFORNIA ENERGY EFFICIENCY STRATEGIC PLAN OF 2008

In September 2008, the California Public Utilities Commission (CPUC) adopted California's first Long Term Energy Efficiency Strategic Plan, presenting a single roadmap to achieve maximum energy savings across all major groups and sectors in California. The Strategic Plan was subsequently updated in January 2011 to include a lighting chapter. The Strategic Plan sets goals of all new residential construction and all new commercial construction in California to be zero net energy (ZNE) by 2020 and 2030, respectively. In 2018, the California Energy Commission voted to adopt a policy requiring all new homes in California to incorporate rooftop solar. This change will go into effect in January 2020 with the adoption of the 2019 Title 24 Code and is a step towards the State achieving its goal of all residential new construction being ZNE by 2020. Additionally, the Strategic Plan sets goals of 50 percent of existing commercial building to be retrofitted to ZNE by 2030 and all new State buildings and major renovations to be ZNE by 2025.

SENATE BILL 1275, CHARGE AHEAD INITIATIVE

In September 2014, Senate Bill 1275 was signed into law, establishing a State goal of one million zero-emissions and near-zero-emissions vehicles in service by 2020 and directing the Air Resources Board to develop a long-term funding plan to meet this goal. SB 1275 also established the Charge Ahead California Initiative requiring planning and reporting on vehicle incentive programs and increasing access to and benefits from zero-emissions vehicles for disadvantaged, low-income, and moderate-income communities and consumers.

ASSEMBLY BILL 1493, THE PAVLEY BILL

In 2002, the California State Legislature enacted Assembly Bill 1493 (aka "the Pavley Bill"), which directs the CARB to adopt standards that will achieve "the maximum feasible and cost-effective reduction of greenhouse gas emissions from motor vehicles," taking into account environmental, social, technological, and economic factors. In September 2009, the CARB adopted amendments to the "Pavley" regulations to reduce GHG emissions in new passenger vehicles from 2009 through 2016. The Pavley Bill is considered to be the national model for vehicle emissions standards. In January of 2012, the CARB approved a new emissions control program for vehicle model years 2017 through 2025. The program combines the control of smog, soot, and greenhouse gases and the

requirement for greater numbers of zero emission vehicles into a single package of standards called Advanced Clean Cars.

ASSEMBLY BILL 117, COMMUNITY CHOICE AGGREGATION

Assembly Bill 117 establishes the creation of Community Choice Aggregation (CCA) that fosters clean and renewable energy markets. CCA allows cities and counties to aggregate the buying power of individual jurisdictions. The California CCA markets were created as an answer to the brownouts and energy shortages of the early 2000's. AB 117 was passed in 2002 as an answer to California's increased energy independency by incorporating more alternative and renewable energy sources into its energy portfolio. With AB 117, municipalities can provide alternative energy choices to their local carrier (e.g. the Pacific Gas and Electric Company, PG&E). Marin Clean Energy was the first CCA in the State of California to go online with a 50 percent to 100 percent clean energy portfolio in 2010.

SENATE BILL 97, CEQA GUIDELINES FOR ADDRESSING GHG EMISSIONS

The California Environmental Quality Act (CEQA) requires public agencies to review the environmental impacts of proposed projects, including General Plans, Specific Plans, and specific kinds of development projects. In February 2010, the California Office of Administrative Law approved the recommended amendments to the State CEQA Guidelines for addressing GHG emissions. The amendments were developed to provide guidance to public agencies regarding the analysis, mitigation, and effects of GHG emissions in draft CEQA documents.

5. General Plan Designation and Zoning

The CAP would be implemented throughout the City and would occur in all South Pasadena General Plan designations and zoning designations. The plan would not alter any existing designations.

6. Description of Plan

The 2020 CAP incorporates the many climate protection programs noted above that the City has in place and will continue to reduce GHG emissions. While the City has implemented GHG emission-reduction policies and programs, the 2020 CAP is the first official climate action plan for the City. The City, in partnership with SCAG, has developed the 2020 CAP in order to achieve a number of objectives, including a demonstration of environmental leadership, saving money and promoting green jobs, showing compliance with State environmental initiatives, and promoting sustainable development.

In 2020, the City is actively engaged in addressing climate change, sustainability, and reductions in GHG emissions. The 2020 CAP addresses municipal and communitywide GHG emissions and includes a goal of reducing communitywide GHG emissions output to 75,161 metric tons of carbon dioxide equivalent (MT CO_2e) by 2030 (consistent with California Senate Bill 32 target for 2030). The 2020 CAP assessed herein is based upon the 2016 baseline GHG emissions inventory and formulates a list of measures and actions or "Plays and Moves" to achieve the City's sustainability goals.

The State of California uses 1990 as a reference year to remain consistent with Assembly Bill (AB) 32, which codified the State's 2020 GHG emissions target by directing CARB to reduce Statewide emissions to 1990 levels by 2020. However, cities and counties throughout California typically elect to use years later than 1990 as baseline years because of the increased reliability of recordkeeping

from those years and the large amount of growth that has occurred since 1990. The year 2016 was selected as the baseline year for South Pasadena's GHG inventory due to the availability of reliable data. Additionally, it is important to note that California achieved its 2020 goal of reaching the 1990 emissions level in 2016,[6] and it is assumed that South Pasadena likewise is currently at 1990 levels.[7] Therefore, the 2016 baseline emissions were reduced by 40 percent to establish a 2030 target for the City.

The 2016 GHG emissions inventory provides an important foundation for the CAP, providing 2016 as the baseline year against which progress toward the City goal of reducing GHG emissions of 40 percent by 2030 can be measured. In 2016, approximately 126,268 MT CO_2e were emitted in South Pasadena from the energy, transportation, solid waste, water, and municipal sectors. The municipal sector is a subset of the community emission sectors, which consist of energy, transportation, solid waste, and water, and is developed to establish metrics that allow the City to lead by example and reduce emissions at the municipal level. The energy sector represents emissions that result from electricity and natural gas used in both private and public sector buildings and facilities. The transportation sector includes emissions from private, commercial, and fleet vehicles driven within the City as well as the emissions from transit vehicles, the City-owned fleet, and off-road equipment such as lawnmowers/ garden equipment and construction equipment. Emissions generated from water usage and wastewater generation are due to the indirect electricity use to distribute water and collect and treat wastewater. Burning fossil fuels associated with vehicle use (transportation) and buildings/facility energy use are the largest contributors of South Pasadena GHG emissions. Table 1 includes total South Pasadena (i.e., community and municipal) GHG emissions in 2016 by sector as well as percentage of total City emissions.

Table 1 South Pasadena 2016 Communitywide GHG Emissions by Sector

Sector	(MT of CO_2e)	Percentage of GHG Emissions
Energy	**49,301**	**39**
Electricity	23,987	19
Natural Gas	24,287	19
Electricity Transmission and Distribution Losses	1,027	1
Transportation	**67,228**	**54**
On-road Transportation	65,351	52
Off-road Equipment	829	1
Transit[2]	1,048	1
Water	**1,026**	**1**
Water transport, distribution and treatment	700	1
Wastewater collection and treatment	326	<1

6 CARB. 2018. Climate pollutants fall below 1990 levels for the first time. Available: <https://ww2.arb.ca.gov/news/climate-pollutants-fall-below-1990-levels-first-time>. Accessed September 28, 2020.
7 Although there may have been GHG emission reductions between 2016 and 2017 at the state and local level, the most recent state inventory that is available was completed in 2016; therefore, 2017 emissions are conservatively assumed to be the same as they were in 2016 as this methodology is the most conservative pathway to calculate South Pasadena's 1990 baseline.

Sector	(MT of CO_2e)	Percentage of GHG Emissions
Solid Waste	**7,713**	**6**
Waste Sent to Landfills	7,509	6
Process Emissions	203	<1
Transportation & Collection Emissions[3]	*465*	*0*
Combustion Emissions	1	<1
Total	**125,268**	**100 %**

Notes:
MT: Metric tons
1. Emissions have been rounded and therefore sums may not match.
2. Transit in South Pasadena is provided by Los Angeles Metro.
3. Waste transportation and collection emissions are accounted for in the on-road transportation sector of the inventory and are included here only for informational purposes.
Source: Emissions were calculated following ICLEI LGOP and using data provided and approved by the City.

As shown in Table 1, the largest sectors of GHG emissions are related to energy and transportation, followed by solid waste and water. The City is preparing the 2020 CAP to include Plays and Moves (i.e., measures and actions) addressing communitywide and municipal GHG emissions. Per the 2020 CAP, South Pasadena is committed to an emissions reduction target of 40 percent below 2016 levels by 2030 and reaching a longer-term goal of carbon neutrality by 2045. This 2030 GHG emissions goal is selected to be consistent with SB 32 State emissions targets and CEQA Guidelines § 15183.5 for a qualified GHG emissions reduction strategy as well as to be achievable by City-supported Plays identified in the 2020 CAP. The CAP includes a business-as-usual (BAU) forecast of GHG emissions that will enable the City to estimate the amount of emissions reductions needed to meet its goal.

The 2020 CAP includes Plays to educate the community regarding ways to live a sustainable lifestyle, increase use of renewable power, electrify buildings, and reduce use of natural gas. It also includes Plays to increase use of zero-emission vehicles; increase use of public, active, and shared transportation; reduce water consumption and waste generation; increase recycling and composting; and increase tree planting and green space. Finally, it includes Plays that will continue to allow the City to lead by example. Table 2 includes a complete list of 2020 CAP Plays and descriptions of respective supporting Moves.

Table 2 South Pasadena 2020 CAP Plays and Moves by Sector

ID #	Plays and Respective Supportive Moves
Cornerstone (i.e., Education) Sector	
Play C.1	**Engage South Pasadena youth in climate change action and provide education on ways to live a sustainable lifestyle.**
Move C.1.a	Support South Pasadena Unified School District by providing students with information on climate change and the beneficial role of trees.
Move C.1.b	Utilize South Pasadena's historic neighborhoods to demonstrate to students the importance of mature urban trees in providing shade and reducing the urban heat island effect.
Move C.1.c	Identify grant funding opportunities and engage with local nurseries to identify appropriate and cost-effective California native plants/trees that can be both planted in the ground or remain potted for students living in rental/multi-family homes.

ID #	Plays and Respective Supportive Moves
Energy Sector	
Play E.1	**Maximize the usage of renewable power within the community, by continuing to achieve an opt-out rate lower than 4% for the CPA 100% renewable power.**
Move E.1.a	Monitor progress and perform public outreach and education campaigns highlighting the benefits of 100% renewable energy, including: ▪ Monitoring opt-out rates on an annual basis ▪ Tabling at community events ▪ Establishing an informational resource page on the City website ▪ Regular social media posts ▪ Energy bill inserts
Play E.2	**Electrify of 100% of newly constructed buildings.**
Move E.2.a	Develop a webpage and materials for display at City Hall promoting the benefits of electrification and resources that can assist with the fuel-switching process.
Move E.2.b	Provide financial and technical resources, including hosting workforce development trainings for installers and building owners/operators to discuss benefits and technical requirements of electrification.
Move E.2.c	Perform regular internal trainings with planners and building officials on current state decarbonization goals and incentives available for electric homes.
Move E.2.d	Provide education around cooking with electric appliances, including demonstrations from chefs and/or local restaurants, as available.
Move E.2.e	Adopt an Electrification Readiness Reach Code per California Energy Commission (CEC) reach code requirements for all new buildings and accessory dwelling units which eliminates the piping of natural gas. In doing so the City will: ▪ Engage with stakeholders, both internal stakeholders, such as City staff and officials, and external stakeholders, such as local developers regarding the purpose and impact of the reach code ▪ Conduct a cost effectiveness study ▪ Develop and draft an ordinance ▪ Conduct public hearings, public notices, and formally adopt the ordinance ▪ Submit the adopted ordinance to the California Energy Commission (CEC)
Move E.2.f	Adopt an ordinance that allows granting of minor allowances for certain site development standards when there is no practical ways to design a project to be all electric.
Play E.3	**Electrify 5% of existing buildings by 2030 and 80% by 2045.**
Move E.3.a	Develop an existing building electrification permit tracking program to track progress in achieving the targeted electrification goal.
Move E.3.b	Keep an updated list of rebates and incentives available to residents who would like to convert their buildings to electric power.
Move E.3.c	Provide education on the potential energy savings and benefits of electric heat pumps for water heating and space heating when permits for replacement are obtained.
Move E.3.d	Work with Southern California Edison (SCE) and/or the Clean Power Alliance to provide rebates for residential replacement of natural gas-powered air and water heating appliances with electric-powered.
Move E.3.e	Promote water heater, space heating, and appliance (electric stoves/dryers) replacement programs and incentives (residential) at time of construction permit.
Move E.3.f	Perform an existing buildings analysis in order to understand the potential for electrification retrofitting in South Pasadena and establish a roadmap for eliminating natural gas from existing buildings.

ID #	Plays and Respective Supportive Moves
Move E.3.g	Establish a comprehensive, coordinated education campaign focused towards property owners, landlords, property management companies, and occupants for reducing the use of natural gas in homes and businesses. Establish a shared understanding of existing incentives for electric appliances and upgrades, and how to access them, including SCE incentive programs and rebates.
Move E.3.h	Perform a cost-effectiveness study for electrification retrofitting, including requirements for newly permitted HVAC/hot water heaters and other appliances to be electric.
Move E.3.i	Develop a best practices model based on the progress electrifying existing buildings in South Pasadena and outside of South Pasadena to significantly increase electrification post-2030.
Play E.4	**Develop and promote reduced reliance on natural gas through increased clean energy systems that build off of renewable energy development, production, and storage.**
Move E.4.a	Conduct a Feasibility Study to assess cost and applicable locations for installation of battery back-up systems or generators throughout the City in support of the General Plan.
Move E.4.b	Promote installation of storage technology in concert with renewable energy infrastructure through educational programs, outreach, and information provided via City platforms.
Move E.4.c	Conduct "micro-grid" Feasibility/Pilot Study in support of the General Plan.
Move E.4.d	In support of the General Plan, develop and implement a Solar Action Plan with a goal of meeting 50% of South Pasadena's power demand through solar by 2040.
Move E.4.e	In support of the 2018-2019 City Strategic Plan, develop a strategy and implementation schedule for the Renewable Energy Plan, after feasibility study.
Move E.4.f	Adopt a PV (Solar) Ordinance requiring newly constructed and majorly renovated multi-family and commercial buildings to install PV systems with an annual output greater or equal to 25% of buildings' electricity demand. Ensure consistency of ordinance with the City General Plan.
Move E.4.g	Require all new structures or major retrofits to be pre-wired for solar panels, consistent with the General Plan.
Move E.4.h	Work with various City departments to establish and streamline battery storage requirements to allow for easier implementation of these technologies throughout the City.
Move E.4.i	Work with home and business owners, including those in the historic districts, to identify and promote renewable energy demonstration projects to showcase the benefits.
Move E.4.j	Work with SCE and the CPA to develop a program and timeline for increasing resilience to power losses, including Public Safety Power Shutoffs (PSPS), and climate-driven extreme weather events for low-income, medically dependent, and elderly populations through installation of renewable energy and onsite energy storage with islanding capabilities, following appropriate project-level environmental review.

ID #	Plays and Respective Supportive Moves
Transportation Sector	
Play T.1	**Increase use of zero-emission vehicle and equipment 13% by 2030 and 25% by 2045.**
Move T.1.a	Develop an EV Readiness Plan to establish a path forward to increase EV infrastructure within the City and promote mode shift to EVs that is consistent with the City General Plan. In conjunction with an EV Readiness Plan, conduct a community EV Feasibility Study to assess infrastructure needs and challenges.
Move T.1.b	Adopt an EV Charging Retrofits in Existing Commercial and Multifamily Buildings reach code requiring major retrofits, with either a permit value over $200,000 or including modification of parking surfaces or electric panels, to meet CalGreen requirements for “EV Ready” charging spaces and infrastructure.
Move T.1.c	Streamline permit processes (city, county, state, utility) for electric vehicle charging infrastructure and alternative fuel stations.
Move T.1.d	Enhance promotion of public and private conversion to zero-emission vehicles through implementation of the City General Plan; including use of City events, social media, and the City website to educate on benefits of zero-emission vehicles and available incentives.
Move T.1.e	Establish an ordinance that restricts use of gas-powered lawn equipment, including leaf blowers, and provide information on the City website outlining available incentives.
Move T.1.f	Adopt an EV Readiness Reach Code requiring new commercial construction to provide the minimum number of EV capable spaces to meet Tier 2 requirements (20% of total). In doing so the City will: ▪ Engage with stakeholders, both internal stakeholders, such as local government staff and officials, and external stakeholders, such as local developers regarding the purpose and impact of the reach code ▪ Conduct a cost effectiveness study ▪ Develop and draft an ordinance ▪ Conduct public hearings, public notices, and formally adopt the ordinance ▪ Submit the adopted ordinance to the California Energy Commission (CEC)
Move T.1.g	Earmark and identify additional funding for implementation of the EV Readiness Plan to include public charging infrastructure in key locations.
Play T.2	**Implement programs for public and shared transit that decrease passenger car vehicle miles traveled 2% by 2030 and 4% by 2045.**
Move T.2.a	Conduct a Feasibility and Community Interest Study on the four transit improvement options of the City's General Plan.
Move T.2.b	Pursue a community car, bike, or e-scooter "micro-transit" share pilot consistent with the City General Plan.
Move T.2.c	Conduct local transportation surveys to better understand the community’s needs and motivation for traveling by car versus other alternatives such as bus or Metro Gold Line light rail. Use survey results to inform transit expansion and improvement projects.
Move T.2.d	Adopt a Transportation Demand Management (TDM) Plan for the City that includes a transit system focus. Provide incentives for implementation of TDM measures at local businesses and new developments.
Move T.2.e	Facilitate transportation equity through targeted provision of programs that encourage minority, low-income, disabled, and senior populations to take transit, walk, bike, use rideshare or car share.

ID #	Plays and Respective Supportive Moves
Play T.3	**Develop and implement an Active Transportation Plan to shift 3% of passenger car vehicle miles traveled to active transportation by 2030, and 6% by 2045.**
Move T.3.a	Develop and adopt an Active Transportation Plan consistent with Southern California Association of Governments (SCAG) 2016 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) that will identify funding strategies and policies for development of pedestrian, bicycle, and other alternative modes of transportation projects. Establish citywide events, outreach, educational programs, and platforms to promote active transportation in the community in support of the General Plan.
Move T.3.b	In conjunction with the City's Complete Streets Policy, conduct a Street/Intersection Study to identify streets and intersections that can be improved for pedestrians and bicyclists through traffic calming measures and/or where multi-use pathway opportunities exist to increase active transportation.
Move T.3.c	Periodically review and update the City's Bicycle and Pedestrian Network Map and post throughout City.
Move T.3.d	Work with the South Pasadena Active, Active San Gabriel Valley (ActiveSGV), and/or Metro to develop programs and classes to teach and promote bicycle riding education and safety to residents of all ages and skill levels, as well as educate drivers.
Move T.3.e	Conduct a nexus study and develop an ordinance requiring payment of fees from development projects to implement safe active transportation routes and infrastructure citywide.
Move T.3.f	Amend zoning code to require installation of bike stalls or lockers at new developments, "mobility hubs", and during change of use of existing buildings, consistent with the General Plan.
Move T.3.g	Adopt a Trip Reduction Ordinance that includes requirements in the Zoning Code to require end-of-trip facilities for cyclists (e.g., showers, bike repair kiosks, and lockers) in new, non-residential building projects of a specified size.
Water Sector	
Play W.1	**Reduce per capita water consumption by 10% by 2030 and 35% by 2045.**
Move W.1.a	Continue to enforce the Model Water Efficient Landscapes Ordinance.
Move W.1.b	Work with the Los Angeles County Sanitation District (LACSD) and/or the Upper San Gabriel Valley Municipal Water District to bring recycled water lines and infrastructure to the City.
Move W.1.c	In conjunction with the Downtown Specific Plan and City General Plan actions, adopt an ordinance restricting the use of potable water for non-potable uses and requiring greywater capture for land uses that are excess water users (e.g. golf courses, car washes, large fields, etc.).
Move W.1.d	Implement Plays 1 through 4 under Goal II of the Green Action Plan on the provided implementation timeline, aiming to provide education and promotion of greywater systems. (See the City's Green Action Plan for more information).
Move W.1.e	In conjunction with Move II.1.1 of the City Green Action Plan, develop a Recycled Water Use Master Plan that identifies access to recycled water and quantity of recycled water available to the City, as well as establishes an implementation plan. The implementation plan shall identify land use types (i.e., landscaping, gold courses, fields) and specific projects that will switch from potable to recycled water use allowing for a goal of 20% of City's potable water use to be replaced with recycled water.
Move W.1.f	Implement 100% renewable power for all pumping and treatment of water.

ID #	Plays and Respective Supportive Moves
Solid Waste Sector	
Play SW.1	**Implement and enforce SB 1383 organics and recycling requirements to reduce landfilled organics waste emissions 50% by 2022 and 75% by 2025.**
Move SW.1.a	Adopt procurement policies to comply with SB 1383 requirements for jurisdictions to purchase recovered organic waste products.
Move SW.1.b	Adopt an ordinance requiring compliance with SB 1383. Ensure ordinances established through the City General Plan are consistent with SB 1383 requirements; and revise ordinances if necessary.
Move SW.1.c	Adopt an Edible Food Recovery Ordinance for edible food generators, food recovery services, or organization that are required to comply with SB 1383.
Move SW.1.d	Partner with the City's waste hauler, to provide organic waste collection and recycling services to all commercial and residential generators of organic waste.
Move SW.1.e	Adopt an ordinance requiring all residential and commercial customers to subscribe to an organic waste collection program and/or report self-hauling or backhauling of organics.
Move SW.1.f	Conduct a Feasibility Study and prepare an action plan to ensure edible food reuse infrastructure is sufficient to accept capacity needed to recover 20% of edible food disposed or identify proposed new or expanded food recovery capacity.
Move SW.1.g	Establish an education and outreach program for school children and adults around food waste prevention, nutrition education, and the importance of edible food recovery. Support City Green Action Plan Play III identified educational goals (Move III.1.3., Move III.1.4., Move III1.6., Move III.2.1, Move III. 3.3, and Move III.4.2) through an established educational program.
Move SW.1.h	Establish an edible food recovery program supporting the City General Plan and the City Green Action Plan Move III.1.2 to minimize food waste.
Move SW.1.i	Adopt an ordinance or enforceable mechanism to regulate haulers collecting organic waste, including collection program requirements and identification of organic waste receiving facilities.
Move SW.1.j	Partner with City waste services to: ▪ Ensure organic waste collection from mixed waste containers are transported to a high diversion organic waste processing facility. ▪ Provide quarterly route reviews to identify prohibited contaminants potentially found in containers that are collected along route. ▪ Clearly label all new containers indicating which materials are accepted in each container, and by January 1, 2025, place or replace labels on all containers.
Play SW.2	**Reduce residential and commercial waste sent to landfills by 50% by 2030 and 100% by 2045.**
Move SW.2.a	Develop and implement a Zero Waste Plan, consistent with the General Plan, in order to reach South Pasadena's goal of zero waste by 2040.
Move SW.2.b	Provide ongoing education to residents, business owners, and South Pasadena School District regarding waste reduction, composting, and recycling.
Move SW.2.c	Increase reuse, recycling, and composting at temporary public events by mandating the installation of public recycling and composting containers and collection service; and encouraging reusable food ware, when relevant, according to the California State Retail Food Code.
Move SW.2.d	Develop a waste department or working group to enhance recycling and composting outreach and provide technical assistance or information in support of City Green Action Plan Move III. Additionally, implement and share a Recycle and Reuse Directory through City platforms, in support of Green Action Plan Move I.2.5.
Move SW.2.e	Adopt an ordinance requiring compliance with Sections 4.410.2, 5.410.1, 4.408.1, and 5.408.1 of the California Green Building Standards Code related to construction of buildings with adequate space for recycling containers and construction and demolition (C&D) recycling.
Move SW.2.f	Implement the City General Plan, requiring construction sites to separate waste for proper diversion and reuse or recycling.

ID #	Plays and Respective Supportive Moves
Move SW.2.g	Develop and implement a Waste Stream Education Program targeting property managers of multi-family residences and the commercial sector, in support of Goal III of the City Green Action Plan.
Move SW.2.h	Develop policies to mandate/encourage reduction of waste and reuse in the food industry (e.g. facilities serving prepared food and prepackaged food; home meal delivery services), hospitality industry, and other commercial industries. Efforts may include developing ordinances for food service ware and a ban on single-use individual toiletry bottles in hotels/motels, grant/discount programs for switching to reusables, fast food champion pilot project, and working with home meal delivery services (e.g., Blue Apron), etc. to explore opportunities to reduce single-use packaging and encourage reuse.
Move SW.2.i	Encourage reusable foodware; or if reusable foodware is not a feasible option, explore opportunities to mandate/encourage a switch to more environmentally friendly alternatives for various products in the commercial industry, when relevant.
Carbon Sequestration Sector	
Play CS.1	**Increase carbon sequestration through increased tree planting and green space.**
Move CS.1.a	Identify and map public spaces that can be converted to green space, including public parking that can be converted to parklets, freeway airspace that can be made into green space, vertical walls that can be planted with vines, and rooftops of public buildings that can be developed into gardens.
Move CS.1.ab	Adopt a Greenscaping Ordinance that has a street tree requirement for all zoning districts, has a shade tree requirement for new development, requires greening of parking lots, and increases permeable surfaces in new development.
Move CS.1.c	Prepare and adopt an Urban Forest Management Plan for the City that includes an inventory of existing trees, identifies future tree planting opportunities, and a climate-ready tree palette, as well as ongoing operations and maintenance needs.
Move CS.1.d	Adopt a standard policy and set of practices for expanding urban tree canopy and placing vegetative barriers between busy roadways and developments to reduce exposure to air pollutants from traffic.
Municipal Sector	
Play M.1	**Reduce carbon intensity of City operations.**
Move M.1.a	As recommended in the 2016 Renewable Energy Council Report, complete energy audits for all City facilities and implement all feasible recommendations for decarbonization and efficiency upgrades.
Move M.1.b	As recommended in the 2016 Renewable Energy Council Report, purchase renewable natural gas (RNG) for applicable City fleet vehicles.
Move M.1.c	Establish an employee rideshare program.
Move M.1.d	As recommended in the 2016 Renewable Energy Council Report, install PV solar systems at the City Hall and at Wilson Reservoir.
Move M.1.e	Adopt retrofitting policy for City owned buildings such that energy efficient and electrification retrofits are incorporated into City buildings as they become available.
Move M.1.f	Develop a policy for the City which would require all new building RFP's to include life cycle costing over 30 years and tie this directly to energy consumption and building electrification. This would include the buildings operational and maintenance costs and ensure that the City has the most cost effective (and sustainable) building possible.
Move M.1.g	As recommended in the 2016 Renewable Energy Council Report, invest all savings from City energy efficiency projects into a new revolving green fund that can be used to fund additional energy efficiency and GHG reduction projects.
Play M.2	**Electrify the municipal vehicle fleet and mobile equipment.**
Move M.2.a	Develop a suite of transportation demand management tools to incentivize alternative transportation methods for employees, including telecommute options.
Move M.2.b	Provide bicycles and bicycle storage for employees to use during work hours for short business or personal trips.
Move M.2.c	Develop and adopt a policy to apply lifecycle assessment to all new vehicle and equipment purchases.

ID #	Plays and Respective Supportive Moves
Move M.2.d	Implement the City Fleet Alternative Fuel Conversion Policy developed under the City General Plan, electrifying the City vehicle fleet and using it to encourage residents to convert as well.
Move M.2.e	Install EV charging stations at municipal buildings.
Play M.3	**Increase City's renewable energy production and energy resilience.**
Move M.3.a	Conduct a Feasibility Study to determine which City buildings would serve as ideal resilience centers including solar and battery installations.
Move M.3.b	Convert all streetlights to light emitting diode (LED) bulbs.
Move M.3.c	Work with the CPA to identify and develop local solar projects to connect to the grid.
Move M.3.d	Install solar arrays at facilities that currently do not have solar arrays and work with emergency services to add solar and battery storage at priority locations. Review options for potential to combine multiple buildings into micro-grid systems.
Move M.3.e	Explore opportunities and partnerships to develop renewable-powered fuel cell micro-grids to provide back-up or primary power for critical facilities such as facilities providing essential services (e.g. water pumping facilities) and schools as a clean alternative to diesel generators.

Source: South Pasadena, City of. 2020. South Pasadena Draft Climate Action Plan.

The CAP Plays combined with Statewide legislation and initiatives and regional transportation programs will enable the City to meet its emissions reduction target of 40 percent below 1990 levels by 2030. Table 3 shows the contribution of the Statewide initiatives along with the CAP measures. The City needs to achieve a 18,578 MT CO_2e of GHG emissions reduction by 2030 to meet its goal. The total estimated GHG reductions accounted for in the CAP total 23,386 MT CO_2e by 2030.

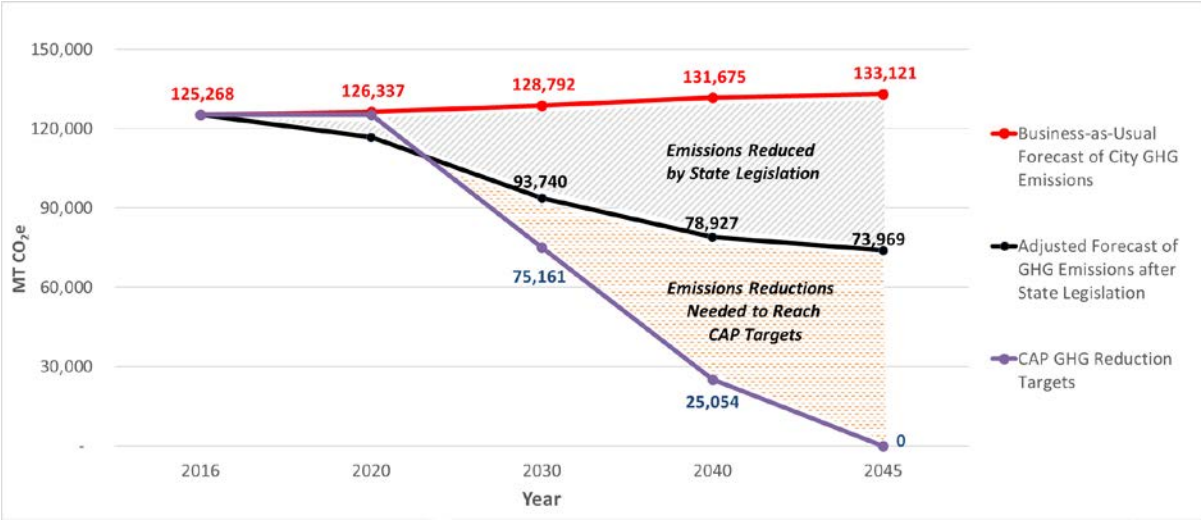
Table 3 South Pasadena 2030 GHG Reduction Target by Sector

State Initiative	Sector	2030 Reduction in City Emissions ($MTCO_2e$)
Advanced Clean Cars Program, Pavely Standards, Zero Emissions Vehicles Program, Clean Transit)	On-road Transportation	22,671
SB 100 and Renewable Portfolio Standard	Electricity	12,035
Title 24	Residential/Nonresidential Electricity and Natural Gas	346
A. Total State Initiative Emissions Reductions		35,052
B. Total City CAP Emissions Reductions		23,386
C. Total Expected Emissions Reductions (A+B)		58,438
D South Pasadena Emissions Reduction Requirement		53,625
E. Meets/exceeds State Goals? (C > D)		Yes

Source: South Pasadena, City of. 2020. Draft Climate Action Plan.

Figure 3 and Table 4 illustrate how the BAU emissions are estimated to increase, thus widening the emissions reductions needed by 2030. Figure 3 also shows emissions reductions expected from State level actions as well as the reductions needed to reach the South Pasadena emissions target.

Figure 3 South Pasadena Future GHG Emissions Projection and CAP Reduction Target



Source: South Pasadena, City of. 2020. Draft Climate Action Plan.

Table 4 South Pasadena Future GHG Emissions Projection and Reduction Target

Description	Emissions ($MTCO_2e$)
2016 Base Year Emissions	125,268
2030 BAU Emissions	128,792
2030 Target Emissions at 40% below 2016	75,161
2030 Required Reduction	53,631

Source: South Pasadena, City of. 2020. Draft Climate Action Plan

Implementation of the 2020 CAP Plays (listed in Table 2) could result in physical changes to the environment that could potentially have a significant impact. While individual projects resulting from these measures have not been identified for the purposes of this document, the types of actions that could result from realization of the CAP measures are taken into account in considering potential environmental impacts that could occur through implementation of the 2020 CAP. For example, projects or actions requiring ministerial approval, such as installation of electric vehicle charging stations and supporting infrastructure, as well as new bicycle or pedestrian facilities, would introduce physical changes related to the temporary presence and operation of construction vehicles and equipment during installation of required facilities and the long-term presence of new facilities such as bike and pedestrian facilities, solar arrays, and electric vehicle charging stations, which could alter pedestrian and vehicular traffic patterns.

Additionally, electrification retrofits may change the physical environment through the need for upgraded service and electrical panels, branch circuit upgrades, and installation of condensate drains to facilitate the installation of electric heat pumps for water and space heating. The physical changes these upgrades and additions would entail are dependent on the year of building construction and location of electrical and service panels and plumbing for connection of condensate drains; which in some cases may include modifications to the interior and/or exterior of buildings for wiring and panel replacement, and minor excavation for connection of drainage to

sewer systems. Future plans or projects requiring discretionary approval would be subject to environmental review under CEQA, and individual impact analyses will identify required plan- or project-specific mitigation measures where applicable.

7. Cumulative Projects Scenario

For purposes of CEQA cumulative impacts analysis of the South Pasadena 2020 CAP, the cumulative projects scenario is the total projected population growth, and the anticipated cumulative development to accommodate that growth, for South Pasadena in 2030. The South Pasadena General Plan Housing Element only projects City population through 2021, [8] and thus SCAG-projected total South Pasadena population of 26,649 persons in 2030[9] is utilized in this CEQA document.

8. Required Approvals

City of South Pasadena

Required approvals include:

- Adoption of the 2020 CAP Initial Study-Negative Declaration; and
- Adoption of the 2020 CAP.

Although individual plans or projects may be implemented later under the umbrella of the CAP, each individual plan or project would be subject to separate environmental review under CEQA.

Other Public Agencies

The City of South Pasadena has sole approval authority over the CAP. There are no other public agencies whose approval is required.

8 South Pasadena, City of. 2014. South Pasadena General Plan Housing Element. Available: <https://www.southpasadenaca.gov/government/departments/planning-and-building/general-plan>. Accessed September 17, 2020.
9 SCAG. 2014. 2016-2040 Regional Transportation Plan/Sustainable Communities Strategy. Demographics and Growth Forecast Appendix. Available: < http://scagrtpscs.net/Documents/2016/final/f2016RTPSCS_DemographicsGrowthForecast.pdf>. Accessed September 17, 2020.

Environmental Factors Potentially Affected

This project would potentially affect the environmental factors checked below, involving at least one impact that is "Potentially Significant" or "Less than Significant with Mitigation Incorporated" as indicated by the checklist on the following pages.

☐ Aesthetics	☐ Agriculture and Forestry Resources	☐ Air Quality
☐ Biological Resources	☐ Cultural Resources	☐ Energy
☐ Geology/Soils	☐ Greenhouse Gas Emissions	☐ Hazards & Hazardous Materials
☐ Hydrology/Water Quality	☐ Land Use/Planning	☐ Mineral Resources
☐ Noise	☐ Population/Housing	☐ Public Services
☐ Recreation	☐ Transportation	☐ Tribal Cultural Resources
☐ Utilities/Service Systems	☐ Wildfire	☐ Mandatory Findings of Significance

Determination

Based on this initial evaluation:

■ I find that the proposed project COULD NOT have a significant effect on the environment, and a NEGATIVE DECLARATION will be prepared.

☐ I find that although the proposed project could have a significant effect on the environment, there will not be a significant effect in this case because revisions to the project have been made by or agreed to by the project proponent. A MITIGATED NEGATIVE DECLARATION will be prepared.

☐ I find that the proposed project MAY have a significant effect on the environment, and an ENVIRONMENTAL IMPACT REPORT is required.

☐ I find that the proposed project MAY have a "potentially significant impact" or "less than significant with mitigation incorporated" impact on the environment, but at least one effect (1) has been adequately analyzed in an earlier document pursuant to applicable legal standards, and (2) has been addressed by mitigation measures based on the earlier analysis as described on attached sheets. An ENVIRONMENTAL IMPACT REPORT is required, but it must analyze only the effects that remain to be addressed.

☐ I find that although the proposed project could have a significant effect on the environment, because all potential significant effects (a) have been analyzed adequately in an earlier EIR or NEGATIVE DECLARATION pursuant to applicable standards, and (b) have been avoided or mitigated pursuant to that earlier EIR or NEGATIVE DECLARATION, including revisions or mitigation measures that are imposed upon the proposed project, nothing further is required.

Signature	Date
Printed Name	Title

Environmental Checklist

1 Aesthetics

	Potentially Significant Impact	Less than Significant with Mitigation Incorporated	Less than Significant Impact	No Impact
Except as provided in Public Resources Code Section 21099, would the project:				
a. Have a substantial adverse effect on a scenic vista?	☐	☐	■	☐
b. Substantially damage scenic resources, including but not limited to, trees, rock outcroppings, and historic buildings within a state scenic highway?	☐	☐	■	☐
c. In non-urbanized areas, substantially degrade the existing visual character or quality of public views of the site and its surroundings? (Public views are those that are experienced from a publicly accessible vantage point). If the project is in an urbanized area, would the project conflict with applicable zoning and other regulations governing scenic quality?	☐	☐	■	☐
d. Create a new source of substantial light or glare that would adversely affect daytime or nighttime views in the area?	☐	☐	■	☐

a. Would the project have a substantial adverse effect on a scenic vista?

or

b. Would the project substantially damage scenic resources, including but not limited to, trees, rock outcroppings, and historic buildings within a state scenic highway?

Within the City of South Pasadena, State Route 110 is a designated Federal Byway according to the California Scenic Highway System.[10] The portion of State Route 110 with this designation connects East Colorado Boulevard on the northern end within adjacent City of Pasadena to the State Route 110/U.S. Highway 101 interchange on the southern end within adjacent City of Los Angeles. While the City of South Pasadena General Plan has not identified scenic vistas or scenic roadways, it states that the hillsides and ridgelines provide a scenic backdrop for the entire community and that viewsheds to and from these hillsides should be protected. In addition, General Plan Open Space and Resource Conservation Element Policies 5 and 6 as well as the Hillside Ordinance require scenic

10 California Department of Transportation (Caltrans). 2020. California State Scenic Highway System Map. Available: <https://www.arcgis.com/apps/webappviewer/index.html?id=2e921695c43643b1aaf7000dfcc19983>. Accessed September 27, 2020.

resource and landform preservation and regulate new development proposed within the hillside areas.[11] The CAP would promote infrastructure development and redevelopment that is complimentary to existing development, natural features, and land uses. The South Pasadena Municipal Code Chapter 34 (Trees and Shrubs) as well as General Plan Goals 16 and 17 require preservation and protection of trees and other natural constraints, including ridgelines geologic features, and open space, from unnecessary encroachment or destruction.[12] Furthermore, City Ordinance 2315 (Cultural Heritage Commission to Protect the City's Cultural Resources) and General Plan Open Space and Resource Conservation Element Policy 11 require the preservation of the natural landscape and historic character of districts, neighborhoods, and landmarks.

As a policy document, the CAP would not result in impacts related to scenic vistas and scenic highways. However, implementation of the following CAP Plays may promote infrastructure development and redevelopment through policies and programs. CAP Plays E.2 and E.3 promote electrification of newly constructed and existing buildings, and CAP Play E.4 promotes installation of battery back-up systems or generators and solar panels to facilitate the switching of building fuel away from natural gas within the City. CAP Play T.1 encourages the installation of electric vehicle charging stations and supporting infrastructure, and CAP Plays T.2 and T.3 involve the installation of new bicycle, electric bicycle/scooter, and pedestrian facilities. In addition, Play M.2 requires electrification of the municipal fleet and mobile equipment. Additionally, CAP Play CS.1, promotes the increased planting of trees and provision of green space. The physical changes these installations and enhancements would entail are dependent on the location of construction for the electric vehicle charging connections, active transportation pathways, and trees/green spaces.

However, it is anticipated that CAP projects would avoid alterations to historic buildings, mature trees, and other distinguishing scenic characteristics; adhere to City development zoning and regulations that require retention of City character and minimization of environmental and community setting impacts; and, if warranted, be reviewed by the City's Design Review Board. As such, the CAP would not result in adverse impacts related to scenic vistas, viewing corridors, or scenic roadways within the City. Furthermore, due to intervening development typical of an urban setting, proposed CAP projects would not likely be visible from the designated Federal Byway (State Route 110). Thus, scenic resources such as trees, rock outcroppings, and historic buildings would not be damaged within a State scenic highway. Therefore, the CAP would result in a less-than-significant impact related to scenic vistas and related to scenic resources within scenic highways.

LESS THAN SIGNIFICANT IMPACT

11 South Pasadena, City of. 1998. General Plan Open Space and Resource Conservation Element. Available: <https://www.southpasadenaca.gov/government/departments/planning-and-building/general-plan >. Accessed September 23, 2020.
12 South Pasadena, City of. 2020. Municipal Code Chapter 34 (Trees and Shrubs). Available: <https://www.codepublishing.com/CA/SouthPasadena/>. Accessed September 23, 2020.

c. Would the project, in non-urbanized areas, substantially degrade the existing visual character or quality of public views of the site and its surroundings? (Public views are those experienced from a publicly accessible vantage point). If the project is in an urbanized area, would the project conflict with applicable zoning and other regulations governing scenic quality?

The City of South Pasadena is an urbanized area with visual character/quality goals and policies from the City General Plan Open Space and Resource Conservation Element to preserve and protect the scenic and visual quality of the community. The CAP would not involve land use or zoning changes, but would instead promote infrastructure development and redevelopment through policies and programs. Implementation of the following CAP Plays may promote infrastructure development and redevelopment that may impact visual character, as described below.

CAP Play E.4 promotes installation of battery back-up systems or generators and solar panels. CAP Play T.1 encourages installation of electric vehicle charging stations and supporting infrastructure, and CAP Plays T.2 and T.3 involve installation of new bicycle, electric bicycle/scooter, and pedestrian facilities. In addition, Play M.2 requires electrification of the municipal fleet and mobile equipment. Furthermore, CAP Play CS.1, promotes increased planting of trees and provision of green space. Planting trees, implementation of solar panels and electric vehicle charging stations, and introduction of active transportation infrastructure may slightly change visual character in the City. However, CAP projects would be located and designed to be complimentary to existing development and land uses in a manner consistent with applicable zoning and other regulations governing visual character and quality within the City of South Pasadena. In addition, CAP projects would be reviewed for consistency with the General Plan and other applicable regulatory land use actions prior to approval. Therefore, the CAP would result in a less-than-significant impact related to regulations of visual character and quality.

LESS THAN SIGNIFICANT IMPACT

d. Would the project create a new source of substantial light or glare that would adversely affect daytime or nighttime views in the area?

The CAP would not involve land use or zoning changes. Rather the CAP would promote infrastructure development and redevelopment that is complimentary to existing development and land uses. As a policy document, the CAP would not directly result in impacts related to light and glare. However, implementation of the following CAP Plays may promote infrastructure development and redevelopment. CAP Play E.4 promotes installation of solar panels to facilitate the switching of building fuel away from natural gas within the City. CAP Play T.1 encourages the installation of electric vehicle charging stations and supporting infrastructure, and CAP Plays T.2 and T.3 involve the installation of new bicycle, electric bicycle/scooter, and pedestrian facilities. In addition, CAP Play M.2 requires electrification of the municipal fleet and mobile equipment. Furthermore, CAP Play CS.1, promotes the increased planting of trees and provision of green space.

CAP projects would be reviewed for consistency with the City Municipal Code to minimize environmental impacts related to light and glare through limitations of materials and shielding light structures. Presumably design and location of proposed solar infrastructure would be complimentary to existing development in the City. In addition, CAP projects would be reviewed for consistency with the General Plan and other applicable land use regulations prior to approval. Thus, the CAP would result in a less-than-significant impact related to light and glare.

LESS THAN SIGNIFICANT IMPACT

Cumulative Impacts

The cumulative projects scenario is total projected population growth for South Pasadena (26,649 persons) in 2030. Cumulative impacts related to scenic resources, visual character, and increased light and glare would generally be site-specific, and cumulative projects are not anticipated to contribute to cumulative aesthetic impacts with adherence to General Plan policies and the Municipal Code. Because of the developed nature of South Pasadena, future infrastructure projects under the CAP, in combination with other cumulative projects, would not adversely impact the visual character of the City. In addition, future development in the City would be required to comply with the City's Design Review process and be reviewed against applicable General Plan policies and City's design standards for design quality and compatibility with adjacent land uses. Therefore, implementation of the CAP would result in a less-than-significant cumulative impact related to aesthetics.

LESS THAN SIGNIFICANT IMPACT

2 Agriculture and Forestry Resources

	Potentially Significant Impact	Less than Significant with Mitigation Incorporated	Less than Significant Impact	No Impact
Would the project:				
a. Convert Prime Farmland, Unique Farmland, or Farmland of Statewide Importance (Farmland), as shown on maps prepared pursuant to the Farmland Mapping and Monitoring Program of the California Resources Agency, to non-agricultural use?	☐	☐	☐	■
b. Conflict with existing zoning for agricultural use or a Williamson Act contract?	☐	☐	☐	■
c. Conflict with existing zoning for, or cause rezoning of, forest land (as defined in Public Resources Code Section 12220(g)); timberland (as defined by Public Resources Code Section 4526); or timberland zoned Timberland Production (as defined by Government Code Section 51104(g))?	☐	☐	☐	■
d. Result in the loss of forest land or conversion of forest land to non-forest use?	☐	☐	☐	■
e. Involve other changes in the existing environment which, due to their location or nature, could result in conversion of Farmland to non-agricultural use or conversion of forest land to non-forest use?	☐	☐	☐	■

a. Would the project convert Prime Farmland, Unique Farmland, or Farmland of Statewide Importance (Farmland), as shown on maps prepared pursuant to the Farmland Mapping and Monitoring Program of the California Resources Agency, to non-agricultural use?

or

b. Would the project conflict with existing zoning for agricultural use or a Williamson Act contract

The City of South Pasadena does not contain farmland or lands used for agricultural purposes.[13] The CAP does not involve projects that would result in impacts related to conversion or loss of farmland. Therefore, the CAP would result in no impact related to degradation of agricultural resources or

13 South Pasadena, City of. 1998. General Plan Land Use Element. Available: <https://www.southpasadenaca.gov/government/departments/planning-and-building/general-plan >. Accessed September 24, 2020.

conversion of agricultural land to non-agriculture uses, nor would there be a conflict with existing zoning or general plan land use designations.

NO IMPACT

c. *Would the project conflict with existing zoning for, or cause rezoning of, forest land (as defined in Public Resources Code Section 12220(g)); timberland (as defined by Public Resources Code Section 4526); or timberland zoned Timberland Production (as defined by Government Code Section 51104(g))?*

or

d. *Would the project result in the loss of forest land or conversion of forest land to non-forest use?*

The City does not contain forest or timberland resources. The South Pasadena Municipal Code Chapter 34 (Trees and Shrubs), establishes policies, regulations and standards necessary to ensure tree protection and manage an urban forestry program. And CAP Play CS.1 facilitates increased tree planting and green space. As such, the CAP would increase planting of trees as part of new development within the City and be consistent with the tree protection and urban forestry program requirements of the City Municipal Code. Therefore, the CAP would result in no impact related to degradation of forestry resources or conversion of forest land to non-forest uses, nor would there be a conflict with existing zoning or general plan land use designations.

NO IMPACT

e. *Would the project involve other changes in the existing environment which, due to their location or nature, could result in conversion of Farmland to non-agricultural use or conversion of forest land to non-forest use?*

See impact discussions above under Topics 2a through 2d. The CAP would not result in other changes to the existing environment which, due to their location or nature, would result in conversion of Farmland to non-agricultural use or conversion of forest land to non-forest use. No impact would occur.

NO IMPACT

Cumulative Impacts

The cumulative projects scenario is total projected population growth for South Pasadena (26,649 persons) in 2030. The City does not contain farmland or lands used for agricultural purposes. Additionally, the City does not contain forest or timberland resources. Cumulative projects are not anticipated to contribute to cumulative forestry impacts with adherence to General Plan policies. In addition, the CAP would not involve land use or zoning changes that could result in cumulative impacts related to conversion or loss of farmland or forest land. Therefore, implementation of the CAP would result in no cumulative impact related to agricultural and forestry resources.

NO IMPACT

3 Air Quality

	Potentially Significant Impact	Less than Significant with Mitigation Incorporated	Less than Significant Impact	No Impact
Would the project:				
a. Conflict with or obstruct implementation of the applicable air quality plan?	☐	☐	☐	■
b. Result in a cumulatively considerable net increase of any criteria pollutant for which the project region is non-attainment under an applicable federal or state ambient air quality standard?	☐	☐	■	☐
c. Expose sensitive receptors to substantial pollutant concentrations?	☐	☐	■	☐
d. Result in other emissions (such as those leading to odors) adversely affecting a substantial number of people?	☐	☐	■	☐

a. Would the project conflict with or obstruct implementation of the applicable air quality plan?

South Pasadena is located within the South Coast Air Basin (the Air Basin), which includes all of Orange County and the non-desert regions of Los Angeles County, Riverside County, and San Bernardino County. The Air Basin is under the jurisdiction of the South Coast Air Quality Management District (SCAQMD). As the local air quality management agency, SCAQMD is required to monitor air pollutant levels to ensure that State and federal air quality standards are met and, if they are not met, to develop strategies to meet the standards. Depending on whether or not the standards are met or exceeded, the South Coast Air Basin is classified as being in "attainment" or "nonattainment." Under State law, air districts are required to prepare a plan for air quality improvement for pollutants for which the district is in non-attainment. SCAQMD is in non-attainment for the State and federal ozone standards, the State and federal $PM_{2.5}$ (particulate matter up to 2.5 microns in size) standards, and the State PM_{10} (particulate matter up to 10 microns in size) standards, and the federal lead standards and is required to prepare a plan for improvement.[14] The sources, health effects, and typical controls associated with criteria pollutants are described in Appendix A.

The SCAQMD Clean Air Plan (Air Quality Management Plan [AQMP]) provides a plan to improve South Coast Air Basin air quality and protect public health as well as the climate. The most recent (2016) AQMP complies with State air quality planning requirements as codified in the California Health and Safety Code. The 2016 AQMP seeks to achieve multiple goals promoting reductions in criteria pollutant, greenhouse gases, and toxic risk, as well as efficiencies in energy use,

14 South Coast Quality Management District (SCAQMD). 2018. National and California Ambient Air Quality Standards Attainment Status for South Coast Air Basin. Available: <http://www.aqmd.gov/docs/default-source/clean-air-plans/air-quality-management-plans/naaqs-caaqs-feb2016.pdf?sfvrsn=14>. Accessed September 28, 2020.

transportation, and goods movement. The most effective way to reduce air pollution impacts on the health of the approximately 17 million residents in the South Coast Air Basin, including those in disproportionally impacted and environmental justice communities that are concentrated along our transportation corridors and goods movement facilities, is to reduce emissions from mobile sources, the principal contributor to our air quality challenges. Thus, AQMD worked closely with California Air Resources Board (CARB) and the United States Environmental Protection Agency (U.S. EPA) who have primary responsibility for these sources. The 2016 AQMP also includes transportation control measures developed by the Southern California Association of Governments (SCAG) from the 2016 Regional Transportation Plan/ Sustainable Communities Strategy (RTP/SCS).[15]

The Federal Clean Air Act Amendments (CAAA) mandate that states submit and implement a State Implementation Plan (SIP) for areas not meeting air quality standards. The SIP includes pollution control measures to demonstrate how the standards will be met through those measures. The SIP is established by incorporating measures established during the preparation of Air Quality Management Plans (AQMP) and adopted rules and regulations by each local APCD and AQMD, which are submitted for approval to CARB and the U.S. EPA.[16] The goal of an AQMP is to reduce pollutant concentrations below the National Ambient Air Quality Standards (NAAQS) through the implementation of air pollutant emissions controls.

The CAP would not involve land use or zoning changes, but would rather promote infrastructure development and redevelopment. Implementation of proposed measures would be beneficial by helping South Pasadena meet applicable air quality plan goals and generally reducing sensitive receptor exposure to pollutant concentrations. Although the purpose and intended effect of the CAP is to reduce GHG emissions generated in the City to help reduce the effects of climate change, many of its Plays and supporting Moves would also reduce criteria pollutant (i.e., air quality) emissions. CAP Plays E.1 through E.4 propose revisions to and new City ordinances requiring electrification of 100 percent new buildings and incremental portion of existing buildings as well as maximum usage of renewable energy and installation of solar systems, battery storage, and potential microgrids within the City to help meet community energy demand. In addition, CAP Plays M.1 through M.3 require reduced carbon intensity of municipal operations, electrification of the municipal fleet and mobile equipment, and increased municipal renewable energy production. This would decrease the use of non-renewable fuel sources for residential and non-residential land use operations. Additionally, CAP Plays T.2, T.3, and M.2 facilitate and incentivize bike lanes, bike parking, and public and shared transit, which would increase active transportation and decrease the vehicle miles traveled in South Pasadena. Furthermore, CAP Move W.1.f requires use of 100-percent renewable power for all pumping and treatment of water. These energy- and transportation-related measures would reduce air quality emissions as well as GHG emissions. Therefore, the CAP is consistent with the 2016 AQMP and would have no impact related to a conflict with or obstruction of the applicable air quality plan.

NO IMPACT

15 SCAQMD. 2016. Final SCAQMC Air Quality Management Plan. Available: <http://www.aqmd.gov/home/air-quality/clean-air-plans/air-quality-mgt-plan/final-2016-aqmp>. Accessed September 28, 2020.
16 CARB. 2016. State Strategy for the State Implementation Plan for Federal Ozone and PM2.5 Standards. Available: <https://ww3.arb.ca.gov/planning/sip/2016sip/2016sip.htm>. Accessed September 28, 2020.

b. Would the project result in a cumulatively considerable net increase of any criteria pollutant for which the project region is non-attainment under an applicable federal or state ambient air quality standard?

City Municipal Code Chapter 4 (Air Pollution) identifies discharge of certain air pollutants as illegal within the City.[17] The CAP would not involve land use or zoning changes but would instead promote infrastructure development and redevelopment. As a policy document, the CAP would not result in impacts related to criteria pollutants. However, implementation of the following CAP Plays may promote infrastructure development and redevelopment. CAP Play E.4 promotes installation of solar PV systems and battery storage to provide greener renewable electricity within the City. CAP Play T.1 encourage the installation of electric vehicle charging stations and infrastructure, and CAP Plays T.2 and T.2 involve the installation of new bicycle, electric bicycle/scooter, and pedestrian facilities. In addition, CAP Play M.2 requires electrification of the municipal fleet and mobile equipment. Furthermore, CAP Play CS.1, facilitates increased trees and open space. Construction-related air quality impacts are generally associated with fugitive dust (PM_{10} and $PM_{2.5}$) and exhaust emissions from heavy construction vehicles and soil-hauling trucks, in addition to Reactive Organic Gas (ROG) that would be released during architectural coatings drying. However, CAP projects would not entail large-scale construction and, thus, would result in low-level criteria pollutant emissions and negligible impacts to air quality. CAP projects would also be reviewed for consistency with SCAQMD air quality regulations and other applicable local, State, and federal regulations once project details and locations are known. Thus, construction associated with CAP implementation would result in a less-than-significant impact related to net increase of criteria pollutants. With respect to operational emissions, many CAP Plays would have the secondary benefit of reducing criteria pollutant emissions. CAP Plays aim to increase building renewable energy use, promote electric vehicles, reduce building natural gas use, reduce on-road gasoline fuel use, and reduce vehicle miles traveled. Implementation of such CAP Plays would be beneficial by helping South Pasadena meet applicable air quality plan goals. In addition, future CAP projects would be required to comply with local, regional, and State air quality regulations. Therefore, the CAP would result in a less-than-significant impact related to criteria pollutant emissions.

LESS THAN SIGNIFICANT IMPACT

c. Would the project expose sensitive receptors to substantial pollutant concentrations?

Implementation of the following CAP Plays may promote infrastructure development and redevelopment. CAP Plays E.2 and E.3 promote electrification of newly constructed and existing buildings, and CAP Play E.4 promotes installation of battery back-up systems or generators and solar panels to facilitate the switching of building fuel away from natural gas. Such electrification and renewable energy retrofits may change the physical environment through the need for upgraded service and electrical panels, branch circuit upgrades, solar panels, and installation of condensate drains to facilitate the installation of electric heat pumps for water and space heating. Additionally, CAP Play T.1 encourages the installation of electric vehicle charging stations and infrastructure, and CAP Plays T.2 and T.3 involve the installation of new bicycle, electric bicycle/scooter, and pedestrian facilities. CAP Play M.2 requires electrification of the municipal fleet and mobile equipment and incentivizes alternative transportation methods for municipal employees. Furthermore, CAP Play CS.1, promotes the increased planting of trees and provision of green space, and CAP Play W.1 aims to bring recycled water lines and infrastructure to the City. Construction-related air quality impacts

17 South Pasadena, City of. 2020. Municipal Code Chapter 4 (Air Pollution). Available: <https://www.codepublishing.com/CA/SouthPasadena/>. Accessed September 28, 2020.

are generally associated with fugitive dust (PM10 and PM2.5) and exhaust emissions from heavy construction vehicles and soil hauling trucks, in addition to ROG that would be released during the drying phase upon application of architectural coatings. However, implementation of proposed CAP measures would not include large-scale construction within South Pasadena. As such, it would result in low-level toxic air contaminant emissions. While the CAP could result in construction-related impacts related to toxic air contaminants and exposure to sensitive receptors, CAP projects would be reviewed for consistency to comply with SCAQMD air quality regulations and other applicable local, State, and federal regulations once project details and locations are known. Thus, the construction associated with implementation of the CAP would not result in substantial emissions of toxic air contaminants and exposure to sensitive receptors. No operational toxic air contaminant emissions are anticipated with implementation of the CAP. Therefore, the CAP would have a less-than-significant impact related to exposure of sensitive receptors to toxic air contaminants.

LESS THAN SIGNIFICANT IMPACT

d. Would the project result in other emissions (such as those leading to odors) adversely affecting a substantial number of people?

The CARB 2005 Air Quality Land Use Handbook: A Community Health Perspective identifies land uses associated with odor complaints which include: sewage treatment plants, landfills, recycling facilities, waste transfer stations, petroleum refineries, biomass operations, auto body shops, coating operations, fiberglass manufacturing, foundries, rendering plants, and livestock operations. CAP Plays SW.1 and SW.2 promote participation in recycling and organic waste programs and reducing such waste going to landfills to achieve 75 percent reduction in waste-related GHG emissions by 2025. And CAP Play SW.2 encourages use of reusable foodware, reduction of waste in the food industry, and food waste being compostable. Also, CAP Plays SW.1 and SW.2 requires all new buildings to subscribe to recycling and organic waste collection services and provide adequate space for recycling and compost containers, in accordance with SB 1383 and AB 1826. As such, the CAP could result in minor odors related to compost. However, green waste collection bins and compost application are not identified on the list of "Sources of Odor Complaints" (Table 1-4) as provided in the CARB Air Quality Land Use Handbook and would not be anticipated to result in other emissions, such as those leading to odors, adversely affecting a substantial number of people. Therefore, the CAP would not facilitate development that could create adverse odors, and there would be a less-than-significant impact related to odors exposure.

LESS THAN SIGNIFICANT IMPACT

Cumulative Impacts

The cumulative projects scenario is total projected population growth for South Pasadena (26,649 persons) in 2030. The cumulative projects could exceed applicable SCAQMD thresholds or be inconsistent with the Clean Air Plan. However, implementation of the CAP would have a less-than-significant contribution related to potential cumulative air quality impacts within the air basin and on sensitive receptors within the City of South Pasadena, given that the CAP would result in Citywide reduction of GHG emissions, energy use, single-occupancy vehicle travel, water use, and waste generation. As such, implementation of the CAP would not result in adverse impacts related to contribution of criteria pollutants to the air basin and exposure of sensitive receptors to toxic air contaminants. Therefore, implementation of the CAP would result in a less-than-significant cumulative impact related to air quality.

LESS THAN SIGNIFICANT IMPACT

4 Biological Resources

	Potentially Significant Impact	Less than Significant with Mitigation Incorporated	Less than Significant Impact	No Impact
Would the project:				
a. Have a substantial adverse effect, either directly or through habitat modifications, on any species identified as a candidate, sensitive, or special status species in local or regional plans, policies, or regulations, or by the California Department of Fish and Wildlife or U.S. Fish and Wildlife Service?	☐	☐	■	☐
b. Have a substantial adverse effect on any riparian habitat or other sensitive natural community identified in local or regional plans, policies, or regulations, or by the California Department of Fish and Wildlife or U.S. Fish and Wildlife Service?	☐	☐	■	☐
c. Have a substantial adverse effect on state or federally protected wetlands (including, but not limited to, marsh, vernal pool, coastal, etc.) through direct removal, filling, hydrological interruption, or other means?	☐	☐	■	☐
d. Interfere substantially with the movement of any native resident or migratory fish or wildlife species or with established native resident or migratory wildlife corridors, or impede the use of native wildlife nursery sites?	☐	☐	■	☐
e. Conflict with any local policies or ordinances protecting biological resources, such as a tree preservation policy or ordinance?	☐	☐	☐	■
f. Conflict with the provisions of an adopted Habitat Conservation Plan, Natural Community Conservation Plan, or other approved local, regional, or state habitat conservation plan?	☐	☐	☐	■

a. Would the project have a substantial adverse effect, either directly or through habitat modifications, on any species identified as a candidate, sensitive, or special status species in local or regional plans, policies, or regulations, or by the California Department of Fish and Wildlife or U.S. Fish and Wildlife Service?

South Pasadena is a primarily urbanized community with parks and recreational and open spaces incorporated throughout the City. The City's Municipal Code Chapter 34 (Trees and Shrubs), as well as the General Open Space and Resource Conservation Element incorporate goals and policies to protect biological resources, such as trees and other plant habitats, wildlife habitats, and connecting wildlife corridors in the City.

The CAP would not involve land use or zoning changes, but would instead promote infrastructure development and redevelopment. As a policy document, the CAP would not directly result in impacts related to wildlife species identified as candidate, sensitive, or special status. However, implementation of the following CAP Plays may promote infrastructure development and redevelopment and may result in impacts to species through habitat modification for purposes of infrastructure installation.

CAP Play E.4 promotes installation of solar panels to facilitate the switching of building fuel away from natural gas within the City. CAP Play T.1 encourages the installation of electric vehicle charging stations and supporting infrastructure, and CAP Plays T.2 and T.3 involve the installation of new bicycle, electric bicycle/scooter, and pedestrian facilities. In addition, CAP Play M.2 requires electrification of the municipal fleet and mobile equipment, requiring installation of electric vehicle charging stations at municipal buildings. Furthermore, CAP Play CS.1, promotes the increased planting of trees and provision of green space. Planting new trees may slightly increase the City urban forestry canopy for use by migratory and nesting birds.

These CAP Plays would not conflict with the Municipal Code or goals/policies of the General Plan Open Space and Resource Conservation Element but would rather be consistent with and promote those plans. The CAP Plays would generally apply to the urbanized areas of the City, with little application to open space area or other locations where sensitive habitat and related species may be present. As such, the CAP itself would not have a substantial adverse effect on special-status wildlife species either directly through individual take or indirectly through species habitat modification. Therefore, the CAP would result in a less-than-significant impact related to special-status wildlife species.

LESS THAN SIGNIFICANT IMPACT

b. Would the project have a substantial adverse effect on any riparian habitat or other sensitive natural community identified in local or regional plans, policies, or regulations, or by the California Department of Fish and Wildlife or U.S. Fish and Wildlife Service?

or

c. Would the project have a substantial adverse effect on state or federally protected wetlands (including, but not limited to, marsh, vernal pool, coastal, etc.) through direct removal, filling, hydrological interruption, or other means?

The CAP would not involve land use or zoning changes, but would instead promote infrastructure development and redevelopment. As a policy document, the CAP could result in impacts related to habitat whether riparian, wetland, or other sensitive natural community. According to the General Plan Open Space and Resource Conservation Element, opportunities for wildlife (e.g., birds and mammals) habitat protection in South Pasadena include the following undeveloped or primarily undisturbed opens space areas:

- The canyons, hillsides and steep topography in the Monterey Hills, and the primarily City-owned vacant, undeveloped lands in the southwest corner of the Monterey Hills;
- The Arroyo Seco and adjacent areas;
- Lot 117 in the Altos de Monterey residential tract;
- The drainage wash east of Garfield;
- The vacated railway easement (between Marengo and Fair Oaks); and
- Upper slopes in the Monterey Road/Pasadena Avenue/Kolle Avenue/Brunswick Avenue/ Oak Hill Avenue residential areas.[18]

CAP Play CS.1 promotes the increased planting of trees and provision of green space, which may slightly change the City's urban forestry program. As such, the CAP would be required to adhere to City development regulations and General Plan policies, including the City of South Pasadena Tree Preservation Ordinance, to retain urban forestry and minimize environmental impacts. CAP Play E.4 promotes installation of solar panels to facilitate the switching of building fuel away from natural gas within the City. CAP Play T.1 encourages the installation of electric vehicle charging stations and supporting infrastructure, and CAP Plays T.2 and T.3 involve the installation of new bicycle, electric bicycle/scooter, and pedestrian facilities. In addition, CAP Play M.2 requires electrification of the municipal fleet and mobile equipment, requiring installation of electric vehicle charging stations at municipal buildings. Installation of new active transportation and electrical and renewable energy infrastructure may result in disturbance of habitat areas.

However, the CAP Plays and supporting Moves would generally apply to the urbanized areas of the City, with little application to parks, open spaces area, or other locations where sensitive habitat and related species may be present. CAP projects would be reviewed for consistency with applicable local, regional, and State regulations, once project details and locations are known. These CAP Plays and Moves would not conflict with the Municipal Code or objectives and policies of the General Plan or Conservation Guidelines but would rather be consistent with and promote those plans. As such, the CAP would not have a substantial adverse effect on riparian habitat or sensitive natural

18
outh Pasadena, City of. 1998. General Plan Open Space and Resource Conservation Element. Available: <https://www.southpasadenaca.gov/government/departments/planning-and-building/general-plan >. Accessed September 23, 2020.

community, such as wetlands. Therefore, the CAP would have a less-than-significant impact related to sensitive natural plant communities.

LESS THAN SIGNIFICANT IMPACT

d. Would the project interfere substantially with the movement of any native resident or migratory fish or wildlife species or with established native resident or migratory wildlife corridors, or impede the use of native wildlife nursery sites?

The CAP would not involve land use or zoning changes, but would instead promote infrastructure development and redevelopment. As a policy document, the CAP would not result in impacts related to interference with species movement. However, implementation of the following CAP Plays may promote infrastructure development and redevelopment. According to the General Plan Open Space and Resource Conservation Element, the primary wildlife corridors in South Pasadena include the Arroyo Seco riparian corridor on the northeast and east sides of the City and the undeveloped or primarily undisturbed opens space areas listed above under Topic c that contain natural resources, such as steep slopes, canyons, hillside vegetation (both native and introduced), drainage courses, and vegetation associated with rainfall runoff. [19]

CAP Play E.4 promotes installation of solar panels to facilitate the switching of building fuel away from natural gas within the City. CAP Play T.1 encourages the installation of electric vehicle charging stations and supporting infrastructure, and CAP Plays T.2 and T.3 involve the installation of new bicycle, electric bicycle/scooter, and pedestrian facilities. In addition, CAP Play M.2 requires electrification of the municipal fleet and mobile equipment, requiring installation of electric vehicle charging stations at municipal buildings. Furthermore, CAP Play CS.1, promotes the increased planting of trees and provision of green space. As such, the CAP would be required to adhere to City development regulations and General Plan policies, including the City of South Pasadena Tree Preservation Ordinance, to retain urban forestry and minimize environmental and community setting impacts. Installation of new active transportation and renewable energy infrastructure may result in disturbance of habitat areas. However, the CAP Plays would generally apply to the urbanized areas of the City with little application to parks, open spaces area, or other locations where wildlife corridors or native wildlife nursery sites may be present.

Furthermore, CAP projects would be reviewed for consistency with applicable local, regional, and State regulations, once project details and locations are known. The CAP Plays and supporting Moves would not conflict with the Municipal Code or objectives and policies of the General Plan but would rather be consistent with and promote those plans. Therefore, the CAP would result in a less-than-significant impact related to interference with species movement.

LESS THAN SIGNIFICANT IMPACT

19 South Pasadena, City of. 1998. General Plan Open Space and Resource Conservation Element. Available: <https://www.southpasadenaca.gov/government/departments/planning-and-building/general-plan>. Accessed September 23, 2020.

e. Would the project conflict with any local policies or ordinances protecting biological resources, such as a tree preservation policy or ordinance?

South Pasadena is a primarily urbanized community with neighborhood parks, community parks, and recreational spaces throughout the City.[20] The South Pasadena Municipal Code Chapter 34 (Trees and Shrubs) as well as the General Plan Open Space and Resource Conservation Element incorporate goals and policies related to natural resources protection in the City. Additionally, the South Pasadena Tree Preservation Ordinance was established to preserve the trees and plantings on City property and enhance the ecological benefit to the community by providing for the regulation of planting, management, maintenance, preservation and, where necessary, the removal of public trees. The City is not located within the jurisdiction of an adopted habitat conservation plan, natural community plan, or other approved local, regional, or State habitat conservation plan.

The CAP would not involve land use or zoning changes but would rather promote infrastructure development and redevelopment. The purpose and intended effect of the CAP is to reduce GHG emissions generated within the South Pasadena community, including related to City municipal operations, to help reduce the effects of climate change. Implementation of proposed CAP Plays and supporting Moves would be beneficial by helping South Pasadena meet applicable local policies and ordinances for protecting natural and biological resources. The CAP would not conflict with or obstruct implementation of the applicable policies for preserving biological resources and would not affect the City's ability to attain goals and policies that protect biological resources. Therefore, the CAP would result in no impact related to consistency with local biological resources protection policies.

NO IMPACT

f. Would the project conflict with the provisions of an adopted Habitat Conservation Plan, Natural Community Conservation Plan, or other approved local, regional, or state habitat conservation plan?

The South Pasadena General Plan Open Space and Resource Conservation Element includes an inventory of open space resources as well as goals and policies to preserve natural resources, such as plant and wildlife habitats in the City. However, the City is not located within the jurisdiction of an adopted habitat conservation plan, natural community plan, or other approved local, regional, or State habitat conservation plan. As such, the CAP would not facilitate specific development projects, nor would it add or enable new development that would conflict with the adopted Municipal Code, General Plan, or other approved local, regional, or State habitat conservation plan. Therefore, the CAP would have no impact related to consistency with an adopted habitat or natural community conservation plan.

NO IMPACT

Cumulative Impacts

The cumulative projects scenario is total projected population growth for South Pasadena (26,649 persons) in 2030. Implementation of cumulative projects could result in impacts to biological resources during infrastructure and building construction. The CAP would promote infrastructure development and redevelopment that is already accounted for in the General Plan. However, infrastructure development or redevelopment resulting from implementation of the CAP would be

20 South Pasadena, City of. 1998. General Plan Open Space and Resource Conservation Element. Available: <https://www.southpasadenaca.gov/government/departments/planning-and-building/general-plan>. Accessed September 23, 2020.

required to comply with applicable General Plan policies and State and federal regulatory requirements regarding avoidance of special wildlife species and habitat. Therefore, implementation of the CAP would result in a less-than-significant cumulative impact related to biological resources.

LESS THAN SIGNIFICANT IMPACT

5 Cultural Resources

	Potentially Significant Impact	Less than Significant with Mitigation Incorporated	Less than Significant Impact	No Impact
Would the project:				
a. Cause a substantial adverse change in the significance of a historical resource pursuant to §15064.5?	☐	☐	■	☐
b. Cause a substantial adverse change in the significance of an archaeological resource pursuant to §15064.5?	☐	☐	■	☐
c. Disturb any human remains, including those interred outside of formal cemeteries?	☐	☐	■	☐

a. Would the project cause a substantial adverse change in the significance of a historical resource pursuant to §15064.5?

The City of South Pasadena has identified 2,718 properties that are both individually eligible resources and contributors to historic districts within its City limits.[21] [22] The CAP would not involve land use or zoning changes but would promote building energy retrofits as well as infrastructure development and redevelopment that would be complimentary to existing development. CAP projects in South Pasadena would be required to comply with City Ordinance 2315 (Cultural Heritage Ordinance) and General Plan Open Space and Resource Conservation Element purpose that require the identification and preservation of sites and structures of architectural, historical, archaeological, and cultural significance. This includes sites, structures, and areas that are associated with a historic event, activity, or persons that contribute to the historic character of districts, neighborhoods, landmarks, historic structures, and artifacts. CAP projects within the City would also be required to comply with General Plan Historic Preservation Element Policies 9.2 (promote historic districts and landmark designations), 9.4 (encourage and promote the adaptive reuse of historic resources), 2.5 (apply Secretary of Interior's Standards and alternative buildings codes, such as the Uniform Code for Building Conservation and/or the State Historic Building Code, to qualified historic properties), and 3.1 (maintain landscape elements that contribute to the attractiveness and historic character of designated historic districts and landmarks).[23]

Implementation of the following CAP Plays may promote infrastructure development and redevelopment. CAP Plays E.2 and E.3 promote electrification of newly constructed and existing buildings and CAP Play E.4 promotes installation of battery back-up systems or generators and solar panels to facilitate the switching of building fuel away from natural gas within the City.

21 South Pasadena, City of. 2020. Historic Resources Survey Overview. Available: <https://www.southpasadenaca.gov/government/departments/planning-and-building/historic-resources-survey>. Accessed September 24, 2020.
22 South Pasadena, City of. 2017. Historic Resources Survey prepared by HRG Consultants.
23 South Pasadena, City of. 1998. General Plan Historic Preservation Element. Available: <https://www.southpasadenaca.gov/government/departments/planning-and-building/general-plan >. Accessed September 25, 2020.

Electrification retrofits may change the physical environment through the need for upgraded service and electrical panels, branch circuit upgrades, and installation of condensate drains to facilitate the installation of electric heat pumps for water and space heating. The physical changes these upgrades and additions would entail are dependent on the year of building construction and location of electrical and service panels and plumbing for connection of condensate drains, which in some cases may include modifications to the interior and/or exterior of buildings for wiring and panel replacement and minor excavation for connection of drainage to sewer systems. However, it is anticipated that retrofit activities would avoid alterations to the historic materials and distinguishing character (e.g., overall shape of the building, its materials, craftsmanship, decorative details, interior spaces and features, and aspects of its site and environment) of identified historic resources and, if warranted, be reviewed by the City's Cultural Heritage Commission.

CAP projects would be reviewed for consistency with applicable local, regional, and State regulations, including City Ordinance 2315 and General Plan Open Space and Resource Conservation Element purpose that require the identification and protection of sites and structures of, architectural and historical significance, in order to avoid impacts related to unknown historical resources. As such, implementation of the CAP would not conflict with or obstruct the City's ability to comply with applicable historical resources preservation policies. Therefore, the CAP would result in a less-than-significant impact related to historical resources.

LESS THAN SIGNIFICANT IMPACT

b. Would the project cause a substantial adverse change in the significance of an archaeological resource pursuant to §15064.5?

The City of South Pasadena has not identified known archeological sites within its City limits.[24,25] However, as-yet to be discovered or unknown sites or resources may exist. The CAP would not involve land use or zoning changes but would promote building energy retrofits as well as infrastructure development and redevelopment. For example, CAP Play T.1 encourages the installation of electric vehicle charging stations and supporting infrastructure, and CAP Plays T.2 and T.3 involve the installation of new bicycle, electric bicycle/scooter, and pedestrian facilities. In addition, CAP Play M.2 requires electrification of the municipal fleet and mobile equipment, requiring installation of electric vehicle charging stations at municipal buildings. Furthermore, CAP Play CS.1, promotes the increased planting of trees and provision of green space, and CAP Play W.1 aims to bring recycled water lines and infrastructure to the City. The physical changes these installations and enhancements would entail are dependent on the location of construction for the electric vehicle charging connections, active transportation pathways, and trees/green spaces, which in some cases may include minor temporary excavation.

These CAP Plays and supporting Moves would result in ground disturbance that could result in an impact on unknown archeological resources during construction. CAP projects would be reviewed for consistency with applicable local, regional, and State regulations, including City Ordinance 2315 that requires the identification and protection of sites and structures of, archaeological and cultural significance, in order to avoid impacts related to unknown archaeological resources. Therefore, the CAP would result in a less-than-significant impact related to unknown archaeological resources.

24 South Pasadena, City of. 1998. General Plan Land Use Element. Available: <https://www.southpasadenaca.gov/government/departments/planning-and-building/general-plan >. Accessed September 24, 2020.
25 South Pasadena, City of. 1998. General Plan Open Space and Resource Conservation Element. Available: Available: <https://www.southpasadenaca.gov/government/departments/planning-and-building/general-plan >. Accessed September 23, 2020.

LESS THAN SIGNIFICANT IMPACT

c. Would the project disturb any human remains, including those interred outside of formal cemeteries?

There are no known burial points or burial sensitivity areas within the City.[26,27] However, there is the possibility of encountering unknown buried archaeological deposits and human remains throughout South Pasadena. Impacts to historic and archaeological resources are generally site-specific. The CAP would not involve land use or zoning changes but would promote building energy retrofits as well as infrastructure development and redevelopment. For example, CAP Play T.1 encourages the installation of electric vehicle charging stations and supporting infrastructure, and CAP Plays T.2 and T.3 involve the installation of new bicycle, electric bicycle/scooter, and pedestrian facilities. In addition, CAP Play M.2 requires electrification of the municipal fleet and mobile equipment, requiring installation of electric vehicle charging stations at municipal buildings. Furthermore, CAP Play CS.1, promotes the increased planting of trees and provision of green space, and CAP Play W.1 aims to bring recycled water lines and infrastructure to the City. The physical changes these installations and enhancements would entail are dependent on the location of construction for the electric vehicle charging connections, active transportation pathways, and trees/green spaces, which in some cases may include minor temporary excavation.

These CAP Plays would result in ground disturbance that could result in an impact on unknown human remains during construction. However, implementation of CAP projects would be required to comply with City Ordinance 2315 and General Plan Open Space and Resource Conservation Element purpose that require the identification and protection of sites of archaeological and cultural significance, in order to avoid impacts related to unknown human remains. In addition, CAP projects would be required to comply with State coroner requirements related to burial findings, including assessment and mitigation incorporation once project details and locations are known. Therefore, the CAP would result in a less-than-significant impact related to unknown human remains.

LESS THAN SIGNIFICANT IMPACT

Cumulative Impacts

The cumulative projects scenario is total projected population growth for South Pasadena (26,649 persons) in 2030.There is the possibility of encountering buried archaeological deposits and human remains throughout South Pasadena. Implementation of the cumulative projects would include infrastructure and building development that could have an impact on cultural resources during construction. Impacts to historic and archaeological resources are generally site-specific. Accordingly, as required under applicable laws and regulations, potential impacts associated with cumulative developments would be addressed on a case-by-case basis. No known cultural resources would be removed, modified, or otherwise affected by the implementation of the CAP. In addition, future projects in South Pasadena, including those associated with implementation of the CAP, would be required to comply with City Ordinance 2315 that requires the identification and protection of sites and structures of architectural, historical, archaeological and cultural significance,

26 South Pasadena, City of. 1998. General Plan Land Use Element. Available: <https://www.southpasadenaca.gov/government/departments/planning-and-building/general-plan >. Accessed September 24, 2020.
27 South Pasadena, City of. 1998. General Plan Open Space and Resource Conservation Element. Available: Available: <https://www.southpasadenaca.gov/government/departments/planning-and-building/general-plan >. Accessed September 23, 2020.

in order to avoid impacts related to unknown cultural resources. Therefore, implementation of the CAP would result in a less-than-significant cumulative impact related to cultural resources.

LESS THAN SIGNIFICANT IMPACT

6 Energy

	Potentially Significant Impact	Less than Significant with Mitigation Incorporated	Less than Significant Impact	No Impact
Would the project:				
a. Result in a potentially significant environmental impact due to wasteful, inefficient, or unnecessary consumption of energy resources, during project construction or operation?	☐	☐	■	☐
b. Conflict with or obstruct a state or local plan for renewable energy or energy efficiency?	☐	☐	■	☐

a. Would the project result in a potentially significant environmental impact due to wasteful, inefficient, or unnecessary consumption of energy resources, during project construction or operation?

California is one of the lowest per-capita energy users in the United States, ranked 48th in the nation, due to its energy efficiency programs and mild climate.[28] California consumed 292,039 gigawatt-hours (GWh) of electricity and 2,110,829 cubic feet of natural gas in 2017.[29,30] The single largest end-use sector for energy consumption in California is transportation (39.8 percent), followed by industry (23.7 percent), commercial (18.9 percent), and residential (17.7 percent).[31] Adopted in 2018, SB 100 accelerates the State's Renewable Portfolio Standards Program, codified in the Public Utilities Act, by requiring electricity providers to increase procurement from eligible renewable energy resources to 33 percent of total retail sales by 2020, 60 percent by 2030, and 100 percent by 2045.

The City of South Pasadena has demonstrated its commitment to energy efficiency and renewable energy, as described in the Sustainability and GHG Reduction Efforts Setting section above. And City Municipal Code Chapter 9 (Buildings) specifies electrical code details by land use type within the City.[32] As part of CAP Move E.2e and per the California Green Building Standards Code, the City will adopt an Electrification Readiness reach code for all new buildings and accessory dwelling units that bans the piping of natural gas to support fuel -switching and ultimate decarbonization purposes.[33] The City has also completed a total (i.e., community and municipal) GHG emissions inventory for

28 United States Energy Information Administration (USEIA). 2018. California Profile Overview. Available:<https://www.eia.gov/state/?sid=CA.> Accessed September 28, 2020.
29 California Energy Commission (CEC). 2019. Environmental Health and Equity Impacts from Climate Change and Mitigation Policies in California: A Review of the Literature. Accessed July 24, 2020.
30 USEIA. 2018. Natural Gas Consumption by End Use. Available: <https://www.eia.gov/dnav/ng/ng_cons_sum_dcu_SCA_a.htm>. Accessed September 28, 2020.
31 USEIA. 2018. California Profile Overview. Available: <https://www.eia.gov/state/?sid=CA>. Accessed September 28, 2020.
32 South Pasadena, City of. 2020. Municipal Code Chapter 9 (Buildings). Available: <https://www.codepublishing.com/CA/SouthPasadena/>. Accessed September 28, 2020.
33 A reach code is a local building energy code that "reaches" beyond State minimum requirements for energy use in building design and construction, creating opportunities for local governments to lead the way on clean air, climate solutions, and the renewable energy economy.

2016, which is summarized in Table 1. The largest sectors of GHG emissions are related to energy and transportation, followed by solid waste and water. According to the California Energy Commission (CEC), Los Angeles County consumed approximately 69,448.67 GWh in 2016.[34]

The CAP is a policy document containing climate action Plays and supporting Moves to reduce South Pasadena GHG emissions. The CAP would not involve land use or zoning changes, but would promote infrastructure development and redevelopment. Furthermore, the purpose and intended effect of the CAP is to reduce GHG emissions generated in the City to help reduce the effects of climate change, including those emissions generated by energy demand and supply. The CAP encourages electrification, use of renewable energy, and energy efficiency in existing residential and commercial building stock as well as proposed new residential and commercial buildings. CAP Plays E.1 through E.4 propose revisions to and new City ordinances requiring electrification of 100 percent new buildings and incremental portion of existing buildings as well as maximum usage of renewable energy and installation of solar systems, battery storage, and potential microgrids within the City to help meet community energy demand. In addition, CAP Plays M.1 through M.3 require reduced carbon intensity of municipal operations, electrification of the municipal fleet and mobile equipment, and increased municipal renewable energy production. As such, the CAP would not result in the use of non-renewable resources in a wasteful or inefficient manner. Therefore, the CAP would result in a less-than-significant impact related to the wasteful, inefficient, or unnecessary consumption of energy. Rather, the CAP would assist in reducing use of non-renewable energy resources.

LESS THAN SIGNIFICANT IMPACT

b. Would the project conflict with or obstruct a state or local plan for renewable energy or energy efficiency?

As part of CAP Move E.2e and per the California Green Building Standards Code, the City would adopt an Electrification Readiness reach code for all new buildings and accessory dwelling units construction that bans the piping of natural gas. Therefore, construction and operation associated with infrastructure projects stemming from the CAP would be designed to comply with the energy source standards of the California Green Building Standard Code. Likewise, CAP projects would be reviewed for consistency with the energy efficiency standards in the 2016 California Energy Code, Part 6 of the California Building Standards Code (Title 24). And CAP Plays E.1 through E.4 propose revisions to and new City ordinances requiring electrification of 100 percent new buildings and incremental portion of existing buildings as well as maximum usage of renewable energy and installation of solar systems, battery storage, and potential microgrids in a manner involving ongoing adoption of the latest standards of the California Green Building Standards Code. In addition, CAP Plays M.1 through M.3 require reduced carbon intensity of municipal operations, electrification of the municipal fleet and mobile equipment, and increased municipal renewable energy production.

Thus, the CAP would revise but would not conflict with adopted renewable energy or energy conservation plans. Therefore, the CAP would result in a less-than-significant impact related to consistency with State and local renewable energy and energy efficiency plans. Rather, the CAP would be consistent with State and local plans for renewable energy and energy efficiency.

LESS THAN SIGNIFICANT IMPACT

34 California Energy Commission. 2016. Electricity Consumption by County. Available: <http://ecdms.energy.ca.gov/elecbycounty.aspx>. Accessed September 28, 2020.

Cumulative Impacts

The cumulative projects scenario is total projected population growth for South Pasadena (26,649 persons) in 2030. Implementation of the CAP would result in reducing use of non-renewable energy resources across the community and in particular with remodels and new construction. And implementation of solar infrastructure and implementation of active transportation infrastructure would require small-scale construction. As such, construction of the cumulative projects within the City could result in temporary energy consumption impacts. Therefore, implementation of the CAP would result a less-than-significant cumulative impact related to energy.

LESS THAN SIGNIFICANT IMPACT

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7 Geology and Soils

	Potentially Significant Impact	Less than Significant with Mitigation Incorporated	Less than Significant Impact	No Impact
Would the project:				
a. Directly or indirectly cause potential substantial adverse effects, including the risk of loss, injury, or death involving:				
▪ Rupture of a known earthquake fault, as delineated on the most recent Alquist-Priolo Earthquake Fault Zoning Map issued by the State Geologist for the area or based on other substantial evidence of a known fault?	☐	☐	☐	■
▪ Strong seismic ground shaking?	☐	☐	☐	■
▪ Seismic-related ground failure, including liquefaction?	☐	☐	☐	■
▪ Landslides?	☐	☐	☐	■
b. Result in substantial soil erosion or the loss of topsoil?	☐	☐	■	☐
c. Be located on a geologic unit or soil that is unstable, or that would become unstable as a result of the project, and potentially result in on- or off-site landslide, lateral spreading, subsidence, liquefaction, or collapse?	☐	☐	■	☐
d. Be located on expansive soil, as defined in Table 1-B of the Uniform Building Code (1994), creating substantial direct or indirect risks to life or property?	☐	☐	■	☐
e. Have soils incapable of adequately supporting the use of septic tanks or alternative wastewater disposal systems where sewers are not available for the disposal of wastewater?	☐	☐	☐	■
f. Directly or indirectly destroy a unique paleontological resource or site or unique geologic feature?	☐	☐	■	☐

a. Would the project directly or indirectly cause potential substantial adverse effects, including the risk of loss, injury, or death involving:

- *rupture of a known earthquake fault, as delineated on the most recent Alquist-Priolo Earthquake Fault Zoning Map issued by the State Geologist for the area or based on other substantial evidence of a known fault;*
- *strong seismic ground shaking;*
- *seismic-related ground failure, including liquefaction; or*
- *landslides?*

South Pasadena is located in a seismically active region in an area of potential fault rupture, strong ground shaking, and slope instability. These geologic and seismic hazards can affect the structural integrity of structures and utilities, and in turn can cause severe property damage and potential loss of life. Primary seismic faults located near the City are the Sierra Madre Fault system, the Whittier Fault, and the San Andreas Fault. An earthquake anywhere along these faults could trigger secondary seismic hazard impacts within South Pasadena. Three other faults influence the City of South Pasadena: the Raymond Hill Fault, the York Boulevard Fault, and the Elysian Park Fault. Between these three faults, much of the City is subject to earthquake seismic hazards but is at low risk for liquefaction. Landslide areas exist in the Repetto Hills just inside the western City boundary, and there is the Monterey Road Landslide area in the southwest portion of the City that is extremely unstable in certain portions. The City General Plan Safety and Noise Element establishes policies and standards (see Policies 1 and 3) related to minimizing personal and property damage resulting from seismic hazards, including earthquakes and landslides.[35] Projects are required to conform to applicable provisions of the current California Building Code. The CAP is a policy document containing climate Plays and supporting Moves to reduce GHG emissions and is consistent with the South Pasadena General Plan and other regional regulations. The CAP does not propose habitable development that could result in exposure of people or structures to potential substantial adverse effects, including the risk of loss, injury, or death involving rupture of a known earthquake fault, strong seismic ground shaking, seismic-related ground failure, including liquefaction, or landslides. Therefore, the CAP would result in no impact related to seismic- and landslide-related hazards.

NO IMPACT

b. Would the project result in substantial soil erosion or the loss of topsoil?

The CAP would not involve land use or zoning changes, but it would promote infrastructure development and redevelopment. As a policy document, the CAP would not directly require ground-disturbing activities. However, implementation of the following CAP Plays may promote infrastructure development and redevelopment. CAP Play T.1 encourages the installation of electric vehicle charging stations and supporting infrastructure, and CAP Plays T.2 and T.3 involve the installation of new bicycle, electric bicycle/scooter, and pedestrian facilities. In addition, CAP Play M.2 requires electrification of the municipal fleet and mobile equipment, requiring installation of electric vehicle charging stations at municipal buildings. Additionally, CAP Play CS.1, promotes the increased planting of trees and provision of green space, and CAP Play W.1 aims to bring recycled water lines and infrastructure to the City. The physical changes these installations and enhancements would entail are dependent on the location of construction for the electric vehicle charging connections, active transportation pathways, and trees/green spaces, which in some cases

35 South Pasadena, City of. 1998. General Plan Safety and Noise Element. Available: <https://www.southpasadenaca.gov/government/departments/planning-and-building/general-plan >. Accessed September 28, 2020.

may include minor temporary excavation. As such, the CAP could result in construction-related soil erosion and topsoil loss impacts associated with such installations and plantings. However, CAP projects would be reviewed for consistency with South Pasadena General Plan policies and other local and State geology and soils regulations prior to final siting and construction. Therefore, the CAP would result in a less-than-significant impact related to soil erosion, loss of topsoil, and the presence of unstable soils.

LESS THAN SIGNIFICANT IMPACT

c. Would the project be located on a geologic unit or soil that is unstable, or that would become unstable as a result of the project, and potentially result in on- or off-site landslide, lateral spreading, subsidence, liquefaction, or collapse?

or

d. Would the project be located on expansive soil, as defined in Table 1-B of the Uniform Building Code (1994), creating substantial direct or indirect risks to life or property?

Most of the steeper developed and undeveloped land in the western and southwestern portions of South Pasadena have been identified as susceptible to landslides. Therefore, the General Plan Safety and Noise Element regulates development and structures in terms of hazards minimization.[36] The CAP is a policy document containing programs that are consistent with the General Plan. Some of the proposed CAP Play and supporting Moves promote small-scale construction projects, such as electric vehicle charging station construction. However, CAP projects would be reviewed for consistency with local and State geotechnical regulations prior to final siting and construction. Therefore, the CAP would result in a less-than-significant impact related to risks associated with location on unstable geologic unit or soil or on expansive soils.

LESS THAN SIGNIFICANT IMPACT

e. Would the project have soils incapable of adequately supporting the use of septic tanks or alternative wastewater disposal systems where sewers are not available for the disposal of wastewater?

The CAP would not involve the development of habitable structures and, thus, no use of septic tanks or alternative wastewater disposal systems. Therefore, no impact would occur related to soil capability support of alternative wastewater disposal systems.

NO IMPACT

f. Would the project directly or indirectly destroy a unique paleontological resource or site or unique geologic feature?

The City of South Pasadena has not identified unique paleontological resources or sites within City limits.[37] [38] The City lies within the northeastern block of the Los Angeles Basin, part of the Transverse Range Geomorphic Province. The northeast block is a deep synclinal basin of mostly marine Cenozoic rocks. The City is underlain by six mapped geologic units: middle to late Holocene

36 South Pasadena, City of. 1998. General Plan Safety and Noise Element. Available: <https://www.southpasadenaca.gov/government/departments/planning-and-building/general-plan >. Accessed September 28, 2020.
37 South Pasadena, City of. 1998. General Plan Land Use Element. Available: <https://www.southpasadenaca.gov/government/departments/planning-and-building/general-plan >. Accessed September 24, 2020.
38 South Pasadena, City of. 1998. General Plan Open Space and Resource Conservation Element. Available: <https://www.southpasadenaca.gov/government/departments/planning-and-building/general-plan >. Accessed September 23, 2020.

alluvium (Qa); middle to late Holocene alluvial clay and sand (Qg); Pleistocene to early Holocene alluvial fan deposits (Qof); Pliocene Fernando Formation (Tfsc); Miocene Monterey Formation (Tmsl); and Miocene Topanga Formation (Ttqdc).[39,40] The Fernando, Monterey, and Topanga formations are comprised of marine sediment with an abundant and diverse marine invertebrate and vertebrate fossil record. Early Holocene and Pleistocene alluvial units throughout the Los Angeles Basin have a robust and diverse terrestrial vertebrate fossil record. The Society of Vertebrate Paleontology (SVP) has established standards for classifying paleontological sensitivity of geologic units based on the known or inferred fossil records of each geologic unit,41 and classifies paleontological sensitivity as one of four classes: No; Low; Moderate; and High. Early Holocene and Pleistocene alluvium, the Fernando Formation, the Monterey Formation and the Topanga Formation are all classified as having a High Paleontological Sensitivity. Middle to Late Holocene alluvium is classified as having Low Paleontological Sensitivity.

As a policy document, the CAP would not directly result in impacts related to paleontological resources or unique geologic features. However, implementation of the following CAP Plays and supporting Moves may promote infrastructure development and redevelopment. For example, CAP Play T.1 encourages the installation of electric vehicle charging stations and supporting infrastructure, and CAP Plays T.2 and T.3 involve the installation of new bicycle, electric bicycle/scooter, and pedestrian facilities. In addition, CAP Play M.2 requires electrification of the municipal fleet and mobile equipment, requiring installation of electric vehicle charging stations at municipal buildings. Furthermore, CAP Play CS.1, promotes the increased planting of trees and provision of green space, and CAP Play W.1 aims to bring recycled water lines and infrastructure to the City. The physical changes these installations and enhancements would entail are dependent on the location of construction for the electric vehicle charging connections, active transportation pathways, and trees/green spaces, which in some cases may include minor temporary excavation. These small-scale construction projects may expose paleontological resources during ground disturbing activities. However, CAP projects would be reviewed for consistency with geotechnical and paleontological regulations prior to final siting and construction. In addition, CAP projects would be located and designed strategically to reduce ground disturbance to the maximum extent possible. Therefore, the CAP would result in a less-than-significant impact related to paleontological resources or unique geologic features.

LESS THAN SIGNIFICANT IMPACT

Cumulative Impacts

The cumulative projects scenario is total projected population growth for South Pasadena (26,649 persons) in 2030. Cumulative projects could expose additional people and property to seismic and geologic hazards that are present in the region. The magnitude of geologic hazards for individual projects, including those associated with implementation of the CAP, would depend upon the location, type, and size of development and the specific hazards associated with individual sites. Specific geologic hazards associated with individual project sites would be limited to those sites without affecting other areas. Similarly, potential impacts to paleontological resources associated with each individual site would be limited to that site without affecting other areas, and impacts

39 Dibblee, T.W., and Ehrenspeck, H.E., ed. 1989. Geologic map of the Los Angeles quadrangle, Los Angeles County, California. Dibblee Geological Foundation, Dibblee Foundation Map DF-22, Map Scale:1:24,000.
40 Dibblee, T.W., and Ehrenspeck, H.E., ed. 1989. Geologic map of the Pasadena quadrangle, Los Angeles County, California. Dibblee Geological Foundation, Dibblee Foundation Map DF-23, Map Scale:1:24,000.
41 Society of Vertebrate Paleontology (SVP). 2010. Standard Procedures for the Assessment and Mitigation of Adverse Impacts to Paleontological Resources. Unpublished technical guidelines.

related to these resources would be minimized on a case-by-case basis. Compliance with existing regulations, including California Building Code requirements, City-issued permit requirements, and construction general permit requirements, would minimize potential cumulative seismic and geologic impacts. Seismic and geologic hazards would be addressed on a case-by-case basis and would not result in cumulative impacts. Therefore, implementation of the CAP would result in a less-than-significant cumulative impact related to geology and soils.

LESS THAN SIGNIFICANT IMPACT

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8 Greenhouse Gas Emissions

	Potentially Significant Impact	Less than Significant with Mitigation Incorporated	Less than Significant Impact	No Impact
Would the project:				
a. Generate greenhouse gas emissions, either directly or indirectly, that may have a significant impact on the environment?	☐	☐	■	☐
b. Conflict with an applicable plan, policy, or regulation adopted for the purpose of reducing the emissions of greenhouse gases?	☐	☐	■	☐

a. Would the project generate GHG emissions, either directly or indirectly, that may have a significant impact on the environment?

The greenhouse effect is a natural occurrence that helps regulate the temperature of the Earth. The majority of radiation from the Sun hits Earth's surface and warms it. The surface in turn radiates heat back towards the atmosphere, known as infrared radiation. Gases and clouds in the atmosphere trap and prevent some of this heat from escaping into space and re-radiate it in all directions. This process is essential to support life on Earth, because it warms the planet by approximately 60°F. Emissions from human activities since the beginning of the industrial revolution (approximately 270 years ago) have been adding to the natural greenhouse effect by increasing the gases in the atmosphere that trap heat and contribute to an average increase in Earth's temperature. Global warming is the observed increase in the average temperature of the Earth's surface, and climate change is the resultant change in wind patterns, precipitation, and storms over an extended period.

GHGs produced by human activities include CO_2, methane (CH_4), nitrous oxide (N_2O), hydroflourocarcons (HFCs), perfluorinated compound (PFC), and sulfur hexafluoride (SF_6) (see Appendix B for more details related to these GHG gases).[42] Combustion of fossil fuels (gasoline, natural gas, and coal), deforestation, and decomposition of waste release carbon into the atmosphere that had been locked underground and stored in oil, gas, and other hydrocarbon deposits or in the biomass of surface vegetation. Since 1750, estimated concentrations of CO_2, CH_4, and N_2O in the atmosphere have increased by over 36 percent, 148 percent, and 18 percent respectively, primarily due to human activity. Emissions of GHGs affect the atmosphere directly by changing its chemical composition.

Changes to the land surface also indirectly affect the atmosphere by changing the way in which Earth absorbs gases from the atmosphere. Potential impacts in California due to climate change

42 The proposed CAP only considers emissions of CO_2, CH_4, and N_2O because these are the GHGs most relevant to local government policymaking. These gases comprise a large majority of GHG emissions at the community level. The remaining gases (HFCs, PFC, and SF_6) are emitted primarily in private sector manufacturing and electricity transmission and are the subject of regulation at the state level. Therefore, these gases were omitted from the CAP.

include sea level rise, more extreme-heat days and high-ozone days, larger and more frequent forest fires, and more drought years.[43] Although GHG emissions do not typically cause direct health impacts at a local level, GHG emissions can result in indirect health impacts by contributing to climate change, which can have public health implications. The primary public health impacts of climate change include the following:[44]

- Increased incidences of hospitalization and deaths due to increased incidences of extreme heat events;
- Increased incidences of health impacts related to ground-level ozone pollution due to increased average temperatures that facilitate ozone formation;
- Increased incidences of respiratory illnesses from wildfire smoke due to increased incidences of wildfires;
- Increased vector-borne diseases due to the growing extent of warm climates; and
- Increased stress and mental trauma due to extreme events and disasters, economic disruptions, and residential displacement.

The City of South Pasadena has completed a total South Pasadena (i.e., community and municipal) GHG emissions inventory for the year 2016, which is summarized in Table 1. The largest sectors of GHG emissions are related to energy and transportation, followed by solid waste and water. The CAP Plays and Moves (i.e., measures and actions) address municipal and communitywide GHG emissions. As part of the CAP, South Pasadena is committed to an emissions reduction target of 40 percent below 2016 levels by 2030 and reaching a longer-term goal of carbon neutrality by 2045. This 2030 GHG emissions goal is selected to be consistent with SB 32 State emissions targets and CEQA Guidelines § 15183.5 for a qualified GHG emissions reduction strategy as well as to be achievable by City-supported Plays identified in the 2020 CAP. The CAP includes a business-as-usual (BAU) forecast of GHG emissions that will enable the City to estimate the amount of emissions reductions needed to meet its goal.

The 2020 CAP includes Play C.1 to educate the community regarding ways to live a sustainable lifestyle, increase use of renewable power, electrify buildings, and reduce use of natural gas. It also includes Plays to increase use of zero-emission vehicles; increase use of public, active, and shared transportation; reduce water consumption and waste generation; increase recycling and composting; and increase tree planting and green space. Finally, it includes Plays M.1 through M.3 related to reduced carbon intensity of municipal operations, electrification of the municipal fleet and mobile equipment, and increased municipal renewable energy production that will continue to allow the City to lead by example. Table 2 includes a complete list of 2020 CAP Plays and descriptions of respective supporting Moves. The Plays included in the CAP combined with Statewide legislation and initiatives and regional transportation programs will enable the City to meet its emissions reduction target of 40 percent below 1990 levels by 2030. Table 3 shows the contribution of the Statewide initiatives along with the CAP Plays and Moves. The City needs to achieve a 18,578 MT CO_2e of GHG emissions reduction by 2030 to meet its goal. The total estimated GHG reductions accounted for in the CAP total 23,386 MT CO_2e by 2030.

Figure 3 and Table 4 illustrate how the BAU emissions are estimated to increase, thus widening the emissions reductions needed by 2030. Figure 3 also shows emissions reductions expected from State level actions as well as the reductions needed to reach the South Pasadena emissions target.

43 California Energy Commission (CEC). 2009. Environmental Health and Equity Impacts from Climate Change and Mitigation Policies in California: A Review of the Literature. Accessed July 24, 2020.
44 California Natural Resources Energy. 2018. California's Fourth Climate Change Assessment Statewide Summary Report. Available: <http://www.climateassessment.ca.gov/state/>. Accessed July 24, 2020.

The CAP Plays and Supporting Moves combined with Statewide legislation and initiatives and Countywide transportation programs will enable the City of South Pasadena to meet its 2030 emissions reduction target.

The CAP includes a list of 15 Plays intended to reduce South Pasadena GHG emissions. Implementation of the CAP would result in the reduction of community and municipal operational GHG emissions, with only generating temporary GHG emissions during construction of infrastructure development and redevelopment such as electric vehicle charging stations, bicycle paths, etc. Additionally, the CAP would serve as a pathway to reduce GHG emissions and introduce other beneficial environmental and sustainability effects. These benefits include reduction in building energy consumption and vehicle miles traveled (and thus air pollution), water consumption, and solid waste generation. Therefore, the CAP would result in a less-than-significant impact related to generation of GHG emissions.

LESS THAN SIGNIFICANT IMPACT

b. Would the project conflict with an applicable plan, policy, or regulation adopted for the purpose of reducing the emissions of greenhouse gases?

The CAP is a policy-level document that sets strategies to reduce GHG emissions within the City in an effort to also comply with State regulations. As discussed under Topic 8a above, the CAP includes Plays and Moves to reduce City GHG emissions from forecasted business-as-usual levels by approximately 23,386 MT CO_2e by 2030. The purpose of the CAP is to meet South Pasadena's proportionate fair share of the Statewide GHG emissions reduction target set by AB 32 and SB 32 and work toward the State's longer-term target of carbon neutrality identified in Executive Order B-55-18.

The CAP would not conflict with any applicable GHG reduction plans, including the California Climate Change Scoping Plan and the California Climate Change Scoping Plan Updates. The CAP identifies how the City would achieve consistency with the Statewide GHG emissions limit. The CAP would serve as a pathway to reduce GHG emissions and introduce other beneficial environmental and sustainability effects. These benefits include reduction in building energy consumption and vehicle miles traveled (and thus air pollution), water consumption, and solid waste generation. Therefore, the CAP would result in a less-than-significant impact related to consistency with applicable GHG emissions reduction plans, policies, and regulations.

LESS THAN SIGNIFICANT IMPACT

Cumulative Impacts

The cumulative projects scenario is total projected population growth for South Pasadena (26,649 persons) in 2030. Analyses of GHG emissions and climate change are cumulative in nature, as they affect the accumulation of GHG emissions in the atmosphere. Cumulative projects that exceed the thresholds discussed above would have a significant impact related to GHG emissions and climate change, both individually and cumulatively. The CAP creates a GHG emissions reduction strategy (consistent with Section 15183.5 of the CEQA Guidelines) for the City of South Pasadena. The CAP also includes a series of Plays and Moves that are intended to reduce community and municipal GHG emissions by approximately 40 percent below 2016 levels by 2030, which provides substantial progress toward the City meeting State goals. As such, the CAP would result in the reduction of GHG emissions rather than generating GHG emissions. However, some GHG emissions would occur

during construction of CAP-specific infrastructure projects. Therefore, implementation of the CAP would result in a less-than-significant cumulative impact related to GHG emissions.

LESS THAN SIGNIFICANT IMPACT

9 Hazards and Hazardous Materials

	Potentially Significant Impact	Less than Significant with Mitigation Incorporated	Less than Significant Impact	No Impact
Would the project:				
a. Create a significant hazard to the public or the environment through the routine transport, use, or disposal of hazardous materials?	☐	☐	■	☐
b. Create a significant hazard to the public or the environment through reasonably foreseeable upset and accident conditions involving the release of hazardous materials into the environment?	☐	☐	■	☐
c. Emit hazardous emissions or handle hazardous or acutely hazardous materials, substances, or waste within 0.25 mile of an existing or proposed school?	☐	☐	■	☐
d. Be located on a site that is included on a list of hazardous material sites compiled pursuant to Government Code Section 65962.5 and, as a result, would it create a significant hazard to the public or the environment?	☐	☐	■	☐
e. For a project located in an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project result in a safety hazard or excessive noise for people residing or working in the project area?	☐	☐	☐	■
f. Impair implementation of or physically interfere with an adopted emergency response plan or emergency evacuation plan?	☐	☐	☐	■
g. Expose people or structures, either directly or indirectly, to a significant risk of loss, injury, or death involving wildland fires?	☐	☐	☐	■

a. Would the project create a significant hazard to the public or the environment through the routine transport, use, or disposal of hazardous materials?

b. Would the project create a significant hazard to the public or the environment through reasonably foreseeable upset and accident conditions involving the release of hazardous materials into the environment?

Hazardous materials are utilized by a number of businesses in South Pasadena, and several facilities are actual hazardous waste generators. Any number of common household products - motor oil, old paints, cleaners, aerosols, and pesticides - contain hazardous materials, potentially destined for disposal in landfills where they could leach through the soil and contaminate groundwater. Current truck routes pass over streets on which are located schools, hospitals and residential areas, perhaps not the most suitable routes for the transport of hazardous materials. The City of South Pasadena has hazardous waste storage and hazardous materials transport goals and policies in the City General Plan Safety and Noise Element. Specifically, Policy 4 aims to protect citizens and property from use, transport, and disposal of hazardous materials. Furthermore, South Pasadena has adopted the Los Angeles County Hazardous Waste Management Plan into its plans and processes by reference.[45]

The CAP is a policy document containing Plays and Moves to reduce GHG emissions. The proposed CAP does not involve identified site-specific development, nor would it facilitate new development. Implementation of the CAP would not involve the routine transport, use, or disposal of hazardous materials and would not create reasonably foreseeable upset and/or accidental conditions involving the release of hazardous materials into the environment.

Implementation of some of the CAP Plays and supporting Moves, such as the installation of bicycle lanes, energy retrofits, and electric vehicle charging stations, may involve the use and transport of fuels, lubricating fluids, and solvents, among other activities. These types of materials are not considered acutely hazardous, and all storage, handling, and disposal of these materials are regulated by the California Department of Toxic Substances Control (CDTSC), United States Environmental Protection Agency (USEPA), Occupational Safety & Health Administration (OSHA). Additionally, CAP projects would be reviewed for consistency with the General Plan and Municipal Code and applicable local, State, and federal regulations. Therefore, the CAP would result in a less-than-significant impact related to creating a significant hazard.

LESS THAN SIGNIFICANT IMPACT

45 South Pasadena, City of. 1998. General Plan Safety and Noise Element. Available: <https://www.southpasadenaca.gov/government/departments/planning-and-building/general-plan >. Accessed September 28, 2020.

c. Would the project emit hazardous emissions or handle hazardous or acutely hazardous materials, substances, or waste within 0.25 mile of an existing or proposed school?

The CAP is a policy document containing Plays and Moves to reduce GHG emissions. The proposed CAP does not include site-specific proposals and development, nor would it emit or handle hazardous materials. Implementing some CAP Plays and Moves may require future development or improvements, such as bike paths, solar panels, electric vehicle charging stations, or building improvements related to electrification. However, CAP projects would be reviewed for consistency with the General Plan and Municipal Code and applicable local, State, and federal regulations. Therefore, the CAP would result in a less-than-significant impact related to handling of hazardous materials in proximity to an existing or proposed school.

LESS THAN SIGNIFICANT IMPACT

d. Would the project be located on a site that is included on a list of hazardous material sites compiled pursuant to Government Code Section 65962.5 and, as a result, would it create a significant hazard to the public or the environment?

The CAP is a policy document containing Plays and supporting Moves to reduce GHG emissions. The CAP does not include site-specific proposals and development, but the CAP Plays and Moves could result in projects that could be located on listed hazardous materials site. However, CAP projects would be reviewed for consistency with the General Plan and Municipal Code and would be required to comply with applicable local, State, and federal regulations. Therefore, the CAP would result in a less-than-significant impact related to location on a listed hazardous materials site.

LESS THAN SIGNIFICANT IMPACT

e. For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project result in a safety hazard or excessive noise for people residing or working in the project area?

There are no airports or private airstrips within South Pasadena. The Hollywood Burbank and San Gabriel Airports are located approximately 13 miles northwest and eight miles east of the City, respectively. The CAP is a policy document that would not increase airport activity or result in additional habitable development that could increase potential exposure of persons to aircraft-related hazards. CAP projects would also be reviewed for consistency with the City General Plan Safety and Noise Element and other applicable local and State regulations. Therefore, the CAP would result in no impact related to risks associated with location proximate to a public airport.

NO IMPACT

f. Would the project impair implementation of or physically interfere with an adopted emergency response plan or emergency evacuation plan?

The South Pasadena emergency management program works in coordination with all the City Departments to strengthen the City's ability to prepare for, mitigate, respond to, and recover from any type of disaster. The South Pasadena Fire Department is the lead department to coordinate all emergency management activities for the City. The City has an Emergency Management Program that includes the following elements necessary to respond quickly and effectively to major emergencies: an Emergency Operations Plan, Emergency Operations Center (EOC), Emergency Response Program, Public Education Program, and trained Community Emergency Response Team (CERT). In addition, a variety of activities, programs, and projects designed to enhance the City's

preparedness are conducted regularly such as training, drills, and disaster exercises. Furthermore, the City of South Pasadena is a member of Disaster Management Area C, a partnership between Los Angeles County and ten cities to promote the coordination of disaster management, planning and preparedness efforts.[46] The CAP is a policy document intended to reduce GHG emissions generated within South Pasadena. The proposed CAP does not involve site-specific development, nor would it facilitate new development that would interfere with adopted emergency plans. Therefore, the CAP would result in no impact related to impairment or interference with implementation of an emergency response or evacuation plan.

NO IMPACT

g. Would the project expose people or structures, either directly or indirectly, to a significant risk of loss, injury, or death involving wildland fires?

The major potential sources of wildland fire in South Pasadena are the Monterey and Repetto Hills and natural brushlands of the Arroyo Seco. The steeper slopes of the San Gabriel Mountains located further north and the vegetated Puente Hills slopes located further south pose a secondary threat to the City in that windborne embers may travel long distances in the wind and ignite rooftops and/or areas of dry grasses. According to California Department of Forestry and Fire Protection (CalFIRE), South Pasadena is not located in designated California Fire Hazard Severity Zones,[47] or in a State Responsibility Area.[48] However, California Fire Hazard Severity Zones are located immediately west of South Pasadena in Los Angeles City limits.[49] Per the South Pasadena General Plan Safety Element, the threat of wildland fire to the City is generally low.[50] A small portion of the southwestern corner of the City is identified in the Los Angeles County General Plan as having a high wildland fire hazard potential.[51] Furthermore, City Municipal Code Chapter 14 (Fire Prevention) provides regulations related to fire prevention within the City.[52] The CAP is a policy-level document that does not propose specific or other physical changes such as habitable development that could be put at risk in the case of a wildfire, nor does it grant entitlements for development that would have the potential to directly cause wildfire. Rather, the CAP would aim to reduce natural gas infrastructure that poses wildfire risk if damaged during seismic events and to underground new or restructured electric power lines that pose wildfire risk if damaged during high-wind events. Thus, the CAP would result in no impact related to wildfire.

NO IMPACT

46 South Pasadena, City of. 2020. Disaster Preparedness Overview. Available: <https://www.southpasadenaca.gov/residents/disaster-preparedness>. Accessed September 28, 2020.
47 California Department of Forestry and Fire Protection (CalFIRE). 2020. Fire Hazard Severity Zone Viewer. Available: <https://egis.fire.ca.gov/FHSZ/>. Accessed September 25, 2020.
48 California Department of Forestry and Fire Protection (CalFIRE). 2020. California State Responsibility Areas. Available: <https://www.arcgis.com/home/webmap/viewer.html?layers=5ac1dae3cb2544629a845d9a19e83991>. Accessed September 25, 2020.
49 California Department of Forestry and Fire Protection (CalFIRE). 2020. Fire Hazard Severity Zone Viewer. Available: <https://egis.fire.ca.gov/FHSZ/>. Accessed September 25, 2020.
50 South Pasadena, City of. 1998. General Plan Safety and Noise Element. Available: <https://www.southpasadenaca.gov/government/departments/planning-and-building/general-plan >. Accessed September 28, 2020.
51 Los Angeles, County of. 2015. General Plan 2035 Safety Element. Available: <http://planning.lacounty.gov/generalplan/generalplan>. Accessed September 25, 2020.
52 South Pasadena, City of. 2020. Municipal Code Chapter 14 (Fire Prevention). Available: <https://www.codepublishing.com/CA/SouthPasadena/>. Accessed September 25, 2020.

Cumulative Impacts

The cumulative projects scenario is total projected population growth for South Pasadena (26,649 persons) in 2030. Hazards and hazardous materials impacts are typically site specific in nature. Cumulative projects, including the CAP, are not anticipated to contribute to cumulative hazards and hazardous materials impacts with adherence to applicable General Plan policies, applicable regional and County regulations (e.g., Los Angeles County Hazardous Waste Management Plan), and applicable State and federal regulatory requirements. Therefore, implementation of the CAP would result in a less-than-significant cumulative impact related to hazards and hazardous materials.

LESS THAN SIGNIFICANT IMPACT

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10 Hydrology and Water Quality

	Potentially Significant Impact	Less than Significant with Mitigation Incorporated	Less than Significant Impact	No Impact
Would the project:				
a. Violate any water quality standards or waste discharge requirements or otherwise substantially degrade surface or ground water quality?	☐	☐	☐	■
b. Substantially decrease groundwater supplies or interfere substantially with groundwater recharge such that the project may impede sustainable groundwater management of the basin?	☐	☐	☐	■
c. Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river or through the addition of impervious surfaces, in a manner which would:				
(i) Result in substantial erosion or siltation on- or off-site;	☐	☐	■	☐
(ii) Substantially increase the rate or amount of surface runoff in a manner which would result in flooding on- or off-site;	☐	☐	■	☐
(iii) Create or contribute runoff water which would exceed the capacity of existing or planned stormwater drainage systems or provide substantial additional sources of polluted runoff; or	☐	☐	■	☐
(iv) Impede or redirect flood flows?	☐	☐	■	☐
d. In flood hazard, tsunami, or seiche zones, risk release of pollutants due to project inundation?	☐	☐	■	☐
e. Conflict with or obstruct implementation of a water quality control plan or sustainable groundwater management plan?	☐	☐	☐	■

a. Would the project violate any water quality standards or waste discharge requirements or otherwise substantially degrade surface or ground water quality?

The CAP is a policy document containing Plays and Moves intended to reduce GHG emissions in the City. CAP projects would be reviewed for consistency with local and State regulations, including the implementation of stormwater pollution prevention plans (SWPPPs). As such, the CAP's related infrastructure changes would not utilize or alter water supply or result in new or different wastewater discharge. Additionally, proposed infrastructure would be small in scale and not result in substantial, adverse impacts related to surface or groundwater quality. Therefore, the CAP would result in no impact related to surface or groundwater water quality in South Pasadena.

NO IMPACT

b. Would the project substantially decrease groundwater supplies or interfere substantially with groundwater recharge such that the project may impede sustainable groundwater management of the basin?

The CAP is a policy document containing Plays and supporting Moves that are consistent with the City's General Plan. CAP Play W.1 would continue enforce the State Model Water Efficient Landscape Ordinance, promote use of recycled water, and promote reduced consumption of potable water. In addition, implementation of the CAP Plays and supporting Moves related to infrastructure development and redevelopment would not substantially degrade groundwater quality or groundwater recharge. As a result, no adverse impacts related to groundwater water quality or resources would occur.

CAP Play CS.1 facilitates increased trees and open space. Encouragement of tree planting and open space areas and, thus provision of pervious areas in the City would increase groundwater recharge. As such, implementing the CAP would have a beneficial effect related to local groundwater recharge as well as support groundwater management in South Pasadena. Therefore, the CAP would result in no impact related to impedance of sustainable groundwater management in the Main San Gabriel Groundwater Basin.

NO IMPACT

c. Would the project substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river or through the addition of impervious surfaces, in a manner which would:

i. result in substantial erosion or siltation on- or off-site;

ii. substantially increase the rate or amount of surface runoff in a manner which would result in flooding on- or off-site;

iii. create or contribute runoff water which would exceed the capacity of existing or planned stormwater drainage systems or provide substantial additional sources of polluted runoff; or

iv. impede or redirect flood flows?

Implementation of the following CAP Plays may promote infrastructure development and redevelopment. CAP Play T.1 promotes public and shared transit as well as active transportation via provision of bike facilities and parking to encourage walking and biking, and CAP Play M.2 requires electrification of the municipal fleet and mobile equipment, requiring installation of electric vehicle charging stations at municipal buildings. CAP Play CS.1 also facilitates increase trees and open space. Providing new active transportation infrastructure and planting new trees and providing additional open space may slightly change the City's existing drainage pattern and amount of impervious surface. Construction of infrastructure development and redevelopment could also result in erosion and potential redirect of flood flows or drainage patterns; however, implementation of CAP projects would not include large-scale construction within South Pasadena.

Additionally, CAP projects would be reviewed for consistency with applicable local and State regulations, including the implementation of a SWPPP, once project details and locations are known. And given the associated small footprints, the CAP-related infrastructure changes would not result in substantial additional erosion or runoff or impede/redirect flood flows. Therefore, the CAP would result in a less-than-significant impact related to drainage flows and polluted runoff.

LESS THAN SIGNIFICANT IMPACT

d. In flood hazard, tsunami, or seiche zones, would the project risk release of pollutants due to project inundation?

The City is not located within designated seiche or tsunami zones. The entirety of the City is located within Flood Zone C (areas of minimal flooding) defined by Federal Emergency Management Agency (FEMA).[53] Devils Gate Dam is located approximately five miles north of the northwesterly City boundary and is part of the Los Angeles County Flood Control District with a capacity of 2,709 acres feet and representing potential risk of dam inundation in the Arroyo Seco Valley in the event of dam failure. In addition, homes below should the City's water tower and reservoirs could be damaged by flood waters in a seismic event. In South Pasadena, construction, including infrastructure projects associated with implementation of the CAP, must comply with City General Plan Safety and Noise Element goals/policies related to hazards, including flooding hazards.

Elevation in South Pasadena averages 659 feet above mean sea level. The areas below the Devils Gate Dam and City water tower and reservoirs are at potential risk for flood inundation hazards related to infrastructure failure that could occur during a seismic event. However, the CAP does not propose habitable development and, thus, would not increase flooding or inundation risks to

53 Federal Emergency Management Agency (FEMA).2020. FEMA Flood Map Service Center. Available: <https://msc.fema.gov/portal/search?AddressQuery>. Accessed September 28, 2020.

persons and habitable structures related to sea level rise. Therefore, the CAP would result in a less-than-significant impact related to flooding and inundation resulting in release of pollutants.

LESS THAN SIGNIFICANT IMPACT

e. Would the project conflict with or obstruct implementation of a water quality control plan or sustainable groundwater management plan?

The CAP Plays would not include direct extraction of groundwater and rather encourages water savings through conservation. The CAP would not interfere with or obstruct implementation of water quality standards or waste discharge requirements or otherwise substantially degrade surface or ground water quality. Therefore, the CAP would result in no impact related to consistency with a water quality control plan or sustainable groundwater management plan.

NO IMPACT

Cumulative Impacts

The cumulative projects scenario is total projected population growth for South Pasadena (26,649 persons) in 2030. Cumulative projects, including the CAP, are not anticipated to contribute to cumulative hydrology and water quality impacts with adherence to applicable General Plan policies and applicable State and federal regulatory requirements. Implementation of the CAP would not contribute to an increase in growth and development in South Pasadena but could result in infrastructure development or redevelopment projects, including renewable energy facilities and alternative transportation thoroughfares. As such, implementation of the CAP and other cumulative projects could have incremental impacts related to hydrology and water quality, with potential minor alterations to existing drainage patterns in the City. Therefore, implementation of the CAP would result in a less-than-significant cumulative impact related to hydrology and water quality.

LESS THAN SIGNIFICANT IMPACT

11 Land Use and Planning

	Potentially Significant Impact	Less than Significant with Mitigation Incorporated	Less than Significant Impact	No Impact
Would the project:				
a. Physically divide an established community?	☐	☐	☐	■
b. Cause a significant environmental impact due to a conflict with any land use plan, policy, or regulation adopted for the purpose of avoiding or mitigating an environmental effect?	☐	☐	■	☐

a. Would the project physically divide an established community?

The CAP is a policy document containing Plays and Moves that are consistent with the South Pasadena General Plan and does not include specific development projects that would divide an established community. CAP Play T.1 encourages the installation of electric vehicle charging stations and supporting infrastructure, and CAP Plays T.2 and T.3 involve the installation of new bicycle, electric bicycle/scooter, and pedestrian facilities. These Plays are aimed at increasing active transportation and decreasing vehicle miles traveled within the City. Such Plays and supporting Moves would help to increase connectivity within the South Pasadena community. Therefore, the CAP would result in no impact related to division of an established community.

NO IMPACT

b. Would the project cause a significant environmental impact due to a conflict with any land use plan, policy, or regulation adopted for the purpose of avoiding or mitigating an environmental effect?

The CAP is a policy document containing Plays and Moves that are consistent with the South Pasadena General Plan and that are designed to reduce adverse environmental impacts associated with climate change. Nonetheless, implementing the CAP would require some modification of existing policies, including developing and implementing new programs, and projects, or modifying existing ones. For example, CAP Plays E.2, E.4, M.2, M.3, T.1, SW.1, SW.2, and CS.1 call for the adoption of new codes/ordinances related to building electrification, solar and electric vehicle charging infrastructure installation, natural gas ban, organic waste collection and recovery, and recycling containers, shade trees, and open space provision. In addition, CAP Play T.3 calls for the amendment of the zoning code to require installation of bike stalls and lockers at new developments.

Implementation of the following CAP Plays may promote infrastructure development and redevelopment. CAP Plays E.2 and E.3 promote electrification of newly constructed and existing buildings and CAP Play E.4 promotes installation of battery back-up systems or generators and solar panels to facilitate the switching of building fuel away from natural gas within the City. Electrification retrofits may change the physical environment through the need for upgraded service

and electrical panels, branch circuit upgrades, and installation of condensate drains to facilitate the installation of electric heat pumps for water and space heating. The physical changes these upgrades and additions would entail are dependent on the year of building construction and location of electrical and service panels and plumbing for connection of condensate drains, which in some cases may include modifications to the interior and/or exterior of buildings for wiring and panel replacement and minor excavation for connection of drainage to sewer systems.

CAP Play T.1 encourage the installation of electric vehicle charging stations and supporting infrastructure, and CAP Plays T.2 and T.3 involve the installation of new bicycle, electric bicycle/scooter, and pedestrian facilities. In addition, CAP Play M.2 requires electrification of the municipal fleet and mobile equipment, requiring installation of electric vehicle charging stations at municipal buildings. Furthermore, CAP Play CS.1, promotes the increased planting of trees and provision of green space, and CAP Play W.1 aims to bring recycled water lines and infrastructure to the City. The physical changes these installations and enhancements would entail are dependent on the location of construction for the electric vehicle charging connections, active transportation pathways, and trees/green spaces, which in some cases may include minor temporary excavation. In order to implement these Plays and supporting Moves, the City Municipal Code, General Plan, and other applicable documents may need to be amended to reflect new or modified requirements.

However, where modifications of existing policies are needed, such as updates to policies related to energy and active transportation, the CAP Plays would result in greater avoidance or reduction of environmental effects. Therefore, the CAP would result in no impact related to consistency with current land use plans or policies.

NO IMPACT

Cumulative Impacts

The cumulative projects scenario is total projected population growth for South Pasadena (26,649 persons) in 2030. The CAP is a policy document containing Plays and Moves that are consistent with the City's General Plan. Nonetheless, implementing the CAP would require some modification of existing policies and ordinances, including developing and implementing new programs, and projects, or modifying existing ones. The proposed policy changes are consistent with the intent of the goals and policies established within the City General Plan and Zoning Regulations and would not cumulatively contribute to population growth or the loss of housing. Cumulative projects, including the CAP, would be required to adhere to City development regulations and General Plan policies to retain land use character and minimize environmental impacts. And CAP projects would be reviewed for consistency with the General Plan and other applicable regulatory land use actions prior to approval. Therefore, implementation of the CAP would result in a less-than-significant cumulative impact related to land use.

LESS THAN SIGNIFICANT IMPACT

12 Mineral Resources

	Potentially Significant Impact	Less than Significant with Mitigation Incorporated	Less than Significant Impact	No Impact
Would the project:				
a. Result in the loss of availability of a known mineral resource that would be of value to the region and the residents of the state?	☐	☐	☐	■
b. Result in the loss of availability of a locally important mineral resource recovery site delineated on a local general plan, specific plan, or other land use plan?	☐	☐	☐	■

a. Would the project result in the loss of availability of a known mineral resource that would be of value to the region and the residents of the state?

b. Would the project result in the loss of availability of a locally important mineral resource recovery site delineated on a local general plan, specific plan, or other land use plan?

The City of South Pasadena General Plan does not identify any mineral resources or mineral resources recovery sites within the City.[54] The CAP would not facilitate infrastructure development projects within the City that could result in the loss of availability of known mineral resources. Therefore, the CAP would result in no impact related to mineral resource.

NO IMPACT

Cumulative Impacts

The cumulative projects scenario is total projected population growth for South Pasadena (26,649 persons) in 2030. The City of South Pasadena General Plan does not identify any mineral resources or mineral resources recovery sites within the City limits. As such, no cumulative impact related to mineral resources could occur. Therefore, implementation of the CAP would result in no cumulative impact related to mineral resources.

NO IMPACT

54 South Pasadena, City of. 1998. General Plan Open Space and Conservation Element. Available: <https://www.southpasadenaca.gov/government/departments/planning-and-building/general-plan>. Accessed September 24, 2020.

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13 Noise

	Potentially Significant Impact	Less than Significant with Mitigation Incorporated	Less than Significant Impact	No Impact
Would the project result in:				
a. Generation of a substantial temporary or permanent increase in ambient noise levels in the vicinity of the project in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies?	☐	☐	■	☐
b. Generation of excessive groundborne vibration or groundborne noise levels?	☐	☐	■	☐
c. For a project located within the vicinity of a private airstrip or an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project expose people residing or working in the project area to excessive noise levels?	☐	☐	☐	■

a. Would the project result in generation of a substantial temporary or permanent increase in ambient noise levels in the vicinity of the project in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies?

Noise is unwanted sound that disturbs human activity. Environmental noise levels typically fluctuate over time, and different types of noise descriptors are used to account for this variability. Noise level measurements include intensity, frequency, and duration, as well as time of occurrence. Noise level (or volume) is generally measured in decibels (dB) using the A-weighted sound pressure level (dBA). Because of the way the human ear works, a sound must be about 10 dBA greater than the reference sound to be judged as twice as loud. In general, a 3 dBA change in community noise levels is noticeable, while 1-2 dBA changes generally are not perceived. Quiet suburban areas typically have noise levels in the range of 40-50 dBA, while arterial streets are in the 50-60+ dBA range. Normal conversational levels are in the 60-65 dBA range, and ambient noise levels greater than 65 dBA can interrupt conversations.

Noise levels typically attenuate (or drop off) at a rate of 6 dBA per doubling of distance from point sources (such as construction equipment). Noise from lightly traveled roads typically attenuates at a rate of about 4.5 dBA per doubling of distance. Noise from heavily traveled roads typically attenuates at about 3 dBA per doubling of distance; while noise from a point source typically attenuates at about 6 dBA per doubling of distance. Noise levels may also be reduced by the introduction of intervening structures. For example, a single row of buildings between the receptor

and the noise source reduces the noise level by about 5 dBA, while a solid wall or berm that breaks the line-of-sight reduces noise levels by 5 to 10 dBA.

The Safety and Noise Element of the South Pasadena General Plan aims to ensure appropriate noise levels considered compatible for community noise environments. Noise in South Pasadena is primarily generated by vehicular traffic. Traffic noise comes from traffic on surface streets, from truck traffic on truck routes through town and from the Pasadena Freeway. Land uses adjacent to these roadways in the City are affected by motor vehicle generated noise. Secondary sources of noise in the City are generated by construction and maintenance activities associated with both public and private works and development projects. The "ambient environment" includes noise emanating from the Pasadena Freeway (SR-110) and the local roadway network. Existing ambient noise levels range from 63.4 dBA to 70.6 dBA. Noise levels exceed 65 dBA, a typical standard for "sensitive locations," in some locations throughout the City. The City's normally acceptable exterior noise exposure standard is 65 dBA community noise equivalent level (CNEL) or less for residential and other sensitive land uses.

The CAP is a policy document containing programs that are consistent with the General Plan. Some of the CAP Plays and Moves would support small scale construction projects, such as electric vehicle charging station construction that may result in a temporary increase in noise levels. However, CAP projects would be reviewed for consistency with the General Plan Safety and Noise Element and Municipal Code Chapter 19a (Noise Regulation) and would be required to comply with applicable local, State, and federal regulations.[55]

The South Pasadena General Plan identifies noise-sensitive land uses and noise sources and policies to provide for the protection of the community from the adverse effects of excessive noise. The CAP encompasses a suite of GHG-reduction opportunities that affect the transportation sector. For example, CAP Plays T.2 and T.3 facilitate bike facilities and parking and increased transit use and active transportation. These Plays would not only reduce vehicle miles traveled but also reduce traffic-related noise in South Pasadena. Therefore, the CAP would not generate excessive noise levels and, therefore, would result in a less-than-significant impact related to noise exposure.

LESS THAN SIGNIFICANT IMPACT

b. Would the project result in generation of excessive groundborne vibration or groundborne noise levels?

While people have varying sensitivities to vibrations at different frequencies, in general they are most sensitive to low-frequency vibration. Vibration in buildings, such as from nearby construction activities, may cause windows, items on shelves, and pictures on walls to rattle. Vibration of building components can also take the form of an audible low-frequency rumbling noise, referred to as groundborne noise.[56] Although groundborne vibration is sometimes noticeable in outdoor environments, it is almost never annoying to people who are outdoors. The primary concern from vibration is that it can be intrusive and annoying to building occupants and vibration-sensitive land uses.

Vibration amplitudes are usually expressed in peak particle velocity (PPV) or Root Mean Square (RMS) vibration velocity. The PPV and RMS velocity are normally described in inches per second

55 South Pasadena, City of. 2020. Municipal Code Chapter 19a (Noise Regulation). Available: <https://www.codepublishing.com/CA/SouthPasadena/>. Accessed September 28, 2020.
56 California Department of Transportation (Caltrans). 2013. Transportation and Construction Vibration Guidance Manual (CT-HWANP-RT-13-069.25.3). Available: <http://www.dot.ca.gov/hq/env/noise/pub/TCVGM_Sep13_FINAL.pdf>. Accessed September 28, 2020.

(in/sec). PPV is defined as the maximum instantaneous positive or negative peak of a vibration signal. PPV is often used in monitoring of blasting vibration because it is related to the stresses that are experienced by buildings.[57] Vibration significance ranges from approximately 50 vibration decibels (VdB), which is the typical background vibration-velocity level, to 100 VdB, the general threshold where minor damage can occur in fragile buildings.[58] The general human response to different levels of groundborne vibration velocity levels is described in Table 6.

Table 5 Human Response to Different Levels of Groundborne Vibration

Vibration Velocity Level	Human Reaction
65 VdB	Approximate threshold of perception for many people
75 VdB	Approximate dividing line between barely perceptible and distinctly perceptible. Many people find that transportation-related vibration at this level is unacceptable.
85 VdB	Vibration acceptable only if there are an infrequent number of events per day

VdB = vibration decibels

Source: Federal Transit Administration. Transit Noise and Vibration Impact Assessment Manual. 2018.[59]

The CAP is a policy document containing Plays that are consistent with the General Plan. Some of the CAP Play and Moves would support small-scale construction projects, such as electric vehicle charging station construction that may result in a temporary increase in groundborne vibration. However, CAP projects would be reviewed for consistency with the General Plan and Municipal Code and would be required to comply with applicable local, State, and federal regulations. Therefore, the CAP would result in a less-than-significant impact related to groundbourne vibration.

LESS THAN SIGNIFICANT IMPACT

c. For a project located within the vicinity of a private airstrip or an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project expose people residing or working in the project area to excessive noise levels?

There are no airports or private airstrips within the South Pasadena City limits. As such, there are no City noise goals and policies associated with airport noise.[60] The CAP does not propose land use or zoning changes related to airports, airstrips, or heliports, nor does it include new habitable development that could increase exposure of persons to excessive noise levels associated with operation of airports, airstrips, or heliports. Therefore, the CAP would result in no impact related to aviation-related noise exposure.

NO IMPACT

57 Federal Highway Administration (FHWA). 2006. Highway Construction Noise Handbook. (FHWAHEP-06-015; DOT-VNTSC-FHWA-06-02). Available: <http://www.fhwa.dot.gov/environment/construction_noise/handbook>. Accessed September 28, 2020.
58 Federal Transit Administration (FTA). 2018. Transit Noise and Vibration Impact Assessment Manual. Available: <https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/research-innovation/118131/transit-noise-and-vibration-impact-assessment-manual-fta-report-no-0123_0.pdf>. Accessed September 28, 2020.
59 Federal Transit Administration. 2018. Transit Noise and Vibration Impact Assessment Manual. <https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/research-innovation/118131/transit-noise-and-vibration-impact-assessment-manual-fta-report-no-0123_0.pdf>. Accessed September 2020.
60 South Pasadena, City of. 1998. General Plan Safety and Noise Element. Available: <https://www.southpasadenaca.gov/government/departments/planning-and-building/general-plan>. Accessed September 28, 2020.

Cumulative Impacts

The cumulative projects scenario is total projected population growth South Pasadena (26,649 persons) in 2030. The CAP is a policy document containing Plays and Moves that are consistent with the City of South Pasadena General Plan. Some of the CAP Plays and Moves would support small-scale construction projects, such as electric vehicle charging station construction, which may result in a temporary increase in groundborne vibration or noise levels. However, cumulative projects, including the CAP, would be subject to review by the City for compliance with the General Plan and Municipal Code and would be required to comply with applicable State and federal regulations. Additionally, the CAP encompasses a suite of GHG-reduction opportunities that would decrease traffic and traffic-related noise. As such, implementation of the CAP would not generate excessive groundborne vibration or noise levels. Therefore, the CAP would result in a less-than-significant cumulative impact related to noise.

LESS THAN SIGNIFICANT IMPACT

14 Population and Housing

	Potentially Significant Impact	Less than Significant with Mitigation Incorporated	Less than Significant Impact	No Impact
Would the project:				
a. Induce substantial unplanned population growth in an area, either directly (e.g., by proposing new homes and businesses) or indirectly (e.g., through extension of roads or other infrastructure)?	☐	☐	☐	■
b. Displace substantial numbers of existing people or housing, necessitating the construction of replacement housing elsewhere?	☐	☐	☐	■

a. Would the project induce substantial unplanned population growth in an area, either directly (for example, by proposing new homes and businesses) or indirectly (for example, through extension of roads or other infrastructure)?

or

b. Would the project displace substantial numbers of existing people or housing, necessitating the construction of replacement housing elsewhere?

The CAP does not include Plays and Moves that would increase the population or induce additional population growth that would displace people or housing. Therefore, the CAP would result in ***no impact*** related to population and housing.

NO IMPACT

Cumulative Impacts

The cumulative projects scenario is total projected population growth for South Pasadena (26,649 persons) in 2030. Cumulative projects, including the CAP, are not anticipated to displace people or housing nor induce substantial unplanned population growth in the City. Specifically, the CAP would not contribute to person or housing displacement in the City of South Pasadena nor result in population growth beyond that already assumed and planned for in the General Plan. Therefore, the CAP would result in no cumulative impact related to population and housing.

NO IMPACT

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15 Public Services

	Potentially Significant Impact	Less than Significant with Mitigation Incorporated	Less than Significant Impact	No Impact
a. Would the project result in substantial adverse physical impacts associated with the provision of new or physically altered governmental facilities, or the need for new or physically altered governmental facilities, the construction of which could cause significant environmental impacts, in order to maintain acceptable service ratios, response times or other performance objectives for any of the public services:				
▪ Fire protection?	☐	☐	☐	■
▪ Police protection?	☐	☐	☐	■
▪ Schools?	☐	☐	☐	■
▪ Parks?	☐	☐	☐	■
▪ Other public facilities?	☐	☐	☐	■

a. Would the project result in substantial adverse physical impacts associated with the provision of new or physically altered facilities, or the need for new or physically altered facilities, the construction of which could cause significant environmental impacts, in order to maintain acceptable service ratios, response times or other performance objectives for:

- *Fire protection;*
- *Police protection;*
- *Schools;*
- *Parks; or*
- *Other public facilities?*

The CAP is a policy document containing Plays and Moves that are consistent with the South Pasadena General Plan. Implementation of the CAP would not result in increases in population or induce additional population growth. As such, the CAP would not require the construction of new or physically altered governmental facilities to serve additional population, the construction of which could cause significant environmental impacts. Furthermore, CAP projects would be reviewed for consistency with the South Pasadena General Plan and other applicable local and State regulations.

Nonetheless, implementing the CAP would require some modification of existing policies, including developing and implementing new programs and projects, or modifying existing ones. The CAP is designed to reduce adverse environmental impacts associated with climate change. While modifications of existing policies are needed, the CAP Plays and Moves would not result in increases in population or induce additional population growth that would result in the provision of new or physically altered governmental facilities or the need for new or physically altered governmental facilities. Therefore, the CAP would result in no impact related to public services in terms of need for the construction of new or altered governmental facilities.

NO IMPACT

Cumulative Impacts

The cumulative projects scenario is total projected population growth for South Pasadena (26,649 persons) in 2030. Implementation of cumulative projects, including the CAP, would not result in increases in population or induce additional population growth beyond that assumed under the South Pasadena General Plan. Therefore, implementation of the CAP would not result in substantial cumulative need to expand public services facilities. Therefore, the CAP would result in a less-than-significant cumulative impact related to public services.

LESS THAN SIGNIFICANT IMPACT

16 Recreation

	Potentially Significant Impact	Less than Significant with Mitigation Incorporated	Less than Significant Impact	No Impact
a. Would the project increase the use of existing neighborhood and regional parks or other recreational facilities such that substantial physical deterioration of the facility would occur or be accelerated?	☐	☐	☐	■
b. Does the project include recreational facilities or require the construction or expansion of recreational facilities which might have an adverse physical effect on the environment?	☐	☐	☐	■

a. Would the project increase the use of existing neighborhood and regional parks or other recreational facilities such that substantial physical deterioration of the facility would occur or be accelerated?

or

b. Does the project include recreational facilities or require the construction or expansion of recreational facilities which might have an adverse physical effect on the environment?

South Pasadena is a primarily urbanized community with 92.2 total acres of parks and recreational spaces incorporated throughout the City, including 73.9 acres of the Arroyo Seco Park within the western portion of the City and five City parks (Garfield Park, Eddie Park, Library Park, Orange Grove Park, and War Memorial Park) encompassing 18.1 acres.[61] The General Plan Open Space and Conservation Element and Municipal Code Parks Chapter incorporate goals and policies to protect open space and recreational resources in the City, including prohibiting the removal of trees within parks.[62, 63] And City Municipal Code Chapter 21 (Parks) regulates park provision, services, and maintenance within the City.

61 South Pasadena, City of. 2020. Parks and Facilities Overview., Available: <https://www.southpasadenaca.gov/government/departments/community-services/administration/parks-and-facilities>. Accessed September 24, 2020.
62 South Pasadena, City of. 1998. General Plan Open Space and Resource Conservation Element. Available: <https://www.southpasadenaca.gov/government/departments/planning-and-building/general-plan>. Accessed September 23, 2020.
63 South Pasadena, City of. 2020. Municipal Code Chapter 21 (Parks). Available: <https://www.codepublishing.com/CA/SouthPasadena/>. Accessed September 23, 2020.

The CAP is a policy document containing programs that are consistent with the South Pasadena General Plan. Additionally, the CAP would not result in substantial population growth or direct land use changes. As such, implementation of the CAP would not result in a substantial physical deterioration of parks or other recreational facilities or result in the need to expand recreational facilities. Therefore, the CAP would result in no impact related to the need for construction of new or altered recreational facilities.

NO IMPACT

Cumulative Impacts

The cumulative projects scenario is total projected population growth for South Pasadena (26,649 persons) in 2030. Implementation of cumulative projects, including the CAP, would not result in increases in population or induce additional population growth beyond that assumed under the General Plan. In addition, the CAP would not result in population growth or direct land use change. Therefore, implementation of the CAP would not result in substantial cumulative physical deterioration of parks or other recreational facilities or result in the cumulative need to expand recreational facilities. Therefore, implementation of the CAP would result in no cumulative impact related to recreation.

NO IMPACT

17 Transportation

	Potentially Significant Impact	Less than Significant with Mitigation Incorporated	Less than Significant Impact	No Impact
Would the project:				
a. Conflict with a program, plan, ordinance or policy addressing the circulation system, including transit, roadway, bicycle and pedestrian facilities?	☐	☐	☐	■
b. Conflict or be inconsistent with CEQA Guidelines section 15064.3, subdivision (b)?	☐	☐	☐	■
c. Substantially increase hazards due to a geometric design feature (e.g., sharp curves or dangerous intersections) or incompatible use (e.g., farm equipment)?	☐	☐	■	☐
d. Result in inadequate emergency access?	☐	☐	■	☐

a. Would the project conflict with a program, plan, ordinance or policy addressing the circulation system, including transit, roadway, bicycle and pedestrian facilities?

or

b. Would the project conflict or be inconsistent with CEQA Guidelines section 15064.3, subdivision (b)?

The City embraces a policy direction to make South Pasadena a place where bicycling and walking are encouraged and fostered, and where safety, education and facilities are provided as an ongoing part of transportation and recreational planning and programs. While allowing people to circulate without cars is an emphasis of the Circulation & Accessibility Element, another emphasis is getting people to share rides and reduce the number of vehicular trips. In order to accomplish this, the City aims to take specific actions that will assist people in finding ways to share a ride, give priority to vehicles with more than a single occupant, or even eliminate the need for the trip totally.[64]

The City of South Pasadena General Plan Circulation and Accessibility Element includes the following applicable active transportation and transit with goal of reducing vehicle miles traveled policies:

- 1.5: Develop circulation system standards for roadway classifications, right-of-way width, design speed, capacity, maximum grades and associated features such as medians and bicycle lanes.
- 2.1: Develop efficient city-wide local public transportation servicing all segments of the population.

64 South Pasadena, City of. 2001. General Plan Circulation and Accessibility Element. Available: <https://www.southpasadenaca.gov/government/departments/planning-and-building/general-plan>. Accessed September 22, 2020.

- 2.2: Develop and promote increased use of alternative modes of transportation, including but not limited to: walking, bicycling, ridesharing, transit, telecommuting, paratransit, and shuttles.
- 2.3: Promote the reduction of drive-alone trips and vehicular trips generally.
- 2.4: Support the development of additional regional public (mass) transportation facilities and services.
- 2.5: Encourage the provision of preferential parking for high occupancy vehicles (HOV's).
- 2.6: Develop and promote community-based public transit.
- 3.1: Coordinate with applicable regional, state and federal agencies in the development of transportation improvements.
- 4.2: Require developers to maximize the potential for transit use and other alternative modes of transportation by residents, employees and visitors.
- 4.3: Allow mixed-use zoning which includes housing, residential and commercial to encourage living, working, and shopping in the same area and the associated reduction of trips.
- 4.4: Encourage convenient access between affordable housing and affordable transportation.
- 4.7: Maintain existing pedestrian facilitates and encourage new development to provide pedestrian walkways between developments.

In addition, the City Bicycle Master Plan and Municipal Code Chapter 7 (Bicycles) regulate the development and implementation of a bicycle and pedestrian network in order to provide a viable transportation alternative to the automobile, improves safety for bicyclists and pedestrians, and provides residents with access and good connections to parks, open space, trails and other recreational opportunities.[65] Furthermore, the SCAG 2016-2040 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) identifies how the southern California region would meet its GHG emission reduction targets.[66] The SCAG 2016 RTP/SCS is supported by a combination of transportation and land use strategies that help the region achieve State GHG emission reduction goals and federal Clean Air Act requirements, preserve open space areas, improve public health and roadway safety, support the vital goods movement industry, and utilize resources more efficiently.

The CAP is a policy document containing Plays and Moves that are consistent with the City General Plan Circulation and Accessibility, City Bicycle Master Plan, Municipal Code Chapter 7 (Bicycles), and the SCAG 2016 RTP/SCS with many that are aimed at facilitating the implementation of the local transportation programs and improvements. For example, CAP Plays T.2 and T.3 facilitate bike facilities and parking and public and shared transit to increase active transportation and decrease vehicle miles traveled within the City.

65 South Pasadena, City of. 2020. Municipal Code Chapter 7 (Bicycles). Available: <https://www.codepublishing.com/CA/SouthPasadena/>. Accessed September 22, 2020.
66 Southern California Association of Governments (SCAG). 2016. 2016-2040 Regional Transportation Plan/Sustainable Communities Strategy. Available: <http://scagrtpscs.net/Pages/FINAL2016RTPSCS.aspx#toc>. Accessed September 17, 2020.

The CAP Plays and supporting Moves would be consistent with and promote the General Plan Circulation and Accessibility Element, including the Bicycle Master Plan, and the Municipal Code Chapter 7 (Bicycles). Implementation of some of the CAP transportation Plays and Moves may require future infrastructure development or improvements, such as bike paths and lockers. However, CAP projects would be reviewed for consistency with the General Plan and Municipal Code and be required to comply with applicable local, State, and federal regulations. Therefore, the CAP would result in no impact related to consistency with plans addressing the transportation circulation system.

NO IMPACT

c. Would the project substantially increase hazards due to a geometric design feature (e.g., sharp curves or dangerous intersections) or incompatible use (e.g., farm equipment)?

or

d. Would the project result in inadequate emergency access?

The CAP is a policy document containing Plays and supporting Moves that are consistent with the City General Plan and would not facilitate development beyond that allowed under the General Plan. As such, it would not create transportation hazards or result in inadequate emergency access. For example, CAP Plays T.2 and T.3 facilitate bike lanes and bike parking to increase active transportation and decrease vehicle miles traveled within the City. These CAP Plays and supporting Moves would promote active transportation, ridership, and sustainable transportation practices within the community to enhance bicycle, pedestrian, and transit connectivity, which in turn would reduce potential transportation hazards and would provide adequate emergency access.

The CAP does not include Plays and Moves that would substantially increase transportation hazards due to a design feature or incompatible land uses. Furthermore, CAP projects would be reviewed for consistency with the South Pasadena General Plan and other applicable local and State regulations. Therefore, the CAP would result in a less-than-significant impact related to transportation hazards and emergency access.

LESS THAN SIGNIFICANT IMPACT

Cumulative Impacts

The cumulative projects scenario is total projected population growth for South Pasadena (26,649 persons) in 2030. The CAP is a policy document containing Plays and Moves that are consistent with the City's General Plan, and, similar to the other cumulative projects, the CAP does not propose development beyond that anticipated under the General Plan that would require transportation facilities. The CAP Plays and Moves included promote alternative modes of transportation and reduction of the amount of vehicle miles traveled throughout the City. In addition, the CAP Plays and Moves would not conflict with the objectives and policies of the General Plan or Bicycle Master Plan but would rather be consistent with and promote those plans. Therefore, the CAP would result in a less-than-significant cumulative impact related to transportation.

LESS THAN SIGNIFICANT IMPACT

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18 Tribal Cultural Resources

	Potentially Significant Impact	Less than Significant with Mitigation Incorporated	Less than Significant Impact	No Impact
Would the project cause a substantial adverse change in the significance of a tribal cultural resource, defined in a Public Resources Code Section 21074 as either a site, feature, place, or cultural landscape that is geographically defined in terms of the size and scope of the landscape, sacred place, or object with cultural value to a California Native American tribe, and that is:				
a. Listed or eligible for listing in the California Register of Historical Resources, or in a local register of historical resources as defined in Public Resources Code Section 5020.1(k), or	☐	☐	■	☐
b. A resource determined by the lead agency, in its discretion and supported by substantial evidence, to be significant pursuant to criteria set forth in subdivision (c) of Public Resources Code Section 5024.1. In applying the criteria set forth in subdivision (c) of Public Resources Code Section 5024.1, the lead agency shall consider the significance of the resource to a California Native American tribe.	☐	☐	■	☐

a. Would the project cause a substantial adverse change in the significance of a tribal cultural resource as defined in Public Resources Code Section 21074 that is listed or eligible for listing in the California Register of Historical Resources, or in a local register of historical resources as defined in Public Resources Code Section 5020.1(k)?

or

b. Would the project cause a substantial adverse change in the significance of a tribal cultural resource as defined in Public Resources Code 21074 that is a resource determined by the lead agency, in its discretion and supported by substantial evidence, to be significant pursuant to criteria set forth in subdivision (c) of Public Resources Code Section 5024.1?

On September 17, 2020, the six following Native American Heritage Commission (NAHC)-identified local Native American tribal groups were formally notified that the City initiated environmental review of the CAP and were invited to provide consultation:

- Gabrieleno Band of Mission Indians – Kizh Nation;
- Gabrieleno/Tongva San Gabriel Banc of Mission Indians;
- Gabrieleno/Tongva Nation;
- Gabrieleno Tongva Indians of California Tribal Council;

- Gabrieleno-Tongva Tribe; and
- San Fernando Band of Mission Indians.

On September 22, 2020, the NAHC was also notified that the City initiated environmental review of the CAP and were invited to provide consultation. As of the time of this writing and document publication, no responses have been received, and no formal consultation has been requested.

The CAP would not involve land use or zoning changes but would instead promote infrastructure development and redevelopment. As a policy document, the CAP would also not directly entail ground disturbing activities. Implementation of the following CAP Plays may promote infrastructure development and redevelopment. CAP Plays E.2 and E.3 promote electrification of newly constructed and existing buildings, and CAP Play E.4 promotes installation of battery back-up systems or generators and solar panels to facilitate the switching of building fuel away from natural gas within the City. Electrification retrofits may change the physical environment through the need for upgraded service and electrical panels, branch circuit upgrades, and installation of condensate drains to facilitate the installation of electric heat pumps for water and space heating. The physical changes these upgrades and additions would entail are dependent on the year of building construction and location of electrical and service panels and plumbing connection of condensate drains, which sometimes may include modifications to the interior and/or exterior of buildings for wiring and panel replacement and minor excavation for connection of drainage to sewer systems.

CAP Play T.1 encourage the installation of electric vehicle charging stations and supporting infrastructure, and CAP Plays T.2 and T.3 involve the installation of new bicycle, electric bicycle/scooter, and pedestrian facilities. In addition, CAP Play M.2 requires electrification of the municipal fleet and mobile equipment, requiring installation of electric vehicle charging stations at municipal buildings. Furthermore CAP Play CS.1, promotes the increased planting of trees and provision of green space, and CAP Play W.1 aims to bring recycled water lines and infrastructure to the City. The physical changes these installations and enhancements would entail are dependent on the location of construction for the electric vehicle charging connections, active transportation pathways, and trees/green spaces, which in some cases may include minor temporary excavation.

Implementation of theses CAP Plays could impact unknown tribal cultural resources during construction that involves below-grade activities. However, CAP projects would be required to comply with City Ordinance 2315 (Cultural Heritage Ordinance) and General Plan Open Space and Resource Conservation Element purpose that require the identification and preservation of sites and structures of architectural, historical, archaeological, and cultural significance. This includes sites, structures, and areas that are associated with tribal cultural activities or persons that contribute to the cultural character of artifacts. As such, tribal cultural resources would be protected upon discovery and, thus, impacts would be reduced to a minimal level. Therefore, the CAP would result in a less-than-significant impact related to tribal cultural resources.

LESS THAN SIGNIFICANT IMPACT

Cumulative Impacts

The cumulative projects scenario is total projected population growth for South Pasadena (26,649 persons) in 2030. Cumulative projects could increase the potential for adverse effects to unknown tribal cultural resources in the City. Impacts to tribal cultural resources are site-specific; accordingly, as required under applicable laws and regulations, potential impacts associated with cumulative developments would be addressed on a case-by-case basis as cumulative project details and locations become known. Therefore, the CAP would result in a less-than-significant cumulative impact related to tribal cultural resources.

LESS THAN SIGNIFICANT IMPACT

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19 Utilities and Service Systems

	Potentially Significant Impact	Less than Significant with Mitigation Incorporated	Less than Significant Impact	No Impact
Would the project:				
a. Require or result in the relocation or construction of new or expanded water, wastewater treatment or storm water drainage, electric power, natural gas, or telecommunications facilities, the construction or relocation of which could cause significant environmental effects?	☐	☐	■	☐
b. Have sufficient water supplies available to serve the project and reasonably foreseeable future development during normal, dry and multiple dry years?	☐	☐	☐	■
c. Result in a determination by the wastewater treatment provider which serves or may serve the project that it has adequate capacity to serve the project's projected demand in addition to the provider's existing commitments?	☐	☐	☐	■
d. Generate solid waste in excess of State or local standards, or in excess of the capacity of local infrastructure, or otherwise impair the attainment of solid waste reduction goals?	☐	☐	☐	■
e. Comply with federal, state, and local management and reduction statutes and regulations related to solid waste?	☐	☐	☐	■

a. Would the project require or result in the relocation or construction of new or expanded water, wastewater treatment or storm water drainage, electric power, natural gas, or telecommunications facilities, the construction or relocation of which could cause significant environmental effects?

The CAP is a policy document aimed at reducing water and energy consumption and related GHG emissions throughout the City of South Pasadena and does not include site-specific infrastructure designs or project proposals. Implementing the CAP would not result in an increase in population and housing nor would it facilitate growth beyond that anticipated by the General Plan. As such, implementing the CAP would not create new demand related to water, wastewater, stormwater drainage, electric power, natural gas power, or telecommunications utilities.

However, projects resulting from CAP implementation could include redevelopment and/or restructuring of electricity and natural gas power facilities and infrastructure. For example, CAP Plays E.2 and E.3 require electrification of 100 percent of new buildings and incremental amount of existing buildings, and CAP Play E.4 promotes installation of solar panels to provide greener renewable electricity within the City, In addition, CAP Plays T.1 and M.2 encourages the installation of electric vehicle charging stations and supporting infrastructure, and CAP Plays T.2 and T.3 involve the installation of new bicycle, electric bicycle/scooter, and pedestrian facilities. Additionally, CAP Play CS.1 facilitates increasing trees and open space.

Water Supply Facilities/Infrastructure

City Municipal Code Chapter 35 (Water) regulates water use, service, and installation within the City.[67] The City obtains water for use in municipal and irrigation operations through City operated groundwater wells. Likewise, nearly all of the potable water (99.26% in 2016) is delivered to the South Pasadena community from well production in the San Gabriel Basin and the remainder is purchased from Pasadena Water and Power (PWP) and Metropolitan Water District (0.47 and 0.07 percent, respectively).

The City of South Pasadena addresses issues of water supply in its Urban Water Management Plan (UWMP).[68] The 2015 UWMP is a long-range planning document used to assess current and projected water usage, water supply planning and conservation and recycling efforts. According to the UWMP, the City of South Pasadena has analyzed three different hydrological conditions to determine the reliability of water supplies: average/normal water year, single dry water year, and multiple, dry water year periods. In addition, the 2015 UWMP includes a Water Shortage Contingency Plan (WSCP).

CAP Play W.1 promotes water consumption reduction through continued implementation of the Model Water Efficient Landscapes Ordinance, working with regional water districts to bring recycled water lines and infrastructure to the City and adopting an ordinance to restrict use of potable water for excess water users (golf course, car washes, park fields, etc.). This CAP Play and supporting Moves may slightly change the amount or characteristics of the water supply compared to existing conditions. However, the CAP would not result in new land uses that would contribute to an increase in water use, compared to existing conditions, or require relocation or construction of new water infrastructure. Therefore, a less-than-significant impact related to need for construction or expansion of water supply facilities and infrastructure would occur.

Wastewater Treatment Facilities/Infrastructure

The City of South Pasadena does not operate a wastewater facility nor is there one within the city boundaries. Instead, wastewater generated by the City is treated by the Sanitation Districts of Los Angeles County (LACSD). According to the City of South Pasadena 2015 UWMP, generated wastewater entering the sewer system is conveyed to the Whittier Narrows Water Reclamation Plant (WNWRP) where primary, secondary, and tertiary treatment is provided. WNWRP treats an average flow of 7.4 million gallons of wastewater per day; which is primarily discharged to the San Gabriel and Rio Hondo rivers for groundwater recharge purposes. Primary and secondary biosolids

67 South Pasadena, City of. 2020. Municipal Code Chapter 35 (Water). Available: <https://www.codepublishing.com/CA/SouthPasadena/>. Accessed September 28, 2020.
68 South Pasadena, City of. 2015. Urban Water Management Plan. Available: <https://www.southpasadenaca.gov/home/showdocument?id=2905>. Accessed September 28, 2020.

generated from processing at WNWRP are returned to the LACSD outfall system and are pumped to anaerobic digestors at the Joint Waters Pollution Control Plant (JWPCP). [69,70]

The CAP would not result in new land uses that would generate sanitary wastewater or otherwise contribute to an increase in wastewater treatment requirements. The amount or characteristics of wastewater treated would not change compared to existing conditions with implementation of the proposed plan. The CAP would not require relocation or construction of new wastewater treatment infrastructure. Therefore, no impact related to need for construction or expansion of wastewater treatment facilities and infrastructure would occur.

Stormwater Drainage Facilities/Infrastructure

City Municipal Code Chapter 23 (Stormwater and Urban Runoff Pollution Control) regulates stormwater collection within the City.[71] As discussed in Section 10, *Hydrology and Water Quality*, implementation of the following CAP Plays and supporting Moves may promote infrastructure development and redevelopment. CAP Plays promote installation of solar PV systems and pairing battery storage, installation of electric vehicle charging stations and supporting infrastructure, installation of bicycle facilities and parking, and increased active transportation, ridership, and sustainability practices within the transit system. Construction of infrastructure development and redevelopment could result in erosion and potential redirect of flood flows or drainage patterns. However, implementation of CAP projects would not include large scale construction within South Pasadena, and the CAP-related infrastructure changes would not result in additional sources of runoff. As a result, the CAP would not result in new land uses that would generate an increased amount of stormwater that requires modified drainage or storm drain systems. Therefore, implementing the CAP would have no effect on runoff amount. Therefore, no impact related to need for construction or expansion of stormwater drainage facilities and infrastructure would occur.

Electric Power Facilities/Infrastructure

CAP Plays E.2 through E.3 propose revisions to existing ordinances and adoption of new ordinances to incorporate electrification of all new buildings and five percent of existing buildings within the City by 2030. Also, CAP Play E.3 promotes the replacement of appliances with electric versions. Furthermore, new electric vehicle charging station installation as part of CAP Plays T.1 and M.2 would involve the construction of new electric power facilities and infrastructure and could also involve the relocation of existing electric power infrastructure and transmission lines. The CAP would serve as a pathway to reduce GHG emissions and other beneficial environmental and sustainability effects. These benefits include reduction in energy consumption. In addition, the environmental impacts of providing updated and additional electrical power facilities and infrastructure has been analyzed throughout this IS-ND and determined to be less than significant. Therefore, the CAP would result in a less-than-significant impact related to construction, expansion, or relocation of electric power facilities and infrastructure.

69 El Monte, City of. 2017. Whittier Narrows average treatment: El Monte Downtown Main Street TOD Specific Plan Final EIR. Available: <http://www.elmonteca.gov/DocumentCenter/View/1420/Final-EIR-and-Responses-to-Comments-March-2017?bidId=>. Accessed September 28, 2020.
70 Sanitation District of Los Angeles. 2012. Joint Outfall Systems 2010 Master Facilities Plan Final EIR/EIS. Available: <https://www.lacsd.org/civicax/filebank/blobdload.aspx?blobid=3258>. Accessed September 28, 2020.
71 South Pasadena, City of. 2020. Municipal Code Chapter 23 (Stormwater and Urban Runoff Pollution Control). Available: <https://www.codepublishing.com/CA/SouthPasadena/>. Accessed September 28, 2020.

Natural Gas Power Facilities/Infrastructure

The CAP would not involve new land uses that require new or additional natural gas service. However, implementation of CAP Play E.3 would involve the removal of existing natural gas facilities and infrastructure. The CAP would serve as a pathway to reduce GHG emissions and other beneficial environmental and sustainability effects. These benefits include reduction in energy consumption. In addition, the environmental impacts of removing natural gas power facilities and infrastructure has been analyzed throughout this IS-ND and determined to be less than significant. Therefore, the CAP would result in a less-than-significant impact related to removal of natural gas power facilities and infrastructure.

Telecommunications Facilities/Infrastructure

The proposal plan would not involve new land uses that would require telecommunications infrastructure and is not anticipated to involve the relocation of existing telecommunications facilities. Therefore, the CAP would result in no impact related to need for construction or expansion of telecommunication facilities and infrastructure.

LESS THAN SIGNIFICANT IMPACT

b. Would the project have sufficient water supplies available to serve the project and reasonably foreseeable future development during normal, dry and multiple dry years?

or

c. Would the project result in a determination by the wastewater treatment provider which serves or may serve the project that it has adequate capacity to serve the project's projected demand in addition to the provider's existing commitments?

The CAP is a policy-level document that does not include site-specific infrastructure designs or project proposals, nor does it grant entitlements for development that would have the potential to increase demand for water supply or other utility services. Implementing the CAP would include no new residential construction and would have no effect on water demand and wastewater treatment demand. Thus, the CAP would result in no impact related to water supply and wastewater treatment.

NO IMPACT

d. Would the project generate solid waste in excess of State or local standards, or in excess of the capacity of local infrastructure, or otherwise impair the attainment of solid waste reduction goals?

or

e. Would the project comply with federal, state, and local management and reduction statutes and regulations related to solid waste?

Athens Services is the waste hauler for the City of South Pasadena. South Pasadena's solid waste is transferred to a variety of landfills, including: Chiquita Canyon Sanitary Landfill, Antelope Valley Public Landfill, Azusa Land Reclamation Co. Landfill, Chiquita Canyon Sanitary Landfill, El Sobrante Landfill, Frank R. Bowerman Sanitary LF, Lancaster Landfill and Recycling Center, Mid-Valley Sanitary Landfill, Olinda Alpha Landfill, San Timoteo Sanitary Landfill, Scholl Canyon Landfill, Simi Valley Landfill & Recycling Center, Simi Valley Landfill & Recycling Center, Southeast Resource Recovery Facility, Sunshine Canyon City/County Landfill, and Victorville Sanitary Landfill. Although the City waste haulers could use multiple landfills, the majority (91% or 19,552 tons) of the waste is transferred to Mid-Valley Sanitary Landfill, San Timoteo Sanitary Landfill, and Scholl Canyon Landfill. CalRecycle reports that in 2019 a total of 21,482 tons of solid waste from South Pasadena was disposed at 14 different landfills. Additionally, the City of South Pasadena has a landfill within City jurisdictional boundaries, the South Pasadena City Dump; however, this facility has been closed since 1958.

The CAP would not involve new land uses that require new or additional solid waste collection service. Rather CAP Plays SW.1 and SW.2 promote waste reduction via participation in recycling and organic waste programs and reducing such waste going to landfills to achieve 75 percent reduction in waste-related GHG emissions by 2025. CAP Play SW.2 also encourages use of reusable foodware, reduction of waste in the food industry, and food waste being compostable. Furthermore, CAP Plays SW.1 and SW.2 require all new buildings to subscribe to recycling and organic waste collection services and provide adequate space for recycling and compost containers, in accordance with SB 1383 and AB 1826. The CAP would not facilitate habitable development and, thus, would not affect solid waste collection and disposal demand. Additionally, because the CAP is a policy document that would not facilitate growth beyond that anticipated by the General Plan, it would not generate solid waste in excess of State or local standards. Therefore, the CAP would result in no impact related to solid waste.

NO IMPACT

Cumulative Impacts

The cumulative projects scenario is total projected population growth South Pasadena (26,649 persons) in 2030. Cumulative projects within the City could result in increases in population and additional use of or need for utilities and service systems. While implementation of the CAP and related infrastructure projects would not result in increases in population or induce additional population growth that would require additional use of existing City utilities or service systems, implementation of new or replacement energy or transportation infrastructure under the CAP could result in less-than-significant cumulative utility construction impacts. Therefore, implementation of the CAP would result in a less-than-significant cumulative impact related to utilities and service systems.

LESS THAN SIGNIFICANT IMPACT

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20 Wildfire

	Potentially Significant Impact	Less than Significant with Mitigation Incorporated	Less than Significant Impact	No Impact
If located in or near state responsibility areas or lands classified as very high fire hazard severity zones, would the project:				
a. Substantially impair an adopted emergency response plan or emergency evacuation plan?	☐	☐	☐	■
b. Due to slope, prevailing winds, and other factors, exacerbate wildfire risks and thereby expose project occupants to pollutant concentrations from a wildfire or the uncontrolled spread of a wildfire?	☐	☐	☐	■
c. Require the installation or maintenance of associated infrastructure (such as roads, fuel breaks, emergency water sources, power lines or other utilities) that may exacerbate fire risk or that may result in temporary or ongoing impacts to the environment?	☐	☐	☐	■
d. Expose people or structures to significant risks, including downslopes or downstream flooding or landslides, as a result of runoff, post-fire slope instability, or drainage changes?	☐	☐	☐	■

a. If located in or near state responsibility areas or lands classified as very high fire hazard severity zones, would the project substantially impair an adopted emergency response plan or emergency evacuation plan?

or

b. If located in or near state responsibility areas or lands classified as very high fire hazard severity zones, would the project, due to slope, prevailing winds, and other factors, exacerbate wildfire risks and thereby expose project occupants to pollutant concentrations from a wildfire or the uncontrolled spread of a wildfire?

or

c. If located in or near state responsibility areas or lands classified as very high fire hazard severity zones, would the project require the installation or maintenance of associated infrastructure (such as roads, fuel breaks, emergency water sources, power lines or other utilities) that may exacerbate fire risk or that may result in temporary or ongoing impacts to the environment?

or

d. If located in or near state responsibility areas or lands classified as very high fire hazard severity zones, would the project expose people or structures to significant risks, including downslopes or downstream flooding or landslides, as a result of runoff, post-fire slope instability, or drainage changes?

The major potential sources of wildland fire in South Pasadena are the Monterey and Repetto Hills and natural brushlands of the Arroyo Seco. The steeper slopes of the San Gabriel Mountains located further north and the vegetated Puente Hills slopes located further south pose a secondary threat to the City in that windborne embers may travel long distances in the wind and ignite rooftops and/or areas of dry grasses. According to California Department of Forestry and Fire Protection (CalFIRE), South Pasadena is not located in designated California Fire Hazard Severity Zones,[72] or in a State Responsibility Area.[73] However, California Fire Hazard Severity Zones are located immediately west of South Pasadena in Los Angeles City limits.[74] Per the South Pasadena General Plan Safety Element, the threat of wildland fire to the City is generally low.[75] A small portion of the southwestern corner of the City is identified in the Los Angeles County General Plan as having a high wildland fire hazard potential.[76] The CAP is a policy-level document that does not propose new habitable development that could be at risk from wildfire, nor does it grant entitlements for development that would have the potential to directly cause wildfire. Rather, the CAP would aim to reduce natural gas infrastructure that poses wildfire risk if damaged during seismic events and to underground new or restructured electric power lines that pose wildfire risk if damaged during high-wind events. Thus, the CAP would result in no impact related to wildfire.

NO IMPACT

Cumulative Impacts

The cumulative projects scenario is total projected population growth for South Pasadena (26,649 persons) in 2030. Cumulative projects that include new habitable development would not be located in areas designated as high wildland fire hazard zones, given that such designation only exists in the southwestern corner of the City within the Arroyo Seco where housing is not a permitted land use. In addition, the CAP does not include new habitable development that could be at risk from wildfire, nor does it grant entitlements for development that would have the potential to cause wildfire. Therefore, the CAP would result in no cumulative impact related to wildfire.

NO IMPACT

72 California Department of Forestry and Fire Protection (CalFIRE). 2020. Fire Hazard Severity Zone Viewer. Available: <https://egis.fire.ca.gov/FHSZ/>. Accessed September 25, 2020.
73 California Department of Forestry and Fire Protection (CalFIRE). 2020. California State Responsibility Areas. Available: <https://www.arcgis.com/home/webmap/viewer.html?layers=5ac1dae3cb2544629a845d9a19e83991>. Accessed September 25, 2020.
74 California Department of Forestry and Fire Protection (CalFIRE). 2020. Fire Hazard Severity Zone Viewer. Available: <https://egis.fire.ca.gov/FHSZ/>. Accessed September 25, 2020.
75 South Pasadena, City of. 1998. General Plan Safety and Noise Element. Available: <https://www.southpasadenaca.gov/government/departments/planning-and-building/general-plan>. Accessed September 28, 2020.
76 Los Angeles, County of. 2015. General Plan 2035 Safety Element. Available: <http://planning.lacounty.gov/generalplan/generalplan>. Accessed September 25, 2020.

21 Mandatory Findings of Significance

	Potentially Significant Impact	Less than Significant with Mitigation Incorporated	Less than Significant Impact	No Impact
Does the project:				
a. Have the potential to substantially degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, substantially reduce the number or restrict the range of a rare or endangered plant or animal or eliminate important examples of the major periods of California history or prehistory?	☐	☐	■	☐
b. Have impacts that are individually limited, but cumulatively considerable? ("Cumulatively considerable" means that the incremental effects of a project are considerable when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects)?	☐	☐	■	☐
c. Have environmental effects which will cause substantial adverse effects on human beings, either directly or indirectly?	☐	☐	■	☐

a. Does the project have the potential to substantially degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, substantially reduce the number or restrict the range of a rare or endangered plant or animal or eliminate important examples of the major periods of California history or prehistory?

The intent of the CAP is to reduce GHG emissions from South Pasadena community and municipal operations through implementation of Plays and corresponding Moves. The CAP Plays and Moves are consistent with the South Pasadena General Plan and encourage residents, businesses, and the City to reduce energy, fuel use, water use, VMT, and solid waste generation and the associated GHG emissions. The CAP would not facilitate development that would eliminate or threaten wildlife habitats or eliminate important examples of the major periods of California history or prehistory.

Therefore, as discussed in more detail in Sections 4, *Biological Resources*, and 5, *Cultural Resources*, the CAP would result in a less-than-significant impact related to biological and cultural resources.

LESS THAN SIGNIFICANT IMPACT

b. Does the project have impacts that are individually limited, but cumulatively considerable? ("Cumulatively considerable" means that the incremental effects of a project are considerable when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects)?

Implementation of the CAP would result in a cumulatively beneficial reduction of GHG emissions across the City. In addition, as discussed throughout the respective cumulative impacts discussions within this document, the CAP would not result in significant cumulative impacts. Rather, implementation of the CAP would be consistent with General Plan policies aimed at reducing emissions of GHGs and air pollutants, reducing VMT, reducing energy and water supply demands on utilities, and decreasing solid waste generation. Therefore, the CAP would result in an overall less-than-significant cumulative impact related to all CEQA topics addressed within this document.

LESS THAN SIGNIFICANT IMPACT

c. Does the project have environmental effects which will cause substantial adverse effects on human beings, either directly or indirectly?

The CAP would not result in adverse effects on human beings. Rather, as discussed throughout this document, the CAP would serve as a pathway to reduce GHG emissions and other positive environmental and sustainability effects. These benefits include reduction in non-renewable building energy consumption and VMT (and thus air pollution), in transportation- related GHG emissions, energy and water consumption, and solid waste generation. However, as discussed in more detail in Sections 3, *Air Quality*, 13, *Noise*, and 17, *Transportation*, the CAP could cause temporary construction impacts related to transportation, air quality, and noise that could, in turn, affect human beings but would not result in a substantial adverse environmental effect. Therefore, the CAP would result in a less-than-significant impact related to potential for adverse effects on human beings.

LESS THAN SIGNIFICANT IMPACT

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Appendix A

Sources, Health Effects, and Typical Controls Associated with Criteria Pollutants

Sources, Health Effects, and Typical Controls Associated with Criteria Pollutants

Pollutant	Sources	Health Effects	Typical Controls
Ozone (O_3)	Formed when reactive organic gases (ROG) and nitrogen oxides react in the presence of sunlight. ROG sources include any source that burns fuels (e.g., gasoline, natural gas, wood, oil); solvents; petroleum processing and storage.	Breathing difficulties, lung tissue damage, vegetation damage, damage to rubber and some plastics.	Reduce motor vehicle reactive organic gas (ROG) and nitrogen oxide (NO_X) emissions through emission standards, reformulated fuels, inspections programs, and reduced vehicle use. Limit ROG emissions from commercial operations, gasoline refueling facilities, and consumer products. Limit ROG and NO_X emissions from industrial sources such as power plants and manufacturing facilities.
Carbon monoxide (CO)	Any source that burns fuel such as automobiles, trucks, heavy construction and farming equipment, residential heating.	Chest pain in heart patients, headaches, reduced mental alertness.	Control motor vehicle and industrial emissions. Use oxygenated gasoline during winter months. Conserve energy.
Nitrogen dioxide (NO_2)	See Carbon Monoxide.	Lung irritation and damage. Reacts in the atmosphere to form ozone and acid rain.	Control motor vehicle and industrial combustion emissions. Conserve energy.
Sulfur dioxide (SO_2)	Coal or oil burning power plants and industries, refineries, diesel engines.	Increases lung disease and breathing problems for asthmatics. Reacts in the atmosphere to form acid rain.	Reduce use of high sulfur fuels (e.g., use low sulfur reformulated diesel or natural gas). Conserve energy.
Respirable particulate matter (PM_{10})	Road dust, windblown dust, agriculture and construction, fireplaces. Also formed from other pollutants (NO_X, SO_X, organics).	Increased respiratory disease, lung damage, cancer, premature death, reduced visibility, surface soiling.	Control dust sources, industrial particulate emissions, woodburning stoves and fireplaces. Reduce secondary pollutants which react to form PM_{10}. Conserve energy.
Fine particulate matter ($PM_{2.5}$)	Fuel combustion in motor vehicles, equipment, and industrial sources; residential and agricultural burning. Also formed from reaction of other pollutants (NO_X, SO_X, organics, and NH3).	Increases respiratory disease, lung damage, cancer, and premature death, reduced visibility, surface soiling. Particles can aggravate heart diseases such as congestive heart failure and coronary artery disease.	Reduce combustion emissions from motor vehicles, equipment, industries, and agricultural and residential burning. Precursor controls, like those for ozone, reduce fine particle formation in the atmosphere.
Lead	Metal smelters, resource recovery, leaded gasoline, deterioration of lead paint.	Learning disabilities, brain and kidney damage. Control metal smelters.	No lead in gasoline or paint.
Sulfur Dioxide (SO_2)	Coal or oil burning power plants and industries, refineries, diesel engines.	Increases lung disease and breathing problems for asthmatics. Reacts in the atmosphere to form acid rain.	Reduce use of high sulfur fuels (e.g., use low sulfur reformulated diesel or natural gas). Conserve energy.
Sulfates	Produced by reaction in the air of SO2, (see SO2 sources), a component of acid rain.	Breathing difficulties, aggravates asthma, reduced visibility.	See SO2

Pollutant	Sources	Health Effects	Typical Controls
Hydrogen Sulfide	Geothermal power plants, petroleum production and refining, sewer gas.	Nuisance odor (rotten egg smell), headache and breathing difficulties (higher concentrations).	Control emissions from geothermal power plants, petroleum production and refining, sewers, and sewage treatment plants.
Visibility Reducing Particulates	See $PM_{2.5}$	Reduced visibility (e.g., obscures mountains and other scenery), reduced airport safety.	See $PM_{2.5}$
Vinyl Chloride	Exhaust gases from factories that manufacture or process vinyl chloride (construction, packaging, and transportation industries).	Central nervous system effects (e.g., dizziness, drowsiness, headaches), kidney irritation, liver damage, liver cancer.	Control emissions from plants that manufacture or process vinyl chloride, installation of monitoring systems.
Toxic Air Contaminant (TAC)	Combustion engines (stationary and mobile), diesel combustion, storage and use of TAC-containing substances (i.e., gasoline, lead smelting, etc.)	Depends on TAC, but may include cancer, mutagenic and/or teratogenic effects, other acute or chronic health effects.	Toxic Best Available Control Technologies (T-BACT), limit emissions from known sources.

Source: Compiled by Rincon Consultants, Inc. in September 2020

Appendix B

Description of Greenhouse Gases of California Concern

Description of Greenhouse Gases of California Concern

Greenhouse Gas	Physical Description and Properties	Global Warming Potential (100 years)	Atmospheric Residence Lifetime (years)	Sources
Carbon dioxide (CO_2)	Odorless, colorless, natural gas.	1	50–200	Burning coal, oil, natural gas, and wood; decomposition of dead organic matter; respiration of bacteria, plants, animals, and fungus; oceanic evaporation; volcanic outgassing; cement production; land use changes
Methane (CH_4)	Flammable gas and is the main component of natural gas.	28[77]	12	Geological deposits (natural gas fields) extraction; landfills; fermentation of manure; and decay of organic matter
Nitrous oxide (N_2O)	Nitrous oxide (laughing gas) is a colorless GHG.	298	114	Microbial processes in soil and water; fuel combustion; industrial processes
Chloro-fluoro-carbons (CFCs)	Nontoxic, nonflammable, insoluble, and chemically unreactive in the troposphere (level of air at the Earth's surface); formed synthetically by replacing all hydrogen atoms in methane or ethane with chlorine and/or fluorine atoms.	3,800–8,100	45–640	Refrigerants aerosol propellants; cleaning solvents
Hydro-fluoro-carbons (HFCs)	Synthetic human-made chemicals used as a substitute for CFCs and contain carbon, chlorine, and at least one hydrogen atom.	140 to 11,700	1–50,000	Automobile air conditioners; refrigerants
Per-fluoro-carbons (PFCs)	Stable molecular structures and only break down by ultraviolet rays about 60 kilometers above Earth's surface.	6,500 to 9,200	10,000–50,000	Primary aluminum production; semiconductor manufacturing
Sulfur hexafluoride (SF_6)	Human-made, inorganic, odorless, colorless, and nontoxic, nonflammable gas.	22,800	3,200	Electrical power transmission equipment insulation; magnesium industry, semiconductor manufacturing; a tracer gas

77 The City of South Pasadena used a 20-year Global Warning Potential for methane.

Greenhouse Gas	Physical Description and Properties	Global Warming Potential (100 years)	Atmospheric Residence Lifetime (years)	Sources
Nitrogen trifluoride (NF_3)	Inorganic, is used as a replacement for PFCs, and is a powerful oxidizing agent.	17,200	740	Electronics manufacture for semiconductors and liquid crystal displays

Source: Compiled by Rincon Consultants, Inc. in September 2020

City Council Agenda Report

ITEM NO. 5

DATE: October 15, 2025

FROM: Todd Hileman, City Manager

PREPARED BY: Nick Kimball, Assistant City Manager / CFO
Mark Siegfried, Accounting Manager/Controller

SUBJECT: **CONSIDERATION OF THE APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF $678,998.98; GENERAL CITY WARRANTS IN THE AMOUNT OF $473,592.75; ONLINE PAYMENTS IN THE AMOUNT OF $149,606.90; VOIDS IN THE AMOUNT OF ($1,696.00); PAYROLL IN THE AMOUNT OF $1,110,955.60**

Recommendation

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

Executive Summary

Prepaid Warrants:
Warrant # 322159-322186: **$587,341.61**
ACH: **$91,657.37**

General City Warrants
Warrant # 322187-322246: **$147,843.10**
ACH: **$325,749.65**
Voids: **($1,696.00)**

Online Payments: **$149,606.90**
Payroll Period Ending 9/26/2025: **$1,110,955.60**

Total: $2,411,458.23

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 - Prepaid Warrant List
Attachment No. 3 - General Warrant List
Attachment No. 4 - Online Payments
Attachment No. 5 - Payroll Summary Report
Attachment No. 6 - Voids

City of South Pasadena
Demand/Warrant Register
Recap by fund

Date 10/15/2025

	Fund No.	Amounts	
		Prepaid	**Written**
General Fund	101	123,038.05	285,891.01
Insurance Fund	103	7,310.14	-
Street Improvement Program	104	-	-
Technology Surcharge Fund	106	-	96.75
Facilities & Equip.Cap. Fund	105	-	-
Programs and Projects	107	-	-
Special Projects Fund	116	-	-
Vehicle Replacement Fund	120	-	-
Local Transit Return "A"	205	161.92	2,245.00
SLFRF Fund	206	-	-
Local Transit Return "C"	207	-	-
TEA/Metro	208	-	-
Sewer Fund	210	-	1,589.66
CTC Traffic Improvement	211	-	-
SB2 Planning Grant	213	-	-
Rogan HR5294 Grant	214	-	-
Street Lighting Fund	215	5,560.65	76,355.81
Public, Education & Govt Fund	217	-	-
Clean Air Act Fund	218	-	-
Business Improvement Tax	220	-	-
Gold Line Mitigation Fund	223	-	-
Mission Meridian Public Garage	226	-	-
Housing Authority Fund	228	-	-
State Gas Tax	230	-	4,243.37
County Park Bond Fund	232	-	-
Measure R	233	-	-
Measure M	236	-	-
Road Maint & Rehab (SB1)	237	-	-
MSRC Grant Fund	238	-	-
Measure W	239	-	-
Measure H	241	-	-
Prop C Exchange Fund	242	-	-
Bike & Pedestrian Paths	245	-	-
BTA Grants	248	-	-
Golden Street Grant	249	-	-
Capital Growth Fund	255	-	-
CDBG	260	-	-
OTS Grant	269	-	-
Asset Forfeiture	270	-	-
Police Grants - State	272	-	-
Homeland Security Grant	274	-	-
Park Impact Fees	275	-	-
Historic Preservation Grant	276	-	-
HSIP Grant	277	-	-
Arroyo Seco Golf Course	295	-	-
Sewer Capital Projects Fund	310	-	-
400 Capital Improvement Program	400	468,478.40	56,788.83
Water Fund	500	39,886.88	46,382.32
Water Efficiency Fund	503	2,590.00	-
2016 Water Revenue Bonds Fund	505	-	-
SRF Loan - Water	506	-	-
Water & Sewer Impact Fee	510	-	-
Public Financing Authority	550	-	-
Payroll Clearing Fund	700	31,972.94	-
			-
	Column Totals:	678,998.98	473,592.75

City Report Totals:	1,152,591.73
Payroll Period Ending: 09/26/2025	1,110,955.60
Online Payments	149,606.90
Voids - General Warrant	(1,696.00)
Grand Report Total:	**2,411,458.23**

Janet Braun, Mayor

Mark Siegfried, Accounting Manager/Controller

Mark Perez, Acting Chief City Clerk

Accounts Payable

Check Detail

User: tfernandez
Printed: 10/06/2025 - 4:10PM

Check Number	Check Date	Amount
ATCN9011 - AT&T		
322159	09/25/2025	
Inv 000024103394		28,344.60
Inv 000024103720		84.57
322159 Total:		28,429.17
ATCN9011 - AT&T Total:		28,429.17
CEAP7000 - S.P. Public Service Employees Association-PT 700-0000-0000-2249-000		
0	09/25/2025	
Inv PR 09.12.2025		160.00
0 Total:		160.00
CEAP7000 - S.P. Public Service Employees Association-PT Total:		160.00
CSD3014 - Ca. State Disbursement Unit		
322160	09/25/2025	
Inv PR 09.12.2025		903.69
322160 Total:		903.69
CSD3014 - Ca. State Disbursement Unit Total:		903.69
CYNQ6011 - Quade, Cynthia		
322163	09/25/2025	
Inv PW2911-REISSUE		1,696.00
322163 Total:		1,696.00
CYNQ6011 - Quade, Cynthia Total:		1,696.00
DEL4000 - Dell Marketing L.P.		
0	09/25/2025	
Inv 10824695641		7,818.69
0 Total:		7,818.69
DEL4000 - Dell Marketing L.P. Total:		7,818.69

Check Number	Check Date	Amount
SCFT0000 - Franchise Tax Board		
322161	09/25/2025	
Inv PR 09.12.2025		134.98
322161 Total:		134.98
SCFT0000 - Franchise Tax Board Total:		134.98
SCFT0001 - Franchise Tax Board		
322162	09/25/2025	
Inv PR 09.12.2025		90.00
322162 Total:		90.00
SCFT0001 - Franchise Tax Board Total:		90.00
SOU5230 - S.P.Firefighters L-3657		
0	09/25/2025	
Inv PR 09.12.2025		1,882.42
0 Total:		1,882.42
SOU5230 - S.P.Firefighters L-3657 Total:		1,882.42
SOU5435 - S.P. Police Officers Association 700-0000-0000-2246-000		
0	09/25/2025	
Inv PR 09.12.2025		6,930.03
0 Total:		6,930.03
SOU5435 - S.P. Police Officers Association Total:		6,930.03
SOU5451 - S.P. Public Service Employees Association 700-0000-0000-2248-000		
0	09/25/2025	
Inv PR 09.12.2025		1,428.00
0 Total:		1,428.00
SOU5451 - S.P. Public Service Employees Association Total:		1,428.00
SSDV2018 - Sandoval, Sheila		
0	09/25/2025	
Inv PR 09.12.2025		1,271.27
0 Total:		1,271.27
SSDV2018 - Sandoval, Sheila Total:		1,271.27

Check Number	Check Date	Amount
Total:		50,744.25

Accounts Payable

Check Detail

User: tfernandez
Printed: 10/06/2025 - 4:12PM

Check Number	Check Date		Amount
CSD3014 - Ca. State Disbursement Unit			
322164	10/01/2025		
	Inv PR 09.26.2025		903.69
322164 Total:			903.69
CSD3014 - Ca. State Disbursement Unit Total:			903.69
SCFT0000 - Franchise Tax Board			
322165	10/01/2025		
	Inv PR 09.26.2025		134.98
322165 Total:			134.98
SCFT0000 - Franchise Tax Board Total:			134.98
SCFT0001 - Franchise Tax Board			
322166	10/01/2025		
	Inv PR 09.26.2025		90.00
322166 Total:			90.00
SCFT0001 - Franchise Tax Board Total:			90.00
SSDV2018 - Sandoval, Sheila			
0	10/01/2025		
	Inv PR 09.26.2025		1,268.87
0 Total:			1,268.87
SSDV2018 - Sandoval, Sheila Total:			1,268.87
Total:			2,397.54

Accounts Payable

Check Detail

User: tfernandez
Printed: 10/06/2025 - 4:13PM

Check Number	Check Date	Amount
AME0229 - Ameritas		
0	10/06/2025	
Inv DentalSept2025		11,379.56
Inv VisionSept2025		2,763.60
0 Total:		14,143.16
AME0229 - Ameritas Total:		14,143.16
ANTLAGRP - Annealta Group		
322167	10/06/2025	
Inv 497-3633		3,802.50
Inv 497-3634		9,053.75
Inv 497-3635		8,911.25
Inv 497-3652		1,800.00
Inv 497-3653		10,867.00
Inv 497-3655		4,256.25
322167 Total:		38,690.75
ANTLAGRP - Annealta Group Total:		38,690.75
AT&T5006 - AT&T		
322168	10/06/2025	
Inv 130464796		127.69
322168 Total:		127.69
AT&T5006 - AT&T Total:		127.69
AT&T5011 - AT&T		
322169	10/06/2025	
Inv 62644164973570		2,031.30
322169 Total:		2,031.30
AT&T5011 - AT&T Total:		2,031.30
ATCN9011 - AT&T		
322170	10/06/2025	
Inv 0024103394		28,344.60
Inv 0024103720		84.57

Check Number	Check Date	Amount
Inv 0024122289		2,524.48
322170 Total:		30,953.65
ATCN9011 - AT&T Total:		30,953.65
CHWCONST - Chawkins, Ken		
322172	10/06/2025	
Inv 1161		2,340.00
Inv 1166		2,242.50
322172 Total:		4,582.50
CHWCONST - Chawkins, Ken Total:		4,582.50
COBR7131 - The Advantage Group		
0	10/06/2025	
Inv October2025		21,449.83
0 Total:		21,449.83
COBR7131 - The Advantage Group Total:		21,449.83
CTYELCSP - City Electric Supply Company		
322173	10/06/2025	
Inv PDA/028413		2,602.05
Inv PDA/028434		1,433.25
Inv PDA/029294		1,158.09
Inv PDA/029326		367.26
322173 Total:		5,560.65
CTYELCSP - City Electric Supply Company Total:		5,560.65
DEPC6011 - Dewey Services Inc		
322174	10/06/2025	
Inv 17499145		124.00
Inv 17499146		124.00
Inv 17499147		124.00
Inv 17499148		124.00
Inv 17499149		124.00
Inv 17499150		139.50
Inv 17499152		124.00
Inv 17499153		124.00
Inv 17499156		299.00
Inv 17555879		120.00
Inv 17612597		120.00
322174 Total:		1,546.50
DEPC6011 - Dewey Services Inc Total:		1,546.50

Check Number	Check Date	Amount
DTV5012 - DIRECTV		
322175	10/06/2025	
Inv 68653046X250929		104.98
322175 Total:		104.98
DTV5012 - DIRECTV Total:		104.98
ERNMCACO - Camacho, Ernest M.		
322171	10/06/2025	
Inv 361-11		20,350.00
Inv 362-02		26,600.00
322171 Total:		46,950.00
ERNMCACO - Camacho, Ernest M. Total:		46,950.00
HDLC3011 - HdL Coren & Cone		
322176	10/06/2025	
Inv SIN052805		3,647.40
322176 Total:		3,647.40
HDLC3011 - HdL Coren & Cone Total:		3,647.40
ITCR2501 - Intercare Holdings Insurance Services		
0	10/06/2025	
Inv 76-014082		7,310.14
0 Total:		7,310.14
ITCR2501 - Intercare Holdings Insurance Services Total:		7,310.14
KBBE9203 - Kabbara Engineering		
322177	10/06/2025	
Inv 1864		21,194.00
322177 Total:		21,194.00
KBBE9203 - Kabbara Engineering Total:		21,194.00
KOAC6010 - KOA Corporation, a Lochner Company		
322178	10/06/2025	
Inv 000023581-2		1,396.50
322178 Total:		1,396.50
KOAC6010 - KOA Corporation, a Lochner Company Total:		1,396.50

Check Number	Check Date	Amount
MOCO6011 - Monet Construction, Inc		
322179	10/06/2025	
Inv 5		233,426.40
Inv 6		114,592.75
322179 Total:		348,019.15
MOCO6011 - Monet Construction, Inc Total:		348,019.15
MUTOMAHA - Mutual of Omaha Insurance Company		
322180	10/06/2025	
Inv 001956117106		2,631.85
322180 Total:		2,631.85
MUTOMAHA - Mutual of Omaha Insurance Company Total:		2,631.85
MVCH3011 - MV Cheng & Associates Inc.		
322181	10/06/2025	
Inv 7/31/2025E		507.50
Inv 8/31/2025E		1,015.00
322181 Total:		1,522.50
MVCH3011 - MV Cheng & Associates Inc. Total:		1,522.50
NIDODEHE - Nido de Heuvos LLC		
0	10/06/2025	
Inv 22503		17,718.75
0 Total:		17,718.75
NIDODEHE - Nido de Heuvos LLC Total:		17,718.75
NIMO9203 - Ninyo & Moore		
322182	10/06/2025	
Inv 307511		1,870.00
Inv 308618		3,470.00
322182 Total:		5,340.00
NIMO9203 - Ninyo & Moore Total:		5,340.00
PWP4465 - Pasadena Water & Power		
322183	10/06/2025	
Inv 197019452132		3,937.22
322183 Total:		3,937.22
PWP4465 - Pasadena Water & Power Total:		3,937.22

Check Number	Check Date	Amount
STA5219 - Staples Business Advantage		
0	10/06/2025	
Inv 6042152415		33.78
Inv 6042152416		218.72
Inv 6042152417		72.91
Inv 6042152419		6.56
Inv 6042225635		46.95
Inv 6042225636		23.19
Inv 6042298343		78.65
Inv 6042378985		50.52
Inv 6042656414		150.38
Inv 6042656416		120.21
Inv 6042656418		152.41
Inv 6042656419		579.84
Inv 6042656420		19.03
Inv 6042656421		13.45
Inv 6042727774		63.63
Inv 6042727775		126.63
Inv 6042727776		200.42
Inv 6042727777		215.84
Inv 6042799424		33.85
Inv 6042799425		5.37
Inv 6043053377		40.37
Inv 6043053378		183.30
Inv 6043053380		30.42
Inv 6043053381		5.49
Inv 6043123019		91.65
Inv 6043760087		77.15
0 Total:		2,640.72
STA5219 - Staples Business Advantage Total:		2,640.72
THES8267 - Siegel, Theodore		
322184	10/06/2025	
Inv 10132025		150.00
322184 Total:		150.00
THES8267 - Siegel, Theodore Total:		150.00
TIM4011 - Charter Communications Holdings, LLC		
0	10/06/2025	
Inv 187633401091425		387.53
Inv 187633501092125		3,918.72
Inv 188598501092125		266.32
0 Total:		4,572.57
TIM4011 - Charter Communications Holdings, LLC Total:		4,572.57
TMOB4010 - T-Mobile		

Check Number	Check Date	Amount
322185	10/06/2025	
Inv 988212311		465.13
322185 Total:		465.13
TMOB4010 - T-Mobile Total:		465.13
UPP7789 - Upper San Gabriel Valley MWD		
322186	10/06/2025	
Inv 2/08-25		108.33
Inv 2025-FXD		33,409.00
Inv So Pas 9.11.25		2,590.00
322186 Total:		36,107.33
UPP7789 - Upper San Gabriel Valley MWD Total:		36,107.33
WIL2010 - Willdan Financial Services		
0	10/06/2025	
Inv 00422467		783.00
0 Total:		783.00
WIL2010 - Willdan Financial Services Total:		783.00
WLHD8020 - Westlake Hardware		
0	10/06/2025	
Inv 14306065		662.98
Inv 14306096		447.41
Inv 14306097		1,169.53
0 Total:		2,279.92
WLHD8020 - Westlake Hardware Total:		2,279.92
Total:		625,857.19

Accounts Payable

Check Detail

User: tfernandez
Printed: 10/06/2025 - 4:17PM

Check Number	Check Date	Amount
ACMT2920 - All City Management Services, Inc.		
322189	10/06/2025	
Inv 102923		14,267.01
322189 Total:		14,267.01
ACMT2920 - All City Management Services, Inc. Total:		14,267.01
ACTM3010 - Robert Half International, Inc.		
0	10/06/2025	
Inv 0243884C		6,426.00
Inv 0245037C		5,230.05
Inv 65412367		1,900.00
Inv 65416435		1,900.00
0 Total:		15,456.05
ACTM3010 - Robert Half International, Inc. Total:		15,456.05
ADA0143 - Professional Police Supply, Inc		
0	10/06/2025	
Inv INV440552		3,140.55
0 Total:		3,140.55
ADA0143 - Professional Police Supply, Inc Total:		3,140.55
ADHA6116 - Herrera, Adam		
322215	10/06/2025	
Inv 9/22/2025		119.28
322215 Total:		119.28
ADHA6116 - Herrera, Adam Total:		119.28
AIS0107 - Alliant Insurance Services, Inc.		
0	10/06/2025	
Inv DG66764071		65.00
Inv DG66764078		103.53
Inv DG66764109		103.53
Inv DG66764142		103.53

Check Number	Check Date	Amount
0 Total:		375.59
AIS0107 - Alliant Insurance Services, Inc. Total:		375.59
AKDC9265 - Ashok Kumar Dhingra		
0	10/06/2025	
Inv CSP 2025-08		24,456.67
Inv CSP 2025-09		32,332.16
0 Total:		56,788.83
AKDC9265 - Ashok Kumar Dhingra Total:		56,788.83
ALC4018 - Alco Target Company		
322187	10/06/2025	
Inv 73108		103.76
322187 Total:		103.76
ALC4018 - Alco Target Company Total:		103.76
ALH0179 - Alhambra Car Wash		
322188	10/06/2025	
Inv August 2025		384.00
322188 Total:		384.00
ALH0179 - Alhambra Car Wash Total:		384.00
ALL0197 - All Star Fire Equipment, Inc.		
322190	10/06/2025	
Inv 267154		45.00
Inv 267174		384.54
Inv 267301		843.92
322190 Total:		1,273.46
ALL0197 - All Star Fire Equipment, Inc. Total:		1,273.46
ALTA2011 - ALTA Language Services, INC.		
0	10/06/2025	
Inv IS803252		116.00
0 Total:		116.00
ALTA2011 - ALTA Language Services, INC. Total:		116.00
AMAZONCP - Amazon Capital Services, Inc.		
0	10/06/2025	

Check Number	Check Date	Amount
Inv 1166-C3KK-9H6J		57.52
Inv 11FL-KGT6-QC1X		829.51
Inv 11RH-3MVJ-DNRJ		121.03
Inv 11V4-QWQN-F44W		7.17
Inv 17WP-76X9-QFCL		219.79
Inv 196X-RYKX-HH3V		29.68
Inv 1C1F-RN1N-6439		30.93
Inv 1DJ3-QC16-DTHQ		48.04
Inv 1LPY-JJLX-4GQQ		19.86
Inv 1M9P-PRVV-F64Q		250.89
Inv 1MRC-71Y7-F16C		41.43
Inv 1NDG-L91Y-NVMT		95.51
Inv 1PHV-Y77V-CPYC		125.64
Inv 1PM4-HV91-6FP1		307.62
Inv 1QCC-W34H-7RNR		29.92
Inv 1R73-D3QD-6H4P		39.04
Inv 1VM6-F3KQ-HKRK		76.96
Inv 1WXF-971X-V9WQ		456.57
Inv 1Y94-YGPM-D93G		9.44
0 Total:		2,796.55
AMAZONCP - Amazon Capital Services, Inc. Total:		2,796.55
AMCONSTR - AM Construction Supply, Inc		
322191	10/06/2025	
Inv 4436		883.98
322191 Total:		883.98
AMCONSTR - AM Construction Supply, Inc Total:		883.98
AMTIR4 - The Reinalt-Thomas Corporation DBA		
322243	10/06/2025	
Inv 2146011		314.03
Inv 2147257		1,283.67
322243 Total:		1,597.70
AMTIR4 - The Reinalt-Thomas Corporation DBA Total:		1,597.70
ARCD6011 - ARC Document Solutions, LLC		
322193	10/06/2025	
Inv 12914129		276.58
322193 Total:		276.58
ARCD6011 - ARC Document Solutions, LLC Total:		276.58
ATLRR816 - Atkinson, Andelson, Loya, Rudd & Romo		
0	10/06/2025	
Inv 761048		12,389.39

Check Number	Check Date	Amount
0 Total:		12,389.39
ATLRR816 - Atkinson, Andelson, Loya, Rudd & Romo Total:		12,389.39
BAK9999 - Baker & Taylor Inc.		
0	10/06/2025	
Inv 2039230041		775.57
Inv 2039242492		612.93
Inv 2039249262		124.69
Inv 2039249863		138.85
Inv 2039253858		180.10
Inv 2039255790		110.03
Inv 2039256003		443.11
Inv 2039260778		752.71
0 Total:		3,137.99
BAK9999 - Baker & Taylor Inc. Total:		3,137.99
BARALPW - Barrera, Alejandro		
322195	10/06/2025	
Inv 9/10/2025		25.20
Inv 9/19/2025		50.40
322195 Total:		75.60
BARALPW - Barrera, Alejandro Total:		75.60
BUR4018 - Burro Canyon Shooting Park		
322198	10/06/2025	
Inv 3598		40.00
322198 Total:		40.00
BUR4018 - Burro Canyon Shooting Park Total:		40.00
CAL5236 - Dy-Dee Services of Pasadena, Inc.		
322208	10/06/2025	
Inv 2497648		101.75
Inv 2500701		110.07
322208 Total:		211.82
CAL5236 - Dy-Dee Services of Pasadena, Inc. Total:		211.82
CAME2015 - California Maintenance & Environmental		
0	10/06/2025	
Inv 40679		125.00
Inv 40782		125.00
Inv 40783		125.00

Check Number	Check Date	Amount
Inv 40840		175.00
Inv 40841		175.00
Inv 40903		125.00
Inv 40904		125.00
0 Total:		975.00
CAME2015 - California Maintenance & Environmental Total:		975.00
CAN0607 - Cantu Graphics Inc.		
322200	10/06/2025	
Inv 64646-2		194.48
Inv 64711-2		236.19
Inv 64762-3		100.11
Inv 64827-10		75.08
Inv 64827-7		88.09
Inv 64827-8		132.43
322200 Total:		826.38
CAN0607 - Cantu Graphics Inc. Total:		826.38
CAPTEV - California Association for Property & Evidence		
322199	10/06/2025	
Inv 14990		150.00
322199 Total:		150.00
CAPTEV - California Association for Property & Evidence Total:		150.00
CGPH4011 - Phillips, Craig		
322227	10/06/2025	
Inv 09/05/2025		37.20
Inv 09/11-13/25		475.56
322227 Total:		512.76
CGPH4011 - Phillips, Craig Total:		512.76
CINTA3 - Cintas Corporation		
322203	10/06/2025	
Inv 4243422062		395.50
322203 Total:		395.50
CINTA3 - Cintas Corporation Total:		395.50
CINTAS - Cintas Corporation		
322204	10/06/2025	
Inv 5289831005		509.89
Inv 5289831007		8.32

Check Number	Check Date	Amount
Inv 8407630799		325.56
Inv 8407687702		1,306.59
Inv 8407687703		144.20
Inv 8407695295		218.81
Inv 8407715974		27.53
Inv 8407715975		148.98
Inv 8407759002		1,679.44
Inv 8407759003		144.20
Inv 9335938961		144.20
Inv 9336027639		144.76
322204 Total:		4,802.48
CINTAS - Cintas Corporation Total:		4,802.48
CLLA6749 - CliftonLarsonAllen LLP		
322205	10/06/2025	
Inv L251555608		504.00
322205 Total:		504.00
CLLA6749 - CliftonLarsonAllen LLP Total:		504.00
CONYEE - Yee, Connie		
0	10/06/2025	
Inv 9222025		928.40
0 Total:		928.40
CONYEE - Yee, Connie Total:		928.40
CRDA1021 - Corodata Records Management, Inc.		
0	10/06/2025	
Inv RS7108780		565.43
0 Total:		565.43
CRDA1021 - Corodata Records Management, Inc. Total:		565.43
CRSR2010 - Corodata Shredding Inc.		
0	10/06/2025	
Inv DN1533553		12.77
Inv DN1537152		12.77
Inv DN1538979		223.98
0 Total:		249.52
CRSR2010 - Corodata Shredding Inc. Total:		249.52
CVCPLUS - CivicPlus, LLC		
0	10/06/2025	

Check Number	Check Date	Amount
Inv 342143		27,955.50
0 Total:		27,955.50
CVCPLUS - CivicPlus, LLC Total:		27,955.50
DABN8267 - Bohan, Diana 101-8030-8021-8267-000		
0	10/06/2025	
Inv SeptYoga		603.20
0 Total:		603.20
DABN8267 - Bohan, Diana Total:		603.20
DAMA4011 - Maldonado, David		
322221	10/06/2025	
Inv 09/08-12/25		605.55
322221 Total:		605.55
DAMA4011 - Maldonado, David Total:		605.55
DEL4000 - Dell Marketing L.P.		
0	10/06/2025	
Inv 10833075665		2,531.65
Inv 10833169741		6,424.66
Inv 10834238018		10,357.07
0 Total:		19,313.38
DEL4000 - Dell Marketing L.P. Total:		19,313.38
DGSI6010 - Duthie Power Services		
0	10/06/2025	
Inv S143614		430.00
0 Total:		430.00
DGSI6010 - Duthie Power Services Total:		430.00
DMPS7101 - LIGHTBOX PARENT, L.P.		
0	10/06/2025	
Inv INVLBP275879		30,229.83
0 Total:		30,229.83
DMPS7101 - LIGHTBOX PARENT, L.P. Total:		30,229.83
DPIPITON - Pipitone, Damon		
322229	10/06/2025	

Check Number	Check Date	Amount
Inv 10292025		400.00
322229 Total:		400.00
DPIPITON - Pipitone, Damon Total:		400.00
DSP0755 - D & S Printing		
322206	10/06/2025	
Inv 9006		939.25
Inv 9010		66.30
322206 Total:		1,005.55
DSP0755 - D & S Printing Total:		1,005.55
EURO6710 - Eurofins Environment Testing America Holdings, Inc		
0	10/06/2025	
Inv 3800092537		4,075.71
0 Total:		4,075.71
EURO6710 - Eurofins Environment Testing America Holdings, Inc Total:		4,075.71
FDBC8025 - Fast Deer Bus Charter Inc.		
322209	10/06/2025	
Inv 14390		1,470.00
322209 Total:		1,470.00
FDBC8025 - Fast Deer Bus Charter Inc. Total:		1,470.00
FED1109 - FedEx		
322210	10/06/2025	
Inv 8-997-86734		14.75
322210 Total:		14.75
FED1109 - FedEx Total:		14.75
FHCM5011 - Foothill Communications, Inc.		
322211	10/06/2025	
Inv INV7575		13,200.00
322211 Total:		13,200.00
FHCM5011 - Foothill Communications, Inc. Total:		13,200.00
FUSE6011 - Anton Boronayev		
322192	10/06/2025	
Inv 594-2		536.00

Check Number	Check Date	Amount
322192 Total:		536.00
FUSE6011 - Anton Boronayev Total:		536.00
GALL5011 - Galls, LLC		
322212	10/06/2025	
Inv 032445803		37.26
Inv 032502015		22.45
Inv 032514121		458.82
322212 Total:		518.53
GALL5011 - Galls, LLC Total:		518.53
GBCL4010 - Carrillo, Gilbert		
322201	10/06/2025	
Inv 10/01-03/25		1,298.59
322201 Total:		1,298.59
GBCL4010 - Carrillo, Gilbert Total:		1,298.59
GDM6710 - DLT Solutions LLC		
322207	10/06/2025	
Inv SI707373		16,788.74
322207 Total:		16,788.74
GDM6710 - DLT Solutions LLC Total:		16,788.74
GRA6601 - Grainger		
322213	10/06/2025	
Inv 9650065684		207.15
322213 Total:		207.15
GRA6601 - Grainger Total:		207.15
INT6115 - Interstate Battery Systems of Eastern Los Angeles		
322216	10/06/2025	
Inv 1813192		544.28
322216 Total:		544.28
INT6115 - Interstate Battery Systems of Eastern Los Angeles Total:		544.28
ISGU4011 - Gutierrez, Issac		
322214	10/06/2025	
Inv 09/08-12/25		1,245.01

Check Number	Check Date	Amount
322214 Total:		1,245.01
ISGU4011 - Gutierrez, Issac Total:		1,245.01
JCRS5011 - Jones Coffee Roasters		
322217	10/06/2025	
Inv 69853		320.00
322217 Total:		320.00
JCRS5011 - Jones Coffee Roasters Total:		320.00
JHMS8020 - JHM Supply Inc		
0	10/06/2025	
Inv 393421/1		188.19
Inv K92705/1		603.24
0 Total:		791.43
JHMS8020 - JHM Supply Inc Total:		791.43
LAWW6011 - Wong, Lawrence		
322245	10/06/2025	
Inv PW2850		848.00
322245 Total:		848.00
LAWW6011 - Wong, Lawrence Total:		848.00
LBBM4010 - RCA Investments Inc		
322234	10/06/2025	
Inv 54497		702.55
322234 Total:		702.55
LBBM4010 - RCA Investments Inc Total:		702.55
LEBE8032 - Betts, Lemar		
322196	10/06/2025	
Inv INV.SKATESEP25		362.60
322196 Total:		362.60
LEBE8032 - Betts, Lemar Total:		362.60
LEXI4011 - Lexipol LLC		
0	10/06/2025	
Inv INVLEX11258547		13,320.00
Inv INVLEX11258548		8,805.60

Check Number	Check Date	Amount
0 Total:		22,125.60
LEXI4011 - Lexipol LLC Total:		22,125.60
LIFE822 - Life-Assist Inc.		
322219	10/06/2025	
Inv 1637230		983.74
322219 Total:		983.74
LIFE822 - Life-Assist Inc. Total:		983.74
LUIS7101 - Carrillo, Luis		
322202	10/06/2025	
Inv 5522-1		83.00
Inv 5522-2		884.50
Inv 5522-3		96.75
322202 Total:		1,064.25
LUIS7101 - Carrillo, Luis Total:		1,064.25
MAC1529 - Macdonald, Douglas A.		
0	10/06/2025	
Inv SCD(SEP25)		293.15
0 Total:		293.15
MAC1529 - Macdonald, Douglas A. Total:		293.15
MCPSTI - Pusateri, Michele		
0	10/06/2025	
Inv PBALL-SEP25		2,850.25
0 Total:		2,850.25
MCPSTI - Pusateri, Michele Total:		2,850.25
MCST4010 - Smith, Michael		
322237	10/06/2025	
Inv 09/05/2025		34.63
Inv 09/07-10/25		921.52
322237 Total:		956.15
MCST4010 - Smith, Michael Total:		956.15
MDWSTPE - Midwest Tape LLC		
322223	10/06/2025	

Check Number	Check Date	Amount
Inv 507663360		294.94
Inv 507691178		106.87
Inv 507728564		293.26
322223 Total:		695.07
MDWSTPE - Midwest Tape LLC Total:		695.07
MER2145 - Merit Oil Company		
322222	10/06/2025	
Inv 919460		5,618.27
322222 Total:		5,618.27
MER2145 - Merit Oil Company Total:		5,618.27
MNBL8170 - Crestline Software, LLC		
0	10/06/2025	
Inv #INV15799		28,490.88
0 Total:		28,490.88
MNBL8170 - Crestline Software, LLC Total:		28,490.88
MNJA2011 - Luken, Michael W.		
322220	10/06/2025	
Inv 1177		22,400.00
322220 Total:		22,400.00
MNJA2011 - Luken, Michael W. Total:		22,400.00
MOSAICPP - Mosaic Public Partners LLC		
322224	10/06/2025	
Inv 1864		8,250.00
322224 Total:		8,250.00
MOSAICPP - Mosaic Public Partners LLC Total:		8,250.00
OLNP8010 - LCM-NEWS, Inc.		
322218	10/06/2025	
Inv 83701		602.00
322218 Total:		602.00
OLNP8010 - LCM-NEWS, Inc. Total:		602.00
PBGF8031 - Pitney Bowes Global Financial Services LLC		
322230	10/06/2025	

Check Number	Check Date	Amount
Inv 3107383831		219.93
322230 Total:		219.93
PBGF8031 - Pitney Bowes Global Financial Services LLC Total:		219.93
PHOE4610 - Phoenix Group Information Systems		
322228	10/06/2025	
Inv 072025184		3,970.87
Inv 082025184		4,230.69
322228 Total:		8,201.56
PHOE4610 - Phoenix Group Information Systems Total:		8,201.56
PLCARIE - Plescia, Carrie		
0	10/06/2025	
Inv LATDANCESEP25		200.20
0 Total:		200.20
PLCARIE - Plescia, Carrie Total:		200.20
PLSRTGS - Police Strategies LLC		
322231	10/06/2025	
Inv 2025-24		1,000.00
322231 Total:		1,000.00
PLSRTGS - Police Strategies LLC Total:		1,000.00
PMAB8021 - Budka, Pamela Avry		
322197	10/06/2025	
Inv ChairYogaSept		423.20
Inv MeditationSept		172.00
322197 Total:		595.20
PMAB8021 - Budka, Pamela Avry Total:		595.20
PMLDONG - Dong, Pamella C.		
0	10/06/2025	
Inv SeptMartialArts		116.00
Inv SeptQiGong		88.00
0 Total:		204.00
PMLDONG - Dong, Pamella C. Total:		204.00
PSLSV802 - Pasadena Live Scan Service		

Check Number	Check Date	Amount
322226	10/06/2025	
Inv 422		319.00
322226 Total:		319.00
PSLSV802 - Pasadena Live Scan Service Total:		319.00
PTSP2011 - The Print Spot		
322242	10/06/2025	
Inv 9531		2,629.00
322242 Total:		2,629.00
PTSP2011 - The Print Spot Total:		2,629.00
PUFG8267 - Wong, Pauline Sam		
0	10/06/2025	
Inv AdultSept		97.50
Inv SeniorSept		100.00
0 Total:		197.50
PUFG8267 - Wong, Pauline Sam Total:		197.50
RAMPAGE - Rampage		
322232	10/06/2025	
Inv 955		2,690.00
322232 Total:		2,690.00
RAMPAGE - Rampage Total:		2,690.00
RCRP2920 - Rapada, Rochelle		
322233	10/06/2025	
Inv 95611248		294.00
322233 Total:		294.00
RCRP2920 - Rapada, Rochelle Total:		294.00
REP6115 - Yunex LLC		
0	10/06/2025	
Inv 5610006089		8,825.18
Inv 5610006275		4,278.33
Inv 90005027		3,435.00
0 Total:		16,538.51
REP6115 - Yunex LLC Total:		16,538.51

Check Number	Check Date	Amount
RIAL6501 - Arriola, Richard		
322194	10/06/2025	
Inv 9/20/25		18.62
322194 Total:		18.62
RIAL6501 - Arriola, Richard Total:		18.62
SCOT8300 - MRC Smart Technology Solutions		
322225	10/06/2025	
Inv IN5013761		7,818.98
322225 Total:		7,818.98
SCOT8300 - MRC Smart Technology Solutions Total:		7,818.98
SCRR4010 - Superior Court of California, County of LA		
322240	10/06/2025	
Inv August 2025		6,629.00
322240 Total:		6,629.00
SCRR4010 - Superior Court of California, County of LA Total:		6,629.00
SCSENGIN - STEARNS, CONRAD & SCHMIDT CONSULTING ENGINEERS INC		
0	10/06/2025	
Inv 0549628		8,502.50
0 Total:		8,502.50
SCSENGIN - STEARNS, CONRAD & SCHMIDT CONSULTING ENGINEERS INC Total:		8,502.50
SDSI0107 - SDS Security Design Systems		
322236	10/06/2025	
Inv 249279		65.18
Inv 249280		217.46
Inv 249281		113.00
Inv 249282		55.00
Inv 249780		65.18
Inv 249781		217.46
Inv 249782		113.00
Inv 249783		55.00
Inv 249885		65.18
Inv 249886		217.46
Inv 249887		113.00
Inv 249888		55.00
Inv 250184		65.18
Inv 250185		217.46
Inv 250186		113.00
Inv 250187		55.00
322236 Total:		1,802.56

Check Number	Check Date	Amount
SDSI0107 - SDS Security Design Systems Total:		1,802.56
SGMC2013 - Apramian, Glen John		
0	10/06/2025	
Inv 142639		120.00
Inv 146109		150.00
Inv 154730		650.00
Inv 154744		650.00
0 Total:		1,570.00
SGMC2013 - Apramian, Glen John Total:		1,570.00
SGVMC111 - San Gabriel Valley Medical Center		
322235	10/06/2025	
Inv 942296		48.00
Inv 942399		48.00
Inv 942616		48.00
Inv 942617		48.00
Inv 942618		48.00
322235 Total:		240.00
SGVMC111 - San Gabriel Valley Medical Center Total:		240.00
SKYHAWKS - Lenear Sports, LLC		
0	10/06/2025	
Inv SKYH-PBALSEP25		416.00
0 Total:		416.00
SKYHAWKS - Lenear Sports, LLC Total:		416.00
SPBK - Springbrook Holding Company, LLC		
0	10/06/2025	
Inv INV-021850		150.00
Inv TM INV-010102		625.00
0 Total:		775.00
SPBK - Springbrook Holding Company, LLC Total:		775.00
STKLINFO - Sterling Infosystems Inc.		
322238	10/06/2025	
Inv 10421413		209.73
322238 Total:		209.73
STKLINFO - Sterling Infosystems Inc. Total:		209.73

Check Number	Check Date	Amount
SUVA8022 - Sunset Vans Inc.		
322239	10/06/2025	
Inv 101125		310.00
Inv 101126		155.00
Inv 101127		155.00
Inv 101128		155.00
322239 Total:		775.00
SUVA8022 - Sunset Vans Inc. Total:		775.00
TCGS3012 - The Corporate Gift Service, Inc.		
322241	10/06/2025	
Inv 25081		1,220.47
Inv 35082		388.96
322241 Total:		1,609.43
TCGS3012 - The Corporate Gift Service, Inc. Total:		1,609.43
URBA3011 - Urban Futures, Inc.		
322244	10/06/2025	
Inv CD-2024-122		3,500.00
Inv CD-2024-123		2,200.00
322244 Total:		5,700.00
URBA3011 - Urban Futures, Inc. Total:		5,700.00
WES4152 - West Coast Arborists, Inc.		
0	10/06/2025	
Inv 231576		10,258.80
Inv 233364		1,225.70
Inv 233365		1,251.45
Inv 233410		6,952.50
Inv 233411		39,073.05
0 Total:		58,761.50
WES4152 - West Coast Arborists, Inc. Total:		58,761.50
ZAVA4011 - Zavala, Jeanette		
322246	10/06/2025	
Inv 0010018892		15.00
Inv 0030018680		15.00
322246 Total:		30.00
ZAVA4011 - Zavala, Jeanette Total:		30.00

Check Number	Check Date	Amount
ZOLL8021 - Zoll Medical Corporation		
0	10/06/2025	
Inv 4324013		1,937.48
0 Total:		1,937.48
ZOLL8021 - Zoll Medical Corporation Total:		1,937.48
ZUMAR103 - Zumar Industries, Inc.		
0	10/06/2025	
Inv 11041		2,568.73
0 Total:		2,568.73
ZUMAR103 - Zumar Industries, Inc. Total:		2,568.73
Total:		473,592.75

City of
SOUTH PASADENA

Online Payment Log			
Date	**Vendor**	**Amount**	**Description**
10/2/2025	So Cal Edison	$125,134.39	Online Payment for City Owned Electric Account # 1581.
10/6/2025	So Cal Gas	$1,271.73	Online Payment for City Owned Natural Gas Accounts.
10/9/2025	So Cal Edison	$23,200.78	Online Payment for Various City Owned Electric Accounts.
Total:		***$149,606.90***	

Payroll

Payroll Summary Report

Payroll Date: **09.26.2025** **Regular**

Checks	$	828.05
Direct Deposits	$	576,401.36
IRS Payments	$	113,074.88
EDD - State of CA	$	36,467.61
PERS Pension	$	137,459.62
Deferred Comp	$	35,530.78
PERS Health	$	211,193.30
Subtotal:	**$**	**1,110,955.60**
Grand Total:	**$**	**1,110,955.60**

Attachment No. 6

Accounts Payable

Void Check Distribution List

User: hlin
Printed: 9/24/2025 - 10:25 AM
Batch: 00003.09.2025 - VOID 321869

	DR Amount	CR Amount	Acct Number	Description	Vendor
Section 1:101General Fund					
	1,696.00	0.00	101-0000-0000-1000-000	Cash & Cash Equivalents	
	0.00	1,696.00	101-0000-0000-2990-002	Dep. Payable - Tree Replacemnt	CYNQ6011
Total for Section 1:101	1,696.00	1,696.00			
Grand Total:	1,696.00	1,696.00			

Accounts Payable

Void Check Proof List

User: hlin
Printed: 09/24/2025 - 10:20AM
Batch: 00003.09.2025 - VOID 321869

Account Number	Amount	Invoice No	Inv Date	Description	Reference	Task Label	Type	PONumber	Close PO?	Line Item
Vendor: CYNQ6011	Cynthia Quade									
Check No: 321869	Check Date:	08/11/2025								
	1,696.00	PW2911	07/28/2025	Tree Removal Deposit Refund 4/5/25 ´					No	0
101-0000-0000-2990-002										
Check Total:	1,696.00									
Vendor Total:	1,696.00									
Report Total:	1,696.00									

Create Stop Payment Confirmation

Generated On: 2025-09-24 12:02 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	20250924222842121

Account

[redacted] - CITY OF SOUTH PASADENA OPERATING - USD

Check Number

321869

Payee	Amount
Cynthia Quade	1,696.00

Expiry Date

2030-09-24

Reason for Stop

Lost

Term

60 Months

City Council Agenda Report

ITEM NO. 6

DATE: October 15, 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 OCTOBER 1, 2025**

Recommendation
It is recommended that the City Council approve the minutes from the Regular City Council meeting held on October 1, 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 - October 1 2025 Regular City Council Meeting Minutes

CITY OF SOUTH PASADENA
CITY COUNCIL - REGULAR MEETING

M I N U T E S
WEDNESDAY, OCTOBER 1, 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, October 1, 2025, at 7:08 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 Cacciotti.

CLOSED SESSION ANNOUNCEMENTS

1. CLOSED SESSION ANNOUNCEMENTS

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Government Code Section 54957
Title: City Manager

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

City Attorney Roxanne Diaz stated that no reportable action was taken during the closed session.

PUBLIC COMMENT

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

In Person Public Comments

Yvonne La Rose spoke regarding domestic violence and at-risk populations.

Gary Vito Cavafian spoke regarding alleged code violations on a property within the city.

Colin Campbell spoke regarding his attendance at the Los Angeles County Board of Supervisors meeting.

Bianca Richards thanked Athens and Danielle Garcia on their recent informational meeting.

Tiffany Hu spoke regarding a recent accident on Orange Grove Avenue.

Rosalina Cardenas spoke regarding a recent accident on Orange Grove Avenue.

Mila Renken spoke regarding a recent accident on Orange Grove Avenue.

Beth Levinson spoke regarding a recent accident on Orange Grove Avenue.

Michael McCollum spoke regarding a recent accident on Orange Grove Avenue.

Shirin Karimi spoke regarding a recent accident on Orange Grove Avenue.

PRESENTATIONS

3. MERCHANT MINUTE – PICCADILLY GRACE

Chamber of Commerce President Laurie Wheeler introduced a new business in South Pasadena.

CHANGES TO THE AGENDA

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

Item No. 18 was heard prior to the consent calendar.

CONSENT CALENDAR

Item nos. 7 and 8 were pulled for separate discussion by Councilmember Cacciotti. Item no. 12 was pulled for separate discussion via public comment. Item no. 13 was pulled for separate discussion by Mayor Pro Tem Rossi. A motion was made by Councilmember Cacciotti and seconded by Mayor Braun to approve Item Nos. 5, 6, 9-11 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 $1,861,936.80; GENERAL CITY WARRANTS IN THE AMOUNT OF $679,725.87; ONLINE PAYMENTS IN THE AMOUNT OF $49,392.67; VOIDS IN THE AMOUNT OF ($465.13); PAYROLL IN THE AMOUNT OF $916,932.75

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 REGULAR CITY COUNCIL MEETING MINUTES AND THE SPECIAL JOINT STUDY SESSION WITH THE FINANCE COMMISSION MINUTES FOR SEPTEMBER 17, 2025

Recommendation
It is recommended that the City Council approve the minutes from the Regular City Council and Special Joint Study Session Meeting with the Finance Commission held

on September 17, 2025.

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

7. CONSIDERATION OF APPROVAL OF AN AGREEMENT WITH AIR EXCHANGE, INC. FOR THE PURCHASE AND INSTALLATION OF THE PLYMOVENT DIESEL EXHAUST EXTRACTION SYSTEM FOR FIRE STATION 81 IN THE AMOUNT OF $115,829.00 PLUS A 10% CONTINGENCY FOR A TOTAL AMOUNT NOT TO EXCEED $127,412.00

Recommendation

It is recommended that the City Council:

1. Approve the proposed agreement with Air Exchange, Inc., (Attachment No. 1) the authorized regional vendor for Plymovent exhaust extraction systems, for the purchase and installation of a diesel exhaust extraction system for Fire Station 81, in the amount of $115,829.00;
2. Approve a 10% contingency in the amount of $11,583 and authorize the City Manager to execute any change orders if necessary for the use of the contingency; and
3. Authorize the City Manager, or designee, to execute the agreement and all related documents.

Greg Lloyd, Fire Chief, responded to questions from the City Council.

COUNCIL MOTION AND ACTION

Item no. 7 was pulled for separate discussion by Councilmember Cacciotti. A motion was made by Councilmember Cacciotti and seconded by Mayor Braun to approve Item No. 7, as presented. The motion carried 5-0, by the following vote:

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

8. REVIEW OF FISCAL YEAR 2025-2026 WATER CONSERVATION PROGRAM

Recommendation

It is recommended that City Council receive and file the Fiscal Year 2025-26 Water Conservation Program report.

Danielle Garcia, Management Analyst, responded to questions from the City Council.

In Person Public Comments
Josh Betta spoke regarding the item.

COUNCIL MOTION AND ACTION

Item no. 8 was pulled for separate discussion by Councilmember Cacciotti. A motion was made by Mayor Braun and seconded by Councilmember Cacciotti 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 APPROVAL OF THE FUND TRANFER AGREEMENT BETWEEN THE CITY AND THE LOS ANGELES COUNTY FLOOD CONTROL DISTRICT TO RECEIVE FUNDING FROM THE SAFE CLEAN WATER PROGRAM FOR FISCAL YEARS 2023-24 THROUGH 2027-2028 MUNICIPAL FUND PROGRAM

Recommendation

It is recommended that the City Council:

1. Approve the Fund Transfer Agreement (Attachment No. 1) between the City of South Pasadena and the Los Angeles County Flood Control District to receive funding from the Safe Clean Water program for fiscal years 2023-24 through 2027-2028 Municipal Fund program; and
2. Authorize the City Manager, or designee, to execute the Agreement and all related documents.

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

10. CONSIDERATION OF APPROVAL OF THE PURCHASE OF CARBON MEDIA FROM CALGON CARBON CORPORATION FOR THE WILSON WELLHEAD TREATMENT SYSTEM FOR A TOTAL NOT-TO EXCEED AMOUNT OF $500,000

Recommendation

It is recommended that the City Council:

1. Authorize the purchase and replacement of carbon media through a single source procurement with Calgon Carbon Corporation (Calgon) for a total not-to-exceed amount of $500,000 for the Wilson Reservoir Wellhead Treatment System, which includes material, freight and field services, and any analysis, and acceptance testing required by a landfill related to disposal; and
2. Authorize the City Manager, or designee, to execute the purchase order and related documents.

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

11. CONSIDERATION OF SECOND READING AND ADOPTION 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 adopt 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.

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

Ordinance No. 2404 was adopted

12. CONSIDERATION OF A RESOLUTION ESTABLISHING TWO NEW EMPLOYEE CLASSIFICATIONS, JOB DESCRIPTIONS AND SALARY RANGES; APPROVING THE RECLASSIFICATION OF EXISTING POSITIONS; APPROVING A RESOLUTION ALLOCATING FUNDS TO SUPPORT THE PERSONNEL REQUESTS; AND APPROVING A CITYWIDE SALARY SCHEDULE SUPERSEDING RESOLUTION NO. 7934 EXHIBIT A SALARY SCHEDULE

Recommendation

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

1. Approve and establish the job classification and salary range for the Public Works Supervisor (two positions);
2. Approve and establish the job classification and salary range for the Assistant Library Director;
3. Approve the reclassification of one vacant Maintenance Worker positions to one Lead Maintenance Works positions in the Public Works Department;
4. Eliminate a Part-Time Management Aide under Senior Services and merging those responsibilities with a vacant Part-Time Community Services Coordinator to one Full-Time Community Services Coordinator in the Community Services Department;
5. Consolidate two Part-Time Management Aides to one Full-Time Management Aide under the Recreation Division in the Community Services Department;
6. Approve the allocation of funds from the vacant Facility and Parks Supervisor to the Public Works Supervisor;
7. Approve the allocation of funds from the vacant Library Manager position to the Assistant Library Director;

8. Adding one Part-Time Administrative Assistant to the Library Department;
9. Approve an amendment to the Fiscal Year (FY) 2025-2026 Adopted Budget to appropriate $197,499 in salary and benefits in the General Fund (Fund 101), $28,667 in salary and benefits in the Water Fund (Fund 500), $26,175 in salary and benefits in the Sewer Fund (Fund 210), and $19,008 in salary and benefits in the State Gas Tax Fund (Fund 230);
10. Approve an amended/corrected citywide salary schedule to supersede Resolution No. 7934 Exhibit A with an effective date of September 8, 2025.

In Person Public Comments
Josh Betta spoke regarding the item.

COUNCIL MOTION AND ACTION

Item No. 12 was pulled for separate discussion by Councilmember Cacciotti. A motion was made by Councilmember Cacciotti and seconded by Mayor Braun to approve Item No. 12, as amended by the additional documents. The motion carried 5-0, by the following vote:

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

Resolution No. 7942 and 7943 were adopted.

13. CONSIDERATION OF FIRST READING OF AN ORDINANCE OF THE CITY OF SOUTH PASADENA ADDING ARTICLE 3.5 (FILMING) TO CHAPTER 19A (NOISE REGULATION) OF THE SOUTH PASADENA MUNICIPAL CODE REGARDING HOURS OF FILMING AND PROHIBITED NOISE AND ADOPTION OF A RESOLUTION ADOPTING THE SOUTH PASADENA FILM POLICY

Recommendation
It is recommended that the City Council introduce the ordinance by title only and waive full reading of the ordinance adding Article 3.5 (Filming) to Chapter 19A (Noise Regulation) regarding the hours of filming and prohibited noise and adopt the Resolution adopting the South Pasadena Film Policy.

Alma Medina, Assistant to the City Manager, responded to questions from the City Council.

COUNCIL MOTION AND ACTION

Item No. 13 was pulled for separate discussion by Mayor Pro Tem Rossi. A motion was made by Mayor Braun and seconded by Councilmember Cacciotti

to approve Item No. 13, amending the ordinance with the amendments recited by the City Attorney. The motion also approved corresponding amendments to the Resolution. The motion carried 4-0-0-1, by the following vote:

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

Resolution No. 7944 was adopted.

ACTION/DISCUSSION

14. CONSIDERATION OF APPROVAL OF A RESOLUTION TO APPROPRIATE FUNDS IN THE AMOUNT OF $69,500 AND ADOPT A BUDGET FOR PUBLIC AFFAIRS DIVISION FOR FISCAL YEAR 2025-2026

Recommendation

It is recommended that the City Council:

1. Approve a resolution (Attachment No. 1) amending the Fiscal Year (FY) 2025-2026 Adopted Budget to appropriate $69,500 to establish an operating budget for the Public Affairs Division; and
2. Receive a presentation regarding the FY 2025-2026 Public Affairs Division Work Plan.

Jennifer Colby, Public Affairs Manager, 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 Mayor Pro Tem Rossi to approve Item No. 14, as presented. The motion carried 5-0, by the following vote:

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

Resolution No. 7945 was adopted.

15. CONSIDERATION TO RECEIVE AND FILE OF THE CITY COUNCIL 2025 GOALS AND PRIORITIES UPDATE REPORT

Recommendation

It is recommended that the City Council receive and file the City Council 2025 Goals and Priorities Update Report.

Alma Medina, Assistant to the City Manager, 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 Mayor Pro Tem Rossi to approve Item No. 15, as presented. The motion carried 5-0, by the following vote:

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

16. CONSIDERATION OF DESIGN OPTIONS FOR THE FAIR OAKS AVENUE NORTH-SOUTH INTELLIGENT TRANSPORTATION SYSTEMS DEPLOYMENT PROJECT AND APPROVAL OF A CONTRACT AMENDMENT WITH LOCHNER COMPANY FOR ADDITIONAL SERVICES AND COMPENSATION DEPENDING ON THE DESIGN OPTION

Recommendation

It is recommended that the City Council review and select a bulb-out design option for the Fair Oaks Avenue North-South Intelligent Transportation Systems Deployment Project from the following options:

1. Modify the bulb-outs only if needed to attain ADA compliance for curb ramps and smooth the curb line on the approach side of bulb-outs being modified.
2. Remove bulb-outs only on the northeast and southwest corners along Hope Street, El Centro, Oxley and Mission while maintaining bulb-outs along Fair Oaks Avenue.
3. Reconstruct bulb-outs to provide a smooth curve.
4. Approve and authorize the City Manager to execute a contract amendment, in final form by the City Attorney, if a design alternative is selected that will require additional design costs.

Michael Vartanians, City Engineer, gave a presentation and responded to questions from the City Council.

In Person Public Comments

Katherine Femia, Olivia Ramirez, Russ Kerwin and Casey Law spoke regarding the

item.

COUNCIL MOTION AND ACTION

A motion was made by Councilmember Cacciotti and seconded by Mayor Pro Tem Rossi to approve Item No. 16 with options 1 and 4. The motion carried 5-0, by the following vote:

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

17. CONSIDERATION OF SELECTION OF KIMLEY-HORN, FOR CIVIL DESIGN ENGINEERING SERVICES RELATED TO THE HUNTINGTON DRIVE AND FREMONT AVENUE CORRIDOR IMPROVEMENTS PROJECT AND APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT FOR A TOTAL NOT-TO-EXCEED AMOUNT OF $2,440,161

Recommendation

It is recommended that the City Council:

1. Approve the selection of Kimley-Horn to provide civil engineering design services related to the Huntington Drive and Fremont Avenue Corridor Improvements Project;
2. Approve a professional services agreement and authorize the City Manager to execute the agreement, in the final form approved by the City Attorney, for said services in an amount not-to-exceed $2,440,161 ($2,218,328 + 10% contingency).
3. Appropriate $323,000 into the Huntington Drive and Fremont Avenue Corridor Improvement Project budget from Fiscal Year 2026-2027.

Michael Vartanians, City Engineer, gave a presentation and responded to questions from the City Council.

COUNCIL MOTION AND ACTION

A motion was made by Councilmember Ferguson and seconded by Mayor Pro Tem Rossi to approve Item No. 17, as presented. The motion carried 5-0, by the following vote:

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

18. CONSIDERATION OF SECOND READING AND ADOPTION 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 AND REVIEW AND COMMENT ON PROPOSED ADMINISTRATIVE REGULATIONS FOR THE IMPLEMENTATION OF THE TREE ORDINANCE

Recommendation

It is recommended that the City Council adopt the ordinance amending Chapter 34 (Trees and Shrubs) in its entirety. It is also recommended that the City Council review the working draft of the Administrative Regulations for the implementation of the Tree Ordinance and provide comments, if any.

Roxanne Diaz, City Attorney, gave a presentation and responded to questions from the City Council.

In Person Public Comments

Mira Brophy, Saskia Brophy, Ted Smith, Daisy Smith, Theodore Leon, Monica Leon, Sadie Hanif, Julian L.B., Mayah, Theodore Mehta, Jeff Leon, Ed Simpson, Amy Davis Jones, Steve Novotny, Ron Tallakson, Angelo Gladding, Alex Wong, Barbara Eisenstein, Robert Spekar and Thomas Soldner spoke regarding the item.

Discussion was held regarding the item. No motion was made on the item and direction was provided to Staff to bring back an amended ordinance in November. (i.e. no action taken).

PUBLIC COMMENT – CONTINUED

19. CONTINUED PUBLIC COMMENT - GENERAL

None.

COMMUNICATIONS

20. COUNCILMEMBERS COMMUNICATIONS

Mayor Pro Tem Rossi spoke regarding the Mobility Action Plan and the Public Works Commission potentially having an ad hoc to develop a vision zero plan.

Councilmember Cacciotti spoke regarding the “Week Without Driving”. He spoke regarding the food give away at Holy Family Church, a recent block party and a recent homeless committee meeting.

21. CITY MANAGER COMMUNICATIONS

City Manager Hileman spoke regarding a recent meeting with Kathryn Barger on homeless issues.

ADJOURNMENT

There being no further matters, Mayor Braun adjourned the meeting at 10:47 P.M. to Wednesday, October 15, 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. 7

DATE: October 15, 2025

FROM: Todd Hileman, City Manager

PREPARED BY: Alma Medina, Assistant to the City Manager

SUBJECT: **CONSIDERATION OF APPROVAL OF THE FOURTH AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH WBCP INC., FOR RECRUITMENT SEARCH SERVICES, IN THE AMOUNT NOT TO EXCEED OF $7,000 FOR A NEW TOTAL CONTRACT AMOUNT OF $83,800**

Recommendation

It is recommended that the City Council consider approval of the proposed fourth amendment to the professional services agreement with WBCP Inc., to amend the compensation for recruitment search services and add the recruitment services for a Chief City Clerk, in an amount not to exceed of $7,000, for a new total contract amount of $83,800.

Executive Summary

Staff is recommending approval of the fourth amendment to the professional services agreement with WBCP, Inc., for recruitment search services, in the amount not to exceed of $7,000 for a new total contract amount of $83,800. The City has completed the latest recruitment of an Information Technology and Systems Manager with the firm and is seeking approval to begin recruitment efforts on the recently vacated Chief City Clerk position. Staff requests approval to this amendment to be able to recruit for the vacant position as soon as possible and make payment to the firm.

Background

On April 2025, the City entered into a professional services agreement with WBCP, Inc., to conduct the recruitment search for the Public Affairs Manager position, in the amount not to exceed of $15,400.

On June 18, 2025, the City Council approved the first amendment to include the Accounting Manager-Controller and two engineer positions to the scope of work.

On July 16, 2025, the City Council approved the second amendment to include the Chief City Clerk position to the scope of work.

On August 20, 2025, the City Council approved the third amendment to include the Information Technology and Systems Manager position to the scope of work.

Despite successfully filling the Chief City Clerk position, the employee resigned shortly after being onboarded, leaving the position vacant again.

Analysis
The City has experienced a number of vacancies over the past year and has been proactive in retaining recruitment firms to pursue qualified candidates for these positions. After the recent vacancy in the Chief City Clerk position, there is an urgent need to begin recruitment efforts immediately to avoid any prolonged vacancy that could disrupt critical city operations.

Despite successfully filling the Chief City Clerk position during the initial recruitment, the Chief City Clerk position recently became vacant as the employee resigned very shortly after being onboarded. It has been a challenging market to recruit for this type of executive-level position, with limited qualified candidates actively seeking this role in the public sector. In recognition of this challenge and the City's ongoing partnership with WBCP, Inc., the firm extended a discounted rate for this recruitment effort, reflecting their commitment to supporting the City during this transition.

The firm has been successful in retaining a Public Affairs Manager, an Accounting Manager-Controller, and an Information Technology and Systems Manager for the City under this Agreement. The two engineer positions are in the employment offer phase at the moment that this staff report was written. This cost consideration, combined with their proven track record and familiarity with the City's organizational needs, makes WBCP, Inc. the most efficient and cost-effective choice for this critical recruitment.

Given the scope and significance of these positions, staff is requesting approval of the proposed amendment to initiate a professional and comprehensive recruitment process for the Chief City Clerk position as soon as possible. WBCP, Inc., has already been engaged with the City and is familiar with our organizational culture and leadership needs. Amending the existing contract to include the additional recruitment will allow us to streamline efforts, reduce onboarding time for the firm, and ensure an efficient and coordinated approach to filling the critical vacancy.

The firm has demonstrated an understanding of our needs and is well-positioned to identify and attract high-caliber candidates. Staff is recommending approval of the proposed amendment to add to the scope of work to add the Chief City Clerk recruitment, in the amount not to exceed of $7,000, for a new total contract amount of $83,800.

Alternatives
The City Council does have the option to not approve the proposed amendment. If not approved, the recruitment effort would have to be undertaken by City Staff, which will take longer than if done with a firm, as we do not have such expertise within the agency at the moment.

Fiscal Impact
If approved, the proposed amendment will be funded in the proposed Fiscal Year 2025-2026 budget, in Account No. 101-2030-2034-8020-000 (Human Resources- Special Department Expense), which has sufficient funding to cover the cost of the proposed amendment.

Attachment:
Attachment No. 1 - Proposed Amendment

Attachment No. 2 - Third Amendment
Attachment No. 3 - Second Amendment
Attachment No. 4 - First Amendment
Attachment No. 5 - Professional Services Agreement

FOURTH AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT FOR RECRUITMENT SEARCH SERVICES

THIS AMENDMENT ("Amendment") is made on this 15TH day of October 2025, by and between the CITY OF SOUTH PASADENA ("CITY") and WBCP, INC. ("CONSULTANT').

RECITALS

WHEREAS, on April 21, 2025, the CITY and CONSULTANT entered into an Agreement for PROFESSIONAL SERVICES ("Agreement") for CONSULTANT to perform Recruitment Services for a Public Affairs Manager for the City; and

WHEREAS, the original Agreement was in the amount of $15,400, for Recruitment Services for a Public Affairs Manager; and

WHEREAS, on June 18, 2025 the City and Consultant entered into an amendment to increase the total contract in an amount not to exceed $30,200, for a new aggregate total of Agreement and Amendments sum total of $45,600, and amend the scope of work to include Recruitment Services for a Accounting Manager- Controller and two engineering positions; and

WHEREAS, on July 16, 2025 the City and Consultant entered into a second amendment to increase the total contract in an amount not to exceed $10,400, for a new aggregate total of Agreement and Amendments sum total of $56,000, and amend the scope of work to include Recruitment Services for a Chief City Clerk position; and

WHEREAS, on August 20, 2025 the City and Consultant entered into a second amendment to increase the total contract in an amount not to exceed $20,800, for a new aggregate total of Agreement and Amendments sum total of $76,800, and amend the scope of work to include Recruitment Services for an Information Technology and Systems Manager position; and

WHEREAS, the City and Consultant desires to execute a fourth Amendment to increase the total contract in an amount not to exceed $7,000, for a new aggregate total of Agreement and Amendments sum total of $83,800 and amend the scope of work to include Recruitment Services for a Chief City Clerk position; and

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

1. That Section 1 “Services ” is amended to include the Chief City Clerk Position, and include the attached Proposal, Exhibit A.

2. That Section 2 “Payment” of the Agreement is hereby amended to read as follows:
   “The amount of the contract shall not exceed $83,800.”

3. 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” WBCP, Inc.
By:_____ *Signature*	By:_____ *Signature*
Printed: Todd Hileman	Printed: Wendi Brown
Title: City Manager	Title: President
Date:_____	Date:_____

Attest:

By:_____
Mark Perez, Acting Chief City Clerk

Date:_____

Approved as to form:

By:_____
Roxanne M. Diaz, City Attorney

Date:_____



RECRUITMENT SERVICES

City of SOUTH PASADENA

CHIEF CITY CLERK

OPTION 1: ADVERTISING & HEADHUNTING

SEPTEMBER 29, 2025

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I. COVER LETTER

SEPTEMBER 29, 2025

1414 Mission St,
South Pasadena,
CA 91030

RE: City of South Pasadena - Chief City Clerk Recruiting Services

It is our pleasure to submit this proposal for recruitment services to secure your ideal candidate to serve as the Chief City Clerk of the City of South Pasadena. **WBCP has worked on many similar recruitments, and we look forward to the opportunity to partner with your organization on this critical position!**

We trust our proposal will showcase our client-focused recruitment process and will act as a testament that we are passionate about what we do to make our clients happy.

WBCP, Inc. was selected, through a national request for proposal process, as the single-awarded vendor for executive recruitment services through a national competitive process conducted by the National Association of Counties (NACo) under the Public Promise Procurement (PPP) program. This cooperative purchasing agreement, with San Diego County serving as the Lead Public Agency (LPA), allows public sector organizations across the U.S. to satisfy competitive procurement requirements and contract directly with WBCP—without the delays or added costs of a traditional RFP process. The PPP/LPA partnership ensures that organizations can engage WBCP quickly, compliantly, and with confidence in the value and quality of service delivered. **Learn more here: https://wbcpinc.com/naco.**

It has been proven that great employees are looking for great employers, not just a paycheck. WBCP provides a broader perspective to recruitment services – going beyond securing the ideal candidate – we brand your organization as an employer of choice. We use eye-catching marketing materials, innovative search practices, and responsive and respectful communications with your applicants and stakeholders.

WBCP is talented at working with you to identify the strengths, challenges, and opportunities of this job, the ideal candidate, and your community and organizational culture. WBCP will work with your stakeholders to design a recruitment strategy that will include a customized engagement process. We will have a series of meetings, discussions, stakeholder interviews, and survey(s) to get to know you, the organization, the community, the culture, and the staff whom the future Chief City Clerk will lead.

My team and I know the California candidate marketplace and have many clients in your region, such as **the County of Los Angeles, County of Orange, County of San Bernardino, City of Pasadena, City of Riverside, City of Long Beach, and City of Culver City (just to name a few).** We have exceptional experience successfully recruiting for [job sector] positions, with several recent notable recruitments including, but not limited to:

- **City Clerk, City of Roseville, CA**
- **City Clerk, City of Solvang, CA**
- **City Clerk, City of Livermore, CA**
- **Deputy City Clerk, City of Petaluma, CA**

To see a full list of our clients and successful recruitments, visit: https://tinyurl.com/8vjkk7w3.

We have over two decades of experience in public sector executive search services and have provided direct search services through WBCP since 2004. WBCP's executive recruiters are all highly personable and have unique backgrounds that make them well-equipped to take on your recruitments, as you will read their biographies in this proposal. WBCP now has offices in California, Oregon, Washington, Texas, and North Carolina.

I. COVER LETTER

Recruiting top talent has become the number-one topic among administrators. New and innovative recruitment strategies are critical to identifying and securing candidates with a deep understanding of how to assess and meet community needs and address future challenges. WBCP understands the complexity of community leadership, and we are prepared to provide a thorough, complete, and fair recruitment process to provide a diverse applicant pool. **Upon our 2024 year-end review, we found that over the last three years 63% of our placed candidates came from diverse backgrounds.** In fact, we are often selected and told that we bring a larger, more qualified and diverse groups of candidates than they have ever received from past professional recruiters.

Clients also choose our firm over others because of our ability to work with your support staff and stakeholder group (including boards, appointed/elected officials, and engaged constituents), manage all details of a recruitment process, and secure great candidates. Our dedication and commitment to the client are complemented by our deep understanding and ability to effectively navigate challenging political climates.

Our clients have great things to say about the quality of the service we provide and the amazing candidates we find them, In fact, many of our clients are return customers. Please feel comfortable reaching out to these organizations to get their feedback directly.

DIVERSITY

63%

of WBCP candidates placed in positions come from a diverse background

Lastly, we love what we do, and we are passionate about finding exceptional candidates who are also passionate about serving others. WBCP's staff are driven and desire to exceed client expectations. I appreciate your consideration in retaining our services and hope to have an opportunity to work with you in the future.

Best Regards,



Wendi Brown | Founder/President, WBCP, INC.
wendi@wbcpinc.com | 541-664-0376
www.wbcpinc.com

II. BACKGROUND & QUALIFICATIONS.....

Principal: Wendi Brown, President

Company Legal Name: WBCP, Inc. (W. Brown Creative Partners)

Tax ID: 81-5454037

Website: www.wbcpinc.com

Phone: 866-929-WBCP (9227) / 541-664-0376

Address:

- **Oregon (3 offices including WBCP, Inc. Headquarters):** 213 E Main St., Rogue River, OR, 97537; City of Grants Pass and City of Tigard
- **California (5 offices):** San Jose, Gilroy, Roseville, Los Angeles and Santa Barbara
- **Washington:** City of Seattle
- **Texas:** City of Dallas
- **North Carolina:** City of Jacksonville



WOMEN OWNED

WBCP is a 100% women-owned business, an S Corporation, not part of a parent company, and is a registered small business through the US Small Business Administration (SBA). WBCP is registered to do business in all states we serve, and files and pays California S Corporation and personal income tax to the State of California.

BUSINESS HISTORY

WBCP, Inc. has been in business since 2004, and serves nonprofit and public sector organizations. WBCP offers a variety of services, including: partial and full service search services for individual contributor, supervisor, management and executive management positions; human resources consulting: organizational development, training, classification and compensation studies, analysis and assessments, etc.

II. BACKGROUND QUALIFICATIONS

WBCP has over 20 years of experience providing search services for public sector and non-profit organizations. We have successfully secured professionals and provided other consulting services in **California, Arizona, Colorado, Idaho, Nevada, New York, Oregon, Texas, Utah, and Washington.**

CITIES

California

- Anaheim
- Arcata
- Astoria
- Atwater
- Berkeley
- Calistoga
- Ceres
- Colfax
- Corte Madera
- Culver City
- Davis
- Dunsmuir
- Fremont
- Fresno
- Hemet
- Irvine
- Laguna Beach
- Larkspur
- Lincoln
- Livermore
- Livingston
- Long Beach
- Milpitas
- Napa
- Novato
- Oakland
- Orinda
- Oxnard
- Palo Alto
- Pasadena
- Petaluma
- Pismo Beach
- Port Hueneme
- Portola Valley
- Redding
- Riverside
- Rocklin
- Roseville
- Sacramento
- San Francisco
- San Rafael
- Santa Maria
- Santa Monica
- Santa Paula
- Santa Rosa
- Solvang
- Sonoma
- South Pasadena
- Sutter Creek
- Truckee
- Ventura
- Vernon
- Victorville
- West Hollywood
- Windsor

Oregon

- Ashland
- Central Point
- Garibaldi
- Gold Hill
- Grants Pass
- Hubbard
- Independence
- Medford
- Phoenix
- Rogue River
- Talent

Arizona

- Chandler
- Phoenix

Nevada

- Boulder City

New York

- Rochester

Texas

- Fort Worth

Utah

- Park City

Washington

- Duvall

COUNTIES

California

- Alameda
- Colusa
- Contra Costa
- Del Norte
- Fresno
- Humboldt
- Lake
- Los Angeles
- Marin
- Mariposa
- Mendocino
- Merced
- Mono
- Napa
- Nevada
- Orange
- Placer
- Riverside
- Sacramento
- San Benito
- San Bernardino
- San Diego
- San Francisco
- San Joaquin
- San Luis Obispo
- San Mateo
- Santa Barbara
- Santa Clara
- Santa Cruz
- Shasta
- Solano
- Sonoma
- Stanislaus
- Tehama
- Tuolumne
- Yolo
- Yuba

Oregon

- Jackson
- Lane

Washington

- King

Colorado

- El Paso
- Boulder
- Larimer

North Dakota

- Cass

II. BACKGROUND QUALIFICATIONS.....

LOCAL AND NATIONAL COUNCILS, BOARDS, DISTRICTS, AND JOINT POWERS AUTHORITIES (JPAS)

National

- Hass Avocado Board (HAB)
- North American Blueberry Council / U.S. Highbush Blueberry Council(NABC/USHBC)

California

- Bear Valley Community Services District
- Boulder Creek Fire Protection District
- California Prison Industry Authority (CALPIA)
- California Municipal Utilities Association (CMUA)
- Cosumnes Community Services District
- East Bay Regional Communications Systems Authority
- First 5 (Alameda County, California Association, Fresno, Santa Barbara County, San Mateo)
- Los Angeles County Employees Retirement Association
- Los Angeles Unified School District (LAUSD)
- Mendocino County Air Quality Management District
- Metropolitan Transportation Commission (MTC)
- Modesto Irrigation District
- Monterey One Water
- Nevada Irrigation District
- Newark Chamber of Commerce
- Oakland Housing Authority
- Olivehurst Public Utility District
- Orange County Employees Retirement System (OCERS)
- Placer County Transportation Planning Agency (PCTPA)
- Port of Long Beach
- Sacramento Area Flood Control Agency (SAFCA)
- Sacramento Area Sewer District
- Sacramento Employment & Training Agency (SETA)
- Sacramento Public Library Authority (SPLA)
- Sacramento Suburban Water District
- San Benito Council of Governments
- San Benito County Water District
- San Joaquin County Employees' Retirement Association
- San Joaquin Tributaries Authority
- San Rafael Sanitation District (SRSD)
- San Ramon Valley Fire Protection District
- Santa Cruz County Animal Services Authority
- Sonoma County Library
- South Coast Air Quality Management District
- Tri-City Mental Health Authority (TCMHA)
- Truckee-Donner Public Utility District (TDPUD)
- Tuolumne Utilities District
- Valley Consortium for Medical Education (VCME)
- Valley Water
- Water Forum
- West Basin Municipal Water District

Oregon

- Jackson County Fire District 5
- Rogue Valley Sewer Services

Idaho

- Teton County Joint Housing Authority (TCJHA)

II. BACKGROUND QUALIFICATIONS.....

NONPROFITS

National
- Futures Without Violence (Family Violence Prevention Fund)
- Radio Bilingüe

California
- Center Point
- Central California Legal Services (CCLS)
- Community Food Bank
- Downtown Streets Team
- Gold Coast Health
- Greater Richmond Interfaith Program (GRIP)
- Northern Valley Catholic Social Service (NVCSS)
- Options Recovery
- Transitions-Mental Health Association
- West Angeles Church of God in Christ

Oregon
- Community Works
- Dogs for Better Lives / Dogs for the Deaf

PRIVATE ORGANIZATIONS

- CDS Publications
- Central California Truck and Trailer
- Morton & Pitalo
- NAVA
- SWEED
- Tekmanagement
- Touchstone Accounting

CONSULTING SERVICES

Cities
- Fremont (CA)
- Medford (OR)
- Santa Maria (CA)
- Santa Paula (CA)

Counties
- Humboldt (CA)
- Mariposa (CA)
- Santa Barbara (CA)
- San Luis Obispo (CA)

II. BACKGROUND & QUALIFICATIONS.....

INDUSTRIES

- Organizational Leadership
- Economic Development
- Facilities & Operations
- Financial, Administrative Services, Accounting, Auditing
- Health & Human Services, Housing, Unhoused
- HR, Risk, Labor/Employee Relations
- Information Technology
- Legal, Counsel, Clerk
- Library
- Marketing, Communications, PR
- Parks & Rec, Community Services, Arts
- Planning, Environmental, Community Development, Building, Transit
- Public Safety
- Public Works, Transportation, Engineering

BELOW IS A LIST OF SIMILAR RECRUITMENTS WBCP HAS MANAGED:

LEGAL, COUNSEL, CLERK

- City Attorney, City of Newport, CA
- City Attorney, City of Santa Maria, CA
- City Attorney, City of Vernon, CA
- County Counsel I/II/III, Assistant County Counsel (5 positions), County of Santa Barbara, CA
- County Counsel, County of Jackson, OR
- County Counsel, County of Marin, CA
- County Counsel, County of Napa, CA
- County Counsel, County of Orange, CA
- County Counsel, County of San Benito, CA
- County Counsel, County of San Bernardino, CA
- County Counsel, County of Solano, CA
- Agency Counsel, Sacramento Area Flood Control Agency (SAFCA), CA
- Chief Counsel, San Joaquin County Employees' Retirement Association (SJCERA), CA
- Chief District Attorney Investigator, County of Marin, CA
- Chief Deputy District Attorney, County of Marin, CA
- Assistant Chief Investigator, County of Orange, CA
- Deputy County Counsel, County of Tulare, CA
- Deputy County Counsel IV, County of Jackson, OR
- Deputy District Attorney I, County of Jackson, OR
- Deputy General Counsel, San Diego Port Authority, CA
- Deputy City Attorney III/IV Utilities, City of Anaheim, CA
- Assistant City Attorney – Ethics Officer, City of Anaheim, CA
- Assistant City Attorney – Public Utilities, City of Anaheim, CA
- Assistant City Attorney (planning and development), City of Santa Maria, CA
- Assistant City Attorney, City of Roseville, CA
- Attorney II or Attorney III - District Attorney's Office, Nevada County, CA
- Civil Attorney (2 positions), Tulare County, CA
- Chief Counsel, San Joaquin County Employees' Retirement Association (SJCERA), CA
- City Clerk, City of Colfax, CA
- City Clerk, City of Livermore, CA
- City Clerk, City of Roseville, CA
- City Clerk, City of Solvang, CA
- Assistant County Clerk-Recorder/Registrar of Voters, County of Nevada, CA

II. BACKGROUND & QUALIFICATIONS.....

LEGAL, COUNSEL, CLERK

- Deputy City Clerk, City of Petaluma, CA
- Family Court Services Manager, Sacramento Superior Court, CA
- Court Operations Director, King County District Court, WA
- General Counsel, Orange County Employees Retirement System (OCERS), CA
- Public Defender, County of Humboldt, CA
- Public Defender, County of Santa Cruz, CA
- Public Defender, County of Solano, CA
- Registrar of Voters, County of Marin, CA
- Registrar of Voters, County of San Bernardino, CA
- Administrative Assistant - Legal Counsel, Valley Water, CA

Check out our full list of recruitments here: https://tinyurl.com/8vjkk7w3

II. BACKGROUND & QUALIFICATIONS.....

RECRUITING WITH DIVERSITY IN MIND

Since partnering with the country's largest network of diversity job boards, ***we have seen a 21% increase in diverse applicants and a 13% increase*** *in diverse candidates placed in positions with our clients. This demonstrates WBCP's dedication to expanding outreach and removing barriers to apply, ensuring access to a highly qualified and diverse applicant pool.*

600 Diversity Job Boards:

When you post a job with WBCP, it is automatically shared across 600 diversity job boards, maximizing reach and ensuring access to a wide and inclusive pool of talent. We also utilize the largest diversity database with over 160 million resumes and 15,000 community based organization contacts to expand our search.

LinkedIn:

As LinkedIn recruiters, we have access to over 1 Billion profiles, allowing us to evaluate candidates' backgrounds, education, experience, licensure, and more.

AI:

WBCP also leverages AI tools to gather additional information to effectively reach future applicants and candidates contact information for emails and phone numbers.

WBCP understands the complexities of meeting the needs of a diverse community, and we provide a thorough, complete, and fair recruitment process.

WBCP

Streamline and Satisfy the RFP Process to receive recruiting on demand. Reach out to WBCP today for more information.

PUBLIC PROMISE PROCUREMENT Powered by NACo

COUNTY OF SAN DIEGO

Scan to learn more!

II. BACKGROUND & QUALIFICATIONS.....

WHY CHOOSE WBCP

Proven Expertise:

- **Over 20 Years in Business and 100+ Years of Experience:** With over a century of combined experience, our recruitment professionals excel in public service sectors, including cities, counties, utilities, special districts, joint powers authorities, and non-profits. Our proven track record ensures expertise tailored to your needs.

- **100% Success Rate:** In 2024, we achieved a 100% success rate, successfully filling every position we managed including partial and full scope services from engineering, planning, finance, health and human services, legal, legislative, hard-to-fill civil service positions, and many more! We deliver results no matter what the challenge.

Employer Recognition: WBCP has been recognized as Oregon's TOP 100 EMPLOYERS.

HR Teams Trust Us: We simplify the recruitment process, managing every detail so HR teams can focus on other priorities. From sourcing candidates to scheduling interviews and providing updates, our seamless approach saves time, reduces stress, and ensures results.

Strategic Marketing and Advertising: Our marketing team designs targeted campaigns using diverse, cost-effective channels powered by AI. These campaigns maximize reach while staying within budget and include:

- Diverse Applicant Pools: Access to over 600 diversity-focused job boards, 15,000 diversity affiliations, and 120 million resumes ensures diversity is integral to our process.
- LinkedIn Recruiter Expertise: With access to 230 million U.S. profiles, we connect you with top-tier talent.
- AI-Driven Talent Acquisition: Advanced AI strategies enhance efficiency and uncover new candidate engagement opportunities.

Trusted Partners and Culture Cultivators: We go beyond finding candidates by building trust with your team and stakeholders. Our tailored strategies align top talent with your organizational culture, ensuring a collaborative and thoughtful recruitment process.

Recruiting with Competencies: Ensures a fair, measurable, and effective hiring process. This strategic approach helps identify the client's needs and then assesses candidates on the critical skills and behaviors for success.
Benefits:

- Fairness: Focuses on role-specific competencies.
- Measurability: Provides objective evaluation criteria.
- Better Matches: Aligns talent with organizational and cultural needs.
- Equitable: Reduces bias with standardized assessments.

Recruiting with competencies delivers high-quality, measurable solutions that ensure the best candidates for your team's success and cultural alignment.

Timely and effective background and Reference Checks: WBCP partners with a trusted third party for thorough background checks and relies on a 30-year public safety veteran, retired as a police chief, and an expert in employee investigations, to conduct expert reference verifications. This ensures accuracy, professionalism, and confidence in every hiring decision.

Guaranteed Satisfaction: We stand behind our work with a 12-24 month guarantee. If the initial placement doesn't work out, we will conduct a replacement search at no additional consulting fee, ensuring lasting value for your investment.

III. ORGANIZATIONAL CHART

EXECUTIVE LEADERSHIP

WENDI BROWN
President/Sr. Recruiter

HEATHER JACK
Director of Finance & Operations

MANAGEMENT/RECRUITERS

JOSETTE REINA-LUKEN
Executive Recruiter

TERI MAUS-NISICH
Sr. Executive Recruiter

LEVI KUHLMAN
Executive Recruiter

LAUREN GERSON
Executive Recruiter

DD GRISSOM
Talent Acquisition Manager

MAGGIE ALEXANDRE
Executive Search Associate

STEPHANIE LAWSON
Recruitment Manager

KARLEE BECKSTEAD
Marketing & Communications Manager

SHANI PEARCE
Executive Recruiter

ADMINISTRATIVE PROFESSIONALS

LEAH MURPHY
Project Manager

SHANI PEARCE
Project Manager

LANE NOLAN
Project Manager

ANNA BROWN
Talent Acquisition Specialist

ANGELA EDWARDS
Talent Acquisition Specialist

SOFIA QURAISHI
Talent Acquisition Specialist

ALEX LE
Copywriter

RYAN BROWN
IT Technician II

MADDY SCHWARZ
Marketing & Events Coordinator

EMILY THOMASON
Marketing Assistant

AIMEE KUHLMAN
Operations Assistant

KATIE GARROTTO
Recruitment Assistant

JAYCE HERBOLD
Recruitment Assistant

KELLY ALLEN
Recruitment Assistant

CREATIVE PARTNERS / SENIOR ADVISORS

BRUCE GRIFFITHS
Organizational Development/ IO Psychologist

STEVE BROWN
National Account Manager

BILL LANDIS
Public Safety Investigator

ALAN ROSEN
Executive Recruiter/ Sr. Facilitator

BERNIE LICATA
Organizational Development Consultant

SCOTT BECKSTEAD, JD
Sr. Advisor

MIKE LUKEN
Sr. Facilitator

WILLIAM RACOWSCHI
Fire/Public Safety

CHRISTY WURSTER
Sr. Facilitator

RIVKAH SASS
Retired Library Director/Sr. Facilitator

WBCP STATISTICS

WBCP is a 100% woman-owned business. Staff and consultants are a diverse mix of gender/ethnicity
Age ranges from 24 - 70+



IV. WBCP KEY STAFF

WENDI BROWN
Lead Consultant/ Sr. Executive Recruiter



I am the President of WBCP, with over 20 years of experience in marketing and advertising and combine this with my background in recruiting to successfully place hard-to-fill, management, and executive positions. My team and I are passionate about helping organizations improve their recruitment services, place great talent, conduct department assessments, redesign antiquated processes, revise job descriptions, conduct salary and benchmark studies, and more. I have worked in various industries – advertising and public relations, national real estate franchisor, global manufacturing – and I have worked with nonprofit and public sector organizations since 1999. Formerly, I was an internal Human Resources Consultant for the County of Orange, California, providing countywide communications, human resources, executive search, and recruiter training services to the Assistant Chief Executive Office/Human Resources Director and, at that time, 25 decentralized departments, with 17,000 employees, serving a community of 300,000. I have a Bachelor's of Science in Business Administration with an emphasis in Marketing from Colorado Technical University; have earned several certificates in Project Management, Global Business, Marketing, and Human Resources; and working toward a Master's in Management at Southern Oregon University.

TERRI MAUS-NISICH
Sr. Executive Recruiter



Terri Maus-Nisich holds a pivotal role as one of our Senior Executive Recruiters, leveraging her extensive background as a distinguished leader in local government. With a local government career spanning over 40 years, Terri's journey includes transformative roles within the County of Santa Barbara, where she ascended from Parks Director to Assistant County Executive Officer, overseeing vital municipal and health/human service departments. Her remarkable impact encompasses leadership in Homeless Services, Communications, and Emergency Management, driving community engagement, disaster recovery, and support for vulnerable populations. Before her tenure in Santa Barbara, Terri spent 15 years with the City of Santa Clarita in roles ranging from analyst to Deputy City Manager. Throughout her remarkable career, Terri prioritized strategic planning, organizational development, and innovative problem-solving, garnering numerous awards. She holds a Bachelor's Degree from UC Santa Barbara, a Masters of Public Administration from Cal State Northridge, and a graduate certificate from Harvard University's JFK School of Government.

IV. WBCP KEY STAFF

LAUREN GERSON
Executive Recruiter



Lauren Gerson is a seasoned Executive Recruiter at WBCP, where she draws on over 15 years of experience in career services, customer relations, and operations. Her recruiting expertise extends across various industries, with notable success in health and human services, utilities, and finance. Lauren has helped organizations across multiple states fill hard-to-hire positions at every level, from individual contributors to executives. Lauren's diverse professional journey began in operations and events management, where she honed her expertise in human resources, business management, and regulatory compliance. She later transitioned to career services, and prior to joining WBCP, worked with a career coaching company helping job-seekers better leverage their skills and overcome barriers to employment. Lauren holds a Bachelor's degree in Philosophy from Whittier College. She brings a unique perspective to her role, and is committed to making a positive impact both professionally and personally. With her unwavering dedication and client-centric focus, Lauren continues to drive success and excellence in executive recruitment at WBCP.

LEVI KUHLMAN
Executive Recruiter



Levi Kuhlman is an Executive Recruiter at WBCP, and an experienced professional with a multifaceted career spanning across executive recruitment, real estate, and entrepreneurship. He has worked extensively with local municipalities, special districts, and not-for-profit organizations across the Western region, with a focus in California, Oregon, and Idaho. Levi has conducted many successful recruitments in various industries including planning, rent stabilization and housing, engineering, finance, city management, transportation and transit, community development, building and safety, public safety, risk management, and information technology. Levi serves as a skilled and diplomatic liaison, earning a reputation for his personalized approach to recruiting. Before joining the ranks of WBCP, he advocated on behalf of tenants, landlord, and clients. With a diverse skill set and a commitment to excellence, Levi continues to make significant contributions to WBCP, his clients, and broadening the professional community one recruitment at a time.

IV. WBCP KEY STAFF.....

JOSETTE REINA-LUKEN
Executive Recruiter



Josette, an Executive Recruiter at WBCP, specializes in government finance and the water industry with nearly 30 years of experience. Her career began in IT, managing software implementations and leading training and sales teams. After earning her MBA, she transitioned to municipal agencies, holding various management positions, including Administrative Manager and Financial Manager. With expertise in budgeting, strategic planning, and organizational development, Josette has made significant contributions to the agencies she's served. She holds a Bachelor's Degree in Political Science/Public Administration from the University of South Florida, an MBA from the University of Phoenix, and certificates in Human Resources from the California State University and Leadership from the University of Davis.

SHANI PEARCE
Executive Recruiter



Shani Pearce brings over 15 years of corporate and public sector experience to her role as an Executive Recruiter at WBCP, with a background spanning executive support, human resources, project management, and regulatory compliance. She began her career with the City of Medford, working closely with executive leadership on labor relations, wellness initiatives, recruitment, and large-scale events. In the private sector, she advanced as a Human Resources Business Partner, specializing in recruitment, training, and organizational development, before joining a multi-billion-dollar, multi-state energy company where she progressed into project management, overseeing compliance, licensing, permitting, and stakeholder engagement. Alongside her corporate work, Shani co-founded a wedding and event business, further demonstrating her creativity and logistical expertise. At WBCP, she brings this diverse experience to lead recruitment processes, engage with clients, source candidates, and ensure a seamless candidate experience, making her a trusted partner to clients and a valued member of the WBCP team.

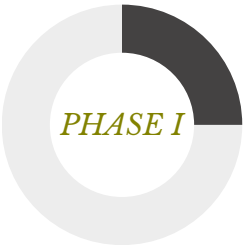
REVIEW OTHER EMPLOYEES & CONSULTANT PARTNERS ON OUR WEBSITE: WWW.WBCPINC.COM/WBCP-TEAM

V. RECRUITMENT STRATEGY / PHASES.....

WBCP knows how to customize your search strategy to meet your unique recruitment needs. We customize your recruitment based on the specific needs, target audience, and challenges for each recruitment; however, below is a baseline approach for most recruitments.

CLIENT & STAKEHOLDER MEETINGS

We require the Client and/or Search Committee, and other stakeholders identified by the Client, be involved in the initial and final phases of this recruitment. These are critical phases to ensure we obtain a clear sense of the priorities and the successful hire of the right candidate. WBCP will meet with various stakeholders as warranted by the Client and the level of the position in the organization. These meetings will allow us an opportunity to gather information and gain knowledge about the organization, community, and unique aspects of the recruitment to design the ideal candidate professional profile, advertising materials, and strategic approach



FEEDBACK OUTCOME / TIMELINE DEVELOPMENT

Following the Client/stakeholder meetings, we will develop a detailed timeline for the recruitment along with a proposed advertising plan for approval.

CREATIVE DEVELOPMENT

Immediately following the client feedback activities, we will draft the competencies for the recruitment and advertising material/recruitment brochure for the Client's review. This information will summarize what was learned from Client-related interviews and will be used to advertise the opening.

MARKETING STRATEGY & IMPLEMENTATION

WBCP will execute a customized marketing/ad plan once the job announcement is created. An ad plan could include the following (based on assumptions), and will be customized based on information gathered in Phase I:

DIGITAL ADVERTISING WITH DIVERSITY IN MIND

WBCP utilizes digital advertising to obtain diverse applicant pools, leveraging local and national job boards, associations, and social media. In partnership with a diversity platform, our postings reach up to 600 local employment and diversity websites, connecting across 15,000+ community organizations and niche sites, tapping into a job bank of 2 million resumes. Upon our 2024 year-end review, we found that over the last three years 63% of our placed candidates came from diverse backgrounds.



EMAIL & DIRECT MAIL ADVERTISING

In addition to tapping into WBCP's existing pool of potential applicants, we have the capability to access various professional lists. We actively seek out additional lists through associations, contacts, and other strategic channels.

SOURCING/HEADHUNTING

WBCP employs a proactive approach by reaching out to targeted individuals and cultivating new connections through referrals from reputable sources. As a LinkedIn recruiter, we harness the power of over 350 million profiles to identify and engage with ideal candidates. Additionally, WBCP utilizes cutting-edge AI tools for precise Boolean searches, enabling us to uncover niche candidates effectively.

COMMUNICATION WITH CLIENT

We will provide weekly updates on the progress of this search unless the client prefers more or less frequent communications. We tailor our communications in accordance with our Client's needs.

VI. SCOPE OF WORK

- Facilitate initial kick-off meeting with Client and other meetings that may include Executive Leadership, staff, community, and other stakeholders to assist with identifying the ideal candidate profile.
- Assist Client hiring authority/stakeholders in modifying the job description (as needed), and develop a recruitment announcement, marketing materials, and advertising plan for the recruitment.
- Attend all other meetings and engagements as needed or identified by the Client.
- Implement advertising plan including: publication, sourcing/headhunting, direct mail, and other online and email marketing efforts.
- Provide timely updates and progress reports to the client regarding search services; every two weeks or as Client identifies is needed.



VII. RECRUITMENT TIMELINE.....

BELOW IS A SAMPLE OF AN EXECUTIVE SEARCH TIMELINE THAT WBCP WILL CUSTOMIZE FOR THIS RECRUITMENT

Week 1:

- Secure services with search firm, WBCP, Inc.
- WBCP: review search parameters and recruiting processes with Client
  - Interview with hiring authority and other stakeholders for competencies
  - Identification of advertising venues and ideal candidate prospects
  - Calls, meetings, or coordination with other stakeholders for information gathering

Weeks 1 + 2:

- Develop and approvals: recruitment process, deadlines, ad plan and strategy, recruitment timeline and brochure
- Print coordination (if applicable)

Weeks 2 + 3:

- **OPEN RECRUITMENT AND AD PLAN:** Implement marketing plan and direct mail (if applicable)
- Timeline may be extended if direct mail piece is included (i.e., print/postage)

Weeks 4, 5, + 6:

- Receive applications – WBCP may receive applications (if using our applicant tracking system) and/or receive updates from clients on the results of the recruitment.

Weeks 7 + 8:

- **CLOSE RECRUITMENT AND ADVERTISING**



VIII. REFERENCES

1-City of Roseville, California

Positions Filled:

- City Clerk

Contact Information:

- Stacey Peterson, HR Director - slpeterson@roseville.ca.us | 916-774-5374

2-City of Petaluma, California

Positions Filled:

- Deputy City Clerk

Contact Information:

- Peggy Flynn, City Manager - pflynn@cityofpetaluma.org | 707-778-4345

3-City of Sacramento, California

Positions Filled:

- City Auditor

Contact Information:

- Lisa Kaplan, Council Member - D1, LKaplan@cityofsacramento.org

IX. MARKETING MATERIAL EXAMPLES

Click below to see our marketing samples for similar positions. To see all of our brochures, visit: wbcpinc.com/closed-jobs-private/ and use the password: **wbcp202510***

- City Clerk, City of Roseville, CA
- City Clerk, City of Solvang, CA
- City Clerk, City of Livermore, CA
- Deputy City Clerk, City of Petaluma, CA
- Assistant County Clerk-Recorder/Registrar of Voters, County of Nevada, CA

X. COST SHEET / TIMELINE POLICY.....

WBCP will not limit the number of hours we work on a recruitment, rather we charge a flat rate and will spend the time necessary to ensure we are successful. Consulting fees will be billed once the position is open for applications and the advertising campaign has been launched.

SERVICE COST PER RECRUITMENT

CHIEF CITY CLERK

Description of Services/Deliverables:	Inclusive Rate per Recruitment:
Consulting Services: Phases I-II in the proposal's recruitment strategy/phases section.	$5,900 -$1000 (client tailored solution) **$4,900 (flat rate)**
Expenses Include: Document shipping fees/delivery charges to facilitate virtual meetings; brochure/graphic design ($950); marketing and advertising which may include: print and postage (if applicable); online job boards; social media; sourcing; and may include flat fee pricing for: LinkedIn $395, InMails $300, Circa Diversity Job Boards $295, Zoom Info $299. These expenses will be billed based on what is expended and based on the needs of the client/recruitment.	Up to $2,100

Timeline Policy

To ensure the success and efficiency of our recruitment services, the following policies regarding cost and timelines are in place:

1. **Timeline Development:** Timelines provided to our clients are valid for **10 business days**. If a timeline is not secured or confirmed within this period, it may no longer be available. In such cases, the timeline may be reassigned to another client, and a revised timeline will be provided.

XI. OTHER

INSURANCE

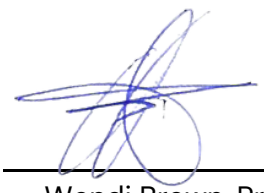
WBCP and its sub-consultants have reviewed the contractual agreement and the Insurance Requirements. If selected, WBCP will execute said agreement and will provide the required insurance documents. WBCP will submit certificates of insurance as evidence of the required coverage limits. Insurance policies include: liability, errors and omissions, workers compensation, and vehicle insurance.

CONFIDENTIALITY SAFEGUARDS

Confidentiality is paramount in the work we do. We ensure that the client and candidate information we receive, and conversations with our client (and certainly discussions in closed session) are kept confidential. There are several physical safeguards we have in place including: locked and alarmed office space, password, and encryption protected information on our computers and servers, multiple backup systems. As information is shared with our client, we discuss the importance of confidentiality and why it is important to the candidates they are considering but also brands the organization appropriately. We also ask candidates who are interviewed to keep candidate information confidential, as they may see or meet a candidate during the process. We emphasize that confidentiality is not just until the recruitment is completed, and a candidate is hired, confidentiality is in perpetuity. Leaked information is not a reputation that a client wants to receive, as this could deter future applicants from applying.

ORGANIZATIONAL DIVERSITY STATEMENT

WBCP embraces cross-cultural diversity and we are committed to equitable treatment and elimination of discrimination in all its forms at all organizational levels and throughout all consulting practices, including search services. We strive to reach diverse groups of people to inform them of leadership opportunities. **Upon our 2024 year-end review, we found that over the last three years 63% of our placed candidates came from diverse backgrounds.** We will make extensive efforts to attract a qualified applicant pool that represents a broad range of gender and ethnically diverse individuals.



Wendi Brown, President — SEPTEMBER 29, 2025 — Date

Client, Title — Date

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THIRD AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT FOR RECRUITMENT SEARCH SERVICES

THIS AMENDMENT ("Amendment") is made on this 20TH day of August 2025, by and between the CITY OF SOUTH PASADENA ("CITY") and WBCP, INC. ("CONSULTANT').

RECITALS

WHEREAS, on April 21, 2025, the CITY and CONSULTANT entered into an Agreement for PROFESSIONAL SERVICES ("Agreement") for CONSULTANT to perform Recruitment Services for a Public Affairs Manager for the City; and

WHEREAS, the original Agreement was in the amount of $15,400, for Recruitment Services for a Public Affairs Manager; and

WHEREAS, on June 18, 2025 the City and Consultant entered into an amendment to increase the total contract in an amount not to exceed $30,200, for a new aggregate total of Agreement and Amendments sum total of $45,600, and amend the scope of work to include Recruitment Services for a Accounting Manager- Controller and two engineering positions; and

WHEREAS, on July 16, 2025 the City and Consultant entered into a second amendment to increase the total contract in an amount not to exceed $10,400, for a new aggregate total of Agreement and Amendments sum total of $56,000, and amend the scope of work to include Recruitment Services for a Chief City Clerk position; and

WHEREAS, the City and Consultant desires to execute a third Amendment to increase the total contract in an amount not to exceed $20,800, for a new aggregate total of Agreement and Amendments sum total of $76,800, and amend the scope of work to include Recruitment Services for an Information Technology and Systems Manager; and

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

1. That Section 1 "Services " is amended to include the Information Technology and Systems Manager Position, and include the attached Proposal, Exhibit A.

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2. That Section 2 “Payment” of the Agreement is hereby amended to read as follows:
   “The amount of the contract shall not exceed $76,800.”

3. 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: Signed by: Todd Hileman 5CF386AC460044B... _____
Signature

Printed: Todd Hileman

Title: City Manager

Date: 8/28/2025

“Consultant”
WBCP, Inc.

By: DocuSigned by: Wendi Brown 929F774B55DB46B... _____
Signature

Printed: Wendi Brown

Title: President

Date: 8/27/2025

Attest:

By: DocuSigned by: Mark Perez 8C28A8ABEFB14A7... _____
Mark Perez, Acting Chief City Clerk

Date: 8/28/2025

Approved as to form:

By: DocuSigned by: Roxanne Diaz A7800E5CA8A241F... _____
Roxanne M. Diaz, City Attorney

Date: 8/28/2025

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RECRUITMENT SERVICES

City of SOUTH PASADENA

INFORMATION TECHNOLOGY & SYSTEMS MANAGER
OPTION 1: ADVERTISING & HEADHUNTING

JULY 21, 2025

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Confidential

I. COVER LETTER

JULY 21, 2025

City of South Pasadena
1414 Mission St,
South Pasadena, CA 91030

RE: City of South Pasadena - Engineering Series Recruiting Services

It is our pleasure to submit this proposal for recruitment services to secure your ideal candidate to serve as the Information Technology & Systems Manager of the City of South Pasadena. **WBCP has worked on many similar recruitments, and after working with your organization previously we look forward to the opportunity to partner with your organization on this critical position!**

We trust our proposal will showcase our client-focused recruitment process and will act as a testament that we are passionate about what we do to make our clients happy.

WBCP, Inc. was selected, through a national request for proposal process, as the sole-source vendor for executive recruitment services through a national competitive process conducted by the National Association of Counties (NACo) under the Public Promise Procurement (PPP) program. This cooperative purchasing agreement, with San Diego County serving as the Lead Public Agency (LPA), allows public sector organizations across the U.S. to satisfy competitive procurement requirements and contract directly with WBCP—without the delays or added costs of a traditional RFP process. The PPP/LPA partnership ensures that organizations can engage WBCP quickly, compliantly, and with confidence in the value and quality of service delivered. **Learn more here: https://wbcpinc.com/naco.**

It has been proven that great employees are looking for great employers, not just a paycheck. WBCP provides a broader perspective to recruitment services – going beyond securing the ideal candidate – we brand your organization as an employer of choice. We use eye-catching marketing materials, innovative search practices, and responsive and respectful communications with your applicants and stakeholders.

WBCP is talented at working with you to identify the strengths, challenges, and opportunities of this job, the ideal candidate, and your community and organizational culture. WBCP will work with your stakeholders to design a recruitment strategy that will include a customized engagement process. We will have a series of meetings, discussions, stakeholder interviews, and survey(s) to get to know you, the organization, the community, the culture, and the applicable staff.

My team and I know the California candidate marketplace, have worked with your organization previously, and have many clients in your region, such as the **County of Los Angeles, County of Orange, County of San Bernardino, City of Pasadena, City of Riverside, City of Long Beach, and City of Culver City (just to name a few).** We have exceptional experience successfully recruiting for similar positions, with several recent notable recruitments including, but not limited to:

- **Information Technology Specialist I/II (12 positions), Los Angeles County Employees Retirement Association (LACERA), CA**
- **Information Technology Manager, Sacramento Suburban Water District, CA**
- **Director of Information Systems/Chief Technology Officer, Monterey One Water, CA**
- **General Manager - Information Technology Service, County of Los Angeles, CA**
- **Chief Information Officer, City of Sacramento, CA**
- **Chief Innovation Security Officer, City of Riverside, CA**

To see a full list of our clients and successful recruitments, visit: https://tinyurl.com/3j9bdd79

We have over two decades of experience in public sector executive search services and have provided direct search services through WBCP since 2004. WBCP's executive recruiters are all highly personable and have unique backgrounds that make them well-equipped to take on your recruitments, as you will read their biographies in this proposal. WBCP now has offices in California, Oregon, Washington, Texas, Colorado, and North Carolina.

I. COVER LETTER

Recruiting top talent has become the number-one topic among administrators. New and innovative recruitment strategies are critical to identifying and securing candidates with a deep understanding of how to assess and meet community needs and address future challenges. WBCP understands the complexity of community leadership, and we are prepared to provide a thorough, complete, and fair recruitment process to provide a diverse applicant pool. **Upon our 2024 year-end review, we found that over the last three years 63% of our placed candidates came from diverse backgrounds.** In fact, we are often selected and told that we bring a larger, more qualified and diverse groups of candidates than they have ever received from past professional recruiters.

Clients also choose our firm over others because of our ability to work with your support staff and stakeholder group (including boards, appointed/elected officials, and engaged constituents), manage all details of a recruitment process, and secure great candidates. Our dedication and commitment to the client are complemented by our deep understanding and ability to effectively navigate challenging political climates.

Our clients have great things to say about the quality of the service we provide and the amazing candidates we find them, In fact, many of our clients are return customers. Please feel comfortable reaching out to these organizations to get their feedback directly.

DIVERSITY

63%

of WBCP candidates placed in positions come from a diverse background

Lastly, we love what we do, and we are passionate about finding exceptional candidates who are also passionate about serving others. WBCP's staff are driven and desire to exceed client expectations. I appreciate your consideration in retaining our services and hope to have an opportunity to work with you in the future.

Best Regards,

Wendi Brown | Founder/President, WBCP, INC.
wendi@wbcpinc.com | 541-664-0376
www.wbcpinc.com

II. BACKGROUND & QUALIFICATIONS

Principal: Wendi Brown, President

Company Legal Name: WBCP, Inc. (W. Brown Creative Partners)

Tax ID: 81-5454037

Website: www.wbcpinc.com

Phone: 866-929-WBCP (9227) / 541-664-0376

Address:

- **Oregon (3 offices including WBCP, Inc. Headquarters):** 213 E Main St., Rogue River, OR, 97537; City of Grants Pass and City of Tigard
- **California (5 offices):** San Jose, Gilroy, Roseville, Los Angeles and Santa Barbara
- **Washington:** City of Seattle
- **Texas:** City of Dallas
- **North Carolina:** City of Jacksonville



WOMEN OWNED

WBCP is a 100% women-owned business, an S Corporation, not part of a parent company, and is a registered small business through the US Small Business Administration (SBA). WBCP is registered to do business in all states we serve, and files and pays California S Corporation and personal income tax to the State of California.

BUSINESS HISTORY

WBCP, Inc. has been in business since 2004, and serves nonprofit and public sector organizations. WBCP offers a variety of services, including: partial and full service search services for individual contributor, supervisor, management and executive management positions; human resources consulting: organizational development, training, classification and compensation studies, analysis and assessments, etc.

II. BACKGROUND QUALIFICATIONS.....

WBCP has over 20 years of experience providing search services for public sector and non-profit organizations. We have successfully secured professionals and provided other consulting services in **California, Arizona, Colorado, Idaho, Nevada, New York, Oregon, Texas, Utah, and Washington.**

Cities of: Anaheim (CA), Arcata (CA), Ashland (OR), Astoria (CA), Atwater (CA), Berkeley (CA), Boulder City (NV), Calistoga (CA), Central Point (OR), Ceres (CA), Chandler (AZ), Colfax (CA), Corte Madera (CA), Culver City (CA), Davis (CA), Dunsmuir (CA), Duvall (WA), Fort Worth (TX), Fremont (CA), Fresno (CA), Garibaldi (OR), Gold Hill (OR), Grants Pass (OR), Hemet (CA), Hubbard (OR), Independence (OR), Irvine (CA), Laguna Beach (CA), Larkspur (CA), Lincoln (CA), Livermore (CA), Livingston (CA), Long Beach (CA), Medford (OR), Milpitas (CA), Napa (CA), Novato (CA), Oakland (CA), Orinda (CA), Oxnard (CA), Palo Alto (CA), Park City (UT), Pasadena (CA), Petaluma (CA), Phoenix (AZ), Phoenix (OR), Pismo Beach (CA), Port Hueneme (CA), Portola Valley (CA), Redding (CA), Riverside (CA), Rochester (NY), Rocklin (CA), Rogue River (OR), Roseville (CA), Sacramento (CA), San Francisco (CA), San Rafael (CA), Santa Maria (CA), Santa Monica (CA), Santa Paula (CA), Santa Rosa (CA), Solvang (CA), Sonoma (CA), South Pasadena (CA), Sutter Creek (CA), Talent (OR), Truckee (CA), Ventura (CA), Vernon (CA), Victorville (CA), West Hollywood (CA), Windsor (CA).

Counties of: Alameda (CA), Colusa (CA), Contra Costa (CA), Del Norte (CA), El Paso (CO), Fresno (CA), Humboldt (CA), Jackson (OR), King (WA), Lake (CA), Lane (OR), Los Angeles (CA), Marin (CA), Mariposa (CA), Mendocino (CA), Merced (CA), Mono (CA), Napa (CA), Nevada (CA), Orange (CA), Placer (CA), Riverside (CA), Sacramento (CA), San Benito (CA), San Bernardino (CA), San Diego (CA), San Francisco (CA), San Joaquin (CA), San Luis Obispo (CA), San Mateo (CA), Santa Barbara (CA), Santa Clara (CA), Santa Cruz (CA), Shasta (CA), Solano (CA), Sonoma (CA), Stanislaus (CA), Tehama (CA), Tuolumne (CA), Yolo (CA), Yuba (CA).

Local and National Councils, Boards, and Districts: Bear Valley Community Services District, Boulder Creek Fire Protection District, California Prison Industry Authority (CALPIA), Cosumnes Community Services District, Hass Avocado Board (HAB), Jackson County Fire District 5, Los Angeles County Employees Retirement Association (LACERA), Mendocino County Air Quality Management District, Metropolitan Transportation Commission (MTC), Modesto Irrigation District, Monterey One Water, Nevada Irrigation District, Newark Chamber of Commerce, North American Blueberry Council/U.S. Highbush Blueberry Council (NABC/USHBC), Oakland Housing Authority, Olivehurst Public Utility District, Orange County Employees Retirement System (OCERS), Placer County Transportation Planning Agency (PCTPA), Port of Long Beach (CA), Rogue Valley Sewer Services, Sacramento Area Flood Control Agency (SAFCA), Sacramento Area Sewer District, Sacramento Employment & Training Agency (SETA), Sacramento Public Library Authority, Sacramento Suburban Water District, San Benito Council of Governments, San Benito County Water District, San Joaquin County Employees' Retirement Association (SJCERA), San Joaquin Tributaries Authority, San Rafael Sanitation District (SRSD), San Ramon Valley Fire Protection District, Sonoma County Library, South Coast Air Quality Management District, Tri-City Mental Health Authority (TCMHA), Truckee-Donner Public Utility District (TDPUD), Tuolumne Utilities District, Valley Water, West Basin Municipal Water District.

Nonprofit and Joint Powers Authorities (JPAs): California Corrections, California Municipal Utilities Association (CMUA), Center Point, Central California Legal Services (CCLS), Community Food Bank, Community Works, Dogs for Better Lives/Dogs for the Deaf, Downtown Streets Team, East Bay Regional Communications Systems Authority, First 5 (Alameda County, California Association, Fresno, Santa Barbara County, San Mateo), Futures Without Violence (Family Violence Protect Fund), Gold Coast Health, Greater Richmond Interfaith Program (GRIP), LA Public Media, Latino Public Broadcasting, Los Angeles Unified School District (LAUSD), Northern Valley Catholic Social Service (NVCSS), Options Recovery, Radio Bilingüe, Sacramento County Superior Court, Sacramento Public Library Authority (SPLA), Santa Barbara Superior Court, Santa Cruz County Animal Services Authority, Teton County Joint Housing Authority (TCJHA), Transitions-Mental Health Association, Valley Consortium for Medical Education (VCME), Water Forum, West Angeles Church of God in Christ.

Private Organizations: CDS Publications, Central California Truck and Trailer, Morton & Pitalo, NAVA, SWEED, Tekmanagement, Touchstone Accounting.

Consulting services (classification and compensation services, competency modeling, job description development, job family development, job analysis): City of Fremont (CA), City of Medford (OR), City of Santa Maria (CA), City of Santa Paula (CA), County of Humboldt (CA), County of Mariposa (CA), County of Santa Barbara (CA), and County of San Luis Obispo (CA).

II. BACKGROUND & QUALIFICATIONS.....

INDUSTRIES

- Organizational Leadership
- Economic Development
- Facilities & Operations
- Financial, Administrative Services, Accounting, Auditing
- Health & Human Services, Housing, Unhoused
- HR, Risk, Labor/Employee Relations
- Information Technology
- Legal, Counsel, Clerk
- Library
- Marketing, Communications, PR
- Parks & Rec, Community Services, Arts
- Planning, Environmental, Community Development, Building, Transit
- Public Safety
- Public Works, Transportation, Engineering

BELOW IS A LIST OF SIMILAR RECRUITMENTS WBCP HAS MANAGED:

INFORMATION TECHNOLOGY

- Chief Information Officer, City of Chandler, AZ
- Chief Information Officer, City of Sacramento, CA
- Chief Information Officer, City of Santa Maria, CA
- Chief Information Officer, County of San Joaquin, CA
- Chief Information Officer, County of Solano, CA
- Chief Information Officer, General Hospital, County of San Joaquin, CA
- Chief Information Officer, King County, WA
- Chief Information Security Officer (CISO), County of Santa Barbara, CA
- Chief Innovation Security Officer (CISO), City of Riverside, CA
- Chief Operating Officer, First 5 Alameda, CA
- Chief Operating Officer - IT and Administrative Services, Valley Water, CA
- Vice President of Engineering, NAVA, (National)
- Director of Digital Equity, County of Los Angeles, CA
- Director of Digital Services, City of San Rafael, CA
- Director of Information Systems/Chief Technology Officer, Monterey One Water, CA
- Director of IT, City of Sacramento, CA
- Director of IT, Oakland Housing Authority, CA
- Director of IT/Deputy Administrative Officer, Valley Water, CA
- Director of Information Services, Long Beach Utilities, CA
- Assistant Director of IT, City of Roseville, CA
- Assistant Director of IT, County of Solano, CA
- Assistant IT Manager, County of Marin, CA
- IT Program Director, NAVA Public Benefit Company, CA
- Deputy Airport Director – Information Technology & Innovation, John Wayne Airport, CA
- Deputy Director of Information Technology, City of Milpitas, CA
- General Manager - Information Technology Service, County of Los Angeles, CA
- Infrastructure & Operations Manager, County of El Paso, CO
- IT Manager – Health and Social Services/County Data Services, County of Solano, CA
- IT Manager II – Business Solutions, Los Angeles County Employees Retirement Association (LACERA), CA
- IT Manager II – Infrastructure, Los Angeles County Employees Retirement Association (LACERA), CA
- IT Manager II – Project Management Office (PMO), Los Angeles County Employees Retirement Association (LACERA), CA
- IT Manager, County of Santa Barbara, CA
- IT Manager, Sacramento Suburban Water District, CA
- IT Project Managers (2 positions), County of Solano, CA
- Software Services Manager, Valley Water, CA
- Strategy Program Manager, County of El Paso, CO
- IT Programming Analyst, Reporting, County of Santa Barbara, CA
- IT Security Specialist, County of Santa Barbara, CA
- IT Security Specialist/Engineer, County of Santa Barbara, CA

II. BACKGROUND & QUALIFICATIONS.....

INFORMATION TECHNOLOGY (CON'T)

- IT Specialist I – Database Administrator DB2, Los Angeles County Employees Retirement Association (LACERA), CA
- IT Specialist I – SharePoint Administrator, Los Angeles County Employees Retirement Association (LACERA), CA
- IT Specialist I – Information Security (Hiring 2), Los Angeles County Employees Retirement Association (LACERA), CA
- IT Specialist I – Project Manager Office (Hiring 2), Los Angeles County Employees Retirement Association (LACERA), CA
- IT Specialist I – Pension Administration Architect, Los Angeles County Employees Retirement Association (LACERA), CA
- IT Specialist I – Windows Engineer, Los Angeles County Employees Retirement Association (LACERA), CA
- IT Specialist II – Information Security Engineer, Los Angeles County Employees Retirement Association (LACERA), CA
- IT Specialist II – Java Architect, Los Angeles County Employees Retirement Association (LACERA), CA
- IT Specialist II – Lead Engineer/Network Architect, Los Angeles County Employees Retirement Association (LACERA), CA
- IT Specialist II – Mainframe Architect and Administrator, Los Angeles County Employees Retirement Association (LACERA), CA
- IT Specialist II – Network Architect, Los Angeles County Employees Retirement Association (LACERA), CA
- IT Specialist II – P8 System Administration, Los Angeles County Employees Retirement Association (LACERA), CA
- IT Specialist II – Telecommunications/AV Architect, Los Angeles County Employees Retirement Association (LACERA), CA
- Network Administrators, Superior Court CA, County of Santa Barbara, CA
- Network Architect, County of Santa Barbara, CA
- Network Engineer, City of Santa Maria, CA
- Open Text Business Analyst, County of San Luis Obispo, CA
- Operations Technical Support Supervisor, County of Santa Barbara, CA
- Project Manager, County of San Luis Obispo, CA
- Radio Systems Analyst, City of Santa Maria, CA
- Regional Senior GIS Manager, County of Solano, CA
- SAP Software Engineer, County of San Luis Obispo, CA
- Senior Database Administrator, County of Napa, CA
- Senior Programmer, County of Santa Barbara, CA
- Software Engineer (7 positions), County of San Luis Obispo, CA
- Software Engineer, Valley Water, CA
- Information Technology (IT) Field Technician, Tekmanagement, OR
- Infrastructure Architect, County of Solano, CA
- IT Analyst (4 positions), City of Milpitas, CA
- Cloud Migration Architect, County of Santa Barbara, CA
- Data Engineer, County of Solano, CA
- Applications Team Supervisor, County of San Luis Obispo, CA

Check out our full list of recruitments here: https://tinyurl.com/3j9bdd79

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II. BACKGROUND & QUALIFICATIONS.....

RECRUITING WITH DIVERSITY IN MIND

Since partnering with the country's largest network of diversity job boards, ***we have seen a 21% increase in diverse applicants and a 13% increase*** *in diverse candidates placed in positions with our clients. This demonstrates WBCP's dedication to expanding outreach and removing barriers to apply, ensuring access to a highly qualified and diverse applicant pool.*

600 Diversity Job Boards:

When you post a job with WBCP, it is automatically shared across 600 diversity job boards, maximizing reach and ensuring access to a wide and inclusive pool of talent. We also utilize the largest diversity database with over 160 million resumes and 15,000 community based organization contacts to expand our search.

LinkedIn:

As LinkedIn recruiters, we have access to over 1 Billion profiles, allowing us to evaluate candidates' backgrounds, education, experience, licensure, and more.

AI:

WBCP also leverages AI tools to gather additional information to effectively reach future applicants and candidates contact information for emails and phone numbers.

WBCP understands the complexities of meeting the needs of a diverse community, and we provide a thorough, complete, and fair recruitment process.

WBCP

Streamline and Satisfy the RFP Process to receive recruiting on demand. Reach out to WBCP today for more information.

PUBLIC PROMISE PROCUREMENT Powered by NACo

COUNTY OF SAN DIEGO

Scan to learn more!

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II. BACKGROUND & QUALIFICATIONS.....

WHY CHOOSE WBCP

Proven Expertise:

- **Over 20 Years in Business and 100+ Years of Experience:** With over a century of combined experience, our recruitment professionals excel in public service sectors, including cities, counties, utilities, special districts, joint powers authorities, and non-profits. Our proven track record ensures expertise tailored to your needs.

- **100% Success Rate:** In 2024, we achieved a 100% success rate, successfully filling every position we managed including partial and full scope services from engineering, planning, finance, health and human services, legal, legislative, hard-to-fill civil service positions, and many more! We deliver results no matter what the challenge.

Employer Recognition: WBCP has been recognized as Oregon's TOP 100 EMPLOYERS.

HR Teams Trust Us: We simplify the recruitment process, managing every detail so HR teams can focus on other priorities. From sourcing candidates to scheduling interviews and providing updates, our seamless approach saves time, reduces stress, and ensures results.

Strategic Marketing and Advertising: Our marketing team designs targeted campaigns using diverse, cost-effective channels powered by AI. These campaigns maximize reach while staying within budget and include:

- Diverse Applicant Pools: Access to over 600 diversity-focused job boards, 15,000 diversity affiliations, and 120 million resumes ensures diversity is integral to our process.
- LinkedIn Recruiter Expertise: With access to 230 million U.S. profiles, we connect you with top-tier talent.
- AI-Driven Talent Acquisition: Advanced AI strategies enhance efficiency and uncover new candidate engagement opportunities.

Trusted Partners and Culture Cultivators: We go beyond finding candidates by building trust with your team and stakeholders. Our tailored strategies align top talent with your organizational culture, ensuring a collaborative and thoughtful recruitment process.

Recruiting with Competencies: Ensures a fair, measurable, and effective hiring process. This strategic approach helps identify the client's needs and then assesses candidates on the critical skills and behaviors for success.

Benefits:

- Fairness: Focuses on role-specific competencies.
- Measurability: Provides objective evaluation criteria.
- Better Matches: Aligns talent with organizational and cultural needs.
- Equitable: Reduces bias with standardized assessments.

Recruiting with competencies delivers high-quality, measurable solutions that ensure the best candidates for your team's success and cultural alignment.

Timely and effective background and Reference Checks: WBCP partners with a trusted third party for thorough background checks and relies on a 30-year public safety veteran, retired as a police chief, and an expert in employee investigations, to conduct expert reference verifications. This ensures accuracy, professionalism, and confidence in every hiring decision.

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III. BACKGROUND & QUALIFICATIONS

EXECUTIVE LEADERSHIP

WENDI BROWN
President/Sr. Recruiter

RICHARD KUHNS, Psy.D
Vice President of Recruitment & Culture

HEATHER JACK
Director of Finance & Operations

MANAGEMENT/RECRUITERS

JOSETTE REINA-LUKEN
Executive Recruiter

TERI MAUS-NISICH
Sr. Executive Recruiter

LEVI KUHLMAN
Executive Recruiter

LAUREN GERSON
Executive Recruiter

DD GRISSOM
Talent Acquisition Manager

MAGGIE ALEXANDRE
Executive Search Associate

STEPHANIE LAWSON
Recruitment Manager

KARLEE BECKSTEAD
Marketing & Communications Manager

ADMINISTRATIVE PROFESSIONALS

LEAH MURPHY
Project Manager

SHANI PEARCE
Project Manager

LANE NOLAN
Project Manager

ANNA BROWN
Talent Acquisition Specialist

ANGELA EDWARDS
Talent Acquisition Specialist

SOFIA QURAISHI
Talent Acquisition Specialist

ALEX LE
Copywriter

RYAN BROWN
IT Technician II

MADDY SCHWARZ
Marketing & Events Coordinator

JAMI GILMAN
Marketing Assistant

AIMEE KUHLMAN
Operations Assistant

KATIE GARROTTO
Recruitment Assistant

JAYCE HERBOLD
Recruitment Assistant

KELLY ALLEN
Recruitment Assistant

EMILY THOMASON
Marketing Assistant

CREATIVE PARTNERS / SENIOR ADVISORS

BRUCE GRIFFITHS
Organizational Development/ IO Psychologist

STEVE BROWN
National Account Manager

BILL LANDIS
Public Safety Investigator

ALAN ROSEN
Executive Recruiter/ Sr. Facilitator

BERNIE LICATA
Organizational Development Consultant

SCOTT BECKSTEAD, JD
Sr. Advisor

MIKE LUKEN
Sr. Facilitator

WILLIAM RACOWSCHI
Fire/Public Safety

CHRISTY WURSTER
Sr. Facilitator

RIVKAH SASS
Retired Library Director/Sr. Facilitator

WBCP STATISTICS

WBCP is a 100% woman-owned business. Staff and consultants are a diverse mix of gender/ethnicity
Age ranges from 24 - 70+



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IV. WBCP KEY STAFF

WENDI BROWN
Lead Consultant/ Sr. Executive Recruiter



I am the President of WBCP, with over 20 years of experience in marketing and advertising and combine this with my background in recruiting to successfully place hard-to-fill, management, and executive positions. My team and I are passionate about helping organizations improve their recruitment services, place great talent, conduct department assessments, redesign antiquated processes, revise job descriptions, conduct salary and benchmark studies, and more. I have worked in various industries – advertising and public relations, national real estate franchisor, global manufacturing – and I have worked with nonprofit and public sector organizations since 1999. Formerly, I was an internal Human Resources Consultant for the County of Orange, California, providing countywide communications, human resources, executive search, and recruiter training services to the Assistant Chief Executive Office/Human Resources Director and, at that time, 25 decentralized departments, with 17,000 employees, serving a community of 300,000. I have a Bachelor's of Science in Business Administration with an emphasis in Marketing from Colorado Technical University; have earned several certificates in Project Management, Global Business, Marketing, and Human Resources; and working toward a Master's in Management at Southern Oregon University

TERRI MAUS-NISICH
Sr. Executive Recruiter



Terri Maus-Nisich holds a pivotal role as one of our Senior Executive Recruiters, leveraging her extensive background as a distinguished leader in local government. With a local government career spanning over 40 years, Terri's journey includes transformative roles within the County of Santa Barbara, where she ascended from Parks Director to Assistant County Executive Officer, overseeing vital municipal and health/human service departments. Her remarkable impact encompasses leadership in Homeless Services, Communications, and Emergency Management, driving community engagement, disaster recovery, and support for vulnerable populations. Before her tenure in Santa Barbara, Terri spent 15 years with the City of Santa Clarita in roles ranging from analyst to Deputy City Manager. Throughout her remarkable career, Terri prioritized strategic planning, organizational development, and innovative problem-solving, garnering numerous awards. She holds a Bachelor's Degree from UC Santa Barbara, a Masters of Public Administration from Cal State Northridge, and a graduate certificate from Harvard University's JFK School of Government.

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IV. WBCP KEY STAFF

LAUREN GERSON
Executive Recruiter



Lauren Gerson is a seasoned Executive Recruiter at WBCP, where she draws on over 15 years of experience in career services, customer relations, and operations. Her recruiting expertise extends across various industries, with notable success in health and human services, utilities, and finance. Lauren has helped organizations across multiple states fill hard-to-hire positions at every level, from individual contributors to executives. Lauren's diverse professional journey began in operations and events management, where she honed her expertise in human resources, business management, and regulatory compliance. She later transitioned to career services, and prior to joining WBCP, worked with a career coaching company helping job-seekers better leverage their skills and overcome barriers to employment. Lauren holds a Bachelor's degree in Philosophy from Whittier College. She brings a unique perspective to her role, and is committed to making a positive impact both professionally and personally. With her unwavering dedication and client-centric focus, Lauren continues to drive success and excellence in executive recruitment at WBCP.

LEVI KUHLMAN
Executive Recruiter



Levi Kuhlman is an Executive Recruiter at WBCP, and an experienced professional with a multifaceted career spanning across executive recruitment, real estate, and entrepreneurship. He has worked extensively with local municipalities, special districts, and not-for-profit organizations across the Western region, with a focus in California, Oregon, and Idaho. Levi has conducted many successful recruitments in various industries including planning, rent stabilization and housing, engineering, finance, city management, transportation and transit, community development, building and safety, public safety, risk management, and information technology. Levi serves as a skilled and diplomatic liaison, earning a reputation for his personalized approach to recruiting. Before joining the ranks of WBCP, he advocated on behalf of tenants, landlord, and clients. With a diverse skill set and a commitment to excellence, Levi continues to make significant contributions to WBCP, his clients, and broadening the professional community one recruitment at a time.

REVIEW OTHER EMPLOYEES & CONSULTANT PARTNERS ON OUR WEBSITE:
WWW.WBCPINC.COM/WBCP-TEAM

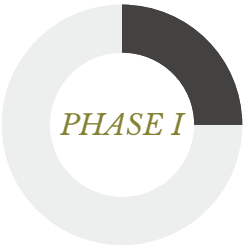
Confidential

V. RECRUITMENT STRATEGY / PHASES.....

WBCP knows how to customize your search strategy to meet your unique recruitment needs. We customize your recruitment based on the specific needs, target audience, and challenges for each recruitment; however, below is a baseline approach for most recruitments.

CLIENT & STAKEHOLDER MEETINGS

We require the Client and/or Search Committee, and other stakeholders identified by the Client, be involved in the initial and final phases of this recruitment. These are critical phases to ensure we obtain a clear sense of the priorities and the successful hire of the right candidate. WBCP will meet with various stakeholders as warranted by the Client and the level of the position in the organization. These meetings will allow us an opportunity to gather information and gain knowledge about the organization, community, and unique aspects of the recruitment to design the ideal candidate professional profile, advertising materials, and strategic approach



FEEDBACK OUTCOME / TIMELINE DEVELOPMENT

Following the Client/stakeholder meetings, we will develop a detailed timeline for the recruitment along with a proposed advertising plan for approval.

CREATIVE DEVELOPMENT

Immediately following the client feedback activities, we will draft the competencies for the recruitment and advertising material/recruitment brochure for the Client's review. This information will summarize what was learned from Client-related interviews and will be used to advertise the opening.

MARKETING STRATEGY & IMPLEMENTATION

WBCP will execute a customized marketing/ad plan once the job announcement is created. An ad plan could include the following (based on assumptions), and will be customized based on information gathered in Phase I:

DIGITAL ADVERTISING WITH DIVERSITY IN MIND

WBCP utilizes digital advertising to obtain diverse applicant pools, leveraging local and national job boards, associations, and social media. In partnership with a diversity platform, our postings reach up to 600 local employment and diversity websites, connecting across 15,000+ community organizations and niche sites, tapping into a job bank of 2 million resumes. Upon our 2024 year-end review, we found that over the last three years 63% of our placed candidates came from diverse backgrounds.



EMAIL & DIRECT MAIL ADVERTISING

In addition to tapping into WBCP's existing pool of potential applicants, we have the capability to access various professional lists. We actively seek out additional lists through associations, contacts, and other strategic channels.

SOURCING/HEADHUNTING

WBCP employs a proactive approach by reaching out to targeted individuals and cultivating new connections through referrals from reputable sources. As a LinkedIn recruiter, we harness the power of over 350 million profiles to identify and engage with ideal candidates. Additionally, WBCP utilizes cutting-edge AI tools for precise Boolean searches, enabling us to uncover niche candidates effectively.

COMMUNICATION WITH CLIENT

We will provide weekly updates on the progress of this search unless the client prefers more or less frequent communications. We tailor our communications in accordance with our Client's needs.

VI. SCOPE OF WORK

- Facilitate initial kick-off meeting with Client and other meetings that may include Executive Leadership, staff, community, and other stakeholders to assist with identifying the ideal candidate profile.
- Assist Client hiring authority/stakeholders in modifying the job description (as needed), and develop a recruitment announcement, marketing materials, and advertising plan for the recruitment.
- Attend all other meetings and engagements as needed or identified by the Client.
- Implement advertising plan including: publication, sourcing/headhunting, direct mail, and other online and email marketing efforts.
- Provide timely updates and progress reports to the client regarding search services; every two weeks or as Client identifies is needed.



VII. RECRUITMENT TIMELINE

BELOW IS A SAMPLE OF AN EXECUTIVE SEARCH TIMELINE THAT WBCP WILL CUSTOMIZE FOR THIS RECRUITMENT

Week 1:

- Secure services with search firm, WBCP, Inc.
- WBCP: review search parameters and recruiting processes with Client
  - Interview with hiring authority and other stakeholders for competencies
  - Identification of advertising venues and ideal candidate prospects
  - Calls, meetings, or coordination with other stakeholders for information gathering

Weeks 1 + 2:

- Develop and approvals: recruitment process, deadlines, ad plan and strategy, recruitment timeline and brochure
- Print coordination (if applicable)

Weeks 2 + 3:

- **OPEN RECRUITMENT AND AD PLAN:** Implement marketing plan and direct mail (if applicable)
- Timeline may be extended if direct mail piece is included (i.e., print/postage)

Weeks 4, 5, + 6:

- Receive applications – WBCP may receive applications (if using our applicant tracking system) and/or receive updates from clients on the results of the recruitment.

Weeks 7 + 8:

- **CLOSE RECRUITMENT AND ADVERTISING**



VIII. REFERENCES

1-Los Angeles County Employees Retirement Association (LACERA), California

Positions Filled:

- Information Technology Manager II - Business Solutions
- Information Technology Manager II - Project Management Office

Contact Information:

- Connie Chan, Senior Human Resources Analyst - **cchan@lacera.com** | 626-831-9826

2-Monterey One Water, California

Positions Filled:

- Director of Information Systems/Chief Technology Officer

Contact Information:

- Leara Sampson, Director of Employee Services - **leara@my1water.org** | 831-645-4650

3-County of Los Angeles, California

Positions Filled:

- General Manager, Information Technology Service
- Director of Digital Equity

Contact Information:

- Michael Owh, Director, Internal Services - **mowh@isd.lacounty.gov** | 562-419-1484

IX. MARKETING MATERIAL EXAMPLES

Click below to see our marketing samples for similar positions. To see all of our brochures, visit: wbcpinc.com/closed-jobs-private/ and use the password: **wbcp202510***

- **Information Technology Manager II - Business Solutions, LACERA, CA**
- **Information Technology Manager II - Project Management Office, LACERA, CA**
- **Information Technology Manager, Sacramento Suburban Water District, CA**
- **General Manager - Information Technology Service, County of Los Angeles, CA**
- **Director of Information Systems/Chief Technology Officer (CTO), Monterey One Water, CA**
- **Director of Digital Equity, County of Los Angeles, CA**
- **Director of Information Technology/Deputy Administrative Officer, Valley Water, CA**
- **Chief Information Officer, City of Sacramento, CA**
- **Director of Information Systems/Chief Technology Officer, Monterey One Water, CA**
- **Chief Information Officer, King County, WA**

X. COST SHEET / TIMELINE POLICY.....

WBCP will not limit the number of hours we work on a recruitment, rather we charge a flat rate and will spend the time necessary to ensure we are successful. Consulting fees will be billed once the position is open for applications and the advertising campaign has been launched.

SERVICE COST PER RECRUITMENT

INFORMATION TECHNOLOGY & SYSTEMS MANAGER

Description of Services/Deliverables:	Inclusive Rate per Recruitment:
Consulting Services: Phases I-II in the proposal's recruitment strategy/phases section.	$5,900 (flat rate)
Expenses Include: Document shipping fees/delivery charges to facilitate virtual meetings; brochure/graphic design ($950); marketing and advertising which may include: print and postage (if applicable); online job boards; social media; sourcing; and may include flat fee pricing for: LinkedIn $395, InMails $300, Circa Diversity Job Boards $295, Zoom Info $299. These expenses will be billed based on what is expended and based on the needs of the client/recruitment.	Up to $4,500 (not to exceed)

Cost and Timeline Policy

To ensure the success and efficiency of our recruitment services, the following policies regarding cost and timelines are in place:

1. **Timeline Development:** Timelines provided to our clients are valid for **10 business days**. If a timeline is not secured or confirmed within this period, it may no longer be available. In such cases, the timeline may be reassigned to another client, and a revised timeline will be provided.

These policies ensure clarity, fairness, and high-quality outcomes for all parties involved.

XI. OTHER

INSURANCE

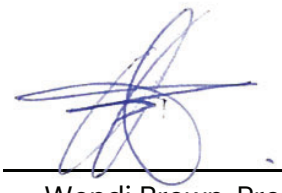
WBCP and its sub-consultants have reviewed the contractual agreement and the Insurance Requirements. If selected, WBCP will execute said agreement and will provide the required insurance documents. WBCP will submit certificates of insurance as evidence of the required coverage limits. Insurance policies include: liability, errors and omissions, workers compensation, and vehicle insurance.

CONFIDENTIALITY SAFEGUARDS

Confidentiality is paramount in the work we do. We ensure that the client and candidate information we receive, and conversations with our client (and certainly discussions in closed session) are kept confidential. There are several physical safeguards we have in place including: locked and alarmed office space, password, and encryption protected information on our computers and servers, multiple backup systems. As information is shared with our client, we discuss the importance of confidentiality and why it is important to the candidates they are considering but also brands the organization appropriately. We also ask candidates who are interviewed to keep candidate information confidential, as they may see or meet a candidate during the process. We emphasize that confidentiality is not just until the recruitment is completed, and a candidate is hired, confidentiality is in perpetuity. Leaked information is not a reputation that a client wants to receive, as this could deter future applicants from applying.

ORGANIZATIONAL DIVERSITY STATEMENT

WBCP embraces cross-cultural diversity and we are committed to equitable treatment and elimination of discrimination in all its forms at all organizational levels and throughout all consulting practices, including search services. We strive to reach diverse groups of people to inform them of leadership opportunities. **Upon our 2024 year-end review, we found that over the last three years 63% of our placed candidates came from diverse backgrounds.** We will make extensive efforts to attract a qualified applicant pool that represents a broad range of gender and ethnically diverse individuals.



Wendi Brown, President — JULY 21, 2025

Date

Signed by: Todd Hileman 5CF386AC460044B... City Manager — 8/28/2025

Client, Title — Date

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SECOND AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT FOR RECRUITMENT SEARCH SERVICES

THIS AMENDMENT ("Amendment") is made on this 16TH day of July 2025, by and between the CITY OF SOUTH PASADENA ("CITY") and WBCP, INC. ("CONSULTANT').

RECITALS

WHEREAS, on April 21, 2025, the CITY and CONSULTANT entered into an Agreement for PROFESSIONAL SERVICES ("Agreement") for CONSULTANT to perform Recruitment Services for a Public Affairs Manager for the City; and

WHEREAS, the original Agreement was in the amount of $15,400, for Recruitment Services for a Public Affairs Manager; and

WHEREAS, on June 18, 2025 the City and Consultant entered into an amendment to increase the total contract in an amount not to exceed $30,200, for a new aggregate total of Agreement and Amendments sum total of $45,600, and amend the scope of work to include Recruitment Services for a Accounting Manager- Controller and two engineering positions; and

WHEREAS, the City and Consultant desires to execute a second Amendment to increase the total contract in an amount not to exceed $10,400, for a new aggregate total of Agreement and Amendments sum total of $56,000, and amend the scope of work to include Recruitment Services for a Chief City Clerk position; and

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

1. That Section 1 "Services " is amended to include Chief City Clerk Position, and include the attached Proposal, Exhibit A .

2. That Section 2 "Payment" of the Agreement is hereby amended to read as follows:
   "The amount of the contract shall not exceed $56,000."

3. 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 5CF386AC460044B... _____
Signature

Printed: Todd Hileman

Title: City Manager

Date: 7/21/2025

"Consultant"
WBCP, Inc.

By: DocuSigned by: Wendi Brown 929F774B55DB46B... _____
Signature

Printed: Wendi Brown

Title: President

Date: 7/21/2025

Attest:

By: DocuSigned by: Mark Perez 8C28A8A8EFB14A7... _____
Mark Perez, Acting Chief City Clerk

Date: 7/22/2025

Approved as to form:

By: DocuSigned by: Roxanne Diaz A7800E5CA8A241F... _____
Roxanne M. Diaz, City Attorney

Date: 7/21/2025

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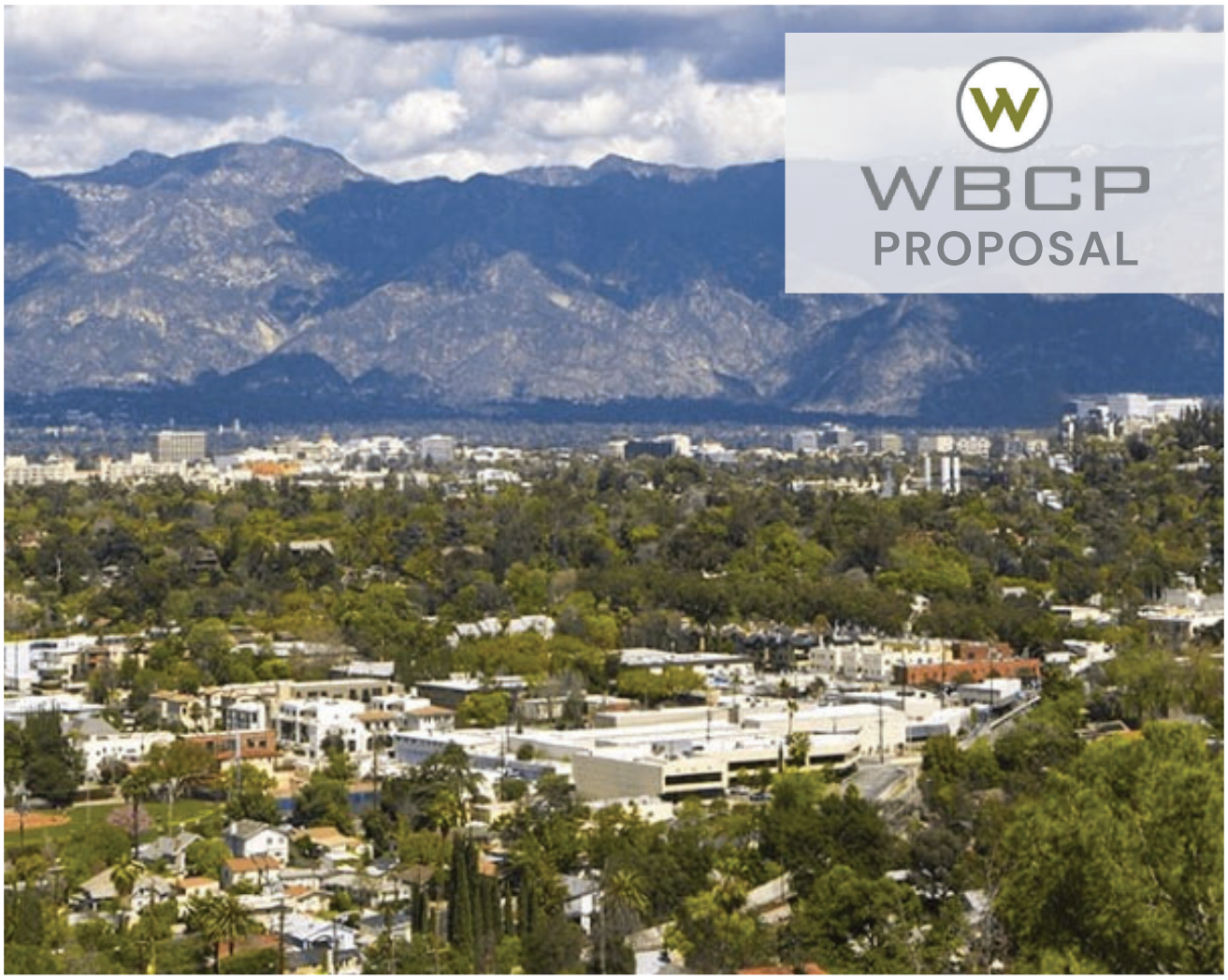

RECRUITMENT SERVICES

City of SOUTH PASADENA

CHIEF CITY CLERK
OPTION 1: ADVERTISING & HEADHUNTING

JULY 2, 2025

Docusign Envelope ID: AEE946D5-4EF9-4423-8052-321459CA9D11

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I. COVER LETTER

July 1, 2025

1414 Mission St,
South Pasadena,
CA 91030

RE: City of South Pasadena - Chief City Clerk Recruiting Services

It is our pleasure to submit this proposal for recruitment services to secure your ideal candidate to serve as the Chief City Clerk of the City of South Pasadena. **WBCP has worked on many similar recruitments, and we look forward to the opportunity to partner with your organization on this critical position!**

We trust our proposal will showcase our client-focused recruitment process and will act as a testament that we are passionate about what we do to make our clients happy.

WBCP, Inc. was selected, through a national request for proposal process, as the sole-source vendor for executive recruitment services through a national competitive process conducted by the National Association of Counties (NACo) under the Public Promise Procurement (PPP) program. This cooperative purchasing agreement, with San Diego County serving as the Lead Public Agency (LPA), allows public sector organizations across the U.S. to satisfy competitive procurement requirements and contract directly with WBCP—without the delays or added costs of a traditional RFP process. The PPP/LPA partnership ensures that organizations can engage WBCP quickly, compliantly, and with confidence in the value and quality of service delivered. **Learn more here: https://wbcpinc.com/naco.**

It has been proven that great employees are looking for great employers, not just a paycheck. WBCP provides a broader perspective to recruitment services – going beyond securing the ideal candidate – we brand your organization as an employer of choice. We use eye-catching marketing materials, innovative search practices, and responsive and respectful communications with your applicants and stakeholders.

WBCP is talented at working with you to identify the strengths, challenges, and opportunities of this job, the ideal candidate, and your community and organizational culture. WBCP will work with your stakeholders to design a recruitment strategy that will include a customized engagement process. We will have a series of meetings, discussions, stakeholder interviews, and survey(s) to get to know you, the organization, the community, the culture, and the applicable staff.

My team and I know the California candidate marketplace and have many clients in your region, such as **the County of Los Angeles, County of Orange, County of San Bernardino, City of Pasadena, City of Riverside, City of Long Beach, and City of Culver City (just to name a few).** We have exceptional experience successfully recruiting for similar positions, with several recent notable recruitments including, but not limited to:

- **City Clerk, City of Roseville, CA**
- **City Clerk, City of Solvang, CA**
- **City Clerk, City of Livermore, CA**
- **Deputy City Clerk, City of Petaluma, CA**

To see a full list of our clients and successful recruitments, visit: https://tinyurl.com/3j9bdd79

We have over two decades of experience in public sector executive search services and have provided direct search services through WBCP since 2004. WBCP's executive recruiters are all highly personable and have unique backgrounds that make them well-equipped to take on your recruitments, as you will read their biographies in this proposal. WBCP now has offices in California, Oregon, Washington, and Texas.

I. COVER LETTER

Recruiting top talent has become the number-one topic among administrators. New and innovative recruitment strategies are critical to identifying and securing candidates with a deep understanding of how to assess and meet community needs and address future challenges. WBCP understands the complexity of community leadership, and we are prepared to provide a thorough, complete, and fair recruitment process to provide a diverse applicant pool. **Upon our 2024 year-end review, we found that over the last three years 63% of our placed candidates came from diverse backgrounds.** In fact, we are often selected and told that we bring a larger, more qualified and diverse groups of candidates than they have ever received from past professional recruiters.

Clients also choose our firm over others because of our ability to work with your support staff and stakeholder group (including boards, appointed/elected officials, and engaged constituents), manage all details of a recruitment process, and secure great candidates. Our dedication and commitment to the client are complemented by our deep understanding and ability to effectively navigate challenging political climates.

Our clients have great things to say about the quality of the service we provide and the amazing candidates we find them, In fact, many of our clients are return customers. Please feel comfortable reaching out to these organizations to get their feedback directly.

DIVERSITY

63%

of WBCP candidates placed in positions come from a diverse background

Lastly, we love what we do, and we are passionate about finding exceptional candidates who are also passionate about serving others. WBCP's staff are driven and desire to exceed client expectations. I appreciate your consideration in retaining our services and hope to have an opportunity to work with you in the future.

Best Regards,



Wendi Brown | Founder/President, WBCP, INC.
wendi@wbcpinc.com | 541-664-0376
www.wbcpinc.com

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II. BACKGROUND & QUALIFICATIONS

Principal: Wendi Brown, President

Company Legal Name: WBCP, Inc. (W. Brown Creative Partners)

Tax ID: 81-5454037

Website: www.wbcpinc.com

Phone: 866-929-WBCP (9227) / 541-664-0376

Address:

- **Oregon (3 offices including WBCP, Inc. Headquarters):** 213 E Main St., Rogue River, OR, 97537; City of Grants Pass and City of Tigard
- **California (5 offices):** San Jose, Gilroy, Roseville, Los Angeles and Santa Barbara
- **Washington:** City of Seattle
- **Texas:** City of Dallas



WOMEN OWNED

WBCP is a 100% women-owned business, an S Corporation, not part of a parent company, and is a registered small business through the US Small Business Administration (SBA). WBCP is registered to do business in all states we serve, and files and pays California S Corporation and personal income tax to the State of California.

BUSINESS HISTORY

WBCP, Inc. has been in business since 2004, and serves nonprofit and public sector organizations. WBCP offers a variety of services, including: partial and full service search services for individual contributor, supervisor, management and executive management positions; human resources consulting: organizational development, training, classification and compensation studies, analysis and assessments, etc.

II. BACKGROUND QUALIFICATIONS.....

WBCP has over 20 years of experience providing search services for public sector and non-profit organizations. We have successfully secured professionals and provided other consulting services in **California, Arizona, Colorado, Idaho, Nevada, New York, Oregon, Texas, Utah, and Washington.**

Cities of: Anaheim (CA), Arcata (CA), Ashland (OR), Astoria (CA), Atwater (CA), Berkeley (CA), Boulder City (NV), Calistoga (CA), Central Point (OR), Ceres (CA), Chandler (AZ), Colfax (CA), Corte Madera (CA), Culver City (CA), Davis (CA), Dunsmuir (CA), Duvall (WA), Fort Worth (TX), Fremont (CA), Fresno (CA), Garibaldi (OR), Gold Hill (OR), Grants Pass (OR), Hemet (CA), Hubbard (OR), Independence (OR), Irvine (CA), Laguna Beach (CA), Larkspur (CA), Lincoln (CA), Livermore (CA), Livingston (CA), Long Beach (CA), Medford (OR), Milpitas (CA), Napa (CA), Novato (CA), Oakland (CA), Orinda (CA), Oxnard (CA), Palo Alto (CA), Park City (UT), Pasadena (CA), Petaluma (CA), Phoenix (AZ), Phoenix (OR), Pismo Beach (CA), Port Hueneme (CA), Portola Valley (CA), Redding (CA), Riverside (CA), Rochester (NY), Rocklin (CA), Rogue River (OR), Roseville (CA), Sacramento (CA), San Francisco (CA), San Rafael (CA), Santa Maria (CA), Santa Monica (CA), Santa Paula (CA), Santa Rosa (CA), Solvang (CA), Sonoma (CA), South Pasadena (CA), Sutter Creek (CA), Talent (OR), Truckee (CA), Ventura (CA), Vernon (CA), Victorville (CA), West Hollywood (CA), Windsor (CA).

Counties of: Alameda (CA), Colusa (CA), Contra Costa (CA), Del Norte (CA), El Paso (CO), Fresno (CA), Humboldt (CA), Jackson (OR), King (WA), Lake (CA), Lane (OR), Los Angeles (CA), Marin (CA), Mariposa (CA), Mendocino (CA), Merced (CA), Mono (CA), Napa (CA), Nevada (CA), Orange (CA), Placer (CA), Riverside (CA), Sacramento (CA), San Benito (CA), San Bernardino (CA), San Diego (CA), San Francisco (CA), San Joaquin (CA), San Luis Obispo (CA), San Mateo (CA), Santa Barbara (CA), Santa Clara (CA), Santa Cruz (CA), Shasta (CA), Solano (CA), Sonoma (CA), Stanislaus (CA), Tehama (CA), Tuolumne (CA), Yolo (CA), Yuba (CA).

Local and National Councils, Boards, and Districts: Bear Valley Community Services District, Boulder Creek Fire Protection District, California Prison Industry Authority (CALPIA), Cosumnes Community Services District, Hass Avocado Board (HAB), Jackson County Fire District 5, Los Angeles County Employees Retirement Association (LACERA), Mendocino County Air Quality Management District, Metropolitan Transportation Commission (MTC), Modesto Irrigation District, Monterey One Water, Nevada Irrigation District, Newark Chamber of Commerce, North American Blueberry Council/U.S. Highbush Blueberry Council (NABC/USHBC), Oakland Housing Authority, Olivehurst Public Utility District, Orange County Employees Retirement System (OCERS), Placer County Transportation Planning Agency (PCTPA), Port of Long Beach (CA), Rogue Valley Sewer Services, Sacramento Area Flood Control Agency (SAFCA), Sacramento Area Sewer District, Sacramento Employment & Training Agency (SETA), Sacramento Public Library Authority, Sacramento Suburban Water District, San Benito Council of Governments, San Benito County Water District, San Joaquin County Employees' Retirement Association (SJCERA), San Joaquin Tributaries Authority, San Rafael Sanitation District (SRSD), San Ramon Valley Fire Protection District, Sonoma County Library, South Coast Air Quality Management District, Tri-City Mental Health Authority (TCMHA), Truckee-Donner Public Utility District (TDPUD), Tuolumne Utilities District, Valley Water, West Basin Municipal Water District.

Nonprofit and Joint Powers Authorities (JPAs): California Corrections, California Municipal Utilities Association (CMUA), Center Point, Central California Legal Services (CCLS), Community Food Bank, Community Works, Dogs for Better Lives/Dogs for the Deaf, Downtown Streets Team, East Bay Regional Communications Systems Authority, First 5 (Alameda County, California Association, Fresno, Santa Barbara County, San Mateo), Futures Without Violence (Family Violence Protect Fund), Gold Coast Health, Greater Richmond Interfaith Program (GRIP), LA Public Media, Latino Public Broadcasting, Los Angeles Unified School District (LAUSD), Northern Valley Catholic Social Service (NVCSS), Options Recovery, Radio Bilingüe, Sacramento County Superior Court, Sacramento Public Library Authority (SPLA), Santa Barbara Superior Court, Santa Cruz County Animal Services Authority, Teton County Joint Housing Authority (TCJHA), Transitions-Mental Health Association, Valley Consortium for Medical Education (VCME), Water Forum, West Angeles Church of God in Christ.

Private Organizations: CDS Publications, Central California Truck and Trailer, Morton & Pitalo, NAVA, SWEED, Tekmanagement, Touchstone Accounting.

Consulting services (classification and compensation services, competency modeling, job description development, job family development, job analysis): City of Fremont (CA), City of Medford (OR), City of Santa Maria (CA), City of Santa Paula (CA), County of Humboldt (CA), County of Mariposa (CA), County of Santa Barbara (CA), and County of San Luis Obispo (CA).

II. BACKGROUND & QUALIFICATIONS.....

INDUSTRIES

- Organizational Leadership
- Economic Development
- Facilities & Operations
- Financial, Administrative Services, Accounting, Auditing
- Health & Human Services, Housing, Unhoused
- HR, Risk, Labor/Employee Relations
- Information Technology
- Legal, Counsel, Clerk
- Library
- Marketing, Communications, PR
- Parks & Rec, Community Services, Arts
- Planning, Environmental, Community Development, Building, Transit
- Public Safety
- Public Works, Transportation, Engineering

BELOW IS A LIST OF SIMILAR RECRUITMENTS WBCP HAS MANAGED:

LEGAL, COUNSEL, CLERK

- City Attorney, City of Newport, CA
- City Attorney, City of Santa Maria, CA
- City Attorney, City of Vernon, CA
- County Counsel I/II/III, Assistant County Counsel (5 positions), County of Santa Barbara, CA
- County Counsel, County of Jackson, OR
- County Counsel, County of Marin, CA
- County Counsel, County of Napa, CA
- County Counsel, County of Orange, CA
- County Counsel, County of San Benito, CA
- County Counsel, County of San Bernardino, CA
- County Counsel, County of Solano, CA
- Agency Counsel, Sacramento Area Flood Control Agency (SAFCA), CA
- Chief Counsel, San Joaquin County Employees' Retirement Association (SJCERA), CA
- Chief District Attorney Investigator, County of Marin, CA
- Chief Deputy District Attorney, County of Marin, CA
- Assistant Chief Investigator, County of Orange, CA
- Deputy County Counsel, County of Tulare, CA
- Deputy County Counsel IV, County of Jackson, OR
- Deputy District Attorney I, County of Jackson, OR
- Deputy General Counsel, San Diego Port Authority, CA
- Deputy City Attorney III/IV Utilities, City of Anaheim, CA
- Assistant City Attorney – Ethics Officer, City of Anaheim, CA
- Assistant City Attorney – Public Utilities, City of Anaheim, CA
- Assistant City Attorney (planning and development), City of Santa Maria, CA
- Assistant City Attorney, City of Roseville, CA
- Attorney II or Attorney III - District Attorney's Office, Nevada County, CA
- Civil Attorney (2 positions), Tulare County, CA
- Chief Counsel, San Joaquin County Employees' Retirement Association (SJCERA), CA
- City Clerk, City of Colfax, CA
- City Clerk, City of Livermore, CA
- City Clerk, City of Roseville, CA
- City Clerk, City of Solvang, CA
- Assistant County Clerk-Recorder/Registrar of Voters, County of Nevada, CA

II. BACKGROUND & QUALIFICATIONS.....

LEGAL, COUNSEL, CLERK

- Deputy City Clerk, City of Petaluma, CA
- Family Court Services Manager, Sacramento Superior Court, CA
- Court Operations Director, King County District Court, WA
- General Counsel, Orange County Employees Retirement System (OCERS), CA
- Public Defender, County of Humboldt, CA
- Public Defender, County of Santa Cruz, CA
- Public Defender, County of Solano, CA
- Registrar of Voters, County of Marin, CA
- Registrar of Voters, County of San Bernardino, CA
- Administrative Assistant - Legal Counsel, Valley Water, CA

Check out our full list of recruitments here: https://tinyurl.com/3j9bdd79

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II. BACKGROUND & QUALIFICATIONS.....

RECRUITING WITH DIVERSITY IN MIND

Since partnering with the country's largest network of diversity job boards, ***we have seen a 21% increase in diverse applicants and a 13% increase*** *in diverse candidates placed in positions with our clients. This demonstrates WBCP's dedication to expanding outreach and removing barriers to apply, ensuring access to a highly qualified and diverse applicant pool.*

600 Diversity Job Boards:

When you post a job with WBCP, it is automatically shared across 600 diversity job boards, maximizing reach and ensuring access to a wide and inclusive pool of talent. We also utilize the largest diversity database with over 160 million resumes and 15,000 community based organization contacts to expand our search.

LinkedIn:

As LinkedIn recruiters, we have access to over 1 Billion profiles, allowing us to evaluate candidates' backgrounds, education, experience, licensure, and more.

AI:

WBCP also leverages AI tools to gather additional information to effectively reach future applicants and candidates contact information for emails and phone numbers.

WBCP understands the complexities of meeting the needs of a diverse community, and we provide a thorough, complete, and fair recruitment process.

WBCP

Streamline and Satisfy the RFP Process to receive recruiting on demand. Reach out to WBCP today for more information.

PUBLIC PROMISE PROCUREMENT Powered by NACo

COUNTY OF SAN DIEGO

Scan to learn more!

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WHY CHOOSE WBCP

Proven Expertise:

- **Over 20 Years in Business and 100+ Years of Experience:** With over a century of combined experience, our recruitment professionals excel in public service sectors, including cities, counties, utilities, special districts, joint powers authorities, and non-profits. Our proven track record ensures expertise tailored to your needs.

- **100% Success Rate:** In 2024, we achieved a 100% success rate, successfully filling every position we managed including partial and full scope services from engineering, planning, finance, health and human services, legal, legislative, hard-to-fill civil service positions, and many more! We deliver results no matter what the challenge.

Employer Recognition: WBCP has been recognized as Oregon's TOP 100 EMPLOYERS.

HR Teams Trust Us: We simplify the recruitment process, managing every detail so HR teams can focus on other priorities. From sourcing candidates to scheduling interviews and providing updates, our seamless approach saves time, reduces stress, and ensures results.

Strategic Marketing and Advertising: Our marketing team designs targeted campaigns using diverse, cost-effective channels powered by AI. These campaigns maximize reach while staying within budget and include:

- Diverse Applicant Pools: Access to over 600 diversity-focused job boards, 15,000 diversity affiliations, and 120 million resumes ensures diversity is integral to our process.
- LinkedIn Recruiter Expertise: With access to 230 million U.S. profiles, we connect you with top-tier talent.
- AI-Driven Talent Acquisition: Advanced AI strategies enhance efficiency and uncover new candidate engagement opportunities.

Trusted Partners and Culture Cultivators: We go beyond finding candidates by building trust with your team and stakeholders. Our tailored strategies align top talent with your organizational culture, ensuring a collaborative and thoughtful recruitment process.

Recruiting with Competencies: Ensures a fair, measurable, and effective hiring process. This strategic approach helps identify the client's needs and then assesses candidates on the critical skills and behaviors for success.

Benefits:

- Fairness: Focuses on role-specific competencies.
- Measurability: Provides objective evaluation criteria.
- Better Matches: Aligns talent with organizational and cultural needs.
- Equitable: Reduces bias with standardized assessments.

Recruiting with competencies delivers high-quality, measurable solutions that ensure the best candidates for your team's success and cultural alignment.

Timely and effective background and Reference Checks: WBCP partners with a trusted third party for thorough background checks and relies on a 30-year public safety veteran, retired as a police chief, and an expert in employee investigations, to conduct expert reference verifications. This ensures accuracy, professionalism, and confidence in every hiring decision.

Guaranteed Satisfaction: We stand behind our work with a 12-24 month guarantee. If the initial placement doesn't work out, we will conduct a replacement search at no additional consulting fee, ensuring lasting value for your investment.

III. BACKGROUND & QUALIFICATIONS

EXECUTIVE LEADERSHIP

WENDI BROWN
President/Sr. Recruiter

RICHARD KUHNS, Psy.D
Vice President of Recruitment & Culture

HEATHER JACK
Director of Finance & Operations

MANAGEMENT/RECRUITERS

JOSETTE REINA-LUKEN
Executive Recruiter

TERI MAUS-NISICH
Sr. Executive Recruiter

LEVI KUHLMAN
Executive Recruiter

LAUREN GERSON
Executive Recruiter

DD GRISSOM
Talent Acquisition Manager

MAGGIE ALEXANDRE
Executive Search Associate

STEPHANIE LAWSON
Recruitment Manager

KARLEE BECKSTEAD
Marketing & Communications Manager

ADMINISTRATIVE PROFESSIONALS

LEAH MURPHY
Project Manager

SHANI PEARCE
Project Manager

LANE NOLAN
Project Manager

ANNA BROWN
Talent Acquisition Specialist

ANGELA EDWARDS
Talent Acquisition Specialist

SOFIA QURAISHI
Talent Acquisition Specialist

ALEX LE
Copywriter

RYAN BROWN
IT Technician II

MADDY SCHWARZ
Marketing & Events Coordinator

JAMI GILMAN
Marketing Assistant

AIMEE KUHLMAN
Operations Assistant

KATIE GARROTTO
Recruitment Assistant

JAYCE HERBOLD
Recruitment Assistant

CREATIVE PARTNERS / SENIOR ADVISORS

BRUCE GRIFFITHS
Organizational Development/ IO Psychologist

STEVE BROWN
National Account Manager

BILL LANDIS
Public Safety Investigator

ALAN ROSEN
Executive Recruiter/ Sr. Facilitator

BERNIE LICATA
Organizational Development Consultant

SCOTT BECKSTEAD, JD
Sr. Advisor

MIKE LUKEN
Sr. Facilitator

WILLIAM RACOWSCHI
Fire/Public Safety

CHRISTY WURSTER
Sr. Facilitator

RIVKAH SASS
Retired Library Director/Sr. Facilitator

WBCP STATISTICS

WBCP is a 100% woman-owned business. Staff and consultants are a diverse mix of gender/ethnicity
Age ranges from 24 - 70+



IV. WBCP KEY STAFF

WENDI BROWN
Lead Consultant/ Sr. Executive Recruiter



I am the President of WBCP, with over 20 years of experience in marketing and advertising and combine this with my background in recruiting to successfully place hard-to-fill, management, and executive positions. My team and I are passionate about helping organizations improve their recruitment services, place great talent, conduct department assessments, redesign antiquated processes, revise job descriptions, conduct salary and benchmark studies, and more. I have worked in various industries – advertising and public relations, national real estate franchisor, global manufacturing – and I have worked with nonprofit and public sector organizations since 1999. Formerly, I was an internal Human Resources Consultant for the County of Orange, California, providing countywide communications, human resources, executive search, and recruiter training services to the Assistant Chief Executive Office/Human Resources Director and, at that time, 25 decentralized departments, with 17,000 employees, serving a community of 300,000. I have a Bachelor's of Science in Business Administration with an emphasis in Marketing from Colorado Technical University; have earned several certificates in Project Management, Global Business, Marketing, and Human Resources; and working toward a Master's in Management at Southern Oregon University

RICHARD KUHNS
Vice President of Recruiting & Culture



Richard Kuhns is a retired County Administrative Officer with over 28 years of experience in the Public Sector. He is currently the VP of Recruiting and Organizational Culture for WBPC. Richard began his career in Law Enforcement, transferring his focus to Administration where he served as the Director of Housing and Community Action, Behavioral Health, General Services, and Solid Waste. Richard has a "find a way, to find a way" mentality. With his vast knowledge and experience in the Public Sector he has an intuitive understanding of working with government leaders, policy makers, and the public. Richard achieved a Bachelor of Science in Business Management, a Master of Arts in Behavioral Science with an emphasis in Conflict Resolution and Negotiations, and a Doctorate in Clinical Psychology. For the past three years Richard has worked as an Executive Recruiter and Behavioral Health Consultant. As a Consultant, he worked with several Northern California Counties creating and implementing the newly state mandated 24/7 Mobile Crisis. He has now focused his time and efforts on assisting WBCP clients in finding and securing the top candidate for your organization.

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IV. WBCP KEY STAFF

TERRI MAUS-NISICH
Sr. Executive Recruiter



Terri Maus-Nisich holds a pivotal role as one of our Senior Executive Recruiters, leveraging her extensive background as a distinguished leader in local government. With a local government career spanning over 40 years, Terri's journey includes transformative roles within the County of Santa Barbara, where she ascended from Parks Director to Assistant County Executive Officer, overseeing vital municipal and health/human service departments. Her remarkable impact encompasses leadership in Homeless Services, Communications, and Emergency Management, driving community engagement, disaster recovery, and support for vulnerable populations. Before her tenure in Santa Barbara, Terri spent 15 years with the City of Santa Clarita in roles ranging from analyst to Deputy City Manager. Throughout her remarkable career, Terri prioritized strategic planning, organizational development, and innovative problem-solving, garnering numerous awards. She holds a Bachelor's Degree from UC Santa Barbara, a Masters of Public Administration from Cal State Northridge, and a graduate certificate from Harvard University's JFK School of Government.

LAUREN GERSON
Executive Recruiter



Lauren Gerson is a seasoned Executive Recruiter at WBCP, where she draws on over 15 years of experience in career services, customer relations, and operations. Her recruiting expertise extends across various industries, with notable success in health and human services, utilities, and finance. Lauren has helped organizations across multiple states fill hard-to-hire positions at every level, from individual contributors to executives. Lauren's diverse professional journey began in operations and events management, where she honed her expertise in human resources, business management, and regulatory compliance. She later transitioned to career services, and prior to joining WBCP, worked with a career coaching company helping job-seekers better leverage their skills and overcome barriers to employment. Lauren holds a Bachelor's degree in Philosophy from Whittier College. She brings a unique perspective to her role, and is committed to making a positive impact both professionally and personally. With her unwavering dedication and client-centric focus, Lauren continues to drive success and excellence in executive recruitment at WBCP.

Confidential

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IV. WBCP KEY STAFF

LEVI KUHLMAN
Executive Recruiter



Levi Kuhlman is an Executive Recruiter at WBCP, and an experienced professional with a multifaceted career spanning across executive recruitment, real estate, and entrepreneurship. He has worked extensively with local municipalities, special districts, and not-for-profit organizations across the Western region, with a focus in California, Oregon, and Idaho. Levi has conducted many successful recruitments in various industries including planning, rent stabilization and housing, engineering, finance, city management, transportation and transit, community development, building and safety, public safety, risk management, and information technology. Levi serves as a skilled and diplomatic liaison, earning a reputation for his personalized approach to recruiting. Before joining the ranks of WBCP, he advocated on behalf of tenants, landlord, and clients. With a diverse skill set and a commitment to excellence, Levi continues to make significant contributions to WBCP, his clients, and broadening the professional community one recruitment at a time.

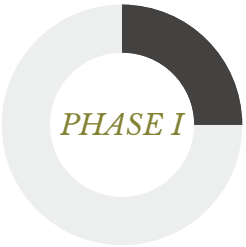
REVIEW OTHER EMPLOYEES & CONSULTANT PARTNERS ON OUR WEBSITE: WWW.WBCPINC.COM/WBCP-TEAM

V. RECRUITMENT STRATEGY / PHASES.....

WBCP knows how to customize your search strategy to meet your unique recruitment needs. We customize your recruitment based on the specific needs, target audience, and challenges for each recruitment; however, below is a baseline approach for most recruitments.

CLIENT & STAKEHOLDER MEETINGS

We require the Client and/or Search Committee, and other stakeholders identified by the Client, be involved in the initial and final phases of this recruitment. These are critical phases to ensure we obtain a clear sense of the priorities and the successful hire of the right candidate. WBCP will meet with various stakeholders as warranted by the Client and the level of the position in the organization. These meetings will allow us an opportunity to gather information and gain knowledge about the organization, community, and unique aspects of the recruitment to design the ideal candidate professional profile, advertising materials, and strategic approach



FEEDBACK OUTCOME / TIMELINE DEVELOPMENT

Following the Client/stakeholder meetings, we will develop a detailed timeline for the recruitment along with a proposed advertising plan for approval.

CREATIVE DEVELOPMENT

Immediately following the client feedback activities, we will draft the competencies for the recruitment and advertising material/recruitment brochure for the Client's review. This information will summarize what was learned from Client-related interviews and will be used to advertise the opening.

MARKETING STRATEGY & IMPLEMENTATION

WBCP will execute a customized marketing/ad plan once the job announcement is created. An ad plan could include the following (based on assumptions), and will be customized based on information gathered in Phase I:

DIGITAL ADVERTISING WITH DIVERSITY IN MIND

WBCP utilizes digital advertising to obtain diverse applicant pools, leveraging local and national job boards, associations, and social media. In partnership with a diversity platform, our postings reach up to 600 local employment and diversity websites, connecting across 15,000+ community organizations and niche sites, tapping into a job bank of 2 million resumes. Upon our 2024 year-end review, we found that over the last three years 63% of our placed candidates came from diverse backgrounds.



EMAIL & DIRECT MAIL ADVERTISING

In addition to tapping into WBCP's existing pool of potential applicants, we have the capability to access various professional lists. We actively seek out additional lists through associations, contacts, and other strategic channels.

SOURCING/HEADHUNTING

WBCP employs a proactive approach by reaching out to targeted individuals and cultivating new connections through referrals from reputable sources. As a LinkedIn recruiter, we harness the power of over 350 million profiles to identify and engage with ideal candidates. Additionally, WBCP utilizes cutting-edge AI tools for precise Boolean searches, enabling us to uncover niche candidates effectively.

COMMUNICATION WITH CLIENT

We will provide weekly updates on the progress of this search unless the client prefers more or less frequent communications. We tailor our communications in accordance with our Client's needs.

VI. SCOPE OF WORK

- Facilitate initial kick-off meeting with Client and other meetings that may include Executive Leadership, staff, community, and other stakeholders to assist with identifying the ideal candidate profile.
- Assist Client hiring authority/stakeholders in modifying the job description (as needed), and develop a recruitment announcement, marketing materials, and advertising plan for the recruitment.
- Attend all other meetings and engagements as needed or identified by the Client.
- Implement advertising plan including: publication, sourcing/headhunting, direct mail, and other online and email marketing efforts.
- Provide timely updates and progress reports to the client regarding search services; every two weeks or as Client identifies is needed.



VII. RECRUITMENT TIMELINE

BELOW IS A SAMPLE OF AN EXECUTIVE SEARCH TIMELINE THAT WBCP WILL CUSTOMIZE FOR THIS RECRUITMENT

Week 1:

- Secure services with search firm, WBCP, Inc.
- WBCP: review search parameters and recruiting processes with Client
  - Interview with hiring authority and other stakeholders for competencies
  - Identification of advertising venues and ideal candidate prospects
  - Calls, meetings, or coordination with other stakeholders for information gathering

Weeks 1 + 2:

- Develop and approvals: recruitment process, deadlines, ad plan and strategy, recruitment timeline and brochure
- Print coordination (if applicable)

Weeks 2 + 3:

- **OPEN RECRUITMENT AND AD PLAN:** Implement marketing plan and direct mail (if applicable)
- Timeline may be extended if direct mail piece is included (i.e., print/postage)

Weeks 4, 5, + 6:

- Receive applications – WBCP may receive applications (if using our applicant tracking system) and/or receive updates from clients on the results of the recruitment.

Weeks 7 + 8:

- **CLOSE RECRUITMENT AND ADVERTISING**



VIII. REFERENCES

1-City of Roseville, California

Positions Filled:

- City Clerk

Contact Information:

- Stacey Peterson, HR Director - **slpeterson@roseville.ca.us** | 916-774-5374

2-City of Petaluma, California

Positions Filled:

- Deputy City Clerk

Contact Information:

- Peggy Flynn, City Manager - **pflynn@cityofpetaluma.org** | 707-778-4345

3-City of Sacramento, California

Positions Filled:

- City Auditor

Contact Information:

- Lisa Kaplan, Council Member - D1, **LKaplan@cityofsacramento.org**

IX. MARKETING MATERIAL EXAMPLES

Click below to see our marketing samples for similar positions. To see all of our brochures, visit: wbcpinc.com/closed-jobs-private/ and use the password: wbcp202510*

- City Clerk, City of Roseville, CA
- City Clerk, City of Solvang, CA
- City Clerk, City of Livermore, CA
- Deputy City Clerk, City of Petaluma, CA
- Assistant County Clerk-Recorder/Registrar of Voters, County of Nevada, CA

X. COST SHEET / TIMELINE POLICY

WBCP will not limit the number of hours we work on a recruitment, rather we charge a flat rate and will spend the time necessary to ensure we are successful. Consulting fees will be billed once the position is open for applications and the advertising campaign has been launched.

SERVICE COST PER RECRUITMENT

CHIEF CITY CLERK

Description of Services/Deliverables:	Inclusive Rate per Recruitment:
Consulting Services: Phases I-II in the proposal's recruitment strategy/phases section.	$5,900 (flat rate)
Expenses Include: Document shipping fees/delivery charges to facilitate virtual meetings; brochure/graphic design ($950); marketing and advertising which may include: print and postage (if applicable); online job boards; social media; sourcing; and may include flat fee pricing for: LinkedIn $395, InMails $300, Circa Diversity Job Boards $295, Zoom Info $299. These expenses will be billed based on what is expended and based on the needs of the client/recruitment.	Up to $4,500 (not to exceed)

Cost and Timeline Policy

To ensure the success and efficiency of our recruitment services, the following policies regarding cost and timelines are in place:

1. **Timeline Development:** Timelines provided to our clients are valid for **10 business days**. If a timeline is not secured or confirmed within this period, it may no longer be available. In such cases, the timeline may be reassigned to another client, and a revised timeline will be provided.

These policies ensure clarity, fairness, and high-quality outcomes for all parties involved.

XI. OTHER

INSURANCE

WBCP and its sub-consultants have reviewed the contractual agreement and the Insurance Requirements. If selected, WBCP will execute said agreement and will provide the required insurance documents. WBCP will submit certificates of insurance as evidence of the required coverage limits. Insurance policies include: liability, errors and omissions, workers compensation, and vehicle insurance.

CONFIDENTIALITY SAFEGUARDS

Confidentiality is paramount in the work we do. We ensure that the client and candidate information we receive, and conversations with our client (and certainly discussions in closed session) are kept confidential. There are several physical safeguards we have in place including: locked and alarmed office space, password, and encryption protected information on our computers and servers, multiple backup systems. As information is shared with our client, we discuss the importance of confidentiality and why it is important to the candidates they are considering but also brands the organization appropriately. We also ask candidates who are interviewed to keep candidate information confidential, as they may see or meet a candidate during the process. We emphasize that confidentiality is not just until the recruitment is completed, and a candidate is hired, confidentiality is in perpetuity. Leaked information is not a reputation that a client wants to receive, as this could deter future applicants from applying.

ORGANIZATIONAL DIVERSITY STATEMENT

WBCP embraces cross-cultural diversity and we are committed to equitable treatment and elimination of discrimination in all its forms at all organizational levels and throughout all consulting practices, including search services. We strive to reach diverse groups of people to inform them of leadership opportunities. **Upon our 2024 year-end review, we found that over the last three years 63% of our placed candidates came from diverse backgrounds.** We will make extensive efforts to attract a qualified applicant pool that represents a broad range of gender and ethnically diverse individuals.



Wendi Brown, President — July 2, 2025

Date

Client, Title — Date

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Attachment No. 4

FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT FOR RECRUITMENT SEARCH SERVICES

THIS AMENDMENT ("Amendment") is made on this 18TH day of June 2025, by and between the CITY OF SOUTH PASADENA ("CITY") and WBCP, INC. ("CONSULTANT').

RECITALS

WHEREAS, on April 21, 2025, the CITY and CONSULTANT entered into an Agreement for PROFESSIONAL SERVICES ("Agreement") for CONSULTANT to perform Recruitment Services for a Public Affairs Manager for the City; and

WHEREAS, the original Agreement was in the amount of $15,400, for Recruitment Services for a Public Affairs Manager; and

WHEREAS, the CITY desires to execute an Amendment to increase the total contract in an amount not to exceed $30,200, for a new aggregate total of Agreement and Amendments sum total of $45,600, and amend the scope of work to include Recruitment Services for a Accounting Manager- Controller and two engineering positions; and

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

1. That Section 1 "Services " is amended to include Accounting Manager-Controller and Two Engineer Positions, and include the attached Proposals, Exhibit A .

2. That Section 2 "Payment" of the Agreement is hereby amended to read as follows:
   "The amount of the contract shall not exceed $45,600."

3. 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 5CF388AC460044B... _____
Signature

Printed: Todd Hileman

Title: City Manager

Date: 6/25/2025

"Consultant"
WBCP, Inc.

By: DocuSigned by: Wendi Brown 929F774B55DB46B... _____
Signature

Printed: Wendi Brown

Title: President

Date: 6/24/2025

Attest:

By: Signed by: Mark Perez BA951D463FA0445... _____
Hector Gomez, Chief City Clerk

Date: 6/25/2025

Approved as to form:

By: DocuSigned by: Roxanne Diaz A7800E5CA8A241F... _____
Roxanne M. Diaz, City Attorney

Date: 6/25/2025

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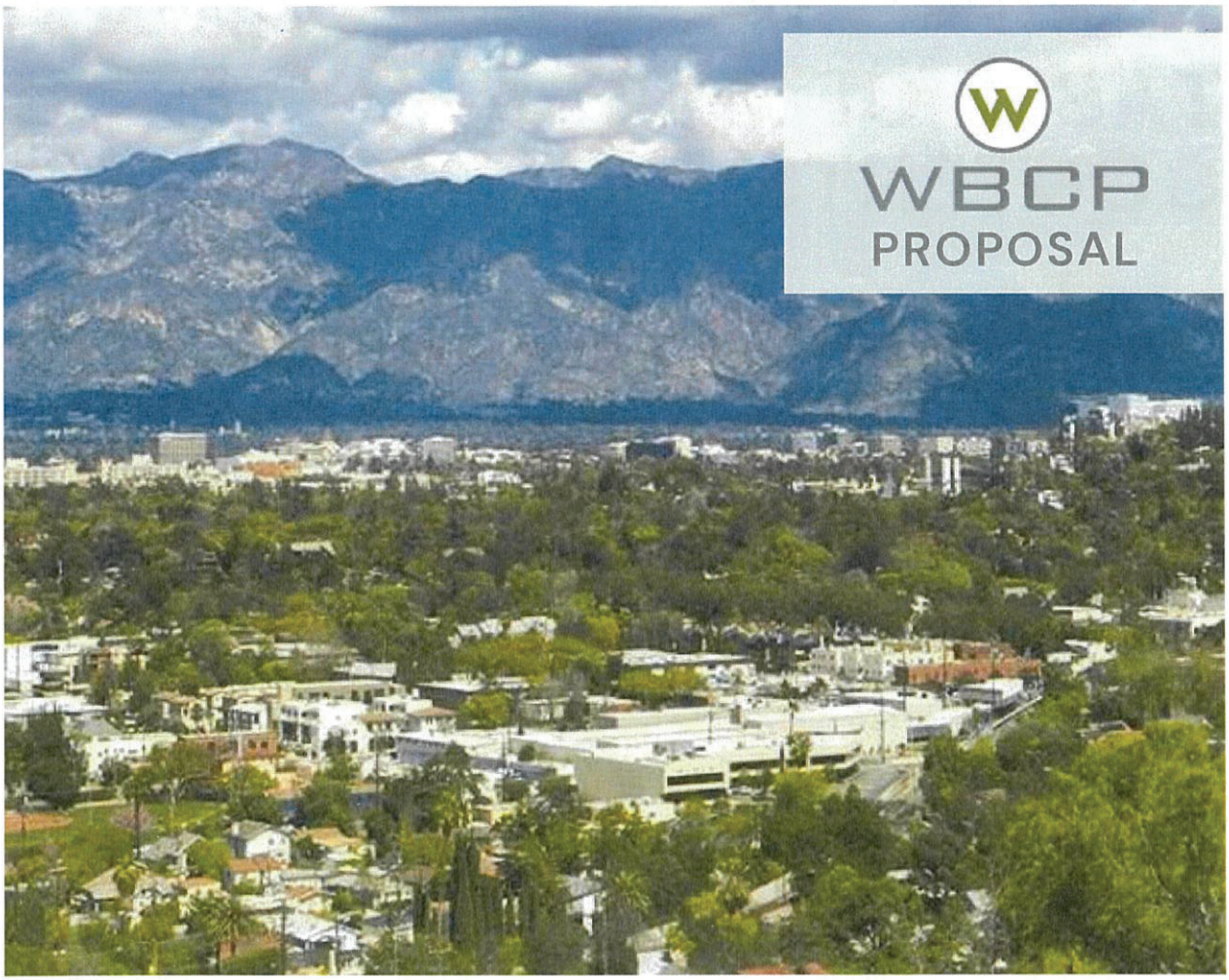
Exhibit A



RECRUITMENT SERVICES

City of SOUTH PASADENA

ACCOUNTING MANAGER-CONTROLLER
OPTION 1: ADVERTISING & HEADHUNTING

MAY 13, 2025

Docusign Envelope ID: C47F5D9A-4795-4A02-AA0E-ADE6197D2842

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I. COVER LETTER

MAY 13, 2025

1414 Mission St,
South Pasadena,
CA 91030

RE: City of South Pasadena - Accounting Manager-Controller Recruiting Services

It is our pleasure to submit this proposal for recruitment services to secure your ideal candidate to serve as the Accounting Manager-Controller of the City of South Pasadena. **WBCP has worked on many similar recruitments, and we look forward to the opportunity to partner with your organization on this critical position!**

We trust our proposal will showcase our client-focused recruitment process and will act as a testament that we are passionate about what we do to make our clients happy.

Exciting news! WBCP has partnered with the National Association of Counties (NACo) and its Public Promise Procurement (PPP) Program to offer a game-changing solution. With our new streamlined service, you can piggyback on the County of San Diego's Master Service Cooperative Agreement, saving you time, money, and effort. This opportunity is available nationwide for cities, counties, special districts, nonprofits, state agencies, and educational institutions. If this is something that is of interest for this or future procurement processes, please visit our site at: **https://wbcpinc.com/naco/**

It has been proven that great employees are looking for great employers, not just a paycheck. WBCP provides a broader perspective to recruitment services – going beyond securing the ideal candidate – we brand your organization as an employer of choice. We use eye-catching marketing materials, innovative search practices, and responsive and respectful communications with your applicants and stakeholders.

WBCP is talented at working with you to identify the strengths, challenges, and opportunities of this job, the ideal candidate, and your community and organizational culture. WBCP will work with your stakeholders to design a recruitment strategy that will include a customized engagement process. We will have a series of meetings, discussions, stakeholder interviews, and survey(s) to get to know you, the organization, the community, the culture, and the applicable staff.

My team and I know the California candidate marketplace and have many clients in your region, such as **the County of Los Angeles, County of Orange, County of San Bernardino, City of Pasadena, City of Riverside, City of Long Beach, and City of Culver City (just to name a few).** We have exceptional experience successfully recruiting for similar positions, with several recent notable recruitments including, but not limited to:

- **Internal Audit Manager, City of Pasadena, CA (active)**
- **Assistant Auditor-Controller, County of Monterey, CA (active)**
- **Division Chief – Auditor Controller, County of San Joaquin, CA**
- **City Auditor, City of Sacramento, CA**
- **Audit Supervisor, County of Santa Barbara, CA**
- **Lead Internal Auditor, County of Santa Barbara, CA**
- **Accountant-Auditor, County of Santa Barbara, CA**

To see a full list of our clients and successful recruitments, visit: https://tinyurl.com/3j9bdd79

We have over two decades of experience in public sector executive search services and have provided direct search services through WBCP since 2004. WBCP's executive recruiters are all highly personable and have unique backgrounds that make them well-equipped to take on your recruitments, as you will read their biographies in this proposal. WBCP now has offices in California, Oregon, Washington, and Texas.

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I. COVER LETTER

Recruiting top talent has become the number-one topic among administrators. New and innovative recruitment strategies are critical to identifying and securing candidates with a deep understanding of how to assess and meet community needs and address future challenges. WBCP understands the complexity of community leadership, and we are prepared to provide a thorough, complete, and fair recruitment process to provide a diverse applicant pool. **Upon our 2024 year-end review, we found that over the last three years 63% of our placed candidates came from diverse backgrounds.** In fact, we are often selected and told that we bring a larger, more qualified and diverse groups of candidates than they have ever received from past professional recruiters.

Clients also choose our firm over others because of our ability to work with your support staff and stakeholder group (including boards, appointed/elected officials, and engaged constituents), manage all details of a recruitment process, and secure great candidates. Our dedication and commitment to the client are complemented by our deep understanding and ability to effectively navigate challenging political climates.

DIVERSITY

63%

of WBCP candidates placed in positions come from a diverse background

Our clients have great things to say about the quality of the service we provide and the amazing candidates we find them, In fact, many of our clients are return customers. Please feel comfortable reaching out to these organizations to get their feedback directly.

Lastly, we love what we do, and we are passionate about finding exceptional candidates who are also passionate about serving others. WBCP's staff are driven and desire to exceed client expectations. I appreciate your consideration in retaining our services and hope to have an opportunity to work with you in the future.

Best Regards,

Wendi Brown | Founder/President, WBCP, INC.
wendi@wbcpinc.com | 541-664-0376
www.wbcpinc.com

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II. BACKGROUND & QUALIFICATIONS

Principal: Wendi Brown, President

Company Legal Name: WBCP, Inc. (W. Brown Creative Partners)

Tax ID: 81-5454037

Website: www.wbcpinc.com

Phone: 866-929-WBCP (9227) / 541-664-0376

Address:

- **Oregon (3 offices including WBCP, Inc. Headquarters):** 213 E Main St., Rogue River, OR, 97537; City of Grants Pass and City of Tigard
- **California (5 offices):** San Jose, Gilroy, Roseville, Los Angeles and Santa Barbara
- **Washington:** City of Seattle
- **Texas:** City of Dallas



WOMEN OWNED

WBCP is a 100% women-owned business, an S Corporation, not part of a parent company, and is a registered small business through the US Small Business Administration (SBA). WBCP is registered to do business in all states we serve, and files and pays California S Corporation and personal income tax to the State of California.

BUSINESS HISTORY

WBCP, Inc. has been in business since 2004, and serves nonprofit and public sector organizations. WBCP offers a variety of services, including: partial and full service search services for individual contributor, supervisor, management and executive management positions; human resources consulting: organizational development, training, classification and compensation studies, analysis and assessments, etc.

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II. BACKGROUND QUALIFICATIONS

WBCP has over 20 years of experience providing search services for public sector and non-profit organizations. We have successfully secured professionals and provided other consulting services in **California, Arizona, Colorado, Idaho, Nevada, New York, Oregon, Texas, Utah, and Washington.**

Cities of: Anaheim (CA), Arcata (CA), Ashland (OR), Astoria (CA), Atwater (CA), Berkeley (CA), Boulder City (NV), Calistoga (CA), Central Point (OR), Ceres (CA), Chandler (AZ), Colfax (CA), Corte Madera (CA), Culver City (CA), Davis (CA), Dunsmuir (CA), Duvall (WA), Fort Worth (TX), Fremont (CA), Fresno (CA), Garibaldi (OR), Gold Hill (OR), Grants Pass (OR), Hemet (CA), Hubbard (OR), Independence (OR), Irvine (CA), Laguna Beach (CA), Larkspur (CA), Lincoln (CA), Livermore (CA), Livingston (CA), Long Beach (CA), Medford (OR), Milpitas (CA), Napa (CA), Novato (CA), Oakland (CA), Orinda (CA), Oxnard (CA), Palo Alto (CA), Park City (UT), Pasadena (CA), Petaluma (CA), Phoenix (AZ), Phoenix (OR), Pismo Beach (CA), Port Hueneme (CA), Portola Valley (CA), Redding (CA), Riverside (CA), Rochester (NY), Rocklin (CA), Rogue River (OR), Roseville (CA), Sacramento (CA), San Francisco (CA), San Rafael (CA), Santa Maria (CA), Santa Monica (CA), Santa Paula (CA), Santa Rosa (CA), Solvang (CA), Sonoma (CA), South Pasadena (CA), Sutter Creek (CA), Talent (OR), Truckee (CA), Ventura (CA), Vernon (CA), Victorville (CA), West Hollywood (CA), Windsor (CA).

Counties of: Alameda (CA), Colusa (CA), Contra Costa (CA), Del Norte (CA), El Paso (CO), Fresno (CA), Humboldt (CA), Jackson (OR), King (WA), Lake (CA), Lane (OR), Los Angeles (CA), Marin (CA), Mariposa (CA), Mendocino (CA), Merced (CA), Mono (CA), Napa (CA), Nevada (CA), Orange (CA), Placer (CA), Riverside (CA), Sacramento (CA), San Benito (CA), San Bernardino (CA), San Diego (CA), San Francisco (CA), San Joaquin (CA), San Luis Obispo (CA), San Mateo (CA), Santa Barbara (CA), Santa Clara (CA), Santa Cruz (CA), Shasta (CA), Solano (CA), Sonoma (CA), Stanislaus (CA), Tehama (CA), Tuolumne (CA), Yolo (CA), Yuba (CA).

Local and National Councils, Boards, and Districts: Bear Valley Community Services District, Boulder Creek Fire Protection District, California Prison Industry Authority (CALPIA), Cosumnes Community Services District, Hass Avocado Board (HAB), Jackson County Fire District 5, Los Angeles County Employees Retirement Association (LACERA), Mendocino County Air Quality Management District, Metropolitan Transportation Commission (MTC), Modesto Irrigation District, Monterey One Water, Nevada Irrigation District, Newark Chamber of Commerce, North American Blueberry Council/U.S. Highbush Blueberry Council (NABC/USHBC), Oakland Housing Authority, Olivehurst Public Utility District, Orange County Employees Retirement System (OCERS), Placer County Transportation Planning Agency (PCTPA), Port of Long Beach (CA), Rogue Valley Sewer Services, Sacramento Area Flood Control Agency (SAFCA), Sacramento Area Sewer District, Sacramento Employment & Training Agency (SETA), Sacramento Public Library Authority, Sacramento Suburban Water District, San Benito Council of Governments, San Benito County Water District, San Joaquin County Employees' Retirement Association (SJCERA), San Joaquin Tributaries Authority, San Rafael Sanitation District (SRSD), San Ramon Valley Fire Protection District, Sonoma County Library, South Coast Air Quality Management District, Tri-City Mental Health Authority (TCMHA), Truckee-Donner Public Utility District (TDPUD), Tuolumne Utilities District, Valley Water, West Basin Municipal Water District.

Nonprofit and Joint Powers Authorities (JPAs): California Corrections, California Municipal Utilities Association (CMUA), Center Point, Central California Legal Services (CCLS), Community Food Bank, Community Works, Dogs for Better Lives/Dogs for the Deaf, Downtown Streets Team, East Bay Regional Communications Systems Authority, First 5 (Alameda County, California Association, Fresno, Santa Barbara County, San Mateo), Futures Without Violence (Family Violence Protect Fund), Gold Coast Health, Greater Richmond Interfaith Program (GRIP), LA Public Media, Latino Public Broadcasting, Los Angeles Unified School District (LAUSD), Northern Valley Catholic Social Service (NVCSS), Options Recovery, Radio Bilingüe, Sacramento County Superior Court, Sacramento Public Library Authority (SPLA), Santa Barbara Superior Court, Santa Cruz County Animal Services Authority, Teton County Joint Housing Authority (TCJHA), Transitions-Mental Health Association, Valley Consortium for Medical Education (VCME), Water Forum, West Angeles Church of God in Christ.

Private Organizations: CDS Publications, Central California Truck and Trailer, Morton & Pitalo, NAVA, SWEED, Tekmanagement, Touchstone Accounting.

Consulting services (classification and compensation services, competency modeling, job description development, job family development, job analysis): City of Fremont (CA), City of Medford (OR), City of Santa Maria (CA), City of Santa Paula (CA), County of Humboldt (CA), County of Mariposa (CA), County of Santa Barbara (CA), and County of San Luis Obispo (CA).

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II. BACKGROUND & QUALIFICATIONS

INDUSTRIES

- Organizational Leadership
- Economic Development
- Facilities & Operations
- Financial, Administrative Services, Accounting, Auditing
- Health & Human Services, Housing, Unhoused
- HR, Risk, Labor/Employee Relations
- Information Technology
- Legal, Counsel, Clerk
- Library
- Marketing, Communications, PR
- Parks & Rec, Community Services, Arts
- Planning, Environmental, Community Development, Building, Transit
- Public Safety
- Public Works, Transportation, Engineering

BELOW IS A LIST OF SIMILAR RECRUITMENTS WBCP HAS MANAGED:

FINANCIAL, ADMINISTRATIVE SERVICES, ACCOUNTING, AUDITING

- Chief Financial Officer, County of Marin Employees Retirement Agency, CA
- Chief Financial Officer, Social Services Department, County of Santa Barbara, CA
- Chief Financial Officer, Superior Court of California, County of Santa Barbara, CA
- Chief Financial Officer, West Basin Municipal Water District, CA
- Chief Financial Officer, City of West Hollywood, CA
- Chief Financial Officer, Chief of Admin II, Fire Protection District, County of Contra Costa, CA
- Division Chief - Auditor Controller, County of San Joaquin, CA
- Vice President of Finance and Administration, North American Blueberry Council, CA
- Director of Administrative Services and Finance, City of Ashland, OR
- Director of Administrative Services and Finance, City of Solvang, CA
- Director of Administrative Services, City of Irvine, CA
- Director of Contracts and Procurement, Valley Water, CA
- Director of Finance and Technology Services, City of Laguna Beach, CA
- Director of Finance, City of Ashland, OR
- Director of Finance, City of Duvall, WA
- Director of Finance, City of Grants Pass, OR
- Director of Finance, City of Laguna Beach, CA
- Director of Finance, City of Lincoln, CA
- Director of Finance, City of Sacramento, CA
- Director of Finance, City of Sonoma, CA
- Director of Finance, City of Victorville, CA
- Director of Finance, Community Food Bank, CA
- Director of Finance, County of Jackson, OR
- Director of Finance, County of Marin, CA
- Director of Finance, Monterey One Water, CA
- Director of Finance, Nevada Irrigation District, Grass Valley, CA
- Director of Finance, Transitions Mental Health Association, San Luis Obispo, CA
- Director of Finance, Tuolumne Utilities District, CA
- Director of Finance, West Angeles Church of God in Christ, CA

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II. BACKGROUND & QUALIFICATIONS

FINANCIAL, ADMINISTRATIVE SERVICES, ACCOUNTING, AUDITING (CON'T)

- Director of Finance/Financial Controller, North American Blueberry Council/USHBC, CA
- Director of Financial Services, San Diego Port Authority, CA
- Assistant Director of Finance, City of Roseville, CA
- Finance and Compliance Manager, NABC/USHBC, Folsom, CA
- Finance Manager, City of Milpitas, CA
- Finance Manager, County of Santa Barbara, Department of Behavioral Wellness, CA
- Finance Manager, Town of Truckee, CA
- Financial and Administrative Services Manager, First 5 Fresno, CA
- Procurement and Contracts Manager, Valley Water, CA
- Controller, Monterey One Water, CA
- Controller, Nevada Irrigation District, CA
- Senior Accountant, Town of Truckee, CA
- Senior Financial Systems Analyst, County of Santa Barbara, CA
- Senior Principal Accountant, City of San Rafael, CA
- Senior Tax Accountant, Touchstone Accounting, OR
- Internal Audit Chief, County of Santa Barbara, CA
- Audit Supervisor, County of Santa Barbara, CA
- Lead Internal Auditor, County of Santa Barbara, CA
- Financial Systems Analyst I, County of Santa Barbara, CA
- Financial Systems Analyst I/II, County of Santa Barbara, CA
- Accounting & Finance/Treasury Managers, County of Marin, CA
- Purchasing Agent, City of Milpitas, CA
- Payroll Supervisor, County of Santa Barbara, CA
- Accountant Auditor I/II, County of Santa Barbara, CA
- Administrative Technician, Sacramento Area Flood Control Agency (SAFCA), CA
- Secretary, Sacramento Area Flood Control Agency (SAFCA), CA

Check out our full list of recruitments here: https://tinyurl.com/3j9bdd79

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II. BACKGROUND & QUALIFICATIONS.....

RECRUITING WITH DIVERSITY IN MIND

Since partnering with the country's largest network of diversity job boards, ***we have seen a 21% increase in diverse applicants and a 13% increase*** *in diverse candidates placed in positions with our clients. This demonstrates WBCP's dedication to expanding outreach and removing barriers to apply, ensuring access to a highly qualified and diverse applicant pool.*

600 Diversity Job Boards:

When you post a job with WBCP, it is automatically shared across 600 diversity job boards, maximizing reach and ensuring access to a wide and inclusive pool of talent. We also utilize the largest diversity database with over 160 million resumes and 15,000 community based organization contacts to expand our search.

LinkedIn:

As LinkedIn recruiters, we have access to over 1 Billion profiles, allowing us to evaluate candidates' backgrounds, education, experience, licensure, and more.

AI:

WBCP also leverages AI tools to gather additional information to effectively reach future applicants and candidates contact information for emails and phone numbers.

WBCP understands the complexities of meeting the needs of a diverse community, and we provide a thorough, complete, and fair recruitment process.

WBCP

Streamline and Satisfy the RFP Process to receive recruiting on demand. Reach out to WBCP today for more information.

PUBLIC PROMISE PROCUREMENT Powered by NAC

COUNTY OF SAN DIEGO

Scan to learn more!

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II. BACKGROUND & QUALIFICATIONS

WHY CHOOSE WBCP

Proven Expertise:

- **Over 20 Years in Business and 100+ Years of Experience:** With over a century of combined experience, our recruitment professionals excel in public service sectors, including cities, counties, utilities, special districts, joint powers authorities, and non-profits. Our proven track record ensures expertise tailored to your needs.

- **100% Success Rate:** In 2024, we achieved a 100% success rate, successfully filling every position we managed including partial and full scope services from engineering, planning, finance, health and human services, legal, legislative, hard-to-fill civil service positions, and many more! We deliver results no matter what the challenge.

Employer Recognition: WBCP has been recognized as Oregon's TOP 100 EMPLOYERS.

HR Teams Trust Us: We simplify the recruitment process, managing every detail so HR teams can focus on other priorities. From sourcing candidates to scheduling interviews and providing updates, our seamless approach saves time, reduces stress, and ensures results.

Strategic Marketing and Advertising: Our marketing team designs targeted campaigns using diverse, cost-effective channels powered by AI. These campaigns maximize reach while staying within budget and include:

- Diverse Applicant Pools: Access to over 600 diversity-focused job boards, 15,000 diversity affiliations, and 120 million resumes ensures diversity is integral to our process.
- LinkedIn Recruiter Expertise: With access to 230 million U.S. profiles, we connect you with top-tier talent.
- AI-Driven Talent Acquisition: Advanced AI strategies enhance efficiency and uncover new candidate engagement opportunities.

Trusted Partners and Culture Cultivators: We go beyond finding candidates by building trust with your team and stakeholders. Our tailored strategies align top talent with your organizational culture, ensuring a collaborative and thoughtful recruitment process.

Recruiting with Competencies: Ensures a fair, measurable, and effective hiring process. This strategic approach helps identify the client's needs and then assesses candidates on the critical skills and behaviors for success.

Benefits:

- Fairness: Focuses on role-specific competencies.
- Measurability: Provides objective evaluation criteria.
- Better Matches: Aligns talent with organizational and cultural needs.
- Equitable: Reduces bias with standardized assessments.

Recruiting with competencies delivers high-quality, measurable solutions that ensure the best candidates for your team's success and cultural alignment.

Timely and effective background and Reference Checks: WBCP partners with a trusted third party for thorough background checks and relies on a 30-year public safety veteran, retired as a police chief, and an expert in employee investigations, to conduct expert reference verifications. This ensures accuracy, professionalism, and confidence in every hiring decision.

Guaranteed Satisfaction: We stand behind our work with a 12-24 month guarantee. If the initial placement doesn't work out, we will conduct a replacement search at no additional consulting fee, ensuring lasting value for your investment.

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III. BACKGROUND & QUALIFICATIONS

EXECUTIVE LEADERSHIP

WENDI BROWN
President/Sr. Recruiter

RICHARD KUHNS, Psy.D
Vice President of Recruitment & Culture

HEATHER JACK
Director of Finance & Operations

MANAGEMENT/RECRUITERS

JOSETTE REINA-LUKEN
Executive Recruiter

TERI MAUS-NISICH
Sr. Executive Recruiter

LEVI KUHLMAN
Executive Recruiter

LAUREN GERSON
Executive Recruiter

DD GRISSOM
Talent Acquisition Manager

MAGGIE ALEXANDRE
Executive Search Associate

STEPHANIE LAWSON
Recruitment Manager

KARLEE BECKSTEAD
Marketing & Communications Manager

ADMINISTRATIVE PROFESSIONALS

LEAH MURPHY
Project Manager

NAOMI ORR
Project Manager

LANE NOLAN
Project Manager

SHANI PEARCE
Project Manager

MARTHA CHAVARRIA
Talent Acquisition Specialist

SOFIA QURAISHI
Talent Acquisition Specialist

RYAN BROWN
IT Technician II

ANGELA EDWARDS
Talent Acquisition Specialist

MADDY SCHWARZ
Marketing & Events Coordinator

ALEX LE
Copywriter

AIMEE KUHLMAN
Operations Assistant

JAMI GILMAN
Marketing Assistant

JAYCE HERBOLD
Recruitment Assistant

KATIE GARROTTO
Recruitment Assistant

CREATIVE PARTNERS / SENIOR ADVISORS

BRUCE GRIFFITHS
Organizational Development/ IO Psychologist

STEVE BROWN
National Account Manager

BILL LANDIS
Public Safety Investigator

ALAN ROSEN
Executive Recruiter/ Sr. Facilitator

BERNIE LICATA
Organizational Development Consultant

SCOTT BECKSTEAD, JD
Sr. Advisor

MIKE LUKEN
Sr. Facilitator

WILLIAM RACOWSCHI
Fire/Public Safety

CHRISTY WURSTER
Sr. Facilitator

RIVKAH SASS
Retired Library Director/Sr. Facilitator

WBCP STATISTICS

WBCP is a 100% woman-owned business. Staff and consultants are a diverse mix of gender/ethnicity
Age ranges from 24 – 70+



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IV. WBCP KEY STAFF

WENDI BROWN
Lead Consultant/ Sr. Executive Recruiter



I am the President of WBCP, with over 20 years of experience in marketing and advertising and combine this with my background in recruiting to successfully place hard-to-fill, management, and executive positions. My team and I are passionate about helping organizations improve their recruitment services, place great talent, conduct department assessments, redesign antiquated processes, revise job descriptions, conduct salary and benchmark studies, and more. I have worked in various industries – advertising and public relations, national real estate franchisor, global manufacturing – and I have worked with nonprofit and public sector organizations since 1999. Formerly, I was an internal Human Resources Consultant for the County of Orange, California, providing countywide communications, human resources, executive search, and recruiter training services to the Assistant Chief Executive Office/Human Resources Director and, at that time, 25 decentralized departments, with 17,000 employees, serving a community of 300,000. I have a Bachelor's of Science in Business Administration with an emphasis in Marketing from Colorado Technical University; have earned several certificates in Project Management, Global Business, Marketing, and Human Resources; and working toward a Master's in Management at Southern Oregon University

RICHARD KUHNS
Vice President of Recruiting & Culture



Richard Kuhns is a retired County Administrative Officer with over 28 years of experience in the Public Sector. He is currently the VP of Recruiting and Organizational Culture for WBPC. Richard began his career in Law Enforcement, transferring his focus to Administration where he served as the Director of Housing and Community Action, Behavioral Health, General Services, and Solid Waste. Richard has a "find a way, to find a way" mentality. With his vast knowledge and experience in the Public Sector he has an intuitive understanding of working with government leaders, policy makers, and the public. Richard achieved a Bachelor of Science in Business Management, a Master of Arts in Behavioral Science with an emphasis in Conflict Resolution and Negotiations, and a Doctorate in Clinical Psychology. For the past three years Richard has worked as an Executive Recruiter and Behavioral Health Consultant. As a Consultant, he worked with several Northern California Counties creating and implementing the newly state mandated 24/7 Mobile Crisis. He has now focused his time and efforts on assisting WBCP clients in finding and securing the top candidate for your organization.

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IV. WBCP KEY STAFF

TERRI MAUS-NISICH
Sr. Executive Recruiter



Terri Maus-Nisich holds a pivotal role as one of our Senior Executive Recruiters, leveraging her extensive background as a distinguished leader in local government. With a local government career spanning over 40 years, Terri's journey includes transformative roles within the County of Santa Barbara, where she ascended from Parks Director to Assistant County Executive Officer, overseeing vital municipal and health/human service departments. Her remarkable impact encompasses leadership in Homeless Services, Communications, and Emergency Management, driving community engagement, disaster recovery, and support for vulnerable populations. Before her tenure in Santa Barbara, Terri spent 15 years with the City of Santa Clarita in roles ranging from analyst to Deputy City Manager. Throughout her remarkable career, Terri prioritized strategic planning, organizational development, and innovative problem-solving, garnering numerous awards. She holds a Bachelor's Degree from UC Santa Barbara, a Masters of Public Administration from Cal State Northridge, and a graduate certificate from Harvard University's JFK School of Government.

LAUREN GERSON
Executive Recruiter



Lauren Gerson is a seasoned Executive Recruiter at WBCP, where she draws on over 15 years of experience in career services, customer relations, and operations. Her recruiting expertise extends across various industries, with notable success in health and human services, utilities, and finance. Lauren has helped organizations across multiple states fill hard-to-hire positions at every level, from individual contributors to executives. Lauren's diverse professional journey began in operations and events management, where she honed her expertise in human resources, business management, and regulatory compliance. She later transitioned to career services, and prior to joining WBCP, worked with a career coaching company helping job-seekers better leverage their skills and overcome barriers to employment. Lauren holds a Bachelor's degree in Philosophy from Whittier College. She brings a unique perspective to her role, and is committed to making a positive impact both professionally and personally. With her unwavering dedication and client-centric focus, Lauren continues to drive success and excellence in executive recruitment at WBCP.

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IV. WBCP KEY STAFF

LEVI KUHLMAN
Executive Recruiter



Levi Kuhlman is an Executive Recruiter at WBCP, and an experienced professional with a multifaceted career spanning across executive recruitment, real estate, and entrepreneurship. He has worked extensively with local municipalities, special districts, and not-for-profit organizations across the Western region, with a focus in California, Oregon, and Idaho. Levi has conducted many successful recruitments in various industries including planning, rent stabilization and housing, engineering, finance, city management, transportation and transit, community development, building and safety, public safety, risk management, and information technology. Levi serves as a skilled and diplomatic liaison, earning a reputation for his personalized approach to recruiting. Before joining the ranks of WBCP, he advocated on behalf of tenants, landlord, and clients. With a diverse skill set and a commitment to excellence, Levi continues to make significant contributions to WBCP, his clients, and broadening the professional community one recruitment at a time.

REVIEW OTHER EMPLOYEES & CONSULTANT PARTNERS ON OUR WEBSITE: WWW.WBCPINC.COM/WBCP-TEAM

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V. RECRUITMENT STRATEGY / PHASES

WBCP knows how to customize your search strategy to meet your unique recruitment needs. We customize your recruitment based on the specific needs, target audience, and challenges for each recruitment; however, below is a baseline approach for most recruitments.

PHASE I

CLIENT & STAKEHOLDER MEETINGS

We require the Client and/or Search Committee, and other stakeholders identified by the Client, be involved in the initial and final phases of this recruitment. These are critical phases to ensure we obtain a clear sense of the priorities and the successful hire of the right candidate. WBCP will meet with various stakeholders as warranted by the Client and the level of the position in the organization. These meetings will allow us an opportunity to gather information and gain knowledge about the organization, community, and unique aspects of the recruitment to design the ideal candidate professional profile, advertising materials, and strategic approach

FEEDBACK OUTCOME / TIMELINE DEVELOPMENT

Following the Client/stakeholder meetings, we will develop a detailed timeline for the recruitment along with a proposed advertising plan for approval.

CREATIVE DEVELOPMENT

Immediately following the client feedback activities, we will draft the competencies for the recruitment and advertising material/recruitment brochure for the Client's review. This information will summarize what was learned from Client-related interviews and will be used to advertise the opening.

PHASE II

MARKETING STRATEGY & IMPLEMENTATION

WBCP will execute a customized marketing/ad plan once the job announcement is created. An ad plan could include the following (based on assumptions), and will be customized based on information gathered in Phase I:

DIGITAL ADVERTISING WITH DIVERSITY IN MIND

WBCP utilizes digital advertising to obtain diverse applicant pools, leveraging local and national job boards, associations, and social media. In partnership with a diversity platform, our postings reach up to 600 local employment and diversity websites, connecting across 15,000+ community organizations and niche sites, tapping into a job bank of 2 million resumes. Upon our 2024 year-end review, we found that over the last three years 63% of our placed candidates came from diverse backgrounds.

EMAIL & DIRECT MAIL ADVERTISING

In addition to tapping into WBCP's existing pool of potential applicants, we have the capability to access various professional lists. We actively seek out additional lists through associations, contacts, and other strategic channels.

SOURCING/HEADHUNTING

WBCP employs a proactive approach by reaching out to targeted individuals and cultivating new connections through referrals from reputable sources. As a LinkedIn recruiter, we harness the power of over 350 million profiles to identify and engage with ideal candidates. Additionally, WBCP utilizes cutting-edge AI tools for precise Boolean searches, enabling us to uncover niche candidates effectively.

COMMUNICATION WITH CLIENT

We will provide weekly updates on the progress of this search unless the client prefers more or less frequent communications. We tailor our communications in accordance with our Client's needs.

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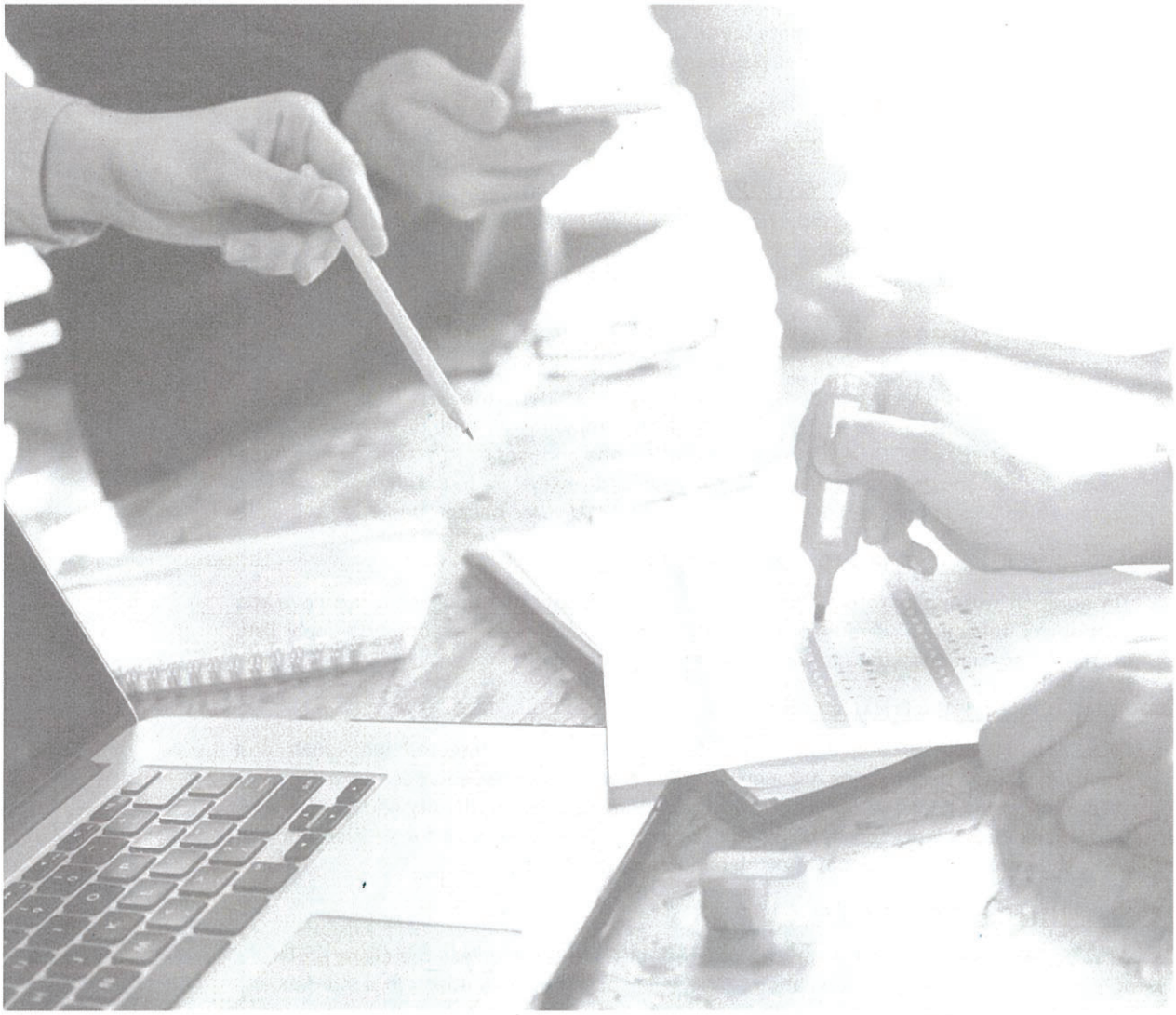
VI. SCOPE OF WORK

- Facilitate initial kick-off meeting with Client and other meetings that may include Executive Leadership, staff, community, and other stakeholders to assist with identifying the ideal candidate profile.
- Assist Client hiring authority/stakeholders in modifying the job description (as needed), and develop a recruitment announcement, marketing materials, and advertising plan for the recruitment.
- Attend all other meetings and engagements as needed or identified by the Client.
- Implement advertising plan including: publication, sourcing/headhunting, direct mail, and other online and email marketing efforts.
- Provide timely updates and progress reports to the client regarding search services; every two weeks or as Client identifies is needed.



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VII. RECRUITMENT TIMELINE

BELOW IS A SAMPLE OF AN EXECUTIVE SEARCH TIMELINE THAT WBCP WILL CUSTOMIZE FOR THIS RECRUITMENT

Week 1:

- Secure services with search firm, WBCP, Inc.
- WBCP: review search parameters and recruiting processes with Client
  - Interview with hiring authority and other stakeholders for competencies
  - Identification of advertising venues and ideal candidate prospects
  - Calls, meetings, or coordination with other stakeholders for information gathering

Weeks 1 + 2:

- Develop and approvals: recruitment process, deadlines, ad plan and strategy, recruitment timeline and brochure
- Print coordination (if applicable)

Weeks 2 + 3:

- **OPEN RECRUITMENT AND AD PLAN:** Implement marketing plan and direct mail (if applicable)
- Timeline may be extended if direct mail piece is included (i.e., print/postage)

Weeks 4, 5, + 6:

- Receive applications – WBCP may receive applications (if using our applicant tracking system) and/or receive updates from clients on the results of the recruitment.

Weeks 7 + 8:

- **CLOSE RECRUITMENT AND ADVERTISING**



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VIII. REFERENCES

1-City of Sacramento, California

Positions Filled:

- City Auditor

Contact Information:

- Lisa Kaplan, Council Member - D1, LKaplan@cityofsacramento.org

2-County of Santa Barbara, California

Positions Filled:

- Internal Audit Chief
- Audit Supervisor
- Lead Internal Auditor

Contact Information:

- Betsy Schaffer, Auditor-Controller, BSchaffer@co.santa-barbara.ca.us

3-County of San Joaquin, California

Positions Filled:

- Division Chief - Auditor Controller
- Payroll Division Chief
- Director of Finance

Contact Information:

- Monica Nino, former County Administrator at San Joaquin County, Current County Administrator at Contra Costa County, Monica.Nino@cao.cccounty.us | 925-655-2075

IX. MARKETING MATERIAL EXAMPLES

Click below to see our marketing samples for similar positions. To see all of our brochures, visit: wbcpinc.com/closed-jobs-private/ and use the password: wbcp202510*

- Internal Audit Manager, City of Pasadena, CA (active)
- Assistant Auditor-Controller, County of Monterey, CA (active)
- Division Chief - Auditor Controller, County of San Joaquin, CA
- Payroll Division Chief, County of San Joaquin, CA
- City Auditor, City of Sacramento, CA
- Internal Audit Chief, County of Santa Barbara, CA
- Audit Supervisor, County of Santa Barbara, CA
- Lead Internal Auditor, County of Santa Barbara, CA
- Accountant-Auditor, County of Santa Barbara, CA

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X. COST SHEET / TIMELINE POLICY

WBCP will not limit the number of hours we work on a recruitment, rather we charge a flat rate and will spend the time necessary to ensure we are successful. Consulting fees will be billed once the position is open for applications and the advertising campaign has been launched.

SERVICE COST PER RECRUITMENT

ACCOUNTING MANAGER-CONTROLLER

Description of Services/Deliverables:	Inclusive Rate per Recruitment:
Consulting Services: Phases I-II in the proposal's recruitment strategy/phases section.	$5,900 (flat rate)
Expenses Include: Document shipping fees/delivery charges to facilitate virtual meetings; brochure/graphic design ($950); marketing and advertising which may include: print and postage (if applicable); online job boards; social media; sourcing; and may include flat fee pricing for: LinkedIn $395, InMails $300, Circa Diversity Job Boards $295, Zoom Info $299. These expenses will be billed based on what is expended and based on the needs of the client/recruitment.	Up to $4,500 (not to exceed)

Cost and Timeline Policy

To ensure the success and efficiency of our recruitment services, the following policies regarding cost and timelines are in place:

1. **Timeline Development:** Timelines provided to our clients are valid for **10 business days**. If a timeline is not secured or confirmed within this period, it may no longer be available. In such cases, the timeline may be reassigned to another client, and a revised timeline will be provided.

These policies ensure clarity, fairness, and high-quality outcomes for all parties involved.

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XI. OTHER

INSURANCE

WBCP and its sub-consultants have reviewed the contractual agreement and the Insurance Requirements. If selected, WBCP will execute said agreement and will provide the required insurance documents. WBCP will submit certificates of insurance as evidence of the required coverage limits. Insurance policies include: liability, errors and omissions, workers compensation, and vehicle insurance.

CONFIDENTIALITY SAFEGUARDS

Confidentiality is paramount in the work we do. We ensure that the client and candidate information we receive, and conversations with our client (and certainly discussions in closed session) are kept confidential. There are several physical safeguards we have in place including: locked and alarmed office space, password, and encryption protected information on our computers and servers, multiple backup systems. As information is shared with our client, we discuss the importance of confidentiality and why it is important to the candidates they are considering but also brands the organization appropriately. We also ask candidates who are interviewed to keep candidate information confidential, as they may see or meet a candidate during the process. We emphasize that confidentiality is not just until the recruitment is completed, and a candidate is hired, confidentiality is in perpetuity. Leaked information is not a reputation that a client wants to receive, as this could deter future applicants from applying.

ORGANIZATIONAL DIVERSITY STATEMENT

WBCP embraces cross-cultural diversity and we are committed to equitable treatment and elimination of discrimination in all its forms at all organizational levels and throughout all consulting practices, including search services. We strive to reach diverse groups of people to inform them of leadership opportunities. **Upon our 2024 year-end review, we found that over the last three years 63% of our placed candidates came from diverse backgrounds.** We will make extensive efforts to attract a qualified applicant pool that represents a broad range of gender and ethnically diverse individuals.

Wendi Brown, President — May 13, 2025

Client, Title — Date

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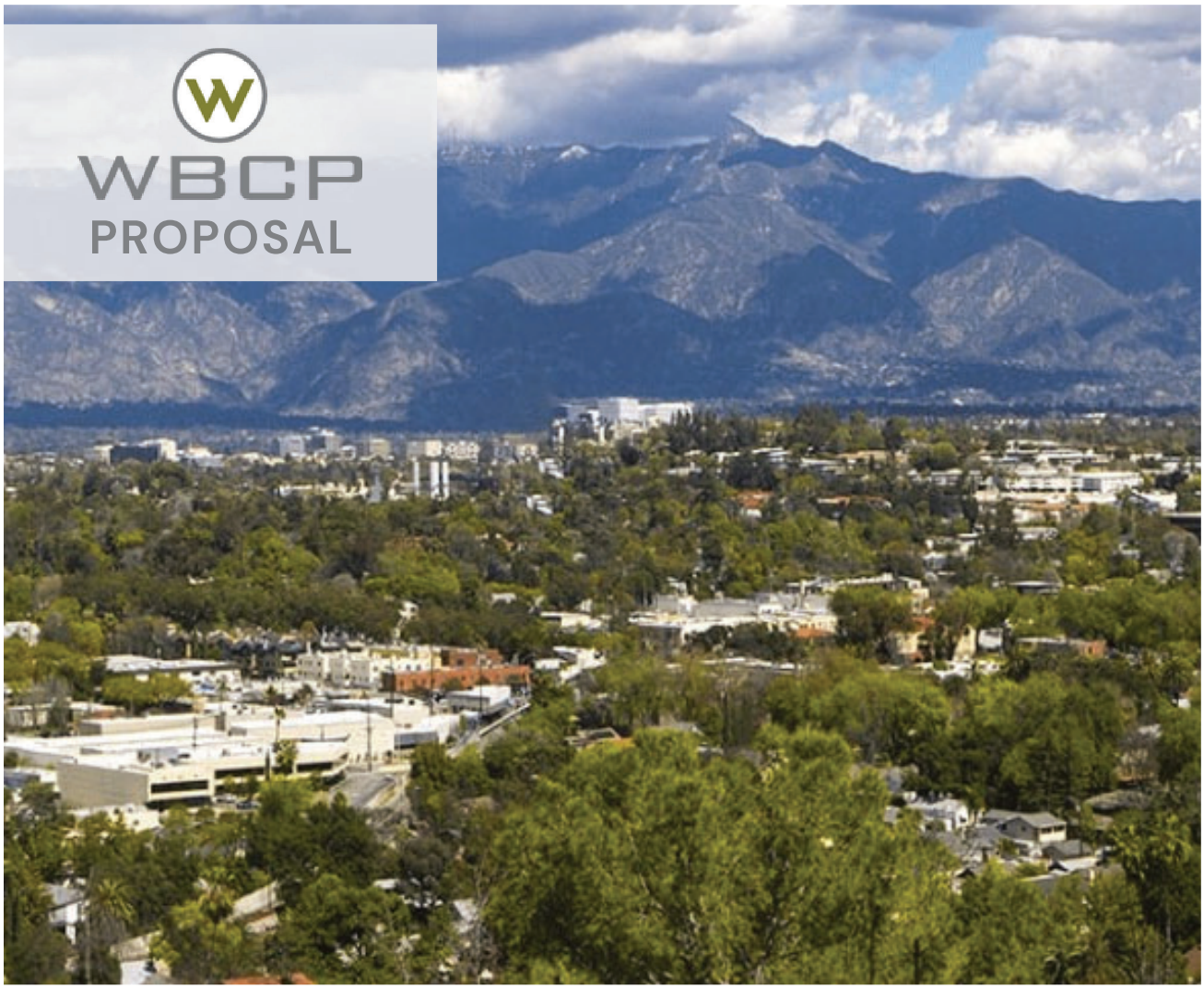

RECRUITMENT SERVICES

City of SOUTH PASADENA

ENGINEERING ASSISTANT, ASSOCIATE CIVIL ENGINEER OR SENIOR CIVIL ENGINEER (2 VACANCIES)

OPTION 1: ADVERTISING & HEADHUNTING

JUNE 5, 2025

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Confidential

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I. COVER LETTER

JUNE 5, 2025

Josette Reina-Luken
1414 Mission St,
South Pasadena, CA 91030

RE: City of South Pasadena - Engineering Series Recruiting Services

It is our pleasure to submit this proposal for recruitment services to secure your ideal candidates to serve as engineering professionals for the City of South Pasadena. **WBCP has worked on many Engineering recruitments, and we look forward to the opportunity to partner with your organization on this critical position!**

We trust our proposal will showcase our client-focused recruitment process and will act as a testament that we are passionate about what we do to make our clients happy.

Exciting news! WBCP has partnered with the National Association of Counties (NACo) and its Public Promise Procurement (PPP) Program to offer a game-changing solution. With our new streamlined service, you can piggyback on the County of San Diego's Master Service Cooperative Agreement, saving you time, money, and effort. This opportunity is available nationwide for cities, counties, special districts, nonprofits, state agencies, and educational institutions. If this is something that is of interest for this or future procurement processes, please visit our site at: **https://wbcpinc.com/naco/**

It has been proven that great employees are looking for great employers, not just a paycheck. WBCP provides a broader perspective to recruitment services – going beyond securing the ideal candidate – we brand your organization as an employer of choice. We use eye-catching marketing materials, innovative search practices, and responsive and respectful communications with your applicants and stakeholders.

WBCP is talented at working with you to identify the strengths, challenges, and opportunities of this job, the ideal candidate, and your community and organizational culture. WBCP will work with your stakeholders to design a recruitment strategy that will include a customized engagement process. We will have a series of meetings, discussions, stakeholder interviews, and survey(s) to get to know you, the organization, the community, the culture, and the applicable staff.

My team and I know the California candidate marketplace and have many clients in your region, such as the **County of Los Angeles, County of Orange, County of San Bernardino, City of Pasadena, City of Riverside, City of Long Beach, and City of Culver City (just to name a few).** We have exceptional experience successfully recruiting for similar positions, with several recent notable recruitments including, but not limited to:

- **Principal Engineer & Engineering Series, San Rafael Sanitation District, CA**
- **Multiple Engineering/Project Management Roles, City of Petaluma, CA**
- **Multiple Engineering Positions, City of Fort Worth, TX (active)**
- **Senior Engineer, Environmental/Water Utilities, City of Roseville, CA**

To see a full list of our clients and successful recruitments, visit: https://tinyurl.com/3j9bdd79

We have over two decades of experience in public sector executive search services and have provided direct search services through WBCP since 2004. WBCP's executive recruiters are all highly personable and have unique backgrounds that make them well-equipped to take on your recruitments, as you will read their biographies in this proposal. WBCP now has offices in California, Oregon, Washington, Texas, and Colorado.

I. COVER LETTER

Recruiting top talent has become the number-one topic among administrators. New and innovative recruitment strategies are critical to identifying and securing candidates with a deep understanding of how to assess and meet community needs and address future challenges. WBCP understands the complexity of community leadership, and we are prepared to provide a thorough, complete, and fair recruitment process to provide a diverse applicant pool. **Upon our 2024 year-end review, we found that over the last three years 63% of our placed candidates came from diverse backgrounds.** In fact, we are often selected and told that we bring a larger, more qualified and diverse groups of candidates than they have ever received from past professional recruiters.

Clients also choose our firm over others because of our ability to work with your support staff and stakeholder group (including boards, appointed/elected officials, and engaged constituents), manage all details of a recruitment process, and secure great candidates. Our dedication and commitment to the client are complemented by our deep understanding and ability to effectively navigate challenging political climates.

Our clients have great things to say about the quality of the service we provide and the amazing candidates we find them, In fact, many of our clients are return customers. Please feel comfortable reaching out to these organizations to get their feedback directly.

DIVERSITY

63%

of WBCP candidates placed in positions come from a diverse background

Lastly, we love what we do, and we are passionate about finding exceptional candidates who are also passionate about serving others. WBCP's staff are driven and desire to exceed client expectations. I appreciate your consideration in retaining our services and hope to have an opportunity to work with you in the future.

Best Regards,



Wendi Brown | Founder/President, WBCP, INC.
wendi@wbcpinc.com | 541-664-0376
www.wbcpinc.com

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II. BACKGROUND & QUALIFICATIONS.....

Principal: Wendi Brown, President

Company Legal Name: WBCP, Inc. (W. Brown Creative Partners)

Tax ID: 81-5454037

Website: www.wbcpinc.com

Phone: 866-929-WBCP (9227) / 541-664-0376

Address:

- **Oregon (3 offices including WBCP, Inc. Headquarters):** 213 E Main St., Rogue River, OR, 97537; City of Grants Pass and City of Tigard
- **California (5 offices):** San Jose, Gilroy, Roseville, Los Angeles and Santa Barbara
- **Washington:** City of Seattle
- **Texas:** City of Dallas



WOMEN OWNED

WBCP is a 100% women-owned business, an S Corporation, not part of a parent company, and is a registered small business through the US Small Business Administration (SBA). WBCP is registered to do business in all states we serve, and files and pays California S Corporation and personal income tax to the State of California.

BUSINESS HISTORY

WBCP, Inc. has been in business since 2004, and serves nonprofit and public sector organizations. WBCP offers a variety of services, including: partial and full service search services for individual contributor, supervisor, management and executive management positions; human resources consulting: organizational development, training, classification and compensation studies, analysis and assessments, etc.

II. BACKGROUND QUALIFICATIONS.....

WBCP has over 20 years of experience providing search services for public sector and non-profit organizations. We have successfully secured professionals and provided other consulting services in **California, Arizona, Colorado, Idaho, Nevada, New York, Oregon, Texas, Utah, and Washington.**

Cities of: Anaheim (CA), Arcata (CA), Ashland (OR), Astoria (CA), Atwater (CA), Berkeley (CA), Boulder City (NV), Calistoga (CA), Central Point (OR), Ceres (CA), Chandler (AZ), Colfax (CA), Corte Madera (CA), Culver City (CA), Davis (CA), Dunsmuir (CA), Duvall (WA), Fort Worth (TX), Fremont (CA), Fresno (CA), Garibaldi (OR), Gold Hill (OR), Grants Pass (OR), Hemet (CA), Hubbard (OR), Independence (OR), Irvine (CA), Laguna Beach (CA), Larkspur (CA), Lincoln (CA), Livermore (CA), Livingston (CA), Long Beach (CA), Medford (OR), Milpitas (CA), Napa (CA), Novato (CA), Oakland (CA), Orinda (CA), Oxnard (CA), Palo Alto (CA), Park City (UT), Pasadena (CA), Petaluma (CA), Phoenix (AZ), Phoenix (OR), Pismo Beach (CA), Port Hueneme (CA), Portola Valley (CA), Redding (CA), Riverside (CA), Rochester (NY), Rocklin (CA), Rogue River (OR), Roseville (CA), Sacramento (CA), San Francisco (CA), San Rafael (CA), Santa Maria (CA), Santa Monica (CA), Santa Paula (CA), Santa Rosa (CA), Solvang (CA), Sonoma (CA), South Pasadena (CA), Sutter Creek (CA), Talent (OR), Truckee (CA), Ventura (CA), Vernon (CA), Victorville (CA), West Hollywood (CA), Windsor (CA).

Counties of: Alameda (CA), Colusa (CA), Contra Costa (CA), Del Norte (CA), El Paso (CO), Fresno (CA), Humboldt (CA), Jackson (OR), King (WA), Lake (CA), Lane (OR), Los Angeles (CA), Marin (CA), Mariposa (CA), Mendocino (CA), Merced (CA), Mono (CA), Napa (CA), Nevada (CA), Orange (CA), Placer (CA), Riverside (CA), Sacramento (CA), San Benito (CA), San Bernardino (CA), San Diego (CA), San Francisco (CA), San Joaquin (CA), San Luis Obispo (CA), San Mateo (CA), Santa Barbara (CA), Santa Clara (CA), Santa Cruz (CA), Shasta (CA), Solano (CA), Sonoma (CA), Stanislaus (CA), Tehama (CA), Tuolumne (CA), Yolo (CA), Yuba (CA).

Local and National Councils, Boards, and Districts: Bear Valley Community Services District, Boulder Creek Fire Protection District, California Prison Industry Authority (CALPIA), Cosumnes Community Services District, Hass Avocado Board (HAB), Jackson County Fire District 5, Los Angeles County Employees Retirement Association (LACERA), Mendocino County Air Quality Management District, Metropolitan Transportation Commission (MTC), Modesto Irrigation District, Monterey One Water, Nevada Irrigation District, Newark Chamber of Commerce, North American Blueberry Council/U.S. Highbush Blueberry Council (NABC/USHBC), Oakland Housing Authority, Olivehurst Public Utility District, Orange County Employees Retirement System (OCERS), Placer County Transportation Planning Agency (PCTPA), Port of Long Beach (CA), Rogue Valley Sewer Services, Sacramento Area Flood Control Agency (SAFCA), Sacramento Area Sewer District, Sacramento Employment & Training Agency (SETA), Sacramento Public Library Authority, Sacramento Suburban Water District, San Benito Council of Governments, San Benito County Water District, San Joaquin County Employees' Retirement Association (SJCERA), San Joaquin Tributaries Authority, San Rafael Sanitation District (SRSD), San Ramon Valley Fire Protection District, Sonoma County Library, South Coast Air Quality Management District, Tri-City Mental Health Authority (TCMHA), Truckee-Donner Public Utility District (TDPUD), Tuolumne Utilities District, Valley Water, West Basin Municipal Water District.

Nonprofit and Joint Powers Authorities (JPAs): California Corrections, California Municipal Utilities Association (CMUA), Center Point, Central California Legal Services (CCLS), Community Food Bank, Community Works, Dogs for Better Lives/Dogs for the Deaf, Downtown Streets Team, East Bay Regional Communications Systems Authority, First 5 (Alameda County, California Association, Fresno, Santa Barbara County, San Mateo), Futures Without Violence (Family Violence Protect Fund), Gold Coast Health, Greater Richmond Interfaith Program (GRIP), LA Public Media, Latino Public Broadcasting, Los Angeles Unified School District (LAUSD), Northern Valley Catholic Social Service (NVCSS), Options Recovery, Radio Bilingüe, Sacramento County Superior Court, Sacramento Public Library Authority (SPLA), Santa Barbara Superior Court, Santa Cruz County Animal Services Authority, Teton County Joint Housing Authority (TCJHA), Transitions-Mental Health Association, Valley Consortium for Medical Education (VCME), Water Forum, West Angeles Church of God in Christ.

Private Organizations: CDS Publications, Central California Truck and Trailer, Morton & Pitalo, NAVA, SWEED, Tekmanagement, Touchstone Accounting.

Consulting services (classification and compensation services, competency modeling, job description development, job family development, job analysis): City of Fremont (CA), City of Medford (OR), City of Santa Maria (CA), City of Santa Paula (CA), County of Humboldt (CA), County of Mariposa (CA), County of Santa Barbara (CA), and County of San Luis Obispo (CA).

II. BACKGROUND & QUALIFICATIONS.....

INDUSTRIES

- Organizational Leadership
- Economic Development
- Facilities & Operations
- Financial, Administrative Services, Accounting, Auditing
- Health & Human Services, Housing, Unhoused
- HR, Risk, Labor/Employee Relations
- Information Technology
- Legal, Counsel, Clerk
- Library
- Marketing, Communications, PR
- Parks & Rec, Community Services, Arts
- Planning, Environmental, Community Development, Building, Transit
- Public Safety
- Public Works, Transportation, Engineering

BELOW IS A LIST OF SIMILAR RECRUITMENTS WBCP HAS MANAGED:

PUBLIC WORKS, TRANSPORTATION, ENGINEERING

- Chief Operating Officer - Administrative and Contract Services, Valley Water, CA
- Chief Operating Officer - Water Utility Enterprise, Valley Water, CA
- Director of Electric Utility, City of Roseville, CA
- Director of Electric Utility, Truckee Donner Public Utility District (TPUD), CA
- Director of Engineering, City of Ceres, CA
- Director of Engineering, Monterey One Water, CA
- Director of Power Systems, Nevada Irrigation District, CA
- Director of Public Works & Transportation, City of Irvine, CA
- Director of Public Works, City of Ashland, OR
- Director of Public Works, City of Petaluma, CA
- Director of Public Works, City of Roseville, CA
- Director of Public Works, City of Sacramento, CA
- Director of Public Works, City of San Rafael, CA
- Director of Public Works, City of Santa Maria, CA
- Director of Public Works, City of Solvang, CA
- Director of Public Works, County of Nevada, CA
- Director of Public Works, County of Shasta, CA
- Director of Public Works, County of Yuba, CA
- Director of Public Works, County of San Diego, CA
- Director of Transportation, County of Riverside, CA
- Director of Utilities, City of Sacramento, CA
- Planning Director, San Bernardino County, CA
- Assistant Director of Land Use Services, San Bernardino County, CA
- Assistant Director of Public Works – Transportation, City of Davis, CA
- Assistant Director of Public Works, City of Santa Paula, CA
- Assistant Director of Public Works/City Engineer, City of San Rafael, CA
- Assistant Director Public Works, County of Marin, CA
- Assistant General Manager, Water operations, Modesto Irrigation District, CA
- Assistant Operating Officer of Watershed Stewardship & Planning Div., Valley Water, CA
- Assistant Operating Officer - Dam Safety and Capital Delivery, Valley Water, CA
- Assistant Operating Officer - Treated Water, Valley Water, CA
- Utilities Systems Superintendent, City of Calistoga, CA
- Deputy Director Public Works - Civil/Traffic Engineer, County of Marin, CA
- Deputy Director Public Works/Traffic Engineer, City of San Rafael, CA
- Deputy Operating Officer - Raw Water, Valley Water, CA
- Deputy Operating Officer - Water Utility Capital, Valley Water, CA
- Deputy Operating Officer - Watersheds Design and Construction, Valley Water, CA
- Deputy Operating Officer - Watersheds Operations and Maintenance, Valley Water, CA
- Deputy Public Works Directors: Engineering & Transportation and Operations & Zero Waste, City of Berkeley, CA
- Deputy PW Director/Principal Civil Engineer/Traffic Engineer, City of Santa Maria, CA
- Deputy Transportation Officer & Transportation and Mobility Planning Manager, City of Culver City, CA
- Operations and Maintenance Manager, Rogue Valley Sewer Services, OR
- Manager of Engineering (City Engineer), City of Berkeley, CA
- Public Works Manager – Utilities, City of Milpitas, CA

II. BACKGROUND & QUALIFICATIONS.....

PUBLIC WORKS, TRANSPORTATION, ENGINEERING (CON'T)

- Project Director, City of San Rafael, CA
- Transportation and Mobility Planning Manager, City of Culver City, CA
- Unit Manager - Asset Management, Valley Water, CA
- Unit Manager - Engineering Utility Operations and Maintenance Manager, Valley Water, CA
- Unit Manager - Treatment Plant Design & Commissioning Manager, Valley Water, CA
- Engineering/CIP Manager, City of Petaluma, CA
- Industrial / Mechanical Senior Engineer, SWEED, OR
- Town Engineer, Town of Portola Valley, CA
- District Engineer, San Benito County Water District, CA
- Civil Engineer, Project Manager & Assistant Project Manager, Morton and Pitalo, CA
- Civil Engineering Manager – Structures & Capital Group, County of Santa Barbara, CA
- Civil Engineer, County of Tehama, CA
- City Engineer, City of Milpitas, CA
- City Engineer/Deputy Director of Community Development, City of Rocklin, CA
- Civil Engineers - Development Services, Santa Clarity Valley Water Agency, CA
- Senior Civil Engineer and Civil Engineer, County of Marin, CA
- Senior Civil Engineer & Civil Engineer, County of Marin, CA
- Senior Civil Engineer or Associate Civil Engineer, City of San Rafael, CA
- Senior Professional Engineer – Plant Operations Division, City of Fort Worth, TX
- Senior Engineer Dam Safety, Nevada Irrigation District, CA
- Senior Civil Engineer, City of Petaluma, CA
- Senior Civil Engineer, City of San Rafael, CA
- Principal Civil Engineer, City of Santa Maria, CA
- Principal Engineer & Engineering Series, San Rafael Sanitation District, CA
- Principal Engineer, Sacramento Area Flood Control Agency (SAFCA), CA
- Senior Engineer, Water Utilities Division, City of Roseville, CA
- Senior Engineer, Water Utilities Division, County of Santa Barbara, CA
- Senior Engineer – Dam Safety, Nevada Irrigation District, CA
- Senior Engineer, City of Roseville, CA
- Senior Engineer - Environmental/Water Utilities, City of Roseville, CA
- Senior Engineer, Town of Corte Madera, CA
- Senior Engineer, County of Tehama, CA
- Principal Engineer, Sacramento Area Flood Control Agency (SAFCA), CA
- Traffic Engineer, City of Pasadena, CA
- Project Engineer/Power Engineer, City of Palo Alto, CA
- Engineering Series (3 Positions), City of Los Altos, CA
- Senior Environmental Planner, Valley Water, CA
- Senior Professional Engineer – Plant Operations Division, City of Fort Worth, TX
- District Engineer, San Benito County Water District, CA
- Engineering Manager – Plant Operations Division, City of Fort Worth, TX
- Street Maintenance Superintendent, City of Roseville, CA
- Structures and Capital Group Manager, County of Santa Barbara, CA
- Electric Linesperson/Cable Splicer (High Voltage Lineman), City of Palo Alto, CA
- Electric Operations Manager, City of Palo Alto, CA
- Electric Project Engineer, City of Palo Alto, CA
- Assistant Engineer & Junior Engineer, City of San Rafael, CA
- Multiple Civil Engineering & Project Management Positions, City of Petaluma, CA
- Power Engineering Manager, City of Roseville, CA
- General Manager, San Benito County Water District, CA

Check out our full list of recruitments here: https://tinyurl.com/3j9bdd79

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II. BACKGROUND & QUALIFICATIONS.....

RECRUITING WITH DIVERSITY IN MIND

Since partnering with the country's largest network of diversity job boards, ***we have seen a 21% increase in diverse applicants and a 13% increase*** *in diverse candidates placed in positions with our clients. This demonstrates WBCP's dedication to expanding outreach and removing barriers to apply, ensuring access to a highly qualified and diverse applicant pool.*

600 Diversity Job Boards:

When you post a job with WBCP, it is automatically shared across 600 diversity job boards, maximizing reach and ensuring access to a wide and inclusive pool of talent. We also utilize the largest diversity database with over 160 million resumes and 15,000 community based organization contacts to expand our search.

LinkedIn:

As LinkedIn recruiters, we have access to over 1 Billion profiles, allowing us to evaluate candidates' backgrounds, education, experience, licensure, and more.

AI:

WBCP also leverages AI tools to gather additional information to effectively reach future applicants and candidates contact information for emails and phone numbers.

WBCP understands the complexities of meeting the needs of a diverse community, and we provide a thorough, complete, and fair recruitment process.

WBCP

Streamline and Satisfy the RFP Process to receive recruiting on demand. Reach out to WBCP today for more information.

PUBLIC PROMISE PROCUREMENT Powered by NACo

COUNTY OF SAN DIEGO

Scan to learn more!

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WHY CHOOSE WBCP

Proven Expertise:

- **Over 20 Years in Business and 100+ Years of Experience:** With over a century of combined experience, our recruitment professionals excel in public service sectors, including cities, counties, utilities, special districts, joint powers authorities, and non-profits. Our proven track record ensures expertise tailored to your needs.

- **100% Success Rate:** In 2024, we achieved a 100% success rate, successfully filling every position we managed including partial and full scope services from engineering, planning, finance, health and human services, legal, legislative, hard-to-fill civil service positions, and many more! We deliver results no matter what the challenge.

Employer Recognition: WBCP has been recognized as Oregon's TOP 100 EMPLOYERS.

HR Teams Trust Us: We simplify the recruitment process, managing every detail so HR teams can focus on other priorities. From sourcing candidates to scheduling interviews and providing updates, our seamless approach saves time, reduces stress, and ensures results.

Strategic Marketing and Advertising: Our marketing team designs targeted campaigns using diverse, cost-effective channels powered by AI. These campaigns maximize reach while staying within budget and include:

- Diverse Applicant Pools: Access to over 600 diversity-focused job boards, 15,000 diversity affiliations, and 120 million resumes ensures diversity is integral to our process.
- LinkedIn Recruiter Expertise: With access to 230 million U.S. profiles, we connect you with top-tier talent.
- AI-Driven Talent Acquisition: Advanced AI strategies enhance efficiency and uncover new candidate engagement opportunities.

Trusted Partners and Culture Cultivators: We go beyond finding candidates by building trust with your team and stakeholders. Our tailored strategies align top talent with your organizational culture, ensuring a collaborative and thoughtful recruitment process.

Recruiting with Competencies: Ensures a fair, measurable, and effective hiring process. This strategic approach helps identify the client's needs and then assesses candidates on the critical skills and behaviors for success.

Benefits:

- Fairness: Focuses on role-specific competencies.
- Measurability: Provides objective evaluation criteria.
- Better Matches: Aligns talent with organizational and cultural needs.
- Equitable: Reduces bias with standardized assessments.

Recruiting with competencies delivers high-quality, measurable solutions that ensure the best candidates for your team's success and cultural alignment.

Timely and effective background and Reference Checks: WBCP partners with a trusted third party for thorough background checks and relies on a 30-year public safety veteran, retired as a police chief, and an expert in employee investigations, to conduct expert reference verifications. This ensures accuracy, professionalism, and confidence in every hiring decision.

III. BACKGROUND & QUALIFICATIONS

EXECUTIVE LEADERSHIP

WENDI BROWN
President/Sr. Recruiter

RICHARD KUHNS, Psy.D
Vice President of Recruitment & Culture

HEATHER JACK
Director of Finance & Operations

MANAGEMENT/RECRUITERS

JOSETTE REINA-LUKEN
Executive Recruiter

TERI MAUS-NISICH
Sr. Executive Recruiter

LEVI KUHLMAN
Executive Recruiter

LAUREN GERSON
Executive Recruiter

DD GRISSOM
Talent Acquisition Manager

MAGGIE ALEXANDRE
Executive Search Associate

STEPHANIE LAWSON
Recruitment Manager

KARLEE BECKSTEAD
Marketing & Communications Manager

ADMINISTRATIVE PROFESSIONALS

LEAH MURPHY
Project Manager

NAOMI ORR
Project Manager

LANE NOLAN
Project Manager

SHANI PEARCE
Project Manager

ANGELA EDWARDS
Talent Acquisition Specialist

SOFIA QURAISHI
Talent Acquisition Specialist

ALEX LE
Copywriter

RYAN BROWN
IT Technician II

MADDY SCHWARZ
Marketing & Events Coordinator

JAMI GILMAN
Marketing Assistant

AIMEE KUHLMAN
Operations Assistant

KATIE GARROTTO
Recruitment Assistant

JAYCE HERBOLD
Recruitment Assistant

CREATIVE PARTNERS / SENIOR ADVISORS

BRUCE GRIFFITHS
Organizational Development/ IO Psychologist

STEVE BROWN
National Account Manager

BILL LANDIS
Public Safety Investigator

ALAN ROSEN
Executive Recruiter/ Sr. Facilitator

BERNIE LICATA
Organizational Development Consultant

SCOTT BECKSTEAD, JD
Sr. Advisor

MIKE LUKEN
Sr. Facilitator

WILLIAM RACOWSCHI
Fire/Public Safety

CHRISTY WURSTER
Sr. Facilitator

RIVKAH SASS
Retired Library Director/Sr. Facilitator

WBCP STATISTICS

WBCP is a 100% woman-owned business. Staff and consultants are a diverse mix of gender/ethnicity
Age ranges from 24 - 70+



IV. WBCP KEY STAFF

WENDI BROWN
Lead Consultant/ Sr. Executive Recruiter



I am the President of WBCP, with over 20 years of experience in marketing and advertising and combine this with my background in recruiting to successfully place hard-to-fill, management, and executive positions. My team and I are passionate about helping organizations improve their recruitment services, place great talent, conduct department assessments, redesign antiquated processes, revise job descriptions, conduct salary and benchmark studies, and more. I have worked in various industries – advertising and public relations, national real estate franchisor, global manufacturing – and I have worked with nonprofit and public sector organizations since 1999. Formerly, I was an internal Human Resources Consultant for the County of Orange, California, providing countywide communications, human resources, executive search, and recruiter training services to the Assistant Chief Executive Office/Human Resources Director and, at that time, 25 decentralized departments, with 17,000 employees, serving a community of 300,000. I have a Bachelor's of Science in Business Administration with an emphasis in Marketing from Colorado Technical University; have earned several certificates in Project Management, Global Business, Marketing, and Human Resources; and working toward a Master's in Management at Southern Oregon University

RICHARD KUHNS
Vice President of Recruiting & Culture



Richard Kuhns is a retired County Administrative Officer with over 28 years of experience in the Public Sector. He is currently the VP of Recruiting and Organizational Culture for WBPC. Richard began his career in Law Enforcement, transferring his focus to Administration where he served as the Director of Housing and Community Action, Behavioral Health, General Services, and Solid Waste. Richard has a "find a way, to find a way" mentality. With his vast knowledge and experience in the Public Sector he has an intuitive understanding of working with government leaders, policy makers, and the public. Richard achieved a Bachelor of Science in Business Management, a Master of Arts in Behavioral Science with an emphasis in Conflict Resolution and Negotiations, and a Doctorate in Clinical Psychology. For the past three years Richard has worked as an Executive Recruiter and Behavioral Health Consultant. As a Consultant, he worked with several Northern California Counties creating and implementing the newly state mandated 24/7 Mobile Crisis. He has now focused his time and efforts on assisting WBCP clients in finding and securing the top candidate for your organization.

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IV. WBCP KEY STAFF

TERRI MAUS-NISICH
Sr. Executive Recruiter



Terri Maus-Nisich holds a pivotal role as one of our Senior Executive Recruiters, leveraging her extensive background as a distinguished leader in local government. With a local government career spanning over 40 years, Terri's journey includes transformative roles within the County of Santa Barbara, where she ascended from Parks Director to Assistant County Executive Officer, overseeing vital municipal and health/human service departments. Her remarkable impact encompasses leadership in Homeless Services, Communications, and Emergency Management, driving community engagement, disaster recovery, and support for vulnerable populations. Before her tenure in Santa Barbara, Terri spent 15 years with the City of Santa Clarita in roles ranging from analyst to Deputy City Manager. Throughout her remarkable career, Terri prioritized strategic planning, organizational development, and innovative problem-solving, garnering numerous awards. She holds a Bachelor's Degree from UC Santa Barbara, a Masters of Public Administration from Cal State Northridge, and a graduate certificate from Harvard University's JFK School of Government.

LAUREN GERSON
Executive Recruiter



Lauren Gerson is a seasoned Executive Recruiter at WBCP, where she draws on over 15 years of experience in career services, customer relations, and operations. Her recruiting expertise extends across various industries, with notable success in health and human services, utilities, and finance. Lauren has helped organizations across multiple states fill hard-to-hire positions at every level, from individual contributors to executives. Lauren's diverse professional journey began in operations and events management, where she honed her expertise in human resources, business management, and regulatory compliance. She later transitioned to career services, and prior to joining WBCP, worked with a career coaching company helping job-seekers better leverage their skills and overcome barriers to employment. Lauren holds a Bachelor's degree in Philosophy from Whittier College. She brings a unique perspective to her role, and is committed to making a positive impact both professionally and personally. With her unwavering dedication and client-centric focus, Lauren continues to drive success and excellence in executive recruitment at WBCP.

Confidential

IV. WBCP KEY STAFF

LEVI KUHLMAN
Executive Recruiter



Levi Kuhlman is an Executive Recruiter at WBCP, and an experienced professional with a multifaceted career spanning across executive recruitment, real estate, and entrepreneurship. He has worked extensively with local municipalities, special districts, and not-for-profit organizations across the Western region, with a focus in California, Oregon, and Idaho. Levi has conducted many successful recruitments in various industries including planning, rent stabilization and housing, engineering, finance, city management, transportation and transit, community development, building and safety, public safety, risk management, and information technology. Levi serves as a skilled and diplomatic liaison, earning a reputation for his personalized approach to recruiting. Before joining the ranks of WBCP, he advocated on behalf of tenants, landlord, and clients. With a diverse skill set and a commitment to excellence, Levi continues to make significant contributions to WBCP, his clients, and broadening the professional community one recruitment at a time.

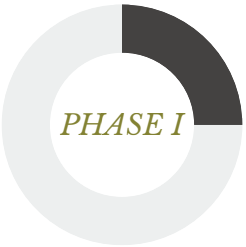
REVIEW OTHER EMPLOYEES & CONSULTANT PARTNERS ON OUR WEBSITE: WWW.WBCPINC.COM/WBCP-TEAM

V. RECRUITMENT STRATEGY / PHASES.....

WBCP knows how to customize your search strategy to meet your unique recruitment needs. We customize your recruitment based on the specific needs, target audience, and challenges for each recruitment; however, below is a baseline approach for most recruitments.

CLIENT & STAKEHOLDER MEETINGS

We require the Client and/or Search Committee, and other stakeholders identified by the Client, be involved in the initial and final phases of this recruitment. These are critical phases to ensure we obtain a clear sense of the priorities and the successful hire of the right candidate. WBCP will meet with various stakeholders as warranted by the Client and the level of the position in the organization. These meetings will allow us an opportunity to gather information and gain knowledge about the organization, community, and unique aspects of the recruitment to design the ideal candidate professional profile, advertising materials, and strategic approach



FEEDBACK OUTCOME / TIMELINE DEVELOPMENT

Following the Client/stakeholder meetings, we will develop a detailed timeline for the recruitment along with a proposed advertising plan for approval.

CREATIVE DEVELOPMENT

Immediately following the client feedback activities, we will draft the competencies for the recruitment and advertising material/recruitment brochure for the Client's review. This information will summarize what was learned from Client-related interviews and will be used to advertise the opening.

MARKETING STRATEGY & IMPLEMENTATION

WBCP will execute a customized marketing/ad plan once the job announcement is created. An ad plan could include the following (based on assumptions), and will be customized based on information gathered in Phase I:

DIGITAL ADVERTISING WITH DIVERSITY IN MIND

WBCP utilizes digital advertising to obtain diverse applicant pools, leveraging local and national job boards, associations, and social media. In partnership with a diversity platform, our postings reach up to 600 local employment and diversity websites, connecting across 15,000+ community organizations and niche sites, tapping into a job bank of 2 million resumes. Upon our 2024 year-end review, we found that over the last three years 63% of our placed candidates came from diverse backgrounds.



EMAIL & DIRECT MAIL ADVERTISING

In addition to tapping into WBCP's existing pool of potential applicants, we have the capability to access various professional lists. We actively seek out additional lists through associations, contacts, and other strategic channels.

SOURCING/HEADHUNTING

WBCP employs a proactive approach by reaching out to targeted individuals and cultivating new connections through referrals from reputable sources. As a LinkedIn recruiter, we harness the power of over 350 million profiles to identify and engage with ideal candidates. Additionally, WBCP utilizes cutting-edge AI tools for precise Boolean searches, enabling us to uncover niche candidates effectively.

COMMUNICATION WITH CLIENT

We will provide weekly updates on the progress of this search unless the client prefers more or less frequent communications. We tailor our communications in accordance with our Client's needs.

VI. SCOPE OF WORK

- Facilitate initial kick-off meeting with Client and other meetings that may include Executive Leadership, staff, community, and other stakeholders to assist with identifying the ideal candidate profile.
- Assist Client hiring authority/stakeholders in modifying the job description (as needed), and develop a recruitment announcement, marketing materials, and advertising plan for the recruitment.
- Attend all other meetings and engagements as needed or identified by the Client.
- Implement advertising plan including: publication, sourcing/headhunting, direct mail, and other online and email marketing efforts.
- Provide timely updates and progress reports to the client regarding search services; every two weeks or as Client identifies is needed.



VII. RECRUITMENT TIMELINE

BELOW IS A SAMPLE OF AN EXECUTIVE SEARCH TIMELINE THAT WBCP WILL CUSTOMIZE FOR THIS RECRUITMENT

Week 1:

- Secure services with search firm, WBCP, Inc.
- WBCP: review search parameters and recruiting processes with Client
  - Interview with hiring authority and other stakeholders for competencies
  - Identification of advertising venues and ideal candidate prospects
  - Calls, meetings, or coordination with other stakeholders for information gathering

Weeks 1 + 2:

- Develop and approvals: recruitment process, deadlines, ad plan and strategy, recruitment timeline and brochure
- Print coordination (if applicable)

Weeks 2 + 3:

- **OPEN RECRUITMENT AND AD PLAN:** Implement marketing plan and direct mail (if applicable)
- Timeline may be extended if direct mail piece is included (i.e., print/postage)

Weeks 4, 5, + 6:

- Receive applications – WBCP may receive applications (if using our applicant tracking system) and/or receive updates from clients on the results of the recruitment.

Weeks 7 + 8:

- **CLOSE RECRUITMENT AND ADVERTISING**



VIII. REFERENCES

1-Monterey One Water, California

Positions Filled:

- Director of Engineering

Contact Information:

- Leara Sampson, Director of Employee Services - Leara@my1water.org | 831-645-4650

2-Sacramento Area Flood Control, California

Positions Filled:

- Principal Engineer
- Director of Engineering (active)

Contact Information:

- Jason Campbell, Deputy Executive Director - campbellja@saccounty.gov | 916-875-6119

3-City of Milpitas, California

Positions Filled:

- City Engineer

Contact Information:

- Kelli Parmley, Director of Human Resources - kparmley@milpitas.gov | 408-586-3086

IX. MARKETING MATERIAL EXAMPLES

Click below to see our marketing samples for similar positions. To see all of our brochures, visit: wbcpinc.com/closed-jobs-private/ and use the password: wbcp202510*

- Public Works Manager - Utilities, City of Milpitas, CA
- Assistant General Manager of Water Operations, Modesto Irrigation District, CA
- Utilities Systems Superintendent, City of Calistoga, CA
- Director of Utilities, City of Sacramento, CA
- Utilities Director, City of Solvang, CA
- Associate or Senior Engineer - Environmental (Sewer/Stormwater/Solid Waste, City of Los Altos, CA
- Principal Engineer & Engineering Series, San Rafael Sanitation District, CA
- Director of Engineering, Monterey One Water, CA
- Senior Engineer, Environmental/Water Utilities, City of Roseville, CA
- Senior Civil Engineer or Associate Civil Engineer, City of San Rafael, CA
- Electric Utility Director, Truckee Donner Public Utility District (TDPUD), CA
- Electric Utility Director, City of Roseville, CA
- Chief Operating Officer - Water Utility Enterprise, Valley Water, CA

X. COST SHEET / TIMELINE POLICY.....

WBCP will not limit the number of hours we work on a recruitment, rather we charge a flat rate and will spend the time necessary to ensure we are successful. Consulting fees will be billed once the position is open for applications and the advertising campaign has been launched.

SERVICE COST FOR 2 RECRUITMENTS

ENGINEERING ASSISTANT, ASSOCIATE CIVIL ENGINEER OR SENIOR CIVIL ENGINEER (2 VACANCIES)

Description of Services/Deliverables:	Inclusive Rate per Recruitment:
Consulting Services: Phases I-II in the proposal's recruitment strategy/phases section.	Position 1: $5,900 +Position 2: $5,900 =**$11,800 (flat rate)**
Expenses Include: Document shipping fees/delivery charges to facilitate virtual meetings; brochure/graphic design ($950); marketing and advertising which may include: print and postage (if applicable); online job boards; social media; sourcing; and may include flat fee pricing for: LinkedIn $395, InMails $300, Circa Diversity Job Boards $295, Zoom Info $299. These expenses will be billed based on what is expended and based on the needs of the client/recruitment.	Position 1: Up to $4,500 + Position 2: Up to $4,500 = **$9,000** -*$1,000 discount Up to $8,000 (direct expenses not-to-exceed)

*This discount is offered exclusively for a combined recruitment.

Cost and Timeline Policy

To ensure the success and efficiency of our recruitment services, the following policies regarding cost and timelines are in place:

1. **Timeline Development:** Timelines provided to our clients are valid for **10 business days**. If a timeline is not secured or confirmed within this period, it may no longer be available. In such cases, the timeline may be reassigned to another client, and a revised timeline will be provided.

These policies ensure clarity, fairness, and high-quality outcomes for all parties involved.

XI. OTHER

INSURANCE

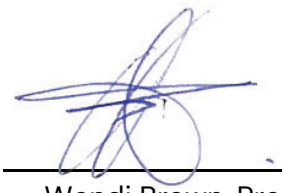
WBCP and its sub-consultants have reviewed the contractual agreement and the Insurance Requirements. If selected, WBCP will execute said agreement and will provide the required insurance documents. WBCP will submit certificates of insurance as evidence of the required coverage limits. Insurance policies include: liability, errors and omissions, workers compensation, and vehicle insurance.

CONFIDENTIALITY SAFEGUARDS

Confidentiality is paramount in the work we do. We ensure that the client and candidate information we receive, and conversations with our client (and certainly discussions in closed session) are kept confidential. There are several physical safeguards we have in place including: locked and alarmed office space, password, and encryption protected information on our computers and servers, multiple backup systems. As information is shared with our client, we discuss the importance of confidentiality and why it is important to the candidates they are considering but also brands the organization appropriately. We also ask candidates who are interviewed to keep candidate information confidential, as they may see or meet a candidate during the process. We emphasize that confidentiality is not just until the recruitment is completed, and a candidate is hired, confidentiality is in perpetuity. Leaked information is not a reputation that a client wants to receive, as this could deter future applicants from applying.

ORGANIZATIONAL DIVERSITY STATEMENT

WBCP embraces cross-cultural diversity and we are committed to equitable treatment and elimination of discrimination in all its forms at all organizational levels and throughout all consulting practices, including search services. We strive to reach diverse groups of people to inform them of leadership opportunities. **Upon our 2024 year-end review, we found that over the last three years 63% of our placed candidates came from diverse backgrounds.** We will make extensive efforts to attract a qualified applicant pool that represents a broad range of gender and ethnically diverse individuals.



Wendi Brown, President — June 5, 2025

Date

Signed by:
Todd Hileman
5CF386AC460044B...

Manager — 6/25/2025

Client, Title — Date

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Administering Agency:

Contract No. _____

Contract Description: **Recruitment Services for Public Affairs Manager**

PROFESSIONAL SERVICES CONTRACT

THIS PROFESSIONAL SERVICES CONTRACT ("Contract") is made at South Pasadena, California, as of April 21,2025, by and between the City of South Pasadena ("Client"), and WBCP Inc. ("Contractor") (together, "Parties", individual "Party"), who agree as follows:

1. **Services** Subject to the terms and conditions set forth in this Contract, Contractor shall provide the services described in Exhibit A. Contractor shall provide said services at the time, place, and in the manner specified in Exhibit A.

2. **Payment** Client shall pay Contractor for services rendered pursuant to this Contract at the time and in the amount set forth in Exhibit B. The payments specified in Exhibit B shall be the only payment made to Contractor for services rendered pursuant to this Contract. Contractor shall submit invoices in thirds after key milestones are conducted: after the recruitment advertising is live, after the shortlist, and after background and references are conducted.. **The amount of the contract shall not exceed $15,400.**

3. **Term** This Contract shall commence on April 21, 2025 All services required to be provided by this Contract shall be completed and ready for acceptance no later than the **Contract Termination Date** of: June 30, 2025.

4. **Facilities, Equipment and Other Materials** Contractor shall, at its sole cost and expense, furnish all facilities, equipment, and other materials which may be required for furnishing services pursuant to this Contract.

5. **Exhibits** All exhibits referred to herein and attached hereto are incorporated herein by this reference.

6. **Electronic Signatures** The Parties acknowledge and agree that this Contract may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. Without limitation, "electronic signature" shall include faxed or emailed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.

7. **Time for Performance** Time is of the essence. Failure of Contractor to perform any services within the time limits set forth in Exhibit A, or elsewhere in this Contract, shall constitute material breach of this contract. Contractor shall devote such time to the performance of services pursuant to this Contract as may be reasonably necessary for the satisfactory performance of Contractor's obligations pursuant to this Contract. Neither Party shall be considered in default of this Contract to the extent performance is prevented or delayed by any cause, present or future, which is beyond the reasonable control of the Party.

8. **Liquidated Damages**

Liquidated Damages are presented as an estimate of an intangible loss to the Client. It is a provision that allows for the payment of a specified sum should Contractor be in breach of contract. Liquidated Damages ☐**shall apply** ☒**shall not apply** to this contract. Liquidated Damages applicable to this contract are incorporated in Exhibit E, attached hereto.

9. **Relationship of Parties**

A. **Independent Contractor**

In providing services herein, Contractor, and the agents and employees thereof, shall work in an independent capacity and as an independent contractor and not as agents or employees of Client. Contractor acknowledges that it customarily engages independently in the trade, occupation, or business as that involved in the work required herein. Further, the Parties agree that Contractor shall perform the work required herein free from the control and direction of Client, and that the nature of the work is outside the usual course of Client's business. In performing the work required herein, Contractor shall not be entitled to any employment benefits, Workers' Compensation, or other programs afforded to Client employees. Contractor shall hold Client harmless and indemnify Client against such claim by its agents or employees. Client makes no representation as to the effect of this independent contractor relationship on Contractor's previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Contractor specifically assumes the responsibility for making such determination. Contractor shall be responsible for all reports and obligations including but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, workers' compensation and other applicable federal and state taxes.

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

C. **Indemnification of CalPERS Determination** In the event that Contractor or any employee, agent, or subcontractor of Contractor providing service under this Contract is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of Client, Contractor shall indemnify, defend, and hold harmless Client for all payments on behalf of Contractor or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of Client.

10. **Assignment and Subcontracting** Except as specifically provided herein, the rights, responsibilities, duties and services to be performed under this Contract are personal to Contractor and may not be transferred, subcontracted, or assigned without the prior written consent of Client. Contractor shall not substitute or replace any personnel for those specifically named herein or in its proposal without the prior written consent of Client.

Contractor shall cause and require each transferee, subcontractor, and assignee to comply with the insurance provisions set forth herein, to the extent such insurance provisions are required of Contractor under this Contract. Failure of Contractor to so cause and require such compliance by each transferee, subcontractor, and assignee shall constitute a material breach of this Contract, and, in addition to any other remedy available at law or otherwise, shall serve as a basis upon which Client may elect to suspend payments hereunder, or terminate this Contract, or both.

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11. **Licenses, Permits, Etc.** Contractor represents and warrants to Client that Contractor shall, at its sole cost and expense, obtain or keep in effect at all times during the term of this Contract, any licenses, permits, and approvals which are legally required for Contractor to practice its profession at the time the services are performed.

12. **Mutual Indemnification**

Each party (the "Indemnifying Party") agrees to indemnify, defend, and hold harmless the other party, its officers, agents, employees, and assigns (collectively, the "Indemnified Party") from and against any and all claims, demands, liabilities, judgments, awards, losses, damages, costs, expenses (including reasonable attorneys' fees and court costs), or other claims (collectively, "Claims") arising out of or resulting from:

For Contractor: WBCP's performance of recruitment services under this Agreement, but only to the extent such Claims are caused by the negligence, willful misconduct, or breach of contractual obligations by WBCP or its employees, agents, or subcontractors.

For the Client: The Client's actions, omissions, or decisions under this Agreement, but only to the extent such Claims are caused by the negligence, willful misconduct, or breach of contractual obligations by the Client or its employees, officers, agents, or representatives.

In the event of concurrent negligence or fault of both parties, the Indemnifying Party's obligation shall be limited to its proportionate share of fault as determined by a court of competent jurisdiction or mutually agreed upon by the parties.

Intellectual Property Claims. Contractor shall also indemnify the Client for any claims that work performed under this Agreement infringes upon any third-party intellectual property rights. If such work is found to infringe, Contractor shall, at its own expense, (i) procure the right for the Client to use the work, or (ii) replace it with a noninfringing equivalent, satisfactory to the Client.

Control of Defense. Each party shall have the right to participate in or assume the defense of any claim at its own expense. The Indemnifying Party shall not settle any claim without the prior written consent of the Indemnified Party, which shall not be unreasonably withheld.

1. **Standard of Performance** Contractor shall perform all services required pursuant to this Contract in the manner and according to the standards observed by a competent practitioner of the profession in which Contractor is engaged in the geographical area in which Contractor practices its profession. All products of whatsoever nature which Contractor delivers to Client pursuant to this Contract shall be prepared in a substantial first class and workmanlike manner and conform to the standards or quality normally observed by a person practicing in Contractor's profession.

2. **Prevailing Wage and Apprentices** To the extent made applicable by law, performance of this Contract shall be in conformity with the provisions of California Labor Code, Division 2, Part 7, Chapter 1, commencing with section 1720 relating to prevailing wages which must be paid to workers employed on a public work as defined in Labor Code section 1720, et seq., and shall be in conformity with Title 8 of the California Code of Regulations section 200 et seq., relating to apprenticeship. Where applicable:
    - Contractor shall comply with the provisions thereof at the commencement of services to be provided herein, and thereafter during the term of this Contract. A breach of the requirements of this section shall be deemed a material breach of this contract. Applicable

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prevailing wage determinations are available on the California Department of Industrial Relations website at http://www.dir.ca.gov/OPRL/PWD.

- Contractor and all subcontractors must comply with the requirements of Labor Code section 1771.1(a) pertaining to registration of contractors pursuant to section 1725.5. Registration and all related requirements of those sections must be maintained throughout the performance of the Contract.
- Contracts to which prevailing wage requirements apply are subject to compliance monitoring and enforcement by the Department of Industrial Relations. Contractor and each subcontractor must furnish certified payroll records to the Labor Commissioner at least monthly.
- Client is required to provide notice to the Department of Industrial Relations of any public work contract subject to prevailing wages within five (5) days of award.

3. **Accessibility** It is the policy of Client that all Client services, programs, meetings, activities and facilities shall be accessible to all persons, and shall comply with the provisions of the Americans With Disabilities Act and Title 24, California Code of Regulations. To the extent this Contract shall call for Contractor to provide Client contracted services directly to the public, Contractor shall certify that said direct services are and shall be accessible to all persons.

4. **Nondiscriminatory Employment** Contractor shall not discriminate in its employment practices because of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex or sexual orientation, or any other legally protected category, in contravention of the California Fair Employment and Housing Act, Government Code section 12900 et seq.

5. **Drug-Free Workplace** Senate Bill 1120, (Chapter 1170, Statutes of 1990), requires recipients of State grants to maintain a "drug-free workplace". Every person or organization awarded a contract for the procurement of any property or services shall certify as required under Government Code Section 8355-8357 that it will provide a drug-free workplace.

6. **Political Activities** Contractor shall in no instance expend funds or use resources derived from this Contract on any political activities.

7. **Financial, Statistical and Contract-Related Records:**

A. **Books and Records** Contractor shall maintain statistical records and submit reports as required by Client. Contractor shall also maintain accounting and administrative books and records, program procedures and documentation relating to licensure and accreditation as they pertain to this Contract. All such financial, statistical and contract- related records shall be retained for five (5) years or until program review findings and/or audit findings are resolved, whichever is later. Such records shall include but not be limited to bids and all supporting documents, original entry books, canceled checks, receipts, invoices, payroll records, including subsistence, travel and field expenses, together with a general ledger itemizing all debits and credits.

B. **Inspection** Upon reasonable advance notice and during normal business hours or at such other times as may be agreed upon, Contractor shall make all of its books and records, including general business records, available for inspection, examination or copying, to Client, or to the State Department of Health Care Services, the Federal Department of Health and Human Services, the Controller General of the United States and to all other authorized federal and state agencies, or their duly authorized representatives.

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C. **Audit** Contractor shall permit the aforesaid agencies or their duly authorized representatives to audit all books, accounts or records relating to this Contract, and all books, accounts or records of any business entities controlled by Contractor who participated in this Contract in any way. All such records shall be available for inspection by auditors designated by County or State, at reasonable times during normal business hours. Any audit may be conducted on Contractor's premises or, at Client's option, Contractor shall provide all books and records within fifteen (15) days upon delivery of written notice from Client. Contractor shall promptly refund any moneys erroneously charged..

8. **Termination**

A. A material breach, as defined pursuant to the terms of this Contract or otherwise, in addition to any other remedy available at law or otherwise, shall serve as a basis upon which Client may elect to immediately suspend payments hereunder, or terminate this Contract, or both, without notice.

B. If Contractor fails to timely provide in any manner the services materials and products required under this Contract, or otherwise fails to promptly comply with the terms of this Contract, or violates any ordinance, regulation or other law which applies to its performance herein, Client may terminate this Contract by giving **five (5) calendar days written notice to Contractor.**

C. Either Party may terminate this Contract for any reason, or without cause, by giving **thirty (30) calendar days written notice** to the other, which notice shall be sent by registered mail in conformity with the notice provisions, below. In the event of termination not the fault of Contractor, Contractor shall be paid for services performed to the date of termination in accordance with the terms of this Contract. Contractor shall be excused for failure to perform services herein if such performance is prevented by acts of God, strikes, labor disputes or other forces over which Contractor has no control.

D. Client, upon giving **thirty (30) calendar days written notice** to Contractor, shall have the right to terminate its obligations under this Contract at the end of any fiscal year if Client or the State of California, as the case may be, does not appropriate funds sufficient to discharge Client's obligations coming due under this contract.

In the event this Contract is terminated:

A. Contractor shall deliver copies of all writings prepared by it pursuant to this Contract. The term "writings" shall be construed to mean and include: handwriting, typewriting, printing, photostatting, photographing, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof.

B. Client shall have full ownership and control of all such writings delivered by Contractor pursuant to this Contract.

C. Client shall pay Contractor the reasonable value of services rendered by Contractor to the date of termination pursuant to this Contract not to exceed the amount documented by Contractor and approved by Client as work accomplished to date; provided, however, that in no event shall any payment hereunder exceed the amount of the Contract specified in Exhibit B, and further provided, however, Client shall not in any manner be liable for lost profits which might have been made by Contractor had Contractor completed the services required by this Contract. In this regard, Contractor shall furnish to Client such financial information as in the judgment of Client is necessary to determine the reasonable value of the services rendered by Contractor. The foregoing is cumulative and does not affect any right or remedy, which Client may have in law or equity.

Intellectual Property Contractor will not publish or transfer any materials produced or resulting from activities supported by this Contract without the express written consent of Client. All reports, original drawings, graphics, plans, studies and other data and documents, in whatever form or format, assembled or prepared by Contactor or Contractor's subcontractors, consultants, and other agents in connection with this Contract are "works made for hire" (as defined in the Copyright Act, 17 U.S.C. Section 101 et seq., as amended) for Client, and Contractor unconditionally and irrevocably transfers and assigns to Client all right, title, and interest, including all copyrights and other intellectual property rights, in or to the 'works made for hire." Unless required by law, Contractor shall not publish, transfer, discuss, or disclose any of the above-described works made for hire or any information gathered, discovered, or generated in any way through this Contract, without Client's prior express written consent. To the extent Client provides any of its own original photographs, diagrams, plans, documents, information, reports, computer code and all recordable media together with all copyright interests thereto, to Contractor during this Contract, such information shall remain the property of Client, and upon fifteen (15) days demand therefor, shall be promptly delivered to Client without exception.

9. **Waiver** One or more waivers by one Party of any major or minor breach or default of any provision, term, condition, or covenant of this Contract shall not operate as a waiver of any subsequent breach or default by the other Party.

10. **Conflict of Interest** Contractor certifies that no official or employee of Client, nor any business entity in which an official of Client has an interest, has been employed or retained to solicit or aid in the procuring of this Contract. In addition, Contractor agrees that no such person will be employed in the performance of this Contract unless first agreed to in writing by Client. This includes prior Client employment in accordance with Clients's Personnel Code.

11. **Entirety of Contract** This Contract contains the entire Contract of Client and Contractor with respect to the subject matter hereof, and no other contract, statement, or promise made by any Party, or to any employee, officer or agent of any Party, which is not contained in this Contract, shall be binding or valid.

12. **Alteration** No waiver, alteration, modification, or termination of this Contract shall be valid unless made in writing and signed by all Parties, except as expressly provided in Section 20, Termination.

13. **Governing Law and Venue** This Contract is executed and intended to be performed in the State of California, and the laws of that State shall govern its interpretation and effect. The venue for any legal proceedings regarding this Contract shall be the City of South Pasadena, State of California. Each Party waives any federal court removal and/or original jurisdiction rights it may have.

14. **Compliance with Applicable Laws** Contractor and any subcontractors shall comply with any and all federal, state and local laws, codes, ordinances, rules and regulations which relate to, concern of affect the services or type of services to be provided by this Contract.

15. **Additional Contractor Responsibilities**
    A. To the extent Contractor is a mandated reporter of suspected child and/or dependent adult abuse and neglect, it shall ensure that its employees, agents, volunteers, subcontractors, and independent contractors are made aware of, understand, and comply with all reporting requirements. Contractor shall immediately notify Client of any incident or condition resulting in injury, harm, or risk of harm to any child or dependent adult served under this Contract.
    B. Contractor will immediately notify Client of any active complaints, lawsuits, licensing or regulatory investigations, reports of fraud or malfeasance, or criminal investigations regarding

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its operations. Contractor agrees to work cooperatively with Client in response to any investigation commenced by Client with regard to this Contract or the clients served herein, including providing any/all records requested by Client related thereto.

C. Contractor shall employ reasonable background check procedures on all employees, prospective employees, volunteers and consultants performing work involving direct contact with minor children or dependent adults under this Contract, including fingerprinting and criminal records checks, sexual offender registry checks, and reference checks, including both personal and professional references.

16. **Confidentiality** Contractor, its employees, agents and or subcontractors may come in contact with documents that contain information regarding matters that must be kept confidential by Client, including personally identifiable patient or client information. Even information that might not be considered confidential for the usual reasons of protecting non-public records should be considered by Contractor to be confidential.

Contractor agrees to maintain confidentiality of information and records as required by applicable federal, state, and local laws, regulations and rules and recognized standards of professional practice.

Notwithstanding any other provision of this Contract, Contractor agrees to protect the confidentiality of any confidential information with which Contractor may come into contact in the process of performing its contracted services. This information includes but is not limited to all written, oral, visual and printed patient or client information, including but not limited to: names, addresses, social security numbers, date of birth, driver's license number, case numbers, services provided, social and economic conditions or circumstances, agency evaluation of personal information, and medical data.

Contractor shall not retain, copy, use, or disclose this information in any manner for any purpose that is not specifically permitted by this Contract. Violation of the confidentiality of patient or client information may, at the option of Client, be considered a material breach of this Contract.

17. **Notification** Any notice or demand desired or required to be given hereunder shall be in writing and deemed given when personally delivered or deposited in the mail, postage prepaid, and addressed to the Parties as follows:

Name: Todd Hileman
Address: 1414 Mission Street
City, St, Zip: South Pasadena, CA 91030
Email: Thileman@southpasadenaca.gov
Phone: 626-403-7210

WBCP, Inc
213 E Main St
Rogue River, OR 97537
wendi@wbcpinc.com
541-664-0376

Any notice so delivered personally shall be deemed to be received on the date of delivery, and any notice mailed shall be deemed to be received five (5) days after the date on which it was mailed.

Authority: All individuals executing this Contract on behalf of Contractor represent and warrant that they are authorized to execute and deliver this Contract on behalf of Contractor.

IN WITNESS WHEREOF, the Parties have executed this Contract to begin on the Effective Date.

City of South Pasadena:

By: Signed by: Todd Hileman _____ Date: 4/25/2025

Name: Todd Hileman
Title: City Manager

CONTRACTOR: WBCP Inc.

By: _____ Date:4/22/2025_____

Name: Wendi Brown_____

Title: President_____

Exhibits

A. Schedule of Services
B. Schedule of Charges and Payments
C. Insurance Requirements

Docusign Envelope ID: AFD49F62-4631-454D-9936-DC35F8E7B940

EXHIBIT A

SCHEDULE OF SERVICES

Included as a separate attachment: WBCP Proposal Option 1.5 Services

Docusign Envelope ID: AFD49F62-4631-454D-9936-DC35F8E7B940

EXHIBIT B

SCHEDULE OF CHARGES AND PAYMENTS

Included as a separate attachment WBCP Proposal Option 1.5 Services

Docusign Envelope ID: AFD49F62-4631-454D-9936-DC35F8E7B940

EXHIBIT C

INSURANCE REQUIREMENTS

Insurance. Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by Contractor, its agents, representatives, or employees. Coverage shall be at least as broad as:

1. **Commercial General Liability CGL:** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
2. **Automobile Liability:** Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Contractor has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than **$1,000,000** per accident for bodily injury and property damage. The Automobile Liability policy shall be endorsed to include Transportation Pollution Liability insurance MCS-90, covering materials to be transported by Contractor pursuant to the contract.
3. **Workers' Compensation:** Insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than **$1,000,000** per accident for bodily injury or disease.

4. If Contractor maintains broader coverage and/or higher limits than the minimums shown above, Client requires and shall be entitled to the broader coverage and/or the higher limits maintained by Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to Client.

City Council Agenda Report

ITEM NO. 8

DATE: October 15, 2025

FROM: Todd Hileman, City Manager

PREPARED BY: Erika Ramirez, Community Development Director
Robert (Dean) Flores, Acting Planning Manager

SUBJECT: **CONSIDERATION OF ENTERING INTO A MILLS ACT CONTRACT FOR THE PROPERTY LOCATED AT 1010 MISSION STREET**

Recommendation

It is recommended that the City Council find that the project qualifies for an exemption under the California Environmental Quality Act (CEQA) Guidelines Section 15308, Class 8 and approve and authorize the entering into a Mills Act contract with the property owners of 1010 Mission Street.

Executive Summary

A Mills Act is a 10-year agreement between the City of South Pasadena (“City”) and a property owner of a designated historic resource. In exchange for a reduction in property taxes, the owner agrees to complete specific restoration and rehabilitation work outlined in a Cultural Heritage Commission (CHC) reviewed Rehabilitation and Restoration Plan ("Work Plan"). Property tax savings must be reinvested into the approved improvements.

Background

On November 17, 2022, a letter of intent to file a Mills Act application for the property located at 1010 Mission Street was reviewed by the Cultural Heritage Commission. During the meeting, a subcommittee was formed which composed of Commissioners Conrado Lopez and William Cross to review the formal Mills Act application. On January 17, 2023, and February 21, 2023, the subcommittee conducted on-site meetings with staff and the property owners to inspect the condition of the property.

On February 21, 2023, a formal Mills Act application was filed by the Applicant’s representative, the Kutzer Company. After review of the application and their Rehabilitation and Restoration Plan, the subcommittee determined that the proposed work plan did not meet Criteria (ii) – Public Benefit) and (v) – Limitations on Interior Work for Mills Act application criteria (SPMC Section 2.68(b)(1)(c)). As a result, the applicant revised their application and work plan first on May 8, 2024, December 20, 2024, and March 17, 2025.

Following submission of their revised work plan on March 17, 2025, the subcommittee determined that the Mills Act application warranted review by the CHC. On June 25, 2025, at a Special Meeting of the Cultural Heritage Commission, the Mills Act application and associated work plan for 1010 Mission Street was reviewed and was deemed acceptable. On August 21, 2025, the CHC recommended that the City Council enter into a Mills Act Contract

with the property owners of 1010 Mission Street.

Analysis

A Mills Act Agreement is a contract between a property owner and the City that provides a financial incentive to preserve and maintain historically significant properties. Under the agreement, the property owner commits to rehabilitating, restoring, and properly maintaining the property in accordance with established historic preservation standards, while reducing the property tax burden on the property owner for a fixed amount of time to offset the increased cost of historically appropriate maintenance and rehabilitation. This program encourages long-term preservation of historic resources while supporting the City's broader goals of protecting community character and cultural heritage.

The property qualifies for the Mills Act program as a contributor to the South Pasadena Historic Business District (also known as the Mission West Historic District), listed in the National Register of Historic Places in 1982. Known as the Edwards & Faw Block, the building was built in 1912.

According to the district's nomination form, the area reflects the city's earliest commercial core, comprising commercial structures built between 1888 and 1910, along with adjacent public buildings. Bounded by residential and light manufacturing land uses, the district typifies a small- town business street with brick structures featuring ground-floor retail and upper-level apartments and meeting halls.

The applicant's revised Rehabilitation and Restoration Plan, submitted in response to subcommittee feedback, now removes previously included maintenance items. Based on this revision, staff and the subcommittee recommend the application move forward to the CHC for consideration and recommendation to City Council on entering into a Mills Act contract with the applicant/property owner.

The Applicant has provided information regarding the condition of the historic property and a Rehabilitation and Restoration Plan prepared by the Kutzer Company. The following is a list of the proposed work as stated in the Rehabilitation and Restoration Plan:

Proposed Scope of Work	**Estimated Cost**	**Estimated Year of Completion**
1 . Windows: Restore double-hung windows located on the 2nd floor facing front of the building, and repair double-hung windows in the mezzanine area, and on the first and second floor in the rear of the building.	$ 13,392.50	2025

2. Roof: Pressure wash entire roof to remove debris and dirt, apply roof mastic with webbing to roof vents, flashing, and curbs, apply 100% Acrylic Brilliant White roof coating to the entire roof to seal and protect the existing roof membrane	$ 18,266	2028
3. Seismic Inspection: Engage the services of a structural engineer with experience in masonry construction and historic preservation to implement plan for recommended foundation/structure/seismic work.	$ 4,500	2028
4 . Replace Rooftop HVAC Unit: Replace existing rooftop package unit with a new 4-ton gas/electric package unit, which shall include new condensate drain lines, plumbing modifications, supply/return air plenum transitions, thermostat, vents, and duct work. Existing unit is approximately 23+ years old.	$ 17,425	2029
5 . Rear Elevation Brick Repairs: Install temporary scaffold and canopy for tunnel for the rear exit, low pressure wash the rear (north) brick façade and window brick sills, chemical clean and trip off white paint (Prosoc or equal), repair damage bricks and mortar, inspect two visible vertical cracks and repair performing repointing method, and complete sealer application.	$ 49,658	2031

6. Metal Seismic Bolts: Repair metal plates and bolts to the side and rear of the building where corroded or if missing/plates are loose. Clean metal of corrosion, and secure loose plates to elevation using pre-existing holes in mortar to avoid drilling directly into brick.	$ 13,000	2032
7 . Front Elevation Brick Restoration: Install temporary scaffold, low pressure wash front (south) brick façade and window brick sills, chemically clean and strip off white paint, repair the damaged bricks and holes, repoint of missing mortar, apply Prosoc Sealers or equal.	$ 45,156	2032
8 . Front Elevation Wood Frame Storefront Repairs/Paint: Scrape flaky paint, perform wood repairs, caulk and glaze as needed, prime and paint color (carefully chosen based on building's history). Lead abatement allowance and protection, and scaffold allowance included.	$ 46,000	2033
9 . Interior Window Frames: Carefully remove paint, repair any damaged wood and repaint interior windows and trim.		
1 0 . Replace hallway HVAC ductless heat pump system: Replace existing hallway unit with a new ductless heat pump system, replace condenser and fan coil, including new refrigeration lines, condensate drain lines, transitions, remote thermostat controller.	$ 8,700	2033
11 . Roof (Phase 2): Re-roof with modified bitumen roof over existing one layer of built-up asphalt roofing.	$ 51,750	2034

12. Replace Ductless Rooftop Heat Pump System with 3 condensers and 6 fan coils: Remove existing ductless system that is approximately, 20+ years old, and install new high efficiency ultra quiet ductless heat pump system with new condenser, inverter technology with a total of (3) fan coils, new refrigeration lines, electrical air handler remote controller	$ 70,530	2035
13. Rear Elevation Opening: Investigate feasibility of restoring previously infilled openings on the rear elevation, which has been closed and sealed. If feasible and structurally safe, contact engineers and architects to draw plans to restore opening based on physical and documentary evidence.	$ 4,500	2035
Total	$ 353,077.50	2025-2035

The financial analysis for the project is included in the attached Rehabilitation and Restoration Plan (Exhibit B of Attachment 1). The total cost of the proposed scope of work is approximately $353,0788. Additionally, the total tax savings for a Mills Act Contract over the 10-year period is $314,472.64 with an annual cost to the City of $50,315.62. The proposed scope of work total cost of $353,078 exceeds the total tax savings of $314,472.64, according to the financial analysis provided.

Mills Act Criteria

As outlined in the Cultural Heritage Ordinance (SPMC Section 2.68(b)(1)(c), in considering the merits of a proposed Mills Act Contract, the City Council shall use the following criteria:

(i) Financial Investment. The estimated tax benefit is not expected to exceed the applicant's proposed financial investment in the cultural resource over the first 10 years of the contract.

The applicant is proposing to invest $353,0788 in qualified repairs and restoration over the first ten years of the Mills Act contract. The tax benefit over the same period is expected to be $314,472.64. Thus, the estimated tax benefit is not expected to exceed the applicant's proposed financial investment in the cultural resource over the first ten years of the contract. Criterion (i) is met.

(ii) Public Benefit. The proposed Mills Act contract features a work plan that will provide

a benefit to the public by: rehabilitating the property for continued occupancy or adaptive reuse; improved viability through systems upgrades and structural reinforcement upgrades; preserving and maintaining the character-defining features of the property, and/or restoring character-defining features of the property that have been significantly altered or removed over time.

The Edwards & Faw Block building was built in 1912 and shows areas in need of repair. Multiple foundation and structural issues are present around the property. The work plan includes the brick restoration of the building's exterior front and rear elevation, its front elevation wood frame repairs and painting, the restoration of the roof, repairs to seismic components and the replacement of major mechanical components that service the property, all which rehabilitate, restore and improve the property. The proposed HVAC work includes the replacement of a new 4-ton package unit as the existing unit is 23+ years old, along with the replacement of a ductless rooftop heat pump system that has three condensers and six fan coils that are more than 20 years old. Planned equipment would be an ultra-quiet ductless heat pump system with new condensers and fan coils that are higher efficiency and would include inverter technology that controls the compressor's speed to make the system more efficient and appropriate for a historic property.

New high efficiency HVAC systems with advanced controls and features can significantly reduce energy consumption, lowering the businesses utility bills. It also creates a welcoming environment for tenant's customers and employees, and it's an improved expense that promotes a positive experience for all occupants, and it enhances the building's condition and performance. Therefore, Criterion (ii) is met.

(iii) Retroactive Limitations. The estimated tax benefit will not be used for any maintenance or alteration work that was previously completed or initiated before the contract is approved, unless it can be shown that the completed work was necessary in the interest of the public health or safety following involuntary damage or destruction caused by fire, act of nature, or any other casualty.

Work has been conducted prior to approval of the Mills Act contract, but none of the estimated tax benefit will be used for any maintenance or alteration work that was previously completed or initiated before the contract is approved. Therefore, Criterion (iii) is met.

(iv) Limitations on Maintenance. The estimated tax benefit will not be used for routine maintenance work except for exemplary or exceptional properties that have financially burdensome maintenance requirements.

The estimated tax benefit will not be used for maintenance work, therefore, Criterion (iv) is met.

(v) Limitations on Interior Work. The estimated tax benefit will not be used for work within the interior of a cultural resource unless the commission determines the following exceptions should be made: the interior work is necessary to improve the structural integrity of the property; the interior work is necessary to preserve and maintain character-defining features within the cultural resource that are specifically identified as part of the official landmark nomination; and/or the interior work is necessary to preserve and maintain character-defining features of the property that were discovered subsequent to its landmark designation. The commission/council

must first determine that those interior features are character-defining based on substantial evidence provided by the applicant.

The proposed Rehabilitation and Restoration Plan does include interior work but is necessary to improve the structural integrity of the property such as foundation issues, window frame repair, and an outdated HVAC pump system. Therefore, Criterion (v) is met.

(vi) Limitations on Landscaping. The estimated tax benefit will not be used for landscaping work unless it will be used for specific landscape features that were identified as part of the official landmark nomination.

No landscaping work is proposed using the estimated tax benefit, therefore, Criterion (vi) is met.

Alternatives
The City Council may decide to deny the request and not enter into a Mills Act contract with the property owners.

Fiscal Impact
The estimated tax savings for the property owners is $314,472.64 over a 10-year period. Property taxes are distributed amongst a number of "taxing entities" that provide property based services, including, but not limited to, Los Angeles County, South Pasadena School District, Pasadena Area Community College, LA County Sanitation and Flood control districts, and Upper San Gabriel Valley Municipal Water district. The City receives approximately 24 cents for every one dollar ($1.00) paid by property owners. Therefore, the total reduction is not fully born by the City. The total estimated cost to the City as a result of property tax reduction is approximately $5,000 - $6,000 per year, or $50,500 over the 10-year period of the contract.

Although the City will see a reduction in property tax revenue, the benefits of the program include economic benefits of conserving resources and reinvestment as well as the important role historic preservation can play in revitalizing older areas, creating cultural tourism, building civic pride, and retaining the sense of place and continuity with the community's past.

Key Performance Indicators and Strategic Plan
The Property Owner will provide to the City on the third anniversary date of this Agreement and every third year thereafter a report describing the preservation tasks that are in progress and have been completed pursuant to this Agreement.

Commission Review and Recommendation
As mentioned earlier in the report, the CHC subcommittee reviewed the work plan from 2022-2025 through multiple iterations of the Work Plan. On August 21, 2025, the CHC recommended that the City Council enter in a Mills Act contract with the property owner based on the proposed Work Plan.

Environmental Analysis
In accordance with the California Environmental Quality Act (CEQA), the project qualifies for an exemption under the California Environmental Quality Act (CEQA) Guidelines Section 15308, Class 8: Actions taken by regulatory agencies, as authorized by state or local ordinance, to assure the maintenance, restoration, enhancement, or protection of the

environment where the regulatory process involves procedures for protection of the environment.

Class 8 exemptions apply to actions taken by regulatory agencies, as authorized by state law or local ordinance, to assure maintenance, restoration, enhancement, or protection of the environment where the regulatory process involves procedures for environmental protection. The Mills Act contract is a regulatory tool to promote the preservation of historical resources. Approval of the contract will result in the long-term protection and maintenance of a designated historic resource, contributing to the preservation of the City's cultural and architectural environment. There are no unusual circumstances that would result in a significant environmental impact.

Attachment:
Attachment No. 1 - Mills Act Contract - 1010 Mission Street
Attachment No. 2 - Current & Historical Photographs

RECORDING REQUESTED BY
AND WHEN RECORDED RETURN TO:

CITY OF SOUTH PASADENA
City Clerk
1414 Mission Street
South Pasadena, California 91030

ATTN: City Clerk

Recording Fee: Exempt pursuant to
California Govt. Code Section 27383

SPACE ABOVE THIS LINE IS RESERVED FOR
RECORDER'S USE

TITLE(S)

MILLS ACT CONTRACT

THIS MILLS ACT CONTRACT ("Agreement") is made and entered into this 6th day of November 2024, by and between the CITY OF SOUTH PASADENA, CALIFORNIA, a municipal corporation ("City"), and JSC Venture III, LLC ("Owner").

RECITALS

(i) California Government Code Section 50280 et seq., authorizes cities to enter into contracts with the Owner of qualified historical property to provide for the use, maintenance, and restoration of such historical property so as to retain its characteristics as property of historical significance;

(ii) Owner possesses fee title in and to that certain real property, together with associated structures and improvements thereon, located at 1010 Mission Street, South Pasadena, California, Assessor's Parcel Number 5315-014-027 ("Historic Property"). A legal description of the Historic Property is attached hereto, marked as "Exhibit A" and is incorporated herein as if fully set forth;

(iii) As set forth in South Pasadena Municipal Code Section 2.68(b)(1)(B), the Historic Property is a contributor to the South Pasadena Historic Business District (also known as the Mission West Historic District). The property is characterized as part of the district's area that reflects the city's earliest commercial core, comprising commercial structures built between 1888 and 1910;

(iv) City and Owner, for their mutual benefit, now desire to enter into this Agreement both to protect and preserve the characteristics of historical significance of the Historic Property, and to qualify the Historic Property for an assessment of valuation pursuant to the provisions of Chapter 3 of Part 2 of Division 1 of the California Revenue and Taxation Code and to carry out

the purposes of Article 12 (commencing with Section 50280) of Chapter 1, Part 1, of Division 1 of Title 5 of the California Government Code.

NOW, THEREFORE, City and Owner, in consideration of the mutual covenants and conditions contained herein, do hereby agree as follows:

1. EFFECTIVE DATE AND TERM. The Agreement shall be effective and commence on October 15, 2025 and shall remain in effect for a minimum period of ten (10) years, unless the property owner is issued a notice of non-renewal as provided in Section 2.68(b)(1)(E)(v) of the South Pasadena Municipal Code.

2. AUTOMATIC RENEWAL. Unless a notice of non-renewal is issued, this Agreement shall automatically be extended by one (1) year for each anniversary date of the Agreement unless otherwise specified herein.

3. NON-RENEWAL. If recommended by the Commission and approved by the City Council, a notice of non-renewal may be issued six (6) years into the duration of this Agreement. The procedure for notice of non-renewal by the Owner of the City shall be in accordance with Government Code Section 50282 as it may be amended from time to time.

4. APPEAL OF NOTICE OF NON-RENEWAL. The property owner shall have the right (per Government Code Section 50282) to appeal a notice of non-renewal to the City Council.

5. STANDARDS FOR HISTORIC PROPERTY. During the term of this Agreement, the Historic Property shall be subject to the following conditions, requirements, and restrictions:

a. Owner shall rehabilitate, preserve and maintain the historically significant Characteristics of the Historic Property. Attached hereto, marked as "Exhibit B" and incorporated herein by this reference is a list of those items for rehabilitation, restoration and maintenance planned for preservation of the Historic Property and a timeline for completion, which Owner shall carry out shall apply to such property throughout the term of this Agreement. In addition, Owner shall comply with the applicable provisions of the South Pasadena Municipal Code (See, Article IVH of the South Pasadena Municipal Code) and shall obtain any applicable permits necessary to protect, preserve, restore and rehabilitate the Historic Property so as to maintain its historical significance.

b. Owner shall additionally and where necessary, restore and rehabilitate the property according to the rules and regulations of the City, the State Office of Historic Preservation of the Department of Parks and Recreation, the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings and the State Historical Building Code and shall maintain the entire property according to minimum standards and conditions, attached hereto, marked as "Exhibit C".

6. LIMITATIONS. Under Section 2.68(b)(1)(C)(iii)–(vi), the estimated tax benefit will not be used for: (1) any maintenance or alteration work that was previously completed or initiated before the Contract is approved, unless it can be shown that the completed work was

necessary in the interest of the public health or safety following involuntary damage or destruction caused by fire, act of nature, or any other casualty; (2) routine maintenance work except for exemplary or exceptional properties that have financially burdensome maintenance requirements; (3) work within the interior of a Historic Property unless the Cultural Heritage Commission determines an exception should be made; and (4) landscaping work unless it will be used for specific landscape features that were identified as part of the official landmark nomination.

7. INSPECTIONS. The Owner shall allow reasonable inspections, by prior appointment given a minimum of at least 24 hours in advance, of the interior and exterior of the Historic Property by representatives of the County of Los Angeles Assessor, State Office of Historic Preservation, State Board of Equalization and the City, as may be necessary to determine Owner's compliance with the terms and conditions of this Agreement.

8. PROVISION OF COMPLIANCE INFORMATION. The Owner hereby agrees to furnish the City with any and all information requested by the City which may be reasonable and necessary to determine compliance with the terms and provisions of this Agreement. In addition, the Owner shall agree to provide to the City on the third year of the term of this Agreement and every third year thereafter a report describing the preservation tasks that are in progress and have been completed pursuant to this Agreement.

9. BINDING EFFECT OF AGREEMENT. This Agreement shall be binding on all successors-in interest of the Owner to the benefits and burdens of this Agreement. The Agreement shall stipulate escrow instructions that require a review and re-evaluation of the property every three years.

10. CANCELLATION. City following a duly noticed public hearing as set forth in California Code Section 50280 et seq., may cancel this Agreement if City determines that the Owner has breached any of the conditions or covenants of the Agreement or has allowed the Historic Property to deteriorate to the point that it no longer meets the significance criteria under which it was designated. City may also cancel this Agreement if it determines Owner has failed to restore or rehabilitate the Historic Property in the manner specified in Paragraph 5 of this Agreement. The City may also cancel this Agreement if, upon consultation with the State of California Office of Historic Preservation, the preservation, rehabilitation, or restoration becomes infeasible due to damage caused by natural disaster. City’s right to cancel this Agreement pursuant to this paragraph shall in no way limit or restrict its rights or legal remedies arising from City’s Cultural Heritage Ordinance and Municipal Code.

11. CANCELLATION FEE. In the event of cancellation, Owner shall be subject to payment of those cancellation fees set forth in California Government Code Section 50280 et seq., described herein. Upon cancellation, Owner shall pay a cancellation fee equal to twelve and one-half percent (12.5%) of the current fair market value of the property as determined by the County Assessor as though the Historic Property were free of the contractual restriction pursuant to this Agreement. The Owner shall pay the cancellation fee to the County Auditor in the time and manner prescribed by the County Auditor.

12. ENFORCEMENT OF AGREEMENT. In lieu of and/ or in addition to any provisions to cancel this Agreement as referenced herein, City may specifically enforce, or enjoin the breach of the terms of this Agreement. In the event of a breach by Owner under the provisions of this Agreement, City shall give written notice to Owner by registered or certified mail to the address stated in this Agreement, which notice shall specifically identify the alleged breach and the proposed action which City recommends to Owner to cure said alleged breach. Owner shall hereafter have sixty (60) days within which to cure such breach to the reasonable satisfaction of the City. Upon completion by Owner of the cure of the breach, City shall withdraw its notice of breach. Should Owner not cure such breach within the time period specified above, then City may, without further notice, declare a default under the terms of this Agreement and may bring any action necessary to specifically enforce the obligations of Owner arising out of the terms of this Agreement, apply to any court, state or federal, for injunctive relief against any violation by Owner or apply for such other relief as may be appropriate. City may at its sole discretion extend the 60-day cure period. Such extension must be in writing.

13. WAIVER. City does not waive any claim or default by Owner if City does not enforce or cancel this Agreement. All other remedies at law or in equity which are not otherwise provided for in this Agreement or in the City's regulations governing historic properties are available to City to pursue in the event there is a breach of this Agreement. No waiver by City of any breach or default under this Agreement shall be deemed to be a waiver of any other subsequent breach thereof or default hereunder.

14. BINDING EFFECT OF AGREEMENT. Owner hereby subjects the Historic Property to the covenants, reservations and restrictions set forth in this Agreement. City and Owner hereby declare their specific intent that the covenants, reservations, and restriction as set forth herein shall be deemed covenants running with the land and shall pass to and be binding upon Owner's successors and assigns in title or interest to the Historic Property. Each and every contract, deed or other instrument hereinafter executed, governing or conveying the Historic Property, or any portion thereof, shall conclusively be held to have been executed, delivered and accepted subject to the covenants, reservations and restriction expressed in this Agreement regardless of whether such covenants, reservations and restrictions are set forth in such contract, deed or other instrument. City and Owner hereby declare their understanding and intent that the burden of the covenants, reservations and restrictions set forth herein touch and concern the land in that it restricts development of the Historic Property. City and Owner hereby further declare their understanding and intent that the benefit of such covenants, reservations and restrictions touch and concern the land by enhancing and maintaining the cultural and historic characteristics and significance of the Historic Property for the benefit of the public and Owner.

15. NOTICE. Any notice required to be given by the terms of this Agreement shall be provided at the address of the respective parties as specified below, by personal delivery or United States mail, postage prepaid, addressed as follows:

City: City of South Pasadena
Community Development Director
1414 Mission Street

South Pasadena, California 91030

Owner: JSC Venture III, LLC
1010 Mission Street
South Pasadena, California 91030

16. EFFECT OF AGREEMENT. None of the terms, provisions or conditions of this Agreement shall be deemed to create a partnership between the parties hereto and any of their heirs, successors or assigns, nor shall such terms, provisions or conditions cause them to be considered joint ventures or members of any joint enterprise.

17. INDEMNITY OF CITY. Owner agrees to protect, defend, indemnify, and shall hold City and its elected officials, officers, agents, and employees harmless from liability for claims, loss, proceedings, damages, causes of action, liability, costs or expense, including reasonable attorney's fees in connection with damage for personal injuries, including death, and claims for property damage which may arise from the direct or indirect use or operations of such Owner or those of its contractor, subcontractor, agent, employee or other person acting on its behalf which relate to the use, operation, capital improvement and/or maintenance of the Historic Property and/or Owner's activities in connection with the Historic Property. Owner hereby agree to and shall defend the City and its elected officials, officers, agents, and employees with respect to any and all actions for damages caused by, or alleged to have been suffered, by reason of the operations referred to in this Agreement regardless of whether or not the City prepared, supplied or approved the plans, specifications or other documents for the Historic Property. This indemnification includes, without limitation, the payment of all penalties, fines, judgments, awards, attorney's fees and related costs or expenses, and the reimbursement of legal expenses and costs incurred by the City, its elected officials, employees or agendas. Owner's obligation to indemnify shall survive the termination, cancellation or expiration of this Agreement.

18. BINDING UPON SUCCESSORS. All of the agreements, rights, covenants, reservations, and restrictions contained in the Agreement shall be binding upon and shall inure to benefit of the parties herein, their heirs, successors, legal representative, assigns and all persons acquiring any part or portion of the Historic Property, whether by operation of law or in any manner whatsoever. A successor in interest shall have the same rights and obligations under the Agreement as the original owner who entered into the Agreement.

19. LEGAL COSTS. In the event legal proceedings are brought by any party or parties to enforce or restrain a violation of any of the covenants, reservations or restrictions contained herein, or to determine the rights and duties of any party hereunder, the prevailing party in such proceeding may recover all reasonable attorney's fees to be fixed by the court, in addition to court costs and other relief ordered by the court.

20. SEVERABILITY. In the event that any of the provisions of this Agreement are held to be unenforceable or invalid by any court of competent jurisdiction, or by subsequent

preemptive legislation, the validity and enforceability of the remaining provisions, or portions thereof, shall not be affected thereby.

21. GOVERNING LAW. This Agreement shall be construed and governed in accordance with the laws of the State of California. Venue shall be in Los Angeles County.

22. EMINENT DOMAIN PROCEDURES. Upon the filing of an action in eminent domain by a public agency for the condemnation of the fee title of any land described herein or of less than fee interest which will prevent the portion of land condemned or a portion of it which is the subject of this Agreement from being used for any authorized use, or upon the acquisition in lieu of eminent domain by a public agency for a public improvement, if the City Council determines that the condemnation or acquisition frustrates the purpose of this Agreement, the portions of this Agreement by which Owner agree to preserve and to restrict the use of property described herein shall be canceled and this Agreement shall be deemed null and void upon such filing as to the portion of the land condemned or acquired and to the additional land the use of which for an authorized purpose will be prevented as a result of condemnation or acquisition. In such event, no cancellation fee is imposed as set forth in Government Code Section 50286. If, subsequent to the filing of an action in eminent domain, the proposed condemnation is abandoned by the condemning agency as to all or a portion of the land subject to this Agreement, the restrictions on the use of the property included in this Agreement shall, without further agreement of the parties, be re-instituted and the terms of this Agreement shall be in full force and effect.

23. RECORDATION. No later than twenty (20) days after the parties execute this Agreement, the Owner or Owner's agent shall record this Agreement in the Office of the County Recorder of the County of Los Angeles.

24. AMENDMENTS. This Agreement may be amended, in whole or in part, by a written instrument executed by the parties that is thereafter recorded in the Office of the County Recorder of the County of Los Angeles.

25. NOTICE TO OFFICE OF HISTORIC PRESERVATION. The City shall provide written notice of this Agreement to the State Office of Historic Preservation within 180 days of entering into this Agreement.

[SIGNATURES ON NEXT PAGE]

IN WITNESS THEREOF, City and Owner have executed this Agreement on the day and year first above written.

CITY OF SOUTH PASADENA

_____
Janet Braun, Mayor

ATTEST:

_____
Mark Perez, Acting Chief City Clerk

APPROVED AS TO FORM

_____
Roxanne Diaz, City Attorney

OWNER: JSC VENTURE III, LLC

_____
Authorized Representative

CALIFORNIA ALL-PURPOSE ACKNOWLEDGEMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of _____)

On _____, before me, _____,
(insert name and title of the officer)

Notary Public, personally appeared _____,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature_____ (Seal)

EXHIBIT A

LEGAL DESCRIPTION

Exhibit "A"

Legal Description

A.P.N.: 5315-014-027

Real property in the City of South Pasadena, County of Los Angeles, State of California, described as follows:

THE EAST 32 FEET AND 2 INCHES OF LOT 1 AND THE WEST 5 FEET OF LOT 2 (MEASURED ON THE SOUTH LINES OF SAID LOTS) OF SMITH AND PACKARD'S SUBDIVISION OF LOT(S) 4, 5, 6, 7 AND 8 IN BLOCK 2 OF REPLAT OF THE TOWN OF SOUTH PASADENA, IN THE CITY OF SOUTH PASADENA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 26 PAGE 61 OF MISCELLANEOUS RECORDS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.

EXCEPT THEREFROM THE SOUTH 5 FEET THEREOF FOR WIDENING OF MISSION STREET.

EXHIBIT B

REHABILITATION PLAN

Mills Act Application

REHABILITATION, RESTORATION, MAINTENANCE PLAN WITH COST ESTIMATES

All work efforts described in this plan will be carried out in accordance with the Secretary of the Interior's Standards for the Rehabilitation of Historic Properties (Standards). Architects and/or contractors engaged to lead any work efforts will have demonstrated historic preservation experience and will meet the Secretary of the Interior's Professional Qualifications Standards in their respective fields.

Item No. 1 Building Feature: Window Restoration-Wood, Double Hung Sash Windows Estimated Cost: $13,392.50 Project completion year: 2024-2025	Description of work: Windows Restore double-hung windows located on the 2nd floor facing front of the building, and repair double-hung windows in the mezzanine area, and on the 1st and second floor in the rear of the building.
Item No. 2 Building Feature: Roof Estimated Cost: $18,266.00 Project completion year: 2028	Description of work: Roof Pressure wash entire roof to remove debris and dirt, apply roof mastic with webbing to roof vents, flashing, and curbs, apply 100% Acrylic Brilliant White roof coating to the entire roof to seal and protect the existing roof membrane.
Item No. 3 Building Feature: Structure/Foundation Estimated Cost: $ 4,500.00 Project completion year: 2028	Description of work: Seismic Inspection Engage the services of a structural engineer with experience in masonry construction and historic preservation to implement plan for recommended foundation/structure/seismic work.
Item No. 4 Building Feature: HVAC Unit Estimated Cost: $17,425.00 Project Completion year: 2029	Description of work: Replace Rooftop package unit. Replace existing rooftop package unit with a new 4-ton gas/electric package unit, which shall include new condensate drain lines, plumbing modifications, supply/return air plenum transitions, thermostat, vents, and duct work. Existing unit is approximately 23+ years old.
Item No. 5 Building Feature: Exterior Brick (North, West and East Elevations) Estimated Cost: $49,658.00 Project completion year: 2031	Description of work: Rear Elevation Brick Repairs Install temporary scaffold ad canopy for tunnel for the rear exit, low pressure wash the rear (north) brick façade and window brick sills, chemical clean and trip off white paint (Prosoc or equal), repair damage bricks and mortar, inspect two visible vertical cracks and repair performing repointing method, and complete sealer application (Phase III).

Item No. 6 Building Feature: Metal Seismic Bolts/Plates Estimated Cost: $13,000.00 Project completion year: 2032	Description of work: **Metal Seismic Bolts** Repair metal plates and bolts to the side and rear of the building where corroded or if missing/plates are loose. Clean metal of corrosion, and secure loose plates to elevation using pre-existing holes in mortar to avoid drilling directly into brick.
Item No. 7 Building Feature: Storefront Façade Estimated Cost: $45,156.00 Project completion year: 2032	Description of work: Front Elevation Brick Restoration Install temporary scaffold, low pressure wash front (south) brick façade and window brick sills, chemically clean and strip off white paint , repair the damaged bricks and holes, repoint of missing mortar, apply Prosoc Sealers or equal (Phase I).
Item No. 8 Building Feature: Storefronts (South Elevation) Estimated Cost: $ 46,000.00 Project completion year: 2033	Description of work: Front Elevation Wood Frame Storefront Repairs / Paint Scrape flaky paint, perform wood repairs, caulk and glaze as needed, prime and paint color (carefully chosen based on building's history). Lead abatement allowance and protection, and scaffold allowance included (Phase II).
Item No. 9 Building Feature: Interior Window Trim /Frames Estimated Cost: $10,200.00 Project Completion Year: 2033	Description of work: Interior Window Frames Carefully remove paint, repair any damaged wood and repaint interior windows and trim.
Item No. 10 Building Feature: Replace HVAC Hallway Unit Estimated Cost: $8,700.00 Project Completion Year: 2033	Description of work: Replace hallway HVAC ductless heat pump system. Replace existing hallway unit with a new ductless heat pump system, replace condenser and fan coil, including new refrigeration lines, condensate drain lines, transitions, remote thermostat controller.
Item No. 11 Building Feature: Roof Estimated Cost: $51,750.00 Project Completion Year: 2034	Description of work: Roof Re-roof with modified bitumen roof over existing one layer of built-up asphalt roofing.

Mills Act Application

Item No. 12 Building Feature: HVAC – Replace Unit Estimated Cost: $70,530.00 Project Completion year: 2035	Description of Work: Replace Ductless Rooftop Heat Pump System with 3 condensers and 6 fan coils. Remove existing ductless system that is approximately, 20+ years old, and install new high efficiency ultra quiet ductless heat pump system with new condenser, inverter technology with a total of (3) fan coils, new refrigeration lines, electrical air handler remote controller
Item No. 13 Building Feature: (Rear Elevation Investigation) Estimated Cost: $4,500.00 Project Completion: 2035	Description of work: Rear Elevation Opening Investigate feasibility of restoring previously infilled openings on the rear elevation, which has been closed and sealed. If feasible and structurally safe, contact engineers and architects to draw plans to restore opening based on physical and documentary evidence.

Note that all costs are estimates only, actual scope and costs may vary. Timing of each element is approximate, and may vary based on future conditions and actual wear.

FINANCIAL ANALYSIS FORM

1010 MISSION STREET, SOUTH PASADENA
Mills Act Application

FINANCIAL ANALYSIS WORKSHEET: For Information purposes only. This worksheet estimates the tax adjustment possible through the Mills Act Program. This is only a preliminary estimate, final tax adjustments are conducted by the Los Angeles County Assessor's Office.

Assessor's ID #: 5315-014-027
Property Address: 1010 Mission Street, South Pasadena
Type: Commercial Property

		Annual Increase	Effective 2024	Year 1 2024	Year 2 2025	Year 3 2026	Year 4 2027	Year 5 2028	Year 6 2029	Year 7 2030	Year 8 2031	Year 9 2032	Year 10 2033	Totals
ANNUAL INCOME OF THE PROPERTY														
1	Monthly Rental Income			$13,500.00	$13,905.00	$14,322.15	$14,751.81	$15,194.37	$15,650.20	$16,119.71	$16,603.30	$17,101.40	$17,614.44	
2	Annual Rental Income	3%		$162,000.00	$166,860.00	$171,865.80	$177,021.77	$182,332.43	$187,802.40	$193,436.47	$199,239.57	$205,216.75	$211,373.26	$1,857,148.45
ANNUAL OPERATING EXPENSES														
3	Insurance	5%		$4,386.00	$4,605.30	$4,835.57	$5,077.34	$5,331.21	$5,597.77	$5,877.66	$6,171.54	$6,480.12	$6,804.13	$55,166.64
4	Utilities	6%		$66,180.00	$70,150.80	$74,359.85	$78,821.44	$83,550.73	$88,563.77	$93,877.59	$99,510.25	$105,480.87	$111,809.72	$872,305.01
5	Maintenance	5%		$10,800.00	$11,340.00	$11,907.00	$12,502.35	$13,127.47	$13,783.84	$14,473.03	$15,196.68	$15,956.52	$16,754.34	$135,841.24
6	Management	5%		$9,857.00	$10,349.85	$10,867.34	$11,410.71	$11,981.25	$12,580.31	$13,209.32	$13,869.79	$14,563.28	$15,291.44	$123,980.29
7	Other (Operating Expenses)	2%		$3,500.00	$3,570.00	$3,641.40	$3,714.23	$3,788.51	$3,864.28	$3,941.57	$4,020.40	$4,100.81	$4,182.82	$38,324.02
8	Total Expenses			$94,723.00	$100,015.95	$105,611.16	$111,526.07	$117,779.16	$124,389.97	$131,379.18	$138,768.67	$146,581.59	$154,842.45	$1,225,617.20
ANNUAL NET INCOME														
	Net Operating Income			$67,277.00	$66,844.05	$66,254.64	$65,495.70	$64,553.27	$63,412.43	$62,057.29	$60,470.90	$58,635.16	$56,530.80	$631,531.25
CAPITALIZATION RATE														
9	Interest Component	4.25%												
10	Historic Property Risk*	2.00%												
11	Property tax	1.02%												
12	Amortization**	1.05%												
13	Total Capitalization Rate	8.32%												
TAXES - NEW ASSESSED VALUE														
14	Mills Act Assessment			$808,617.79	$803,414.06	$796,329.86	$787,207.98	$775,880.61	$762,168.62	$745,880.93	$726,813.70	$704,749.56	$679,456.75	$7,590,519.87
TAXES - AMOUNT TO BE PAID														
15	Tax Under Mills Act	1.035%		$8,370.37	$8,316.51	$8,243.18	$8,148.75	$8,031.50	$7,889.56	$7,720.96	$7,523.58	$7,295.19	$7,033.37	$78,572.96
16	Current Tax	2%		$35,895.49	$36,613.40	$37,345.67	$38,092.58	$38,854.43	$39,631.52	$40,424.15	$41,232.63	$42,057.29	$42,898.43	$393,045.60
17	Tax Savings			$27,525.12	$28,296.89	$29,102.49	$29,943.83	$30,822.94	$31,741.96	$32,703.20	$33,709.05	$34,762.10	$35,865.06	$314,472.64
TAXES - COST TO CITY														
	Annual Cost To City	16%		$4,404.02	$4,527.50	$4,656.40	$4,791.01	$4,931.67	$5,078.71	$5,232.51	$5,393.45	$5,561.94	$5,738.41	$50,315.62
* Single Family Home = 4% , All other property = 2%														
** (Improvement Value/Land Value) x 0.03														

EXHIBIT C

REHABILITATION STANDARDS

The Secretary of the Interior

Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings

The Standards (Department of Interior regulations, 36 CFR 67) pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior, related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and the environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

1010 MISSION STREET, SOUTH PASADENA
Mills Act Application

CURRENT PHOTOGRAPHS

1010 MISSION STREET, SOUTH PASADENA
Mills Act Application



Photo 1. Contextual view of subject property. Looking northwest from across Mission St. (GPA, May 2022).



Photo 2. Contextual view of subject property. Looking northeast from across Mission St. (GPA, May 2022).



Photo 3. Primary (south) elevation. Looking north from across Mission St. (GPA, May 2022).



Photo 4. South elevation. Looking northwest. (GPA, May 2022).



Photo 5. South elevation. Looking northeast. (GPA, May 2022).



Photo 6. South elevation. Close-up of west storefront. Looking northeast. (GPA, May 2022).



Photo 7. South elevation. Close-up of east storefront. Looking northeast. (GPA, May 2022).

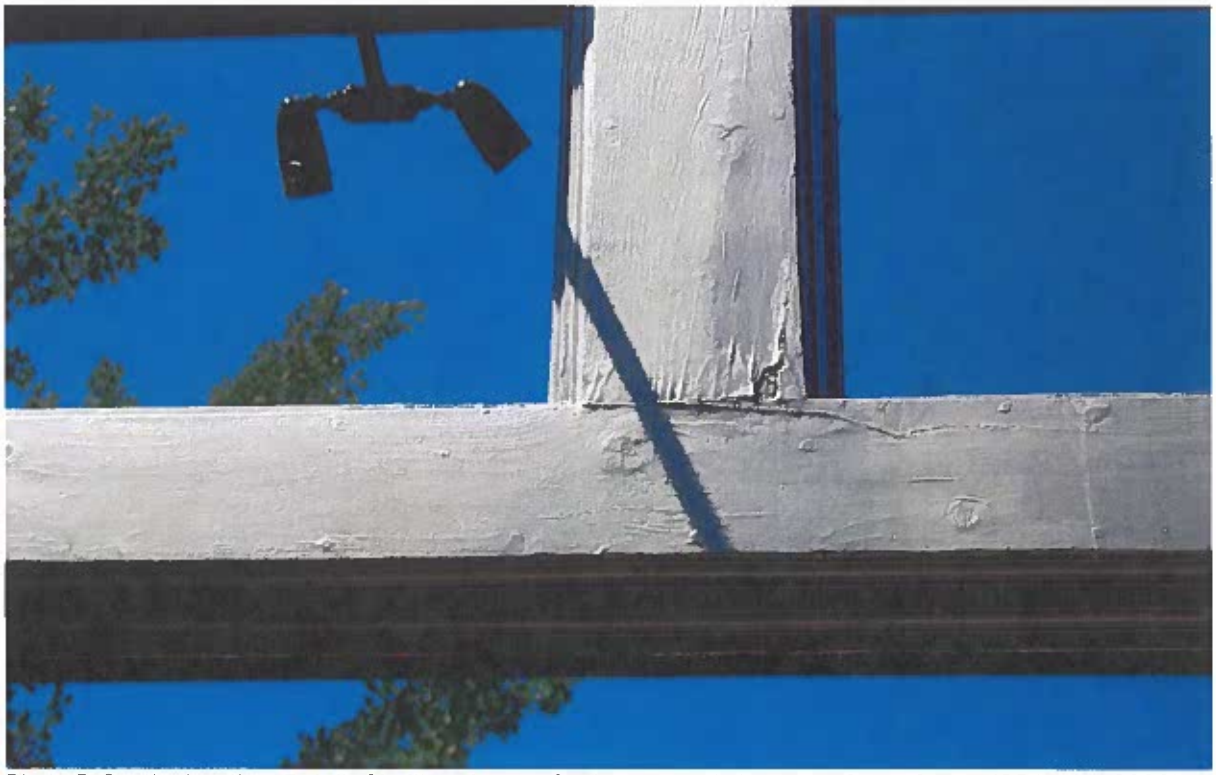

Photo 8. South elevation. Detail of built-up layers of paint on wood elements of storefronts. (GPA, May 2022).



Photo 9. South elevation. Detail of deterioration on wood elements of storefronts. (GPA, May 2022).



Photo 10. South elevation. Detail of built-up soot and grime on exterior surface materials. (GPA, May 2022).



Photo 11. South elevation. Detail of chipped and damaged bricks. (GPA, May 2022).



Photo 12. South elevation. Detail of damaged bricks and deteriorating mortar from pervious signage/lighting installation and removal. (GPA, May 2022).



Photo 13. South elevation. Detail of paint residue remaining from previously completed and inappropriate painting of façade. (GPA, May 2022).



Photo 14. Side (east) elevation. View of existing brick exterior, including signs of efflorescence as well as steel plates and anchors and from previous seismic retrofit work. Looking southwest. (GPA, May 2022).



Photo 15. Rear (north) elevation with addition. Looking southwest from rear courtyard patio. (GPA, May 2022).



Photo 16. North elevation with addition. Looking southeast from across train tracks. (GPA, May 2022).



Photo 17. North elevation. Replacement door within partially infilled opening. (GPA, May 2022).



Photo 18. North elevation. Original window/opening in need of repainting. (GPA, May 2022).



Photo 19. North elevation, west end. Detail of damaged and deteriorating bricks. (GPA, May 2022).



Photo 20. North elevation, west end. Detail of infilled opening. (GPA, May 2022



Photo 21. Rear courtyard. Looking southwest. (GPA, May 2022).

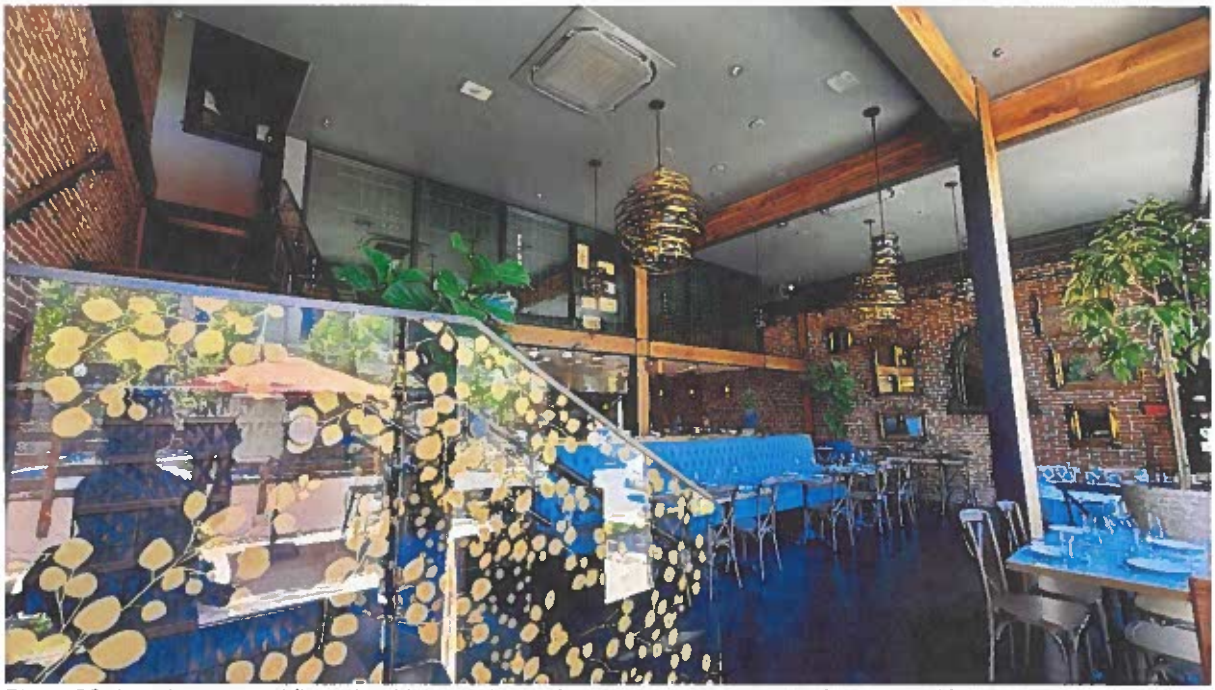

Photo 22. Interior, ground floor. Looking northeast from southwest corner of building. (GPA, May 2022).



Photo 23. Interior, ground floor. Looking northwest from southeast corner of building. (GPA, May 2022).



Photo 24. Interior, ground floor. Looking southwest from east wall of building. (GPA, May 2022).



Photo 25. Interior, ground floor. Looking northwest from north end of east wall. (GPA, May 2022).



Photo 26. Interior, ground floor. Detail of exposed brick. (GPA, May 2022).



Photo 27. Interior, ground floor (rear addition). Looking southeast from northwest corner of building. (GPA, May 2022).



Photo 28. Interior, second floor. Looking northeast from southwest corner of building. (GPA, May 2022).



Photo 29. Interior, second floor. Looking northwest from southeast corner of building. (GPA, May 2022).



Photo 30. Interior, second floor. Looking southwest from center at east wall. (GPA, May 2022).



Photo 31. Interior, second floor. Detail of flooring. (GPA, May 2022).



Photo 32. Interior, second floor. Detail of exposed brick on south wall. (GPA, May 2022).



Photo 33. Interior, second floor. Detail of ceiling beams. (GPA, May 2022).



Photo 34. Interior, second floor, rear room. Looking northwest. (GPA, May 2022).



Photo 35. Interior, second floor, rear room. Detail of north wall bricks. (GPA, May 2022).



Photo 36. Interior, second floor, rear room. Detail of original opening. (GPA, May 2022).



Photo 37. Interior, second floor, rear addition. Looking northeast from northwest corner of building. (GPA, May 2022).

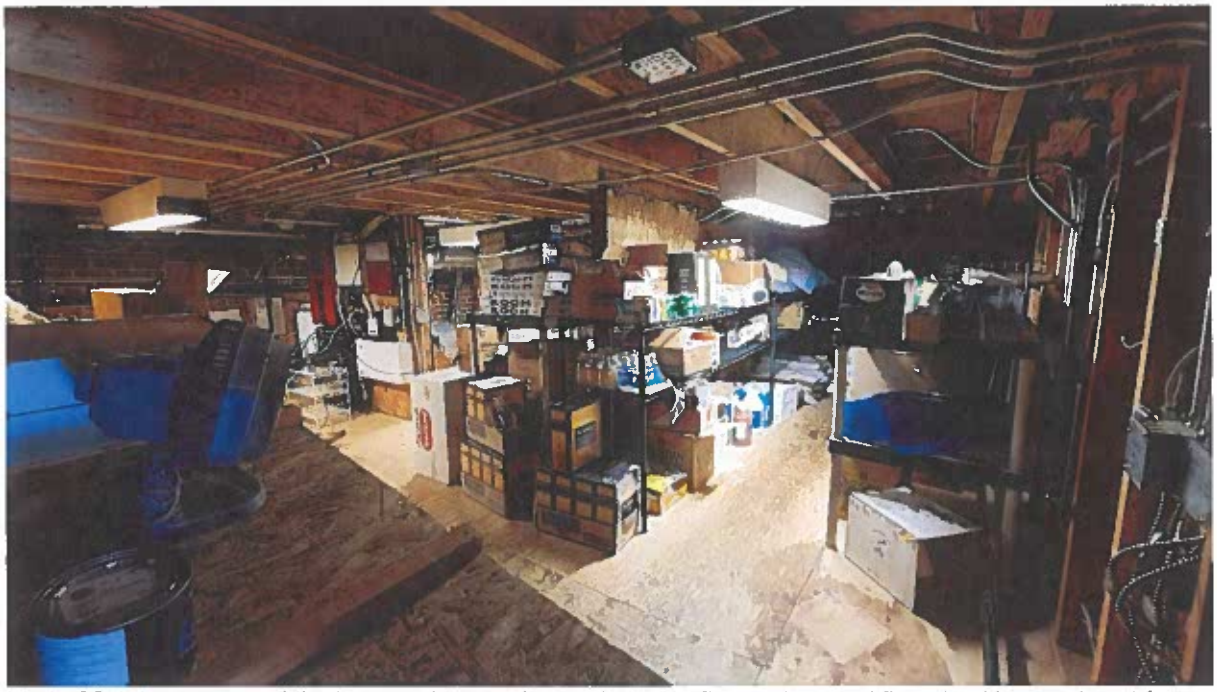

Photo 38. Interior, non-original mezzanine crawlspace between first and second floor. Looking northeast from west wall. (GPA, May 2022).



Photo 39. Interior, non-original mezzanine crawlspace between first and second floor. Looking northwest from east wall showing portion of previously infilled opening. (GPA, May 2022).

Photo 40/41: 2nd floor rear dining room – rear brick wall.



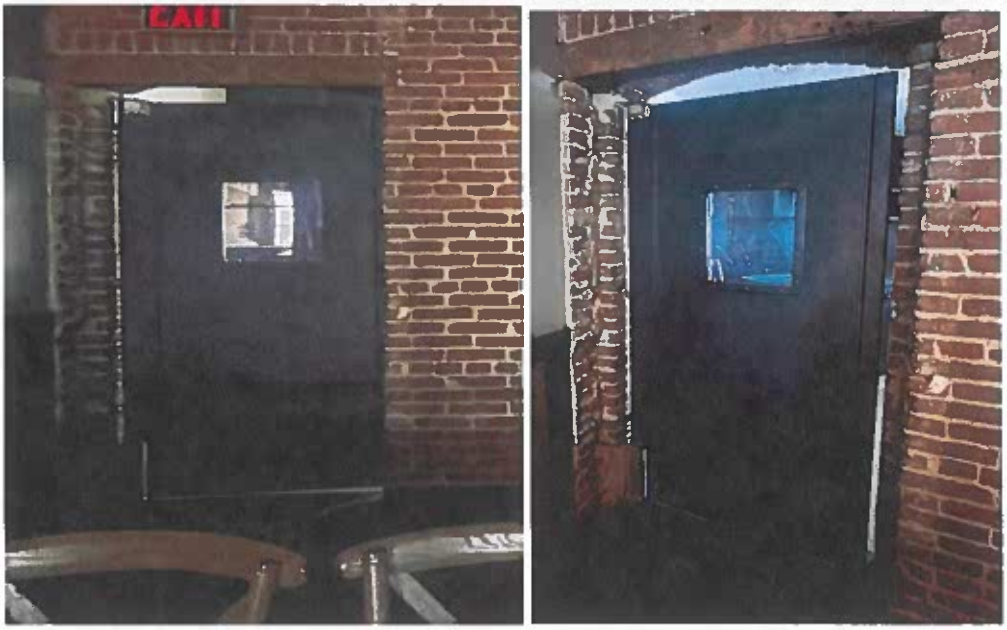

Photo 42/43: 2nd floor rear dining room doorway to stairwells.

Photo 44/45: 2nd floor rear dining room – no door jamb.





Photo 46-49: 2nd floor north and south walls with existing openings.









Photo 50-54: All dining room walls have gaps throughout restaurant.







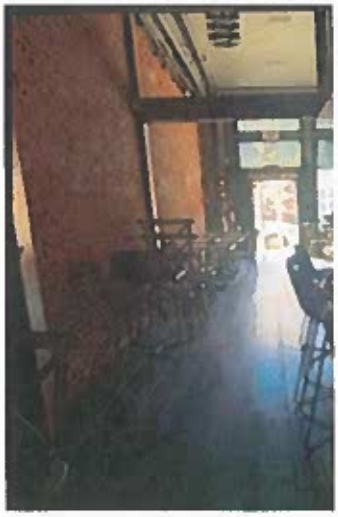



Photo 55-57: Both front façade double-hung windows, mezzanine and rear building windows







Photos 58/59:

Existing brick exterior walls showing gaps and visible cracks in brick wall, needs repointing and sealer.



Photos 60-63: HVAC units on roof – replacement recommended in scope of work.





Photos 64-65: Roof recommended for 100% Acrylic Brilliant White roof coating to entire roof to seal and protect roof membrane, including applying roof mastic with webbing to roof vents, flashing and curbs.



HISTORICAL PHOTOGRAPHS

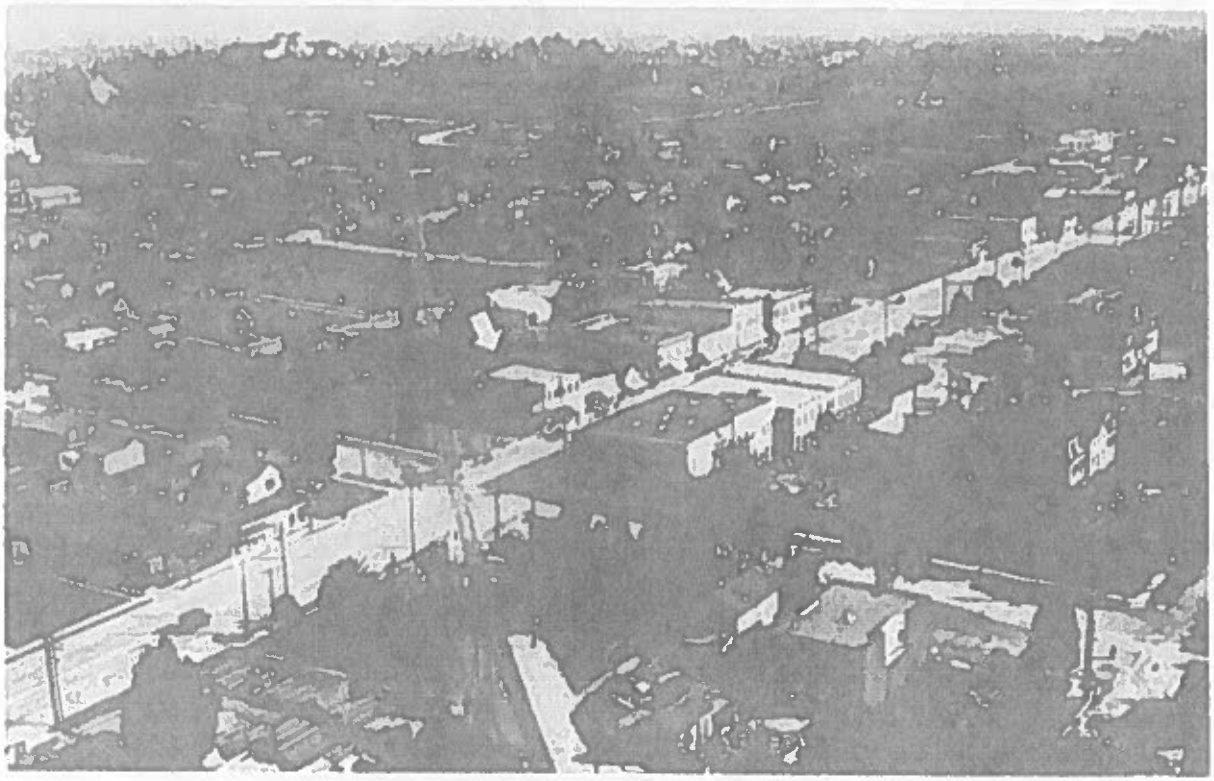

Photo 1. 1909 aerial photo of Mission Street showing Edwards & Faw Block, view looking northeast. Source: SPAS Library.

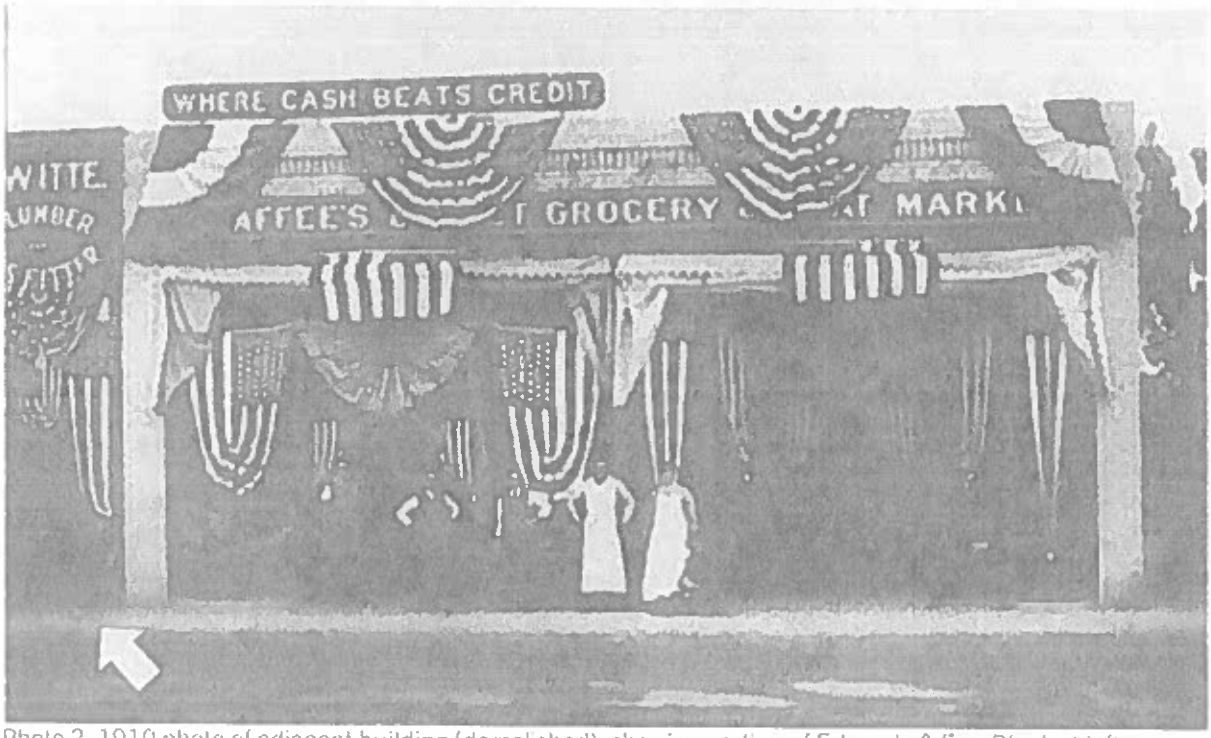

Photo 2. 1910 photo of adjacent building (demolished), showing portion of Edwards & Faw Block at left. Source: SPAS Library.



Photo 3. 1960 photo of Mission St., view looking west, showing portion of Edwards & Faw Block at right, middle ground. Source: SCLC.



Photo 4. 1976 photo of Edwards & Faw Block. Source: Tom Sitton, "California Department of Parks and Recreation Form Set, Edwards & Faw Block," January 1977.

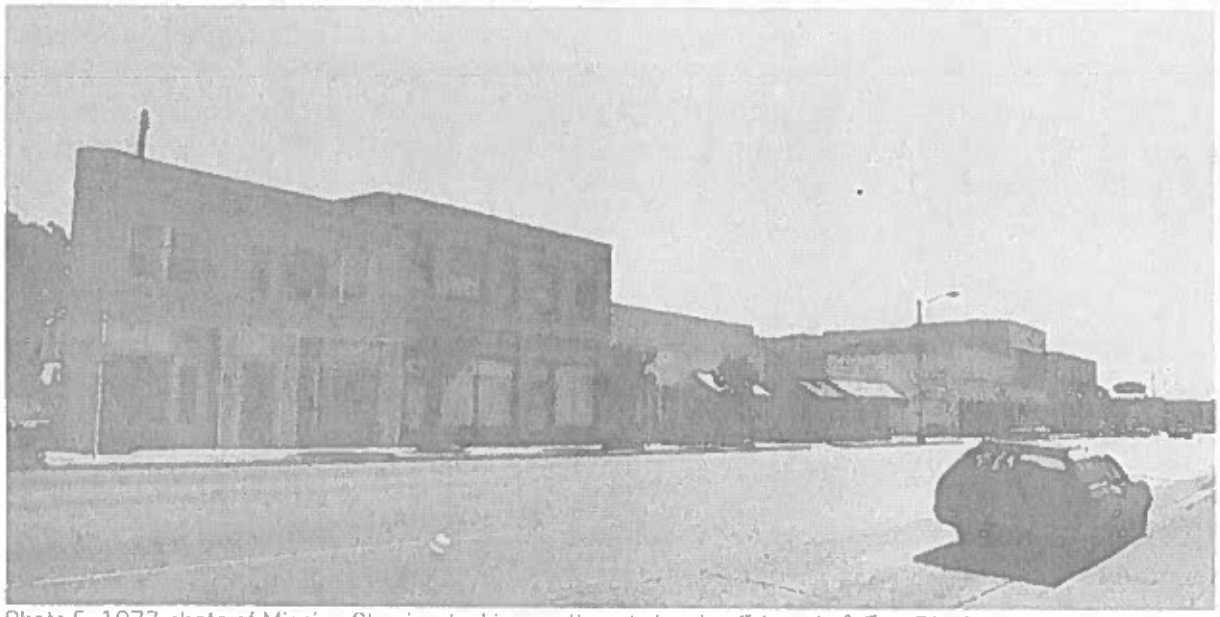

Photo 5. 1977 photo of Mission St., view looking northeast showing Edwards & Faw Block near center. Source: Tom Sitton, "National Register of Historic Places Nomination: South Pasadena Historic Business District, South Pasadena, Los Angeles County, California," October 7, 1977.



Photo 6. 1987 photo of Mission St., view looking northwest showing Edwards & Faw Block at right. Source: Tom Sitton, "National Register of Historic Places Nomination: South Pasadena Historic Business District, South Pasadena, Los Angeles County, California," October 7, 1977.

City Council Agenda Report

ITEM NO. 9

DATE: October 15, 2025

FROM: Todd Hileman, City Manager

PREPARED BY: Erika Ramirez, Community Development Director
Michael Donovan, Associate Planner

SUBJECT: **CONSIDERATION OF ENTERING INTO A MILLS ACT CONTRACT FOR THE PROPERTY LOCATED AT 227 OAKLAWN AVENUE**

Recommendation

It is recommended that City Council find that the project qualifies for an exemption under California Environmental Quality Act (CEQA) Guidelines Section 15308, Class 8 and approve and authorize the entering into a Mills Act contract with the property owners of 227 Oaklawn Avenue.

Executive Summary

A Mills Act is a 10-year agreement between the City of South Pasadena (“City”) and a property owner of a designated historic resource. In exchange for a reduction in property taxes, the owner agrees to complete specific restoration and rehabilitation work outlined in a Cultural Heritage Commission (CHC) reviewed Rehabilitation and Restoration Plan ("Work Plan"). Property tax savings must be reinvested into the approved improvements.

Background

On April 18, 2024, the Cultural Heritage Commission reviewed a letter of intent (Attachment 1) to apply for a Mills Act application for the property located at 227 Oaklawn Avenue. Following the review, a subcommittee composed of Commissioner Cross and Commissioner Ding was formed to conduct an on-site inspection of the property, along with City staff and the property owners, to assess its condition.

On June 17, 2024, the subcommittee and staff conducted an on-site visit with the property owner to inspect the condition of the property.

On September 4, 2024, Staff informed the Applicant that the Mills Act request would be carried over into 2025 because a formal application was never received.

On June 16, 2025, a formal Mills Act application (Attachment 2) was filed by the Applicant, Casa Encantata, LLC.

On June 25, 2025, at a Special Meeting the Cultural Heritage Commission reviewed the Mills Act application and associated work plan for 227 Oaklawn Avenue.

On August 21, 2025, the Cultural Heritage Commission reviewed the Mills Act application and

voted 3-0 in recommending that the City Council enter into a Mills Act contract with the property owner of 227 Oaklawn Avenue.

Analysis

A Mills Act Agreement is a contract between a property owner and the City that provides a financial incentive to preserve and maintain historically significant properties. Under the agreement, the property owner commits to rehabilitating, restoring, and properly maintaining the property in accordance with established historic preservation standards, while reducing the property tax burden on the property owner for a fixed amount of time to offset the increased cost of historically appropriate maintenance and rehabilitation. This program encourages long-term preservation of historic resources while supporting the City's broader goals of protecting community character and cultural heritage.

The subject property qualifies for a Mills Act contract as it is listed in the California Register of Historical Resources with a Status Code 2D: Contributor to a multi-component resource determined eligible for National Register by consensus through Section 106 process. The proposed Rehabilitation and Restoration Plan is appropriate and meets the criteria for a Mills Act contract as outlined in South Pasadena Municipal Code (SPMC) Section 2.68.b.1.c.

The Applicant has provided information regarding the condition of the historic property and a Rehabilitation and Restoration Plan prepared by Denise Roberts. The following is a list of the proposed work as stated in the Rehabilitation and Restoration Plan:

Proposed Scope of Work	**Estimated Cost**	**Estimated Year of Completion**
1. Retrofit: Earthquake bolting/retrofit.	$ 35,000	2026
2. Replace Sliding Glass Door: Replacement of metal sliding glass door, visible from exterior, with historically accurate wood French doors and wood and glass sidelights.	$ 15,000	2026
3. Plumbing system: Replace old galvanized pipes for all bathrooms, kitchen, and laundry room with copper pipes, to prevent leaks. Where damage is required for pipe installation, plaster will be repaired in a historically correct manner, using recognized preservation methods.	$ 68,000	2027

4. Drainage Repairs: Remediation of drainage issues to stop water intrusion into basement walls and foundation, as well as installation of drain to redirect water away from area of driveway and foundation where water accumulates during rains.	$ 65,000	2028-2029
5. Replace Furnace: Replace antiquated 1908 furnace (very old, pre-thermostat model) with a safe and functional HVAC system.	$ 55,000	2030
6. Paint Home: Paint exterior of home, including stucco, wood windows, trim, and eaves. Sanding and preparation to be conducted in accordance with SOI Standards for the Treatment of Historic Properties.	$ 48,000	2031
7. Repair Fireplaces: Repair three fireplace interiors and the two chimneys servicing the fireplaces. Inspection deemed them unsafe in current condition.	$ 45,000	2032
8. Replace Fixtures: Replace two modern exterior lighting fixtures on front façade, and one modern exterior lighting fixture on rear elevation of house, with antique fixtures (safely wired) that match the historic period and style of the house.	$ 5,600	2033

9. Restore Stained Glass: Return leaded or stained glass to the wood sidelights which were lost when a modern metal sliding glass door was installed in the 1950s/1960s. (See number 2 above). If appropriate and historically accurate antique leaded/stained glass cannot be located, then high quality reproductions would be created and installed.	$ 12,000	2033
10. Repair Wiring: Repair exterior wiring in back yard.	$ 8,000	2034
Total:	$ 356,600	2025 - 2035

The financial analysis for the project is provided in Section 4 of the attached Mills Act application. The proposed scope of work is estimated at $356,600. Over the initial 10-year term, the estimated property tax savings under the Mills Act contract total $342,299, with an estimated annual cost to the City, through a reduction in property tax revenue, of approximately $9,000 per year. The total cost of the proposed improvements exceeds the projected tax savings, consistent with program requirements.

Criteria for Mills Act Contract (SPMC Section 2.68(b)(1)(c))
As outlined in the Cultural Heritage Ordinance, when considering the merits of a proposed Mills Act contract, the Commission shall use the following criteria in making a recommendation to the City Council:

(i) Financial Investment. The estimated tax benefit is not expected to exceed the applicant's proposed financial investment in the cultural resource over the first 10 years of the contract.

The applicant is proposing to invest approximately $356,600 in qualified repairs and restoration over the first ten-years of the Mills Act contract. The tax benefit over the same period is expected to be $342,299. Thus, the estimated tax benefit is not expected to exceed the applicant's proposed financial investment in the cultural resource over the first ten years of the contract. Criterion (i) is met.

(ii) Public Benefit. The proposed Mills Act contract features a work plan that will provide a benefit to the public by: rehabilitating the property for continued occupancy or adaptive reuse; improved viability through systems upgrades and structural reinforcement upgrades; preserving and maintaining the character-defining features of the property, and/or restoring character-defining features of the property that have been significantly altered or removed over time.

The home was built in 1908 and although in good condition, the work plan has outlined items that require attention. The home needs a structural retrofit, a complete systems upgrade for the plumbing, upgrading the antiquated 1908 furnace, addressing drainage issues for the

basement and foundation, repair fireplace interiors and chimneys, repainting of the entire exterior to help protect from the elements, and restoring character defining features that were altered over time such as lighting fixtures and glass doors. Therefore, Criterion (ii) is met.

(iii) Retroactive Limitations. The estimated tax benefit will not be used for any maintenance or alteration work that was previously completed or initiated before the contract is approved, unless it can be shown that the completed work was necessary in the interest of the public health or safety following involuntary damage or destruction caused by fire, act of nature, or any other casualty.

Work has been conducted prior to approval of the Mills Act contract, but none of the estimated tax benefit will be used for any maintenance or alteration work that was previously completed or initiated before the contract is approved. Therefore, Criterion (iii) is met.

(iv) Limitations on Maintenance. The estimated tax benefit will not be used for routine maintenance work except for exemplary or exceptional properties that have financially burdensome maintenance requirements.

The estimated tax benefit will not be used for routine maintenance work. Therefore, Criterion (iv) is met.

(v) Limitations on Interior Work. The estimated tax benefit will not be used for work within the interior of a cultural resource unless the commission determines the following exceptions should be made: the interior work is necessary to improve the structural integrity of the property; the interior work is necessary to preserve and maintain character-defining features within the cultural resource that are specifically identified as part of the official landmark nomination; and/or the interior work is necessary to preserve and maintain character-defining features of the property that were discovered subsequent to its landmark designation. The commission must first determine that those interior features are character-defining based on substantial evidence provided by the applicant.

The proposed Rehabilitation and Restoration Plan does include interior work, but such work is necessary to improve the structural integrity of the property such as foundation issues and water intrusion. Therefore, Criterion (v) is met.

(vi) Limitations on Landscaping. The estimated tax benefit will not be used for landscaping work unless it will be used for specific landscape features that were identified as part of the official landmark nomination.

No landscaping work is proposed using the estimated tax benefit, therefore, Criterion (vi) is met.

Alternatives
The City Council may decide to deny the request and not enter into a Mills Act contract with the property owner.

Fiscal Impact
The estimated total property tax savings for the property owners is $342,299 over a 10-year period. Property taxes are distributed amongst a number of "taxing entities" that provide

property based services, including, but not limited to, Los Angeles County, South Pasadena School District, Pasadena Area Community College, LA County Sanitation and Flood control districts, and Upper San Gabriel Valley Municipal Water district. The City receives approximately 24 cents for every one dollar ($1.00) paid by property owners. Therefore, the total reduction is not fully born by the City. The total estimated cost to the City as a result of the proposed reduction in property tax revenue is approximately, $9,000 to $11,000 per year, or $90,000 over the 10-year period of the contract.

Although the City will see a reduction in property tax revenue, the benefits of the program include economic benefits of conserving resources and reinvestment as well as the important role historic preservation can play in revitalizing older areas, creating cultural tourism, building civic pride, and retaining the sense of place and continuity with the community's past.

Key Performance Indicators and Strategic Plan
The Property Owner will provide to the City on the third anniversary date of this Agreement and every third year thereafter a report describing the preservation tasks that are in progress and have been completed pursuant to this Agreement.

Commission Review and Recommendation
On August 21, 2025, the Cultural Heritage Commission reviewed the Mills Act application and voted 3-0 in recommending that the City Council enter into a Mills Act contract.

Environmental Analysis
In accordance with the California Environmental Quality Act (CEQA), the project qualifies for an exemption under the California Environmental Quality Act (CEQA) Guidelines Section 15308, Class 8: Actions taken by regulatory agencies, as authorized by state or local ordinance, to assure the maintenance, restoration, enhancement, or protection of the environment where the regulatory process involves procedures for protection of the environment.

Class 8 exemptions apply to actions taken by regulatory agencies, as authorized by state law or local ordinance, to assure maintenance, restoration, enhancement, or protection of the environment where the regulatory process involves procedures for environmental protection. The Mills Act contract is a regulatory tool to promote the preservation of historical resources. Approval of the contract will result in the long-term protection and maintenance of a designated historic resource, contributing to the preservation of the City’s cultural and architectural environment. There are no unusual circumstances that would result in a significant environmental impact.

Attachment:
Attachment No. 1 - Mills Act Contract - 227 Oaklawn

RECORDING REQUESTED BY
AND WHEN RECORDED RETURN TO:

CITY OF SOUTH PASADENA
City Clerk
1414 Mission Street
South Pasadena, California 91030

ATTN: City Clerk

Recording Fee: Exempt pursuant to
California Govt. Code Section 27383

SPACE ABOVE THIS LINE IS RESERVED FOR
RECORDER'S USE

TITLE(S)

MILLS ACT CONTRACT

THIS MILLS ACT CONTRACT ("Agreement") is made and entered into this 15th day of October 2025, by and between the CITY OF SOUTH PASADENA, CALIFORNIA, a municipal corporation ("City"), and Casa Incantata, LLC ("Owner").

RECITALS

(i) California Government Code Section 50280 et seq., authorizes cities to enter into contracts with the Owner of qualified historical property to provide for the use, maintenance, and restoration of such historical property so as to retain its characteristics as property of historical significance;

(ii) Owner possesses fee title in and to that certain real property, together with associated structures and improvements thereon, located at 227 Oaklawn Avenue, South Pasadena, California, Assessor's Parcel Number 5317-014-019 ("Historic Property"). A legal description of the Historic Property is attached hereto, marked as "Exhibit A" and is incorporated herein as if fully set forth;

(iii) As set forth in South Pasadena Municipal Code Section 2.68(b)(1)(B), the Historic Property is listed in the California Register of Historical Resources and is a contributor to the Oaklawn Historic District. The property is characterized as part of the district's area that is comprised of primarily large, two-story, single-family homes designed predominantly in the Craftsman tradition. Detached garages are located at the rear of each parcel and are approached via side driveways or adjacent street (Fremont Avenue). The landscaping throughout the district is well-kept, varied, and mature;

(iv) City and Owner, for their mutual benefit, now desire to enter into this Agreement both to protect and preserve the characteristics of historical significance of the Historic Property,

and to qualify the Historic Property for an assessment of valuation pursuant to the provisions of Chapter 3 of Part 2 of Division 1 of the California Revenue and Taxation Code and to carry out the purposes of Article 12 (commencing with Section 50280) of Chapter 1, Part 1, of Division 1 of Title 5 of the California Government Code.

NOW, THEREFORE, City and Owner, in consideration of the mutual covenants and conditions contained herein, do hereby agree as follows:

1. EFFECTIVE DATE AND TERM. The Agreement shall be effective and commence on October 15, 2025 and shall remain in effect for a minimum period of ten (10) years, unless the property owner is issued a notice of non-renewal as provided in Section 2.68(b)(1)(E)(v) of the South Pasadena Municipal Code.

2. AUTOMATIC RENEWAL. Unless a notice of non-renewal is issued, this Agreement shall automatically be extended by one (1) year for each anniversary date of the Agreement unless otherwise specified herein.

3. NON-RENEWAL. If recommended by the Commission and approved by the City Council, a notice of non-renewal may be issued six (6) years into the duration of this Agreement. The procedure for notice of non-renewal by the Owner of the City shall be in accordance with Government Code Section 50282 as it may be amended from time to time.

4. APPEAL OF NOTICE OF NON-RENEWAL. The property owner shall have the right (per Government Code Section 50282) to appeal a notice of non-renewal to the City Council.

5. STANDARDS FOR HISTORIC PROPERTY. During the term of this Agreement, the Historic Property shall be subject to the following conditions, requirements, and restrictions:

a. Owner shall rehabilitate, preserve and maintain the historically significant Characteristics of the Historic Property. Attached hereto, marked as "Exhibit B" and incorporated herein by this reference is a list of those items for rehabilitation, restoration and maintenance planned for preservation of the Historic Property and a timeline for completion, which Owner shall carry out shall apply to such property throughout the term of this Agreement. In addition, Owner shall comply with the applicable provisions of the South Pasadena Municipal Code (See, Article IVH of the South Pasadena Municipal Code) and shall obtain any applicable permits necessary to protect, preserve, restore and rehabilitate the Historic Property so as to maintain its historical significance.

b. Owner shall additionally and where necessary, restore and rehabilitate the property according to the rules and regulations of the City, the State Office of Historic Preservation of the Department of Parks and Recreation, the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings and the State Historical Building Code and shall maintain the entire property according to minimum standards and conditions, attached hereto, marked as "Exhibit C".

6. LIMITATIONS. Under Section 2.68(b)(1)(C)(iii)–(vi), the estimated tax benefit will not be used for: (1) any maintenance or alteration work that was previously completed or initiated before the Contract is approved, unless it can be shown that the completed work was necessary in the interest of the public health or safety following involuntary damage or destruction caused by fire, act of nature, or any other casualty; (2) routine maintenance work except for exemplary or exceptional properties that have financially burdensome maintenance requirements; (3) work within the interior of a Historic Property unless the Cultural Heritage Commission determines an exception should be made; and (4) landscaping work unless it will be used for specific landscape features that were identified as part of the official landmark nomination.

7. INSPECTIONS. The Owner shall allow reasonable inspections, by prior appointment given a minimum of at least 24 hours in advance, of the interior and exterior of the Historic Property by representatives of the County of Los Angeles Assessor, State Office of Historic Preservation, State Board of Equalization and the City, as may be necessary to determine Owner's compliance with the terms and conditions of this Agreement.

8. PROVISION OF COMPLIANCE INFORMATION. The Owner hereby agrees to furnish the City with any and all information requested by the City which may be reasonable and necessary to determine compliance with the terms and provisions of this Agreement. In addition, the Owner shall agree to provide to the City on the third year of the term of this Agreement and every third year thereafter a report describing the preservation tasks that are in progress and have been completed pursuant to this Agreement.

9. BINDING EFFECT OF AGREEMENT. This Agreement shall be binding on all successors-in interest of the Owner to the benefits and burdens of this Agreement. The Agreement shall stipulate escrow instructions that require a review and re-evaluation of the property every three years.

10. CANCELLATION. City following a duly noticed public hearing as set forth in California Code Section 50280 et seq., may cancel this Agreement if City determines that the Owner has breached any of the conditions or covenants of the Agreement or has allowed the Historic Property to deteriorate to the point that it no longer meets the significance criteria under which it was designated. City may also cancel this Agreement if it determines Owner has failed to restore or rehabilitate the Historic Property in the manner specified in Paragraph 5 of this Agreement. The City may also cancel this Agreement if, upon consultation with the State of California Office of Historic Preservation, the preservation, rehabilitation, or restoration becomes infeasible due to damage caused by natural disaster. City’s right to cancel this Agreement pursuant to this paragraph shall in no way limit or restrict its rights or legal remedies arising from City’s Cultural Heritage Ordinance and Municipal Code.

11. CANCELLATION FEE. In the event of cancellation, Owner shall be subject to payment of those cancellation fees set forth in California Government Code Section 50280 et seq., described herein. Upon cancellation, Owner shall pay a cancellation fee equal to twelve and one-half percent (12.5%) of the current fair market value of the property as determined by the County Assessor as though the Historic Property were free of the contractual restriction pursuant to this

Agreement. The Owner shall pay the cancellation fee to the County Auditor in the time and manner prescribed by the County Auditor.

12. ENFORCEMENT OF AGREEMENT. In lieu of and/ or in addition to any provisions to cancel this Agreement as referenced herein, City may specifically enforce, or enjoin the breach of the terms of this Agreement. In the event of a breach by Owner under the provisions of this Agreement, City shall give written notice to Owner by registered or certified mail to the address stated in this Agreement, which notice shall specifically identify the alleged breach and the proposed action which City recommends to Owner to cure said alleged breach. Owner shall hereafter have sixty (60) days within which to cure such breach to the reasonable satisfaction of the City. Upon completion by Owner of the cure of the breach, City shall withdraw its notice of breach. Should Owner not cure such breach within the time period specified above, then City may, without further notice, declare a default under the terms of this Agreement and may bring any action necessary to specifically enforce the obligations of Owner arising out of the terms of this Agreement, apply to any court, state or federal, for injunctive relief against any violation by Owner or apply for such other relief as may be appropriate. City may at its sole discretion extend the 60-day cure period. Such extension must be in writing.

13. WAIVER. City does not waive any claim or default by Owner if City does not enforce or cancel this Agreement. All other remedies at law or in equity which are not otherwise provided for in this Agreement or in the City's regulations governing historic properties are available to City to pursue in the event there is a breach of this Agreement. No waiver by City of any breach or default under this Agreement shall be deemed to be a waiver of any other subsequent breach thereof or default hereunder.

14. BINDING EFFECT OF AGREEMENT. Owner hereby subjects the Historic Property to the covenants, reservations and restrictions set forth in this Agreement. City and Owner hereby declare their specific intent that the covenants, reservations, and restriction as set forth herein shall be deemed covenants running with the land and shall pass to and be binding upon Owner's successors and assigns in title or interest to the Historic Property. Each and every contract, deed or other instrument hereinafter executed, governing or conveying the Historic Property, or any portion thereof, shall conclusively be held to have been executed, delivered and accepted subject to the covenants, reservations and restriction expressed in this Agreement regardless of whether such covenants, reservations and restrictions are set forth in such contract, deed or other instrument. City and Owner hereby declare their understanding and intent that the burden of the covenants, reservations and restrictions set forth herein touch and concern the land in that it restricts development of the Historic Property. City and Owner hereby further declare their understanding and intent that the benefit of such covenants, reservations and restrictions touch and concern the land by enhancing and maintaining the cultural and historic characteristics and significance of the Historic Property for the benefit of the public and Owner.

15. NOTICE. Any notice required to be given by the terms of this Agreement shall be provided at the address of the respective parties as specified below, by personal delivery or United States mail, postage prepaid, addressed as follows:

City: City of South Pasadena
Community Development Director
1414 Mission Street
South Pasadena, California 91030

Owner: Casa Incantata, LLC
227 Oaklawn Avenue
South Pasadena, California 91030

16. EFFECT OF AGREEMENT. None of the terms, provisions or conditions of this Agreement shall be deemed to create a partnership between the parties hereto and any of their heirs, successors or assigns, nor shall such terms, provisions or conditions cause them to be considered joint ventures or members of any joint enterprise.

17. INDEMNITY OF CITY. Owner agrees to protect, defend, indemnify, and shall hold City and its elected officials, officers, agents, and employees harmless from liability for claims, loss, proceedings, damages, causes of action, liability, costs or expense, including reasonable attorney's fees in connection with damage for personal injuries, including death, and claims for property damage which may arise from the direct or indirect use or operations of such Owner or those of its contractor, subcontractor, agent, employee or other person acting on its behalf which relate to the use, operation, capital improvement and/or maintenance of the Historic Property and/or Owner's activities in connection with the Historic Property. Owner hereby agree to and shall defend the City and its elected officials, officers, agents, and employees with respect to any and all actions for damages caused by, or alleged to have been suffered, by reason of the operations referred to in this Agreement regardless of whether or not the City prepared, supplied or approved the plans, specifications or other documents for the Historic Property. This indemnification includes, without limitation, the payment of all penalties, fines, judgments, awards, attorney's fees and related costs or expenses, and the reimbursement of legal expenses and costs incurred by the City, its elected officials, employees or agendas. Owner's obligation to indemnify shall survive the termination, cancellation or expiration of this Agreement.

18. BINDING UPON SUCCESSORS. All of the agreements, rights, covenants, reservations, and restrictions contained in the Agreement shall be binding upon and shall inure to benefit of the parties herein, their heirs, successors, legal representative, assigns and all persons acquiring any part or portion of the Historic Property, whether by operation of law or in any manner whatsoever. A successor in interest shall have the same rights and obligations under the Agreement as the original owner who entered into the Agreement.

19. LEGAL COSTS. In the event legal proceedings are brought by any party or parties to enforce or restrain a violation of any of the covenants, reservations or restrictions contained herein, or to determine the rights and duties of any party hereunder, the prevailing party in such proceeding may recover all reasonable attorney's fees to be fixed by the court, in addition to court costs and other relief ordered by the court.

20. SEVERABILITY. In the event that any of the provisions of this Agreement are held to be unenforceable or invalid by any court of competent jurisdiction, or by subsequent preemptive legislation, the validity and enforceability of the remaining provisions, or portions thereof, shall not be affected thereby.

21. GOVERNING LAW. This Agreement shall be construed and governed in accordance with the laws of the State of California. Venue shall be in Los Angeles County.

22. EMINENT DOMAIN PROCEDURES. Upon the filing of an action in eminent domain by a public agency for the condemnation of the fee title of any land described herein or of less than fee interest which will prevent the portion of land condemned or a portion of it which is the subject of this Agreement from being used for any authorized use, or upon the acquisition in lieu of eminent domain by a public agency for a public improvement, if the City Council determines that the condemnation or acquisition frustrates the purpose of this Agreement, the portions of this Agreement by which Owner agree to preserve and to restrict the use of property described herein shall be canceled and this Agreement shall be deemed null and void upon such filing as to the portion of the land condemned or acquired and to the additional land the use of which for an authorized purpose will be prevented as a result of condemnation or acquisition. In such event, no cancellation fee is imposed as set forth in Government Code Section 50286. If, subsequent to the filing of an action in eminent domain, the proposed condemnation is abandoned by the condemning agency as to all or a portion of the land subject to this Agreement, the restrictions on the use of the property included in this Agreement shall, without further agreement of the parties, be re-instituted and the terms of this Agreement shall be in full force and effect.

23. RECORDATION. No later than twenty (20) days after the parties execute this Agreement, the Owner or Owner's agent shall record this Agreement in the Office of the County Recorder of the County of Los Angeles.

24. AMENDMENTS. This Agreement may be amended, in whole or in part, by a written instrument executed by the parties that is thereafter recorded in the Office of the County Recorder of the County of Los Angeles.

25. NOTICE TO OFFICE OF HISTORIC PRESERVATION. The City shall provide written notice of this Agreement to the State Office of Historic Preservation within 180 days of entering into this Agreement.

[SIGNATURES ON NEXT PAGE]

IN WITNESS THEREOF, City and Owner have executed this Agreement on the day and year first above written.

CITY OF SOUTH PASADENA

_____
Janet Braun, Mayor

ATTEST:

_____
Mark Perez, Acting Chief City Clerk

APPROVED AS TO FORM

_____
Roxanne Diaz, City Attorney

OWNER: CASA INCANTATA, LLC

_____
Representative

CALIFORNIA ALL-PURPOSE ACKNOWLEDGEMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of _____)

On _____, before me, _____,
(insert name and title of the officer)

Notary Public, personally appeared _____,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature_____ (Seal)

EXHIBIT A

LEGAL DESCRIPTION

EXHIBIT "A"
PROPERTY DESCRIPTION

LOTS 47 AND 48 AND THE SOUTH 27 FEET OF LOT 49, TRACT 139, IN THE CITY OF SOUTH PASADENA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 14, PAGES 6 AND 7 OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF LOS ANGELES COUNTY, CALIFORNIA.

ASSESSOR'S PARCEL NUMBER: 5317-014-019

EXHIBIT B

MILLS ACT APPLICATION & REHABILITATION PLAN

Mills Act Application, Casa Incantata Residence
227 Oaklawn Avenue, South Pasadena, CA



Prepared for:
City of South Pasadena
Department of Planning and Building
South Pasadena, CA 91030

Prepared by:
Denise Roberts, Historic Preservation Consultant
May, 2025

Mills Act Application, Casa Incantata Residence
227 Oaklawn Avenue, South Pasadena

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Appendix B: Property DPR Page from Oaklawn Historic District
Photos of Notable Historic Features

Appendix C: Supporting Documents
1. Legal Description
2. Historic Building Permits
3. Annual Property Tax Statement
4. 2025 Historic Interest Component Letter
5. Inspection Report for 3 Chimneys

Can Be Provided Upon Request:
Homeowners Insurance Bill
Utilities Bills (electric, water)

Section 1: Project Background

This Mills Act Historic Property Contract application is for the single-family residence at 227 Oaklawn Avenue, South Pasadena (Assessor's Parcel Number 5317-014-019). The house is a contributor to South Pasadena's Oaklawn Historic District, which is listed on the California Register of Historical Resources. The house is also eligible to be listed on the National Register of Historic Places.

Highly intact on both the exterior and interior, the house retains its original historic integrity. The house is an example of Mission Revival architectural style[1] mixed with Arts and Crafts/Craftsman style details. The property has the distinction of having been designed by more than one renowned architect. George Lawrence Stimson was a prolific architect who also designed a number of other homes which contribute to the Oaklawn Historic District. He is best known today for designing what would become the Wrigley Mansion on South Orange Grove Boulevard in Pasadena (completed 1914). Stimson designed 227 Oaklawn Avenue, but then also brought in the architect brothers Charles and Henry Greene to design a few exterior details and a substantial number of interior details.

Oaklawn Avenue was part of the Oaklawn Tract, one of the first three residential tracts developed in South Pasadena. Subdivided in 1903 by the South Pasadena Realty and Improvement Company, it was then transferred to the S.W. Ferguson Company. Surrounded by orange groves, lush landscaping and stately live oak trees, the tract also became known as "Oaklawn Park" and "The Suburb Deluxe." With mountain views and close proximity to the Raymond Hotel, the developers sought to attract wealthy buyers to build grand homes on the 53 large lots.

Architects Charles and Henry Greene (Greene & Green) were hired in 1905 to design grand stone portals at the entrance to Oaklawn Avenue (then Oaklawn Place) at Columbia Street. These were constructed of arroyo stone and mortar with redwood beams and Ludovici clay tile. Matching large stone posts were also constructed along the west border of Oaklawn,

1 The California Register of Historical Resources DPR page for this house incorrectly described the house as Mediterranean Revival style. Architectural historians seem to now be in agreement that the house exterior is Mission Revival in style.

along the rear periphery of the back yards and facing out to Fremont Avenue. These stone posts extend across the rear of the back yard at 227 Oaklawn Avenue.

Stimson, who was the architect and partner at the Stimson Company, a real estate and construction firm founded by his father, designed this home as his first within the Oaklawn Tract, and as a spec house for resale. Stimson was known for creating elegant homes for his wealthy clients, for being meticulously attentive to detail, and for using only the highest quality materials. In the case of this property, he used old-growth redwood for its construction. The homes he designed reflected the fact that, as part of his education, he had traveled throughout Europe and South America to study historic architectural styles, and also traveled through California to study the Spanish missions.

The brothers Henry Greene and Charles Greene had become acclaimed for their adherence to the Arts and Crafts aesthetic in their architecture and home decor. First establishing their architectural firm in Pasadena in 1894, the pinnacle of their design work is the Gamble House mansion, now a museum. They were known for their highly customized and detailed "Ultimate Bungalows," where they employed the Arts and Crafts principals of highlighting the connection between the home and nature, the importance of hand-crafted designs, and the use of fine woodwork. Visible pegs were a hallmark of their style, symbolically bringing to light the structure and strength of the home. When brought in by Stimson to design interior trim and details of this property, Greene and Greene hired their favored master wood craftsmen, Peter and John Hall, to execute the woodwork. The Swedish-born Hall brothers had crafted the woodwork for the Gamble House as well, and operated a mill shop in Pasadena.

Completed in 1908, the home was built at a cost of $3,800, expensive for new-house construction at that time. The property was then purchased by John H. and Flora C. Pryor. Pryor was the co-owner of the Pasadena Daily News, which eventually became the Pasadena Star News after a later merger. Pryor had served an important role in California journalism since pioneer times, having first founded a newspaper in San Jose in 1870, followed by a leadership position with the San Francisco Call and the San Francisco Bulletin. He then founded the first daily newspaper north of San Francisco, the Red Bluff People's Cause (later Red Bluff News), and also purchased two newspapers in Sausalito.

While Pryor and his wife retained this home until 1925, they rented it out in 1910 to friend and former U.S. Vice-President Charles W. Fairbanks. Fairbanks had just finished serving under President Theodore Roosevelt, and the property became his California winter home for six months. He enjoyed the neighborhood so much that when the house next door at 217 Oaklawn Avenue came up for sale, he swiftly purchased it for the use of his son and his young family.

Architectural Description

Two stories in height, the house is capped by a medium-pitched red-tiled, hipped roof. As is typical of the Mission Revival style, there are deep overhanging roof eaves and exposed rafter tails. The red roof tiles have the barrel shape traditional to Mission, Spanish Colonial and Mediterranean Revival homes. Matching the roof tiles in color and terracotta construction, one finds a large unfolding leaf anchoring each roof corner. This Arts and Crafts flourish emphasizes the home's connection to nature, as well as the focus upon customized craftsmanship associated with that architectural movement.

Thick walls are sheathed in smooth stucco on all elevations of the house. Also consistent on all elevations of the house (front, back, sides), the second floor fenestration is six-over-six double-hung sash. The only exception to this are a pair of very narrow, multipane windows at the center of the second story facade. At the east (front) elevation, a wide red brick entry path leads to the brick front porch steps, and the brick extends across the entire porch floor. The broad, partial-width front entrance porch has piers sheathed in stucco that support a hipped, red-tiled roof over the recessed porch. Beneath the porch roof, between the pillars, are thick, irregularly shaped arches, both along the east (front) side of the porch and along the south side of the porch.

The front door of heavy mahogany is centered within the porch area. The door is Arts and Crafts/Craftsman in style, with an upper stained glass window depicting a nature scene in an Art Nouveau/Arts and Crafts style. There is an original wood screen door overlaying the front door.

On the north end as well as the south end of the first floor facade are narrow multipane casement windows. This fenestration pattern continues on all first floor elevations of the house. Only one exception to this is found on the south elevation along the first floor, where three small, stationary, multipane windows are set high on the wall, centered between the regular multipane casement windows. Along the first-story, west (rear) elevation of the house, a single mahogany french door is situated at the north end, and mahogany double-french doors are centered in front of a lanai. Surrounding the lanai doors are stationary multipane windows, allowing for an inside-outside interplay.

A second-story sleeping porch centers above the lanai, and contains a decorative pierced quatrefoil design pattern carved in wood as a railing wall, facing out to the backyard. The quatrefoil ("four leaf") pattern is an ancient decorative element that peaked in use during the

Gothic and Renaissance periods in Europe, and which was utilized in architecture, heraldry, art, and Christian symbolism. It was often utilized in churches, and can be found in some California missions. Here, it also reflects the Arts and Crafts style's use of nature motifs and craftsmanship inspired by older eras of art and architecture. A dormer window is centered on the third-floor attic level above the sleeping porch.

An exterior stucco-sided chimney is situated south of the entrance facade, serving both the living room first-floor fireplace and a second-floor fireplace above it. A second stucco clad chimney, serving another first-floor fireplace, is visible from the back of the house.

A two-car garage with an upstairs guest apartment sits at the rear end of the driveway. Mature trees and landscaping around all elevations of the house add to the historic feel of the property.

Interior historic features are highly original, intact, and well-preserved. This includes original plaster walls and the original floor plan. The historic custom mahogany wood doors throughout the home utilize a southwestern-American design (Native American in origin), also found in some California missions. Many of the original lighting fixtures remain in the house, some in Art Nouveau style and some in Arts and Crafts style.

In the foyer, the staircase features newel posts with inlaid woodwork in ebony and brass. The wall paneling and the wood staircase are crafted from Peruvian mahogany. The living room contains wood paneling and wood ceiling designs utilizing Tobasco mahogany and visible wooden pegs. The living room fireplace has beige Grueby tiles beneath the wood mantle. In the dining room, mahogany wainscoting with a picture rail wrap around the room, and the fireplace retains its original emerald-green Grueby tiles.

With the exception of some bathrooms and the kitchen, the interior of the house has not had any historic alterations. The exterior is likewise historically intact, with few alterations. The house easily retains its historic integrity in location, design, setting, workmanship, materials, association and feeling.

The house has not undergone any major remodel since it was built. The only alterations have been to bathroom aesthetics and to the kitchen, as is typical for almost all historic homes. Additionally, the lanai, with historic exposed beamed ceiling and brick floor, was originally an

open porch that was later enclosed utilizing mahogany french doors and multipane windows consistent with the style of the house.

Summary of Alterations, based on building permits:

(see Appendix for copies available)

1923 – The rear balcony was extended.

1956 – Swimming pool construction.

1979 – Kitchen and service area/butler's pantry remodeled.

1988 – Earthquake-damaged fireplaces repaired and chimneys replaced with wood and stucco and metal flues.

1991 – Repair of roof overhang and front porch roof.

1993 – Construction of six-foot block wall outside.

2024 – New electric circuit box installed.

Critical Rehabilitation Preservation & Repair Projects Needed for Property

The property and house have been maintained and preserved in very good condition. The house is an important example of both the architectural work of George C. Stimson and the design work of the brothers Greene and Greene. Likewise, both the exterior and interior of the house provide a time capsule glimpse into the very early 1900's period and the quintessentially Californian merging of the Mission Revival and Arts and Crafts styles of architecture and design. However, at 117 years old, the house requires several important projects, including system replacements that are critical for its long-term structural stability, as well as historically accurate renovations important for retaining its authenticity

The Mills Act property tax abatement will help the owners to complete these costly projects, and will ensure the long-term preservation of this historically significant property.

The property owners are committed to ensuring that all repair, maintenance and rehabilitation projects follow the City guidelines and the *Secretary of the Interior Standards for the Treatment of Historic Properties*.

Summary of Mills Act Application Steps Completed

On April 1, 2024, the property owners filed a Letter of Intent to apply for the Mills Act (see Appendix), which was subsequently discussed at the Cultural Heritage Commission (CHC) hearing. The CHC favorably reviewed the Letter of Intent and created a subcommittee to tour the property and offer input on the proposed landmark nomination and Mills Act work plan items. Commissioners William Cross and Jeremy Ding, along with Planning Department manager Matt Chang, attended a site visit to tour the property and inspect the proposed Mills Act work plan items. All comments given to the property owner that day were positive and encouraging about the application.

Due to time constraints that made it difficult for the owners to meet with contractors to finish calculating the costs for work plan items, the owners and staff member Matt Chang agreed that the Mills Act Application for this property would be continued for 2025.

(CONTINUED)

Section 2: Mills Act Work Plan Priorities, Overview of Rehabilitation Schedule, and Reporting System

The proposed Mills Act work plan priorities and schedule are:

Project	Completion Year
1. Earthquake bolting/retrofit	2026
2. Replace historically inappropriate metal sliding glass door, visible from exterior, with historically accurate wood french doors and wood and glass sidelights.	2026
3. Plumbing system: Replace old galvanized pipes for all bathrooms, kitchen, and laundry room with copper pipes, to prevent leak catastrophe that could create terrible damage, including to historic Greene & Greene features of house.	2027
4. Remediation of drainage issues to stop water intrusion into basement walls and foundation, as well as installation of drain to redirect water away from area of driveway and foundation where water builds up during rains.	2028 & 2029
5. Replace antiquated 1908 furnace (a very old, pre-thermostat model) with a safe and functional HVAC system.	2030
6. Paint exterior of home, including stucco, wood windows, trim, and eaves.	2031

Project	**Completion Year**
7. Repair three fireplace interiors and the two chimneys servicing the fireplaces. Inspection deemed them unsafe in current condition.	2032
8. Replace two modern exterior lighting fixtures on front facade, and one modern exterior lighting fixture on rear elevation of house, with antique fixtures (safely rewired) that match the historic period and style of the house.	2033
9. Return leaded or stained glass to the wood sidelights which were lost when a modern metal sliding glass door was installed in the 1950's or 1960s. (See number 2, above.) If appropriate and historically accurate antique leaded/stained glass cannot be located, then high quality reproductions would be created and installed.	2033
10. Repair exterior wiring in back yard.	2034
11. Maintenance: Termite inspection and mitigation as needed.	Bi-Annual

Reporting System:

The property owners of 227 Oaklawn Avenue will provide an annual written update to the City of South Pasadena, documenting the progress of Mills Act work projects and providing photos.

Certificate of Appropriateness (CoA) will be obtained by the property owners prior to commencing work if any major exterior work triggers the threshold set by the City of South Pasadena Cultural Heritage Ordinance. Building permits will be obtained for all types of work requiring permits.

Progress reports will include detailed work descriptions, photographs of work completed, and copies of permits and CoAs/CHC guidance and input if applicable.

Section 3: Rehabilitation Work Plan Description and Cost Estimate

Proposed Scope of Work & Description	**Estimated Cost**
1. Earthquake bolting/retrofit – The house is currently not structurally retrofitted. Foundation will be seismically bolted according to industry standards and applicable building codes.	$ 35,000
2. Replacement of metal sliding glass door, visible from exterior, with historically accurate wood french doors and wood and glass sidelights.	$ 15,000
3. Plumbing system: Replace old galvanized pipes for all bathrooms, kitchen, and laundry room with copper pipes, to prevent leak catastrophe that could create terrible damage, including to historic Greene & Greene features of house. Great care will be taken to disturb as little of original plaster as possible. Where damage is required for pipe installation, plaster will be repaired in a historically correct manner, using recognized preservation methods.	$ 68,000
4. Remediation of drainage issues to stop water intrusion into basement walls and foundation, as well as installation of drain to redirect water away from area of driveway and foundation where water builds up during rains.	$ 65,000
5. Replace antiquated 1908 furnace (a very old, pre-thermostat model) with a safe and functional HVAC system.	$ 55,000

6. Paint exterior of home, including stucco, wood windows, trim, and eaves. All plaster and wood windows and trim will be preserved, with sanding and preparation conducted according to *Secretary of the Interior's Standards for the Treatment of Historic Properties.*	$ 48,000
7. Repair three fireplace interiors and the two chimneys servicing the fireplaces. Inspection deemed them unsafe in current condition.	$ 45,000
8. Replace two modern exterior lighting fixtures on front facade, and one modern exterior lighting fixture on rear elevation of house, with antique fixtures (safely rewired) that match the historic period and style of the house.	$ 5,600
9. Return leaded or stained glass to the wood sidelights which were lost when a modern metal sliding glass door was installed in the 1950's or 1960s. (See number 2, above.) If appropriate and historically accurate antique leaded/stained glass cannot be located, then high quality reproductions would be created and installed.	$ 12,000
10. Repair exterior wiring in back yard.	$ 8,000
11. Maintenance: Termite inspection and mitigation as needed.	Bi-Annual
Total Investment in Rehabilitation & Maintenance:	**$ 356,600**
Potential Mills Act Property Tax Savings over a 10-year period:[2]	**$ 342,299**
Potential Cost to the City of South Pasadena over a 10-year period:	**$ 88,998**

2 This is only a preliminary estimate, and final tax adjustments are conducted by the Los Angeles County Assessor's Office.

Section 4: Financial Analysis[3]

A: DETERMINE ANNUAL INCOME AND ANNUAL OPERATING EXPENSES

Gross Income (Monthly Rent X 12)	$ 104,388.00
Zillow.com Rent Estimate= $ 8,699/month	
Less 3% Vacancy & Collection Loss	($ 3,131.64)
Effective Annual Income:	$ 101,256.36
Less Expenses 20%	($ 20,251.27)
Insurance, Utilities (gas, electricity, water, trash), Maintenance, Management	
Annual Net Income:	$ 81,005.09

B: DETERMINE CAPITALIZATION RATE

2025 Interest Component	6.25%
Historical Property Risk Component	4%
Property Tax Rate	1.02%
Amortization Component (50 years)	
Improvements to Land Value Ratio $ 810,000 / $ 3,240,000 0.2 X 0.02 = 0.004	
Total Capitalization Rate:	11.67% (0.1167)

3 For informational purposes only. This worksheet estimates the tax adjustment possible through the Mills Act Program. This is only a preliminary estimate, and the final tax adjustments are conducted by the Los Angeles County Assessor's Office. This analysis is based on the City of Los Angeles 2025 Historical Property Tax Adjustment Worksheet Guide.

C: CALCULATE MILLS ACT ASSESSED VALUE

Annual Net Income / Capitalization Rate	$ 694,131.02

D: DETERMINE ESTIMATED TAX REDUCTION

Current Taxes (2025) (Current Assessed Value X 0.0102) $ 4,050,000 X 0.0102	$ 41,310.00
Less Mills Act Taxes (Mills Act Value X 0.0102)	$ 7,080.14
Potential Annual Mills Act Property Tax Savings[4]:	$ 34,229.86
Annual Cost to the City (26%)	$ 8,899.76

4 For informational purposes only. This worksheet estimates the tax adjustment possible through the Mills Act Program. This is only a preliminary estimate, and the final tax adjustments are conducted by the Los Angeles County Assessor's Office.

APPENDIX A

LETTER OF INTENT, April 2024

Casa Incantata
227 Oaklawn Avenue
South Pasadena, CA 91030

March 30, 2024

Matt Chang, Planning Manager
City of South Pasadena
Planning & Building Department
1414 Mission Street
South Pasadena, CA 91030
BY EMAIL: mchang@southpasadenaca.gov

RE: Mills Act Letter of Intent – 227 Oaklawn Avenue (Casa Incantata)

Dear Mr. Chang,

I am writing this Letter of Intent to express my interest in applying for the Mills Act for this special, historic property at 227 Oaklawn Avenue in South Pasadena. The house is a contributor to the Oaklawn Avenue Historic District. Built in 1908 with outstanding architectural detail, the home combines Mission Revival and Craftsman style, and was designed by the renowned architects G. Lawrence Stimson and Greene & Greene.

When I purchased the home in July 2023, it was the culmination of a search for a great historic house that I could preserve and protect as a steward of its cultural and architectural history. I have long been passionate about historic homes and the importance of historic preservation. Although the original architecture and vast majority of details are very much intact, the house nonetheless requires much costly repair work and maintenance, and the Mills Act program and property tax abatement would be of great assistance to enable the many necessary projects to be undertaken and completed. All of these projects will contribute to the house's long-term preservation.

In addition to the home needing new plumbing and HVAC (it only has its original 1908 furnace, and no air conditioning), these are some examples of important required work for which the Mills Act could provide much-needed support: Drainage problems must be repaired and resolved to protect the foundation and exterior walls; seismic retrofitting of the foundation is needed; chimney repairs; exterior re-painting; replacement of a historically inaccurate sliding glass door (added in the 1960s) with historically accurate french doors and Art Nouveau/Arts & Crafts-style stained glass, as the house originally had in this spot.

I look forward to meeting with Cultural Heritage Commissioners and City officials to further discuss these details and the history of the house, and hope to be be approved for proceeding with the Mills Act Application. Thank you for your consideration.

Sincerely,

Denise Roberts
Casa Incantata, LLC

View of front of house:





Detail view of front porch, front door, stained glass in door.



View of back of house.



Closer view of back of house. Note: The 1950's/1960's glass doors, which we would like to replace with historically accurate style doors, including stained or leaded glass, are behind the sleeping porch railing.

As is typical for a house of this period, there is no weep-screed flashing where the lower portion of the house stucco meets the soil. There is evidence of water intrusion into the walls along the lower periphery of the house, with discolored and/or missing stucco in areas. Along the south side of the house, stained stucco can be seen higher up on walls. An interior basement wall shows much evidence of this moisture intrusion.






DANGER
DANGER



The garage and the guest house apartment above it retain their historic integrity.



The exterior garage walls also show evidence of moisture intrusion, and a moisture meter utilized by an inspector this past summer showed a very high moisture reading. It has been recommended that we consult with a grading and drainage specialist.

There is a section of the brick driveway, bisected by the driveway gate, where water pools during rains. Even a light rain will quickly cause water to pool in this section, and will not drain properly, while heavy rains will cause water to pool very deeply. The pooling extends to the left of the driveway, into a planting bed along the front porch. This is particularly problematic since the bed is up against the house. A drain system will need to be installed to solve this problem. Note: The photos of these sections were, of course, taken during dry weather.





Other needed work which cannot be easily photographed: The exterior will need to be repainted, as it is showing age and wear. The wood trim particularly needs preparation and repainting. An inspection showed that the three house chimneys require work. (Details will follow in subsequent paperwork.) We would also like to bolt the foundation for seismic safety.

APPENDIX B

DPR Page for Property,
Oaklawn Historic District
California Register of Historical Resources

Photos of Various Historic Details

State of California – The Resources Agency
DEPARTMENT OF PARKS AND RECREATION

PRIMARY RECORD

Primary #
HRI #
Trinomial
NRHP Status Code 2D

Other Listings
Review Code _____ Reviewer _____ Date _____

Page 17 of 22 **Resource Name or #:** (Assigned by recorder) *227 OAKLAWN AVENUE*

P1. Other Identifier: *OAKLAWN DISTRICT*

P2. Location: ☐ Not for Publication ☑ Unrestricted **a. County** *Los Angeles*

and (P2b and P2c or P2d. Attach a Location Map as necessary.)

b. USGS 7.5' Quad **Date** **T** ; **R** ; **1/4 of** **1/4 of Sec** ; **B.M.**

c. Address: *227* *OAKLAWN AVENUE* City *South Pasadena* Zip *91030*

d. UTM: (Give more than one for large and/or linear resources) Zone ; mE/ mN

e. Other Locational Data (e.g. Parcel #, directions to resource, elevation, etc., as appropriate)

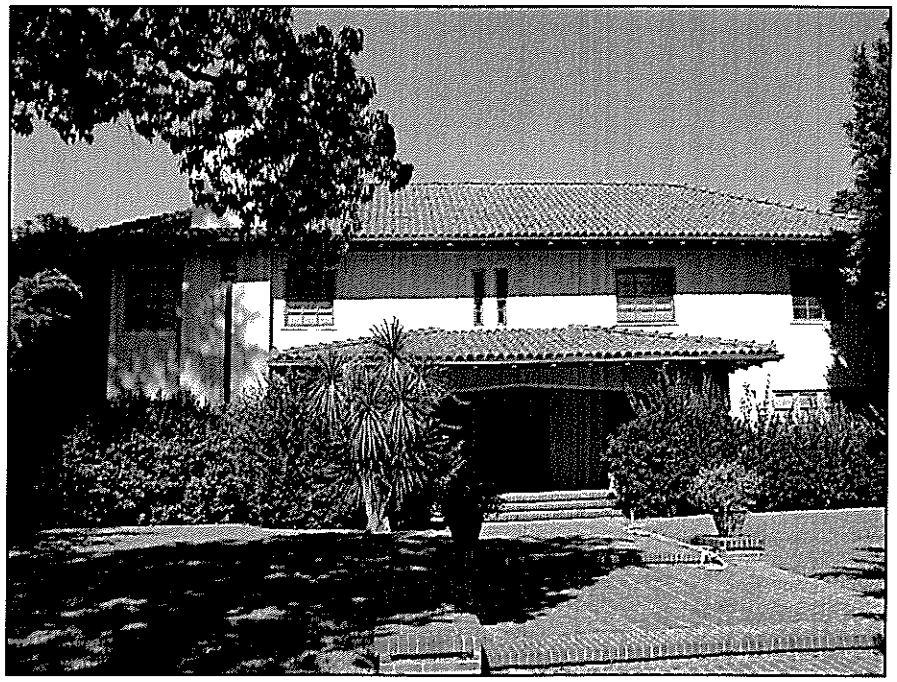
Parcel No. *5317-014-019*

P3 Description: (Describe resources and its major elements. Include design, materials, condition, alterations, size, and boundaries)

This two-story Mediterranean Revival residence is capped by a medium-pitched, red-tiled hipped roof. The mostly symmetrical, east-facing dwelling is sheathed in smooth stucco. Roof elements include deep overhangs and exposed rafter tails. Second floor fenestration is six-over-six, double-hung sash. A pair of narrow multipane windows centers the second story façade. A broad, partial-width front entrance porch with hipped, red-tiled roof shades the recessed porch area. Stucco-sided piers support the porch roof. Within the porch area is the front entrance and flanking casement windows. A ribbon of narrow, multipane casement windows is located on the north end of the first floor façade. South of the entrance is an exterior stucco-sided chimney. A wide red brick entry path leads to the brick porch steps and the front entrance. The house appears original and in good condition.

P3b. Resource Attributes: (List attributes and codes) *HP 2. Single family property*

P4. Resources Present: ☑ Building ☐ Structure ☐ Object ☐ Site ☐ District ☑ Element of District ☐ Other (Isolates, etc.)



P5b Description of Photo:
(View, date, accession #)

P6. Date Constructed/Age and Sources:
☐ Prehistoric ☑ Historic ☐ Both
1908

P7. Owner Address:

Private

P8. Recorded by:
(Name, affiliation, and address)
Jan Ostashay, Peter Moruzzi
PCR Services Corp.
233 Wilshire Bl., Ste. 130
Santa Monica, CA 90401

P9. Date Recorded: *8/20/2003*

P10. Survey Type: (Describe)
Intensive Level Survey

P11. Report Citation: (Cite survey report and other sources, or enter "none.")
Leslie Heumann, City of South Pasadena, Cultural Heritage Inventory - Historic Resources Survey, 1994

Attachments:
☐ NONE ☐ Continuation Sheet ☑ District Record ☐ Rock Art Record
☐ Location Map ☐ Building, Structure, and Object Record ☐ Linear Feature Record ☐ Artifact Record
☐ Sketch Map ☐ Archaeological Record ☐ Milling Station Record ☐ Photograph Record
☐ Other: (List)

APPENDIX C

Supporting Documents:

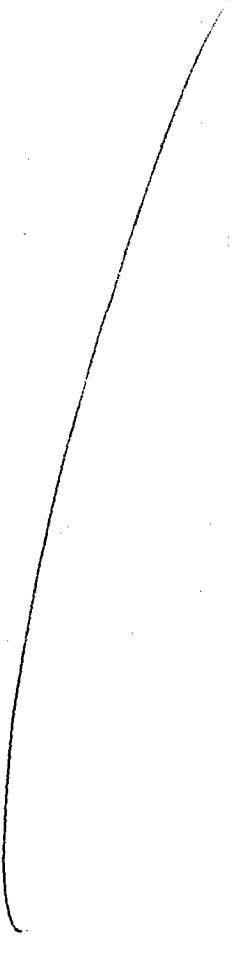
1. Legal Description
2. Historic Building Permits
3. Annual Property Tax Statement
4. 2025 Historic Intent Component Letter
5. Inspection Report for 3 Chimneys

EXHIBIT "A"
PROPERTY DESCRIPTION

LOTS 47 AND 48 AND THE SOUTH 27 FEET OF LOT 49, TRACT 139, IN THE CITY OF SOUTH PASADENA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 14, PAGES 6 AND 7 OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF LOS ANGELES COUNTY, CALIFORNIA.

ASSESSOR'S PARCEL NUMBER: 5317-014-019

227 OAKLAWN AVENUE



CITY OF SOUTH PASADENA BUILDING DEPARTMENT

JOB CARD

Address: 227 Oaklawn Date: Dec 6, 1956

Owner: Dr. Robert Aragon

Contractor: Ken Lea Electric

Permit Number: 36476 Value: Fee: 2.15 Paid

Job: 6 app. Out + 2 fixtures - 1 - 3/4 hp motor

Rough Inspection Final Inspection

Inspector Inspector

654

FORM 753 2M 1-56 MOCK

CITY OF SOUTH PASADENA BUILDING DEPARTMENT

JOB CARD

Address: 227 Oakland Date: Dec 5, 1956

Owner: Robert Aragon

Contractor: Howard & Holman

Permit Number: 36469 Value: Fee: 6.00

Job: 1 Pool Drain - Pool Line

Rough Inspection Final Inspection

Inspector Inspector

655

FORM 753 2M 1-56 MOCK

CITY OF SOUTH PASADENA BUILDING DEPARTMENT

JOB CARD

Address: 227 Oaklawn Ave Date: Nov. 14, 1956

Owner: Dr. Robert M. Aragon

Contractor: Anthony Bros.

Permit Number: 36360 Value: $3300.00 Fee: 10.00 Bldg 5.00 Plmbg

Job: Swim Pool & plumbing

Rough Inspection Final Inspection

Inspector Inspector

656

FORM 753 2M 1-56 MOCK

CITY OF SOUTH PASADENA BUILDING DEPARTMENT

JOB CARD

Address: 227 Oakland Date: Nov. 25, 1953

Owner: R. H. Aragon

Contractor: Morrow & Holman

Permit Number: 3-305 Fee: $2.00

Job: Water Heater

Rough Inspection Final Inspection 11-30-

Inspector Inspector

657

FORM #753 (M 5-53 M

CITY OF SOUTH PASADENA BUILDING DEPARTMENT

JOB CARD

Address: 227 Oakdale Date: Nov. 25, 1953

Owner: R. M. Aragon

Contractor: John Teel

Permit Number: 30309 Fee: 1.25

Job: 1 Heater

Rough Inspection Final Inspection

Inspector Inspector

658

FORM #753 1M 5-53 M

CITY OF SOUTH PASADENA
BUILDING AND ALLIED PERMITS

LOCATION 227 OAKLAWN

LOT 48 BLOCK TRACT 139

OWNER DR. V.M. RICHARDSON

ALTERATIONS

TRENCH	FRAME	WIRING	RGH. PLMB.	SEWER	FIN. PLMB.	FIN. BLDG.	ELEC. FIX.

DATE	NUMBER	CLASSIFICATION	CONTRACTOR	ESTIMATED COST
8-29-29	6409	BUILDING	Foss Co.	125 00
		ELECT. WIRING		
		ELECT. FIXTURES		
		PLUMBING		
		SEWER		
		HOUSE CONN.		

659

FORM 502---500 2-15-'29 RECORD

227 OAKLAWN

NUMBER & STREET 227 Oakdale 60.—

APPLICATION FOR AN
ELECTRICAL PERMIT

BUILDING DEPARTMENT • CITY OF SOUTH PASADENA, CALIFORNIA
TELEPHONE 799-9101 • 682-2175

CONTRACTOR Mendelssohn Electric	STATE LIC. NO. 218622
MAIL ADDRESS 1012 Fair Oaks Ave.	PHONE 7997524
OWNER Geo. McDonald	CITY LIC. NO. 4712
MAIL ADDRESS 227 Oakdale	OWNER PHONE 7996473

DESCRIPTION OF WORK

NEW BUILDING	EXISTING BUILDING	NO SERV. CHANGE	RECONNECT OR RESEAL

FEE COMPUTATION

FIXTURES	RECEPTACLES	SWITCHES	First 10@ 25¢ ea. Ea. Additional @ 15¢ ea	$
RANGES	OVENS	GARB. DISP.		
WATER HTR.	FAN OUTLET	DISH WSHR.	@1.50 ea.	$
Wall Heaters Up to 1650 W		Ceiling Heaters Up to 1650 W		
WASHING MACHINES			@1.00 ea.	$
220 VOLT OUTLETS			@ .25¢ ea.	$
SIGN FIXTURES			@2.00 ea.	$
AIR HEATERS OVER 1650 W			@2.50 ea.	$
TEMPORARY POWER POLE			2.00 (NO ADD'L FEE)	$
NEW SERVICE UP TO 100 AMPS			2.00	$
" " 200 AMPS			2.50	$
" " 400 AMPS			3.00	$
" OVER 400 AMPS			3.50	$
Motors under 2 hp @ 1.50 ea.	$		Motors 50-100 hp @ 5.00 ea.	$
Motors 2-8 hp @ 2.50 ea.	$		Motors 100-500 hp @ 10.00 ea.	$
Motors 8-15 hp @ 2.50 ea.	$		Motors 500-1000 hp @ 15.00 ea.	$
Motors 15-50 hp @ 3.00 ea.	$		Motors over 1000 hp @ 20.00 ea	$
		COLUMN TOTAL →		$
INVESTIGATION FEE				$
OTHER Repair on service				$ 2.00
BLANKET PERMIT			3.00	$
ELECTRICAL PERMIT			2.50	$ 2.50
TOTAL				$ 4.50

WHEN PROPERLY VALIDATED HERE, THIS FORM CONSTITUTES A PERMIT FOR THE WORK DESCRIBED HEREON.

2070-102 M — [illegible]

I have carefully read and examined the above application and find the same to be true and correct. All provisions of the Laws and Ordinances governing building construction will be complied with whether specified herein or not. No person shall be employed in violation of the Labor Code of the State of California. I agree not to occupy or allow occupancy of any building authorized by this permit until final inspection has been received.

E. Mendelssohn 660

SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT

PERMANENT

NUMBER & STREET 227 Oaklawn $225.00

APPLICATION FOR A
PLUMBING PERMIT
BUILDING DEPARTMENT • CITY OF SOUTH PASADENA, CALIFORNIA
TELEPHONE 799-9101 • 682-2175

CONTRACTOR Morrow & Holman — ST. LIC. NO. 119485
MAIL ADDRESS 1500 El Centro — CITY LIC. NO. 798
South Pasadena, Calif. — PHONE 7993115

OWNER Mrs. George McDonald — PHONE 799-6473
MAIL ADDRESS 227 Oaklawn, South Pasadena

PROPOSED USE Res. — USE ZONE

NO. EACH FIXTURE	NO. EACH FIXTURE	NO. EACH FIXTURE
BATHTUBS	ACC. SINKS	WASHING MACHINES
STALL SHOWERS	FLOOR SINKS AND DRAINS	replace 1 WATER HEATERS
LAVATORYS	"P" TRAPS	VENTS
WATER CLOSETS	GARBAGE DISPOSALS	WATER PIPE
URINALS	DISHWASHERS	SPRINKLER SYSTEM
KITCHEN SINKS	LAUNDRY TRAYS	DRINKING FOUNTAINS

TOTAL FOR ABOVE FIXTURES	@2.00 ea.	$ 2.00
SAND OR GREASE TRAPS	@2.50	$
GAS PIPE SYSTEM, 1-5 OUTLETS	2.50	$
+ EACH ADDITIONAL OUTLET	.50	$
SOIL OR VENT PIPE ALTER OR REPAIR	2.00	$
DILUTING TANK OR WATER SOFTENER	3.50	$
BUILDING DRAIN, ALTER OR REPAIR	4.00	$
SEWERS, CESSPOOLS, SEPTIC TANKS	@6.00 ea.	$
SWIM POOL	10.00	$
ADDITIONAL INSPECTION	@5.00 hr.	$
INVESTIGATION FEE		$
OTHER		$
BLANKET PERMIT	3.00	$
PLUMBING PERMIT	2.50	$ 2.50
	TOTAL FEE $	4.50

WHEN PROPERLY VALIDATED, HERE, THIS FORM CONSTITUTES A PERMIT FOR THE WORK DESCRIBED HEREON. 4-25-D

I have carefully read and examined the above application and find the same to be true and correct. All provisions of the laws and Ordinances governing building construction will be complied with whether specified herein or not. No person shall be employed in violation of the Labor Code of the State of California. I agree not to occupy or allow occupancy of any building authorized by this permit until final inspection has been received.

Barbara Kennedy 661
SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT

PERMANENT

INSPECTION RECORD

	DATE	APPROVED
GROUND WORK		
WATER LINES		
ROUGH PLUMBING		
SHOWER PAN		
SEWER, SEPTIC TANK		
HEATER VENTS		
GAS TEST		
GAS CO. NOTIFIED		
PARTIAL OR MISC. INSPECTIONS		

CITY OF SOUTH PASADENA

1414 Mission Street • South Pasadena, California 91030
(818) 799-9101

49

PLANNING & BUILDING DIVISION

PLAN CHECK APPLICATION

Building Address: 727 OAKLAWN AVE

Lot No. | Block | Tract

Owner: MR & MRS GEO. McDONALD

Mailing Address: 727 OAKLAWN AVE

City: So. PASADENA | Zip: 91030 | Tel.: 799-6473

Arch. / Engr., Designer: GLENN COOK

Address: 25 HIDDEN VALLEY RD | Tel.: AIA 358-8564

City: MONROVIA, CA | Zip: 91016 | State Lic. No.: 14215

Proposed Construction: REPLACE DAMAGED FIRE PLACE CHIMNEY - 2 PLACES - EARTHQUAKE DAMAGE

Sq. Ft. Size | No. Stories | No. Dw. Units

New ☐ Add. ☐ Alter. ☐ Repair ☒ Demolition ☐

U.B.C. Edition | Type Const. | Occ. Group

Occ. Load | F. D. Appr. Required ☐ | H. D. Appr. Required ☐

Grading Permit ☐ Obtained ☐ N.A. | Variance Required ☐ Obtained ☐ N.A.

Use Permit Required ☐ | Des. Rev. Required ☐ | APN

No. Bedrooms | Lot Size

Special Conditions: (2-Plans) -

VALUATION: $ 3000 (EST)

F E E S	PLAN CHECKING FEE	
	TOTAL	36 00
Permit No.	6110	Date: 4-20-88

WARNING: Plan Check Fees, where no action is taken by the applicant in One Hundred Eighty (180) Days and no Building Permit is issued, are forfeited to the City.

I certify that I have read this application and state that the above information is correct. I agree to comply with all city and county ordinances and state laws relating to building construction, and hereby authorize representatives of this city to enter upon the above-mentioned property for inspection purposes.

Signature of Applicant: Glenn Cook Date: 4-19-88

Mailing Address: 25 HIDDEN VALLEY RD

City, State, Zip: MONROVIA, CA 91016 663

CITY OF SOUTH PASADENA

APPROVED

BY _____

NUMBER OF SHEETS _____

NUMBER & STREET 227 Oakdawn

APPLICATION FOR A
BUILDING PERMIT
BUILDING DEPARTMENT • CITY OF SOUTH PASADENA, CALIFORNIA
TELEPHONE 799-9101 • 682-2175

LENDER'S NAME & ADDRESS

CONTRACTOR Owner		ST. LIC. NO.
MAIL ADDRESS 10749 Cervaya, Arbury Park	PHONE 799-6223	
ARCHITECT ENGINEER		ST. LIC. NO.
MAIL ADDRESS		PHONE
OWNER Mr. & Mrs. A. McDonald		PHONE 799-64[illegible]
MAIL ADDRESS Same		

DESCRIPTION OF WORK

NEW	ADDITION	ALTERATION	REPAIR	DEMOLISH

FLOOR AREA (SQ. FT.)	NO. OF STORIES	NO. OF DWELLING UNITS
PRESENT BLDG. USE	PROPOSED BLDG. USE	

DESCRIBE WORK TO BE DONE Remove bearing wall
replace w/ beam CHANGE K.-T. Wood & Kirstan Sup. Co.

NOTE! PROVIDE PLOT PLAN ON BACK OF ORIGINAL COPY

EXTERIOR WALL MATERIAL	ROOFING MATERIAL

LOT WIDTH	LOT DEPTH	LOT AREA 999

VALUATION: NOTE! INCLUDE ALL LABOR, MAT., WIRING, PLMG., HEAT, ETC. $ 1800

PLAN CHECK FEE & VALIDATION

BUILDING DEPARTMENT USE, ONLY

LOT 48	BLOCK	TRACT 139		
USE ZONE	FIRE ZONE	OCC.	TYPE BUILD.	
REQUIRED SET BACKS	FRONT	SIDE	SIDE	REAR
ENG. DEPT. APPROVAL N/A		ZONING APPROVAL JRN		
PERMIT FEE N/C			10.00	
APPROVED W/OUT PLANS	PERMANENT PLAN		CHECKER'S APPROVAL JRN	

WHEN PROPERLY VALIDATED BELOW, THIS FORM CONSTITUTES A PERMIT FOR THE WORK DESCRIBED HEREON.

[illegible] 10.00

I have carefully read and examined the above application and find the same to be true and correct. All provisions of the Laws and Ordinances governing building construction will be complied with whether specified herein or not. No person shall be employed in violation of the Labor Code of the State of California. I agree not to occupy or allow occupancy of any building authorized by this permit until final inspection has been received.

665

SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT

PERMANENT

INSPECTION RECORD

	DATE	APPROVED
TEMP POWER		
FORMS FOOTING & SETBACKS	12-11-69	Smith
REINFORC. NO. & CELLS		
SUBFRAME		
ROOFING		
FIREPLACE		
FRAME	12-16-69	Smith
VENEER		
EXT. LATH.	4-23-70	Dan
INT. LATH.		
PARKING REQ'S		
ZONING REQ'S		
FIRE DEPT.		
PARTIAL OR MISC. INSPECTIONS		
ASKED CONTRACTOR FOR PROGRESS	6-26-70	Dan
FINAL BUILDING	9-8-70	Dan

SETBACKS:

FRONT	SIDE	SIDE	FRONT

PLOT PLAN

INFORMED MR. MARTIN OF NEED FOR PLUMBING PERMIT. 4-28-70 Dan

NO PLASTERING 7-14-70 Dan

OK 9-8-70 Dan

JOB ADDRESS

NUMBER & STREET 227 OAKLAWN

APPLICATION FOR AN
ELECTRICAL PERMIT

BUILDING DEPARTMENT • CITY OF SOUTH PASADENA, CALIFORNIA
TELEPHONE 799-9101 • 682-2175

CONTRACTOR ARCAR ELECTRIC — STATE LIC. NO. 267972

MAIL ADDRESS P.O. BOX 1313 ARCADIA — PHONE 447-2857

OWNER McDONALD — CITY LIC. NO. LRN

MAIL ADDRESS 227 OAKLAWN — OWNER PHONE 799-6773

DESCRIPTION OF WORK

NEW BUILDING	EXISTING BUILDING	NO SERV. CHANGE	RECONNECT OR RESEAL

FEE COMPUTATION

FIXTURES 6	RECEPTACLES 7	SWITCHES 5	First 10@.25¢ ea. Ea. Additional @ 15¢ ea		$ 3.70
RANGES	OVENS	GARB. DISP. 1			
WATER HTR.	FAN OUTLET 1	DISH WSHR. 1	@1.50 ea.		$ 3.00
	Wall Heaters Up to 1650 W	Ceiling Heaters Up to 1650 W			

WASHING MACHINES	@1.00 ea.		$
220 VOLT OUTLETS	@ .25¢ ea.		$
SIGN FIXTURES	@2.00 ea.		$
AIR HEATERS OVER 1650 W	@2.50 ea.		$
TEMPORARY POWER POLE	2.00 (NO ADD'L FEE)		$
NEW SERVICE UP TO 100 AMPS	2.00		$
" " 200 AMPS	2.50		$
" " 400 AMPS	3.00		$
" OVER 400 AMPS	3.50		$
Motors under 2 hp @ 1.50 ea. $		Motors 50-100 hp @ 5.00 ea	$
Motors 2-8 hp @ 2.00 ea. $		Motors 100-500 hp @ 10.00 ea.	$
Motors 8-15 hp @ 2.50 ea. $		Motors 500-1000 hp @ 15.00 ea.	$
Motors 15-50 hp @ 3.00 ea. $		Motors over 1000 hp @ 20.00 ea.	$
	COLUMN TOTAL →		$
INVESTIGATION FEE			$
OTHER			$
BLANKET PERMIT	3.00		$
ELECTRICAL PERMIT	2.50		$ 3.00
TOTAL			$ 9.20

WHEN PROPERLY VALIDATED HERE, THIS FORM CONSTITUTES A PERMIT FOR THE WORK DESCRIBED HEREON.

8706916 N -9.20 EL

I have carefully read and examined the above application and find the same to be true and correct. All provisions of the Laws and Ordinances governing building construction will be complied with whether specified herein or not. No person shall be employed in violation of the Labor Code of the State of California. I agree not to occupy or allow occupancy of any building authorized by this permit until final inspection has been received.

Arthur J. Reynolds 667

SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT

PERMANENT

INSPECTION RECORD

	DATE	APPROVED
T.P.		
CIRCUIT WORK		
WIRING	12-16-69	Smith
FIN.S.		
FIXTURES		
EDISON NOTIFIED		
PARTIAL OR MISC. INSPECTIONS		
FINAL ELECTRICAL INSPECTION	9-8-70	

668

NUMBER & STREET 227 OAK LAWN

APPLICATION FOR
PLUMBING PERMIT
BUILDING DEPARTMENT • CITY OF SOUTH PASADENA, CALIFORNIA
TELEPHONE 799-9101 • 682-2175

CONTRACTOR Vic Martin ST. LIC. NO. 11557
MAIL ADDRESS 10745 ARROYO PKWY CITY LIC. NO.
Pasadena PHONE 799-6223
OWNER Mrs. Lura Mc Donald PHONE
MAIL ADDRESS at above job address

PROPOSED USE | USE ZONE

NO. EACH FIXTURE	NO. EACH FIXTURE	NO. EACH FIXTURE
BATHTUBS	ACC. SINKS	WASHING MACHINES
STALL SHOWERS	FLOOR SINKS AND DRAINS	WATER HEATERS
LAVATORYS	"P" TRAPS	VENTS
WATER CLOSETS 1	GARBAGE DISPOSALS	WATER PIPE
URINALS	DISHWASHERS	SPRINKLER SYSTEM
1 KITCHEN SINKS	LAUNDRY TRAYS	DRINKING FOUNTAINS

TOTAL FOR ABOVE FIXTURES	2	@2.00 ea.	$ 4.00
SAND OR GREASE TRAPS		@2.50	$
GAS PIPE SYSTEM, 1 - 5 OUTLETS		2.50	$
+ EACH ADDITIONAL OUTLET		.50	$
SOIL OR VENT PIPE ALTER OR REPAIR		2.00	$
DILUTING TANK OR WATER SOFTENER		3.50	$
BUILDING DRAIN, ALTER OR REPAIR		4.00	$
SEWERS, CESSPOOLS, SEPTIC TANKS		@6.00 ea.	$
SWIM POOL		10.00	$
ADDITIONAL INSPECTION		@5.00 hr.	$
INVESTIGATION FEE			$
OTHER			$
BLANKET PERMIT		3.00	$
PLUMBING PERMIT		2.50	$ 2.50
		TOTAL FEE $	6.50

WHEN PROPERLY VALIDATED, HERE, THIS FORM CONSTITUTES A PERMIT FOR THE WORK DESCRIBED HEREON. 9465427 M -1.50 PM

I have carefully read and examined the above application and find the same to be true and correct. All provisions of the Laws and Ordinances governing building construction will be complied with whether specified herein or not. No person shall be employed in violation of the Labor Code of the State of California. I agree not to occupy or allow occupancy of any building authorized by this permit until final inspection has been received.

669

SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT

PERMANENT

INSPECTION RECORD

	DATE	APPROVED
GROUND WORK		
WATER LINES		
ROUGH PLUMBING	12-16-69	
SHOWER PAN		
SEWER, SEPTIC TANK		
HEATER VENTS		
GAS TEST		
GAS CO. NOTIFIED		
FINAL & MISC. INSPECTIONS		

JOB ADDRESS

NUMBER & STREET 227 Oakdawn 450.00

APPLICATION FOR AN ELECTRICAL PERMIT

BUILDING DEPARTMENT • CITY OF SOUTH PASADENA, CALIFORNIA

TELEPHONE 799-9101 • 682-2175

CONTRACTOR Mendleson Electric	STATE LIC. NO. 296150
MAIL ADDRESS 1012 Fair Oaks Ave.	PHONE 7597526
OWNER Mrs F. McDonald	CITY LIC. NO. 2932
MAIL ADDRESS 227 Oakdawn	OWNER PHONE 7996473

DESCRIPTION OF WORK

NEW BUILDING	EXISTING BUILDING ✓	NO SERV CHANGE	RECONNECT OR RESTAL ✓

FEE COMPUTATION

FIXTURES	RECEPTACLES ✓	SWITCHES	First 10 @ 25¢ ea Ea. Additional @ 15¢ ea.	$ .25
RANGES	OVENS	GARB. DISP.		
WATER HTR.	FAN OUTLET	DISH WSHR.	@ 1.50 ea.	$
Wall Heaters Up to 1650 W		Ceiling Heaters Up to 1650 W		

WASHING MACHINES	@ 1.00 ea.	$
220 VOLT OUTLETS	@ .25¢ ea.	$
SIGN FIXTURES	@ 2.00 ea.	$
AIR HEATERS OVER 1650 W	@ 2.50 ea.	$
TEMPORARY POWER POLE	2.00 INC ADD'L FEES	$
NEW SERVICE UP TO 100 AMPS 100 Amp	2.00	$ 2.00
" " 200 AMPS	2.50	$
" " 400 AMPS	3.00	$
" OVER 400 AMPS	3.50	$

Motors under 2 hp @ 1.50 ea	$	Motors 50-100 hp @ 5.00 ea	$
Motors 2-8 hp @ 2.00 ea	$	Motors 100-500 hp @ 10.00 ea	$
Motors 8-15 hp @ 2.50 ea	$	Motors 500-1000 hp @ 15.00 ea.	$
Motors 15-50 hp @ 3.00 ea.	$	Motors over 1000 hp @ 20.00 ea.	$

COLUMN TOTAL → $

INVESTIGATION FEE		$
OTHER		$
BLANKET PERMIT	3.00	$
ELECTRICAL PERMIT	2.50	$ 2.50
TOTAL	$	4.75

WHEN PROPERLY VALIDATED HERE, THIS FORM CONSTITUTES A PERMIT FOR THE WORK DESCRIBED HEREON.

SECTION 6 B — 4.75

X E. Mendleson

SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT

I have carefully read and examined the above application and find the same to be true a provisions of the Laws and Ordinances governing building construction will be complied specified herein or not. No person shall be employed in violation of the Labor Code o California. I agree not to occupy or allow occupancy of any building authorized by this permit until final inspection has been received.

671

PERMANENT

INSPECTION RECORD

	DATE	APPROVED
T. P. P. SERVICE	2-14-75	R Reed
GROUND WORK		
ROUGH WIRING	2-14-75	R Reed
FINISH		
FIXTURES		
EDISON NOTIFIED	2-14-75	R Reed
PARTIAL OR MISC. INSPECTIONS		
FINAL ELECTRICAL INSPECTION	2-14-75	1672 D

JOB ADDRESS

NUMBER & STREET 227 Oakdawn

PUBLIC WORKS DEPARTMENT

APPLICATION FOR A PLUMBING PERMIT

BUILDING DIVISION • CITY OF SOUTH PASADENA, CALIFORNIA

TELEPHONE 799-9101

CONTRACTOR Merry Plumbers		ST. LIC. NO. 84717
MAIL ADDRESS 2322 E. Foothill		CITY LIC. NO. DO 1677
Pasadena 91107		PHONE 796-4307
OWNER McDonald		PHONE 799-6473
MAIL ADDRESS Same		
PROPOSED USE Remodel	USE ZONE	

NO. EACH FIXTURE	NO. EACH FIXTURE	NO. EACH FIXTURE
BATHTUBS	1 BAR ACC. SINKS	1 WASHING MACHINES
STALL SHOWERS	FLOOR SINKS AND DRAINS	WATER HEATERS
1 LAVATORYS	"P" TRAPS	VENTS
1 WATER CLOSETS	1 GARBAGE DISPOSALS	WATER PIPE
URINALS	1 DISHWASHERS	SPRINKLER SYSTEM
1 KITCHEN SINKS	1 LAUNDRY TRAYS	DRINKING FOUNDTAINS

TOTAL FOR ABOVE FIXTURES	@ 4.00	$ 28.00
SAND OR GREASE TRAPS	@ 5.00	$
GAS PIPE SYSTEM, 1-5 OUTLETS	5.00	$
+ EACH ADDITIONAL OUTLET	1.00	$
SOIL OR VENT PIPE ALTER OR REPAIR	4.00	$
DILUTING TANK OR WATER SOFTENER	7.00	$
BUILDING DRAIN, ALTER OR REPAIR	8.00	$
SEWERS, CESSPOOLS, SEPTIC TANKS	@ 12.00	$
SWIM POOL	20.00	$
ADDITIONAL INSPECTION	@ 10.00	$
INVESTIGATION FEE		$
OTHER		$
BLANKET PERMIT	6.00	$
PLUMBING PERMIT	5.00	$ 5.00
WHEN PROPERLY VALIDATED THIS FORM CONSTITUTES A PERMIT FOR THE WORK DESCRIBED HEREIN.	TOTAL FEE	$ 33.00

Ck. Copy on File

715 033.00A

X Seymour Merry

SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT

I have carefully read and examined this application and know the same to be true and correct. All provisions of the laws and ordinances governing this type of construction will be complied with whether specified herein or not. No person shall be employed in violation of the Labor Code of California. I agree not to occupy or allow occupancy of any building authorized by this permit until final inspection has been received.

673

PERMANENT

INSPECTION RECORD

	DATE	APPROVED
GROUND WORK		
WATER LINES		
ROUGH PLUMBING	6/27/79	
SHOWER PAN		
SEWER, SEPTIC TANK		
HEATER VENTS		
GAS TEST		
GAS CO. NOTIFIED		
PARTIAL OR MISC. INSPECTIONS		
FINAL PLUMBING INSPECTION	10/22/79	674

JOB ADDRESS

NUMBER & STREET 227 OAKLAWN

APPLICATION FOR A BUILDING PERMIT
BUILDING DEPARTMENT • CITY OF SOUTH PASADENA, CALIFORNIA
TELEPHONE 799-9101 • 682-2175

CONTRACTOR	OWNER	ST. LIC. NO.
MAIL ADDRESS	227 OAKLAWN	CITY LIC. NO.
CITY	SOUTH PASADENA	PHONE
ARCHITECT ENGINEER	GLENN COOK	ST. LIC. NO. C-14425
MAIL ADDRESS	25 HIDDEN VALLEY MONROVIA	PHONE 356-8504
OWNER	MR & MRS GEO. McDONALD	PHONE 799-6473
MAIL ADDRESS	227 OAKLAWN So. PAS	

DESCRIPTION OF WORK

NEW	ADDITION	ALTERATION	REPAIR	DEMOLISH
		X		

FLOOR AREA (SQ. FT.) APPROX 500	NO. OF STORIES 1	NO. OF DWELLING UNITS 1	
PRESENT BLDG. USE RESIDENCE	PROPOSED BLDG. USE		

DESCRIBE WORK TO BE DONE REMODEL KITCHEN - SERVICE AREA

NOTE! PROVIDE PLOT PLAN ON BACK OF ORIGINAL COPY

EXTERIOR WALL MATERIAL		ROOFING MATERIAL
LOT WIDTH	LOT DEPTH	LOT AREA

VALUATION: NOTE! INCLUDE ALL LABOR, MAT., WIRING, PLMG., HEAT, ETC. $ APPROX 15,000

PLAN CHECK FEE & VALIDATION

BUILDING DEPARTMENT USE ONLY

LOT	BLOCK	TRACT		
USE ZONE	FIRE ZONE	OCC.	TYPE BUILD.	
REQUIRED SET BACKS	FRONT	SIDE	SIDE	REAR
ENG. DEPT. APPROVAL		ZONING APPROVAL		

PERMIT FEE $144 + 5% = 1.05 = 145.05

APPROVED W/OUT PLANS Yes	PERMANENT PLAN NO	CHECKER'S APPROVAL	

WHEN PROPERLY VALIDATED BELOW, THIS FORM CONSTITUTES A PERMIT FOR THE WORK DESCRIBED HEREON.

1 982 25 145.05 A

X Glenn E Cook AIA AGENT

SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT

I have carefully read and examined the above application and find the same to be true and correct. All provisions of the Laws and Ordinances governing building construction will be complied specified herein or not. No person shall be employed in violation of the Labor Code California. I agree not to occupy or allow occupancy of any building authorized by th final inspection has been received.

675

PERMANENT

	DATE	APPROVED
TEMP POWER		
FORMS, FOOTING & SETBACKS		
REINFORCING & CELLS		
SUBFRAME		
ROOFING		
FIREPLACE		
FRAME	11/18/79	JS
VENEER		
EXT. LATH.		
INT. LATH.	11/18/79	JS
PARKING REQ'S		
ZONING REQ'S		
FIRE DEPT.		
PARTIAL OR MISC. INSPECTIONS		
FINAL BUILDING	1/23/80	JS

SETBACKS:

FRONT ____ SIDE ____ SIDE ____ FRONT

PLOT PLAN

STREET

NUMBER & STREET: 227 OAKLAWN

APPLICATION FOR AN ELECTRICAL PERMIT

BUILDING DEPARTMENT • CITY OF SOUTH PASADENA, CALIFORNIA

TELEPHONE 799-9101 • 682-2175

W. C. ELECTRIC

CONTRACTOR	ROBINSON ELECT	STATE LIC. NO. 344690
MAIL ADDRESS	353 N. VERMONT, GLENDORA	PHONE 335-7156
OWNER	MC DONALD	CITY LIC. NO.
MAIL ADDRESS	227 OAKLAWN	OWNER PHONE 799-6473

DESCRIPTION OF WORK

NEW BUILDING: | EXISTING BUILDING: X | NO SERV. CHANGE: | RECONNECT OR VESSEL:

FEE COMPUTATION

FIXTURES 6	RECEPTACLES 17	SWITCHES	First 10@ 25¢ ea. Ea. Additional @ 15¢ ea.	$ 7.40
RANGES	OVENS	GARB. DISP.		
WATER HTR.	FAN OUTLET	DISH WSHR.	@1.50 ea.	$ 3.00
Wall Heaters Up to 1650 W		Ceiling Heaters Up to 1650 W		
WASHING MACHINES			@1.00 ea.	$ 2.00
220 VOLT OUTLETS			@ .25¢ ea.	$
SIGN FIXTURES			@2.00 ea.	$
AIR HEATERS OVER 1650 W			@2.50 ea.	$
TEMPORARY POWER POLE			2.00 (NO ADD'L FEE)	$
NEW SERVICE UP TO 100 AMPS			2.00	$
" " 200 AMPS			2.50	$ 5.00 1.50
" " 400 AMPS			3.00	$
" OVER 400 AMPS			3.50	$

Motors under 2 hp @ 1.50 ea.	$	Motors 50-100 hp @ 5.00 ea.	$
Motors 2-8 hp @ 2.00 ea.	$	Motors 100-500 hp @ 10.00 ea.	$
Motors 8-15 hp @ 2.50 ea.	$	Motors 500-1000 hp @ 15.00 ea.	$
Motors 15-50 hp @ 3.00 ea.	$	Motors over 1000 hp @ 20.00 ea.	$

COLUMN TOTAL → $

INVESTIGATION FEE		$
OTHER		$
BLANKET PERMIT	3.00	$
ELECTRICAL PERMIT	2.50 5.00	$
TOTAL		$ 22.40

WHEN PROPERLY VALIDATED HERE, THIS FORM CONSTITUTES A PERMIT FOR THE WORK DESCRIBED HEREON: 608 8-1 022.40A

I have carefully read and examined the above application and find the same to be true and correct. All provisions of the Laws and Ordinances governing building construction will be complied with whether specified herein or not. No person shall be employed in violation of the Labor Code of the State of California. I agree not to occupy or allow occupancy of any building authorized by this permit until final inspection has been received.

Glenn Cook 677

SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT

PERMANENT

INSPECTION RECORD

	DATE	INSPECTOR
T. P. P.		
GROUND WORK		
ROUGH WIPING	11/15/79	
FINISH	1/23/80	
FIXTURES	1/23/80	
TESTING NOTIFIED	1/23/80	
	1/23/80	

678

Made in Duplicate. No. 4209

City of South Pasadena

Department of Buildings

This permit becomes null and void if work is not commenced within 90 days from date of issue.

South Pasadena, Calif. Dec 5-th 1923

Permission is hereby granted to R. V. M. Richardson, Owner

Owner's Address: 227 Oak Lawn

City and State ..... Phones .....

Contractor's Name G Lawrence Stimson Co

Contractor's Address: 431 Security Bldg

City and State Pasadena Phones [illegible]

To addition 8 rooms & garage

On Lot 48 Block .....

Tract Tract 132

Street and Number 227 Oak Lawn

In accordance with Application No. ..... on file in this office, and subject to the provisions of the Building Ordinances of the City of South Pasadena.

Estimated value, $ 1000.00

Fee, $ 1.70

R V M Richardson
By [illegible]

Building Insp

(Owner must post Inspection Card on job)

679

trench is dug. 2—Foundation is in. 3—Joists are laid. 4—Frame is in. 5—Rough plumbing is in. 6—Electric wires are in. 8—Electric fixtures are in. 9—Final completion.

CITY OF SOUTH PASADENA

1414 Mission Street • South Pasadena • California 91030 • (818) 799-9101

PLANNING & BUILDING DIVISION

BUILDING PERMIT

Building Address	227 OAKLAWN		U.B.C. Edition 91	Type Const. V-N	Occ. Load / Occ. Group R-3
Lot No.	Tract	Tract	USE ZONE R-1	Variance Required	Appr.
Owner	McDONALD		Lot Size		
Mailing Address	SAME				
City	Zip	Tel.	VALUATION: $		
Contractor	QUALITY SERVICES				
Address	123 S. SUNSET #2				
City	MON. Zip 91016	Tel. 818-358-1400			
State Lic. & Classif.	City Lic. No. Paid				
Arch., Engr., Designer					
Address	Tel.				
City	Zip	State Lic. No.			
Proposed Construction	6' BLOCK FENCE				
Sq. Ft. Size	No. Stories	No. Units			

New [X] Add. [ ] Alter. [ ] Repairs [ ] Demolition [ ]

FINAL
BUILDING & SAFETY
DATE 7/15/93

FEES		
	BUILDING FEE	
	S.M.I. FEE	
F	PLAN CHECKING FE	PAID
E		
E	Energy Compl. Fee	
S	Penalty	
	SPECIAL INSP. # 825	
	Change of Contractor	30 —

PERMIT NO.:	WORKERS COMP. EXP.	PROCESSED BY:
14728	Exempt	Date: 7-6-93

WORKER'S COMPENSATION DECLARATION

I hereby affirm that I have a certificate of consent to self-insure or a certificate of Worker's Compensation Insurance, or a certified copy thereof (Sec.3800, Lab. C.)

Policy No. _____ Company _____

CERTIFICATE OF EXEMPTION FROM WORKER'S COMPENSATION INSURANCE

I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the Worker's Compensation Laws of California.

Date 7-6-93 Applicant [signature]

NOTICE TO APPLICANT: If, after making this Certificate of Exemption you should become subject to the Worker's Compensation provisions of the Labor Code, you must forthwith comply with such provisions or this permit shall be deemed revoked.

CONSTRUCTION LENDING AGENCY

I hereby affirm that there is a construction lending agency for the performance of the work for which this permit is issued. (Sec. 3097, Civil Code.)

Lender's Name NONE

Lender's Address _____

I certify that I have read this application and state that the above information is correct. I agree to comply with all city and county ordinances and state laws relating to building construction, and hereby authorize representatives of this city to enter upon the above-mentioned property for inspection purposes.

Signature of Applicant [signature] Date 7-6-93

Mailing Address _____

City, State, Zip _____

LICENSED CONTRACTOR'S DECLARATION

I hereby affirm that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

Exp. Date 11-93 Signature of Contractor [signature]

OWNER-BUILDER DECLARATION

I hereby affirm that I am exempt from the Contractor's License Law for the following reason: *(Sec.7031.5. Business and Professions Codes Any city or county which requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance also requires the applicant for such permit to file a signed statement that he is licensed pursuant to the provisions of the Contractor's License Law, Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, or that he is exempt therefrom, and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars ($500).*

☐ I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale. *(Sec.7044, Business and Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon and who does not work himself or through his own employees, provided that such improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the owner-builder will have the burden of proving that he did not build or improve for the purpose of sale.)*

☐ I, as owner of the property, am exclusively contracting with licensed contractors to construct the project. *(Sec. 7044. Business and Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and who contracts for such projects with a contractor(s) licensed pursuant to the Contractor's License Law.)*

☐ I am exempt under Sec. _____., B.&P.C. for this reason _____

Date _____ Owner _____

INSPECTOR COPY

CONST. HRS. 8 AM-7 PM ONLY
ORD. NO. 1582

This is a building permit when properly filled out, signed and validated and is subject to expiration if work thereunder is suspended for 180 days.

680

INSPECTION RECORD

FOUNDATION: Gr. Certif. Comp. Tests, Setbacks, Forms, Reinf. Steel, Excavation.		
FLOOR SLAB/JSTS., GIRDERS: Mesh, Vap. Barrier, Blkg., Spans, Access, Vents, Tr. Lmbr.		
MASONRY: Reinf., Mortar Jts., Grout Lifts, Clean-Outs, Bolts.	7/7/93	
ROOF SHTG: Nailing, Diaph. Blocking, Material Grade and Thickness, Roof Drains.		
FRAMING: Walls, Raft., Jsts., Blocking, Bracing, Nailing, Backing, Diaphr. Draft Stops.		
INSULATION: Thickness, R-Values, Piping, Sound Caulking.		
FIREWALLS: Material, Thickness, Dampers, Doors, Closers, Fusible Links.		
INTERIOR: LATH/DRY WALL: Nailing, Supports, Laps, Joint Reinf.		
EXTERIOR LATH/SID[illegible] Mesh, Fasteners, Laps, Paper, Thickness, Flash[illegible]		
FINAL INSPECTION: Rough Grading Comp., Slope, Plant., Energy Compliance Cert Posted, Address, Fire Doors, Exits, Locking Devices, Landings, House Numbers, Weather Stripping, Pl./Engr. Clear.	9/16/93	
SWIMMING POOL/SPA		
EXCAV. REINF. SETBACKS: Radius Sit., Bonding, Exp. Soil, Ramp Loc., Surcharge.		
FENCE/GATES: Height, Closers, Accessibility, Latches, Stability.		
FINAL INSPECTION		
MISCELLANEOUS		
SPRAY PAINT BOOTH:		
RETAINING WALL:		
DUST COLLECTION SYSTEM:		
VENEER:		
RE-ROOF:		
SIGN(S):		
INSPECTION	DATE	INSP. SIGN.

INSPECTION NOTES

OK to Grout
7/13/93

SETBACKS:

FRONT ___ SIDE ___ SIDE ___ FRONT

PLOT PLAN

STREET

PLEASE PLAN A 1" SQ. SCALE

OWNER/BUILDER

~~SELF EMPLOYED CONTRACTOR STATEMENT~~

The Labor Code of the State of California, Section 3800, requires that each applicant for a building permit for the construction, alteration, improvement demolition or repair of any building or structure shall file with the Depart ment of Planning and Building a Certificate of Workmen's Compensation Insuran

This Section shall not apply if:

1. This permit is for work valued at $100.00 or less, or
2. The applicant for the permit signs a Certificate which reads as follows:

> "I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the Workmen's Compensation Laws of California."

If, after making such certificate, the applicant for the permit should becom subject to the Workmen's Compensation provisions of this code, he shall fort with comply with the provisions or his permit shall be deemed revoked.

"EMPLOYEE" means every person in the service of an employer under an appoint ment or contract of hire or apprenticeship, expressed or implied, oral or written, whether lawfully or unlawfully employed. (Sec. 3351)

"EMPLOYEE PRESUMPTION" Any person rendering service for another, other than an independent contractor, or unless expressly excluded herein, is pre- sumed to be an employee. (Sec. 3357)

* *

I HAVE READ THE ABOVE AND UNDERSTAND IT.

CHECK ONE:

_____ I certify that the permit for which I have applied is for work with a valuation not exceeding $100.00.

X I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the Workmen's Compensation laws of California.

_____ Certificate of Workmen's Compensation Insurance is attached.

Linda McDonald
SIGNATURE OF APPLICANT

PERMIT NO.

JOB ADDRESS

PHONE NUMBER

SMOKE DETECTORS REQUIRED

CITY OF SOUTH PASADENA

1414 Mission Street • South Pasadena • California 91030 • (818) 799-9101

PLANNING & BUILDING DIVISION

BUILDING PERMIT

Building Address	227 OAKLAWN AVE		U.B.C. Edition 85	Type Const.	Occ. Load	Occ. Group R-3
Lot No.	Tract	Tract	USE ZONE R-1	Variance Required	Appr.	
Owner	MR+MRS GEO. McDONALD		Lot Size			
Mailing Address	227 OAKLAWN AVE					
City	S. PAS	Zip 91030	Tel. 799-6473			
Contractor	TOM HOPKINS, ARCADIA CUSTOM PATIO		VALUATION: $ 3,000 —			
Address	701 S. FIRST AVE					
City	ARCADIA, CA	Zip 91006	Tel. (818) 445-7924			
State Lic. & Classif.	# 490321 B-1		City Lic. No. 29346			
Arch., Engr., Designer	GLENN COOK					
Address	75 HIDDEN VALLEY RD		Tel. (818) 358-8504			
City	MONROVIA, CA	Zip 91016	State Lic. No. C-14425			
Proposed Construction	REPLACE F.P. CHIMNEYS WITH WOOD + STUCCO/METAL FLUES - EARTHQUAKE REPAIR					
Sq. Ft. Size		No. Stories	No. Units			

New ☐ Add. ☐ Alter. ☐ Repairs ☒ Demolition ☐

FEES		
BUILDING FEE	48	—
S.M.I. FEE		50
PLAN CHECKING FEE		
Energy Compl. Fee		
Penalty		
SPECIAL INSP.		
	48	50

SOUTH PASADENA **FINAL** BUILDING & SAFETY BY: [illegible] DATE: 4/19/89

PERMIT NO.:	WORKERS COMP. EXP.	PROCESSED BY:	Date:
000225	7-1-88	JJR	5-11-88

WORKER'S COMPENSATION DECLARATION

I hereby affirm that I have a certificate of consent to self-insure or a certificate of Worker's Compensation Insurance or a certified copy thereof (Sec.3800, Lab.C.).

Policy No. OLE 0197 Company STATE FUND

CERTIFICATE OF EXEMPTION FROM WORKER'S COMPENSATION INSURANCE

I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the Worker's Compensation Laws of California.

Date _____ Applicant _____

NOTICE TO APPLICANT: If, after making this Certificate of Exemption you should become subject to the Worker's Compensation provisions of the Labor Code, you must forthwith comply with such provisions or this permit shall be deemed revoked.

CONSTRUCTION LENDING AGENCY

I hereby affirm that there is a construction lending agency for the performance of the work for which this permit is issued. (Sec. 3097, Civil Code.)

Lender's Name HOME

Lender's Address _____

I certify that I have read this application and state that the above information is correct. I agree to comply with all city and county ordinances and state laws relating to building construction, and hereby authorize representatives of this city to enter upon the above-mentioned property for inspection purposes.

Signature of Applicant [signature] Date 5-11-88

Mailing Address [illegible]

City, State, Zip [illegible]

LICENSED CONTRACTOR'S DECLARATION

I hereby affirm that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

Exp. Date 4-90 Signature of Contractor [signature]

OWNER-BUILDER DECLARATION

I hereby affirm that I am exempt from the Contractor's License Law for the following reason: *(Sec.7031.5. Business and Professions Codes Any city or county which requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance also requires the applicant for such permit to file a signed statement that he is licensed pursuant to the provisions of the Contractor's License Law, Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, or that he is exempt therefrom, and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars ($500).*

☐ I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale. *(Sec.7044, Business and Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon and who does not work himself or through his own employees, provided that such improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the owner-builder will have the burden of proving that he did not build or improve for the purpose of sale.)*

☐ I, as owner of the property, am exclusively contracting with licensed contractors to construct the project. *(Sec. 7044. Business and Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and who contracts for such projects with a contractor(s) licensed pursuant to the Contractor's License Law.)*

☐ I am exempt under Sec. _____, B.&P.C. for this reason _____

Date _____ Owner _____

INSPECTOR COPY

CONST. HRS. 8 AM-7 PM ONLY
ORD. NO. 1582

This is a building permit when properly filled out, signed and validated and is subject to expiration if work thereunder is suspended for 180 days.

683

INSPECTION RECORD

FOUNDATION: (Gr. Certif. Comp. Tests, Setbacks, Forms, Reinf. Steel, Excavation.		
FLOOR SLAB/JSTS., GIRDERS: Mesh, Vap. Barrier, Blkg., Spans, Access, Vents, Tr. Lmbr.		
MASONRY: Reinf., Mortar Jts., Grout Lifts, Clean-Outs, Bolts.		
ROOF SHTG: Nailing, Diaph. Blocking, Material Grade and Thickness, Roof Drains.		
FRAMING: Walls, Raft., Jsts., Blocking, Bracing, Nailing, Backing, Diaphr. Draft Stops.		
INSULATION: Thickness, R-Values, Piping, Sound Caulking.		
FIREWALLS: Material, Thickness, Dampers, Doors, Closers, Fusible Links.		
INTERIOR: LATH/DRY WALL: Nailing, Supports, Laps, Joint Reinf.		
EXTERIOR LATH/SIDING: Mesh, Fasteners, Laps, Paper, Thickness, Backing.		
FINAL INSPECTION: Finish Grading Certif., Slope Plant., Energy Compl. Card Posted, Pkg. Access, Fire Doors, Exits, Locking Devices, Landings, House Numbers, Weather Stripping, Pl./Engr. Clear.	1/1/89	Bud
SWIMMING POOL/SPA		
EXCAV. REINF. SETBACKS: Radius Stl., Bonding, Exp. Soil, Ramp Loc., Surcharge.		
FENCE/GATES: Height, Closers, Accessibility, Latches, Stability.		
FINAL INSPECTION		
MISCELLANEOUS		
SPRAY PAINT BOOTH:		
RETAINING WALL:		
DUST COLLECTION SYSTEM:		
VENEER:		
RE-ROOF:		
SIGN(S):		
INSPECTION	DATE	INSP. SIGN.

INSPECTION NOTES

Chimney framing and beam Ok
8/31/89 BD

SETBACKS:

FRONT ____ SIDE ____ SIDE ____ FRONT

PLOT PLAN

STREET

PLEASE PLAN A 1" SQ. SCALE

SMOKE DETECTORS REQUIRED

CITY OF SOUTH PASADENA

1414 Mission Street • South Pasadena • California 91030 • (818) 799-9101

PLANNING & BUILDING DIVISION

BUILDING PERMIT

Building Address	227 Oaklawn Ave.	U.B.C. Edition 88	Type Const.	Occ. Load	Occ. Group R3
Lot No. / Tract / Tract		USE ZONE R1E	Variance Required	Appr.	
Owner	George & Linda McDonald	Lot Size			
Mailing Address	227 Oaklawn Ave.				
City	So. Pasadena	Zip 91030	Tel. 799-6473	VALUATION: $ 1,000	

Contractor	owner	BUILDING FEE	30 —
Address		S.M.I. FEE	50
City / Zip / Tel.		F PLAN CHECKING FEE	
State Lic. & Classif. / City Lic. No.		E E Energy Compl. Fee	
Arch., Engr., Designer		S Penalty	
Address / Tel.		SPECIAL INSP.	
City / Zip / State Lic. No.			$30 50

EXPIRED

PAID

Proposed Construction	repair roof overhang & front porch roof	PERMIT NO.: 011603	WORKERS COMP. EXP. Exempt
Sq. Ft. Size / No. Stories / No. Units			PROCESSED BY: AK Date 5-23-91

New ☐ Add. ☐ Alter. ☐ Repairs ☒ Demolition ☐

FINAL

BUILDING & SAFETY

BY: DATE 5/12/93

WORKER'S COMPENSATION DECLARATION

I hereby affirm that I have a certificate of consent to self-insure or a certificate of Worker's Compensation Insurance, or a copy certified copy thereof (Sec.3800, Lab.C.).

Policy No. Company

CERTIFICATE OF EXEMPTION FROM WORKER'S COMPENSATION INSURANCE

I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the Worker's Compensation Laws of California.

X Date 5/23/91 Applicant Linda McDonald

NOTICE TO APPLICANT: If, after making this Certificate of Exemption you should become subject to the Worker's Compensation provisions of the Labor Code, you must forthwith comply with such provisions or this permit shall be deemed revoked.

CONSTRUCTION LENDING AGENCY

I hereby affirm that there is a construction lending agency for the performance of the work for which this permit is issued. (Sec. 3097, Civil Code.)

X Lender's Name None

Lender's Address

I certify that I have read this application and state that the above information is correct. I agree to comply with all city and county ordinances and state laws relating to building construction, and hereby authorize representatives of this city to enter upon the above-mentioned property for inspection purposes.

Signature of Applicant Linda McDonald Date 5/23/91

X Mailing Address 227 Oaklawn Ave.

City, State, Zip So. Pasadena Calif.

LICENSED CONTRACTOR'S DECLARATION

I hereby affirm that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

Exp. Date Signature of Contractor

OWNER-BUILDER DECLARATION

I hereby affirm that I am exempt from the Contractor's License Law for the following reason: (Sec.7031.5. Business and Professions Codes *Any city or county which requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance also requires the applicant for such permit to file a signed statement that he is licensed pursuant to the provisions of the Contractor's License Law, Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, or that he is exempt therefrom, and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars ($500).*

☐ I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale. (Sec.7044, Business and Professions Code: *The Contractor's License Law does not apply to an owner of property who builds or improves thereon and who does not work himself or through his own employees, provided that such improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the owner-builder will have the burden of proving that he did not build or improve for the purpose of sale.)*

☐ I, as owner of the property, am exclusively contracting with licensed contractors to construct the project. (Sec. 7044. Business and Professions Code: *The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and who contracts for such projects with a contractor(s) licensed pursuant to the Contractor's License Law.)*

☒ I am exempt under Sec. B.&P.C. for this reason

Linda McDonald

Date 5-23-91 Owner Linda McDonald

INSPECTOR COPY

CONST. HRS. 8 AM-7 PM ONLY
ORD. NO. 1582

This is a building permit when properly filled out, signed and vali and is subject to expiration if work thereunder is suspended for 180 days.

685

INSPECTION RECORD

FOUNDATION: (Gr. Certif. Comp. Tests, Setbacks, Forms, Reinf. Steel, Excavation.		
FLOOR SLAB/JSTS., GIRDERS: Mesh, Vap. Barrier, Blkg., Spans, Access, Vents, Tr. Lmbr.		
MASONRY: Reinf., Mortar Jts., Grout Lifts, Clean-Outs, Bolts.		
ROOF SHTG: Nailing, Diaph. Blocking, Material Grade and Thickness, Roof Drains.		
FRAMING: Walls, Raft., Jsts., Blocking, Bracing, Nailing, Backing, Diaphr. Draft Stops.		
INSULATION: Thickness, R-Values, Piping, Sound Caulking.		
FIREWALLS: Material, Thickness, Dampers, Doors, Closers, Fusible Links.		
INTERIOR: LATH/DRY WALL: Nailing, Supports, Laps, Joint Reinf.		
EXTERIOR LATH/SIDING: Mesh, Fasteners, Laps, Paper, Thickness, Backing.		
FINAL INSPECTION: Finish Grading Certif., Slope Plant., Energy Compl. Card Posted, Pkg. Access, Fire Doors, Exits, Locking Devices, Landings, House Numbers, Weather Stripping, Pl./Engr. Cleor.		
SWIMMING POOL/SPA		
EXCAV. REINF. SETBACKS: Radius Sl., Bonding, Exp. Soil, Ramp Loc., Surcharge.		
FENCE/GATES: Height, Closers, Accessibility, Latches, Stability.		
FINAL INSPECTION		
MISCELLANEOUS		
SPRAY PAINT BOOTH:		
RETAINING WALL:		
DUST COLLECTION SYSTEM:		
VENEER:		
RE-ROOF:		
SIGN(S):		
INSPECTION	DATE	INSP. SIGN.

INSPECTION NOTES

SETBACKS:

FRONT ____ SIDE ____ SIDE ____ FRONT

PLOT PLAN

STREET

PLEASE PLAN A 1" SQ. SCALE

CITY OF SOUTH PASADENA

1414 Mission Street • South Pasadena • California 91030 • (818) 799-9101

PLANNING & BUILDING DIVISION

BUILDING PERMIT

Building Address	227 Oaklawn Ave.			U.B.C. Edition	91	Type Const.	V-N
Lot No.	Tract	Tract		Occ. Load		Occ. Group	R-3
Owner	George & Linda McDonald			USE ZONE	R-1	Variance Required	Appr.
Mailing Address	227 Oaklawn Ave.			Lot Size			
City	So. Pasadena	Zip 91030	Tel. 818-799-6473				
Contractor	owner/builder			VALUATION: $	4500.00		
Address					BUILDING FEE	#825	72 00
City	Zip	Tel.			S.M.I. FEE		50
State Lic. & Classif.		City Lic. No.		F E E S	PLAN CHECKING FEE		
Arch., Engr., Designer					Energy Compl. Fee		
Address		Tel.			Penalty		
City	Zip	State Lic. No.			SPECIAL INSP.		
Proposed Construction	6' block wall						72 50
Sq. Ft. Size	No. Stories	No. Units		PERMIT NO.:	14675	WORKERS COMP. EXP.	Exempt
New [X] Add. [ ] Alter. [ ] Repairs [ ] Demolition [ ]				PROCESSED BY:		Date:	6-17-93

PAID

WORKER'S COMPENSATION DECLARATION

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Policy No. _____ Company _____

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Date 6/17/93 Applicant Linda McDonald

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Lender's Name None

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Signature of Applicant Linda McDonald Date 6/17/93

Mailing Address 227 Oaklawn Ave

City, State, Zip So. Pasadena CA 91030

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Date _____

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[X] I am exempt under Sec. 7044 B.&P.C. for this reason _____

Date 6/17/93 Owner Linda McDonald

immediate family

INSPECTOR COPY

CONST. HRS. 8 AM-7 PM ONLY
ORD. NO. 1582

This is a building permit when properly filled out, signed and vali and is subject to expiration if work thereunder is suspended for 180 days.

INSPECTION RECORD

FOUNDATION: (Gr. Certif. Comp. Tests, Setbacks, Forms, Reinf. Steel, Excavation.		
FLOOR SLAB/JSTS., GIRDERS: Mesh, Vap. Barrier, Blkg., Spans, Access, Vents, Tr. Lmbr.		
MASONRY: Reinf., Mortar Jts., Grout Lifts, Clean-Outs, Bolts.		
ROOF SHTG: Nailing, Diaph. Blocking, Material Grade and Thickness, Roof Drains.		
FRAMING: Walls, Raft., Jsts., Blocking, Bracing, Nailing, Backing, Diaphr. Draft Stops.		
INSULATION: Thickness, R-Values, Piping, Sound Caulking.		
FIREWALLS: Material, Thickness, Dampers, Doors, Closers, Fusible Links.		
INTERIOR: LATH/DRY WALL: Nailing, Supports, Laps, Joint Reinf.		
EXTERIOR LATH/SIDING: Mesh, Fasteners, Laps, Paper, Thickness, Backing.		
FINAL INSPECTION: Finish Grading Certif., Slope Plant., Energy Compl. Card Posted, Pkg. Access, Fire Doors, Exits, Locking Devices, Landings, House Numbers, Weather Stripping, Plot Plan Clear.		
SWIMMING POOL/SPA		
EXCAV. REINF. SETBACKS: Radius Stl., Bonding, Exp. Soil, Ramp Loc., Surcharge.		
FENCE/GATES: Height, Closers, Accessibility, Latches, Stability.		
FINAL INSPECTION		
MISCELLANEOUS		
SPRAY PAINT BOOTH:		
RETAINING WALL:		
DUST COLLECTION SYSTEM:		
VENEER:		
RE-ROOF:		
SIGN(S):		
INSPECTION	DATE	INSP. SIGN.

INSPECTION NOTES

SETBACKS:

FRONT | SIDE | SIDE | FRONT

PLOT PLAN

STREET

PLEASE PLAN A 1" SQ. SCALE

STATE OF CALIFORNIA

STATE BOARD OF EQUALIZATION
PROPERTY TAX DEPARTMENT
PO BOX 942879, SACRAMENTO, CALIFORNIA 94279-0064
1-916-274-3350 ● FAX 1-916-285-0134
www.boe.ca.gov

TED GAINES
First District, Sacramento

SALLY J. LIEBER
Second District, San Francisco

ANTONIO VAZQUEZ
Third District, Santa Monica

MIKE SCHAEFER
Fourth District, San Diego

MALIA M. COHEN
State Controller

YVETTE M. STOWERS
Executive Director

September 20, 2024

No. 2024/037

TO COUNTY ASSESSORS:

HISTORICAL PROPERTY INTEREST COMPONENT – 2025 LIEN DATE

A city, county, or city and county may contract with the owner of qualified historical property to restrict the use of the property in such a way as to promote the property's continued preservation. In exchange for agreeing to the restrictions on use, a property owner receives a preferential assessment treatment. Under this treatment, which is set forth in sections 439 through 439.4 of the Revenue and Taxation Code (RTC), the Assessor must value the property by applying the capitalization of income method in a specified manner.

RTC section 439.2 requires the State Board of Equalization (Board) to annually determine the interest component of the capitalization rate that the Assessor shall use in applying the specified method. Specifically, RTC section 439.2, subdivisions (b)(1) and (c)(1) require that the interest component "…be determined by the board and announced no later than October 1 of the year preceding the assessment year and that was the yield rate equal to the effective average interest rate on conventional mortgages as most recently determined by the Federal Home Loan Mortgage Corporation, or as that entity may be known in the future, as of September 1, rounded to the nearest one-fourth of 1 percent."

The most recently published information provides that the effective average interest rate on conventional mortgages was 6.35 percent. Rounded to the nearest one-quarter percent, the interest component of the capitalization rate used in the valuation of enforceable restricted historical property for the 2025 assessment year is **6.25 percent**.

For your reference, a table is enclosed listing the interest components announced for current and prior assessment years.

Sincerely,

/s/ David Yeung

David Yeung
Deputy Director
Property Tax Department

DY:mo
Enclosure

HISTORICAL PROPERTIES ASSESSED UNDER SECTIONS 439-439.4 OF THE REVENUE AND TAXATION CODE

INTEREST COMPONENTS FOR CURRENT AND PRIOR YEARS

Lien Date	Interest Component	Lien Date	Interest Component
1978	9.50	2017	3.75
1979	10.25	2018	4.00
1980	11.50	2019	4.75
1981	12.50	2020	4.25
1982	15.25	2021	3.00
1983	14.75	2022	2.75
1984	12.50	2023	5.75
1985	13.50	2024	7.25
1986	11.25	2025	6.25
1987	10.25		
1988	9.50		
1989	9.25		
1990	10.50		
1991	10.25		
1992	9.50		
1993	8.00		
1994	7.25		
1995	7.75		
1996	7.50		
1997	7.75		
1998	7.75		
1999	7.25		
2000	7.50		
2001	8.00		
2002	7.25		
2003	6.50		
2004	5.50		
2005	6.00		
2006	5.75		
2007	6.75		
2008	6.75		
2009	6.50		
2010	5.25		
2011	5.00		
2012	4.75		
2013	3.75		
2014	4.00		
2015	4.25		
2016	4.25		

[redacted]

LA CHIMNEY
— INSPECTORS —

Chimney Inspection Report

For: Linda and Joseph McDonald
227 Oaklawn Ave
S Pasadena CA 91030

[redacted]

Date: 5/05/2023

The three reinforced masonry fireplaces at the property were inspected today. All three were rebuild with metal flue pipes above the roof line. This is an indicator that the chimney structure was found damaged and rebuilt from the attic floor to the top (about 9-10 feet). This is usually the normal procedure for a reinforced masonry chimney.

The **present repair** for such a broken chimney is entailed in the LA City Details (Approved Engineered Plans) entitled "Reconstruction and Replacement of Earthquake Damaged Masonry Chimney"

The repair comprises:

1. Tear down the masonry down to the top of the smoke chamber.
2. Build a foundation on the remnant masonry structure. This foundation consists of rebars and 10-inch concrete that is poured around it.
3. Adaptor cone to convert a rectangular masonry cross section to a circular metal cross section
4. An anchor plate to which the metal pipes will be secured.
5. A chase that houses the metal flue pipe. The chase has a metal frame and plywood for the walls. The exterior is covered with stucco.
6. A chase cover and a cap.
7. A roof brace if the city inspector calls for it and a cricket.
8. That all this work is permitted through the city and the rebuild passes the 4-5 city inspections.

Now before 1994, there was no detailed plan with all the above 8 steps. What I found done for the three chimneys on the property are the precursors of the present plan. With experience and more frequent chimney inspections in the last couple decades (with a video camera), these plans were redesigned and updated repeatedly until we have a model that seems to work and is fire safe.

From the lessons learned what I see at the transition from masonry to metal flue need to be corrected to make the chimneys fire safe. To do so, one needs to pull permits if none were pulled earlier.

LIVING ROOM CHIMNEY



From the top down:

There is no approved spark arrester cap on top of the chimney. This can lead to water intrusion. I recommend a standard cap and spark arrester.







The exterior stucco is in great condition. there are no signs of structural damage.

In the attic space there is no access to the chimney for inspection of the masonry to metal transition.


REC
00:01:49
2023/05/05 10:05:15
REC
REC
Made in the USA with Global Resources.
REC
00:00:33
2023/05/05 10:03:59



The video inspection of the interior of the flue shows that the masonry section of the chimney is in good condition with just a couple areas where the mortar shows some small deterioration. For a 100-year-old flue it is in very good condition. For good measure, I recommend applying a fresh layer of high temperature mortar on the interior surfaces of the flue walls.

The transition from masonry to metal was blocked by the metal and my camera could not go past it.



The smoke chamber space has old mortar and thin mortar. There are some depressions and rough edges but no holes or cracks.

The whole smoke chamber needs to be coated with a fresh layer of high temperature mortar that insulates the heat and smoothly channels the combustion gas up the flue. To get to the smoke chamber, the damper and a couple of rows of bricks from the back wall need to be removed.

There are some small gaps and cracks in the back wall of the firebox. These are potential hazards and should be sealed with high temperature mortar.

There is a gas line into the firebox. The gas valve works and there is gas flow through the log lighter. We do not check for gas leaks. The gas company offers that service for free.



The valve is old and manually operated. One can inadvertently push the knob open. It should be replaced by a standard fireplace gas valve which needs a special key to operate it.

Fire screens are required when burning wood.

The chimney is above 30 inches in width. It should have a cricket. (a cricket is a metal saddle that diverts rainwater away from the base of the chimney). When the roof needs an overhaul, ask the roofers to install one as it is their specialty.

Recommendations: LIVING ROOM CHIMNEY:

1. Check the city records for the rebuilt of the chimney. Pull permits to do the rebuild as needed.
2. If possible, climb down the chase while removing the metal flue pipes.
3. Build an anchor plate and an adaptor cone. Install the metal flue pipes.
3. Thoroughly sweep and wash the chimney's interior surfaces.
4. Re-tuck the gaps in the flue. May want to use a bell tool. Flue dimension is about 9 by 14 (clay liners).
5. Apply some high temperature mortar to create a 3D shell in the smoke chamber to insulate the masonry and help funnel the combustion gas upwards.
6. Re-tuck the firebox and face seal.
7. Re-set the couple of courses of bricks on the back wall.
8. Install a metal chase cover.
9. Install a standard cap and spark arrester.
10. Replace the existing gas valve by a standard fireplace gas valve operated with a special key.

.

FAMILY ROOM CHIMNEY

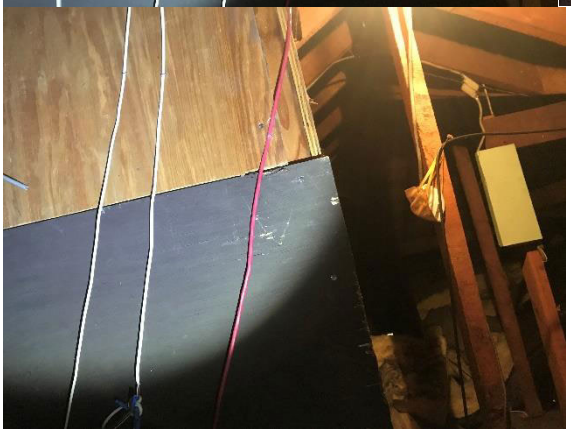


From the top down:

There is no approved spark arrester cap on top of the chimney.







In the attic space the area of the chimney which has been rebuilt is covered with plywood nailed to the wood frame. I could not see between the plywood to see the inside of the chase.







The chimney above the roof line has a metal chase cover and 4 clay liners at the top.





At upper section the metal flue are fine. Camera could only travel through the 5 of the 10 feet. Too much friction to try to reach 40 feet up.



At transition, the cross section of the flue expands abruptly.



Same here



Same here



transition to the metal


Area just below the transition, there are exposed bricks and gaps which are fire hazards.


00:03:



Gaps



exposed bricks


same










The video inspection of the interior of the flue shows that there are gaps between the bricks which are potential fire hazards as hot gases can travel between them. Usually, there are wood framing or roof near the chimney. They should be sealed with high temperature mortar.
The upper part of the chimney has metal flue pipes (about 10-12 feet of it). The transition from the masonry to the metal has large gaps which are fire hazards.



The smoke chamber space has old masonry lining the interior surfaces. There are exposed bricks. The whole smoke chamber needs to be coated freshly with a layer of high temperature mortar that insulates the heat and smoothly channels the combustion gas up the flue. The metal sheet with a hole cut out may have been used as a damper. Never seen one to know its full purpose.



The firebox walls have been maintained and are fine.

There is a gas line into the firebox. The gas valve works and there is gas flow through the log lighter. We do not check for gas leaks. The gas company offers that service for free.



The valve is old and manually operated (same as Living Room Chimney). If one closes the valve past the horizontal line, then it reopens. I accidently did this. It should be replaced by a standard fireplace gas valve which needs a special key to operate it and which is closed FULLY when the valve is closed tight clockwise.

There are gaps at the face seal which should be filled with high temperature mortar.

Fire screens are required when burning wood.

Recommendations: FAMILY ROOM CHIMNEY:
1. Check the city records for the rebuilt of the chimney. Pull permits to do the rebuilt as needed.
2. If possible, cut off the top section of the chase which has masonry. climb down the chase while removing the metal flue pipes.
3. Build an anchor plate and adaptor cone. Install the metal flue pipes.
4. Thoroughly sweep and wash the chimney's interior surfaces.
5. Re-tuck the gaps in the flue. May want to use a bell tool. Flue dimension is about 9 by 14 (clay liners).
6. Apply some high temperature mortar to create a 3D shell in the smoke chamber to insulate the masonry and help funnel the combustion gas upwards.
7. Re-tuck the firebox and face seal.
8. Re-set the couple of courses of bricks on the back wall.
9. Install a metal chase cover.
10. Install a standard cap and spark arrester. There are flour clay liners at the top. Sometimes these flues are not related to the chimney and serve another system or have been abandoned. During the repair the technician can see with direct line of sight and propose a solution.

BEDROOM CHIMNEY



From the top down:

There is no approved spark arrester cap on top of the chimney. This can lead to water intrusion. I recommend a standard cap and spark arrester.

In the attic space there is no access to the chimney for inspection of the masonry to metal transition.



at the flue pipe section, something prevented my camera to go further up.



Just below the transition there is a large gap which is a fire hazard.



the transition from the masonry to the flue starts with an adaptor cone. This one was created 50 years ahead of the present design of it.



This is where the gas line after travelling 10 feet within the flue goes into the attic**. One can see the hole in that metal flap and that is a large fire hazard.**





Tracing the gas line as it goes up within the flue.





Otherwise, the masonry flue is fine. Very good condition for a 100+-year flue.

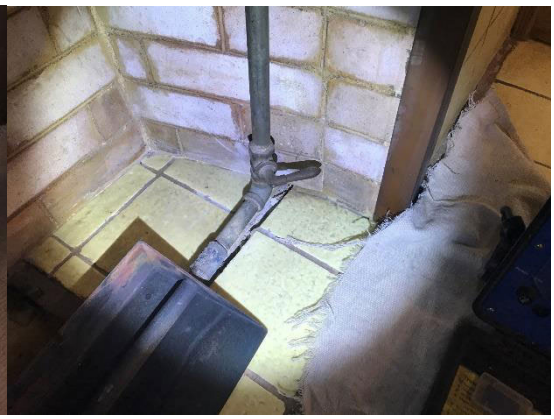


The smoke chamber space has holes and gaps in the masonry surfaces. The throat of the smoke chamber is narrow. This makes maintenance and chimney sweep very difficult.

As the whole smoke chamber needs to be coated with a layer of high temperature mortar, a couple of rows of bricks from the back wall need to be removed. When these bricks are reinstalled after the repair, they can be set at a more vertical angle to allow maintenance and chimney sweeps.



The firebox walls are in good condition but the floor has a grove.


There is a gas line into the firebox. The gas line comes from the smoke chamber and uses flexible gas line. This is not approved. Also, high up, heat can warm up the gas pipe and the gas within and could be creative explosive results. A new gas line need to be properly reinstalled. Looks like the gas lines are running across the attic floor. (This is a common use of the attic to line gas pipes.)

There are gaps at the face seal which should be filled with high temperature mortar.

Fire screens are required when burning wood.

Recommendations: BEDROOM CHIMNEY:

1. Check the city records for the rebuilt of the chimney. Pull permits to do the rebuilt
2. If possible, climb down the chase while removing the metal flue pipes.
3. Install an anchor plate and adaptor cone. Install the metal flue pipes.

[redacted]

4. Thoroughly sweep and wash the chimney's interior surfaces.
5. Re-tuck the gaps in the flue. May want to use a bell tool. Flue dimension is about 9 by 14 (clay liners).
6. Apply some high temperature mortar to create a 3D shell in the smoke chamber to insulate the masonry and help funnel the combustion gas upwards.
7. Re-set the couple of courses of bricks on the back wall.
8. Install a metal chase cover.
9. Install a standard cap and spark arrester.
10. Re-route the gas line through the wall but not within the flue (if possible).

Those are the recommendations based on my access to different parts of the chimney.

Sincerely,
Bartev Topalian
[redacted]
LA Chimney Inspectors LLC
bart.lachimneyinspectors@gmail.com

EXHIBIT C

SECRETARY OF INTERIOR'S STANDARDS FOR REHABILITATION

The Secretary of the Interior

Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings

The Standards (Department of Interior regulations, 36 CFR 67) pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior, related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and the environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

City Council Agenda Report

ITEM NO. 10

DATE: October 15, 2025

FROM: Todd Hileman, City Manager

PREPARED BY: Erika Ramirez, Community Development Director
Michael Donovan, Associate Planner

SUBJECT: **CONSIDERATION OF ENTERING INTO A MILLS ACT CONTRACT FOR THE PROPERTY LOCATED AT 1000 BUENA VISTA STREET**

Recommendation

It is recommended that City Council find that the project qualifies for an exemption under California Environmental Quality Act (CEQA) Guidelines Section 15308, Class 8 and approve and authorize the entering into a Mills Act contract with the property owners of 1000 Buena Vista Street.

Executive Summary

A Mills Act is a 10-year agreement between the City of South Pasadena (“City”) and a property owner of a designated historic resource. In exchange for a reduction in property taxes, the owner agrees to complete specific restoration and rehabilitation work outlined in a Cultural Heritage Commission (CHC) reviewed Rehabilitation and Restoration Plan ("Work Plan"). Property tax savings must be reinvested into the approved improvements.

Background

On February 20, 2025, the Cultural Heritage Commission reviewed a letter of intent to apply for a Mills Act application for the property located at 1000 Buena Vista Street. Following the review, a subcommittee composed of Chair Lopez and Commissioner Severson was formed to conduct an on-site inspection of the property, along with City staff and the property owners, to assess its condition.

On March 24, 2025, a formal Mills Act application (Exhibit B) was filed by the Applicant’s representative, Debi Howell-Ardila.

On April 22, 2025, the subcommittee and staff conducted an on-site visit with the property owners to inspect the condition of the property.

On May 15, 2025, the Cultural Heritage Commission reviewed the Mills Act application and associated work plan for 1000 Buena Vista Street.

On August 21, 2025, the Cultural Heritage Commission reviewed the Mills Act application and voted 3-0 in recommending that the City Council enter into a Mils Act contract with the property owners of 1000 Buena Vista Street.

Analysis
A Mills Act Agreement is a contract between a property owner and the City that provides a financial incentive to preserve and maintain historically significant properties. Under the agreement, the property owner commits to rehabilitating, restoring, and properly maintaining the property in accordance with established historic preservation standards, while reducing the property tax burden on the property owner for a fixed amount of time to offset the increased cost of historically appropriate maintenance and rehabilitation. This program encourages long-term preservation of historic resources while supporting the City's broader goals of protecting community character and cultural heritage.

The subject property qualifies for a Mills Act contract as it is listed in the California Register of Historical Resources with a Status Code 2B: Determined eligible for National Register of Historical Resources both individually and as a contributor to a National Register eligible multi-component resource like a district in a federal regulatory process. The proposed Rehabilitation and Restoration Plan is appropriate and meets the criteria for a Mills Act contract as outlined in South Pasadena Municipal Code (SPMC) Section 2.68.b.1.c.

The Applicant has provided information regarding the condition of the historic property and a Rehabilitation and Restoration Plan prepared by Debi Howell-Ardila. The following is a list of the proposed work as stated in the Rehabilitation and Restoration Plan:

Proposed Scope of Work	**Estimated Cost**	**Estimated Year of Completion**
1. Structural Retrofit: 90% build of old redbrick into concrete, retrofit full foundation, and diagnose and fix drainage issues.	$ 125,000	2025
2. Façade Brick Chimney: Life safety-related structural repairs.	$ 25,000	2025
3. Electrical System: Fire and life safety upgrades, replacement of original cloth-and-wire electrical system throughout house.	$ 75,000	2025
4. River-Rock Walls and Hardscaping, Façade: Geotechnical evaluation and stabilization plan.	$ 75,000	2027
5. Roof System (Phase 2): Replacement of roof to mitigate leaking and to halt water intrusion and efflorescence at foundation and in basement.	$ 75,000	2030

6. Window Rehabilitation: Repairs to nonoperational and broken windows.	$ 75,000	2032
7. Exterior Wood: Repairs/carpentry work and repainting of wood elements, including wood siding and shingles, roof eaves, and balcony railing; resealing and repainting in period-appropriate palette.	$ 85,000	2035
Total:	$ 610,000	2025 - 2035

The financial analysis for the project is included in Section 3 of the attached Rehabilitation and Restoration Plan. The proposed scope of work is estimated at $610,000. Over the initial 10-year term, the estimated property tax savings under the Mills Act contract total $591,781, with an estimated annual cost to the City of $15,308. The total cost of the proposed improvements exceeds the projected tax savings, consistent with program requirements.

Criteria for Mills Act Contract (SPMC Section 2.68(b)(1)(c))
As outlined in the Cultural Heritage Ordinance, when considering the merits of a proposed Mills Act contract, the Commission shall use the following criteria in making a recommendation to the City Council:

(i) Financial Investment. The estimated tax benefit is not expected to exceed the applicant's proposed financial investment in the cultural resource over the first 10 years of the contract.

The applicant is proposing to invest $610,000 in qualified repairs and restoration over the first ten-years of the Mills Act contract. The tax benefit over the same period is expected to be $591,781. Thus, the estimated tax benefit is not expected to exceed the applicant's proposed financial investment in the cultural resource over the first ten years of the contract. Criterion (i) is met.

(ii) Public Benefit. The proposed Mills Act contract features a work plan that will provide a benefit to the public by: rehabilitating the property for continued occupancy or adaptive reuse; improved viability through systems upgrades and structural reinforcement upgrades; preserving and maintaining the character-defining features of the property, and/or restoring character-defining features of the property that have been significantly altered or removed over time.

The home was built in 1903 and shows areas in need of repair. Multiple foundation and structural issues are present around the property. The foundation is sinking on the west side of the home, primarily on the red brick foundation, the red brick chimney is showing signs of structural failure, and the river rock wall and stairs around the front patio is damaged from tree root intrusion. A structural retrofit and geotechnical analysis is proposed to address this issue. The roof system will be repaired and replaced in areas showing signs of deterioration and water damage. Signs of water intrusion are present in the foundation, and the roof repairs will help alleviate the issue. The existing cloth-and-wire and knob and tube electrical system shows signs of unsecured wiring and fire damage. The entire electrical system will be

upgraded to address safety and hazard issues. Existing character defining windows will also be repaired and restored to return to normal operation. Therefore, Criterion (ii) is met.

(iii) Retroactive Limitations. The estimated tax benefit will not be used for any maintenance or alteration work that was previously completed or initiated before the contract is approved, unless it can be shown that the completed work was necessary in the interest of the public health or safety following involuntary damage or destruction caused by fire, act of nature, or any other casualty.

Work has been conducted prior to approval of the Mills Act contract, but none of the estimated tax benefit will be used for any maintenance or alteration work that was previously completed or initiated before the contract is approved. Therefore, Criterion (iii) is met.

(iv) Limitations on Maintenance. The estimated tax benefit will not be used for routine maintenance work except for exemplary or exceptional properties that have financially burdensome maintenance requirements.

The estimated tax benefit will not be used for maintenance work, therefore, Criterion (iv) is met.

(v) Limitations on Interior Work. The estimated tax benefit will not be used for work within the interior of a cultural resource unless the commission determines the following exceptions should be made: the interior work is necessary to improve the structural integrity of the property; the interior work is necessary to preserve and maintain character-defining features within the cultural resource that are specifically identified as part of the official landmark nomination; and/or the interior work is necessary to preserve and maintain character-defining features of the property that were discovered subsequent to its landmark designation. The commission must first determine that those interior features are character-defining based on substantial evidence provided by the applicant.

The proposed Rehabilitation and Restoration Plan does include interior work but is necessary to improve the structural integrity of the property such as foundation issues, water intrusion, and an outdated electrical system. Therefore, Criterion (v) is met.

(vi) Limitations on Landscaping. The estimated tax benefit will not be used for landscaping work unless it will be used for specific landscape features that were identified as part of the official landmark nomination.

No landscaping work is proposed using the estimated tax benefit, therefore, Criterion (vi) is met.

Alternatives
The City Council may decide to deny the request and not enter into a Mills Act contract with the property owners.

Fiscal Impact
The estimated tax savings for the property owners is $591,781 over a 10-year period. Property taxes are distributed amongst a number of "taxing entities" that provide property based services, including, but not limited to, Los Angeles County, South Pasadena School District,

Pasadena Area Community College, LA County Sanitation and Flood control districts, and Upper San Gabriel Valley Municipal Water district. The City receives approximately 24 cents for every one dollar ($1.00) paid by property owners. Therefore, the total reduction is not fully born by the City. The total estimated cost to the City as a result of property tax reduction is approximately, $15,000 - $17,500 per year, or $155,000 over the 10-year period of the contract.

Although the City will see a reduction in property tax revenue, the benefits of the program include economic benefits of conserving resources and reinvestment as well as the important role historic preservation can play in revitalizing older areas, creating cultural tourism, building civic pride, and retaining the sense of place and continuity with the community's past.

Key Performance Indicators and Strategic Plan
The Property Owner will provide to the City on the third anniversary date of this Agreement and every third year thereafter a report describing the preservation tasks that are in progress and have been completed pursuant to this Agreement.

Commission Review and Recommendation
On August 21, 2025, the Cultural Heritage Commission reviewed the Mills Act application and voted 3-0 in recommending that the City Council enter into a Mils Act contract.

Environmental Analysis
In accordance with the California Environmental Quality Act (CEQA), the project qualifies for an exemption under the California Environmental Quality Act (CEQA) Guidelines Section 15308, Class 8: Actions taken by regulatory agencies, as authorized by state or local ordinance, to assure the maintenance, restoration, enhancement, or protection of the environment where the regulatory process involves procedures for protection of the environment.

Class 8 exemptions apply to actions taken by regulatory agencies, as authorized by state law or local ordinance, to assure maintenance, restoration, enhancement, or protection of the environment where the regulatory process involves procedures for environmental protection. The Mills Act contract is a regulatory tool to promote the preservation of historical resources. Approval of the contract will result in the long-term protection and maintenance of a designated historic resource, contributing to the preservation of the City’s cultural and architectural environment. There are no unusual circumstances that would result in a significant environmental impact.

Attachment:
Attachment No. 1 - Mills Act Contract - 1000 Buena Vista

RECORDING REQUESTED BY
AND WHEN RECORDED RETURN TO:

CITY OF SOUTH PASADENA
City Clerk
1414 Mission Street
South Pasadena, California 91030

ATTN: City Clerk

Recording Fee: Exempt pursuant to
California Govt. Code Section 27383

SPACE ABOVE THIS LINE IS RESERVED FOR
RECORDER'S USE

TITLE(S)

MILLS ACT CONTRACT

THIS MILLS ACT CONTRACT ("Agreement") is made and entered into this 15th day of October 2025, by and between the CITY OF SOUTH PASADENA, CALIFORNIA, a municipal corporation ("City"), and Neilesh Mutyala and Cailin Goldberg-Meehan ("Owner").

RECITALS

(i) California Government Code Section 50280 et seq., authorizes cities to enter into contracts with the Owner of qualified historical property to provide for the use, maintenance, and restoration of such historical property so as to retain its characteristics as property of historical significance;

(ii) Owner possesses fee title in and to that certain real property, together with associated structures and improvements thereon, located at 1000 Buena Vista Street, South Pasadena, California, Assessor's Parcel Number 5317-008-004 ("Historic Property"). A legal description of the Historic Property is attached hereto, marked as "Exhibit A" and is incorporated herein as if fully set forth;

(iii) As set forth in South Pasadena Municipal Code Section 2.68(b)(1)(B), the Historic Property is listed in the California Register of Historical Resources and is located in the Buena Vista Historic District. The property is characterized as part of the district's area that is comprised of large stately homes associated with prominent architects or prominent local families primarily designed in the Craftsman idiom;

(iv) City and Owner, for their mutual benefit, now desire to enter into this Agreement both to protect and preserve the characteristics of historical significance of the Historic Property, and to qualify the Historic Property for an assessment of valuation pursuant to the provisions of Chapter 3 of Part 2 of Division 1 of the California Revenue and Taxation Code and to carry out

the purposes of Article 12 (commencing with Section 50280) of Chapter 1, Part 1, of Division 1 of Title 5 of the California Government Code.

NOW, THEREFORE, City and Owner, in consideration of the mutual covenants and conditions contained herein, do hereby agree as follows:

1. EFFECTIVE DATE AND TERM. The Agreement shall be effective and commence on October 15, 2025 and shall remain in effect for a minimum period of ten (10) years, unless the property owner is issued a notice of non-renewal as provided in Section 2.68(b)(1)(E)(v) of the South Pasadena Municipal Code.

2. AUTOMATIC RENEWAL. Unless a notice of non-renewal is issued, this Agreement shall automatically be extended by one (1) year for each anniversary date of the Agreement unless otherwise specified herein.

3. NON-RENEWAL. If recommended by the Commission and approved by the City Council, a notice of non-renewal may be issued six (6) years into the duration of this Agreement. The procedure for notice of non-renewal by the Owner of the City shall be in accordance with Government Code Section 50282 as it may be amended from time to time.

4. APPEAL OF NOTICE OF NON-RENEWAL. The property owner shall have the right (per Government Code Section 50282) to appeal a notice of non-renewal to the City Council.

5. STANDARDS FOR HISTORIC PROPERTY. During the term of this Agreement, the Historic Property shall be subject to the following conditions, requirements, and restrictions:

a. Owner shall rehabilitate, preserve and maintain the historically significant Characteristics of the Historic Property. Attached hereto, marked as "Exhibit B" and incorporated herein by this reference is a list of those items for rehabilitation, restoration and maintenance planned for preservation of the Historic Property and a timeline for completion, which Owner shall carry out shall apply to such property throughout the term of this Agreement. In addition, Owner shall comply with the applicable provisions of the South Pasadena Municipal Code (See, Article IVH of the South Pasadena Municipal Code) and shall obtain any applicable permits necessary to protect, preserve, restore and rehabilitate the Historic Property so as to maintain its historical significance.

b. Owner shall additionally and where necessary, restore and rehabilitate the property according to the rules and regulations of the City, the State Office of Historic Preservation of the Department of Parks and Recreation, the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings and the State Historical Building Code and shall maintain the entire property according to minimum standards and conditions, attached hereto, marked as "Exhibit C".

6. LIMITATIONS. Under Section 2.68(b)(1)(C)(iii)–(vi), the estimated tax benefit will not be used for: (1) any maintenance or alteration work that was previously completed or initiated before the Contract is approved, unless it can be shown that the completed work was

necessary in the interest of the public health or safety following involuntary damage or destruction caused by fire, act of nature, or any other casualty; (2) routine maintenance work except for exemplary or exceptional properties that have financially burdensome maintenance requirements; (3) work within the interior of a Historic Property unless the Cultural Heritage Commission determines an exception should be made; and (4) landscaping work unless it will be used for specific landscape features that were identified as part of the official landmark nomination.

7. INSPECTIONS. The Owner shall allow reasonable inspections, by prior appointment given a minimum of at least 24 hours in advance, of the interior and exterior of the Historic Property by representatives of the County of Los Angeles Assessor, State Office of Historic Preservation, State Board of Equalization and the City, as may be necessary to determine Owner's compliance with the terms and conditions of this Agreement.

8. PROVISION OF COMPLIANCE INFORMATION. The Owner hereby agrees to furnish the City with any and all information requested by the City which may be reasonable and necessary to determine compliance with the terms and provisions of this Agreement. In addition, the Owner shall agree to provide to the City on the third year of the term of this Agreement and every third year thereafter a report describing the preservation tasks that are in progress and have been completed pursuant to this Agreement.

9. BINDING EFFECT OF AGREEMENT. This Agreement shall be binding on all successors-in interest of the Owner to the benefits and burdens of this Agreement. The Agreement shall stipulate escrow instructions that require a review and re-evaluation of the property every three years.

10. CANCELLATION. City following a duly noticed public hearing as set forth in California Code Section 50280 et seq., may cancel this Agreement if City determines that the Owner has breached any of the conditions or covenants of the Agreement or has allowed the Historic Property to deteriorate to the point that it no longer meets the significance criteria under which it was designated. City may also cancel this Agreement if it determines Owner has failed to restore or rehabilitate the Historic Property in the manner specified in Paragraph 5 of this Agreement. The City may also cancel this Agreement if, upon consultation with the State of California Office of Historic Preservation, the preservation, rehabilitation, or restoration becomes infeasible due to damage caused by natural disaster. City’s right to cancel this Agreement pursuant to this paragraph shall in no way limit or restrict its rights or legal remedies arising from City’s Cultural Heritage Ordinance and Municipal Code.

11. CANCELLATION FEE. In the event of cancellation, Owner shall be subject to payment of those cancellation fees set forth in California Government Code Section 50280 et seq., described herein. Upon cancellation, Owner shall pay a cancellation fee equal to twelve and one-half percent (12.5%) of the current fair market value of the property as determined by the County Assessor as though the Historic Property were free of the contractual restriction pursuant to this Agreement. The Owner shall pay the cancellation fee to the County Auditor in the time and manner prescribed by the County Auditor.

12. ENFORCEMENT OF AGREEMENT. In lieu of and/ or in addition to any provisions to cancel this Agreement as referenced herein, City may specifically enforce, or enjoin the breach of the terms of this Agreement. In the event of a breach by Owner under the provisions of this Agreement, City shall give written notice to Owner by registered or certified mail to the address stated in this Agreement, which notice shall specifically identify the alleged breach and the proposed action which City recommends to Owner to cure said alleged breach. Owner shall hereafter have sixty (60) days within which to cure such breach to the reasonable satisfaction of the City. Upon completion by Owner of the cure of the breach, City shall withdraw its notice of breach. Should Owner not cure such breach within the time period specified above, then City may, without further notice, declare a default under the terms of this Agreement and may bring any action necessary to specifically enforce the obligations of Owner arising out of the terms of this Agreement, apply to any court, state or federal, for injunctive relief against any violation by Owner or apply for such other relief as may be appropriate. City may at its sole discretion extend the 60-day cure period. Such extension must be in writing.

13. WAIVER. City does not waive any claim or default by Owner if City does not enforce or cancel this Agreement. All other remedies at law or in equity which are not otherwise provided for in this Agreement or in the City's regulations governing historic properties are available to City to pursue in the event there is a breach of this Agreement. No waiver by City of any breach or default under this Agreement shall be deemed to be a waiver of any other subsequent breach thereof or default hereunder.

14. BINDING EFFECT OF AGREEMENT. Owner hereby subjects the Historic Property to the covenants, reservations and restrictions set forth in this Agreement. City and Owner hereby declare their specific intent that the covenants, reservations, and restriction as set forth herein shall be deemed covenants running with the land and shall pass to and be binding upon Owner's successors and assigns in title or interest to the Historic Property. Each and every contract, deed or other instrument hereinafter executed, governing or conveying the Historic Property, or any portion thereof, shall conclusively be held to have been executed, delivered and accepted subject to the covenants, reservations and restriction expressed in this Agreement regardless of whether such covenants, reservations and restrictions are set forth in such contract, deed or other instrument. City and Owner hereby declare their understanding and intent that the burden of the covenants, reservations and restrictions set forth herein touch and concern the land in that it restricts development of the Historic Property. City and Owner hereby further declare their understanding and intent that the benefit of such covenants, reservations and restrictions touch and concern the land by enhancing and maintaining the cultural and historic characteristics and significance of the Historic Property for the benefit of the public and Owner.

15. NOTICE. Any notice required to be given by the terms of this Agreement shall be provided at the address of the respective parties as specified below, by personal delivery or United States mail, postage prepaid, addressed as follows:

City: City of South Pasadena
Community Development Director
1414 Mission Street

South Pasadena, California 91030

Owner: Neilesh Mutyala & Cailin Goldberg-Meehan
1000 Buena Vista Street
South Pasadena, California 91030

16. EFFECT OF AGREEMENT. None of the terms, provisions or conditions of this Agreement shall be deemed to create a partnership between the parties hereto and any of their heirs, successors or assigns, nor shall such terms, provisions or conditions cause them to be considered joint ventures or members of any joint enterprise.

17. INDEMNITY OF CITY. Owner agrees to protect, defend, indemnify, and shall hold City and its elected officials, officers, agents, and employees harmless from liability for claims, loss, proceedings, damages, causes of action, liability, costs or expense, including reasonable attorney's fees in connection with damage for personal injuries, including death, and claims for property damage which may arise from the direct or indirect use or operations of such Owner or those of its contractor, subcontractor, agent, employee or other person acting on its behalf which relate to the use, operation, capital improvement and/or maintenance of the Historic Property and/or Owner's activities in connection with the Historic Property. Owner hereby agree to and shall defend the City and its elected officials, officers, agents, and employees with respect to any and all actions for damages caused by, or alleged to have been suffered, by reason of the operations referred to in this Agreement regardless of whether or not the City prepared, supplied or approved the plans, specifications or other documents for the Historic Property. This indemnification includes, without limitation, the payment of all penalties, fines, judgments, awards, attorney's fees and related costs or expenses, and the reimbursement of legal expenses and costs incurred by the City, its elected officials, employees or agendas. Owner's obligation to indemnify shall survive the termination, cancellation or expiration of this Agreement.

18. BINDING UPON SUCCESSORS. All of the agreements, rights, covenants, reservations, and restrictions contained in the Agreement shall be binding upon and shall inure to benefit of the parties herein, their heirs, successors, legal representative, assigns and all persons acquiring any part or portion of the Historic Property, whether by operation of law or in any manner whatsoever. A successor in interest shall have the same rights and obligations under the Agreement as the original owner who entered into the Agreement.

19. LEGAL COSTS. In the event legal proceedings are brought by any party or parties to enforce or restrain a violation of any of the covenants, reservations or restrictions contained herein, or to determine the rights and duties of any party hereunder, the prevailing party in such proceeding may recover all reasonable attorney's fees to be fixed by the court, in addition to court costs and other relief ordered by the court.

20. SEVERABILITY. In the event that any of the provisions of this Agreement are held to be unenforceable or invalid by any court of competent jurisdiction, or by subsequent

preemptive legislation, the validity and enforceability of the remaining provisions, or portions thereof, shall not be affected thereby.

21. GOVERNING LAW. This Agreement shall be construed and governed in accordance with the laws of the State of California. Venue shall be in Los Angeles County.

22. EMINENT DOMAIN PROCEDURES. Upon the filing of an action in eminent domain by a public agency for the condemnation of the fee title of any land described herein or of less than fee interest which will prevent the portion of land condemned or a portion of it which is the subject of this Agreement from being used for any authorized use, or upon the acquisition in lieu of eminent domain by a public agency for a public improvement, if the City Council determines that the condemnation or acquisition frustrates the purpose of this Agreement, the portions of this Agreement by which Owner agree to preserve and to restrict the use of property described herein shall be canceled and this Agreement shall be deemed null and void upon such filing as to the portion of the land condemned or acquired and to the additional land the use of which for an authorized purpose will be prevented as a result of condemnation or acquisition. In such event, no cancellation fee is imposed as set forth in Government Code Section 50286. If, subsequent to the filing of an action in eminent domain, the proposed condemnation is abandoned by the condemning agency as to all or a portion of the land subject to this Agreement, the restrictions on the use of the property included in this Agreement shall, without further agreement of the parties, be re-instituted and the terms of this Agreement shall be in full force and effect.

23. RECORDATION. No later than twenty (20) days after the parties execute this Agreement, the Owner or Owner's agent shall record this Agreement in the Office of the County Recorder of the County of Los Angeles.

24. AMENDMENTS. This Agreement may be amended, in whole or in part, by a written instrument executed by the parties that is thereafter recorded in the Office of the County Recorder of the County of Los Angeles.

25. NOTICE TO OFFICE OF HISTORIC PRESERVATION. The City shall provide written notice of this Agreement to the State Office of Historic Preservation within 180 days of entering into this Agreement.

[SIGNATURES ON NEXT PAGE]

IN WITNESS THEREOF, City and Owner have executed this Agreement on the day and year first above written.

CITY OF SOUTH PASADENA

_____
Janet Braun, Mayor

ATTEST:

_____
Mark Perez, Acting Chief City Clerk

APPROVED AS TO FORM

_____
Roxanne Diaz, City Attorney

OWNER:

_____
Neilesh Mutyala

OWNER:

_____
Cailin Goldberg-Meehan

CALIFORNIA ALL-PURPOSE ACKNOWLEDGEMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of _____)

On _____, before me, _____,
(insert name and title of the officer)

Notary Public, personally appeared _____,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature_____ (Seal)

EXHIBIT A

LEGAL DESCRIPTION

EXHIBIT A

Legal Description

For APN/Parcel ID(s): 5317-008-004

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE CITY OF SOUTH PASADENA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA AND IS DESCRIBED AS FOLLOWS:

Lots 5, 6 and the West 20 feet, front and rear of Lot 4, of Wood and Church's Park Ridge Tract, in the City of South Pasadena, County of Los Angeles, State of California, as per Map recorded in Book 5, Page 10 of Record of Surveys, in the office of the County Recorder of said County.

Except the North 25 feet of said land.

EXHIBIT B

MILLS ACT APPLICATION & REHABILITATION PLAN



Mills Act Application | Williams-Perrin Residence

1000 Buena Vista Street, South Pasadena

Prepared for:
City of South Pasadena
Department of Planning and Building
South Pasadena, CA 91030

Prepared by:
Debi Howell-Ardila, MHP
Neilesh Mutyala and Cailin Goldberg-Meehan

March 2025

Mills Act Application, Williams-Perrin Residence

1000 Buena Vista Street, South Pasadena

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2	Schedule and Reporting System	5
3	Rehabilitation and Repair Work Plan and Priorities	6
4	Financial Analysis	11

Appendix A: Owner's Letter of Intent and Photographic Overview

Appendix B: Financial Analysis, Supporting Documents

1. Legal Description
2. Annual Property Tax Statement
3. Homeowner's Insurance Bill
4. Homeowner's Earthquake Insurance Bill
5. Utility Bill: Southern California Edison, Electric Bill
6. Utility Bill: City of South Pasadena, Water Bill

Appendix C: Excerpts from *Secretary of the Interior's Standards*, 2017, with specific treatment recommendations for Masonry; Wood; Wrought Iron; Roofs; Windows; and Building Site

1. Project Background

This Mills Act Historic Property Contract application was prepared for the Williams-Perrin Residence, 1000 Buena Vista Street, South Pasadena (APN #5317-008-004). Built in 1903, this Craftsman-style home is designated on the California Register of Historical Resources (CRHR), both individually and as a contributor to the Buena Vista Historic District. The property has a California Historical Resources Status Code of "2B" ("Determined eligible for National Register of Historic Places as an individual property and as a contributor to an eligible district in a federal regulatory process. Listed in the California Register of Historical Resources.").



According to available records, the home was constructed in 1903 for Charles P. Williams. Subsequent owners included the sister of First Lady Lucretia R. Garfield, the widow of assassinated US President James Garfield; First Lady Garfield lived across the street at 1001 Buena Vista Street.

The Williams-Perrin Residence was designed by the Los Angeles-based architectural firm of Train & Williams, founded by Robert Farquhar Train and Edmund Williams. Founded in 1903 as the Arts and Crafts movement was emerging and transforming Southern California, the firm was associated with the Arroyo Guild of Fellow Craftsmen, a Los Angeles-based group of Arts and Crafts practitioners. Train & Williams designed other high-profile commissions in the region, including Judson Studios in Garvanza and the 1905 Williams House in Highland Park, which is City of Los Angeles Historic/Cultural Monument #411.

The property is located in the Raab Tract, which was "the first significant settlement in South Pasadena after the rancho period." The tract was developed by David and Antonia Raab. As noted in the 2014 *City of South Pasadena Citywide Historic Context Statement*,

> Raab purchased 60 acres of undeveloped land of the former Rancho San Pasqual in 1871 from Griffin and Wilson. The property extended from what is now Buena Vista Street on the north to El Centro Street on the south, and from what is now Fremont Avenue on the east to what is now Meridian Avenue. This was three years before the Indiana Colony was founded north and west of the Raab tract, along what is now Orange Grove Avenue.[1]

In addition to its individual designation, the property contributes to the CRHR-designated Buena Vista Historic District. With contributors featuring high-style examples of late 19th- and early 20th-century architectural styles, the district embodies early residential settlement in South Pasadena. As noted in the *South Pasadena Citywide Historic Context Statement,*

> Settlement of prominent residents in the Buena Vista neighborhood, a trend that started in the late 19th century, continued in the first decade of the 20th century. One of the most notable newcomers to the city was Lucretia Garfield, widow of former United States

[1] City of South Pasadena, Planning and Building Department. 2014. *South Pasadena Citywide Historic Context Statement,* p. 47. Available at: https://www.southpasadenaca.gov/government/departments/planning-and-building/planning-division. Accessed 28 February 2025.

> President James Garfield. …In 1903, she commissioned architects Charles and Henry Greene…to build her a winter residence on Buena Vista Avenue."[2]

In addition to contributing to the Buena Vista Historic District, the Garfield Residence is South Pasadena Landmark #4. Overall, the district consists of intact, distinctive examples of late 19th- and early 20th-century architectural styles, including the Arts and Crafts "Craftsman" style. As the Buena Vista Historic District was taking shape, the Arts and Crafts movement dominated residential design in South Pasadena (and beyond). As noted in the *Citywide Historic Context Statement*, South Pasadena

> retains intact streets and neighborhoods, along with prominent individual examples, illustrating the importance of Arts and Crafts architecture and the role it played in residential development in the early 20th century. Southern California, and Pasadena in particular, was a center of the American Arts and Crafts movement; the philosophy, aesthetics, and major proponents and practitioners all influenced South Pasadena.[3]

The Williams-Perrin Residence is roughly L-shaped in plan and two-stories in height. It consists of a wood-frame structure resting on a brick and concrete foundation. Exterior walls are sheathed in horizontal wood siding and shingles. Capping the property is a complex, hipped roof, terminating in shallow eaves with exposed rafter tails. Fenestration consists of a series of grouped, multi-light, wood-framed windows in a variety of configurations, including double-hung sashes, casements, and fixed lights.



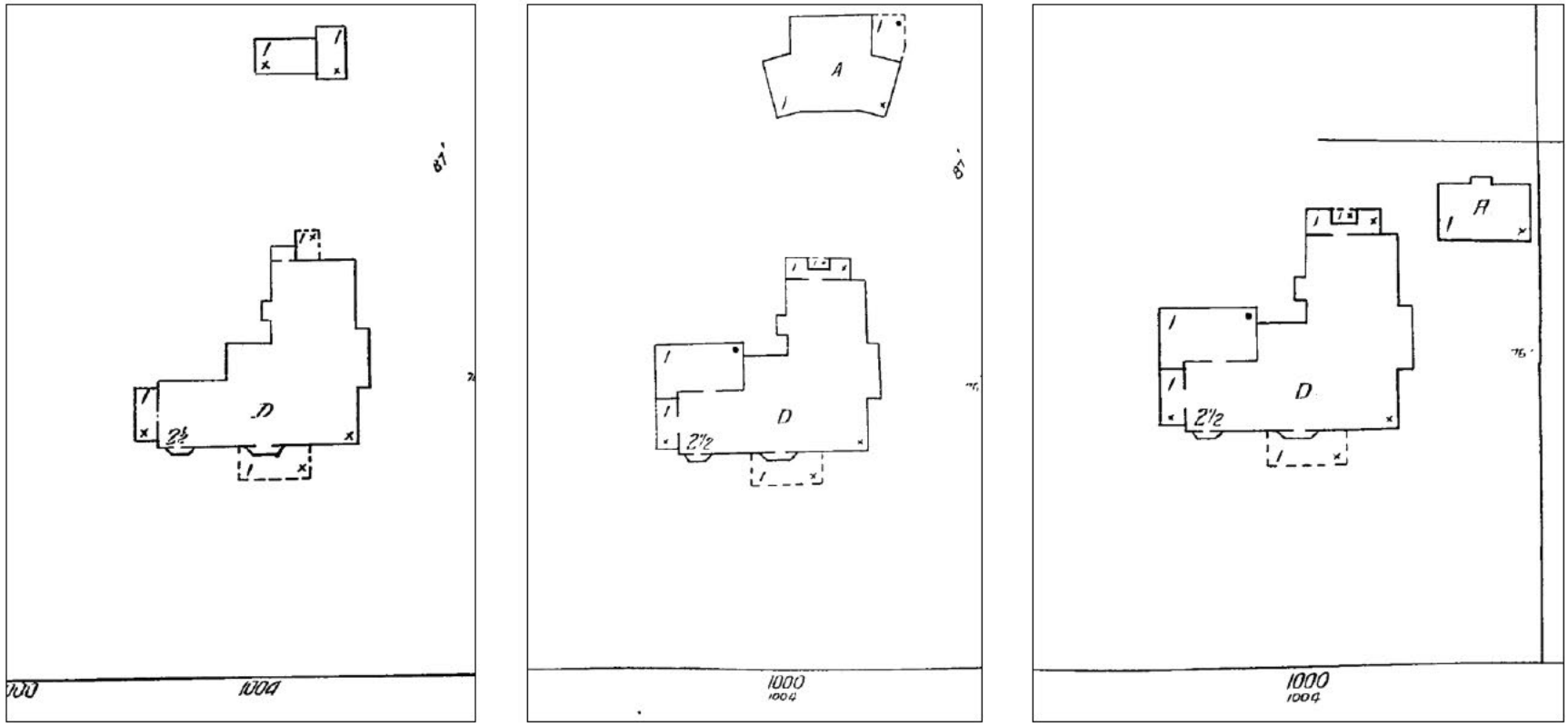
The focal point of the primary entrance is a distinctive, Dutch farmhouse-style door, with decorative iron hardware and a leaded-glass window. Adjacent to the door are three rectangular, leaded-glass windows, recessed within molded wood frames. Molded panels accent the entry porch walls above and beneath the windows. Sheltering the entrance is a flat porch roof, with tapered river-rock piers and wood-post railing. Vertical wood planks form the ceiling of the porch roof. The entrance is accessed via concrete steps flanked with river-rock walls.

The façade features a full-height brick chimney, accented with attenuated, raised vertical bands and a curved, grooved chimney pot. The home displays two additional brick chimneys (on the rear and north elevations). Alterations to the property include two small additions on the rear elevations, both of which are visually subordinate to the scale and character of the home. A large backyard, with landscaping and a pool, are located along the western portion of the property. The home occupies a large lot at the corner of Meridian Avenue and Buena Vista Street, with a deep setback and berm elevating the building. Mature landscaping and trees further enhance the property. Hardscaping includes low, river-rock walls capped with square concrete slabs. The property is in good repair overall. A photographic overview of the property can be viewed in Appendix B; Figure 1 below provides an overview of available historic Sanborn Fire Insurance Maps, showing the limited additions to the house between 1910 and 1951.

[2] City of South Pasadena, Planning and Building Department. 2014. *South Pasadena Citywide Historic Context Statement,* p. 95. Available at: https://www.southpasadenaca.gov/government/departments/planning-and-building/planning-division. Accessed 28 February 2025.

[3] City of South Pasadena, Planning and Building Department. 2014. *South Pasadena Citywide Historic Context Statement*, p. 111.

Figure 1. Sanborn Fire Insurance Maps, 1910 (left), 1930 (middle), and 1951 (right); additions to the residence over time primarily occurred through the back and side elevations



Source: Los Angeles Public Library, Sanborn Fire Insurance Map Collection

Summary of Mills Act Application Steps Completed

In January 2025, the property owners filed a Letter of Intent to apply for the Mills Act, which was subsequently discussed at the Cultural Heritage Commission (CHC) hearing. The CHC favorably reviewed the Letter of Intent and created a subcommittee to tour the property and offer input on the proposed Mills Act workplan items. The subcommittee for the Mills Act application consists of CHC Chair Conrado Lopez and Commissioner Scott Severson.

With the Williams-Perrin Residence over 120 years old, and following several years in which the home has been vacant, a number of critical preservation/rehabilitation and repair projects are needed for the property. The Mills Act property tax abatement would help the owners complete these projects and ensure the long-term preservation of this important property.

The proposed Mills Act workplan priorities are described below; the first five work efforts are related to urgent fire/life safety issues in need of completion prior to a return to occupancy:

1.	Structural retrofit: 90% build of old redbrick into concrete, retrofit full foundation, diagnose and fix drainage issues	2025
2.	Façade brick chimney: life safety-related structural repairs	2025
3.	Electrical System: fire/life safety upgrades, replacement of original cloth-and-wire electrical system throughout house	2025
4.	River-rock walls and hardscaping, façade: Geotechnical evaluation and stabilization plan	2027
5.	Roof System (Phase 2): replacement of roof, to mitigate leaking and and to halt water intrusion and efflorescence at foundation and in basement	2030
6.	Window rehabilitation: repairs to nonoperational and broken windows	2032
7.	Exterior Wood: repairs/carpentry work and repainting of wood elements, including wood siding and shingles, roof eaves, and balcony railing; resealing and repainting in period-appropriate palette	2035

Phase 1 of roof system repairs, which will mitigate leaking and wall drainage issues, is underway and therefore is not included among the capitalized expenses of this Mills Act application. This application includes other similar projects that are needed for the long-term preservation of the home (but are not listed as capitalized expenses in the Mills Act workplan).

This application reflects all feedback and suggestions provided by the CHC to date. Section 2 provides an overview of the application schedule and reporting system; Sections 3 and 4 present the Description of Work Plan and Priorities and the Financial Analysis.

Appendices include the original Letter of Intent (Appendix A), photographic overview of issues (Appendix B), and documentation for the financial analysis (Appendix C). An inspection report and excerpts from the *Secretary's Standards* round out Appendices D and E.

As the owners of a distinctive historic property, the applicants understand the importance of ensuring that all repair, maintenance and rehabilitation projects follow the City guidelines and the *Secretary of the Interior's Standards for the Treatment of Historic Properties*. Each project, as well as the corresponding Standards-compliant treatment approach, is described in more detail in this application.

2. Schedule and Reporting System

Project	Completion Year
1. Structural retrofit: 90% build of old redbrick into concrete, retrofit full foundation, diagnose and fix drainage issues	2025
2. Façade brick chimney: life safety-related structural repairs	2025
3. Electrical System: fire/life safety upgrades, replacement of original cloth-and-wire electrical system throughout house	2025
4. River-rock walls and hardscaping, façade: Geotechnical evaluation and stabilization plan	2027
5. Roof System (Phase 2): replacement of roof, to mitigate leaking and to halt water intrusion and efflorescence at foundation and in basement	2030
6. Window rehabilitation: repairs to nonoperational and broken windows	2032
7. Exterior Wood: repairs/carpentry work and repainting of wood elements, including wood siding and shingles, roof eaves, and balcony railing; resealing and repainting in period-appropriate palette	2035
8. Maintenance: Termite inspections/mitigation	Annual inspection
9. Maintenance: Roof inspections and repairs as needed	Triannual inspection
10. Maintenance: Paint inspection and repairs as needed	Triannual inspection

Noncapitalized Projects

1. Phase 1 of roof repairs (repairs and waterproofing for three flat-roof segments of house)
2. Plumbing repairs and modernization
3. HVAC/heating system upgrades

Reporting System

The property owners of 1000 Buena Vista Street will provide bi-annual written updates to the City of South Pasadena in the final quarter of the year, documenting progress and providing updates and photographs on the Mills Act work plan.

Prior to commencement of work efforts, Certificates of Appropriateness (CoA) will be obtained by the property owners as required by the City of South Pasadena Cultural Heritage Ordinance. Progress reports will include detailed work descriptions, photographs of work completed, and copies of permits and CoAs/CHC guidance and input as applicable.

3. Description of Work Plan and Priorities

This section provides an overview of each work effort to be included in the Mills Act workplan for 1000 Buena Vista Street. Each work effort is designed to comply with the *Secretary's Standards*.

Proposed Project & Description	Est. Cost	Priority

1. Structural Retrofitting and Foundation Repairs and Upgrades **$ 125,000** **Urgent**

The property is not properly fastened to its foundation; signs of foundation disrepair include sinking on the west side of the house, on its primarily red brick foundation. This work effort involves a structural retrofit according to industry standards and applicable building codes. A qualified contractor will reinforce elements of the foundation in need of stabilization and reinforcement. Project design and implementation will not affect character-defining features and would avoid direct or indirect impacts to character-defining features. **See Inspection Report for additional detail.**

2. Façade Chimney Structural Repairs and Re-pointing **$25,000** **Urgent**

The façade's full-height brick chimney shows signs of structural failure and requires stabilization and repairs. The priority will be retaining as much original brick as possible. Should any character-defining brick need replacement, it will be replaced in-kind to match existing in materials, profile/size, color, finishes, and other aspects of appearance. Mortar color, texture, and materials will be selected for compatibility in appearance and performance.

Secretary's Standards treatment approach for changes to roof include: identify, retain, and preserve "the functional and decorative features that are important in defining the overall historic character of the building. This includes the roof's shape, such as hipped, gambrel, and mansard; decorative features such as cupolas…chimneys, and weathervanes; and roofing material such as slate, wood, clay tile, and metal, as well as its size, color, and patterning." **See Appendix C, 2017 *Standards for Rehabilitation*, Masonry, for additional guidance.**

Overview of façade chimney





Section 3 Description of Work Plan and Priorities (continued)

Proposed Project & Description	Est. Cost	Priority

3. Electric System Replacement and Upgrades **$75,000** **Urgent**

This work item includes a range of necessary electrical systems upgrades. At present, the home displays areas with unsecured wiring as well as electrical connections with no junction boxes, which represent potential shock or electrocution hazards. In addition, some open junction boxes are present. The home also still retains its knob and tube wiring and has evidence of interior fire damage associated with the electrical system. **See Inspection Report for additional detail.**

Replacement of the home's electrical systems will be completed to mitigate fire/life safety hazards prior to being occupied again (the home has been vacant for several years). All work will be completed by a qualified contractor according to industry standards and applicable building codes. Project design and implementation for all systems upgrades will not affect character-defining features and would avoid direct or indirect impacts to character-defining features.

4. Geotechnical analysis and front hardscaping and sidewalk repairs **$75,000** **2027**

Under this item, a geotechnical evaluation will be prepared by a structural engineer meeting the qualifications set forth in the South Pasadena Cultural Heritage Ordinance to recommend a plan for mitigating/repairing damage to concrete sidewalk and steps due to tree root intrusion and uplift. At present, river-rock retaining walls, with concrete caps, are separating from concrete steps and showing signs of structural failure. The geotechnical study may include input from a qualified arborist, in order to explore strategies for retaining the mature tree while also mitigating damage to hardscaping caused by root growth. During repair activities, repair/replace as needed damaged, eroding, or missing concrete or river-rock walls along the front walkway. This work item will include repairs to the existing damage and mitigation to avoid ongoing damage.

New elements to match existing in size, shape, material, color, and texture. This will include historic river-rock, concrete caps, and concrete steps. Treatment approach will avoid abrasive cleaning methods (such as pressure washing) and use the gentlest methods possible.

Where materials presently do not have a sealant or finish, no sealants or finishes should be added. **See Appendix C, 2017 *Standards for Rehabilitation*, Masonry, and Building Site, for additional guidance.**

Overview of concrete hardscaping and river-rock walls in need to study and repair



Section 3 Description of Work Plan and Priorities (continued)

Proposed Project & Description	Est. Cost	Priority

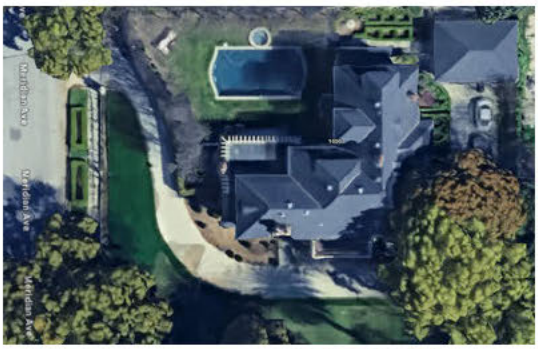
5. Roof Replacement, Roof System Repairs, and Related Carpentry **$75,000** **High**

Remove/replace composition shingles. Repair underlying roof system where needed. In areas of the roof line with wood features, repairs and carpentry work to address any damaged or deteriorated wood rafters and eaves, fascia, and other wood framing. If needed, replacement of any wood features will be made to match existing in materials, appearance, patterning, finishes/texture, and size/profile.

Water intrusion along the building foundation will be addressed and corrected, both through foundation upgrades and improved roof flashing. At present, the basement and foundation show signs of water efflorescence along the interior of the foundation wall at the level of the exterior grade. An inspection indicated that exterior surface runoff is seeping through the foundation wall at grade level. This work effort will ensure that flashing systems are adequate and water run-off is diverted water away from the foundation exterior. **See Inspection Report for additional detail.**

No power-washing will be used for exterior materials or character-defining features. Cracked and peeling paint to be removed with Peel Away, lightly hand-sanded, primed, and set with two coats of paint. *Secretary's Standards* treatment approach: identify, retain, and preserve "the functional and decorative features that are important in defining the overall historic character of the building. This includes the roof's shape; decorative features such as cupolas...chimneys, and weathervanes; and roofing material such as slate, wood, clay tile, and metal, as well as its size, color, and patterning." **See Appendix B, 2017 *Standards for Rehabilitation*, Roofs, for additional guidance.**

Overview of complex roof system







Section 3 Description of Work Plan and Priorities (continued)

Proposed Project & Description	Est. Cost	Priority

6. Window repairs/rehabilitation **$ 75,000** **Medium**

Rehabilitation of historic windows will address cracked/broken glazing; repair of non-operational double-hung windows, including replacement of missing sash cords where needed; re-weathering stripping/re-sealing. Window frames, surrounds and sills will be prepped and repainted in a period-appropriate palette. **See Inspection Report for additional detail.**

Treatment approach will include the gentlest methods possible, for window removal, glazing repairs, and repainting—**contractors will not use power-washing or machine sanding** for any character-defining features. Gentlest means possible, including hand-sanding, will be used in prepping for repainting of the exterior. Work will be planned and directed by a contractor with experience in historic preservation. **See Appendix C, 2017 *Standards for Rehabilitation*, Windows, for additional guidance.**

Overview of wood-frame windows







Section 3 Description of Work Plan and Priorities (continued)

Proposed Project & Description	Est. Cost	Priority

7. Exterior wood features, carpentry, repairs, refinishing/painting **$85,000** **Medium**

Exterior wood features include wood siding and shingles, exposed rafter tails, wood doors, and entrance porch features including wood-plank ceiling. Some wood features require repairs, limited carpentry work, and/or in-kind replacement and refinishing. Gaps between wood siding and the brick chimneys and other framing members require repair to avoid and mitigate water intrusion. **See Inspection Report for additional details on existing conditions.** Any repairs to wood features will retain original materials to the maximum extent practicable. Should repairs be infeasible due to deterioration, replacement will be in-kind to match existing in materials, appearance, patterning, finishes/texture, and size/profile. Finishes will match existing or reflect a period-appropriate palette. Character-defining materials that **are not presently painted will not be painted but rather finished in accordance with the present finish**. Treatments will avoid abrasive cleaning methods and use the gentlest methods possible—contractors will not use power-washing or machine sanding for wood features. **See Appendix C, 2017 *Standards for Rehabilitation*, Wood, for additional guidance.**

Overview of wood features







4. Mills Act Work Plan, Financial Analysis

Proposed Project & Description	Est. Cost	Schedule
1. Structural retrofit: 90% build of old redbrick into concrete, retrofit full foundation, diagnose and fix drainage issues	$125,000	2025
2. Façade brick chimney: life safety-related structural repairs	$25,000	2025
3. Electrical System: fire/life safety upgrades, replacement of original cloth-and-wire electrical system throughout house	$75,000	2025
4. River-rock walls and hardscaping, façade: Repairs, geotechnical evaluation, and stabilization	$75,000	2027
5. Roof System (Phase 2): replacement of roof, to mitigate leaking and water entry and damage	$150,000	2030
6. Window rehabilitation: repairs to nonoperational and broken windows	$75,000	2032
7. Exterior Wood: repairs/carpentry work and repainting of wood features, including siding, roof eaves, and balcony railing; resealing and repainting in period-appropriate palette	$85,000	2035
Owner's Total Investment in 1000 Buena Vista Street:	**$ 610,000**	
Total Tax Savings for Owners (10-year period)	**$ 591,781**	
Average Annual Cost to the City of South Pasadena:	**$ 15,308**	
Noncapitalized expenses		
Roof System (Phase 1): repairs to three flat-roof areas, to mitigate leaking and water entry and damage	$50,000	2025
Garage door safety upgrades	$15,000	2025
Plumbing upgrades, including full re-pipe and sewer lines	$45,000	2025
HVAC repairs to ducting and systems	$25,000	2025
Mold treatment and mitigation in master bedroom, basement and closet	$40,000	2025

4. Mills Act Work Plan, Financial Analysis, 1000 Buena Vista Street (con't)

Mills Act Application, 1000 Buena Vista Street, Financial Analysis

Property Address: 1000 Buena Vista Street, California **Assessor's ID #:** 5317-008-004
Type: Single-family Residence **Current Assessed Value:** $ 5,300,000
Landmark #: Designated on California Register of Historical Resources (individually and as contributor to historic district)

REVENUES	**Annual Increase**	**Current Yr 2025**	**Year 1 2026**	**Year 2 2027**	**Year 3 2028**	**Year 4 2029**	**Year 5 2030**	**Year 6 2031**	**Year 7 2032**	**Year 8 2033**	**Year 9 2034**	**Year 10 2035**	
1. Monthly Revenues		10,000.00	10,300.00	10,609.00	10,927.27	11,255.09	11,592.74	11,940.52	12,298.74	12,667.70	13,047.73	13,439.16	
2. Annual Rental Income	3.0%	120,000.00	123,600.00	127,308.00	131,127.24	135,061.06	139,112.89	143,286.28	147,584.86	152,012.41	156,572.78	161,269.97	
ANNUAL EXPENSES													
3. Insurance	5.0%	10,000.00	10,500.00	11,025.00	11,576.25	12,155.06	12,762.82	13,400.96	14,071.00	14,774.55	15,513.28	16,288.95	
4. Utilities	6.0%	4,140.00	4,388.40	4,651.70	4,930.81	5,226.65	5,540.25	5,872.67	6,225.03	6,598.53	6,994.44	7,414.11	**Total Costs**
5. Maintenance	5.0%	46,190.00	48,499.50	50,924.48	53,470.70	56,144.23	58,951.45	61,899.02	64,993.97	68,243.67	71,655.85	75,238.64	$610,021.50
6/7. Management / Other		0.00											
TOTAL EXPENSES													
8. Sum lines 3 through 7		$60,330.00	$63,387.90	$66,601.18	$69,977.75	$73,525.95	$77,254.51	$81,172.64	$85,290.00	$89,616.75	$94,163.58	$98,941.70	
ANNUAL NET INCOME													
9. Line 2 minus line 8		$59,670.00	$60,212.10	$60,706.82	$61,149.49	$61,535.11	$61,858.37	$62,113.63	$62,294.86	$62,395.66	$62,409.21	$62,328.27	
CAPITALIZATION RATE													
10. Interest Component	5.75%												
11. Historic Property Risk Component	4.00%												
12. Property Tax Component	1.016%												
13. Amortization Component (Improvement/Land Value x .03)	0.34%												
14. Total Capitalization Rate	11.11%												
NEW ASSESSED VALUE													
15. Mills Act Assessment (Line 9 divided by Line 14)		$537,277.15	$549,634.52	$562,276.12	$575,208.47	$588,438.26	$601,972.34	$615,817.71	$629,981.51	$644,471.09	$659,293.92	$674,457.68	
TAXES: AMOUNT TO BE PAID													
16. Tax under Mills Act (Line 15 x .01035146)		5,561.60	5,689.52	5,820.38	5,954.25	6,091.20	6,231.29	6,374.61	6,521.23	6,671.22	6,824.65	6,981.62	
17. Current Tax	1.160%	61,435.00	62,147.65	62,868.56	63,597.83	64,335.57	65,081.86	65,836.81	66,600.52	67,373.08	68,154.61	68,945.21	**Total Tax Savings**
18. Tax Savings (Line 17 minus line 16)		55,873.40	56,458.13	57,048.18	57,643.59	58,244.37	58,850.57	59,462.20	60,079.29	60,701.87	61,329.96	61,963.58	$591,781.73
TAXES: COST TO CITY													**Annual Average**
19. Annual Cost to City	26%	$14,527.08	$14,679.11	$14,832.53	$14,987.33	$15,143.54	$15,301.15	$15,460.17	$15,620.62	$15,782.49	$15,945.79	$16,110.53	$15,308.21

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Appendix A

Letter of Intent and Photographic Overview, January 2025

Neilesh Mutyala and Cailin Goldberg-Meehan

1000 Buena Vista Street
South Pasadena, California 91030
(p) 202.270.6266 (e) neilesh.mutyala@gmail.com

January 6, 2025

Dean Robles, AICP, Senior Planner
Alison Becker, AICP, Acting Community Development Director
Conrado Lopez, AIA, Chair, Cultural Heritage Commission
City of South Pasadena Planning & Building Department
1414 Mission Street
South Pasadena, CA 91030

Dear Mr. Robles, Ms. Becker, and Mr. Lopez:

We are writing to express our interest in applying for the Mills Act Historic Property Contract program for our home at 1000 Buena Vista Street, South Pasadena (APN #5317-008-004). Built in 1903, our residence is designated on the California Register of Historical Resources and the South Pasadena Register of Cultural Resources, both individually and as a contributor to the Buena Vista Historic District. The property has a California Historical Resources Status Code of "2B" {"Determined eligible for National Register of Historic Places as an individual property and as a contributor to an eligible district in a federal regulatory process. Listed in the California Register of Historical Resources."}.

We learned about the Mills Act program through the former Chair of the Cultural Heritage Commission (and current Planning Commission member), Mark Gallatin.

In mid-December 2024, we purchased 1000 Buena Vista Street as our primary residence, for ourselves and our three children (and two dogs). We currently live in South Pasadena and have since the beginning of 2020. We have not yet moved in to 1000 Buena Vista Street. When we purchased the residence, it had been vacant for two years (and semi-vacant since 2020), so we have encountered a significant number of repairs and deferred maintenance issues, some of which relate to fire-life-safety issues and ideally should be completed in 2025, while we are in the process of applying for the Mills Act. We understand that the Cultural Heritage Ordinance does allow for some retroactive inclusion of upgrades when they are completed in the interest of "public health or safety."

Among the repairs and upgrades that we feel should be completed before we move in are seismic retrofitting (the property is not properly pinned to its foundation), spot repairs to the roof to mitigate water intrusion; and fire-life-safety upgrades, including replacement of the cloth electrical wiring system throughout the home. Other issues include structural failure and deterioration of the full-height brick chimney and stream-rock porch walls along the façade, which need stabilization and repairs. We also anticipate that, within the next decade, we will need to replace the roof and repaint the exterior of the home in accordance with the Secretary's Standards.

With the home turning 122 years old this year, though, these are only a few of the rehabilitation and repair items the home needs to bring it up to date. We are interested in seeking a Mills Act Historic Property Contract to help us tackle a variety of necessary preservation, rehabilitation, and maintenance issues to ensure the property's long-term preservation.

To make sure our Mills Act workplan meets the City's requirements, we have asked local preservation specialist Debi Howell-Ardila to prepare our application and represent us before the CHC and City Council. She has conducted a site visit and started a literature review for the property; based on this, Debi has shared her opinion that our would be a distinctively strong candidate for a Mills Act contract, based on the number of significant repairs and upgrades that are needed.

Following this letter, you'll find a brief overview of the existing conditions of our house, just as a preliminary overview. We thank you for your consideration and look forward to hearing from you on next steps.

Sincerely,

Neilesh Mutyala and Cailin Goldberg-Meehan

Figure 1 1000 Buena Vista Street, façade (east elevation)



Figure 2 Overview of façade and north elevation



Figure 3 Detail of front porch, capped with a flat roof; porch roof beams and wood members are deteriorated and show signs of failure, due to water intrusion (top and bottom)





Figure 4 East (façade) and south elevation; overview of brick chimney and foundation in need of repairs and re-pointing



Figure 5 Detail of base of brick chimney and foundation in need of repairs and re-pointing



Figure 6 Overview of sorth elevation



Figure 7 Overview of north elevation



Figure 8 Overview of west (rear) elevation



Figure 9 Rear (west) elevation, showing flat-roof portion of house with water intrusion and site settlement issues



Figure 10 Detail of southwest corner, showing flat-roof segment with water intrusion and site settlement issues



Figure 11 Foundation crack in southwest corner, showing site settlement issues in need of study and mitigation



Figure 12 Example of wood-framed windows in need of repairs, re-hanging/weather-stripping, and re-painting (top and bottom)





Appendix B

Financial Analysis, Supporting Documents

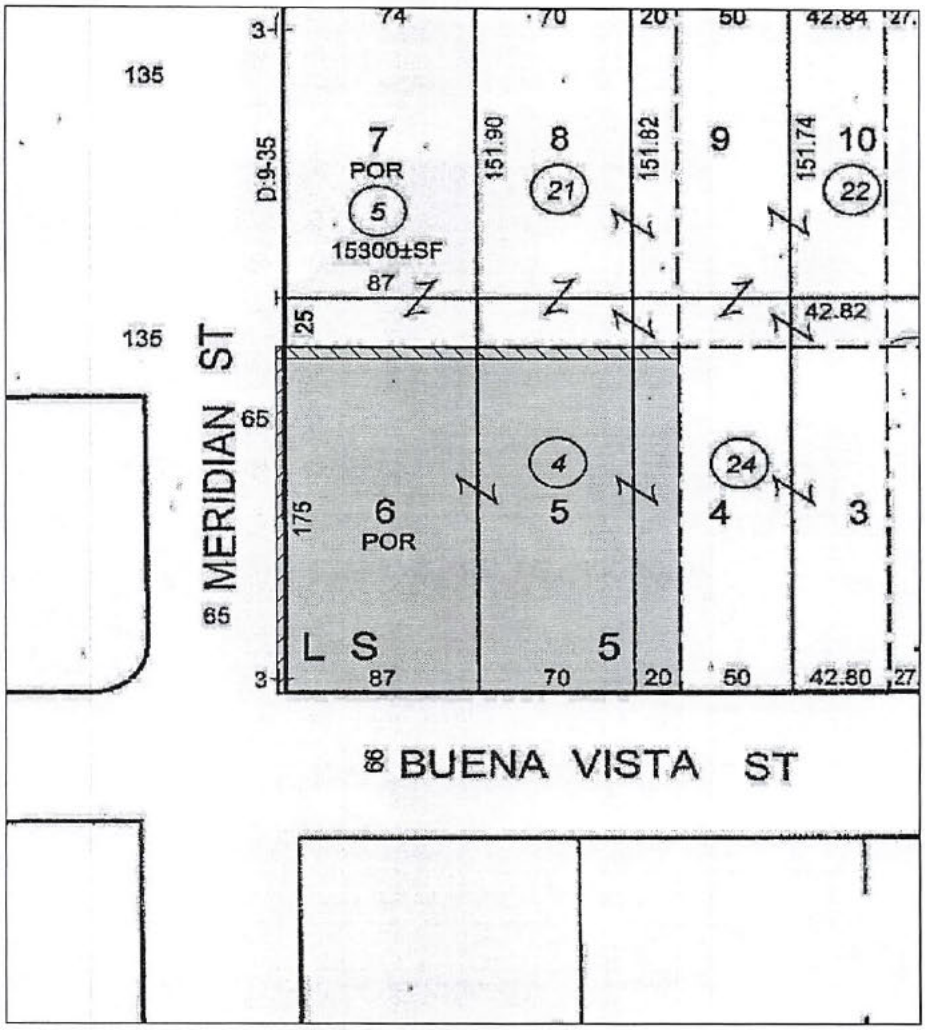
1. Legal Description of Property
2. Los Angeles County Property Tax Statement and Statement of Reassessed Value
3. Homeowner's Insurance Bill
4. Utility Bill: Southern California Edison, Electric Bill
5. Utility Bill: City of South Pasadena, Water Bill

Docusign Envelope ID: BBE9E669-0995-4473-916D-F029233958D4

Scale 1 Inch = 50 Feet

0 50 100

N



LEGEND

Fee, Property In Question

Item No. 2 - Easement for widening Meridian Street
Book 4878, Page 256, of Deeds
Affects as described therein

Item No. 4 - Easement for electrical conduit system
02/17/1949, Instrument No. 1761, of Official Records
Affects as described therein

THE UNDERSIGNED HAS HEREBY READ AND APPROVED THIS DOCUMENT

Signed by:
60388C5D8B9C41F...

Signed by:
AFC3A6665CAE412...

©2022

Lawyers Title Company
7530 N. Glenoaks Blvd.,
Burbank, CA 91504
Phone: (818) 767-2000 FAX: (818) 504-4937

	Title Order No. 123072972	Drawing Date:
	Reference : 1000 BUENA VISTA ST	Assessor's Parcel No. : 5317-008-004
	Property: 1000 Buena Vista Street, South Pasadena, State Of California	Data :

This map/plat is being furnished as an aid in locating the herein described Land in relation to adjoining streets, natural boundaries and other land, and is not a survey of the land depicted. Except to the extent a policy of title insurance is expressly modified by endorsement, if any, the Company does not insure dimensions, distances, location of easements, acreage or other matters shown thereon.

Plat Showing Lots 5, 6 and the West 20 feet, front and rear of Lot 4, of Wood and Church's Park Ridge Tract, in the City of South Pasadena, County of Los Angeles, State of California, as per Map Recorded in Book 5, Page 10 of Record of Surveys, in the office of the County Recorder of said County.

Sheet 1 of 1

Archive #

EXHIBIT A

Legal Description

For APN/Parcel ID(s): 5317-008-004

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE CITY OF SOUTH PASADENA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA AND IS DESCRIBED AS FOLLOWS:

Lots 5, 6 and the West 20 feet, front and rear of Lot 4, of Wood and Church's Park Ridge Tract, in the City of South Pasadena, County of Los Angeles, State of California, as per Map recorded in Book 5, Page 10 of Record of Surveys, in the office of the County Recorder of said County.

Except the North 25 feet of said land.

JEFFREY PRANG
ASSESSOR

COUNTY OF LOS ANGE
SEE REVERSE SIDE OF THIS FORM FOR EXPLANATION
Si desea ayuda en Español, llame al número 213.974.3211.

MAILING DATE: JANUARY 15, 2025

NOT A TAX BILL
SEND NO MONE

MUTYALA,NEILESH CO TR MGM FAMILY
TRUST
1000 BUENA VISTA ST
SOUTH PASADENA CA 91030-1706

ASSESSOR'S ID NO:5317-008-004
REGION: 05
CLUSTER:05145
SITUS ADDRESS:
1000 BUENA VISTA ST
SOUTH PASADENA CA 91030-1706

NOTICE OF ASSESSED VALUE CHANGE

THIS CHANGE IS DUE TO A CHANGE OF OWNERSHIP OCCURRING DEC. 12, 2024 RESULTIN
IN:

SUPPLEMENTAL ASSESSMENT FOR ROLL YEAR 2024, SEQUENCE NUMBER 010

	NEW ASSESSED VALUE	PRIOR ASSESSED VALUE	NET SUPPLEMENTAL ASSESSMENT
Land:	$ 4,754,200	$ 3,461,687	$ 1,292,513
Improvements:	$ 545,800	$ 1,588,366	$ -1,042,566
Total Real Property:	$ 5,300,000	$ 5,050,053	$ 249,947
Exemption:	$ 0	$ 0	$ 0
Taxable Value:	$ 5,300,000	$ 5,050,053	$ 249,947

	NEW ASSESSED VALUE	PRIOR ASSESSED VALUE	NET SUPPLEMENTAL ASSESSMENT
Land:	$	$	$
Improvements:	$	$	$
Total Real Property:	$	$	$
Exemption:	$	$	$
Taxable Value:	$	$	$

The above change will cause escape assessment(s) as proposed below.

NOTICE OF PROPOSED ESCAPE ASSESSMENT

The following escape assessments will be enrolled ten days after the date of this notice. You will be billed for additional taxes that you owe resulting from both the escape and supplemental assessments.

TAX YEAR	NEW ASSESSED VALUE	PRIOR ASSESSED VALUE	NET ESCAPE AMOUNT
	$	$	$

The property is assessed at less than its taxable value, the difference between the new assessed value and the prior assessed value represents an escape.

* Bills for these years may be prohibited by the statute of limitations.

If you have any questions, please

2024

ANNUAL SECURED PROPERTY TAX BILL

2024

CITIES, COUNTY, SCHOOLS AND ALL OTHER TAXING AGENCIES IN LOS ANGELES COUNTY

SECURED PROPERTY TAX FOR FISCAL YEAR JULY 1, 2024 TO JUNE 30, 2025

ELIZABETH BUENROSTRO GINSBERG, TREASURER AND TAX COLLECTOR

FOR ASSISTANCE, CALL 1(213) 974-2111 OR 1(888) 807-2111, ON THE WEB AT propertytax.lacounty.gov

PROPERTY IDENTIFICATION
ASSESSOR'S ID.NO.: 5317 008 004 24 000

OWNER OF RECORD AS OF JANUARY 1, 2024
NOT AVAILABLE ONLINE

MAILING ADDRESS
0024491-0024491 PDFEC 001 1234-- 691114

ASSESSEE NAME AND ADDRESS ARE NOT AVAILABLE ONLINE PER CA GOV CODE §6254.21

Save Money – Save Time – Pay Online
ttc.lacounty.gov
Electronic Payment Information
(Required for Online and Telephone Payments)
ID#:19 5317 008 004 5 YEAR:24 SEQUENCE:000 2
Personal Identification Number (PIN)
PIN: F8UJZE

SPECIAL INFORMATION

PROPERTY LOCATION AND/OR PROPERTY DESCRIPTION
1000 BUENA VISTA ST SOUTH PASA
WOOD&CHURCHS PARK RIDGE TRACT W 20
FT OF S 175 FT OF LOT 4 AND S 175 FT OF
LOT 5 AND S 175 FT EX OF ST OF LOT 6

ASSESSOR'S REGIONAL OFFICE
REGION #05 INDEX: TRA:09030
EAST DISTRICT OFFICE
1190 DURFEE AVE.
SOUTH EL MONTE CA 91733
(626)258-6001

ACCT. NO.: PRINT NO.: 744491 BILL ID.:

DETAIL OF TAXES DUE FOR	ASSESSOR'S ID. NO. 5317 008 004	YR SEQ 24 000	CK 62

AGENCY	AGENCY PHONE NO.	RATE		AMOUNT
GENERAL TAX LEVY				
ALL AGENCIES		1.000000	$	50,500.53
VOTED INDEBTEDNESS				
METRO WATER DIST		.007000	$	353.50
COMMNTY COLLEGE		.024337		1,229.03
UNIFIED SCHOOLS		.127829		6,455.43
DIRECT ASSESSMENTS				
SAFE CLEAN WATER	(833) 275-7297		$	203.49
FLOOD CONTROL	(626) 979-5498			64.92
LIGHT/LANDSCAPE	(949) 955-1500			78.92
SGV MOSQUITO&VCD	(800) 273-5167			20.00
CNTY SAN DIST 16	(562) 908-4288			160.00
LIBRARY TAX	(626) 403-7330			85.14
MWD STANDBY #15	(866) 807-6864			9.26
TRAUMA/EMERG SRV	(866) 587-2862			357.90
USGV MWD CHG	(866) 807-6864			10.00
SPUSD PARCEL TAX	(800) 676-7516			460.90
RPOSD MEASURE A	(833) 265-2600			129.56

VALUATION INFORMATION

ROLL YEAR 24-25	CURRENT ASSESSED VALUE	TAXABLE VALUE
LAND	3,461,687	3,461,687
IMPROVEMENTS	1,588,366	1,588,366

TOTAL	5,050,053
LESS EXEMPTION:	
NET TAXABLE VALUE	5,050,053

1ST	$30,059.30	2ND	$30,059.28	1ST + 2ND	$60,118.58
	DUE NOVEMBER 1, 2024 (After December 10, 2024, add 10% penalty)		DUE FEBRUARY 1, 2025 (After April 10, 2025, add 10% penalty and $10 cost)		IF PAYING BOTH BY DECEMBER 10, 2024 (Include 1st & 2nd stubs if paying by mail)

ANY RETURNED PAYMENT MAY BE SUBJECT TO A FEE UP TO $50.00.

SEE REVERSE SIDE FOR MORE INFORMATION.

DETACH AND MAIL WITH YOUR PAYMENT
SAVE MONEY! SAVE TIME! PAY ONLINE!

ANNUAL **2024**

ASSESSEE NAME AND ADDRESS ARE NOT AVAILABLE ONLINE PER CA GOV CODE §6254.21

ASSESSOR'S ID. NO.	YR SEQ	CK	PK
5317 008 004	24 000	62	2

FOR MAILING ADDRESS CHANGE
PLEASE SEE REVERSE SIDE OF THIS PAYMENT COUPON.

2ND INSTALLMENT DUE: **$30,059.28** INDICATE AMOUNT PAID

2ND Installment Taxes due Feb. 1 and must be received or USPS Postmarked by April 10
If received or postmarked after, include 10% penalty and $10 cost

MAKE PAYMENT PAYABLE TO:
Please write the ASSESSOR'S ID. NO. on the lower left corner of your payment.

52613

LOS ANGELES COUNTY TAX COLLECTOR
P.O. BOX 54018
LOS ANGELES, CA 90054-0018

25524000253170080040003005928000330752061320410

2ND

DETACH AND MAIL WITH YOUR PAYMENT
SAVE MONEY! SAVE TIME! PAY ONLINE!

ANNUAL **2024**

ASSESSEE NAME AND ADDRESS ARE NOT AVAILABLE ONLINE PER CA GOV CODE §6254.21

ASSESSOR'S ID. NO.	YR SEQ	CK	PK
5317 008 004	24 000	62	1

FOR MAILING ADDRESS CHANGE
PLEASE SEE REVERSE SIDE OF THIS PAYMENT COUPON.

1ST INSTALLMENT DUE: **$30,059.30** INDICATE AMOUNT PAID

1ST Installment Taxes due Nov. 1 and must be received or USPS Postmarked by December 10
If received or postmarked after, include 10% penalty

MAKE PAYMENT PAYABLE TO:
Please write the ASSESSOR'S ID. NO. on the lower left corner of your payment.

62694

LOS ANGELES COUNTY TAX COLLECTOR
P.O. BOX 54018
LOS ANGELES, CA 90054-0018

24624000253170080040003005930000330652369411210

1ST

760

CERTIFICATE OF INSURANCE

EVIDENCE OF PLACEMENT
WITH
CERTAIN NON-ADMITTED INSURER'S
ISSUED BY

CANON INSURANCE SERVICE

POLICY/COVER NOTE NO:	[redacted]
PRIOR POLICY NO:	NEW

This Insurance is effected with certain Insurance Companies and/or Underwriters at Lloyd's, London.

This Certificate is issued in accordance with the limited authorization granted to the Correspondent by certain Insurance Companies and/or Underwriters at Lloyd's, London whose syndicate numbers and the proportions underwritten by them can be ascertained from the office of said Correspondent (all Companies and Underwriters being hereinafter called "Underwriters") and in consideration of the premium specified herein, "Underwriters" hereby bind themselves severally and not jointly, each for his own part, and not one for another, their Executors and Administrators.

The Assured is requested to read this Certificate, and if it is not correct, return it immediately to the Correspondent for appropriate alteration.

All inquiries regarding this Certificate should be addressed to the Correspondent.

In the event of a claim under this certificate, please notify, or instruct your insurance representative to notify:

Canon Insurance Service 8383 Wilshire Blvd. Suite #341 Beverly Hills, California 90211

Insured:	**Neilesh Mutyala**	**Policy Eff. Date:**	**12-12-24**
Address:	**2050 La Fremontia St.**	**Policy Exp. Date:**	**12-12-25**
	S. Pasadena, CA 91030	**Both at 12:01 AM**	

COVERAGE:	Builders Risk/Course of Construction	**LIMIT OF LIABILITY:**	See Schedule – Page 2
CONDITIONS:	*See Cover Note Attached*	**SERVICE OF SUIT:**	*Per Endorsement Attached*

UNDERWRITER &/OR INSURER	**PERCENTAGE OF INSURANCE**
Underwriters at Lloyd's	Refer to Form CQS 03
Great Lakes Insurance SE	Refer to Form CQS 03

AMOUNT	**RATE**	**PREMIUM**
TAXABLE POLICY PREMIUM:		$52,000.00
INSPECTION FEE:		$400.00
POLICY FEE:		$350.00
STATE TAX:	3.000%	$1,582.50
STAMPING FEE:	0.18%	$94.95
POLICY TOTAL:		$54,427.45

02-20-2025
Beverly Hills, Ca:

CANON INSURANCE SERVICE
License No: 0321784

SCHEDULE OF RISK DETAILS
BUILDERS RISK COVERAGE PART DECLARATIONS

Policy Number:	[redacted]
UMR No:	**See CQS03**
Named Insured:	**Neilesh Mutyala**
Mailing Address:	**2050 La Fremontia St., S. Pasadena, CA 91030**
Project Location Address:	**1000 Buena Vista St., S. Pasadena, CA 91030**

Sum Insured:	Total Insured Values – Any One Occurrence
US$8,000,000	Coverage A - Dwelling
Not Covered	Coverage B – Other Structures
Not Covered	Coverage C – Personal Property
Not Covered	Coverage D – Fair Rental Value
Not Covered	Coverage E – Additional Living Expense
Premium:	
US$52,000	Premium for Policy Term
US$52,000	Minimum Earned Premium

Deductible Clause:

The percentages and/or amounts shown below shall be deducted from the amount which would otherwise be recoverable for each loss separately occurring to the property covered hereunder from all perils insured against by this policy.

Deductible: US $50,000 any one occurrence.

Notification of Claims to:	**Mortgagee/Loss Payable Information:**
Canon Insurance Service **8383 Wilshire Blvd. Suite #341** **Beverly Hills, California 90211**	**None**

Customer Account
700942414052
Residential Account
1000 BUENA VISTA ST
SOUTH PASADENA, CA
91030-1706

Date bill prepared
01/24/25

Amount due $184.71
Due by 02/13/25

Your account summary

Previous Balance	$109.47
Payment Received 01/11/25	-$109.47
Balance forward	$0.00
Your new charges	$184.71
Total amount you owe by 02/13/25	$184.71

Get a discount on your bill every month

Your income may qualify you for discounted bills through the CARE or FERA program. To enroll or learn more, visit sce.com/careandfera or call 1-800-798-5723.

Recibe un descuento en tu factura cada mes

Si cumples los requisitos de ingresos, podrias recibir descuentos en tus facturas gracias a los programas CARE o FERA. Para inscribirte o obtener mas infomacion, visita sce.com/carefera o llama al 1-800-798-5723.

Summary of your billing detail

Service account	Service address	Billing period	Your rate	New charges
[redacted]	1000 BUENA VISTA ST SOUTH PASADENA, CA	12/20/24 to 01/21/25	TOUD-4-9PM (SCE)	$105.39
[redacted]	1000 BUENA VISTA ST SOUTH PASADENA, CA	12/20/24 to 01/21/25	TOU-D-4	$79.32
				$184.71

(14-574) Tear here

If your contact information has changed please complete the form on the reverse side and return the stub below.

Tear here

SOUTHERN CALIFORNIA EDISON®
An EDISON INTERNATIONAL® Company

Customer account [redacted]

Amount due by 02/13/25 $184.71

We will automatically debit the total amount due $184.71 from your checking account on or after 02/03/25.
Thank you!

STMT 01242025 P1

GOLDBERG MEEHAN, CAILIN
1000 BUENA VISTA ST
SOUTH PASADENA CA 91030-1706

[redacted]

City of South Pasadena - Utility Statement

From: noreply@safemaildelivery.net

To: kyra27@aol.com

Date: Friday, January 24, 2025 at 01:54 PM PST

City of South Pasadena

Utility Statement

Due Date 02/24/2025

NEILESH MUTYALA

Account Number: [redacted]

Bill Date:	01/24/2025
Previous Balance:	$318.00
Payments:	($118.00)
Deposit Paid:	($200.00)
Current Charges:	$483.61
Total Due:	**$483.61**
Due After 02/24/2025:	**$683.61**

Customer Service

Phone (877) 583-7933

Email css1@jiramb.atlassian.net

Manage My Account Online

Checks Payable To

City of South Pasadena
PO BOX 60565
CITY OF INDUSTRY
CA 91716-0565

PLEASE NOTE: THE REMIT ADDRESS HAS CHANGED. PLEASE UPDATE YOUR BANK, IF USING BILL PAY.

If you haven't registered an online account yet, you will need this code to sign-up: 328751

Bill Details

Service Address: 1000 BUENA VISTA ST

Date	Service	Usage	Bill Period	Amount
01/24/2025	Water Meter 1"		12/17/2024 - 01/21/2025	$85.03
01/24/2025	Water Consumption (20 @ $3.75) Per HCF	71	12/17/2024 - 3757 - 01/15/2025 - 3828	$75.00
01/24/2025	Water Consumption (25 @ $4.72) Per HCF			$118.00
01/24/2025	Water Consumption (26 @ $5.53) Per HCF			$143.78
01/24/2025	Efficiency Fee (71 @ $0.14) Per HCF	71	12/17/2024 - 3757 - 01/15/2025 - 3828	$9.94
01/24/2025	Sewer Basic Charge		12/17/2024 - 01/21/2025	$18.27
01/24/2025	Wastewater Discharge Fee		12/17/2024 - 01/21/2025	$1.20
01/24/2025	UTAX			$32.39
Other Transactions				
12/17/2024	Payment			($118.00)

Meter	Type	Start Reading	End Reading	Consumption	Read Period
8936922	WAT	3757.0	3828.0	71.0	12/17/2024 - 01/15/2025

Service Address

1000 BUENA VISTA ST
SOUTH PASADENA CA 91030

AMOUNT DUE IS PAID BY AUTO-PAY

City of South Pasadena
PO BOX 60565
CITY OF INDUSTRY CA 91716-0565

Name:	NEILESH MUTYALA
Account Number:	[redacted]
Total Due:	**$483.61**
Due Date:	**02/24/2025**

[redacted]

City of South Pasadena - (877) 583-7933
PO BOX 60565 CITY OF INDUSTRY , CA 91716-0565

[redacted]

Appendix C

Excerpts from Secretary of the Interior's Standards, 2017, with specific treatment recommendations for Masonry; Wood; Roofs; Windows; and Building Site

STANDARDS FOR REHABILITATION & GUIDELINES FOR REHABILITATING HISTORIC BUILDINGS

Rehabilitation

Rehabilitation is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.



Standards for Rehabilitation

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

GUIDELINES FOR REHABILITATING HISTORIC BUILDINGS

INTRODUCTION

In **Rehabilitation,** historic building materials and character-defining features are protected and maintained as they are in the treatment Preservation. However, greater latitude is given in the **Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings** to replace extensively deteriorated, damaged, or missing features using either the same material or compatible substitute materials. Of the four treatments, only **Rehabilitation** allows alterations and the construction of a new addition, if necessary for a continuing or new use for the historic building.

Identify, Retain, and Preserve Historic Materials and Features

The guidance for the treatment **Rehabilitation** begins with recommendations to identify the form and detailing of those architectural materials and features that are important in defining the building's historic character and which must be retained to preserve that character. Therefore, guidance on ***identifying, retaining, and preserving*** character-defining features is always given first.

Protect and Maintain Historic Materials and Features

After identifying those materials and features that are important and must be retained in the process of **Rehabilitation** work, then ***protecting and maintaining*** them are addressed. Protection generally involves the least degree of intervention and is preparatory to other work. Protection includes the maintenance of historic materials and features as well as ensuring that the property is protected before and during rehabilitation work. A historic building undergoing rehabilitation will often require more extensive work. Thus, an overall evaluation of its physical condition should always begin at this level.

Repair Historic Materials and Features

Next, when the physical condition of character-defining materials and features warrants additional work, ***repairing*** is recommended. **Rehabilitation** guidance for the repair of historic materials, such as masonry, again begins with the least degree of intervention possible. In rehabilitation, repairing also includes the limited replacement in kind or with a compatible substitute material of extensively deteriorated or missing components of features when there are surviving prototypes features that can be substantiated by documentary and physical evidence. Although using the same kind of material is always the preferred option, a substitute material may be an acceptable alternative if the form, design, and scale, as well as the substitute material itself, can effectively replicate the appearance of the remaining features.

Replace Deteriorated Historic Materials and Features

Following repair in the hierarchy, **Rehabilitation** guidance is provided for ***replacing*** an entire character-defining feature with new material because the level of deterioration or damage of materials precludes repair. If the missing feature is character defining or if it is critical to the survival of the building (e.g., a roof), it should be replaced to match the historic feature based on physical or his-

toric documentation of its form and detailing. As with repair, the preferred option is always replacement of the entire feature in kind (i.e., with the same material, such as wood for wood). However, when this is not feasible, a compatible substitute material that can reproduce the overall appearance of the historic material may be considered.

It should be noted that, while the National Park Service guidelines recommend the replacement of an entire character-defining feature that is extensively deteriorated, the guidelines never recommend removal and replacement with new material of a feature that could reasonably be repaired and, thus, preserved.

Design for the Replacement of Missing Historic Features

When an entire interior or exterior feature is missing, such as a porch, it no longer plays a role in physically defining the historic character of the building unless it can be accurately recovered in form and detailing through the process of carefully documenting the historic appearance. If the feature is not critical to the survival of the building, allowing the building to remain without the feature is one option. But if the missing feature is important to the historic character of the building, its replacement is always recommended in the **Rehabilitation** guidelines as the first, or preferred, course of action. If adequate documentary and physical evidence exists, the feature may be accurately reproduced. A second option in a rehabilitation treatment for replacing a missing feature, particularly when the available information about the feature is inadequate to permit an accurate reconstruction, is to ***design*** a new feature that is compatible with the overall historic character of the building. The new design should always take into account the size, scale, and material of the building itself and should be clearly differentiated from the authentic historic features. For properties that have changed over time, and where those changes have acquired significance, reestablishing missing historic features generally should not be undertaken if the missing features did not coexist with the features currently on the building. Juxtaposing historic features that did not exist concurrently will result in a false sense of the building's history.

Alterations

Some exterior and interior alterations to a historic building are generally needed as part of a **Rehabilitation** project to ensure its continued use, but it is most important that such alterations do not radically change, obscure, or destroy character-defining spaces, materials, features, or finishes. Alterations may include changes to the site or setting, such as the selective removal of buildings or other features of the building site or setting that are intrusive, not character defining, or outside the building's period of significance.

Code-Required Work: Accessibility and Life Safety

Sensitive solutions to meeting code requirements in a **Rehabilitation** project are an important part of protecting the historic character of the building. Work that must be done to meet accessibility and life-safety requirements must also be assessed for its potential impact on the historic building, its site, and setting.

Resilience to Natural Hazards

Resilience to natural hazards should be addressed as part of a **Rehabilitation** project. A historic building may have existing characteristics or features that help to address or minimize the impacts of natural hazards. These should always be used to best advantage when considering new adaptive treatments so as to have the least impact on the historic character of the building, its site, and setting.

Sustainability

Sustainability should be addressed as part of a **Rehabilitation** project. Good preservation practice is often synonymous with sustainability. Existing energy-efficient features should be retained and repaired. Only sustainability treatments should be considered that will have the least impact on the historic character of the building.

The topic of sustainability is addressed in detail in *The Secretary of the Interior's Standards for Rehabilitation & Illustrated Guidelines on Sustainability for Rehabilitating Historic Buildings.*

New Exterior Additions and Related New Construction

Rehabilitation is the only treatment that allows expanding a historic building by enlarging it with an addition. However, the **Rehabilitation** guidelines emphasize that new additions should be considered only after it is determined that meeting specific new needs cannot be achieved by altering non-character-defining interior spaces. If the use cannot be accommodated in this way, then an attached exterior addition may be considered. New additions should be designed and constructed so that the character-defining features of the historic building, its site, and setting are not negatively impacted. Generally, a new addition should be subordinate to the historic building. A new addition should be compatible, but differentiated enough so that it is not confused as historic or original to the building. The same guidance applies to new construction so that it does not negatively impact the historic character of the building or its site.

Rehabilitation as a Treatment. *When repair and replacement of deteriorated features are necessary; when alterations or additions to the property are planned for a new or continued use; and when its depiction at a particular time is not appropriate, Rehabilitation may be considered as a treatment. Prior to undertaking work, a documentation plan for Rehabilitation should be developed.*

MASONRY: STONE, BRICK, TERRA COTTA, CONCRETE, ADOBE, STUCCO, AND MORTAR

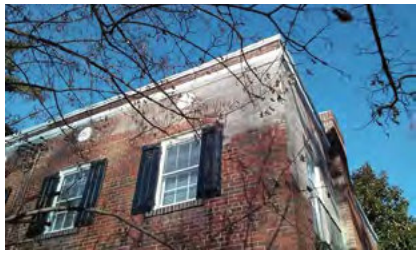
RECOMMENDED	NOT RECOMMENDED
Identifying, retaining and preserving masonry features that are important in defining the overall historic character of the building (such as walls, brackets, railings, cornices, window and door surrounds, steps, and columns) and decorative ornament and other details, such as tooling and bonding patterns, coatings, and color.	Removing or substantially changing masonry features which are important in defining the overall historic character of the building so that, as a result, the character is diminished. Replacing or rebuilding a major portion of exterior masonry walls that could be repaired, thereby destroying the historic integrity of the building. Applying paint or other coatings (such as stucco) to masonry that has been historically unpainted or uncoated to create a new appearance. Removing paint from historically-painted masonry.
Protecting and maintaining masonry by ensuring that historic drainage features and systems that divert rainwater from masonry surfaces (such as roof overhangs, gutters, and downspouts) are intact and functioning properly.	Failing to identify and treat the causes of masonry deterioration, such as leaking roofs and gutters or rising damp.
Cleaning masonry only when necessary to halt deterioration or remove heavy soiling.	Cleaning masonry surfaces when they are not heavily soiled to create a "like-new" appearance, thereby needlessly introducing chemicals or moisture into historic materials.
Carrying out masonry cleaning tests when it has been determined that cleaning is appropriate. Test areas should be examined to ensure that no damage has resulted and, ideally, monitored over a sufficient period of time to allow long-range effects to be predicted.	Cleaning masonry surfaces without testing or without sufficient time for the testing results to be evaluated.



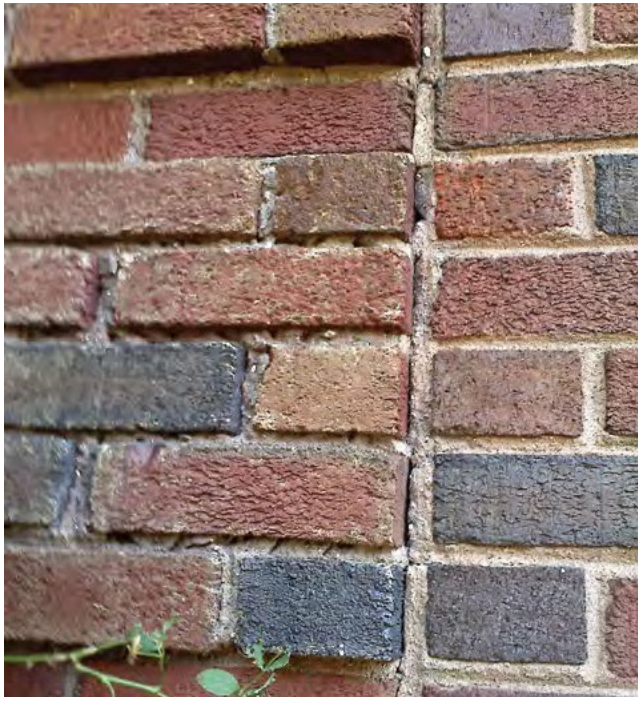
[1] An alkaline-based product is appropriate to use to clean historic marble because it will not damage the marble, which is acid sensitive.

MASONRY: STONE, BRICK, TERRA COTTA, CONCRETE, ADOBE, STUCCO, AND MORTAR

RECOMMENDED	NOT RECOMMENDED
Cleaning soiled masonry surfaces with the gentlest method possible, such as using low-pressure water and detergent and natural bristle or other soft-bristle brushes.	Cleaning or removing paint from masonry surfaces using most abrasive methods (including sandblasting, other media blasting, or high-pressure water) which can damage the surface of the masonry and mortar joints. Using a cleaning or paint-removal method that involves water or liquid chemical solutions when there is any possibility of freezing temperatures. Cleaning with chemical products that will damage some types of masonry (such as using acid on limestone or marble), or failing to neutralize or rinse off chemical cleaners from masonry surfaces.



[3] **Not Recommended:**
The white film on the upper corner of this historic brick row house is the result of using a scrub or slurry coating, rather than traditional repointing by hand, which is the recommended method.



[4] **Not Recommended:**
The quoins on the left side of the photo show that high-pressure abrasive blasting used to remove paint can damage even early 20th-century, hard-baked, textured brick and erode the mortar, whereas the same brick on the right, which was not abrasively cleaned, is undamaged.

MASONRY: STONE, BRICK, TERRA COTTA, CONCRETE, ADOBE, STUCCO, AND MORTAR

RECOMMENDED	NOT RECOMMENDED
Using biodegradable or environmentally-safe cleaning or paint-removal products.	
Using paint-removal methods that employ a poultice to which paint adheres, when possible, to neatly and safely remove old lead paint.	
Using coatings that encapsulate lead paint, when possible, where the paint is not required to be removed to meet environmental regulations.	
Allowing only trained conservators to use abrasive or laser-cleaning methods, when necessary, to clean hard-to-reach, highly-carved, or detailed decorative stone features.	
Removing damaged or deteriorated paint only to the next sound layer using the gentlest method possible (e.g., hand scraping) prior to repainting.	Removing paint that is firmly adhered to masonry surfaces, unless the building was unpainted historically and the paint can be removed without damaging the surface.
Applying compatible paint coating systems to historically-painted masonry following proper surface preparation.	Failing to follow manufacturers' product and application instructions when repainting masonry features.
Repainting historically-painted masonry features with colors that are appropriate to the historic character of the building and district.	Using paint colors on historically-painted masonry features that are not appropriate to the historic character of the building and district.
Protecting adjacent materials when cleaning or removing paint from masonry features.	Failing to protect adjacent materials when cleaning or removing paint from masonry features.
Evaluating the overall condition of the masonry to determine whether more than protection and maintenance, such as repairs to masonry features, will be necessary.	Failing to undertake adequate measures to ensure the protection of masonry features.
Repairing masonry by patching, splicing, consolidating, or otherwise reinforcing the masonry using recognized preservation methods. Repair may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated or missing parts of masonry features when there are surviving prototypes, such as terra-cotta brackets or stone balusters.	Removing masonry that could be stabilized, repaired, and conserved, or using untested consolidants and unskilled personnel, potentially causing further damage to historic materials. Replacing an entire masonry feature, such as a cornice or balustrade, when repair of the masonry and limited replacement of deteriorated or missing components are feasible.

MASONRY: STONE, BRICK, TERRA COTTA, CONCRETE, ADOBE, STUCCO, AND MORTAR

RECOMMENDED	NOT RECOMMENDED
Repairing masonry walls and other masonry features by repointing the mortar joints where there is evidence of deterioration, such as disintegrating mortar, cracks in mortar joints, loose bricks, or damaged plaster on the interior.	Removing non-deteriorated mortar from sound joints and then repointing the entire building to achieve a more uniform appearance.
Removing deteriorated lime mortar carefully by hand raking the joints to avoid damaging the masonry.	
Using power tools only on horizontal joints on brick masonry in conjunction with hand chiseling to remove hard mortar that is deteriorated or that is a non-historic material which is causing damage to the masonry units. Mechanical tools should be used only by skilled masons in limited circumstances and generally not on short, vertical joints in brick masonry.	Allowing unskilled workers to use masonry saws or mechanical tools to remove deteriorated mortar from joints prior to repointing.
Duplicating historic mortar joints in strength, composition, color, and texture when repointing is necessary. In some cases, a lime-based mortar may also be considered when repointing Portland cement mortar because it is more flexible.	Repointing masonry units with mortar of high Portland cement content (unless it is the content of the historic mortar). Using "surface grouting" or a "scrub" coating technique, such as a "sack rub" or "mortar washing," to repoint exterior masonry units instead of traditional repointing methods. Repointing masonry units (other than concrete) with a synthetic caulking compound instead of mortar.
Duplicating historic mortar joints in width and joint profile when repointing is necessary.	Changing the width or joint profile when repointing.
Repairing stucco by removing the damaged material and patching with new stucco that duplicates the old in strength, composition, color, and texture.	Removing sound stucco or repairing with new stucco that is different in composition from the historic stucco. Patching stucco or concrete without removing the source of deterioration. Replacing deteriorated stucco with synthetic stucco, an exterior finish and insulation system (EFIS), or other non-traditional materials.

MASONRY: STONE, BRICK, TERRA COTTA, CONCRETE, ADOBE, STUCCO, AND MORTAR

RECOMMENDED	NOT RECOMMENDED
Using mud plaster or a compatible lime-plaster adobe render, when appropriate, to repair adobe.	Applying cement stucco, unless it already exists, to adobe.
Sealing joints in concrete with appropriate flexible sealants and backer rods, when necessary.	
Cutting damaged concrete back to remove the source of deterioration, such as corrosion on metal reinforcement bars. The new patch must be applied carefully so that it will bond satisfactorily with and match the historic concrete.	Patching damaged concrete without removing the source of deterioration.



[5] Rebars in the reinforced concrete ceiling have rusted, causing the concrete to spall. The rebars must be cleaned of rust before the concrete can be patched.



[6] Some areas of the concrete brise soleil screen on this building constructed in 1967 are badly deteriorated. If the screen cannot be repaired, it may be replaced in kind or with a composite substitute material with the same appearance as the concrete.

MASONRY: STONE, BRICK, TERRA COTTA, CONCRETE, ADOBE, STUCCO, AND MORTAR

RECOMMENDED	NOT RECOMMENDED
Using a non-corrosive, stainless-steel anchoring system when replacing damaged stone, concrete, or terra-cotta units that have failed.	
Applying non-historic surface treatments, such as water-repellent coatings, to masonry only after repointing and only if masonry repairs have failed to arrest water penetration problems.	Applying waterproof, water-repellent, or non-original historic coatings (such as stucco) to masonry as a substitute for repointing and masonry repairs.
Applying permeable, anti-graffiti coatings to masonry when appropriate.	Applying water-repellent or anti-graffiti coatings that change the historic appearance of the masonry or that may trap moisture if the coating is not sufficiently permeable.
Replacing in kind an entire masonry feature that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. Examples can include large sections of a wall, a cornice, pier, or parapet. If using the same kind of material is not feasible, then a compatible substitute material may be considered.	Removing a masonry feature that is unrepairable and not replacing it, or replacing it with a new feature that does not match. Using substitute material for the replacement that does not convey the same appearance of the surviving components of the masonry feature.
The following work is highlighted to indicate that it is specific to **Rehabilitation** *projects and should only be considered after the preservation concerns have been addressed.*	
Designing the Replacement for Missing Historic Features	
Designing and installing a replacement masonry feature, such as a step or door pediment, when the historic feature is completely missing. It may be an accurate restoration based on documentary and physical evidence, but only when the historic feature to be replaced coexisted with the features currently on the building. Or, it may be a new design that is compatible with the size, scale, material, and color of the historic building.	Creating an inaccurate appearance because the replacement for the missing masonry feature is based upon insufficient physical or historic documentation, is not a compatible design, or because the feature to be replaced did not coexist with the features currently on the building. Introducing a new masonry feature that is incompatible in size, scale, material, or color.

WOOD: CLAPBOARD, WEATHERBOARD, SHINGLES, AND OTHER FUNCTIONAL AND DECORATIVE ELEMENTS

RECOMMENDED	NOT RECOMMENDED
Identifying, retaining and preserving wood features that are important in defining the overall historic character of the building (such as siding, cornices, brackets, window and door surrounds, and steps) and their paints, finishes, and colors.	Removing or substantially changing wood features which are important in defining the overall historic character of the building so that, as a result, the character is diminished. Removing a major portion of the historic wood from a façade instead of repairing or replacing only the deteriorated wood, then reconstructing the façade with new material to achieve a uniform or "improved" appearance. Changing the type of finish, coating, or historic color of wood features, thereby diminishing the historic character of the exterior. Failing to renew failing paint or other coatings that are historic finishes. Stripping historically-painted surfaces to bare wood and applying a clear finish rather than repainting. Stripping paint or other coatings to reveal bare wood, thereby exposing historically-coated surfaces to the effects of accelerated weathering. Removing wood siding (clapboards) or other covering (such as stucco) from log structures that were covered historically, which changes their historic character and exposes the logs to accelerated deterioration.
Protecting and maintaining wood features by ensuring that historic drainage features that divert rainwater from wood surfaces (such as roof overhangs, gutters, and downspouts) are intact and functioning properly.	Failing to identify and treat the causes of wood deterioration, such as faulty flashing, leaking gutters, cracks and holes in siding, deteriorated caulking in joints and seams, plant material growing too close to wood surfaces, or insect or fungal infestation.

WOOD: CLAPBOARD, WEATHERBOARD, SHINGLES, AND OTHER FUNCTIONAL AND DECORATIVE ELEMENTS

RECOMMENDED	NOT RECOMMENDED
Applying chemical preservatives or paint to wood features that are subject to weathering, such as exposed beam ends, outriggers, or rafter tails.	Using chemical preservatives (such as creosote) which, unless they were used historically, can change the appearance of wood features.
Implementing an integrated pest management plan to identify appropriate preventive measures to guard against insect damage, such as installing termite guards, fumigating, and treating with chemicals.	
Retaining coatings (such as paint) that protect the wood from moisture and ultraviolet light. Paint removal should be considered only when there is paint surface deterioration and as part of an overall maintenance program which involves repainting or applying other appropriate coatings.	Stripping paint or other coatings from wood features without recoating.



[8] Rotted clapboards have been replaced selectively with new wood siding to match the originals.

WOOD: CLAPBOARD, WEATHERBOARD, SHINGLES, AND OTHER FUNCTIONAL AND DECORATIVE ELEMENTS

RECOMMENDED	NOT RECOMMENDED
Removing damaged or deteriorated paint to the next sound layer using the gentlest method possible (e.g., hand scraping and hand sanding) prior to repainting.	Using potentially-damaging paint-removal methods on wood surfaces, such as open-flame torches, orbital sanders, abrasive methods (including sandblasting, other media blasting, or high-pressure water), or caustic paint-removers. Removing paint that is firmly adhered to wood surfaces.
Using chemical strippers primarily to supplement other methods such as hand scraping, hand sanding, and thermal devices.	Failing to neutralize the wood thoroughly after using chemical paint removers so that new paint may not adhere. Removing paint from detachable wood features by soaking them in a caustic solution, which may roughen the surface, split the wood, or result in staining from residual acids leaching out of the wood.
Using biodegradable or environmentally-safe cleaning or paint-removal products.	
Using paint-removal methods that employ a poultice to which paint adheres, when possible, to neatly and safely remove old lead paint.	
Using thermal devices (such as infrared heaters) carefully to remove paint when it is so deteriorated that total removal is necessary prior to repainting.	Using a thermal device to remove paint from wood features without first checking for and removing any flammable debris behind them. Using thermal devices without limiting the amount of time the wood feature is exposed to heat.
Using coatings that encapsulate lead paint, when possible, where the paint is not required to be removed to meet environmental regulations.	
Applying compatible paint coating systems to historically-painted wood following proper surface preparation.	Failing to follow manufacturers' product and application instructions when repainting wood features.
Repainting historically-painted wood features with colors that are appropriate to the building and district.	Using paint colors on historically-painted wood features that are not appropriate to the building or district.

WOOD: CLAPBOARD, WEATHERBOARD, SHINGLES, AND OTHER FUNCTIONAL AND DECORATIVE ELEMENTS

RECOMMENDED	NOT RECOMMENDED
Protecting adjacent materials when working on other wood features.	Failing to protect adjacent materials when working on wood features.
Evaluating the overall condition of the wood to determine whether more than protection and maintenance, such as repairs to wood features, will be necessary.	Failing to undertake adequate measures to ensure the protection of wood features.



[9] Smooth-surfaced cementitious siding (left) may be used to replace deteriorated wood siding only on secondary elevations that have minimal visibility.

[10] **Not Recommended:** Cementitious siding with a raised wood-grain texture is not an appropriate material to replace historic wood siding, which has a smooth surface when painted.



WOOD: CLAPBOARD, WEATHERBOARD, SHINGLES, AND OTHER FUNCTIONAL AND DECORATIVE ELEMENTS

RECOMMENDED	NOT RECOMMENDED
Repairing wood by patching, splicing, consolidating, or otherwise reinforcing the wood using recognized conservation methods. Repair may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated or missing components of wood features when there are surviving prototypes, such as brackets, molding, or sections of siding.	Removing wood that could be stabilized, repaired, and conserved, or using untested consolidants and unskilled personnel, potentially causing further damage to historic materials. Replacing an entire wood feature, such as a cornice or balustrade, when repair of the wood and limited replacement of deteriorated or missing components is feasible.
Replacing in kind an entire wood feature that is too deteriorated to repair (if the overall form and detailing are still evident) using physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. Examples of such wood features include a cornice, entablature, or a balustrade. If using wood is not feasible, then a compatible substitute material may be considered.	Removing a wood feature that is unrepairable and not replacing it, or replacing it with a new feature that does not match. Using substitute material for the replacement that does not convey the same appearance of the surviving components of the wood feature.
Replacing a deteriorated wood feature or wood siding on a *primary or other highly-visible* elevation with a new matching wood feature.	Replacing a deteriorated wood feature or wood siding on a *primary or other highly-visible elevation* with a composite substitute material.
The following work is highlighted to indicate that it is specific to **Rehabilitation** *projects and should only be considered after the preservation concerns have been addressed.*	
Designing the Replacement for Missing Historic Features	
Designing and installing a replacement masonry feature, such as a step or door pediment, when the historic feature is completely missing. It may be an accurate restoration based on documentary and physical evidence, but only when the historic feature to be replaced coexisted with the features currently on the building. Or, it may be a new design that is compatible with the size, scale, material, and color of the historic building.	Creating an inaccurate appearance because the replacement for the missing masonry feature is based upon insufficient physical or historic documentation, is not a compatible design, or because the feature to be replaced did not coexist with the features currently on the building. Introducing a new wood feature that is incompatible in size, scale, material, or color.

METALS: WROUGHT AND CAST IRON, STEEL, PRESSED METAL, TERNEPLATE, COPPER, ALUMINUM, AND ZINC

RECOMMENDED	NOT RECOMMENDED
Identifying, retaining, and preserving metal features that are important in defining the overall historic character of the building (such as columns, capitals, pilasters, spandrel panels, or stairways) and their paints, finishes, and colors. The type of metal should be identified prior to work because each metal has its own properties and may require a different treatment.	Removing or substantially changing metal features which are important in defining the overall historic character of the building so that, as a result, the character is diminished. Removing a major portion of the historic metal from a façade instead of repairing or replacing only the deteriorated metal, then reconstructing the façade with new material to achieve a uniform or "improved" appearance.
Protecting and maintaining metals from corrosion by providing proper drainage so that water does not stand on flat, horizontal surfaces or accumulate in curved decorative features.	Failing to identify and treat the causes of corrosion, such as moisture from leaking roofs or gutters. Placing incompatible metals together without providing an appropriate separation material. Such incompatibility can result in galvanic corrosion of the less noble metal (e.g., copper will corrode cast iron, steel, tin, and aluminum).
Cleaning metals when necessary to remove corrosion prior to repainting or applying appropriate protective coatings.	Leaving metals that must be protected from corrosion uncoated after cleaning.



[11] The stainless steel doors at the entrance to this Art Deco apartment building are important in defining its historic character and should be retained in place.

METALS: WROUGHT AND CAST IRON, STEEL, PRESSED METAL, TERNEPLATE, COPPER, ALUMINUM, AND ZINC

RECOMMENDED	NOT RECOMMENDED
Identifying the particular type of metal prior to any cleaning procedure and then testing to ensure that the gentlest cleaning method possible is selected; or, alternatively, determining that cleaning is inappropriate for the particular metal.	Using cleaning methods which alter or damage the color, texture, or finish of the metal, or cleaning when it is inappropriate for the particular metal. Removing the patina from historic metals. The patina may be a protective layer on some metals (such as bronze or copper) as well as a distinctive finish.
Using non-corrosive chemical methods to clean soft metals (such as lead, tinplate, terneplate, copper, and zinc) whose finishes can be easily damaged by abrasive methods.	Cleaning soft metals (such as lead, tinplate, terneplate, copper, and zinc) with abrasive methods (including sandblasting, other abrasive media, or high-pressure water) which will damage the surface of the metal.
Using the least abrasive cleaning method for hard metals (such as cast iron, wrought iron, and steel) to remove paint buildup and corrosion. If hand scraping and wire brushing have proven ineffective, low-pressure abrasive methods may be used as long as they do not abrade or damage the surface.	Using high-pressure abrasive techniques (including sandblasting, other media blasting, or high-pressure water) without first trying gentler cleaning methods prior to cleaning cast iron, wrought iron, or steel.
Applying appropriate paint or other coatings to historically-coated metals after cleaning to protect them from corrosion.	Applying paint or other coatings to metals (such as copper, bronze or stainless steel) if they were not coated historically, unless a coating is necessary for maintenance.
Repainting historically-painted metal features with colors that are appropriate to the building and district.	Using paint colors on historically-painted metal features that are not appropriate to the building or district.
Applying an appropriate protective coating (such as lacquer or wax) to a metal feature that was historically unpainted, such as a bronze door, which is subject to heavy use.	

METALS: WROUGHT AND CAST IRON, STEEL, PRESSED METAL, TERNEPLATE, COPPER, ALUMINUM, AND ZINC

RECOMMENDED	NOT RECOMMENDED
Protecting adjacent materials when cleaning or removing paint from metal features.	Failing to protect adjacent materials when working on metal features.
Evaluating the overall condition of metals to determine whether more than protection and maintenance, such as repairs to metal features, will be necessary.	Failing to undertake adequate measures to ensure the protection of metal features.



[12] This historic steel window has been cleaned, repaired, and primed in preparation for painting and reglazing.



[13] The gold-colored, anodized aluminum geodesic dome of the former Citizen's State Bank in Oklahoma City, OK, built in 1958 and designed by Robert Roloff, makes this a distinctive mid-20th century building.

METALS: WROUGHT AND CAST IRON, STEEL, PRESSED METAL, TERNEPLATE, COPPER, ALUMINUM, AND ZINC

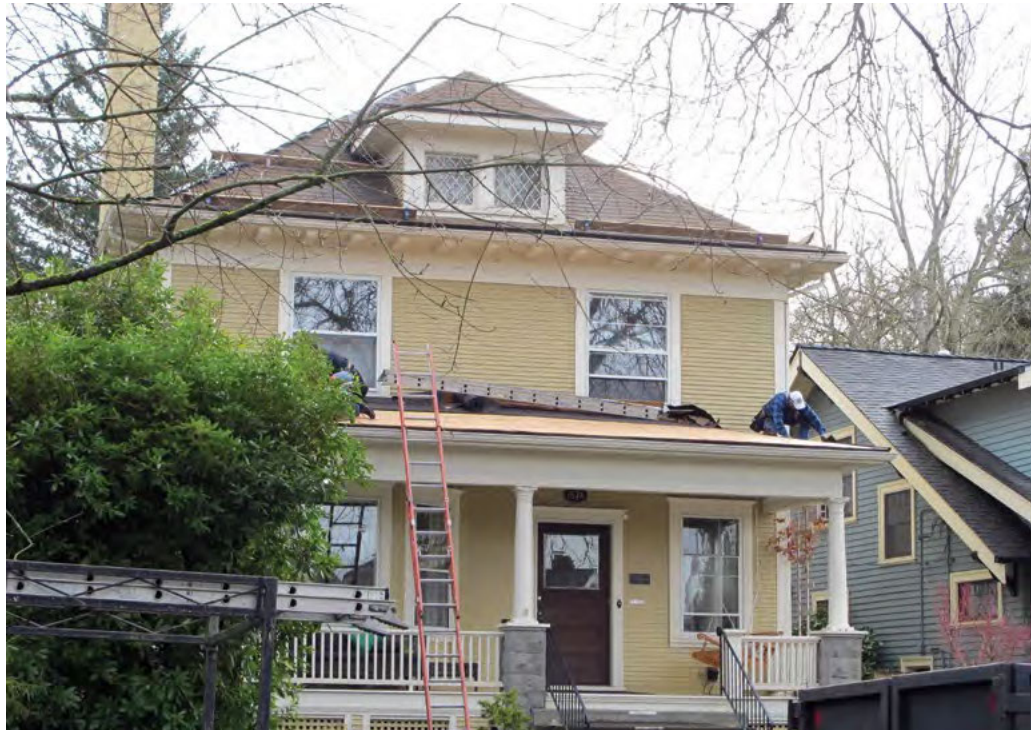
RECOMMENDED	NOT RECOMMENDED
Repairing metal by reinforcing the metal using recognized preservation methods. Repair may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated or missing components of features when there are surviving prototypes, such as column capitals or bases, storefronts, railings and steps, or window hoods.	Removing metals that could be stabilized, repaired, and conserved, or using improper repair techniques, or unskilled personnel, potentially causing further damage to historic materials.
Replacing in kind an entire metal feature that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. Examples of such a feature could include cast-iron porch steps or steel-sash windows. If using the same kind of material is not feasible, then a compatible substitute material may be considered.	Replacing an entire metal feature, such as a column or balustrade, when repair of the metal and limited replacement of deteriorated or missing components are feasible. Removing a metal feature that is unrepairable and not replacing it, or replacing it with a new metal feature that does not match. Using a substitute material for the replacement that does not convey the same appearance of the surviving components of the metal feature or that is physically or chemically incompatible.
The following work is highlighted to indicate that it is specific to **Rehabilitation** *projects and should only be considered after the preservation concerns have been addressed.*	
Designing the Replacement for Missing Historic Features	
Designing and installing a replacement metal feature, such as a metal cornice or cast-iron column, when the historic feature is completely missing. It may be an accurate restoration based on documentary and physical evidence, but only when the historic feature to be replaced coexisted with the features currently on the building. Or, it may be a new design that is compatible with the size, scale, material, and color of the historic building.	Creating an inaccurate appearance because the replacement for the missing metal feature is based upon insufficient physical or historic documentation, is not a compatible design, or because the feature to be replaced did not coexist with the features currently on the building. Introducing a new metal feature that is incompatible in size, scale, material, or color.

ROOFS

RECOMMENDED	NOT RECOMMENDED
Identifying, retaining, and preserving roofs and their functional and decorative features that are important in defining the overall historic character of the building. The form of the roof (gable, hipped, gambrel, flat, or mansard) is significant, as are its decorative and functional features (such as cupolas, cresting, parapets, monitors, chimneys, weather vanes, dormers, ridge tiles, and snow guards), roofing material (such as slate, wood, clay tile, metal, roll roofing, or asphalt shingles), and size, color, and patterning.	Removing or substantially changing roofs which are important in defining the overall historic character of the building so that, as a result, the character is diminished. Removing a major portion of the historic roof or roofing material that is repairable, then rebuilding it with new material to achieve a more uniform or "improved" appearance. Changing the configuration or shape of a roof by adding highly visible new features (such as dormer windows, vents, skylights, or a penthouse). Stripping the roof of sound historic material, such as slate, clay tile, wood, or metal.
Protecting and maintaining a roof by cleaning gutters and downspouts and replacing deteriorated flashing. Roof sheathing should also be checked for indications of moisture due to leaks or condensation.	Failing to clean and maintain gutters and downspouts properly so that water and debris collect and cause damage to roof features, sheathing, and the underlying roof structure.
Providing adequate anchorage for roofing material to guard against wind damage and moisture penetration.	Allowing flashing, caps, and exposed fasteners to corrode, which accelerates deterioration of the roof.
Protecting a leaking roof with a temporary waterproof membrane with a synthetic underlayment, roll roofing, plywood, or a tarpaulin until it can be repaired.	Leaving a leaking roof unprotected so that accelerated deterioration of historic building materials (such as masonry, wood, plaster, paint, and structural members) occurs.
Repainting a roofing material that requires a protective coating and was painted historically (such as a terneplate metal roof or gutters) as part of regularly-scheduled maintenance.	Failing to repaint a roofing material that requires a protective coating and was painted historically as part of regularly-scheduled maintenance.
Applying compatible paint coating systems to historically-painted roofing materials following proper surface preparation.	Applying paint or other coatings to roofing material if they were not coated historically.
Protecting a roof covering when working on other roof features.	Failing to protect roof coverings when working on other roof features.
Evaluating the overall condition of the roof and roof features to determine whether more than protection and maintenance, such as repairs to roof features, will be necessary.	Failing to undertake adequate measures to ensure the protection of roof features.

ROOFS

RECOMMENDED	NOT RECOMMENDED
Repairing a roof by ensuring that the existing historic or compatible non-historic roof covering is sound and waterproof. Repair may include the limited replacement in kind or with a compatible substitute material of missing materials (such as wood shingles, slates, or tiles) on a main roof, as well as those extensively deteriorated or missing components of features when there are surviving prototypes, such as ridge tiles, dormer roofing, or roof monitors. Using corrosion-resistant roof fasteners (e.g., nails and clips) to repair a roof to help extend its longevity.	Replacing an entire roof feature when repair of the historic roofing materials and limited replacement of deteriorated or missing components are feasible.



[16] The deteriorated asphalt shingles of this porch roof are being replaced in kind with matching shingles.

ROOFS

RECOMMENDED	NOT RECOMMENDED
Replacing in kind an entire roof covering or feature that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. Examples of such a feature could include a large section of roofing, a dormer, or a chimney. If using the same kind of material is not feasible, then a compatible substitute material may be considered.	Removing a feature of the roof that is unrepairable and not replacing it, or replacing it with a new roof feature that does not match. Using a substitute material for the replacement that does not convey the same appearance of the roof covering or the surviving components of the roof feature or that is physically or chemically incompatible.
Replacing only missing or damaged roofing tiles or slates rather than replacing the entire roof covering.	Failing to reuse intact slate or tile in good condition when only the roofing substrate or fasteners need replacement.
Replacing an incompatible roof covering or any deteriorated non-historic roof covering with historically-accurate roofing material, if known, or another material that is compatible with the historic character of the building.	
The following work is highlighted to indicate that it is specific to **Rehabilitation** *projects and should only be considered after the preservation concerns have been addressed.*	
Designing the Replacement for Missing Historic Features	
Designing and installing a new roof covering for a missing roof or a new feature, such as a dormer or a monitor, when the historic feature is completely missing. It may be an accurate restoration based on documentary and physical evidence, but only when the historic feature to be replaced coexisted with the features currently on the building. Or, it may be a new design that is compatible with the size, scale, material, and color of the historic building.	Creating an inaccurate appearance because the replacement for the missing roof feature is based upon insufficient physical or historic documentation, is not a compatible design, or because the feature to be replaced did not coexist with the features currently on the building. Introducing a new roof feature that is incompatible in size, scale, material, or color.

ROOFS

RECOMMENDED	NOT RECOMMENDED
Alterations and Additions for a New Use	
Installing mechanical and service equipment on the roof (such as heating and air-conditioning units, elevator housing, or solar panels) when required for a new use so that they are inconspicuous on the site and from the public right-of-way and do not damage or obscure character-defining historic features.	Installing roof-top mechanical or service equipment so that it damages or obscures character-defining roof features or is conspicuous on the site or from the public right-of-way.
Designing rooftop additions, elevator or stair towers, decks or terraces, dormers, or skylights when required by a new or continuing use so that they are inconspicuous and minimally visible on the site and from the public right-of-way and do not damage or obscure character-defining historic features.	Changing a character-defining roof form, or damaging or destroying character-defining roofing material as a result of an incompatible rooftop addition or improperly-installed or highly-visible mechanical equipment.
Installing a green roof or other roof landscaping, railings, or furnishings that are not visible on the site or from the public right-of-way and do not damage the roof structure.	Installing a green roof or other roof landscaping, railings, or furnishings that are visible on the site and from the public right-of-way.



[17] New wood elements have been used selectively to replace rotted wood on the underside of the roof in this historic warehouse.

WINDOWS

RECOMMENDED	NOT RECOMMENDED
Identifying, retaining, and preserving windows and their functional and decorative features that are important to the overall character of the building. The window material and how the window operates (e.g., double hung, casement, awning, or hopper) are significant, as are its components (including sash, muntins, ogee lugs, glazing, pane configuration, sills, mullions, casings, or brick molds) and related features, such as shutters.	Removing or substantially changing windows or window features which are important in defining the overall historic character of the building so that, as a result, the character is diminished. Changing the appearance of windows that contribute to the historic character of the building by replacing materials, finishes, or colors which noticeably change the sash, depth of the reveal, and muntin configurations; the reflectivity and color of the glazing; or the appearance of the frame. Obscuring historic wood window trim with metal or other material. Replacing windows solely because of peeling paint, broken glass, stuck sash, or high air infiltration. These conditions, in themselves, do not indicate that windows are beyond repair.
Protecting and maintaining the wood or metal which comprises the window jamb, sash, and trim through appropriate treatments, such as cleaning, paint removal, and reapplication of protective coating systems.	Failing to protect and maintain window materials on a cyclical basis so that deterioration of the window results.
Protecting windows against vandalism before work begins by covering them and by installing alarm systems that are keyed into local protection agencies.	Leaving windows unprotected and subject to vandalism before work begins, thereby also allowing the interior to be damaged if it can be accessed through unprotected windows.
Making windows weathertight by recaulking gaps in fixed joints and replacing or installing weatherstripping.	
Protecting windows from chemical cleaners, paint, or abrasion during work on the exterior of the building.	Failing to protect historic windows from chemical cleaners, paint, or abrasion when work is being done on the exterior of the building.
Protecting and retaining historic glass when replacing putty or repairing other components of the window.	Failing to protect the historic glass when making window repairs.

WINDOWS

RECOMMENDED	NOT RECOMMENDED
Sustaining the historic operability of windows by lubricating friction points and replacing broken components of the operating system (such as hinges, latches, sash chains or cords) and replacing deteriorated gaskets or insulating units.	Failing to maintain windows and window components so that windows are inoperable, or sealing operable sash permanently. Failing to repair and reuse window hardware such as sash lifts, latches, and locks.
Adding storm windows with a matching or a one-over-one pane configuration that will not obscure the characteristics of the historic windows. Storm windows improve energy efficiency and are especially beneficial when installed over wood windows because they also protect them from accelerated deterioration.	
Adding interior storm windows as an alternative to exterior storm windows when appropriate.	



[18] The historic metal storm windows in this 1920s office building were retained and repaired during the rehabilitation project.

[19] Installing a mockup of a proposed replacement window can be helpful to evaluate how well the new windows will match the historic windows that are missing or too deteriorated to repair.



WINDOWS

RECOMMENDED	NOT RECOMMENDED
Installing sash locks, window guards, removable storm windows, and other reversible treatments to meet safety, security, or energy conservation requirements.	
Evaluating the overall condition of the windows to determine whether more than protection and maintenance, such as repairs to windows and window features, will be necessary.	Failing to undertake adequate measures to ensure the protection of window features.
Repairing window frames and sash by patching, splicing, consolidating, or otherwise reinforcing them using recognized preservation methods. Repair may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated, broken, or missing components of features when there are surviving prototypes, such as sash, sills, hardware, or shutters.	Removing window features that could be stabilized, repaired, or conserved using untested consolidants, improper repair techniques, or unskilled personnel, potentially causing further damage to the historic materials. Replacing an entire window when repair of the window and limited replacement of deteriorated or missing components are feasible.
Removing glazing putty that has failed and applying new putty; or, if glass is broken, carefully removing all putty, replacing the glass, and reputtying.	
Installing new glass to replace broken glass which has the same visual characteristics as the historic glass.	
Replacing in kind an entire window that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. If using the same kind of material is not feasible, then a compatible substitute material may be considered.	Removing a character-defining window that is unrepairable or is not needed for the new use and blocking up the opening, or replacing it with a new window that does not match. Using substitute material for the replacement that does not convey the same appearance of the surviving components of the window or that is physically incompatible.



[21] The windows on the lower floor, which were too deteriorated to repair, were replaced with new steel windows matching the upper-floor historic windows that were retained.

WINDOWS

RECOMMENDED	NOT RECOMMENDED
Modifying a historic single-glazed sash to accommodate insulated glass when it will not jeopardize the soundness of the sash or significantly alter its appearance.	Modifying a historic single-glazed sash to accommodate insulated glass when it will jeopardize the soundness of the sash or significantly alter its appearance.
Using low-e glass with the least visible tint in new or replacement windows.	Using low-e glass with a dark tint in new or replacement windows, thereby negatively impacting the historic character of the building.
Using window grids rather than true divided lights on windows on the upper floors of high-rise buildings if they will not be noticeable.	Using window grids rather than true divided lights on windows in low-rise buildings or on lower floors of high-rise buildings where they will be noticeable, resulting in a change to the historic character of the building.
Ensuring that spacer bars in between double panes of glass are the same color as the window sash.	Using spacer bars in between double panes of glass that are not the same color as the window sash.
Replacing all of the components in a glazing system if they have failed because of faulty design or materials that have deteriorated with new material that will improve the window performance without noticeably changing the historic appearance.	Replacing all of the components in a glazing system with new material that will noticeably change the historic appearance.
Replacing incompatible, non-historic windows with new windows that are compatible with the historic character of the building; or reinstating windows in openings that have been filled in.	
The following work is highlighted to indicate that it is specific to **Rehabilitation** *projects and should only be considered after the preservation concerns have been addressed.*	
Designing the Replacement for Missing Historic Features	
Designing and installing a new window or its components, such as frames, sash, and glazing, when the historic feature is completely missing. It may be an accurate restoration based on documentary and physical evidence, but only when the historic feature to be replaced coexisted with the features currently on the building. Or, it may be a new design that is compatible with the size, scale, material, and color of the historic building.	Creating an inaccurate appearance because the replacement for the missing window is based upon insufficient physical or historic documentation, is not a compatible design, or because the feature to be replaced did not coexist with the features currently on the building. Installing replacement windows made from other materials that are not the same as the material of the original windows if they would have a noticeably different appearance from the remaining historic windows.

WINDOWS

RECOMMENDED	NOT RECOMMENDED
Alterations and Additions for a New Use	
Adding new window openings on rear or other secondary, less-visible elevations, if required by a new use. The new openings and the windows in them should be compatible with the overall design of the building but, in most cases, not duplicate the historic fenestration.	Changing the number, location, size, or glazing pattern of windows on primary or highly-visible elevations which will alter the historic character of the building. Cutting new openings on character-defining elevations or cutting new openings that damage or destroy significant features. Adding balconies at existing window openings or new window openings on primary or other highly-visible elevations where balconies never existed and, therefore, would be incompatible with the historic character of the building.
Replacing windows that are too deteriorated to repair using the same sash and pane configuration, but with new windows that operate differently, if necessary, to accommodate a new use. Any change must have minimal visual impact. Examples could include replacing hopper or awning windows with casement windows, or adding a realigned and enlarged operable portion of industrial steel windows to meet life-safety codes.	Replacing a window that contributes to the historic character of the building with a new window that is different in design (such as glass divisions or muntin profiles), dimensions, materials (wood, metal, or glass), finish or color, or location that will have a noticeably different appearance from the historic windows, which may negatively impact the character of the building.
Installing impact-resistant glazing, when necessary for security, so that it is compatible with the historic windows and does not damage them or negatively impact their character.	Installing impact-resistant glazing, when necessary for security, that is incompatible with the historic windows and that damages them or negatively impacts their character.
Using compatible window treatments (such as frosted glass, appropriate shades or blinds, or shutters) to retain the historic character of the building when it is necessary to conceal mechanical equipment, for example, that the new use requires be placed in a location behind a window or windows on a primary or highly-visible elevation.	Removing a character-defining window to conceal mechanical equipment or to provide privacy for a new use of the building by blocking up the opening.

BUILDING SITE

RECOMMENDED	NOT RECOMMENDED
Retaining the historic relationship between buildings and the landscape.	Removing or relocating buildings or landscape features, thereby destroying the historic relationship between buildings and the landscape. Removing or relocating buildings on a site or in a complex of related historic structures (such as a mill complex or farm), thereby diminishing the historic character of the site or complex. Moving buildings onto the site, thereby creating an inaccurate historic appearance. Changing the grade level of the site if it diminishes its historic character. For example, lowering the grade adjacent to a building to maximize use of a basement, which would change the historic appearance of the building and its relation to the site.
Protecting and maintaining buildings and site features by providing proper drainage to ensure that water does not erode foundation walls, drain toward the building, or damage or erode the landscape.	Failing to ensure that site drainage is adequate so that buildings and site features are damaged or destroyed; or, alternatively, changing the site grading so that water does not drain properly.
Correcting any existing irrigation that may be wetting the building excessively.	Neglecting to correct any existing irrigation that may be wetting the building excessively.
Minimizing disturbance of the terrain around buildings or elsewhere on the site, thereby reducing the possibility of destroying or damaging important landscape features, archeological resources, other cultural or religious features, or burial grounds.	Using heavy machinery or equipment in areas where it may disturb or damage important landscape features, archeological resources, other cultural or religious features, or burial grounds.
Surveying and documenting areas where the terrain will be altered to determine the potential impact to important landscape features, archeological resources, other cultural or religious features, or burial grounds.	Failing to survey the building site prior to beginning work, which may result in damage or loss of important landscape features, archeological resources, other cultural or religious features, or burial grounds.

BUILDING SITE

RECOMMENDED	NOT RECOMMENDED
Protecting (e.g., preserving in place) important site features, archeological resources, other cultural or religious features, or burial grounds.	Leaving known site features or archeological material unprotected so that it is damaged during rehabilitation work.
Planning and carrying out any necessary investigation before rehabilitation begins, using professional archeologists and methods, when preservation in place is not feasible.	Allowing unqualified personnel to perform data recovery on archeological resources, which can result in damage or loss of important archeological material
Preserving important landscape features through regularly-scheduled maintenance of historic plant material.	Allowing important landscape features or archeological resources to be lost, damaged, or to deteriorate due to inadequate protection or lack of maintenance
Protecting the building site and landscape features against arson and vandalism before rehabilitation work begins by erecting temporary fencing and by installing alarm systems keyed into local protection agencies.	Leaving the property unprotected and subject to vandalism before work begins so that the building site and landscape features, archeological resources, other cultural or religious features, or burial grounds can be damaged or destroyed. Removing or destroying features from the site, such as fencing, paths or walkways, masonry balustrades, or plant material.
Installing protective fencing, bollards, and stanchions on a building site, when necessary for security, that are as unobtrusive as possible.	Installing protective fencing, bollards, and stanchions on a building site, when necessary for security, without taking into consideration their location and visibility so that they negatively impact the historic character of the site.
Providing continued protection and maintenance of buildings and landscape features on the site through appropriate grounds and landscape management.	Failing to protect and maintain materials and features from the restoration period on a cyclical basis so that deterioration of the site results.
Protecting buildings and landscape features when working on the site.	Failing to protect building and landscape features during work on the site or failing to repair damaged or deteriorated site features.

BUILDING SITE

RECOMMENDED	NOT RECOMMENDED
Evaluating the overall condition of materials and features to determine whether more than protection and maintenance, such as repairs to site features, will be necessary.	Failing to undertake adequate measures to ensure the protection of the site.
Repairing historic site features which have been damaged, are deteriorated, or have missing components order reestablish the whole feature and to ensure retention of the integrity of the historic materials. Repairs may include limited replacement in kind or with a compatible substitute material of those extensively deteriorated or missing parts of site features when there are surviving prototypes, such as paving, railings, or individual plants within a group (e.g., a hedge). Repairs should be physically and visually compatible.	Removing materials and features that could be repaired or using improper repair techniques. Replacing an entire feature of the site (such as a fence, walkway, or drive) when repair of materials and limited replacement of deteriorated or missing components are feasible.



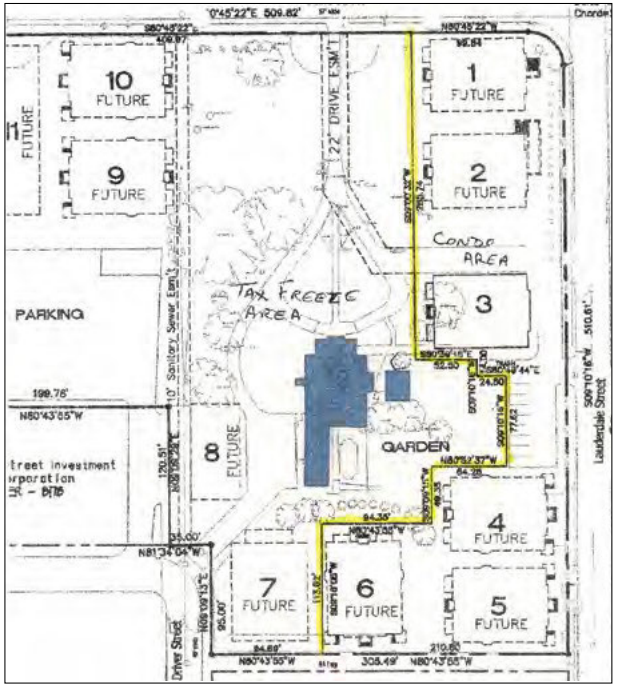
[43] The industrial character of the site was retained when this brewery complex was rehabilitated for residential use.



[44] **Not Recommended:** (a-b) The historic character of this plantation house (marked in blue on plan on opposite page) and its site was diminished and adversely impacted when multiple new buildings like this (#3 on plan) were constructed on the property (c).

BUILDING SITE

RECOMMENDED	NOT RECOMMENDED
Replacing in kind an entire feature of the site that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature. Examples could include a walkway or a fountain, a land form, or plant material. If using the same kind of material is not feasible, then a compatible substitute material may be considered.	Removing a character-defining feature of the site that is unrepairable and not replacing it, or replacing it with a new feature that does not match. Using a substitute material for the replacement that does not convey the same appearance of the surviving site feature or that is physically or ecologically incompatible. Adding conjectural landscape features to the site (such as period reproduction light fixtures, fences, fountains, or vegetation) that are historically inappropriate, thereby creating an inaccurate appearance of the site.







[45] Undertaking a survey to document archeological resources may be considered in some rehabilitation projects when a new exterior addition is planned.

BUILDING SITE

RECOMMENDED	NOT RECOMMENDED
The following work is highlighted to indicate that it is specific to **Rehabilitation** *projects and should only be considered after the preservation concerns have been addressed.*	
Designing the Replacement for Missing Historic Features	
Designing and installing a new feature on a site when the historic feature is completely missing. This could include missing outbuildings, terraces, drives, foundation plantings, specimen trees, and gardens. The design may be an accurate restoration based on documentary and physical evidence, but only when the feature to be replaced coexisted with the features currently on the site. Or, it may be a new design that is compatible with the historic character of the building and site.	Creating an inaccurate appearance because the replacement for the missing feature is based upon insufficient physical or historic documentation, is not a compatible design, or because the feature did not coexist with the features currently on the site. Introducing a new feature, including plant material, that is visually incompatible with the site or that alters or destroys the historic site patterns or use.
Alterations and Additions for a New Use	
Designing new onsite features (such as parking areas, access ramps, or lighting), when required by a new use, so that they are as unobtrusive as possible, retain the historic relationship between the building or buildings and the landscape, and are compatible with the historic character of the property.	Locating parking areas directly adjacent to historic buildings where vehicles may cause damage to buildings or landscape features or when they negatively impact the historic character of the building site if landscape features and plant materials are removed.
Designing new exterior additions to historic buildings or adjacent new construction that are compatible with the historic character of the site and preserves the historic relationship between the building or buildings and the landscape.	Introducing new construction on the building site which is visually incompatible in terms of size, scale, design, material, or color, which destroys historic relationships on the site, or which damages or destroys important landscape features, such as replacing a lawn with paved parking areas or removing mature trees to widen a driveway.
Removing non-significant buildings, additions, or site features which detract from the historic character of the site.	Removing a historic building in a complex of buildings or removing a building feature or a landscape feature which is important in defining the historic character of the site.
Locating an irrigation system needed for a new or continuing use of the site where it will not cause damage to historic buildings.	Locating an irrigation system needed for a new or continuing use of the site where it will damage historic buildings.

EXHIBIT C

SECRETARY OF INTERIOR'S STANDARDS FOR REHABILITATION

The Secretary of the Interior

Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings

The Standards (Department of Interior regulations, 36 CFR 67) pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior, related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and the environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

City Council Agenda Report

ITEM NO. 11

DATE: October 15, 2025

FROM: Todd Hileman, City Manager

PREPARED BY: Alma Medina, Assistant to the City Manager

SUBJECT: **CONSIDERATION OF APPROVAL OF AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH MOSAIC PUBLIC PARTNERS, LLC FOR EXECUTIVE RECRUITMENT SEARCH SERVICES, IN THE AMOUNT NOT TO EXCEED OF $18,000, FOR A NEW TOTAL CONTRACT AMOUNT OF $100,500**

Recommendation

It is recommended that the City Council consider approval of the proposed amendment to the professional services agreement with Mosaic Public Partners, LLC, for executive recruitment search services for a Library Director, in an amount not to exceed of $18,000, for a new total contract amount of $100,500.

Executive Summary

Staff is recommending approval of an amendment to the professional services agreement with Mosaic Public Partners, LLC, for executive recruitment search services, in the amount not to exceed of $18,000 for a new total contract amount of $100,500. The City Council recently approved the position of Assistant Library Director and it has been filled by the City's previous Library Director, therefore creating a vacancy in the Library Director position. The City worked with Mosaic for the recruitment of an Assistant City Manager/ Chief Financial Officer, and Public Works Director and most recently is working with the firm for the for the upcoming Chief of Police vacancy as the City's current Chief of Police is soon to retire. Approval of this amendment will allow the City to initiate the recruitment process for Library Director without delay.

Background

On April 2025, the City entered into a professional services agreement with Mosaic Public Partners, LLC., to conduct the recruitment for the Assistant City Manager/Chief Financial Officer, in the amount not to exceed of $27,500.

On May 21, 2025 an amendment to the agreement was approved by the City Council, expanding the scope of work to include executive search services for the Public Works Director position, increasing the total contract amount by $27,500 for a total contract amount of $55,000.

On August 20, 2025 an amendment to the agreement was approved by the City Council, expanding the scope of work to include executive search services for the Chief of Police position, increasing the total contract amount by $27,500 for a total contract amount of

$82,500. In addition to the Chief of Police position, the the City has one last Department Director vacancy, Library Director, and has been proactive in retaining qualified recruitment firms to pursue qualified candidates, particularly for executive level positions.

Analysis
With the approval of the Assistant Library Director position by the City Council on October 1, 2025, and the current Library Director filling the newly approved Assistant position, the City's Library Director position has become vacant. This development presents an urgent need to begin recruitment efforts immediately to avoid any prolonged vacancy that could disrupt critical operations within the Library Department.

The vacancy in the Library Director position comes at a critical time for the Library Department, as they enter an important phase with initiatives such as the Library/Community Center Site Plan and other modernization efforts aimed at expanding public services and improving community access. A strong and experienced Library Director will be essential in guiding these efforts. Given the scope and significance of the Library Director position, it is important to begin recruitment process as soon as possible.

Recruiting a Library Director is uniquely complex compared to other department director roles. The position requires not only strong administrative and leadership skills, but also professional librarian qualifications, public service experience, and an understanding of library operations, community engagement, and evolving trends in technology and literacy. This specialized combination of skills makes it even more imperative to engage a recruitment firm with the expertise and reach to identify highly qualified candidates who meet the professional needs of the City.

Due to the limited staff in the Human Resources Department, the City does not currently have internal resources available to manage an executive-level recruitment of this scale within the necessary timeframe. Mosaic Public Partners has already been engaged with the City and is familiar with its organizational culture, leadership expectations, and community priorities. Amending the existing contract to include this recruitment allows for a streamlined process and ensures the City can maintain continuity in executive leadership across departments.

Mosaic Partners has demonstrated an understanding of our needs and is well-positioned to identify and attract high-caliber candidates. Therefore, staff is recommending approval of the proposed amendment to add to the scope of work to add the executive search services for a Library Director, in the amount not to exceed of $18,000, for a new total contract amount of $100,500.

Alternatives
The City Council does have the option to not approve the proposed amendment. If not approved, the recruitment efforts would have to be undertaken by City Staff, which will take longer than if done with a firm, as we do not have such expertise within the agency at the moment.

Fiscal Impact
If approved, the amendment in the amount of $18,000 will be funded from Account No. 101-3010-2034-8020-000 (Human Resources Division- Special Department Expense), where recruitment expenses are budgeted in the proposed FY 2025-2026 budget.

Attachment:
Attachment No. 1- Proposed Amendment
Attachment No. 2 - Second Amendment
Attachment No. 3 - First Amendment
Attachment No. 4 - Agreement

THIRD AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT FOR EXECUTIVE SEARCH SERVICES

THIS AMENDMENT ("Amendment") is made on this 15TH day of October 2025, by and between the CITY OF SOUTH PASADENA ("CITY") and MOSAIC PUBLIC PARTNERS, LLC. ("CONSULTANT').

RECITALS

WHEREAS, on April 17, 2025, the CITY and CONSULTANT entered into an Agreement for PROFESSIONAL SERVICES ("Agreement") for CONSULTANT to perform Assistant City Manager/ Chief Financial Officer Executive Search Services for the City; and

WHEREAS, the original Agreement was in the amount of $27,500, for Assistant City Manager/ Chief Financial Officer Executive Search Services ; and

WHEREAS, on May 21, 2025 the City and Consultant entered into an amendment to increase the total contract in an amount not to exceed $27,500, for a new aggregate total of Agreement and Amendments sum total of $55,000, and amend the scope of work to include Recruitment Services for a Public Works Director position; and

WHEREAS, on August 20, 2025 the City and Consultant entered into a second amendment to increase the total contract in an amount not to exceed $27,500, for a new aggregate total of Agreement and Amendments sum total of $82,500, and amend the scope of work to include Recruitment Services for a Chief of Police; and

WHEREAS, the CITY desires to execute an Amendment to increase the total contract in an amount not to exceed $18,000, for a new aggregate total of Agreement and Amendments sum total of $100,500, and amend the scope of work to include Library Director Executive Search Services; and

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

1. That Section 1 "Search Engagement" is amended to include Library Director Search Services, and include the attached Proposal, Exhibit A .

2. That Section 4 "Compensation" of the Agreement is hereby amended to read as follows:

"As full compensation for the Consultant's professional services performed hereunder, the Client shall pay the Consultant the flat amount of One Hundred Thousand, Five Hundred Dollars ("flat fee"). Expenses included in the flat fee include graphic design, advertising, consultant travel, administrative support, printing, postage, technology, and educational verification and a background check on the selected candidate. The proposal includes the costs associated with one consultant trip to facilitate candidate interviews in South Pasadena, CA. All other meetings and interviews will be conducted by videoconferencing unless otherwise stated in this agreement. All work products provided to the client will be electronically transmitted."

3. 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: Todd Hileman

Title: City Manager

Date:_____

"Consultant"
Mosaic Public Partners LLC

By:_____
Signature

Printed: Greg Nelson

Title: Founder and Managing Partner

Date:_____

Attest:

By:_____
Mark Perez, Acting Chief City Clerk

Date:_____

Approved as to form:

By:_____
Roxanne M. Diaz, City Attorney

Date:_____

www.mosaicpublic.com
(916) 550-4100

MOSAIC
PUBLIC PARTNERS

200 Gateway Drive, #1908
Lincoln, California 95648

September 24, 2025

Todd Hileman, City Manager
City of South Pasadena
1414 Mission Street
South Pasadena, CA 911030

Re: Proposal to provide *Assisted Outreach Plus* Executive Search Services – Library Director

Dear Mr. Hileman:

Mosaic Public Partners is pleased to have the opportunity to present our qualifications and approach to your recruitment outreach needs for the position of Library Director. Mosaic Public Partners was founded on the principles of providing higher levels of innovation and client collaboration to complement the tried-and-true principles of executive search. By using private-sector technologies and search methodologies, we deliver a better client experience and results, while staying within the constraints of the public sector. We pride ourselves on our speed, agility, thoroughness, and client communications.

Members of our project team are seasoned public sector executives who have a true passion for the work of public agencies. We understand the challenges that public agencies face and their unique needs. As a California based business, we take great pride in partnering with public agencies in California to provide the best executive leaders. Our experience in candidate identification and outreach provides a connection to candidates who may be missed through passive recruitment means alone.

After reviewing our proposal, please contact us at (916) 550-4100 if you have questions or need additional information. We look forward to hearing from you and hope to have the opportunity to work with you on this important recruitment.

Best Regards,

Greg Nelson
Founder and Managing Partner
greg@mosaicpublic.com

Bryan Noblett
Founder and Managing Partner
bryan@mosaicpublic.com

Professional Qualifications

We are seasoned public sector executives who have profound respect for the work of public agencies. We are passionate about placing today's public leaders, which enables public agencies to deliver exemplary leadership to their constituents.

Following several years of experience in a leadership role with a well-known national public sector search firm, Greg Nelson founded Mosaic Public Partners with his business partner, Bryan Noblett, in January of 2022. Since the launch of our firm, we have conducted more than 155 successful executive searches and are operating in eight states. Including their experience with the prior firm, our consultants have led over 325 successful executive recruitments for public agencies across the nation.

Mosaic Public Partners is a Limited Liability Company (LLC) registered in the state of California. Greg Nelson and Bryan Noblett are the founders and managing partners of Mosaic Public Partners with 55% and 45% respective ownership, and both have the authority to bind the firm. There are no known conflicts of interest related to this executive search and no subcontractors are utilized. Mosaic Public Partners has never been involved in litigation, nor has it been involved in any form of financial insolvency.

Mosaic Approach

Placing today's public leaders is our mission. Aligning the right candidates with the right opportunities helps our clients to build effective teams. We enjoy building relationships with the people involved in our searches, whether it is the candidates, hiring managers, team members or stakeholders. Establishing meaningful connections with those involved in our search processes is the basis from which we derive our success as a trusted partner and client-focused search firm.

Client Focused

Mosaic Public Partners provides a client-focused, customized approach to every search. We create an open, transparent, and interactive search process for both our clients and candidates. As a small firm we remain highly responsive to client needs and objectives, along with being personally available during the search process. Honest communication, collaboration, and connecting with people are key components in a successful search. At Mosaic Public Partners, we pride ourselves on excellent customer service, agility, and responsiveness. We tailor our workload so that we can be readily available to assist with all elements of the search process for our clients and candidates alike.

Our use of innovative technology allows our clients unparalleled real-time access and visibility into the search process. We use an executive search software platform that provides a client portal to each project. Our commitment is that our clients have a 360-degree view of all elements of their recruitment at any time. As the only public sector search firm using this platform, we offer an innovative and collaborative experience to our clients

that allows a higher level of partnership and transparency. We are proud to bring private sector technology to our public sector searches to make them as efficient and transparent as possible for our clients.

Trusted Partners

Our founding partners are two former public sector executives, each with exemplary service careers. We understand local government and the importance of accountability and responsiveness. Our combined career histories exemplify professionalism and a dedication to public service, along with a keen understanding of what it takes to be an effective leader in a public sector environment. Leveraging our public service careers, we became experienced executive search consultants, bringing with us a continued dedication to public service and an ethical, confidential, and discrete approach to assisting public agencies in the executive search process. Mosaic Public Partners is your trusted partner in placing today's public leaders.

Commitment to Diversity, Equity, and Inclusion

The Mosaic Team celebrates and prioritizes diversity, equity, and inclusion in its search practices and in its own organizational culture. We understand the dynamic nature of diverse teams and our clients' need to build organizations that are as representative of the communities they serve as possible. Simply stated, the need for public employers and public sector search firms to build recruitment processes anchored by a commitment to diversity, equity, and inclusion is more important now than ever. Mosaic Public Partners is committed to ensuring outreach to diverse candidate pools via inclusive and strategic advertising, targeted outreach, and other methods which are all intended to deliver a diverse, highly qualified candidate pool to our clients. Evidence of this commitment can be seen in the placements we have made by viewing Mosaic Placements on our website.

Why Choose Mosaic Public Partners?

National Reach

While we have extensive experience conducting executive searches in the West, our work across the nation brings a valuable perspective on issues and candidate markets to our clients. We invite you to review our consultants' body of executive search experience by viewing our Consultant Portfolio.

Diversity

Today's public sector leadership teams thrive when they are diverse in race, ethnic and cultural identity, gender, background and thought. Mosaic Public Partners is here to assist, guide, and lead in that endeavor.

Experience

Public service is the world in which we have lived. Our search team has over 80 years of public service experience. Having attained executive level positions in our public sector careers has given us valuable insight and an advantage in understanding and responding to the nuances and challenges of selecting public sector leaders.

Collaboration

Mosaic Public Partners believes that executive searches are more successful when the consultants and clients work closely together throughout the engagement. We treat each search as a true partnership with our clients.

Service

Our team will be your partner from start to finish. We are committed to providing excellent service to clients and candidates alike and representing our clients at the highest level.

Innovation

Applying private sector technologies to the tried-and-true practices of public sector searches allows Mosaic Public Partners to deliver needed agility and improved communications to our clients.

Scope of Work for Assisted Outreach (Partial Recruitment)

KICKOFF

Project Management

The Mosaic Team will meet via videoconference with the City Manager, Human Resources Director, and others as desired. The objectives of this meeting are to learn contact and communication preferences, conduct a stakeholder analysis, develop the project timeline, and to create the partial recruitment process.

During this phase of the project, the consultants will review the organization's job description and review the salary and benefit offerings for competitiveness in the market.

Candidate Profile Development

The project team will also gather important documents, information, and media from the City to be used in the development of the candidate profile. Utilizing the input received, Mosaic Public Partners will create a candidate profile that accurately and attractively presents the opportunity to prospective candidates. Once approved by the City, this candidate profile serves as the standard by which all prospective candidates are sourced and for guiding the search strategies.

The City Manager, Human Resources Director, and others (as appropriate) will be provided with online access to Mosaic Public Partners' recruitment software through a client portal that ensures the search strategy and approach are properly calibrated for success. Our goal is to ensure that our clients are continually kept updated on the status of the recruitment.

OUTREACH

Outreach and Recruiting

Based upon the search strategy developed with the City, Mosaic Public Partners will immediately launch a targeted and comprehensive search effort that sources candidates from four primary categories.

- **Advertising Campaigns**: Advertisements will be placed in sources targeted at attracting a diverse selection of highly qualified candidates.
- **Website and Social Media Campaign**: Mosaic Public Partners provides a comprehensive social media marketing campaign that includes custom graphics, eye-catching photos and distribution on our LinkedIn account to share the position with potential candidates.

Social media posts are crafted to support the recruitment process. In addition, partners and recruiters share Mosaic Public Partners blog and social media posts on their respective LinkedIn accounts.

- **Researched Outreach**: Using the search strategy as a guide, Mosaic Public Partners will apply innovative technologies to find and recruit candidates that may not have been identified through other methods.
- **Potential Candidate Contact**: Upon completion of the researched outreach, two rounds of email communication will be sent to all identified potential candidates. The firm will not engage with candidates outside of the email communications.

Candidate Screening and Evaluation

The search consultants perform an initial evaluation of candidates based upon their submitted materials. Candidates who are well aligned with the candidate profile, along with all internal candidates, are interviewed via videoconference to further evaluate their qualifications and suitability for the position.

Candidates who are well matched to the candidate profile are identified and a thorough Internet and news search is conducted to help understand each candidate's public persona, as well as to ensure that any items that may be seen as controversial are known and understood.

Presentation of Candidates

During a meeting with the City, the search consultants will present the candidates that submitted interest in the position. The meeting will be facilitated by Mosaic Public Partners' innovative client portal which provides the City with direct access to all candidate materials. From this meeting, a small group of candidates is invited to participate in the selection process.

SELECTION

Selection Process

The City of South Pasadena will be responsible for the following: administering the interview process, final candidate selections, final compensation negotiation, and closeout communications with involved candidates.

Background and Final Qualification

Once the City has identified its candidate of choice, the search consultants will perform a thorough background check of the candidate, accompanied by a series of consultant-driven reference checks that seek input from people with a variety of perspectives to the candidate.

Timeline

At the beginning of each search engagement, Mosaic Public Partners meets with clients to collaboratively craft a work plan and timeline that best aligns with our client's needs.

We are confident that we can deliver a successful assisted outreach search effort and deliver potential candidates in a timely manner that meets the needs of the City of South Pasadena.

Assisted Outreach Plus – Service Comparison

Recruitment/Outreach Activities	Assisted Outreach Plus	Full Executive Search
Consultation meeting about the role, job description, and target candidate market	X	X
Additional client and stakeholder input meetings	X	X
Development of a high-quality, attention-getting, recruitment brochure	X	X
Dedicated research to identify specific candidates matching the target candidate market.	X	X
Comprehensive advertising campaign (approximately $2,500 ad spend)	X	X
Personal outreach by executive recruiter		X
Email campaigns from executive recruiter directed at candidates specifically identified through research, with personal follow-ups via phone, etc. (as much outreach as needed to attract solid candidates).	X	X
LinkedIn posting on Mosaic Public Partners feed	X	X
Position posting on Mosaic Public Partners “Careers” page	X	X
Additional LinkedIn postings by executive recruiters	X	X
Exclusive client portal to provide visibility on the progress of the search	X	X
All candidate inquiries personally responded to by the executive recruiter assigned to the project	X	X
Individualized assessment and screening of candidates	X	X
Personal screening interviews of top candidates	X	X
Public Media Reports generated on top candidates	X	X
Consultation with client to review candidates, consultant recommendations	X	X
Interview/selection process design and on-site facilitation, including production of interview materials		X
Consultant travel for interview facilitation		X
Candidate communications: travel instructions, reimbursement instructions		X
Negotiations, assistance with contract or offer letter		X
Background and education checks		X
Consultant focused reference checks		X
Closeout communications		X
Guarantee		X

Cost of Services for *Assisted Outreach Plus* (Partial Recruitment)

Mosaic Public Partners offers a flat fee to provide partial executive search services as outlined in this proposal. The flat fee includes both professional services and consultant expenses related to the aforementioned work plan. These expenses include graphic design, advertising, administrative support, two rounds of targeted outreach via e-mail, and technology.

Our flat fee to provide the services as outlined in this proposal for the position of Library Director is **$18,000.**

Invoicing will be in two installments:

1.	Upon Execution of the Professional Services Agreement	$9,000
2.	Upon Project Conclusion	$9,000

This cost proposal and professional search services referenced herein are valid for 60 days from the date of submittal.

No form of guarantee is provided with this scope of work.

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SECOND AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT FOR EXECUTIVE SEARCH SERVICES

THIS AMENDMENT ("Amendment") is made on this 20TH day of August 2025, by and between the CITY OF SOUTH PASADENA ("CITY") and MOSAIC PUBLIC PARTNERS, LLC. ("CONSULTANT').

RECITALS

WHEREAS, on April 17, 2025, the CITY and CONSULTANT entered into an Agreement for PROFESSIONAL SERVICES ("Agreement") for CONSULTANT to perform Assistant City Manager/ Chief Financial Officer Executive Search Services for the City; and

WHEREAS, the original Agreement was in the amount of $27,500, for Assistant City Manager/ Chief Financial Officer Executive Search Services ; and

WHEREAS, on May 21, 2025 the City and Consultant entered into an amendment to increase the total contract in an amount not to exceed $27,500, for a new aggregate total of Agreement and Amendments sum total of $55,000, and amend the scope of work to include Recruitment Services for a Public Works Director position; and

WHEREAS, the CITY desires to execute an Amendment to increase the total contract in an amount not to exceed $27,500, for a new aggregate total of Agreement and Amendments sum total of $82,500, and amend the scope of work to include Chief of Police Executive Search Services; and

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

1. That Section 1 "Search Engagement" is amended to include Chief of Police Executive Search Services, and include the attached Proposal, Exhibit A .

2. That Section 4 "Compensation" of the Agreement is hereby amended to read as follows:

   "As full compensation for the Consultant's professional services performed hereunder, the Client shall pay the Consultant the flat amount of Eighty-Five Thousand Dollars ("flat fee"). Expenses included in the flat fee include graphic design, advertising, consultant travel, administrative

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support, printing, postage, technology, and educational verification and a background check on the selected candidate. The proposal includes the costs associated with one consultant trip to facilitate candidate interviews in South Pasadena, CA. All other meetings and interviews will be conducted by videoconferencing unless otherwise stated in this agreement. All work products provided to the client will be electronically transmitted."

3. 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: Signed by: Todd Hileman 5CF386AC460044B... _____
Signature

Printed: Todd Hileman

Title: City Manager

Date: 9/2/2025

"Consultant"
Mosaic Public Partners LLC

By: Signed by: Greg Nelson EBEAEA33F7E7408... _____
Signature

Printed: Greg Nelson

Title: Founder and Managing Partner

Date: 8/21/2025

Attest:

By: DocuSigned by: Mark Perez 8C28A8A8EFB14A7... _____
Mark Perez, Acting Chief City Clerk

Date: 9/2/2025

Approved as to form:

By: DocuSigned by: Roxanne Diaz A7800E5CA8A241F... _____
Roxanne M. Diaz, City Attorney

Date: 9/2/2025

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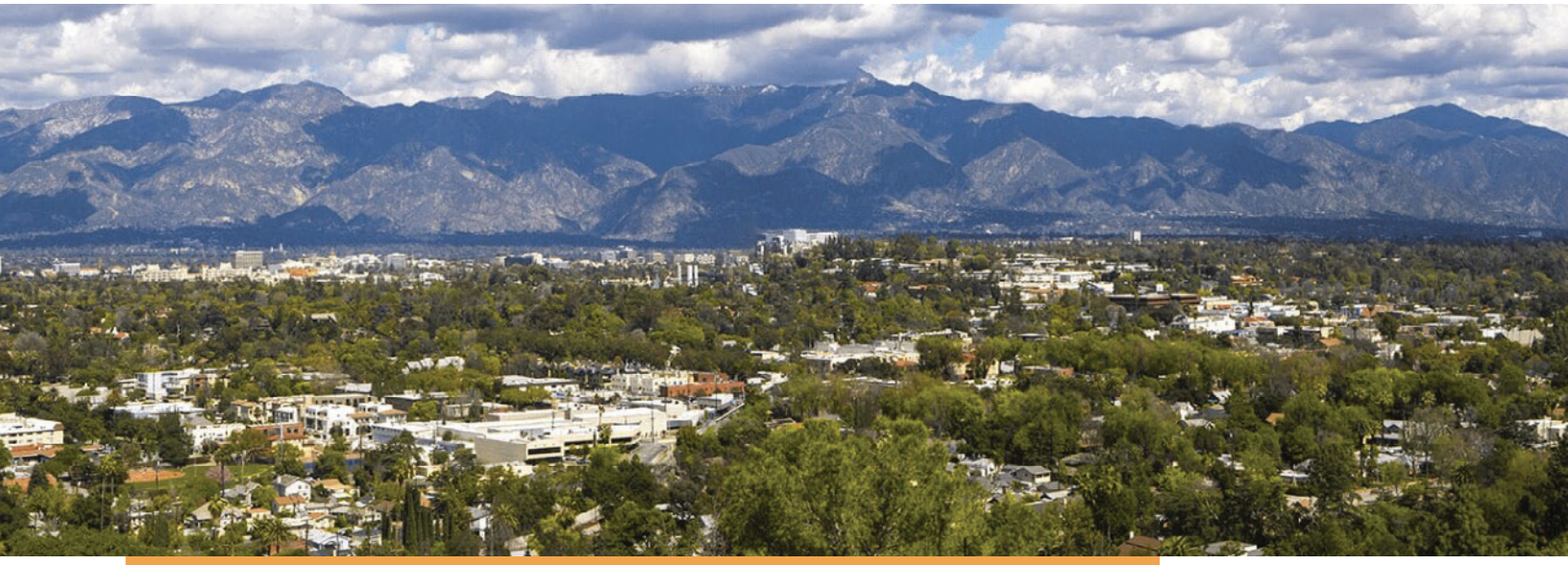
Exhibit A

MOSAIC
PUBLIC PARTNERS

EXECUTIVE SEARCH
PROPOSAL



CHIEF OF POLICE
CITY OF SOUTH PASADENA, CA

DATE SUBMITTED
AUGUST 13, 2025

SUBMITTED TO
Mr. Todd Hileman
City Manager
City of South Pasadena

PREPARED BY
GREG NELSON
MOSAIC PUBLIC PARTNERS
200 Gateway Dr., #1908, Lincoln, CA, 95648
916-550-4100
greg@mosaicpublic.com
connect@mosaicpublic.com

Placing today's public leaders

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August 13, 2025

Mr. Todd Hileman
City Manager
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030

MOSAIC
PUBLIC PARTNERS

RE: PROPOSAL TO PROVIDE EXECUTIVE SEARCH SERVICES - CHIEF OF POLICE

DEAR MR. HILEMAN:

Mosaic Public Partners is pleased to present our qualifications and approach to your executive search needs for the position of Chief of Police. Mosaic Public Partners was founded on the principles of providing higher levels of innovation and client collaboration to complement the tried-and-true principles of executive search. By using private-sector technologies and search methodologies, we deliver a better client experience and results, while staying within the constraints of the public sector. We pride ourselves on our speed, agility, thoroughness, and client communications.

Members of our project team are seasoned public sector executives who have a true passion for the work of public agencies. We understand the challenges that public agencies face and their unique needs. Our consultants have conducted over 325 executive searches across the United States, bringing both experience and a national perspective on current trends and issues. This has allowed us to develop an extensive network of executives as potential candidates that we will deliver to the City if awarded this search.

Having previously worked on searches for the City of South Pasadena, members of the project team offer both a solid understanding of the character and issues for the City of South Pasadena, and strong working relationships with key City staff. The combined networks of our professional recruiters will deliver the City of South Pasadena with a robust candidate generation, along with significant experience and perspectives on municipal leadership in California and across the nation. This experience, along with our proven track record of successful recruitments, makes Mosaic Public Partners the ideal executive search partner.

Policing is a particularly strong practice area for the firm, as both principals are former police chiefs and have had the opportunity to serve clients across California and the nation in placing key executives. As a result, we offer not only proven performance but strong candidate networks in policing to the City of South Pasadena.

After reviewing our proposal, please contact us at (916) 550-4100 if you have questions or need additional information. We look forward to hearing from you and hope to have the opportunity to work with you on this important recruitment.

Best Regards,

Greg Nelson
Founder and Managing Partner
greg@mosaicpublic.com

Bryan Noblett
Founder and Managing Partner
bryan@mosaicpublic.com

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PROFESSIONAL QUALIFICATIONS

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Following several years of experience in a leadership role with a well-known national public sector search firm, Greg Nelson founded Mosaic Public Partners with his business partner, Bryan Noblett, in January of 2022. Since the launch of our firm, we have conducted more than 155 successful executive searches and are operating in eight states. Including their experience with the prior firm, our consultants have led over 325 successful executive recruitments for public agencies across the nation.

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MOSAIC APPROACH

Placing today's public leaders is our mission. Aligning the right candidates with the right opportunities helps our clients to build effective teams. We enjoy building relationships with the people involved in our searches, whether it is the candidates, hiring managers, team members or stakeholders. Establishing meaningful connections with those involved in our search processes is the basis from which we derive our success as a trusted partner and client-focused search firm.

CLIENT FOCUSED

Mosaic Public Partners provides a client-focused, customized approach to every search. We create an open, transparent, and interactive search process for both our clients and candidates. As a small firm we remain highly responsive to client needs and objectives, along with being personally available during the search process. Honest communication, collaboration, and connecting with people are key components in a successful search. At Mosaic Public Partners, we pride ourselves on excellent customer service, agility, and responsiveness. We tailor our workload so that we can be readily available to assist with all elements of the search process for our clients and candidates alike.

Our use of innovative technology allows our clients unparalleled real-time access and visibility into the search process. We use an executive search software platform that provides a client portal to each project. Our commitment is that our clients have a 360-degree view of all elements of their recruitment at any time. As the only public sector search firm using this platform, we offer an innovative and collaborative experience to our clients that allows a higher level of partnership and transparency. We are proud to bring private sector technology to our public sector searches to make them as efficient and transparent as possible for our clients.

Placing today's public leaders

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TRUSTED PARTNERS

Our founding partners are two former public sector executives, each with exemplary service careers. We understand local government and the importance of accountability and responsiveness. Our combined career histories exemplify professionalism and a dedication to public service, along with a keen understanding of what it takes to be an effective leader in a public sector environment. Leveraging our public service careers, we became experienced executive search consultants, bringing with us a continued dedication to public service and an ethical, confidential, and discrete approach to assisting public agencies in the executive search process. Mosaic Public Partners is your trusted partner in placing today's public leaders.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

The Mosaic Team celebrates and prioritizes diversity, equity, and inclusion in its search practices and in its own organizational culture. We understand the dynamic nature of diverse teams and our clients' need to build organizations that are as representative of the communities they serve as possible. Simply stated, the need for public employers and public sector search firms to build recruitment processes anchored by a commitment to diversity, equity, and inclusion is more important now than ever. Mosaic Public Partners is committed to ensuring outreach to diverse candidate pools via inclusive and strategic advertising, targeted outreach, and other methods which are all intended to deliver a diverse, highly qualified candidate pool to our clients. Evidence of this commitment can be seen in the placements we have made by viewing **Mosaic Placements** on our website.

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WHY CHOOSE MOSAIC PUBLIC PARTNERS?

NATIONAL REACH

While we have extensive experience conducting executive searches in the West, our work across the nation brings a valuable perspective on issues and candidate markets to our clients. We invite you to review our consultants' body of executive search experience by viewing our **consultant portfolio**.

EXPERIENCE

Public service is the world in which we have lived. Our search team has over 80 years of public service experience. Having attained executive level positions in our public sector careers has given us valuable insight and an advantage in understanding and responding to the nuances and challenges of selecting public sector leaders.

DIVERSITY

Today's public sector leadership teams thrive when they are diverse in race, ethnic and cultural identity, gender, background and thought. Mosaic Public Partners is here to assist, guide, and lead in that endeavor.

SERVICE

Our team will be your partner from start to finish. We are committed to providing excellent service to clients and candidates alike and representing our clients at the highest level.

COLLABORATION

Mosaic Public Partners believes that executive searches are more successful when the consultants and clients work closely together throughout the engagement. We treat each search as a true partnership with our clients.

INNOVATION

Applying private sector technologies to the tried-and-true practices of public sector searches allows Mosaic Public Partners to deliver needed agility and improved communications to our clients.

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RELEVANT EXPERIENCE

Our consultants have conducted law enforcement recruitments in the last several years that position us to successfully complete this search on behalf of the City of South Pasadena. Below is a list of the most relevant searches, some of which are attributed to the consultants' tenure at a prior firm*.

Law Enforcement

YEAR	CLIENT	POSITION
2025	City of Fort Worth – Fort Worth, TX	Chief of Police (Current)
2025	City of Folsom – Folsom, CA	Chief of Police (Current)
2025	City of Lincoln – Lincoln, CA	Police Captain (Current)
2025	City of Arroyo Grande – Arroyo Grande, CA	Chief of Police
2025	City of Elk Grove – Elk Grove, CA	Assistant Chief of Police
2025	City of Dublin – Dublin, OH	Deputy Chief of Police
2024	City of Austin – Austin, TX	Chief of Police
2024	City of Durango – Durango, CO	Chief of Police
2024	Town of Addison – Addison, TX	Chief of Police
2024	City of Lewisville – Lewisville, TX	Chief of Police
2024	City of Richland – Richland, WA	Chief of Police
2024	City of Chandler – Chandler, AZ	Chief of Police
2023	City of South Miami – South Miami, FL	Chief of Police
2023	City of Ukiah – Ukiah, CA	Chief of Police
2023	City of Novato – Novato, CA	Chief of Police
2023	Town of Sunnyvale – Sunnyvale, TX	Chief of Police
2023	Town of Addison – Addison, TX	Assistant Police Chief
2023	City of Ukiah – Ukiah, CA	Police Captain
2023	City of Victoria – Victoria, TX	Chief of Police
2023	Town of Little Elm – Little Elm, TX	Assistant Chief of Police
2022	City of Denton – Denton, TX	Chief of Police
2021	City of Bozeman - Bozeman, MT	Chief of Police*
2021	King County - Seattle, WA	Director - Office of Law Enforcement Oversight*
2021	City of Pismo Beach - Pismo Beach, CA	Chief of Police*
2021	City of San Fernando - San Fernando, CA	Chief of Police*
2021	City of Santa Monica - Santa Monica, CA	Police Chief*
2021	University of New Mexico - Albuquerque, NM	Chief of Police*
2021	City of Lawrence – Lawrence, KS	Chief of Police*
2020	City of Elk Grove – Elk Grove, CA	Police Captain*
2020	City of Richmond – Richmond, TX	Chief of Police*
2020	City of Bishop – Bishop, CA	Chief of Police*
2020	City of Boise – Boise, ID	Chief of Police*

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2020	City of Emeryville – Emeryville, CA	Chief of Police*
2020	City of Salem – Salem, OR	Chief of Police*
2020	City of Seattle – Seattle, WA	Police Commission Executive Director*
2020	City of San Marcos – San Marcos, TX	Police Chief*
2020	City of Sanger – Sanger, CA	Chief of Police*
2019	City of Elk Grove – Elk Grove, CA	Assistant Chief of Police*
2019	City of Concord – Concord, CA	Chief of Police*
2019	City of Vallejo – Vallejo, CA	Chief of Police*
2019	City of Elk Grove – Elk Grove, CA	Chief of Police*
2019	City of Hayward – Hayward, CA	Chief of Police*
2019	City of Pacific Grove – Pacific Grove, CA	Police Chief*
2018	City of Denton – Denton, TX	Police Chief*
2018	City of West Linn – West Linn, OR	Chief of Police*
2018	City of Clearlake – Clearlake, CA	Chief of Police*
2018	City of Richland – Richland, WA	Chief of Police*
2017	City of Hayward – Hayward, CA	Chief of Police*
2017	City of Seattle – Seattle, WA	Office of Police Accountability Director*
2017	Town of Gilbert – Gilbert, AZ	Police Chief*
2016	City of Morro Bay – Morro Bay, CA	Chief of Police*
2016	City of Indio – Indio, CA	Chief of Police*
2016	City of Tualatin – Tualatin, OR	Police Chief*
2015	City of Martinez – Martinez, CA	Chief of Police*
2015	City of Pacific Grove – Pacific Grove, CA	Chief of Police*
2015	City of Bishop – Bishop, CA	Chief of Police*

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REFERENCES

Our most relevant reference is the City of South Pasadena itself with our current and previous work on recruitments. In addition, we are proud of our past work and are happy to provide the following references to the City of South Pasadena in the Chief of Police search.

CITY OF CHANDLER – CHANDLER, AZ

RAE LYNN NIELSEN, DIRECTOR OF HUMAN RESOURCES

175 S Arizona Ave.
Chandler, AZ 85225
(480) 782-2000 | raelynn.nielsen@chandleraz.gov

Search: Chief of Police and Community Development Director.

CITY OF ELK GROVE – ELK GROVE, CA

JASON BEHRMANN, CITY MANAGER

Jason Behrmann, City Manager
8401 Laguna Palms Way
Elk Grove, CA 95758 | Jbehrmann@elkgrovecity.org

Search: Assistant Chief of Police, Assistant City Manager, Development Services Director, Finance Director, Traffic Engineering Manager, Chief of Police*, Assistant Chief of Police*, and Police Captain*.

CITY OF ARROYO GRANDE – ARROYO GRANDE, CA

MATT DOWNING, CITY MANAGER

300 E. Branch Street
Arroyo Grande, CA 93420
805-473-5400 | mdowning@arroyogrande.org

Searches: City Manager and Chief of Police

*Projects completed during the consultants' tenure with a prior firm.

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APPROACH AND SEARCH METHODOLOGY

We approach every executive search as a partnership with our client. In this light, we use a proven framework as the foundation for the project and collaboratively tailor the work plan to meet the unique needs and wishes of our clients. In every search, we aim to provide our client with three deliverables: 1) a diverse selection of qualified candidates, 2) a thoughtful, inclusive, and well-communicated search process, and 3) sound advice and consultation. The following is a representation of the approach and methodology to a Mosaic Public Partners Search.

KICKOFF

PROJECT MANAGEMENT

The Mosaic Team will meet via videoconference with the City Manager, Human Resources Manager, and others, as desired. The objectives of this meeting are to learn contact and communication preferences, conduct a stakeholder analysis, develop the project timeline, and to create the preliminary selection process.

During this phase of the project, the consultants will review the organization's job description and review the salary and benefit offering for competitiveness in the market.

The consultants will conduct a stakeholder analysis with the City to determine the level and manner of community and stakeholder engagement necessary for a successful process.

CANDIDATE PROFILE DEVELOPMENT

Based on the project management kickoff meetings, Mr. Nelson and Mr. Noblett will meet with the identified stakeholders to solicit input on the desired qualities sought in the next Chief of Police, as well as anticipated challenges and opportunities they may face. The project team will also gather important documents, information, and media from the City to be used in the development of the candidate profiles.

The Mosaic Public Partners team will meet with City leadership and stakeholders individually or in small groups to gather their input relative to the desired characteristics sought for candidates, as well as challenges and opportunities facing the City of South Pasadena.

Utilizing the input received, Mosaic Public Partners will create a candidate profile that accurately and attractively present the opportunities to prospective candidates. Once approved by the City, this candidate profile serves as the standard by which all prospective candidates are evaluated and for guiding the search strategies.

A sample brochure from the City of Arroyo Grande, Chief of Police recruitment is included in this proposal as a visual example of the quality way in which we represent our clients and market their search to potential candidates.

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The City Manager, Human Resources Manager, and others (as appropriate) will be provided with online access to Mosaic Public Partners' recruitment software through a client portal that ensures the search strategy and approach are properly calibrated for success. Our goal is to ensure that our clients are continually kept updated on the status of the recruitment.

OUTREACH AND RECRUITING

Based upon the search strategy developed with the City, Mosaic Public Partners will immediately launch a targeted and comprehensive search effort that sources candidates from five primary categories.

- **Advertising Campaign:** Advertisements will be placed in sources targeted at attracting a diverse selection of highly qualified candidates. In addition to advertising with a variety of state/regional police chief associations, ads will also be placed with nationally recognized law enforcement associations such as:
  - IACP – International Association of Chiefs of Police
  - PERF – Police Executive Research Forum
  - NAWLEE – National Association of Women Law Enforcement Executives
  - HAPCOA – Hispanic American Police Command Officers Association
  - NOBLE – National Organization of Black Law Enforcement Executives
  - NAPOA - National Asian Peace Officers Association
- **Website and Social Media Campaign:** Mosaic Public Partners provides a comprehensive social media marketing campaign that includes custom graphics, eye-catching photos and distribution on LinkedIn and Facebook accounts to share the position with potential candidates. Social media posts are crafted at several points throughout the recruitment process. In addition, partners and recruiters share Mosaic Public Partners blog and social media posts on their respective LinkedIn accounts. Mosaic Public Partners will also highlight the position on our website with a blog post, listing in our "Upcoming Career Opportunities" and ultimately on our "Careers" page once the position is open.
- **Direct Outreach:** The search consultants have an extensive candidate network across the nation. These networks will be leveraged to identify and recruit candidates that appear well matched to the candidate profile.
- **Indirect Outreach:** By using the same candidate networks, Mosaic Public Partners can seek nominations from other leading public sector executives who often provide excellent insight into rising talent.
- **Researched Outreach:** Using the search strategy as a guide, Mosaic Public Partners will apply innovative technologies to find and recruit candidates that may not have been identified through other methods.

Each potential candidate is personally engaged by the search consultants, and many hours are typically spent answering questions and providing information to candidates to minimize any barriers that may be a discouragement.

CANDIDATE SCREENING AND EVALUATION

The search consultants perform an initial evaluation of candidates based upon their submitted materials. Candidates who are well aligned with the candidate profile, along with all internal candidates, are interviewed via videoconference to further evaluate their qualifications and suitability for the position.

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Candidates who are well matched to the candidate profile are identified and a thorough Internet and news search is conducted to help understand each candidate's public persona, as well as to ensure that any items that may be seen as controversial are known and understood.

SELECTION

PRESENTATION OF CANDIDATES

During a meeting with the City, the search consultants will present the candidates that submitted interest in the position. The meeting will be facilitated by Mosaic Public Partners' innovative client portal which provides the City with direct access to all candidate materials. From this meeting, a small group of candidates is invited to participate in the selection process.

SELECTION PROCESS

Having previously designed the selection process collaboratively with the City, the search consultants will provide on-site facilitation of the interviews. A typical interview process for an executive recruitment may involve multiple interview panels which represent community and staff perspectives. Mosaic Public Partners will design and provide tailored interview materials for all interview panels and ensure the City retains the completed materials for records retention needs.

Customarily, this initial round of interviews will reduce the field of candidates to a smaller number who are then invited for a second interview with the City Manager and others, if desired. The search consultants are not on-site for this second interview unless it occurs in conjunction with the first interview.

BACKGROUND AND FINAL QUALIFICATION

Once the City has identified its candidate of choice, the search consultants will perform a thorough background check of the candidate, accompanied by a series of consultant-driven reference checks that seek input from people with a variety of perspectives to the candidate.

NEGOTIATION

Mosaic Public Partners will negotiate on the City's behalf to succeed in reaching an agreement with the selected candidate. Across earlier candidate conversations, the search consultants attempt to ensure the candidate's salary and benefit expectations are in accord with the City's to prevent surprises at this critical culmination of the recruitment.

CLOSEOUT COMMUNICATIONS

Throughout the search process, Mosaic Public Partners maintains professional communications with all candidates involved. We realize that we are representing the City of South Pasadena throughout the recruitment and ensure that each person we interact with is left with a favorable impression of the City. In this final communication, we inform all candidates who were not selected of their status and the City's appreciation for their interest.

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EXECUTIVE SEARCH TIMELINE

At the beginning of each search engagement, Mosaic Public Partners meets with clients to collaboratively craft a work plan and timeline that best aligns with our client's needs. Our consultants will suggest best practices and share examples from prior engagements to tailor a process that is thoughtful and well communicated.

The typical duration of a traditional search project is 12-17 weeks. Additionally, the selected candidate will customarily need to provide 30-days for notice and transition, if selected from outside of the organization. This brings the total duration to approximately 16-21 weeks.

A customized timeline will be crafted in collaboration with the City during the first step of the search engagement. We are confident that we can deliver a successful search effort that meets the needs of the City of South Pasadena.

The following timeline represents the typical key milestones of an executive search, including tasks and approximate durations.

KICKOFF

Project Management — **1–2 Weeks**
Pre-kickoff meeting: project schedule, stakeholder analysis, communication methods, collection of background material

Candidate Profile Development
Client input meetings, stakeholder input meetings
Drafting and layout of candidate profile

OUTREACH

Outreach and Recruiting — **4-6 Weeks**
Advertising strategy and campaign. Candidate research and identification
Seek nominations. Recruit candidates

Candidate Screening and Evaluation — **2 Weeks**
Paper screening. Screening interviews. News and internet research

SELECTION

Presentation of Candidates — **1 Week**
Client meeting to review candidates and select those to advance. Candidate updates

Selection Process — **2-3 Weeks**
Consult and design interview process
Facilitation of on-site interview process, typically 4-7 candidates

Background and Final Qualification — **1-2 Weeks**
Background investigation and thorough reference checks for finalist candidate

Negotiation — **1 Week**
Negotiation with final candidate
Assistance with offer letter and employment agreement

Closeout Communications — **Concurrent**

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PROJECT TEAM

If awarded the search, both Founders and Managing Partners of the firm will serve on the project team, supported by the firm's Business Support Manager, Administrative Services Manager, Research Associate, Recruitment Support Specialist, and a Graphic Designer.



GREG NELSON

FOUNDER & MANAGING PARTNER

For the better part of a decade, Mr. Nelson has led a successful executive search practice for a national search firm. In his role, Mr. Nelson has successfully recruited public sector executives on a national scale for a diverse array of fields and positions. His work has included positions with intense community interest, high levels of stakeholder involvement, and those with political sensitivities.

In the first twenty years of his career, Mr. Nelson served leadership roles in municipal government where he was known for his progressive and principled leadership. Under his tenure, the City increased employee engagement, citizen satisfaction (amongst the highest in a national survey), and made drastic improvements in the labor-management climate. He created public-private partnerships that allowed for superior levels of service during budget shortfalls, while enhancing relationships with stakeholders in the community. Additionally, he has provided expert testimony for state and local legislative bodies. Mr. Nelson was a co-founder of a municipal Human Rights Committee, engaging businesses and citizens in workshops and community dialogue on diversity and social equity issues, in and out of the workplace.

Mr. Nelson holds a Master's degree in Public Administration from the University of Illinois-Springfield with a graduate certificate in Public Sector Labor Relations.

As a founder of Mosaic Public Partners, Mr. Greg Nelson leverages decades of experience in the public sector with many years of successful experience leading executive searches for a variety of client roles across the nation.

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BRYAN NOBLETT

FOUNDER & MANAGING PARTNER

Bryan Noblett spent over 34 years working as a public safety leader in the Greater Sacramento Region. The majority of his career was spent working in leadership and executive level roles. Bryan placed a strong focus on staff development and on ensuring his organization was responsive to community needs throughout his career. He possesses a strong commitment to customer service and worked diligently as a municipal government executive to ensure his organization was focused on partnering with the community it served. In addition, Bryan is well-versed in labor negotiations and working collaboratively with labor groups to achieve successful outcomes. Bryan's passion for leadership development, talent assessment and public service led him to accept a position with a nationally recognized public sector search firm shortly after his retirement. Bryan holds a Bachelor's degree in Criminal Justice, a Master's degree in Organizational Leadership and has attended several prestigious professional development courses.

As a long-time contributor to city executive teams, Bryan possesses a thorough understanding of all areas of public sector leadership. He spent the last 4 years partnering with municipal clients and communities across the country by assisting them in recruiting talented leaders to serve as Police Chiefs, City Managers, Chief Financial Officers, and other executive-level leadership positions. Bryan deeply values his connections with people, which has led to several outstanding placements and ongoing relationships with clients and candidates alike.

As a founder of Mosaic Public Partners, Bryan is very excited to focus on client needs and work with candidates to place today's public leaders.

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COST OF SERVICES

Our flat fee to provide executive search services as outlined in this proposal for the position of Chief of Police is **$27,500**. The flat fee includes both professional services and consultant expenses related to the aforementioned work plans. These expenses include graphic design, a single round of advertising, consultant travel, administrative support, printing, postage, technology, and educational verification and background check on the selected candidate.

Invoicing will be in four installments:

1. Upon Execution of the Professional Services Agreement: $8,250
2. After Presentation of Candidates: $8,250
3. After Initial Interviews: $8,250
4. After Accepted Offer of Employment: $2,750

Included in the flat fee is one consultant trip to facilitate candidate interviews. All other consultant meetings will be conducted via video conference. Additional consultant trips, if requested, shall be supplementally invoiced at $1,500 per day, per consultant plus consultant travel expenses. Any additional expenses will be invoiced at the end of the project and are supplemental to the flat fee. Candidate travel expenses shall be the responsibility of the City of South Pasadena.

This cost proposal and professional search services referenced herein are valid for 60 days from date of submittal.

OPTIONAL SERVICES

MARKET COMPENSATION STUDY

Should the City wish to better understand the competitive compensation landscape for the position, Mosaic Public Partners will conduct a market compensation study. This includes research and analysis of total compensation packages for comparable roles in peer agencies, with a focus on base salary, incentives, and key benefits. A summary report detailing the findings and recommendations will be provided to assist the City in determining an appropriate and market-aligned salary. The fee for a market compensation study is **$2,000**.

GUARANTEE

Mosaic Public Partners offers an industry-standard one-year guarantee on our full search process. If, within a one-year period after appointment, the selected candidate in a search voluntarily resigns or is dismissed for cause, Mosaic Public Partners will conduct another search effort without

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additional fees for professional services. The City would be expected to reimburse the firm for all actual expenses incurred, which are approximately 30% of the flat fee and could include advertising costs, background checks, and consultant travel. This guarantee does not apply to the appointment of internal candidates or to candidates selected over the expressed objection(s) of the consultants.

If a placement is not made in the first search attempt, Mosaic Public Partners will conduct a second search effort with no charge for professional services. The City would be expected to pay for all actual expenses incurred in furtherance of the second search effort which could include advertising costs, background checks, and consultant travel.

Mosaic Public Partners will never actively recruit our placement while they are employed with the City of South Pasadena.

INSURANCE

Mosaic Public Partners maintains the following insurance coverage:

Errors and Omissions/Professional Liability	$2,000,000
General Liability/Commercial	$2,000,000
Automobile Liability (hired/non-owned)	$1,000,000
Workers Compensation	$1,000,000
Data Breach Liability	$2,000,000

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CANDIDATE PROFILE

CITY OF ARROYO GRANDE, CA – CHIEF OF POLICE

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CHIEF OF POLICE

CITY OF ARROYO GRANDE, CALIFORNIA

Recruitment Services Provided By

MOSAIC PUBLIC PARTNERS

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The Opportunity

The City of Arroyo Grande offers an exciting career opportunity to a collaborative, progressive, and transparent law enforcement leader who is looking to make a lasting impact in a supportive community and dynamic organization. The Arroyo Grande Police Department enjoys a trust-based relationship with its residents, and the internal organizational culture is widely viewed as healthy. Arroyo Grande is seeking a Chief of Police that will position the organization for success through continual improvement, innovation, relationship building, and dedication to staff development.

About Arroyo Grande

Arroyo Grande, incorporated in 1911, is located on the California Central Coast midway between Los Angeles and San Francisco. Located in San Luis Obispo County, the City is 5.45 square miles with a population of over 18,000 residents. Nestled between the Pacific Ocean, beautiful foothills, lakes, and world-class wineries, the City boasts fine homes, excellent schools, and a thriving agricultural and tourism-based economy.

Downtown Arroyo Grande, or the "Village" as locals call it, is the quaint heart of the city. The walkable downtown has antique shops in old Victorian buildings, farm-to-table eateries and watering holes, and exhilarating outdoor exploration. In the middle of the village overlooking Arroyo Grande Creek is the historic Swinging Bridge, which is owned and maintained by the City. Constructed in 1875, it spans a total length of 171 feet, is suspended 40 feet above the creek, and is the only one of its kind in California.

The City prides itself on its beautiful array of parks, open space, and multiple community facilities. From the many parks to the sports complexes to the wildlife preserve, the City of Arroyo Grande encourages a strengthened community and improved psychological health. Each year, the Harvest Festival and Summer Concerts in the Park Series draw crowds of visitors seeking an old-fashioned good time.

Arroyo Grande is one of the cities on the central coast known as the "Five Cities," which includes Grover Beach, Oceano, Pismo Beach, and Shell Beach or Halcyon. Known for its Mediterranean climate, summers are warm and dry with an average temperature of 70 degrees. Meanwhile, winters are mild with an average temperature between 50 and 60 degrees.

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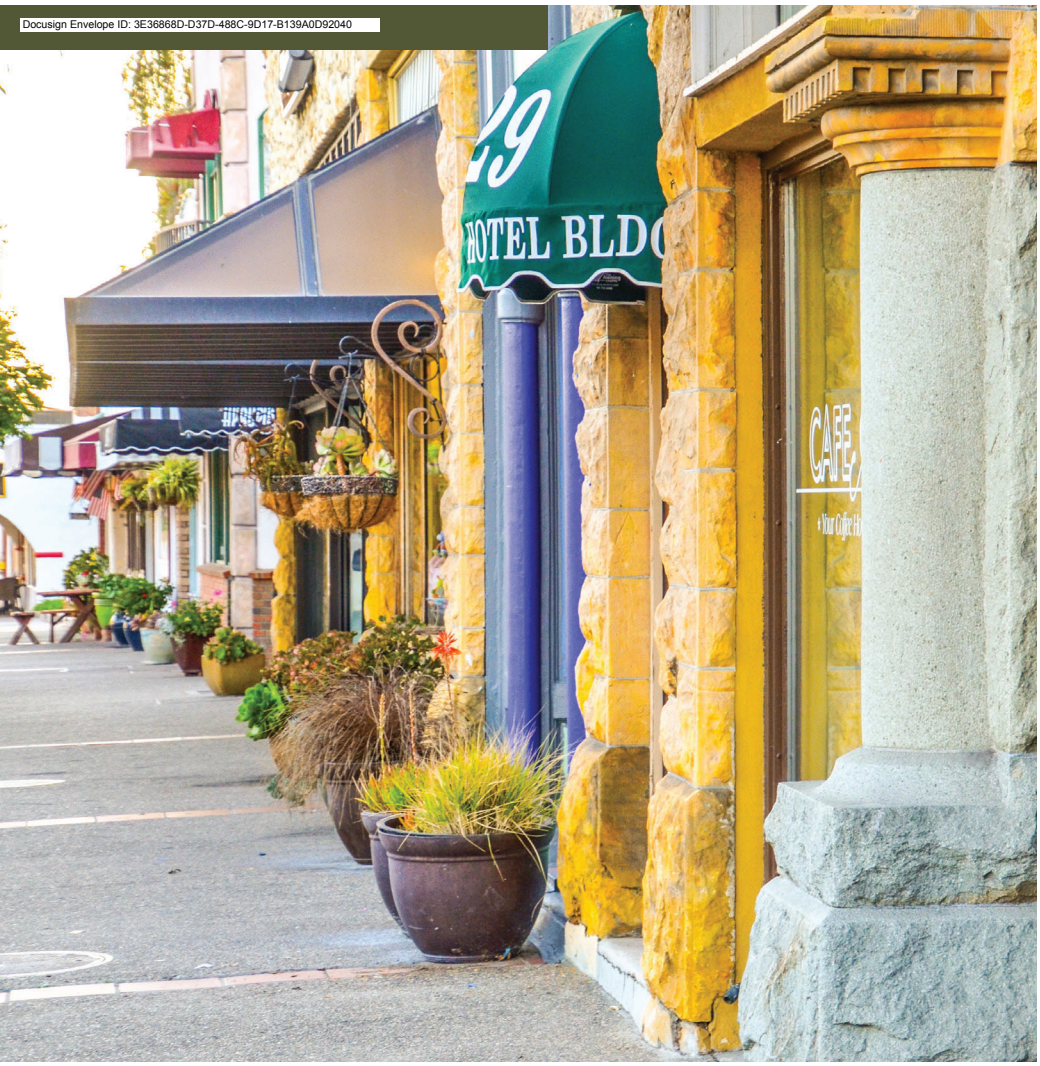

City Government

The City of Arroyo Grande is a general law city, operating under the City Council/City Manager form of government. The five-member City Council consists of the directly elected Mayor and four City Council Members. The mayor is elected to a two-year term and the Council Members are elected to serve four-year overlapping terms from districts. The Council appoints the City Manager and the City Attorney.

Arroyo Grande is a full-service city, with police, streets, engineering, planning, building, parks, recreation, water, and sewer services. Fire services are provided through the Five Cities Fire Authority, a joint powers authority established between the City of Arroyo Grande and the City of Grover Beach. The City's General Fund budget for FY 2024-25 is $25.1 million.

Despite its easy-going coastal charm, Arroyo Grande takes pride in investing in the City's future, investing in the City's infrastructure and facilities, and investing in its people. To demonstrate this, voters in the 2024 General Municipal Election passed Measure E-24, an increase in the City's sales tax by 1% for the next ten years, generating approximately $6,000,000 annually to provide funding for City services, such as fixing potholes, maintaining city streets, sidewalks, parks, aging infrastructure, and community facilities; providing local fire protection, police, and 9-1-1 emergency services; cleaning up litter/graffiti, and addressing homelessness.

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The Police Department

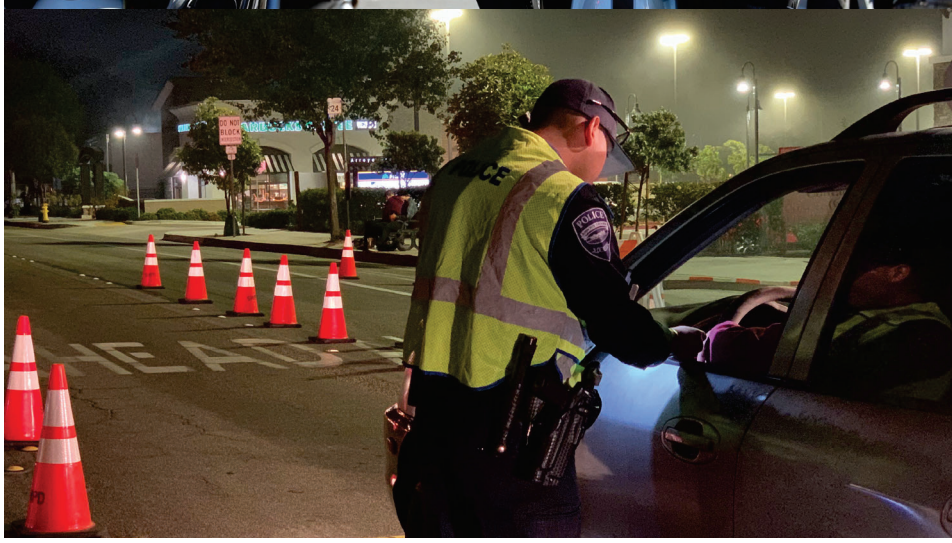
The Arroyo Grande Police Department is responsible for maintaining public order and safety, enforcing the law, and preventing, detecting, and investigating criminal activities. The Police Department is led by the Chief of Police and is supported by two Commanders who oversee two bureaus, Support Services and Patrol Services. Support Services consists of investigations, neighborhood services, records, property and evidence, regional SWAT, and a School Resource Officer. Patrol Services consists of patrol operations, traffic, and the Explorer Post. The Police Department has a current fiscal year budget of $6.7 million which supports 31 full time employees, 28 of which are sworn peace officers.

Department Mission Statement: The mission of the Arroyo Grande Police Department is to maintain the public peace, safeguard lives and property, and to provide for a quality of life whereby those persons within the City of Arroyo Grande have a sense of security and freedom in their daily activities. To achieve these ends, the Arroyo Grande Police Department will maintain the capability to provide a superior level of law enforcement and related services which are appropriate and timely. Specifically, the Arroyo Grande Police Department will maintain a viable proactive organization, which recognizes and effectively responds to current and future community needs, and which makes maximum use of available resources, personnel, and technology.

$6.7M
Operating Budget

31 FTE
Employees





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The Position

The Chief of Police is appointed by and reports directly to the City Manager. As the general manager and chief administrative officer of the Police Department, the Chief plans, organizes, directs, manages, and oversees activities and operations including law enforcement, crime prevention, investigation, patrol, communication/dispatch, records management and traffic regulation programs to ensure the most effective and responsive use of financial, capital and human resources in the provision of police services to the public. Some of the essential functions of the Chief of Police include:

- Assuming full management responsibility for all Police Department law enforcement services and activities delivered by the Department.
- Managing the development and implementation of Police Department goals, objectives, strategic and long-range planning, policies and priorities for assigned programs and providing direction, leadership, and support for their implementation.
- Establishing, within City policy, appropriate service and staffing levels; monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures; and allocating resources accordingly.
- Reviewing and analyzing crime statistics and new developments in law enforcement and legislation to ensure that police service is provided in an effective and efficient manner.
- Preparing or delegating responsibility for preparing media releases and conferring with media representatives regarding police activities and operations.
- Serving as the City's Assistant Director of Emergency Services during emergency and/or disaster situations.
- Training, motivating, and evaluating Police Department personnel; providing or coordinating staff training; working with employees to correct deficiencies; implementing discipline and termination procedures; and participating in and supporting the professional development of staff.
- Overseeing and participating in the development and administration of the Police Department budget.
- Representing the Police Department to other City departments, elected officials and outside agencies; and ensuring as appropriate the coordination of Police Department activities with those of other departments and outside agencies and organizations.
- Overseeing the contract associated with the outsourced dispatch services.

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Challenges & Opportunities

The next Chief of Police in Arroyo Grande will be presented with a few known challenges and opportunities in which to excel, including:

- The successful candidate will have an opportunity to enhance community and regional law enforcement partnerships. A collaborative nature and big-picture focus will position the next Chief for success in this critical area. Local law enforcement partnerships with the Grover Beach and Pismo Beach Police Departments are particularly important to effectively serve the region.

- The next Chief of Police will have the chance to join a high-performing City executive team and will enjoy much support as a new member of that team. The Chief will collaborate with peer directors on several ongoing multi-disciplinary projects which will require solid working relationships. A strong collaborator is desired to complement the existing team.

- While the current labor/management relationship is a good one, the next Chief will need demonstrated experience in a unionized work environment.

- As is the case in law enforcement organizations across the nation, a tremendous opportunity awaits the next Chief in terms of succession planning and mentoring that will position the Police Department for future success.



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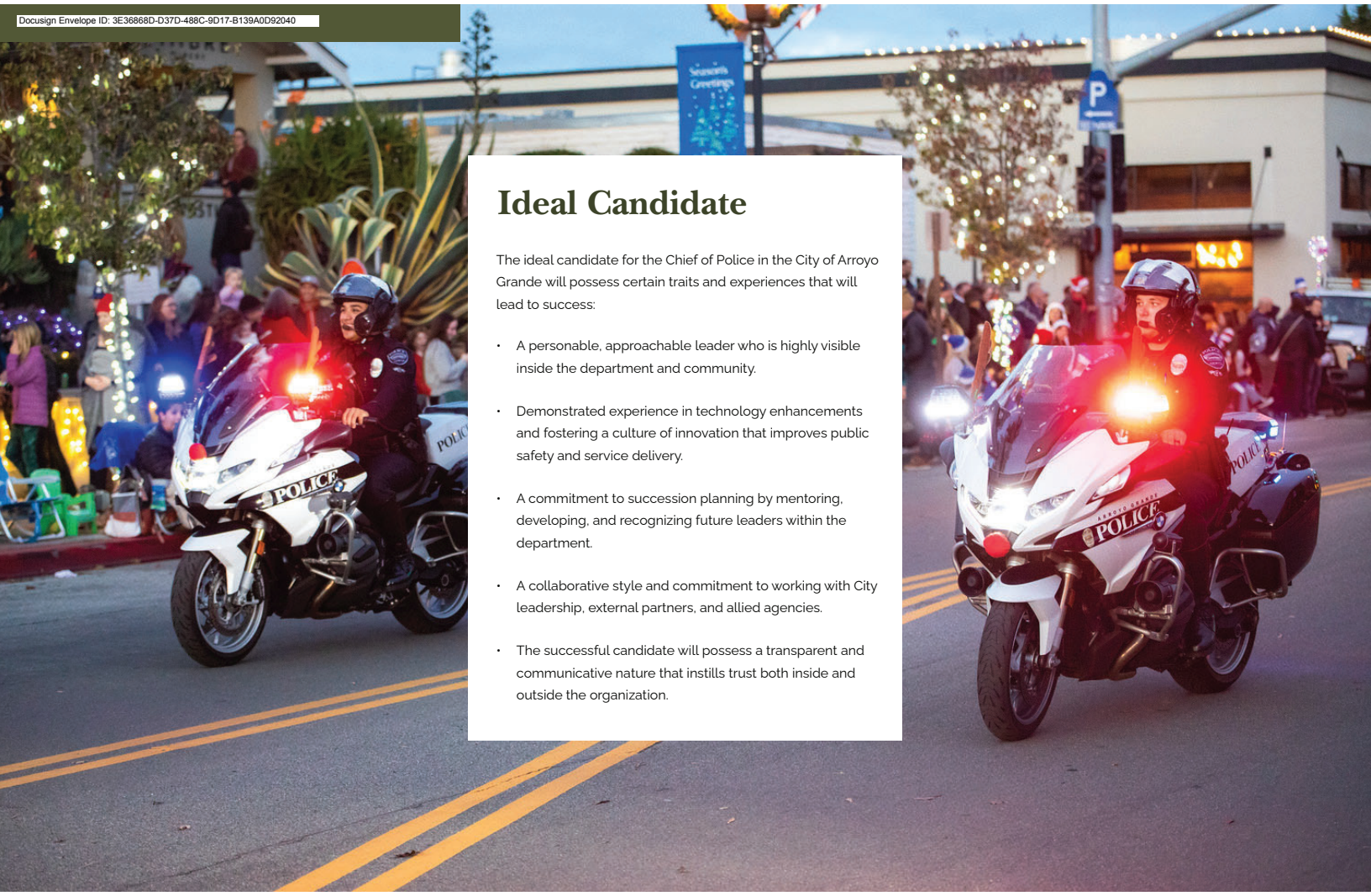

Ideal Candidate

The ideal candidate for the Chief of Police in the City of Arroyo Grande will possess certain traits and experiences that will lead to success:

- A personable, approachable leader who is highly visible inside the department and community.
- Demonstrated experience in technology enhancements and fostering a culture of innovation that improves public safety and service delivery.
- A commitment to succession planning by mentoring, developing, and recognizing future leaders within the department.
- A collaborative style and commitment to working with City leadership, external partners, and allied agencies.
- The successful candidate will possess a transparent and communicative nature that instills trust both inside and outside the organization.

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Qualifications

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: A Bachelor's degree from an accredited college or university with major course work in criminal justice, police science, public administration or a related field. A Master's degree is highly desirable.

Experience: Ten (10) years of law enforcement experience as a sworn Police Officer or in a similarly qualified position. The ten (10) years shall include two (2) years in a permanent management or command-level position.

Training: Successful completion of advanced command/management training such as the California POST Command College, FBI National Academy, the Northwestern University School of Police Staff and Command, the Southern Police Institute, the PERF Senior Management Institute for Police, or the California Police Chief's Association's Executive Leadership Institute at Drucker are highly desirable.

Licensure: Possession of, or ability to obtain, and maintain a valid California driver's license and possession of, or eligible to possess, a valid California POST Management certificate or the equivalent from the training commission in another state recognized by California POST.

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Salary & Benefits

The City of Arroyo Grande will offer a highly competitive salary and benefits package to its next Chief of Police, which considers the candidate's qualifications and track record of career success. The salary range for the position of Chief of Police is **$188,464 to $229,079** annually*. Placement in the range will be dependent on the successful candidate's experience and work history. Additional benefits include:

CalPERS Retirement System: Classic members receive 3% @ 50 or 3% @ 55 (depending on prior job history with a Public Retirement Agency). PEPRA members receive 2.7% @ 57. The City of Arroyo Grande participates in Social Security.

Deferred Compensation: Option to contribute to a 457(b) plan available through Mission Square Retirement. Effective July 4, 2025, the City will contribute a match up to $3,000 per year for department directors. Upon successful completion of 10 years of service to the City, members of the management group are eligible for an additional $500 annual employer contribution*.

Insurance: A monthly City of Arroyo Grande contribution ranging from $917.92 (employee only) to $2,257.88 (family) with which employees can purchase health (CalPERS), dental (Delta PPO), and vision (VSP) insurance is provided*. If the cost of selected plans exceeds the allowance provided by the City, the balance will be paid by the employee as a pre-tax paycheck deduction.

Annual Leave: Management employees accrue Annual Leave with pay to be used as leave for vacations, illnesses, and other personal purposes. The amount of leave accrued is based on years of service as follows:

- Less than 5 years – 232 hours per year
- 5 to 10 years – 248 hours per year
- 10 to 15 years – 264 hours per year
- Over 15 years – 272 hours per year

Holidays: 13 fixed holidays and 1 floating holiday are provided.

Vehicle: The Chief is assigned a take home City vehicle.

Uniform Allowance: The City provides annual cash allowances for ancillary uniforms and equipment items for the Chief of Police.

Life and AD&D Insurance: Life insurance equal to the employee's annual salary, not to exceed $50,000 is provided by the City.

*If approved by the City Council on June 10th, the salary and benefit information noted with the asterisk above will take effect on July 4, 2025.



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Application & Selection Process

To be considered for this position, interested candidates must submit a cover letter and résumé no later than **Monday, June 30, 2025**, at:

www.mosaicpublic.com/careers

This recruitment will be handled with strict confidentiality. References will not be contacted until mutual interest has been established.

CONFIDENTIAL INQUIRIES ARE WELCOMED TO:

Bryan Noblett | bryan@mosaicpublic.com | (916) 550-4100
Greg Nelson | greg@mosaicpublic.com | (916) 550-4100

IMPORTANT DATES:

Deadline to apply and be considered:	Monday, June 30, 2025
Candidates selected for interviews:	Week of July 7, 2025
In-person interviews for finalists:	Week of August 4, 2025
Estimated start date for new Chief:	Mid-September 2025

The City of Arroyo Grande is an equal opportunity employer.

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FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT FOR EXECUTIVE SEARCH SERVICES

THIS AMENDMENT ("Amendment") is made on this 21st day of May 2025, by and between the CITY OF SOUTH PASADENA ("CITY") and MOSAIC PUBLIC PARTNERS, LLC. ("CONSULTANT').

RECITALS

WHEREAS, on April 17, 2025, the CITY and CONSULTANT entered into an Agreement for PROFESSIONAL SERVICES ("Agreement") for CONSULTANT to perform Assistant City Manager/ Chief Financial Officer Executive Search Services for the City; and

WHEREAS, the original Agreement was in the amount of $27,500, for Assistant City Manager/ Chief Financial Officer Executive Search Services ; and

WHEREAS, the CITY desires to execute an Amendment to increase the total contract in an amount not to exceed $27,500, for a new aggregate total of Agreement and Amendments sum total of $55,000, and amend the scope of work to include Public Works Director Executive Search Services; and

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

1. That Section 1 "Search Engagement" is amended to include Public Works Director Executive Search Services, and include the attached Proposal, Exhibit A .

2. That Section 4 "Compensation" of the Agreement is hereby amended to read as follows:

   "As full compensation for the Consultant's professional services performed hereunder, the Client shall pay the Consultant the flat amount of Fifty- Five Thouseand Dollars ("flat fee"). Expenses included in the flat fee include graphic design, advertising, consultant travel, administrative support, printing, postage, technology, and educational verification and a background check on the selected candidate. The proposal includes the costs associated with one consultant trip to facilitate candidate interviews in South Pasadena, CA. All other meetings and interviews will be conducted by videoconferencing unless otherwise stated in this

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agreement. All work products provided to the client will be electronically transmitted."

3. 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: Signed by: Todd Hileman 5CF386AC460044B... _____
Signature

Printed: Todd Hileman

Title: City Manager

Date: 5/22/2025

"Consultant"
Mosaic Public Partners LLC

By: Signed by: Greg Nelson EBEAEA33F7E7408... _____
Signature

Printed: Greg Nelson

Title: Founder and Managing Partner

Date: 5/22/2025

Attest:

By: Signed by: Hector Gomez 8C28A8A8EFB14A7... _____
Hector Gomez, Chief City Clerk

Date: 5/28/2025

Approved as to form:

By: DocuSigned by: Roxanne Diaz A7800E5CA8A241F... _____
Roxanne M. Diaz, City Attorney

Date: 5/22/2025

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www.mosaicpublic.com
(916) 550-4100

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PUBLIC PARTNERS

200 Gateway Drive, #1908
Lincoln, California 95648

May 12, 2025

Todd Hileman, City Manager
City of South Pasadena
1414 Mission Street
South Pasadena, CA 911030

Re: Proposal to Provide Executive Search Services – Public Works Director

Dear Mr. Hileman:

Mosaic Public Partners is pleased to have the opportunity to present our qualifications and approach to your search needs for the position of Public Works Director. Mosaic Public Partners was founded on the principles of providing higher levels of innovation and client collaboration to complement the tried-and-true principles of executive search. By using private-sector technologies and search methodologies, we deliver a better client experience and results, while staying within the constraints of the public sector. We pride ourselves on our speed, agility, thoroughness, and client communications.

Members of our project team are seasoned public sector executives who have a true passion for the work of public agencies. We understand the challenges that public agencies face and their unique needs. Our consultants have conducted well over 300 executive searches across the United States, bringing both experience and a national perspective on current trends and issues. This has allowed us to develop an extensive network of executives as potential candidates that we will deliver to the City. If selected, both principals of the firm will lead this recruitment.

As a California based business, we take great pride in partnering with public agencies in California to provide the best executive leaders. Having the combined networks of our professional recruiters would provide the City of South Pasadena with a robust candidate generation, along with significant experience and perspectives on municipal leadership in California. We believe this aspect, along with our proven track record of successful recruitments, makes Mosaic Public Partners the ideal executive search partner.

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After reviewing our proposal, please contact us at (916) 550-4100 if you have questions or need additional information. We look forward to hearing from you and hope to have the opportunity to work with you on this important recruitment.

Best Regards,

Greg Nelson
Founder and Managing Partner
greg@mosaicpublic.com

Bryan Noblett
Founder and Managing Partner
bryan@mosaicpublic.com

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About the Firm

Placing today's public leaders is our mission. Aligning the right candidates with the right opportunities helps our clients to build effective teams. We enjoy building relationships with the people involved in our searches, whether it is the candidates, hiring managers, team members or stakeholders. Establishing meaningful connections with those involved in our search processes is the basis from which we derive our success as a trusted partner and client-focused search firm.

We are seasoned public sector executives who have profound respect for the work of public agencies. We are passionate about placing today's public leaders, which enables public agencies to deliver exemplary leadership to their constituents.

Work Plan and Timeline

At the beginning of each search engagement, Mosaic Public Partners meets with clients to collaboratively craft a work plan and timeline that best aligns with our client's needs. Our consultants will suggest best practices and share examples from prior engagements to tailor a process that is thoughtful and well communicated.

For internally focused positions, such as Public Works Director, we may recommend using a dynamic timeline where the searches are posted as open until filled/apply immediately. This would allow us to bring talent for review and selection faster in these competitive candidate markets.

The typical duration of a fixed search project is 12-17 weeks. Additionally, the selected candidate will customarily need to provide 30 days for notice and transition, if selected from outside of the organization. A customized timeline will be crafted in collaboration with the City during the first step of the search engagement.

The following timeline represents the typical key milestones of an executive search, including tasks and approximate durations.

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Kickoff	1	**Project Management** Pre-kickoff meeting: project schedule, stakeholder analysis, communication methods, collection of background material	1-2 weeks
	2	**Candidate Profile Development** Client input meetings, stakeholder input meetings Drafting and layout of candidate profile	
Outreach	3	**Outreach and Recruiting** Advertising strategy and campaign Candidate research and identification Seek nominations Recruit candidates	4-6 weeks or Dynamic
	4	**Candidate Screening and Evaluation** Candidate material screening Screening interviews News and internet research	2 weeks
Selection	5	**Presentation of Candidates** Client meeting to review candidates and select those to advance Candidate updates	1 week
	6	**Selection Process** Consult and design interview process Facilitation of on-site interview process, typically 4-7 candidates	2-3 weeks
	7	**Background and Final Qualification** Background investigation and thorough reference checks for finalist candidate	1-2 weeks
	8	**Negotiation** Negotiation with final candidate Assistance with offer letter and employment agreement	1 week
	9	**Closeout Communications**	Concurrent

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Project Team

If awarded the search, both Founders and Managing Partners of the firm would serve on the project team, supported by the firm's Business Support Manager, Administrative Services Manager, Research Associate, Recruitment Support Specialist, and Graphic Designer.

Greg Nelson, Founder and Managing Partner



For the better part of a decade, Greg led a successful executive search practice for a national search firm. In his role, he has successfully recruited public sector executives on a national scale for a diverse array of fields and positions. His work has included positions with intense community interest, high levels of stakeholder involvement, and those with political sensitivities.

In the first twenty years of his career, Mr. Nelson served leadership roles in municipal government where he was known for his progressive and principled leadership. Under his tenure, the City increased employee engagement, citizen satisfaction (amongst the highest in a national survey), and made drastic improvements in the labor-management climate. He created public-private partnerships that allowed for superior levels of service during budget shortfalls, while enhancing relationships with stakeholders in the community. Additionally, he has provided expert testimony for state and local legislative bodies. Mr. Nelson was a co-founder of a municipal Human Rights Committee, engaging businesses and citizens in workshops and community dialogue on diversity and social equity issues, in and out of the workplace.

Mr. Nelson holds a Master's degree in Public Administration from the University of Illinois-Springfield with a graduate certificate in Public Sector Labor Relations.

As a founder of Mosaic Public Partners, Greg leverages decades of experience in the public sector with many years of successful experience leading executive searches for a variety of client roles across the nation.

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Bryan Noblett, Founder and Managing Partner



Bryan Noblett spent over 34 years working as a public safety leader in the Greater Sacramento Region. Most of his career was spent working in leadership and executive level roles. Bryan placed a strong focus on staff development and on ensuring his organization was responsive to community needs throughout his career. He possesses a strong commitment to customer service and worked diligently as a municipal government executive to ensure his organization was focused on partnering with the community it served. In addition, Bryan is well-versed in labor negotiations and working collaboratively with labor groups to achieve successful outcomes. Bryan's passion for leadership development, talent assessment and public service led him to accept a position with a nationally recognized public sector search firm shortly after his retirement. Bryan holds a Bachelor's degree in Criminal Justice, a Master's degree in Organizational Leadership and has attended several prestigious professional development courses.

As a long time contributor to city executive teams, Bryan possesses a thorough understanding of all areas of public sector leadership. He spent the last 5 years partnering with municipal clients and communities across the country by assisting them in recruiting talented leaders to serve as Police Chiefs, City Managers, Chief Financial Officers, and other executive-level leadership positions. Bryan deeply values his connections with people, which has led to several outstanding placements and ongoing relationships with clients and candidates alike.

As a founder of Mosaic Public Partners, Bryan is excited to focus on client needs and work with candidates to place today's public leaders.

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Cost of Services

Our flat fee to provide executive search services as outlined in this proposal for the position of Public Works Director is **$27,500**. The flat fee includes both professional services and consultant expenses related to the aforementioned work plan. These expenses include graphic design, a single round of advertising, consultant travel, administrative support, printing, postage, technology, and educational verification and background check on the selected candidate.

Invoicing will be in four installments:

1. Upon Execution of the Professional Services Agreement: $8,250
2. After Presentation of Candidates: $8,250
3. After Initial Interviews: $8,250
4. After Accepted Offer of Employment: $2,750

The flat fee is based upon one consultant trip for the search team to facilitate candidate interviews. All other client meetings will be conducted via videoconference or teleconference. If additional consultant trips are requested, they will be invoiced at $1,500 per day, per consultant, plus actual travel expenses. Any additional expenses will be invoiced at the end of the project and are supplemental to the flat fee. Candidate travel expenses shall be the responsibility of the City.

Guarantee

Mosaic Public Partners offers the industry-standard one-year guarantee on our full search process. If, within a one-year period after appointment, the selected candidate voluntarily resigns or is dismissed for cause, Mosaic Public Partners will conduct another search effort without additional fees for professional services. The City would be expected to reimburse the firm for all actual expenses incurred, which are approximately 30% of the flat fee, which are approximately 30% of the flat fee and could include advertising costs, background checks, and consultant travel. This guarantee does not apply to the appointment of internal candidates or to candidates selected over the expressed objection(s) of the consultants.

If a placement is not made in the first search attempt, Mosaic Public Partners will conduct a second search effort with no charge for professional services. The City would be expected to pay for all actual expenses incurred in furtherance of the second search effort which could include advertising costs, background checks, and consultant travel.

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Mosaic Public Partners will never actively recruit our placement while they are employed with the City.

www.mosaicpublic.com
(916) 550-4100

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200 Gateway Drive, #1908
Lincoln, California 95648

Professional Services Agreement

This Agreement is made by and between the City of South Pasadena, CA ("the Client") and Mosaic Public Partners LLC ("the Consultant"), a California Limited Liability Company.

1. **Search Engagement**. The Client agrees to engage the Consultant to perform those services described below, for completion of the project described as follows: Assistant City Manager/Chief Financial Officer Executive Search Services ("the Search").

2. **Services**. The Consultant agrees to perform certain services necessary for completion of the Search, which services shall include, without limitation, the following:
   a) Kickoff Meetings, Position Analysis and Consultation
   b) Candidate Profile Development to include client and stakeholder meetings via videoconference
   c) Advertising Campaign
   d) Candidate Identification and Recruitment
   e) Candidate Screening Interviews and Assessment
   f) Resume Review and Recommendations
   g) Facilitation of Interviews
   h) Client/Finalist Interviews
   i) Final Interview Assistance
   j) Background Investigation and Detailed Reference Checks
   k) Assist with Negotiations
   l) Follow-up Correspondence

3. **Relationship**. The Consultant is an independent contractor and is not to be considered an agent or employee of the Client.

4. **Compensation**. As full compensation for the Consultant's professional services performed hereunder, the Client shall pay the Consultant the flat amount of Twenty Seven Thousand Five Hundred Dollars ("flat fee"). Expenses included in the flat fee include graphic design, advertising, consultant travel, administrative support, printing,

postage, technology, and educational verification and a background check on the selected candidate. The proposal includes the costs associated with one consultant trip to facilitate candidate interviews in South Pasadena, CA. All other meetings and interviews will be conducted by videoconferencing unless otherwise stated in this agreement. All work products provided to the client will be electronically transmitted.

5. **Compensation for Additional Services**. In the event the Client requires services in addition to those described in Paragraph 2, the Consultant shall be compensated at the Consultant's standard hourly rates for professional services plus reimbursement of expenses as follows:
    - Onsite community, staff, or stakeholder forums: $1,500 per day/per consultant, plus expenses
    - Additional on-site meeting days: $1,500 per day/per consultant, plus expenses
    - Additional background checks: $250/candidate
    - Additional reference checks: $750/candidate
    - Other services: $250/hour or $1,500 per day per consultant plus applicable expenses

6. **Method of Payment**. The Client will be invoiced in 4 (four) payments as follows:
    - Upon Execution of this Agreement – $8,250 (Eight Thousand Two Hundred Fifty Dollars)
    - After Presentation of Candidates – $8,250 (Eight Thousand Two Hundred Fifty Dollars)
    - After Candidate Interviews – $8,250 (Eight Thousand Two Hundred Fifty Dollars)
    - Upon Accepted Offer of Employment – $2,750 (Two Thousand Seven Hundred Fifty Dollars)

    Invoices shall be submitted to the following individual or department in the Client organization:

    Invoicing/Billing Contact/Email:
    City Manager's Office
    Aimee Gibbs
    agibbs@southpasadenaca.gov

7. **Term**. The term of this agreement shall commence on **April 17, 2025**, at which time the Consultant shall begin work on the Search and shall continue, subject to the termination provisions of Paragraph 9, until the date that the Consultant completes the Search. The time of completion of the Search is estimated to be 75 to 90 days (seventy-five to ninety days) from project initiation.

8. **Guarantee**. If, during the first year of employment, the new Assistant City Manager/Chief Financial Officer resigns or is dismissed for cause by the Client, the Consultant agrees to perform another search for an Assistant City Manager/Chief Financial Officer for no professional services fee. The Consultant shall be entitled to reimbursement of expenses described above and incurred during such search. This guarantee does not apply to the appointment of internal candidates or to candidates selected over the expressed objection(s) of the consultants. Should the initial outreach efforts not result in a successful placement, the Consultant will conduct a second outreach effort with no charge for professional services. The Client would be expected to pay for all incurred expenses which could include advertising costs, background checks, and consultant travel.

9. **Termination**. This agreement may be terminated: (a) with ten (10) days prior written notice by either party at any time for failure of the other party to comply with the terms and conditions of this Agreement; or (b) upon mutual written agreement of both parties. In the event of termination, the Consultant shall stop work immediately and shall be entitled to compensation for professional service fees and for expense reimbursement to the date of termination.

10. **Insurance**. The Consultant shall maintain in force during the term of the agreement, Comprehensive General Liability Insurance with the General Commercial Liability, including Personal Injury; Automobile Liability Insurance, including Non-Owned and Hired Liability; and Workers' Compensation and Employers' Liability Insurance. Such insurance shall be in amounts reasonably satisfactory to the Client.

11. **Hold Harmless**. The Consultant shall be responsible for its acts of negligence, and the Client shall be responsible for its acts of negligence. The Consultant agrees to indemnify and hold the Client harmless from any and all claims, demands, actions and causes of action to the extent caused by the negligent acts of the Consultant, its officers, agents and employees, by reason of the performance of this agreement. This indemnity shall not be construed to require indemnification of others.

12. **Miscellaneous**.

a) The entire agreement between the parties with respect to the subject matter hereunder is contained in this agreement.

b) Neither this agreement nor any rights or obligations hereunder shall be assigned or delegated by the Consultant without the prior written consent of the Client.

c) This agreement shall be modified only by a written agreement duly executed by the Client and the Consultant.

d) Should any of the provisions hereunder be found to be invalid, void or voidable by a court, the remaining provisions shall remain in full force and effect.

e) This agreement shall be governed by and construed in accordance with the laws of the state of California.

f) All notices required or permitted under this agreement shall be deemed to have been given if and when deposited in the United States mail, properly stamped and addressed to the party for whom intended at such party's address listed below, or when delivered personally to such party. A party may change its address for notice hereunder by giving written notice to the other party.

APPROVED:

Mosaic Public Partners LLC

By: Gregory R. Nelson

Name Printed: Greg Nelson

Title: Founder and Managing Partner

Date: 4/17/2025

200 Gateway Drive #1908
Lincoln, California 95648
(916) 550-4100
Website: *www.mosaicpublic.com*

City of South Pasadena, CA

By: Todd Hileman

Name Printed: Todd Hileman

Title: City Manager

Date: 4/17/2025

1414 Mission Street
South Pasadena, CA 91030
(626) 403-7210
Website: *southpasadenaca.gov*

City Council Agenda Report

ITEM NO. 12

DATE: October 15, 2025

FROM: Todd Hileman, City Manager

PREPARED BY: Alma Medina, Assistant to the City Manager

SUBJECT: **CONSIDERATION OF SECOND READING AND ADOPTION OF AN ORDINANCE OF THE CITY OF SOUTH PASADENA ADDING ARTICLE 3.5 (FILMING) TO CHAPTER 19A (NOISE REGULATION) OF THE SOUTH PASADENA MUNICIPAL CODE REGARDING HOURS OF FILMING AND PROHIBITED NOISE**

Recommendation

It is recommended that the City Council conduct adopt the proposed ordinance adding Article 3.5 (Filming) to Chapter 19A (Noise Regulation) regarding the hours of filming and prohibited noise.

Executive Summary

At the City Council meeting held on October 1, 2025, the City Council conducted the first reading of this ordinance and provided direction to revise the proposed ordinance before final adoption to align the proposed hours for use of generators, sound amplifying equipment, forklifts, cranes and other machinery and equipment used in conjunction with filming in a residential zone with the construction noise hours established in the City's Municipal Code and includes all days of the week. The City Council introduced the ordinance as amended and the ordinance presented for second reading includes those changes. Mirroring the construction activity hours on all days of the week will provide for consistency and fairness.

The purpose of this ordinance remains to codify enforceable standards regulating hours of the use of noise-generating equipment in conjunction with filming to minimize impacts on residential neighborhoods while maintaining South Pasadena's reputation as a film-friendly community.

Background

Filming continues to be an important component of South Pasadena's local economy, providing significant economic and cultural benefits. However, the increase in filming activity has also resulted in growing community concerns about early-morning or late-evening shoots and the use of noisy equipment in residential neighborhoods.

The City has operated under a Film Policy since 2012, but until October 1, 2025, it had not been formally adopted by the City Council. The Council adopted the policy on that date to enhance transparency and accountability. The Council directed that amendments be made to the policy to be consistent with the revisions in the hours related to the use of machinery and equipment in conjunction with filming.

Analysis
The proposed ordinance establishes specific allowable hours for filming activities and the use of noise-generating equipment in or within 500 feet of residential zones. Under subsection (a) of the ordinance, filming activity is permitted Monday through Friday from 7:00 a.m. to 7:00 p.m.; Saturday from 8:00 a.m. to 7:00 p.m.; and Sunday and City-recognized holidays from 8:00 a.m. to 6:00 p.m.

In addition, subsection (b) of the proposed ordinance introduces refined limits for the use of film-related equipment that produces noise, such as generators, cranes, forklifts, and amplified sound systems. The use of such equipment is now restricted to Monday through Friday between 8:00 a.m. and 7:00 p.m.; Saturday between 9:00 a.m. and 7:00 p.m.; and Sunday and City-recognized holidays between 10:00 a.m. and 6:00 p.m. This schedule provides additional quiet hours in the mornings and evenings when residents are most likely to be at home, aligning with the City's construction noise limits and ensuring a consistent standard for community noise management.

By codifying these filming hours and noise restrictions, the City strengthens its ability to enforce regulations, improves clarity for both residents and production companies, and ensures parity with construction noise standards. The ordinance provides a balanced approach that continues to welcome film activity while maintaining South Pasadena's high quality of life and residential neighborhood character. In adopting this ordinance and formally adopting the Film Policy, the City is providing transparency for everyone involved in the filming process and with the investment in modern permitting technology, the City is taking a comprehensive approach to balancing resident concerns with the economic and cultural benefits of film production. This framework will preserve South Pasadena's reputation as a film-friendly community while protecting the health, safety, and quality of life of its residents.

Fiscal Impact
There is no fiscal impact to the City's General Fund with the proposed recommended action. The film program is fully funded through permit revenues, which cover contractor costs, and City staff oversight.

Attachment:
Attachment No. 1 - Proposed Ordinance

CITY OF SOUTH PASADENA
ORDINANCE NO.

AN ORDINANCE OF THE CITY OF SOUTH PASADENA ADDING ARTICLE 3.5 (FILMING) TO CHAPTER 19A (NOISE REGULATION) OF THE SOUTH PASADENA MUNICIPAL CODE REGARDING HOURS OF FILMING AND PROHIBITED NOISE

WHEREAS, the City of South Pasadena, pursuant to its police powers delegated by the California Constitution, has the authority to enact laws which promote the public health, safety, and general welfare of its residents;

WHEREAS, the occurrence of loud filming activities, including use of noisy equipment and heavy machinery, on or near residential property during the late evening and early morning hours is a threat to the quiet enjoyment of residential property and to the public health, safety, and welfare due to excessive noise;

WHEREAS, the Police Department and other City Departments and personnel of the City of South Pasadena are called upon to respond to the use of loud filming equipment and machinery on sets in or near residential neighborhoods;

WHEREAS, to mitigate the negative impacts of loud filming activities on City residents during the late evening and early morning hours, the City desires to codify hours of filming and place restrictions on certain categories of noise.

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.

SECTION 2. Article 3.5 (Filming) of Chapter 19A (Noise Regulation) of the South Pasadena Municipal Code is hereby added to read as follows:

"Article 3.5. Filming

19A.13.5 Filming activities.

(a) It is unlawful for any person to perform any filming activity within a residential zone or within 500 feet thereof on Monday through Friday before 7:00 a.m. and after 7:00 p.m., Saturday before 8:00 a.m. and after 7:00 p.m., and on Sundays and city recognized holidays, as provided in Section 19A.13(d), before 8:00 a.m. and after 6:00 p.m.

(b) It is unlawful for any person to use any generators, sound amplifying equipment, forklifts, cranes, or any other machinery or equipment, whether such

equipment or machinery is manual, gasoline or electric powered or equipment that runs on compressed air, in the performance of, or in conjunction with filming within a residential zone or within 500 feet thereof on Monday through Friday before 8:00 a.m. and after 7:00 p.m., Saturday before 9:00 a.m. and after 7:00 p.m., and Sundays and City recognized holidays before 10:00 a.m. and after 6:00 p.m.

(c) Filming hours and the hours for the use of machinery and equipment for filming, may only be extended beyond the hours provided in subsections (a) and (b) above if approved pursuant to the City's Film Policy, as adopted by resolution of the City Council.

(d) For the purposes of this section, "filming activity" is activity requiring a film permit and defined to include, but is not limited to, activities related to the set up for and engagement in commercial filming, videotaping or still photography."

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 15th 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 15th 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

City Council Agenda Report

ITEM NO. 13

DATE: October 15, 2025

FROM: Todd Hileman, City Manager

PREPARED BY: Nick Kimball, Assistant City Manager/CFO

SUBJECT: **CONSIDERATION OF ADOPTION OF A RESOLUTION CLARIFYING AND AMENDING THE MANAGEMENT BENEFITS SET FORTH IN RESOLUTION 7941 FOR THE POSITION OF DIVISION FIRE CHIEF**

Recommendation

It is recommended that the City Council adopt a resolution clarifying and amending the Unrepresented Management Benefits set forth in Resolution 7941 for the position of Fire Division Chief related to the application of Special Arrangement Hours and leave accrual rates.

Executive Summary

In 2017, the cities of South Pasadena and San Marino entered into a Cooperative Agreement to jointly staff a shared Fire Division Chief position to enhance command-level oversight, improve coordination of emergency response, and reduce redundancy through cost-sharing. Following recent Council actions adopting updated salary schedules and management benefits, the proposed resolution further refines the Unrepresented Management Salary and Benefits Resolution to align with the unique work schedule and Fair Labor Standards Act (FLSA) provisions applicable to Fire Division Chiefs. Specifically, it recognizes the “Special Arrangement Hours” pay mechanism that compensates Division Chiefs who cover unscheduled 24-hour shifts, and adjusts leave accruals to reflect the 2,912-hour annual work period applicable to sworn fire personnel, ensuring consistency and operational continuity within the shared command structure.

Background

In 2017, the cities of South Pasadena and San Marino entered into a Cooperative Agreement to jointly staff a shared Fire Division Chief position between the respective Fire Departments to provide cost-effective command-level oversight for both communities.

On September 17, 2025, the City Council adopted Resolution No. 7941 approving the salary schedule and management benefits provided to the unrepresented management employees for the period June 30, 2025 through July 1, 2028, which included, among other benefits, leave accrual rates applicable to the Fire Division Chief position.

On October 1, 2025, the City Council adopted Resolution No. 7942, approving a city-wide salary schedule, effective September 8, 2025, which included, among other items, "Special Arrangement Hours" for the Fire Division Chief position.

Analysis
The cities of South Pasadena and San Marino jointly staff a shared Fire Division Chief position to strengthen command-level oversight, improve coordination of emergency response, and reduce redundancy through cost-sharing. Through this agreement, each city employs one dedicated Fire Division Chief position while a third position is shared, funded jointly, and serves both agencies. Consequently, it is important to provide a mechanism to ensure that all three (3) Fire Division Chiefs are staffed by qualified employees to maintain command-level oversight for all shifts. For the South Pasadena Fire Department, that mechanism is the "Special Arrangement Hours" pay that provides additional pay when a Fire Division Chief covers an unscheduled shift for another Division Chief due to sick call-out, vacation, or vacancy.

Additionally, due to the unique nature of 24-hour shifts for Firefighters, under the Fair Labor Standards Act (FLSA), Firefighters are considered to have a different "work period" and, therefore, work 2,912 hours per year rather than the standard 2,040. Consequently, firefighters accrue leave differently than non-sworn positions.

The proposed resolution amends the current Unrepresented Management salary and benefits resolution to accurately reflect the different work schedule and benefits of the Fire Division Chief.

Fiscal Impact
There is no additional fiscal impact associated with adopting the proposed resolution. The salary and benefit cost for 1.5 Fire Division Chief positions, i.e. one (1) dedicated Fire Division Chief and one-half (0.5) shared Fire Division Chief, is included in the FY 2025-2026 Adopted Budget for the Fire Department.

Attachment:
Attachment No. 1 - Proposed Resolution

CITY OF SOUTH PASADENA

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CLARIFYING AND AMENDING THE MANAGEMENT BENEFITS SET FORTH IN RESOLUTION 7941 FOR THE POSITION OF FIRE DIVISION CHIEF

WHEREAS, on September 17, 2025, the City Council adopted Resolution No. 7941 approving the salary schedule and management benefits provided to unrepresented management employees for the period of June 30, 2025 through July 1, 2028; and

WHEREAS, on October 1, 2025, the City Council adopted Resolution No. 7942, approving a city-wide salary schedule effective September 8, 2025, which included Special Arrangement Hours for the Fire Division Chief; and

WHEREAS, while the Fire Division Chief position is part of the unrepresented management employees, the Fire Division Chief has a unique work schedule of a 56-hour work week, rather than a 40-hour work week, and the position is subject to constant staffing responsibilities; and

WHEREAS, because of the 56-hour work week schedule of the Fire Division Chief position and constant staffing requirements, certain benefits and composition of salary as set forth in Resolution No. 7941 and Resolution No. 7942 requires adjustment and/or clarification;

NOW, THEREFORE THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE, AND ORDER AS FOLLOWS:

SECTION 1. Certain “Management Benefits” as set forth in Resolution No. 7941 for the Fire Division Chief position are hereby clarified, explained and amended in the manner set forth in Exhibit A, attached to this Resolution. Accordingly, the amended Management Benefits provided to the Fire Division Chief as set forth in Exhibit A, attached to this Resolution, is approved and adopted by the City Council of the City of South Pasadena.

SECTION 2. Except as otherwise amended by this Resolution, all remaining provisions of the Management Benefits shall remain in full force and effect and shall continue to apply to the position of Fire Division Chief.

SECTION 3. 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 15th day of October 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 15th day of October 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Mark Perez, Acting Chief City Clerk

EXHIBIT A

CLARIFICATION AND EXPLANATION OF AMENDED BENEFITS FOR THE FIRE DIVISION CHIEF CLASSIFICATION (UNREPRESENTED MANAGEMENT)

The Fire Division Chiefs are a part of the unrepresented management employees of the City of South Pasadena; however, their work schedule differs from all other members of the group. Wherein all other unrepresented management employees' classes work a 40-hour work week, The Fire Division Chief works a 56-hour work week. Furthermore, the Fire Division Chief position is subject to Fire Department constant staffing responsibilities and fulfills management roles for both the City of South Pasadena and the City of San Marino. Therefore, adjustments in accumulation of leave hours are necessary for equity amongst members.

Section 1. **Salary.**

A. Purpose. Due to constant staffing policies and agreements, Fire Division Chiefs are required to maintain a state of readiness for the cities of South Pasadena and San Marino. The salary schedule adopted pursuant to Resolution No. 7942, sets forth the hourly rate of pay for the Fire Chief Division for "Special Arrangement Hours." Clarifying language in the Management Benefits document regarding such pay for the Fire Division Chiefs working on a shift schedule is necessary in order to provide commensurate compensation in that classification

B. Amendment to Section 3. A new paragraph (c) shall be added to Section 3 (Salary) to read as follows:

"3(c) FIRE DIVISION CHIEF.

Notwithstanding the Fire Division Chief classification's exempt status, the Fire Division Chief classification shall receive "Special Arrangement Hrs. – Fire Division Chief" hourly compensation when required to work in excess of 112 hours in a pay period in order to cover vacation, sick-call or other vacancies within the classification of Fire Division Chief, subject to written approval by the South Pasadena Fire Chief or when called upon to address citywide emergencies or in support of operations that are reimbursable under State/Federal agreements, subject to written approval by the South Pasadena Fire Chief.

Section 2. **Sick Leave.**

A. Purpose. An adjustment in the hours accumulated for sick leave is necessary to reflect the increased hours worked by a Fire Division Chief on a shift schedule. The 56-hour workweek constitutes an increase of hours at a factor of 1.4 and should be used as the equivalent.

B. Amendment to Section 7.A. Paragraph A of Section 7 (Sick Leave) is hereby amended to read as follows:

"A. Sick leave shall be earned at the rate of eight (8) hours per month of service to the City. For the classification of Fire Division Chief, sick leave shall be earned at the rate of 5.54 hours per pay period."

Section 3. **Vacation.**

A. Purpose. An adjustment in the hours of accumulated for vacation is necessary to reflect the increased hours worked by a Fire Division Chief on a shift schedule. Fire Division Chiefs assigned to shift work have previously accrued at the same rates as other employees who share that schedule.

B. Amendment to Section 11.A. Paragraph A of Section 11 (Vacation) is hereby amended to read as follows:

"A.1. Vacation shall be accrued based on 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

A.2. Vacation for employees in the Fire Division Chief classification shall be accrued based on year of service:

1-5 years	7 shifts*
6-10 years	10 shifts
11-15 years	12 shifts
16-20 years	13 shifts

21-24 years	14 shifts
25 years and over	17 shifts

* A shift is a 24-hour period."

Section 4. **Holidays.**

A. Purpose. Due to constant staffing policies and agreements and that Fire Division Chiefs work on a shift schedule, Fire Division Chiefs are required to work on City designated holidays. Furthermore, floating holidays are not paid in the same manner as the City designated holidays and amended language is necessary to reflect the current pay for floating holidays for the Fire Division Chief classification.

B. Amendment to Section 12.A. Paragraph A of Section 12 (Holidays) is hereby amended to read as follows:

"A. Fire Division Chiefs and Police Lieutenants only – Fire Division Chiefs shall be paid a rate of twelve (12) hours of the employee's hourly rate for each City designated paid holiday, and twenty-four (24) hours of their hourly rate when taking a 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."

City Council Agenda Report

ITEM NO. 14

DATE: October 15, 2025

FROM: Todd Hileman, City Manager

PREPARED BY: Cathy Billings, Library Director

SUBJECT: **CONSIDERATION OF APPROVAL OF THE FOURTH AMENDMENT TO THE AGREEMENT WITH CALIFORNIA METRO PATROL FOR SECURITY GUARD SERVICES AT THE LIBRARY FOR AN ADDITIONAL NOT TO EXCEED AMOUNT OF $119,000 AND TO EXTEND THE TERM TO FEBRUARY 28, 2026**

Recommendation

It is recommended that the City Council consider approving the fourth amendment to the agreement with California Metro Patrol for security guard services at the Library for an additional amount of $119,000, bringing the aggregate total to $337,196.60, and extend the agreement term to February 28, 2026.

Executive Summary

The City Council is requested to approve the fourth amendment to the Agreement with California Metro Patrol (“CMP”) ("Amendment"), the vendor providing concierge security guard services at the Library. The Amendment would extend the term through the end of February 2026 and increase the contract amount by $119,000, which is the amount budgeted for this purpose in Fiscal Year 2025-2026.

Background

The City first entered into the Agreement with CMP in March 2023, and two subsequent amendments extended the term of the Agreement to June 30, 2025, and increased the aggregate total of the Agreement and Amendments to $218,196.60. The second amendment approved by the City Council in October 2024 also shifted the 40 hours per week of concierge security services from City Hall to the Library, where the need for assistance with security and customer behavior management was greater. Since January 2025, CMP has been providing services at the Library for 40 of the 58 hours per week that the facility is open to the public.

The Library’s Fiscal Year 2025-2026 budget request included an increase that would cover an additional 18 hours per week of security guard services to provide coverage during all open hours. As the contract term drew near at the end of Fiscal Year 2024-2025 and it became apparent that the City’s Fiscal Year 2025-2026 Budget would likely not be adopted until August, staff requested the City Council to approve a third amendment to the Agreement that would extend the term to September 30, 2025, so that services could be maintained at the current level. The budget adopted by the City Council on August 20, 2025, included the allocation of $119,000 to cover 58 hours per week of security guard services at the Library. The City now seeks to extend the current agreement with CMP to provide these services.

Analysis
The presence of a concierge security guard at the Library over the past 10 months has had a significant positive impact that is evident both quantitatively and qualitatively. The guard serves as a deterrent to disallowed behavior and fewer incidents take place when the guard is on duty. While staff are still logging and tracking incidents and involved in any seriously disruptive incidents, the guard relieves staff of a substantial part of the burden of patrolling the facility to look for and stop low level disruptive behaviors which enables staff to focus on providing core services to the hundreds of daily library users that comply with rules, rather than having to focus a disproportionate amount of time on the small percentage of users that cannot or will not follow rules. Having a security guard onsite has improved the well-being and morale of staff and has made the Library feel like a safer and more welcoming public space.

The concierge security service is part of a multi-pronged approach to addressing security and safety at the Library. Other efforts include the implementation of Savannah, an incident tracking and management software designed specifically for libraries, and facility improvements like the recently installed fencing and gates on the east and west balconies, and the project to install an electronic key card access system and security cameras, which is currently in progress.

California Metro Patrol's experience working in similar settings with similar clientele, including the Pasadena School District, the City of Azusa Public Library, and the Pasadena Salvation Army, has made them a good partner for the City and the Library, however the scope of services described in the original contract are specific to the services that were needed for the City Hall setting and the contract has been in effect for almost three years and amended four times. The current amendment extends the term to February 28, 2026, which will allow staff time to draft a Library-specific scope of services and solicit proposals from other security guard service companies, with the intent of entering into a new agreement on March 1, 2026, with the company that provides the best services at a competitive price.

Fiscal Impact
Funding for security guard services, in the amount of $119,000, which covers 58 hours per week of service, was approved by City Council as an ongoing enhancement and is included in the Fiscal Year 2025-2026 Adopted Budget (Account Number 101-8010-8011-8180 – Library Department Contract Services). The proposed amendment will increase the total contract amount by $119,000 to $337,196.60. No supplemental appropriation is required.

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

Attachment:
Attachment No. 1 - Proposed Fourth Amendment
Attachment No. 2 - Third Amendment to California Metro Patrol Agreement
Attachment No. 3 - Second Amendment to California Metro Patrol Agreement
Attachment No. 4 - First Amedment to California Metro Patrol Agreement
Attachment No. 5 - Original Agreement with California Metro Patrol Agreement

FOURTH AMENDMENT TO AGREEMENT WITH CALIFORNIA METRO PATROL FOR SECURITY GUARD CONCIERGE SERVICES

THIS FOURTH AMENDMENT ("Amendment") is entered into as of October 15, 2025 by and between the CITY OF SOUTH PASADENA ("CITY") and CALIFORNIA METRO PATROL. ("VENDOR").

RECITALS

WHEREAS, on March 27, 2023, the CITY and VENDOR entered into an Agreement for SECURITY GUARD CONCIERGE SERVICES ("Agreement") for VENDOR to perform SECURITY GUARD CONCIERGE services for the City; and

WHEREAS, the original Agreement was in the amount of $23,021.60; and

WHEREAS, on October 4, 2023 Amendment No. 1 was approved by the City Council to increase the compensation in an amount not to exceed $84,600 and extend the term for up to an additional twelve months, as needed, to June 30, 2024, bringing the aggregate total of Agreement and Amendments to $107,621.60; and

WHEREAS, on October 2, 2024 Amendment No. 2 was approved by the City Council to transfer the concierge security services to the Library, consolidate services being rendered to the Community Development Department, extend the term to June 30, 2025, and increase the compensation in an amount not to exceed $110,575, bringing the aggregate total of Agreement and Amendments to $218,196.60; and

WHEREAS, on June 18, 2025 Amendment No. 3 was approved by the City Council to extend the term to September 30, 2025, with no change to the compensation or aggregate total of the Agreement and Amendments; and

WHEREAS, the City desires to execute a fourth amendment to extend the term to February 28, 2026 and increase the contract in an amount not to exceed $119,000, bringing the aggregate total of Agreement and Amendments to $337,196.60.

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

SECTION 1. The term of the Agreement as described on the first page of the Agreement is hereby revised as follows: "Service Start Date": March 27, 2023 through February 28, 2026, as needed and determined by the City ("Term")."

SECTION 2. The Agreement is amended to incorporate the following provision: The City shall compensate Vendor for the services provided to the City at the hourly rate set forth in the Agreement. However, in no event shall Vendor be paid more than $337,196.60 during the Term for the services.

SECTION 3. Except as expressly modified by this fourth amendment, all other provisions of the Agreement fourth amendment and the provisions of the Agreement, the provisions of this fourth amendment shall control.

"City" City of South Pasadena	"Vendor" California Metro Patrol
By: _____	By: _____
Date: _____	Date: _____
Printed: Todd Hileman	Printed: Joseph A. Perez
Title: City Manager	Title: Operations Chief

Attest:

By: _____
Mark Perez, Acting Chief City Clerk

Approved as to form:

By: _____
Roxanne M. Diaz, City Attorney

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AMENDMENT TO AGREEMENT WITH CALIFORNIA METRO PATROL FOR SECURITY GUARD CONCIERGE SERVICES

THIS AMENDMENT ("Amendment") is entered into as of June 18, 2025 by and between the CITY OF SOUTH PASADENA ("CITY") and CALIFORNIA METRO PATROL. ("VENDOR").

RECITALS

WHEREAS, on March 27, 2023, the CITY and VENDOR entered into an Agreement for SECURITY GUARD CONCIERGE SERVICES ("Agreement") for VENDOR to perform SECURITY GUARD CONCIERGE services for the City; and

WHEREAS, the original Agreement was in the amount of $23,021.60; and

WHEREAS, on October 4, 2023 Amendment No. 1 was approved by the City Council to increase the compensation in an amount not to exceed $84,600 and extend the term for up to an additional twelve months, as needed, to June 30, 2024, bringing the aggregate total of Agreement and Amendments to $107,621.60; and

WHEREAS, on October 2, 2024 Amendment No. 2 was approved by the City Council to transfer the concierge security services to the Library, consolidate services being rendered to the Community Development Department, extend the term to June 30, 2025, and increase the compensation in an amount not to exceed $110,575, bringing the aggregate total of Agreement and Amendments to $218,196.60; and

WHEREAS, the City desires to execute a third amendment to the agreement to extend the term to September 30, 2025, with no change to the compensation or the aggregate total of Agreement and Amendments.

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

Section 1. The term of the Agreement as described on the first page of the Agreement is hereby revised as follows: "Service Start Date": March 27, 2023 through September 30, 2025, as needed and determined by the City ("Term")."

Section 2. Except as expressly modified by this Amendment, all other provisions of the Agreement shall remain in full force and effect. In the event of a conflict between the provisions of this Amendment and the provisions of the Agreement, the provisions of this Amendment shall control.

"City"
City of South Pasadena

Signed by:
By: Todd Hileman
5CF386AC460044B...

Date: 7/9/2025

Printed: Todd Hileman

Title: City Manager

"Vendor"
California Metro Patrol

Signed by:
By: Joseph A. Perez
AC7A31F0EF4F461...

Date: 7/9/2025

Printed: Joseph A. Perez

Title: Operations Chief

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Attest:

Signed by:
By: Mark Perez
BA951D463FA0445...
Mark Perez, Deputy City Clerk

Approved as to form:

DocuSigned by:
By: Roxanne Diaz
A7800E5CA8A241F...
Roxanne M. Diaz, City Attorney

Attachment No. 1

METRO PATROL
1308 East Colorado Boulevard #588
Pasadena, California 91106
PPO 17588 - (888) 788 - 0813

SECURITY SERVICES AGREEMENT

THIS AGREEMENT is entered into as of this _ 27th _ day of _ MARCH _, _ 2023 _, by and between CALIFORNIA METRO PATROL & EMS, INC, DBA: CALIFORNIA METRO PRIVATE SECURITY PATROL, DBA: CALIFORNIA METRO PATROL, DBA: CMP (hereinafter "Service Provider") and: ACT # SPAS 1414 MS

Client: _____City of South Pasadena – City Hall _____	Contact: ___ Police – Front Desk (626) 403 – 7270 ___
Address: _____ 1414 Mission Street _____	___ City Hall Main Desk (626) 403 – 7230___
City: ___ *South Pasadena* ___ State: __ *California* __ Zip Code: __ *91030* __	Client/Billing e-mail: [Tamra Binns] _ tbinns@southpasadenaca.gov _

Service Start Date: _March 27st, 2023 thru June 30th, 2023_ CLIENT/Billing e-mail: _ dmegerdichian@southpasadenaca.gov _ [Domenica Megerdichian]

Type of Service:	Rate:	Coverage:
☒ Daily Patrol	_See Addendum_	CMP Officers assigned 4 Days a week as described in the ADDENDUM. Officers posted & visibility present at the FRONT ENTRY of CITY HALL as a Concierge for Greeting and Customer Service to work in Conjunction with Staff will assist in VERIFING Visitors when entering. Report or Address Crimes in Progress at the Property, remain visible & vigilant while assigned to ensure a safe & secure environment. Officers will be observant to unwanted persons Damaging/Entering/Burglarizing the property.
☐ RAPID ALARM Response	_FREE - San Marino_	
☒ Posted UN-ARMED Officer IF Needed for Special Events or Posted ARMED Officer	_See Addendum_ $ Monthly and/or Hourly rate is based on NEW TEMPORARY Services.	
☐ NO Trespassing Signs		
☒ Property Walk		

*** Other Terms: CMP & City of South Pasadena will evaluate this Agreement for renewal of reserves with option of reoccurring services.

**** California Metro Patrol Officers that are Registered and Qualified for "Armed" service with California Bureau of Security and Investigative Services ****

Client has requested CMP to provide & CMP agrees to provide services checked above & described herein in accordance with the terms of this agreement.

1. PAYMENT AND TERMS

A. THE TOTAL MONTHLY FEE FOR SERVICES WILL BE BILLED AND PAYABLE TO: California Metro Patrol

☒ MONTHLY – Billed 10 days PRIOR to END of Period (*For Services*) Invoicing e-mail: accounting@californiametropatrol.com

☐ _____ ALARM COMPANY – For Other Alarm Companies – Billed at Additional $ 185.00/Month.

☐ RAPID ALARM Response – INCLUDED FREE clients with SAN MARINO SECURITY with CMP Patrol Services __

CLIENT HAS REQUESTED BILLING AND PAYABLE TERMS CHECKED ABOVE AND DESCRIBED HEREIN IN ACCORDANCE WITH THE TERMS OF THIS AGREEMENT. PAYMENT IS DUE UPON RECEIPT OF AN INVOICE. IN ADDITION, THE CLIENT WILL PAY THE PRO-RATE FEE FOR THE MONTH IN WHICH SERVICE BEGINS.

B. THE ORIGINAL TERM OF THIS AGREEMENT FOR SERVICES SHALL BE THREE (3) MONTHS AND NO RENEW FOR ANY ADDITIONAL PERIOD UNLESS EITHER PARTY GIVES THE OTHER ATLEAST THIRTY (30) DAYS PRIOR WRITTEN NOTICE OF ITS INTENTION TO CONTINUE THE TEMPORARY AGREEMENT. SERVICE PROVIDER MAY INCREASE THE SERVICE FEE AT ANY TIME AFTER THE ORIGINAL TERM OF THIS AGREEMENT BY GIVING THE CLIENT THIRTY (30) DAYS PRIOR WRITTEN NOTICE. IF CLIENT IS UNWILLING TO PAY THE INCREASED SERVICE FEE, CLIENT MAY TERMINATE THIS AGREEMENT BY GIVING SERVICE PROVIDER WRITTEN NOTICE WITHIN THIRTY (30) DAYS FROM THE EFFECTIVE DATE OF THE INCREASE. IF THE CLIENT GIVES THE SERVICE PROVIDER WRITTEN NOTICE TO CANCEL THIS AGREEMENT, CLIENT MUST OBTAIN WRITTEN CONFIRMATION OF RECEIPT OF CANCELLATION NOTICE FROM THE SERVICE PROVIDER IN ORDER FOR THE CANCELLATION OF THIS AGREEMENT TO TAKE EFFECT, IF CLIENT HAS MADE PAYMENTS FOR SERVICES IN ADVANCE TO SERVICE PROVIDER, SERVICE PROVIDER WILL REFUND ADVANCED PAYMENT TO CLIENT WITH THE PRO-RATA FEE FOR THE MONTH IN WHICH SERVICE ENDS. THIS REFUND WILL BE DUE WITHIN THIRTY (30) DAYS OF THE DATE OF CANCELLATION OF THIS AGREEMENT. THIS RATE & TERM IS A SPECIAL OFFERING BASED ON PROFESSIONAL RELATIONSHIP WITH CITY of SOUTH PASADENA & IS NOT TRANSFERRABLE.

GENERAL TERMS APPLICABLE TO ALL OPTIONS:

CLIENT ACKNOWLEDGES THAT THE SERVICE FEE IS BASED UPON EXISTING FEDERAL, STATE AND LOCAL TAXES AND CHARGES. SERVICE PROVIDER SHALL HAVE THE RIGHT, AT ANY TIME, TO INCREASE THE SERVICE FEE TO REFLECT ANY ADDITIONAL OR INCREASED TAXES, LICENSES, PERMITS OR FEES WHICH MAY BE CHARGED TO SERVICE PROVIDER BY ANY UTILITY OR GOVERNMENTAL AGENCY RELATING TO THE SERVICES PROVIDED HEREUNDER, AND CLIENT AGREES TO PAY THE SAME. SPECIAL SERVICES IS NOT INCLUDED IN THE MONTHLY FEE. THERE IS NO FINANCE CHARGE OF COST OF CREDIT ASSOCIATED WITH THIS AGREEMENT.

2. ACKNOWLEDGMENT; RECEIPT OF COPY: CLIENT ACKNOWLEDGES THAT PRIOR TO SIGNING THIS AGREEMENT, CLIENT RECEIVED, READ AND UNDERSTOOD A LEGIBLE EXACT AND COMPLETELY FILLED IN COPY OF THIS AGREEMENT.

3. SERVICE PROVIDER'S LIMITED LIABILITY: WE DO NOT REPRESENT OR WARRANT THAT THE SERVICE WILL PREVENT ANY LOSS BY BURGALRY, HOLDUP, FIRE OR OTHERWISE, OR THAT THE SERVICE WILL IN ALL CASES PROVIDE THE PROTECTION FOR WHICH IT IS INTENDED. YOU ACKNOWLDGE AND AGREE THAT (A) WE HAVE MADE NO REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED AS TO THE SERVICE, NOR HAVE YOU RELIED ON ANY REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED; (B) YOU ASSUME ALL RISK OF LOSS OR DAMAGE TO YOUR PREMISES OR TO THE CONTENTS EREOF, YOU ACKNOWLEDGE THAT YOU HAVE READ AND UNDERSTOOD ALL OF THIS AGREEMENT, PARTICULARLY PARAGRAPH 10 IN THE EVENT OF ANY LOSS OR DAMAGE TO YOU OR ANYONE ELSE.

ALL OF THE TERMS ON PAGE TWO AND ON ALL ATTACHMENTS ARE PART OF THIS AGREEMENT. READ THEM BEFORE SIGNING BELOW. YOU, THE CLIENT, MAY CANCEL THIS AGREEMENT AT ANY TIME, BY GIVING THIRTY DAYS WRITTEN NOTICE, EFFECTIVLY MAKING THIS AGREEMENT A MONTH TO MONTH AGREEMENT.

CALIFORNIA METRO PATROL & EMS, INC.	CLIENT
By: _____ Joseph Perez _____ Date; _3 - 21 - 2023_	By: Domenica Megerdichian for AC Date; _3 - 27 - 2023_
Printed Name: _ Joseph Perez _ Title: _ Operations Chief _	Printed Name: ___ ~~Armine Chaparyan~~ ___ Title: __City Manager __ Domenica Megerdichian, Deputy

THIS AGREEMENT WILL NOT BE BINDING UPON CALIFORNIA METRO PATROL & EMS, INC. UNTIL EITHER (1) SIGNED BY ONE OF CALIFORNIA METRO PATROL & EMS, INC'S OWNERS/MANAGERS, OR (2) CALIFORNIA METROL PATROL & EMS, INC. STARTS THE SERVICES. IN THE EVENT OF DISAPPROVAL, CALIFORNIA METRO PATROL & EMS, INC. SHALL ONLY BE OBLIGATED TO REFUND ANY PAYMENTS PREVIOUSLY MADE TO CALIFORNIA METRO PATROL & EMS, INC. AS AN ADVANCE AGAINST SERVICES DESIRED HEREUNDER.

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4. **DESCRIPTION OF SERVICE:**
Client authorized Service Provider (if applicable) to enforce Client's property rules and regulations and to cause the arrest of any person or persons on or around Client's location who are unauthorized by Client to be on Client's property and to hold such person or persons until released by Client, his known representative or law enforcement. If Service Provider's personnel observe criminal activity or other threats to Client's premises, Service provider's personnel will take appropriate prudent action, and if Service Provider deems necessary Service Provider will notify the proper law enforcement, emergency personnel and/or the first available person on the Client's emergency call list. CLIENT UNDERSTANDS AND AGREES THAT SERVICE PROVIDERS PERSONNEL, INCLUDING BUT NOT LIMITED TO, PATROL OFFICERS AND DISPATCHERS DO NOT HAVE SPECIAL ARREST OR LAW ENFORCEMENT POWERS AND MAY ONLY ACT AS ORDINARY CITIZENS. Client hereby authorizes Service Provider to cause the tow of any unauthorized vehicles on or around client's premises. In the event that Service Provider should be requested or required to tow a vehicle, it is understood and agreed to, that Service Provider is to be held harmless, from any and all costs and actions surrounded by said tows. Client may request to increase coverage of services subscribed or decrease coverage, or subscribe to other or additional services Service Provider offers by verbal and or written notice under the terms of this Agreement. It is agreed to and understood that Service Provider may supply Client with written report, but Service Provider's failure to do so does not constitute a reduction in service or a breach hereunder. Client in no event shall make any deductions from invoices as a result of any security officer's failure to leave and provide reports. Client shall pay Service Provider at the rate of $65.00 per hour, with a minimum of four (4) hours, for any and all time spent by Service Provider or Service Provider's personnel in connection with any legal court action originated on the Client's location in connection with any assigned duties hereunder.

   A. **PATROL SERVICE:** Patrol service shall consist of uniformed Patrol Officers in marked Service Provider vehicles patrolling Client's premises by vehicle and or on foot on a random and or scheduled number of patrols basis. In the event a Patrol Officer(s) is required to be stationed at the location for more than sixty minutes, an hourly charge of $118.00 per hour **MAY APPLY**, with a minimum of two hours. The charge shall be due and payable upon Client's receipt of Service Provider's invoice for such charge. The Client and Service Provider agree that in the event of an emergency, or in the event a patrol officer is engaged at another location or incident, or in the event Service Provider may be short staffed, it may not be possible for Service Provider to provide the random and/or scheduled number of patrols on a given day. Client agrees to hold Service Provider harmless from any liability resulting therefrom. **ALL COSTS SUPERCEIDED BY: Posted ARMED Officer COST in ADDENDUM Page.**

   B. **RAPID ALARM RESPONSE:** If Client has elected to subscribe to patrol response service, Service Provider shall dispatch a Patrol Officer as a result of receiving a call from Client, persons authorized by Client (e.g., monitored alarm systems from third party providers) or others who have reason to believe that a crime is occurring or is about to occur on Client's premises. Service Provider **MAY CHARGE** Client for a response over their allotted amount and if in the event a Patrol Officer is required to be stationed at the location for more than sixty minutes, an hourly charge of $118.00 per hour **MAY APPLY** with a minimum of one (1) hour. The charge shall be due and payable upon Client's receipt of Service Provider's invoice for such charges. **ALL COSTS SUPERCEIDED BY: Posted ARMED Officer COST in ADDENDUM Page.**

   C. **RAPID ALARM SERVICE:** CMP will respond to the client's home alarm. CMP Officers will respond to client's premises on a requested dispatch responses. **CMP reserves the right to Not Respond and Revert the Alarm Response back to Local Law Enforcement for Alarm Response if the client fails to compensate EITHER Service Provider (CMP -or- Alarm Company).** Client agrees to hold EITHER Service Provider harmless from any liability resulting therefrom. Testing Alarm/Response is prohibited unless there is ONE (1) Day prior notice to BOTH CMP and the clients alarm company. In the event that CMP Officers are required to maintain a presence at the location for more than thirty minutes, an hourly charge of $118.00 per hour **MAY APPLY**, with a minimum of one hour. The charge shall be due and payable upon client's receipt of Service Provider's invoice for such charge. Client and Service Provider agree that in the event of an emergency or in the event Service Provider's personnel is engaged monitoring another incident, or in the event Service Provider may be short staffed, it may not be possible for Service provider to provide the response. Client agrees to hold Service Provider harmless from any liability resulting therefrom. **ALL COSTS SUPERCEIDED BY: Posted ARMED Officer COST in ADDENDUM Page.**

   D. **POSTED OFFICER SERVICE: Posted Officer** service is agreed to upon Client's request to Service Provider. Posted Officer shall consist of uniformed Patrol/Standing Officers in marked uniform(s) of the Service Provider that will execute the above agreed to specifications, during the pre-arraigned shifts, and will remain on the premises as agreed. This service to be charged for prevailing agreed to rate. The charge shall be due and payable upon two-week Client's receipt of Service Provider's invoice for such charges.

5. **SERVICE PROVIDER'S DUTIES:** Patrol officers and dispatchers while on duty shall be completely outfitted with a uniform and all necessary equipment and all supplies necessary to accomplish the assigned duties as determined by Client and Service Provider. The services provided for by this Agreement shall be performed by qualified, efficient and dedicated personnel in strict accordance with the recognized and best practices and with the standards and special instructions issued by Client. All personnel are the sole responsibility of Service Provider and at all times subject to the direct supervision and control of Service Provider. Service provider will have the sole responsibility for paying all salaries and taxes and all other expenses related to all personnel in the employ of Service Provider.

6. **CLIENT'S DUTIES:** In the case of a Client with a System or Cameras, Client will instruct Client's employees, family members and other who may use the system or Cameras on its proper use. Client will obtain and keep in effect all permits and licenses that may be required for the installation and operation of the System or Cameras. Client will pay all usage fees imposed by any governmental agency. Client will provide an emergency call list which will include the name, telephone number and position of each person Service provider may call in the event Service Provider believes there is an emergency at Client's premises and other emergency information Service provider may request. Client will provide written notice of any changes in information such as Client's emergency call list, service instructions and procedures. Client agrees that Service Provider may provide the information in Client's call list to any governmental agency having jurisdiction over Service Provider.

   Client agrees that it will not either during the terms of this Agreement or for a period of two (2) years following the termination, hire or cause to be hired for its own employment any of the personnel of Service Provider who may or may not have performed services at any time in connection with the carrying out of the terms of this Agreement. It is further agreed that Service Provider is neither an employment agency nor a clearinghouse for people, and the personnel it furnishes are made possible only by a substantial investment in advertising, recruiting, testing and training its personnel. In consideration of the above mentioned time and expense invested in personnel, in the event Client hires or causes to be hired for its use and benefit any of Service Provider's personnel, Client agrees to pay Service Provider a replacement fee of three thousand five hundred ($3,500.00) dollars, or the actual costs incurred by Service Provider, according to proof, whichever is higher, for each and every employee.

7. **FALSE ALARMS:** Client agrees that Client or others using or having control over the System (including, but not limited to Client's alarm dealer or Monitoring Facility) will use it carefully so as to avoid causing false alarms. False alarms can be caused by severe weather or other forces beyond Service Provider's control. If Service Provider receives too many false alarms or dispatch requests where no emergency exists, Service Provider **MAY CHARGE** for or Cancel response services. If false alarm fines or penalties are charged to Client or Service Provider by any governmental agency, Client will pay the charge or repay Service Provider for the charge as the case may be.

8. **SUSPENSION OR CANCELLATION OF THIS AGREEMENT; DELINQUENCY CHARGE:** Client understands that Service Provider may stop or suspend services if, (a) severe weather, earthquake, natural disasters, or "Acts of God" affect the operation of Client's premises or damage Client's premises such that continuing service would be impractical, (b) Service Provider is unable to provide service because of some action or ruling by any governmental authority, (c) Service is terminated or suspended for any reason, (d) Client becomes a debtor in a bankruptcy proceeding, or Client does not pay the service fee, after Service Provider has given Client notice that Service Provider is cancelling service because of non-payment. Service Provider may charge a service re-establishment fee if service is suspended for non-payment. If Client fails to make any payment when due Service Provider may discontinue service, terminate this Agreement and recover all damages to which Service Provider is entitled including the value of the service performed and all amounts to Service Provider for the unexpired term of the Agreement. In addition, Service Provider may impose a late charge on all payment made more than thirty (30) days past due in the maximum amount permitted by California law.

9. **ASSIGNEES AND SUBCONTRACTORS:** Service Provider may not transfer or assign this Agreement to any other alarm, patrol or response company or financing institution without notice to Client. Client may not transfer this Agreement to someone else (including someone who purchases or rents Client's Premises) unless Service Provider pre-approves the transfer in writing. If Service Provider uses subcontractors to provide service, this Agreement and particularly paragraph 10 shall apply to them and the work they perform and protect them in the same manner as it applied to and protects Service Provider.

10. **SERVICE PROVIDER IS NOT AN INSURER; LIMITATION OF LIABILITY:** CLIENT UNDERSTANDS THAT (a) SERVICE PROVIDER IS NOT AN INSURER OF CLIENT'S PROPERTY OR THE PERSONAL SAFETY OF PERSONS IN CLIENT'S PREMISES, (b) THE AMOUNT CLIENT PAYS TO SERVICE PROVIDER IS BASED ONLY ON THE VALUE OF THE SERVICE THAT SERVICE PROVIDER IS PROVIDING HEREUNDER, (c) THE SERVICE THAT SERVICE PROVIDER MAY PROVIDE MAY NOT ALWAYS OPERATE PROPERLY FOR VARIOUS REASONS, (d) IT IS DIFFICULT TO DETERMINE IN ADVANCE THE VALUE OF CLIENT'S OR ANY OTHER PERSONS' PROPERTY THAT MIGHT BE LOST, STOLEN OR DESTROYED IF THE SERVICE FAILS TO OPERATE PROPERLY, (e) IT IS TO DETERMINE IN ADVANCE HOW FAST THE POLICE OR FIRE DEPARTMENT OR OTHERS WOULD RESPOND TO A REQUEST FOR HELP, (f) SERVICE PROVIDER SHALL NOT HE HELD LIABLE OR RESPONSIBLE FOR LOSS AND/OR DAMAGE TO PERSONS OR PROPERTY CAUSED DIRECTLY OR INDIRECTLY BY THE PERFORMANCE, OR LACK OF PERFORMANCE, OF THE OBLIGATIONS IMPOSED BY THIS AGREEMENT.

11. **LIMITATION ON LAWSUITS; WAIVER; SEVERABILITY; GOVERNING LAW:** Both Service Provider and Client agree that no demand for arbitration, lawsuit or any other legal proceeding connected with this Agreement shall be brought or filed more than one year after the incident giving rise to the claim. A waiver by Client or Service Provider of any term or condition of this Agreement in any instance shall not be deemed or construed to be a waiver of such term or condition in the future, or any subsequent breach thereof. If any provision of this Agreement as applied to either Client or Service Provider or any circumstance shall be adjudged by a court to be void and unenforceable, such shall in no way affect any other provision of this Agreement, the application of such provision in any other circumstance, or the validity or enforceability of this Agreement. This Agreement shall be construed in accordance with the laws of the State of California applicable to agreements which are executed and fully performed within said state without regard to California's conflicts of interest rules.

12. **ENTIRE AGREEMENT:** Except as expressly set forth herein, this Agreement (and any Exhibits or Schedules attached hereto) is the sole and entire agreement between Client and Service Provider and supersedes all prior representations, negotiations, promises, understanding or agreements, whether oral or written, between Client and Service Provider with respect to the subject matter hereof.

13. **SERVICE PROVIDER LICENSE:** PRIVATE PATROL OPERATORS ARE LICENSED AND REGULATED BY THE BUREAU OF SECURITY AND INVESTIGATIVE SERVICE, CALIFORNIA STATE DEPARTMENT OF CONSUMER AFFAIRS, SACRAMENTO, CALIFORNIA, 95814, www.bsis.ca.gov.

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California METRO PATROL

Law Enforement Founded Armed Patrol Since 2007

SECURITY SERVICES – ADDENDUM

Prepared for: City of South Pasadena – City Hall
1414 Mission Street, South Pasadena, CA 91030
Attn: City of South Pasadena – City Hall Main (626) 403-7230
Police Department Main (626) 403-7270

March 21st, 2023

Accepted By: Domenica Megerdichian
Signed

Printed Name: Domenica Megerdichian
Deputy City Manager

Date: 03/29/2023

Docusign Envelope ID: 38769FF8-76C6-4C60-9B6B-9A556EF7DF13

California METRO PATROL

Law Enforcement Founded Armed Patrol
Since 2007

ADDENDUM – Posted CONCIERGE (Plain Clothes Security Officer)

California Metro Patrol is pleased to provide the following services to **City of South Pasadena City Hall / Police Department**, for Concierge plain clothes security officer inside the City Hall facility. CMP is grateful for the opportunity to fulfil security services to meet security needs of **City Hall and Police Department**.

CONCIERGE SECURITY INCLUDES:

CMP will provide and support our clientele to mitigate security incidents the following:

- Entry area visibility and entry verification of patrons to City Hall
- Armed/Un-Armed escorts with qualified and trained officers for City Personnel
- Requested Additional venues for city sanctioned events and special events

ARMED PATROL OFFICERS

All of CMP's armed security officers receive regular firearms training with a veteran range master, Phil Rapagna (Retired Pasadena Police Department)

Budget

SERVICE	BUDGET
Unarmed Concierge plain clothes security officer	**$ 41.11 / Hour**
Posted Concierge plain clothes security officer primary responsibility of greeting and welcoming city visitors and staff at City Hall and Police Department. Concierge focuses on keeping the public informed and a safe environment for city visitors and city employees. Additionally being available to the city council members for escorts and personal attention for their needs.	

Initials: MM

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California METRO PATROL

Law Enforement Founded Armed Patrol
Since 2007

Security Summary

This California Metro Patrol ADDENDUM covers on-site Concierge plain clothes security detail of **1414 Mission Street, South Pasadena CA 91030**. The City of South Pasadena falls in the geographic boundaries of CMP's regular service and patrol area.

ADDITIONAL Patrols can be or that are requested will be performed randomly through the shift to increase effectiveness of service.
Concierge security services are to cover the following schedule:

Required set days per week 10 hours a day (8am -to- 6pm):

1. Monday -thru- Thursday 4 days

**The set schedule times are determined by the City of South Pasadena:*

- Scheduled by city hall staff or assigned Police Department designee
- Police Officers may be summoned for additional response during the day

Additional Security Detail

For added security or a scheduled event, in an Emergency Situation or at "Cities Request", If necessary, a detail of one (1) to three (3) security officers, with a 4-hour minimum and up to 8-hour maximum per shift for events or requested service in a time of need. These additional CMP Officers can be assigned for such events as city sanctioned public events if the need arises for additional staffing.

Patrol Response

During the assigned detail, CMP offers added Patrol Officers to respond and enhance the assigned Concierge plain clothes Officer, which increases the layered security service during the day and times of service, If a situation requires additional CMP resources in such instances as a crowd control up-rising where need oversight by security is requested.

Initials:

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BILLING CYCLE

Invoicing for a specialized Posted & Patrol Security officer detail and Patrol response:

- Issued Monthly
- Payment due 21-day net after electronic e-mail receipt

DETAIL

CMP Concierge plain clothes officer will provide the City Hall / Police Department with a welcoming and customer service based greeter with the ability to address immediate security needs as a buffer until South Pasadena Police personnel can arrive on-scene to address and resolve a security need or breach in the safety of the City Hall facility.
This detail will focus on areas of concerns:

- Greeting the general public and assisting with directions around City Hall
- Integrity of the property, surroundings, perimeter and pathways around City Hall; maintaining high visibility to deter unwanted activity or potential theft or threat
- Assigned on-call patrol supervisor for the account to ensure compliance of the assigned officer and supplemental resource should the need arise

Other Budget Coverage

HOLIDAY COVERAGE

Billed at Holiday Rate $98.88/hr (***ONLY if Requested by the City of South Pasadena***)
CMP requests a 1-month advanced notice of scheduling Officers for Holiday coverage. In the event that we do not receive a 1-month advance notice, the hours will be billed at double rate time.

COURT TIME

Billed at $118.00/hr (***Only if the Officer is NOT with-in regularly assigned hours***), with a 4-hour minimum for morning and afternoon sessions, should an officer be called to testify in a criminal/civil case related to a city incident, court time is billed accordingly.

Initials: DVM

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California
METRO PATROL
Law Enforcement Founded Armed Patrol
Since 2007

California Metro Patrol Team

CMP's management team has a combined 114 years of law enforcement and civil service experience and diverse expertise in security and protection. Along with our proven safety experience, we are customer-focused and emphasize building trusted relationships through client satisfaction. The team is headed by Joseph Perez and supported by a cadre of retired law enforcement and civil service members.

On behalf of Chief Joseph Perez and the California Metro Patrol team, thank you for your ACCEPTANCE of this executed Concierge security services plan. Please feel free to contact us with any questions you might have. We strive to meet the needs and the security strategy set fourth for the **City of South Pasadena – 1414 Mission Street, South Pasadena, CA 91030**.

Very Sincerely,

Joseph A. Perez
Operations Chief
jperez@californiametropatrol.com | (562) 888-3788

Initials:

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Certificate of Liability

Docusign Envelope ID: 38769FF8-76C6-4C60-9B6B-9A556EF7DF13

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 3/24/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Betty Baldivia
El Dorado Insurance Agency, Inc. El Dorado Sec Srvs Ins Agy 3673 Westcenter Drive Houston TX 77042	PHONE (A/C, No, Ext): (713) 521-9251 FAX (A/C, No): (713) 521-0125 E-MAIL ADDRESS: bbaldivia@eldoradoinsurance.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Certain Underwriters at Lloyd's London	32727
INSURER B: Progressive Insurance	29203
INSURER C: Kinsale Insurance Company	38920
INSURER D: Norguard Insurance Company	31470
INSURER E:	
INSURER F:	

INSURED: California Metro Private Security Patrol, 1308 East Colorado Blvd., #588, Pasadena CA 91106

COVERAGES **CERTIFICATE NUMBER:** Special 12/22 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE / X OCCUR X Professional Liability GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY / PRO-JECT / LOC OTHER:			MPL4014449.22	12/11/2022	12/11/2023	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 50,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 1,000,000
B	AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS / SCHEDULED AUTOS HIRED AUTOS / NON-OWNED AUTOS			00541921-0	11/18/2022	5/18/2023	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
C	UMBRELLA LIAB / X OCCUR X EXCESS LIAB / CLAIMS-MADE DED / RETENTION $			0100109956-3	12/11/2022	12/11/2023	EACH OCCURRENCE AGGREGATE	$ 3,000,000 $ 3,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	CAWC332302	12/2/2022	12/2/2023	X PER STATUTE / OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The General Liability policy includes a blanket automatic additional insured endorsement that provides additional insured status to the certificate holder only when there is a written contract between the named insured and the certificate holder that requires such status. The General Liability policy includes a blanket automatic waiver of subrogation endorsement that provides this feature only when there is a written contract between the named insured and the certificate holder that requires it. $250,000 Assault & Battery limits included The Workers' Compensation policy includes a blanket automatic waiver of subrogation endorsement that provides this feature only when there is a written contract between the

CERTIFICATE HOLDER

Stage & Standup Production, Inc.
24 North Mentor
Pasadena, CA 91106

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

R.L. Ring, Jr./BETTY

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COMMENTS/REMARKS

named insured and the certificate holder that requires it.

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C. Limited liability companies

If **you** are a duly organized limited liability company, **your** members and their spouses are **insureds**, but only with respect to the conduct of **your** business. **Your** managers are also **insureds**, but only with respect to their duties as **your** managers.

D. Other organizations

If **you** are an organization (including a professional corporation) other than a partnership, joint venture, or limited liability company, **your** directors and **officers** are **insureds**, but only with respect to their duties as **your** directors or **officers**. **Your** stockholders and their spouses are also **insureds**, but only with respect to their liability as **your** stockholders.

E. Trusts

If **you** are a trust, **your** trustees are **insureds**, but only with respect to their duties as **your** trustees.

F. Employees

Your employees are **insureds**, but only while in the course and scope of their employment by **you** or while performing duties related to the conduct of **your** business.

G. Volunteer workers

Your volunteer workers are **insureds**, but only while in the course and scope of their activities related to the conduct of **your** business performed on **your** behalf or at **your** direction.

H. Real estate managers

Persons (other than **your employees**) or organizations acting as **your** real estate managers are **insureds**, but only with respect to their duties as **your** real estate managers.

I. Amateur athletic participants

Any person representing **you** while participating in an amateur athletic activity **you** sponsor is an **insured**. However, no such person is an **insured** for:

1. **bodily injury** to:
   a. a co-participant, **your employee**, or **your volunteer worker** while also participating in the amateur athletic activity **you** sponsor; or
   b. **you** or any of **your** partners, members, or **officers**; or
2. **property damage** to property owned, occupied, or used by; rented to; or in the care, custody, or control of:
   a. a co-participant in the amateur athletic activity **you** sponsor, **your employee**, or **your volunteer worker**; or
   b. **you** or any of **your** partners, members, or **officers**.

J. Newly acquired or formed organizations

If there is no other similar insurance available, any organization **you** acquire or form during the **policy period**, and in which **you** have majority ownership or interest at the time of an **occurrence** or offense covered by this Coverage Part, will qualify as an **insured**. This coverage is effective on the date of acquisition or formation and is afforded only until the 180th day after **you** acquire or form the organization, or the end of the **policy period**, whichever is earlier.

There is no coverage for the acquired or formed organization for:

1. **bodily injury** or **property damage** that occurred; or
2. **personal or advertising injury** arising out of an offense that was committed,

before **you** acquired or formed the organization.

The acquired or formed organization is an **insured** only with respect to the conduct of **your** business.

K. Additional insureds

If **you** have agreed in a written contract or agreement to add them as an additional insured to a policy providing the type of coverage afforded by this Coverage Part, the following persons or organizations are **insureds**:

1. Any person or organization from whom **you** lease any premises, but only with respect to liability arising out of the ownership, maintenance, or use of that part of the premises leased to **you**.

   However, there is no coverage for such additional insureds for any structural alterations, new construction, or demolition operations performed by or on behalf of the additional insured.

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WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT–CALIFORNIA

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

You must maintain payroll records accurately segregating the remuneration of your employees while engaged in the work described in the Schedule.

The additional premium for this endorsement shall be 1.05 % of the California workers' compensation premium otherwise due on such remuneration.

Schedule

Person or Organization	Job Description
Alliance Residential, LLC	Patrol serices @ 289 N Elmoline Ave, Pasadena CA 91101
WinnResidential	Walking Patrol of property
City of Pasadena	Security at 1020 N Fair Oaks Avenue, Pasadena, CA

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.
(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective
Insured

Policy No. **CAWC332302**
Insurance Company

Endorsement No.

Countersigned By _____

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AMENDMENT TO AGREEMENT WITH CALIFORNIA METRO PATROL FOR SECURITY GUARD CONCIERGE SERVICES

THIS AMENDMENT ("Amendment") is entered into as of June 30, 2023 by and between the CITY OF SOUTH PASADENA ("CITY") and CALIFORNIA METRO PATROL. ("VENDOR").

RECITALS

WHEREAS, on March 27, 2023, the CITY and VENDOR entered into an Agreement for SECURITY GUARD CONCIERGE SERVICES ("Agreement") for VENDOR to perform SECURITY GUARD CONCIERGE services for the City; and

WHEREAS, the original Agreement was in the amount of $23,021.60; and

WHEREAS, the CITY desires to execute an amendment to increase the compensation in an amount not to exceed of $84,600 and extend the term for up to an additional twelve months, as needed, to June 30, 2024. The aggregate total of Agreement and this Amendments is a sum total of $107,621.60; and

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

Section 1. The term of the Agreement as described on the first page of the Agreement is hereby revised as follows: "Service Start Date": March 27, 2023 through June 30, 2024, as needed and determined by the City ("Term")."

Section 2. The Agreement is amended to incorporate the following provision: The City shall compensate Vendor for the services provided to the City at the hourly rate set forth in the Agreement. However, in no event shall Vendor be paid more than $107,621 during the Term for the services.

Section 3. The Agreement is amended to incorporate the following provision: The City may terminate this Agreement at any time for any reason or no reason after giving written notice to Vendor at least ten calendar days before the termination is to be effective. Vendor shall cease all work under this Agreement on the effective date of termination specified in the notice. In the event of termination by the City, due to no fault of Vendor, Vendor shall be paid based on the services performed through the date of termination. Vendor shall have no other claim against by the City by reason of such termination.

Section 4. Except as expressly modified by this Amendment, all other provisions of the Agreement shall remain in full force and effect. In the event of a conflict between the provisions of this Amendment and the provisions of the Agreement, the provisions of this Amendment shall control.

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"City"
City of South Pasadena

By: DocuSigned by: Armine Chaparyan B6F60358A0F24D7... 10/12/2023
Signature

Printed: Arminé Chaparyan

Title: City Manager

"Vendor"
California Metro Patrol

By: DocuSigned by: Joseph A. Perez 88E050CBC061498...
Signature

Printed: Joseph A. Perez

Title: Operations Chief

Attest:

By: DocuSigned by: Mark Perez 8C28A8A8EEB14A7... 10/12/2023
Mark Perez , Deputy City Clerk

Approved as to form:

By: DocuSigned by: Roxanne Diaz A7800E5CA8A241F... 10/11/2023
Roxanne M. Diaz, City Attorney

Docusign Envelope ID: 38769FF8-76C6-4C60-9B6B-9A556EF7DF13

AMENDMENT TO AGREEMENT WITH CALIFORNIA METRO PATROL FOR SECURITY GUARD CONCIERGE SERVICES

THIS AMENDMENT ("Amendment") is entered into as of October 2nd, 2024 by and between the CITY OF SOUTH PASADENA ("CITY") and CALIFORNIA METRO PATROL. ("VENDOR").

RECITALS

WHEREAS, on March 27, 2023, the CITY and VENDOR entered into an Agreement for SECURITY GUARD CONCIERGE SERVICES ("Agreement") for VENDOR to perform SECURITY GUARD CONCIERGE services for the City; and

WHEREAS, the original Agreement was in the amount of $23,021.60; and

WHEREAS, on October 4, 2023 Amendment No. 1 was approved by the City Council to increase the compensation in an amount not to exceed of $84,600 and extend the term for up to an additional twelve months, as needed, to June 30, 2024, bringing the aggregate total of Agreement and Amendments a sum total of $107,621.60; and

WHEREAS, the City desires to execute an Amendment to increase the contract in an amount not to exceed $110,575, consolidating services being rendered to the Community Development Department, and transferring the current concierge security services being rendered at City Hall, to the Library and extend the term to June 30, 2025. The aggregate total of Agreement and this Amendment is a sum total of $218,196.

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

Section 1. The term of the Agreement as described on the first page of the Agreement is hereby revised as follows: "Service Start Date": March 27, 2023 through June 30, 2025, as needed and determined by the City ("Term")."

Section 2. The Agreement is amended to incorporate the following provision: The City shall compensate Vendor for the services provided to the City at the hourly rate set forth in the Agreement. However, in no event shall Vendor be paid more than $218,196 during the Term for the services.

Section 3. The Agreement is amended to incorporate the following provision: The City may terminate this Agreement at any time for any reason or no reason after giving written notice to Vendor at least ten calendar days before the termination is to be effective. Vendor shall cease all work under this Agreement on the effective date of

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termination specified in the notice. In the event of termination by the City, due to no fault of Vendor, Vendor shall be paid based on the services performed through the date of termination. Vendor shall have no other claim against by the City by reason of such termination.

Section 4. Except as expressly modified by this Amendment, all other provisions of the Agreement shall remain in full force and effect. In the event of a conflict between the provisions of this Amendment and the provisions of the Agreement, the provisions of this Amendment shall control.

"City"
City of South Pasadena

By: Signed by: Donald E. Penman 11/4/2024
C9C235A36ABD40C...
Signature

Printed: Donald E. Penman

Title: Interim City Manager

"Vendor"
California Metro Patrol

By: DocuSigned by: Joseph A. Perez 10/31/2024
08E950CBC061498...
Signature

Printed: Joseph A. Perez

Title: Operations Chief

Attest:

By: DocuSigned by: Mark Perez 11/4/2024
8C28A8A8EFB14A7...
Mark Perez , Deputy City Clerk

Approved as to form:

By: DocuSigned by: Roxanne M. Diaz 11/4/2024
A7800E5CA8A241F...
Roxanne M. Diaz, City Attorney

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AMENDMENT TO AGREEMENT WITH CALIFORNIA METRO PATROL FOR SECURITY GUARD CONCIERGE SERVICES

THIS AMENDMENT ("Amendment") is entered into as of October 2nd, 2024 by and between the CITY OF SOUTH PASADENA ("CITY") and CALIFORNIA METRO PATROL. ("VENDOR").

RECITALS

WHEREAS, on March 27, 2023, the CITY and VENDOR entered into an Agreement for SECURITY GUARD CONCIERGE SERVICES ("Agreement") for VENDOR to perform SECURITY GUARD CONCIERGE services for the City; and

WHEREAS, the original Agreement was in the amount of $23,021.60; and

WHEREAS, on October 4, 2023 Amendment No. 1 was approved by the City Council to increase the compensation in an amount not to exceed of $84,600 and extend the term for up to an additional twelve months, as needed, to June 30, 2024, bringing the aggregate total of Agreement and Amendments a sum total of $107,621.60; and

WHEREAS, the City desires to execute an Amendment to increase the contract in an amount not to exceed $110,575, consolidating services being rendered to the Community Development Department, and transferring the current concierge security services being rendered at City Hall, to the Library and extend the term to June 30, 2025. The aggregate total of Agreement and this Amendment is a sum total of $218,196.

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

Section 1. The term of the Agreement as described on the first page of the Agreement is hereby revised as follows: "Service Start Date": March 27, 2023 through June 30, 2025, as needed and determined by the City ("Term")."

Section 2. The Agreement is amended to incorporate the following provision: The City shall compensate Vendor for the services provided to the City at the hourly rate set forth in the Agreement. However, in no event shall Vendor be paid more than $218,196 during the Term for the services.

Section 3. The Agreement is amended to incorporate the following provision: The City may terminate this Agreement at any time for any reason or no reason after giving written notice to Vendor at least ten calendar days before the termination is to be effective. Vendor shall cease all work under this Agreement on the effective date of

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termination specified in the notice. In the event of termination by the City, due to no fault of Vendor, Vendor shall be paid based on the services performed through the date of termination. Vendor shall have no other claim against by the City by reason of such termination.

Section 4. Except as expressly modified by this Amendment, all other provisions of the Agreement shall remain in full force and effect. In the event of a conflict between the provisions of this Amendment and the provisions of the Agreement, the provisions of this Amendment shall control.

"City"
City of South Pasadena

By: Signed by: Donald E. Penman 11/4/2024
C9C235A36ABD40C...
Signature

Printed: Donald E. Penman

Title: Interim City Manager

"Vendor"
California Metro Patrol

By: DocuSigned by: Joseph A. Perez 10/31/2024
08E950CBC061498...
Signature

Printed: Joseph A. Perez

Title: Operations Chief

Attest:

By: DocuSigned by: Mark Perez 11/4/2024
8C28A8A8EFB14A7...
Mark Perez , Deputy City Clerk

Approved as to form:

By: DocuSigned by: Roxanne M. Diaz 11/4/2024
A7800E5CA8A241F...
Roxanne M. Diaz, City Attorney

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AMENDMENT TO AGREEMENT WITH CALIFORNIA METRO PATROL FOR SECURITY GUARD CONCIERGE SERVICES

THIS AMENDMENT ("Amendment") is entered into as of June 30, 2023 by and between the CITY OF SOUTH PASADENA ("CITY") and CALIFORNIA METRO PATROL. ("VENDOR").

RECITALS

WHEREAS, on March 27, 2023, the CITY and VENDOR entered into an Agreement for SECURITY GUARD CONCIERGE SERVICES ("Agreement") for VENDOR to perform SECURITY GUARD CONCIERGE services for the City; and

WHEREAS, the original Agreement was in the amount of $23,021.60; and

WHEREAS, the CITY desires to execute an amendment to increase the compensation in an amount not to exceed of $84,600 and extend the term for up to an additional twelve months, as needed, to June 30, 2024. The aggregate total of Agreement and this Amendments is a sum total of $107,621.60; and

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

Section 1. The term of the Agreement as described on the first page of the Agreement is hereby revised as follows: "Service Start Date": March 27, 2023 through June 30, 2024, as needed and determined by the City ("Term")."

Section 2. The Agreement is amended to incorporate the following provision: The City shall compensate Vendor for the services provided to the City at the hourly rate set forth in the Agreement. However, in no event shall Vendor be paid more than $107,621 during the Term for the services.

Section 3. The Agreement is amended to incorporate the following provision: The City may terminate this Agreement at any time for any reason or no reason after giving written notice to Vendor at least ten calendar days before the termination is to be effective. Vendor shall cease all work under this Agreement on the effective date of termination specified in the notice. In the event of termination by the City, due to no fault of Vendor, Vendor shall be paid based on the services performed through the date of termination. Vendor shall have no other claim against by the City by reason of such termination.

Section 4. Except as expressly modified by this Amendment, all other provisions of the Agreement shall remain in full force and effect. In the event of a conflict between the provisions of this Amendment and the provisions of the Agreement, the provisions of this Amendment shall control.

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"City"
City of South Pasadena

By: DocuSigned by: Armine Chaparyan B6F60358A0F24D7... 10/12/2023
Signature

Printed: Arminé Chaparyan

Title: City Manager

"Vendor"
California Metro Patrol

By: DocuSigned by: Joseph A. Perez 88E050CBC061498...
Signature

Printed: Joseph A. Perez

Title: Operations Chief

Attest:

By: DocuSigned by: Mark Perez 8C28A8A8EEB14A7... 10/12/2023
Mark Perez , Deputy City Clerk

Approved as to form:

By: DocuSigned by: Roxanne Diaz A7800E5CA8A241F... 10/11/2023
Roxanne M. Diaz, City Attorney

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METRO PATROL
1308 East Colorado Boulevard #588
Pasadena, California 91106
PPO 17588 - (888) 788 - 0813

SECURITY SERVICES AGREEMENT

Attachment No. 5

THIS AGREEMENT is entered into as of this _ 27th _ day of _ MARCH _, _ 2023 _, by and between CALIFORNIA METRO PATROL & EMS, INC, DBA: CALIFORNIA METRO PRIVATE SECURITY PATROL, DBA: CALIFORNIA METRO PATROL, DBA: CMP (hereinafter "Service Provider") and: ACT # SPAS 1414 MS

Client: _____City of South Pasadena – City Hall _____	Contact: ___ Police – Front Desk (626) 403 – 7270 ___
Address: _____ 1414 Mission Street _____	___ City Hall Main Desk (626) 403 – 7230___
City: ___ *South Pasadena* ___ State: __ *California* __ Zip Code: __ *91030* __	Client/Billing e-mail: [Tamra Binns] _ tbinns@southpasadenaca.gov _

Service Start Date: _March 27st, 2023 thru June 30th, 2023_ CLIENT/Billing e-mail: _ dmegerdichian@southpasadenaca.gov _ [Domenica Megerdichian]

Type of Service:	Rate:	Coverage:
☒ Daily Patrol	_See Addendum_	CMP Officers assigned 4 Days a week as described in the ADDENDUM. Officers posted & visibility present at the FRONT ENTRY of CITY HALL as a Concierge for Greeting and Customer Service to work in Conjunction with Staff will assist in VERIFING Visitors when entering. Report or Address Crimes in Progress at the Property, remain visible & vigilant while assigned to ensure a safe & secure environment. Officers will be observant to unwanted persons Damaging/Entering/Burglarizing the property.
☐ RAPID ALARM Response	_FREE - San Marino_	
☒ Posted UN-ARMED Officer IF Needed for Special Events or Posted ARMED Officer	_See Addendum_ $ Monthly and/or Hourly rate is based on NEW TEMPORARY Services.	
☐ NO Trespassing Signs		
☒ Property Walk		

*** Other Terms: CMP & City of South Pasadena will evaluate this Agreement for renewal of reserves with option of reoccurring services.

**** California Metro Patrol Officers that are Registered and Qualified for "Armed" service with California Bureau of Security and Investigative Services ****

Client has requested CMP to provide & CMP agrees to provide services checked above & described herein in accordance with the terms of this agreement.

1. PAYMENT AND TERMS

A. THE TOTAL MONTHLY FEE FOR SERVICES WILL BE BILLED AND PAYABLE TO: California Metro Patrol

☒ MONTHLY – Billed 10 days PRIOR to END of Period (*For Services*) Invoicing e-mail: accounting@californiametropatrol.com

☐ _____ ALARM COMPANY – For Other Alarm Companies – Billed at Additional $ 185.00/Month.

☐ RAPID ALARM Response – INCLUDED FREE clients with SAN MARINO SECURITY with CMP Patrol Services __

CLIENT HAS REQUESTED BILLING AND PAYABLE TERMS CHECKED ABOVE AND DESCRIBED HEREIN IN ACCORDANCE WITH THE TERMS OF THIS AGREEMENT. PAYMENT IS DUE UPON RECEIPT OF AN INVOICE. IN ADDITION, THE CLIENT WILL PAY THE PRO-RATE FEE FOR THE MONTH IN WHICH SERVICE BEGINS.

B. THE ORIGINAL TERM OF THIS AGREEMENT FOR SERVICES SHALL BE THREE (3) MONTHS AND NO RENEW FOR ANY ADDITIONAL PERIOD UNLESS EITHER PARTY GIVES THE OTHER ATLEAST THIRTY (30) DAYS PRIOR WRITTEN NOTICE OF ITS INTENTION TO CONTINUE THE TEMPORARY AGREEMENT. SERVICE PROVIDER MAY INCREASE THE SERVICE FEE AT ANY TIME AFTER THE ORIGINAL TERM OF THIS AGREEMENT BY GIVING THE CLIENT THIRTY (30) DAYS PRIOR WRITTEN NOTICE. IF CLIENT IS UNWILLING TO PAY THE INCREASED SERVICE FEE, CLIENT MAY TERMINATE THIS AGREEMENT BY GIVING SERVICE PROVIDER WRITTEN NOTICE WITHIN THIRTY (30) DAYS FROM THE EFFECTIVE DATE OF THE INCREASE. IF THE CLIENT GIVES THE SERVICE PROVIDER WRITTEN NOTICE TO CANCEL THIS AGREEMENT, CLIENT MUST OBTAIN WRITTEN CONFIRMATION OF RECEIPT OF CANCELLATION NOTICE FROM THE SERVICE PROVIDER IN ORDER FOR THE CANCELLATION OF THIS AGREEMENT TO TAKE EFFECT, IF CLIENT HAS MADE PAYMENTS FOR SERVICES IN ADVANCE TO SERVICE PROVIDER, SERVICE PROVIDER WILL REFUND ADVANCED PAYMENT TO CLIENT WITH THE PRO-RATA FEE FOR THE MONTH IN WHICH SERVICE ENDS. THIS REFUND WILL BE DUE WITHIN THIRTY (30) DAYS OF THE DATE OF CANCELLATION OF THIS AGREEMENT. THIS RATE & TERM IS A SPECIAL OFFERING BASED ON PROFESSIONAL RELATIONSHIP WITH CITY of SOUTH PASADENA & IS NOT TRANSFERRABLE.

GENERAL TERMS APPLICABLE TO ALL OPTIONS:

CLIENT ACKNOWLEDGES THAT THE SERVICE FEE IS BASED UPON EXISTING FEDERAL, STATE AND LOCAL TAXES AND CHARGES. SERVICE PROVIDER SHALL HAVE THE RIGHT, AT ANY TIME, TO INCREASE THE SERVICE FEE TO REFLECT ANY ADDITIONAL OR INCREASED TAXES, LICENSES, PERMITS OR FEES WHICH MAY BE CHARGED TO SERVICE PROVIDER BY ANY UTILITY OR GOVERNMENTAL AGENCY RELATING TO THE SERVICES PROVIDED HEREUNDER, AND CLIENT AGREES TO PAY THE SAME. SPECIAL SERVICES IS NOT INCLUDED IN THE MONTHLY FEE. THERE IS NO FINANCE CHARGE OF COST OF CREDIT ASSOCIATED WITH THIS AGREEMENT.

2. ACKNOWLEDGMENT; RECEIPT OF COPY: CLIENT ACKNOWLEDGES THAT PRIOR TO SIGNING THIS AGREEMENT, CLIENT RECEIVED, READ AND UNDERSTOOD A LEGIBLE EXACT AND COMPLETELY FILLED IN COPY OF THIS AGREEMENT.

3. SERVICE PROVIDER'S LIMITED LIABILITY: WE DO NOT REPRESENT OR WARRANT THAT THE SERVICE WILL PREVENT ANY LOSS BY BURGALRY, HOLDUP, FIRE OR OTHERWISE, OR THAT THE SERVICE WILL IN ALL CASES PROVIDE THE PROTECTION FOR WHICH IT IS INTENDED. YOU ACKNOWLDGE AND AGREE THAT (A) WE HAVE MADE NO REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED AS TO THE SERVICE, NOR HAVE YOU RELIED ON ANY REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED; (B) YOU ASSUME ALL RISK OF LOSS OR DAMAGE TO YOUR PREMISES OR TO THE CONTENTS EREOF, YOU ACKNOWLEDGE THAT YOU HAVE READ AND UNDERSTOOD ALL OF THIS AGREEMENT, PARTICULARLY PARAGRAPH 10 IN THE EVENT OF ANY LOSS OR DAMAGE TO YOU OR ANYONE ELSE.

ALL OF THE TERMS ON PAGE TWO AND ON ALL ATTACHMENTS ARE PART OF THIS AGREEMENT. READ THEM BEFORE SIGNING BELOW. YOU, THE CLIENT, MAY CANCEL THIS AGREEMENT AT ANY TIME, BY GIVING THIRTY DAYS WRITTEN NOTICE, EFFECTIVLY MAKING THIS AGREEMENT A MONTH TO MONTH AGREEMENT.

CALIFORNIA METRO PATROL & EMS, INC.	CLIENT
By: _____ Joseph Perez _____ Date; _3 - 21 - 2023_	By: Domenica Megerdichian for AC Date; _3 - 27 - 2023_
Printed Name: _ Joseph Perez _ Title: _ Operations Chief _	Printed Name: ___ ~~Armine Chaparyan~~ ___ Title: _ City Manager __ Domenica Megerdichian, Deputy

THIS AGREEMENT WILL NOT BE BINDING UPON CALIFORNIA METRO PATROL & EMS, INC. UNTIL EITHER (1) SIGNED BY ONE OF CALIFORNIA METRO PATROL & EMS, INC'S OWNERS/MANAGERS, OR (2) CALIFORNIA METROL PATROL & EMS, INC. STARTS THE SERVICES. IN THE EVENT OF DISAPPROVAL, CALIFORNIA METRO PATROL & EMS, INC. SHALL ONLY BE OBLIGATED TO REFUND ANY PAYMENTS PREVIOUSLY MADE TO CALIFORNIA METRO PATROL & EMS, INC. AS AN ADVANCE AGAINST SERVICES DESIRED HEREUNDER.

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4. **DESCRIPTION OF SERVICE:**
Client authorized Service Provider (if applicable) to enforce Client's property rules and regulations and to cause the arrest of any person or persons on or around Client's location who are unauthorized by Client to be on Client's property and to hold such person or persons until released by Client, his known representative or law enforcement. If Service Provider's personnel observe criminal activity or other threats to Client's premises, Service provider's personnel will take appropriate prudent action, and if Service Provider deems necessary Service Provider will notify the proper law enforcement, emergency personnel and/or the first available person on the Client's emergency call list. CLIENT UNDERSTANDS AND AGREES THAT SERVICE PROVIDERS PERSONNEL, INCLUDING BUT NOT LIMITED TO, PATROL OFFICERS AND DISPATCHERS DO NOT HAVE SPECIAL ARREST OR LAW ENFORCEMENT POWERS AND MAY ONLY ACT AS ORDINARY CITIZENS. Client hereby authorizes Service Provider to cause the tow of any unauthorized vehicles on or around client's premises. In the event that Service Provider should be requested or required to tow a vehicle, it is understood and agreed to, that Service Provider is to be held harmless, from any and all costs and actions surrounded by said tows. Client may request to increase coverage of services subscribed or decrease coverage, or subscribe to other or additional services Service Provider offers by verbal and or written notice under the terms of this Agreement. It is agreed to and understood that Service Provider may supply Client with written report, but Service Provider's failure to do so does not constitute a reduction in service or a breach hereunder. Client in no event shall make any deductions from invoices as a result of any security officer's failure to leave and provide reports. Client shall pay Service Provider at the rate of $65.00 per hour, with a minimum of four (4) hours, for any and all time spent by Service Provider or Service Provider's personnel in connection with any legal court action originated on the Client's location in connection with any assigned duties hereunder.

   A. **PATROL SERVICE:** Patrol service shall consist of uniformed Patrol Officers in marked Service Provider vehicles patrolling Client's premises by vehicle and or on foot on a random and or scheduled number of patrols basis. In the event a Patrol Officer(s) is required to be stationed at the location for more than sixty minutes, an hourly charge of $118.00 per hour **MAY APPLY**, with a minimum of two hours. The charge shall be due and payable upon Client's receipt of Service Provider's invoice for such charge. The Client and Service Provider agree that in the event of an emergency, or in the event a patrol officer is engaged at another location or incident, or in the event Service Provider may be short staffed, it may not be possible for Service Provider to provide the random and/or scheduled number of patrols on a given day. Client agrees to hold Service Provider harmless from any liability resulting therefrom. **ALL COSTS SUPERCEIDED BY: Posted ARMED Officer COST in ADDENDUM Page**.

   B. **RAPID ALARM RESPONSE:** If Client has elected to subscribe to patrol response service, Service Provider shall dispatch a Patrol Officer as a result of receiving a call from Client, persons authorized by Client (e.g., monitored alarm systems from third party providers) or others who have reason to believe that a crime is occurring or is about to occur on Client's premises. Service Provider **MAY CHARGE** Client for a response over their allotted amount and if in the event a Patrol Officer is required to be stationed at the location for more than sixty minutes, an hourly charge of $118.00 per hour **MAY APPLY** with a minimum of one (1) hour. The charge shall be due and payable upon Client's receipt of Service Provider's invoice for such charges. **ALL COSTS SUPERCEIDED BY: Posted ARMED Officer COST in ADDENDUM Page**.

   C. **RAPID ALARM SERVICE:** CMP will respond to the client's home alarm. CMP Officers will respond to client's premises on a requested dispatch responses. **CMP reserves the right to Not Respond and Revert the Alarm Response back to Local Law Enforcement for Alarm Response if the client fails to compensate EITHER Service Provider (CMP -or- Alarm Company)**. Client agrees to hold EITHER Service Provider harmless from any liability resulting therefrom. Testing Alarm/Response is prohibited unless there is ONE (1) Day prior notice to BOTH CMP and the clients alarm company. In the event that CMP Officers are required to maintain a presence at the location for more than thirty minutes, an hourly charge of $118.00 per hour **MAY APPLY**, with a minimum of one hour. The charge shall be due and payable upon client's receipt of Service Provider's invoice for such charge. Client and Service Provider agree that in the event of an emergency or in the event Service Provider's personnel is engaged monitoring another incident, or in the event Service Provider may be short staffed, it may not be possible for Service provider to provide the response. Client agrees to hold Service Provider harmless from any liability resulting therefrom. **ALL COSTS SUPERCEIDED BY: Posted ARMED Officer COST in ADDENDUM Page**.

   D. **POSTED OFFICER SERVICE: Posted Officer** service is agreed to upon Client's request to Service Provider. Posted Officer shall consist of uniformed Patrol/Standing Officers in marked uniform(s) of the Service Provider that will execute the above agreed to specifications, during the pre-arraigned shifts, and will remain on the premises as agreed. This service to be charged for prevailing agreed to rate. The charge shall be due and payable upon two-week Client's receipt of Service Provider's invoice for such charges.

5. **SERVICE PROVIDER'S DUTIES:** Patrol officers and dispatchers while on duty shall be completely outfitted with a uniform and all necessary equipment and all supplies necessary to accomplish the assigned duties as determined by Client and Service Provider. The services provided for by this Agreement shall be performed by qualified, efficient and dedicated personnel in strict accordance with the recognized and best practices and with the standards and special instructions issued by Client. All personnel are the sole responsibility of Service Provider and at all times subject to the direct supervision and control of Service Provider. Service provider will have the sole responsibility for paying all salaries and taxes and all other expenses related to all personnel in the employ of Service Provider.

6. **CLIENT'S DUTIES:** In the case of a Client with a System or Cameras, Client will instruct Client's employees, family members and other who may use the system or Cameras on its proper use. Client will obtain and keep in effect all permits and licenses that may be required for the installation and operation of the System or Cameras. Client will pay all usage fees imposed by any governmental agency. Client will provide an emergency call list which will include the name, telephone number and position of each person Service provider may call in the event Service Provider believes there is an emergency at Client's premises and other emergency information Service provider may request. Client will provide written notice of any changes in information such as Client's emergency call list, service instructions and procedures. Client agrees that Service Provider may provide the information in Client's call list to any governmental agency having jurisdiction over Service Provider.

   Client agrees that it will not either during the terms of this Agreement or for a period of two (2) years following the termination, hire or cause to be hired for its own employment any of the personnel of Service Provider who may or may not have performed services at any time in connection with the carrying out of the terms of this Agreement. It is further agreed that Service Provider is neither an employment agency nor a clearinghouse for people, and the personnel it furnishes are made possible only by a substantial investment in advertising, recruiting, testing and training its personnel. In consideration of the above mentioned time and expense invested in personnel, in the event Client hires or causes to be hired for its use and benefit any of Service Provider's personnel, Client agrees to pay Service Provider a replacement fee of three thousand five hundred ($3,500.00) dollars, or the actual costs incurred by Service Provider, according to proof, whichever is higher, for each and every employee.

7. **FALSE ALARMS:** Client agrees that Client or others using or having control over the System (including, but not limited to Client's alarm dealer or Monitoring Facility) will use it carefully so as to avoid causing false alarms. False alarms can be caused by severe weather or other forces beyond Service Provider's control. If Service Provider receives too many false alarms or dispatch requests where no emergency exists, Service Provider **MAY CHARGE** for or Cancel response services. If false alarm fines or penalties are charged to Client or Service Provider by any governmental agency, Client will pay the charge or repay Service Provider for the charge as the case may be.

8. **SUSPENSION OR CANCELLATION OF THIS AGREEMENT; DELINQUENCY CHARGE:** Client understands that Service Provider may stop or suspend services if, (a) severe weather, earthquake, natural disasters, or "Acts of God" affect the operation of Client's premises or damage Client's premises such that continuing service would be impractical, (b) Service Provider is unable to provide service because of some action or ruling by any governmental authority, (c) Service is terminated or suspended for any reason, (d) Client becomes a debtor in a bankruptcy proceeding, or Client does not pay the service fee, after Service Provider has given Client notice that Service Provider is cancelling service because of non-payment. Service Provider may charge a service re-establishment fee if service is suspended for non-payment. If Client fails to make any payment when due Service Provider may discontinue service, terminate this Agreement and recover all damages to which Service Provider is entitled including the value of the service performed and all amounts to Service Provider for the unexpired term of the Agreement. In addition, Service Provider may impose a late charge on all payment made more than thirty (30) days past due in the maximum amount permitted by California law.

9. **ASSIGNEES AND SUBCONTRACTORS:** Service Provider may not transfer or assign this Agreement to any other alarm, patrol or response company or financing institution without notice to Client. Client may not transfer this Agreement to someone else (including someone who purchases or rents Client's Premises) unless Service Provider pre-approves the transfer in writing. If Service Provider uses subcontractors to provide service, this Agreement and particularly paragraph 10 shall apply to them and the work they perform and protect them in the same manner as it applied to and protects Service Provider.

10. **SERVICE PROVIDER IS NOT AN INSURER; LIMITATION OF LIABILITY:** CLIENT UNDERSTANDS THAT (a) SERVICE PROVIDER IS NOT AN INSURER OF CLIENT'S PROPERTY OR THE PERSONAL SAFETY OF PERSONS IN CLIENT'S PREMISES, (b) THE AMOUNT CLIENT PAYS TO SERVICE PROVIDER IS BASED ONLY ON THE VALUE OF THE SERVICE THAT SERVICE PROVIDER IS PROVIDING HEREUNDER, (c) THE SERVICE THAT SERVICE PROVIDER MAY PROVIDE MAY NOT ALWAYS OPERATE PROPERLY FOR VARIOUS REASONS, (d) IT IS DIFFICULT TO DETERMINE IN ADVANCE THE VALUE OF CLIENT'S OR ANY OTHER PERSONS' PROPERTY THAT MIGHT BE LOST, STOLEN OR DESTROYED IF THE SERVICE FAILS TO OPERATE PROPERLY, (e) IT IS TO DETERMINE IN ADVANCE HOW FAST THE POLICE OR FIRE DEPARTMENT OR OTHERS WOULD RESPOND TO A REQUEST FOR HELP, (f) SERVICE PROVIDER SHALL NOT HE HELD LIABLE OR RESPONSIBLE FOR LOSS AND/OR DAMAGE TO PERSONS OR PROPERTY CAUSED DIRECTLY OR INDIRECTLY BY THE PERFORMANCE, OR LACK OF PERFORMANCE, OF THE OBLIGATIONS IMPOSED BY THIS AGREEMENT.

11. **LIMITATION ON LAWSUITS; WAIVER; SEVERABILITY; GOVERNING LAW:** Both Service Provider and Client agree that no demand for arbitration, lawsuit or any other legal proceeding connected with this Agreement shall be brought or filed more than one year after the incident giving rise to the claim. A waiver by Client or Service Provider of any term or condition of this Agreement in any instance shall not be deemed or construed to be a waiver of such term or condition in the future, or any subsequent breach thereof. If any provision of this Agreement as applied to either Client or Service Provider or any circumstance shall be adjudged by a court to be void and unenforceable, such shall in no way affect any other provision of this Agreement, the application of such provision in any other circumstance, or the validity or enforceability of this Agreement. This Agreement shall be construed in accordance with the laws of the State of California applicable to agreements which are executed and fully performed within said state without regard to California's conflicts of interest rules.

12. **ENTIRE AGREEMENT:** Except as expressly set forth herein, this Agreement (and any Exhibits or Schedules attached hereto) is the sole and entire agreement between Client and Service Provider and supersedes all prior representations, negotiations, promises, understanding or agreements, whether oral or written, between Client and Service Provider with respect to the subject matter hereof.

13. **SERVICE PROVIDER LICENSE:** PRIVATE PATROL OPERATORS ARE LICENSED AND REGULATED BY THE BUREAU OF SECURITY AND INVESTIGATIVE SERVICE, CALIFORNIA STATE DEPARTMENT OF CONSUMER AFFAIRS, SACRAMENTO, CALIFORNIA, 95814, www.bsis.ca.gov.

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California METRO PATROL

Law Enforement Founded Armed Patrol
Since 2007

SECURITY SERVICES – ADDENDUM

Prepared for: City of South Pasadena – City Hall
1414 Mission Street, South Pasadena, CA 91030
Attn: City of South Pasadena – City Hall Main (626) 403-7230
Police Department Main (626) 403-7270

March 21st, 2023

Accepted By: Domenica Megerdichian
Signed

Printed Name: Domenica Megerdichian
Deputy City Manager

Date: 03/29/2023

DocuSign Envelope ID: 0BC1E947-B2A2-4491-BD21-63BA1FE1192E

California METRO PATROL

Law Enforcement Founded Armed Patrol
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ADDENDUM – Posted CONCIERGE (Plain Clothes Security Officer)

California Metro Patrol is pleased to provide the following services to **City of South Pasadena City Hall / Police Department**, for Concierge plain clothes security officer inside the City Hall facility. CMP is grateful for the opportunity to fulfil security services to meet security needs of **City Hall and Police Department**.

CONCIERGE SECURITY INCLUDES:

CMP will provide and support our clientele to mitigate security incidents the following:

- Entry area visibility and entry verification of patrons to City Hall
- Armed/Un-Armed escorts with qualified and trained officers for City Personnel
- Requested Additional venues for city sanctioned events and special events

ARMED PATROL OFFICERS

All of CMP's armed security officers receive regular firearms training with a veteran range master, Phil Rapagna (Retired Pasadena Police Department)

Budget

SERVICE	BUDGET
Unarmed Concierge plain clothes security officer	**$ 41.11 / Hour**
Posted Concierge plain clothes security officer primary responsibility of greeting and welcoming city visitors and staff at City Hall and Police Department. Concierge focuses on keeping the public informed and a safe environment for city visitors and city employees. Additionally being available to the city council members for escorts and personal attention for their needs.	

Initials: MM

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California METRO PATROL

Law Enforcement Founded Armed Patrol
Since 2007

Security Summary

This California Metro Patrol ADDENDUM covers on-site Concierge plain clothes security detail of **1414 Mission Street, South Pasadena CA 91030**. The City of South Pasadena falls in the geographic boundaries of CMP's regular service and patrol area.

ADDITIONAL Patrols can be or that are requested will be performed randomly through the shift to increase effectiveness of service.
Concierge security services are to cover the following schedule:

Required set days per week 10 hours a day (8am -to- 6pm):

1. Monday -thru- Thursday 4 days

**The set schedule times are determined by the City of South Pasadena:*

- Scheduled by city hall staff or assigned Police Department designee
- Police Officers may be summoned for additional response during the day

Additional Security Detail

For added security or a scheduled event, in an Emergency Situation or at "Cities Request", If necessary, a detail of one (1) to three (3) security officers, with a 4-hour minimum and up to 8-hour maximum per shift for events or requested service in a time of need. These additional CMP Officers can be assigned for such events as city sanctioned public events if the need arises for additional staffing.

Patrol Response

During the assigned detail, CMP offers added Patrol Officers to respond and enhance the assigned Concierge plain clothes Officer, which increases the layered security service during the day and times of service, If a situation requires additional CMP resources in such instances as a crowd control up-rising where need oversight by security is requested.

Initials: _____

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BILLING CYCLE

Invoicing for a specialized Posted & Patrol Security officer detail and Patrol response:

- Issued Monthly
- Payment due 21-day net after electronic e-mail receipt

DETAIL

CMP Concierge plain clothes officer will provide the City Hall / Police Department with a welcoming and customer service based greeter with the ability to address immediate security needs as a buffer until South Pasadena Police personnel can arrive on-scene to address and resolve a security need or breach in the safety of the City Hall facility.
This detail will focus on areas of concerns:

- Greeting the general public and assisting with directions around City Hall
- Integrity of the property, surroundings, perimeter and pathways around City Hall; maintaining high visibility to deter unwanted activity or potential theft or threat
- Assigned on-call patrol supervisor for the account to ensure compliance of the assigned officer and supplemental resource should the need arise

Other Budget Coverage

HOLIDAY COVERAGE

Billed at Holiday Rate $98.88/hr (***ONLY if Requested by the City of South Pasadena***)
CMP requests a 1-month advanced notice of scheduling Officers for Holiday coverage. In the event that we do not receive a 1-month advance notice, the hours will be billed at double rate time.

COURT TIME

Billed at $118.00/hr (***Only if the Officer is NOT with-in regularly assigned hours***), with a 4-hour minimum for morning and afternoon sessions, should an officer be called to testify in a criminal/civil case related to a city incident, court time is billed accordingly.

Initials: DVM

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California
METRO PATROL
Law Enforcement Founded Armed Patrol
Since 2007

California Metro Patrol Team

CMP's management team has a combined 114 years of law enforcement and civil service experience and diverse expertise in security and protection. Along with our proven safety experience, we are customer-focused and emphasize building trusted relationships through client satisfaction. The team is headed by Joseph Perez and supported by a cadre of retired law enforcement and civil service members.

On behalf of Chief Joseph Perez and the California Metro Patrol team, thank you for your ACCEPTANCE of this executed Concierge security services plan. Please feel free to contact us with any questions you might have. We strive to meet the needs and the security strategy set fourth for the **City of South Pasadena – 1414 Mission Street, South Pasadena, CA 91030**.

Very Sincerely,

Joseph A. Perez
Operations Chief
jperez@californiametropatrol.com | (562) 888-3788

Initials:

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Certificate of Liability

DocuSign Envelope ID: 0BC1E947-B2A2-4491-BD21-63BA1FE1192E

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 3/24/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Betty Baldivia
El Dorado Insurance Agency, Inc. El Dorado Sec Srvs Ins Agy 3673 Westcenter Drive Houston TX 77042	PHONE (A/C, No, Ext): (713) 521-9251 FAX (A/C, No): (713) 521-0125 E-MAIL ADDRESS: bbaldivia@eldoradoinsurance.com

INSURED	INSURER(S) AFFORDING COVERAGE	NAIC #
California Metro Private Security Patrol 1308 East Colorado Blvd., #588 Pasadena CA 91106	INSURER A: Certain Underwriters at Lloyd's London	32727
	INSURER B: Progressive Insurance	29203
	INSURER C: Kinsale Insurance Company	38920
	INSURER D: Norguard Insurance Company	31470
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** Special 12/22 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR X Professional Liability GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC OTHER:			MPL4014449.22	12/11/2022	12/11/2023	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 50,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 1,000,000
B	AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS			00541921-0	11/18/2022	5/18/2023	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
C	UMBRELLA LIAB X OCCUR X EXCESS LIAB CLAIMS-MADE DED RETENTION $			0100109956-3	12/11/2022	12/11/2023	EACH OCCURRENCE AGGREGATE	$ 3,000,000 $ 3,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		CAWC332302	12/2/2022	12/2/2023	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The General Liability policy includes a blanket automatic additional insured endorsement that provides additional insured status to the certificate holder only when there is a written contract between the named insured and the certificate holder that requires such status. The General Liability policy includes a blanket automatic waiver of subrogation endorsement that provides this feature only when there is a written contract between the named insured and the certificate holder that requires it. $250,000 Assault & Battery limits included The Workers' Compensation policy includes a blanket automatic waiver of subrogation endorsement that provides this feature only when there is a written contract between the

CERTIFICATE HOLDER

Stage & Standup Production, Inc.
24 North Mentor
Pasadena, CA 91106

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

R.L. Ring, Jr./BETTY

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COMMENTS/REMARKS

named insured and the certificate holder that requires it.

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C. Limited liability companies

If **you** are a duly organized limited liability company, **your** members and their spouses are **insureds**, but only with respect to the conduct of **your** business. **Your** managers are also **insureds**, but only with respect to their duties as **your** managers.

D. Other organizations

If **you** are an organization (including a professional corporation) other than a partnership, joint venture, or limited liability company, **your** directors and **officers** are **insureds**, but only with respect to their duties as **your** directors or **officers**. **Your** stockholders and their spouses are also **insureds**, but only with respect to their liability as **your** stockholders.

E. Trusts

If **you** are a trust, **your** trustees are **insureds**, but only with respect to their duties as **your** trustees.

F. Employees

Your employees are **insureds**, but only while in the course and scope of their employment by **you** or while performing duties related to the conduct of **your** business.

G. Volunteer workers

Your volunteer workers are **insureds**, but only while in the course and scope of their activities related to the conduct of **your** business performed on **your** behalf or at **your** direction.

H. Real estate managers

Persons (other than **your employees**) or organizations acting as **your** real estate managers are **insureds**, but only with respect to their duties as **your** real estate managers.

I. Amateur athletic participants

Any person representing **you** while participating in an amateur athletic activity **you** sponsor is an **insured**. However, no such person is an **insured** for:

1. **bodily injury** to:
   a. a co-participant, **your employee**, or **your volunteer worker** while also participating in the amateur athletic activity **you** sponsor; or
   b. **you** or any of **your** partners, members, or **officers**; or
2. **property damage** to property owned, occupied, or used by; rented to; or in the care, custody, or control of:
   a. a co-participant in the amateur athletic activity **you** sponsor, **your employee**, or **your volunteer worker**; or
   b. **you** or any of **your** partners, members, or **officers**.

J. Newly acquired or formed organizations

If there is no other similar insurance available, any organization **you** acquire or form during the **policy period**, and in which **you** have majority ownership or interest at the time of an **occurrence** or offense covered by this Coverage Part, will qualify as an **insured**. This coverage is effective on the date of acquisition or formation and is afforded only until the 180th day after **you** acquire or form the organization, or the end of the **policy period**, whichever is earlier.

There is no coverage for the acquired or formed organization for:

1. **bodily injury** or **property damage** that occurred; or
2. **personal or advertising injury** arising out of an offense that was committed,

before **you** acquired or formed the organization.

The acquired or formed organization is an **insured** only with respect to the conduct of **your** business.

K. Additional insureds

If **you** have agreed in a written contract or agreement to add them as an additional insured to a policy providing the type of coverage afforded by this Coverage Part, the following persons or organizations are **insureds**:

1. Any person or organization from whom **you** lease any premises, but only with respect to liability arising out of the ownership, maintenance, or use of that part of the premises leased to **you**.

   However, there is no coverage for such additional insureds for any structural alterations, new construction, or demolition operations performed by or on behalf of the additional insured.

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WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT–CALIFORNIA

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

You must maintain payroll records accurately segregating the remuneration of your employees while engaged in the work described in the Schedule.

The additional premium for this endorsement shall be 1.05 % of the California workers' compensation premium otherwise due on such remuneration.

Schedule

Person or Organization	Job Description
Alliance Residential, LLC	Patrol serices @ 289 N Elmoline Ave, Pasadena CA 91101
WinnResidential	Walking Patrol of property
City of Pasadena	Security at 1020 N Fair Oaks Avenue, Pasadena, CA

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.
(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective
Insured
Policy No. **CAWC332302**
Insurance Company
Endorsement No.

Countersigned By _____

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City Council Agenda Report

ITEM NO. 15

DATE: October 15, 2025

FROM: Todd Hileman, City Manager

PREPARED BY: Erika Ramirez, Community Development Director
Eduardo Lizarraga, Senior Management Analyst

SUBJECT: **CONSIDERATION TO APPROVE PERMANENT LOCAL HOUSING ALLOCATION PILOT RENTAL ASSISTANCE PROGRAM GUIDELINES**

Recommendation

It is recommended that the City Council:

1. Consider and approve guidelines for the Permanent Local Housing Allocation (PLHA) Pilot Rental Assistance Program; and
2. Authorize staff to implement the PLHA Pilot Rental Assistance Program in accordance with the approved guidelines.

Executive Summary

The City is eligible to receive $53,352 in PLHA funds to support housing stability for income-eligible residents. As directed by City Council on June 4, 2025, staff has developed guidelines for a proposed pilot Rental Assistance Program that would provide partial rent subsidies and supportive case management to qualifying households as a targeted homelessness prevention measure.

City Council's consideration and approval of program guidelines will establish the framework for eligibility, application, and administration, while authorizing staff to launch the pilot program and ensure compliance with state and County requirements.

Background

The Building Homes and Jobs Act (SB 2), enacted in 2017, established a $75 recording fee on certain real estate transactions to create an ongoing statewide funding source for affordable housing. The revenues support affordable housing construction and housing assistance programs serving lower- and moderate-income households, including individuals experiencing or at risk of homelessness.

Under this law, the state's Permanent Local Housing Allocation (PLHA) Program provides formula-based funding to eligible cities and counties. As a non-entitlement jurisdiction, South Pasadena's allocation of PLHA funds is administered by the Los Angeles County Development Authority (LACDA) and distributed annually over a five-year funding cycle.

Access to PLHA funds requires a state-certified Housing Element. Following the state's certification of the City's Housing Element in July 2024, the City became eligible to receive

PLHA funding. Funding for Years 1-4 of the current PLHA funding cycle has already been programmed by LACDA. For Year 5, LACDA has notified the City of an available allocation of $53,352.

On June 4, 2025, the City Council adopted a resolution approving the City's participation in the PLHA Program by authorizing a reimbursable agreement with LACDA. The resolution approved the use of the City's Year 5 allocation of $53,352 to assist income-eligible renter households in South Pasadena, consistent with PLHA-eligible uses. A copy of the June 4, 2025 City Council agenda report is provided as Attachment No. 2 for reference. LACDA staff informed the City that the reimbursable agreement is expected to be ready for execution by the end of October 2025. Once executed, the City will be able to request reimbursement for eligible activities. All Year 5 funds must be expended by June 30, 2028.

Analysis

As of June 4, 2025, housing staff has prioritized developing a program utilizing PLHA funds to assist income-eligible renter households in maintaining housing stability. With the City's relatively modest Year 5 allocation of $53,352, staff evaluated several PLHA-eligible activities and determined that rental assistance with supportive case management would provide the most immediate, cost-effective impact while ensuring compliance with PLHA requirements. To inform this recommendation, staff reviewed comparable PLHA-funded programs implemented by other Los Angeles County jurisdictions including Bell Gardens, Calabasas, Cudahy, Maywood, San Dimas, and Temple City-and prepared the draft program guidelines for Council's consideration provided as Attachment No. 1, modeled after programs meeting both LACDA and state requirements.

PLHA Funding Allocation and Program Design

Staff recommends allocating 86% of available funds ($46,000) to direct rental assistance and 14% ($7,352) to supportive case management. The rental assistance component would provide a minimum of six (6) months of partial rent subsidies, covering 40% of monthly rent for qualifying households earning at or below 30% of the Area Median Income (AMI), as established annually by the U.S. Department of Housing and Urban Development (HUD). For 2025, this equates to $36,400 for a two-person household and $45,450 for a four-person household in Los Angeles County. Applicants must also demonstrate a verifiable economic hardship such as job loss, reduced work hours, medical emergencies, or other unexpected essential expenses.

The proposed 40% rent subsidy model is designed for administrative simplicity and predictable delivery of aid. Payments would be made directly to landlords on behalf of eligible households. Based on average South Pasadena monthly rent levels in September 2025 ($1,845 - $2,750), staff estimates that the program could provide 6 months of rental assistance to approximately 6 to 10 households, depending on rent levels and the number of participants.

Supportive case management funding would cover staff time for eligibility screenings and provide individualized referrals to community and County resources such as financial counseling, employment assistance, public benefits enrollment, and health services to help participants achieve longer term housing stability.

Implementation and Staffing

Staff proposes to administer the one-year pilot program in-house through the Housing Division for a one-year pilot period commencing within 1-3 months following execution of the

reimbursable agreement with LACDA. The program is anticipated to require less than 10% of the existing Senior Administrative Analyst's time. Should participation increase, the City may adjust staffing levels or consider contracting with a subrecipient agency to administer the program.

Program Guidelines

The draft PLHA Rental Assistance Program Guidelines (Attachment No. 1) establish procedures for eligibility determination, income verification, application processing, landlord participation requirements, and case management. Participants would complete a housing stability assessment to identify needed support services. They also include an informal process for applicants to request a review if they are determined ineligible.

Community Outreach

A targeted outreach strategy will inform potentially eligible households and encourage participation. Efforts will include information on the City's website and social media, printed materials at public facilities such as City Hall, the Library, and the Senior Center, and notices in the City's e-newsletter. Staff will also collaborate with local community-based and faith-based organizations to reach South Pasadena residents most at risk of housing instability.

Establishing the PLHA Rental Assistance Program and adopting its guidelines will ensure consistent administration and compliance with PLHA requirements. The program supports Goal 6.0 of the City's adopted Housing Element, which seeks to expand and strengthen tenant protections for existing renters. The guidelines may be updated as needed, and future PLHA allocations can be reprogrammed through a public hearing process in coordination with LACDA.

Alternatives

The City Council may consider the following alternatives to staff's recommendation:

- The Council may approve the guidelines with modifications.
- The Council may direct staff to contract with an outside agency to administer the pilot program.
- The Council may request further study and direct staff to return with revised guidelines or alternative proposals.
- The Council may take no action at this time.

Fiscal Impact

The City has received notice of an allocation of $53,352 in PLHA Year 5 funds and is awaiting a grant agreement from LACDA. Staff will present the grant agreement to City Council when it is received and request a budget amendment in the Grant Fund allocating $46,000 for rental assistance and $7,352 for case management. Staff time spent on PLHA case management activities will be tracked and submitted for reimbursement.

Key Performance Indicators and Strategic Plan

The PLHA Rental Assistance Program will operate as a one-year pilot, during which staff will monitor program uptake and key program metrics. Ongoing program evaluation will allow staff to recommend adjustments as needed and provide insight for future policy direction.

Key metrics will include the number of applications received, approved, and denied; household characteristics such as income, unit type, and bedroom count; monthly rent amounts, and average rent subsidy; and type of documented hardship. Staff will also track processing times,

referrals to supportive services, and housing retention rates at the end of the assistance period. All data will be reported in aggregate form to protect household privacy.

This item aligns with Strategic Plan Priority 5, Plan for Affordable Housing to Comply with State Mandates and Respond to Community Needs.

Commission Review and Recommendation
This matter was not previously reviewed by a commission or board.

Public Notification
A public hearing notice on the City's plan to participate in the PLHA program was previously published in the Pasadena Star News on May 5, 2025.

Attachment:
Attachment No. 1 - Draft PLHA Rental Assistance Program Guidelines
Attachment No. 2 - June 4, 2025 City Council Agenda Report PLHA Public Hearing
Attachment No. 3 - 2025 State Income Limits for Los Angeles County
Attachment No. 4 - October 15, 2025 Staff PowerPoint PLHA Program Guidelines

CITY OF SOUTH PASADENA
PERMANENT LOCAL HOUSING ALLOCATION (PLHA)
RENTAL ASSISTANCE PROGRAM GUIDELINES

INTRODUCTION

The Permanent Local Housing Allocation (PLHA) Rental Assistance Program is a pilot program designed to provide targeted support to South Pasadena renter households who are income-eligible and facing financial hardship. The program aims to prevent homelessness and promote housing stability by offering rental assistance to residents struggling to pay rent. This program is funded through an allocation of state PLHA funds, which are administered by the Los Angeles County Development Authority (LACDA).

The Program provides rental assistance in the form of payments made directly by the City of South Pasadena to the landlord on behalf of income-eligible households, for a minimum of six (6) months. The total subsidy amount will vary by household, based on the current rent. To qualify, households must be able to contribute at least 60% of their monthly rent. **Assistance applies only to future rent, not past-due amounts**, and only one household per address may receive assistance. Funding is limited and awarded on a first-come, first-served basis. Assistance is not guaranteed and will depend on availability of funds and PLHA program requirements.

ELIGIBILITY

Eligible households must meet the following criteria:

1. **Residence**: Must live in a legal rental unit within the city limits of South Pasadena (i.e., a single-family home or multifamily unit).
2. **Rent Status**: The rent must be up to date. However, if there is a past due amount, tenants may still apply but must be aware that the program only covers future rent and it does not assist with past due amounts.
3. **Income Eligibility**: Annual household income does not exceed the U.S. Department of Housing and Urban Development (HUD) established “Extremely Low” limits. Household income eligibility is based on the following two (2) factors:
    a. The total number of persons residing in the household; and
    b. The total amount of the annual household income.
4. **Proof of Tenancy**: The household must have a current residential lease agreement. If no lease is available, recent rent receipts or a rental ledger may be submitted to verify tenancy.

5. **Proof of Financial Hardship**: The household must demonstrate a change in circumstances that has resulted in difficulty paying rent or an increase in rent. Documentation of these circumstances must be provided.
6. **Coordination with Other Programs**: While this program permits participation in more than one rental assistance program, some other programs may prohibit receiving multiple subsidies at the same time. Applicants receiving other rental assistance must confirm with those programs whether concurrent assistance is allowed.
7. **Landlord Documentation**: Landlords participating in the program must provide the following forms of documentation:
    a. A completed IRS Form W-9 (Request for Taxpayer Identification Number and Certification) must be submitted by the landlord, property management agent, or company.
    b. A "PLHA Program Participation & Payment Acceptance" form must be completed and signed by the landlord or property management agent, confirming the current rental balance and agreeing to participate in the program.
    c. Property owners must provide proof of ownership.

RENTAL ASSISTANCE

Rental assistance does not cover past-due rent. Assistance applies only to current and future rent payments. The City will make monthly payments directly to the landlord or property management company on behalf of eligible households. To qualify, tenants must be able to pay at least 60% of their total monthly rent. Approved assistance will cover six (6) months of rent. Assistance beyond that period is subject to future funding availability.

APPLICANT INTAKE & ASSESSMENT

All complete applications will be reviewed and processed on a first-come, first-served basis until available program funds are exhausted.

Incomplete applications will not be processed but will be placed on hold until the applicant submits all required information. The City will provide applicants with a written notice identifying any missing documentation and instructions for submission. Applicants must submit the requested documentation within 14 business days of the date of the notice to maintain their place in line for assistance. If the documentation is not received by the deadline, the application may be closed, and the applicant will be required to reapply if funds are still available.

All household information and supporting documentation will be accurately recorded in an applicant file to confirm eligibility or ineligibility and will remain confidential. An approved file must include all required information and supplemental documentation for every household member.

Definition of Household and Household Income

A **household** includes all individuals occupying a housing unit. This may be a single family, one person living alone, two or more families living together, or any other group of related or unrelated persons sharing living arrangements.

Household information must include, at a minimum:

1. The full names and dates of birth of all family members and any unrelated persons living in the residence; and
2. The signature of the primary applicant(s), certifying that the information provided about household members and annual income is accurate.

Annual household income is defined as the total gross income received from all sources by every adult household member who earned or received income during the past 12 months. All income sources and exact amounts for each household member age 18 or older must be fully documented to determine program eligibility.

The primary applicant(s) must certify, by signature, that all household member and income information is correct. To qualify, a household's total annual income must be at or below the "Extremely Low" limits for its household size, as established and updated annually by HUD for Los Angeles County and can be viewed at https://www.huduser.gov/portal/datasets/il.html.

Documenting Financial Hardship

Applicant households must provide documentation that demonstrates financial hardship. Documentation must reflect a qualifying event that occurred within the past six (6) months or is ongoing. Anticipated changes to income or expenses within the next three (3) months may also be considered if supported by verifiable documentation (e.g., notice of upcoming rent increase or reduction in work hours).

Acceptable forms of documentation include, but are not limited to:

1. **Loss or Reduction of Employment**: Examples include workplace closures, layoffs, termination, reduced hours, pay cuts, or other employer-related impacts. Acceptable documentation may include:
    a. Employer notice of job loss or termination;
    b. Employer notice of furlough;
    c. Employer notice confirming reduction in hours and/or pay;
    d. Application or approval letter for Unemployment Insurance benefits;

   e. Signed self-certification for self-employed individuals, including the household member's name, business name and type, and a brief explanation of the economic impact.
2. **Extraordinary Expenses**: Documentation of significant unexpected expenses such as childcare costs, medical bills, or other health-related expenses affecting the tenant or a household member.
3. **Other Relevant Factor(s)**: Any additional documentation that demonstrates a reduction in income or financial hardship due to an economic impact.

Rental Assistance Determination and Payment Procedures

Rental assistance will be awarded on a first-come, first-served basis until available program funds are exhausted. Each application will be reviewed for completeness and eligibility before assistance is approved.

The amount of subsidy will be determined individually for each household, based on:

- The household's verified monthly rent amount;

The program provides a subsidy of six (6) months, depending on available funding and ongoing eligibility. Continued participation may require periodic re-verification of household income, proof of residency, and confirmation that the household remains current on its portion of rent.

Rental assistance payments are made directly to the landlord, property management company, or authorized agent. Payments will not be issued to the household.

All applicants will receive written notification of the approval or denial of the application. If denied, the notice will include the reason for denial and information on how to request a review or appeal of the determination.

Verification of Tenancy and Required Landlord Documentation

To process a rental assistance application, the following documentation must be submitted and verified:

1. Current Residential Lease Agreement
   a. Applicant households must provide a copy of their current lease agreement for the residence where they are seeking assistance.
   b. If a written lease is unavailable, the City may accept other documentation (e.g., rent ledger, rent receipts, or a written statement from the landlord) to verify tenancy, subject to staff approval.
2. Proof of Address

   a. Applicant households must provide proof of address, such as a copy of a current utility bill (e.g., gas, water, electric, internet), bank or credit card statement, or government-issued correspondence (e.g., DMV renewal notice, tax documents, benefit statements).
3. Current Rental Amount
   a. Applicants must submit written confirmation of the current monthly rent amount from the landlord, property manager, or company. This may be included in the lease agreement or provided as a separate statement.
4. Landlord Documentation
   a. To receive rental assistance payments, the landlord, property management company, or authorized agent must provide the following:
      i. Completed IRS W-9 Form – Required to process payments.
      ii. Proof of Ownership – Such as a property deed, property tax bill, mortgage statement, or other documentation showing legal ownership of the rental unit.
      iii. PLHA Program Participation & Payment Acceptance Agreement – A City-provided form signed by the landlord or property manager confirming the current rent balance, agreeing to accept program payments, and agreeing to comply with program requirements.

Definition of Bona Fide Landlord / Property Manager

A "bona fide landlord, property management agent, or company" is defined as the legal owner or authorized representative of a rental property (e.g., single-family home or multifamily unit) leased for permanent housing, and legally entitled to collect rent under a valid lease agreement.

Payment Process

Rental assistance payments will be issued directly to the landlord or authorized property management company. A payment summary, showing the amount and term covered, will be provided to both the landlord and the tenant. Payments will not be released until all required documentation is received, reviewed, and approved by City staff.

Types of Household Income and Documentation Requirements

Applicants must report all sources of household income for every adult member (age 18 and over) and provide documentation to verify each source. This section outlines the most common types of income and acceptable verification documents.

Note: This is not an exhaustive list of possible income sources. If a household cannot provide standard documentation, staff may accept a self-certification form included with the Rental Assistance Program application.

1. **Salary and Wage Income**. Must be verified using documents dated within the past six (6) months (tax returns may not be older than one year). Acceptable documentation includes:
    a. Federal or State income tax returns or W-2 forms
    b. Four (4) most recent consecutive paycheck stubs

2. **Self-Employment Income**. Verified from at least one of the following:
    a. IRS Form 1040 or 1040A (most recent tax return)
    b. Signed affidavit from the self-employed household member stating:
        i. Name of the business
        ii. Type of work performed
        iii. Prior year's estimated annual income

3. **Social Security, Supplemental Security Income (SSI), or Social Security Disability Insurance (SSDI)**. Verification must be dated within the past six (6) months, unless otherwise noted:
    a. Copy of monthly benefit check
    b. Social Security benefit verification or award letter
    c. Bank statement showing direct deposit of benefits
    d. Form SSA-2458 (can be requested from SSA)
    e. Form SSA-1099 (yearly statement, may be up to one year old)
    f. Written certification from SSA or other awarding agency confirming eligibility and benefit amount

4. **Public Assistance (e.g., CalWORKs, TANF, General Relief)**. Verified from at least one of the following:
    a. Most recent award checks (bi-monthly)
    b. Notice of Action or award letter stating benefit amount
    c. Written statement from caseworker
    d. Written certification from awarding agency verifying eligibility and monthly benefit amount

5. **Pension Income**. Verified from at least one of the following:
    a. Pension award letter
    b. Three (3) most recent payment stubs
    c. Bank statement showing direct deposit

6. **Interest and Dividend Income**. Must be reported and verified using:

a. Federal income tax return
b. Bank statements
c. Full investment account statements showing dividends earned

7. **Alimony or Child Support**. Verified from at least one of the following:
    a. Copies of checks or payment records
    b. Court decree, settlement agreement, or divorce decree establishing payment
    c. Notarized affidavit from applicant certifying amount received

8. **In-Home Supportive Services (IHSS)**. Verified with three (3) most recent paycheck stubs from the caregiving agency.

9. **Rental Income**. Verified using at least two (2) of the following:
    a. Signed property rental agreement showing monthly rent
    b. Copy of recent rent check
    c. Most recent income tax return declaring rental income (not older than one year)
    d. Rent receipt book

10. **Households Reporting No Income**. Adult household members with no income must complete and sign a self-certification affidavit stating they do not earn income that can be contributed to household rent.

Income Exclusions

The following are **not** counted toward annual income:

- Wages of children under age 18 (including foster children)
- Foster care payments (for children or adults)
- Lump-sum payments (e.g., inheritances, insurance settlements, capital gains, one-time payments for losses)
- Reimbursements for medical costs
- Income of live-in aides
- Educational scholarships or veteran education benefits used for tuition, books, and supplies
- Special pay for Armed Forces members exposed to hostile fire
- Certain government training program stipends and reimbursements
- SSI PASS program funds set aside for a Plan to Attain Self-Sufficiency
- Payments to cover costs of keeping a developmentally disabled family member at home
- Temporary, nonrecurring, or sporadic income (e.g., gifts)
- Earnings over $480 per year from full-time students age 18 or older (except head of household or spouse)
- Property tax refunds
- Adoption assistance payments up to $480 per adopted child

CASE MANAGEMENT

As a condition of participation in the PLHA Rental Assistance Program, all approved households must complete a Housing Stability Assessment with City staff or an authorized case manager. The purpose of this session is to evaluate the household's current situation, identify any barriers to long-term housing stability, and determine whether the household could benefit from referrals to supportive services or other outside resources (e.g., financial counseling, employment assistance, childcare support, or public benefits enrollment).

Participation in this assessment is required and must be completed prior to the first rental assistance payment. The assessment may also include the development of a short-term action plan to help the household maintain stable housing during and after the rental assistance period.

Examples of potential referrals could include, but are not limited to:

- Los Angeles County Department of Consumer and Business Affairs (DCBA)
    - Tenant-landlord counseling, mediation services, consumer protection, and legal referrals.
- Los Angeles County Department of Public Social Services (DPSS)
    - Enrollment for CalFresh (food assistance), Medi-Cal (health insurance), General Relief, and CalWORKs.
- Senior Services
    - Referral to South Pasadena Senior Center, in-home supportive services (IHSS), adult day care programs, and Meals on Wheels.
- Affordable Health Coverage
    - Covered California enrollment assistance, Medi-Cal eligibility screenings, or local health clinic referrals.
- Utility and Energy Savings Programs
    - Southern California Edison CARE/FERA discount programs, SoCalGas Energy Savings Assistance Program, Low-Income Home Energy Assistance Program (LIHEAP).
- Employment and Workforce Development
    - Alhambra America's Job Center of California (AJCC) - Affiliate to East LA/West San Gabriel Valley Comprehensive AJCC, local workforce training programs, job fairs, and resume assistance.
- Financial Counseling and Credit Repair
    - Nonprofit credit counseling agencies, debt management programs, or financial literacy workshops.
- Childcare and Youth Services

- Referrals to subsidized childcare programs, after-school care, and parenting resources.

INFORMAL REVIEW (APPEALS) PROCESS

The City will provide applicants and participants with an opportunity for an informal review of certain decisions denying or withdrawing rental assistance under this program.

Decisions Eligible for Review

An informal review may be requested for:

- A determination that a household is ineligible after completing the full application.
- A decision to withdraw rental assistance due to the household's actions or failure to act (e.g., failure to provide documentation, misrepresentation of information).
- A decision to withdraw rental assistance because the household has been absent from the assisted unit for more than thirty (30) consecutive calendar days.

Decisions Not Eligible for Review

An informal review will not be provided for:

- Removal from consideration or a waiting list due to failure to respond by a specified deadline or returned mail.
- Failure to sign required forms or provide requested documentation by the stated deadline.
- Establishment of program funding levels, payment formulas, or general PLHA program rules.
- Determination of household size based on the definitions in these guidelines.

Requesting an Informal Review

The City will notify applicants or participants in writing when assistance is denied or withdrawn. The notice will include a brief explanation for the decision, instructions on how to request an informal review, and the deadline to submit the request.

A written request for an informal review must be received by the City within ten (10) business days of the date of the notice. Requests may be submitted in person, by first-class mail, or by email. The request must specify which decision is being disputed and state the reason(s) the household believes the decision was incorrect.

Informal Review Procedures

The review will be conducted by a City representative who was not involved in the original decision and is not a subordinate of the original decision-maker. The applicant or participant will have the

opportunity to present written or oral evidence and objections to the decision. At the City's discretion, reviews may be conducted in person, virtually, or in writing only.

Decision and Notification

The City will generally issue a written decision within 15 business days after the review. The decision will include a brief explanation of the reasons for upholding or overturning the determination. The notice of decision will be mailed or emailed to the applicant or participant. If the decision is overturned, processing of the application or continued participation will resume. If the household fails to appear or submit written objections, the original denial or withdrawal will stand.

Conflicts of Interest

Rental assistance will not be approved if a conflict of interest exists. Applicants cannot be City employees, elected or appointed officials, individuals with decision-making authority or access to confidential program information, or the immediate family members of such persons. Applicants or property owners who are unsure whether a conflict exists should contact City staff before applying or participating in the program.

DRAFT

City Council Agenda Report

ITEM NO. 18

DATE: June 4, 2025

FROM: Todd Hileman, City Manager

PREPARED BY: Bradley Evanson, Interim Community Development Director
Eduardo Lizarraga, Senior Management Analyst

SUBJECT: **PUBLIC HEARING TO ADOPT A RESOLUTION APPROVING PARTICIPATION IN THE LOS ANGELES URBAN COUNTY PERMANENT LOCAL HOUSING ALLOCATION (PLHA) PROGRAM BY AUTHORIZING THE MAYOR, OR DESIGNEE, TO SIGN A REIMBURSABLE CONTRACT WITH THE LOS ANGELES COUNTY DEVELOPMENT AUTHORITY (LACDA)**

Recommendation

It is recommended that the City Council conduct a public hearing and adopt the proposed resolution, approving the City's participation in the Los Angeles Urban County Permanent Local Housing Allocation (PLHA) Program by authorizing the Mayor, or Designee, to sign a reimbursable contract with the Los Angeles County Development Authority (LACDA).

Executive Summary

The City is eligible to receive $53,352 in Year 5 funding through the County's five-year PLHA program, contingent upon adopting a resolution and submitting a proposed use plan to LACDA. LACDA's award letter notice is included as Attachment No. 2. Staff recommends using these funds to launch a pilot program offering short-term rental assistance and supportive case management to low- to moderate-income renter households experiencing financial hardship. These activities are eligible uses of PLHA funds and are intended to help prevent housing instability and homelessness.

If the resolution is approved, staff will submit the required materials to LACDA and return to the City Council at a later date with detailed program guidelines to support implementation.

Background

The Building Homes and Jobs Act (SB 2), enacted in 2017, established a $75 recording fee on certain real estate transactions to create an ongoing statewide revenue source for affordable housing. Proceeds support the construction of affordable housing and the implementation of housing assistance programs serving lower- and moderate-income households, including individuals experiencing or at risk of homelessness. Under this law, the PLHA program provides formula-based funding to eligible cities and counties. For non-entitlement jurisdictions like South Pasadena, PLHA funds are administered by LACDA and distributed annually over a five-year cycle.

A key requirement for cities to access PLHA funds is a state-certified Housing Element. Until

recently, South Pasadena was ineligible to access these funds due to the absence of an approved Housing Element. However, following the State's certification of the City's Housing Element in July 2024, PLHA funds may now be accessed, contingent upon execution of a reimbursable agreement with LACDA.

Funding for Years 1 through 4 of the County PLHA program's five-year cycle has already been allocated and programmed. For Year 5, LACDA has notified the City that South Pasadena is eligible to receive an allocation of $53,352. To access these funds, the City must adopt a resolution authorizing participation in the County-administered PLHA program and submit a description of its proposed eligible activities. All Year 5 funds must be fully expended by June 30, 2028.

Analysis

Staff recommends that the City allocate its Year 5 PLHA funds to the proposed activities and funding amounts outlined in Table 1 below. Descriptions of each proposed activity are provided in the forms included as Attachment No. 3, which will also serve as exhibits in the City's PLHA funding application to be submitted to LACDA.

Proposed Activity	**Brief Description**	**PLHA Allocation Estimate Amount**
Residential Rental Assistance	Provide up to 6 months of rental assistance for low- to moderate-income South Pasadena households experiencing financial hardship. Funds will support rental subsidy payments made directly to landlords.	$46,000
Supportive Case Management	Conduct eligibility screening for rental assistance applicants and provide referrals to County or community resources for financial counseling, employment support, or health services as needed. Funds will support personnel costs.	$7,352
	TOTAL:	$53,352

The proposed program would provide short-term rental assistance and resource navigation services to low- and moderate-income South Pasadena households at risk of displacement, as a targeted homelessness prevention strategy. These activities align with Goal 6.0 of the City's adopted Housing Element to expand and strengthen tenant protections for existing renters. Both rental assistance and supportive case management are eligible uses of PLHA funds.

Several other cities participating in the Los Angeles County Urban County PLHA Program, such as Bell Gardens, Calabasas, Cudahy, Maywood, San Dimas, and Temple City, have adopted or are implementing rental assistance programs using PLHA funding, with varying

program structures and target populations.

Eligibility Criteria and Program Design

South Pasadena's proposed use of PLHA funds aims to assist eligible renters facing temporary financial hardship that could lead to housing instability. Approximately 86% of the funding will be allocated toward short-term rental assistance, issued as direct payments to landlords on behalf of qualifying renter households. To qualify, households will have to demonstrate a verifiable short-term financial hardship – such as job loss, reduced work hours, medical emergencies, or unexpected essential expenses. Depending on the level of need, the program may provide a rental subsidy covering up to 40% of current or upcoming monthly rent for up to 6 months. Eligible beneficiaries will be South Pasadena residents who:

- Rent a residential unit within city limits;
- Have a household income at or below 120% of Area Median Income (AMI);
- Can pay at least 60% of the total monthly rent amount;
- Experiencing a short-term financial hardship; and
- Provide documentation such as a lease agreement, income verification, and proof of hardship.

About 14% of the funding will cover personnel costs associated with case management services, including eligibility screening for rental assistance and referrals to community or government resources such as financial counseling and employment support, based on household needs.

While the current allocation of $53,352 is modest, staff recommends launching these activities as a pilot program to strategically deploy available PLHA funds that would otherwise revert to countywide use if unspent.

Case Management Capacity and Implementation

Staff recommends administering the program in-house through the City's Housing Division for a one-year pilot period beginning after execution of the contract with LACDA. During the pilot period, staff will monitor key performance indicators, such as application volume, participation rates, and overall demand, to evaluate program effectiveness and determine whether adjustments are needed. This may include procuring external subrecipients to support program delivery if necessary.

Of the total $53,352 PLHA Year 5 allocation, $46,000 is designated for direct rental assistance. Preliminary estimates indicate the program could support approximately 7 to 10 renter households within this budget. This projection assumes all participating households receive the maximum subsidy (40% of rent) for the full six-month period, which may not reflect actual household needs in every case. The estimate is based on average monthly rent amounts ranging from $1,845 to $2,650 in South Pasadena, as reported in May 2025 by 5 online rental platforms: Zumper, Redfin, RentCafe, Zillow, and Apartments.com.

Staff anticipates that the projected case management workload can be absorbed using less than 10% of the existing 1.0 full-time equivalent (FTE) Senior Administrative Analyst's time. If staffing priorities shift or program demands increase, the City may amend its PLHA funding plan to ensure adequate administrative capacity.

Per County guidelines, eligible costs must be incurred no later than 90 days before the end of the Program Year. For Year 5 funds, the final date to incur costs is April 1, 2028. Unspent

funds from the pilot or future PLHA allocations may be used to extend the program or pursue alternative strategies.

Next Steps
If the City Council approves the proposed resolution and authorizes participation in the County-administered PLHA program, the City will submit the required documentation to LACDA. Detailed program guidelines for implementation and administration will be brought back to the City Council for review and approval at a later date. Staff will work with LACDA to ensure compliance with all PLHA requirements and will develop procedures that maintain program integrity while minimizing administrative burden for both participants and assigned staff.

PLHA is expected to remain a recurring funding source, with new allocations anticipated later this year. If priorities shift or new opportunities emerge, the City may revise its PLHA funding plan – subject to City Council approval – as long as any changes remain consistent with the County's PLHA program requirements.

Alternatives
The City Council may consider modifying the proposed use of Year 5 PLHA funds. This could include adjusting the allocation amounts or prioritizing a different eligible population, as long as any changes remain in compliance with PLHA program requirements. The Council may also direct staff to contract with a qualified subrecipient entity to administer the program, instead of implementing it in-house as currently proposed.

Alternatively, the City Council may choose not to adopt the proposed resolution. In that case, South Pasadena would forgo access to the Year 5 PLHA allocation of $53,352, and the funds would revert to LACDA for use in countywide programs. While the City would lose access to these specific funds, additional PLHA funding cycles are anticipated in the future, which may provide the City with other opportunities to participate.

Fiscal Impact
The City has been allocated an estimated $53,352 in PLHA funding for Year 5 of the program. If the City Council approves entering into a reimbursable contract with LACDA, this amount will be included as a projected funding source in the Fiscal Year 2025-2026 City Budget. As eligible program expenses are incurred, the City will request reimbursement from LACDA. Therefore, no impact to the General Fund is anticipated.

Staff proposes that a portion of the funds, specifically those allocated for the supportive case management activity, be used to cover personnel costs associated with delivering these services. Staff time spent on case management will be tracked and submitted for reimbursement in accordance with PLHA guidelines.

Key Performance Indicators and Strategic Plan
This item aligns with Strategic Plan Priority 5, Plan for Affordable Housing to Comply with State Mandates and Respond to Community Needs.

Commission Review and Recommendation
This matter was not previously reviewed by a commission or board.

Public Notification

A public hearing notice was published in the Pasadena Star News on May 5, 2025. A copy of the notice is included as Attachment No. 4.

Attachment:
Attachment No. 1 - PLHA Resolution
Attachment No. 2 - LACDA Award Letter Notice Year 5 2023 Allocation
Attachment No. 3 - PLHA Exhibit A Forms
Attachment No. 4 - PLHA Public Notice
Attachment No. 5 - June 4 2025 Staff PowerPoint PLHA Program Participation Resolution

2025 State Income Limits
Los Angeles County
Effective April 23, 2025

% of Area Median Income (AMI)	Income Categories	Number of Persons in Household							
		1	2	3	4	5	6	7	8
	Acutely Low (0-15%)	$11,200	$12,800	$14,400	$16,000	$17,300	$18,550	$19,850	$21,100
	Extremely Low (15-30%)	$31,850	$36,400	$40,950	$45,450	$49,100	$52,750	$56,400	$60,000
	Very Low (30-50%)	$53,000	$60,600	$68,150	$75,750	$81,800	$87,850	$93,900	$100,000
	Low (50-80%)	$84,850	$96,950	$109,050	$121,150	$130,850	$140,550	$150,250	$159,950
	Median	$74,600	$85,300	$95,950	**$106,600**	$115,150	$123,650	$132,200	$140,700
	Moderate (80-120%)	$89,550	$102,300	$115,100	$127,900	$138,150	$148,350	$158,600	$168,850

Income Limits for Permanent Local Housing Allocation (PLHA) Rental Assistance

Source: https://www.hcd.ca.gov/grants-and-funding/income-limits/state-and-federal-income-rent-and-loan-value-limits

PLHA Rental Assistance Program Guidelines

Date: October 15, 2025

Prepared By: Eduardo Lizarraga, Senior Management Analyst

Housing Division | Community Development Department

City of SOUTH PASADENA

Recommendation

- Review & approve PLHA Rental Assistance Program Guidelines

- Authorize staff to implement program in accordance with Guidelines

Purpose & Context

- **Funding Source**: Permanent Local Housing Allocation (PLHA)
- **Year 5 Allocation**: $53,352
- **Objective**: Prevent homelessness & support housing stability
- **Outcome**: Launch pilot program, ensure compliance with CA & LA County requirements

Program Design

- **Allocation:**
  - 86% ($46,000) – Direct Rental Assistance
  - 14% ($7,352) – Case Management

- **Assistance:**
  - Covers 40% of monthly rent
  - 6-month minimum assistance period
  - Payments made directly to landlords

Eligibility

- Must live in **South Pasadena** in a legal rental unit
- Household income **≤ 30% AMI** (HUD published)
- Must contribute at least **60%** of rent
- Demonstrate **economic hardship** (job loss, reduced hours, medical bills, etc.)

2025 Income Limits

% of Area Median Income (AMI)	Number of Persons in Household							
Income Categories	1	2	3	4	5	6	7	8
Acutely Low (0-15%)	$11,200	$12,800	$14,400	$16,000	$17,300	$18,550	$19,850	$21,100
Extremely Low (15-30%)	$31,850	$36,400	$40,950	$45,450	$49,100	$52,750	$56,400	$60,000
Very Low (30-50%)	$53,000	$60,600	$68,150	$75,750	$81,800	$87,850	$93,900	$100,000
Low (50-80%)	$84,850	$96,950	$109,050	$121,150	$130,850	$140,550	$150,250	$159,950
Median	$74,600	$85,300	$95,950	**$106,600**	$115,150	$123,650	$132,200	$140,700
Moderate (80-120%)	$89,550	$102,300	$115,100	$127,900	$138,150	$148,350	$158,600	$168,850

City of SOUTH PASADENA

Estimated Impact

- Based on average local rents, program could assist **~6–10 households**
- Provides predictable support to stabilize households
- Connects participants to additional supportive services

Implementation

- In-house administration
- One-year pilot program
- Requires <10% of 1.0 FTE Senior Administrative Analyst
- Adjustments or subrecipient contract may be considered

Community Outreach

- Website, social media, City newsletter
- Flyers at City Hall, Library, Senior Center
- Collaboration with local nonprofits, faith-based groups, school district
- Goal: Reach households most in need

Next Steps

- Council discussion and direction
- Finalize and execute reimbursable agreement with LACDA
- Launch pilot program within 1-3 months
- Track key metrics and report results in aggregate

Alternatives

- Approve guidelines with modifications
- Contract with outside agency
- Request further study
- Take no action

Recommendation

- Review & approve PLHA Rental Assistance Program Guidelines

- Authorize staff to implement program in accordance with Guidelines

City Council Agenda Report

ITEM NO. 16

DATE: October 15, 2025

FROM: Todd Hileman, City Manager

PREPARED BY: Brian Solinsky, Police Chief
Merrill Ladenheim, Deputy Chief of Police
Andrew DuBois, Police Sergeant

SUBJECT: **CONSIDERATION OF SUBMITTAL AND REVIEW OF THE SOUTH PASADENA POLICE DEPARTMENT'S MILITARY EQUIPMENT USE REPORT FOR JUNE 2024-SEPTEMBER 2025**

Recommendation

It is recommended that the City Council receive and review the Military Equipment Use Report.

Background

On September 30, 2021, Governor Gavin Newsom signed California Assembly Bill 481 (AB 481) adding Sections 7070, 7071 and 7072 to the Government Code. AB 481 went into effect on January 1, 2022. AB 481 outlines and defines specific items which are categorized as military equipment. Although the South Pasadena Police Department does not procure equipment from any branch of the United States military, the definition of military equipment encompassed in the legislation identifies certain tools that can be utilized by the Police Department to ensure the safety of the community of South Pasadena.

AB 481 required a law enforcement agency to obtain the approval of its governing body, through the adoption of a Military Equipment Use Policy, by ordinance at a regular meeting held pursuant to specified open meeting laws, prior to carrying out certain activities relating to the funding, acquisition, or use of military equipment, as defined. Accordingly, on June 1, 2022, the City Council adopted Ordinance No. 2365 ("Ordinance"), which included and approved the Military Equipment Use Policy ("Policy") regulating the funding, acquisition, and use of military equipment. The Policy has been placed on the City's website on the Police Department Page and continues to be available to the public since its adoption in 2022. Subsequent to the adoption of the Policy, AB 481 requires the Police Department to submit a report to the City Council to provide information regarding the use of the military equipment and other information required by AB 481. This agenda item is to provide that report to the City Council.

Analysis

AB 481 provides for the review and renewal of the Policy (i.e. Ordinance) by the City Council after its initial adoption. However, prior to renewal of the Ordinance, AB 481 requires that the military equipment use report be publicly released and submitted to the City Council for its review. Subsequently, within 30 days, the Police Department shall hold a community

engagement meeting. This meeting is scheduled with the Public Safety Commission on October 13, 2025. After this meeting is held, Staff will return to the City Council in November with a resolution to renew the Ordinance.

Accordingly, the Police Department has compiled information regarding the use of any military equipment for the preceding year in the Military Equipment Use Report included as Attachment 1 ("Report"). As required by Government Code Section 7072, the Report includes the following information:

- A summary of how the equipment was used and the purpose of its use
  There was no deployment of the equipment
- A summary of any complaints or concerns received concerning the equipment
  There were none
- The results of any internal audits, any information about violations of the Military Equipment Use Policy, and any actions taken in response
  There were none
- The total annual cost for each type of military equipment, including acquisition, personnel, training, transportation, maintenance, storage, upgrade, and other ongoing costs, and from what source funds will be provided for the military equipment in the calendar year following submission of the Annual Military Equipment Use Report
  See attached Report
- The quantity possessed of each type of equipment
  See attached Report
- If the law enforcement agency intends to acquire additional equipment in the next year, the quantity sought for each type
  There is no intention of acquiring additional equipment at this time

It is important to note that during the reporting period, as well as since the adoption of the Policy, there was no use of equipment covered by the Policy and as described in the Report. The Police Department did acquire in this current reporting year (June 2024-September 2025), Deftech 40mm reloadable training rounds used in connection with training. The City expects to expend $1,000 for replacement of expired or expiring 40mm foam duty rounds.

The Police Department has established a demonstrated history of delivering professional law enforcement services to the local community while prioritizing the safety of those under its care. The officers of South Pasadena undergo comprehensive education and training in contemporary police methodologies, placing significant emphasis on de-escalation strategies and the implementation of leading practices within the field.

As required by AB 481, the Police Department has identified particular tools employed and operated by its personnel, encompassing less-than-lethal projectiles and specialized firearms. Within the AB 481 categorization, we have also incorporated equipment essential for apprehending individuals who present a threat to both the community and first responders. Additionally, equipment necessary for rescuing members of the public or first responders from hazardous situations is included, which comprises tear gas, noise-flash diversionary devices, delivery platforms, specialty rifles, and ballistic ammunition, is also listed in the Policy.

Although the Police Department's use of the items listed in the Policy is rare, the possession of this equipment provides the Police Department with the means to mitigate potential hazards for both community members and first responders in the midst of rapidly evolving and high-risk situations. This equipment also serves to sustain a state of preparedness through ongoing

training and familiarity, enabling the Police Department to effectively carry out its mission of safeguarding life and property with strategic precision.

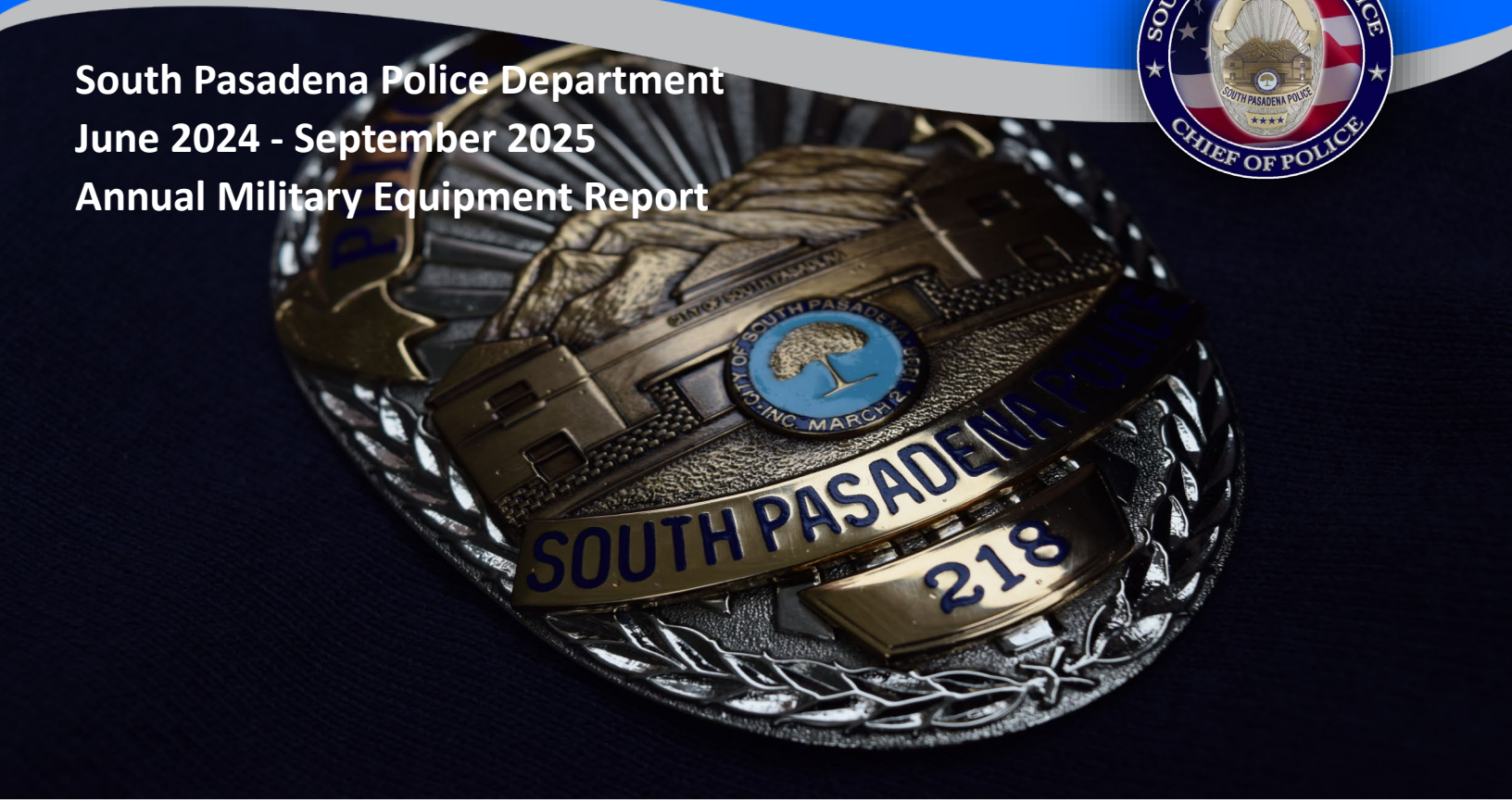
The use of the equipment identified will continue to be strictly regulated through internal processes, policies, applicable law and oversight. None of the items listed in the Policy are new to the Police Department and were available for use or in use prior to the adoption of AB 481.

Fiscal Impact
There is no fiscal impact associated with this agenda item. The Report outlines the fiscal implications associated with each item of equipment. Requests for future funding and acquisition of new military equipment will require City Council review and approval.

Commission Review and Recommendation
The Report has been published and made available on the City's website since October 08, 2025. The Report will be reviewed by the South Pasadena Public Safety Commission at its Special meeting of October 13, 2025. The Meeting was publicized on the City's website and on the bulletin board by the City Hall. The Police Department will provide a presentation to the Commission summarizing the Report.

Attachment:
Attachment No. 1 - SPPD Military Equipment Use Report
Attachment No. 2 - SPPD Military Equipment Use - Presentation

South Pasadena Police Department
June 2024 - September 2025
Annual Military Equipment Report



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OUR MISSION AND VALUES

Fostering a safer community through exceptional service, community partnerships, and the professional and equitable application of the law.

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Our Core Values

Accountability
To maintain the public's trust.
Integrity
In everything we do.
Respect and Equality
For all.
Transparency
In our actions.
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PREFACE

The South Pasadena Police Department is committed to earning and maintaining public trust by fostering strong community partnerships, promoting transparency, ensuring accountability, and upholding the highest standards of professionalism and integrity. In line with these principles, the Department has formulated and released this Military Equipment Use Report in strict accordance with Assembly Bill 481, Government Code 7072, and the SPPD Military Equipment Use Policy. Approval for the SPPD's utilization of the specified equipment was initially granted by the South Pasadena City Council in June 2022. This document presents a comprehensive overview of details spanning the timeframe from June 2024 to September 2025. The ensuing content encompasses the following particulars as stipulated by Government Code 7072(a):

1. A summary of how the military equipment was used and the purpose of its use.
2. A summary of any complaints or concerns received concerning the military equipment.
3. The results of any internal audits, any information about violations of the military equipment use policy, and/or any actions taken in response.
4. The total annual costs for each type of military equipment, including acquisitions, personnel, training, transportation, maintenance, storage, upgrade, and other ongoing costs, and from what source funds will be provided for the military equipment in the calendar year following submission of the annual military equipment report.
5. The quantity possessed for each type of military equipment.
6. The additional military equipment SPPD intends to acquire in the next year, and the quantity sought for each type of military equipment.

EQUIPMENT OVERVIEW:

The South Pasadena Police Department does not possess any tactical equipment procured from military sources, nor does it own any equipment originally intended for military purposes. The Department abstains from involvement in the Law Enforcement Support Officer (LESO) 10-33 program. Additionally, the Department is not presently receiving or employing surplus military equipment from the Federal government. The established policy of the South Pasadena Police Department dictates that the acquisition and utilization of equipment is intended to bolster the capabilities of municipal law enforcement in ensuring public safety and well-being.

Items categorized as "military equipment" by Government Code § 7070 serve as integral components within the framework of best practices adopted by law enforcement agencies nationwide. These tools have undergone field testing and have been adopted by law enforcement entities to elevate both the safety of citizens and officers alike.

The term "military equipment," as applied in Government Code § 7070, doesn't exclusively signify equipment that has undergone military utilization. In accordance with AB 481, articles classified as "military equipment" encompass a wide range of items, which are not limited to weaponized unmanned aerial or ground vehicles, armored vehicles, Humvees, microwave weapons, explosive breaching apparatus, explosive launchers, and long-range acoustic devices.

The South Pasadena Police Department is guided by a policy aimed at procuring and utilizing equipment intended to amplify our capacity in safeguarding public safety and well-being. It is incumbent upon members to adhere to the stipulations outlined in Government Code § 7071 pertaining to the utilization of military equipment. For this report, California Government Code § 7070 establishes a compilation of equipment categories categorized as "military equipment," and the Military Equipment Use Policy comprises details about any such equipment categories employed by the South Pasadena Police Department.

BACKGROUND: ASSEMBLY BILL 481

On September 30, 2021, Governor Newsom approved AB-481, requiring law enforcement agencies to obtain approval of the applicable governing body (City Council) by adoption of a military equipment use policy. The Department is required to seek City Council approval of its military equipment use procedure by ordinance at a regular open meeting before taking certain actions relating to the funding, acquisition, or use of military equipment, as defined.

Effective January 1, 2022, AB 481 allows the governing body to approve the funding, acquisition, or use of military equipment within its jurisdiction only if it determines that the military equipment meets specified standards. The ordinance is subject to annual City Council review to determine whether, based on an annual military equipment use report, the standards outlined in the approving ordinance have been met. The City Council may renew the authorizing ordinance, disapprove authorization for particular military equipment where standards have not been met, or require modifications to the military equipment use policy to address any non-compliance with standards.

Lastly, the bill mandates the dissemination of both the military equipment use policy and the yearly military equipment use report on the Department's official website. The military equipment use protocol is required to be made available on the website no less than 30 days before the scheduled Council meeting.

The full text of AB 481 is available at https://www.southpasadenaca.gov/Your-Government/Department-Service-Areas/Police/Military-Equipment-AB-481

SUMMARY AND QUANTITY OF MILITARY EQUIPMENT

The following constitutes a list of military equipment utilized by the Department that meets the statutory definition of military equipment:

1. Defense Technology LMT 40 mm kinetic energy projectile launcher platform (Current Quantity: 7)
2. Defense Technology eXact iMpact 40 mm projectile, standard range sponge (Current Quantity: 50)
3. Defense Technology Direct Impact 40 mm projectile, OC crushable foam round (Current Quantity: 2)
4. Defense Technology Direct Impact 40 mm projectile, Expulsion Grenade - inert (Current Quantity: 4)
5. Defense Technology Direct Impact 40 mm projectile, Ferret - inert liquid powder (Current Quantity: 50)
6. Defense Technology Direct Impact 40 mm projectile, Gas (Current Quantity: 50)
7. Diversionary Devices (Flashbang), Combined Systems Inc. (Current Quantity: 108)
8. Diversionary Devices (OC Agent), Unknown (Current Quantity: 5)
9. Colt M4 Commando 5.56mm patrol rifle (Current Quantity: 39)
10. Winchester 5.56mm rifle ammunition (Current quantity: 4,000)
11. Colt AR-10 .308 caliber precision rifle (Current Quantity: 2)
12. Accuracy International model England U4393 .308 caliber bolt action precision rifle (Current Quantity: 2)
13. Winchester .308 caliber rifle ammunition, Match Hollow Point Boat Tail 168 Grain (Current Quantity: 1500)
14. Federal .308 caliber rifle ammunition, Gold Medal Sierra Matchking 168 grain (Current Quantity: 600)
15. Federal .308 caliber rifle ammunition, Tactical Bonded Tip 168 grain (Current Quantity: 300)
16. Federal .308 caliber rifle ammunition, Berger Full Metal Jacket 185 grain (Current Quantity: 200)
17. Hornady .308 caliber rifle ammunition, GMX Tap Bar 165 grain (Current Quantity: 200)

It should be noted, the numerical inventory of military equipment will fluctuate based on a variety of reasons. Factors such as operational usage, operational deterioration, end of service life, training, maintenance, expiration, and replenishment guidelines or schedules may change the quantity of inventory. The South Pasadena Police Department is committed to providing the most accurate military equipment inventory and information at the time of the publication of this report.

MILITARY EQUIPMENT USE

This section outlines the military equipment usage for June 2024 - September 2025 by the South Pasadena Police Department. Certain items of military equipment, particularly consumables (ammunition, diversionary devices, chemical agents, etc.), are used periodically for training in order to maintain proficiency. The mere possession of the equipment does not warrant its use for every incident.

The following is the data for military equipment usage by category for this reporting period:

1. 40 mm Kinetic Energy Projectile Launcher Platform

A single-shot, less-lethal launcher capable of firing a variety of 40mm rounds. There were 0 deployments.

2. Defense Technology 40 mm projectiles, various

40mm point-of-aim, point-of-impact direct-fire projectiles. There were 0 deployments.

3. Colt M4 Commando Patrol Rifle

There were 0 deployments.

4. Colt AR-10 .308 caliber precision rifle

There were 0 deployments.

5. Accuracy International .308 caliber bolt action precision rifle

There were 0 deployments.

6. .308 caliber ammunition, various

There were 0 deployments.

SUMMARY OF COMPLAINTS OR CONCERNS

The South Pasadena Police Department is committed to promptly responding to complaints, concerns, and/or questions received through any of the methods below.

There were **0** formal complaints or officer-involved shootings related to the use of military equipment investigated by the Police Department during this reporting period.

Pursuant to California Government Code §7070(d)(7), members of the public may register complaints or concerns or submit questions about the use of each specific type of military equipment in this policy by any of the following means:

1. Via email to: onlineaccountability@southpasasdenaca.gov
2. Via phone call to: 626-403-7297
3. Via mail sent to: South Pasadena Police Department,
   1422 Mission Street,
   South Pasadena, CA 91030

SUMMARY AND RESPONSES TO MILITARY EQUIPMENT USE POLICY VIOLATIONS

The South Pasadena Police did not have any policy violations with the deployment or use of military equipment; therefore, it did not need to conduct any internal audits.

FISCAL IMPACT

The South Pasadena Police Department is budgeted for 37 sworn officers, 9 dispatchers, and 11 full-time and part-time professional staff. The operating budget for the department for the 2024-2025 fiscal year is $12,118,916.

The City of South Pasadena adopts an operating budget on a fiscal year basis (beginning July 1). The equipment owned and possessed by the department was approved in June of 2022 by the City of South Pasadena City Council. The cost of equipment purchases and expenditures is reflected in this report for June 2024 to September 2025 pursuant to Assembly Bill 481.

During this reporting period, the South Pasadena Police Department did not acquire or spend any funding for equipment and training specified in AB 481. The total expenditures represent 0.02% of the South Pasadena Police Department's operational budget. No grant funding was utilized for training or equipment acquisition during this reporting period.

TRAINING SUMMARY

The safe and proficient use of the equipment outlined by AB481 requires countless hours of initial and ongoing training as well as required certifications. Most training for department personnel is conducted internally by department personnel to ensure adherence to law and policy. There are times when department personnel are sent to external training courses to enhance and supplement internal training and to obtain train-the-trainer certifications. Consumable and non-consumable equipment are used during training to ensure proficiency and competency during real-life emergencies. Funding sources for all internal

and external training are reflected in the South Pasadena Police Department's operations budget:https://www.southpasadenaca.gov/Your-Government/Department-Service-Areas/Finance/Budget-ACFR

TRAINING COSTS

The following is a breakdown of training costs associated with each piece of authorized military equipment. The quantity captured within the "consumable equipment" column indicates equipment that was expended during training. The personnel cost of training is captured in the department's general operating budget to include line-items in the Training Unit budget, as well as individual department units that train to utilize authorized military equipment.

	Equipment	Consumable Equipment Used	External Training	Total Cost
1	40mm Kinetic Energy Launcher Platform	$0	$0	$0
2	Deftech LMT 40 MM Kinetic Energy Projectiles	$0	$0	$0
3	Deftech 40mm Reloadable training rounds (250 shot)	$1,682.13	$0	$0
4	Diversionary Devices (Flashbang), Combined Systems Inc.	$0	$0	$0
5	Diversionary Devices (OC)	$0	$0	$0
6	Colt M4 Patrol Rifle	$0	$0	$0
7	Colt AR-10 .308 Caliber Precision Rifle	$0	$0	$0
9	Accuracy International .308 Caliber Bolt Action Precision Rifle	$0	$0	$0
10	Winchester .308 Caliber Rifle Ammunition	$0	$0	$0
11	Federal .308 Caliber Rifle Ammunition	$0	$0	$0
	Total:	$1,682.13	$0	$0



Deftech “eXact Impact”

Reloadable Training Round



eXact Impact duty round

The cost of the training rounds is captured within the department's equipment budget. The 250-shot disposable primers should allow for two annual training cycles of the 40mm less lethal launcher.

EQUIPMENT COSTS

The following were the equipment-related expenditures for June 2024 to September 2025.

Deftech 40mm Reloadable training rounds (250 shots) Cost: $1,682.13

PROJECTED ACQUISITIONS FOR 2025

Replacement of expired or expiring 40mm foam duty rounds. Approximate cost $1,000.00.

CONCLUSION

This Annual Military Equipment Use Report is intended not only to adhere to the law and SPPD policy, but it also demonstrates our commitment to transparency with information provided to our community and elected officials. The equipment, resources, and training outlined in this report support South Pasadena Police Officers 'efforts to protect our community and enhance the safety of the public and our officers. Our police department firmly believes responsible use of the equipment described in this report will enhance our ability to deliver the highest level of professional, efficient, safe, and effective service when faced with incidents requiring a thoughtful law enforcement response.

Understanding that law enforcement is a partnership between our department and the community we serve, we will continue to do all we can to guard against the harmful actions of a few individuals. The South Pasadena Police Department remains

Committed to Safety, Dedicated to Service"



General Contact Information:

Office of Professional Standards

1. Via email to: onlineaccountability@southpasadenaca.gov
2. Via phone call to: 626-403-7297

For more information on SPPD Military Equipment, visit: https://www.southpasadenaca.gov/

City of SOUTH PASADENA

South Pasadena Police Department

Annual Military Equipment Use Report

June 2024 - September 2025

OUR MISSION

Fostering a safer community through exceptional service, community partnerships, and the professional and equitable application of the law.

Our Core Values

Accountability

To maintain the public's trust.

Integrity

In everything we do.

Respect and Equality

For all.

Transparency

In our actions.

- [x] This report is issued in compliance with AB 481, ensuring transparency and oversight in the use and acquisition of military equipment.
- [x] Covers use, training, and expenditures related to military equipment from June 2024 to September 2025.
- [x] Aligns with our mission to maintain public trust through openness and accountability.

Background: Assembly Bill 481

Statewide Standards for Military Equipment Oversight

- **Legislative Mandate**: AB 481 became effective January 2022, and requires City Council approval for any acquisition or the use of military equipment.
- **Annual Reporting**: Departments must submit a yearly report detailing equipment usage, complaints, and policy compliance.
- **Policy Review**: The City Council may modify, disapprove, or renew the equipment policy based on annual report findings.

Definition & Scope of “Military Equipment”

- **Not Exclusive to Military Use:** AB 481 classifies equipment as “military” even if it hasn’t been used by the military.
- **Examples of Covered Items:** Less-lethal 40mm launchers and rounds, Diversionary Devices, UAVs, Bean-bag rounds, Rifles, Humvees, Armored Vehicles, and Explosives.
- **No Federal Surplus Equipment:** SPPD does not participate in the 10-33 LESO program, nor use surplus military equipment.
- **Policy-Driven Acquisition:** SPPD’s acquisitions before and after AB 481 have always sought to enhance officer and public safety.

Inventory Summary of Military Equipment

- **40mm Launchers & Projectiles:** 7 launchers,156 training/ impact/ inert/ gas projectiles, including eXact iMpact, Ferret, OC, and expulsion types.
- **Diversionary Devices:** 113 Total, including 108 Noise Flash Diversionary Devices (NFDD) and 5 OC agent devices, all purchased before AB 481.
- **.308 Precision Rifles:** 4 rifles, including 2 Colt AR-10 semi-automatic, and 2 Accuracy International bolt action, and approximately 2,900 rounds of ammunition.

Inventory Summary of Military Equipment

- **Patrol Rifles:** 39 Colt M4 5.56mm and approximately 4,000 rounds of ammunition.
- Training is conducted every quarter and on a bi-annual basis during CA POST Perishable Skills training.
- Patrol Rifles were adopted by the SPPD in 2005.
- Each officer is assigned a patrol rifle.
- Patrol rifles align with industry best practice for response to high-risk events, including active shooter/ active killer response.
- **Non-Military Sources:** All items are procured through approved law enforcement vendors- no items are from military surplus programs.

Complaints and Community Concerns

- **Zero complaints:** There have been no formal complaints or officer-involved shootings involving military equipment during the reporting period.
- **Public Reporting Channels:** Community members can raise concerns via email, phone, or postal mail. Contact details are listed in the report and on the city's website.
- **Mandated Transparency:** These complaint procedures and reporting access comply with Government Code 7070(d)(7).

Policy Violations & Audit Summary

- **Military Equipment Use:** There were no uses of military equipment during the reporting period.
- **No Reported Violations:** SPPD reported zero instances of military equipment policy violations during the reporting period.
- **No Internal Audits Required:** As no violations occurred, no audits were triggered.

Training Summary & Costs

- **Internal Training:** SPPD primarily conducts training in-house using certified instructors to maintain operational readiness and cost controls.
- **Annual Training Cycle:** 40mm training is conducted annually to maintain minimum proficiency.
- **Expenditure:** $1,628.13 purchased a reusable/ reloadable kit allowing for 250 training shots.
- **Training Embedded in Budget:** Personnel and equipment costs for training are part of the department's annual budget.

Equipment Costs

- **No Acquisition Costs:** SPPD did not acquire new military equipment during the reporting period.
- **Minimal Training Expenditure:** The cost of 40mm training was for consumables.
- **Zero Grant Usage:** No external grant funds were used to purchase equipment, consumables, training, or support.

Projections

- **Planned Acquisitions:**
  - 50 new eXact iMpact 40mm foam rounds. These will replace existing inventory that is or will have exceeded the 5-year warranty period.
  - Existing inventory will be used for the annual training cycle and extend the usefulness of the 250-round training kit.
  - Estimated cost for the 40mm foam rounds is approximately $1,000, which, spread across the 5-year warranty period, is an annual cost of $200.

Questions?