CITY OF SOUTH PASADENA
CITY COUNCIL AND THE HOUSING AUTHORITY - BOARD OF DIRECTORS

AGENDA

REGULAR COUNCIL MEETING
WEDNESDAY, MAY 6, 2026, AT 7:00 PM

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

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

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.

PRESENTATIONS

1. **A PROCLAIMATION DECLARING THE WEEK OF MAY 3-9, 2026 AS PROFESSIONAL MUNICIPAL CLERKS WEEK**

2. **A PROCLAMATION DECLARING MAY 17-23, 2026 AS "PUBLIC WORKS WEEK" IN THE CITY OF SOUTH PASADENA**

3. **A PROCLAMATION DELCARING MAY 2026 AS ASIAN AMERICAN AND PACIFIC ISLANDER HERITAGE MONTH**

CLOSED SESSION ANNOUNCEMENTS

4. **CLOSED SESSION ANNOUNCEMENTS**

PUBLIC COMMENT

5. **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.

CHANGES TO THE AGENDA

6. **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.

7. CONSIDERATION OF THE APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF $1,288,298.17; GENERAL CITY WARRANTS IN THE AMOUNT OF $924,665.74; ONLINE PAYMENTS IN THE AMOUNT OF $155,853.16; VOIDS IN THE AMOUNT OF ($2,473.16); PAYROLL IN THE AMOUNT OF $1,203,148.51

Recommendation

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

8. CONSIDERATION OF APPROVAL OF THE REGULAR CITY COUNCIL MEETING MINUTES FOR APRIL 15, 2026, THE SPECIAL CITY COUNCIL MEETING MINUTES FOR APRIL 15, 2026, AND THE SPECIAL JOINT CITY COUNCIL MEETING MINUTES FOR APRIL 8, 2026

Recommendation

It is recommended that the City Council approve the minutes from the Regular City Council meeting held on April 15, 2026, the Special City Council meeting held on April 15, 2026 and the Special Joint City Council meeting held on April 8, 2026.

9. CONSIDERATION OF APPROVAL OF A FIRST AMENDMENT TO THE EXCLUSIVE NEGOTIATING AGREEMENT BETWEEN THE SOUTH PASADENA HOUSING AUTHORITY AND RELATED/SOCAL DEVELOPMENT, LLC CALIFORNIA FOR THE DEVELOPMENT OF AGENCY-OWNED PROPERTY LOCATED AT 1503 AND 1507 EL CENTRO STREET

Recommendation

It is recommended that the City Council, sitting as the Board of Directors of the South Pasadena Housing Authority, approve the First Amendment to the Exclusive Negotiating Agreement with Related/SoCal Development, LLC., subject to the final form of the Amendment's attachments as negotiated and subsequently approved by the City Manager and City Attorney.

10. CONSIDERATION OF ADOPTION OF RESOLUTION NO. 7998 INITIATING THE PROCEEDINGS AND ORDERING OF THE PREPARATION OF THE ENGINEER'S REPORT FOR THE FISCAL YEAR 2026-2027 LIGHTING AND LANDSCAPING MAINTENANCE DISTRICT

Recommendation

It is recommended that the City Council:

a. Adopt the attached Resolution No. 7998, initiating the proceedings for the Fiscal Year (FY) 2026-2027 Lighting and Landscaping Maintenance District (LLMD); and
b. Authorize the preparation of the Engineer’s Report for the annual levy and collection of assessments.

11. CONSIDERATION TO APPROVE THE SECOND AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH MOORE IACOFANO GOLTSMAN INC. FOR GEOGRAPHIC INFORMATION SYSTEMS SERVICES TO INCLUDE MIGRATION OF CITY GIS DATA FROM LIGHTBOX TO ESRI ARCGIS ONLINE, INCREASING THE COMPENSATION IN THE AMOUNT OF $33,620 FOR A NEW AGGREGATE TOTAL OF $183,620

Recommendation

It is recommended that the City Council:

1. Approve a Second Amendment to the Professional Services Agreement with Moore Iacofano Goltsman Inc. (Attachment No. 1) to add a scope of work for migration of City GIS data from LightBox to Esri ArcGIS Online in a one-time amount not-to-exceed $33,620, for a new aggregate contract total of $183,620, in the form approved by the City Attorney and City Manager; and
2. Authorize the City Manager to execute all related documents.

12. CONSIDERATION TO ACCEPT PROJECT COMPLETION AND AUTHORIZE FILING OF THE NOTICE OF COMPLETION FOR THE GREVELIA AND BERKSHIRE POCKET PARKS PROJECT NO. 005157, AND AUTHORIZE RELEASE OF THE RETENTION PAYMENT TO MONET CONSTRUCTION, INC. IN THE AMOUNT OF $102,686.72

Recommendation

It is recommended that the City Council consider:

a. Accepting the Grevelia and Berkshire Pocket Park Project No. 005157 (Project) as complete; and
b. Authorizing the recordation of the Notice of Completion (NOC) with the Los Angeles County Registrar-Recorder County Clerk; and
c. Authorizing release of retention payment to Monet Construction, Inc. (Contractor) in the amount of $102,686.72.

13. CONSIDERATION TO APPROVE AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH DAVID VOLZ DESIGN, INC. FOR ENGINEERING DESIGN SERVICES RELATED TO THE GREVELIA AND BERKSHIRE POCKET PARK PROJECT NO. 005157, FOR A NEW TOTAL CONTRACT AMOUNT OF $216,212 AND APPROVAL OF RESOLUTION NO. 8001 APPROPRIATING PARK IMPACT FEE FUNDS FOR THE AMENDMENT

Recommendation

It is recommended that the City Council:

1. Approve an amendment to the Professional Services Agreement with David Volz Design (Attachment No. 1), in final form by the City Attorney, to provide engineering design services related to the Grevelia and Berkshire Pocket Park Project No. 005157 (Project) for a new not to exceed total of $216,212;
2. Adopt Resolution No. 8001 (Attachment No. 2) amending the Fiscal Year 2025-2026 Capital Improvement Project budget to appropriate $26,212 of Fund 275 - Park Impact Fees to the project budget; and
3. Authorize the City Manager to approve all related documents.

14. CONSIDERATION TO APPROVE AN AMENDMENT TO A TASK ORDER WITH PACIFICA SERVICES, INC. IN THE AMOUNT OF $71,040 FOR A NEW NOT-TO-EXCEED TOTAL OF $370,740

Recommendation

It is recommended that the City Council:

a. Approve an amendment to Task Order 3 with Pacifica Services, Inc. to increase the not-to-exceed amount by $71,040, from $299,700 to $370,740 in the form approved by the City Attorney and City Manager; and
b. Authorize the City Manager to execute all related documents.

15. CONSIDER APPROVAL OF A PROFESSIONAL SERVICES AND LICENSING AGREEMENT WITH CATALYST AND SALESFORCE; AND AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH OPENGOV FOR IMPLEMENTATION OF THE CUSTOMER SUCCESS CENTER TECHNOLOGY PLATFORM

Recommendation

It is recommended that the City Council:

1. Approve a Professional Services Agreement with Catalyst for the implementation of a Salesforce-based Customer Success Center platform in an amount not to exceed $270,592;
2. Approve a Licensing Agreement with Salesforce, Inc. for Service Cloud, Service Cloud Voice, and Tableau licensing in an amount not to exceed $29,904 annually;
3. Approve a First Amendment to the Professional Services Agreement with OpenGov, Inc. (dated November 19, 2025), to add enterprise asset management services, in the amount of $420,101.30, for a new total contract amount of $831,711.30; and
4. Authorize the City Manager to execute all related documents.

16. CONSIDERATION TO RECEIVE AND FILE THE FEBRUARY 2026 MONTHLY BUDGET REPORT

Recommendation

It is recommended that the City Council receive and file the monthly budget report through February 28, 2026 (Attachment 1).

PUBLIC HEARING

17. CONSIDERATION TO APPROVE A RESOLUTION ADOPTING THE USER FEE AND SERVICE CHARGE COST RECOVERY POLICY AND APPROVE A RESOLUTION ADOPTING THE FISCAL YEAR 2026-2027 MASTER FEE SCHEDULE

Recommendation

It is recommended that the City Council:

a) Adopt Resolution No. 7999 approving the User Fee and Service Charge Cost Recovery Policy (Attachment 1) as a City Council Policy; and

b) Adopt Resolution No. 8000 approving the FY 2026-2027 Master Fee Schedule (Attachment 2), incorporating the fee adjustments, phasing in, and new fees, as recommended.

18. CONSIDER INTRODUCTION OF AN ORDINANCE OF THE CITY OF SOUTH PASADENA AMENDING CHAPTER 36 OF THE SOUTH PASADENA MUNICIPAL CODE TO REVISE SECTIONS OF ARTICLE 3, 4 AND 6 OF THE ZONING CODE RELATED TO VARIOUS ROUTINE AND PERIODIC UPDATES TO STREAMLINE DESIGN REVIEW PROCEDURES, CLARIFY REVIEW AUTHORITY AND ENSURE CONSISTENCY WITH RECENT MUNICIPAL CODE AMENDMENTS WITHIN CHAPTER 36

Recommendation

It is recommended that the City Council hold a public hearing and introduce Ordinance No. 2412 by title only and waive full reading of Ordinance No. 2412, an ordinance amending Chapter 36 (Zoning) of the South Pasadena Municipal Code to revise sections of article 3, 4 and 6 of the zoning code related to design review authority and procedures, clarify review authority and ensure consistency with recent municipal code amendments within Chapter 36.

ACTION/DISCUSSION

19. RECEIVE A PRESENTATION ON A POTENTIAL REFUNDING OF THE CITY'S 2016 WATER REVENUE BONDS AND PROVIDE DIRECTION TO STAFF

Recommendation

It is recommended that the City Council:

a. Receive a presentation regarding a potential refunding of the City's 2016 Water Revenue Refunding Bonds; and
b. Provide direction to staff on whether to proceed with a competitive procurement of fiscal advisory services to evaluate and, if market conditions support it, execute a refunding of the 2016 Water Revenue Refunding Bonds.

20. CONSIDERATION TO DISCUSS AND PROVIDE DIRECTION RELATED TO THE PROGRAM STRUCTURE AND ECONOMIC DEVELOPMENT SERVICES PROVIDED BY THE SOUTH PASADENA CHAMBER OF COMMERCE THROUGH THE BUSINESS IMPROVEMENT TAX FUNDS FOR FISCAL YEAR 2026-2027

Recommendation

It is recommended that the City Council receive this report and provide direction to staff on the preferred structure for the FY 2026-27 Business Improvement Tax (BIT) program including:

a) The scope of economic development events and services to be funded; and
b) The framework for a revised agreement with the South Pasadena Chamber of Commerce for consideration at the June 2026 City Council meeting.

21. CONSIDERATION OF SELECTION OF DESIGN ALTERNATIVES FOR HUNTINGTON DRIVE AND FREMONT AVENUE CORRIDOR IMPROVEMENT PROJECT

Recommendation

It is recommended that the City Council:

a. Receive a presentation from staff regarding the Huntington Drive and Fremont

Avenue Corridor Improvements Project (Project), which includes a community feedback summary; and

b. Select a design alternative 2A for Fremont Avenue, Option 3 for Huntington Drive and approve the roundabout concept at the intersection of Fremont Avenue and Hope Street; and
c. Authorize the City Manager or his designee to submit a letter to the Metro Board requesting reappropriation of funds currently allocated towards the State Route 110 project.

PUBLIC COMMENT - CONTINUED

22. CONTINUED PUBLIC COMMENT - GENERAL

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

COMMUNICATIONS

23. COUNCILMEMBER COMMUNICATIONS

24. CITY MANAGER COMMUNICATIONS

ADJOURNMENT

FOR YOUR INFORMATION

FUTURE CITY COUNCIL MEETINGS

May 20, 2026	Regular City Council Meeting	7:00 P.M.
June 3, 2026	Regular City Council Meeting	7:00 P.M.
June 17, 2026	Regular City Council Meeting	7:00 P.M.
July 1, 2026	Regular City Council Meeting (Cancelled)	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 May 6, 2026, 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.

04/30/2026	/S/
Date	Mark Perez, Deputy City Clerk

City Council and the Housing Authority - Board of Directors Agenda Report

ITEM NO. 1

DATE: May 6, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Nikima S. Newsome, Chief City Clerk

SUBJECT: **A PROCLAIMATION DECLARING THE WEEK OF MAY 3-9, 2026 AS PROFESSIONAL MUNICIPAL CLERKS WEEK**

Attachment:
Attachment No. 1 - 57th Annual Professional Municipal Clerks Week

CITY OF SOUTH PASADENA

PROCLAMATION

Declaring May 3-9, 2026, as "Professional Municipal Clerks Week" "The City Clerk Circus: Mastering the Rings of Public Service"

WHEREAS, under the grand "Big Top" of local government, the Office of the City Clerk stands at the center ring—entrusted with safeguarding the democratic process, preserving the official record, ensuring compliance with applicable laws, and supporting the legislative actions of the City Council; and

WHEREAS, much like a well-coordinated circus, the work of the City Clerk requires precision, adaptability, and expertise across many "rings" of responsibility; and

WHEREAS, these rings include administering elections, maintaining public records, managing legislative agendas and minutes, administering oaths, ensuring compliance with the Brown Act and Political Reform Act, and serving as a trusted resource to elected officials, staff, and the public; and

WHEREAS, City Clerks skillfully "juggle" statutory deadlines, complex regulations, and evolving technologies while upholding the highest standards of integrity, accuracy, and professionalism; and

WHEREAS, City Clerks walk the "high wire" of compliance and transparency, balancing public access with legal requirements, safeguarding the public trust with impartiality and diligence; and

WHEREAS, during Professional Municipal Clerks Week, communities nationwide recognize the vital contributions and unwavering dedication of Municipal Clerks; and

WHEREAS, the City of South Pasadena proudly recognizes the leadership, expertise, and commitment demonstrated daily by its City Clerk and Clerk's Office staff in mastering the rings of public service;

NOW, THEREFORE, BE IT RESOLVED I, Sheila Rossi, Mayor of the City of South Pasadena, on behalf of the City Council, do hereby proclaim the week of May 3–9, 2026, as PROFESSIONAL MUNICIPAL CLERKS WEEK "The City Clerk Circus: Mastering the Rings of Public Service" in the City of South Pasadena, and encourage all residents, elected officials, and City staff to recognize and celebrate the invaluable service, professionalism, and dedication of Municipal Clerks.

_____ 5/6/2026

Mayor, Sheila Rossi **Date**

City Council and the Housing Authority - Board of Directors Agenda Report

ITEM NO. 2

DATE: May 6, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Julian Lee, Director of Public Works

SUBJECT: **A PROCLAMATION DECLARING MAY 17-23, 2026 AS "PUBLIC WORKS WEEK" IN THE CITY OF SOUTH PASADENA**

Attachment:
2026 Public Works Week Proclamation

CITY OF SOUTH PASADENA

PROCLAMATION

Declaring May 17 through 23, 2026 as "Public Works Week" in the City of South Pasadena

WHEREAS, public works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and to public health, high quality of life, and well-being of the people of the City of South Pasadena; and,

WHEREAS, these infrastructure, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and

WHEREAS, it is the public interest for the citizens, civic leaders, and children in the City of South Pasadena to gain knowledge of and maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and

WHEREAS, the year 2026 marks the 66th annual National Public Works Week sponsored by the American Public Works Association.

NOW, THEREFORE, BE IT RESOLVED , I, Sheila Rossi, Mayor, on behalf of the City Council of the City of South Pasadena, hereby declare the week of May 17th through May 23rd, 2026 as "Public Works Week" and to join with representatives of the American Public Works Association to pay tribute to our public works staff to recognize the substantial contributions they make to protecting our national health, safety, and quality of life for all.

Mayor, Sheila Rossi

May 6, 2026

Date

City Council and the Housing Authority - Board of Directors Agenda Report

ITEM NO. 3

DATE: May 6, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Nikima S. Newsome, Chief City Clerk

SUBJECT: **A PROCLAMATION DELCARING MAY 2026 AS ASIAN AMERICAN AND PACIFIC ISLANDER HERITAGE MONTH**

Attachment:
Attachment No. 1 - Asian American and Pacific Islander Heritage Month

CITY OF SOUTH PASADENA

PROCLAMATION

Declaring May 2026 as "Asian American and Pacific Islander Heritage Month"

WHEREAS, the City of South Pasadena proudly celebrates the diversity that defines and strengthens our community, and is committed to recognizing the cultural heritage and contributions of all residents; and

WHEREAS, Asian Americans and Pacific Islanders represent a vibrant and diverse community with ancestral roots across East Asia, Southeast Asia, South Asia, and the Pacific Islands; and

WHEREAS, the City of South Pasadena is home to Asian American and Pacific Islander residents, families, businesses, educators, and community leaders whose contributions enrich the cultural, economic, and civic fabric of the City; and

WHEREAS, local schools, community organizations, and cultural institutions within and around South Pasadena play an important role in promoting awareness, education, and appreciation of Asian American and Pacific Islander heritage through events, programs, and community engagement; and

WHEREAS, the month of May was selected to commemorate the arrival of the first Japanese immigrants to the United States in May 1843 and to mark the completion of the transcontinental railroad in May 1869, to which many Chinese immigrants made critical contributions; and

WHEREAS, Asian American and Pacific Islander individuals have made profound contributions to public service, education, business, science, technology, arts, and civic leadership both nationally and within local communities such as South Pasadena; and

WHEREAS, it is important to recognize both the achievements and the challenges faced by Asian American and Pacific Islander communities, including the ongoing need to advance equity, inclusion, and mutual understanding; and

WHEREAS, the City of South Pasadena encourages all residents to learn about, reflect upon, and celebrate the history and cultural contributions of Asian American and Pacific Islander communities throughout the month of May and beyond;

NOW, THEREFORE, BE IT RESOLVED I, Sheila Rossi, Mayor of the City of South Pasadena, on behalf of the City Council, do hereby proclaim the month of May as Asian American and Pacific Islander Heritage Month and urge the community to participate in activities that honor the heritage, culture, and contributions of Asian American and Pacific Islander residents.

_____ 5/6/2026

Mayor, Sheila Rossi **Date**

City Council and the Housing Authority - Board of Directors Agenda Report

ITEM NO. 7

DATE: May 6, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: William Castrillon, Budget & Purchasing Manager

SUBJECT: **CONSIDERATION OF THE APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF $1,288,298.17; GENERAL CITY WARRANTS IN THE AMOUNT OF $924,665.74; ONLINE PAYMENTS IN THE AMOUNT OF $155,853.16; VOIDS IN THE AMOUNT OF ($2,473.16); PAYROLL IN THE AMOUNT OF $1,203,148.51**

Recommendation

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

Executive Summary

Prepaid Warrants:
Warrant # 323308-323329, **$44,466.78**
ACH: **$1,243,831.39**

General City Warrants
Warrant # 323330-323409, **$410,044.86**
ACH: **$514,620.88**
Voids: **($2,473.16)**

Online Payments: **$155,853.16**

Payroll Period Ending 4/24/2026: **$1,203,148.51**

Total: $3,569,492.42

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 Report
Attachment No. 2 - Prepaid Warrant List
Attachment No. 3 - General Warrant List
Attachment No. 4 - Online Payment Report
Attachment No. 5 - Payroll Report
Attachment No. 6 - Voids

City of South Pasadena
Demand/Warrant Register
Recap by fund

Date 5/6/2026

	Fund No.	Amounts	
		Prepaid	**Written**
General Fund	101	274,048.99	416,585.60
Insurance Fund	103	14,208.40	4,422.68
Street Improvement Program	104	-	-
Technology Surcharge Fund	106	-	54.50
Facilities & Equip.Cap. Fund	105	-	-
Programs and Projects	107	-	-
Special Projects Fund	116	951,147.85	176,221.60
Vehicle Replacement Fund	120	-	-
Tree Replacement Fund	121	-	-
Local Transit Return "A"	205	-	2,389.04
SLFRF Fund	206	-	-
Local Transit Return "C"	207	-	-
TEA/Metro	208	-	-
Sewer Fund	210	1,664.15	482.10
CTC Traffic Improvement	211	-	-
SB2 Planning Grant	213	-	-
Rogan HR5294 Grant	214	-	-
Street Lighting Fund	215	3,419.14	21,856.45
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	-	1,194.30
State Gas Tax	230	2,619.03	1,920.76
County Park Bond Fund	232	-	-
Measure R	233	-	-
Measure M	236	-	-
Road Maint & Rehab (SB1)	237	-	-
MSRC Grant Fund	238	8,674.67	-
Measure W	239	-	-
Measure H	241	-	-
Prop C Exchange Fund	242	-	-
Reimbursable Grant Fund	244	-	-
Bike & Pedestrian Paths	245	-	-
BTA Grants	248	-	-
Golden Street Grant	249	-	-
Affordable Housing Trust Fund	254	-	-
Capital Growth Fund	255	-	-
CDBG	260	-	-
OTS Grant	269	-	-
Asset Forfeiture	270	-	-
Police Grants - State	272	-	-
Homeland Security Grant	274	-	-
Park Impact Fees	275	-	7,514.28
Historic Preservation Grant	276	-	-
HSIP Grant	277	-	-
Arroyo Seco Golf Course	295	-	-
State SR 710 LATIP	297	-	-
Sewer Capital Projects Fund	310	-	-
400 Capital Improvement Program	400	-	-
Water Fund	500	2,071.02	288,830.45
Water Efficiency Fund	503	-	3,193.98
2016 Water Revenue Bonds Fund	505	-	-
SRF Loan - Water	506	-	-
Water & Sewer Impact Fee	510	-	-
Public Financing Authority	550	-	-
Payroll Clearing Fund	700	30,444.92	-
			-
	Column Totals:	1,288,298.17	924,665.74

City Report Totals:	2,212,963.91
Payroll Period Ending 04/24/2026	1,203,148.51
Online Payments	155,853.16
Voids	(2,473.16)
Grand Report Total:	**3,569,492.42**

Sheila Rossi, Mayor

William Castrillon, Budget & Purchasing Manager

Nikima Newsome, Chief City Clerk

Accounts Payable

Check Detail

User: tfernandez
Printed: 04/28/2026 - 10:22AM

Check Number	Check Date	Amount
NCBS587 - Nick Boswell Photography, Inc.		
0	04/08/2026	
Inv 33550		
Line Item Date	Line Item Description	
02/12/2026	Fire Dept Portraits	274.38
Inv 33550 Total		274.38
0 Total:		274.38
NCBS587 - Nick Boswell Photography, Inc. Total:		274.38
PBGF8031 - Pitney Bowes Global Financial Services LLC		
323308	04/08/2026	
Inv 3107701265		
Line Item Date	Line Item Description	
02/27/2026	AN 0010306986 Lease Postage Meter 12/30/25-3/29/26	10.35
02/27/2026	AN 0010306986 Lease Postage Meter 12/30/25-3/29/26	589.70
02/27/2026	AN 0010306986 Lease Postage Meter 12/30/25-3/29/26	213.23
02/27/2026	AN 0010306986 Lease Postage Meter 12/30/25-3/29/26	46.62
02/27/2026	AN 0010306986 Lease Postage Meter 12/30/25-3/29/26	250.56
02/27/2026	AN 0010306986 Lease Postage Meter 12/30/25-3/29/26	38.71
Inv 3107701265 Total		1,149.17
Inv 3107719929		
Line Item Date	Line Item Description	
03/11/2026	AN 0010106647 Lease Postage Meter 1/30-4/29/26	219.93
Inv 3107719929 Total		219.93
Inv 3107759576		
Line Item Date	Line Item Description	
03/13/2026	AN 0010306986 Property Tax Admin Fee	24.93
03/13/2026	AN 0010306986 Property Tax Admin Fee	24.93
03/13/2026	AN 0010306986 Property Tax Admin Fee	24.93
03/13/2026	AN 0010306986 Property Tax Admin Fee	24.93
03/13/2026	AN 0010306986 Property Tax Admin Fee	24.93
03/13/2026	AN 0010306986 Property Tax Admin Fee	24.93
Inv 3107759576 Total		149.58

Check Number	Check Date	Amount
323308 Total:		1,518.68
PBGF8031 - Pitney Bowes Global Financial Services LLC Total:		1,518.68
Total:		1,793.06

Accounts Payable

Check Detail

User: tfernandez
Printed: 04/28/2026 - 10:24AM

Check Number	Check Date	Amount
CEAP7000 - S.P. Public Service Employees Association-PT 700-0000-0000-2249-000		
0	04/09/2026	
Inv PR 04.10.2026		
Line Item Date	Line Item Description	
04/08/2026	PR Batch 41026.04.2026 PART TIME ASSN. DUES / FEE	176.00
Inv PR 04.10.2026 Total		176.00
0 Total:		176.00
CEAP7000 - S.P. Public Service Employees Association-PT Total:		176.00
PARS3011 - Phase II Systems a California Corporation		
0	04/09/2026	
Inv PR 04.10.2026		
Line Item Date	Line Item Description	
04/08/2026	PR Batch 41026.04.2026 PARS Employer Contribution	251.16
04/08/2026	PR Batch 41026.04.2026 PARS Employer Contribution	286.02
04/08/2026	PR Batch 41026.04.2026 PARS Employer Contribution	100.40
04/08/2026	PR Batch 41026.04.2026 PARS Employee Contribution	691.14
04/08/2026	PR Batch 41026.04.2026 PARS Employer Contribution	53.55
Inv PR 04.10.2026 Total		1,382.27
0 Total:		1,382.27
PARS3011 - Phase II Systems a California Corporation Total:		1,382.27
SCFT0000 - Franchise Tax Board		
323309	04/09/2026	
Inv PR 04.10.2026		
Line Item Date	Line Item Description	
04/08/2026	PR Batch 41026.04.2026 Garnishment - Garcia AN#121-27932-75	795.08
Inv PR 04.10.2026 Total		795.08
323309 Total:		795.08
SCFT0000 - Franchise Tax Board Total:		795.08

Check Number	Check Date	Amount

SCFT0001 - Franchise Tax Board

323310 04/09/2026

Inv PR 04.10.26

Line Item Date	Line Item Description	
04/08/2026	PR Batch 41026.04.2026 Garnishment -Christiana Case #11025452(	90.00
Inv PR 04.10.26 Total		90.00
323310 Total:		90.00
SCFT0001 - Franchise Tax Board Total:		90.00

SOU5230 - S.P.Firefighters L-3657

0 04/09/2026

Inv PR 04.10.2026

Line Item Date	Line Item Description	
04/08/2026	PR Batch 41026.04.2026 Firefighters 3657 - Union	1,925.00
04/08/2026	PR Batch 41026.04.2026 Fire Assn. Insurance	147.42
04/08/2026	PR Batch 41026.04.2026 FFA Fire Rec Fees	90.00
Inv PR 04.10.2026 Total		2,162.42
0 Total:		2,162.42
SOU5230 - S.P.Firefighters L-3657 Total:		2,162.42

SOU5435 - S.P. Police Officers Association 700-0000-0000-2246-000

0 04/09/2026

Inv PR 04.10.2026

Line Item Date	Line Item Description	
04/08/2026	PR Batch 41026.04.2026 SPPOA Insurance	2,825.91
04/08/2026	PR Batch 41026.04.2026 SPPOA - Union Dues	4,648.00
Inv PR 04.10.2026 Total		7,473.91
0 Total:		7,473.91
SOU5435 - S.P. Police Officers Association Total:		7,473.91

SOU5451 - S.P. Public Service Employees Association 700-0000-0000-2248-000

0 04/09/2026

Inv PR 04.10.2026

Line Item Date	Line Item Description	
04/08/2026	PR Batch 41026.04.2026 SPPSEA - Union Dues	1,700.00
Inv PR 04.10.2026 Total		1,700.00

Check Number	Check Date	Amount
0 Total:		1,700.00
SOU5451 - S.P. Public Service Employees Association Total:		1,700.00
SSDV2018 - Sandoval, Sheila		
0	04/09/2026	
Inv PR 04.10.2026		
Line Item Date	Line Item Description	
04/08/2026	PR Batch 41026.04.2026 Sandoval - Garnishment	327.67
04/08/2026	PR Batch 41026.04.2026 Garnishment - Sandoval	956.03
Inv PR 04.10.2026 Total		1,283.70
0 Total:		1,283.70
SSDV2018 - Sandoval, Sheila Total:		1,283.70
Total:		15,063.38

Accounts Payable

Check Detail

User: tfernandez
Printed: 04/28/2026 - 10:25AM

Check Number	Check Date	Amount
ENTERPRI - Enterprise FM Trust		
0	04/16/2026	
Inv FBN5616162		
Line Item Date	Line Item Description	
04/03/2026	PD Tesla Vehicle Fleet Lease APR 2026	8,674.67
04/03/2026	PD Tesla Vehicle Fleet Lease APR 2026	16,839.06
Inv FBN5616162 Total		25,513.73
0 Total:		25,513.73
ENTERPRI - Enterprise FM Trust Total:		25,513.73
Total:		25,513.73

Accounts Payable

Check Detail

User: tfernandez
Printed: 04/28/2026 - 10:26AM

Check Number	Check Date	Amount
INT1645 - Internal Revenue Service		
0	04/16/2026	
Inv CP128		
Line Item Date	Line Item Description	
04/13/2026	YE 12/31/18 Payroll Penalty 4/16/26 PAID	196,929.09
Inv CP128 Total		196,929.09
0 Total:		196,929.09
INT1645 - Internal Revenue Service Total:		196,929.09
Total:		196,929.09

Accounts Payable

Check Detail

User: tfernandez
Printed: 04/28/2026 - 10:28AM

Check Number	Check Date		Amount
AFLA7010 - AFLAC			
0	04/16/2026		
Inv 468661			
Line Item Date	Line Item Description		
03/28/2026	MAR 2026 Employee Optional Insurance		693.35
Inv 468661 Total			693.35
0 Total:			693.35
AFLA7010 - AFLAC Total:			693.35
AME0229 - Ameritas			
0	04/16/2026		
Inv DENTAL APR 26			
Line Item Date	Line Item Description		
04/01/2026	Payment for EE Dental Premiums Apr 2026 Coverage		12,343.48
Inv DENTAL APR 26 Total			12,343.48
Inv VISION APR 26			
Line Item Date	Line Item Description		
04/01/2026	Payment for EE Vision Premiums Apr 2026 Coverage		3,035.84
Inv VISION APR 26 Total			3,035.84
0 Total:			15,379.32
AME0229 - Ameritas Total:			15,379.32
AT&T5006 - AT&T			
323311	04/16/2026		
Inv 130464796			
Line Item Date	Line Item Description		
03/17/2026	AN 130464796 3/18-4/17/2026		139.10
Inv 130464796 Total			139.10
323311 Total:			139.10

AT&T5006 - AT&T Total: 139.10

AT&T5011 - AT&T

323312 04/16/2026

Inv 331841-07563432

Line Item Date	Line Item Description	
04/07/2026	AN 331 841-0756 343 2 4/7-5/6/26 1420 Mission St	31.76

Inv 331841-07563432 Total 31.76

323312 Total: 31.76

AT&T5011 - AT&T Total: 31.76

BLBA8010 - Bibliotheca, LLC

0 04/16/2026

Inv PREPAY-12887

Line Item Date	Line Item Description	
04/02/2026	Radio Frequency Identification Technology & Equipment Purchase ‹	38,499.85

Inv PREPAY-12887 Total 38,499.85

0 Total: 38,499.85

BLBA8010 - Bibliotheca, LLC Total: 38,499.85

CIN4011 - AT&T Mobility

323313 04/16/2026

Inv 287312118886X04

Line Item Date	Line Item Description	
04/02/2026	AN 287312118886 3/3-4/2/26 First Responders	2,666.14

Inv 287312118886X04 Total 2,666.14

323313 Total: 2,666.14

CIN4011 - AT&T Mobility Total: 2,666.14

COBR7131 - The Advantage Group

0 04/16/2026

Inv 196500

Line Item Date	Line Item Description	
04/05/2026	MAR 2026 HRA Admin Fee	294.00

Inv 196500 Total 294.00

Check Number	Check Date		Amount
0 Total:			294.00
COBR7131 - The Advantage Group Total:			294.00
ITCR2501 - Pacific Secured Equities Inc.			
0	04/16/2026		
Inv 76-015390			
Line Item Date	Line Item Description		
02/28/2026	FEB 2026 Indemnity Annual per Claim Fees		5,328.15
Inv 76-015390 Total			5,328.15
0 Total:			5,328.15
ITCR2501 - Pacific Secured Equities Inc. Total:			5,328.15
MERPLMBN - Merry Plumbing Co., Inc.			
323314	04/16/2026		
Inv 59118011626			
Line Item Date	Line Item Description		
01/30/2026	replace broken toilet at the library		1,095.34
Inv 59118011626 Total			1,095.34
323314 Total:			1,095.34
MERPLMBN - Merry Plumbing Co., Inc. Total:			1,095.34
POR4707 - United Site Services, Inc.			
323316	04/16/2026		
Inv INV-5916031			
Line Item Date	Line Item Description		
02/17/2026	Monthly billing for skate park portable toilet & hand washing		607.46
Inv INV-5916031 Total			607.46
323316 Total:			607.46
POR4707 - United Site Services, Inc. Total:			607.46
TIM4011 - Charter Communications Holdings, LLC			
0	04/16/2026		
Inv 187633501032126			
Line Item Date	Line Item Description		
03/21/2026	AN 187633501 3/26-4/25/26		3,941.72

Inv 187633501032126 Total 3,941.72

Inv 188597901040126

Line Item Date	Line Item Description	
04/01/2026	AN 188597901 4/2-5/1/26 416 Garfield Ave	501.55

Inv 188597901040126 Total 501.55

Inv 188598001040126

Line Item Date	Line Item Description	
04/01/2026	AN 188598001 4/1-4/30/26 PD 660 Stoney DR	93.95

Inv 188598001040126 Total 93.95

Inv 188598401040126

Line Item Date	Line Item Description	
04/01/2026	AN 188598401 Rec Ctr 4/5-5/4/26	132.52

Inv 188598401040126 Total 132.52

Inv 188598501032126

Line Item Date	Line Item Description	
03/21/2026	AN 188598501 3/22-4/21/26 SR Ctr 1102 Oxley St	270.90

Inv 188598501032126 Total 270.90

Inv 188598901040126

Line Item Date	Line Item Description	
04/01/2026	AN 188598901 4/2-5/1/26	71.41

Inv 188598901040126 Total 71.41

0 Total: 5,012.05

TIM4011 - Charter Communications Holdings, LLC Total: 5,012.05

TMOB4010 - T-Mobile

323315 04/16/2026

Inv 988212311

Line Item Date	Line Item Description	
03/22/2026	AN 988212311 2/21-3/20/26	616.12

Inv 988212311 Total 616.12

323315 Total: 616.12

TMOB4010 - T-Mobile Total: 616.12

VERW6711 - Verizon Wireless

Check Number	Check Date		Amount
323317	04/16/2026		
Inv 6138815269			
Line Item Date	Line Item Description		
03/17/2026	AN 842311063-00002 2/18-3/17/2026		418.62
Inv 6138815269 Total			418.62
Inv 6139556116			
Line Item Date	Line Item Description		
03/17/2026	AN 270619951-00004 2/27-3/26/26		503.92
Inv 6139556116 Total			503.92
323317 Total:			922.54
VERW6711 - Verizon Wireless Total:			922.54
XRXF5010 - Xerox Financial Services			
323318	04/16/2026		
Inv 41698538			
Line Item Date	Line Item Description		
03/02/2026	Lease Copiers 2/22-3/21/26 CUST 61587		2,209.46
Inv 41698538 Total			2,209.46
Inv 41837132			
Line Item Date	Line Item Description		
04/02/2026	Lease Copiers 3/22-4/21/26 CUST 61587		2,209.46
Inv 41837132 Total			2,209.46
323318 Total:			4,418.92
XRXF5010 - Xerox Financial Services Total:			4,418.92
Total:			75,704.10

Accounts Payable

Check Detail

User: tfernandez
Printed: 04/28/2026 - 10:29AM

Check Number	Check Date	Amount
AT&T5011 - AT&T		
323319	04/23/2026	
Inv 33184108023436		
Line Item Date	Line Item Description	
04/07/2026	AN 331 841-0802 343 6 Serv 4/7-5/6/26	31.76
Inv 33184108023436 Total		31.76
Inv 62644164973570		
Line Item Date	Line Item Description	
04/13/2026	AN 626 441-6497 357 0 Serv 4/13 - 5/12/26	2,924.40
Inv 62644164973570 Total		2,924.40
323319 Total:		2,956.16
AT&T5011 - AT&T Total:		2,956.16
ATTE2011 - AT&T DW Holdings, Inc		
323320	04/23/2026	
Inv 6750284118		
Line Item Date	Line Item Description	
04/07/2026	AN 831-001-4896 776 Serv for April 2026 Inv 6750284118	4,968.27
Inv 6750284118 Total		4,968.27
Inv 6760284116		
Line Item Date	Line Item Description	
04/07/2026	AN 831-001-5489 449 Serv for April 2025 Inv 6760284116	724.07
Inv 6760284116 Total		724.07
323320 Total:		5,692.34
ATTE2011 - AT&T DW Holdings, Inc Total:		5,692.34
CINTAS - Cintas Corporation		
323321	04/23/2026	
Inv 5326113909		
Line Item Date	Line Item Description	

Check Number	Check Date		Amount
	03/26/2026	First Aid at 1102 Oxley for April 2026	8.32
	Inv 5326113909 Total		8.32
	Inv 8408169122		
	Line Item Date	Line Item Description	
	03/06/2026	AED at 815 Mission for March	144.20
	Inv 8408169122 Total		144.20
	Inv 8408200730		
	Line Item Date	Line Item Description	
	03/27/2026	First Aid Kit City Locations April 2026	230.82
	Inv 8408200730 Total		230.82
	Inv 8408200731		
	Line Item Date	Line Item Description	
	03/27/2026	First Aid Kit at 815 Mission for April 2026	32.21
	Inv 8408200731 Total		32.21
	Inv 8408235454		
	Line Item Date	Line Item Description	
	04/03/2026	AED Lease at City properties for April 2026	1,306.59
	Inv 8408235454 Total		1,306.59
	Inv 8408235455		
	Line Item Date	Line Item Description	
	04/03/2026	AED Lease at 815 MIssion for April 2026	144.20
	Inv 8408235455 Total		144.20
	Inv 9365864250		
	Line Item Date	Line Item Description	
	03/31/2026	AED Lease at 825 Mission St for April 2026	144.20
	Inv 9365864250 Total		144.20
	Inv 9366098498		
	Line Item Date	Line Item Description	
	03/31/2026	AED Lease at 1102 Oxley St for April 2026	144.76
	Inv 9366098498 Total		144.76
323321 Total:			2,155.30
CINTAS - Cintas Corporation Total:			2,155.30

Check Number	Check Date	Amount

CTYELCSP - City Electric Supply Company

323322 04/23/2026

Inv PDA/031377

Line Item Date	Line Item Description	
01/21/2026	Restock supply for facilities	603.22

Inv PDA/031377 Total 603.22

Inv PDA/031378

Line Item Date	Line Item Description	
01/21/2026	City yard breakroom electrical supplies	144.68

Inv PDA/031378 Total 144.68

Inv PDA/031379

Line Item Date	Line Item Description	
01/21/2026	Fire department restroom electrical supplies	277.36

Inv PDA/031379 Total 277.36

Inv PDA/031380

Line Item Date	Line Item Description	
01/21/2026	Mission-Meridian parking garage lighting--phase 2	1,301.66

Inv PDA/031380 Total 1,301.66

323322 Total: 2,326.92

CTYELCSP - City Electric Supply Company Total: 2,326.92

DEPC6011 - Dewey Services Inc

323323 04/23/2026

Inv 18000969

Line Item Date	Line Item Description	
04/01/2026	AN 2084778 625-1/2 Stratford Ave APR 2026	120.00

Inv 18000969 Total 120.00

Inv 18000970

Line Item Date	Line Item Description	
04/01/2026	AN 2084776 1700 Edgewood Dr Pest Control APR 2026	120.00

Inv 18000970 Total 120.00

Inv 18000971

Line Item Date	Line Item Description	
04/01/2026	AN 2084775 April 2026 416 Garfield Ave	120.00

Inv 18000971 Total 120.00

Inv 18000972

Line Item Date	Line Item Description	
04/01/2026	AN 2084775 April 2026 435 Fair Oaks Ave	120.00

Inv 18000972 Total 120.00

Inv 18000973

Line Item Date	Line Item Description	
04/01/2026	AN 2084769 1100-1102 Oxley Pest Control APR 2026	120.00

Inv 18000973 Total 120.00

Inv 18000974

Line Item Date	Line Item Description	
04/01/2026	AN 2084775 April 2026 1414 Mission St	135.50

Inv 18000974 Total 135.50

Inv 18000976

Line Item Date	Line Item Description	
04/01/2026	AN 2084772 pest control 825 Mission St APR 2026	120.00

Inv 18000976 Total 120.00

Inv 18000977

Line Item Date	Line Item Description	
04/01/2026	AN 2084774 815 Mission St Pest Control APR 2026	120.00

Inv 18000977 Total 120.00

Inv 18000980

Line Item Date	Line Item Description	
04/01/2026	AN 2084775 April 2026 640 Stoney Dr	303.00

Inv 18000980 Total 303.00

323323 Total: 1,278.50

DEPC6011 - Dewey Services Inc Total: 1,278.50

ECOQLTY - Eco-Quality Analysis Inc.

323324 04/23/2026

Inv 26-1839-LT

Line Item Date	Line Item Description	
02/11/2026	Environmental testing at library	1,785.00

Inv 26-1839-LT Total 1,785.00

Inv 26-1840-LT

Line Item Date	Line Item Description

Check Number	Check Date		Amount
	02/11/2026	Environmental testing at senior center	1,785.00
	Inv 26-1840-LT Total		1,785.00
323324 Total:			3,570.00
ECOQLTY - Eco-Quality Analysis Inc. Total:			3,570.00
ITCR2501 - Pacific Secured Equities Inc.			
0	04/23/2026		
	Inv 76-015626		
	Line Item Date	Line Item Description	
	03/31/2026	Indemnity Annual Per Claim Fees March 2026	8,880.25
	Inv 76-015626 Total		8,880.25
0 Total:			8,880.25
ITCR2501 - Pacific Secured Equities Inc. Total:			8,880.25
JCLTRAFF - JCL Traffic Services			
0	04/23/2026		
	Inv 132504		
	Line Item Date	Line Item Description	
	01/08/2026	Orange Grove sign project	350.46
	Inv 132504 Total		350.46
	Inv 133008		
	Line Item Date	Line Item Description	
	02/17/2026	Orange grove sign project	604.44
	Inv 133008 Total		604.44
0 Total:			954.90
JCLTRAFF - JCL Traffic Services Total:			954.90
MER2145 - Merit Oil Company			
323325	04/23/2026		
	Inv 933520		
	Line Item Date	Line Item Description	
	12/02/2025	Unleaded Gas Public Works Srv Yard	797.20
	12/02/2025	Unleaded Gas 3K Gallons Public Works Srv Yard	797.19
	12/02/2025	Unleaded Gas Public Works Srv Yard	797.20
	12/02/2025	Unleaded Gas Public Works Srv Yard	797.19
	12/02/2025	Unleaded Gas Public Works Srv Yard	797.20
	12/02/2025	Unleaded Gas Public Works Srv Yard	797.20

Inv 933520 Total		4,783.18
323325 Total:		4,783.18
MER2145 - Merit Oil Company Total:		4,783.18

MREG1400 - Merrimac Petroleum, Inc.

323326 04/23/2026

Inv 2245795

Line Item Date	Line Item Description	
03/04/2026	Purchase Unleaded Fuel Public Works Yard Fuel Station	866.95
03/04/2026	Purchase Unleaded Fuel Public Works Yard Fuel Station	866.95
03/04/2026	Purchase Unleaded Fuel Public Works Yard Fuel Station	866.94
03/04/2026	Purchase Unleaded Fuel Public Works Yard Fuel Station	866.95
03/04/2026	Purchase Unleaded Fuel Public Works Yard Fuel Station	866.94
03/04/2026	Purchase Unleaded Fuel Public Works Yard Fuel Station	866.94
03/04/2026	Purchase Unleaded Fuel Public Works Yard Fuel Station	866.94

Inv 2245795 Total		6,068.61
323326 Total:		6,068.61
MREG1400 - Merrimac Petroleum, Inc. Total:		6,068.61

PBGF8031 - Pitney Bowes Global Financial Services LLC

323327 04/23/2026

Inv 3107745192

Line Item Date	Line Item Description	
03/13/2026	AN 0010106647 Lease property tax	26.82

Inv 3107745192 Total		26.82
323327 Total:		26.82
PBGF8031 - Pitney Bowes Global Financial Services LLC Total:		26.82

POS5265 - Post Alarm Systems

0 04/23/2026

Inv 1918881

Line Item Date	Line Item Description	
04/02/2026	Fire monitoring at WMB	64.85
04/02/2026	Fire monitoring at Orange Grove	64.85

Inv 1918881 Total		129.70
0 Total:		129.70

Check Number	Check Date		Amount
POS5265 - Post Alarm Systems Total:			129.70
SAN4958 - San Marino Security System, Inc.			
323328	04/23/2026		
Inv 67491			
Line Item Date	Line Item Description		
04/01/2026	2nd Quarter monitoring of alarm & fire system for OG/EPH/MMIW		1,569.00
Inv 67491 Total			1,569.00
Inv 67565			
Line Item Date	Line Item Description		
04/09/2026	Senior Center battery replacement		20.00
Inv 67565 Total			20.00
323328 Total:			1,589.00
SAN4958 - San Marino Security System, Inc. Total:			1,589.00
SDSI0107 - SDS Security Design Systems			
323329	04/23/2026		
Inv 249278			
Line Item Date	Line Item Description		
06/01/2025	Maintenance City Hall Access June 2025		101.71
Inv 249278 Total			101.71
Inv 249779			
Line Item Date	Line Item Description		
07/01/2025	Maintenance City Hall Access July 2025		101.71
Inv 249779 Total			101.71
Inv 249884			
Line Item Date	Line Item Description		
08/01/2025	Maintenance City Hall Access AUG 2025		101.71
Inv 249884 Total			101.71
Inv 250183			
Line Item Date	Line Item Description		
09/01/2025	Maintenance City Hall Access SEP 2025		101.71
Inv 250183 Total			101.71
Inv 250725			
Line Item Date	Line Item Description		
10/01/2025	Maintenance City Hall Access OCT 2025		101.71

Inv 250725 Total 101.71

Inv 250807

Line Item Date	Line Item Description	
11/01/2026	Maintenance City Hall Access NOV 2025	101.71

Inv 250807 Total 101.71

Inv 251080

Line Item Date	Line Item Description	
12/01/2025	Maintenance City Hall Access DEC 2025	101.71

Inv 251080 Total 101.71

Inv 251381

Line Item Date	Line Item Description	
01/01/2026	Maintenance City Hall Access JAN 2026	101.71

Inv 251381 Total 101.71

Inv 251846

Line Item Date	Line Item Description	
02/01/2026	Maintenance City Hall Access FEB 2026	101.71

Inv 251846 Total 101.71

Inv 252204

Line Item Date	Line Item Description	
03/01/2026	Maintenance City Hall Access MAR 2026	101.71

Inv 252204 Total 101.71

Inv 252446

Line Item Date	Line Item Description	
04/01/2026	Maintenance City Hall Access APR 2026	101.71

Inv 252446 Total 101.71

323329 Total: 1,118.81

SDSI0107 - SDS Security Design Systems Total: 1,118.81

STA5219 - Staples Business Advantage

0 04/23/2026

Inv 6058258134

Line Item Date	Line Item Description	
03/12/2026	Office Supplies	38.94

Inv 6058258134 Total 38.94

Inv 6058258136

Line Item Date	Line Item Description	
03/12/2026	Office supplies for new facilities supervisor	22.71
03/12/2026	Office supplies for new facilities supervisor	22.72
03/12/2026	Office supplies for new facilities supervisor	22.72
03/12/2026	Office supplies for new facilities supervisor	22.72
03/12/2026	Office supplies for new facilities supervisor	22.71
03/12/2026	Office supplies for new facilities supervisor	22.71

Inv 6058258136 Total 136.29

Inv 6058258138

Line Item Date	Line Item Description	
03/12/2026	Office Supplies	10.27

Inv 6058258138 Total 10.27

Inv 6058802455

Line Item Date	Line Item Description	
03/20/2026	Office Supplies	60.76

Inv 6058802455 Total 60.76

Inv 6058802456

Line Item Date	Line Item Description	
03/20/2026	paper, pens	73.97

Inv 6058802456 Total 73.97

Inv 6058898653

Line Item Date	Line Item Description	
03/21/2026	Swiffer Dusters	103.75

Inv 6058898653 Total 103.75

Inv 6059122498

Line Item Date	Line Item Description	
03/25/2026	date stamps, binders	56.16

Inv 6059122498 Total 56.16

Inv 6059122499

Line Item Date	Line Item Description	
03/25/2026	swiffer dusters	83.15

Inv 6059122499 Total 83.15

Inv 6059122500

Line Item Date	Line Item Description	
03/25/2026	file folders	19.54

Inv 6059122500 Total 19.54

Inv 6059122501

Line Item Date	Line Item Description	
03/25/2026	Office Supplies	44.20

Inv 6059122501 Total 44.20

Inv 6059122504

Line Item Date	Line Item Description	
03/25/2026	desk organizers	22.09

Inv 6059122504 Total 22.09

Inv 6059386254

Line Item Date	Line Item Description	
03/26/2026	CREDIT for Swiffer Dusters	-103.75

Inv 6059386254 Total -103.75

Inv 6060159774

Line Item Date	Line Item Description	
04/01/2026	post-its, labels	66.39

Inv 6060159774 Total 66.39

Inv 6060290923

Line Item Date	Line Item Description	
04/02/2026	Garfield Office Supplies	347.24
04/02/2026	Garfield Office Supplies	278.31

Inv 6060290923 Total 625.55

Inv 6060359001

Line Item Date	Line Item Description	
04/03/2026	external hard drive	128.16

Inv 6060359001 Total 128.16

Inv 6060359002

Line Item Date	Line Item Description	
04/03/2026	Office Supplies	51.36

Inv 6060359002 Total 51.36

Inv 6060359003

Line Item Date	Line Item Description	
04/03/2026	Office Supplies	106.40

Inv 6060359003 Total 106.40

Inv 6060437541

Line Item Date	Line Item Description	
04/04/2026	desk organizers	74.45

Inv 6060437541 Total 74.45

Inv 6060593765

Line Item Date	Line Item Description	
04/07/2026	post-its	17.01

Inv 6060593765 Total 17.01

Inv 6060656408

Line Item Date	Line Item Description	
04/08/2026	montly planner	76.57

Inv 6060656408 Total 76.57

Inv 6060880377

Line Item Date	Line Item Description	
04/11/2026	Garfield Office Supplies	40.31

Inv 6060880377 Total 40.31

Inv 6061028027

Line Item Date	Line Item Description	
04/14/2026	Office supplies	284.07

Inv 6061028027 Total 284.07

0 Total: 2,015.64

STA5219 - Staples Business Advantage Total: 2,015.64

WLHD8020 - Westlake Hardware

0 04/23/2026

Inv 14306548

Line Item Date	Line Item Description	
02/19/2026	keys and disposable gloves	49.68

Inv 14306548 Total 49.68

Inv 14306674

Line Item Date	Line Item Description	
03/27/2026	Supplies for Water Division	59.65

Inv 14306674 Total 59.65

0 Total: 109.33

Check Number	Check Date	Amount
WLHD8020 - Westlake Hardware Total:		109.33
Total:		43,655.46

Accounts Payable

Check Detail

User: tfernandez
Printed: 04/28/2026 - 10:31AM

Check Number	Check Date	Amount
FIDELTIT - Fidelity National Title Company		
0	04/16/2026	

Inv APR 26 529 Prospect

Line Item Date	Line Item Description	
04/16/2026	APR 26 529 Prospect Ave property Close Escrow	322,307.00
Inv APR 26 529 Prospect Total		322,307.00

Inv APR 26 530 Orange Grove

Line Item Date	Line Item Description	
04/16/2026	APR 26 530 Orange Grove Ave property Close Escrow	311,263.00
Inv APR 26 530 Orange Grove Total		311,263.00

Inv APR 26 534 Orange Grove

Line Item Date	Line Item Description	
04/16/2026	APR 26 534 Orange Grove Ave property Close Escrow	42,191.00
Inv APR 26 534 Orange Grove Total		42,191.00

Inv APR 26 540 Prospect

Line Item Date	Line Item Description	
04/16/2026	APR 26 540 Prospect Ave property Close Escrow	33,659.00
Inv APR 26 540 Prospect Total		33,659.00

Inv APR 26 808 Valley View

Line Item Date	Line Item Description	
04/16/2026	APR 26 808 Valley View Rd property Close Escrow	34,159.00
Inv APR 26 808 Valley View Total		34,159.00

Inv APR 26 822 Valley View

Line Item Date	Line Item Description	
04/16/2026	APR 26 822 Valley View Rd property Close Escrow	34,463.00
Inv APR 26 822 Valley View Total		34,463.00

Inv APR 26 Bonita

Line Item Date	Line Item Description	
04/16/2026	APR 26 901 Bonita Dr property Close Escrow	20,823.00
Inv APR 26 Bonita Total		20,823.00

Check Number	Check Date	Amount
Inv APR 26 Columbia		
Line Item Date	Line Item Description	
04/16/2026	APR 26 1131 Columbia property Close Escrow	62,775.00
Inv APR 26 Columbia Total		62,775.00
Inv APR 26 Fairview		
Line Item Date	Line Item Description	
04/16/2026	APR 26 302 Fairview property Close Escrow	22,873.00
Inv APR 26 Fairview Total		22,873.00
Inv APR 26 Grevelia		
Line Item Date	Line Item Description	
04/16/2026	APR 26 1037 & 1039 Grevelia property Close Escrow	28,135.00
Inv APR 26 Grevelia Total		28,135.00
0 Total:		912,648.00
FIDELTIT - Fidelity National Title Company Total:		912,648.00
Total:		912,648.00

Accounts Payable

Check Detail

User: tfernandez
Printed: 04/28/2026 - 10:33AM

Check Number	Check Date	Amount
DBAR3011 - Brink's Incorporated		
0	04/27/2026	
Inv 13179651		
Line Item Date	Line Item Description	
04/01/2026	APR 2026 Transportation Services	2,508.36
Inv 13179651 Total		2,508.36
0 Total:		2,508.36
DBAR3011 - Brink's Incorporated Total:		2,508.36
GRAN2032 - Granicus, LLC		
0	04/27/2026	
Inv 226760		
Line Item Date	Line Item Description	
03/26/2026	4/27/26-4/26/27 GovQA, Essentials Package3, PST Email Extractor	14,482.99
Inv 226760 Total		14,482.99
0 Total:		14,482.99
GRAN2032 - Granicus, LLC Total:		14,482.99
Total:		16,991.35

Accounts Payable

Check Detail

User: tfernandez
Printed: 04/28/2026 - 10:34AM

Check Number	Check Date	Amount
ACCOEG - ACCO Engineered Systems, Inc.		
323330	04/23/2026	
Inv 20787146		
Line Item Date	Line Item Description	
02/01/2026	Fire department	420.00
Inv 20787146 Total		420.00
Inv 20795519		
Line Item Date	Line Item Description	
03/01/2026	Fire department--cooling tower	420.00
Inv 20795519 Total		420.00
Inv 20803577		
Line Item Date	Line Item Description	
03/25/2026	AC-2 leak check at Camp Med	1,774.00
Inv 20803577 Total		1,774.00
323330 Total:		2,614.00
ACCOEG - ACCO Engineered Systems, Inc. Total:		2,614.00
ACMT2920 - All City Management Services, Inc.		
323333	04/23/2026	
Inv PS-INV104707		
Line Item Date	Line Item Description	
03/23/2026	School crossing guard srv 3/1-3/14/26	14,469.12
Inv PS-INV104707 Total		14,469.12
323333 Total:		14,469.12
ACMT2920 - All City Management Services, Inc. Total:		14,469.12
AIS0107 - Alliant Insurance Services, Inc.		
0	04/23/2026	
Inv 2026Q1 SpEvnt		
Line Item Date	Line Item Description	

Check Number	Check Date		Amount
04/16/2026		Q1 Sp.Event Reporting 2026 1.1.26-3.31.26 *this is for CS Dept.	2,314.81
Inv 2026Q1 SpEvnt Total			2,314.81
0 Total:			2,314.81
AIS0107 - Alliant Insurance Services, Inc. Total:			2,314.81
ALAL5011 - Alert-All Corp.			
323332	04/23/2026		
Inv W54368			
Line Item Date	Line Item Description		
03/31/2026	Firefighter Safety Supplies - Hats, Stickers		638.70
Inv W54368 Total			638.70
323332 Total:			638.70
ALAL5011 - Alert-All Corp. Total:			638.70
ALRA6011 - Rajewski, Alex			
323387	04/23/2026		
Inv DW0426-01			
Line Item Date	Line Item Description		
03/29/2026	Dishwasher Rebate Alex Rajewski		679.99
Inv DW0426-01 Total			679.99
323387 Total:			679.99
ALRA6011 - Rajewski, Alex Total:			679.99
AMAZONCP - Amazon Capital Services, Inc.			
0	04/23/2026		
Inv 11V1-7RX4-GKLW			
Line Item Date	Line Item Description		
02/10/2026	Office Supplies		36.10
Inv 11V1-7RX4-GKLW Total			36.10
Inv 13MQ-NNPC-TQQQ			
Line Item Date	Line Item Description		
03/26/2026	Camera & Peripherals for City Use/Events		751.35
Inv 13MQ-NNPC-TQQQ Total			751.35

Inv 13PH-9TCX-W1CC

Line Item Date	Line Item Description	
02/27/2026	Computer Peripheral	49.71

Inv 13PH-9TCX-W1CC Total 49.71

Inv 141J-M13T-YPF4

Line Item Date	Line Item Description	
04/06/2026	Books for Library Collection	39.00

Inv 141J-M13T-YPF4 Total 39.00

Inv 16JM-7YYQ-NCLR

Line Item Date	Line Item Description	
02/20/2026	Meeting Supplies	130.84

Inv 16JM-7YYQ-NCLR Total 130.84

Inv 176Q-JTH4-3WRR

Line Item Date	Line Item Description	
04/01/2026	Paper shredder	281.76

Inv 176Q-JTH4-3WRR Total 281.76

Inv 1CFL-HV6Y-D7LT

Line Item Date	Line Item Description	
03/28/2026	Egg Hunt Supplies	167.74

Inv 1CFL-HV6Y-D7LT Total 167.74

Inv 1CKK-CDKG-G67T

Line Item Date	Line Item Description	
03/31/2026	PD Vehicle Maintenance	21.76

Inv 1CKK-CDKG-G67T Total 21.76

Inv 1DLR-9PHT-FFXC

Line Item Date	Line Item Description	
04/17/2026	(Office Supplies) Adjustable Tri-Pod	165.74

Inv 1DLR-9PHT-FFXC Total 165.74

Inv 1F9N-PR4F-KF4J

Line Item Date	Line Item Description	
03/29/2026	Dial-A-Ride Supplies	659.66

Inv 1F9N-PR4F-KF4J Total 659.66

Inv 1HVG-HQRG-MC3K

Line Item Date	Line Item Description	
03/30/2026	Digital Accessibility Handbook for Libraries	66.29

Inv 1HVG-HQRG-MC3K Total 66.29

Inv 1HXQ-PRF4-RLLX

Line Item Date	Line Item Description	
02/13/2026	Office Supplies	27.61

Inv 1HXQ-PRF4-RLLX Total 27.61

Inv 1K93-YVLF-HH4G

Line Item Date	Line Item Description	
04/17/2026	Event Supplies	13.20

Inv 1K93-YVLF-HH4G Total 13.20

Inv 1LFX-7K1H-3JMW

Line Item Date	Line Item Description	
04/02/2026	Dial-A-Ride Supplies	38.66

Inv 1LFX-7K1H-3JMW Total 38.66

Inv 1MPK-DCK9-QJVV

Line Item Date	Line Item Description	
03/30/2026	Egg Hunt Supplies	37.18

Inv 1MPK-DCK9-QJVV Total 37.18

Inv 1MTX-3YNF-7KYH

Line Item Date	Line Item Description	
04/16/2026	Office Supplies	29.81

Inv 1MTX-3YNF-7KYH Total 29.81

Inv 1MW1-VKVV-NW3N

Line Item Date	Line Item Description	
04/09/2026	Dial-A-Ride, Office Supplies	535.13
04/09/2026	Dial-A-Ride, Special Dept.	108.42

Inv 1MW1-VKVV-NW3N Total 643.55

Inv 1Q6Q-CWLM-4G9D

Line Item Date	Line Item Description	
02/19/2026	Office Supplies	11.93

Inv 1Q6Q-CWLM-4G9D Total 11.93

Inv 1QCD-QKVT-JLTY

Line Item Date	Line Item Description	
03/31/2026	WMB Facility Supplies	324.35

Inv 1QCD-QKVT-JLTY Total 324.35

Inv 1QDW-9W7W-QK66

Line Item Date	Line Item Description	
03/30/2026	Books for Library Collection	251.47

Inv 1QDW-9W7W-QK66 Total 251.47

Inv 1RT3-KJMD-XVMP

Line Item Date	Line Item Description	
04/06/2026	Office Supplies	8.83

Inv 1RT3-KJMD-XVMP Total 8.83

Inv 1RTQ-L79G-L6TY

Line Item Date	Line Item Description	
02/10/2026	Phone Peripheral	19.88

Inv 1RTQ-L79G-L6TY Total 19.88

Inv 1TGG-X6P3-DXQQ

Line Item Date	Line Item Description	
02/18/2026	Phone Peripheral	28.74

Inv 1TGG-X6P3-DXQQ Total 28.74

Inv 1VGW-KQNG-FYWQ

Line Item Date	Line Item Description	
03/26/2026	Cleaner and Degreaser for Fire Station	34.44

Inv 1VGW-KQNG-FYWQ Total 34.44

Inv 1XG7-V4T3-J4HW

Line Item Date	Line Item Description	
04/08/2026	Supplies for Dispatcher Appreciation Week	62.95

Inv 1XG7-V4T3-J4HW Total 62.95

Inv 1Y4W-7YV7-FNGT

Line Item Date	Line Item Description	
03/31/2026	IT Supplies	18.77

Inv 1Y4W-7YV7-FNGT Total 18.77

Inv 1YCK-FRQH-TQ3F

Line Item Date	Line Item Description	
03/30/2026	4th of July supplies	187.70

Inv 1YCK-FRQH-TQ3F Total 187.70

0 Total: 4,109.02

Check Number	Check Date		Amount
AMAZONCP - Amazon Capital Services, Inc. Total:			4,109.02
ANCR8020 - Corrao, Anthony			
323347	04/23/2026		
Inv AC 3/31/26			
Line Item Date	Line Item Description		
03/31/2026	Reimb S-231 Training for A. Corrao		240.00
Inv AC 3/31/26 Total			240.00
323347 Total:			240.00
ANCR8020 - Corrao, Anthony Total:			240.00
ANWO6011 - Wong, Angus			
323404	04/23/2026		
Inv PW3309			
Line Item Date	Line Item Description		
01/21/2026	Tree Reimbursement Replanting 2 Trees PW3309		848.00
Inv PW3309 Total			848.00
323404 Total:			848.00
ANWO6011 - Wong, Angus Total:			848.00
ASHLELAN - Lan, Ashley			
323374	04/23/2026		
Inv AL 03-26			
Line Item Date	Line Item Description		
03/31/2026	Reimb Rideshare MAR 2026		17.50
Inv AL 03-26 Total			17.50
323374 Total:			17.50
ASHLELAN - Lan, Ashley Total:			17.50
AUTOCSPC - Echeveria, Jose			
323351	04/23/2026		
Inv 13872			
Line Item Date	Line Item Description		
03/17/2026	Unit 612 vehicle maintenance		473.51
Inv 13872 Total			473.51

Inv 13941

Line Item Date	Line Item Description	
03/31/2026	Operations Truck Maintenance #612	570.23

Inv 13941 Total 570.23

323351 Total: 1,043.74

AUTOCSPC - Echeveria, Jose Total: 1,043.74

AZMCLLC - Arizona Machinery LLC

323336 04/23/2026

Inv 163538

Line Item Date	Line Item Description	
04/02/2026	John Deere Equipment Maintenance	751.68
04/02/2026	John Deere Equipment Maintenance	751.68

Inv 163538 Total 1,503.36

323336 Total: 1,503.36

AZMCLLC - Arizona Machinery LLC Total: 1,503.36

BARALPW - Barrera, Alejandro

323338 04/23/2026

Inv 3550162

Line Item Date	Line Item Description	
02/03/2026	steel toe safety boots reimbursement	392.23

Inv 3550162 Total 392.23

323338 Total: 392.23

BARALPW - Barrera, Alejandro Total: 392.23

BLSP8010 - Blackstone Publishing

0 04/23/2026

Inv 2231291

Line Item Date	Line Item Description	
04/09/2026	Books, DVDs, CDs, AudioBooks Purchase FY25-23	595.34

Inv 2231291 Total 595.34

0 Total: 595.34

BLSP8010 - Blackstone Publishing Total: 595.34

BRHZ5270 - Hernandez, Brenda

323365 04/23/2026

Inv 103732687

Line Item Date	Line Item Description	
04/15/2026	SC refund for rental deposit 04/04/2026	294.00
Inv 103732687 Total		294.00
323365 Total:		294.00

BRHZ5270 - Hernandez, Brenda Total: 294.00

BRMR8267 - BRIT West Soccer

323341 04/23/2026

Inv BWClubProsM26

Line Item Date	Line Item Description	
04/16/2026	Contract Class Instructor Payment BW Club Pros March 2026	455.00
Inv BWClubProsM26 Total		455.00

Inv BWParent&MeM26

Line Item Date	Line Item Description	
04/16/2026	Contract Class Instructor Payment BW Parent&Me March 2026	780.00
Inv BWParent&MeM26 Total		780.00

Inv BWTinyProsM26

Line Item Date	Line Item Description	
04/16/2026	Contract Class Instructor Payment BW Tiny Pros March 2026	325.00
Inv BWTinyProsM26 Total		325.00
323341 Total:		1,560.00

BRMR8267 - BRIT West Soccer Total: 1,560.00

BSHL6710 - Base Hill, Inc., dba Jan Point

0 04/23/2026

Inv 26903

Line Item Date	Line Item Description	
04/01/2026	March 2026 Monthly citywide Janitorial services	17,033.33
04/01/2026	March 2026 Monthly citywide Janitorial services	916.67
Inv 26903 Total		17,950.00
0 Total:		17,950.00

BSHL6710 - Base Hill, Inc., dba Jan Point Total: 17,950.00

CABDSNS - California Building Standards Commission

323342 04/23/2026

Inv 1.01-3.31.2026

Line Item Date	Line Item Description	
04/07/2026	BSASRF Fees (Jan-Mar 2026)	217.80

Inv 1.01-3.31.2026 Total 217.80

323342 Total: 217.80

CABDSNS - California Building Standards Commission Total: 217.80

CADPTCSC - California Department of Conservation

323343 04/23/2026

Inv 1.01-3.31.2026

Line Item Date	Line Item Description	
04/07/2026	SMIP Fees 1/1-3/31/2026	621.06

Inv 1.01-3.31.2026 Total 621.06

323343 Total: 621.06

CADPTCSC - California Department of Conservation Total: 621.06

CAL5236 - Dy-Dee Services of Pasadena, Inc.

323350 04/23/2026

Inv 2584640

Line Item Date	Line Item Description	
03/26/2026	Linen & Cleaning Services FY25-26	102.27

Inv 2584640 Total 102.27

Inv 2587715

Line Item Date	Line Item Description	
04/02/2026	Linen & Cleaning Services FY25-26	107.26

Inv 2587715 Total 107.26

Inv 2591112

Line Item Date	Line Item Description	
04/09/2026	Linen & Cleaning Services FY25-26	92.96

Inv 2591112 Total 92.96

Inv 2595184

Line Item Date	Line Item Description

Check Number	Check Date		Amount
04/16/2026		Linen & Cleaning Services FY25-26	103.05
Inv 2595184 Total			103.05
323350 Total:			405.54
CAL5236 - Dy-Dee Services of Pasadena, Inc. Total:			405.54
CALG6711 - Calgon Carbon Corporation			
0	04/23/2026		
Inv 90222429			
Line Item Date		Line Item Description	
03/31/2026		GAC carbon media exchange @ Wilson reservoir ordered 3/25/26	206,992.00
Inv 90222429 Total			206,992.00
0 Total:			206,992.00
CALG6711 - Calgon Carbon Corporation Total:			206,992.00
CAME2015 - California Maintenance & Environmental			
0	04/23/2026		
Inv 41677			
Line Item Date		Line Item Description	
04/01/2026		Monthly inspection at service yard March 2026	250.00
Inv 41677 Total			250.00
Inv 41678			
Line Item Date		Line Item Description	
04/01/2026		Monthly inspection at fire/PD March 2026	250.00
Inv 41678 Total			250.00
0 Total:			500.00
CAME2015 - California Maintenance & Environmental Total:			500.00
CAMERPL - California Metro Patrol & EMS, Inc.			
323344	04/23/2026		
Inv 13606			
Line Item Date		Line Item Description	
02/22/2026		Security Guard Concierge Srv So Pas Library 2/23-3/8/26	4,686.54
Inv 13606 Total			4,686.54

Inv 13750

Line Item Date	Line Item Description	
03/02/2026	Security Guard Concierge Srv So Pas Library 3/9-3/22/26	4,758.48
Inv 13750 Total		4,758.48

Inv 13904

Line Item Date	Line Item Description	
03/24/2026	Security Guard Concierge Srv So Pas Library 3/23-4/6/26 & credit	4,583.76
Inv 13904 Total		4,583.76

323344 Total: 14,028.78

CAMERPL - California Metro Patrol & EMS, Inc. Total: 14,028.78

CAN0607 - Cantu Graphics Inc.

0 04/23/2026

Inv 65539-2

Line Item Date	Line Item Description	
03/27/2026	Business cards	209.73
Inv 65539-2 Total		209.73

Inv 65576-2

Line Item Date	Line Item Description	
04/08/2026	Healthy Aging Fair flyers	43.65
Inv 65576-2 Total		43.65

0 Total: 253.38

CAN0607 - Cantu Graphics Inc. Total: 253.38

CDAVILA - Davila, Cristofer

0 04/23/2026

Inv CD 4/26

Line Item Date	Line Item Description	
04/01/2026	Reimb Wellness APR 2026	55.00
Inv CD 4/26 Total		55.00

0 Total: 55.00

CDAVILA - Davila, Cristofer Total: 55.00

CFNSPR - California Newspapers Partnership

Check Number	Check Date		Amount
0	04/23/2026		
Inv 0000633007			
	Line Item Date	Line Item Description	
	12/31/2025	DEC 2025 Legal Notices AN 5007857	4,733.03
Inv 0000633007 Total			4,733.03
0 Total:			4,733.03
CFNSPR - California Newspapers Partnership Total:			4,733.03
CHMILLER - Miller, Christiana			
0	04/23/2026		
Inv April2026			
	Line Item Date	Line Item Description	
	04/03/2026	YMCA Reimbursement for April 2026.	55.00
Inv April2026 Total			55.00
0 Total:			55.00
CHMILLER - Miller, Christiana Total:			55.00
CINFIRE - Cintas Corporation No. 2			
323346	04/23/2026		
Inv 0F19738722			
	Line Item Date	Line Item Description	
	03/31/2026	Monthly fire extinguisher inspections March 2026	800.36
Inv 0F19738722 Total			800.36
323346 Total:			800.36
CINFIRE - Cintas Corporation No. 2 Total:			800.36
COMMDOOR - Commercial Door Company, Inc.			
0	04/23/2026		
Inv 92269			
	Line Item Date	Line Item Description	
	02/11/2026	Fire department garage bay door failure	1,280.00
Inv 92269 Total			1,280.00
0 Total:			1,280.00
COMMDOOR - Commercial Door Company, Inc. Total:			1,280.00

CRDA1021 - Corodata Records Management, Inc.

0 04/23/2026

Inv RS7162845

Line Item Date	Line Item Description	
04/06/2026	Corodata Records March 2026	685.88
Inv RS7162845 Total		685.88
0 Total:		685.88
CRDA1021 - Corodata Records Management, Inc. Total:		685.88

CRHY8067 - Hartney, Corey P.

0 04/23/2026

Inv BBallBegMarch26

Line Item Date	Line Item Description	
04/16/2026	Contract Class Instructor payment for BASKETBALL BEG - March	91.00
Inv BBallBegMarch26 Total		91.00
0 Total:		91.00
CRHY8067 - Hartney, Corey P. Total:		91.00

CRSGRUND - Gruenewald, Christopher

323363 04/23/2026

Inv 03/09-20/2026

Line Item Date	Line Item Description	
04/06/2026	Reimb Officer Gruenewald LASD SWAT School	209.65
Inv 03/09-20/2026 Total		209.65
323363 Total:		209.65
CRSGRUND - Gruenewald, Christopher Total:		209.65

CRSR2010 - Corodata Shredding Inc.

0 04/23/2026

Inv DN1571346

Line Item Date	Line Item Description	
03/31/2026	Pickup & Provide Secured Destruction of Documents thru 3/31/26	313.48
Inv DN1571346 Total		313.48
0 Total:		313.48

CRSR2010 - Corodata Shredding Inc. Total: 313.48

CSAC2012 - Public Risk, Innovation, Solutions, and Management

0 04/23/2026

Inv 26401529

Line Item Date	Line Item Description	
04/01/2026	Employee Assistance Program Desc April - June 2026	2,253.48

Inv 26401529 Total 2,253.48

0 Total: 2,253.48

CSAC2012 - Public Risk, Innovation, Solutions, and Management Total: 2,253.48

CUR7778 - L.N. Curtis & Sons

323373 04/23/2026

Inv INV1053689

Line Item Date	Line Item Description	
03/30/2026	Emergency Preparedness - Pocket Guide	233.93

Inv INV1053689 Total 233.93

323373 Total: 233.93

CUR7778 - L.N. Curtis & Sons Total: 233.93

CWE0550 - C. Wells Pipeline Materials, Inc

0 04/23/2026

Inv SINV26-2248

Line Item Date	Line Item Description	
04/08/2026	Electric Tapping Machine	5,878.60

Inv SINV26-2248 Total 5,878.60

0 Total: 5,878.60

CWE0550 - C. Wells Pipeline Materials, Inc Total: 5,878.60

CWNC2501 - Carl Warren & Company LLC

0 04/23/2026

Inv March 2026

Line Item Date	Line Item Description	
04/01/2026	Legal Matters - March 2026	2,169.20

Inv March 2026 Total 2,169.20

Check Number	Check Date		Amount
0 Total:			2,169.20
CWNC2501 - Carl Warren & Company LLC Total:			2,169.20
DDLP8010 - Dr. Detail Ph.D LLC			
0	04/23/2026		
Inv 3586			
Line Item Date	Line Item Description		
03/25/2026	Spot clean of carpet from sand bags		225.00
Inv 3586 Total			225.00
Inv 3590			
Line Item Date	Line Item Description		
04/07/2026	Dr Detail 3/14/26 & 3/28/26-Vehicle Cleaning		400.00
Inv 3590 Total			400.00
0 Total:			625.00
DDLP8010 - Dr. Detail Ph.D LLC Total:			625.00
DRA2010 - Del Rio Advisors, LLC			
323348	04/23/2026		
Inv 00001			
Line Item Date	Line Item Description		
04/06/2026	G.O Bond Analysis		1,000.00
Inv 00001 Total			1,000.00
323348 Total:			1,000.00
DRA2010 - Del Rio Advisors, LLC Total:			1,000.00
ELL1017 - Ellen's Silkscreening Inc.			
323352	04/23/2026		
Inv EE87452			
Line Item Date	Line Item Description		
02/27/2026	Public Works Polos		435.20
Inv EE87452 Total			435.20
323352 Total:			435.20
ELL1017 - Ellen's Silkscreening Inc. Total:			435.20

Check Number	Check Date	Amount

EMPI5011 - ARAMSCO INC

323335 04/23/2026

Inv S7654720.001

Line Item Date	Line Item Description	
04/14/2026	Fire Station Cleaning Apparatus	751.82
Inv S7654720.001 Total		751.82
323335 Total:		751.82
EMPI5011 - ARAMSCO INC Total:		751.82

ERCARRYO - Arroyo, Eric

323337 04/23/2026

Inv 3914

Line Item Date	Line Item Description	
04/06/2026	Pre-Employment Background Investigation Firefighter Paramedics	2,000.00
Inv 3914 Total		2,000.00

Inv 3920

Line Item Date	Line Item Description	
04/06/2026	Pre-Employment Background Investigation Firefighter Paramedics	1,000.00
Inv 3920 Total		1,000.00
323337 Total:		3,000.00
ERCARRYO - Arroyo, Eric Total:		3,000.00

ESCLCEPW - Escalera, Lance

323353 04/23/2026

Inv 3/29/26

Line Item Date	Line Item Description	
03/29/2026	3/29/26 call out for Arroyo Park broken water line, 44.8 miles	32.48
Inv 3/29/26 Total		32.48

Inv 4.8.26

Line Item Date	Line Item Description	
04/08/2026	Parking for Training Event	25.00
Inv 4.8.26 Total		25.00
323353 Total:		57.48
ESCLCEPW - Escalera, Lance Total:		57.48

ESRI7101 - Environmental Systems Research Institute, Inc.

0 04/23/2026

Inv 900230411

Line Item Date	Line Item Description	
04/07/2026	ArcGIS Online Annual Subscription 4/7/26-4/6/27	3,925.00
Inv 900230411 Total		3,925.00
0 Total:		3,925.00
ESRI7101 - Environmental Systems Research Institute, Inc. Total:		3,925.00

EURO6710 - Eurofins Environment Testing America Holdings, Inc

0 04/23/2026

Inv 3800121285

Line Item Date	Line Item Description	
03/31/2026	Water Quality Laboratory Testing & Analysis March 2026	4,241.54
Inv 3800121285 Total		4,241.54
0 Total:		4,241.54
EURO6710 - Eurofins Environment Testing America Holdings, Inc Total:		4,241.54

EWEM6010 - Ewing Irrigation Products, Inc.

323354 04/23/2026

Inv 29538755

Line Item Date	Line Item Description	
03/24/2026	Supplies needed for pocket park at Camino Verde	486.98
Inv 29538755 Total		486.98
323354 Total:		486.98
EWEM6010 - Ewing Irrigation Products, Inc. Total:		486.98

FLCGRP - Flock Group, Inc.

0 04/23/2026

Inv INV-90767

Line Item Date	Line Item Description	
03/31/2026	Flock Safety LPR Falcon automated license plate reader tech Y2	39,000.00
Inv INV-90767 Total		39,000.00
0 Total:		39,000.00

FLCGRP - Flock Group, Inc. Total: 39,000.00

FWWS1400 - Ferguson Waterworks

323355 04/23/2026

Inv 0074869

Line Item Date	Line Item Description	
04/16/2026	Meter Couplings for Meter Upgrades	1,989.00

Inv 0074869 Total 1,989.00

323355 Total: 1,989.00

FWWS1400 - Ferguson Waterworks Total: 1,989.00

GAFI6011 - Fitch, Gabe

323356 04/23/2026

Inv DW0426-03

Line Item Date	Line Item Description	
02/02/2026	Dishwasher Rebate Gabriel Fitch DW0426-03	750.00

Inv DW0426-03 Total 750.00

323356 Total: 750.00

GAFI6011 - Fitch, Gabe Total: 750.00

GAL7788 - Gale, Donna M.

323357 04/23/2026

Inv B&T March26

Line Item Date	Line Item Description	
04/16/2026	Contract Class Instructor Payment for Ballet & Tap March 2026	900.00

Inv B&T March26 Total 900.00

Inv MC March26

Line Item Date	Line Item Description	
04/16/2026	Contract Class Instructor Payment for Master Chef March 2026	360.00

Inv MC March26 Total 360.00

323357 Total: 1,260.00

GAL7788 - Gale, Donna M. Total: 1,260.00

GALL5011 - Galls, LLC

323358 04/23/2026

Inv 034543332

Line Item Date	Line Item Description	
04/22/2026	PD Safety Clothing/Equipment	-0.98
03/26/2026	PD Safety Clothing/Equipment	0.98
03/26/2026	PD Safety Clothing/Equipment	60.89
Inv 034543332 Total		60.89

Inv 034543504

Line Item Date	Line Item Description	
03/26/2026	PD Safety Clothing/Equipment	5.11
03/26/2026	PD Safety Clothing/Equipment	748.39
03/26/2026	PD Safety Clothing/Equipment	-5.11
Inv 034543504 Total		748.39

Inv 034567202

Line Item Date	Line Item Description	
03/28/2026	PD Safety Clothing/Equipment	-9.53
03/28/2026	PD Safety Clothing/Equipment	9.53
03/28/2026	PD Safety Clothing/Equipment	1,391.20
Inv 034567202 Total		1,391.20

Inv 034567206

Line Item Date	Line Item Description	
03/28/2026	PD Safety Clothing/Equipment	0.05
03/28/2026	PD Safety Clothing/Equipment	7.23
03/28/2026	PD Safety Clothing/Equipment	-0.05
Inv 034567206 Total		7.23

Inv 034573873

Line Item Date	Line Item Description	
03/29/2026	Fire Safety Clothing and Uniform	0.06
03/29/2026	Fire Safety Clothing and Uniform	8.22
03/29/2026	Fire Safety Clothing and Uniform	-0.06
Inv 034573873 Total		8.22

Inv 034585541

Line Item Date	Line Item Description	
03/30/2026	Fire Safety Clothing and Uniform	0.06
03/30/2026	Fire Safety Clothing and Uniform	-0.06
03/30/2026	Fire Safety Clothing and Uniform	8.22
Inv 034585541 Total		8.22

Inv 034585551

Line Item Date	Line Item Description	
03/30/2026	PD Safety Clothing/Equipment	6.20
03/30/2026	PD Safety Clothing/Equipment	-0.04
03/30/2026	PD Safety Clothing/Equipment	0.04

Inv 034585551 Total 6.20

Inv 034602484

Line Item Date	Line Item Description	
03/31/2026	PD Safety Clothing/Equipment	1.26
03/31/2026	PD Safety Clothing/Equipment	-1.26
03/31/2026	PD Safety Clothing/Equipment	77.90

Inv 034602484 Total 77.90

Inv 034602611

Line Item Date	Line Item Description	
03/31/2026	PD Safety Clothing/Equipment	-2.45
03/31/2026	PD Safety Clothing/Equipment	358.86
03/31/2026	PD Safety Clothing/Equipment	2.45

Inv 034602611 Total 358.86

Inv 034679665

Line Item Date	Line Item Description	
04/08/2026	Fire Safety Clothing and Uniform	38.92
04/08/2026	Fire Safety Clothing and Uniform	-0.27
04/08/2026	Fire Safety Clothing and Uniform	0.27

Inv 034679665 Total 38.92

Inv 034679666

Line Item Date	Line Item Description	
04/08/2026	Fire Safety Clothing and Uniform	1.65
04/08/2026	Fire Safety Clothing and Uniform	241.02
04/08/2026	Fire Safety Clothing and Uniform	-1.65

Inv 034679666 Total 241.02

323358 Total: 2,947.05

GALL5011 - Galls, LLC Total: 2,947.05

GAR5011 - Garvey Equipment Co

323360 04/23/2026

Inv 173949

Line Item Date	Line Item Description	
03/31/2026	Supplies for parks and street tree maintenance	1,200.00
03/31/2026	Supplies for parks and street tree maintenance	1,053.95

Inv 173949 Total 2,253.95

Inv 174203

Line Item Date	Line Item Description	
04/14/2026	Supplies for Parks and Street Tree Maintenance	2,512.43

Inv 174203 Total 2,512.43

323360 Total: 4,766.38

GAR5011 - Garvey Equipment Co Total: 4,766.38

GRA1244 - Woods Maintenance Services, Inc.

323405 04/23/2026

Inv SPAS0326

Line Item Date	Line Item Description	
04/01/2026	Graffiti removal services March 2026	1,379.40

Inv SPAS0326 Total 1,379.40

323405 Total: 1,379.40

GRA1244 - Woods Maintenance Services, Inc. Total: 1,379.40

GRA6601 - Grainger

323361 04/23/2026

Inv 9843523565

Line Item Date	Line Item Description	
03/16/2026	Touchless soap dispensers for City Hall	425.50

Inv 9843523565 Total 425.50

323361 Total: 425.50

GRA6601 - Grainger Total: 425.50

GRED4011 - Gramajo, Ederson

323362 04/23/2026

Inv 03/09-20/2026

Line Item Date	Line Item Description	
04/06/2026	Reimb Officer Gramajo LASD SWAT School	324.69

Inv 03/09-20/2026 Total 324.69

323362 Total: 324.69

GRED4011 - Gramajo, Ederson Total: 324.69

HMACC - Helena Modjeska Art & Culture Club

323364 04/23/2026

Inv DG135204109

Line Item Date	Line Item Description	
03/02/2026	Refund for 4/12/2026 Community Room reservation	864.00

Inv DG135204109 Total 864.00

323364 Total: 864.00

HMACC - Helena Modjeska Art & Culture Club Total: 864.00

HRMN6713 - Horstmann, Elizabeth

323366 04/23/2026

Inv DW0426-02

Line Item Date	Line Item Description	
02/23/2026	Dishwasher Rebate Elizabeth Horstmann	750.00

Inv DW0426-02 Total 750.00

323366 Total: 750.00

HRMN6713 - Horstmann, Elizabeth Total: 750.00

INGRMLIB - INGRAM LIBRARY SERVICE LLC

323367 04/23/2026

Inv 95357502

Line Item Date	Line Item Description	
03/22/2026	OPEN Purchase Order Books FY2025-2026	47.44

Inv 95357502 Total 47.44

Inv 95458270

Line Item Date	Line Item Description	
03/25/2026	OPEN Purchase Order Books FY2025-2026	643.07

Inv 95458270 Total 643.07

Inv 95458271

Line Item Date	Line Item Description	
03/25/2026	OPEN Purchase Order Books FY2025-2026	28.89

Inv 95458271 Total 28.89

Inv 95611296

Line Item Date	Line Item Description	
04/01/2026	OPEN Purchase Order Books FY2025-2026	69.65

Inv 95611296 Total 69.65

Inv 95611297

Line Item Date	Line Item Description	
04/01/2026	OPEN Purchase Order Books FY2025-2026	237.64

Inv 95611297 Total 237.64

Inv 95611298

Line Item Date	Line Item Description	
04/01/2026	OPEN Purchase Order Books FY2025-2026	290.87

Inv 95611298 Total 290.87

323367 Total: 1,317.56

INGRMLIB - INGRAM LIBRARY SERVICE LLC Total: 1,317.56

JACOBGRN - Jacob Green & Associates, Inc

323368 04/23/2026

Inv 3369

Line Item Date	Line Item Description	
04/16/2026	Prof. Dev. Training for Director & Supervisor	240.00

Inv 3369 Total 240.00

323368 Total: 240.00

JACOBGRN - Jacob Green & Associates, Inc Total: 240.00

JAKE6011 - Ke, Jamine

323370 04/23/2026

Inv PW3470

Line Item Date	Line Item Description	
02/13/2026	Tree Reimbursement Replanting 1 Tree PW3470	424.00

Inv PW3470 Total 424.00

323370 Total: 424.00

JAKE6011 - Ke, Jamine Total: 424.00

JHMS8020 - JHM Supply Inc

0 04/23/2026

Inv 118711/1

Line Item Date	Line Item Description	
03/26/2026	Irrigation supplies for Camino Verde pocket park	442.73

Inv 118711/1 Total 442.73

Inv 118712/1

Line Item Date	Line Item Description	
03/26/2026	Irrigation Supplies for Orange Grove Park repair leak	430.83

Inv 118712/1 Total 430.83

Inv 118773/1

Line Item Date	Line Item Description	
04/14/2026	Valves for Pressure Washer & Water Keys	259.02

Inv 118773/1 Total 259.02

Inv 403884/1

Line Item Date	Line Item Description	
03/23/2026	Irrigation Supplies for Camino Verde Pocket Park	455.60

Inv 403884/1 Total 455.60

0 Total: 1,588.18

JHMS8020 - JHM Supply Inc Total: 1,588.18

KASANTOS - SANTOS, KAYLA

323390 04/23/2026

Inv 00016

Line Item Date	Line Item Description	
03/03/2026	Mother's Day entertainement	400.00

Inv 00016 Total 400.00

323390 Total: 400.00

KASANTOS - SANTOS, KAYLA Total: 400.00

KTFL2031 - Faulmino, Katrina

0 04/23/2026

Inv April2026

Line Item Date	Line Item Description	
04/03/2026	YMCA Reimbursement for April	55.00

Inv April2026 Total 55.00

0 Total: 55.00

KTFL2031 - Faulmino, Katrina Total: 55.00

Check Number	Check Date		Amount
LEBE8032 - Betts, Lemar			
323340	04/23/2026		
Inv SKATEMarch2026			
Line Item Date	Line Item Description		
04/16/2026	Contract Class Instructor THE SKATESIDE - March 2026		543.90
Inv SKATEMarch2026 Total			543.90
323340 Total:			543.90
LEBE8032 - Betts, Lemar Total:			543.90
LIFE822 - Life-Assist Inc.			
323375	04/23/2026		
Inv 2098871			
Line Item Date	Line Item Description		
04/08/2026	Paramedic Medical Supplies FY25-26. Amended to $22K to cover u		102.54
Inv 2098871 Total			102.54
Inv 2099033			
Line Item Date	Line Item Description		
04/08/2026	Paramedic Medical Supplies FY25-26. Amended to $22K to cover u		122.99
Inv 2099033 Total			122.99
Inv 2099186			
Line Item Date	Line Item Description		
04/08/2026	Paramedic Medical Supplies FY25-26. Amended to $22K to cover u		330.40
Inv 2099186 Total			330.40
Inv 2101194			
Line Item Date	Line Item Description		
04/13/2026	Paramedic Medical Supplies FY25-26. Amended to $22K to cover u		548.70
Inv 2101194 Total			548.70
323375 Total:			1,104.63
LIFE822 - Life-Assist Inc. Total:			1,104.63
LOU1111 - Louie, Spencer			
323377	04/23/2026		
Inv 03/23-25/2026			
Line Item Date	Line Item Description		
04/07/2026	Reimb Sergeant Louie 2026 CCW Coordinators Conference		921.74
Inv 03/23-25/2026 Total			921.74

323377 Total: 921.74

LOU1111 - Louie, Spencer Total: 921.74

LWEI2010 - Lan Wan Enterprise Inc

0 04/23/2026

Inv 77169

Line Item Date	Line Item Description	
03/31/2026	IT Mgmt Services for the month of March 2026	19,000.00

Inv 77169 Total 19,000.00

Inv 77206

Line Item Date	Line Item Description	
03/01/2026	IT Subscription Licenses for March 2026	4,540.00

Inv 77206 Total 4,540.00

Inv 77207

Line Item Date	Line Item Description	
04/01/2026	IT Subscription Licenses for April 2026	4,540.00

Inv 77207 Total 4,540.00

0 Total: 28,080.00

LWEI2010 - Lan Wan Enterprise Inc Total: 28,080.00

MAN5011 - Manhattan Stitching Co

323378 04/23/2026

Inv 114542

Line Item Date	Line Item Description	
04/01/2026	Additional Uniform Polos and Jacket for DAR	469.67

Inv 114542 Total 469.67

323378 Total: 469.67

MAN5011 - Manhattan Stitching Co Total: 469.67

MARIACHI - Chavez, Eucario

323345 04/23/2026

Inv 552026

Line Item Date	Line Item Description	
03/04/2026	Cinco De Mayo Senior Center band performance	550.00

Inv 552026 Total 550.00

323345 Total: 550.00

MARIACHI - Chavez, Eucario Total: 550.00

MCPSTI - Pusateri, Michele

0 04/23/2026

Inv AdultPickleM26

Line Item Date	Line Item Description	
04/17/2026	Contract Class Instructor Adult Pickleball March 2026	2,320.50

Inv AdultPickleM26 Total 2,320.50

Inv SeniorPickleMar2026

Line Item Date	Line Item Description	
04/17/2026	Contract Class Instructor Senior Pickleball March 2026	832.00

Inv SeniorPickleMar2026 Total 832.00

0 Total: 3,152.50

MCPSTI - Pusateri, Michele Total: 3,152.50

MDONOVAN - Donovan, Michael

0 04/23/2026

Inv MD APR 2026

Line Item Date	Line Item Description	
04/30/2026	Reimburse Wellness APR 2026	55.00

Inv MD APR 2026 Total 55.00

Inv MD MAR 2026

Line Item Date	Line Item Description	
03/31/2026	Reimburse Wellness MAR 2026	55.00

Inv MD MAR 2026 Total 55.00

0 Total: 110.00

MDONOVAN - Donovan, Michael Total: 110.00

MEKENNEY - Kenney, Megan

323371 04/23/2026

Inv 5252026

Line Item Date	Line Item Description	
03/26/2026	Memorial Day Bag Piper	300.00

Inv 5252026 Total		300.00
323371 Total:		300.00
MEKENNEY - Kenney, Megan Total:		300.00

MERPLMBN - Merry Plumbing Co., Inc.

323379 04/23/2026

Inv 59734032526

Line Item Date	Line Item Description	
03/31/2026	Orange Grove Park restroom plumbing upgrades	10,043.71
Inv 59734032526 Total		10,043.71
323379 Total:		10,043.71
MERPLMBN - Merry Plumbing Co., Inc. Total:		10,043.71

MIGINC - Moore Iacofano Goltsman, Inc.

0 04/23/2026

Inv 0095830

Line Item Date	Line Item Description	
03/30/2026	Consultant provides GIS Analytical & Map-Making Srv FEB26	14,688.75
Inv 0095830 Total		14,688.75
0 Total:		14,688.75
MIGINC - Moore Iacofano Goltsman, Inc. Total:		14,688.75

MOCO6011 - Monet Construction, Inc

323380 04/23/2026

Inv 10

Line Item Date	Line Item Description	
04/16/2026	Grevelia & Berkshire Pocket Parks Project PP 10	7,514.28
04/16/2026	Grevelia & Berkshire Pocket Parks Project PP 10	176,221.60
Inv 10 Total		183,735.88
323380 Total:		183,735.88
MOCO6011 - Monet Construction, Inc Total:		183,735.88

OFPEOPLE - Office of People

0 04/23/2026

Inv 2602-001

Line Item Date	Line Item Description	
04/15/2026	Create pre-approved ADU Program JAN-MAR 2026	18,433.24

Inv 2602-001 Total 18,433.24

0 Total: 18,433.24

OFPEOPLE - Office of People Total: 18,433.24

OMEG4011 - Omega Polygraph

323382 04/23/2026

Inv 02176

Line Item Date	Line Item Description	
03/31/2026	Polygraph Exams multiple applicants	1,000.00

Inv 02176 Total 1,000.00

323382 Total: 1,000.00

OMEG4011 - Omega Polygraph Total: 1,000.00

OREI6711 - O' Reilly Automotive Inc.

323381 04/23/2026

Inv 3213-446390

Line Item Date	Line Item Description	
04/02/2026	Preventative maintenance supplies for unit #8 water division	29.98

Inv 3213-446390 Total 29.98

323381 Total: 29.98

OREI6711 - O' Reilly Automotive Inc. Total: 29.98

OVDR8011 - OverDrive Inc.

0 04/23/2026

Inv 01148CO26082532

Line Item Date	Line Item Description	
03/12/2026	eBooks, eAudiobooks Purchase FY25-26	1,173.91

Inv 01148CO26082532 Total 1,173.91

Inv 01148CO26082547

Line Item Date	Line Item Description	
03/12/2026	eBooks, eAudiobooks Purchase FY25-26	135.31

Inv 01148CO26082547 Total 135.31

Inv 01148CO26082548

Line Item Date	Line Item Description	
03/12/2026	eBooks, eAudiobooks Purchase FY25-26	151.69
Inv 01148CO26082548 Total		151.69
0 Total:		1,460.91
OVDR8011 - OverDrive Inc. Total:		1,460.91

PHOE4610 - Phoenix Group Information Systems

323385 04/23/2026

Inv 022026184

Line Item Date	Line Item Description	
03/19/2026	Citations processed for the month of February, 2026	6,924.62
Inv 022026184 Total		6,924.62
323385 Total:		6,924.62
PHOE4610 - Phoenix Group Information Systems Total:		6,924.62

PHS4011 - Pasadena Humane Society

323384 04/23/2026

Inv APR2026SoPas

Line Item Date	Line Item Description	
04/01/2026	Animal Care & Control APR 2026	15,797.45
Inv APR2026SoPas Total		15,797.45
323384 Total:		15,797.45
PHS4011 - Pasadena Humane Society Total:		15,797.45

POIN8032 - Behtereva, Elena

323339 04/23/2026

Inv PBP- TapMarch26

Line Item Date	Line Item Description	
04/16/2026	Contract Class Instructor Payment for Tap for Adults March 2026	75.20
Inv PBP- TapMarch26 Total		75.20
323339 Total:		75.20
POIN8032 - Behtereva, Elena Total:		75.20

Check Number	Check Date	Amount

POR4707 - United Site Services, Inc.

323401 04/23/2026

Inv INV-6025754

Line Item Date	Line Item Description	
04/14/2026	Monthly billing for skate park portable toilet and hand washing	607.46
Inv INV-6025754 Total		607.46
323401 Total:		607.46
POR4707 - United Site Services, Inc. Total:		607.46

PRCIVENG - Precision Civil Engineering, Inc.

323386 04/23/2026

Inv 33526

Line Item Date	Line Item Description	
04/02/2026	City Permit Processing MAR 2026	707.50
Inv 33526 Total		707.50
323386 Total:		707.50
PRCIVENG - Precision Civil Engineering, Inc. Total:		707.50

PRKWOD - Parkwood Landscape Maintenance, Inc.

323383 04/23/2026

Inv 111021

Line Item Date	Line Item Description	
03/31/2026	Monthly landscape maintenance March 2026	37,810.89
03/31/2026	Monthly landscape maintenance March 2026	2,000.00
03/31/2026	Monthly landscape maintenance March 2026	12,083.33
Inv 111021 Total		51,894.22

Inv 111022

Line Item Date	Line Item Description	
03/31/2026	Additional Litter Blowing Srv MAR 2026 Memorial Grevelia Parks	1,780.00
Inv 111022 Total		1,780.00
323383 Total:		53,674.22
PRKWOD - Parkwood Landscape Maintenance, Inc. Total:		53,674.22

PUWA8020 - Pure Water

0 04/23/2026

Inv 218784

Line Item Date	Line Item Description	
04/01/2026	Fire - Drinking Water Apri 26	66.24
Inv 218784 Total		66.24
0 Total:		66.24
PUWA8020 - Pure Water Total:		66.24

RIN7777 - Rincon Consultants, Inc.

0 04/23/2026

Inv 73531

Line Item Date	Line Item Description	
04/14/2026	Update to City's Noise Ordinance & other Zoning Codes MAR26	7,058.25
Inv 73531 Total		7,058.25
0 Total:		7,058.25
RIN7777 - Rincon Consultants, Inc. Total:		7,058.25

RUBINBRO - RubinBrown LLP

323388 04/23/2026

Inv 1097769

Line Item Date	Line Item Description	
03/31/2026	IT Advisory Services for March 2026	4,712.50
Inv 1097769 Total		4,712.50
323388 Total:		4,712.50
RUBINBRO - RubinBrown LLP Total:		4,712.50

RWGN8160 - Richards, Watson & Gershon

0 04/23/2026

Inv 257923

Line Item Date	Line Item Description	
03/31/2026	February 2026	50,759.18
Inv 257923 Total		50,759.18

Inv 257924

Line Item Date	Line Item Description	
03/31/2026	February 2026	1,641.60
Inv 257924 Total		1,641.60

Inv 257925

Line Item Date	Line Item Description	
03/31/2026	February 2026	1,716.80

Inv 257925 Total 1,716.80

Inv 257926

Line Item Date	Line Item Description	
03/31/2026	February 2026	15.40

Inv 257926 Total 15.40

Inv 257927

Line Item Date	Line Item Description	
03/31/2026	February 2026	319.00

Inv 257927 Total 319.00

0 Total: 54,451.98

RWGN8160 - Richards, Watson & Gershon Total: 54,451.98

RYAN - Garcia, Ryan

323359 04/23/2026

Inv 3.28.26

Line Item Date	Line Item Description	
03/28/2026	2008 Edgewood Dr Meter Leak 3/26/26	14.79

Inv 3.28.26 Total 14.79

323359 Total: 14.79

RYAN - Garcia, Ryan Total: 14.79

SAXE2013 - Saxe-Clifford PH.D, Susan

323391 04/23/2026

Inv 26-0406-2

Line Item Date	Line Item Description	
04/06/2026	Psych Evaluation FireFighter Applicant	450.00

Inv 26-0406-2 Total 450.00

Inv 26-0413-7

Line Item Date	Line Item Description	
04/13/2026	Psych Evaluation FireFighter Applicant	450.00

Inv 26-0413-7 Total 450.00

323391 Total: 900.00

SAXE2013 - Saxe-Clifford PH.D, Susan Total: 900.00

SCDO7101 - Doughman, Scott

323349 04/23/2026

Inv 7723-A

Line Item Date	Line Item Description	
03/25/2026	501 Fremont Lane-Refund	545.00

Inv 7723-A Total 545.00

Inv 7723-B

Line Item Date	Line Item Description	
03/25/2026	501 Fremont Lane-Refund	54.50

Inv 7723-B Total 54.50

323349 Total: 599.50

SCDO7101 - Doughman, Scott Total: 599.50

SCF1400 - SC Commercial LLC

323392 04/23/2026

Inv IN-0000331276

Line Item Date	Line Item Description	
04/08/2026	2,000 Gallons of Unleaded Fuel Delivery Police & Fire Depts	1,489.58
04/08/2026	2,000 Gallons of Unleaded Fuel Delivery Police & Fire Depts	8,440.96

Inv IN-0000331276 Total 9,930.54

323392 Total: 9,930.54

SCF1400 - SC Commercial LLC Total: 9,930.54

SCRR4010 - Superior Court of California, County of LA

323398 04/23/2026

Inv February 2026

Line Item Date	Line Item Description	
03/12/2026	Citations processed for the month of February 2026	6,788.00

Inv February 2026 Total 6,788.00

323398 Total: 6,788.00

SCRR4010 - Superior Court of California, County of LA Total: 6,788.00

SGB3223 - San Gabriel Basin Water Quality Authority

323389 04/23/2026

Inv 0005208-IN

Line Item Date	Line Item Description	
03/31/2026	FY 25-26 WQA assessment fee 2nd period	21,406.20
Inv 0005208-IN Total		21,406.20
323389 Total:		21,406.20
SGB3223 - San Gabriel Basin Water Quality Authority Total:		21,406.20

SGMC2013 - Apramian, Glen John

323334 04/23/2026

Inv 156102

Line Item Date	Line Item Description	
12/11/2025	Pre-Employment and Physical Exams for Dec 2025 (156102)	175.00
Inv 156102 Total		175.00

Inv 156165

Line Item Date	Line Item Description	
12/08/2025	Pre-Employment and Physical Exams for Dec 2025 (156165)	175.00
Inv 156165 Total		175.00

Inv 156190

Line Item Date	Line Item Description	
12/19/2025	Pre-Employment and Physical Exams for Dec 2025 (156190)	650.00
Inv 156190 Total		650.00

Inv 157081

Line Item Date	Line Item Description	
03/16/2026	Pre-Employment and Physical Exams for March 2026 (157081)	745.00
Inv 157081 Total		745.00

Inv 157149

Line Item Date	Line Item Description	
03/23/2026	Pre-Employment and Physical Exams for March 2026 (157149)	275.00
Inv 157149 Total		275.00

Inv 85113

Line Item Date	Line Item Description	
12/11/2025	Pre-Employment and Physical Exams for Dec 2025 (85113)	120.00
Inv 85113 Total		120.00

323334 Total: 2,140.00

SGMC2013 - Apramian, Glen John Total: 2,140.00

SGVMC111 - AHMC San Gabriel Valley Medical Center LP

323331 04/23/2026

Inv 948781

Line Item Date	Line Item Description	
03/24/2026		48.00

Inv 948781 Total 48.00

Inv 949414

Line Item Date	Line Item Description	
03/27/2026		48.00

Inv 949414 Total 48.00

323331 Total: 96.00

SGVMC111 - AHMC San Gabriel Valley Medical Center LP Total: 96.00

SKYHAWKS - Lenear Sports, LLC

0 04/23/2026

Inv SKYPickle

Line Item Date	Line Item Description	
04/16/2026	Contract Class Instructor payment for Sky Picklball March 2026	705.25

Inv SKYPickle Total 705.25

Inv SKYTennis

Line Item Date	Line Item Description	
04/16/2026	Contract Class Instructor payment for SkyTennis Mar 2026 - adjus	589.00

Inv SKYTennis Total 589.00

0 Total: 1,294.25

SKYHAWKS - Lenear Sports, LLC Total: 1,294.25

SOTIREMA - Southern Tire Mart LLC

323393 04/23/2026

Inv 7080035704

Line Item Date	Line Item Description	
02/25/2026	Tires for paint truck	956.71

Inv 7080035704 Total 956.71

Inv 7100059803

Line Item Date	Line Item Description	
02/23/2026	Unit 350 new tires--streets	964.05

Inv 7100059803 Total 964.05

323393 Total: 1,920.76

SOTIREMA - Southern Tire Mart LLC Total: 1,920.76

SPEC5011 - Spectrum Gas Products

323394 04/23/2026

Inv 0000890652

Line Item Date	Line Item Description	
03/31/2026	Oxygen Supplies Medical Grade FY25-26	54.00

Inv 0000890652 Total 54.00

323394 Total: 54.00

SPEC5011 - Spectrum Gas Products Total: 54.00

SRYC5011 - Stericycle Inc.

323395 04/23/2026

Inv 8013743126

Line Item Date	Line Item Description	
03/18/2026	ID 1000828736 Medical Waste 4/1-6/30/26	205.33

Inv 8013743126 Total 205.33

323395 Total: 205.33

SRYC5011 - Stericycle Inc. Total: 205.33

STKLINFO - Sterling Infosystems Inc.

323396 04/23/2026

Inv 10630873

Line Item Date	Line Item Description	
03/31/2026	Pre-Employment Background Check Serv for March 2026	106.23

Inv 10630873 Total 106.23

323396 Total: 106.23

Check Number	Check Date		Amount
STKLINFO - Sterling Infosystems Inc. Total:			106.23
SUN8556 - Sun Badge Company			
323397	04/23/2026		
Inv 427105			
Line Item Date	Line Item Description		
03/25/2026	PD Challenge Coins		1,029.50
Inv 427105 Total			1,029.50
323397 Total:			1,029.50
SUN8556 - Sun Badge Company Total:			1,029.50
SWOR8032 - Swords Fencing Studio			
323399	04/23/2026		
Inv SWFENCING-Mar26			
Line Item Date	Line Item Description		
04/16/2026	Contract Class Instructor paymentFencing March 2026		360.00
Inv SWFENCING-Mar26 Total			360.00
323399 Total:			360.00
SWOR8032 - Swords Fencing Studio Total:			360.00
THEARGRP - The Arroyo Group			
0	04/23/2026		
Inv 10257-10B			
Line Item Date	Line Item Description		
03/05/2026	Housing Element Consultant Services (Oct 2025-B)		1,194.30
Inv 10257-10B Total			1,194.30
0 Total:			1,194.30
THEARGRP - The Arroyo Group Total:			1,194.30
TILI6011 - Ling, Tina			
323376	04/23/2026		
Inv DW0426-04			
Line Item Date	Line Item Description		
03/17/2026	Dishwasher Rebate Tina Ling DW0426-04		750.00
Inv DW0426-04 Total			750.00

323376 Total: 750.00

TILI6011 - Ling, Tina Total: 750.00

TORTGALL - Neal I. Payton Architectural Corporation

0 04/23/2026

Inv 0076544

Line Item Date	Line Item Description	
03/31/2026	Objective Design Standards & Updates to Residential MAR26	15,164.40

Inv 0076544 Total 15,164.40

0 Total: 15,164.40

TORTGALL - Neal I. Payton Architectural Corporation Total: 15,164.40

TSCHOLEF - Scholefield, Tim

0 04/23/2026

Inv TS-03/26

Line Item Date	Line Item Description	
03/31/2026	Reimb Rideshare MAR 2026	80.00

Inv TS-03/26 Total 80.00

0 Total: 80.00

TSCHOLEF - Scholefield, Tim Total: 80.00

UND6710 - Underground Service Alert/SC

323400 04/23/2026

Inv 25-263025

Line Item Date	Line Item Description	
03/01/2026	Underground utility service alert fee Jan 2026	47.89

Inv 25-263025 Total 47.89

Inv 25-263398

Line Item Date	Line Item Description	
04/01/2026	underground utility service alert fee April 2026	47.89

Inv 25-263398 Total 47.89

Inv 320260730

Line Item Date	Line Item Description	
04/01/2026	Underground utility service alert fee April 2026	197.05

Inv 320260730 Total 197.05

323400 Total: 292.83

UND6710 - Underground Service Alert/SC Total: 292.83

UPP7789 - Upper San Gabriel Valley MWD

0 04/23/2026

Inv 4.13.26

Line Item Date	Line Item Description	
04/13/2026	March 2026 Water Conservation Rebates	263.99

Inv 4.13.26 Total 263.99

0 Total: 263.99

UPP7789 - Upper San Gabriel Valley MWD Total: 263.99

UQMS8010 - Unique Management Services, Inc.

0 04/23/2026

Inv 6157628

Line Item Date	Line Item Description	
04/01/2026	Agency Collection Recovery Services FY25-26	314.55

Inv 6157628 Total 314.55

0 Total: 314.55

UQMS8010 - Unique Management Services, Inc. Total: 314.55

UTILCOST - Kerkorian, Michael

323372 04/23/2026

Inv 26571

Line Item Date	Line Item Description	
04/03/2026	SCE Electricity Savings Services 8001453243/8004630802	370.41

Inv 26571 Total 370.41

323372 Total: 370.41

UTILCOST - Kerkorian, Michael Total: 370.41

WCASTRIL - Castrillon, William

0 04/23/2026

Inv WC 03-26

Line Item Date	Line Item Description	
03/31/2026	Reimb Rideshare MAR 2026	80.00

Inv WC 03-26 Total 80.00

0 Total: 80.00

WCASTRIL - Castrillon, William Total: 80.00

WES4152 - West Coast Arborists, Inc.

0 04/23/2026

Inv 241966

Line Item Date	Line Item Description	
03/15/2026	urban forestry services incl. tree pruning 3/1/26-3/15/26	4,403.25

Inv 241966 Total 4,403.25

Inv 242156

Line Item Date	Line Item Description	
03/31/2026	urban forestry svcs incl. consulting arborist 3/16/26-3/31/26	2,801.60

Inv 242156 Total 2,801.60

Inv 242157

Line Item Date	Line Item Description	
03/31/2026	urban forestry services incl. palm pruning 3/16/26-3/31/26	741.60

Inv 242157 Total 741.60

Inv 242158

Line Item Date	Line Item Description	
03/31/2026	Citywide Urban Forestry Srv Tree Pruning 3/16-3/31/26	2,502.90

Inv 242158 Total 2,502.90

0 Total: 10,449.35

WES4152 - West Coast Arborists, Inc. Total: 10,449.35

WHAINC - William Hezmalhalch Architects, Inc.

323402 04/23/2026

Inv 115783

Line Item Date	Line Item Description	
04/10/2026	City Architect & provide architectural design MAR 2026	892.50

Inv 115783 Total 892.50

323402 Total: 892.50

Check Number	Check Date		Amount
WHAINC - William Hezmalhalch Architects, Inc. Total:			892.50
WIT6353 - Wittman Enterprises LLC			
323403	04/23/2026		
Inv 202602-C1854			
Line Item Date		Line Item Description	
04/01/2026		Paramedic Billing Srv FEB 2026	5,732.13
Inv 202602-C1854 Total			5,732.13
323403 Total:			5,732.13
WIT6353 - Wittman Enterprises LLC Total:			5,732.13
XIJI7101 - Jiang, Xin			
323369	04/23/2026		
Inv 7733			
Line Item Date		Line Item Description	
04/20/2026		Refund-Incorrectly Invoiced	317.26
Inv 7733 Total			317.26
323369 Total:			317.26
XIJI7101 - Jiang, Xin Total:			317.26
Total:			855,497.91

Accounts Payable

Check Detail

User: tfernandez
Printed: 04/28/2026 - 10:35AM

Check Number	Check Date	Amount

ACTM3010 - Robert Half International, Inc.

0 04/27/2026

Inv 66029684

Line Item Date	Line Item Description	
03/23/2026	WE 3/20/26 HL Accounts Payable Specialist	1,157.04
03/23/2026	WE 3/20/26 HL Accounts Payable Specialist	674.94
03/23/2026	WE 3/20/26 HL Accounts Payable Specialist	96.42

Inv 66029684 Total 1,928.40

Inv 66053579

Line Item Date	Line Item Description	
03/30/2026	WE 3/27/26 HL AP Specialist Services	96.42
03/30/2026	WE 3/27/26 HL AP Specialist Services	1,157.04
03/30/2026	WE 3/27/26 HL AP Specialist Services	674.94

Inv 66053579 Total 1,928.40

Inv 66077998

Line Item Date	Line Item Description	
04/06/2026	WE 4/03/26 HL AP Specialist Services	674.94
04/06/2026	WE 4/03/26 HL AP Specialist Services	1,157.04
04/06/2026	WE 4/03/26 HL AP Specialist Services	96.42

Inv 66077998 Total 1,928.40

Inv 66101798

Line Item Date	Line Item Description	
04/13/2026	WE 4/10/26 HL AP Specialist Services	96.42
04/13/2026	WE 4/10/26 HL AP Specialist Services	674.94
04/13/2026	WE 4/10/26 HL AP Specialist Services	1,157.04

Inv 66101798 Total 1,928.40

Inv 66125502

Line Item Date	Line Item Description	
04/20/2026	WE 4/17/26 HL AP Specialist Services	17.39
04/20/2026	WE 4/17/26 HL AP Specialist Services	594.42
04/20/2026	WE 4/17/26 HL AP Specialist Services	496.24
04/20/2026	WE 4/17/26 HL AP Specialist Services	79.03
04/20/2026	WE 4/17/26 HL AP Specialist Services	562.62
04/20/2026	WE 4/17/26 HL AP Specialist Services	178.70

Inv 66125502 Total 1,928.40

Check Number	Check Date		Amount
0 Total:			9,642.00
ACTM3010 - Robert Half International, Inc. Total:			9,642.00
FIFASDBK - Fifth Asset, Inc.			
0	04/27/2026		
Inv	DB2009768		
Line Item Date	Line Item Description		
04/01/2026	Subscription Mgmt outstanding debt, lease liab, SBITAs Y1 of 3		15,000.00
Inv DB2009768 Total			15,000.00
0 Total:			15,000.00
FIFASDBK - Fifth Asset, Inc. Total:			15,000.00
HDLC3010 - Hinderliter deLlamas & Associates			
323407	04/27/2026		
Inv	SIN060946		
Line Item Date	Line Item Description		
03/28/2026	JAN-MAR 2026 Contract & Audit Srv Sales Tax		1,430.46
Inv SIN060946 Total			1,430.46
Inv	SIN061195		
Line Item Date	Line Item Description		
03/28/2026	JAN-MAR 2026 Contract & Audit Srv Transaction Tax		426.63
Inv SIN061195 Total			426.63
323407 Total:			1,857.09
HDLC3010 - Hinderliter deLlamas & Associates Total:			1,857.09
HDLC3011 - HdL Coren & Cone			
323406	04/27/2026		
Inv	SIN062025		
Line Item Date	Line Item Description		
04/16/2026	Contract Property Tax Srv MAR 2026		35.26
Inv SIN062025 Total			35.26
323406 Total:			35.26
HDLC3011 - HdL Coren & Cone Total:			35.26

MNBL8170 - Crestline Software, LLC

0 04/27/2026

Inv #INV18779

Line Item Date	Line Item Description	
04/01/2026	APR 2026 Managed Service Utility Billing	29,284.36
Inv #INV18779 Total		29,284.36

Inv #INV18864

Line Item Date	Line Item Description	
04/10/2026	MAR 2026 Lock Box, Return/Merchant Fees	1,168.25
Inv #INV18864 Total		1,168.25

Inv #INV19006

Line Item Date	Line Item Description	
04/10/2026	Printing & Postage MAR 2026	3,380.91
Inv #INV19006 Total		3,380.91

0 Total: 33,833.52

MNBL8170 - Crestline Software, LLC Total: 33,833.52

MVCH3011 - MV Cheng & Associates Inc.

323408 04/27/2026

Inv 3/31/2026A

Line Item Date	Line Item Description	
04/06/2026	MAR 2026 DZedpeda Accountant Consulting Srv	360.00
04/06/2026	MAR 2026 DZedpeda Accountant Consulting Srv	360.00
Inv 3/31/2026A Total		720.00

Inv 3/31/2026R

Line Item Date	Line Item Description	
04/02/2026	MAR 2026 RVirany Accountant Consulting Srv	2,220.62
04/02/2026	MAR 2026 RVirany Accountant Consulting Srv	2,220.63
Inv 3/31/2026R Total		4,441.25

323408 Total: 5,161.25

MVCH3011 - MV Cheng & Associates Inc. Total: 5,161.25

STA5219 - Staples Business Advantage

0 04/27/2026

Inv 6059702171

Line Item Date	Line Item Description

Check Number	Check Date		Amount
	03/31/2026	Finance Dept Office Supplies	138.71
	Inv 6059702171 Total		138.71
0 Total:			138.71
STA5219 - Staples Business Advantage Total:			138.71
URBA3011 - Urban Futures, Inc.			
323409	04/27/2026		
	Inv CD-2025-124		
	Line Item Date	Line Item Description	
	04/16/2026	Continuing Disclosure & Compliance Srv FY25 reporting period	3,500.00
	Inv CD-2025-124 Total		3,500.00
323409 Total:			3,500.00
URBA3011 - Urban Futures, Inc. Total:			3,500.00
Total:			69,167.83

City of
SOUTH PASADENA

Online Payment Log			
Date	**Vendor**	**Amount**	**Description**
4/1/2026	Pitney Bowes	$2,000.00	Postage Meter Pre-Paid Funds (01/06/2026-04/01/2026).
4/10/2026	So Cal Edison	$19,865.31	Online Payment for Various City Owned Electric Accounts.
4/23/2026	So Cal Edison	$22,398.07	Online Payment for City Owned Electric Account # 3859.
4/25/2026	Columbia Bank	$24,251.92	Online Payment for March 2026 Citywide Credit Card Expenses.
5/1/2026	So Cal Edison	$86,500.75	Online Payment for City Owned Electric Account # 1581.
5/6/2026	So Cal Gas	$837.11	Online Payment for City Owned Natural Gas Accounts.
Total:		***$155,853.16***	

Payroll

Payroll Summary Report

Payroll Date:	**04.24.2026**	**Regular**		
Checks			$	832.86
Direct Deposits			$	604,041.49
IRS Payments			$	114,019.50
EDD - State of CA			$	39,962.73
PERS Pension			$	160,921.13
Deferred Comp			$	39,962.73
PARS			$	1,040.04
PERS Health			$	242,368.03
		Subtotal:	**$**	**1,203,148.51**
		Grand Total:	**$**	**1,203,148.51**

Attachment No. 6

Accounts Payable

Void Check Distribution List

User: hlin
Printed: 4/9/2026 - 10:00 AM
Batch: 00003.04.2026 - VOID CHK 322674

	DR Amount	CR Amount	Acct Number	Description	Vendor
Fund:205Local Transit Return "A"					
	620.00	0.00	205-0000-0000-1000-000	Cash & Cash Equivalents	
	0.00	155.00	205-8030-8025-8100-000	Vehicle Maintenance	SUVA8022
	0.00	310.00	205-8030-8025-8100-000	Vehicle Maintenance	SUVA8022
	0.00	155.00	205-8030-8025-8100-000	Vehicle Maintenance	SUVA8022
Total for Fund:205	620.00	620.00			
Grand Total:	620.00	620.00			

Accounts Payable

Void Check Proof List

User: hlin
Printed: 04/09/2026 - 9:59AM
Batch: 00003.04.2026 - VOID CHK 322674

Account Number	Amount	Invoice No	Inv Date	Description	Reference	Task Label	Type	PONumber	Close PO?	Line Item
Vendor: SUVA8022	Sunset Vans Inc.									
Check No: 322674	Check Date: 12/08/2025									
	155.00	101421	11/26/2025	60 day ramp inspection 80,82,83				25562	No	1
205-8030-8025-8100-000										
	155.00	101422	11/26/2025	60 day ramp inspection 80,82,83				25562	No	1
205-8030-8025-8100-000										
	310.00	101420	11/26/2025	60 day ramp inspection 80,82,83				25562	No	1
205-8030-8025-8100-000										
Check Total:	620.00									
Vendor Total:	620.00									
Report Total:	620.00									

Accounts Payable

Void Check Distribution List

User: hlin
Printed: 4/7/2026 - 8:51 AM
Batch: 00002.04.2026 - VOID CHK 323145

	DR Amount	CR Amount	Acct Number	Description	Vendor
Fund:101General Fund					
	274.38	0.00	101-0000-0000-1000-000	Cash & Cash Equivalents	
	0.00	274.38	101-5010-5011-8020-000	Special Department Expense	NCBS587
Total for Fund:101	274.38	274.38			
Grand Total:	274.38	274.38			

Accounts Payable

Void Check Proof List

User: hlin
Printed: 04/07/2026 - 8:46AM
Batch: 00002.04.2026 - VOID CHK 323145

Account Number	Amount	Invoice No	Inv Date	Description	Reference	Task Label	Type	PONumber	Close PO?	Line Item
Vendor: NCBS587	Nick Boswell Photography, Inc.									
Check No: 323145	Check Date: 03/09/2026									
	274.38	33550	02/12/2026	Fire Department Portrait					No	0
101-5010-5011-8020-000										
Check Total:	274.38									
Vendor Total:	274.38									
Report Total:	274.38									

Accounts Payable

Void Check Distribution List

User: hlin
Printed: 4/2/2026 - 1:40 PM
Batch: 00001.04.2026 - VOID CHK 323185

	DR Amount	CR Amount	Acct Number	Description	Vendor
Fund:101General Fund					
	1,578.78	0.00	101-0000-0000-1000-000	Cash & Cash Equivalents	
	0.00	60.10	101-2010-2011-8010-000	Postage	PBGF8031
	0.00	24.93	101-2010-2033-8010-000	Postage	PBGF8031
	0.00	10.35	101-2010-2033-8010-000	Postage	PBGF8031
	0.00	250.56	101-3010-3011-8010-000	Postage	PBGF8031
	0.00	24.93	101-3010-3011-8010-000	Postage	PBGF8031
	0.00	24.93	101-4010-4011-8010-000	Postage	PBGF8031
	0.00	589.70	101-4010-4011-8010-000	Postage	PBGF8031
	0.00	24.93	101-6010-6011-8010-000	Postage	PBGF8031
	0.00	38.71	101-6010-6011-8010-000	Postage	PBGF8031
	0.00	24.93	101-7010-7011-8010-000	Postage	PBGF8031
	0.00	213.23	101-7010-7011-8010-000	Postage	PBGF8031
	0.00	24.93	101-8010-8011-8010-000	Postage	PBGF8031
	0.00	46.62	101-8010-8011-8010-000	Postage	PBGF8031
	0.00	219.93	101-8030-8031-8300-000	Lease Payment	PBGF8031
Total for Fund:101	1,578.78	1,578.78			
Grand Total:	1,578.78	1,578.78			

Accounts Payable

Void Check Proof List

User: hlin
Printed: 04/02/2026 - 1:39PM
Batch: 00001.04.2026 - VOID CHK 323185

Account Number	Amount	Invoice No	Inv Date	Description	Reference	Task Label	Type	PONumber	Close PO?	Line Item
Vendor: PBGF8031	Pitney Bowes Global Financial									
Check No: 323185	Check Date: 03/31/2026									
	46.62	3107701265	02/27/2026	Postage Meter Lease 12/30 - 3/29					No	0
101-8010-8011-8010-000										
	24.93	3107759576	03/13/2026	Postage Meter- Property Tax					No	0
101-8010-8011-8010-000										
	24.93	3107759576	03/13/2026	Postage Meter - Property Tax					No	0
101-3010-3011-8010-000										
	250.56	3107701265	02/27/2026	Postage Meter Lease 12/30 - 3/29					No	0
101-3010-3011-8010-000										
	10.35	3107701265	02/27/2026	Postage Meter Lease 12/30 - 3/29					No	0
101-2010-2033-8010-000										
	24.93	3107759576	03/13/2026	Property Tax - Postage Meter					No	0
101-7010-7011-8010-000										
	24.93	3107759576	03/13/2026	Postage Meter- Property Tax					No	0
101-6010-6011-8010-000										
	60.10	1028919812	02/05/2026	Postage Supplies					No	0
101-2010-2011-8010-000										
	219.93	3107719929	03/11/2026	Lease postage meter Jan 30, 2026-Api					No	0
101-8030-8031-8300-000										
	589.70	3107701265	02/27/2026	Postage Meter Lease 12/30 - 3/29					No	0
101-4010-4011-8010-000										
	24.93	3107759576	03/13/2026	Postage Meter - Property Tax					No	0
101-4010-4011-8010-000										
	38.71	3107701265	02/27/2026	Postage Meter Lease 12/30 - 3/29					No	0
101-6010-6011-8010-000										
	24.93	3107759576	03/13/2026	Postage Meter- Property Tax					No	0
101-2010-2033-8010-000										
	213.23	3107701265	02/27/2026	Postage Meter Lease 12/30 - 3/29					No	0
101-7010-7011-8010-000										
Check Total:	1,578.78									

Account Number	Amount	Invoice No	Inv Date	Description	Reference	Task Label	Type	PONumber	Close PO?	Line Item
Vendor Total:	1,578.78									
Report Total:	1,578.78									

City Council and the Housing Authority - Board of Directors Agenda Report

ITEM NO. 8

DATE: May 6, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Nikima S. Newsome, Chief City Clerk

SUBJECT: **CONSIDERATION OF APPROVAL OF THE REGULAR CITY COUNCIL MEETING MINUTES FOR APRIL 15, 2026, THE SPECIAL CITY COUNCIL MEETING MINUTES FOR APRIL 15, 2026, AND THE SPECIAL JOINT CITY COUNCIL MEETING MINUTES FOR APRIL 8, 2026**

Recommendation

It is recommended that the City Council approve the minutes from the Regular City Council meeting held on April 15, 2026, the Special City Council meeting held on April 15, 2026 and the Special Joint City Council meeting held on April 8, 2026.

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 - April 8, 2026 - Joint Special Meeting Minutes
Attachment No. 2 - April 15, 2026 - Study Session Minutes
Attachment No. 3 - April 15, 2026 - Regular Meeting Minutes

CITY OF SOUTH PASADENA
CITY COUNCIL MINUTES
APRIL 8, 2026

CALL TO ORDER:

A special joint meeting of the South Pasadena City Council and Planning Commission was called to order by Mayor Rossi at 6:12 p.m., on Wednesday, April 8, 2026, at City Council Chambers, 1424 Mission Street, South Pasadena, California 91030.

ROLL CALL:

PLANNING COMMISSION

PRESENT	Chair	Amitabh Barthakur
	Vice Chair	Jason Claypool
	Commissioner	Joseph Williams
	Commissioner	Arnold Swanborn
	Commissioner	James Martin
	Commissioner	Matt Horton
ABSENT	Youth Commissioner	Batia Lou
	Commissioner	Joseph Williams

All Commissioners were present, except Youth Commissioner Lou and Commissioner Williams and a quorum was determined.

PRESENT	Mayor	Sheila Rossi
	Mayor Pro Tem	Omari Ferguson
	Councilmember	Jon Primuth
	Councilmember	Michael Cacciotti
ABSENT	Councilmember	Janet Braun
ALSO PRESENT	Assistant City Manager Nick Kimball	
	City Attorney Roxanne	
	Chief City Clerk Nikima Newsome	

All Councilmembers were present, except Councilmember Braun and a quorum was determined.

ACTION/DISCUSSION

1. DISCUSSION AND DIRECTION REGARDING CITY-WIDE MULTI-FAMILY AND MIXED-USE OBJECTIVE DESIGN STANDARDS

Recommendation

It is recommended that the City Council receive and discuss the presentation related to City-wide Multi-family and Mixed-use Objective Design Standards and provide feedback as appropriate

Member of the public, Dwight Bond, spoke to the item in person. Member of the public Angelo Gladding spoke to the item remotely.

Questions asked and answered of staff included how should the City address tall, six- to eight-story buildings on relatively small lots under new state housing laws, especially in areas previously planned for lower heights; to what extent can and should objective design standards apply to 100% affordable and density-bonus projects, and where do state waivers and concessions limit local control; which topics belong in zoning versus objective design standards (e.g., green space ratios, parkway width, permeable surfaces, groundwater recharge), and how can design standards help advance sustainability and infrastructure-stewardship goals; how should the City define and prioritize the long-term vision for key corridors such as Mission Street and Fair Oaks, including street wall, pedestrian experience, and economic development outcomes; should architectural styles be explicitly regulated, and if so, where (citywide vs. specific corridors) and by what palette of styles, or should the focus remain on form, materials, and performance standards instead; how should deviations from the standards be handled (minor vs. major, or not at all) while still complying with state housing law; what role should items like public art, materials, color, placement of utilities and building equipment, and tree-canopy/parkway design play in the standards; at what project scale or unit threshold should objective design standards apply, and how should they interact with "missing middle" housing tools such as SB 9 and small-lot configurations.

Staff were directed to proceed with preparation of citywide objective design standards for multi-family and mixed-use projects using the six-part framework (building types, frontage types, articulation/massing, architectural standards, architectural styles, and landscape), with particular emphasis on Mission Street as a priority corridor. The City Council and Planning Commission asked the consultant to (1) explicitly address tall buildings on small lots under current state housing laws, (2) develop and illustrate options and trade-offs for regulating architectural styles versus relying solely on form and materials—especially for Mission Street—and (3) ensure the standards strongly promote a high-quality pedestrian environment, active frontages, and shade/landscape. Staff were further directed to consider limited geographic tailoring of standards where appropriate, coordinate ODS with (but not rewrite) existing zoning and the General Plan and return with visual examples and additional information on the current use and legal status of community/public benefit agreements.

ADJOURNMENT

On order of the Mayor, the special joint City Council meeting adjourned at 8:36 p.m. and Council reconvened into closed session.

ATTEST:

Nikima S. Newsome
Chief City Clerk

APPROVED:

Sheila Rossi
Mayor

CITY OF SOUTH PASADENA
CITY COUNCIL MINUTES
APRIL 15, 2026

CALL TO ORDER:

A study session meeting of the South Pasadena City Council was called to order by Mayor Rossi at 6:16 p.m., on Wednesday, April 15, 2026, at City Council Chambers, 1424 Mission Street, South Pasadena, California 91030.

ROLL CALL:

PRESENT	Mayor	Sheila Rossi
	Mayor Pro Tem	Omari Ferguson *(Late)*
	Councilmember	Janet Braun
	Councilmember	Jon Primuth
	Councilmember	Michael Cacciotti *(Late)*
ALSO PRESENT	City Manager Todd Hileman	
	City Attorney Roxanne	
	Chief City Clerk Nikima Newsome	

All Councilmembers were present, except Mayor Pro Tem Ferguson and Councilmember Cacciotti. Councilmember Cacciotti arrived at 6:20 p.m. and Mayor Pro Tem Ferguson arrived at approximately 6:25 p.m.

ACTION/DISCUSSION

1. **DISCUSSION AND FEEDBACK REGARDING DESIGN ALTERNATIVES FOR HUNTINGTON DRIVE AND FREMONT AVENUE COORIDOR IMPROVEMENTS PROJECT**

   Recommendation

   It is recommended that the City Council:

   a. Receive a presentation from staff regarding the Huntington Drive and Fremont Avenue Corridor Improvements Project (Project) and feedback received from the community;
   b. Discuss the Project design alternatives; and
   c. Provide direction as appropriate.

Members of the public Dale Zapata, Jonah Kanner, Casey Law, Kristen Pumphrey, Karlyn Roberts, Ian Maxon, Julia Zapata, Cyril Hicks, Sam Burgess, Diego Tomas Zavala, and Angelo Gladding spoke to the item in person.

Questions asked and answered of staff included including whether Option 3 vs. Option 4 on Huntington differ primarily on cost and what specific safety/constructability benefits justify the extra expense; whether a design option placing bike lanes in a widened center median on Huntington could be evaluated for cost, constructability, and intersection impacts; how curb extensions would be designed so right turns (including trucks) remain feasible and how they would affect parking loss near intersections; what data or analysis exists from comparable cities showing that adding protected bike lanes on major commuter corridors actually produces significant bike usage and mode shift, and how overall network connectivity (to Pasadena, Los Angeles, Alhambra, etc.) is being addressed; how parking surveys on Fremont were conducted (timing, occupancy, hot spots near the high school and institutional uses) and how loss of east-side parking would affect multifamily and future higher-density development; what specific treatments are planned at high-risk locations such as the Huntington crosswalk near Court/bus stop and the Fremont/railroad/110 overpass; how trash collection and street sweeping would practically work with protected bike lanes (including driveway access and conflict striping at driveways); how emergency response needs (especially the preference for a center turn lane on Fremont) were balanced against parking and bike safety; how future state-driven zoning changes and increased density along Fremont and Mission (including SB 9 / transit-oriented projects with little on-site parking) were factored into removing on-street parking or altering sidewalks; whether earlier concepts that put the cycle track into the sidewalk/parkway on Fremont (and their associated large-scale tree removals and right-of-way/utility impacts) were fully vetted with the community; whether the proposed two-foot buffer on Fremont can be widened (even slightly) to improve comfort for less-experienced riders; what treatments are being considered for the Fremont/Hope "mini-roundabout" and Fremont/Oxley to reduce dangerous conditions and neighborhood "trap" effects; how signal coordination, fiber-optic installation, and potential speed-limit reductions after implementation will mitigate added delay from lane reductions; and, finally, what the funding trade-offs are in reallocating portions of the $70–80 million 710/"hook ramp" money to Huntington/Fremont and Fair Oaks Intelligent Transportation System (ITS) while still preserving enough funding for a meaningful future ramp/interchange solution.

Staff was directed to return on May 6, 2026 with responses to Council questions and a recommended design alternative for formal action, using the Public Works Commission's recommendations (Fremont Option 2A, Huntington Option 3, and a mini-roundabout at Fremont/Hope) as the working basis while further evaluating parking impacts, emergency access, detailed intersection safety treatments (including Fremont/Oxley and high-collision locations on Huntington), and buffer width for protected bike lanes. Council also directed staff to continue discussions with Metro on reallocating a portion of the existing Measure R "710 hook ramp" funding to help fully fund the Huntington/Fremont and Fair Oaks ITS projects, and to report back on remaining funding and feasible ramp/interchange options, and to coordinate these corridor designs with related stormwater and potential utility/undergrounding work to avoid conflicts and maximize efficiency.

ADJOURNMENT
On order of the Mayor, the City Council meeting adjourned at 7:53 p.m., without objection.

ATTEST:

Nikima S. Newsome
Chief City Clerk

APPROVED:

Sheila Rossi
Mayor

CITY OF SOUTH PASADENA
CITY COUNCIL MINUTES
APRIL 15, 2026

CALL TO ORDER:

A regular meeting of the South Pasadena City Council was called to order by Mayor Rossi at 8:02 p.m., on Wednesday, April 15, 2026, at City Council Chambers, 1424 Mission Street, South Pasadena, California 91030.

ROLL CALL:

PRESENT	Mayor	Sheila Rossi
	Mayor Pro Tem	Omari Ferguson
	Councilmember	Janet Braun
	Councilmember	Jon Primuth
	Councilmember	Michael Cacciotti
ABSENT	None	
ALSO PRESENT	City Manager Todd Hileman	
	City Attorney Roxanne	
	Chief City Clerk Nikima Newsome	

All Councilmembers were present and a quorum was determined. Former Mayor Bob Joe led the assemblage in the Pledge of Allegiance.

PRESENTATIONS

1. **A PROCLAMATION DECLARING APRIL 29, 2026, AS DENIM DAY IN THE CITY OF SOUTH PASADENA**, was presented.

2. **A PROCLAMATION DECLARING APRIL 22, 2026, AS EARTH DAY IN THE CITY OF SOUTH PASADENA**, was presented.

3. **A PROCLAMATION FOR LIBRARY VOLUNTEER RECOGNITION DAY,** was presented.

4. **A PROCLAMATION DECLARING APRIL 24, 2026, AS ARBOR DAY IN THE CITY OF SOUTH PASADENA**, was presented.

5. **A PROCLAMATION DECLARING APRIL 19, 2026 - APRIL 25, 2026, AS CALIFORNIA MOSQUITO AWARENESS WEEK IN THE CITY OF SOUTH PASADENA**, was presented.

CLOSED SESSION ANNOUNCEMENTS

6. CLOSED SESSION ANNOUNCEMENTS

The City Attorney reported that all items on the closed session agenda from the April 8, 2026 special meeting and the April 15, 2026, regular meeting were heard with no reportable action.

PUBLIC COMMENT

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

Members of the public, Ileya, Laura Simon-Rooke, Ada Law, Chloe Vizcarra, Sadie Jefferson, Sareen Shah, Josie Portillo, Angela Kerwin, Mercer Kerwin, Josh Albrektson, Thomas Neuberger, Kristen Pumphrey, Sam Burgess, Lucas Totte Knopf, Angelo Gladding, and Steve Novotny spoke in person.

CHANGES TO THE AGENDA

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

There was no agenda management.

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.

Councilmember Cacciotti requested to pull Item No. 17 from the Consent Calendar.

Motion by Councilmember Braun, seconded by Councilmember Cacciotti to approve the consent calendar, except Item No 17, as amended by the add docs. The motion was approved by the following roll call vote:

AYES: Councilmembers Braun, Primuth, Cacciotti,
Mayor Pro Tem Ferguson, Mayor Rossi

NOES: None
ABSENT: None

9. CONSIDERATION OF APPROVAL OF THE REGULAR CITY COUNCIL MEETING MINUTES FOR MARCH 18, 2026 AND THE SPECIAL CITY COUNCIL MEETING MINUTES FOR APRIL 8, 2026, were approved.

Recommendation

It is recommended that the City Council approve the minutes from the Regular City Council meeting held on March 18, 2026 and the Special City Council meeting held on April 8, 2026.

10. CONSIDERATION TO RECEIVE AND FILE THE 2025 ANNUAL PROGRESS REPORT (APR) FOR THE GENERAL PLAN HOUSING ELEMENT, was received and filed.

Recommendation

It is recommended that the City Council receive and file the 2025 Annual Progress Report for the City of South Pasadena General Plan Housing Element.

11. CONSIDERATION TO APPROVE THE SECOND AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH WILLIAM HEZMALHALCH ARCHITECTS FOR ARCHITECTURAL DESIGN SERVICES INCREASING THE COMPENSATION IN THE AMOUNT OF $90,000 FOR A NEW AGGREGATE TOTAL OF $150,000 AND EXTENDING THE TERM BY THREE YEARS TO OCTOBER 31, 2029, was approved.

Recommendation

It is recommended that the City Council approve the Second Amendment to the Professional Services Agreement with William Hezmalhalch Architects for architectural design review services for the City.

12. CONSIDERATION TO RECEIVE AND FILE THE JANUARY 2026 MONTHLY BUDGET REPORT, was received and filed.

Recommendation

It is recommended that the City Council receive and file the monthly budget report through January 31, 2026 (Attachment 1).

13. CONSIDERATION TO APPROVE THE FIFTH AMENDMENT TO THE AGREEMENT WITH CALIFORNIA METRO PATROL FOR SECURITY GUARD SERVICES TO EXTEND THE AGREEMENT TERM TO MAY 31, 2026, was approved.

Recommendation

It is recommended that the City Council consider approving the fifth amendment to the Agreement with California Metro Patrol for security guard services at the Library to extend the agreement term to May 31, 2026.

14. CONSIDERATION OF THE AWARD OF A CONSTRUCTION CONTRACT TO KOBA CONSTRUCTION, INC. IN AN AMOUNT NOT TO EXCEED $82,800.00 FOR THE ARROYO SECO GOLF COURSE 13TH HOLE FENCING REPLACEMENT PROJECT (PROJECT NO. 5231), was approved.

Recommendation

It is recommended that the City Council:

a. Approve the specifications for the Arryo Seco Golf Course 13th Hole Fencing Replacement Project (Project);
b. Award a construction contract to KOBA Construction, Inc. for construction services for the Project for an amount not to exceed $82,800 which includes the proposed bid amount of $69,000 and a 20% contingency of $13,800;
c. Reject all other bids received;
d. Find that the Project is exempt from CEQA pursuant to Section 15301, Class 1 "existing facilities."; and
e. Authorize the City Manager to execute the agreement and all related documents.

15. CONSIDER THE ADOPTION OF RESOLUTION NO. 7991 TO DE-LIST 1806 CAMDEN AVENUE FROM THE CITY'S INVENTORY OF CULTURAL RESOURCES, was adopted.

Recommendation

It is recommended that the City Council adopt Resolution No. 7991 approving the removal and de-listing of the property located at 1806 Camden Avenue from the City's Inventory of Cultural Resources.

16. CONSIDERATION TO ADOPT RESOLUTION NO. 7992 APPROPRIATING BUDGET TRANSFERS TO RESOLVE NEGATIVE FUND BALANCES IN THE PROGRAMS AND PROJECTS FUND (FUND 107) AND MOBILE SOURCE AIR POLLUTION REDUCTION REVIEW COMMITTEE FUND (FUND 238), was adopted.

Recommendation

It is recommended that the City Council adopt Resolution No. 7992 (Attachment 1) appropriating the following budget transfers: a) $325,222 from Unassigned General Fund Reserve to Fund 238 (MSRC Fund) to eliminate the fund’s negative fund balance; and b) $314,877 from Assigned General Fund Balance to Fund 107 (Programs and Projects Fund) to eliminate the fund’s negative fund balance.

17. CONSIDERATION TO ADOPT RESOLUTION 7993 TO ESTABLISH THE JOB SPECIFICATION FOR THE SENIOR BUILDING INSPECTOR AND SALARY

RANGE, REVISE THE SALARY RANGE OF THE PERMIT TECHNICIAN, AND ADD ONE (1) SENIOR BUILDING INSPECTOR AND ONE (1) PERMIT TECHNICIAN, was adopted.

Recommendation
It is recommended that the City Council adopt Resolution No. 7993 establishing the job specification for the Senior Building Inspector and salary range, revising the salary range for the Permit Technician, as well as the approving the addition of one (1) Senior Building Inspector and one (1) Permit Technician position.

Questions and discussion included what is the intent of the change; will bringing the function partly in-house save money for the City; and will that savings still hold when staff take vacation and/or sick leave and the City may need additional support from the contractor.

Motion by Councilmember Cacciotti, seconded by Councilmember Braun to approve the staff recommendation. The motion was approved by the following roll call vote:

AYES:	Councilmembers Braun, Primuth, Cacciotti, Mayor Pro Tem Ferguson, Mayor Rossi
NOES:	None
ABSENT:	None

18. CONSIDERATION OF APPROVAL OF A PURCHASE ORDER FOR ALTA PLANNING + DESIGN, INC. IN THE AMOUNT OF $48,586 FOR PAYMENT OF OUTSTANDING INVOICES FOR THE SLOW STREETS PROGRAM AND ADOPTION OF RESOLUTION NO. 7995 APPROVING A BUDGET AMENDMENT TO APPROPRIATE PROPOSITION C LOCAL RETURNS FUNDS TO THE PROJECT, was approved.

Recommendation
It is recommended that the City Council:

a. Authorize the City Manager to approve a purchase order for Alta Planning + Design, Inc. in the amount of $48,586 for payment of outstanding invoices related to professional services performed under the Slow Streets Program; and
b. Adopt Resolution No. 7995 (Attachment No. 2) amending the Fiscal Year 2025-2026 Capital Improvement Project budget to appropriate $50,000 to the project budget from Proposition C Local Return Funds.
c. Authorize the City Manager to execute any documents necessary to implement this action.

19. CONSIDERATION OF ADOPTION OF RESOLUTION NO. 7996 AMENDING THE FISCAL YEAR 2025-2026 ADOPTED BUDGET FOR THE NORTH-SOUTH FAIR OAKS INTELLIGENT TRANSPORTATION SYSTEMS DEPLOYMENT PROJECT RABA01-5071(024) USING PROPOSITION C LOCAL RETURN FUNDS AND AUTHORIZE THE CITY MANAGER TO AMEND THE PURCHASE

ORDERS ISSUED FOR THE PROJECT, REFUND ANY FUNDS TO CALTRANS AND TAKE ALL ACTIONS NECESSARY TO EFFECTUATE RESOLUTION NO. 7996, was adopted.

Recommendation

It is recommended that the City Council:

a. Adopt Resolution No. 7996 amending the Fiscal Year 2025-2026 Capital Improvement Project budget for the North-South Fair Oaks Intelligent Transportation Systems Deployment Project to utilize $1,295,051.09 of Fund 207 (Proposition C Local Return).
b. Authorize staff to reconcile expenses from previous and current Fiscal Years to Proposition C in accordance with the budget.
c. Authorize the City Manager to amend the funding sources for the Purchase Orders issued to KOA/Lochner and Iteris Inc. to utilize the appropriated Proposition C Local Return Funds instead of currently approved funding sources.

20. CONSIDERATION OF APPROVAL OF AN AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT WITH TAKE TO TWO LLC., FOR FILM PROGRAM CONSULTANT SERVICES, IN THE AMOUNT OF $69,700, FOR A NEW TOTAL NOT TO EXCEED AMOUNT OF $99,700, AND ADOPTION OF RESOLUTION NO. 7997 APPROVING A BUDGET AMENDMENT TO APPROPRIATE $69,700 TO FUND THE PROPOSED AMENDMENT, was approved and adopted.

Recommendation

It is recommended that the City Council:

1. Approve the amendment to the professional services agreement with Take to Two LLC., for film program consultant services, in the amount of $69,700, for a new total not to exceed amount of $99,700 and amend the termination date; and
2. Adopt Resolution No. 7997, approving a budget amendment to appropriate funds in the amount of $69,700 to Account No. 101-2010-2011-8180-000 (Contract Services) and in revenue Account No. 101-0000-0000-4445-000 (Filming Permits)

21. CONSIDERATION OF THE AWARD OF A CONSTRUCTION CONTRACT TO RAMCO CONSTRUCTION, INC. IN AN AMOUNT NOT TO EXCEED $91,885.00 FOR THE LIBRARY NORTHEAST RAMP LIGHTING PROJECT (PROJECT NO. 5149), was approved.

Recommendation

It is recommended that the City Council:

a. Approve the plans and specifications for the Library Northeast Ramp Lighting Project (Project);
b. Award a construction contract to RAMCO Construction, Inc. for construction services for the Project not to exceed $91,885.00, including the proposed bid amount of $79,900.00 and a 15% contingency of $11,985.00;
c. Reject all other bids received;

d. Find that the Project is exempt from CEQA pursuant to Section 15301, Class 1 "existing facilities."; and
e. Authorize the City Manager to execute the Contract.

22. CONSIDERATION TO APPROVE AN INCREASE IN THE PURCHASE ORDER AMOUNT FROM $120,953.67 TO $131,962.24, FOR THE PURCHASE OF TWO FERNO POWER X2 POWERED GURNEYS, AND TWO FERNO POWER F2 FASTENING SYSTEMS FROM FERNO-WASHINGTON INC., was approved.

Recommendation

It is recommended that the City Council approve an increase to the purchase order amount from $120,953.67 to $131,962.24 for the purchase of two Ferno Power X2 powered gurneys and two Ferno Power F2 fastening systems from Ferno-Washington Inc., fully funded through Measure B.

23. CONSIDERATION TO APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH CITIGUARD INC. FOR SECURITY GUARD SERVICES AT THE LIBRARY ($362,500) AND FOR PATROL SERVICES AT CITY-OWNED VACANT RESIDENTIAL PROPERTIES ($40,000), FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED $402,500, was approved.

Recommendation

Staff recommends that the City Council authorize the City Manager to execute a five-year Agreement with Citiguard Inc. for security guard services at the Library in an amount of $362,500, and to authorize an additional $40,000 for patrol services at multiple vacant City-owned residential properties within the city, for a total contract amount not to exceed $402,500 and in the final form approved by the City Attorney.

24. CONSIDERATION OF A LEGAL SERVICES AGREEMENT WITH KRONICK MOSKOVITZ TIEDEMANN & GIRARD FOR SPECIAL COUNSEL SERVICES, was approved.

Recommendation

Approve the legal services agreement with Kronick Moskovitz Tiedemann & Girard for special counsel services.

ACTION/DISCUSSION

25. RECEIVE A REPORT ON THE SELF-INSURANCE FUND AND CONSIDERATION TO INCREASE THE CITY'S GENERAL LIABILITY SELF-INSURED RETENTION FROM $100,000 TO $250,000 PER OCCURRENCE

Recommendation

It is recommended that the City Council:

a. Receive and file this report on the status of the City's Self-Insurance Fund (Fund

103);

b. Authorize the City Manager to execute the necessary PRISM program documentation to increase the City's General Liability Self-Insured Retention (SIR) from $100,000 to $250,000 per occurrence, effective July 1, 2026; and
c. Direct staff to place the resulting savings in premium into Fund 103 general liability claims expenditure line item to cover increased claim liability.

Questions and discussion included how are factors such as anticipated increases in density, an aging population, and aging infrastructure are (or are not) reflected in the risk analysis; how are cities of similar size structure their self-insured retention and what level of risk they typically assume; is the current spike in claim costs largely a one-time "cleanup" of older, unmanaged claims and whether there are any large active general liability claims remaining; how are interest earnings on any premium savings deposited into the self-insurance fund are allocated; and, more broadly, what best practices in claims, litigation, and risk management are other municipalities use, and how could changing partners (away from PRISM to a different JPA) improve the City's long-term cost and risk profile.

Motion by Mayor Pro Tem Ferguson, seconded by Councilmember Primuth to approve the staff recommendation. The motion was approved by the following roll call vote:

AYES:	Councilmembers Braun, Primuth, Cacciotti, Mayor Pro Tem Ferguson, Mayor Rossi
NOES:	None
ABSENT:	None

26. CONSIDERATION TO APPROVE THE FIRST AMENDMENT TO THE CITY MANAGER EMPLOYMENT AGREEMENT BETWEEN THE CITY OF SOUTH PASADENA AND TODD HILEMAN AND ADOPT RESOLUTION NO. 7994, APPROVING AND ADOPTING THE AMENDED SALARY SCHEDULE FOR THE POSITION OF CITY MANAGER

Recommendation

The City Attorney recommends that the City Council approve the First Amendment to the City Manager Employment Agreement between the City of South Pasadena and Todd Hileman and adopt Resolution No. 7994 approving and adopting the amended salary schedule for the position of City Manager.

a. Provide policy direction regarding the structure and requirements for community meetings, including notification radius, meeting format, and applicability;
b. Provide policy direction regarding whether Conditional Use Permits involving alcoholic beverage sales should be reviewed and approved by the City Council rather than the Planning Commission;
c. Provide direction regarding whether Conditional Use Permits involving live entertainment uses should be reviewed and approved by the City Council rather than the Planning Commission; and
d. Direct staff to return with a finalized ordinance incorporating City Council direction.

Discussion included support for the City Manager's performance, the organizational and cultural improvements over the past year, and the justification for the proposed adjustments

Motion by Councilmember Cacciotti, seconded by Mayor Pro Tem Ferguson to approve the recommendation. The motion was approved by the following roll call vote:

AYES:	Councilmembers Braun, Primuth, Cacciotti, Mayor Pro Tem Ferguson, Mayor Rossi
NOES:	None
ABSENT:	None

INFORMATIONAL REPORTS

27. RECEIVE AND FILE THE CAPITAL IMPROVEMENT PROGRAM QUARTERLY UPDATE, was received and filed.

Recommendation
It is recommended that the City Council receive and file the Capital Improvement Program Quarterly Update report.

Questions and discussion included focus on specific project details and coordination; what is the design status and layout of the Civic Center mound solar canopy and whether alternatives could preserve existing trees while still providing shade and power; requested that staff study additional safety measures at the busy pedestrian crossing near Garfield Park/Gravilla and confirmed that the already-approved RRFB installations at El Centro/Costin and near Gravilla Park are moving forward; asked for clarification on the planned location of the new police radio tower (Bilicki tank and some antennas at City Hall); confirmed that tennis court resurfacing/striping would allow future flexibility between tennis and pickleball configurations; reiterated expectations that the Marengo "maintenance" project will include speed-calming features (e.g., speed humps) consistent with the traffic-calming toolbox; emphasized that the Mission Street slow-streets design must account for anticipated development and avoid premature hardscape changes that could conflict with future projects; and asked that design for the West Side reservoir and Orange Grove safety area include pedestrian access/paths and additional traffic-calming concepts, with continued engagement of affected residents.

PUBLIC COMMENT CONTINUED

28. CONTINUED PUBLIC COMMENT - GENERAL
(only if we did not complete the initial round of speakers at beginning of the meeting)

There was no continued public comment.

COMMUNICATIONS

29. There were no Councilmember Communications.

30. There were no City Manager Communications.

ADJOURNMENT

On order of the Mayor, the City Council meeting adjourned at 10:00 p.m., without objection.

ATTEST:	APPROVED:
Nikima S. Newsome Chief City Clerk	Sheila Rossi Mayor

City Council and the Housing Authority - Board of Directors Agenda Report

ITEM NO. 9

DATE: May 6, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Erika Ramirez, Community Development Director
Eduardo Lizarraga, Senior Management Analyst

SUBJECT: **CONSIDERATION OF APPROVAL OF A FIRST AMENDMENT TO THE EXCLUSIVE NEGOTIATING AGREEMENT BETWEEN THE SOUTH PASADENA HOUSING AUTHORITY AND RELATED/SOCAL DEVELOPMENT, LLC CALIFORNIA FOR THE DEVELOPMENT OF AGENCY-OWNED PROPERTY LOCATED AT 1503 AND 1507 EL CENTRO STREET**

Recommendation

It is recommended that the City Council, sitting as the Board of Directors of the South Pasadena Housing Authority, approve the First Amendment to the Exclusive Negotiating Agreement with Related/SoCal Development, LLC., subject to the final form of the Amendment's attachments as negotiated and subsequently approved by the City Manager and City Attorney.

Executive Summary

The South Pasadena Housing Authority entered into an Exclusive Negotiating Agreement (ENA) with Related/SoCal Development, LLC in November 2024 to pursue development of a 100% affordable senior housing development at 1503-1507 El Centro Street. Staff recommends approval of a First Amendment to extend the ENA through May 4, 2028, and update related provisions. The extension would allow additional time to complete due diligence, resolve title issues, secure financing, and advance project design and feasibility.

Background

On November 6, 2024, the Housing Authority entered into an ENA with Related/SoCal Development, LLC (Related) following a competitive request for proposals process for the development of affordable senior housing on Authority-owned property located at 1503-1507 El Centro Street (Project Site). The project is intended to provide 100% affordable housing for senior households. Additional details regarding the original ENA, including the developer selection process and key terms, is provided in the November 2024 City Council staff report (Attachment No. 3).

The ENA established a framework for exclusive negotiations between the Authority and Related for a potential DDA, ground lease, and related agreements, and included milestones for due diligence, feasibility analysis, and preliminary project development activities. The ENA term was initially 12 months, with up to two three-month administrative extensions. The ENA term had since been extended through May 5, 2026 through the authorized extensions.

Since execution of the ENA, the developer has advanced several key activities, including:

- Completing Phase I and Phase II environmental site assessments;
- Identifying and initiating resolution of title issues affecting the site;
- Securing predevelopment funding through the San Gabriel Valley Regional Housing Trust;
- Evaluating multiple financing strategies, including potential state and regional funding opportunities;
- Coordinating with the City on project feasibility and potential deal structuring.

In addition, the South Pasadena Theatre Workshop, which had leased the site since 2009, vacated the property in July 2025.

Analysis

The proposed First Amendment would extend the ENA term for an additional 24 months, through May 4, 2028, and update certain attachments and administrative provisions. The proposed First Amendment is included as Attachment No. 1.

The extension is warranted due to the complexity of the project and the time required to complete key predevelopment activities, including:

- Completion of environmental due diligence;
- Securing competitive financing sources;
- Advancing project design and entitlement strategy.

Affordable housing developments of this type typically require multiple funding applications and iterative financial structuring. Additional time will allow the developer to pursue funding opportunities, including regional and state programs, and to continue refining the project to improve feasibility and competitiveness.

The amendment also updates project-related attachments to reflect current assumptions and replaces the list of required deliverables with revised milestones aligned with the current stage of the project. This includes revising the anticipated unit count from approximately 52 units to up to 64 units, along with adjustments to the potential unit sizes, to maintain sufficient development capacity to support the City’s compliance with State housing production obligations. With respect to the milestone schedule, this will be further discussed and finalized between Related and the City Manager's office. In addition, the amendment updates the developer’s notice contact.

Approval of the amendment would allow the Authority and Related to continue exclusive negotiations toward a DDA. The ENA does not obligate the Authority to approve a final project, convey property, or commit funding. Any future agreement, including a DDA, ground lease, or regulatory agreement, would be subject to City Council approval.

If the amendment is not approved, the City's exclusive negotiations with Related would end. This could delay progress on development of the site as affordable housing and affect the City’s ability to meet its statutory obligations related to the purchase of the Caltrans SR 710 surplus properties, which require the City to construct three affordable units for each property acquired.

Alternatives
The City Council may provide alternative direction.

Fiscal Impact
The ENA, as amended, does not commit the Housing Authority or the City to provide funding for the project. Any future financial commitments, if applicable, would be considered as part of a subsequent DDA and presented to the City Council for approval. Existing staff resources are included in the adopted budget.

Attachment:
Attachment No. 1 - First Amendment to the Exclusive Negotiating Agreement (ENA) with Related/SoCal Development, LLC
Attachment No. 2 - Community Engagement Plan
Attachment No. 3 - November 6, 2024 City Council Agenda Report (ENA Approval)

FIRST AMENDMENT TO EXCLUSIVE NEGOTIATING AGREEMENT BETWEEN THE SOUTH PASADENA HOUSING AUTHORITY AND RELATED SOCAL DEVELOPMENT, LLC REGARDING THE PROPERTY AT THE SOUTHEAST CORNER OF EL CENTRO STREET AND MOUND AVENUE (1503 AND 1507 EL CENTRO STREET)

This First Amendment to the Exclusive Negotiating Agreement (this "First Amendment") is made and entered into as of April 15, 2026, by and between the South Pasadena Housing Authority, a public body ("Authority"), and Related/SoCal Development, LLC, a California limited liability company (the "Developer"). Developer and the Authority are sometimes collectively referred to herein collectively as the "Parties" or individually as the "Party."

RECITALS

A. The Authority and Developer entered into that certain Exclusive Negotiating Agreement dated November 6, 2024 ("Agreement" or "Original ENA"), regarding the potential development of certain Authority-owned real property in the City of South Pasadena (the "City"), State of California that is located at the Southeast corner of El Centro Street and Mound Avenue, 1503 and 1507 El Centro Street, California (the "Site").

B. Section 3 of the Agreement provides that the Agreement is effective for twelve calendar months from November 6, 2024 until November 5, 2025, subject to up to two (2) extensions of three (3) months each that may be granted by the Executive Director, in their sole discretion.

C. The Authority and Developer previously exercised two (2) three (3) month extensions of the ENA Period, thereby extending the ENA Period from November 5, 2025 through May 5, 2026 and the Parties executed the First and Second Extensions. The Agreement and the First and Second Extensions shall collectively be referred to herein as the Agreement.

D. The Parties desire to amend the Agreement to extend the ENA Period and make such other modifications as set forth herein;

NOW, THEREFORE, the Authority and Developer agree as follows:

1. Section 2 ("Term") of the Original ENA is hereby amended to extend the term of the Original ENA referred to as the ENA Period, which includes the First and Second Extensions, for an additional twenty-four (24) calendar months. Accordingly, the ENA Period shall expire on May 4, 2028, unless terminated or extended in writing by the Executive Director pursuant to Section 3 of the Original ENA.

2. Attachment No. 2 to the Agreement, entitled "Affordable Senior Housing Project," and Attachment No. 3 to the Agreement, entitled "Materials to be Delivered by Developer," are hereby deleted in their entirety and replaced with Attachment No. 2 (Revised) and Attachment No. 3 (Revised), respectively, as set forth and attached to this First Amendment.

3. Section 16 "Notices" of the Agreement is hereby amended solely to update the Developer's notice contact. The name of the individual designated to receive notices on behalf of Developer is hereby changed to Ann Silverberg.

4. Except as expressly modified herein, all other terms of the Agreement remain unchanged and in full force and effect.

IN WITNESS WHEREOF, Authority and Developer have signed and entered into this First Amendment as of the date set forth above by and through the signatures of their respective authorized representative(s).

AUTHORITY:

SOUTH PASADENA HOUSING AUTHORITY
a public body corporate and politic

By: _____
Todd Hileman, Executive Director

ATTEST:

By: _____
Nikima S. Newsome, Authority Secretary

APPROVED AS TO FORM:

By: _____
Roxanne Diaz, Authority Counsel

DEVELOPER:

Related/SoCal Development, LLC

By: _____

Print Name: Ann Silverberg

Title: Vice President

ATTACHMENT NO. 2 (REVISED)

AFFORDABLE SENIOR HOUSING PROJECT

The anticipated housing development will be the City's first permanent affordable housing for low-, very low-, and extremely low-income households. The project summary is described in the table below:

Project Details	
Target Population: Senior households	**Income Restrictions:** 30% AMI; 40% AMI; 50% AMI; 60% AMI; 80% AMI
Unit Count: Up to approximately 64 (including 1 manager's unit)	**Unit Sizes:** Studio, 1- and 2-bedroom units (unit mix to be determined)

ATTACHMENT NO. 3 (REVISED)

MATERIALS TO BE DELIVERED BY DEVELOPER

Item	Target
Written Status Reports	Every two months, on the 15th day of the month, commencing on the first full month after the Effective Date.
Developer will disclose to Authority the names of primary employee contracts, primary consultants, or representatives anticipated to be directly involved in the Project. Developer shall promptly notify Authority of any changes as they occur.	Within forty-five (45) days after the Effective Date (COMPLETE)
Draft Preliminary Financing Plan and Preliminary Development Schedule	06/15/26
Parties negotiate form of Term Sheet for purpose of negotiating DDA and the Form of Ground Lease (as applicable)	06/15/26
Developer will lead public outreach for the Project in coordination with the Authority. Authority and Developer shall determine the extent and number of outreach meetings appropriate but will be no less than one (1) meeting	06/24/26
Developer will conduct due diligence including, but are not limited to, investigative studies, feasibility studies, preliminary title report, etc. Developer will submit to the Authority in writing any and all objections.	06/30/26
Develop Conceptual Plans for the project identifying the location, building envelope, general configuration, use(s) of the Site, parking and proposed design characteristic of the Project. This will also include a conceptual development program that includes a breakdown of the proposed scope of development by land use square footage, number of parking spaces, approximate number and mix of residential units, proposed amenities, circulation and other general uses.	07/15/26

Initial draft DDA including Ground Lease (as applicable) and Regulatory Agreement Exhibit(s)	08/17/26
Submit entitlements application. Developer is currently contemplating CEQA exemption.	09/04/26
Final Preliminary Financing Plan with anticipated Debt and Equity Financing	09/15/26
Final DDA including Ground Lease (as applicable) and Regulatory Agreement Exhibit(s)	09/15/26

COMMUNITY ENGAGEMENT PLAN

Item	Action	Target Date
City Staff	Keep City Staff apprised of community engagement progress	Ongoing
Objective Design Standards Subcommittee	Meeting with the Objective Design Standards Subcommittee as approved/arranged by City Staff	Q2 2026
One-on-One Meetings	Arrange individual one-on-one meetings with key neighbors, local businesses, and chamber of commerce or business associations (as necessary)	Q2 2026
Open House	Host Open House for immediate residents/businesses (as necessary)	Q2 2026
Planning Commission	Present final design to Planning Commission	Q4 2026
Council approval of project	Present final design to City Council as part of DDA approval	Q4 2026
Project Website	Create and regularly update project website with project information, FAQ's, dedicated hotline, and email	On-going
Interest List	Build an interest list through community outreach events and project website	On-going

City Council and the Housing Authority - Board of Directors Agenda Report

ITEM NO. 14

DATE: November 6, 2024

FROM: Donald Penman, Interim City Manager

PREPARED BY: Alison Becker, AICP, Acting Community Development Director

SUBJECT: **CONSIDERATION OF APPROVAL OF AN EXCLUSIVE NEGOTIATING AGREEMENT BETWEEN THE SOUTH PASADENA HOUSING AUTHORITY AND RELATED/SOCAL DEVELOPMENT, LLC CALIFORNIA FOR THE DEVELOPMENT OF AGENCY-OWNED PROPERTY LOCATED AT 1503 AND 1507 EL CENTRO STREET**

Recommendation

It is recommended that the City Council, sitting as the Board of Directors of the South Pasadena Housing Authority, consider the approval of an Exclusive Negotiating Agreement with Related/SoCal Development, LLC for the development of an affordable housing project on South Pasadena Housing Authority owned property located at 1503 and 1507 El Centro Street.

Executive Summary

To promote the development of permanent affordable housing for low-, very low-, and extremely low-income households, the South Pasadena Housing Authority ("Authority") invited proposals via a formal request for proposals ("RFP") process from qualified developers to develop affordable housing at 1503 and 507 El Centro Street ("Project Site"). The RFP was issued on December 7, 2023, and proposals were accepted via PlanetBids through January 15, 2024. The City received a total of six proposals from developer respondents ("Applicants").

Based on a review of the proposals received against criteria detailed in the RFP, finalist interviews and review by the City Council, sitting as Board of Directors of the Authority, staff recommends Related/SoCal Development, LLC ("Related") to award an Exclusive Negotiating Agreement ("ENA") for the development of the Project Site. The City received technical assistance through the San Gabriel Valley Council of Governments from Harris & Associates ("Harris") for the preparation of the RFP and analysis of the applicant submissions.

Background

The Authority-owned Project Site is comprised of assessor parcel numbers ("APN") 5315-003-902, 5315-003-903, and 5315-003-904, is approximately 17,780 square feet (0.41 acres) and is currently zoned as Fair Oaks Corridor, as defined in the City Downtown Specific Plan ("DTSP"). The Project Site must be developed with housing units affordable and restricted to senior households earning at or below 80% of the Los Angeles County area median income ("AMI") and per Government Code Section 54221(f)(1)(F)(i). Contemplated is that the Project Site would be developed through a ground lease. A building on the site is currently leased to

the South Pasadena Theatre Workshop. The lessee has a month-to-month tenancy with an expiration date of June 30, 2025. The City will require the Applicant to honor the lease agreement.

The City prioritized the following outcomes when reviewing development proposals:

1. Developments that enable fifty-two (52) units to be developed overall that can serve low-income senior households.
2. Developments that are designed to fit within the character of the local community, more specifically, the Fair Oaks Corridor Area as identified in the Downtown Specific Plan.
3. Developments with an AMI unit mix that maximizes the project's competitiveness for funding sources, including but not limited to Low Income Housing Tax Credit ("LIHTC") financing.
4. Developments that achieve the criteria outlined in the RFP within the shortest most feasible, development timeframe.
5. Development that is responsive to the City's Community Housing Needs and achieves the goals identified in the City's 2021-2029 Housing Element.

In addition, this Project Site and the subsequent affordable housing development will be utilized to satisfy the City's requirements under SB 381, which is now AB 1038, related to the City's purchase of surplus Caltrans properties. Pursuant to AB 1038, the City is required to develop three units of affordable housing for every one surplus property purchased from Caltrans.

Analysis

Harris conducted a thorough review of all development proposals received which included technical review of submitted financial materials, financing strategies and ground lease structures. In addition, a selection team of City staff conducted a similar review. The six Applicants were: Clifford Beers Housing, Gangi Development and Pacific Southwest CDC, Homes and Hope, Jamboree, Related California, and West Hollywood Community Housing Corporation.

Top ranking Applicants were invited to formal interviews in March 2024 and a short list of finalists was presented to City Council in closed session on March 20, 2024, and again on May 29, 2024. The finalists were: Clifford Beers Housing, Homes and Hope, Jamboree, and Related California.

Related California was selected from the short list of finalists based on its technical score, interview performance and Council vetting. Related California has demonstrated its financial and organizational capacity to successfully develop high quality affordable housing developments, work collaboratively with community members to formulate successful designs that are compatible with the neighborhood context and operate service-enriched housing communities that become a part of, and an asset to, their neighborhood.

The purpose of the ENA is to establish procedures and standards for the negotiation of a Disposition and Development Agreement ("DDA"), ground lease and regulatory agreement, including achievement of certain predevelopment tasks to determine the feasibility of the development. Additionally, the ENA provides assurances to the Developer that the City desires to enter into a DDA by April 15, 2025. Furthermore, the ENA specifies that the City intends to offer a long-term ground lease for the subject property as a potential source of

funding for the proposed development. However, the ENA does not obligate the City to lease the property, nor does it obligate the parties to undertake any activities or costs, except for the preliminary analysis and negotiations included in the ENA.

Alternatives (if applicable)
The City Council may opt to approve the staff recommendation or provide alternative direction.

Fiscal Impact
The ENA makes no funding commitments and if applicable, funding commitments will be outlined in the forthcoming DDA. Associated staff time is anticipated through the Community Development Departments adopted '24-'25 operating budget.

Key Performance Indicators and Strategic Plan
This action is aligned with Objective 5 in the 2021-2026 Strategic Plan: *Plan for Affordable Housing to Comply with State Mandates.*

Commission Review and Recommendation
This item has not been reviewed by any City Commission.

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

Attachment:
Attachment No. 1 - South Pasadena-Final Exclusive Negotiating Agreement with Related

EXCLUSIVE NEGOTIATING AGREEMENT BETWEEN THE SOUTH PASADENA HOUSING AUTHORITY AND RELATED/SOCAL DEVELOPMENT, LLC REGARDING THE PROPERTY AT THE SOUTHEAST CORNER OF EL CENTRO STREET AND MOUND AVENUE (1503 AND 1507 EL CENTRO STREET)

THIS EXCLUSIVE NEGOTIATING AGREEMENT (this "Agreement" or "ENA") is dated as of November 6, 2024 ("Effective Date") and is entered into by and between the South Pasadena Housing Authority, a public body ("Authority"), and Related/SoCal Development, LLC (the "Developer"). Developer and the Authority are sometimes collectively referred to herein collectively as the "Parties" or individually as the "Party."

RECITALS

A. The Authority owns certain real property in the City of South Pasadena (the "City"), State of California that is located at the Southeast corner of El Centro Street and Mound Avenue, 1503 and 1507 El Centro Street, California, and is more particularly described in Attachment No. 1 (the "Site").

B. On December 7, 2023 and in compliance with the provisions of Government Code Section 54221(f)(1)(F)(i), the Authority released a "Request for Affordable Housing Development Proposals" ("RFP") for the development of an affordable senior housing project on the Site as described in Attachment No. 2 (the "Project"). The RFP contemplated that the Site would be ground leased to a developer for such purpose ("Ground Lease").

C. After extensive evaluation and consideration of the responses, the Authority and Developer desire to proceed with this Agreement between Authority and Developer in order to negotiate on an exclusive basis the terms and conditions of the Ground Lease, a Disposition and Development Agreement ("DDA"), a Regulatory Agreement and other related documents, including compliance with the California Environmental Quality Act ("CEQA"), to the satisfaction of Authority staff regarding the development of the Project on the Site within a reasonable period of time thereafter. It is anticipated that the Project will be eligible for a Class 32 exemption under the CEQA Guidelines.

D. The exact configuration of the number of units and unit types within the Project, will be determined as part of this Agreement. To that end, on September 6, 2023, pursuant to Housing Resolution No. 2023-01 HA the Authority declared the Site to be exempt surplus property based on Government Code Section 54221(f)(1)(F)(i), which defines exempt surplus land to include land that is put out to open, competitive bid by a local agency, provided all entities identified in Government Code Section 54222(a) are invited to participate in the competitive bid process for a housing development that restricts 100 percent of the residential units restricted to persons and families of low or moderate income, with at least 75% of the residential units restricted to lower income households with an affordable rent for a minimum of 55 years;

E. The staff, consultants and attorneys' of the Authority have devoted and will devote substantial time and effort in meeting with the Developer and its representatives to review proposals, plans and reports, and negotiate and prepare the terms of the Ground Lease, DDA, Regulatory Agreement and other related documents.

NOW, THEREFORE, in view of the goals and objectives of Authority and City relating to providing affordable housing in the City, and in consideration of the mutual promises of Authority and Developer set forth in this Agreement, Authority and Developer agree as follows:

1. Exclusive Negotiation; Negotiation of DDA. During the Term (defined in Section 2 below), Authority shall negotiate only with Developer for the lease and development of the Site. Authority and Developer shall negotiate the terms of a Ground Lease, DDA, Regulatory Agreement, and other related documents. However, the Ground Lease, the DDA, Regulatory Agreement and other related documents so negotiated shall be subject to the approval of the City Council of the City sitting as the Board of Directors of the Authority in its sole and absolute discretion. Developer may terminate such negotiations and this ENA, or disapprove the negotiated DDA, Ground Lease, Regulatory Agreement, or related documents and terminate this ENA, by written notice to Authority.

2. Term. The Term of this ENA shall commence on the Effective Date and shall expire twelve (12) calendar months thereafter, unless terminated or extended in writing by the Executive Director pursuant to Section 3 below ("ENA Period").

3. Extension of Term. The Term ENA Period may be extended up to two times by the Executive Director of the Authority ("Executive Director") in the Executive Director's sole discretion, each extension being for a period of three (3) months.

4. Developer Acknowledgments. Developer acknowledges and agrees that: (a) under this Agreement, Authority is not committing itself or agreeing to enter into a Ground Lease or other disposition of the Site, a DDA or other agreement or approve any land use entitlements or any permits or undertake any other acts or activities; (b) no provision of this Agreement shall be deemed to be an offer by the Authority, nor an acceptance by the Authority of any offer or proposal from Developer; (c) Developer has not acquired, nor will acquire, by virtue of the terms of this Agreement, any legal or equitable interest in real or personal property from the Authority; and (d) further efforts by any Party to perform due diligence, arrange or obtain financing, or carry out other acts in contemplation of the possible development of the Site or the Project shall not be deemed evidence of intent by such Party to be bound by any terms, conditions, covenants, restrictions or agreements relating to development of the Site or the Project.

5. Materials and Information. The Developer shall deliver the materials and information identified on Attachment No. 3 attached hereto to the Authority within the times set forth on Attachment No. 3, as such dates may be extended with the mutual agreement of Developer and Authority. Additionally, during the ENA Period (as extended under Section 3, if applicable), Developer shall provide bi-monthly written reports to the Authority describing in reasonable detail the Developer's activities with respect to the Project during the preceding calendar month.

6. Authority Tasks. During the ENA Period (as extended under Section 3, if applicable), the Authority shall use good faith efforts to complete (or cause to be completed) the matters set forth in Attachment No. 5 attached hereto. As part of the negotiations of the DDA with Developer, the Parties shall discuss and determine the Authority's and/or City's contribution to the Project.

7. CEQA. The Authority and Developer acknowledge that all applicable requirements of CEQA must be met in order to execute and deliver the Ground Lease, the DDA,

the Regulatory Agreement, and develop the Site. The Developer will, at its cost, fully cooperate with the Authority to comply with CEQA.

8. Prevailing Wage. The Parties acknowledge and agree that the Project may be subject to Prevailing Wages, if applicable, and if required by law, wage determination will be determined prior to DDA Execution.

9. Developer Indemnity. Developer shall indemnify, defend, and hold the Authority and City and their officers, employees, agents, and contractors harmless from any and all third-party claims, liabilities, losses, damages (actual and direct, but not punitive, speculative, or consequential), costs, and expenses actually suffered or incurred by the Authority and/or City and directly relating to or arising out of this ENA or Developer's failure to perform any obligation of Developer under this ENA (subject to any required notice and applicable cure period under this ENA). Developer's obligations under the preceding sentence shall survive the expiration or earlier termination of this ENA

10. Right of Entry. If requested, the Authority shall use its best efforts to execute and deliver a Right of Entry and Access Agreement in the form attached hereto as Attachment No. 4 (which may be executed by the Executive Director on behalf of the Authority). Developer acknowledges that the Site is subject to a lease and as such, this may limit the Authority's ability to grant Developer access to enter the Site and in all events, such Right of Entry and Access Agreement is subject to any rights of the lessee. If so executed, Developer and its contractors and consultants designated in writing by Developer to Authority shall have the right to enter the Site to inspect the Site, survey the Site and prepare Phase I environmental reports for the Site, and if reasonably approved in writing by the Executive Director, to take soils and groundwater samples as recommended by such a Phase I (for purposes of preparing a Phase II environmental report, if necessary) provided a copy of the Phase I recommending such samples/tests has been provided to the Executive Director.

11. Developer Costs. The Developer shall bear all fees, costs and expenses of any kind related to all activity undertaken for the Project during the ENA Period including but not limited to all, environmental, physical, engineering, financial, and feasibility investigations, reports and analyses and other analyses or activities performed by or for the Developer; provided however, the Developer may seek predevelopment financing at its discretion.

12. Obligations of the Parties. The Parties acknowledge that neither Party is under any obligation whatsoever to enter into a Ground Lease, DDA, Regulatory Agreement, or any other documents pertaining to the Project, and that notwithstanding their approval of this ENA, each Party shall have the right to disapprove any proposed Ground Lease or DDA or Regulatory Agreement or any other document pertaining to the Project in their sole and absolute respective discretion, and in that regard, each Party hereby expressly agrees that the Authority and Developer shall not be bound by any implied covenant of good faith and fair dealing in connection with such approval or disapproval of any proposed Ground Lease or DDA. In the event of the expiration or earlier termination of this ENA in accordance with the terms of this ENA, the Authority shall be free to negotiate with any persons or entities with respect to the Site, including its development.

13. Assignment. This Agreement may not be assigned by the Developer to an entity other than one that is controlled by the Developer or The Related Companies of California, LLC without the prior express written consent of the Authority in its sole and absolute discretion.

14. Termination by Authority. The Executive Director may terminate this ENA by written notice to Developer if Developer is in violation of this ENA, and Developer fails to correct such violation default within thirty (30) days after written notice from the Executive Director describing the nature of the violation.

15. Developer Representations and Warranties. Developer represents and warrants to and for the benefit of Authority, as of the Effective Date and at all times during the ENA Period as follows:

15.1 Valid Existence; Good Standing. Developer is a Limited Liability Corporation duly organized and validly existing under the laws of the State of California. Developer has all requisite power and authority to own its property and conduct their respective business as presently conducted. Developer has made all filings and is in good standing in the jurisdiction of the State of California.

15.2 Authority. Developer has all requisite power and authority to enter into and perform this Agreement.

15.3 Valid Execution. The execution and delivery of this Agreement by Developer has been duly and validly authorized by all necessary action of Developer and others. This Agreement is a legal, valid and binding obligation of Developer, enforceable against Developer in accordance with its terms.

16. Notices. A notice or communication under this Agreement by either Party to the other shall be sufficiently given or delivered, if in writing and delivered by reputable overnight messenger, or certified first class mail with return receipt requested (for U.S. mailings) or when sent by electronic mail ("email") to the appropriate Party at its address as follows:

In the case of a notice or communication to Authority:

South Pasadena Housing Authority
c/o City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030
Attn: Executive Director
Telephone: (626) 403-7210

with a required copy to:

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

In the case of a notice or communication sent to Developer:

Related/SoCal Development, LLC
c/o The Related Companies of California, LLC
18201 Von Karman Avenue, Suite 900
Irvine, CA 92612
ATTN: Frank Cardone
(949) 660-7272

Any such address may be changed at any time by giving written notice of such change in the manner provided above at least ten (10) days prior to the effective date of the change. Notices by overnight messenger shall be deemed delivered on the next business day, or, if mailed, on the delivery date or attempted delivery date shown on the return receipt or if by email, when sent.

17. General Provisions.

17.1 Amendments. This Agreement may be amended or modified only by a written instrument signed by both Authority and Developer.

17.2 Severability; HCD Comments. If any provision of this Agreement, or its application to any person or circumstance, is held invalid by any court, the invalidity or inapplicability of such provision shall not affect any other provision of this Agreement or the application of such provision to any other person or circumstance, and the remaining portions of this Agreement shall continue in full force and effect.

Without limiting the foregoing, in the event that any HCD comments on the surplus property exemption claimed by the Authority prevents or precludes compliance with any material term of this Agreement, the Parties shall promptly modify, amend or suspend this Agreement, or any portion of this Agreement, to the extent necessary to comply with such comments. However, if such amendment, modification or suspension would deprive Authority or Developer of the substantial benefits derived from this Agreement or make performance unreasonably difficult or expensive, then the affected Party may terminate this Agreement upon written notice to the other Party. In the event of such termination, neither Party shall have any further rights or obligations under this Agreement except as otherwise provided herein.

17.3 Non-Waiver. No waiver made by either Party with respect to the performance, or manner or time of performance, or any obligation of the other Party or any condition to its own obligation under this Agreement will be considered a waiver with respect to the particular obligation of the other Party or condition to its own obligation beyond those expressly waived, to the extent of such waiver, or a waiver in any respect in regard to any other rights of the Party making the waiver or any other obligations of the other Party.

17.4 Non-Liability. No member, official, agent or employee of the Authority or City will be personally liable to Developer in the event of a default by Authority. No director, officer, agent or employee of Developer will be personally liable to Authority or City in an event of default by Developer.

17.5 No Third Party Beneficiary. This Agreement is for the exclusive benefit of the Parties to this Agreement and not for the benefit of any other person and shall not be deemed to have conferred any rights, express or implied, upon any other person.

17.7 Governing Law. Authority and Developer agree that this Agreement shall be governed by, interpreted under, and construed and enforced in accordance with the substantive and procedural laws of the State of California, without application of conflicts or choice of laws principles.

18. Interpretation of Agreement. No inference in favor of or against any Party shall be drawn from the fact that such Party has drafted any part of this Agreement.

19. Entire Agreement. This Agreement (including the attachments) contains the entire agreement between the Parties with respect to the subject matter of this Agreement.

20. Time of the Essence. Time is of the essence with respect to each provision of this Agreement.

21. Counterparts. This Agreement may be signed in multiple counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. An electronic copy of this Agreement shall be as effective as the original for all purposes.

22. Relationship of the Parties. The subject of this Agreement is a private development with neither Party acting as the agent of the other Party in any respect. None of the provisions in this Agreement shall be deemed to render Authority a partner in Developer's business, or joint venturer or member in any joint enterprise with Developer.

IN WITNESS WHEREOF, Authority and Developer have signed and entered into this Agreement as of the Effective Date by and through the signatures of their respective authorized representative(s).

AUTHORITY:

SOUTH PASADENA HOUSING AUTHORITY
a public body corporate and politic

By: _____
Evelyn Zneimer, President of the Board of Directors

ATTEST:

By: _____
Mark Perez, Authority Secretary

APPROVED AS TO FORM:

By: _____
Roxanne Diaz, Authority Counsel

DEVELOPER:

Related/SoCal Development, LLC

By: _____
Frank Cardone, President

ATTACHMENT NO. 1

PROJECT SITE AND LEGAL DESCRIPTION

The Project Site is 17,780 square feet (0.41 acres) and is composed of three parcels:

APN 5315-003-902 (Southwest Corner of El Centro and Edison Lane)

The Easterly 46 feet, between parallel lines of Lots 5 and 6 in Block "C" of the Raymond Villa Tract No. 1, in the City of South Pasadena, as per map recorded in Book 1, Page 91 of Maps, in the Office of the County Recorder of said County

APN 5315-003-903 (1503 El Centro)

The West 70 feet of Lots 5 and 6 in Block "C" of the Raymond Villa Tract No. 1, in the City of South Pasadena, County of Los Angeles, State of California, as per map recorded in Book 1, Page(s) 91 of Maps, in the Office of the County Recorder of said County

APN 5493-038-904 (1507 El Centro)

The West 46 feet of the East 92 feet of Lots 5 and 6, in Block "C" of the Raymond Villa Tract No.1, in the City of South Pasadena, County of Los Angeles, State of California, as per map recorded in Book 1, Page(s) 91 of Maps, in the Office of the County Recorder of said County

ATTACHMENT NO. 2

AFFORDABLE SENIOR HOUSING PROJECT

The anticipated housing development will be the City's first permanent affordable housing for low, very low-, and extremely low-income households. The project summary is described in the table below:

Project Details	
Target Population: Senior households	**Income Restrictions:** 30% AMI; 40%AMI; 50% AMI; 60%AMI; 80% AMI
Unit Count: Approx. 52 (incl. 1 manager's unit)	**Unit Sizes:** 1 and 2 bedrooms (unit mix TBD)

ATTACHMENT NO. 3

MATERIALS TO BE DELIVERED BY DEVELOPER

Written Status Reports	Every two months, on the 15th day of the month, commencing on the first full month after the Effective Date.
Developer will disclose to Authority the names of primary employee contracts, primary consultants, or representatives anticipated to the directly involved in the Project. Developer shall promptly notify Authority of any changes as they occur.	Within forty-five (45) days after the Effective Date
Developer will conduct due diligence including, but are not limited to, investigative studies, feasibility studies, preliminary title report, etc. Developer will submit to the Authority in writing any and all objections.	Within one-hundred twenty (120) days after the Effective Date
Developer will lead public outreach for the Project in coordination with the Authority. Authority and Developer shall determine the extent and number of outreach meetings appropriate but will be no less than one (1) meeting	Within one-hundred twenty (120) days after the Effective Date
Develop Conceptual Plans for the project identifying the location, building envelope, general configuration, use(s) of the Site, parking and proposed design characteristic of the Project. This will also include a conceptual development program that includes a breakdown of the proposed scope of development by land use square footage, number of parking spaces, approximate number and mix of residential units, proposed amenities, circulation and other general uses.	Between one-hundred fifty (150) days and one-hundred eighty (180) days after the Effective Date
Submit entitlements application. Developer is current contemplating CEQA exemption.	Within two-hundred seventy (270) days after the Effective Date
Draft Preliminary Financing Plan and Preliminary Development Schedule	Within two-hundred seventy (270) days after the Effective Date
Parties negotiate form of Term Sheet for purpose of negotiating DDA and the Form of Ground Lease	Within two-hundred seventy (270) days after the Effective Date
Final Preliminary Financing Plan with anticipated Debt and Equity Financing	Within three-hundred (300) days after the Effective Date
Initial draft DDA including Ground Lease and Regulatory Agreement Exhibit(s)	Within three-hundred sixty days (360) days after the Effective Date

ATTACHMENT NO. 4

FORM OF RIGHT OF ENTRY AND ACCESS AGREEMENT

ATTACHMENT NO. 4

RIGHT OF ENTRY AND ACCESS AGREEMENT

THIS RIGHT OF ENTRY AND ACCESS AGREEMENT (herein called this "**Agreement**") is made and entered into as of _____, 2024, by the SOUTH PASADENA HOUSING AUTHORITY, a public body (herein called "**Grantor**"), and RELATED/SOCAL DEVELOPMENT, LLC, a California limited liability company (herein called "**Grantee**").

W I T N E S S E T H:

WHEREAS, Grantor is the owner of the real property more particularly described on Exhibit A, which exhibit is attached hereto and incorporated herein by reference (herein called the "**Property**");

WHEREAS, Grantor and Grantee contemplate entering into a ground lease ("**Ground Lease**") and disposition and development agreement ("**DDA**") related to the Property as further described in that certain Exclusive Negotiating Agreement of even date herewith by and between the Grantor and Grantee ("**ENA**");

WHEREAS, Grantee has requested the right of entry upon and access to the Property for the purpose of undertaking tests, inspections and other due diligence activities including but not limited to environmental inspections, soil sampling, property condition assessments, and utility mapping (herein called the "**Due Diligence Activities**") in connection with the proposed lease by Grantee of the Property;

WHEREAS, Grantor has agreed to grant to Grantee, and Grantee has agreed to accept from Grantor, this non-exclusive, revocable license to enter upon the Property to perform the Due Diligence Activities in accordance with the terms and provisions of this Agreement;

WHEREAS, Grantor and Grantee desire to execute and enter into this Agreement for the purpose of setting forth their agreement with respect to the Due Diligence Activities and Grantee's entry upon the Property.

NOW, THEREFORE, for and in consideration of the foregoing premises, the mutual covenants and agreements contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Grantor and Grantee do hereby covenant and agree as follows:

1. Access by Grantee.

(a) Subject to Grantee's compliance with the terms and provisions of this Agreement, the earlier termination or expiration of the ENA, Grantee and Grantee's agents, employees, contractors, representatives and other designees (herein collectively called "**Grantee's Designees**") shall have the right to enter upon the Property for the purpose of conducting the Due Diligence Activities.

(b) Grantee expressly agrees as follows: (i) any activities by or on behalf of Grantee, including, without limitation, the entry by Grantee or Grantee's Designees onto the Property in connection with the Due Diligence Activities shall not materially damage the Property in any manner whatsoever or materially disturb or interfere with the rights or possession of any tenant on the Property, (ii) in the event the Property is materially altered or disturbed in any manner in connection with the Due Diligence Activities, Grantee shall immediately return the Property to substantially the same condition existing immediately prior to the Due Diligence Activities, and (iii) Grantee shall indemnify, defend and hold Grantor harmless from and against any and all claims, liabilities, damages, losses, costs and expenses of any kind or nature whatsoever (including, without limitation, reasonable attorneys' fees and expenses and court costs) suffered, incurred or sustained by Grantor as a result of, by reason of, or in connection with the Due Diligence Activities or the entry by Grantee or Grantee's Designees onto the Property; provided, however, that in no event shall Grantee be liable for any liabilities, damages, losses, costs or expenses of any kind or nature that relate, directly or indirectly, to (y) consequential or punitive damages or (z) matters that are merely discovered, but not exacerbated, by Grantee. Notwithstanding any provision of this Agreement to the contrary, Grantee shall not have the right to undertake any invasive activities or tests upon the Property, or any environmental testing on the Property beyond the scope of a standard "Phase I" investigation, without the prior written approval by the of Grantor of a workplan for such "Phase II" or invasive testing. If Grantor does not respond or reject any workplan within five (5) business days of Grantee's delivery of the written workplan proposal to Grantor pursuant to the notice provisions of this Agreement, then Grantor shall be deemed to have approved the submitted workplan and Grantee may proceed with such testing. If Grantor rejects such proposed workplan in whole or in part, then this Agreement shall become null and void at the sole option of Grantee.

2. Lien Waivers. Upon receipt of a written request from Grantor, Grantee will provide Grantor with lien waivers following completion of the Due Diligence Activities from each and every contractor, materialman, engineer, architect and surveyor who might have lien rights, in form and substance reasonably satisfactory to Grantor and its counsel. Grantee hereby indemnifies Grantor from and against any claims or demands for payment, or any liens or lien claims made against Grantor or the Property by contractors, materialmen, engineers, architects, or surveyors retained by the Grantee as a result of the Due Diligence Activities.

3. Insurance. Grantee shall, and shall cause all of Grantee's Designees performing the Due Diligence Activities to, procure or maintain a policy of commercial general liability insurance issued by an insurer reasonably satisfactory to Grantor covering each of the Due Diligence Activities with a single limit of liability (per occurrence and aggregate) of not less than Two Million Dollars ($2,000,000.00), and to deliver to Grantor a certificate of insurance evidencing that such insurance is in force and effect, and evidencing that Grantor has been named as an additional insured thereunder with respect to the Due Diligence Activities. Such insurance shall be maintained in force throughout the term of this Agreement.

4. Successors. To the extent any rights or obligations under this Agreement remain in effect, this Agreement shall be binding upon and enforceable against, and shall inure to the benefit of, the parties hereto and their respective heirs, legal representatives, successors and permitted assigns.

5. Limitations. Grantor does not hereby convey to Grantee any right, title or interest in or to the Property, but merely grants the specific rights and privileges hereinabove set forth.

6. Survival of Indemnification. The indemnification obligations of Grantee contained in Sections 1 and 2 hereof shall survive the expiration or earlier termination of this Agreement for a period of one (1) year following such expiration or termination.

7. Notices. Whenever any notice, demand, or request is required or permitted under this Agreement, such notice, demand, or request shall be in writing and shall be delivered by hand, be sent by registered or certified mail, postage prepaid, return receipt requested, or shall be sent by nationally recognized commercial courier for next business day delivery, to the addresses set forth below the respective executions of the parties hereto, or to such other addresses as are specified by written notice given in accordance herewith, or shall be transmitted by facsimile to the number for each party set forth below their respective executions hereof, or to such other numbers as are specified by written notice given in accordance herewith. All notices, demands, or requests delivered by hand shall be deemed given upon the date so delivered; those given by mailing as hereinabove provided shall be deemed given on the date of deposit in the United States Mail; those given by commercial courier as hereinabove provided shall be deemed given on the date of deposit with the commercial courier; and those given by facsimile shall be deemed given on the date of facsimile transmittal. Nonetheless, the time period, if any, in which a response to any notice, demand, or request must be given shall commence to run from the date of receipt of the notice, demand, or request by the addressee thereof. Any notice, demand, or request not received because of changed address or facsimile number of which no notice was given as hereinabove provided or because of refusal to accept delivery shall be deemed received by the party to whom addressed on the date of hand delivery, on the date of facsimile transmittal, on the first calendar day after deposit with commercial courier, or on the third calendar day following deposit in the United States Mail, as the case may be.

8. Assignment. This Agreement may not be assigned by Grantee, in whole or in part, except to an entity to which the Grantee has assigned its interest under the ENA in compliance with the provisions of Section 13thereof.

9. Governing Law. This Agreement shall be construed, enforced and interpreted in accordance with the laws of the State of California. Venue shall be in Los Angeles County.

10. Counterparts. This Agreement may be executed in several counterparts, each of which shall be deemed an original, and all of such counterparts together shall constitute one and the same instrument.

11. No Recording of Agreement or Memorandum of Agreement. In no event shall this Agreement or any memorandum hereof be recorded in the Official Records of Los Angeles County, California, and any such recordation or attempted recordation shall constitute a breach of this Agreement by the party responsible for such recordation or attempted recordation.

IN WITNESS WHEREOF, Grantor and Grantee have caused this Agreement to be executed on the day and year first written above.

GRANTEE:

RELATED/SOCAL DEVELOPMENT, LLC
a California limited liability company

By:_____
Name: _____
Title:_____

Address for notices: Related/SoCal Development, LLC

c/o The Related Companies of California, LLC
18201 Von Karman Avenue, Suite 900
Irvine, CA 92612
Attn: Frank Cardone
Phone: (949) 660-7272

(Signatures continued)

GRANTOR:

SOUTH PASADENA HOUSING AUTHORITY,
a California municipal corporation

By:_____
Name: Donald E. Penman
Title: Interim Executive Director

Address for notices: City of South Pasadena
1414 Mission Street
South Pasadena. CA 91030
Attention: City Manager
Telephone: (626) 403-7210

With a copy to: Richards, Watson & Gershon
350 South Grand Avenue, 37th Floor
Los Angeles, California 90071
Attn.: Roxanne M. Diaz, Esq.
Telephone No.: (213) 626-8484
Facsimile No: (213) 626-0078
Email: rdiaz@rwglaw.com

EXHIBIT A

LEGAL DESCRIPTION

APN 5315-003-902 (Southwest Corner of El Centro and Edison Lane)

The Easterly 46 feet, between parallel lines of Lots 5 and 6 in Block "C" of the Raymond Villa Tract No. 1, in the City of South Pasadena, as per map recorded in Book 1, Page 91 of Maps, in the Office of the County Recorder of said County.

APN 5315-003-903 (1503 El Centro)

The West 70 feet of Lots 5 and 6 in Block "C" of the Raymond Villa Tract No. 1, in the City of South Pasadena, County of Los Angeles, State of California, as per map recorded in Book 1, Page(s) 91 of Maps, in the Office of the County Recorder of said County.

APN 5493-038-904 (1507 El Centro)

The West 46 feet of the East 92 feet of Lots 5 and 6, in Block "C" of the Raymond Villa Tract No. 1, in the City of South Pasadena, County of Los Angeles, State of California, as per map recorded in Book 1, Page(s) 91 of Maps, in the Office of the County Recorder of said County.

ATTACHMENT NO. 5

AUTHORITY TASKS

1. City staff will work in good faith with Developer to create the nonbinding terms sheet for the DDA that is described in Attachment 3.

2. City staff shall review the Developer's Site Plan and other submissions.

3. Authority and City shall promptly disclose to Developer all material facts known to the Authority and City regarding the Site that is not known to Developer or observable from a diligent inspection of the Site or title to the Site.

4. City shall diligently process project entitlements and environmental clearances.

5. City staff shall coordinate with Developer in conducting public outreach and public outreach meetings.

6. Developer shall provide an initial draft of the Disposition and Development Agreement including the Ground Lease Exhibit to Authority consistent with the terms sheet and shall thereafter revise it the extent reasonably permitted by negotiations.

City Council and the Housing Authority - Board of Directors Agenda Report

ITEM NO. 10

DATE: May 6, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Julian Lee, Public Works Director
Michael Vartanians, City Engineer

SUBJECT: **CONSIDERATION OF ADOPTION OF RESOLUTION NO. 7998 INITIATING THE PROCEEDINGS AND ORDERING OF THE PREPARATION OF THE ENGINEER'S REPORT FOR THE FISCAL YEAR 2026-2027 LIGHTING AND LANDSCAPING MAINTENANCE DISTRICT**

Recommendation

It is recommended that the City Council:

a. Adopt the attached Resolution No. 7998, initiating the proceedings for the Fiscal Year (FY) 2026-2027 Lighting and Landscaping Maintenance District (LLMD); and
b. Authorize the preparation of the Engineer's Report for the annual levy and collection of assessments.

Executive Summary

The City's Lighting and Landscape Maintenance District (LLMD) requires annual reauthorization under the Landscaping and Lighting Act of 1972 to fund landscaping, street lighting, and related public improvements within the district. Assessment rates have remained unchanged since the January 2017 Proposition 218 ballot to increase assessments failed with a 60.9% weighted "No" vote. Consistent with direction from the April 24, 2024 City Council/Finance Commission Special Joint Meeting, the General Fund continues to subsidize costs that exceed LLMD revenue.

Adoption of proposed Resolution No. 7998 authorizes preparation of the Engineer's Report, which documents maintenance costs, assessed parcels, methodology, and individual parcel assessments. The methodology and procedures are unchanged from prior years. The Engineer's Report and a Resolution of Intention will return to Council at a subsequent meeting, followed by a noticed Public Hearing and adoption of a Resolution confirming the annual levy. The City's consultant will submit the assessments to the Los Angeles County Assessor's Office in August 2026 for placement on the property tax roll.

For FY 2026-2027, the LLMD is projected to generate approximately $900,000 in assessment revenue against estimated maintenance costs of $1,731,100, requiring a General Fund contribution of approximately $831,000. A budget of $10,5has been appropriated from the LLMD Fund (Account No. 215-6010-6201-8170-000) for consultant services and County recordation.

Background
Since the 1975-1976 Fiscal Year, South Pasadena has utilized the Landscaping and Lighting Maintenance District (LLMD) to fund maintenance of the City's landscaping, lighting, and traffic signals, ensuring these core assets remain functional and well-preserved.

In January 2017, the City initiated a ballot to increase assessments in accordance with Proposition 218. However, the weighted vote of the "No" ballots was 60.9%, therefore, the ballot measure failed as the simple majority requirement was not met. As a result, assessment rates the stayed the same as those previously in effect.

On April 24, 2024, City Council held a Special Joint Meeting with the Finance Commission as a study session to review the details of LLMD revenues and expenditures. Based on the discussion in that meeting, staff has continued with the existing annual LLMD assessment cap and utilize the General Fund to pay for costs that exceed current LLMD assessment revenue, as was the approach in past years.

Analysis
A Lighting and Landscape Assessment District (LLAD) is a special financing mechanism authorized under the Landscaping and Lighting Act of 1972 (California Streets and Highways Code Section 22500 et seq.) that allows cities, counties, and special districts to levy annual benefit assessments on real property to fund the installation, maintenance, and servicing of public landscaping, street lighting, parks, recreational improvements, and related public facilities that confer a special benefit on properties within the district's boundaries. Formation of a new district, or any increase in assessments beyond previously approved levels, must comply with the substantive and procedural requirements of Proposition 218 (California Constitution Article XIII D, Section 4), including preparation of an engineer's report establishing the proportional special benefit conferred on each parcel, mailed notice to all affected property owners, a public hearing, and a property-owner ballot proceeding in which protests are weighted by assessment amount and the assessment may not be imposed if a majority protest exists.

Once established, the district must be reauthorized each fiscal year through a defined annual process as follows: 1) the agency engages an assessment engineer to prepare an updated engineer's report describing the improvements, estimated costs, assessment diagram, and assessment roll for the upcoming year; 2) the legislative body adopts a Resolution Initiating Proceedings and a Resolution of Intention preliminarily approving the engineer's report and setting a public hearing; 3) a notice of the hearing is published as required by law; and 4) following the public hearing, the legislative body adopts a Resolution Confirming the Diagram and Assessment, after which the assessments are placed on the County property tax roll for collection. So long as the annual assessment does not exceed the maximum amount previously approved by property owners (adjusted only by any approved escalator), no new Proposition 218 balloting is required for the annual reauthorization.

The first step in the LLMD process requires the City Council authorization to prepare an Engineer's Report, which contains the engineering study and details of the assessments and methodologies which are needed to submit the assessments to the County Assessor's Office. The City Council has previously approved the methodology for the assessments, and staff will continue with the same methodology this year.

Resolution No. 7998 (Attachment 1) calls for the preparation of an Engineer's Report showing

the total maintenance costs, the list of parcels to be assessed, the assessment methodology, and the specific assessment for each affected parcel in the LLMD. A map of the assessed areas is shown in Attachment 2. For more than two decades, the Engineer's Report has been prepared adhering to the procedures established in the 1972 Landscaping and Lighting Act. As in previous years, the City must follow the same procedures, such as preparing an Engineer's Report and conducting a Public Hearing to proceed with levying the assessments.

Next Steps
The Engineer's Report and Resolution of Intention will be presented for consideration at an upcoming City Council Meeting. A Public Hearing will be conducted to adopt a Resolution confirming the annual levy and collection of assessments for the LLMD for FY 2026-2027. In August 2026, the City's consultant will submit the proposed assessments to the Los Angeles County (County) Assessor's Office.

Fiscal Impact
The LLMD establishes the funding mechanism to provide approximately $900,000 in revenues to exclusively cover the maintenance costs within the LLMD boundaries. For FY 2026-2027, the LLMD estimated costs are $1,731,100, and the General Fund will fund the difference of approximately $831,000. For FY 2026-2027, the LLMD update will evaluate these costs related to the existing assessment as part of the Engineering Report. The revenue is collected through the County Assessor's Office as part of the property tax rolls. Consulting professional services will be utilized to prepare the Engineer's Report reflecting individual parcel assessments, including recordation with the County. A sufficient budget of $10,500 has been appropriated from the LLMD Fund into Account Number 215-6010-6201-8170-000 to pay for the consultant fee.

Key Performance Indicators and Strategic Plan
This item is related to the annual assessment process for lighting and landscaping maintenance revenue, and is not associated with a specific Council Priority or Key Performance Indicator.

Commission Review and Recommendation
This item was not reviewed by a City Commission.

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

Attachment:
Attachment 1 - Resolution No. 7998
Attachment 2 -Assessment Map

CITY OF SOUTH PASADENA
RESOLUTION NO. 7998

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, INITIATING PROCEEDINGS FOR THE FISCAL YEAR 2026-2027 LEVY AND COLLECTION OF ASSESSMENTS FOR CERTAIN LIGHTING AND LANDSCAPE MAINTENANCE IN AN EXISTING DISTRICT AND ORDERING THE PREPARATION OF A REPORT PURSUANT TO THE PROVISIONS OF DIVISION 15, PART 2, OF THE STREETS AND HIGHWAYS CODE OF THE STATE OF CALIFORNIA

WHEREAS, the City Council of the City of South Pasadena, California, has previously formed a street lighting and landscaping maintenance district pursuant to the terms and provisions of the "Landscaping and Lighting Act of 1972," Division 15, part 2 Streets and Highways Code of the State of California, in what is known and designated as City of South Pasadena Lighting and Landscaping Maintenance District (District); and

WHEREAS, at this time, this City Council desires to conduct proceedings to provide for the annual levy of assessments for the next ensuing Fiscal Year (FY) 2026-2027, to provide for the costs and expenses necessary for continual maintenance of improvements within said District; and

WHEREAS, the provisions of said Streets and Highways Code of the State of California Division 15, Part 2, Chapter 3 requires a written report (commencing with Section 22620).

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. That the above recitals are all true and correct.

SECTION 2. That the public interest and convenience requires, and it is the intention of the City Council, to initiate proceedings for the annual levy and collection of special assessments for the continual maintenance of certain improvements, all to serve and benefit said District as said area is shown and delineated on a map as previously approved in prior annual levy's by this City Council and on file in the Office of the City Clerk, open to public inspection, and herein so referenced and made a part hereof.

SECTION 3. Staff is hereby authorized and ordered to have prepared and file with the City Council an engineers report relating to the FY 2026-2027 levy of annual assessment for said District in accordance with the provisions of Streets and Highways Code of the State of California Division 15, Part 2, Chapter 3 (commencing with Section 22620).

SECTION 4. That this resolution shall take effect immediately upon its adoption.

SECTION 5. For any and all information relating to the proceedings, project procedure, any documentation and/or information of a procedural or technical nature, your attention is directed to the below listed person at the local agency or department so designated.

Julian Lee, Public Works Director
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030

SECTION 6. 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 6th day of May 2026.

Sheila Rossi, Mayor

ATTEST:

Nikima S. Newsome, 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 6th of May 2026 by the following vote:

AYES:

NOES:

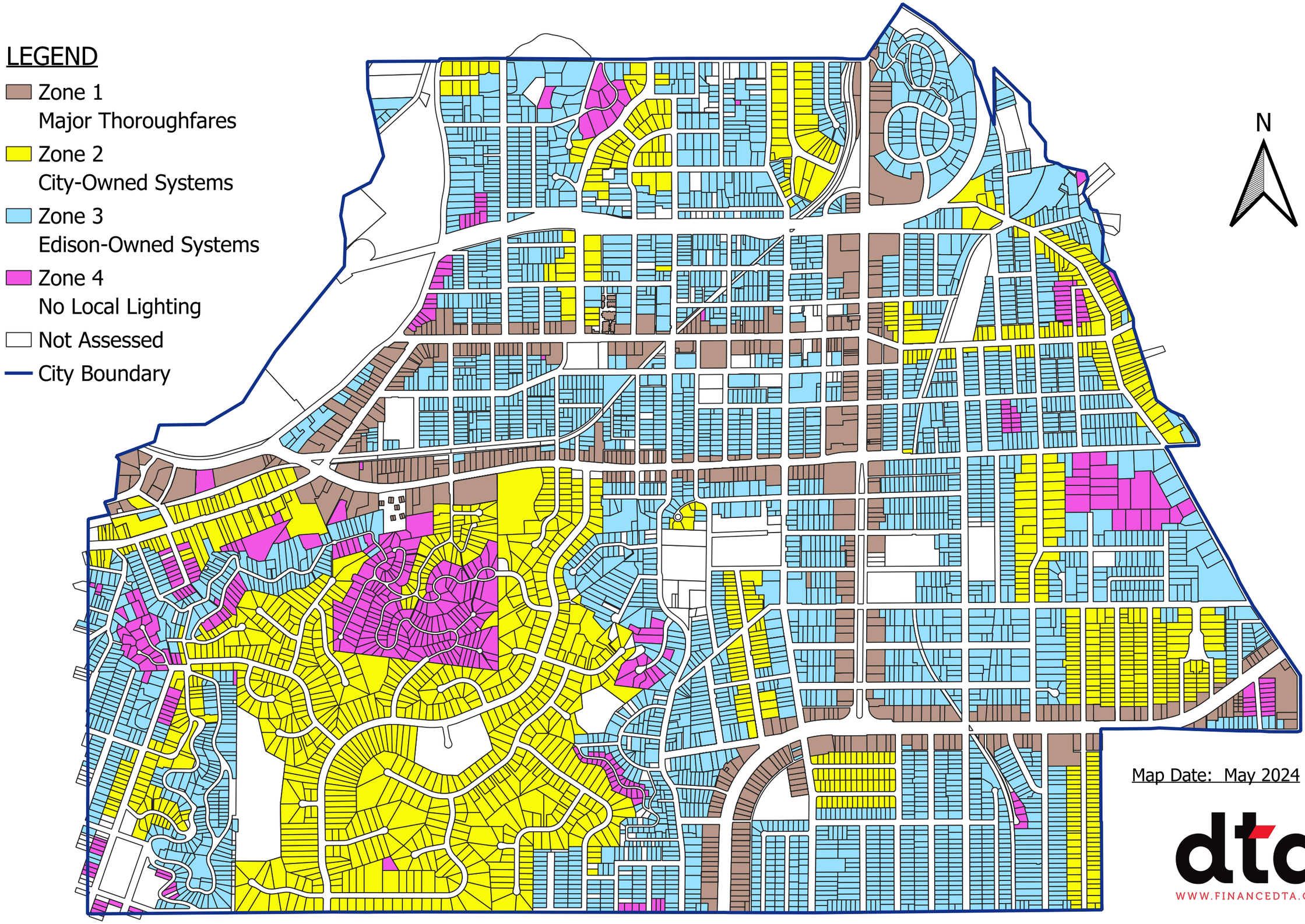
ABSENT:

ABSTAINED:

_____

Nikima S. Newsome, Chief City Clerk

Street Lighting & Landscape Maintenance District



Map Date: May 2024

dta
WWW.FINANCEDTA.COM

City Council and the Housing Authority - Board of Directors Agenda Report

ITEM NO. 11

DATE: May 6, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Tim Scholefield, Information Technology and Systems Manager

SUBJECT: **CONSIDERATION TO APPROVE THE SECOND AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH MOORE IACOFANO GOLTSMAN INC. FOR GEOGRAPHIC INFORMATION SYSTEMS SERVICES TO INCLUDE MIGRATION OF CITY GIS DATA FROM LIGHTBOX TO ESRI ARCGIS ONLINE, INCREASING THE COMPENSATION IN THE AMOUNT OF $33,620 FOR A NEW AGGREGATE TOTAL OF $183,620**

Recommendation

It is recommended that the City Council:

1. Approve a Second Amendment to the Professional Services Agreement with Moore Iacofano Goltsman Inc. (Attachment No. 1) to add a scope of work for migration of City GIS data from LightBox to Esri ArcGIS Online in a one-time amount not-to-exceed $33,620, for a new aggregate contract total of $183,620, in the form approved by the City Attorney and City Manager; and
2. Authorize the City Manager to execute all related documents.

Executive Summary

The City currently maintains Geographic Information Systems (GIS) data across two primary platforms: the LightBox system, used by Community Development as the general-purpose GIS environment, and Esri ArcGIS Online, used by Public Works for project-specific needs. Additional Public Safety GIS resources exist outside of these platforms. This fragmented approach limits integration, data sharing, and operational efficiency across departments.

GIS data is utilized citywide, including by Information Technology and Systems, Public Works, Community Development, Fire, and Police. Esri ArcGIS Online is an industry-standard, cloud-based platform that enables shared data layers, cross-departmental access, web-based mapping, and integration with other City systems.

Migrating to Esri ArcGIS Online will consolidate GIS resources into a single, unified platform, enhance interoperability with existing and future systems, improve data sharing across departments, and provide a consistent method for delivering publicly accessible GIS data to the community.

Background

On July 17, 2024, the City released a Request for Proposals (RFP) for On-Call GIS Staff Services. The City received 13 proposals by the due date of August 12, 2024. The proposals were scored by a review committee and compared to the requirements listed in the RFP. The committee recommended the City enter into an agreement with MIG to provide on-call GIS

services.

On October 16, 2024, City Council approved an agreement with MIG for said services for a two-year term at a not-to-exceed amount of $50,000, with the option to extend the contract for up to three (3) one-year extensions for a total maximum contract period of five (5) years.

On February 4, 2026, as part of Agenda Item 15, City staff identified the need for additional ArcGIS licensing, support, and interoperability as part of ongoing enterprise technology planning.

On March 4, 2026, the City Council approved the First Amendment to the Professional Services Agreement with MIG, which increased the compensation by $100,000 for a new aggregate total of $150,000 and extended the term by three years for a maximum five-year term. The First Amendment included $25,000 to support specialized GIS analysis, 3D modeling, and visual exhibits related to Senate Bill (SB) 79, and $75,000 to provide continued on-call GIS services.

On April 9, 2026, MIG submitted a proposal to the City's Information Technology and Systems Division for the migration of City GIS data from LightBox to Esri ArcGIS Online. The proposal is included as Attachment No. 2.

Analysis

All City departments use GIS resources, including Information Technology and Systems, Public Works, Community Development, Fire, and Police. The City separately maintains an existing Esri ArcGIS Online instance used by the Public Works Department for Public Works projects. City leadership has determined that transitioning the City's broader GIS environment to Esri ArcGIS Online will align the City with an industry-standard platform interoperable with other systems currently in use and for future years to come. The City has added Esri ArcGIS Online licenses for City staff use and for IT maintenance and development, building on the existing Public Works instance. The City has also used the LightBox platform to maintain GIS data for approximately ten years. The LightBox platform was inherited by current staff and has continued to serve as the City's general-purpose GIS environment.

The purpose of the proposed Second Amendment is to add a defined scope of work to the existing on-call agreement with MIG for migration of the City's GIS data from the LightBox platform to Esri ArcGIS Online, and to increase the not-to-exceed compensation by the amount of the proposed scope. Migration consolidates the City's GIS resources onto a single platform shared across all departments that use GIS, including Information Technology and Systems, Public Works, Community Development, Fire, and Police.

Process and Methodology

City staff from Information Technology and Systems, Public Works, Community Development, and Fire and Police Departments coordinated on the City's current GIS environment, existing Esri ArcGIS Online usage, and data migration requirements. Staff engaged MIG, the City's on-call GIS consultant, to define a scope of work and fee estimate for the migration. MIG submitted a written proposal dated April 9, 2026, which is included as Attachment No. 2. Staff reviewed the proposal against the City's operational needs and the terms of the existing on-call agreement.

Findings and Evaluation

Operational considerations identified by staff include the following:

- All City departments - Information Technology and Systems, Public Works, Community Development, Fire, and Police - use GIS data in the course of their operations. Migration to a single platform allows these departments to access common data layers from a shared environment.
- Esri ArcGIS Online supports cross-departmental access to operational data layers. For example, water utility and fire hydrant layers maintained by Public Works can be made accessible to Fire Department personnel through the same platform.
- Esri ArcGIS Online includes built-in functionality for publishing data layers to the public through web maps and dashboards, which provides a uniform method for sharing publicly available GIS data with the community.
- The City currently maintains a separate Esri ArcGIS Online instance for Public Works. Migration of the broader GIS environment to ArcGIS Online consolidates the City's GIS resources rather than maintaining two parallel platforms.

The MIG proposal includes the following tasks:

- Task 1: Project Management and Coordination, including a project kickoff meeting and five coordination meetings aligned with Tasks 2 through 6, progress tracking, and quality control.
- Task 2: Data Acquisition and Existing GIS Assessment, including downloading and reviewing GIS datasets currently maintained in LightBox, identifying priority datasets for migration, and preparing a Data Inventory and Assessment Memorandum.
- Task 3: ArcGIS Online Environment Setup, including confirming the City's ArcGIS Online organization structure in coordination with the existing Public Works instance, configuring user roles and permissions, establishing a data governance framework, and preparing a data standards memorandum.
- Task 4: Data Preparation and Migration, including data cleaning and standardization, conversion to ArcGIS Online-compatible formats, publishing of hosted feature layers, and application of basic metadata.
- Task 5: Data Organization and Access, including organization of datasets into groups and folders, configuration of sharing permissions (internal and public), and creation of a basic set of web maps.
- Task 6: Knowledge Transfer and Training, including a training session covering navigation of ArcGIS Online, dataset access and management, license management, and creation and sharing of basic web maps.
- Task 7: Optional Ongoing Support, which may be authorized at the City's discretion under the existing on-call terms of the MIG agreement and is not included in the base migration scope.

The proposal is structured as a time-and-materials effort with a not-to-exceed budget of $33,620 across Tasks 1 through 6. MIG will not exceed the authorized budget without prior written authorization from the City. Unused budget will not be billed. The scope assumes that the City will provide access to relevant GIS data in transferable formats and that configuration will rely primarily on out-of-the-box ArcGIS Online functionality. The project is anticipated to take up to two months to complete from the Task 1 kickoff meeting through Task 6 training.

Basis for Recommendation

MIG is the City's current on-call GIS consultant under an agreement procured through a competitive RFP process in 2024. Adding the migration scope of work under the existing

agreement allows the work to proceed under the previously procured contract. The proposed Second Amendment increases the not-to-exceed compensation by $33,620 for a new aggregate total of $183,620. The term of the agreement is not changed by this amendment.

Fiscal Impact
On-call agreements do not commit the City to expending a specific amount for professional services. Services will be performed on an as-needed, time-and-materials basis up to the authorized not-to-exceed amount. The current agreement, as amended by the First Amendment, has a not-to-exceed amount of $150,000. With the proposed Second Amendment in the amount of $33,620, the new proposed total maximum contract amount is $183,620.

Funding for the migration scope of work is budgeted across the Information Technology and Systems, Public Works, and Community Development Department FY 2025/26 budgets.

Specific account strings provided:

Division	Account Source	Account Code	Amount
Public Works	Contract Services	101-6010-6011-8180-000	$5,000
Community Development	Professional Services	101-7010-7011-8170-000	$10,000
Information Technology Services	Contract Services	101-3010-3032-8170-000	$18,620

Attachment:
Attachment No. 1 -MIG Second Amendment
Attachment No. 2 - MIG Proposal dated April 9, 2026 SOW
Attachment No. 3 - First Amendment to MIG Agreement
Attachment No. 4 - MIG Professional Services Agreement

SECOND AMENDMENT TO

PROFESSIONAL SERVICES AGREEMENT FOR CONSULTANT SERVICES

THIS SECOND AMENDMENT is made on this _____ day of _____, 2026 by and between the **CITY OF SOUTH PASADENA** ("CITY") and **Moore Iacofano Goltsman, Inc.** ("CONSULTANT").

RECITALS

WHEREAS, on October 16, 2024, the CITY and CONSULTANT entered into an Agreement for PROFESSIONAL SERVICES ("Agreement") for CONSULTANT to perform on-call Geographic Information Systems (GIS) Services for the City; and

WHEREAS, the original Agreement was in the amount of $50,000, for the Scope of Services; and

WHEREAS, on March 4, 2026, the CITY and CONSULTANT entered into a First Amendment to the Agreement, which extended the term of the Agreement by three (3) years for a maximum five (5) year term and increased the compensation by $100,000 for a new aggregate total of $150,000; and

WHEREAS, the CITY desires to enter into this Second Amendment to the Agreement to add a scope of work for the migration of City GIS data from the LightBox platform to Esri ArcGIS Online and to increase the compensation by an additional $33,620, for a new aggregate total of $183,620.

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

Section 1. The Scope of Services of the Agreement is hereby amended to include the services described in **Exhibit A-2 (Scope of Work and Project Fees for GIS Migration to ArcGIS Online)**, attached hereto and incorporated herein by this reference. Services under Exhibit A-2 shall be performed on a time-and-materials basis up to a not-to-exceed amount of Thirty-Three Thousand Six Hundred Twenty Dollars ($33,620). CONSULTANT shall not exceed the authorized budget for Exhibit A-2 without prior written authorization from the CITY.

Section 2. Section 3.4 entitled "Maximum Amount" of the Agreement is hereby amended to read as follows:

> "Maximum Amount": The highest total compensation and cost payable to CONSULTANT by CITY under this agreement. The Maximum Amount under this Agreement is One Hundred Eighty-Three Thousand Six Hundred Twenty Dollars ($183,620)."

Section 3. All other terms, conditions, and provisions of the Agreement, as amended by the First Amendment and as further amended by this Second Amendment, shall remain in full force and effect.

"City"

City of South Pasadena

By: _____
Signature

Printed: Todd Hileman

Title: City Manager

Date: _____

"Consultant"

Moore Iacofano Goltsman, Inc. (MIG)

By: _____
Signature

Printed: Daniel Iacofano

Title: CEO

Date: _____

Attest:

By: _____

Nikima S. Newsome, Chief City Clerk

Date: _____

Approved as to form:

By: _____

Roxanne Diaz, City Attorney

Date: _____

April 9, 2026

Tim Scholefield
Information Technology and Systems Manager
City of South Pasadena
IT Services Division
1414 Mission Street
South Pasadena, CA 91030

Subject: South Pasadena GIS Migration to Esri ArcGIS Online

Dear Tim,

MIG is pleased to submit this proposal to support the City of South Pasadena in migrating its GIS data from LightBox into Esri ArcGIS Online. This effort builds on our ongoing partnership with the City, including our current GIS staff services for the Community Development Department, and reflects our continued commitment to providing responsive, high-quality GIS and geospatial data management support.

This project is designed as a focused, efficient effort to establish a well-organized ArcGIS Online environment, migrate priority datasets, and position City staff for ongoing GIS use and expansion. Our team understands the importance of developing a system that is both practical for immediate use and scalable to support future needs across departments.

MIG brings a strong, integrated team with experience in GIS systems implementation:

- **Steve Kokotos, Principal and Director of Technology Services**, provides strategic oversight and integrates planning with technology solutions
- **Jose M. Rodriguez, Project Manager and Director of GIS Services**, brings over 30 years of experience in land use planning and GIS and oversees MIG's firmwide GIS services
- **Zach Field, AICP, GISP, GIS Specialist,** leads ArcGIS Online configuration and development of Esri web applications
- **Katie Wall, GIS Associate**, supports data preparation and systems organization

MIG actively manages its own ArcGIS Online organization with over 40 users and produces GIS content on a daily basis. Our GIS staff have developed numerous web applications, dashboards, StoryMaps, and other Esri-based tools for cities throughout the United States. In addition, MIG regularly collaborates directly within client ArcGIS environments, either through shared access to city-managed organizations or by establishing dedicated accounts to support project work, data organization, and application development. For example, MIG recently developed an ArcGIS Dashboard to support open space GIS inventory efforts for the City of Laguna Niguel and created over 10 infrastructure and equity dashboards for the Los Angeles County Public Works Department. This hands-on experience and jurisdictional collaboration allows us to implement practical, well-organized systems that align with how local agencies use and maintain GIS over

time. Together, this team combines technical expertise with a practical understanding of local government workflows, ensuring the City receives a GIS system that is both functional and easy to maintain.

We appreciate the opportunity to continue supporting the City of South Pasadena and look forward to working with your team on this effort. The following attachment outlines our scope of work and project fees for your review. Our budget is structured with allowances for each task to provide flexibility, recognizing that the volume and condition of data to be transferred is currently unknown. The proposed scope and budget are also flexible and can be adjusted in coordination with the City to align with your priorities and available budget.

Please feel free to contact me with any questions or to discuss next steps at 626-744-9872 ext. 3050 or joser@migcom.com.

Sincerely,



Jose M. Rodriguez
Director of GIS Services

Attachment: Scope of Work and Budget for GIS Migration to ArcGIS Online

Exhibit A: Scope of Work and Project Fees

Project Overview

The City of South Pasadena seeks to migrate its existing GIS data from the LightBox platform into a structured and scalable environment within Esri ArcGIS Online. This effort will establish a centralized, cloud-based GIS system that improves data accessibility, organization, and usability across City departments. The scope is intentionally focused and streamlined, emphasizing efficient setup, migration of priority datasets, and knowledge transfer to City staff.

Our work will include the following tasks:

Task 1. Project Management and Coordination

MIG will provide overall project management to ensure timely delivery, coordination with City staff, and quality control. Work will include a structured series of meetings and ongoing coordination to support each phase of the project, as well as early alignment on ArcGIS Online account configuration, user access, and system governance.

As part of project initiation, MIG will work with the City to confirm key organizational and administrative considerations, including:

- ArcGIS Online organization structure and whether it will be centralized citywide or coordinated with existing systems (e.g., Public Works)
- Number and type of user accounts (e.g., Creator, Viewer) and seat allocation
- Identification of system administrators and roles (e.g., MIG support vs. City staff ownership)
- Relationship between ArcGIS Online and existing ArcGIS Pro licenses and workflows
- Departmental access needs, including Planning and other City divisions

These discussions will inform how MIG configures the ArcGIS Online environment and ensures it aligns with the City’s operational needs and long-term management approach.

Key activities include:

- One (1) project kickoff meeting (one hour) with up to three MIG staff in attendance
- Five (5) coordination meetings with City staff, aligned with each major task (Tasks 2 through 6)
- Ongoing communication and coordination with City staff
- Internal progress tracking and quality control

Deliverables will include meeting notes, action items, and brief progress updates at key milestones.

Task 2. Data Acquisition and Existing GIS Assessment
MIG will obtain and review GIS data currently maintained in LightBox and any supplemental sources provided by the City. This task includes evaluating data formats, completeness, and usability, and identifying priority datasets for migration.

Key activities include:

- Downloading/exporting available GIS datasets
- Reviewing data formats and structure
- Identifying high-priority datasets for migration
- Documenting data gaps or inconsistencies, as needed

A concise Data Inventory and Assessment Memorandum will summarize available datasets and provide recommendations for migration.

Task 3. ArcGIS Online Environment Setup
MIG will configure the City's ArcGIS Online environment to support organized data management and appropriate user access. This includes establishing a clear and scalable organizational structure.

Key activities include:

- Confirming or establishing the City's ArcGIS Online organization and overall system structure
- Developing a clear organizational framework, including groups and naming conventions
- Configuring user roles and permissions, including access levels and data sharing settings (e.g., internal vs. public)

- Establishing a basic data governance framework, including roles, responsibilities, and data management protocols
- Setting up user accounts, including confirming the number of users, compiling required email lists, and assigning appropriate user types and roles

The result will be a functional ArcGIS Online environment with an organized structure for managing GIS data, along with a data standards memorandum to guide ongoing data management and consistency.

Task 4. Data Preparation and Migration
MIG will prepare selected GIS datasets for compatibility with ArcGIS Online and migrate them into the platform. Efforts will focus on priority data sets identified in coordination with City staff.

Key activities include:

- Data cleaning and standardization (projection, fields, naming conventions)
- Conversion to ArcGIS Online-compatible formats
- Uploading and publishing hosted feature layers
- Applying basic metadata and performing quality assurance

This task will result in core GIS datasets being available and functional within ArcGIS Online.

Task 5. Data Organization and Access
MIG will organize uploaded datasets to ensure they are intuitive and accessible for City staff use. This includes assigning datasets to appropriate groups and configuring sharing settings.

Key activities include:
- Organizing datasets into logical groups and folders
- Setting appropriate sharing permissions (internal and/or public)
- Creating a small set of basic web maps to demonstrate data access and use

The outcome will be a user-friendly GIS data library within ArcGIS Online.

Task 6. Knowledge Transfer and Training
MIG will provide targeted training to support City staff in using and maintaining ArcGIS Online. Training will focus on practical, day-to-day functionality.

Training will include:

- Navigating ArcGIS Online
- Accessing and managing datasets
- License management
- Creating and sharing basic web maps

Task 7. Optional Ongoing Support
At the City's discretion, MIG may provide on-call GIS support following project completion. This may include additional data migration, updates, application development, or general ArcGIS Online assistance.

Time Frame

The project scope of work, from Task 1 kick-off meeting to Task 6 Knowledge Transfer and Training, is anticipated to take up to two months to complete.

Assumptions and Allowance-Based Scope

This scope of work is structured as a targeted, allowance-based effort to provide flexibility while maintaining cost control. The following assumptions apply:

- Each task will be performed on a time-and-materials basis up to a not-to-exceed budget established for the project or individual tasks. MIG will not exceed the authorized budget without prior written authorization from the City.
- The level of effort for each task is intended to be right-sized for a small project, focusing on priority datasets and essential system setup rather than full enterprise GIS implementation.
- If tasks require less effort than anticipated, unused budget will not be billed.

- The City will provide access to all relevant GIS data in transferable formats. Significant data conversion issues, missing data, or non-standard formats may require scope adjustments.
- Data migration will prioritize key datasets identified collaboratively with City staff, rather than all historical or legacy data.
- Configuration will rely primarily on out-of-the-box ArcGIS Online functionality, without custom application development unless requested as additional services.
- Training is limited to a single session and focused on core functionality. Additional training can be provided as optional support.
- Optional ongoing support will be authorized separately and is not included in the base scope unless directed by the City.

Proposed Project Fee: $33,620

	Steve Kokotos		Jose Rodriguez		Zach Field		Katie Wall		Total	
	Principal-in-Charge		*Project Manager*		*GIS Specialist*		*GIS Analyst*			
Tasks	**Hrs.**	**$235**	**Hrs.**	**$210**	**Hrs.**	**$170**	**Hrs.**	**$140**	**Hrs.**	**Costs**
Task 1. Project Management and Coordination	4	$940	8	$1,680	8	$1,120	0	$0	20	$3,740
Task 2. Data Acquisition and Existing GIS Assessment (allowance)	2	$470	8	$1,680	16	$2,240	24	$3,360	50	$7,750
Task 3. ArcGIS Online Environment Setup (allowance)	2	$470	12	$2,520	16	$2,240	0	$0	30	$5,230
Task 4. Data Preparation and Migration (allowance)	1	$235	2	$420	24	$3,360	24	$3,360	51	$7,375
Task 5. Data Organization and Access (allowance)	1	$235	2	$420	10	$1,400	24	$3,360	37	$5,415
Task 6. Knowledge Transfer and Training	2	$470	4	$840	16	$2,240	4	$560	26	$4,110
Sub Totals	**12**	**$2,820**	**36**	**$7,560**	**90**	**$12,600**	**76**	**$10,640**	**214**	**$33,620**

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FIRST AMENDMENT TO
PROFESSIONAL SERVICES AGREEMENT FOR CONSULTANT SERVICES

THIS FIRST AMENDMENT is made on this 4TH day of March, 2026 by and between the CITY OF SOUTH PASADENA ("CITY") and Moore Iacofano Goltsman, Inc. ("CONSULTANT").

RECITALS

WHEREAS, on October 16, 2024, the CITY and CONSULTANT entered into an Agreement for PROFESSIONAL SERVICES ("Agreement") for CONSULTANT to perform on-call Geographic Information Systems (GIS) Services for the City; and

WHEREAS, the original Agreement was in the amount of $50,000, for the Scope of Services; and

WHEREAS, the CITY desires to enter into this First Amendment to the Agreement to extend the term of the agreement by three (3) years for a maximum five (5) year term; and increase the compensation by an additional $100,000, for a new aggregate total of $150,000.

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

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

"Maximum Amount": The highest total compensation and cost payable to CONSULTANT by CITY under this agreement. The Maximum Amount under this Agreement is One Hundred and Fifty Thousand Dollars ($150,000)."

Section 2. Section 3.6 entitled "Termination Date" of the Agreement is hereby amended to read as follows:

"Termination Date": Upon completion of the work but no later than November 1, 2029.

Section 3. Section 4.1 "Time Extensions" of the Agreement is hereby deleted.

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

"City"	"Consultant"
City of South Pasadena	Moore Iacofano Goltsman, Inc. (MIG)
By: Signed by: Todd Hileman 5CF386AC460044B... *Signature*	By: DocuSigned by: Daniel Iacofano 7F3FC3E3791347D... *Signature* Printed:
Printed: Todd Hileman	Daniel Iacofano
Title: City Manager	Title: CEO
Date: 3/17/2026	Date: 3/12/2026

Attest:

By: Signed by: Nikima S. Newsome A281FB1398EA487...
Nikima S. Newsome, Chief City Clerk

Date: 3/17/2026

Approved as to form:

By: DocuSigned by: Roxanne Diaz A7800E5CA8A241F...
Roxanne Diaz, City Attorney

Date: 3/16/2026

PROFESSIONAL SERVICES AGREEMENT
FOR CONSULTANT SERVICES

(City of South Pasadena / Moore Iacofano Goltsman, INC. (MIG))

1. IDENTIFICATION

This PROFESSIONAL SERVICES AGREEMENT ("Agreement") is entered into by and between the City of South Pasadena, a California municipal corporation ("City"), and Moore Iacofano Goltsman, Inc. (MIG) ("Consultant").

2. RECITALS

2.1. City has determined that it requires the following professional services from a consultant: On-Call GIS Staff Services.

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

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

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

3. DEFINITIONS

3.1. "Scope of Services": The Consultant will serve as the City's on-call GIS analyst/expert. The Consultant will provide GIS analytical and map-making services on an as-needed basis. The Consultant is expected to fulfill the tasks, roles, and responsibilities as listed in Exhibit A (attached).

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

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

3.4. "Maximum Amount": The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is Fifty Thousand Dollars ($50,000).

3.5. "Commencement Date": November 1, 2024.

3.6. "Termination Date": Upon completion of the work but no later than November 1, 2026.

4. TERM

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

4.1. **Time Extensions.** The Community Development Director is authorized to extend the term of this Agreement for up to three (3) one-year extensions on the same terms and conditions and if the compensation for the additional one-year extensions is included as a budget expense. The compensation for each one-year extension shall not exceed $25,000. In no event shall the term of this Agreement, with extensions, exceed five (5) years.

5. CONSULTANT'S DUTIES

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

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

5.3. **Budgetary Notification**. Consultant shall notify the Agreement Administrator, in writing, when fees and expenses incurred under this Agreement have reached eighty percent (80%) of the Maximum Amount. Consultant shall concurrently inform the Agreement Administrator, in writing, of Consultant's estimate of total expenditures

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required to complete its current assignments before proceeding, when the remaining work on such assignments would exceed the Maximum Amount.

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

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

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

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

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

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

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

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

6. SUBCONTRACTING

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

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

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

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

7. COMPENSATION

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

7.2. **Invoices.** Consultant shall submit to City an invoice, on a monthly basis or as otherwise agreed to by the Agreement Administrator, for services performed pursuant to this Agreement. Each invoice shall identify the Maximum Amount, the services rendered

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during the billing period, the amount due for the invoice, and the total amount previously invoiced. All labor charges shall be itemized by employee name and classification/position with the firm, the corresponding hourly rate, the hours worked, a description of each labor charge, and the total amount due for labor charges.

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

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

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

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

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

8. INTENTIONALLY OMITTED

9. OWNERSHIP OF WRITTEN PRODUCTS

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

10. RELATIONSHIP OF PARTIES

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

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

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represent that it is, or that any of its agents or employees are, in any manner employees of City.

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

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

11. INDEMNIFICATION

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

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

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

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

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

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

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

12. INSURANCE

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

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

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

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

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

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- Products Comp/Op Aggregate $2,000,000
- Personal & Advertising Injury $2,000,000
- Each Occurrence $2,000,000
- Fire Damage (any one fire) $ 100,000
- Medical Expense (any 1 person) $ 10,000

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

13. MUTUAL COOPERATION

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

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

14. NOTICES

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile or overnight courier

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service during Consultant's and City's regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to City:

Alison Becker, AICP, Deputy Director of Community Development
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030
Telephone: (626) 403-7220
Facsimile: (626) 403-7241
E-mail: abecker@southpasadenaca.gov

If to Consultant:

Lisa Brownfield, AICP, Principal-in-Charge
Moore Iacofano Goltsman, Inc. (MIG)
537 S. Raymond Avenue
Pasadena, CA 91105
Telephone: (626) 744-9872
E-mail: lorrie@migcom.com

With courtesy copy to:

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

15. SURVIVING COVENANTS

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

16. TERMINATION

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

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

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

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

17. INTERPRETATION OF AGREEMENT

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

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

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

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

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

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

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18. GENERAL PROVISIONS

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

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

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

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

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

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

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

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agrees to post in conspicuous places, available to employees and applicants for employment, the provisions of this nondiscrimination clause.

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

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

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

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

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

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

"City"	"Consultant"
City of South Pasadena	MIG
By: Signed by: Donald E. Penman C9C235A36ABD40C...	By: DocuSigned by: Daniel Iacofano 7F3FC3E3791347D...
Signature	*Signature*
Printed: Donald E. Penman	Printed: Daniel Iacofano
Title: Interim City Manager	Title: President
Date: 11/4/2024	Date: 10/30/2024

Attest:

By: DocuSigned by: Mark Perez 8C28A8A8EFB14A7...
Deputy City Clerk

Date: 11/4/2024

Approved as to form:

By: DocuSigned by: Roxanne Diaz A7800E5CA8A241F...
Roxanne M. Diaz, City Attorney

Date: 11/4/2024

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City of South Pasadena On-Call GIS Services

Scope of Work

We understand that services for City of South Pasadena may include the following:

- **Coordination Meetings:** Before commencing any work tasks, MIG will hold a coordination meeting with City staff to ensure alignment on project objectives, data needs, and mapping expectations, including deliverable requirements (e.g., number of analyses outputs, map sizes, number of maps, use of Esri Online Apps). During this meeting, we will also review how the requested tasks align with the project budget, ensuring that all deliverables and staff revisions can be completed within the allocated funds.

- **GIS Creation, Acquisition, and Management:** MIG will leverage Esri ArcGIS tools to develop, edit, and maintain a comprehensive geospatial database for requested task. We will acquire data from various sources, including public agencies, city departments, and proprietary datasets, to ensure the GIS data is current and complete. The data will be organized following industry best practices to facilitate seamless data management and accessibility for all project stakeholders.

- **GIS Spatial Analysis and Map Production:** MIG will conduct spatial analyses and geoprocessing to support project decisions and enhance data visualization. Our team will produce a range of GIS map deliverables tailored to the project, including printable maps, online interactive maps, and web-based tools such as ArcGIS StoryMaps and Dashboards. These products will provide insightful and accessible geographic information to support city staff and public engagement efforts.

- **GIS Data Quality Assurance:** To guarantee data accuracy, MIG will implement a quality control process, ensuring the precision and completeness of the geospatial data. This will include validation techniques and the creation of detailed metadata for each dataset. By maintaining high standards of data integrity, we will ensure the GIS outputs remain reliable and consistent throughout the project.

- **GIS Files Deliverables:** Upon completion of the GIS mapping tasks, MIG will provide the City with mapping deliverables. These may include print-ready PDF map products, GIS project files in ArcGIS Pro, geospatial data files (shapefiles or geodatabases), and/or interactive applications hosted on ArcGIS Online. These deliverables will be tailored for the city's use, ensuring they are well-organized and compatible with existing systems for easy integration and long-term accessibility.

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MIG TEAM MEMBER	HOURLY RATE
Lisa Brownfield, Principal-in-Charge	$215
José Rodriguez, Project Manager, Director of GIS Services	$175
Zack Field, Lead GIS Analyst	$150
Kathrine Wall, GIS Analyst	$125
Andrew Parish, Senior Planner	$160

Hourly Rates

Professional time is billed according to the hourly rates as presented in the table above.

Other Costs

Other costs include a Project Administration charge for subconsultants, if used—10% of their total fee.

Direct Costs

Direct costs or project expenses such as photocopying (large-quantity), plotting and printing (b&w, color) are charged at cost, plus 10%. The cost of communications including long-distance telephone (excluding cell phones), facsimile, postage, courier and other delivery costs are charged at cost, plus 10%. The mileage charge for personal autos will be the currently applicable mileage rate established by the Internal Revenue Service. All other travel expenses such as accommodations, parking, tolls, etc. are charged at cost, plus 10%.

City Council and the Housing Authority - Board of Directors Agenda Report

ITEM NO. 12

DATE: May 6, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Julian Lee, Director of Public Works
Michael Vartanians, City Engineer

SUBJECT: **CONSIDERATION TO ACCEPT PROJECT COMPLETION AND AUTHORIZE FILING OF THE NOTICE OF COMPLETION FOR THE GREVELIA AND BERKSHIRE POCKET PARKS PROJECT NO. 005157, AND AUTHORIZE RELEASE OF THE RETENTION PAYMENT TO MONET CONSTRUCTION, INC. IN THE AMOUNT OF $102,686.72**

Recommendation

It is recommended that the City Council consider:

a. Accepting the Grevelia and Berkshire Pocket Park Project No. 005157 (Project) as complete; and
b. Authorizing the recordation of the Notice of Completion (NOC) with the Los Angeles County Registrar-Recorder County Clerk; and
c. Authorizing release of retention payment to Monet Construction, Inc. (Contractor) in the amount of $102,686.72.

Executive Summary

This item requests approval to close-out a completed Public Works Project and issue the final payment to the construction vendor. Accepting a public works project and recording a Notice of Completion (NOC) with the Los Angeles County Registrar-Recorder/County Clerk marks the formal transition from construction to the closeout phase, ensuring both legal and financial protection for the city. By officially accepting the project, the City Council acknowledges that the work has been performed in accordance with the contract documents, which triggers the release of retained funds to the contractor and establishes the start of any applicable warranty periods.

Background

The Grevelia and Berkshire Pocket Park project started after two Caltrans parcels were purchased and re-zoned as open space, allowing the City of South Pasadena to create two pocket parks within neighborhoods that lacked open space facilities. The project was reviewed several times between early 2018 and 2021 by the Parks and Recreation Commission. After three years, David Volz Design was hired for preliminary concept design work in April of 2021 and conceptual plans were presented to the Parks and Recreation Commission in June of 2021. The Parks and Recreation commission approved the two concept designs and the

project moved into the design stage.

In August of 2021 David Volz Design was awarded a contract with a not-to-exceed amount of $178,025 to prepare construction plans, specifications and other documents needed for the Public Works department to solicit bids from prospective contractors.

On November 6, 2024, the City Council authorized the award of a construction services contract with a not-to-exceed amount of $2,112,000 to Monet Construction, Inc. The scope of the project included the construction of two new pocket parks located at 1107 Grevelia Street and 2006 Berkshire Avenue. The project close-out process includes filing a Notice of Completion (Attachment 1) and paying withheld/retained amounts due to the contractor upon confirmed completion.

Construction of the project started in March of 2025 and the City held an opening Ceremony on December 17, 2025. In the early months of 2026, the contractor completed final punchlist items and staff processed final invoices.

Analysis
During the course of the project, the city withholds 5% of each progress payment rather than paying the full invoiced amount. This accumulated fund acts as a financial safeguard, incentivizing the contractor to complete the work to the required standards. The retention is held securely by the city until the project reaches the final closeout phase, providing a buffer against potential liens or uncorrected deficiencies.

The transition to releasing these funds begins during the project closeout phase, which is triggered once the primary construction is finished. The contractor must first address all "punchlist" items—small repairs or adjustments identified during a final walkthrough. Once these are resolved and the city formally grants acceptance of the project, the city council approves the filing of a Notice of Completion (NOC). After the NOC is officially recorded, the 5% retention is released to the contractor, typically following a mandatory waiting period. However, the city’s protection continues via a warranty bond, which remains in effect for one year following the recordation date to cover any latent defects or issues that may arise.

Fiscal Impact
The project was completed within the budget. The final project cost, including the 5% retention was $2,053,574.43. The remaining retention to be paid is $102,686.72 and will be released to the contractor 35 calendar days after filing the NOC. By waiting 35 days, the city ensures that the window for claims against the project funds has closed. If the city releases the funds too early and a valid Stop Notice is subsequently served, the city could potentially be held liable for those funds.

Key Performance Indicators and Strategic Plan
This item is related to the infrastructure City Council 2026 Goals, section 2H related to the Park Master Plan and completion of the Grevelia and Berkshire Pocket Parks.

Commission Review and Recommendation
The Grevelia and Berkshire Pocket Park Project has been discussed at multiple meetings of the Community Services Commission and the Public Works Commission throughout the development and construction stages of the project.

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

Environmental Analysis
Based on comprehensive initial studies conducted by Michael Baker International, the Grevelia and Berkshire Pocket Parks Project meets the requirements of the Class 32 categorical exemption, as it meets the definition of infill development; would be consistent with the applicable General Plan designation and all applicable General Plan policies as well as with the applicable zoning designation and regulations; occurs within City limits on a Project Site of no more than 5 acres substantially surrounded by urban uses; would be located on a site that has no habitat for endangered, rare, or threatened species; would not result in any significant effects relating to traffic, noise, air quality, or water quality; and could be adequately served by all required utilities and public services. Further, none of the exceptions to the use of a categorical exemption apply to the Project. Finally, there are no features that distinguish the Project from others in the exempt class and thus there are no unusual circumstances. Therefore, the Project is categorically exempt from CEQA pursuant to Section 15332 of the State CEQA Guidelines — Class 32, In-Fill Development Projects.

Attachment:
Attachment 1 - Notice of Completion

RECORDING REQUESTED BY:

City of South Pasadena

AND WHEN RECORDED MAILTO:

South Pasadena Public Works Dept

1414 Mission Street

South Pasadena, CA 91030

SPACE ABOVE THIS LINE IS FOR RECORDER'S USE

A.P.N.: Order No.: Escrow No.:

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is OWNER or agent of the OWNER of the interest or estate stated below in the property hereinafter described.

2. The FULL NAME of the OWNER is **City of South Pasadena**.

3. The FULL ADDRESS of the OWNER is **1414 Mission Street, South Pasadena, CA 91030**..

4. The NATURE OF THE INTEREST or ESTATE of the undersigned is: **Public Works Director (Agent)** in fee.

5. The FULL NAMES and FULL ADDRESSES of ALL PERSONS, if any, WHO HOLD SUCH INTEREST or ESTATE with the undersigned as JOINT TENANTS or as TENANTS IN COMMON are:

NAMES	ADDRESSES

6. The full names and full addresses of the predecessors in interest of the undersigned if the property was transferred subsequent to the commencement of the work of improvement herein referred to:

NAMES	ADDRESSES

7. A work of improvement on the property hereinafter described was COMPLETED **April 9th, 2026**.

8. The work of improvement completed is described as follows:

Construction of two pocket parks including demolition, grading, concrete improvements, landscaping, irrigation, drainage, electrical and plumbing improvements, installation of park equipment and site furnishings, accessibility improvements, traffic control, and related appurtenant work at Grevelia Park and Berkshire Park.

9. The NAME OF THE ORIGINAL CONTRACTOR, if any, for such work of improvement is: **Monet Construction Inc.**.

10. The street address of said property is **1107 Grevelia Street South Pasadena, CA 91030 and 2006 Berkshire Avenue South Pasadena, CA 91030**.

11. The property on which said work of improvement was completed is in the City of **South Pasadena**, County of **Los Angeles**, State of California, and is described as follows:

Date: **May 7, 2026**

(Signature of Owner or agent of owner)

Julian Lee, P.E. (Agent of the City of South Pasadena)

Verification for INDIVIDUAL owner _____:
I, the undersigned, declare under penalty of perjury under the laws of the State of California that I am the owner of the aforesaid interest or estate in the property described in the above notice; that I have read said notice, that I know and understand the contents thereof, and that the facts stated therein are true and correct.

Date and Place

(Signature of owner named in paragraph 2)

Verification for NON-INDIVIDUAL owner: I, the undersigned, declare under penalty of perjury under the laws of the State of California that I am the **Agent** ("PRESIDENT, PARTNER, MANAGER, AGENT, ETC.") of the aforesaid interest or estate in the property described in the above notice; that I have read the said notice, that I know and understand the contents thereof, and that the facts stated therein are true and correct.

May 7, 2026 **South Pasadena**

Date and Place

(Signature of person signing on behalf of owner)

Julian Lee, P.E. (Agent of the City of South Pasadena)

City Council and the Housing Authority - Board of Directors Agenda Report

ITEM NO. 13

DATE: May 6, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Julian Lee, Director of Public Works
Michael Vartanians, City Engineer

SUBJECT: **CONSIDERATION TO APPROVE AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH DAVID VOLZ DESIGN, INC. FOR ENGINEERING DESIGN SERVICES RELATED TO THE GREVELIA AND BERKSHIRE POCKET PARK PROJECT NO. 005157, FOR A NEW TOTAL CONTRACT AMOUNT OF $216,212 AND APPROVAL OF RESOLUTION NO. 8001 APPROPRIATING PARK IMPACT FEE FUNDS FOR THE AMENDMENT**

Recommendation

It is recommended that the City Council:

1. Approve an amendment to the Professional Services Agreement with David Volz Design (Attachment No. 1), in final form by the City Attorney, to provide engineering design services related to the Grevelia and Berkshire Pocket Park Project No. 005157 (Project) for a new not to exceed total of $216,212;
2. Adopt Resolution No. 8001 (Attachment No. 2) amending the Fiscal Year 2025-2026 Capital Improvement Project budget to appropriate $26,212 of Fund 275 - Park Impact Fees to the project budget; and
3. Authorize the City Manager to approve all related documents.

Executive Summary

This item requests approval of an amendment to the Professional Services Agreement (PSA) with David Volz Design, Inc. for the Grevelia and Berkshire Pocket Parks Project to cover additional engineering design services. Due to project delays and design revisions, funds originally allocated for these services were expended during the design phase.

David Volz Design, Inc. has continued providing necessary support during construction. Approval of this amendment will support timely project completion using $26,212 in Park Impact Fee funds.

Background

The Grevelia and Berkshire Pocket Park project started after two Caltrans parcels were purchased and re-zoned as open space, allowing the City of South Pasadena to create two pocket parks within neighborhoods that lacked open space facilities. The project was reviewed

several times between early 2018 and 2021 by the Parks and Recreation Commission. The Parks and Recreation commission approved the two concept designs and the project moved into the design stage.

In April 2021, David Volz Design, Inc. was hired to prepare preliminary concept designs, which were presented and approved by the Parks and Recreation Commission in June 2021. The project then advanced into the design phase.

In August 2021, the City entered into a Professional Services Agreement with David Volz Design, Inc. for a not-to-exceed amount of $190,000 to prepare construction plans, specifications, and related documents, as well as to provide bidding and construction support services.

On November 6, 2024, the City Council authorized the award of a construction contract for the project. Following this action, construction-phase engineering support services were required during construction.

Analysis
The original PSA included tasks for bidding support, construction-phase engineering services, and project closeout activities, including preparation of as-built drawings. However, due to project delays and design revisions occurring between 2021 and 2023, the budget allocated for these services was expended during the extended design phase.

As construction progressed, continued involvement from the project design consultant was necessary to ensure compliance with approved plans and specifications. David Volz Design, Inc. has provided essential services during this phase, including review of Requests for Information (RFIs), evaluation of submittals, review of change order requests, and preparation of as-built plans for both pocket park sites.

In 2023, staff requested a proposal from David Volz Design, Inc. in the amount of $26,212 to restore funding for these services; however, the amendment was not formally processed at that time. This item formalizes the amendment to compensate for services already provided and to support project completion.

Approval of this amendment will ensure continuity of the design engineer through project closeout, reduce the risk of delays or rework, and fulfill the City’s contractual obligations for services rendered.

Fiscal Impact
Adoption of Resolution No. 8001 will amend the Fiscal Year 2025–2026 Capital Improvement Project budget by appropriating $26,212 from Fund 275 – Park Impact Fees to the project budget. These funds will cover construction-phase support and project closeout services provided by David Volz Design, Inc., bringing the total contract amount to $216,212. No impact to the General Fund is anticipated.

Key Performance Indicators and Strategic Plan
This item is related to the infrastructure City Council 2026 Goals, section 2H related to the Park Master Plan and completion of the Grevelia and Berkshire Pocket Parks.

Commission Review and Recommendation
The Grevelia and Berkshire Pocket Park Project has been discussed at multiple meetings of the Community Services Commission and the Public Works Commission throughout the development and construction stages of the project.

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

Attachment:
Attachment 1 - Proposed Professional Services Agreement
Attachment 2 - Resolution No. 8001

FIRST AMENDMENT TO DAVID VOLZ DESIGN, INC. PSA 2021-066 FOR CONSTRUCTION PERIOD ASSISTANCE CONTRACT AMENDMENT

THIS FIRST AMENDMENT ("Amendment") is made on this 28th day April, 2026, by and between the City of South Pasadena ("City") and David Volz Design, Inc. ("Consultant").

RECITALS

WHEREAS, on August 19, 2021, the City and Consultant entered into a Professional Services Agreement, by which Consultant agreed to perform Construction Document Review Services for Berkshire and Grevelia Pocket Parks in accordance with the Professional Services Agreement issued by the City ("Agreement");

WHEREAS, the original Professional Services Agreement and accompanying purchase order was in the amount of $190,000 for the scope of services under the Professional Services Agreement; and

WHEREAS, the City desires that Consultant provide additional Construction Document Review services related to the Berkshire and Grevelia Pocket Parks, which requires an amendment to the Task Order for the additional services and compensation for those services;

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

Section 1. Consultant shall provide the additional services as set forth in Exhibit A of this First Amendment to the Professional Services Agreement (2021-066) ("Additional Services"), which shall be performed pursuant to the terms of the Professional Services Agreement. The PSA's original scope of services and the Additional Services attached herein shall collectively be referred to as Scope of Services.

Section 2. For the Additional Services, City shall pay Consultant an amount not to exceed $26,212, as more particularly described in Exhibit A based on the hourly rates set forth therein. Accordingly, the maximum compensation for the Scope of Services shall not exceed $216,212.

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

"City"	"Consultant"
City of South Pasadena	David Volz Design, Inc.
By:_____ *Signature*	By:_____ *Signature*
Printed:_____	Printed:_____
Title:_____	Title:_____
Date:_____	Date:_____

Attest:

By:_____
Nikima Newsome, Chief City Clerk

Date:_____

Approved as to form:

By:_____
Roxanne Diaz, City Attorney

Date:_____

EXHIBIT A TO THE FIRST AMENDMENT

ADDITIONAL SERVICES AND COMPENSATION

[to be added]

~~September 27, 2023~~
October 25, 2023

Sheila Pautsch
Community Services Director
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030

RE: CONSTRUCTION PERIOD ASSISTANCE CONTRACT AMENDMENT

Dear Ms. Pautsch,

It is great news that these park projects will be going out to bid in November. The city's plan approval process is complete, with the exception of some electrical checklist form updates due to recent code changes. These updates are currently being addressed by our team however, the updates are not critical to initiating the bid process.

As you know there have been a number of significant changes to the plans and a delayed project schedule due to many factors including city personal changes and pandemic impacts. At this time, with the delivery of our final plans we have expanded the professional services contract we agreed to in January of 2018. This includes the original set aside for the construction documents and the construction period services task. Full billing of the original total contract fee will be made upon delivery of the updated plans with the final electrical forms.

Looking ahead to project bidding and construction, we propose a robust support of the city's construction management team. The construction plans call for significantly more complicated construction detailing then what was proposed prior to the plan development. Additional support from the primary DVD team and support from our engineering consultants will be needed as the construction progresses.

Attached is our proposed time and materials proposal for construction period services, including support during bidding. Support services provided to the city construction management team will be billed when provided.

Please let me know if you have any questions about this contract amendment. We are looking forward to building these exciting new neighborhood parks.

Very truly yours,
DAVID VOLZ DESIGN

David J. Volz, R.L.A. # 2375
LEED Accredited Professional, QSD/QSP

David Volz Design

Designing landscapes that create community...

Leveraging location-based technologies to create a smarter world

PLANNING & DESIGNING
Demonstration gardens, mitigation & restoration
Nature parks, interpretive gardens & wilderness camps
Streetscape development & redevelopment
Community, Neighborhood & mini-parks
Facility master plans & feasibility studies
School fields & campus planning
Irrigation renovation & redesign
Design guidelines & standards
Sports parks & stadiums
Grant applications & GIS

Founded in 1997
25 years in business
S-Corporation-CA
Never filed for bankruptcy
Wholly-owned Business
15 employees
David Volz RLA#2375
Gary Vasquez RLA #3883
Eric Sterling RLA#5463
Luis Pedraza RLA#6782
LEED Accredited
SBE

Contact Person:
David Volz, President, RLA, LEED AP, QSD/QSP
714-641-1300
dvolz@dvolzdesign.com

"DVD continues to build its reputation on creativity and service in the design of outstanding public spaces. We create high quality public spaces for our clients' communities and neighborhoods. We work with public agencies and the people they serve to develop innovative landscapes of outstanding beauty."

Like us on Facebook!
Follow us on Instagram!
@davidvolzdesign

www.dvolzdesign.com

Corporate Office
151 Kalmus Drive, Suite M8
Costa Mesa, CA 92626
714.641.1300

Coachella Valley Office
78060 Calle Estado
La Quinta, CA 92253
760.580.5165

San Jose Office
111 North Market Street, Suite 300
San Jose, CA 95113
669.444.0461

San Diego Office
4660 La Jolla Village Dr, Suite 100 #1834
San Diego, CA 92122
858.2471222

FEE PROPOSAL

David Volz Design proposes the following Time & Materials fee schedule to provide the services identified in this proposal. The tasks listed below are offered at a fixed fee for the design services for identified program elements. The services included in this spreadsheet are project management construction period assistance.

	DD $193	SLA $175	LA $155	CT $121	AD $110	Total Hrs	DVD Fee
Task 1 - Update Berkshire Park Concept Plan Graphic			2	8	1	11	$ 1,388
Task 2 - Bidding Assistance	4	8	8		2	22	$ 3,632
Task 3 - Construction Period Services	8	40	40	8	8	104	$ 16,592
	12	**48**	**48**	**8**	**10**	**126**	**$ 21,612**

Civil Engineering	$ 2,300
Electrical Engineering	$ 2,300

TOTAL PROPOSED DESIGN FEE $ 26,212

ASSUMPTIONS:

1. The attached engineering proposal furthur identify the proposed services.
2. Specialty engineering, environmental documentation are not a part of this proposed scope of services.

RESOLUTION NO. 8001

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING THE FISCAL YEAR 2025-2026 ADOPTED BUDGET

WHEREAS, the City Council of the City of South Pasadena adopted the Fiscal Year 2025-2026 Budget on August 20, 2025, establishing the City's financial plan for the fiscal year beginning July 1, 2025 and ending June 30, 2026; and

WHEREAS, subsequent to adoption, the City has identified a need to appropriate funds from Fund 275 – Park Impact Fees to increase available funding for payment of outstanding invoices related to the design of the Grevelia and Berkshire Pocket Park Project; and

WHEREAS, the proposed amendments are necessary to ensure the continuation of the capital improvement plan, maintain fiscal responsibility, and align City resources with City Council priorities; and

WHEREAS, the City Council has reviewed the proposed amendments and finds them to be in the best interest of the City and its residents.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. The above recitals are hereby declared to be true and correct and are incorporated herein as if set forth in full.

Section 2. The Fiscal Year 2025-2026 Adopted Budget is hereby amended as set forth in the table below:

Revenue Account No.	Description	Amount
	NOT APPLICABLE	
TOTAL:		

Expenditure Account No.	Description	Amount
275-9005-9033-8170-000	Grevelia & Berkshire Pocket Park	$38,187
TOTAL:		**$38,187**

Section 3. The City Manager, or their designee, is authorized and directed to implement the budget amendments, including transfers, appropriations, and related accounting entries, in accordance with this resolution.

Section 4. The City Manager is further authorized to make minor adjustments and technical corrections consistent with the intent of this resolution.

Section 5. The City Clerk shall certify to the adoption of this resolution.

PASSED, APPROVED AND ADOPTED this 6th day of May 2026.

_____
Sheila Rossi, Mayor

ATTEST:

_____
Nikima S. Newsome, Chief City Clerk

APPROVED AS TO FORM:

_____
Roxanne Diaz, City Attorney

I, Nikima S. Newsome, Chief City Clerk of the City of South Pasadena, do hereby certify the foregoing Resolution No. _____ was duly passed and adopted by the City Council of the City of South Pasadena, at a regular adjourned meeting held on the 21st day of January, 2026, by the following roll call vote:

AYES:
NAYES:
ABSENT:
ABSTAIN:

_____
Nikima S. Newsome, Chief City Clerk

City Council and the Housing Authority - Board of Directors Agenda Report

ITEM NO. 14

DATE: May 6, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Julian Lee, Director of Public Works
Michael Vartanians, City Engineer

SUBJECT: **CONSIDERATION TO APPROVE AN AMENDMENT TO A TASK ORDER WITH PACIFICA SERVICES, INC. IN THE AMOUNT OF $71,040 FOR A NEW NOT-TO-EXCEED TOTAL OF $370,740**

Recommendation

It is recommended that the City Council:

a. Approve an amendment to Task Order 3 with Pacifica Services, Inc. to increase the not-to-exceed amount by $71,040, from $299,700 to $370,740 in the form approved by the City Attorney and City Manager; and
b. Authorize the City Manager to execute all related documents.

Executive Summary

Pacifica Services, Inc. (Pacifica) provided construction management and staff augmentation services in support of multiple Capital Improvement Program (CIP) projects during Fiscal Years (FY) 2024–25 and 2025–26. These services enabled the City to advance a high volume of facility and infrastructure projects during a period of limited internal staffing resources. As project activity increased and multiple projects progressed concurrently, the level of effort required exceeded the originally authorized task order amount.

Background

On July 20, 2022, the City Council approved the establishment of a Master On-Call Professional Services program for Public Works, authorizing the City to contract with multiple qualified consultants, including Pacifica Services, Inc., to provide specialized services across a range of disciplines in support of Capital Improvement Program (CIP) delivery. This action enabled the City to efficiently access professional expertise on an as-needed basis and respond to increasing project demands.

On September 18, 2024, the City Council approved Task Order No. 3 (Task Order) (Attachment 1) with Pacifica Services, Inc. under the on-call program in the amount of $299,700 to provide construction management and staff augmentation services for CIP projects, including support at the Library and Senior Center facilities. The Task Order included assignment of a dedicated Construction/Project Manager II to support project delivery, coordination, and oversight across multiple capital projects.

In late 2025, Pacifica concluded services under the Task Order as the City transitioned project management responsibilities in-house. Outstanding invoices totaling $92,500 have been

received for services performed prior to completion of work. This amendment will increase the purchase order by $71,040, for a revised not-to-exceed total of $370,740, to fully fund services rendered, allow for payment of outstanding invoices, and facilitate administrative closeout of the Task Order and associated purchase order.

Analysis

Pacifica has supported a broad range of projects across City facilities. These efforts included management of Citywide facilities repairs and urgent renovations, completion of multiple facility improvement projects such as HVAC upgrades, flooring replacements, and restorations, as well as ongoing coordination of major initiatives including Library security improvements, access control system implementation, and facility assessment–driven capital improvements. Pacifica also supported project development, procurement coordination, contractor oversight, and construction sequencing, helping advance projects from scoping through construction and closeout phases.

The use of staff augmentation services allowed the City to maintain project delivery schedules, address deferred maintenance needs, and implement multiple concurrent CIP projects during a period of limited internal staffing resources. This approach ensured continuity in project management across a diverse set of capital projects.

Invoices submitted for services performed through November 2025 reflect actual work completed in accordance with the agreement. While services have concluded, the current purchase order balance is insufficient to cover the total cost incurred.

Pacifica provided services through November 2025, at which time the City transitioned project management responsibilities in-house following the onboarding of additional Public Works staff. By July 2025, project expenditures reached $267,140, leaving a remaining balance of $32,560 under the original purchase order. Subsequent invoices for services performed through November 2025 increased total billing to $370,740, exceeding the authorized task order amount.

The proposed amendment increases the Task Order amount by $71,040, for a revised total of $370,740. This adjustment is necessary to reconcile the contract value with actual services performed, allow for full payment of outstanding invoices, and formally close out the Task Order and purchase order. Moreover, payment is appropriate as services were completed in accordance with the approved Task Order and contributed to delivery of active CIP projects.

Fiscal Impact

To reconcile the remaining costs for services performed, staff is requesting a budget increase of $71,040, increasing the total not-to-exceed amount for the Task Order from $299,700 to $370,740.

Adequate funding for the amendment is available in the City's approved Fiscal Year 2026 CIP Budget. Tables 1-3 below provide an illustration of the original funding sources, additional funding needed, and the proposed funding distribution:

Table 1. Original Fund Sources

CIP Account	Description	Amount
105-9001-9330-8170-000	Senior Center Flooring Project	$6,000
105-9004-9322-8170-000	Library ADA Ramp Imp. Project	$18,000
105-9004-9405-8170-000	Library Security Imprv. Project	$25,700
105-9004-9328-8170-000	Library Facility Improv. Project	$6,400
105-9004-9329-8170-000	Library Roof Project	$68,600
105-9001-9273-8170-000	Rec. Facility Key System Project	$20,000
105-9001-9224-8170-000	Citywide Facility Repairs	$100,000
105-9001-9404-8170-000	Citywide Facility Assmnt. Project	$55,000
	TOTAL	**$299,700**

Table 2. Additional Funding Sources

CIP Account	Description	Requested Amount
105-9004-9405-8170-000	Library Security Imprv. Project	$16,850
105-9004-9328-8170-000	Library Facility Improv. Project	$18,020
105-9004-9329-8170-000	Library Roof Project	$24,570
105-9001-9404-8170-000	Citywide Facility Assmnt. Project	$11,600
	TOTAL	**$71,040**

Table 3. Proposed Funding Sources for Amended Task Order

CIP Account	Description	Amount
105-9001-9330-8170-000	Senior Center Flooring Project	$6,000
105-9004-9322-8170-000	Library ADA Ramp Imp. Project	$18,000
105-9004-9405-8170-000	Library Security Imprv. Project	$42,550
105-9004-9328-8170-000	Library Facility Improv. Project	$24,420
105-9004-9329-8170-000	Library Roof Project	$93,170
105-9001-9273-8170-000	Rec. Facility Key System Project	$20,000
105-9001-9224-8170-000	Citywide Facility Repairs	$100,000
105-9001-9404-8170-000	Citywide Facility Assmnt. Project	$66,600
	TOTAL	**$370,740**

Attachment:
Attachment 1 - Pacifica Service, Inc. Task Order 3 (ERNMCACO 2022-141-003)

Attachment 1

Pacifica Task Order 3 (ERNMCACO 2022-141-003)

Docusign Envelope ID: 302BA2CE-D10A-4EED-8EA0-C77412EFA4DA

TASK ORDER NO. ERNMCACO-003

TO MASTER PROFESSIONAL SERVICES AGREEMENT (2022-141)

This Task Order No. **ERNMCACO-003** ("Task Order") is made and entered into by and between the City of South Pasadena, a municipal corporation ("City"), and Pacifica Services, Inc. ("Consultant").

RECITAL

A. City and Consultant entered into an agreement entitled Master On-Call Professional Services Agreement ("Agreement") dated **June 12, 2023** by which the Consultant agreed to perform **Program, Project & Grant Management Services** in accordance with Task Orders issued by the City.

NOW, THEREFORE, THE PARTIES HEREBY AGREE AS FOLLOWS:

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

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

Capital Improvement Program Management Services
Facilitate the development, scheduling, and project delivery of the City's Capital Improvement Program and provide performance and reporting documentation for presentation and public review purposes.

Task 001 – Street Improvement Program Management:

a. Review the current Capital Improvement Program.
b. Confirm project descriptions, scopes, budgets and delivery schedules.
c. Assist City staff in clarifying/refining scoping, developing, and scheduling projects where needed.
d. Provide performance and reporting documentation for presentation and public review purposes.
e. Attend City Council and Commission meetings for the purpose of providing an update on the City's Capital Improvement Program.
f. Other tasks as assigned by the Director of Public Works

3. **TASK ORDER ADMINISTRATOR.** Consultant shall designate a principal point of contact for this task order:

   Luis Diaz
   Pacifica Services, Inc.
   106 South Mentor Avenue, Suite 200
   Pasadena, CA 91106
   Telephone: 626-405-0131
   Facsimile: 626-405-0059
   Email: ldiaz@pacificaservices.com

4. **SCHEDULE.** Consultant shall complete the Task Order by the date listed below, or, if specified, in accordance with the required schedule of milestones listed below:

   All scope items listed in this task order shall be completed as directed by the City Public Works Director.

5. **PAYMENT.** For services performed by Consultant in accordance with this Task Order, City will compensate Consultant in accordance with the terms and conditions of the Agreement based on the Fee Schedule set forth below. The total cost of this project is to be no more than **Two Hundred and Ninety-Nine Thousand and Seven Hundred Dollars ($299,700)**, based on the rates in the Fee Schedule set forth below. Payments shall be made on a percent complete basis, where a completed portion of a task, or the entirety of a completed task, shall be invoiced by the Consultant upon approval by the City, in accordance with the below costs.

Table 1: Pacifica Services, Inc. Tasks and Assigned Personnel with Hourly Rates ($ / hr)

Task	Construction / Project Manager II $185	Task Fee
001.a-f	1,620 hrs $ 299,700.00	**$ 299,700.00**
Total	**$ 299,700.00**	**$ 299,700.00**

6. **SIGNATURES.** The individuals executing this Task Order represent and warrant that they have the right, power, legal capacity, and authority to enter into and to execute this Task Order on behalf of the respective legal entities of the Consultant and the City.

IN WITNESS WHEREOF, the City and Consultant do hereby agree to the full performance of the terms set forth herein.

"City"
City of South Pasadena

By: Don Penman
C9C235A36ABD40C...
Signature

Printed: Donald Penman

Title: Interim City Manager

Date: 10/10/2024

"Consultant"
Pacifica Services, Inc.

By: L Diaz
Signature

Printed: L. Diaz

Title: Director of Project Operations

Date: September 11, 2024

Attest:

By: Signed by: Mark Perez
BA951D403FA0445...
Mark Perez, Deputy City Clerk

Date: 10/10/2024

Approved as to form:

By: DocuSigned by: Roxanne Diaz
A7808E5CA8A241F...
Roxanne Diaz, City Attorney

Date: 10/8/2024

City Council and the Housing Authority - Board of Directors Agenda Report

ITEM NO. 15

DATE: May 6, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Tim Scholefield, Information Technology and Systems Manager

SUBJECT: **CONSIDER APPROVAL OF A PROFESSIONAL SERVICES AND LICENSING AGREEMENT WITH CATALYST AND SALESFORCE; AND AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH OPENGOV FOR IMPLEMENTATION OF THE CUSTOMER SUCCESS CENTER TECHNOLOGY PLATFORM**

Recommendation

It is recommended that the City Council:

1. Approve a Professional Services Agreement with Catalyst for the implementation of a Salesforce-based Customer Success Center platform in an amount not to exceed $270,592;
2. Approve a Licensing Agreement with Salesforce, Inc. for Service Cloud, Service Cloud Voice, and Tableau licensing in an amount not to exceed $29,904 annually;
3. Approve a First Amendment to the Professional Services Agreement with OpenGov, Inc. (dated November 19, 2025), to add enterprise asset management services, in the amount of $420,101.30, for a new total contract amount of $831,711.30; and
4. Authorize the City Manager to execute all related documents.

Executive Summary

South Pasadena residents currently experience fragmented service intake, inconsistent responses to inquiries, high call transfer and abandonment rates, limited tracking of service outcomes, and the absence of enterprise-wide service level expectations. These operational challenges result in resident frustration, staff inefficiencies, and limited visibility for City leadership and the City Council into how services are delivered across the organization.

On February 4, 2026, the City Council adopted the Customer Success Center program, including the phased implementation approach, staffing framework, technology schematic, and startup funding necessary to establish the program.

This report presents three interrelated technology agreements that together establish the integrated platform identified in the adopted Software Schematic: 1) a professional services agreement with Catalyst for implementation and ongoing support of a Salesforce-based Customer Relationship Management (CRM); 2) a Salesforce licensing agreement; and 3) an amendment to the existing OpenGov agreement for enterprise asset management. The proposed platform consolidates resident intake into a single system, automates routing to the appropriate department or field crew, provides real-time case status to staff and residents, and establishes the data infrastructure for standardized performance measurement. Phases 1 and

2 are the subject of this authorization. Phase 3 has been scoped and will be brought forward for authorization once the foundational platform is implemented.

Background
On February 4, 2026, the City Council adopted the Customer Success Center program and approved Resolution No. 7974, amending the Fiscal Year 2025-2026 budget to appropriate $100,000 in one-time General Fund funding to procure the core technology components necessary to establish the program. The adopted program included a phased implementation approach, a staffing framework, a startup cost framework, and the Customer Success Center Software Schematic (Attachment 3 to that report), which identifies the planned core technology components.

In support of the adopted program, City staff conducted research into centralized customer service operations at comparable municipalities and completed a case study visit to the City of Kyle, Texas, which provided valuable reference for the structure and design of the Customer Success Center platform.

Procurement of the agreements presented in this report is governed by South Pasadena Municipal Code Section 2.99-29. Section 2.99-29(2)(f) defines "professional services" to include services of persons or businesses with specialized scientific, expert, technical, or other skills of a similar nature. Section 2.99-29(12) exempts professional services from formal competitive bidding and requires that contracts exceeding $30,000 be reviewed by the City Attorney and approved by the City Council.

Analysis
This item is before the City Council to request authorization of the technology platform agreements necessary to implement the Customer Success Center program. Staff have completed Phase One (Data Collection and Readiness) and are now advancing into Phase Two (Technology Exploration and Procurement) by presenting the results of the technology evaluation and the agreements necessary to establish the platform. The two proposed agreements and amendment correspond to the core technology components identified in the adopted Software Schematic, and are presented as a single action because the components are designed to function as one integrated platform.

The program is sequenced into three phases. Phase 1 establishes the core CRM platform. Phase 2 adds GIS integration, bi-directional Salesforce-OpenGov asset management connectivity, document management integration, and code enforcement integration. Phases 1 and 2 are the subject of this authorization. Phase 3 introduces an optional Marketing Cloud integration for proactive constituent communications; it has been scoped but will be brought forward for authorization if pursued once the foundational platform is implemented.

Process and Methodology
Building on the Phase One research, staff assembled a cross-departmental evaluation team for the Phase Two technology procurement. Participants included members of the City Manager's Office, the Assistant City Manager/CFO, the Public Information Officer, representatives from the Fire Department, Police Department, Public Works Department, Community Development Department, and the City's Customer Success Manager. The team evaluated platforms against four criteria: interoperability with existing enterprise applications through open Application Programming Interface (API) with minimal custom middleware; minimal customization requirements, favoring configuration over custom code; ease of use for

frontline staff and knowledge base workers; and configurable reporting dashboards that support the City's Service Level Agreement (SLA) and Key Performance Indicator (KPI) framework and can integrate data from multiple enterprise systems. Two CRM platforms were evaluated: Salesforce and ServiceNow. For asset management, staff evaluated OpenGov (Cartegraph), Cityworks by Trimble, and Brightly by Siemens. Staff also contacted multiple implementation firms supporting both Salesforce and ServiceNow, identified through referrals from the researched municipalities and through partnerships with CDW-G and Carahsoft.

Findings and Evaluation

The RingCentral call data that was collected during Phase One showed that multiple departmental queues experienced abandonment rates exceeding 50 percent, and several overflow queues exceeded 85 percent. Residents were frequently transferred between departments before reaching staff who could assist them. No enterprise-wide service level expectations were in place. These conditions reinforced the need for a platform that consolidates intake, automates routing, tracks resolution, and provides performance data.

The Kyle case study demonstrated that these conditions can be addressed when a CRM, telephony system, Geographic Information System (GIS), and work order platform operate as a connected system. The result observed at Kyle was a single point of intake, automated routing based on request type, real-time status visibility for staff and residents, and performance data that supports management accountability. Rather than evaluating tools individually, the staff's approach with customers was guided by this integrated-platform model, consistent with the adopted Software Schematic.

The Salesforce platform met the evaluation criteria across all four areas. It integrates natively with the City's existing RingCentral, Microsoft Azure, Active Directory, and Environmental Systems Research Institute (ESRI) environments through open API, supports configurable workflows and routing without custom code, provides an intuitive agent console and knowledge base authoring interface, and offers reporting and dashboard tools that align with the City's SLA and KPI objectives. ServiceNow was evaluated as an alternative CRM platform. While ServiceNow offers comparable core functionality, its implementation model, as reviewed during the evaluation, required greater customization to achieve the same level of integration with South Pasadena's existing enterprise applications, and the overall licensing and implementation cost structure exceeded the Salesforce approach.

A distinguishing element of Catalyst's approach is the development of a custom resident-facing web and mobile interface built in React JS and embedded on the City's existing website. This connects to Salesforce through API rather than through Salesforce's native Experience Cloud portal, avoiding recurring per-user external licensing costs. Other implementation firms evaluated did not offer this approach, instead relying on Experience Cloud and its associated license structure. This represents an intentional right-sizing decision: the City gets a modern, branded self-service experience for residents without paying for licensing capacity it does not need.

The proposed professional services agreement with Catalyst covers Phase 1 implementation for approximately 15 licensed users, four intake channels (web, mobile, staff backend, and RingCentral telephony with Interactive Voice Response (IVR)), a knowledge base, reporting and analytics, Single Sign On (SSO) through Entra ID, employee verification, GoGov contact migration, and an AI-powered assistant subject to the City's AI governance policy. Phase 1 is estimated at 17 weeks. The proposed agreement also includes Phase 2 integrations with ArcGIS, OpenGov/Cartegraph, Laserfiche, and GoGov, and a first-year post-hypercare

support term of 300 hours. Years two through five of ongoing support are available at time and materials rates for annual renewal at the City's discretion. Full deliverables and timeline are described in the attached scope of work.

Salesforce licensing is structured as a one-year agreement (Quote Q-11590235) directly with Salesforce, Inc. at a first-year total of $29,904. The licensing includes 15 Service Cloud Unlimited Edition seats, 4 Service Cloud Voice Unlimited Edition seats for telephony integration, 4 Tableau Next Creator seats for advanced reporting, and 11 Tableau Next Consumer seats for dashboard access. The first-year pricing reflects promotional rates negotiated directly with Salesforce. Renewal pricing for the first renewal term is capped at a 9 percent increase over the initial rates. The agreement does not auto-renew, providing the City flexibility to renegotiate terms at the end of each contract period.

For asset management and work order management, staff evaluated OpenGov (Cartegraph), Cityworks by Trimble, and Brightly by Siemens. OpenGov provides a unified platform that overlays asset management and work order management into a single application, allowing field crews to manage assets, generate and complete work orders, track preventative maintenance, and conduct inspections from one system rather than navigating between separate tools. OpenGov's platform also includes native mobile capability for field staff, configurable automation for preventative maintenance scheduling, and built-in condition assessment and risk scoring for long-term asset planning. Cityworks and Brightly offer comparable asset management functionality but required additional integration effort to achieve the same level of connectivity with the City's existing ESRI GIS environment and did not match OpenGov's native bi-directional API capability for integration with Salesforce. OpenGov was also the platform observed in the Kyle case study and is identified in the adopted Software Schematic. The OpenGov platform covers six asset domains: Transportation, Walkability, Parks and Recreation, Facilities, Water Distribution, and Fleet. The bi-directional integration with Salesforce is scoped for Phase 2, but procuring both platforms now ensures they are operational when that phase is authorized. The OpenGov component is structured as Amendment 1 to the existing Professional Services Agreement dated November 19, 2025; contract and cost details are provided in the Fiscal Impact section and the attached agreements.

Procurement Process
The Catalyst and Salesforce agreements each constitute a professional service under Municipal Code Section 2.99-29(12), which exempts professional and technical services from formal competitive bidding. The OpenGov component is an amendment to an existing agreement. Notwithstanding applicable exemptions, staff conducted an informal evaluation including vendor demonstrations, case study visits, and market comparisons. Pursuant to Section 2.99-29(12), because each agreement or amendment exceeds $30,000, each requires City Attorney review and City Council approval.

Staff also evaluated procurement through available master contracts and cooperative purchasing agreements. That analysis determined that master contract pricing included a two to three percentage point markup over direct vendor pricing. Given the City's targeted evaluation of need and the defined expertise and skill set required under Section 2.99-29(2)(f), direct engagement with each vendor proved more cost-efficient.

Basis for Recommendation
Staff's recommendation is based on: (1) the Customer Success Center program adopted by

the City Council; (2) operational data documenting high call abandonment, frequent transfers, and absent service level expectations; (3) alignment with the adopted Software Schematic; (4) the City of Kyle case study; (5) the value of procuring an integrated platform rather than standalone tools; (6) a phased approach establishing a stable foundation before expanding; (7) Catalyst's municipal Salesforce implementation experience; and (8) compliance with Municipal Code Section 2.99-29(12).

Fiscal Impact
At this time, there is no appropriation needed, as there are sufficient funds in the budget to fund the proposed items. On February 4, 2026, the City Council adopted Resolution No. 7974, appropriating $100,000 in one-time funding and directing staff to procure the core technology components for the Customer Success Center.

The adopted startup cost framework identified $325,000 in total one-time costs: $150,000 for Customer Success Management Software (Licenses and Consultant); $75,000 for GIS (Licenses and Consultant); $50,000 for Work Order and Asset Management Software (Licenses); and $50,000 for Office Space, Hardware, and Marketing. Funding was identified through $225,000 in Information Technology operational savings in the current fiscal year and the $100,000 General Fund appropriation.

As part of the Fiscal Year 2025-2026 Information Technology efficiency study, staff identified and eliminated inoperable and defunct telecommunications lines, resulting in approximately $280,000 in annualized cost savings for the current fiscal year and ongoing. These savings are consistent with the IT operational savings identified in the startup cost framework.

The Catalyst professional services agreement covers Phase 1 CRM implementation ($152,892), Phase 2 integrations including GIS, asset management, document management, and code enforcement ($72,700), and Year 1 post-hypercare support at 300 hours not-to-exceed ($45,000). Years 2 through 5 of ongoing support are available for annual renewal at the City's discretion and are not included in the contract authorization amount.

The OpenGov Amendment 1 increases the existing Professional Services Agreement by $420,101.30 (from $411,610 to $831,711.30), covering enterprise asset management licensing through June 30, 2030 (approximately $80,621 to $93,329 annually), implementation services ($64,800), and travel (not to exceed $5,600).

Ongoing costs, including Salesforce licensing renewals and Catalyst annual support, will be incorporated into the Information Technology operating budget beginning in Fiscal Year 2026-2027. The annualized telecommunications savings provide a recurring offset to these ongoing costs.

Vendor	Cost	Allocation	Funding	Contribution
Salesforce	$29,904	Water (20%) Sewer (10%) General Fund-IT (70%)	500-6010-6710-8170-000 210-6010-6501-8170-000 101-3010-3032-8180-000	$5,980.80 $2,990.40 $20,932.80

Catalyst	$270,592.44	Water (30%) Sewer (10%) General Fund-IT (60%)	500-6010-6710-8170-000 210-6010-6501-8170-000 101-3010-3032-8170-000	$81,177.73 $20,059.24 $162,932.80
OpenGov	$420,101.30	Water (30%) Sewer (10%) General Fund-IT (60%)	500-6010-6710-8170-000 210-6010-6501-8170-000 101-3010-3032-8170-000	$124,350.39 $41,450.13 $248,700.78

Key Performance Indicators and Strategic Plan
The technology agreements presented in this report directly advance the program goals adopted by the City Council: improving the resident experience through consistent, reliable responses to inquiries; reducing call transfers and misdirected requests; establishing accountability through standardized performance measurement; and providing City Council and executive leadership with transparent, data-driven insight into service delivery across the organization.

The Salesforce CRM platform is being configured to capture the interaction data necessary to support a formal performance measurement framework, including intake channel, request type, routing path, response time, and resolution status. The OpenGov asset management platform will extend that data capture to field operations and work order completion. Together, these platforms will provide the data infrastructure on which specific key performance indicators and service level agreements can be built.

Specific KPIs and SLAs have not yet been defined. Consistent with the phased implementation approach, the development of standardized performance metrics, service level expectations, and reporting cadences is planned for Phase Three (Service Foundations). Staff will return to the City Council with a proposed KPI and SLA framework as part of Phase Three activities.

Attachment:
Attachment No.1 - SPAS-Catalyst Professional Services Agreement Template-Final
Attachment No.2 - Appendix A - SPAS-Catalyst- 311 SOW FINAL
Attachment No.3 - SPAS - Salesforce- Quote-11590235
Attachment No.4 - Amendment 1-SPAS-OpenGov-Order Form_2026APR22
Attachment No.5 - Professional Services Agreement - OpenGov Inc - 11-19-2025
Attachment No.6 - SPAS-OpenGov-, CA_SOW_PS-11629.2

PROFESSIONAL SERVICES AGREEMENT
FOR CONSULTANT SERVICES

City of South Pasadena Catalyst Consulting Group, Inc.

1. IDENTIFICATION

This PROFESSIONAL SERVICES AGREEMENT ("Agreement") is entered into as of May 6, 2026 by and between the City of South Pasadena, a California municipal corporation ("City"), and Catalyst Consulting Group, Inc. ("Consultant").

2. RECITALS

2.1. City has determined that it requires the following professional services from a consultant: Catalyst Consulting Group, Inc.

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

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

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

3. DEFINITIONS

3.1. "Scope of Services": The implementation of a Salesforce-based 311 CRM system for the City of South Pasadena. The solution will serve approximately 15 users and will be delivered by Catalyst using a crawl-walk-run methodology designed to establish a strong operational foundation before expanding into advanced capabilities,; attached herein as Exhibit A.

3.2. "Agreement Administrator": The Agreement Administrator for this project is Eric Talwar, Managing Principal and COO. The Agreement Administrator shall be the principal point of contact at the City for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim

milestones. City reserves the right to change this designation upon written notice to Consultant

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

3.4. "Maximum Amount": The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is two hundred and eighty-five thousand, five hundred and ninety-two dollars and forty-four cents($285,592.44).

3.5. "Commencement Date": May 11, 2026.

3.6. "Termination Date": December 31, 2027

4. TERM

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

5. CONSULTANT'S DUTIES

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

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

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

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

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

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

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

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

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

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

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

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

6. SUBCONTRACTING

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

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

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

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

7. COMPENSATION

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

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

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

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

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

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

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

8. PREVAILING WAGES

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

9. OWNERSHIP OF WRITTEN PRODUCTS

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

10. RELATIONSHIP OF PARTIES

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

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

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

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

11. INDEMNIFICATION

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

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

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

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

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

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

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

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

12. INSURANCE

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

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

- Certificate of Insurance, indicating companies acceptable to City, with a Best's Rating of no less than A:VII showing. The Certificate of Insurance must include the following reference: 311 CRM system for the City of South Pasadena
- Documentation of Best's rating is acceptable to the City.
- Original endorsements effecting coverage for all policies required by this Agreement.
- City reserves the right to obtain a full certified copy of any Insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of the right to exercise later.

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

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

- General Liability:
  - General Aggregate: $2,000,000
  - Products Comp/Op Aggregate $2,000,000
  - Personal & Advertising Injury $2,000,000
  - Each Occurrence $2,000,000
  - Fire Damage (any one fire) $ 100,000
  - Medical Expense (any 1 person) $ 10,000

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

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

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

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

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

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

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

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

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

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

12.11. **Notices.** Contractor shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. Consultant shall provide no less than 30 days' notice of any cancellation or material change to policies required by this Agreement. Consultant shall provide proof that cancelled or expired

insurance policies have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverage. The name and address for Additional Insured Endorsements, Certificates of Insurance and Notices of Cancellation is: City of South Pasadena, Attn: Office of the City Clerk, South Pasadena, CA 91030.

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

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

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

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

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

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

13. MUTUAL COOPERATION

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

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

14. NOTICES

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

If to City

Todd Hileman, City Manager
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030
Phone: 626 403-7212
Fax: 626 403-7241

If to Consultant
Eric Talwar, COO and Managing Principal
Catalyst Consulting Group, Inc.
211 W. Wacker, Suite 450
Chicago, IL 60606
Phone: 312 629-0750
Fax: 312-629-0751

With courtesy copy to:

Roxanne M. Diaz
South Pasadena City Attorney
Richards, Watson & Gershon
350 S. Grand Ave, 37th Floor
Los Angeles, CA 90071
Phone: 213-626-8484
Fax: 213-626-0078

15. SURVIVING COVENANTS

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

16. TERMINATION

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

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

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

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

17. INTERPRETATION OF AGREEMENT

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

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

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

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

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

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

18. GENERAL PROVISIONS

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

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

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

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

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

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

18.7. **Non-Discrimination.** Consultant shall not discriminate against any employee or applicant for employment because of race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law, disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Employment actions to which this provision applies shall include, but not be limited to, the

following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; or in terms, conditions or privileges of employment, and selection for training. Consultant agrees to post in conspicuous places available to employees and applicants for employment, the provisions of this nondiscrimination clause.

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

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

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

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

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

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

"City" City of South Pasadena	"Consultant"
By:_____ Todd Hileman City Manager	By:_____
Date:_____	Date:_____

Attest:

By:_____
Mark Perez
Acting Chief City Clerk

Date:_____

Approved as to form:

By:_____
Roxanne Diaz, City Attorney

Date:_____

Statement of Work

311 CRM Implementation

Appendix A

City of South Pasadena

Prepared by Catalyst

April 2026

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Section 1 – Introduction and Executive Summary

This Statement of Work (SOW) defines the scope, approach, deliverables, assumptions, and timeline for the implementation of a Salesforce-based 311 CRM system for the City of South Pasadena. The solution will serve approximately 15 users and will be delivered by Catalyst using a crawl-walk-run methodology designed to establish a strong operational foundation before expanding into advanced capabilities.

1.1 – Crawl-Walk-Run Approach

Catalyst and the City of South Pasadena have aligned on a phased strategy to stand up a solid foundation first, then expand from a position of confidence:

- **Crawl (Phase 1 – This SOW):** Establish the core 311 CRM platform on Salesforce, including case intake across four channels (self-service web portal, self-service mobile, staff backend, and telephony via RingCentral + Service Cloud Voice integration), knowledge base, contact management, reporting and dashboards, SSO integration, and document generation. This phase is designed to get the City operational on its new platform with a reliable, extensible foundation.
- **Walk (Phase 2 – Future):** Expand the platform with:
    - GIS integration
    - Asset management integration
    - Code enforcement integration
    - Document management integration
    - And more advanced day-to-day processes tied to field operations.
    - This phase builds on the foundation established in Phase 1 and will be completely once the City has completed its parallel system procurement and implementation efforts.
- **Run (Phase 3 – Future):** Introduces an optional, added Salesforce Marketing Cloud integration for proactive constituent communications, campaigns, and engagement capabilities. This phase, if pursued, would extend the CRM into a full constituent relationship platform.

The phasing outlined above reflects Catalyst's recommended sequencing based on best practice. Marketing Cloud is best positioned as an optional Phase 3 because the more constituent interaction data the City accumulates through Phases 1 and 2, the greater the opportunities for personalized and targeted communications when that capability comes online.

Section 2 – Scope of Work

2.1 – 311 CRM for the City of South Pasadena (Approximately 15 Licensed Users)

Catalyst will implement a Salesforce-based 311 CRM system to serve as the City of South Pasadena's primary platform for constituent service request management. The system will support approximately 15 licensed users, including call center agents, supervisors, departmental leads, and system administrator(s).

2.1.1 – Channels of Intake

The Phase 1 implementation will support four primary channels through which service requests can be created in the system:

- **Self-Service Web Portal:** A public-facing experience embedded on the City's existing website.
- **Self-Service Mobile:** A mobile-optimized (for iOS and Android) version of the self-service experience, enabling constituents to submit requests from their phone or tablet.
- **Staff Backend (Internal Agent Console):** The internal Salesforce interface used by City staff to create, manage, and resolve service requests on behalf of constituents.
- **Telephony (RingCentral):** Phone-based intake enabled through an integration between the City's RingCentral platform and Salesforce, allowing agents to log and manage calls within the CRM.

Each of these channels is described in greater detail later in this document, including the functionality, features, and integration specifics associated with each.

2.1.1.a - Entra Integration

As part of the Entra ID integration, all active City employees will be automatically synced into Salesforce as contact records with a "Active City Staff Member" designation, including their title and department. This integration serves a dual purpose:

- It enables streamlined case routing and visibility for legitimate staff-submitted requests, and it acts as a verification layer against impersonation.
- Any self-service submission received from a @southpasadenaca.gov email address that does not match an Entra-synced contact record will be automatically flagged for quality assurance review by the intake team.
    - This addresses a known pattern where members of the public have submitted requests using fabricated City email addresses, such as variations like @southpasadenaca.com, in an attempt to escalate

priority. By anchoring staff identity to Entra as the source of truth rather than relying on email domain matching alone, the City can confidently distinguish authentic staff submissions from spoofed ones without requiring staff to hold licensed Salesforce agent seats.

- It will sync nightly.
- We assume, at minimum, Catalyst can obtain the person's name, email, title, department, and if they are an active employee from Entra in a clean and standardized capability.

2.1.2 – Internal Agent Console

At the center of South Pasadena's constituent experience lies the Internal Agent Console. Catalyst will configure Salesforce to provide City staff with a modern, unified workspace that transforms how the City communicates, connects, and services its constituents.

Staff will be able to create and manage service requests in a streamlined, guided workflow. The Internal Agent Console will provide staff with a 360-degree view of constituent information through a centralized source, including past interactions, requests, communications, and contact tags, all accessible without leaving the Salesforce system.

The Internal Agent Console will be configured as an elegant intake and request management tool. Key features and components include:

- A simplified, guided case flow and overall seamless user experience designed to decrease the learning curve and support newer agents
- A telephony integration with "call pop" functionality to jumpstart case intake
- Automated duplicate detection based on configurable rules for data quality
- Split-view layouts allowing agents to handle multiple cases simultaneously
- Knowledge Base side-panel for quick access to relevant articles, suggested based on the service request type or a keyword search
- Contact tagging visible at the point of interaction so agents have immediate context
- Ability to run reports and analytics, as permissions allow
- Automation for status-related emails for constituents who have consented to communications

The user-centric design will reduce the time from intake to resolution, improving the constituent experience at every touchpoint.

2.1.3 – Service Request Types

Catalyst will work with the City of South Pasadena during the Discovery and Design phase to define the full list of service request types, leveraging the export provided to Catalyst team member Andrew Henson on Mar-30 as a starting ground.

2.1.4 – Contact Management

Internal staff will have a secure, 360-degree view of contact information in a single centralized location, including historical interactions, demographic information, and cases associated with a contact. The system will record, track, manage, and report all account interactions from the four supported intake channels for Phase 1.

As demonstrated during the pre-sales process, contacts can also be tagged with descriptive identifiers, such as "Senior Citizen," "Frequent Caller," or other City-defined labels, so that agents have immediate context about who they are speaking with from the moment a case or call is initiated. These tags are fully configurable and can evolve or be added over time as the City identifies patterns or constituent segments that benefit from tailored handling.

All contact tags must be reasonably necessary and proportionate to the purpose of service delivery. Tag taxonomy will be developed collaboratively with the City Attorney's office prior to go-live, using positively framed, service-oriented labels, such as “Spanish-Speaking,” or “Senior (65+)”, and will be subject to role-based field-level security so that sensitive attributes are only visible to agents with a legitimate operational need. Tags that could constitute or serve as proxies for protected class identification under CPRA or ADA Title II will not be configured.

2.1.5 – Knowledge Base

Catalyst will implement Salesforce Knowledge as the City’s centralized knowledge management tool. The Knowledge Base will serve both internal staff and external constituents (via curated public-facing articles on the self-service portal.

Assumption: The City will target a minimum of 2 Knowledge Articles per service request type at the time of go-live. Catalyst will conduct Knowledge training early in the implementation process so that City staff are equipped to author and manage articles independently. Catalyst will support the initial creation and configuration of the Knowledge Base structure and article templates.

The Knowledge Base will include version control, approval workflows for publication, and rich text editing.

2.1.5.a – Knowledge Specialist

Catalyst will configure a Knowledge Specialist role within Salesforce, responsible for the ongoing maintenance of the City's digitized, staff-facing and public Knowledge Base. This role is distinct from the System Administrator and is oriented toward content management rather than technical configuration.

The Knowledge Specialist will be able to:

- Author, edit, and publish Knowledge Articles through an intuitive, MS Word-like editor

- Associate articles with service request types
- Manage article versioning, approval workflows, and retirement of outdated content
- Curate which articles are surfaced to the public via the self-service portal versus reserved for internal staff use
- Monitor article usage analytics to identify gaps and prioritize new content

This role is critical to sustaining the value of the Knowledge Base beyond initial implementation.

Note: As with the Request Type Manager (detailed later), the Knowledge Specialist may be the same person fulfilling other roles within the system. Catalyst identifies this as a distinct responsibility to ensure it receives dedicated attention in training and permissioning, regardless of how the City chooses to staff it.

2.1.6 – Reporting and Analytics

Catalyst will leverage the Tableau licensing procured by the City for the reporting workstream of the project.

Throughout the Discovery, Catalyst will log all reporting requests from the City. Then, Catalyst and the City will collaboratively prioritize these requests to identify the reports that deliver the most value for Phase 1 go-live. Catalyst will then build up to thirty-five (35) reports and situate them across up to three (3) dashboards as part of the Phase 1 deliverables, focusing on the more sophisticated or complex reporting needs that benefit from hands-on configuration by the Catalyst team.

Any reports beyond the initial twenty will be covered with City staff during training, where Catalyst will walk through how to build them using real City data and live examples. This ensures the City's team leaves the implementation not just with a strong set of day-one reports, but with the skills and confidence to build and maintain their own reporting going forward. No priority reporting need will be left behind, but it simply becomes a question of whether Catalyst builds it or equips the City to.

Each customer interaction will be logged with detailed metadata, including agent identity, customer status, method of contact, time of contact, issue reported, and resolution steps. Reports will be exportable to .XLS, .CSV, and .PNG formats and can be scheduled for daily, weekly, or monthly distribution.

2.1.7 – Document Generation

The ability to export a case into a printable PDF is consistently valuable, particularly in scenarios involving FOIA requests or situations where staff simply need a hard copy of a case record.

As a baseline, Catalyst will configure one (1) PDF export template. In its simplest form, this template will render all case fields onto a clean, unbranded PDF suitable for printing or records fulfillment. This work will be completed with advisory from the City Clerk's Office.

2.1.8 – Case Duplicate Management

Catalyst will configure duplicate detection rules within Salesforce to help the City reduce redundant service requests and consolidate related cases into a single, manageable thread. Duplicate management rules are configurable on a per-request-type basis, giving the City flexibility to tailor detection sensitivity based on the nature of the request.

Detection criteria can include:

- Age of the apparent parent case and its associated child cases
- Status of the parent case and the prospective child case
- Geographic proximity of cases based on address, measured in miles

When a duplicate or related request is identified, it will be linked to the original case in a parent-child relationship. The parent case serves as the primary record, and child cases roll up underneath it. Status changes on the parent case trickle down to all child cases, so when a parent case is closed, its children close with it. Notifications cascade out to all constituents who have opted in across the entire parent-child chain, not just the person who submitted the original request. This ensures that everyone who reported the same issue receives timely updates as it progresses toward resolution.

On the self-service side, there are two philosophies Catalyst commonly sees, and the City will have the option to choose the approach that best fits its culture:

- **Front-end notification:** When a constituent is submitting a request through the web portal or mobile experience, the system can notify them that a similar request already exists in the area and give them the option to follow that existing case rather than submitting a new one. This approach reduces volume and encourages community awareness.
- **Backend-only detection:** Some cities prefer not to put that decision-making responsibility on the constituent. In this model, duplicate detection and flagging happens exclusively on the backend. The constituent experience remains straightforward. They submit their request, and the City handles the rest behind the scenes.

Catalyst will work with the City during Discovery and Design to determine which approach is the right fit for South Pasadena.

2.1.9 – Telephony Integration

Catalyst will integrate the City's RingCentral telephony platform with Salesforce via CTI to create a seamless phone-based intake experience for call center agents. This marketplace tool will be instrumental.

When an inbound call is received, Salesforce will perform a screen pop, automatically searching for an existing contact record matching the caller's phone number and presenting it to the agent. If a match is found, the agent immediately has the constituent's full history, contact tags, and prior cases in front of them before they even say “hello.” If no match is found, the phone number is pre-populated in a new contact form, expediting the intake process.

All cases created during a phone call will be automatically assigned an origin of "Phone," ensuring accurate channel reporting without requiring agents to manually tag the source.

Catalyst will also implement an interaction-case model to reflect the reality that a single phone call often covers more than one issue. Under this model, each phone call is logged as an interaction record, and multiple cases can be rolled up underneath that single interaction. This allows the City to explore the full scope of a phone call: what was discussed, what cases were created or updated, and how long the interaction lasted, without losing the connection between the conversation and the work it generated. This model is particularly valuable for reporting, quality assurance, and understanding the complexity of call center operations.

The RingCentral integration assumes the City’s RingCentral environment supports CTI, is procured, and is available for integration work during the Development phase. The following activities are included in this scope:

- Configure inbound screen pop to surface matching Salesforce contact record based on caller ID
- Display open cases, recent interactions, and address history on screen pop
- Configure outbound click-to-dial from Salesforce contact and case records
- Build auto-logging of call activity to the associated Salesforce case or contact
- Configure call data to feed Tableau dashboards (call volume, average handle time, abandonment rate, queue wait times)
- Build agent performance metrics (calls handled, average talk time, wrap-up time)
- Design simplified top-level menu structure (targeting 3–5 primary options vs. the current multi-tier tree)
- Map call routing logic for each menu branch
- Script and engage City staff to record main greeting, menu options, and sub-menu prompts (assuming English only)
- Build after-hours or holiday announcement overrides
- Configure inbound queue(s) for 311 agents with hold music

- Build overflow rules for high-volume periods (e.g., voicemail, callback request)
- Configure business hours routing vs. after-hours voicemail-to-case generation
- Define agent availability states
- Configure voicemail-to-case workflows so missed calls generate Salesforce records automatically
- Transcription of calls into case notes (if supported by RingCentral edition)

2.1.10 – System Admin Console

The City of South Pasadena will have access to Salesforce's native Setup and Administration Console as the technical backbone of the platform. This is a distinct function from the business-facing Request Type Manager role; whereas the Request Type Manager focuses on what the system does operationally, the System Administrator controls how the system works under the hood, including:

- User deactivation and license management
- Role hierarchies, permission sets, and profile-level security
- Password policies, session timeout rules, and IP login restrictions
- SSO configuration and authentication settings
- Automation oversight: monitoring and managing Flows, Process Builders, and scheduled jobs
- Sandbox management for testing and staging environments
- Platform health monitoring including API usage, storage limits, and system logs
- Installed package management administration

Catalyst will train the City's designated administrator(s) on these functions as part of the implementation, ensuring the City has the technical self-sufficiency to manage its Salesforce environment day-to-day while Catalyst remains available for additional support.

2.1.11 – Request Type Manager

Catalyst will configure a Request Type Manager role within Salesforce, distinct from the System Administrator. This role is designed to empower business users to own the creation, modification, and retirement of service request types and related data without full system administration privileges.

The Request Type Manager will be able to:

- Create and modify service request types and their associated categories
- Manage questions and answer values on the case intake form, including conditional logic tied to request types
- Configure SLA parameters and assignment logic specific to individual request types

Note: The Request Type Manager may be the same individual who serves in other roles such as System Administrator or Knowledge Specialist. Catalyst calls this out as a distinct responsibility to ensure it is accounted for in training and permissioning, even if a single person wears multiple hats.

2.2 – System Overview of the Public-Facing Experience

2.2.1 – Web Portal Intake (Embedded UI on South Pasadena's Website)

Catalyst will develop custom UI components to enable self-service request intake on the City of South Pasadena's existing public website. These components will be developed using React JS and will provide a seamless integration with the existing website, incorporating the City's branding elements. This approach offers the City several key benefits:

- Custom UI components ensure a consistent and unified user experience, making the request intake process feel like a natural extension of the City's online presence.
- Incorporating the City's branding elements into the custom UI reinforces brand identity and fosters trust and familiarity among constituents.
- React JS is known for its performance, reusability, and flexibility, enabling the creation of interactive and dynamic user interfaces with maintainable code.
- Leveraging the City's existing website infrastructure and building custom components minimizes the need for additional investments in separate platforms or licenses. Using this embedded UI approach, the City will not need to purchase Salesforce Experience licenses.

2.2.1.a – Features of the Proposed Embedded UI Approach

The Embedded UI approach provides constituents with a seamless, City-branded self-service portal that feels like a natural extension of the City's existing website. Instead of requiring a separate login environment through Salesforce Experience Cloud, and the costly licenses that come with it, this solution delivers the same level of interactivity and transparency for the public.

From the first screen, residents can immediately take action: submit a new service request, track the status of an existing request using a unique case number, explore open and resolved cases on a map via an “Explore” view, or access curated Knowledge articles that have been explicitly deemed suitable for the public.

This portal is available whether the user chooses to log in or remain anonymous, lowering barriers to participation while still allowing those who want a personalized experience to create an account and see their full history of interactions with the City. For residents who want more personalization, the solution supports an

authenticated experience via Amazon Cognito, providing a secure, scalable, and cost-efficient login solution.

Built-in intelligence through an AI-powered Intelligent Assistant, via an OpenAI integration, subject to City approval, makes the experience conversational, allowing residents to describe issues in plain language (e.g., "my streetlight is out") and automatically guiding them to the right request type or Knowledge article without forcing them to learn government jargon or navigate complex menus.

Catalyst would partner with the City's communications and accessibility teams during implementation to ensure alignment with City branding, accessibility guidelines (WCAG 2.1 Level AA), and consistency with how the City communicates with its constituents.

To enable this experience, Catalyst provides a library of pre-built JavaScript components covering common self-service needs, such as case submission, case tracking, and knowledge search., that can be embedded directly into the City's existing site structure. Residents stay on a familiar web domain, using a site they already trust, while gaining access to a modern self-service experience. Catalyst works directly with the City's webmaster and digital teams to ensure these components are deployed smoothly and styled to match the City's brand specifications.

2.2.2 - Self-Service Mobile Experience

In addition to the mobile-responsive web portal, the self-service experience will be fully optimized for iOS and Android mobile devices. Functionality available on the web portal will also be available on mobile, including:

- Submit and track service requests
- Engage with the public-facing Knowledge base
- Log-in or operate as a guest
- Access public-facing Knowledge articles

2.2.3 – Constituent Notifications

For Phase 1, Catalyst assumes that email-based notifications will serve as the primary mechanism for keeping constituents informed of service request progress. The following automated email notifications will be configured for constituents who have explicitly opted in to receive communications:

- **Case Opened:** Confirmation that the service request has been received, including a reference number for tracking.

- **Case In Progress:** Notification that work on the request has begun or the case has been assigned for resolution.
- **Case Closed:** Notification that the request has been resolved, with any relevant resolution details.
- **Case Cancelled:** Notification that the request has been cancelled, with an explanation where applicable.

These notifications will be sent from a City-branded email address and can be customized in content and formatting during the Discovery and Design phase. Additional notification triggers or channels (e.g., SMS, push notifications) can be explored in future phases as the platform matures. Catalyst also assumes surveys/CSAT tracking in any form would come in a subsequent phase, and not Phase 1.

Section 3 – Integrations

The following integrations are included in the Phase 1 scope of work for the City of South Pasadena.

Integration	Description
Single Sign-On (SSO)	Integrate Salesforce with the City's Active Directory / Entra ID for a single sign-on experience, allowing staff to connect to Salesforce without a separate login. SSO is included in the Phase 1 scope as a foundational security and usability requirement. City staff identity will be verified through this Entra ID integration, automatically syncing active employees as tagged contacts in Salesforce. Any self-service submission from a City email address that doesn't match a verified Entra record will be flagged for review, preventing impersonation.
RingCentral Telephony	The City's RingCentral telephony platform will be integrated with Salesforce via CTI to enable automatic call logging and screen pops within Service Cloud.
Public City Website (Embedded UI)	Catalyst will develop custom React JS UI components embedded on the City of South Pasadena's public website for self-service request intake, status tracking, and access to public-facing Knowledge articles. An AI-powered Intelligent Assistant (via OpenAI integration) may also be deployed, subject to City approval and AI governance policies.
Self-Service Mobile (React Native Custom-Developed Mobile App)	Self-service experience integrated with the core Salesforce CRM.
Azure Blob Storage	File and photo storage for case attachments will leverage the City's Microsoft Azure Blob Storage environment. Catalyst will advise on configuration. This approach is more cost-effective than native Salesforce file storage.

Note: The following integrations are explicitly excluded from Phase 1 and are anticipated for Phase 2: GIS integration, asset management integration, document management, and code enforcement integration. Phase 3 includes an optional marketing automation component.

Additional Details of Document Management Integration During "Walk" Phase

A document management integration is scoped for Phase 2 (Walk) and is contingent upon the City's completion of its on-premise to SaaS migration, currently anticipated for July 2026. Once in the cloud, Catalyst will evaluate the solution's API capabilities to determine feasibility for two use cases: (1) indexing a defined subset of content, such as council meeting minutes, code enforcement cases, and permit records, for retrieval by the public-facing Intelligent Assistant, and (2) providing agents with direct lookup access to documents from within the Salesforce console.

This scope assumes the City's document management SaaS instance will expose a documented, supported API sufficient to enable content indexing and retrieval. The City is responsible for identifying which document libraries and content types should be made searchable and for coordinating any required API provisioning or licensing with their vendor. If content is indexed by the Intelligent Assistant, additional AI guardrails will be required to prevent inadvertent surfacing of sensitive information contained in those documents; the scope of those guardrails will be further defined during Phase 2 discovery.

Additional Details of Code Enforcement Integration During "Walk" Phase

Catalyst is to leverage the following Code Enforcement System API to send code enforcement-specific cases from Salesforce to the downstream system.

Section 4 – Data Migration

Based on discussions with the City of South Pasadena's IT team, the existing GoGov cases will not be imported into Salesforce. Legacy case data from GoGov is expected to migrate into Cartegraph/OpenGov as part of the City's asset management implementation, and therefore falls outside the scope of this Salesforce engagement.

4.1 – Migration Scope

No case data migration from GoGov or any other legacy system into Salesforce is included in this Phase 1 scope of work. Specifically:

- Open cases from GoGov will be managed by the City as part of its asset management implementation. Catalyst is not responsible for extracting, transforming, or loading legacy case data into Salesforce.
- Closed cases will be archived in a City-preferred fashion (e.g., retained in GoGov, exported to SharePoint, or another mechanism of the City's choosing). No record, spreadsheet, or file migration of closed cases is included in this scope.

As part of Phase 1, Catalyst will perform a one-time migration of existing resident and constituent contacts from the City's GoGov system into Salesforce. Prior to import, Catalyst will execute a lightweight deduplication and cleansing pass, matching on email to identify and consolidate duplicate records. The City will be responsible for providing an otherwise clean export from GoGov and flagging any known fictitious or test records for exclusion. The estimated volume is under 1,000 contact records. Migrated contacts will be available for case association and call pop functionality from day one of go-live.

4.2 – Collaborative Data Architecture for New Case Intake

While legacy case data migration is not in scope, Catalyst will work closely with the City during the Discovery and Design phase to collaboratively define the data model for new case intake in Salesforce. This includes:

- Defining the fields, categories, and metadata to be captured at the time of service request creation across all four intake channels
- Determining service request types, statuses, and routing rules
- Ensuring the data structure supports future interoperability with asset management integration, GIS, code enforcement, document management and optionally Marketing Cloud as those platforms come online in Phases 2 and 3
- Establishing contact record standards so constituent data is captured consistently

This collaborative approach ensures the City starts building a clean, well-structured dataset in Salesforce from the outset, and it is one that will serve as the foundation for reporting, analytics, and future integrations.

Section 5 – Project Implementation Plan and Timeline

Catalyst's project management methodology is a comprehensive, phased approach designed to ensure successful delivery. Our hybrid Waterfall-Agile methodology integrates robust project management, change management, and communication strategies across five implementation phases.

5.1 – Initiation

The purpose of Project Initiation is to transition from Sales to Delivery, assemble the project team, and set the foundation for a successful implementation. This phase establishes the governance structure and communication cadences that will guide the project.

Deliverables:

- Client Questionnaire
- Project Plan (RAID Log, RACI, Communication Plan)
- Project Timeline
- Kickoff Deck
- Discovery Plan
- Agreed-Upon Status Report Template

5.2 – Discovery and Design

This phase focuses on gathering requirements, creating user personas, and designing the solution architecture for approximately 15 users. Catalyst will include staff shadowing as a key activity to understand day-to-day operations.

Focus Areas:

- Current state assessment of GoGov and operational workflows
- Service request type definition and categorization (collaborative with City, already started)
- Integration architecture for RingCentral, SSO, Blob file storage, embedded UI, and mobile app
- Knowledge Base structure and article planning (targeting 2 articles per request type)
- Dashboard and reporting requirements

Deliverables:

- User Personas (to inform training plan)
- Current State Assessment (gap analysis and recommendation report)
- Solution Design Document
- System Architecture Document
- Requirements Matrix and Traceability to the SOW

5.3 – Build

Building the Salesforce CRM solution to meet South Pasadena's requirements, using sprint-based development with regular City team reviews and feedback cycles.

Deliverables:

- SouthPas' access to JIRA work management board
- Sprint ceremonies (joint sprint planning, and end-of-sprint sprint demos)
- Sprint-based testing scripts

5.4 – Testing and Training

Catalyst employs a rigorous, tiered quality assurance methodology that integrates continuous testing throughout the development lifecycle, culminating in structured, end-to-end User Acceptance Testing.

Testing Approach:

Testing is embedded throughout the project lifecycle beginning in Discovery and Design, not treated as a single gate at the end.

All identified issues will be tracked through Catalyst's project management tools (JIRA) with detailed classification by severity, priority, and functional area. Regression testing follows all defect resolution to ensure fixes do not introduce new issues.

Defined quality criteria must be met before progression from testing into Production deployment, including minimum test coverage requirements and UAT sign-off from the City.

Deliverables:

- Testing Plan
- Testing Scripts
- UAT Kickoff Deck
- UAT Sign-Off Form
- Access to testing sandbox environment

Training:

Our training approach for the City of South Pasadena will leverage the ADDIE model (Analyze, Design, Develop, Implement, Evaluate) to create a systematic, role-based curriculum tailored to the needs of approximately 15 users. We begin with a Training Needs Analysis to identify knowledge gaps and customize learning paths for each user group.

Blended Learning Approach

- **Live Instructor-Led Training Sessions:** Delivered virtually or on-site, these interactive sessions will be role-specific, focusing on day-to-day functions each user group will perform within the system.
- **Hands-On Practice Labs:** Controlled environments where users practice real-world scenarios, improving retention through repetition and application.
- **Train-the-Trainer Program:** Catalyst will identify and prepare internal City trainers to support ongoing training needs post-implementation.
- **Knowledge Base Training (Early Phase):** Per the crawl-walk-run approach, Catalyst will conduct Knowledge training early in the process so that City staff are equipped to author and manage articles. This supports the goal of having at least 2 Knowledge Articles per service request type at go-live.

Beyond initial training, Catalyst's knowledge transfer approach includes feedback loops and collaborative environments that foster continuous learning. Post-implementation, our support program includes additional training sessions, user management support, and access to our team for questions and system enhancements.

Deliverables:

- Training Plan (schedule, communication plan, decision-making structure, user groups, session curriculum)
- Training Documentation and Guides
- Training Sessions (role-based, per project personas)

5.5 – Deployment and Hypercare

Controlled deployment with immediate hypercare support during the initial go-live period. Hypercare is a dedicated post-go-live support period to stabilize the environment, address immediate issues, monitor adoption, and gather feedback to inform the next phase of work.

Deliverables

- Pre-Deployment Activities:
    - Deployment checklist
    - Rollback plan
    - Deployment window scheduling
    - Stakeholder notification about deployment dates
    - Code freeze
- Go-Live:
    - Deployment plan execution

  - Smoke testing in Production (with customer involvement and documented results)

- **Hypercare:**
  - User feedback collection
  - Immediate issue resolution
  - System optimization planning and roadmapping

5.6 – Timeline

The following table represents the projected implementation phases. Specific start and end dates will be confirmed during the Initiation phase based on contract execution timing and City resource availability.

Phase 1 is anticipated to go-live at Week 13, with 4 weeks of hypercare, bringing Phase 1 in totality to 17 weeks.

Implementation Phase	Duration
Initiation	1 week
Discovery and Design	4 weeks
Development (Sprint-based development, data migration, integration build)	6 weeks
Final Testing and Training (System testing, UAT, user training)	3 weeks
Deployment and Hypercare (Controlled deployment, post-launch support)	Few days deployment, with 4 weeks of post-launch hypercare

Section 6 – Ongoing Support and Future Phases

6.1 – Post-Deployment Support

Upon completion of the Hypercare period, Catalyst will provide ongoing support services for 1 year. Support hours are structured as annual not-to-exceed (NTE) buckets, with the heaviest allocation in Year 1 to reflect the typical support needs of a newly launched system, tapering in subsequent years as the platform matures and the City's internal team builds proficiency.

Year 1 Support Plan — 300 hours NTE

- Month 1 (Post-Hypercare): Intensive system stabilization and user assistance. 24/7 Catalyst support.
- Months 2–3: High-level support focusing on training reinforcement and integration optimization. Business hours support.
- Months 4–6: Standard support with system optimization and minor enhancements.
- Months 7–12: Basic ongoing maintenance with regular health monitoring.

For years 2-5, we assume support will be treated as a separate time and materials PO, renewed on an annual basis to ensure the long-term success of the City's 311 CRM platform. Their anticipated costs are included in the statement of work for forecasting and budgeting purposes, but this SOW only covers 1 year of support.

Long-Term Partnership (Years 2 to 5):

- Support continues under annual NTE hour buckets, tapering year-over-year as the platform stabilizes:
    - Year 2: 220 hours NTE
    - Year 3: 150 hours NTE
    - Year 4: 95 hours NTE
    - Year 5: 60 hours NTE
- Services across Years 2–5 include:
    - Monthly routine maintenance and user assistance
    - Minor enhancements aligned with City operational changes
    - Ongoing system health monitoring
    - Continued support through Jira ticketing system for transparency

6.2 – Future Phases (Walk and Run)

The following capabilities are planned for future phases of work. Catalyst will partner with the City to define timing as the respective platforms and procurement efforts mature.

Phase 2 – Walk: GIS, Asset Management, Document Management, Code Enforcement

- GIS Integration

- Asset Management Systems
    - As part of Phase 2 Asset Management integration, Catalyst will implement bi-directional data synchronization between Salesforce and the City's asset management system. At cutover, open records residing in the legacy system will be migrated into Salesforce with their corresponding asset management reference IDs embedded as an external ID field. This approach ensures that Salesforce agents have full visibility into active legacy cases from day one of the integration, enabling seamless resident follow-up without requiring agents to navigate between systems. Post-cutover, new cases originating in either system will be kept in sync via integration middleware that uses the external reference ID (or CRM case number) to match and update records across both platforms. The scope of synchronized data — including work notes, status updates, and back-office fields — will be defined during Phase 2 discovery, along with governance around which fields are shared with the public-facing portal versus kept internal.
    - This scope assumes the City can provide a clean export of open records with their reference IDs at cutover, and that the asset management platform exposes a supported API for bi-directional sync. If reference IDs are not available at migration time, agents may manually stamp Cartegraph IDs on corresponding Salesforce cases during a defined transition window as a fallback approach.
- **Document Management**
    - Described elsewhere in this document for “access” via Intelligent Assistant.
- **Code Enforcement Integration**
    - Described elsewhere in this document, Salesforce to capture code enforcement case data and send downstream to the appropriate code enforcement system.

Phase 3 – Run: Optional Marketing Cloud

- **Salesforce Marketing Cloud:** Introduction of proactive constituent communication capabilities including campaigns, email marketing, event-based notifications, and engagement analytics.

Section 7 – Assumptions and Dependencies

The following assumptions underpin this Statement of Work. Changes to these assumptions may require a change order.

7.1 – General Assumptions

- The City of South Pasadena will procure approximately 15 Salesforce licenses to support the user base described in this SOW. Catalyst will be granted access to the

City of South Pasadena's Production Salesforce environment once the org has been procured and provisioned. This access is required for ongoing support, troubleshooting, and system maintenance.

- Among the City's production license seats, one (1) will be reserved for a Copado user, which serves as Catalyst's DevOps tool for promoting code and configuration between environments. Should the City require additional information on Copado and how Catalyst utilizes it, we are happy to provide further detail.
- City staff will be available for Discovery sessions, UAT, and training activities as scheduled.
    - Catalyst prefers to run some Discovery and Training sessions on-site. This cost is already baked into our milestone proposals.
- This SOW covers Phase 1 (Crawl) extensively, but levels of effort of the Phases 2 and 3 (Walk and Run) scope have still been provided.

7.2 – Integration Assumptions

- SSO integration assumes the City has an existing Active Directory or Entra environment.
- We assume, at minimum, Catalyst can obtain City employee names, emails, titles, departments, and if they are an active employee from Entra in a clean and standardized capability.
- For authenticated access to the self-service web and mobile components, Catalyst proposes the use of Amazon Cognito as the identity provider, enabling constituents to create accounts and track their full history of service requests and communications. Cognito is a lightweight, cost-effective alternative to Salesforce Experience Cloud licensing. Catalyst can either provision and manage Cognito within our own AWS account or advise the City on setting it up within a City-owned AWS environment, depending on the City's preference.
- For multimedia storage associated with service request intake (e.g., photos attachments submitted by constituents or staff), Catalyst proposes the use of Microsoft Azure Blob Storage as a cost-effective alternative to Salesforce's native file storage. The City has indicated it is a Microsoft shop, and Catalyst will advise on provisioning within the City's Azure tenant.
    - This SOW assumes that Salesforce out-of-the-box file storage will not be used as the primary storage mechanism for case attachments.
- The Catalyst Intelligent Assistant (AI chatbot, via OpenAI) integration may be subject to City approval of AI usage policies. If not approved for Phase 1, it may be deferred.
    - The Catalyst Intelligent Assistant is powered by OpenAI via Azure AI Foundry and operates entirely within one’s Azure environment. It does not make calls to the open internet. At Phase 1, the assistant's knowledge scope would be limited to the City's Salesforce request types and knowledge base articles, and it does not index resident contact information or any other PII.

    - The assistant is designed to gracefully decline or redirect queries that fall outside its indexed content. If additional data sources are introduced in later phases (e.g., Laserfiche document content in Phase 2), an additional layer of content guardrails will be required and scoped at that time.
    - Deployment of the resident-facing assistant is contingent upon the City's adoption of a formal AI usage policy; if that policy is not in place by Phase 1 go-live, the assistant will be configured for internal/agent use only, with resident-facing activation deferred until approval is granted.
- For Phase 1, Catalyst assumes that Google Translate will provide sufficient multi-lingual support for the self-service web portal. This allows constituents to access the portal experience in their preferred language without requiring Catalyst to build and maintain custom translations for each supported language.
- The self-service mobile experience will be delivered in English only for the Phase 1 rollout.
- Staff-facing Knowledge Articles will be available in English only for Phase 1.
- Catalyst strongly recommends an address validation tool in the interim until ESRI is fully prepared and offers the following choices for South Pasadena procurement:
    - ArcGIS Online | ArcGIS Location Platform (the first 20,000 calls per month are free. This would probably be a good way to go.
    - Google Geocoding API

7.3 – Data Migration Assumptions

- No case data migration from GoGov or any other legacy case system into Salesforce is included in this scope.
    - Catalyst will instead partner with the City to collaboratively define the data architecture and intake fields for new cases created in Salesforce, ensuring the system is structured to support current operations and future phase integrations.
- Closed cases will be archived in a City-preferred fashion (e.g., retained in GoGov, exported to SharePoint, or other mechanism). No record, spreadsheet, or file migration of closed cases is included in this scope.
- The City is responsible for the GoGov contact data export in a standard format (CSV or similar), and will remove any known fictitious records before Catalyst handoff.

7.4 – Knowledge Base Assumptions

- The City targets a minimum of 2 Knowledge Articles per service request type at go-live.
- Catalyst will provide Knowledge training early in the implementation so City staff can author articles.

- Catalyst will configure the Knowledge Base structure, templates, and categories; the City is responsible for the bulk of article content creation with Catalyst guidance.

7.5 – Document Generation Assumptions

- One (1) PDF case export template will be configured for FOIA purposes.

7.6 – Exclusions

The following items are explicitly out of scope for Catalyst in this Phase 1 SOW:

- GIS integration (Phase 2)
- Asset management integration (Phase 2)
- Code enforcement integration (Phase 2)
- Document management integration (Phase 2)
- Open case migration into Salesforce (Phase 2)
- Salesforce Marketing Cloud (optional Phase 3)
- Closed case migration (to be City handled)

Section 8 – Cost Proposal

8.1 – Phase 1 Implementation

Total cost is proposed to be $152,892.44.

Milestone	Cost
Initiation	$3,568.40
Discovery and Design	$28,790.20
Development (incl. Integration Build and Sprint Testing)	$71,138.80
Final Testing and Training	$23,447.52
Deployment and Hypercare	$25,947.52
Total Phase 1	**$152,892.44**

8.2 – Phase 2 Implementation

Line Item	Anticipated Cost from Discovery to Deployment	Assumptions of How It Should Function
GIS Integration	$8,100	Availability of REST services; availability of assets if not provided elsewhere (e.g. streetlights, fire hydrants) as requested; availability of intersections; availability of South Pasadena addresses
Asset Management and Associated Data Migration	$30,050	Bi-directional integration enabling exchange of case and status information between Salesforce and Cartegraph in close to real-time; AWS middleware suggested.

Document Management Integration	$17,050	The City's document management SaaS instance will expose a documented, supported API sufficient to enable content indexing and retrieval for the public and agents.
Code Enforcement Integration and Associated Data Migration	$17,500	Bi-directional integration enabling exchange of case and status information between Salesforce and GoGov in close to real-time; AWS middleware suggested.
Total Phase 2: $72,700		

8.3 – Phase 3, Optional Add-On Implementation

Line Item	Anticipated Cost from Discovery to Deployment	Assumptions of How It Should Function
Marketing Cloud	$15,000	Procurement of Salesforce tool "Marketing Cloud Engagement – Corporate Edition," Catalyst performs integration with Salesforce CRM and builds up to 3 email templates, 3 web form/surveys, and 10 automated communication journeys.
Total Optional Phase 3: $15,000		

8.4 – Ongoing Support Services

Ongoing support is proposed at a blended rate of $150/hour.

Annual Support Hour Allocation:

Year	NTE Hours	NTE Cost
Year 1	300	$45,000

Year	NTE Hours	NTE Cost
Year 2	220	$33,000
Year 3	150	$22,500
Year 4	95	$14,250
Year 5	60	$9,000
Total 4 Years of Additional, Annually Renewed Support	**525**	**$78,750**

Ongoing support commences immediately upon completion of the four-week Hypercare period concluding Phase 1, and continues for a term of one (1) year from that date.

It is understood that Phase 2 and optional Phase 3 implementation activities may run concurrently with active support coverage. In such cases, the Year 1 (and, if pursued, subsequent year) support bucket covers ongoing maintenance, break-fix, and user support for Phase 1 components already in production, while Phase 2 and Phase 3 delivery work proceeds under their own separate scopes of work and associated budgets.

Support hours are not intended to fund net-new Phase 2 or Phase 3 implementation activities without City permission.

However, once a Phase 2 or Phase 3 component has been delivered and accepted, ongoing maintenance and minor enhancements for that component become eligible to draw from the active annual support bucket, at the City's direction.

Hours can roll over between years.

The City has identified several ancillary municipal platforms, including CivicRec (Community Services), GovQA (Public Records Act requests), and Granicus Peak (Council Agendas), as potential candidates for future integration with the Salesforce 311 platform. Given that the scope and value of each integration is not yet defined, and that feasibility will depend heavily on each platform's API availability, documentation quality, and relevance to the City's service delivery workflows, these integrations are not being scoped as fixed deliverables at this time. Instead, the discovery and technical execution of any such integration will be drawn from the active annual support hour bucket, at the City's direction and prioritization. This covers API research, feasibility assessment, integration design, and technical implementation. This approach gives the City flexibility to pursue integrations opportunistically as business needs evolve, without committing to scope and cost for work whose value cannot yet be fully estimated.

Salesforce, Inc.
Salesforce Tower
415 Mission Street, 3rd Floor
San Francisco, CA 94105
United States

ORDER FORM for City of South Pasadena
Offer Valid Through: 5/18/2026
Proposed by: Holly Boudreau
Email: hhuffine@salesforce.com
Quote Number: Q-11590235

ORDER FORM

Address Information

Bill To:
1414 Mission St
South Pasadena
CA, 91030-3214
US - United States

Ship To:
1414 Mission St
South Pasadena
CA, 91030-3214
US - United States

Billing Company Name: City of South Pasadena
Billing Contact Name: Tim Scholefield
Billing Email Address: tscholefield@southpasadenaca.gov

Billing Phone: 1234578999
Billing Fax:
Billing Language: English

Terms and Conditions

Contract Start Date*: 5/18/2026
Contract End Date*: 5/17/2027
Billing Frequency: Annual

Payment Method: Check
Payment Terms: Net 30
Billing Method: Email

Services

Services	Order Start Date*	Order End Date*	Order Term (months)*	Monthly/ Unit Price**	Quantity	Total Price (Exclusive of taxes)	Estimated Tax	Total Price (Inclusive of taxes)
Service Cloud - Unlimited Edition	5/18/2026	5/17/2027	12	USD 140.00	15	USD 25,200.00	USD 0.00	USD 25,200.00
Service Cloud Voice - Unlimited Edition	5/18/2026	5/17/2027	12	USD 20.00	4	USD 960.00	USD 0.00	USD 960.00
Tableau Next Creator - Unlimited Edition	5/18/2026	5/17/2027	12	USD 45.00	4	USD 2,160.00	USD 0.00	USD 2,160.00
Salesforce Foundations - Entitlements - Flex Credits	5/18/2026	5/17/2027		USD 0.00	1	USD 0.00	USD 0.00	USD 0.00
Salesforce Foundations	5/18/2026	5/17/2027	12	USD 0.00	1	USD 0.00	USD 0.00	USD 0.00
Tableau Next Consumer - Unlimited Edition	5/18/2026	5/17/2027	12	USD 12.00	11	USD 1,584.00	USD 0.00	USD 1,584.00
Data Cloud Provisioning	5/18/2026	5/17/2027	12	USD 0.00	1	USD 0.00	USD 0.00	USD 0.00

Pre-tax Subtotal: USD 29,904.00
Estimated Tax: USD 0.00
Total: USD 29,904.00

*If this Order Form is executed and/or returned to Salesforce by Customer after the Order Start Date above, Salesforce may adjust the Order Start Date and Order End Date, without increasing the Total Price, based on the date Salesforce activates the products and provided that the total term length does not change. Following activation, any adjustments to such Order Start Date and Order End Date may be confirmed by logging into Your Account, by reference to an order confirmation sent by Salesforce, and/or by contacting customer support. **The Monthly/Unit Price shown above has been rounded to two decimal places for display purposes. As many as eight decimal places may be present in the actual price. The totals for this order were calculated using the actual price, rather than the Monthly/Unit Price displayed above, and are the true and binding totals for this order. Any taxes shown are estimated only. Actual taxes will be reflected on the invoice. Any such taxes are the responsibility of Customer. This is not an invoice. For Customers based in the United States, any applicable taxes will be determined based on the laws and regulations of the taxing authority(ies) governing the ""Ship To"" location provided by Customer on this Order Form.

Usage Details

By Tenant ID

Usage Type	Start Date	End Date	Tenant ID	Pre-purchased Quantity	Pre-committed Quantity	Usage Rate	Billing Model
Flex Credits	5/18/2026	5/17/2027		200,000	0	USD 0.00500000	Monthly in arrears
Data Storage (GB)	5/18/2026	5/17/2027		1,000	0	USD 0.02807617	Monthly in arrears
Data Services Credits	5/18/2026	5/17/2027		250,000	0	USD 0.00625000	Monthly in arrears

Monthly in arrears billing commences: (a) upon Customer exceeding its available Pre-purchased Quantity prior to the applicable Order End Date; or (b) after the Order Start Date where the Pre-committed Quantity is greater than 0, and, a short-fall invoice will issue at the applicable Usage Rate if Customer does not use its full Pre-committed Quantity by the applicable Order End Date.

Pricing Schedule

Product	Monthly/ Unit Price**	Quantity For
Service Cloud - Unlimited Edition	USD 164.50	15+
Service Cloud Voice - Unlimited Edition	USD 29.00	4+
Tableau Next Consumer - Unlimited Edition	USD 79.50	11+
Tableau Next Creator - Unlimited Edition	USD 45.00	4+

The pricing in the Pricing Schedule above ("Pricing Schedule") reflects the monthly per-subscription fees for the applicable Service. In the event the Pricing Schedule sets forth tiered pricing, any such tiered pricing levels are based upon the Aggregate Total Number of active subscriptions of the relevant Service purchased. "Aggregate Total Number" as it relates to a subscription, is the aggregate total number of active subscriptions, purchased by the Customer executing this Order Form, commencing on the Contract Start Date of this Order Form, as measured at the time of execution of the applicable Order Form. If a single additional order raises the aggregate number of subscriptions for any Service listed in the Pricing Schedule above the threshold limits specified therein, only those subscriptions exceeding the new threshold are entitled to the reduced pricing. Only additional orders by Customer that are associated with this Order Form, for purchase of subscriptions to the same Service and edition as set forth in the Pricing Schedule, during the period commencing on the Contract Start Date and ending on the Contract End Date of this Order Form, are eligible for the applicable volume pricing levels under the Pricing Schedule. For clarity, restricted use subscriptions (those subscriptions that either have the term "Restricted Use" in the Service name, or are indicated as a Restricted Use Subscription in a Quote Special Term) are not included when determining the Aggregate Total Number of a full use subscription, and full use subscriptions are not included when determining the Aggregate Total Number of a restricted use subscription. Any price decreases shall have no effect on previously purchased subscriptions. Volume discounts do not accumulate across different Services or editions. Any renewals of the subscriptions purchased under this Order Form are not eligible for the Pricing Schedule unless expressly agreed to in writing between the parties in an applicable renewal Order Form.

Quote Special Terms

Notwithstanding anything to the contrary, the Service Cloud - Unlimited Edition, Service Cloud Voice - Unlimited Edition, Tableau Next Consumer - Unlimited Edition and Tableau Next Creator - Unlimited Edition subscriptions ordered under this Order Form at USD140.00/user/month, USD20.00/user/month, USD12.00.00/user/month and USD45.00/user/month are offered at one-time promotional pricing. Additional subscriptions are not available at this subscription pricing. These subscriptions terminate on the applicable Order End Date and cannot be renewed at the pricing herein. Renewal of any one-time promotional priced subscriptions will be at Salesforce's applicable list price in effect at the time of renewal or as otherwise agreed by the parties.

Unless otherwise provided in the applicable Agreement, any increase in subscription pricing for the first renewal term will not exceed 9% over the then-current subscription pricing, provided that (a) Customer renews its entire then-current subscription volume under this Order Form combined with any associated add-on Order Forms, and (b) the first renewal term is the same duration as the Order Term of this Order Form or one year (whichever is longer). Thereafter, any increase in subscription and support pricing will be in accordance with SFDC's pricing and policies in effect at the time of the renewal or as otherwise agreed to by the parties. Notwithstanding the foregoing, any consumption-based Services which are subject to a rate card as set forth in the product terms for the applicable Services and any support or resource-based Services are not subject to any price increase limitations.

Notwithstanding anything to the contrary, subscriptions purchased pursuant to this Order Form shall not automatically renew, and therefore shall terminate on the applicable Order End Date above unless Customer enters into a new Order Form with Salesforce, on or before that Order End Date, for the relevant product(s).

Product Special Terms

NOTICE - Usage Billing

Usage fees are billable in accordance with the Usage Details Table for each Usage Type.

Service Cloud Voice - BYOT

For Service Cloud Voice, Customers with a U.S. “Ship To” address on this Order Form, the following applies: Except as otherwise set forth herein, the rates payable hereunder are inclusive of all amounts that SFDC must pay to any U.S. or foreign government, regulatory body, agency, commission or quasi-governmental body as a result of SFDC providing the Services, including without limitation, all U.S. federal, state, local, and foreign assessments, claims, permits, fees, taxes and other charges of any kind, other than U.S. sales taxes that SFDC determines are required to be collected from Customer.

Customer Data Cloud Editions

A detailed description of usage types for Data Services Credits, along with applicable multipliers, is available at: https://www.salesforce.com/products/platform/customer-data-cloud/services.

Salesforce Foundations

With respect to the Pay Now component of the Services, the Salesforce Payments Pricing document at: https://sfdc.co/payments-blended-pricing, as updated from time to time, sets forth the Salesforce Payments Processing Fees. Customer shall pay applicable fees as set forth in the Salesforce Payments Pricing Document for each Stripe Transaction completed through Pay Now.

Flex Credits

A detailed description of how Flex Credits can be used, including the applicable multipliers, is available at https://www.salesforce.com/agentforce/rates/. Usage types and associated multipliers may be updated from time to time. To the extent a multiplier for an existing usage type is changed, Salesforce will provide Customer with at least 30 days’ notice of such change, and such change will not apply until after expiration of the applicable notice period.

Tenant Information

Org Type	Org Details	Services	Quantity
Salesforce Platform		Service Cloud - Unlimited Edition	15
		Service Cloud Voice - Unlimited Edition	4
		Tableau Next Creator - Unlimited Edition	4
		Salesforce Foundations - Entitlements - Flex Credits	1
		Salesforce Foundations	1
		Tableau Next Consumer - Unlimited Edition	11
		Data Cloud Provisioning	1

Purchase Order Information

Is a Purchase Order (PO) required for the purchase or payment of the products on this Order Form?(Customer to complete)

[ ] No

[ ] Yes - Please complete below

PO Number: _____

PO Amount: _____

Upon signature by Customer and submission to Salesforce, this Order Form shall become legally binding unless this Order Form is rejected by Salesforce for any of the following reasons: (1) the signatory below does not have the authority to bind Customer to this Order Form, (2) changes have been made to this Order Form (other than completion of the purchase order information and the signature block), or (3) the requested purchase order information or signature is incomplete or does not match our records or the rest of this Order Form. Subscriptions are non-cancelable before their Order End Date. This Order Form is governed by the terms of the Salesforce MSA found at https://www.salesforce.com/company/msa.jsp, unless (i) Customer has a written MSA executed by Salesforce for such Services as referenced in the Documentation, in which case such written Salesforce MSA will govern or (ii) otherwise set forth herein. Additional information related to the Services may be found in the Documentation at https://sfdc.co/ptd. For the avoidance of doubt, the applicable MSA takes precedence over the Documentation.

Customer: City of South Pasadena

Signature

Name

Business Title

Date

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Amendment 1 to the Professional Services Agreement for Consultant Services Between OpenGov, Inc. and the City of South Pasadena, CA

This Amendment 1 ("Amendment") is effective as of the date of the last signature below and is made to amend the Professional Services Agreement for Consultant Services by and between OpenGov, Inc. ("OpenGov") and the City of South Pasadena, CA ("Customer") dated November 19, 2025 ("Agreement").

1. **Definitions**. Capitalized words and terms used but not defined in this Amendment, shall have the meanings ascribed to them in the Agreement.

2. **Amendments.** The Agreement is hereby amended as follows:
   2.1. **Order Form:** The attached Order Form ("Exhibit A") shall add scope for asset management services to the Agreement from the date this Amendment is effective forward.

   2.2. **Section 3.5. Maximum Amount**: The Maximum Amount shall be updated from "Four Hundred Eleven Thousand, Six Hundred Ten Dollars ($411,610.00)" to "Eight Hundred Thirty-One Thousand, Seven Hundred Eleven Dollars and Thirty Cents ($831,711.30)".

3. **Legal Effect.** Except as expressly amended or modified by this Amendment, all other terms of the Agreement shall remain unchanged and in full force in effect.

4. **Conflict.** In the event of any conflict between the main body of the Agreement and this Amendment, this Amendment will control.

5. **Counterparts.** This Amendment may be signed in any number of counterparts, each of which when executed and delivered shall be deemed to be an original but all of which taken together shall constitute one and the same agreement.

City of South Pasadena, CA		**OpenGov, Inc.**	
Signature	_____	Signature	_____
Name	_____	Name	_____
Title	_____	Title	_____
Date	_____	Date	_____

EXHIBIT A

Attachment No. 4

OpenGov

OpenGov Inc.
660 3rd Street, Suite 100
San Francisco, CA 94107
United States

Order Form Number:	Q-16330	**Prepared By:**	Andrew Wooters
Created On:	04/22/2026	**Email:**	awooters@opengov.com
Order Form Expiration:	05/21/2026	**Contract Term:**	50 Months
Subscription Start Date:	05/01/2026		
Subscription End Date:	06/30/2030		

Customer Information:

Customer:	City of South Pasadena, CA	**Contact Name:**	Tim Scholefield
Bill To/Ship To:	1414 Mission St South Pasadena, California 91030 United States	**Email:** **Phone:**	tscholefield@southpasadenaca.gov

Order Details:

Billing Frequency:	Prepaid
Payment Terms:	Net 30 Days

SOFTWARE SERVICES:

Product Name	Start Date	End Date	Annual Fee
CREDIT FOR PREPAID OVERLAPPING SOFTWARE SERVICES *Reporting & Transparency Platform*	05/01/2026	03/31/2027	-$10,582.16
Asset Management Base Bundle	05/01/2026	06/30/2026	$5,912.26
Facilities Domain	05/01/2026	06/30/2026	$1,491.42
Parks & Recreation Domain	05/01/2026	06/30/2026	$1,260.86
Transportation Domain	05/01/2026	06/30/2026	$1,350.72
Walkability Domain	05/01/2026	06/30/2026	$1,336.99
Water Distribution Domain	05/01/2026	06/30/2026	$1,444.74

Asset Management Base Bundle	07/01/2026	06/30/2027	$37,247.17
Facilities Domain	07/01/2026	06/30/2027	$9,395.95
Parks & Recreation Domain	07/01/2026	06/30/2027	$7,943.44
Transportation Domain	07/01/2026	06/30/2027	$8,509.54
Walkability Domain	07/01/2026	06/30/2027	$8,423.01
Water Distribution Domain	07/01/2026	06/30/2027	$9,101.86
Asset Management Base Bundle	07/01/2027	06/30/2028	$39,109.54
Facilities Domain	07/01/2027	06/30/2028	$9,865.74
Parks & Recreation Domain	07/01/2027	06/30/2028	$8,340.62
Transportation Domain	07/01/2027	06/30/2028	$8,935.01
Walkability Domain	07/01/2027	06/30/2028	$8,844.16
Water Distribution Domain	07/01/2027	06/30/2028	$9,556.96
Asset Management Base Bundle	07/01/2028	06/30/2029	$41,065.01
Facilities Domain	07/01/2028	06/30/2029	$10,359.03
Parks & Recreation Domain	07/01/2028	06/30/2029	$8,757.65
Transportation Domain	07/01/2028	06/30/2029	$9,381.76
Walkability Domain	07/01/2028	06/30/2029	$9,286.37
Water Distribution Domain	07/01/2028	06/30/2029	$10,034.80
Asset Management Base Bundle	07/01/2029	06/30/2030	$43,118.26

Facilities Domain	07/01/2029	06/30/2030	$10,876.98
Parks & Recreation Domain	07/01/2029	06/30/2030	$9,195.53
Transportation Domain	07/01/2029	06/30/2030	$9,850.85
Walkability Domain	07/01/2029	06/30/2030	$9,750.69
Water Distribution Domain	07/01/2029	06/30/2030	$10,536.54

PROFESSIONAL SERVICES:

Product Name	Start Date	Description	Fee
Professional Services Deployment - Prepaid	05/01/2026	Custom Deployment from OpenGov Professional Services team. Scope-dependent.	$64,800.00

Professional Services Total: $64,800.00

Travel and Expense (Billed as incurred and not to exceed): $5,600.00

Customer Billing/Service Periods:

Period:	**Total:**
05/01/2026	$67,014.83 *(Prorated Software Fee + Professional Services + Credit)*
07/01/2026	$80,620.97
07/01/2027	$84,652.03
07/01/2028	$88,884.62
07/01/2029	$93,328.85

Order Form Legal Terms:

This Order Form incorporates the OpenGov Master Services Agreement ("MSA") attached here or available at https://opengov.com/terms-of-service/master-services-agreement/.

The "Agreement" between OpenGov and the entity identified above ("Customer") consists of the Order Form, MSA, and, if Professional Services are purchased, the Statement of Work.

Unless otherwise specified above, fees for the Software Services and Professional Services shall be due and payable, in advance, 30 days from receipt of the invoice.

By signing this Agreement, Customer acknowledges that it has been reviewed, and agrees to be legally bound by the Agreement. Each party's acceptance of this Agreement is conditional upon the other's acceptance of the Agreement to the exclusion of all other terms.

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PROFESSIONAL SERVICES AGREEMENT FOR CONSULTANT SERVICES

City of South Pasadena /OpenGov Inc.

1. IDENTIFICATION

This PROFESSIONAL SERVICES AGREEMENT ("Agreement") is entered into as of November 19, 2025 by and between the City of South Pasadena, a California municipal corporation ("City"), and OpenGov, Inc. ("Consultant").

2. RECITALS

2.1. City has determined that it requires the following professional services from a consultant: Software used for permit processing.

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

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

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

3. DEFINITIONS

3.1. "Scope of Services": Attached herein as Exhibit A.

3.2. "Agreement Administrator": The Agreement Administrator for this project is Erika Ramirez. The Agreement Administrator shall be the principal point of contact at the City for this project. City reserves the right to change this designation upon written notice to Consultant.

3.3. "Order Form": Consultant's compensation rates are set forth in the order form attached hereto as Exhibit B and incorporated herein by this reference. This order form shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.

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3.4. "OpenGov MSA": Consultant's terms and conditions are attached hereto as Exhibit C. In the event of a conflict between this Agreement and the OpenGov MSA, this Agreement shall control.

3.5. "Maximum Amount": The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is Four Hundred Eleven Thousand, Six Hundred Ten Dollars ($411,610.00).

3.6. "Commencement Date": November 19, 2025

3.7. "Termination Date": June 30, 2030

4. TERM

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall expire at 11:59 p.m. on the Termination Date unless extended by written agreement of the parties or terminated earlier under Section 16 ("Termination") below.

5. CONSULTANT'S DUTIES

5.1. **Services**. Consultant shall perform the services identified in the Scope of Services, subject to the terms and conditions set forth in the OpenGov MSA. In the event of a conflict between this Agreement and the OpenGov MSA, this Agreement shall control. City shall have the right to request, in writing, changes in the Scope of Services in accordance with the Change Order procedure set forth in Exhibit A. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated into this Agreement. Consultant shall comply with the City's "Cloud-Enabled Services Security and Compliance Exhibit" set forth in Exhibit D when implementing the Scope of Services and/or otherwise providing the Scope of Services.

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

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

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

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5.5. **Appropriate Personnel.** Consultant has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. Consultant shall assign a project administrator upon execution of this Agreement and such project administrator shall have direct responsibility for management of Consultant's performance under this Agreement. Consultant shall notify City of any change in Consultant's project administrator in writing.

5.6. **Substitution of Personnel.** Any persons named in the proposal or Scope of Services constitutes a promise to the City that those persons will perform and coordinate their respective services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written notification to City.

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

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

5.9. **Records.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to Consultant under this Agreement. All such documents shall be made available for inspection and/or audit no more than once per calendar year during regular business hours, upon written request of City, giving at least three business days prior written notice. In no event shall such inspection and/or audit occur on systems where such inspection and/or audit may, in Consultant's sole reasonable discretion, violate its third-party confidentiality obligations. In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of City, for a period of three (3) years after final payment under this Agreement.

6. RESERVED

7. COMPENSATION

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

7.2. **Invoices.** Consultant shall submit to City invoices for services performed as set forth in Section 7.1 of the OpenGov MSA (Exhibit C). OpenGov invoices annually in advance, as they provide software delivered as a subscription, implementing the services under a fixed-fee model.

7.3. **Taxes.** City shall not withhold applicable taxes or other payroll deductions from payments made to Consultant except as otherwise required by law. Each party is responsible for the tax effects this Agreement imposes upon it. It City is tax-exempt, it will provide Consultant its tax exemption certificate.

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

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

8. RESERVED

9. RESERVED

10. RELATIONSHIP OF PARTIES

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

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

10.3. **Independent Contractor Status.** Under no circumstances shall Consultant or its employees look to the City as an employer. Consultant shall not be entitled to any benefits. Consultant shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance,

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disability insurance, and workers' compensation, and other applicable federal and state taxes.

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

11. INDEMNIFICATION

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

11.2 **Consultant to Indemnify City.** To the fullest extent permitted by law, Consultant shall indemnify, hold harmless, and defend City from and against any and all third-party claims, losses, costs or expenses arising out of or in connection with any material breach of this Agreement due to the gross negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Consultant in the performance of this Agreement.

11.3 **Procedures.** City shall (a) promptly give notice of a claim to Consultant, (b) give Consultant sole control of the defense and settlement of the claim, (c) provide to Consultant all available information and reasonable assistance, and (d) not compromise or settle such third-party claim.

11.4 **Sole Remedy.** The foregoing is Consultant's sole obligation and City's exclusive remedy with respect to indemnification. The indemnification obligations set forth in this Section are subject to the limitation of liability provisions of this Agreement.

11.5 **Scope of Indemnity.** Consultant shall not be required to indemnify City for such loss or damage as is caused by the sole active negligence or willful misconduct of the City.

11.6 **Attorneys Fees.** If the City is required to undertake the defense of a claim under this Section 11, Consultant shall pay the City's costs and expenses, and such costs and expenses shall include reasonable attorneys' fees for counsel of City's choice, expert fees and all other costs and fees of litigation.

11.7 **Insurance Not a Substitute.** City does not waive any indemnity rights by accepting any insurance policy or certificate required pursuant to this Agreement. Consultant's indemnification obligations apply regardless of whether or not any insurance policies

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are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

12. INSURANCE

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

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

- Certificate of Insurance, indicating companies with a Best's Rating of no less than A-:VII showing.
- Endorsements effecting coverage for all coverages required by this Agreement.

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

- Technology Errors and Omissions Insurance: $2,000,000 per claim

- General Liability:
  - General Aggregate: $2,000,000
  - Products Comp/Op Aggregate $2,000,000
  - Personal & Advertising Injury $2,000,000
  - Each Occurrence $2,000,000
  - Medical Expense (any 1 person) $5,000.00

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

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

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

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and maximum limits of coverage of any insurance policy or proceeds available to the named insured.

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

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

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

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

12.8. **Claims-Made Policies.** Claims-Made Insurance must be maintained and evidence of insurance must be provided for at least three (3) years after completion of the contract of work. If coverage is canceled or non-renewed and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of three (3) years after completion of contract work.

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

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12.10. **Failure to Maintain Coverage.** Failure of the Consultant to maintain the insurance required by this Agreement, or to comply with any of the requirements of this section, shall constitute a material breach of this Agreement.

12.11. **Notices.** Contractor shall provide immediate written notice if (1) any of the required insurance policies is terminated; or (2) any of the required policies are not renewed; Consultant shall provide no less than 30 days' notice of any cancellation or non-renewal to policies required by this Agreement. Consultant shall provide proof that cancelled or expired insurance policies have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished as soon as commercially reasonable following the expiration of the coverage. The name and address for Additional Insured Endorsements, Certificates of Insurance and Notices of Cancellation is: City of South Pasadena, Attn: Office of the City Clerk, South Pasadena, CA 91030.

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

12.13. **Waiver of Subrogation.** Consultant hereby waives all rights of subrogation against the City and will waive such rights by endorsement.

12.14. **Premium Payments and Deductibles.** City has no obligation to pay any premiums, assessments, or deductibles under any policy required in this Agreement. Consultant shall be responsible for all premiums and deductibles in all of Consultant's insurance policies.

13. MUTUAL COOPERATION

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

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

14. NOTICES

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile or overnight courier service during Consultant's and City's regular business hours; or (ii) on the third

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business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing). All notices to Consultant must also be sent via email to the email listed below.

If to City

Todd Hileman, City Manager
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030
Phone: 626 403-7212
Fax: 626 403-7241

If to Consultant

OpenGov, Inc.
660 3rd. Street, Suite 100
San Francisco, CA 94107
legal@opengov.com

With courtesy copy to:

Roxanne M. Diaz
South Pasadena City Attorney
Richards, Watson & Gershon
350 S. Grand Ave, 37th Floor
Los Angeles, CA 90071
Phone: 213-626-8484
Fax: 213-626-0078

15. SURVIVING COVENANTS

The parties agree that the covenants contained in paragraph 5.11 (Records), Section 11 (Indemnity), paragraph 12.8 (Claims-Made Policies), paragraph 13.2 (Consultant Cooperation in Defense of Claims), and Section 5 of Exhibit C (Confidentiality) of this Agreement shall survive the expiration or termination of this Agreement, subject to the provisions and limitations of this Agreement and all otherwise applicable statutes of limitations and repose.

16. TERMINATION

16.1. **Termination.** If either party materially breaches this Agreement and fails to cure such breach within 30 days after receiving written notice by the non-breaching party, the non-breaching party may terminate this Agreement.

16.2. **Compensation Following Termination.** Upon termination, Consultant shall be paid in full for all of the Software Services and Professional Services for the then-current annual term. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement. Consultant shall stop providing the Software Services and the Professional Services to City. With the exception of City's data, which will be deleted

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45 days after termination, each party shall, upon request of the other party, return or delete any of the other party's confidential information.

16.3. **Remedies.** Both parties retain any and all available legal and equitable remedies for the other party's breach of this Agreement.

17. INTERPRETATION OF AGREEMENT

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

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

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

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

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

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

18. GENERAL PROVISIONS

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

18.2. **Non-assignment.** Neither party shall delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without the other party's prior written consent, and any attempt to do so shall be void and of no effect. Notwithstanding the foregoing, either party may assign this Agreement to an affiliate or in connection with a merger, acquisition, or sale of substantially all of its assets without the other party's consent. City shall not be obligated or liable under this Agreement to any party other than Consultant.

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

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

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

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

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18.7. **Excused Failure to Perform.** Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence that such failure was due to causes beyond the control and without the fault or negligence of Consultant.

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

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

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

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

"City"
City of South Pasadena

Signed by: Todd Hileman 5CF386AC460044B...

By:_____
Todd Hileman
City Manager

"Consultant"

Signed by: Sam Kramer 602C7F59B67B4A4...

By:_____
Sam Kramer

CFO

Attest:

DocuSigned by: Mark Perez 8C28A8A8EFB14A7...

By:_____
Mark Perez
Acting Chief City Clerk

Approved as to form:

DocuSigned by: Roxanne Diaz A7800E5CA8A241F...

By:_____
Roxanne Diaz, City Attorney

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Statement of Work

City of South Pasadena, CA

Creation Date: 10/22/2025
SoW Expiration Date:01/20/2026
Document Number: PS-10017.1
Created by: Josh Volpert

Docusign Envelope ID: 2331C9C1-77DE-41EC-8963-2294492A3D65

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OpenGov Statement of Work

1. Project Scope and Understanding

This Statement of Work ("SOW") outlines the Professional Services OpenGov will provide to the City of South Pasadena, CA ("Customer") under the applicable Order Form. Professional Services or technical requirements not listed in this SOW are out of scope.

2. Exhibits

The following exhibits are incorporated by reference and are part of this SOW:

2.1. Exhibit 1: Implementation Activities

2.1.1. Permitting & Licensing

2.2. Exhibit 2: Technical Requirements

2.2.1. Permitting & Licensing

3. OpenGov Responsibilities

OpenGov will provide a framework for planning, communication, progress tracking, and coordination for activities in Exhibit 1. In collaboration with Customer, OpenGov will develop and maintain the Project Plan. The "Project Plan" is a detailed, living document that defines how the project will be executed, including tasks, timelines, milestones, and team assignments. OpenGov will monitor progress against the Project Plan, coordinate adjustments to tasks and schedules as needed, and conduct status meetings as agreed to by the parties. OpenGov will provide weekly status reports, a Project Charter, and a RAID register (Risks, Actions, Issues, and Decisions). The "Project Charter" is a high-level document outlining the project's purpose, goals, key stakeholders, success criteria, and major milestones.

4. Customer Responsibilities

The Customer will appoint a primary point of contact with authority to make binding decisions ("Customer's Project Manager"). This person will coordinate internal resources, assign subject matter experts ("SMEs"), and oversee implementation. Responsibilities include attending status meetings, making timely decisions, providing requested information, escalating issues internally, and collaborating on the Project Plan and Change Order process, if applicable.

Customer acknowledges that the success of this project is contingent on its full participation. Customer must provide data within ten (10) business days of a request, maintain consistent data formats and access throughout the project, and allocate the necessary Customer resources and time to support deliverables and meet agreed-upon timelines.

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5. Project Delivery

OpenGov will perform services under this SOW remotely. OpenGov may use a combination of OpenGov personnel and OpenGov-trained implementation partners to deliver the services described in this SOW.

6. Estimated Schedule

The specific timeline, including order of delivery of the suite(s), will be determined during the project planning activities in the Initiate Phase. Services are estimated to begin within two (2) weeks and no later than four (4) weeks from contract signature. OpenGov reserves the right to adjust the schedule based on the availability of Customer or OpenGov resources, and the timeliness of deliverables provided by the Customer.

7. Acceptance Procedure

OpenGov will submit completed deliverables to the Customer's Project Manager for review. Within five (5) business days of receipt, the Customer's Project Manager will either provide written acceptance or a list of requested revisions. In the event there are requested revisions, the subsequent review period for acceptance will follow the same timeline until final acceptance. If Customer does not respond within this period, the deliverable will be deemed accepted. Once a deliverable is accepted, any requested changes will require a paid Change Order.

Acceptance milestones and review timelines will be tracked in the Project Plan. Both parties acknowledge that delays in task completion or unresolved issues may impact the project timeline. If OpenGov determines in good faith that Customer is not fulfilling its responsibilities under this SOW, OpenGov may place services on hold following a minimum of five (5) business days' written notice. The notice will specify the actions needed to progress the project. During the hold period, OpenGov may reallocate resources without penalty and will not be responsible for resulting delays.

8. Modifications

The fees and estimated timeline are based on the scope and assumptions in this SOW. If either party determines that a change to the scope is necessary, the parties will collaborate to define the required modification, which may result in fee adjustments based on OpenGov's standard rates. All modifications must be documented in a written Change Order and signed by both parties ("Change Order").

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Examples of changes include revisions to the project timeline, deliverables, or resource allocation.

9. Communication and Escalation Procedure

OpenGov and Customer agree to maintain regular communication in alignment with the Project Plan to ensure progress, resolve questions promptly, and minimize risk. Both parties will raise any issues or concerns in a timely manner. If challenges are not resolved through standard project discussions, Customer and OpenGov Project Managers will escalate to their respective executive leadership teams to jointly determine a resolution and align on a path to successful implementation.

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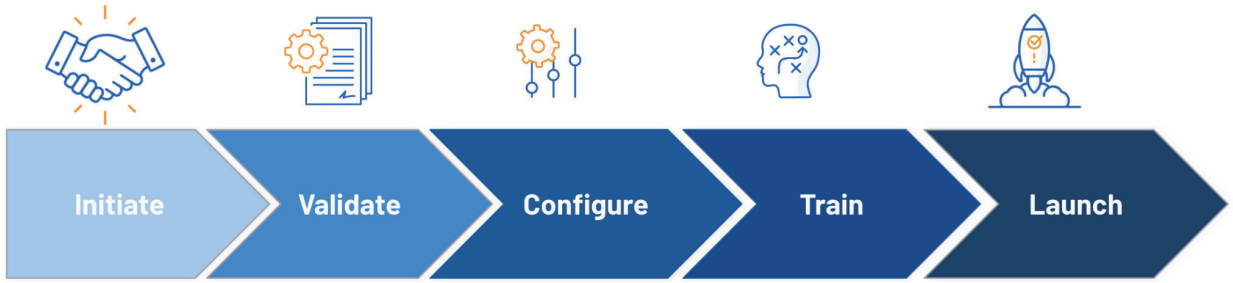
Exhibit 1: Implementation Activities

OpenGov Implementation Methodology Overview



Every OpenGov implementation follows a standardized five-phase methodology designed to ensure a structured and collaborative deployment. The phases are:

1. Initiate – OpenGov provisions access and performs initial system setup.
2. Validate – OpenGov works with the Customer to confirm requirements and review initial configurations.
3. Configure – OpenGov completes system configuration as outlined in this SOW.
4. Train – OpenGov provides training to system administrators and/or end users, as applicable.
5. Launch – OpenGov provides post-go-live support and transitions the Customer to OpenGov's Customer Success Team.

Each implementation is structured around these phases. Deliverables, sign-offs, and completion criteria are aligned to the relevant phase.

Permitting & Licensing

Use Cases for Permitting & Licensing:

- Building Permits & Inspectional Services
- Planning and Zoning Approvals
- Fire
- Public Works

Initiate

Provisioning Permitting & Licensing Platform

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OpenGov will:
- OpenGov will provision Customer's OpenGov entity and verify Customer has access to all purchased modules.

Customer will:
- Confirm access to entity and modules.

Completion Criteria
- Customer verifies access to the site.

Data Initiation

OpenGov will:
- Provide the needed data and format to the customer.
- Discuss data needs for the foundational initiation of the software.
- Assign a Project Manager once the data has been collected.

Customer will:
- Provide the required data in a timely manner.

Completion Criteria
- Customer sign-off that the Integrations are complete and the data is being captured as planned.

Validate

Technical Project Review

OpenGov will:
- Provide up to one (1) one-hour working sessions at the beginning of the project to:
  - Review deliverables
  - Review technical requirements
  - Provide documentation on requirements and processes

OpenGov Assumptions:
- Customer will provide relevant data within two (2) weeks immediately following the kick-off meeting.

Customer will:
- Identify relevant participants for attendance.
- Confirm deliverables.
- Gather and provide relevant data for the project.

Completion Criteria
- Customer sign-off on project plan.

Configure

Record Types Deliverables

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OpenGov will configure the following standard record types, including sub-types, drafts of Customer's record types in the Permitting & Licensing system including Form, Workflow, Output Document and Fees:

Building and Inspectional Services Service Area
Up to two (2) record types from the following list:
- Residential Building Permit
- Electrical Permit

Planning and Zoning Service Area
Up to two (2) record types from the following list:
- ADU Non-Historic Property
- Conditional Use Permit

Fire Service Area
Up to one (1) record types from the following list:
- Public Assembly Permit (attached)

Public Works Service Area
Up to one (1) record types from the following list:
- Encroachment Permit

Customer will:
- Attend working sessions to validate, review, and iterate upon draft records.
- Test all configured record types

Completion Criteria
- Customer sign-off that the Record Types have been configured. Sign-off will occur with each completed Record Type.

Data Deliverables

Master Address Table (MAT) Integration

OpenGov will:
- Provide a template file to be utilized by the Customer to populate MAT information.
- Import the completed template file and validate against the completed template file.

Customer will:
- Populate and validate the MAT template.

Completion Criteria
- Customer sign-off that the Master Address Table has been configured.

ESRI ArcGIS Server Integration

OpenGov will:
- Integrate with the Customer's ArcGIS public API endpoint.

Completion Criteria
- Customer sign-off on the ESRI Integration.

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GIS Flag Integration

OpenGov will:

- Provide a template file to be utilized by the Customer to populate GIS Flag information.
- Import the populated template file after acceptance.
- Enable the GIS Flag Integration.

Customer will:

- Populate and validate the flag template file.

Completion Criteria

- Customer sign-off on the GIS Flag Integration.

Accounting and Finance Export

OpenGov will:

- Provide an export of financial data, based on the Customer's provided format, to the Customer's FTPS as often as nightly.

Customer will:

- Agree upon specifications prior to export.

Completion Criteria

- Customer sign-off on the Accounting and Finance Export.

Autofill Integration

OpenGov will:

- Provide up to three (3) Autofills, using source data from OpenGov or provided by the Customer.

Customer will:

- Provide the source data, if applicable.
- Agree upon specifications prior to upload.

Completion Criteria

- Customer sign-off on the Autofill Integration.

Bluebeam Studio Prime Integration

OpenGov will:

- Enable Bluebeam Studio Prime integration
- Provide instructions on how to connect Bluebeam Studio Prime.

Customer will:

- Provide Bluebeam Studio prime license(s).
- Handle licensing and training with Bluebeam directly.

Completion Criteria

- Customer sign-off on the Bluebeam Integration.

Single Sign On (SSO) Integration

OpenGov will:

- Provide the SSO enablement form.
- Implement identity provider initiated SSO for Microsoft ADFS, Microsoft Azure AD, or Okta.

Customer will:

- Complete the SSO enablement form.

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- Provide the information from the identity provided required to establish SAML or HTTPS certification and add OpenGov as a new application in the identity provider.

Completion Criteria

- Customer sign-off on the SSO Integration.

Data Migration

OpenGov will:

- Perform historic data migration from Accela using flat files provided by and mapped by the customer.
- Set up historical record types, historical data will be migrated prior to the initial data load.
- Provide a report of unmatched locations
- Provide instructions for customer validation of data migration.
- Provide up to one (1) initial load, two (2) format changes, and one (1) final load.

Customer will:

- Complete the OpenGov provided data templates within three (3) weeks of request.
- Validate data deliverables within three (3) weeks of request.
- Configure Record Types to align with the Project Plan's Go Live and cutover to ensure the migration encompasses all records from the legacy system.
- Sign off prior to final data load. Additional format changes will result in a Change Order.

OpenGov Assumptions:

- Data Migration does not exceed 250,000 records.
- Data Migration does not include database backup files.
- Data Migration does not include cleansing of corrupt data, creation or linking of applicant accounts, integration of historical fees and payments into workflow or financial reports, logs of permit changes, migration of data into the workflow, permit attachments, import of contractor database, or hierarchical relationships between records.

Completion Criteria

- Customer sign-off on data prior to final data load.

Document Migration

OpenGov will:

- Migrate documents attached to either migrated permits or locations provided through a Master Address Table (MAT) integration.

OpenGov Assumptions:

- Document Migration does not exceed 1TB.

Completion Criteria

- Customer sign-off that the Document Migration has been completed.

Document Management Access

OpenGov will:

- Provide the ability for Customer to export from OpenGov and import into a third-party document management system including: listing of file names and file paths of all submitted forms, issued documents, record attachments, and record and location metadata.
- Documents will be accessible in OpenGov's Document Management Interface for 365 days from the time they are created. The Document Management Interface only provides access to documents created after the interface is enabled.

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Customer will:

- Import data into the third-party system

Completion Criteria

- Customer sign-off that the Document Management Access has been provided.

Train

Administrator Training

OpenGov will:

- Provide up to twelve (12) hours of Permitting & Licensing system administrator training to enable system administrators on the following topics:
    - Setting up the public portal
    - Employee app settings
    - Creating and editing record types
    - Managing Forms
    - Editing Documents
    - Creating Workflows
    - Setting up Inspections
    - Reporting & Transparency
        - Download and upload data
        - How to create reports and dashboards
    - Mobile app

Customer will:

- Identify the relevant participants to attend each training session.

Completion Criteria

- Administrator Training has been conducted.

End User Training

OpenGov will:

- Provide up to eighteen (18) hours of end-user trainings designed for Plan Review, Inspectors, Finance Staff, etc. to cover the following topics:
    - Navigation of the system
    - Manage inbox and tasks
    - Take payments
    - Conduct inspections
    - Create records
    - Mobile app

Customer will:

- Identify the relevant participants to attend each training session.

Completion Criteria

- End User Training has been conducted.

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Launch

HyperAdopt

OpenGov will:

- Provide up to eight (8) hours of HyperAdopt support from the OpenGov Project Team post Go-Live to ensure successful adoption.

Customer will:

- Identify issues and attend sessions

Completion Criteria

- Customer sign-off that the project has been completed.

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Exhibit 2: Technical Requirements

Permitting & Licensing Technical Requirements

Master Address Table

- All addresses must have a unique ID
- Flat file, .csv, .xls, .xlsx, .txt with headers
- Parcels and address points recommended
- Recommended source data: Esri GIS, Alternative source options include: Assessor's database, E911

ESRI ArcGIS

- A single publicly-accessible secure ESRI REST API URL

ArcGIS Flags

- Polygon Layer(s) via ESRI REST API URL, Polylines and points are not supported
- Flags will be populated via the same Publicly-accessible secure ESRI REST API URL as provided for the ESRI ArcGIS integration.

Financial and Record Exports

- Required format (columns) and sample document

Autofills using Customer source data

- Flat file, .csv, .xls, .xlsx, .txt with headers

Bluebeam Studio Prime

- Bluebeam Studio Prime license(s)

Current application forms, workflows, fee structures, and output documents

- PDF, Word, .csv, .xls, .xlsx with headers

Historical Data

- Flat file, .csv, .xlsx with headers
- Record type and status mapping using OpenGov template

Historical Documents

- Flat file, .csv, .xlsx with headers
- One row per document. All rows must be tied back to the MAT's unique ID field and have a file path or publicly accessible URL.
- Special characters, outside of the following list, are not supported and will be removed from file names upon migration to OpenGov.
    - Alphanumeric characters
        - A-z
        - A-Z
        - 0-9

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    - Special characters
        - Exclamation point (!)
        - Hyphen (-)
        - Underscore (_)
        - Period (.)
        - Asterisk (*)
        - Single quote (')
        - Open parenthesis (()
        - Close parenthesis ())

Document Management Access

- ODBC access to a Microsoft SQL Server Database view or .csv file FTPS

SSO

- SAML or HTTPS certificate, Whitelist OpenGov in Customer VPN or firewall

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EXHIBIT B

Attacment No. 5

OpenGov Inc.
660 3rd Street, Suite 100
San Francisco, CA 94107
United States

Order Form Number:	Q-11240	**Prepared By:**	Jack Coen
Created On:	11/05/2025	**Email:**	jcoen@opengov.com
Order Form Expiration:	11/30/2025	**Contract Term:**	56 Months
Subscription Start Date:	11/01/2025		
Subscription End Date:	06/30/2030		

Customer Information:

Customer:	City of South Pasadena, CA	**Contact Name:**	Erika Ramirez
Bill To/Ship To:	1414 Mission St South Pasadena, California 91030 United States	**Email:** **Phone:**	eramirez@southpasadenaca.gov 6264037222

Order Details:

Billing Frequency:	Prepaid
Payment Terms:	Net 30 Days

SOFTWARE SERVICES:

Product Name	Start Date	End Date	Annual Fee
Autofill Interface	11/01/2025	06/30/2026	$1,572.70
Bluebeam Integration	11/01/2025	06/30/2026	$1,572.27
Contractor License Verification	11/01/2025	06/30/2026	$1,247.79
Permitting & Licensing: Add-On Bundle	11/01/2025	06/30/2026	$3,851.82
Permitting and Licensing - Building Essentials With Fire	11/01/2025	06/30/2026	$23,786.63
Permitting and Licensing - Public Works Permits Additional Service Area	11/01/2025	06/30/2026	$11,590.44
Autofill Interface	07/01/2026	06/30/2027	$2,477.00

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Bluebeam Integration	07/01/2026	06/30/2027	$2,476.32
Contractor License Verification	07/01/2026	06/30/2027	$1,965.27
Permitting & Licensing: Add-On Bundle	07/01/2026	06/30/2027	$6,066.59
Permitting and Licensing - Building Essentials With Fire	07/01/2026	06/30/2027	$37,463.95
Permitting and Licensing - Public Works Permits Additional Service Area	07/01/2026	06/30/2027	$18,254.95
Autofill Interface	07/01/2027	06/30/2028	$2,600.85
Bluebeam Integration	07/01/2027	06/30/2028	$2,600.14
Contractor License Verification	07/01/2027	06/30/2028	$2,063.53
Permitting & Licensing: Add-On Bundle	07/01/2027	06/30/2028	$6,369.94
Permitting and Licensing - Building Essentials With Fire	07/01/2027	06/30/2028	$39,337.14
Permitting and Licensing - Public Works Permits Additional Service Area	07/01/2027	06/30/2028	$19,167.69
Autofill Interface	07/01/2028	06/30/2029	$2,730.89
Bluebeam Integration	07/01/2028	06/30/2029	$2,730.14
Contractor License Verification	07/01/2028	06/30/2029	$2,166.71
Permitting & Licensing: Add-On Bundle	07/01/2028	06/30/2029	$6,688.44
Permitting and Licensing - Building Essentials With Fire	07/01/2028	06/30/2029	$41,303.99
Permitting and Licensing - Public Works Permits Additional Service Area	07/01/2028	06/30/2029	$20,126.08
Autofill Interface	07/01/2029	06/30/2030	$2,867.44
Bluebeam Integration	07/01/2029	06/30/2030	$2,866.65

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Contractor License Verification	07/01/2029	06/30/2030	$2,275.04
Permitting & Licensing: Add-On Bundle	07/01/2029	06/30/2030	$7,022.86
Permitting and Licensing - Building Essentials With Fire	07/01/2029	06/30/2030	$43,369.19
Permitting and Licensing - Public Works Permits Additional Service Area	07/01/2029	06/30/2030	$21,132.38

PROFESSIONAL SERVICES:

Product Name	Start Date	Description	Fee
Professional Services Deployment - Prepaid	11/01/2025	Custom Deployment from OpenGov Professional Services team. Scope-dependent.	$71,865.00

Professional Services Total: $71,865.00

Customer Billing/Service Periods:

Period:	Total:
11/01/2025	$115,486.65
07/01/2026	$68,704.08
07/01/2027	$72,139.29
07/01/2028	$75,746.25
07/01/2029	$79,533.56

Order Form Legal Terms:

Fees for the Software Services and Professional Services shall be due and payable, in advance, 30 days from receipt of the invoice.

By signing this Agreement, Customer acknowledges that it has reviewed, and agrees to be legally bound by the Agreement. Each party’s acceptance of this Agreement is conditional upon the other’s acceptance of the Agreement to the exclusion of all other terms

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EXHIBIT C

OpenGov Master Services Agreement

The parties to this Master Services Agreement (this "Agreement") are OpenGov, Inc., a Delaware corporation ("OpenGov"), and the City of South Pasadena, CA ("Customer"). This Agreement, which becomes effective when fully executed (the "Effective Date"), sets forth the terms and conditions under which OpenGov will provide its products and services to Customer.

1. Definitions

1.1. "Customer Data" means the data that is provided by Customer to OpenGov pursuant to this Agreement (for example, by email or through Customer's software systems of record), including any data transmitted through the Software Services.

1.2. "Documentation" means any written, electronic, or online materials produced by OpenGov, and made available to Customer in connection with the Software Services, including user guides, training materials, FAQs, and technical support content, but excluding Product Documentation.

1.3. "Intellectual Property Rights" means all past, present, and future intellectual property rights including those associated with works of authorship, copyrights, moral rights, trademarks, trade names, trade secrets, patent rights, and any other proprietary rights in intellectual property of every kind and nature.

1.4. "Order Form" means the document(s) separately executed by the parties or attached as an exhibit, that specifies the Software Services and the Professional Services that OpenGov will provide to Customer. All such Order Form(s) are incorporated into this Agreement by reference.

1.5. "Product Documentation" means the technical specifications that describe the features, functionality, configuration, and intended operation of the Software Services located at https://opengov.my.site.com/support/s/agreement-product-documentation, which is incorporated into this Agreement by reference.

1.6. "Professional Services" means the implementation, configuration, training, consulting, or other professional services provided by OpenGov or its authorized partners, and identified in the applicable Statement of Work.

1.7. "Software Services" means the commercial-off-the-shelf software products and services provided by OpenGov and identified in the applicable Order Form.

1.8. "Statement of Work" or "SOW" means the document(s) separately executed by the parties or attached as an exhibit to this Agreement or any applicable Order Form, that specifies the Professional Services that OpenGov will provide to Customer. All such SOW(s) are incorporated into this Agreement by reference.

2. Software Services and Professional Services

2.1. Software Services.

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2.1.1. Subject to the terms and conditions of this Agreement, OpenGov will use commercially reasonable efforts to provide the Software Services.

2.1.2. Support and Service Levels. Customer support is available by email to support@opengov.com or by using the chat messaging functionality of the Software Services. Customer may report issues any time; however, OpenGov will address issues during business hours. OpenGov will provide the applicable level of support in accordance with the Support and Software Service Levels located at https://opengov.com/service-sla, which is incorporated into this Agreement by reference.

2.2. Professional Services.

2.2.1. Subject to the terms and conditions of this Agreement, OpenGov will use commercially reasonable efforts to provide the Professional Services, if applicable. Unless otherwise specified in the SOW, any pre-paid Professional Services must be utilized within one year from the Effective Date.

2.2.2. Travel Expenses for Professional Services. Travel expenses, if any, will be set forth in the applicable Order Form or SOW. Any additional travel expenses shall be subject to Customer's prior written approval and will be reimbursable by Customer.

3. Restrictions and Responsibilities

3.1. Restrictions. Customer may not use the Software Services in any manner or for any purpose other than as expressly permitted by the Agreement. In addition, Customer shall not, and shall not knowingly or negligently, permit or enable any third party to: (a) use or access any of the Software Services to build a competitive product or service; (b) modify, disassemble, decompile, reverse engineer or otherwise make any derivative use of the Software Services (except to the extent applicable laws specifically prohibit such restriction); (c) sell, license, rent, lease, assign, distribute, display, host, disclose, outsource, copy or otherwise commercially exploit the Software Services; (d) perform or disclose any benchmarking or performance testing of the Software Services, including but not limited to load testing or stress testing; (e) remove any proprietary notices included with the Software Services; (f) use the Software Services in violation of applicable law; or (g) transfer any personal, sensitive, or personally identifiable information to OpenGov in a manner that violates Customer's obligations under the Data Processing Addendum.

3.2. Responsibilities. Customer shall be responsible for obtaining and maintaining computers, third-party software systems of record, and application programming interfaces needed to connect to, access, or otherwise use the Software Services. Customer shall also be responsible for: (a) ensuring that such equipment is compatible with the Software Services, (b) maintaining the security of such equipment, user accounts, passwords and files, in accordance with industry standards, and (c) all uses of Customer user accounts by any party other than OpenGov. OpenGov is not responsible for the operation, support, or security of any third-party software, systems, or services

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not provided by OpenGov.

3.3. Data Processing Addendum. To the extent OpenGov processes any Customer Data that contains personal information, personally identifiable information, or sensitive personal information on behalf of Customer in the course of providing the Software Services and Professional Services under this Agreement, the parties agree to comply with the terms of the Data Processing Addendum, located at https://opengov.com/data-processing-addendum, which is incorporated into this Agreement by reference.

4. Intellectual Property Rights; License Grants; Access to Customer Data

4.1. OpenGov's Intellectual Property Rights. OpenGov exclusively owns and retains all right, title, and interest to the Software Services, Professional Services, Documentation, and Product Documentation, including all Intellectual Property Rights therein. This includes, without limitation, all underlying technology, software, user interfaces, visual design elements (such as the "look and feel"), custom fonts, graphics, workflows, button icons, and any derivative works (e.g., enhancements, modifications, or corrections), including but not limited to those that are created in connection with or through the use of the Software Services, Professional Services, Documentation, or Product Documentation. Customer may not reproduce, modify, distribute, or create derivative works based on any part of the Software Services, in whole or in part, without OpenGov's prior written consent.

4.2. License Grant to Customer. OpenGov grants Customer a non-exclusive, non-transferable, non-sublicensable, royalty-free license to use the Software Services, Documentation, and Product Documentation during the Term for its internal use and the purpose as described in this Agreement. No additional rights or licenses shall be deemed granted.

4.3. Customer's Intellectual Property Rights. Customer retains all right, title, and interest, including all Intellectual Property Rights, in and to Customer Data. Customer grants OpenGov and its authorized partners (such as cloud hosting providers) a non-exclusive, royalty-free license to access, use, store, edit, reformat and otherwise process Customer Data for the purpose of providing, maintaining, developing, and improving OpenGov's products and services.

4.4. Aggregated and Anonymized Data. Customer agrees that OpenGov and its authorized partners may use aggregated and anonymized data derived from Customer Data to provide, maintain, develop, and improve OpenGov's products and services, to provide general customer service support and improvements, and to perform data and usage analytics. Any insights, developments, or improvements arising from such aggregated, anonymized data shall be owned by OpenGov.

4.5. Access to Customer Data. Customer may download Customer Data from the Software Services at any time during the Term, excluding during routine software maintenance periods. For a period of 30 days after expiration of the Term, Customer may request that OpenGov complete a one-time transfer of Customer Data in a format customarily used in

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the industry at OpenGov's then-current hourly rate.

4.6. Deletion of Customer Data. Unless otherwise requested pursuant to this Section 4.6, upon the termination of this Agreement, Customer Data shall be deleted pursuant to OpenGov's standard data deletion and retention practices, which is to delete Customer Data 45 days after termination or expiration of the Agreement. Upon written request, Customer may request deletion of Customer Data prior to the date of termination of this Agreement, in accordance with the notice requirements set forth in Section 10.2.

4.7. Feedback. "Feedback" means any suggestions, comments, ideas, recommendations, usage, or other input provided by Customer to OpenGov regarding the services. Customer grants OpenGov a non-exclusive, royalty-free, irrevocable, perpetual, worldwide license to use such Feedback in the Software Services, Professional Services, Documentation and Product Documentation. OpenGov will exclusively own all right, title, and interest, including all Intellectual Property Rights, in and to any improvements, modifications, or derivative works to the Software Services, Professional Services, Documentation or Product Documentation that are based on or derived from such Feedback.

5. Confidentiality

5.1. "Confidential Information" means all confidential business, technical, and financial information of the disclosing party that is marked as "Confidential" or an equivalent designation or that should reasonably be understood to be confidential given the nature of the information and/or the circumstances surrounding the disclosure. OpenGov's Confidential Information includes, without limitation, the software underlying the Software Services, Documentation, and Product Documentation.

5.2. Confidential Information does not include information that: (a) was publicly known or becomes publicly known through no breach of this Agreement by the receiving party; (b) is required to be disclosed upon request under any applicable federal, state, or local public records laws; (c) Customer expressly directs OpenGov make publicly available; (d) was lawfully known to the receiving party without restriction on disclosure before receipt from the disclosing party; (e) is disclosed to the receiving party by a third party who has the right to make such disclosure without restriction; or (f) is independently developed by the receiving party without access to the disclosing party's Confidential Information.

5.3. Each party agrees to use the other's Confidential Information only in connection with this Agreement. Each party further agrees to protect the other party's Confidential Information using the measures that it employs with respect to its own Confidential Information of a similar nature, but in no event with less than reasonable care. If a party is required to disclose Confidential Information by law, subpoena, or court order, it must, to the extent legally permitted, promptly notify the other party in writing prior to the disclosure to give the other party an opportunity to oppose or limit the disclosure.

6. Term and Termination

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6.1. Agreement Term. This Agreement begins on the Effective Date and will remain in effect until the termination or expiration of all active Order Forms entered into under this Agreement ("Term"), unless earlier terminated pursuant to this Section 6.

6.2. Renewal. Unless the parties enter into a new Order Form to renew the Agreement for an additional period of no less than one year ("Renewal Term"), this Agreement shall terminate at the end of the applicable initial term or Renewal Term.

6.3. Termination for Cause. If either party materially breaches this Agreement and fails to cure such breach within 30 days after receiving written notice by the non-breaching party, the non-breaching party may terminate this Agreement.

6.4. Termination for Non-Appropriation. If required by applicable law, Customer may terminate this Agreement if it does not appropriate funds for a future fiscal year. In order to terminate for non-appropriation, Customer must provide at least 30 days' prior written notice, provided it is after the first full year of the Agreement. Obligations to pay fees are non-cancelable, and payments are non-refundable. This section may not be used as a substitute for termination for convenience.

6.5. Effect of Termination. Upon termination of this Agreement pursuant to Section 6: (a) Customer shall pay in full for all of the Software Services and Professional Services for the then-current annual term; (b) OpenGov shall stop providing the Software Services and the Professional Services to Customer; and (c) with the exception of Customer Data, the return and deletion of which are addressed in Section 4, each party shall, upon request of the other party, return or delete any of the other party's Confidential Information.

7. Payment of Fees

7.1. Fees; Invoicing; Payment; Expenses.

7.1.1. Fees. Fees for the Software Services and Professional Services are set forth in the applicable Order Form, and OpenGov will invoice Customer accordingly. Customer agrees to pay invoices within 30 days of receipt. Invoices are deemed received when OpenGov emails them to Customer's designated billing contact. Obligations to pay fees are non-cancelable, and payments are non-refundable, except as expressly provided in Sections 8.1.2 and 8.1.3.

7.1.2. Annual Software Price Adjustment. OpenGov shall increase the fees for the Software Services during any Renewal Term by 5% each year or as otherwise agreed upon in the applicable renewal Order Form.

7.1.3. Travel Expenses. OpenGov will invoice Customer for travel expenses provided in the SOW or Order Form as they are incurred. Customer shall pay all such valid invoices within 30 days of receipt of invoice. Receipts shall be provided for the travel expenses listed on the invoice.

7.2. Consequences of Non-Payment. If Customer fails to make any payments required under any Order Form or SOW, then in addition to any other rights OpenGov may have under this Agreement or applicable law: (a) Customer will owe a late interest penalty of

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the maximum rate permitted by law; and (b) if Customer's account remains delinquent (with respect to payment of an undisputed invoice) for 10 days after receipt of a delinquency notice from OpenGov, which may be provided via email to Customer's designated billing contact, OpenGov may temporarily suspend Customer's access to the Software Service for up to 90 days to pursue good faith negotiations before pursuing termination in accordance with Section 6.3. Customer will continue to incur and owe all applicable fees irrespective of any such service suspension based on such Customer's delinquency.

7.3. Taxes. Each party is responsible for the tax effects this Agreement imposes upon it. If Customer is tax-exempt, it will provide OpenGov its tax exemption certificate.

8. Representations and Warranties; Disclaimer

8.1. By OpenGov.

8.1.1. General Warranty. OpenGov represents and warrants that it has all right and authority necessary to enter into and perform this Agreement.

8.1.2. Professional Services Warranty. OpenGov further represents and warrants that the Professional Services, if any, will be performed in a professional and workmanlike manner in accordance with the related SOW and generally prevailing industry standards. For any breach of the Professional Services warranty, OpenGov will re-perform the applicable services. If OpenGov is unable to re-perform such work as warranted, Customer will be entitled to recover all fees paid to OpenGov for the deficient work. Customer must give written notice of any claim under this warranty to OpenGov within 90 days of the completion of the Professional Services pursuant to the applicable SOW to receive such warranty remedies.

8.1.3. Software Services Warranty. OpenGov further represents and warrants that for the Term, the Software Services will perform in all material respects in accordance with the then-current Product Documentation. The foregoing warranty does not apply to (a) any Software Services that have been used in a manner other than as set forth in this Agreement, or (b) any pre-release features, functionality, or beta software services that Customer elects to use in the beta phase of development. For any breach of the Software Services warranty, OpenGov will repair or replace any nonconforming Software Services so that the affected portion of the Software Services operates as warranted. If OpenGov is unable to do so, Customer may terminate the Agreement and will be entitled to a refund of the pre-paid, unused portion of the fees from the date of the discovery of the defect. Customer must give written notice of any claim under this warranty to OpenGov within 90 days of Customer discovering the defect to receive such warranty remedies.

8.2. By Customer. Customer represents and warrants that (a) it has all right and authority necessary to enter into and perform this Agreement and (b) OpenGov's use of Customer Data pursuant to this Agreement will not infringe, violate or misappropriate Intellectual Property Rights of any third party.

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8.3. Disclaimer. OPENGOV DOES NOT WARRANT THAT THE SOFTWARE SERVICES WILL BE UNINTERRUPTED OR ERROR FREE; NOR DOES IT MAKE ANY WARRANTY AS TO THE RESULTS THAT MAY BE OBTAINED FROM USE OF THE SOFTWARE SERVICES. EXCEPT AS SET FORTH IN THIS SECTION 8, THE SOFTWARE SERVICES ARE PROVIDED "AS IS" AND OPENGOV DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY, TITLE, FITNESS FOR A PARTICULAR PURPOSE, AND NON-INFRINGEMENT.

9. Limitation of Liability

9.1. By Type. NEITHER PARTY, NOR ITS SUPPLIERS, OFFICERS, AFFILIATES, REPRESENTATIVES, CONTRACTORS OR EMPLOYEES, SHALL BE RESPONSIBLE OR LIABLE WITH RESPECT TO ANY SUBJECT MATTER OF THIS AGREEMENT UNDER ANY CONTRACT, NEGLIGENCE, STRICT LIABILITY, OR OTHER THEORY: (A) FOR ERROR OR INTERRUPTION OF USE OR FOR LOSS OR INACCURACY OF DATA OR COST OF PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES OR LOSS OF BUSINESS; (B) FOR ANY INDIRECT, EXEMPLARY, PUNITIVE, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES; OR (C) FOR ANY MATTER BEYOND A PARTY'S REASONABLE CONTROL, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH LOSS OR DAMAGE.

9.2. By Amount. IN NO EVENT SHALL EITHER PARTY'S AGGREGATE, CUMULATIVE LIABILITY FOR ANY CLAIMS ARISING OUT OF OR IN ANY WAY RELATED TO THIS AGREEMENT EXCEED THE FEES PAID OR PAYABLE BY CUSTOMER TO OPENGOV FOR THE SOFTWARE SERVICES UNDER THIS AGREEMENT IN THE 12 MONTHS PRIOR TO THE ACT THAT GAVE RISE TO THE LIABILITY.

9.3. Limitation of Liability Exclusions. The limitations of liability set forth in Sections 9.1 and 9.2 above do not apply to, and each party accepts liability to the other for: (a) claims arising out of fraud or willful misconduct by either party; (b) either party's infringement of the other party's Intellectual Property Rights; (c) breach of obligations under Section 3.1; and (d) payment obligations under this Agreement.

9.4. No Limitation of Liability by Law. Because some jurisdictions do not allow liability or damages to be limited to the extent set forth above, some of the above limitations may not apply.

10. Miscellaneous

10.1. Logo Use. OpenGov shall have the right to use and display Customer's logos and trade names for marketing and promotional purposes in OpenGov's website and marketing materials, subject to Customer's trademark usage guidelines provided to OpenGov.

10.2. Notice. Ordinary day-to-day operational communications may be conducted by email, live chat or telephone. For notices required by the Agreement the parties must communicate more formally in a writing sent via USPS certified mail and via email. OpenGov's addresses for notice are: legal@opengov.com with a mailed copy to OpenGov, Inc., 660 3rd Street, Suite 100, San Francisco, CA 94107.

10.3. Anti-corruption. Neither OpenGov nor any of its employees or agents has offered or

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provided any illegal or improper payment, gift, or transfer of value in connection with this Agreement. The parties will promptly notify each other if they become aware of any violation of any applicable anti-corruption laws in connection with this Agreement.

10.4. Injunctive Relief. The parties acknowledge that any breach of the confidentiality provisions or the unauthorized use of a party's intellectual property may result in serious and irreparable injury to the aggrieved party for which damages may not adequately compensate the aggrieved party. The parties agree, therefore, that, in addition to any other remedy that the aggrieved party may have, it shall be entitled to seek equitable injunctive relief without being required to post a bond or other surety or to prove either actual damages or that damages would be an inadequate remedy.

10.5. Force Majeure. Neither party will be liable for any delay or failure to perform its obligations under this Agreement, due to any events beyond its reasonable control, including but not limited to acts of god, acts of governmental authority, war, riot, labor disputes, failures of performance by any third-party services, utilities, or equipment failures, or any other events beyond the party's reasonable control. Notwithstanding the foregoing, Customer shall remain obligated to perform its obligations under Section 7.1.1.

10.6. Severability; Waiver. If any provision of this Agreement is found to be unenforceable or invalid, that provision will be limited or eliminated to the minimum extent necessary so that this Agreement will otherwise remain in full force and effect and enforceable. Any express waiver or failure to exercise promptly any right under this Agreement will not create a continuing waiver or any expectation of non-enforcement.

10.7. Survival. The following sections of this Agreement shall survive termination or expiration: Section 5 (Confidentiality), Section 7 (Payment of Fees), Section 4.6 (Deletion of Customer Data), Section 8.3 (Warranty Disclaimer), Section 9 (Limitation of Liability), and Section 10 (Miscellaneous).

10.8. Assignment. There are no third-party beneficiaries to this Agreement. Neither party may assign, or otherwise transfer this Agreement without the other party's written consent, which consent may not be unreasonably withheld, conditioned, or delayed. Notwithstanding the foregoing, either party may assign, without such consent but upon written notice, its rights and obligations under this Agreement to its corporate affiliate or to any entity that acquires all or substantially all of its capital stock or its assets related to this Agreement, through purchase, merger, consolidation, or otherwise. Any other attempted assignment shall be void. This Agreement will benefit and bind permitted assigns and successors.

10.9. Independent Contractors. This Agreement does not create an agency, partnership, joint venture, or employment relationship, and neither party has any authority to bind the other.

10.10. Governing Law and Jurisdiction. This Agreement will be governed by the laws of Customer's jurisdiction, without regard to conflict of laws principles. The parties submit

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to personal jurisdiction and venue in the courts of Customer's jurisdiction.

10.11. Complete Agreement. OpenGov has made no other promises or representations to Customer other than those contained in this Agreement. Any additional or different terms in a purchase order or click-through agreement are expressly rejected by the parties and are void. Any modification to this Agreement must be in writing and signed by an authorized representative of each party. No third parties are authorized to modify this Agreement. If there is a conflict between this Agreement and any other attached or incorporated document, the terms of this Agreement will control unless expressly stated otherwise.

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City of South Pasadena

Cloud-Enabled Services Security and Compliance Requirements Exhibit

1. Purpose

The purpose of this section is to establish minimum cybersecurity and data protection requirements for all cloud-enabled services procured by the City of South Pasadena. These requirements ensure that vendors handling City data maintain security controls equivalent to those defined by the Government Risk and Authorization Management Program (GovRAMP) for the appropriate impact level.

2. Applicability

These requirements apply to all vendors, contractors, and service providers offering software-as-a-service (SaaS), platform-as-a-service (PaaS), infrastructure-as-a-service (IaaS), or any other hosted, managed, or cloud-based technology solution that stores, processes, or transmits City data.

3. Security Framework and Compliance Standards

1. Vendors shall maintain information security controls equivalent to or exceeding the standards established by:

- GovRAMP Moderate baseline (based on NIST SP 800-53 Rev. 5), or

- An equivalent framework, such as FedRAMP, ISO/IEC 27001, SOC 2 Type II, or CIS Controls v8, provided the vendor can demonstrate comparable control coverage.

2. Vendors holding current GovRAMP status (Core, Ready, Provisionally Authorized, or Authorized) shall disclose:

- Status and impact level,

- Date awarded or renewed,

- Product or service name listed on the GovRAMP Authorized Product List (APL).

3. Vendors without a formal GovRAMP designation must provide evidence demonstrating equivalent compliance as defined in Section 4.

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4. Required Security Documentation

Vendors not formally authorized under GovRAMP shall submit the following security artifacts as soon as commercially possible:

1. Vulnerability Scan or Penetration Test Reports – from the past 12 months, with remediation status for critical findings.
2. Continuous Monitoring and Patch Management Plan – describing how vulnerabilities and system changes are monitored and corrected.
3. Incident Response and Breach Notification Plan – outlining procedures for reporting, containment, and recovery.
4. Third-Party Audit or Certification Reports – including any ISO, SOC, or equivalent certifications relevant to the service provided.

5. Continuous Compliance Requirements

1. During the contract term, the vendor shall maintain security controls and practices at or above the level submitted and approved.
2. Provide updated versions of the documents listed in Section 4 upon request or at least annually.
3. Notify the City within five (5) business days of any confirmed breach.

6. Right to Audit and Verification

1. The City reserves the right to review or audit vendor compliance with these requirements no more than once in any 12-month period during the contract period.
2. Audits may include review of security documentation and interviews with vendor security personnel. Audits will be conducted in a manner designed to minimize operational disruption to Vendor and shall be limited to review of evidence, documentation, and non-disruptive discussion.
3. The vendor shall cooperate reasonably and in good faith with City staff or mutually-agreed to third-party auditors and provide reasonable access to security documentation, subject to confidentiality agreements.

7. Data Management, Retention, and Destruction

1. All data generated, stored, or processed on behalf of the City remains the property of the City of South Pasadena. The vendor acts solely as a custodian of this data and shall not assert ownership, lien, or any other rights to such data under any circumstances except as outlined in the Agreement.
2. Vendor shall not relocate, replicate, or transfer City data outside the continental United States without prior written consent from the City.

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Notwithstanding the foregoing, limited, controlled remote access to City Data by authorized Vendor personnel located outside the continental United States may be required for support, troubleshooting, maintenance, or other operational purposes. Any such access will be strictly controlled, logged, limited to least-privilege, subject to MFA and encryption in transit, and covered by the same confidentiality and security obligations in the Agreement. Vendor shall require personnel accessing City Data offshore to meet background-check and training standards equivalent to onshore personnel.

3. Vendor shall implement encryption for all City data:
   - At rest: AES-256 or stronger
   - In transit: TLS 1.2 or higher
4. Vendor shall ensure proper logical and/or physical segregation of City data from that of other customers or tenants.
5. These controls shall align with NIST SP 800-53 Rev. 5 (SC-12, SC-13, MP-5) and CIS Controls v8 (Safeguards 3.4 – 3.11).
6. The vendor shall ensure that any subcontractor or cloud service provider storing or processing City data adheres to the same data-retention and destruction requirements defined herein and shall maintain written evidence of compliance or attestation.
7. If the City issues a litigation hold, public-records retention order, or similar directive, the vendor shall immediately suspend any deletion of relevant data until the City provides written release. The vendor shall cooperate with the City to ensure data preservation, indexing, and retrieval in accordance with NIST SP 800-53 Rev. 5 (AU-11 and MP-6) and applicable California records-retention laws.
8. The City reserves the right to execute an NDA with a contractor to request a contractor's SOC 2.

8. Termination, Remedies, and Cybersecurity Insurance

1. Failure to maintain the required security posture, provide timely notification of incidents, or remediate identified deficiencies shall constitute a material breach of contract.
2. The City may, at its discretion:

   - Require submission and approval of a corrective action plan,
   - Suspend or terminate the Agreement in accordance with the termination provisions of this Agreement.

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3. Vendor shall indemnify and hold harmless the City, its officers, employees, and agents against any and all third-party costs, damages, liabilities, or claims arising from data breaches, cybersecurity incidents, or failures of security controls attributable to vendor gross negligence or willful misconduct.
4. Vendor shall provide proof of active coverage (certificate of insurance or equivalent documentation) upon contract execution and annually thereafter, or upon renewal or modification of the policy.

9. Optional Enhancement: Preferred Vendors

Vendors demonstrating an active GovRAMP, FedRAMP, or ISO/IEC 27001 certification will receive preferred consideration during evaluation, provided pricing and functionality are comparable.

10. References

1. NIST SP 800-53 Rev. 5 — Security and Privacy Controls for Information Systems and Organizations
2. GovRAMP Program Management Office — Authorized Product List and Core Requirements
3. CIS Controls v8 — Center for Internet Security
4. ISO/IEC 27001 — Information Security Management Systems Requirements
5. NIST SP 800-88 Rev. 1 — Guidelines for Media Sanitization



Statement of Work

City of South Pasadena, CA

Creation Date: 4/20/2026
SoW Expiration Date: 7/20/2026
Document Number: PS-11629.2
Created by: Dean Simpson

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OpenGov Statement of Work

1. Project Scope and Understanding

This Statement of Work ("SOW") outlines the Professional Services OpenGov will provide to City of South Pasadena, CA ("Customer") under the applicable Order Form. Professional Services or technical requirements not listed in this SOW are out of scope.

2. Exhibits

The following exhibits are incorporated by reference and are part of this SOW:

2.1. Exhibit 1: Implementation Activities

2.1.1. Enterprise Asset Management (EAM)

3. OpenGov Responsibilities

OpenGov will provide a framework for planning, communication, progress tracking, and coordination for activities in Exhibit 1. In collaboration with Customer, OpenGov will develop and maintain the Project Plan. The "Project Plan" is a detailed, living document that defines how the project will be executed, including tasks, timelines, milestones, and team assignments. OpenGov will monitor progress against the Project Plan, coordinate adjustments to tasks and schedules as needed, and conduct status meetings as agreed to by the parties. OpenGov will provide weekly status reports, a Project Charter, and a RAID register (Risks, Actions, Issues, and Decisions). The "Project Charter" is a high-level document outlining the project's purpose, goals, key stakeholders, success criteria, and major milestones.

4. Customer Responsibilities

The Customer will appoint a primary point of contact with authority to make binding decisions ("Customer's Project Manager"). This person will coordinate internal resources, assign subject matter experts ("SMEs"), and oversee implementation. Responsibilities include attending status meetings, making timely decisions, providing requested information, escalating issues internally, and collaborating on the Project Plan and Change Order process, if applicable.

Customer acknowledges that the success of this project is contingent on its full participation. Customer must provide data within ten (10) business days of a request, maintain consistent data formats and access throughout the project, and allocate the necessary Customer resources and time to support deliverables and meet agreed-upon timelines.

Any failure by Customer to meet its responsibilities under this SOW (each, a "Customer Delay") will automatically suspend the affected obligations of OpenGov for the duration of the Customer Delay and for a reasonable restart period thereafter. All affected milestones, delivery dates, and service-level commitments

will be extended on a day-for-day basis (or as otherwise reasonably necessary) to account for the Customer Delay, and may result in an adjustment of the fees if OpenGov incurs additional time, materials, or other costs as a result. Under no circumstances will any consequence of a Customer Delay constitute a breach by OpenGov of this SOW or of the Agreement, nor will OpenGov be liable for any failure to meet a performance obligation that is caused, in whole or in part, by a Customer Delay.

5. Project Delivery

OpenGov will perform services under this SOW remotely and provide up to two (2) onsite trips for project-related activities. Customer will provide a suitable workspace, including a conference room with attendee capacity, non-public Wi-Fi, and AV equipment. Travel expenses are estimated not to exceed $5,600. OpenGov may use a combination of OpenGov personnel and OpenGov-trained implementation partners to deliver the services described in this SOW.

6. Estimated Schedule

The estimated duration of this work is nine (9) months. The specific timeline, including order of delivery of the product(s), will be determined during the project planning activities in the Initiate Phase. Services are estimated to begin within two (2) weeks and no later than four (4) weeks from contract signature. OpenGov reserves the right to adjust the schedule based on the availability of Customer or OpenGov resources, and the timeliness of deliverables provided by the Customer.

7. Acceptance Procedure

OpenGov will submit completed deliverables to the Customer's Project Manager for review. Within five (5) business days of receipt, the Customer's Project Manager will either provide written acceptance or a list of requested revisions. In the event there are requested revisions, the subsequent review period for acceptance will follow the same timeline until final acceptance. If Customer does not respond within this period, the deliverable will be deemed accepted. Once a deliverable is accepted, any requested changes will require a paid Change Order.

Acceptance milestones and review timelines will be tracked in the Project Plan. Both parties acknowledge that delays in task completion or unresolved issues may impact the project timeline. If OpenGov determines in good faith that Customer is not fulfilling its responsibilities under this SOW, OpenGov may place services on hold following a minimum of five (5) business days' written notice. The notice will specify the actions needed to progress the project. During the hold period, OpenGov

may reallocate resources without penalty and will not be responsible for resulting delays.

8. Modifications

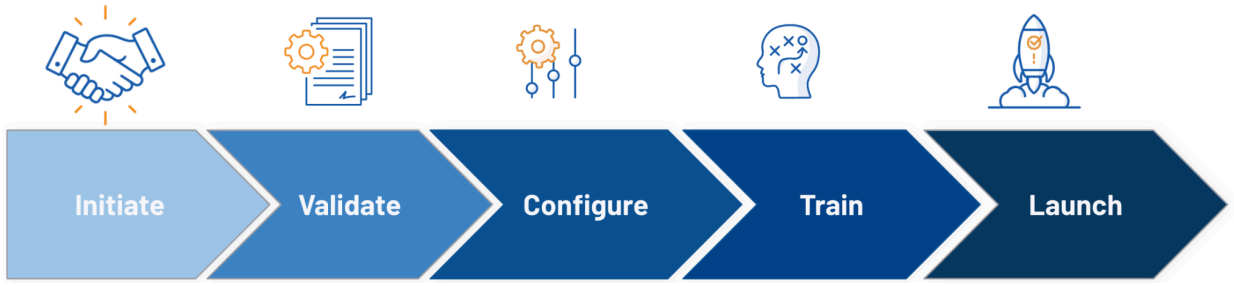
The fees and estimated timeline are based on the scope and assumptions in this SOW. If either party determines that a change to the scope is necessary, the parties will collaborate to define the required modification, which may result in fee adjustments based on OpenGov's standard rates. All modifications must be documented in a written Change Order and signed by both parties ("Change Order"). Examples of changes include revisions to the project timeline, deliverables, or resource allocation.

9. Communication and Escalation Procedure

OpenGov and Customer agree to maintain regular communication in alignment with the Project Plan to ensure progress, resolve questions promptly, and minimize risk. Both parties will raise any issues or concerns in a timely manner. If challenges are not resolved through standard project discussions, Customer and OpenGov Project Managers will escalate to their respective executive leadership teams to jointly determine a resolution and align on a path to successful implementation.

Exhibit 1: Implementation Activities

OpenGov Implementation Methodology Overview



Every OpenGov implementation follows a five-phase hybrid methodology designed to ensure a structured and collaborative deployment. The phases are:

1. Initiate – OpenGov provisions access and performs initial system setup.
2. Validate – OpenGov works with the Customer to confirm requirements and review initial configurations.
3. Configure – OpenGov completes system configuration as outlined in this SOW.
4. Train – OpenGov provides training to system administrators and/or end users, as applicable.
5. Launch – OpenGov provides post-go-live support and transitions the Customer to OpenGov's Customer Success Team.

Each implementation is structured around these phases. Deliverables, sign-offs, and completion criteria are aligned to the relevant phase.

Enterprise Asset Management

Use Cases Build for Enterprise Asset Management:

- Transportation
- Walkability
- Parks and Rec
- Facilities
- Water Distribution
- Fleet

Initiate

OpenGov will:

- Setup a hosted sandbox and a hosted production OpenGov Asset Management environment, if one does not already exist

- Conduct one (1) remote session to review customer assets (see asset section below), source data, GIS capabilities, Esri authentication, and single sign on identity provider (if applicable).

OpenGov Assumptions:

- OpenGov assumes that the customer is responsible for performing quality control measures on its data in EAM.

Completion Criteria:

- The project kicked off with an initial project timeline delivered.

Validate

OpenGov will:

- Provide a remote, up to twenty four (24) hours, validation workshop to increase our understanding of Customer business and functional goals. Through workshops and interviews, OpenGov will identify best fit scenarios for OpenGov Asset Management and provide a brief including any challenges as well as recommendations for OpenGov Asset Management best practices relevant to Customer implementation.
- Provide a template file to be utilized by Customer staff to populate resources, libraries, and users/roles data that OpenGov will import into OpenGov Enterprise Asset Management.
- Provide up to two (2) remote sessions for Customer technical GIS staff to configure Esri Feature Services for the bidirectional GIS integration and authentication.

Completion Criteria:

- Completion of validation workshop.

Configure

Configurations

OpenGov will:

- Provide configuration services, including:
  - Up to ten (10) custom fields and up to two (2) custom layouts per asset type listed in the Assets section below
  - Up to thirty (30) custom fields and up to ten (10) custom layouts to be utilized in any of the shared areas of the system, such as Tasks
  - Up to twenty (20) automations
  - Up to twenty (20) preventative maintenance plans

- Provide up to six (6) sessions of configuration review to ensure configurations resulting from the validation workshop effectively support all workflows and processes discussed, and to reinforce such configurations with customer stakeholders to adequately prepare to train-the-trainer training.

- OpenGov will provide the following additional configuration services for use in playground-related workflows:
    - Up to thirty (30) custom fields and up to two (2) custom layouts
    - Up to two (2) automations
    - Up to one (1) custom reports

OpenGov Assumptions:

- Implementation of any custom modification developed by OpenGov; your internal staff; or any third-party is not included in the scope of this project unless specifically listed above.

Data Services

OpenGov will:

- Provide one sandbox and one production data load service through standard import/export functionality. OpenGov will provide template documents for data population. Once populated by Customer staff, OpenGov will load the data into Customer sandbox or production OpenGov Asset Management environment. Data loads may include data such as:
    - Parent level asset records
    - Asset location (spatial x/y) attributes
    - Parent level resource (Labor, Equipment Material, Vendor) records
    - Resource Rate (Labor, Equipment, Material) records
    - Standard system libraries

OpenGov Assumptions:

- OpenGov assumes that the customer is responsible for performing quality control measures on its data in EAM.
- Data conversion services from other software system(s) or sources (including Navigator databases) are not included in the scope of this project unless specifically listed above.

Assets

OpenGov will:

- Provide installation and training on the following asset types:
    - Transportation (8)
        - Bridge; Light Fixture; Pavement; Sign; Guardrail; Marking; Pavement Area; Support
    - Walkability (7)
        - ADA Ramp; Pavement Area: Sign; Tree; Light Fixture; Sidewalk; Support
    - Parks and Recreation (10)
        - Athletic Space; Fence; Park; Park Structure; Playground Equipment; Bench; Landscape Area; Park Amenity; Playground; Tree
    - Facilities (25)
        - Facility; Other Site Construction; Selective Building Demolition; Site Improvement; Site Preparation; Facility Floor; Basement Construction; Conveying; Exterior Enclosures; Facility Electrical; Facility Equipment; Fire

Protection; Foundations; Furnishings; HVAC; Interior Construction; Interior Finishes; Plumbing; Roofing; Site Electrical Utilities; Site Mechanical Utilities; Spaces; Special Construction; Stairs; Superstructure
    - Water Distribution (9)
        - Water Backflow; Water Facility; Water Hydrant; Water Lateral; Water Main; Water Meter; Water Pump; Water Valve; Water Storage Tank
    - Fleet (1)
        - Fleet

Completion Criteria:

- Customer sign-off on ability to login and access to the sandbox.

Train

Foundational Training

- Provide remote train-the-trainer training, up to two (2) hours, on overall system navigation and functionality to help familiarize Customer staff with the software environment and its common functions. Training topics include:
    - Dashboards
    - Standard KPI/ROI Gadgets
    - Logins/Permission
    - Layers
    - Filters
    - Maps
    - Grids
    - System Navigation
    - Views (List & Detail)
    - Standard Reports
    - Attachments
    - Requests, Work, Assets, Resources, Reports, and Administrator Tabs

OpenGov assumptions:

- OpenGov assumes that the customer is responsible for testing its workflows, automations, integrations, and configurations within the EAM and will update the configurations as part of its testing and training activities.

Train the Trainer Training Event

- Provide a three-day (3-day) onsite "train-the-trainer" training event. The training agenda will be defined and agreed upon by both OpenGov and Customer project manager. To avoid redundancy, and to utilize service time efficiently, training may cover a subset of the assets listed in the Asset section of the scope. Topics may include any of the following:
    - Request Management:
        - Requests
        - Requesters

- Task Creation from Requests
- Issue library (including settings such as Applies to Asset and Non-Location)
- OpenGov recommended best practices for Request and Requester Management

o Work Management:
- Create Task(s) (Asset/Non-Asset)
- Assignments (Add, Edit, Remove)
- Task Menu Actions
- Related Work Items
- Create Work Order
- Associate Task to Work Order
- Repeat Work Orders
- Work Order Menu Actions
- Enter Resources
- Timesheets
- Activity library (including settings such as Applies to Asset, Inspection, Key Dates, Cost, and Productivity)
- OpenGov recommended best practices for Work Management

o Asset Management:
- Asset Details
- Preventative Maintenance Plans
- Inspections
- Linked assets (if applicable)
- Container/Component Relationships (if applicable)
- OpenGov recommended best practices for Asset Management

o Resource Management:
- Resource Details
- Labor/Equipment Rates
- Material Management (Stock, Usage, Adjustments)
- Vendor Price Quotes
- OpenGov recommended best practices for Resource Management

o OpenGov Mobile:
- Overall system functionality (Navigation, Interface, Maps, Attachments, Sorting)
- Work Management
  - Create and Update Tasks (Asset/Non-Asset)
  - Assign Tasks
  - Enter Resources
  - Inspections
- Asset Management
  - Create and Update Assets
- Request Management
  - View and Update Requests
  - View Requester information
  - Create Task from Request

        - OpenGov recommended best practices for mobile device use
    - Fleet Management:
        - Preventative Maintenance
        - Task Management
        - Vehicle Replacement Ratings (VRR) Equipment Detail information
        - Fleet Reports
        - OpenGov recommended best practices for Fleet Management
    - Administrator:
        - Administrator:
            - User Administration, Role Administration, Asset Administration, Record Filter Administration, Import/Export, Scheduled Process Log, Error Log
        - Settings:
            - System Settings, Map Administration, Geocode Settings, GIS Integration settings, Asset Color Manager
        - Manager:
            - Layout Manager, Library Manager, Preventative Maintenance, Asset Condition Manager, Notification Manager, Structure Manager, Automation Manager

Core Training:

- Provide remote train-the-trainer training, up to two (2) sessions on OpenGov Asset Builder. Training topics include:
    - OpenGov Asset Management Administrator
        - Structure Manager
        - Library Manager
        - Layout Manager
        - User/Role Configurations
    - OpenGov recommended best practices for expanding the system's use and/or building assets
- Provide Preventative Maintenance Plans remote train-the-trainer training, up to two (2) sessions. Training topics include:
    - Preventative Maintenance
    - OpenGov recommended best practices for proactive asset management
- Provide Advanced Inspections, Asset Condition Manager, and Asset Risk remote train-the-trainer training, up to three (3) sessions. Training topics include:
    - Performance Management
        - Prediction Groups
        - Minimum Condition Groups
        - Activities and Impacts
        - Criticality Factor
        - Install/Replaced Dates
    - Business Risk Exposure

        - Risk
        - Consequence of Failure
        - Probability of Failure
    - OpenGov recommended best practices for Asset Risk Functionality , advanced inspections and condition management
- Provide Internal Request remote train-the-trainer training, up to two (2) sessions. Training topics include:
    - Internal Requests
        - Users
        - Views
        - Issue Library settings and management
    - OpenGov recommended best practices for advanced request management

Completion Criteria

- Core Training and train-the-trainer has been conducted.

Launch

OpenGov will:

- Provide remote, up to eight (8) hours, web conferences, of working sessions to answer any questions following solution acceptance.

Completion Criteria:

- Go Live Support has been conducted.

City Council and the Housing Authority - Board of Directors Agenda Report

ITEM NO. 16

DATE: May 6, 2026

FROM: Todd Hileman, City Manager

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

SUBJECT: **CONSIDERATION TO RECEIVE AND FILE THE FEBRUARY 2026 MONTHLY BUDGET REPORT**

Recommendation

It is recommended that the City Council receive and file the monthly budget report through February 28, 2026 (Attachment 1).

Executive Summary

This report presents the General Fund budget status for the period ending February 28, 2026. As of that date, the City collected 57% of budgeted General Fund revenues and expended 61% of budgeted General Fund appropriations. Both revenues and expenditures are tracking within expected ranges for this point in the fiscal year.

This report is submitted monthly as a recurring consent item to provide the Finance Commission and City Council with current information on the City's fiscal position relative to the adopted budget.

Background

On August 20, 2025, City Council adopted the FY 2025-2026 Budget. The adopted General Fund budget includes $43,715,328 in revenues and $43,325,013 in appropriations. The Adopted Budget includes Work Plans for each City Department. The Finance Department's Work Plan includes preparing monthly budget reports to enhance financial management and transparency.

On February 26, 2026, the Finance Commission reviewed the Mid-year report, monthly budget report for December 2025, 5-year forecast, and the fiscal year 2026-2027 budget calendar. While supportive of the monthly budget report, the Commission focused on refining the monthly reporting format to make it more digestible for City Council, requesting clearer variance and percentage information to improve usability for policy decision-making.

On March 4, 2026, the City Council reviewed the Mid-year report, monthly budget report for December 2025, 5-year forecast, fiscal year 2026-2027 budget calendar, and the feedback provided by the Finance Commission.

On March 26, 2026, the Finance Commission reviewed and filed the monthly budget report for January 2026 and provided feedback on the report. The Finance Department received the

feedback and updated the January report for City Council review.

On April 23, 2026, the Finance Commission provided recommendations and corrections before filing the monthly February 2026 report. The Finance staff reviewed and updated the February report for City Council review.

Analysis
The purpose of this report is to present General Fund budget performance as of February 28, 2026, which represents eight (8) months, or approximately 66%, of the fiscal year. Attachment 1 includes detailed revenues received and expenditures incurred through that date against the Adjusted Budget.

NOTE: Because the City does not "hard-close" its books on a monthly basis, revenues and expenditures are posted to the applicable accounting period as transactions are processed. Accordingly, prior-month figures in this report may differ from those presented in previous months' reports.

The following items are noted for the reporting period.

REVENUE BY CATEGORY
Property Tax
- Year-to-date $9.4M. The decline in revenue from last month to the current month has to do with the timing of when revenue is received. December and January are months of a large influx of revenue. April and May are also typical months when the City receives large revenue deposits.

Sales Tax
- Year-to-date actuals total of $3,141,554, and in February, the City received Sales Tax Measure A ($411,993) and Sales and Use Tax $372,730.

Charges for Current Services
- The City received $327k in February, bringing year-to-date revenue to $3.40M. In December and January, there was a spike that was likely driven by the new building code that took effect in January, influencing permitting activity and year-end compliance.

Intergovernmental
- Following January's $2.2M Motor Vehicle-in-Lieu deposit, February reflects a decrease in revenue, returning to more typical monthly levels.

Use of Money and Property
- January revenue increased due to the quarterly LAIF interest allocation. February activity returned to normal levels after that quarterly spike.

EXPENDITURES BY CATEGORY
Salaries & Benefits
- Year-to-date actuals in February have reached $12,854,446, which is on track to 60% within the fiscal year for this period. Peaked in January due to an extra payroll payment.

Based on the data presented, General Fund revenues and expenditures for the reporting period are consistent with expectations for this point in the fiscal year. Staff recommend the Finance Commission receive and file this report.

Fiscal Impact
This report is informational only. There is no fiscal impact associated with receiving and filing

this report.

Attachment:
Attachment No. 1 - Monthly Report as of February 2026.pdf

Monthly Budget Report as of February 28, 2026
General Fund (101)

I. REVENUE BY CATEGORY

ADOPTED BUDGET	
Category	FY 2025-2026 Adopted Budget
Property Tax	17,377,356
Sales Tax	5,562,209
Utility Users Tax	4,544,810
Charges for Current Services	3,390,618
Intergovernmental	4,811,273
Assessment	428,200
Fines, Forfeitures & Penalties	63,350
Licenses & Permits	1,026,802
Use of Money & Property	1,148,690
Interfund Transfer	1,610,849
Other Taxes	1,943,598
Other Revenue	1,807,573
Total	43,715,328

ACTUAL BY PERIOD

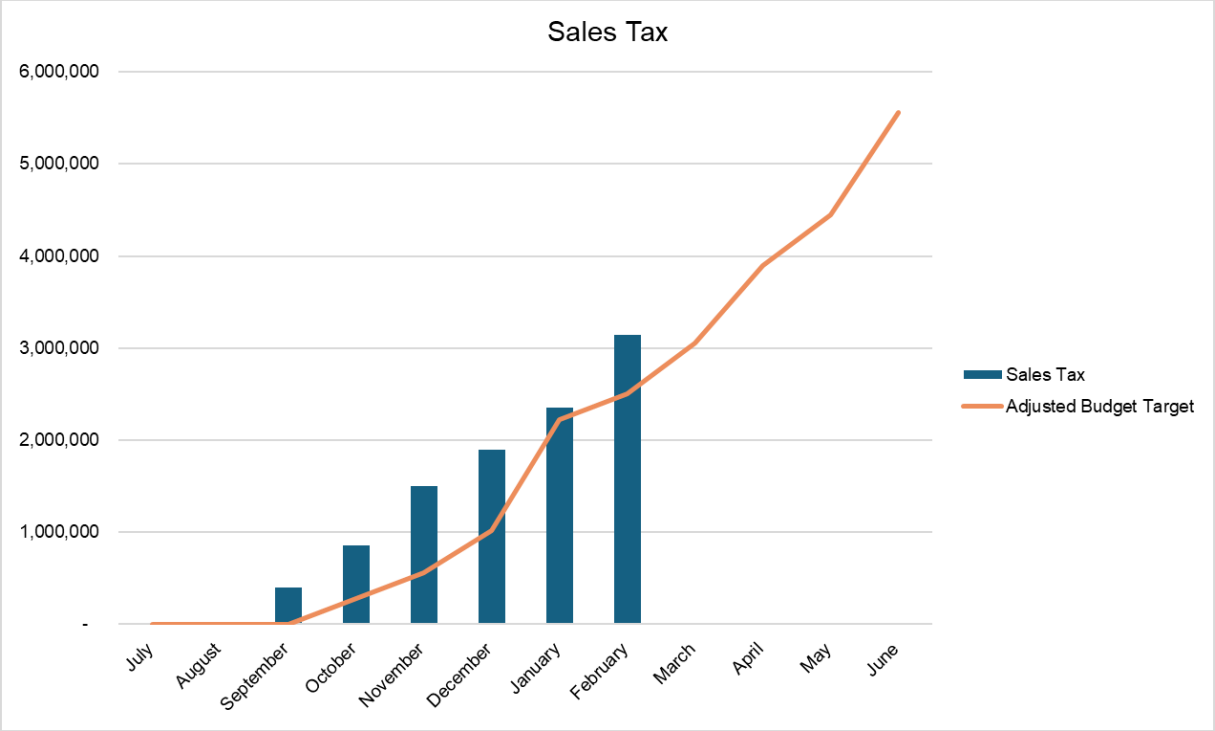
Category	July	August	September	October	November	December	January	February
Property Tax	-	1	-	-	295,840	6,667,747	1,839,623	692,778
Sales Tax	-	-	399,140	457,254	640,509	403,497	456,430	784,723
Utility Users Tax	(5,741)	218,578	481,011	396,355	395,605	302,975	346,517	369,280
Charges for Current Services	381,843	325,542	305,755	319,984	535,790	600,235	606,614	327,316
Intergovernmental	-	-	50,371	1,599	-	261,250	2,282,746	123,281
Assessment	-	(1)	-	-	3,647	171,978	43,427	44,264
Fines, Forfeitures & Penalties	8,723	7,824	8,551	7,207	6,573	5,770	8,071	8,090
Licenses & Permits	37,091	137,403	78,771	104,434	91,880	123,045	102,714	103,408
Use of Money & Property	(159,682)	44,451	245,762	46,442	47,940	58,246	152,008	70,498
Interfund Transfer	-	-	-	-	-	-	-	-
Other Taxes	-	200,438	68,055	91,282	82,870	51,950	286,222	81,639
Other Revenue	9,203	20,426	9,097	27,900	17,789	600,731	114,832	119,148
Total	**271,436**	**954,663**	**1,646,513**	**1,452,457**	**2,118,443**	**9,247,425**	**6,239,202**	**2,724,424**

YEAR TO DATE ACTUAL

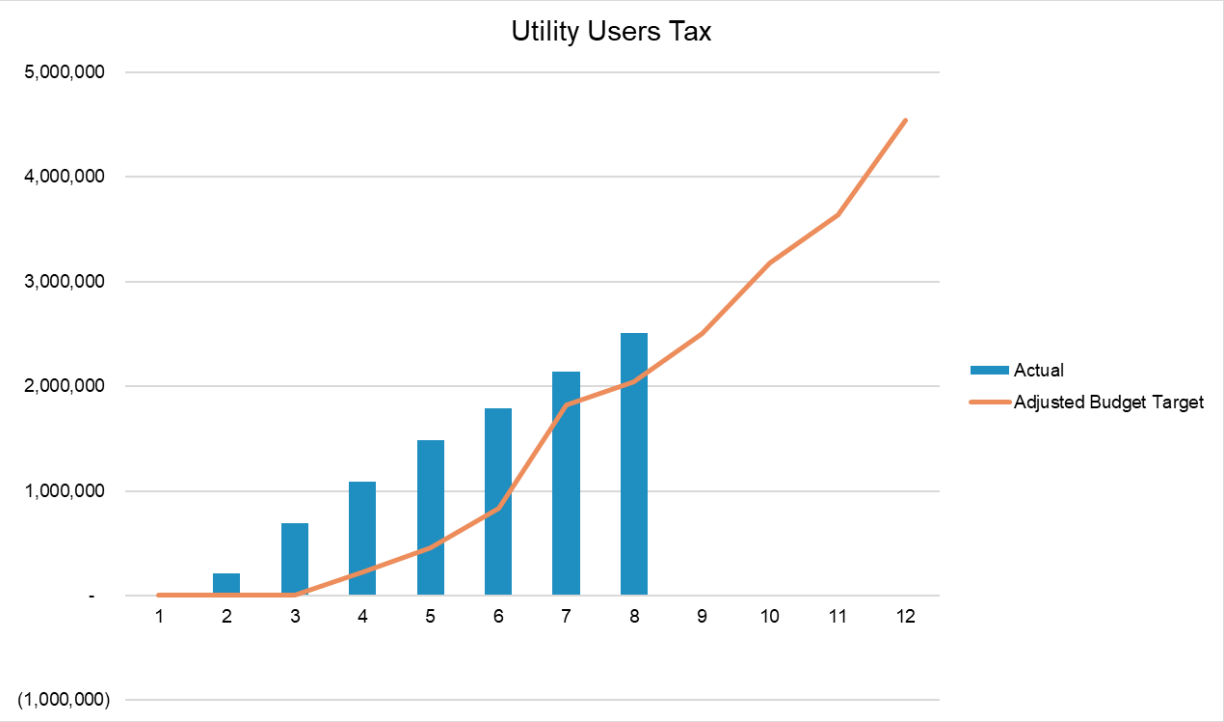
Category	July	August	September	October	November	December	January	February
Property Tax	-	1	1	1	295,841	6,963,588	8,803,211	9,495,989
Sales Tax	-	-	399,140	856,394	1,496,903	1,900,401	2,356,831	3,141,554
Utility Users Tax	(5,741)	212,837	693,848	1,090,203	1,485,809	1,788,784	2,135,300	2,504,580
Charges for Current Services	381,843	707,385	1,013,140	1,333,124	1,868,913	2,469,149	3,075,762	3,403,078
Intergovernmental	-	-	50,371	51,971	51,971	313,221	2,595,966	2,719,247
Assessment	-	(1)	(1)	(1)	3,647	175,625	219,051	263,315
Fines, Forfeitures & Penalties	8,723	16,547	25,098	32,305	38,878	44,648	52,719	60,809
Licenses & Permits	37,091	174,494	253,265	357,698	449,578	572,624	675,338	778,746
Use of Money & Property	(159,682)	(115,231)	130,531	176,972	224,912	283,158	435,167	689,716
Interfund Transfer	-	-	-	-	-	-	-	-
Other Taxes	-	200,438	268,493	359,775	442,645	494,595	780,817	862,456
Other Revenue	9,203	29,629	38,726	66,626	84,415	685,145	799,978	907,126
Total	**271,436**	**1,226,099**	**2,872,612**	**4,325,070**	**6,443,513**	**15,690,938**	**21,930,140**	**24,826,615**



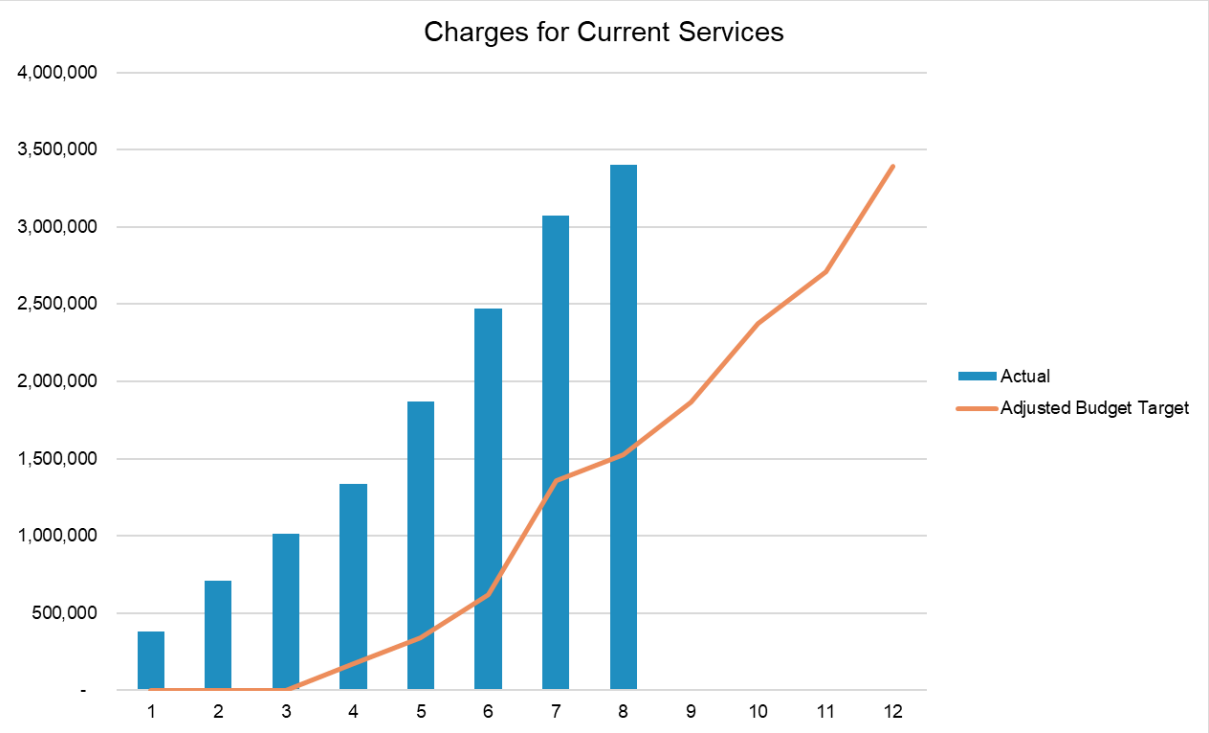
PROPERTY TAX					
Month	Period Actual	YTD Actual	Variance YTD and Adopted	% YTD to FY Adopted Total	Adopted Budget
July	-	-	-	0%	-
August	1	1	(1)	0%	-
September	-	1	(1)	0%	-
October	-	1	868,867	0%	868,868
November	295,840	295,841	1,441,895	2%	1,737,736
December	6,667,747	6,963,588	(881,514)	40%	6,082,075
January	1,839,623	8,803,211	(1,852,269)	51%	6,950,943
Feburary	692,778	9,495,989	(1,676,178)	55%	7,819,810
March	-	-	-	0%	9,557,546
April	-	-	-	0%	12,164,150
May	-	-	-	0%	13,901,885
June	-	-	-	0%	17,377,356
TOTAL	**9,495,989**				



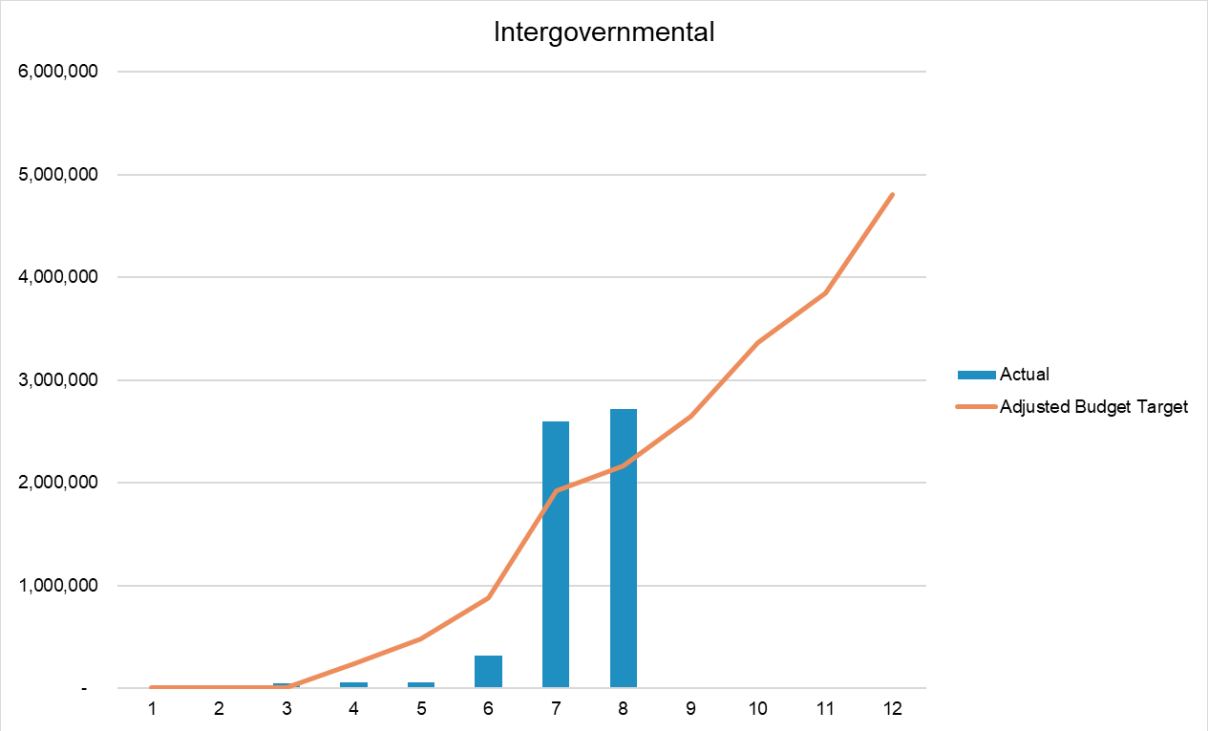
Sales Tax					
Month	Period Actual	YTD Actual	Variance YTD and Adopted	% YTD to FY Adopted Total	Adopted Budget
July	-	-	-	0%	-
August	-	-	-	0%	-
September	399,140	399,140	(399,140)	7%	-
October	457,254	856,394	(578,284)	15%	278,110
November	640,509	1,496,903	(940,682)	27%	556,221
December	403,497	1,900,401	(880,662)	34%	1,019,738
January	456,430	2,356,831	(131,947)	42%	2,224,884
Feburary	784,723	3,141,554	(638,560)	56%	2,502,994
March	-	-	-	0%	3,059,215
April	-	-	-	0%	3,893,546
May	-	-	-	0%	4,449,767
June	-	-	-	0%	5,562,209
TOTAL	**3,141,554**				



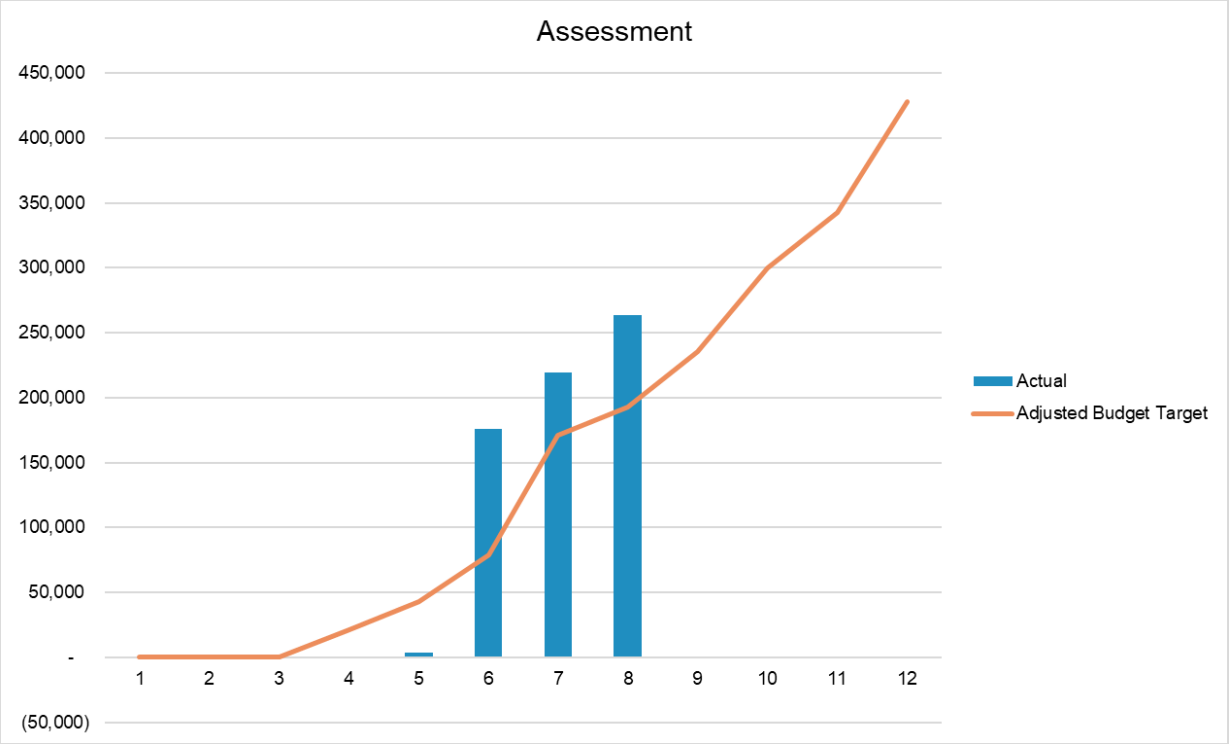
Utitlity Users Tax					
Month	Period Actual	YTD Actual	Variance YTD and Adopted	% YTD to FY Adopted Total	Adopted Budget
July	(5,741)	(5,741)	5,741	0%	-
August	218,578	212,837	(212,837)	5%	-
September	481,011	693,848	(693,848)	15%	-
October	396,355	1,090,203	(862,963)	24%	227,240
November	395,605	1,485,809	(1,031,328)	33%	454,481
December	302,975	1,788,784	(955,568)	39%	833,215
January	346,517	2,135,300	(317,376)	47%	1,817,924
Feburary	369,280	2,504,580	(459,416)	55%	2,045,164
March	-	-	-	0%	2,499,645
April	-	-	-	0%	3,181,367
May	-	-	-	0%	3,635,848
June	-	-	-	0%	4,544,810
TOTAL	**2,504,580**				



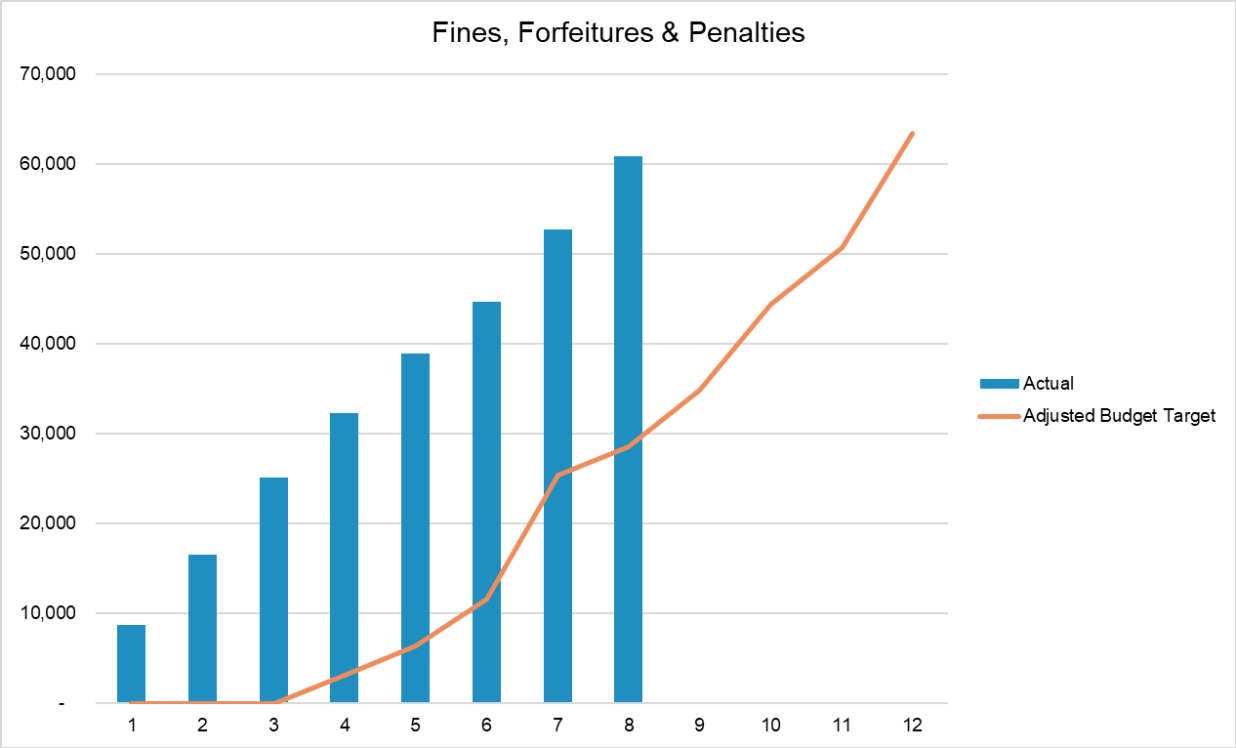
Charges for Current Services					
Month	**Period Actual**	**YTD Actual**	**Variance YTD and Adopted**	**% YTD to FY Adopted Total**	**Adopted Budget**
July	381,843	381,843	(381,843)	11%	-
August	325,542	707,385	(707,385)	21%	-
September	305,755	1,013,140	(1,013,140)	30%	-
October	319,984	1,333,124	(1,163,593)	39%	169,531
November	535,790	1,868,913	(1,529,852)	55%	339,062
December	600,235	2,469,149	(1,847,535)	73%	621,613
January	606,614	3,075,762	(1,719,515)	91%	1,356,247
Feburary	327,316	3,403,078	(1,877,300)	100%	1,525,778
March	-	-	-	0%	1,864,840
April	-	-	-	0%	2,373,433
May	-	-	-	0%	2,712,494
June	-	-	-	0%	3,390,618
TOTAL	**3,403,078**				



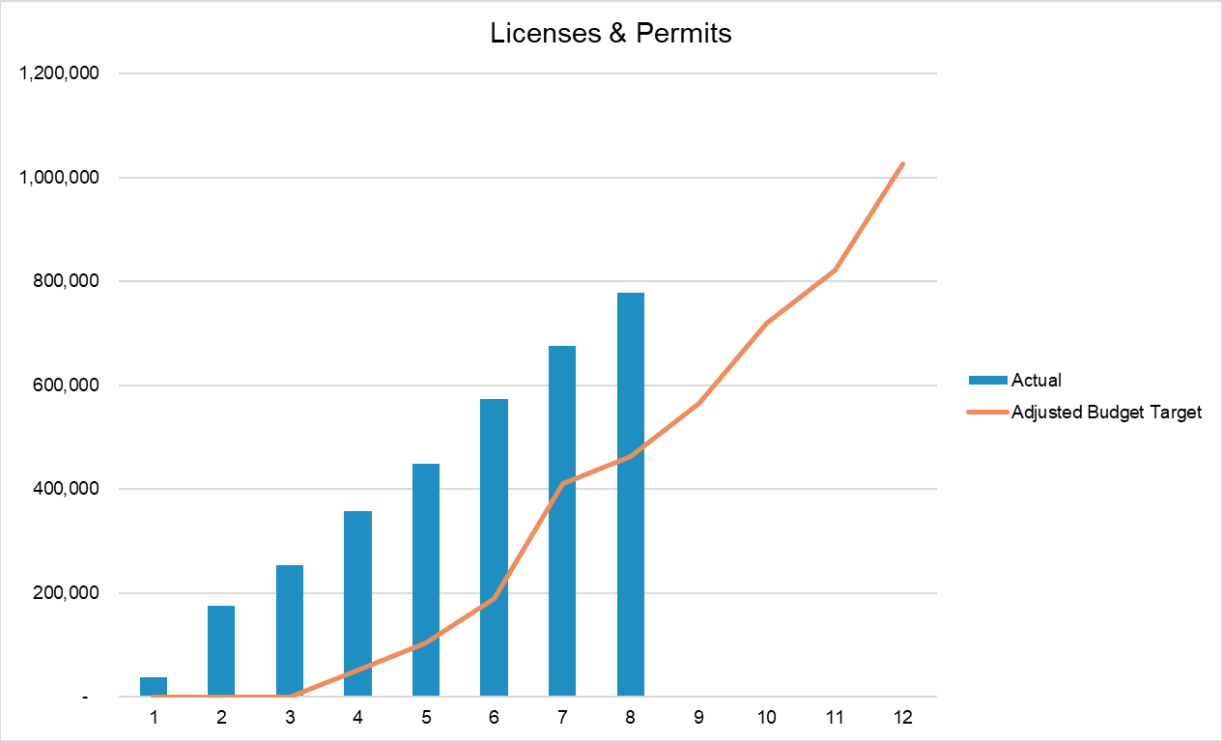
Intergovernmental					
Month	**Period Actual**	**YTD Actual**	**Variance YTD and Adopted**	**% YTD to FY Adopted Total**	**Adopted Budget**
July	-	-	-	0%	-
August	-	-	-	0%	-
September	50,371	50,371	(50,371)	1%	-
October	1,599	51,971	188,593	1%	240,564
November	-	51,971	429,156	1%	481,127
December	261,250	313,221	568,846	7%	882,067
January	2,282,746	2,595,966	(671,457)	54%	1,924,509
Feburary	123,281	2,719,247	(554,174)	57%	2,165,073
March	-	-	-	0%	2,646,200
April	-	-	-	0%	3,367,891
May	-	-	-	0%	3,849,018
June	-	-	-	0%	4,811,273
TOTAL	**2,719,247**				



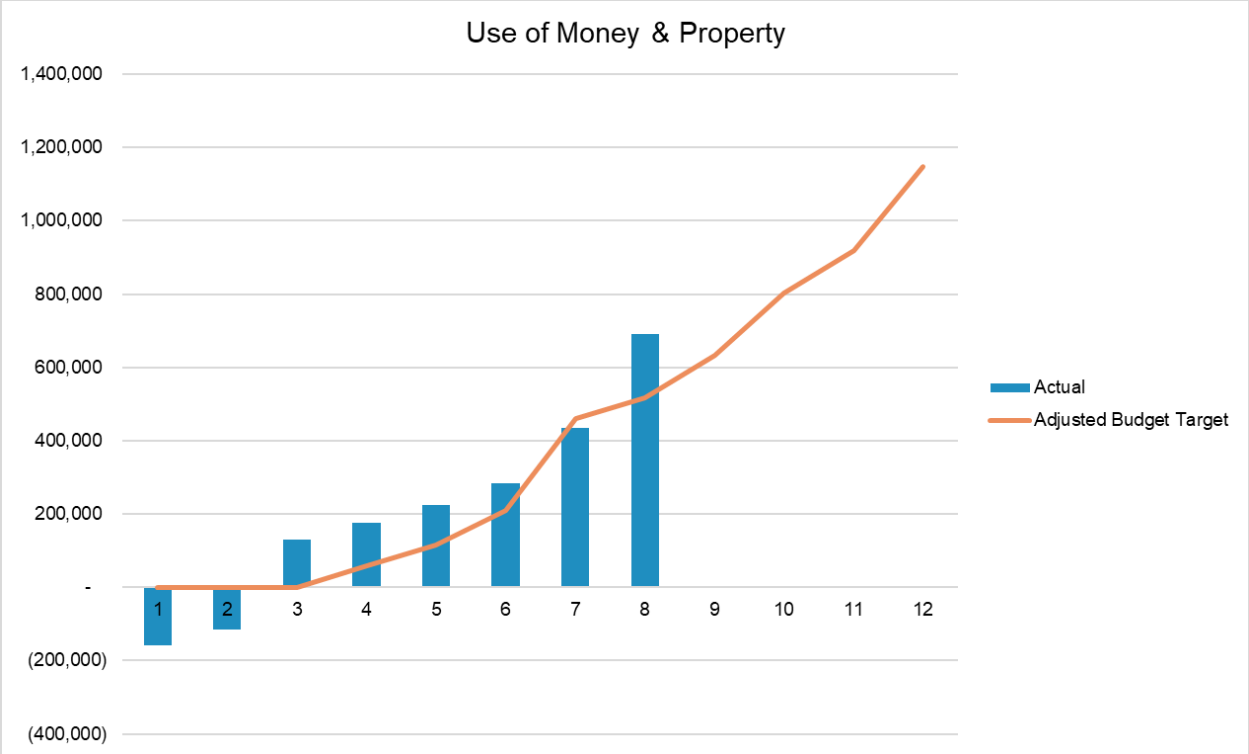
Assessment					
Month	Period Actual	YTD Actual	Variance YTD and Adopted	% YTD to FY Adopted Total	Adopted Budget
July	-	-	-	0%	-
August	(1)	(1)	1	0%	-
September	-	(1)	1	0%	-
October	-	(1)	21,411	0%	21,410
November	3,647	3,647	39,173	1%	42,820
December	171,978	175,625	(97,121)	41%	78,503
January	43,427	219,051	(47,771)	51%	171,280
Feburary	44,264	263,315	(70,625)	61%	192,690
March	-	-	-	0%	235,510
April	-	-	-	0%	299,740
May	-	-	-	0%	342,560
June	-	-	-	0%	428,200
TOTAL	**263,315**				



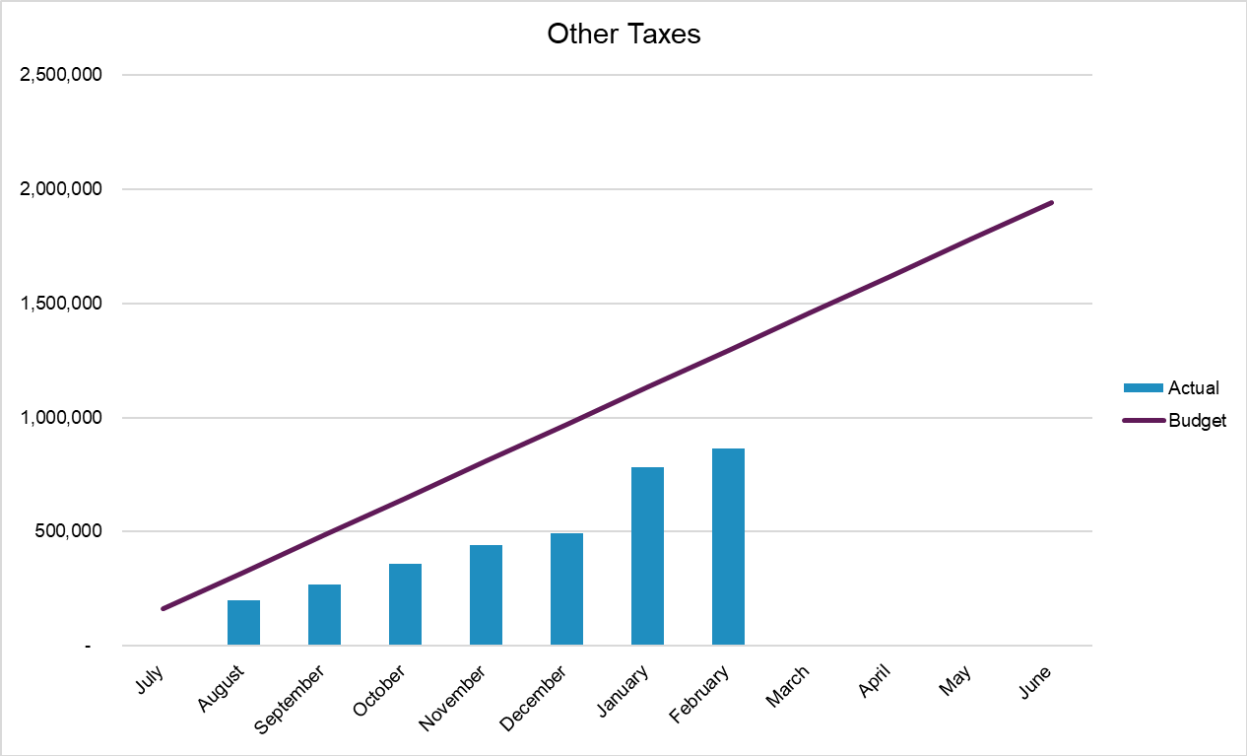
Fines, Forfeitures & Penalties					
Month	**Period Actual**	**YTD Actual**	**Variance YTD and Adopted**	**% YTD to FY Adopted Total**	**Adopted Budget**
July	8,723	8,723	(8,723)	14%	-
August	7,824	16,547	(16,547)	26%	-
September	8,551	25,098	(25,098)	40%	-
October	7,207	32,305	(29,138)	51%	3,167
November	6,573	38,878	(32,543)	61%	6,335
December	5,770	44,648	(33,034)	70%	11,614
January	8,071	52,719	(27,379)	83%	25,340
Feburary	8,090	60,809	(32,301)	96%	28,507
March	-	-	-	0%	34,842
April	-	-	-	0%	44,345
May	-	-	-	0%	50,680
June	-	-	-	0%	63,350
TOTAL	**60,809**				



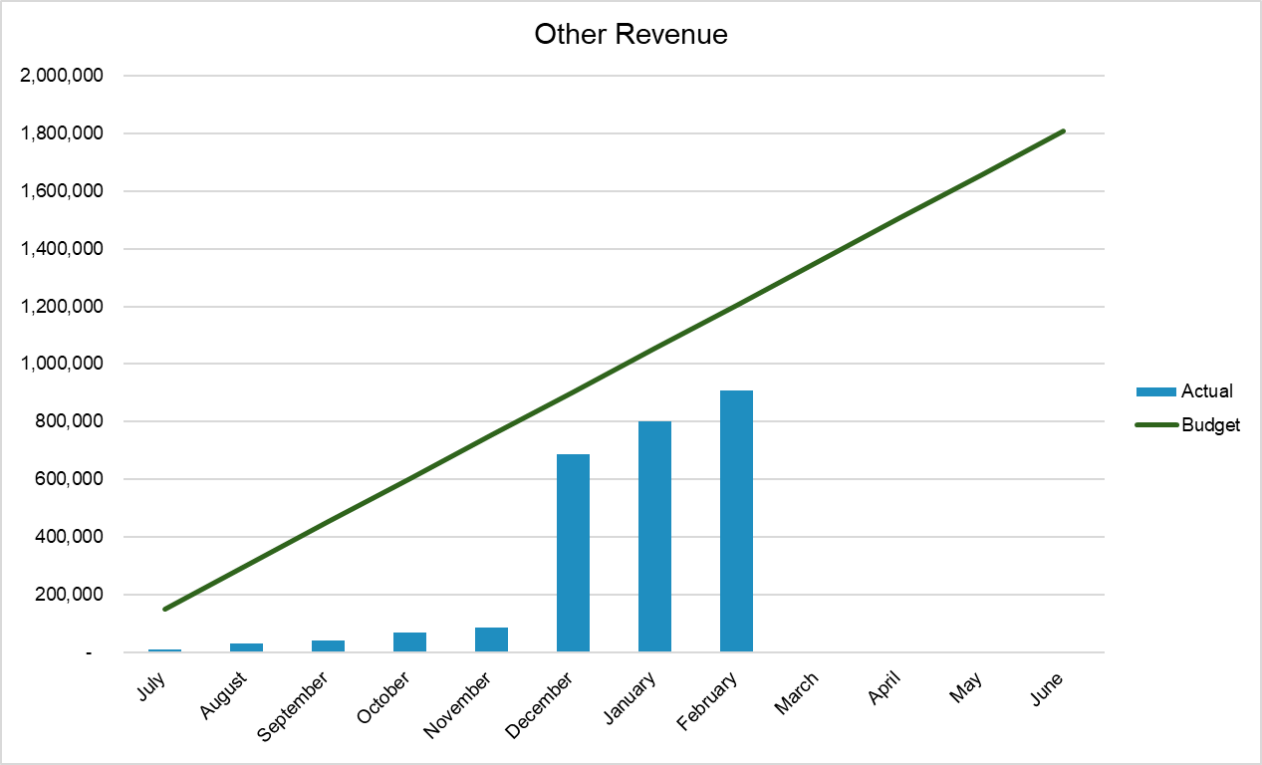
Licenses & Permits					
Month	Period Actual	YTD Actual	Variance YTD and Adopted	% YTD to FY Adopted Total	Adopted Budget
July	37,091	37,091	(37,091)	4%	-
August	137,403	174,494	(174,494)	17%	-
September	78,771	253,265	(253,265)	25%	-
October	104,434	357,698	(306,358)	35%	51,340
November	91,880	449,578	(346,898)	44%	102,680
December	123,045	572,624	(384,377)	56%	188,247
January	102,714	675,338	(264,617)	66%	410,721
Feburary	103,408	778,746	(316,685)	76%	462,061
March	-	-	-	0%	564,741
April	-	-	-	0%	718,761
May	-	-	-	0%	821,442
June	-	-	-	0%	1,026,802
TOTAL	**778,746**				



Use of Money & Property					
Month	**Period Actual**	**YTD Actual**	**Variance YTD and Adopted**	**% YTD to FY Adopted Total**	**Adopted Budget**
July	(159,682)	(159,682)	159,682	-14%	-
August	44,451	(115,231)	115,231	-10%	-
September	245,762	130,531	(130,531)	11%	-
October	46,442	176,972	(119,538)	15%	57,435
November	47,940	224,912	(110,043)	20%	114,869
December	58,246	283,158	(72,565)	25%	210,593
January	152,008	435,167	24,309	38%	459,476
Feburary	70,498	689,716	(172,805)	60%	516,911
March	-	-	-	0%	631,780
April	-	-	-	0%	804,083
May	-	-	-	0%	918,952
June	-	-	-	0%	1,148,690
TOTAL	**505,664**				



Other Taxes					
Month	Period Actual	YTD Actual	Variance YTD and Adopted	% YTD to FY Adopted Total	Adopted Budget
July	-	-	-	0%	-
August	200,438	200,438	(200,438)	10%	-
September	68,055	268,493	(268,493)	14%	-
October	91,282	359,775	(262,595)	19%	97,180
November	82,870	442,645	(248,285)	23%	194,360
December	51,950	494,595	(138,269)	25%	356,326
January	286,222	780,817	(3,378)	40%	777,439
Feburary	81,639	862,456	12,164	44%	874,619
March	-	-	-	0%	1,068,979
April	-	-	-	0%	1,360,519
May	-	-	-	0%	1,554,878
June	-	-	-	0%	1,943,598
TOTAL	**862,456**				



Other Revenue					
Month	Period Actual	YTD Actual	Variance YTD and Adopted	% YTD to FY Adopted Total	Adopted Budget
July	9,203	9,203	(9,203)	1%	-
August	20,426	29,629	(29,629)	2%	-
September	9,097	38,726	(38,726)	2%	-
October	27,900	66,626	23,753	4%	90,379
November	17,789	84,415	96,343	5%	180,757
December	600,731	685,145	(353,757)	38%	331,388
January	114,832	799,978	(76,948)	44%	723,029
Feburary	119,148	907,126	(93,718)	50%	813,408
March	-	-	-	0%	994,165
April	-	-	-	0%	1,265,301
May	-	-	-	0%	1,446,058
June	-	-	-	0%	1,807,573
TOTAL	**919,126**				

I. EXPENSES BY CATEGORY[1]

ADOPTED BUDGET BY CATEOGORY	
Category	**FY 2025-2026 Adopted Budget**
Salaries & Wages	21,251,246
Benefits	7,757,857
Operating Expenses	13,032,481
Capital Outlay	435,050
Other Expenses	2,039
Transfers	846,340
Total	**43,325,013**

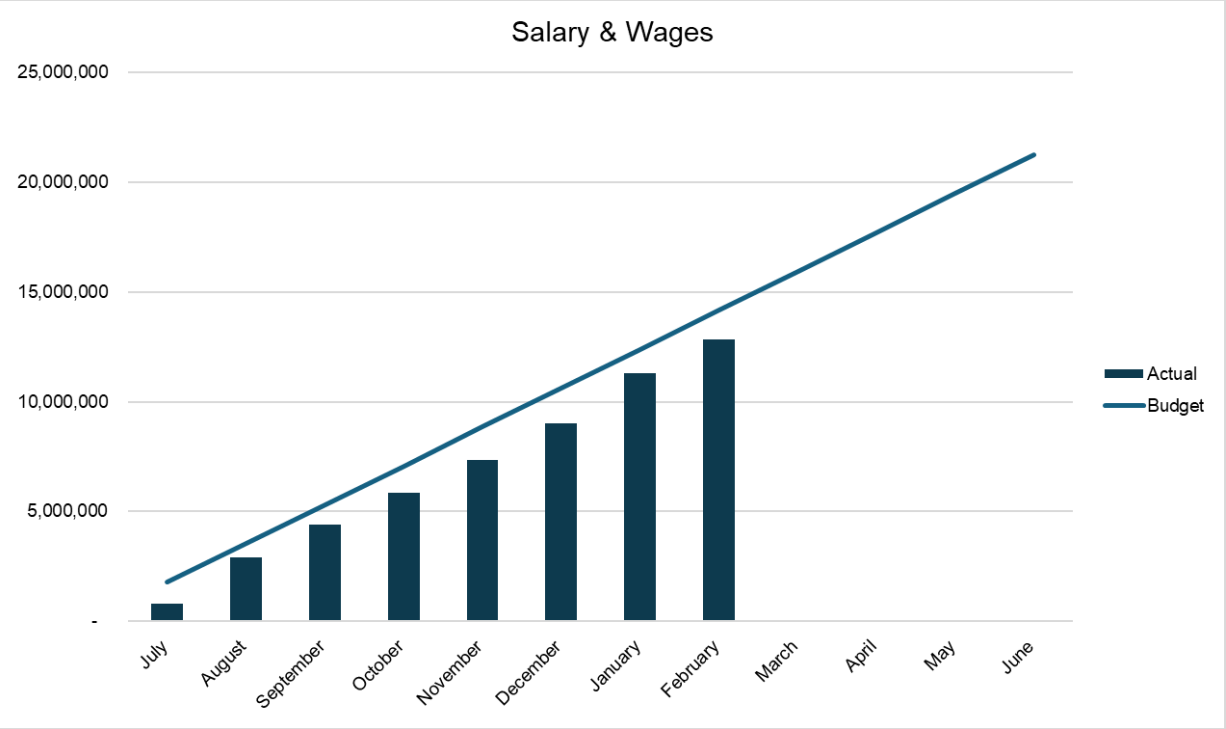
ACTUAL BY PERIOD

Category	July	August	September	October	November	December	January	February
Salaries & Wages	791,166	2,137,814	1,467,291	1,458,323	1,497,844	1,686,552	2,250,326	1,565,131
Benefits	4,121,272	451,936	307,128	313,595	271,140	300,548	518,142	292,618
Operating Expenses	498,896	677,029	1,138,667	1,099,886	722,253	916,412	1,177,251	985,520
Capital Outlay	-	1,203	8,010	19,539	1,512	20,475	5,754	4,444
Other Expenses	-	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	45,469	-	-
Total	**5,411,334**	**3,267,981**	**2,921,095**	**2,891,343**	**2,492,749**	**2,969,455**	**3,951,473**	**2,847,712**

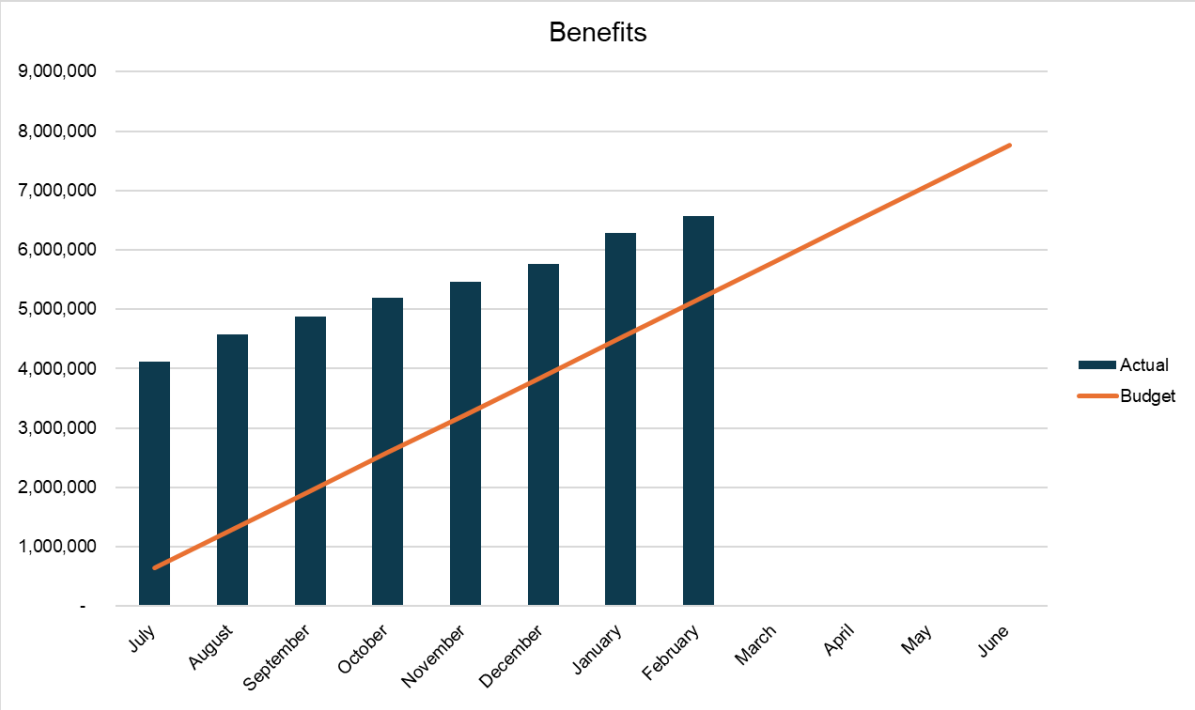
YEAR TO DATE ACTUAL

Department	July	August	September	October	November	December	January	February
Salaries & Wages	791,166	2,928,980	4,396,271	5,854,593	7,352,437	9,038,989	11,289,315	12,854,446
Benefits	4,121,272	4,573,208	4,880,335	5,193,931	5,465,071	5,765,619	6,283,760	6,576,378
Operating Expenses	498,896	1,175,925	2,314,592	3,414,478	4,136,731	5,053,143	6,230,393	7,238,150
Capital Outlay	-	1,203	9,212	28,751	30,263	50,738	56,492	60,860
Other Expenses	-	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	45,469	45,469	45,469
Total	**5,411,334**	**8,679,315**	**11,600,411**	**14,491,753**	**16,984,502**	**19,953,957**	**23,905,430**	**26,775,303**

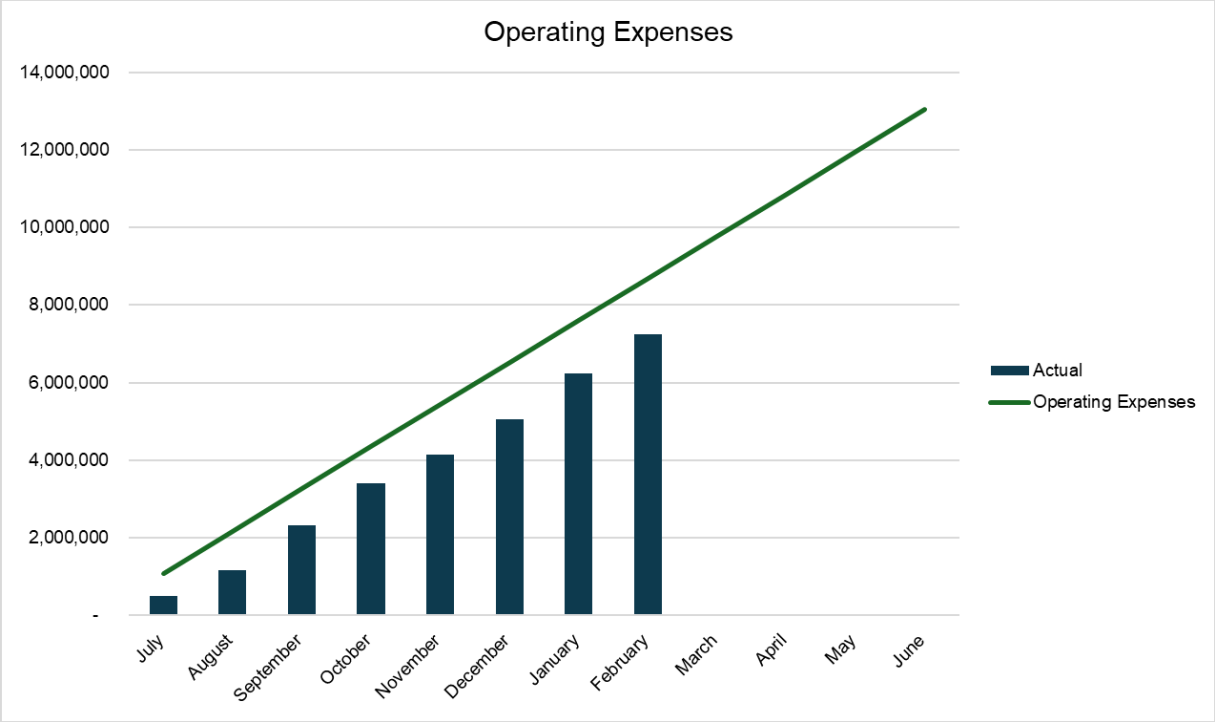
[1] Charts and tables for categories that have no data have been excluded from this report.



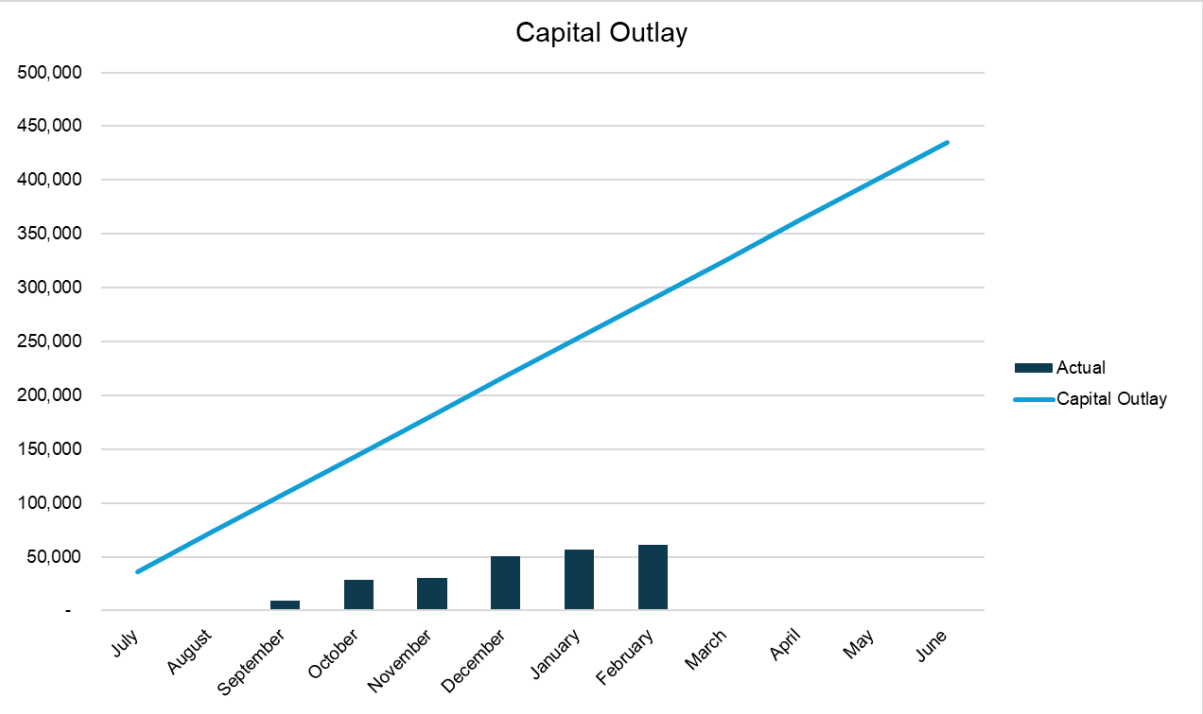
Salary & Wages					
Month	Period Actual	YTD Actual	Variance YTD and Adopted	% YTD to FY Adopted Total	Adopted Budget
July	791,166	791,166	979,771	4%	1,770,937
August	2,137,814	2,928,980	612,895	14%	3,541,874
September	1,467,291	4,396,271	916,541	21%	5,312,811
October	1,458,323	5,854,593	1,229,155	28%	7,083,749
November	1,497,844	7,352,437	1,502,249	35%	8,854,686
December	1,686,552	9,038,989	1,586,634	43%	10,625,623
January	2,250,326	11,289,315	1,107,245	53%	12,396,560
Feburary	1,565,131	12,854,446	1,313,051	60%	14,167,497
March	-	-	-	0%	15,938,434
April	-	-	-	0%	17,709,372
May	-	-	-	0%	19,480,309
June	-	-	-	0%	21,251,246
TOTAL	**12,854,446**				



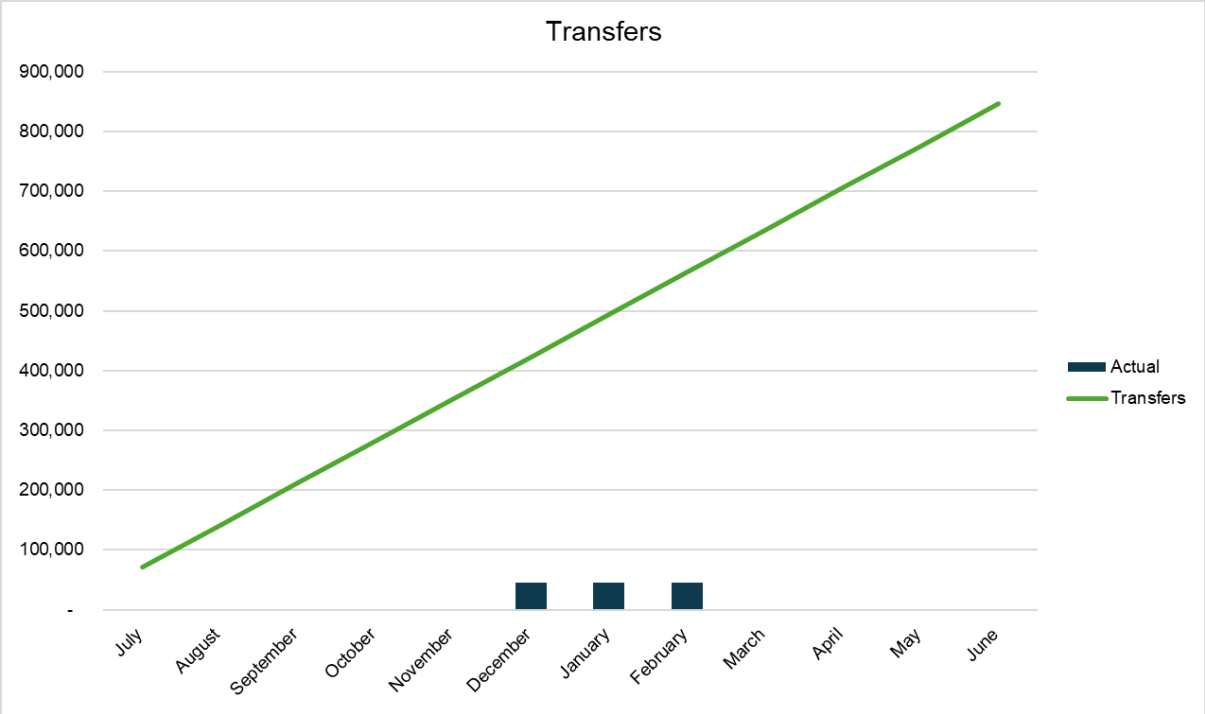
Benefits					
Month	Period Actual	YTD Actual	Variance YTD and Adopted	% YTD to FY Adopted Total	Adopted Budget
July	4,121,272	4,121,272	(3,474,784)	53%	646,488
August	451,936	4,573,208	(3,280,232)	59%	1,292,976
September	307,128	4,880,335	(2,940,871)	63%	1,939,464
October	313,595	5,193,931	(2,607,979)	67%	2,585,952
November	271,140	5,465,071	(2,232,631)	70%	3,232,440
December	300,548	5,765,619	(1,886,690)	74%	3,878,929
January	518,142	6,283,760	(1,758,344)	81%	4,525,417
Feburary	292,618	6,576,378	(1,404,474)	85%	5,171,905
March	-	-	-	0%	5,818,393
April	-	-	-	0%	6,464,881
May	-	-	-	0%	7,111,369
June	-	-	-	0%	7,757,857
TOTAL	**6,576,378**				



Operating Expenses					
Month	Period Actual	YTD Actual	Variance YTD and Adopted	% YTD to FY Adopted Total	Adopted Budget
July	498,896	498,896	587,144	4%	1,086,040
August	677,029	1,175,925	996,155	9%	2,172,080
September	1,138,667	2,314,592	943,528	18%	3,258,120
October	1,099,886	3,414,478	929,682	26%	4,344,160
November	722,253	4,136,731	1,293,470	32%	5,430,200
December	916,412	5,053,143	1,463,098	39%	6,516,241
January	1,177,251	6,230,393	1,371,887	48%	7,602,281
Feburary	985,520	7,238,150	1,450,171	56%	8,688,321
March	-	-	-	0%	9,774,361
April	-	-	-	0%	10,860,401
May	-	-	-	0%	11,946,441
June	-	-	-	0%	13,032,481
TOTAL	**7,215,913**				



Capital Outlay					
Month	Period Actual	YTD Actual	Variance YTD and Adopted	% YTD to FY Adopted Total	Adopted Budget
July	-	-	36,254	0%	36,254
August	1,203	1,203	71,306	0%	72,508
September	8,010	9,212	99,550	2%	108,763
October	19,539	28,751	116,265	7%	145,017
November	1,512	30,263	151,007	7%	181,271
December	20,475	50,738	166,787	12%	217,525
January	5,754	56,492	197,287	13%	253,779
Feburary	4,444	60,860	229,174	14%	290,033
March	-	-	-	0%	326,288
April	-	-	-	0%	362,542
May	-	-	-	0%	398,796
June	-	-	-	0%	435,050
TOTAL	**60,936**				



Transfers					
Month	Period Actual	YTD Actual	Variance YTD and Adopted	% YTD to FY Adopted Total	Adopted Budget
July	-	-	70,528	0%	70,528
August	-	-	141,057	0%	141,057
September	-	-	211,585	0%	211,585
October	-	-	282,113	0%	282,113
November	-	-	352,642	0%	352,642
December	45,469	45,469	377,701	5%	423,170
January	-	45,469	448,229	5%	493,698
Feburary	-	45,469	518,758	5%	564,227
March	-	-	-	0%	634,755
April	-	-	-	0%	705,283
May	-	-	-	0%	775,812
June	-	-	-	0%	846,340
TOTAL	**45,469**				

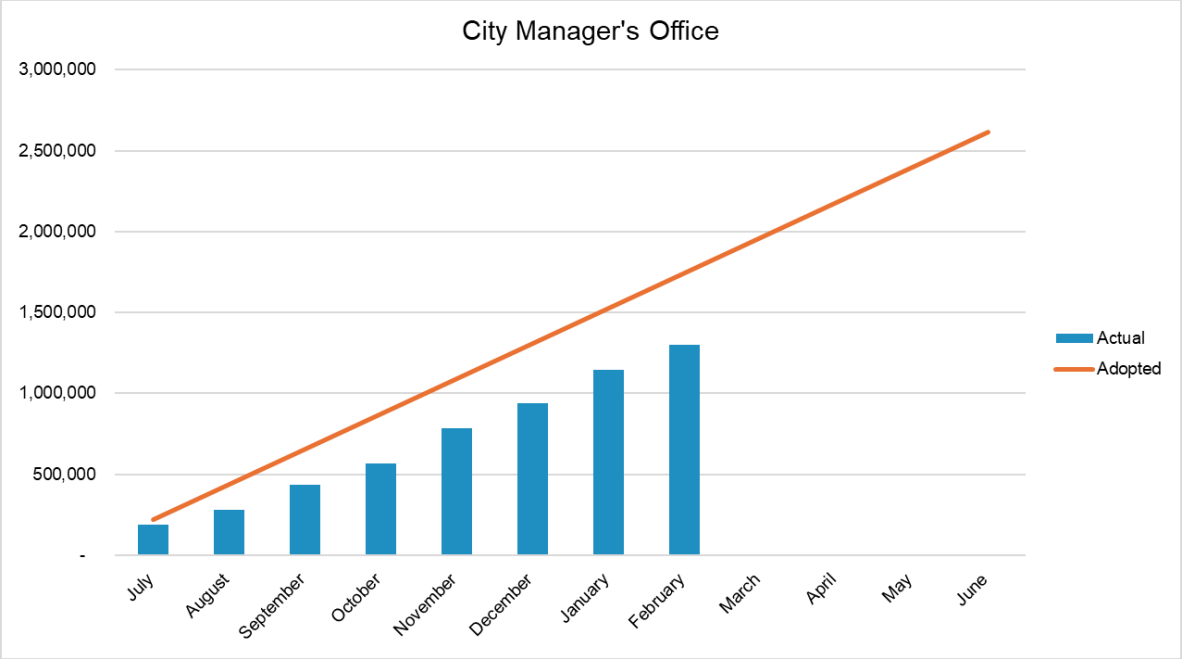
II. EXPENSES BY DEPARTMENT[2]

ADOPTED BUDGET	
Department	FY 2025-2026 Total Adopted
City Council	**148,444**
City Manager's Office	**2,616,104**
City Treasurer	**9,835**
Community Development	**3,098,239**
Community Services	**2,183,925**
Finance	**7,429,406**
Fire	**7,732,501**
Human Resources	**-**
Library	**2,486,768**
Police	**13,222,090**
Public Works	**3,551,361**
Transfers	**846,340**
Total	**43,325,013**

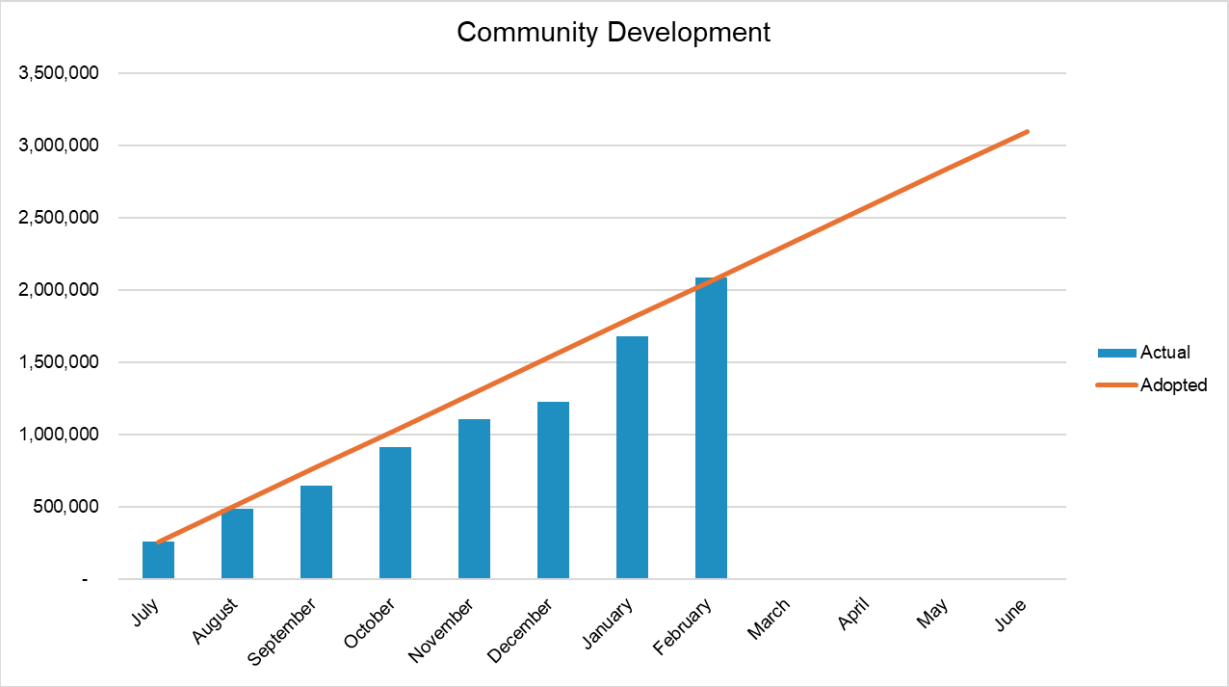
ACTUAL BY PERIOD								
Department	**July**	**August**	**September**	**October**	**November**	**December**	**January**	**February**
City Manager's Office	191,604	86,937	153,983	135,854	213,764	157,144	204,571	183,407
Community Development	260,805	228,583	155,570	266,779	196,792	121,252	448,560	406,697
Community Services	215,380	183,538	140,655	108,286	99,752	102,711	118,599	109,325
Finance	261,638	523,058	758,923	254,773	229,238	744,977	458,519	272,154
Fire	1,384,574	615,519	497,241	446,065	426,208	478,397	747,935	475,877
Human Resources	-	-	-	358,633	18,551	25,081	65,725	39,742
Library	325,329	281,581	127,821	176,192	165,343	166,615	239,584	169,076
Police	2,558,016	1,099,260	841,516	844,081	840,817	903,993	1,264,842	903,717
Public Works	217,312	230,873	229,701	273,848	299,500	218,643	369,768	272,451
Total	**5,414,659**	**3,249,351**	**2,905,411**	**2,864,509**	**2,489,966**	**2,918,812**	**3,918,102.56**	**272,450.62**

YEAR TO DATE ACTUALS								
Department	**July**	**August**	**September**	**October**	**November**	**December**	**January**	**February**
City Manager's Office	191,604	278,541	432,524	568,378	782,142	939,286	1,143,780	1,301,917
Community Development	260,805	489,388	644,959	911,737	1,108,529	1,229,781	1,678,341	2,085,038
Community Services	215,380	398,918	539,573	647,859	747,611	850,322	968,921	1,078,246
Finance	261,638	784,696	1,543,619	1,798,392	2,027,630	2,772,607	3,231,126	3,503,280
Fire	1,384,574	2,000,094	2,497,335	2,943,400	3,369,608	3,848,004	4,595,940	5,071,816
Human Resources	-	-	-	358,633	377,184	402,265	467,990	507,732
Library	325,329	606,910	734,731	910,923	1,076,266	1,242,881	1,482,465	1,651,541
Police	2,558,016	3,657,277	4,498,793	5,342,873	6,183,691	7,087,683	8,352,526	9,256,243
Public Works	217,312	448,185	677,886	951,734	1,251,234	1,469,877	1,839,645	2,112,095
TOTAL ACTUALS	**5,414,659**	**8,664,009**	**11,569,420**	**14,433,930**	**16,923,895**	**19,842,707**	**23,760,733**	**26,567,908.59**

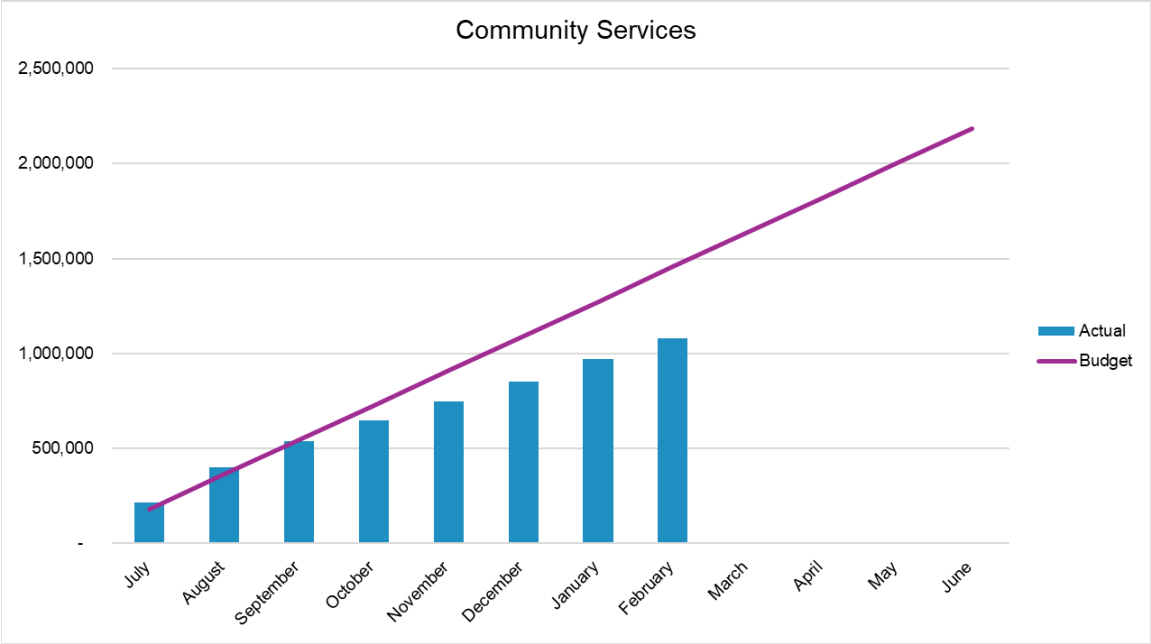
[2] This report only includes operating departments (i.e., City Manager's Office, Community Development). Transfers will be reflected in section II Expenses by Category.



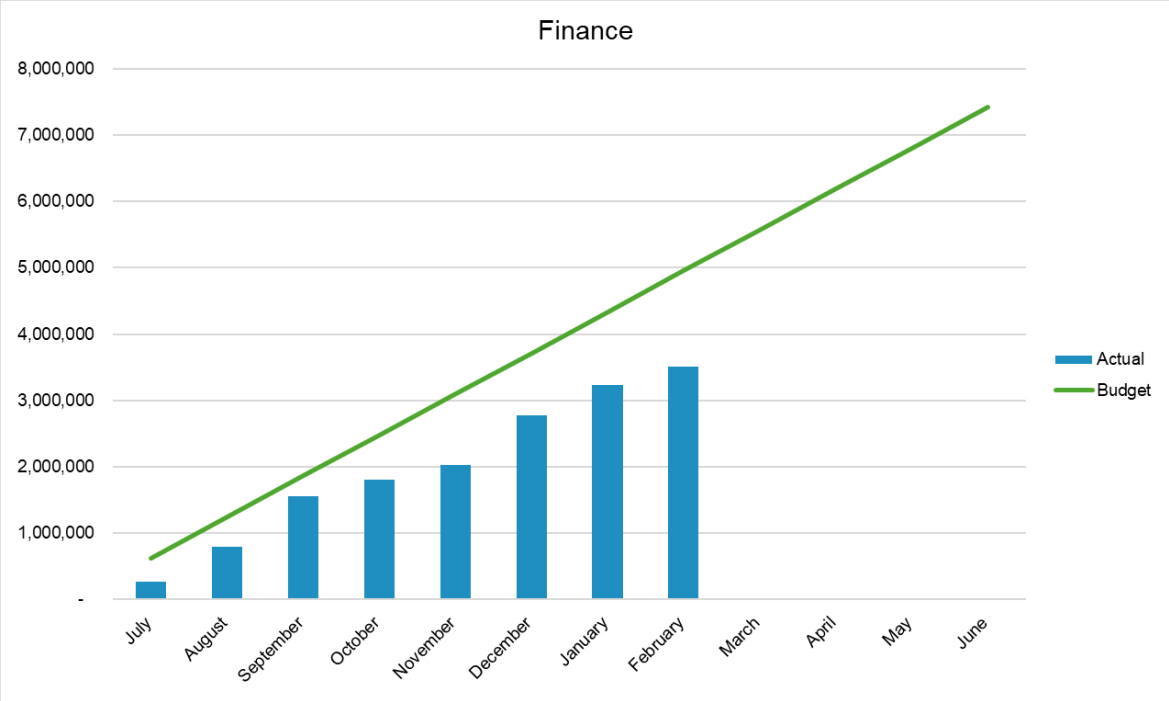
CITY MANAGER'S OFFICE					
Month	Period Actual	YTD Actual	Variance YTD and Adopted	% YTD to FY Adopted Total	Adopted Budget
July	191,604	191,604	26,405	7%	218,009
August	86,937	278,541	157,476	11%	436,017
September	153,983	432,524	221,502	17%	654,026
October	135,854	568,378	303,656	22%	872,035
November	213,764	782,142	307,901	30%	1,090,043
December	157,144	939,286	368,766	36%	1,308,052
January	204,571	1,143,780	382,280	44%	1,526,060
Feburary	183,407	1,301,917	442,152	50%	1,744,069
March	-	-	-	0%	1,962,078
April	-	-	-	0%	2,180,086
May	-	-	-	0%	2,398,095
June	-	-	-	0%	2,616,104
TOTALS	**1,327,264**				



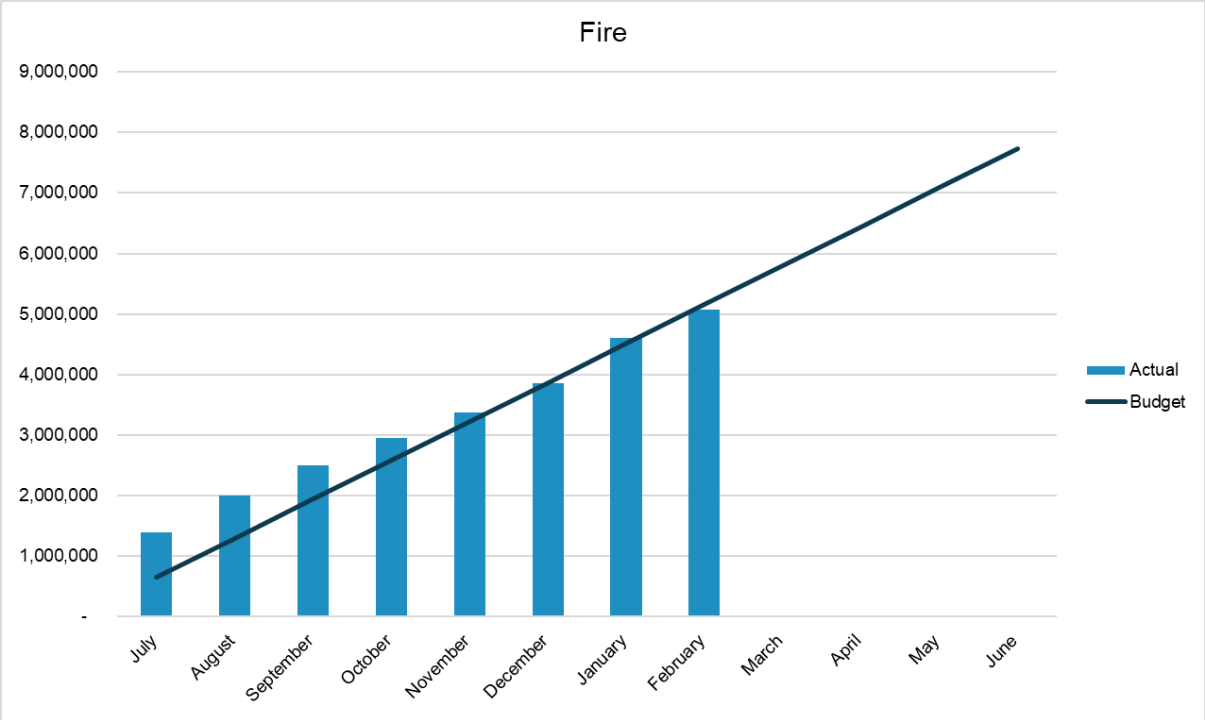
COMMUNITY DEVELOPMENT					
Month	Period Actual	YTD Actual	Variance YTD and Adopted	% YTD to FY Adopted Total	Adopted Budget
July	260,805	260,805	(2,618)	8%	258,187
August	228,583	489,388	26,985	16%	516,373
September	155,570	644,959	129,601	21%	774,560
October	266,779	911,737	121,009	29%	1,032,746
November	196,792	1,108,529	182,404	36%	1,290,933
December	121,252	1,229,781	319,338	40%	1,549,119
January	448,560	1,678,341	128,964	54%	1,807,306
Feburary	406,697	2,085,038	(19,546)	67%	2,065,492
March	-	-	-	0%	2,323,679
April	-	-	-	0%	2,581,866
May	-	-	-	0%	2,840,052
June	-	-	-	0%	3,098,239
TOTAL	**2,085,038**				



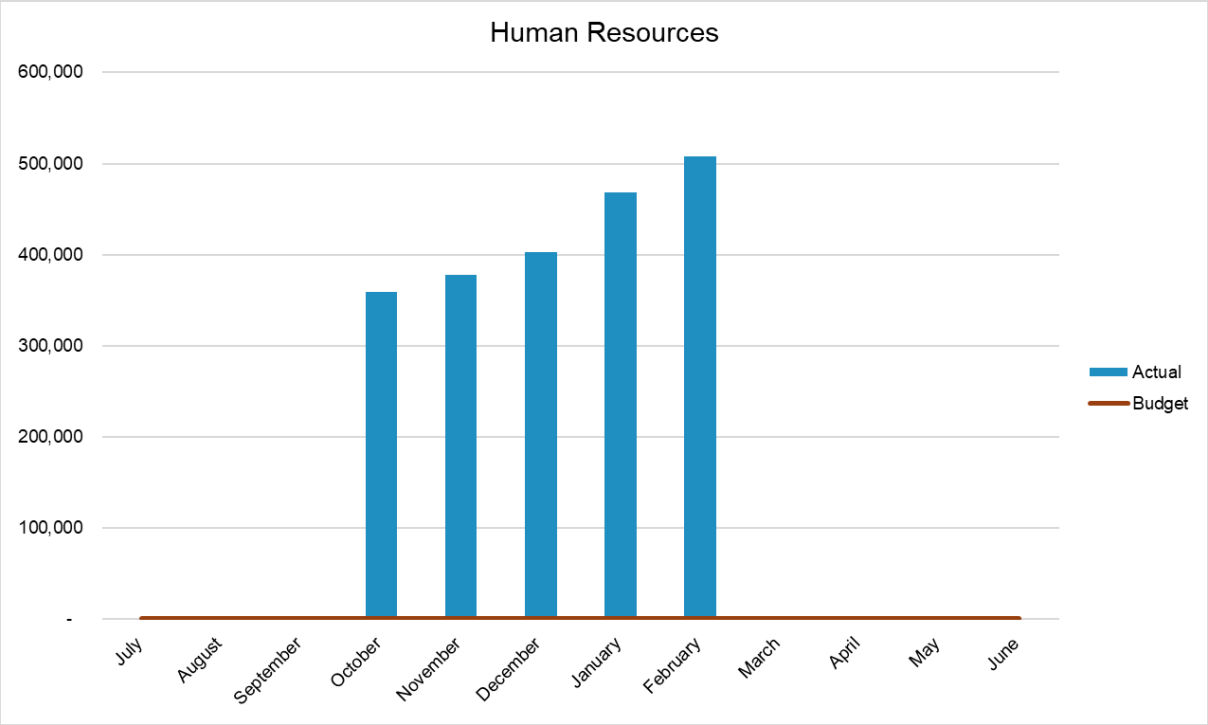
COMMUNITY SERVICES					
Month	Period Actual	YTD Actual	Variance YTD and Adopted	% YTD to FY Adopted Total	Adopted Budget
July	215,380	215,380.30	(33,386.53)	10%	181,994
August	183,538	398,918	(34,930)	18%	363,988
September	140,655	539,573	6,408	25%	545,981
October	108,286	647,859	80,116	30%	727,975
November	99,752	747,611	162,358	34%	909,969
December	102,711	850,322	241,641	39%	1,091,963
January	118,599	968,921	305,036	44%	1,273,956
Feburary	109,325	1,078,246	377,704	49%	1,455,950
March	-	-	-	0%	1,637,944
April	-	-	-	0%	1,819,938
May	-	-	-	0%	2,001,932
June	-	-	-	0%	2,183,925
TOTAL	**1,078,246**				



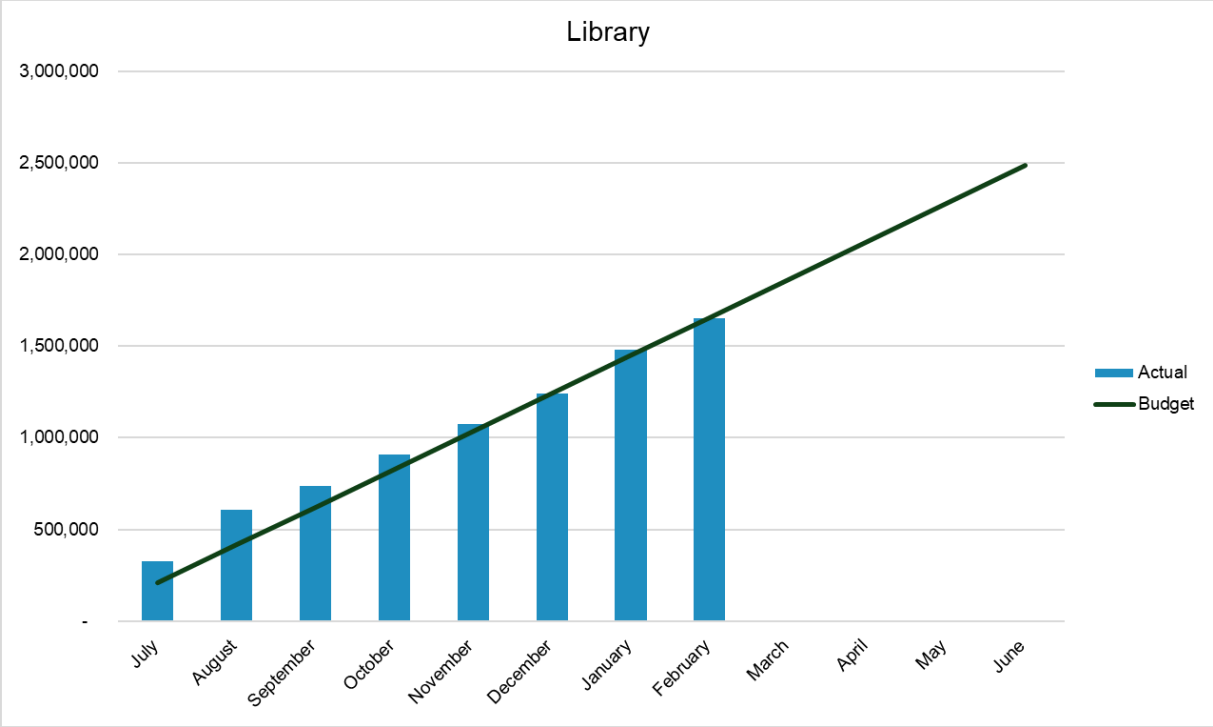
FINANCE					
Month	Period Actual	YTD Actual	Variance YTD and Adopted	% YTD to FY Adopted Total	Adopted Budget
July	261,638	261,638	357,479	4%	619,117
August	523,058	784,696	453,538	11%	1,238,234
September	758,923	1,543,619	313,732	21%	1,857,351
October	254,773	1,798,392	678,077	24%	2,476,469
November	229,238	2,027,630	1,067,956	27%	3,095,586
December	744,977	2,772,607	942,096	37%	3,714,703
January	458,519	3,231,126	1,102,694	43%	4,333,820
Feburary	272,154	3,503,280	1,449,657	47%	4,952,937
March	-	-	-	0%	5,572,054
April	-	-	-	0%	6,191,172
May	-	-	-	0%	6,810,289
June	-	-	-	0%	7,429,406
TOTAL	**3,503,280**				



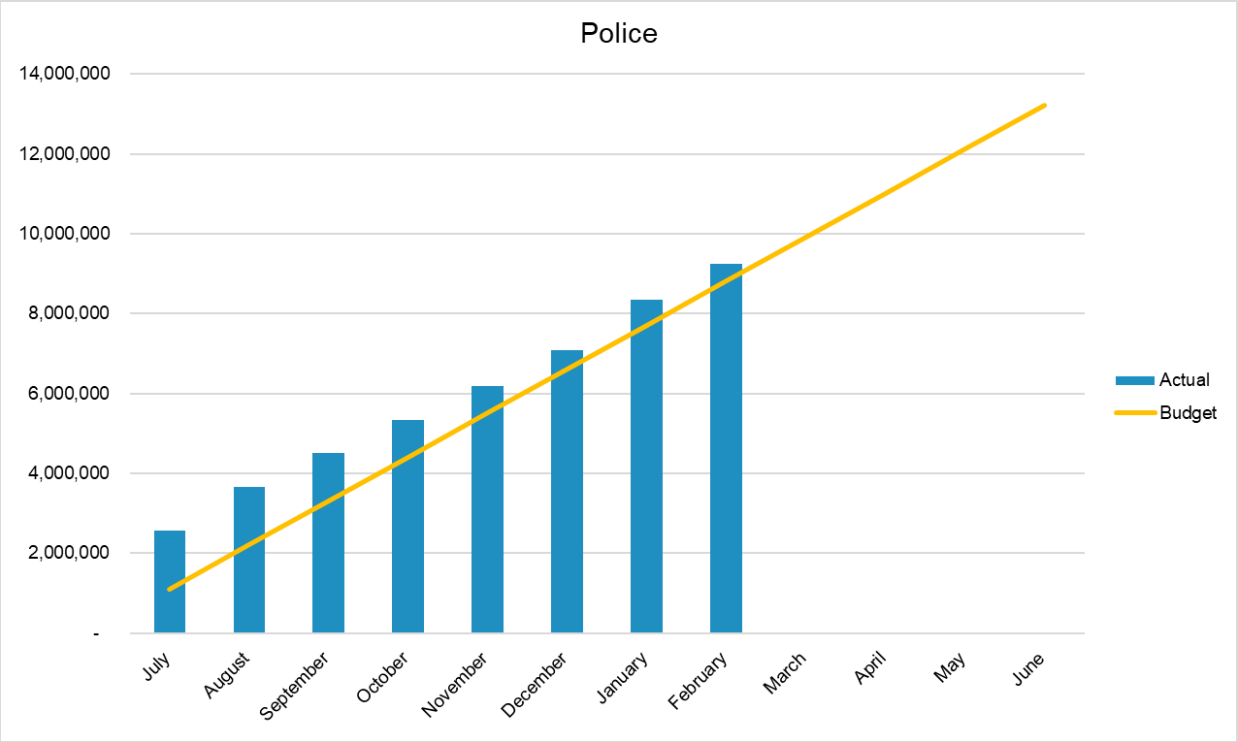
FIRE					
Month	Period Actual	YTD Actual	Variance YTD and Adopted	% YTD to FY Adopted Total	Adopted Budget
July	1,384,574	1,384,574	(740,199)	18%	644,375
August	615,519	2,000,094	(711,344)	26%	1,288,750
September	497,241	2,497,335	(564,210)	32%	1,933,125
October	446,065	2,943,400	(365,899)	38%	2,577,500
November	426,208	3,369,608	(147,732)	44%	3,221,875
December	478,397	3,848,004	18,246	50%	3,866,251
January	747,935	4,595,940	(85,314)	59%	4,510,626
Feburary	475,877	5,071,816	83,184	66%	5,155,001
March	-	-	-	0%	5,799,376
April	-	-	-	0%	6,443,751
May	-	-	-	0%	7,088,126
June	-	-	-	0%	7,732,501
TOTAL	**5,071,816**				



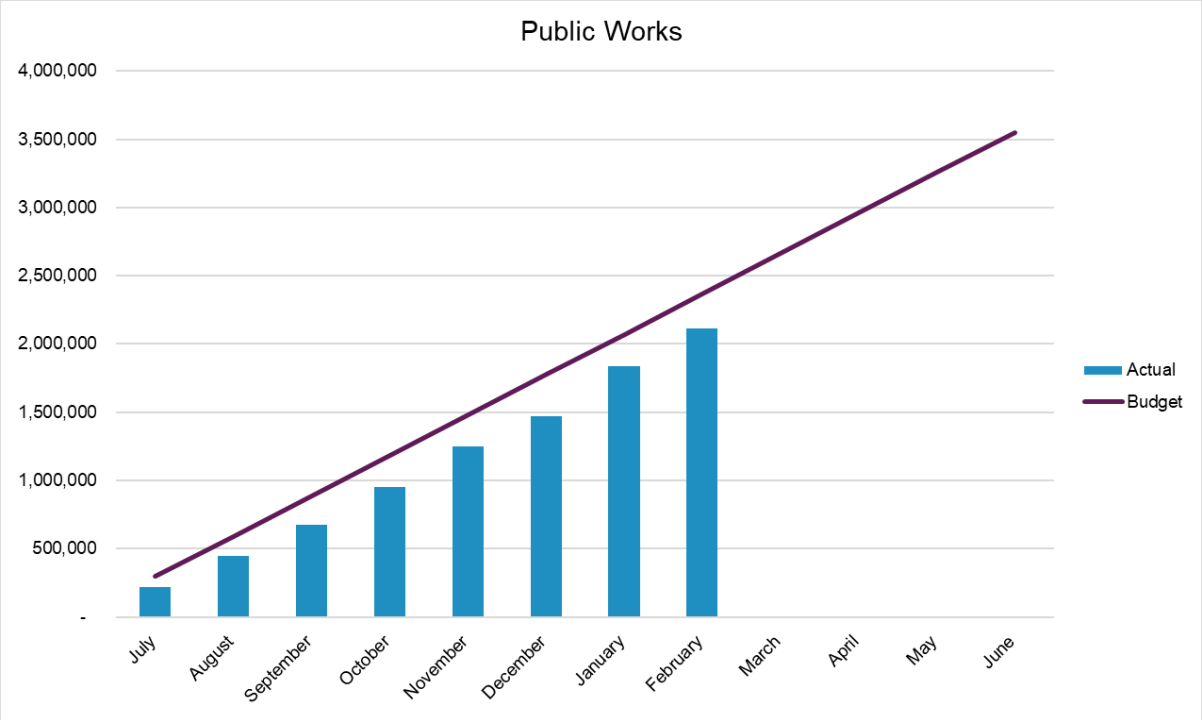
HUMAN RESOURCES					
Month	Period Actual	YTD Actual	Variance YTD and Adopted	% YTD to FY Adopted Total	Adopted Budget
July	-	-	-	0%	-
August	-	-	-	0%	-
September	-	-	-	0%	-
October	358,633	358,633	(358,633)	0%	-
November	18,551	377,184	(377,184)	0%	-
December	25,081	402,265	(402,265)	0%	-
January	65,725	467,990	(467,990)	0%	-
Feburary	39,742	507,732	(507,732)	0%	-
March	-	-	-	0%	-
April	-	-	-	0%	-
May	-	-	-	0%	-
June	-	-	-	0%	-
TOTAL	**507,732**				



LIBRARY					
Month	Period Actual	YTD Actual	Variance YTD and Adopted	% YTD to FY Adopted Total	Adopted Budget
July	325,329	325,329	(118,098)	13%	207,231
August	281,581	606,910	(192,449)	24%	414,461
September	127,821	734,731	(113,039)	30%	621,692
October	176,192	910,923	(82,000)	37%	828,923
November	165,343	1,076,266	(40,113)	43%	1,036,153
December	166,615	1,242,881	503	50%	1,243,384
January	239,584	1,482,465	(31,850)	60%	1,450,615
Feburary	169,076	1,651,541	6,304	66%	1,657,845
March	-	-	-	0%	1,865,076
April	-	-	-	0%	2,072,306
May	-	-	-	0%	2,279,537
June	-	-	-	0%	2,486,768
TOTAL	**1,651,541**				



POLICE					
Month	Period Actual	YTD Actual	Variance YTD and Adopted	% YTD to FY Adopted Total	Adopted Budget
July	2,558,016	2,558,016	(1,456,175)	19%	1,101,841
August	1,099,260	3,657,277	(1,453,595)	28%	2,203,682
September	841,516	4,498,793	(1,193,270)	34%	3,305,522
October	844,081	5,342,873	(935,510)	40%	4,407,363
November	840,817	6,183,691	(674,486)	47%	5,509,204
December	903,993	7,087,683	(476,638)	54%	6,611,045
January	1,264,842	8,352,526	(639,640)	63%	7,712,886
Feburary	903,717	9,256,243	(441,516)	70%	8,814,727
March	-	-	-	0%	9,916,567
April	-	-	-	0%	11,018,408
May	-	-	-	0%	12,120,249
June	-	-	-	0%	13,222,090
TOTAL	**9,256,243**				



PUBLIC WORKS					
Month	Period Actual	YTD Actual	Variance YTD and Adopted	% YTD to FY Adopted Total	Adopted Budget
July	217,312	217,312	78,635	6%	295,947
August	230,873	448,185	143,708	13%	591,894
September	229,701	677,886	209,954	19%	887,840
October	273,848	951,734	232,053	27%	1,183,787
November	299,500	1,251,234	228,500	35%	1,479,734
December	218,643	1,469,877	305,804	41%	1,775,681
January	369,768	1,839,645	231,983	52%	2,071,627
Feburary	272,451	2,112,095	255,479	59%	2,367,574
March	-	-	-	0%	2,663,521
April	-	-	-	0%	2,959,468
May	-	-	-	0%	3,255,414
June	-	-	-	0%	3,551,361
TOTAL	**2,112,095**				

City Council and the Housing Authority - Board of Directors Agenda Report

ITEM NO. 17

DATE: May 6, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Nick Kimball, Assistant City Manager/CFO

SUBJECT: **CONSIDERATION TO APPROVE A RESOLUTION ADOPTING THE USER FEE AND SERVICE CHARGE COST RECOVERY POLICY AND APPROVE A RESOLUTION ADOPTING THE FISCAL YEAR 2026-2027 MASTER FEE SCHEDULE**

Recommendation

It is recommended that the City Council:

a) Adopt Resolution No. 7999 approving the User Fee and Service Charge Cost Recovery Policy (Attachment 1) as a City Council Policy; and
b) Adopt Resolution No. 8000 approving the FY 2026-2027 Master Fee Schedule (Attachment 2), incorporating the fee adjustments, phasing in, and new fees, as recommended.

Executive Summary

The City of South Pasadena has not conducted a comprehensive user fee study in many years, and has not previously had a formal Council-adopted policy governing how fees are established, reviewed, or administered. As a result, the City has not been consistent in recovering the actual cost of providing many fee-based services.

To address this, the City engaged Willdan Financial Services in August 2025 to conduct a Comprehensive User Fee Study and Cost Allocation Plan (CAP). Using a bottom-up, time-and-materials methodology grounded in FY 2025–26 adopted budget data as well as staff-interview-based time surveys, Willdan identified the full cost of each fee-based service and compared it to current fee levels. The study covers more than 550 individual fees and service charges across nine departments.

Staff is presenting two related actions for City Council consideration: (1) adoption of the User Fee and Service Charge Cost Recovery Policy ("Policy"), which establishes the analytical and legal framework governing all City fees going forward; and (2) adoption of the updated FY 2026–27 Master Fee Schedule, which implements the specific fee adjustments recommended by the study. Staff is also seeking direction regarding potentially phasing in fees that include large recommended increases.

Background

On August 22, 2025, following a competitive procurement, the City executed a Professional Services Agreement with Willdan in the amount not-to-exceed $41,200 to prepare a Cost

Allocation Plan and conduct a Comprehensive User Fee Study.

Willdan's scope included: (1) a full and OMB-compliant Cost Allocation Plan distributing central services overhead to all operating departments and funds; (2) on-site staff interviews and time surveys for all fee-based service areas; (3) calculation of full cost recovery levels for each fee compared to current charges; (4) a comparable fee survey of peer cities in Los Angeles County; (5) revenue projections; and (6) presentation of findings and adoption support at public meetings.

The Cost Allocation Plan was completed in January 2026 and was used to equitably distribute overhead charges from the General Fund to the other funds, as appropriate.

Willdan worked closely with staff throughout the first quarter of 2026 to prepare a the Comprehensive User Fee Study (Attachment 3) to serve as the basis for the updated Master Fee Schedule.

The Finance Commission reviewed the proposed Policy at its April 23, 2026 meeting and provided a recommendation to the City Council to adopt the Policy, subject to any feedback noted at that meeting.

Analysis

California law authorizes cities to charge user fees and service charges to recover the cost of services that provide a direct, identifiable benefit to specific individuals or groups, such as building permits, development entitlements, recreation programs, and fire inspections. To set fees at legally defensible and fiscally accurate levels, cities periodically conduct a Cost Allocation Plan (CAP) and a Comprehensive User Fee Study. The CAP identifies indirect overhead costs, such as finance, human resources, and information technology, and allocates them to operating departments; producing fully-burdened staff rates that reflect the true cost of service delivery.

The User Fee Study then applies those CAP rates to calculate the full cost of each fee-based service and compares it to current fee levels, identifying where the City is recovering costs appropriately and where General Fund subsidies are occurring without an explicit policy rationale. A Master Fee Schedule formally adopts the resulting fee amounts, while a User Fee and Service Charge Cost Recovery Policy establishes the overarching framework that governs how fees are set, what level of cost recovery is appropriate for different service types, and how often the CAP, fee study, and fee schedule should be updated to remain current and compliant with State law.

User Fee and Service Charge Cost Recovery Policy

The proposed Policy (Attachment 1) establishes a formal, Council-adopted framework for setting, reviewing, and administering user fees and service charges. It is grounded in California constitutional and statutory authority, including Proposition 218, the Mitigation Fee Act, and Government Code Section 54985 et seq., and is consistent with Government Finance Officers Association (GFOA) best practices.

The Policy defines four categories of service: 1) Community-Wide, 2) Special Benefit, 3) Social Service, and 4) Enterprise; and establishes five analytical factors for determining appropriate cost recovery levels. It includes a department-by-department Target Cost Recovery Range table (Exhibit 1 to the Policy) covering over thirty (30) service types. Key provisions include an

annual review requirement tied to the Master Fee Schedule adoption process, an MOU-based escalation mechanism for interim years, fee waiver documentation requirements, and Finance Director authority to administer the Policy within the framework approved by the City Council.

Adoption of the Policy does not itself change any existing fee. It establishes the framework upon which the updated Master Fee Schedule, presented as Recommendation B, is based.

Cost Allocation Plan
The Cost Allocation Plan (CAP) is the foundational component of the fee study. It identifies indirect overhead costs (finance, human resources, information technology, facilities, City Clerk, City Manager's Office, etc.) and allocates them to each operating department and fund using a defensible iterative methodology. The CAP produces fully-burdened hourly staff rates that are then incorporated into the fee calculations for each service.

The FY 2025–26 CAP allocates approximately $9.7 million in central services overhead across 25 departments and funds, applying a citywide average indirect cost rate of approximately 20.9% of direct costs. The CAP is also compliant with 2 CFR Part 200 (Omni Circular), enabling the City to recover administrative costs on applicable Federal and State grants.

Master Fee Schedule
The proposed Master Fee Schedule covers more than 550 individual fees and service charges across nine departments. In total, the proposed schedule includes recommendations for 59 new fees (services previously provided without a charge or not separately itemized), 344 revised fees, and 148 unchanged fees. The table below summarizes the scope of changes by department:

Department	New	Increase	Decrease	Unchanged	Total	Ave. % Change
City Clerk	-	-	-	6	6	0%
Community Services	26	36	6	23	91	2%
Community Development	22	60	3	18	103	107%
City Manager	1	13	-	2	16	6%
Finance	1	1	-	1	3	20%
Fire	-	53	36	72	161	3%
Library	-	7	1	5	13	5%
Police (includes penalties)	3	61	2	12	78	44%
Public Works	6	55	7	9	77	93%
Transportation (Mission Meridian permits)	-	3	-	-	3	40%
Total:	**59**	**289**	**55**	**148**	**551**	

Notes: "New" fees are services not previously separately charged. "Revised" fees are existing fees with a change in amount, broken out by increases (↑) and decreases (↓). "Unchanged" are existing fees carried forward at current levels. Fire figures reflect the restructured fee schedule, which replaces the prior fee structure. Transportation covers Mission Meridian Village Parking fees.

Notable Fee Changes:
The most significant fee changes are concentrated in Community Development, where development entitlement fees have not been updated in multiple years and are substantially

below the actual cost of service based on the time-survey analysis. The table below highlights selected notable increases:

Fee Description	Current Fee	Proposed Fee	Basis
Administrative Use Permit (AUP)	$1,834	$6,467	Reflects actual staff time for review
Conditional Use Permit (CUP)	$4,125	$15,052	Entitlement review costs significantly understated; update reflects full cost recovery
Development Agreement Review	$11,788	$31,061	High-complexity process; fee had not been updated in multiple years
Cultural Heritage - Landmark Review	$1,769	$14,538	Multi-department process with significant Planning/Historic Architect time
Hillside Development Review	$2,358	$15,051	Specialized review process; fee well below actual cost of service

Fees involving building permits and plan check (currently administered under the Los Angeles County fee schedule), ALS Emergency Medical Services (billed at LA County rates), Development Impact Fees, and Water/Sewer Utility Rates are not included in this update cycle and will be addressed separately.

Implementation Options
The proposed Master Fee Schedule reflects the first comprehensive cost-of-service analysis the City has conducted in many years. Consequently, a number of fees, particularly in Community Development, Public Works, and Fire, are recommended to increase substantially from levels that have remained unchanged for an extended period.

While the proposed fees are legally supportable and do not exceed full cost recovery, staff recognizes that applicants and fee-payers who have relied on prior fee levels may benefit from a transition period to plan and budget accordingly. Accordingly, staff presents three implementation options for City Council consideration, ranging from immediate full implementation to a phased approach over two or three years.

Option 1 – Full Implementation: The fees take effect at the full recommended levels for all fees on or about July 6, 2026 (60 days after the Public Hearing, per state law).

Option 2 – Two-Year Phase-In: A 2-year phase in would apply to approximately 130 fees proposed for an increase of 50% or greater. Through this option, the affected fee would increase by 50% of the recommended amount in FY 2026-27 and at the full recommended level in FY 2027-28. Fees with increases below 50% (~160 fees) would take effect at the full recommended rate on or about July 6, 2026 along with all new fees and proposed decreases.

Option 3 – Three-Year Phase-In: A 3-year phase in would apply to approximately 150 fees proposed for an increase of 33% or greater. Through this option, the affected fee would increase by 33%, 66%, and 100% of the recommended increase in FY 2026-27, FY 2027-28, and FY 2028-29, respectively.

Staff does not recommend extending implementation beyond three years, as the Willdan fee study will be approaching the end of its useful shelf life before full implementation is achieved, which would require either a new study or interim adjustments before Year 3 fees take effect.

All new fees (60) and proposed decreases (90) take effect at the recommended level on or about July 6, 2026 under all three options.

Fiscal Impact
Adoption of the proposed Policy has no direct fiscal impact, as it is an administrative framework.

Adoption of the FY 2026–27 Master Fee Schedule is expected to increase General Fund fee revenues in the areas where fees are being adjusted toward full cost recovery targets. The largest revenue gains are anticipated in Community Development entitlement fees, where current fees are significantly below the cost-of-service benchmarks established by the study. A detailed revenue projection by department is included in the Willdan Final Report (Attachment 3). Staff notes that actual revenue impact will depend on permit activity volumes in FY 2026–27. Increase revenue estimates are included in the FY 2026-2027 budget based on anticipated fee increases and related activity.

Commission Review and Recommendation
The Finance Commission reviewed the proposed User Fee and Service Charge Cost Recovery Policy at its April 23, 2026 meeting. Overall, the Commission expressed support for the proposed policy framework, methodology, and cost recovery guidelines. The Commission also supported a phase in for fees that are recommended to have a significant increase, with the following general parameters:

1. Focus phase-in for fees that exceed $500 and full implementation of fees less than $500;
2. Provide a 3-year phase-in for fees that primarily impact residential uses; and
3. Provide a 2-year phase-in for fees that primarily impact commercial uses.

To facilitate this recommendation, the primary driver for a majority of fees for each department are as follows:

Department	**Primary Cost Driver**
City Clerk	Residential
Community Services	Residential
Community Development	Commercial
City Manager (Filming)	Commercial
Finance	Residential
Fire	Commercial
Library	Residential
Police (includes penalties)	Residential
Public Works	Residential Commercial

Transportation (Mission Meridian permits)	Commercial

Attachment:
Attachment 1 - Resolution 7999 Adopting User Fee and Service Charges Recovery Policy (5-6-2026)
Attachment 1 - Exhibit A - User Fee and Service Charges Policy (5-6-2026)
Attachment 2 - Resolution Adopting Master Fee Schedule (5-6-2026)
Attachment 2 - Exhibit A - FY 2026-27 Master Fee Schedule (5-6-2026)
Attachment 3 - South Pasadena User Fee Report _Willdan

ATTACHMENT 1

RESOLUTION NO. 7999

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA ADOPTING THE USER FEE AND SERVICE CHARGE COST RECOVERY POLICY

WHEREAS, California constitutional and statutory law authorizes the City of South Pasadena to charge user fees and service charges to recover the cost of services that provide a direct, identifiable benefit to specific individuals or groups. The primary legal authorities include the California Constitution, Article XIII C and Article XIII D (Proposition 218), which prohibit fees for property-related services from exceeding the reasonable cost of providing the service; California Government Code Sections 66000 et seq. (the Mitigation Fee Act), which governs fees imposed as a condition of development approvals; and California Government Code Section 54985 et seq., which broadly authorizes cities to establish fees for the provision of municipal services. In all cases, State law prohibits fees from being set at a level that constitutes a general tax or that exceeds the reasonable cost of the service for which they are charged; and

WHEREAS, user fees and service charges are a significant and appropriate source of municipal revenue that enable the City to recover the cost of services benefiting specific users, including building permits and entitlement processing, fire prevention inspections and plan review, recreation programs, facility rentals, encroachment permits, police records and reports, and other fee-based services, while directing general tax revenues toward services that provide community-wide benefit, including emergency response, street maintenance, parks access, and library services; and

WHEREAS, the City of South Pasadena currently administers a Master Fee Schedule adopted annually by the City Council; however, the City has not previously adopted a formal, written policy establishing the methodology, cost recovery targets, analytical framework, or legal basis governing how fees are set, reviewed, and administered; and

WHEREAS, the City Council finds it necessary to establish such a formal policy framework for the setting, review, and administration of all user fees and service charges.

NOW, THEREFORE THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE, AND ORDER AS FOLLOWS:

SECTION 1. The foregoing recitals are true and correct and are incorporated herein by reference as findings of the City Council.

SECTION 2. The City Council hereby adopts the User Fee and Service Charge Cost Recovery Policy, attached hereto as Exhibit A and incorporated herein by this reference, as City Council Policy No. CCP-___. This Policy supersedes any prior informal practices, guidelines, or administrative directives governing the establishment, review, or administration of City user fees and service charges to the extent inconsistent herewith.

SECTION 3. The City Manager, or designee, is hereby authorized and directed to administer this Policy, including: coordinating the annual Master Fee Schedule review process across all City departments; maintaining documentation of the cost basis for each fee in the Master Fee Schedule; overseeing the periodic cost allocation plan and comprehensive fee study processes; and advising departments on the application of the Policy to new or modified services.

SECTION 4. The City Manager, or designee, may approve exceptions to this Policy when warranted by extraordinary circumstances or operating requirements. Any exception shall be documented in writing and reported to the City Council at the next available regular meeting. The City Council retains authority to amend this Policy at any time.

SECTION 5. This Policy shall be reviewed annually as part of the City's budget process. The Finance Director shall present any recommended amendments to the City Council for approval. A comprehensive cost-of-service study should be conducted at least once every five years to ensure that fee levels continue to accurately reflect the full cost of service delivery.

SECTION 6. This Resolution shall take effect immediately upon adoption.

PASSED, APPROVED, AND ADOPTED ON this 6th day of May, 2026.

_____
Sheila Rossi, Mayor

ATTEST:

_____
Nikima Newsome, 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 6th day of May 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____

Nikima Newsome, Chief City Clerk

EXHIBIT A

City of South Pasadena, CA
City Council Policy

Subject: User Fee and Service Charge Cost Recovery Policy		CCP-TBD
Effective Date:	**Responsible Party:** City Manager's Office/Finance Department	
Revision Date:	**Approved by:** City Council	**Approval Date:**

I. PURPOSE

This Policy establishes guidelines for the City of South Pasadena regarding the establishment, review, and administration of user fees and service charges. The purpose of this Policy is to ensure that fees are set in a manner that is consistent, equitable, and legally compliant, and that they accurately reflect the cost of providing City services to identifiable individuals or groups who derive a special benefit from those services.

This Policy is intended to be implemented in conjunction with the City's General Financial Policy, Budget Policy, and Master Fee Schedule.

II. POLICY STATEMENT

The City of South Pasadena is committed to fiscal sustainability and equitable delivery of municipal services. The City will establish user fees and service charges for services that provide a special benefit to identifiable individuals or groups, recovering an appropriate share of the cost of providing those services. The City will use general tax revenues to fund services that provide a broad community-wide benefit.

III. DEFINITIONS

For the purposes of this Policy, these terms are defined as follows:

A. Cost Recovery: means the percentage of the full cost of a service that is recouped through a user fee or service charge, rather than from general tax revenues.

B. Full Cost: means the total cost to the City of providing a service, including direct costs (salaries, benefits, materials, equipment) and indirect costs allocated through the City's cost allocation plan (administration, facilities, technology, liability insurance).

C. Community-Wide Service: means a service that benefits the general public as a whole, where no single user or group derives a disproportionate private benefit. Such services are generally appropriate for general fund support with low or no user fees.

D. Special Benefit Service: means a service that provides a direct, identifiable benefit to a specific individual or group, beyond the benefit received by the general public. Such services are generally appropriate for higher levels of cost recovery through user fees.

E. Social Service: means a program specifically designed to serve vulnerable or low-income populations where the policy intent is to ensure equitable access regardless of ability to pay. Such services warrant lower cost recovery levels.

F. Enterprise Service: means a service delivered through an enterprise fund (e.g., water, sewer, refuse), where rates and fees are intended to be fully self-sustaining without reliance on the General Fund.

G. Master Fee Schedule: means the comprehensive schedule of fees and charges adopted annually by the City Council.

IV. EXCEPTIONS AND AMENDMENTS

The City Manager, or designee, may provide exceptions to this policy at any time, provided that the exception is warranted by extraordinary circumstances or operating requirements. The City Manager may amend this policy at any time.

V. POLICY

The following principles shall guide the establishment, review, and administration of user fees and service charges throughout all City departments.

A. Revenues shall not exceed the reasonable cost of providing the service. The City shall not use fees as a revenue-generating measure beyond full cost recovery.

B. Cost recovery targets shall be based on the total cost of delivering the service, including direct costs and organization-wide support costs allocated through the City's cost allocation plan, including but not limited to: accounting, payroll, human resources, information technology, facilities maintenance, fleet services, and liability insurance.

C. The method of assessing and collecting fees shall be as simple and administratively efficient as possible in order to reduce the overhead cost of collection.

D. For rental of real property or City facilities, rate structures shall be informed

by comparable market rates for similar facilities in the region, while remaining sensitive to smaller or infrequent users.

E. A unified and consistent approach shall be used in determining cost recovery levels across departments, based on the factors set forth in this Policy.

F. The City shall periodically review the relationship between adopted fees and the actual cost of service delivery, and shall adjust fees accordingly to maintain appropriate recovery levels.

Section 1: Cost Recovery Level Factors

In setting cost recovery targets, the following factors shall be considered:

A. *Community-Wide vs. Special Benefit* – The level of cost recovery shall reflect the degree to which a service benefits the community as a whole versus a specific individual or group. General tax revenues are appropriate for community-wide services. User fees are appropriate for services of special benefit to identifiable individuals or groups, who should bear a proportionate share of the cost they impose on the City.

B. *Service Recipient vs. Service Driver* – After considering community-wide versus special benefit, the analysis shall also consider who drives the cost of the service versus who benefits from it. For example, in development review, the applicant is the cost driver even if the broader community benefits from sound planning decisions. Cost recovery from the cost driver is appropriate even where community benefit also exists.

C. *Effect of Pricing on Demand for Services* – The level of cost recovery and related pricing can significantly affect demand and the subsequent level of service provided. At full cost recovery, fees ensure the City is providing services for which there is genuine demand not artificially stimulated by below-market pricing. Conversely, high cost recovery levels may negatively impact access for lower-income groups, which is a particularly important consideration for social services and programs targeting vulnerable populations.

D. *Feasibility of Collection* – Even where high cost recovery may be appropriate, practical and administrative feasibility of identifying, assessing, and collecting fees from individual users must be considered. If the cost of collection would be disproportionate to the revenue generated, a lower recovery level may be more prudent.

E. Equity and Access Considerations – Where a service is specifically intended to promote public health, safety, or welfare, or to serve populations with limited means, the City may set fees below full cost recovery as a matter of policy, recognizing that the General Fund subsidy reflects a deliberate public benefit investment.

Section 2: Factors Favoring Low Cost Recovery Levels

Very low cost recovery levels (0-25%) are appropriate under the following circumstances:

A. There is no intended relationship between the amount paid and the benefit received. Most social service programs fall into this category, where cross-subsidization between income groups is an explicit policy objective.

B. Collecting fees is not administratively cost-effective or would significantly impede the efficient delivery of the service.

C. There is no policy intent to limit access to the service. Programs designed for universal community access — such as general park access, core library services, and public safety emergency response — fall into this category.

D. The service is non-recurring, delivered on a peak-demand or emergency basis, cannot reasonably be anticipated by the individual, and is not available from private sector sources.

E. Collecting fees would discourage compliance with a regulatory requirement where adherence is primarily self-reported and non-compliance would be difficult to detect.

Section 3: Factors Favoring High Cost Recovery Levels

High cost recovery levels (75-100%) are appropriate under the following circumstances:

A. The service is similar to services available in the private sector.

B. Private or public sector alternatives exist or could exist for the delivery of the service.

C. For equity or demand management purposes, there should be a direct relationship between the amount paid and the level and cost of the service received.

D. The use of the service is specifically discouraged — for example, police response to repeated false alarms.

E. The service is regulatory in nature and the applicant or permittee is the primary cost driver, including building permits, engineering plan review, encroachment permits, and subdivision entitlements.

F. The service involves private, exclusive use of a public facility or the public right-of-way.

Section 4: Enterprise Fund Fees and Rates

The City shall set fees and rates for enterprise fund services at levels that fully cover the total direct and indirect costs of those programs, including operations, capital outlay, and debt service. Enterprise programs subject to this full cost recovery requirement include:

- Water
- Sewer (Wastewater)
- Arroyo Seco Golf Course

The City shall review and adjust enterprise fees and rate structures as required to ensure they remain sufficient, equitable, and consistent with applicable rate-setting requirements and the City's Debt Management Policy.

Section 5: Target Cost Recovery Range by Department

The table included as Exhibit 1 establishes target cost recovery ranges for City services by department and service type. These ranges represent policy targets, not rigid maximums or minimums. The Finance Director may recommend adjustments to the City Council when circumstances warrant a recovery level outside the stated range. All fees shall remain subject to the overriding requirement that revenues shall not exceed the reasonable cost of providing the service.

Section 6: Annual Review and Master Fee Schedule

The City should review user fees and service charges on at least an annual basis as part of the budget process. The Finance Department, working with operating departments, will:

A. Evaluate current fee levels against the cost of service, using data from the most recent cost allocation plan and personnel costs.

B. Prepare a recommended Master Fee Schedule update for City Council consideration, including documentation supporting each proposed fee

adjustment.

C. Identify services where fees have not kept pace with cost increases and recommend adjustments to bring recovery levels in line with this Policy.

D. Conduct a comprehensive fee study, either internally or using an outside consultant, at least every five years to ensure that fees continue to reflect current service delivery costs.

Annual adjustments to the Master Fee Schedule may be made using an personnel cost based approach (e.g., using general cost of living salary increases approved through the applicable Memorandum of Understanding) in lieu of a comprehensive cost study in years between full studies, provided such adjustments are consistent with this Policy and do not cause fees to exceed full cost recovery.

Section 7: Fee Waivers and Reductions

The City Council may authorize fee waivers or reductions for specific service types, population groups, or activities that serve a compelling public interest. Any such waiver or reduction shall be:

A. Documented in the Master Fee Schedule or by separate resolution, adopted policy, or action of the City Council.

B. Accompanied by an estimate of the annual General Fund subsidy resulting from the waiver or reduction (i.e. the total amount of the waiver).

C. Reviewed annually as part of the Budget process or Master Fee Schedule process to determine whether continuation is appropriate.

The City Manager may approve individual fee waivers on a case-by-case basis for amounts not to exceed his/her expenditure authority, subject to budget availability and reporting to the City Council on a quarterly basis.

VI. POLICY ACKNOWLEDGEMENT

The City of South Pasadena is authorized to establish user fees and service charges pursuant to the following:

- California Constitution, Article XIII C and XIII D (Proposition 218)
- California Government Code Sections 66000 et seq. (Mitigation Fee Act)
- California Government Code Section 54985 et seq. (fees for services)
- City of South Pasadena Municipal Code

Fees shall not exceed the reasonable cost of providing the associated service. All fees and charges should be reviewed annually. No fee may be imposed, extended, increased, or transferred without City Council approval.

VII. ROLES AND RESPONSIBILITIES

The Finance Director shall be responsible for the administration of this Policy, including:

- Coordinating the annual Master Fee Schedule review process across all departments.
- Maintaining documentation of the cost basis for each fee included in the Master Fee Schedule.
- Monitoring fee revenue collections against projections and reporting variances to the City Manager.
- Overseeing the periodic cost allocation plan and fee study processes.
- Advising departments on the application of this Policy to new or modified services.

Department Directors are responsible for providing timely and accurate cost data to the Finance Department and for ensuring that fees are collected in accordance with the Master Fee Schedule and applicable law.

VIII. AUTHORITY

This Policy is adopted by authority of the City Council of the City of South Pasadena by Resolution No. _____, adopted on _____.

EXHIBIT 1: Target Cost Recovery Range by Department

Department / Service Area	Service Type	Target Cost Recovery Range	Primary Rationale
Community Development	Regulatory / Development		
Building Permits & Plan Check	Regulatory	**90% – 100%**	Applicant-driven; direct private benefit; cost recovery appropriate per State law
Planning & Zoning Entitlements	Regulatory	**75% – 100%**	Applicant is cost driver; community also benefits from quality development review
Code Enforcement	Regulatory	**25% – 50%**	Community-wide health/safety benefit; compliance self-identified; fees may deter reporting
General Plan / Policy Studies	Community Benefit	**0% – 25%**	Broad community benefit; funded primarily through general revenues
Public Works	Infrastructure / Regulatory		
Encroachment Permits	Regulatory	**90% – 100%**	Private use of public right-of-way; applicant is the direct cost driver
Engineering Plan Review / Inspections	Regulatory	**90% – 100%**	Direct private benefit; applicant-driven engineering review and field inspection
Street / Infrastructure Maintenance	Community Benefit	**0% – 10%**	Broad community benefit; primarily funded by gas tax, General Fund, and grants
Water / Sewer / Golf Course	Enterprise / Fee-Based	**100%**	Self-sustaining enterprise; rates set to fully recover direct and indirect costs

Department / Service Area	Service Type	Target Cost Recovery Range	Primary Rationale
Parks & Recreation	Mixed — Public & Special Benefit		
General Park Access / Passive Use	Community Benefit	**0%**	Open access public amenity; fee would be impractical and inequitable
Recreational Classes & Programs	Special Benefit	**25% – 50%**	Identified individual benefit; partial subsidy maintained for equity and community access
Facility Rentals	Special Benefit	**Market Rates**	Private exclusive use of public facilities; market-sensitive rates appropriate
Youth / Senior Social Programs	Social Service	**0% – 25%**	Social service programs targeting vulnerable populations; subsidized access by policy
Special Events Permitting	Regulatory / Special Benefit	**75% – 100%**	Event organizer is cost driver; private benefit to promoter/participants
Police Department	Public Safety / Regulatory		
Emergency Response	Community Benefit	**0% – 10%**	Core public safety; non-recurring, peak-demand services funded by General Fund
False Alarm Response Fees	Regulatory / Deterrent	**75% – 100%**	Use of service specifically discouraged; fees reduce unnecessary demand on resources
Special Event Police Services	Special Benefit	**100%**	Private event organizer is direct cost driver; full recovery per standard practice

Department / Service Area	Service Type	Target Cost Recovery Range	Primary Rationale
Records & Reports	Special Benefit	**75% – 100%**	Direct service to identifiable individual; administrative cost recovery appropriate
Fire Department	Public Safety / Regulatory / Special Benefit		
Emergency Fire Response	Community Benefit	**0% – 10%**	Core public safety function; non-recurring, peak-demand service; General Fund supported
Emergency Medical Services (EMS) — Basic Life Support	Special Benefit	**75% – 100%**	Identifiable individual benefit; insurance/third-party billing applicable; partial General Fund subsidy maintained for equity
Emergency Medical Services (EMS) — Advanced Life Support	Special Benefit	**75% – 100%**	Higher-cost, identifiable individual service; insurance/third-party billing substantially offsets cost
Fire Prevention / Inspection Services	Regulatory	**75% – 100%**	Applicant/property owner is the cost driver; direct regulatory benefit to the inspected property
Fire Plan Review (Development / Construction)	Regulatory	**90% – 100%**	Applicant-driven; direct private benefit; consistent with building permit cost recovery standards
Special Event Fire Safety Standby	Special Benefit	**100%**	Private event organizer is the direct cost driver; full cost recovery is standard practice
Hazardous Materials Response Cost Recovery	Regulatory / Deterrent	**75% – 100%**	Responsible party is the cost driver; cost recovery from liable party per Health & Safety Code
City Clerk / Administration	Administrative		

Department / Service Area	Service Type	Target Cost Recovery Range	Primary Rationale
Document Copies / Records Requests	Special Benefit	**75% – 100%**	Identifiable individual benefit; direct administrative cost recovery per Public Records Act
Notary / Certification Services (if applicable)	Special Benefit	**100%**	Direct, identifiable personal benefit; market comparable rates appropriate
Library Services	Community / Special Benefit		
General Circulation / Access	Community Benefit	**0%**	Core public education and access mission; fees would suppress equitable access
Room / Study Room Reservations	Special Benefit	**0% – 5%**	Use of publicly-funded facility; available on first come, first served basis
Lost / Damaged Materials	Regulatory / Replacement	**100%**	Replacement cost recovery; identifiable individual responsible for loss or damage

Note: Ranges represent City Council-approved policy targets. Individual fees are established in the Master Fee Schedule. Actual recovery levels may vary based on service volume, cost allocation results, and City Council direction.

ATTACHMENT 2

RESOLUTION NO. 8000

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA ADOPTING THE FISCAL YEAR 2026-2027 MASTER FEE SCHEDULE FOR THE CITY OF SOUTH PASADENA, EFFECTIVE JULY 6, 2026

WHEREAS, California Government Code Section 54985 et seq. authorizes cities to establish, by resolution, fees and charges for services provided to identifiable individuals or groups, provided that such fees do not exceed the reasonable cost of providing the service; and

WHEREAS, User fees and service charges are an appropriate and legally sound mechanism for ensuring that those who directly benefit from City services bear a proportionate share of the cost of those services, thereby reducing the burden on the General Fund and general tax revenues; and

WHEREAS, the City Council adopted the User Fee and Service Charge Cost Recovery Policy by Resolution No. 7999 on May 6, 2026, establishing the analytical and legal framework governing City fee-setting. The proposed fees in the FY 2026–27 Master Fee Schedule have been developed consistent with that Policy, and no proposed fee exceeds the full cost of providing the associated service as documented in the Willdan User Fee Study; and

WHEREAS, the City of South Pasadena currently administers a Master Fee Schedule adopted annually by the City Council; however, the City has not previously adopted a formal, written policy establishing the methodology, cost recovery targets, analytical framework, or legal basis governing how fees are set, reviewed, and administered; and

WHEREAS, the City Council has reviewed and considered the proposed FY 2026–27 Master Fee Schedule, the Willdan Comprehensive User Fee Study and Cost Allocation Plan Final Report and the adopted User Fee and Service Charge Cost Recovery Policy, and finds that adoption of the FY 2026–27 Master Fee Schedule is in the best interests of the City, consistent with applicable State law, and supported by adequate cost documentation.

NOW, THEREFORE THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE, AND ORDER AS FOLLOWS:

SECTION 1. The foregoing recitals are true and correct and are incorporated herein by reference as findings of the City Council.

SECTION 2. The City Council hereby adopts the FY 2026–27 Master Fee Schedule for the City of South Pasadena, attached hereto as Exhibit A and incorporated herein by this reference, setting forth the fees and charges for City services across all departments. The FY 2026–27 Master Fee Schedule supersedes the prior Master Fee Schedule and all prior resolutions establishing fees for the services listed in Exhibit A, to the extent inconsistent herewith.

SECTION 3. The FY 2026–27 Master Fee Schedule shall become effective July 6, 2026. Fees and charges for services not listed in Exhibit A shall remain as previously established until amended by the City Council.

SECTION 4. The City Manager, or designee, is authorized to establish fees on an interim basis for services not listed in the Master Fee Schedule, at an amount not to exceed the full cost of providing the service as determined consistent with the User Fee and Service Charge Cost Recovery Policy, subject to ratification by the City Council at the next available regular meeting.

SECTION 5. The City Manager, or designee, is hereby authorized and directed to implement the FY 2026–27 Master Fee Schedule, coordinate with all departments to ensure fees are collected in accordance with this Resolution, and maintain records documenting the cost basis for each fee consistent with applicable State law and the User Fee and Service Charge Cost Recovery Policy.

SECTION 6. The Master Fee Schedule shall be reviewed annually as part of the City's budget process. A comprehensive cost-of-service study should be conducted at least once every five years, consistent with the User Fee and Service Charge Cost Recovery Policy. In years between comprehensive studies, fees may be adjusted using a personnel-cost-based approach reflecting MOU-approved salary increases, provided no fee is set above the full cost of service.

SECTION 7. This Resolution shall take effect immediately upon adoption.

PASSED, APPROVED, AND ADOPTED ON this 6th day of May, 2026.

_____
Sheila Rossi, Mayor

ATTEST: **APPROVED AS TO FORM:**

_____ _____

Nikima Newsome, Chief City Clerk 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 6th day of May 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____

Nikima Newsome, Chief City Clerk

EXHIBIT A

CITY CLERK

#	Description	Current Fee/Charge	Unit	Full Cost	Subsidy %	Suggested Fee	Fee Δ
1	Duplication - FPPC Regulations	$0.10		NA	NA	$0.10	$0
2	Digital Records Duplication (Formerly: Duplication - CD/DVD)	$17.00		$303.08	94%	$17.00	$0
3	Duplication - Photocopy	$0.10		NA	NA	$0.10	$0
4	Filing Fees - Candidates Nominations (Per CA Election Code Section 10228)	$25.00		NA	NA	$25.00	$0
5	Filing Fees - Initiative Petition (Per CA Election Code 9103 (b))	$200.00		NA	NA	$200.00	$0
6	Notary Services	$15.00	per signature	NA	NA	$15.00	$0

COMMUNITY SERVICES

#	Description	Current Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Fee Δ
1	**Camp Med Fees:**							
2	Camp Med - Five Day Rate - 1st Child - Resident	$178.00			NA	NA	$180.00	$2
3	Camp Med - Five Day Rate - Each Additional Child - Resident	$165.00			NA	NA	$170.00	$5
4	Camp Med - Five Day Rate - 1st Child - Non-Resident	$199.00			NA	NA	$200.00	$1
5	Camp Med - Five Day Rate - Each Additional Child - Non-Resident	$187.00			NA	NA	$190.00	$3
6	Camp Med - Extended Care - 1st Child (AM & PM)	New			NA	NA	$45.00	NA
7	Camp Med - Extended Care - Each Additional Child (AM & PM)	New			NA	NA	$40.00	NA
8	Camp Med - One Day Rate - 1st Child - Resident	New			NA	NA	$36.00	NA
9	Camp Med - One Day Rate - Each Additional Child - Resident	New			NA	NA	$34.00	NA
10	Camp Med - One Day Rate - 1st Child - Non-Resident	New			NA	NA	$40.00	NA
11	Camp Med - One Day Rate - Each Additional Child - Non-Resident	New			NA	NA	$38.00	NA
12	Camp Med After School - Five Day Rate - 1st Child	$106.00			NA	NA	$106.00	$0
13	Camp Med After School - Five Day Rate - Each Additional Child	$101.00			NA	NA	$101.00	$0
14	Camp Med After School - One Day Rate - 1st Child	New			NA	NA	$25.00	NA
15	Camp Med After School - One Day Rate - Each Additional Child	New			NA	NA	$24.00	NA
16	Camp Med - Late Fee After First 5 Minutes - per minute	$3.50	per minute/child		NA	NA	$3.50	$0
17	Camp Med - T-Shirt	New			NA	NA	$10.00	NA
18	**Field and Open Space Rental Fees:**							
19	Sport Fields -- Non-Profit (per hr.)	$60.00	Per Hour		NA	NA	$55.00	-$5
20	Sport Fields - Resident (per hr.)	$47.00	Per Hour		NA	NA	$47.00	$0
21	Sports Field - Non-Resident (per hr.)	$60.00	Per Hour		NA	NA	$62.00	$2
22	Sports Field - Commercial	New	Per Hour		NA	NA	$75.00	NA
23	Sports Field - Lights (per hr.)	New	Per Hour		NA	NA	$25.00	NA
24	Gazebo Rental - Resident (4 hr. block)	$95.00			NA	NA	$95.00	$0
25	Gazebo Rental - Non-Resident (4 hr. block)	$141.00			NA	NA	$140.00	-$1
26	Open Space - Groups < 50 Persons - Resident	New	Per Hour		NA	NA	$25.00	NA
27	Open Space - Groups < 50 Persons - Non-Resident	New	Per Hour		NA	NA	$40.00	NA
28	Arroyo Park Amphitheater	New	Per Hour		NA	NA	$25.00	NA
29	Multi-Use Courts - OG & Garfield Parks - Resident (per hr.)	$59.00	Per Court		NA	NA	$30.00	-$29
30	Multi-Use Courts - OG & Garfield Parks - Non-Resident (per hr.)	New	Per Court		NA	NA	$38.00	NA
31	Multi-Use Courts - OG & Garfield Parks - Non-Profit (per hr.)	New	Per Court		NA	NA	$34.00	NA
32	Multi-Use Courts - OG & Garfield Parks - Commercial (per hr.)	New	Per Court		NA	NA	$45.00	NA
33	Multi-Use Courts - Tournament Fee	New	Each		NA	NA	$150.00	NA
34	**OG Rec Center Rental Fees:**							
35	Security Deposit	$294.00			NA	NA	$300.00	$6
36	Non-Profit (per hr.)	$35.00		4-hour minimum	NA	NA	$35.00	$0
37	Resident (per hr.)	$35.00		4-hour minimum	NA	NA	$35.00	$0
38	Non-Resident (per hr.)	$47.00		4-hour minimum	NA	NA	$50.00	$3
39	Girl & Boy Scouts - local (up to 2 hrs.)	$12.00	Weekdays Only		NA	NA	$15.00	$3
40	**Eddie Park House Rental Fees:**							
41	Security Deposit	$294.00			NA	NA	$300.00	$6
42	Non-Profit (per hr.)	$106.00		4-hour minimum	NA	NA	$110.00	$4
43	Resident (per hr.)	$95.00		4-hour minimum	NA	NA	$100.00	$5
44	Non-Resident (per hr.)	$118.00		4-hour minimum	NA	NA	$120.00	$2
45	Girl & Boy Scouts - local (up to 2 hrs.)	$12.00	Weekdays Only		NA	NA	$15.00	$3
46	**Garfield Youth House Rental Fees:**							

COMMUNITY SERVICES

#	Description	Current Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Fee Δ
47	Security Deposit	$294.00			NA	NA	$300.00	$6
48	Non-Profit (per hr.)	$82.00		4-hour minimum	NA	NA	$85.00	$3
49	Resident (per hr.)	$71.00		4-hour minimum	NA	NA	$75.00	$4
50	Non-Resident (per hr.)	$118.00		4-hour minimum	NA	NA	$120.00	$2
51	Event (4 hr. block) Resident Only	$178.00			NA	NA	$200.00	$22
52	Girl & Boy Scouts - local (up to 2 hrs.)	$12.00	Weekdays Only		NA	NA	$15.00	$3
53	**War Memorial Rental Fees:**							
54	Security Deposit	$590.00			NA	NA	$600.00	$10
55	War Memorial - Non-Profits	$207.00		4-hour minimum	NA	NA	$210.00	$3
56	War Memorial - Resident / Local Business (per hr.)	$194.00		4-hour minimum	NA	NA	$195.00	$1
57	War Memorial - Non-Resident (per hr.)	$230.00		4-hour minimum	NA	NA	$235.00	$5
58	War Memorial - Lower Floor - Non-Profits (per hr.)	$101.00			NA	NA	$100.00	-$1
59	War Memorial - Lower Floor - Resident (per hr.)	$88.00			NA	NA	$90.00	$2
60	War Memorial - Lower Floor - Non-Resident (per hr.)	$118.00			NA	NA	$120.00	$2
61	War Memorial - Kitchen Use (per event / use)	$178.00			NA	NA	$180.00	$2
62	War Memorial - AV/Sound System (per event / use)	New			NA	NA	$150.00	NA
63	**Senior Center Rental Fees:**							
64	Security Deposit	$294.00			NA	NA	$300.00	$6
65	Main Room - Non-Profits (per hr.)	$106.00		4-hour minimum	NA	NA	$110.00	$4
66	Main Room - Resident (per hr.)	$95.00		4-hour minimum	NA	NA	$100.00	$5
67	Main Room - Non-Resident (per hr.)	$118.00		4-hour minimum	NA	NA	$120.00	$2
68	Activity Room - Non- Profits (per hr.)	$35.00			NA	NA	$35.00	$0
69	Activity Room - Resident / Local Business (per hr.)	$35.00			NA	NA	$35.00	$0
70	Activity Room - Non-Resident (per hr.)	$47.00			NA	NA	$50.00	$3
71	Patio (per event / use)	New			NA	NA	$35.00	NA
72	Kitchen Use (per event / use)	$59.00			NA	NA	$60.00	$1
73	AV/Sound System (per event / use)	New			NA	NA	$50.00	NA
74	**Senior Center Programs:**							
75	Hot Meals - Senior 55 & Over / Disabled Persons	$3.00			NA	NA	$3.00	$0
76	Hot Meals - Persons Under 55	$5.00			NA	NA	$5.00	$0
77	Home Delivered Meals - Senior 55 & Over / Disabled Persons	$3.50			NA	NA	$3.50	$0
78	Senior Center Membership - Single Person Over 55	$25.00			NA	NA	$25.00	$0
79	Senior Center Membership - Couples Over 55	$35.00			NA	NA	$35.00	$0
80	Computer Lab Printing (Black Ink)	$0.20	Per Page		NA	NA	$0.25	$0
81	Computer Lab Printing (Color Ink)	New	Per Page		NA	NA	$0.50	NA
82	Leisure Classes - Seniors	Varies		80% Instructor; 20%	NA	NA	Varies	$0
83	Coffee	$0.50			NA	NA	$0.50	$0
84	Excursions	New			NA	NA	Varies	NA
85	**Dial-A-Ride Fees:**							
86	Senior Resident (Registered) 55>	$0.50			NA	NA	$0.50	$0
87	Disabled Resident (Registered)	$0.50			NA	NA	$0.50	$0
88	Caregiver	$0.00			NA	NA	$0.00	$0
89	**Miscellaneous Fees:**							
90	Breakfast with Santa Event	$24.00	Per Person	Children 2 and under	NA	NA	$25.00	$1
91	Spring Family Event - Presale	$12.00	Per Child	17 and under	NA	NA	$10.00	-$2
92	Spring Family Event - Day of Event	$18.00	Per Child	17 and under	NA	NA	$15.00	-$3

COMMUNITY SERVICES

#	Description	Current Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Fee Δ
93	Fourth of July Sky Show - Pre Sale	New			NA	NA	$15.00	NA
94	Fourth of July Sky Show - Day Of Event	New			NA	NA	$20.00	NA
95	Booth Rental - All Facilities - per booth	$59.00			NA	NA	$59.00	$0
96	Event -Vendor/Catering Booth - per vendor/ booth	$118.00			NA	NA	$118.00	$0
97	Leisure Classes	Varies			NA	NA	Varies	$0
98	Refund Processing Fee	$22.00			$39.65	45%	$22.00	$0
99	Special Events Applications	New	Per Application		$1,008.13	75%	$250.00	NA
100	Facility/Event Staff (Supervision)	$47.00	Per Hour		$55.38	10%	$50.00	$3
101	Facility/Event Staff (Alcohol)	$47.00	Per Hour		$55.38	10%	$50.00	$3

COMMUNITY DEVELOPMENT

#	Description	Current Fee/Charge	Unit	Full Cost	Subsidy %	Suggested Fee	Fee Δ
1	**Building Fees:**						
2	Building Permit & Plan Check	See LA County Fee Schedule		NA	NA	See LA County Fee Schedule	$0
3	**Use Permits:**						
4	Administrative Use Permit	$1,834.00		$6,467.12	0%	$6,467.00	$4,633
5	Conditional Use Permit	$4,125.00		$15,051.54	0%	$15,051.00	$10,926
6	CUP Modification	$2,947.00		$9,462.57	0%	$9,462.00	$6,515
7	Parking Use Permit	$2,079.00		$9,635.45	0%	$9,635.00	$7,556
8	Temporary Use Permit 0-75 person event and seasonal sales	$271.00		$4,468.88	98%	$100.00	-$171
9	Temporary Use Permit 76-150 person event	$543.00		$4,468.88	83%	$750.00	$207
10	Temporary Use Permit >150 person event	$543.00		$4,468.88	66%	$1,500.00	$957
11	Variance- First	$3,890.00		$15,051.54	0%	$15,051.00	$11,161
12	Variance - Each Add	$2,744.00		$4,341.80	0%	$4,341.00	$1,597
13	**Maps:**						
14	Lot Line Adjustment / Parcel Merger / Certificate of Compliance	$2,358.00		$4,065.80	0%	$4,065.00	$1,707
15	Tentative Parcel Map	$4,376.00		$13,670.51	0%	$13,670.00	$9,294
16	Tentative Tract Map	$11,867.00		$16,804.85	0%	$16,804.00	$4,937
17	**Design Review:**						
18	ADU Review - Ministerial	$360.00		$906.17	0%	$906.00	$546
19	Director Design Review - Residential	$360.00		$1,111.87	0%	$1,111.00	$751
20	PC Chair Design Review - Residential	$910.00		$1,021.68	0%	$1,021.00	$111
21	Single Family Residence* (1-2 units)	$2,353.00		$9,406.63	0%	$9,406.00	$7,053
22	Director Sign Permit	$360.00		$1,234.10	59%	$500.00	$140
23	Sign Program	$910.00		$4,225.95	53%	$2,000.00	$1,090
24	**Multi Family:**						
25	3-8 Units	$3,530.00		$15,015.85	0%	$15,015.00	$11,485
26	9-16 Units	$4,706.00		$15,927.44	0%	$15,927.00	$11,221
27	17-50 Units	$5,295.00		$17,520.40	0%	$17,520.00	$12,225
28	51-100 Units	$5,883.00		$18,939.48	0%	$18,939.00	$13,056
29	101 Units or More	$7,060.00		$19,993.20	0%	$19,993.00	$12,933
30	**Commercial:**						
31	PC Chair - Commercial	$1,090.00		$1,437.98	0%	$1,437.00	$347
32	2,001 - 10,000 sq ft	$4,715.00		$11,134.53	0%	$11,134.00	$6,419
33	10,000 + sq ft	$7,073.00		$13,494.86	0%	$13,494.00	$6,421
34	**Cultural Heritage Commission Fees:**						
35	Chair Review - Residential	545.00		$1,990.75	0%	$1,990.00	$1,445
36	Cultural Hert. Comm. - Landmark Review	$1,769.00		$14,538.66	0%	$14,538.00	$12,769
37	**C.H.C. Cert. of Approp. (incl. Demo)**						
38	Single-Family* (1-2 units)	$1,769.00		$9,406.63	0%	$9,406.00	$7,637
39	**Multi-Family:**						

COMMUNITY DEVELOPMENT

#	Description	Current Fee/Charge	Unit	Full Cost	Subsidy %	Suggested Fee	Fee Δ
40	3-8 Units	$3,537.00		$16,032.52	0%	$16,032.00	$12,495
41	9-16 Units	$4,715.00		$16,944.11	0%	$16,944.00	$12,229
42	17-50 Units	$7,073.00		$18,537.08	0%	$18,537.00	$11,464
43	51-100 Units	$8,251.00		$19,956.16	0%	$19,956.00	$11,705
44	101 Units or More	$10,610.00		$21,254.32	0%	$21,254.00	$10,644
45	**Commercial:**						
46	less than 2,000 sq ft	$3,537.00		$5,373.03	0%	$5,373.00	$1,836
47	2,001 - 10,000 sq ft	$5,894.00		$11,799.79	0%	$11,799.00	$5,905
48	10,000 + sq ft	$10,610.00		$13,097.95	0%	$13,097.00	$2,487
49	CHC Chair Review	$1,043.00		$5,282.85	0%	$5,282.00	$4,239
50	**Hilldside Permit Fees:**						
51	Hillside Development Review	$2,358.00		$15,051.54	0%	$15,051.00	$12,693
52	**Environmental Analysis Fees:**						
53	**Flat Fees:**						
54	Negative Declaration Filing	$333.00	see below for suggested new structure of Enviro fees	$2,468.19	0%	$2,468.00	$2,135
55	Negative Declaration (including Mitigated Neg. Dec)-contractor	New		NA	NA	Actual Cost	NA
56	Environmental Impact Fee - city admin fee	New		NA	NA	15% of consultant cost	NA
57	Mitigation Monitoring Inspection & Administrative Fee	Actual Cost		NA	NA	Actual Cost	$0
58	Categorical Exemption (CEQA) - Filing	$166.00	see below for class 32 exemption	$536.12	0%	$536.00	$370
59	Class 32 Exemption - city admin fee	New		$3,882.66	0%	$3,882.00	NA
60	Class 32 Exemption- contractor	New		NA	NA	Actual Cost	NA
61	**Deposit-Based Fees:**						
62	Initial Environmental Study	$5,894.00		NA	NA	$5,894.00	$0
63	EIR	$29,471.00		NA	NA	$29,471.00	$0
64	**Appeals:**						
65	Appeal	$2,358.00		$6,506.92	62%	$2,500.00	$142
66	**Deposits:**						
67	Zoning Text & Map Amendments	$11,788.00		$17,390.39	0%	$17,390.00	$5,602
68	Specific Plan Application	$11,788.00		$18,650.39	0%	$18,650.00	$6,862
69	General Plan Amendment	$23,577.00		$23,937.20	0%	$23,937.00	$360
70	Specific Plan Amendment	$23,577.00		$18,614.19	0%	$18,614.00	-$4,963
71	Development Agreement Review	$11,788.00		$31,061.13	0%	$31,061.00	$19,273
72	Planned Development	$11,788.00		$30,239.95	0%	$30,239.00	$18,451
73	**Other Planning Applications:**						
74	Zoning Code Admin Modification	$1,340.00		$1,953.18	0%	$1,953.00	$613
75	Zoning Code Interpretation	$1,083.00		$6,263.09	60%	$2,500.00	$1,417
76	Zoning - Written Analysis of Conformance	$830.00					
77	Zoning Verification Letter	$125.00		$1,830.96	56%	$800.00	$675

COMMUNITY DEVELOPMENT

#	Description	Current Fee/Charge	Unit	Full Cost	Subsidy %	Suggested Fee	Fee Δ
78	Zoning Clearance for Business License Review	$74.00		$222.97	67%	$74.00	$0
79	Discretionary Time Extension Request	$3,162.00		$3,006.90	33%	$2,000.00	-$1,162
80	Covenants	$644.00	plus cost of recording	$1,900.38	37%	$1,200.00	$556
81	Mills Act Contract	$2,358.00		$9,397.03	0%	$9,397.00	$7,039
82	Changes / Modifications to Approved Plans (initiated by Applicant) - Administrative	$590.00		$3,675.02	47%	$1,953.00	$1,363
83	Changes / Modifications to Approved Plans (initiated by Applicant) - Public Hearing	$2,358.00		$6,835.35	30%	$4,800.00	$2,442
84	Temporary Banners - Per Banner, Per Permit	$59.00		$222.97	66%	$75.00	$16
85	Garage/Yard Sale Permit	$12.00		$26.60	25%	$20.00	$8
86	Historic Resource Evaluation	$499.00	admin staff time only	$1,021.68	12%	$900.00	$401
87	After-the-fact Filing	New		NA	NA	2 x app fee	NA
88	Density Bonus & Affordable Agreement Review	New		$7,425.85	0%	$7,425.00	NA
89	Projects with Combined Applciations (except Administrative Applications)	New	each	NA	NA	each @ 100% of the highest fee and 50% of additional fee	NA
90	Preparation of Special/Technical Studies - admin fee	New		NA	NA	15% of consultant cost	NA
91	Preparation of Special/Technical Studies - contractor	New		NA	NA	Actual cost	NA
92	Fee for Service Contract Planner	New		NA	NA	consultant + 15%	NA
93	Pre-application fee	New		$4,314.18	42%	$2,500.00	NA
94	Mills Act - Annual Review	New		$697.97	28%	$500.00	NA
95	Zoning Clearance	New		$931.50	73%	$250.00	NA
96	Landscape Plan Check	New	Deposit	NA	NA	$750.00	NA
97	Landscape Inspection	New	Deposit	NA	NA	$300.00	NA
98	Special Research by Planning Division Staff - in excess of 1 hour	New	Deposit	NA	NA	$200.00	NA
99	Major (new multi-family or mixed use)	New		$648.99	0%	$648.00	NA
100	Major (new non-residential)	New		$384.82	0%	$384.00	NA
101	Moderate (new single-family, non residential additions/alteration)	New		$303.89	0%	$303.00	NA
102	Minor (single-family additions, accessory dwelling units, non-residential TI)	New		$222.97	0%	$222.00	NA
103	**Miscellaneous Fees:**						
104	Public Noticing Fee (Does Not Include Material / Mailing Costs)	$336.00		$537.42	0%	$537.00	$201
105	Newspaper Publishing Fee	New		NA	NA	Actual Cost	NA
106	Re-Review - Per hour	$182.00		$313.15	0%	$313.00	$131
107	Planning Inspection Per Hour	$182.00		$161.85	1%	$161.00	-$21
108	City Architect Review Fee - New Single Family	$340.00		$484.84	0%	$484.00	$144
109	City Architect Review Fee - Multi-family	$1,360.00		$1,939.37	0%	$1,939.00	$579
110	Administrative Citation 1st Violation (per Ordinance #2383)	$100.00		NA	NA	$100.00	$0

COMMUNITY DEVELOPMENT

#	Description	Current Fee/Charge	Unit	Full Cost	Subsidy %	Suggested Fee	Fee Δ
111	Administrative Citation 2nd Violation (per Ordinance #2383)	$200.00		NA	NA	$200.00	$0
112	Administrative Citation 3rd Violation (per Ordinance #2383)	$500.00		NA	NA	$500.00	$0
113	Strong Motion Instrumentation Program - SMIP (California Public Resources Code)	Varies		NA	NA	Varies	$0
114	Amplified sound permit requirement	New		$80.93	1%	$80.00	NA
115	**Surcharges:**						
116	Technology Surcharge (percentage applied to fire, building, engineering, and planning permits)	10%		10%	0%	10%	$0
117	General Plan Update Surcharge Fee	15%	of Building Permit Fees	32%	53%	15%	$0
118	**Growth Requirement Capital Fees:**						
119	Growth Mgmt.: Residential Development (SP Ordinance #1985)	$1.64 per Sq Ft		NA	NA	$1.64 per Sq Ft	$0
120	Growth Mgmt.: Commercial/Industrial Development (SP Ordinance #1985)	$1.07 per Sq Ft		NA	NA	$1.07 per Sq Ft	$0
121	Growth Mgmt.: Park Impact Fee - Residential NEW (Resolution # 7466)	$7.65 per Sq Ft		NA	NA	$7.65 per Sq Ft	$0
122	Growth Mgmt.: Park Impact Fee - Residential REMODEL (Resolution # 7466)	$7.65 per Sq Ft >250 sq ft		NA	NA	$7.65 per Sq Ft >250 sq ft	$0
123	Growth Mgmt.: Park Impact Fee - Residential SENIOR HOUSING (Resolution # 7466)	$2.95 per Sq Ft		NA	NA	$2.95 per Sq Ft	$0
124	**Public Art:**						
125	Public Art Development Fee - On Site	1% of Total Building Valuation		NA	NA	1% of Total Building Valuation	$0
126	Public Art Development Fee - In Lieu	1.5% of Total Building Valuation		NA	NA	1.5% of Total Building Valuation	$0

CITY MANAGER

#	Description	Current Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Fee Δ
1	**Film Permit Fees:**							
2	Still photography - Per Day	$157.00	per day (includes $59 of BIT)		$167.00	1%	$166.00	$9
3	Motion Picture Photography - Per Day	$625.00	per day (includes $234 of BIT)		$667.00	0%	$667.00	$42
4	Student Films/ Public Service Announcements/ Educational Films - Per Day	$24.00	per day		$54.00	56%	$24.00	$0
5	Handheld Video Crew with less than 20 people - Per Day	$157.00	per day (includes $59 of BIT)		$167.00	1%	$166.00	$9
6	**Location / Hourly Fees:**							
7	Still Photography / Handheld Video Crew - On Public Right-Of-Way - Per Hour	$88.00	per hour		$93.00	0%	$93.00	$5
8	Student Filming On Public Right-of-way - per hour	$18.00	per hour		$18.00	0%	$18.00	$0
9	Street or Lane Closure - Per Hour	$178.00	per hour		$186.00	0%	$186.00	$8
10	Streets/Sidewalks/Alleys as Principal Site - Per Hour	$178.00	per hour		$186.00	0%	$186.00	$8
11	City Parking Lots - Per Hour	$178.00	per hour		$186.00	0%	$186.00	$8
12	City Building (Four Hour Minimum)/City Park - Per Hour	$208.00	per hour		$218.00	0%	$218.00	$10
13	Police (Eight Hour Minimum) - per hour	$95.00	per hour (8hr minimum)		$195.80	44%	$110.00	$15
14	Police Vehicles - per hour	$24.00			$35.00	29%	$25.00	$1
15	Fire (Eight Hour Minimum) - per hour	$95.00			$176.87	38%	$110.00	$15
16	Traffic Control Plan Review - per review	$132.00			$587.40	77%	$138.00	$6
17	Cancellation Fee	$118.00			$123.00	0%	$123.00	$5
18	Film Liaison Monitoring	New		Staff per hour	$108.00	35%	$70.00	NA

FINANCE

#	Description	Current Fee/Charge	Unit	Full Cost	Subsidy %	Suggested Fee	Fee Δ
1	**Miscellaneous Fees:**						
2	NSF Check Fee (CA Civil Code Section 1719)	$25.00		$56.51	47%	$30.00	$5
3	Credit Card Transaction Fee (Percentage of Transaction Cost)	3%		NA	NA	3%	$0
4	Check Reissuance Fee	New		$35.00	0%	$35.00	NA

FIRE

#	Description	Current Fee/Charge	Unit	Full Cost	Subsidy %	Suggested Fee	Fee Δ
1	**Emergency Medical Services**						
2	BLS Flat Rate	$3,184.00		$4,673.95	0%	$4,673.00	$1,489
3	ALS Flat Rate	$3,408.00		$5,002.77	0%	$5,002.00	$1,594
4	No Transport Assessment Fee	$565.00		NA	NA	$600.00	$35
5	Paramedic Subscription Fee (Residential)	$95.00		NA	NA	$100.00	$5
6	Paramedic Subscription Fee (Commercial)	$106.00		NA	NA	$115.00	$9
7	**Fire Hazard Severity Zone**						
8	New / Remodel Site Map Review	$146.00		$170.73	0%	$170.00	$24
9	Annual Defensible Space Inspection	$55.00		$400.43	0%	$400.00	$345
10	Abatement Enforcement Administrative Fee	$750.00		NA	NA	$750.00	$0
11	**Noncompliance after Second Inspection**						
12	Other EMS Fees	LA County Fee		NA	NA	LA County Fee	NA
13	**Building Plan Review**						
14	Residential, one and two-family	$565.00		$170.73	0%	$170.00	-$395
15	**Multifamily residential**						
16	3-10 units	$750.00		$687.12	0%	$687.00	-$63
17	> 10 units	$75.00	per unit	$1,520.67	0%	$1,520.00	$1,445
18	Photovoltaic residential	$776.00		$456.98	0%	$456.00	-$320
19	Photovoltaic commercial	$776.00		$456.98	0%	$456.00	-$320
20	Commerical (B,S,F,M)	$776.00		$456.98	0%	$456.00	-$320
21	Assembly Occupancy	$706.00		$600.11	0%	$600.00	-$106
22	Educational / Insitutional Occupancy	$1,059.00		$1,582.48	0%	$1,582.00	$523
23	Hazardous Occupancy	$918.00		$600.11	0%	$600.00	-$318
24	Mid-Rise Building 30-74 feet in height	$800.00		$2,564.85	0%	$2,564.00	$1,764
25	High-Rise Building over 75 feet in height	$1,694.00		$3,137.36	0%	$3,137.00	$1,443
26	Smoke-control rational analysis	$1,412.00		$1,412.00	0%	$1,412.00	$0
27	High-Piled Combustible Storage	$565.00		$313.85	0%	$313.00	-$252
28	Site Plan Review - water and access	$565.00		$313.85	0%	$313.00	-$252
29	**Sprinkler Plan Check**						
30	**Residential**						
31	NFPA 13D fire sprinkler one or two-family dwelling	$606.00		NA	NA	$250.00	-$356
32	NFPA 13R fire sprinkler system multifamily dwellings	$706.00		$456.98	0%	$456.00	-$250

FIRE

#	Description	Current Fee/Charge	Unit	Full Cost	Subsidy %	Suggested Fee	Fee Δ
33	Remodel	$432.00		$313.85	0%	$313.00	-$119
34	**Commercial**						
35	**New:**						
36	0 - 10,000 sq ft.	$565.00		$456.98	0%	$456.00	-$109
37	10,000 - 25,000 sq ft.	$935.00		$743.23	0%	$743.00	-$192
38	25,000 - 50,000 sq ft.	$1,489.00		$1,458.86	0%	$1,458.00	-$31
39	50,000+ sq ft.	$1,765.00		$1,745.12	0%	$1,745.00	-$20
40	**Remodel/T.I.:**						
41	0 - 5,000 sq ft.	$565.00		$456.98	0%	$456.00	-$109
42	5,000 - 10,000 sq ft.	$813.00		$743.23	0%	$743.00	-$70
43	10,000 - 25,000 sq ft.	$1,212.00		$1,172.61	0%	$1,172.00	-$40
44	25,000+ sq ft.	$1,489.00		$1,458.86	0%	$1,458.00	-$31
45	Sprinkler - Extra Plan Check/ Site Visit - per check / visit	$138.00		NA	NA	$138.00	$0
46	**Additional Fire Protection Systems**						
47	Standpipe System (Class I, II, III)	$565.00		$600.11	0%	$600.00	$35
48	Water Storage Tank	$565.00		$600.11	0%	$600.00	$35
49	Special Hazard Extinguishing System	$565.00		$600.11	0%	$600.00	$35
50	Fire Pump	$706.00		$743.23	0%	$743.00	$37
51	**Fire Alarms:**						
52	**New: (# of Devices) - Commercial**						
53	1 - 25 Devices	$372.00		$313.85	0%	$313.00	-$59
54	26-50 Devices	$536.00		$600.11	0%	$600.00	$64
55	51-100 Devices	$606.00		$743.23	0%	$743.00	$137
56	100+ Devices	$1,159.00		$1,172.61	0%	$1,172.00	$13
57	**Remodel/ T.I.: Commercial**						
58	1-5 Systems	$303.00		$313.85	0%	$313.00	$10
59	6-15 Systems	$398.00		$456.98	0%	$456.00	$58
60	16-50 Systems	$536.00		$600.11	0%	$600.00	$64
61	**Miscellaneous Plan Review**						
62	Alternative materials, design, and methods of construction and equipment	$553.00		NA	NA	$553.00	$0
63	Additional Plan review after initial review and one resubmittal	$156.00		NA	NA	$156.00	$0
64	Expedited review	$282.00		NA	NA	$282.00	$0
65	Pre-submittal meeting	$282.00		NA	NA	$282.00	$0

FIRE

#	Description	Current Fee/Charge	Unit	Full Cost	Subsidy %	Suggested Fee	Fee Δ
66	Aboveground propane/butane tank installation (125-499 gallons)	$565.00		NA	NA	$565.00	$0
67	Commerical kitchen hood systems (UL300)	$293.00		NA	NA	$293.00	$0
68	Paint Spray Booth	$293.00		NA	NA	$293.00	$0
69	Medical gas storage system	$390.00		NA	NA	$390.00	$0
70	Fuel Cell power system	$424.00		NA	NA	$424.00	$0
71	Underground Storage Tank Removal	$553.00		NA	NA	$553.00	$0
72	Clean Up, 1st Responder	Actual Cost		NA	NA	Actual Cost	$0.00
73	Extra Plan Check/Site Visits	$138.00		$170.73	0%	$170.00	$32
74	Hydrostatic Test and Alarm Test	$138.00		$170.73	0%	$170.00	$32
75	Any Plan Check Not listed	$138.00		$170.73	0%	$170.00	$32
76	**Hazmat Fees:**						
77	Hazmat Disclosure Level I	LA County Fee		NA	NA	LA County Fee	$0
78	Hazmat Disclosure Level II	LA County Fee		NA	NA	LA County Fee	$0
79	Hazmat Disclosure Level III	LA County Fee		NA	NA	LA County Fee	$0
80	Hazmat Placard Start Up Cost	LA County Fee		NA	NA	LA County Fee	$0
81	Hazmat Placard Updates	LA County Fee		NA	NA	LA County Fee	$0
82	**False Alarm Fees:**						
83	False Alarm - 1st Response	$0.00		NA	NA	$0.00	$0
84	False Alarm - 2nd and 3rd responses	$178.00		NA	NA	$178.00	$0
85	False Alarm - 4th and beyond	$911.00		NA	NA	$911.00	$0
86	**Inspections:**						
87	Dwelling, one and two-family	$390.00		$313.85	0%	$313.00	-$77
88	Multifamily residence	$390.00		$456.98	0%	$456.00	$66
89	Photovoltaic residential	$293.00		$170.73	0%	$170.00	-$123
90	Photovoltaic commercial	$780.00		$456.98	0%	$456.00	-$324
91	Commercial (B,S,F,M)	$585.00		$600.11	0%	$600.00	$15
92	Assembly	$585.00		$600.11	0%	$600.00	$15
93	Educational/Institutional Occupancy	$390.00		$600.11	0%	$600.00	$210
94	Hazardous Occupancy	$480.00		$313.85	0%	$313.00	-$167
95	Mid-Rise 30-74 feet in height	$480.00		$600.11	0%	$600.00	$120
96	High-rise over 75 feet in height	$780.00		$886.36	0%	$886.00	$106
97	Smoke Control acceptance testing	$1,951.00		$1,029.48	0%	$1,029.00	-$922
98	High-piled combustible storage	$1,171.00		$600.11	0%	$600.00	-$571
99	Petroleum/Chemical Unit inspection	$390.00		$456.98	0%	$456.00	$66
100	Above ground propane/butane storage tank (125-499 gallons)	$195.00		$170.73	0%	$170.00	-$25

FIRE

#	Description	Current Fee/Charge	Unit	Full Cost	Subsidy %	Suggested Fee	Fee Δ
101	Tank installation or removal	$488.00		$456.98	0%	$456.00	-$32
102	Any Other Inspection Not Listed	$138.00		$170.73	0%	$170.00	$32
103	**Sprinkler Inspections**						
104	**NFPA 13D**						
105	One or two-famiy dwelling	$390.00		$456.98	0%	$456.00	$66
106	Tract model one or two-family dwelling	$390.00		$456.98	0%	$456.00	$66
107	**NFPA 13R**						
108	<100 heads per system	$780.00		$743.23	0%	$743.00	-$37
109	>100 heads per system	$976.00		$1,172.61	0%	$1,172.00	$196
110	**Tenant Improvements to NFPA 13 system**						
111	< 20 heads	$390.00		$385.42	0%	$385.00	-$5
112	> 20 heads and < 100 heads	$585.00		$600.11	0%	$600.00	$15
113	> 100 heads per system	$976.00		$1,029.48	0%	$1,029.00	$53
114	5 year sprinkler recertification	$390.00		$385.42	0%	$385.00	-$5
115	**Underground Fire Protection system**						
116	1-4 connections for hydrants and/or risers	$390.00		$385.42	0%	$385.00	-$5
117	> 5 connections for hydrants and/or risers	$780.00		$743.23	0%	$743.00	-$37
118	Fire Flow Test witness/perform	$282.00		$313.85	0%	$313.00	$31
119	Water storage tank	$195.00		$170.73	0%	$170.00	-$25
120	Fire pump acceptance test	$673.00		NA	NA	$673.00	$0
121	**Fire Alarm Field Inspection**						
122	< 10 devices and/or fire sprinkler monitoring system	$390.00		$385.42	0%	$385.00	-$5
123	11-50 devices	$585.00		$600.11	0%	$600.00	$15
124	51-90 devices	$683.00		$743.23	0%	$743.00	$60
125	91-130 devices	$780.00		$886.36	0%	$886.00	$106
126	> 130 devices	$988.00		$1,172.61	0%	$1,172.00	$184
127	**Special Systems Field Inspection**						
128	Emergency responder communication Coverage	$1,561.00		NA	NA	$1,561.00	$0
129	Two-way communication system	$195.00		$242.29	0%	$242.00	$47
130	Commercial kitchen hood systems	$390.00		$456.98	0%	$456.00	$66
131	Special extinguishing systems CO2, foam, clean agent	$390.00		$456.98	0%	$456.00	$66
132	Gas detection system	$390.00		$456.98	0%	$456.00	$66
133	Medical gas storage system	$195.00		$242.29	0%	$242.00	$47
134	Energy Storage system	$390.00		NA	NA	$390.00	$0

FIRE

#	Description	Current Fee/Charge	Unit	Full Cost	Subsidy %	Suggested Fee	Fee Δ
135	Special/priority inspection (including after-hour, additional technical assistance, and other deemed necessary by the fire chief)	$156.00	hourly (includes travel time)	NA	NA	$156.00	$0
136	**Annual Inspection of Apartments**						
137	3-8 Units	$165.00		$170.73	0%	$170.00	$5
138	9-16 Units	$208.00		$242.29	0%	$242.00	$34
139	17-50 Units	$276.00		$313.85	0%	$313.00	$37
140	51-100 Units	$346.00		$385.42	0%	$385.00	$39
141	101 Units or More	$415.00		$600.11	0%	$600.00	$185
142	**Annual Inspection of Businesses**						
143	less than 2,000 sq ft	$106.00		$134.94	1%	$134.00	$28
144	2,001 - 10,000 sq ft	$235.00		$313.85	0%	$313.00	$78
145	10,000 + sq ft	$534.00		$600.11	0%	$600.00	$66
146	Additional Inspection (3rd Visit, 2nd Reinspection)	$166.00		NA	NA	$166.00	$0
147	Inspection (4th Visit and Subsequent)	$228.00		NA	NA	$228.00	$0
148	**New Business Fire Inspection**						
149	less than 2,000 sq ft	$70.00		$134.94	1%	$134.00	$64
150	2,001 - 10,000 sq ft	$138.00		$170.73	0%	$170.00	$32
151	10,000 + sq ft	$276.00		$313.85	0%	$313.00	$37
152	**Permits:**						
153	Activities in High or Very High Fire Hazard Severity Zones	$390.00		NA	NA	$390.00	$0
154	Additive Manufacturing	$390.00		NA	NA	$390.00	$0
155	Aerosol Products	$390.00		NA	NA	$390.00	$0
156	Amusement Buildings	$390.00		NA	NA	$390.00	$0
157	Automobile Wrecking Yard	$390.00		NA	NA	$390.00	$0
158	Bonfire	$390.00		NA	NA	$390.00	$0
159	Carbon Dioxide Systems used in Beverage Dispensing Applications	$390.00		NA	NA	$390.00	$0
160	Carnivals and Fairs	$390.00		NA	NA	$390.00	$0
161	Cellulose Nitrate Film	$390.00		NA	NA	$390.00	$0
162	Combustible Dust Producing Operations	$390.00		NA	NA	$390.00	$0
163	Combustible Fibers	$390.00		NA	NA	$390.00	$0
164	Commercial Rubbish-Handling Operation	$390.00		NA	NA	$390.00	$0
165	Compressed Gases	$390.00		NA	NA	$390.00	$0

FIRE

#	Description	Current Fee/Charge	Unit	Full Cost	Subsidy %	Suggested Fee	Fee Δ
166	Cryogenic Fluids	$390.00		NA	NA	$390.00	$0
167	Cutting and Welding Permit	$390.00		NA	NA	$390.00	$0
168	Dry Cleaning Plants	$390.00		NA	NA	$390.00	$0
169	Energy Storage Systems	$390.00		NA	NA	$390.00	$0
170	Exhibits and Trade Shows	$390.00		NA	NA	$390.00	$0
171	Explosives	$390.00		NA	NA	$390.00	$0
172	Fireworks Display	$620.00		NA	NA	$620.00	$0
173	Flammable or Combustible Liquids	$390.00		NA	NA	$390.00	$0
174	Floor Finishing	$390.00		NA	NA	$390.00	$0
175	Fumigation and Insecticidal Fogging	$390.00		NA	NA	$390.00	$0
176	Hazardous Materials	$390.00		NA	NA	$390.00	$0
177	Special Events	$390.00		NA	NA	$390.00	$0
178	Spraying or Dipping	$390.00		NA	NA	$390.00	$0
179	Storage of Scrap Tires and Tire By-Products	$390.00		NA	NA	$390.00	$0
180	Temporary Sales Lots	$390.00		NA	NA	$390.00	$0
181	Temporary Membrane Structures and Tents*	$390.00		NA	NA	$390.00	$0
182	Tire Storage	$390.00		NA	NA	$390.00	$0
183	Waste Handling	$390.00		NA	NA	$390.00	$0
184	Wood Products	$390.00		NA	NA	$390.00	$0
185	Permits - Any Other Required by Chief	$390.00		NA	NA	$390.00	$0
186	**Film Production and Permit Fees**						
187	Special Film Fueling Truck	$390.00		NA	NA	$390.00	$0
188	Pyrotechnics and Special Effects	$351.00		NA	NA	$351.00	$0
189	Filming	$343.00		NA	NA	$343.00	$0
190	Fire Safety Officer	$156.00	Hourly	NA	NA	$156.00	$0
191	**Fire Reports:**						
192	Redacted	$53.00		NA	NA	$53.00	$0
193	Non-Redacted	$9.00		NA	NA	$9.00	$0
194	**Miscellaneous Fees:**						
195	Investigation Cost Recovery	Actual Cost		NA	NA	Actual Cost	$0
196	Witness Fees	$178.00		NA	NA	$178.00	$0
197	Record Research: Intensive, Interpretive - Per Half Hour	$53.00		NA	NA	$53.00	$0
198	Records: Duplication Per Page	$0.11		NA	NA	$0.11	$0

LIBRARY

#	Description	Current Fee/Charge	Unit	Full Cost	Subsidy %	Suggested Fee	Fee Δ
1	**Library Services Fees:**						
2	Replacement of Library Item	Actual Cost		NA	NA	Actual Cost	$0
3	Inter-Library Loan (Per Title)	$5.00		NA	NA	$5.00	$0
4	Library Asset Recovery Service	Actual Cost		NA	NA	Actual Cost	$0
5	**Printing / Reproduction Fees:**						
6	Black & White	$0.15		NA	NA	$0.15	$0
7	Color Copies	$0.50		NA	NA	$0.50	$0
8	**Community Room Rental Fees:**						
9	Community Room - Non-Profit Groups (Min. 2 Hrs.)	$194.00	per hour	$369.20	47%	$195.00	$1
10	Community Room - Resident / Local Business - (Min. 2 Hrs.)	$183.00	per hour	$369.20	51%	$180.00	-$3
11	Community Room -Non-Resident - (Min 2 Hrs.)	$218.00	per hour	$369.20	40%	$220.00	$2
12	Community Room - Staff (Cleanup and Supervision)	$47.00		$50.81	2%	$50.00	$3
13	Community Room - Staff (Alcohol)	$47.00		$50.81	2%	$50.00	$3
14	Community Room - Security Deposit	$294.00		NA	NA	$300.00	$6
15	**Equipment Rental Fees:**						
16	Audio/Visual Equipment Rental	$70.00		NA	NA	$75.00	$5
17	Equipment Rental - Baldwin Piano	$42.00		NA	NA	$75.00	$33

POLICE

#	Description	Current Fee/Charge	Full Cost	Subsidy %	Suggested Fee	Fee Δ
1	**POLICE**					
2	**Penalties:**					
3	Display Vehicle for Sale	$50.00	NA	NA	$90.00	$40
4	Parking in Red Zone	$50.00	NA	NA	$90.00	$40
5	Parking in Yellow Zone	$50.00	NA	NA	$90.00	$40
6	Parking in White Zone	$50.00	NA	NA	$90.00	$40
7	Parking in Green Zone	$50.00	NA	NA	$90.00	$40
8	Parked on Parkway	$50.00	NA	NA	$90.00	$40
9	Parking Prohibited by Sign	$50.00	NA	NA	$90.00	$40
10	1 HR, 2 HR, 4HR Time Limited Parking	$50.00	NA	NA	$90.00	$40
11	Parking Outside Spaces	$50.00	NA	NA	$90.00	$40
12	Parked Over 72 Hours	$50.00	NA	NA	$90.00	$40
13	Parking Vehicle for Sale	$50.00	NA	NA	$90.00	$40
14	Washing, Servicing or Repairing Vehicle	$50.00	NA	NA	$90.00	$40
15	Selling from Motor Vehicle	$50.00	NA	NA	$90.00	$40
16	Parking Left Side of Roadway	$50.00	NA	NA	$90.00	$40
17	Parking Adjacent to Schools	$50.00	NA	NA	$90.00	$40
18	Exceeding 3% Grade/ Wheels Not Curbed	$50.00	NA	NA	$90.00	$40
19	Emergency No Parking	$50.00	NA	NA	$90.00	$40
20	Alley Parking - Sign Posted	$50.00	NA	NA	$90.00	$40
21	Parked on Private Property	$50.00	NA	NA	$90.00	$40
22	Parking on Public Property	$50.00	NA	NA	$90.00	$40
23	Parking on City Owned Off-street Facility	$50.00	NA	NA	$90.00	$40
24	Oversized Vehicle	$50.00	NA	NA	$200.00	$150
25	Unattended Trailer	$50.00	NA	NA	$90.00	$40
26	PARKED IN A HANDICAPPED SPACE	$333.00	NA	NA	$400.00	$67
27	BLOCKING DISABLED SPACE	$333.00	NA	NA	$400.00	$67
28	Double Parking	$33.00	NA	NA	$90.00	$57
29	Failure to Park Within 18" of Right Curb	$28.00	NA	NA	$90.00	$62
30	Parked Next to Fire Hydrant-No Operator	$33.00	NA	NA	$90.00	$57
31	Unattended Vehicle-Motor Running	$28.00	NA	NA	$90.00	$62
32	Car Alarm Sounding in Excess of 20 Min.	$38.00	NA	NA	$90.00	$52
33	Blocking Legally Parked Vehicle	$43.00	NA	NA	$90.00	$47
34	Expired Registration	$50.00	NA	NA	$90.00	$40
35	Foreign Registration	$25.00	NA	NA	$90.00	$65
36	Displaying Wrong License Plate	$77.00	NA	NA	$90.00	$13

POLICE

#	Description	Current Fee/Charge	Full Cost	Subsidy %	Suggested Fee	Fee Δ
37	Missing License Plate	$108.00	NA	NA	$108.00	$0
38	No Current Registration Tab	$108.00	NA	NA	$108.00	$0
39	Fire Lane	$58.00	NA	NA	$150.00	$92
40	Parked on Crosswalk	$33.00	NA	NA	$90.00	$57
41	All municipal code parking violations not listed	$50.00	NA	NA	$90.00	$40
42	Parked on Crosshatched Lines	$333.00	NA	NA	$400.00	$67
43	PARKED ON LINE 22507.8 C1 VC	$333.00	NA	NA	$400.00	$67
44	PARKED IN FRONT OF DRIVEWAY	$28.00	NA	NA	$90.00	$62
45	Overnight Parking	$50.00	NA	NA	$90.00	$40
46	City Parking Lot (2 HR Limit)	$50.00	NA	NA	$90.00	$40
47	PARKED ON SIDEWALK	$33.00	NA	NA	$90.00	$57
48	22500(n)1- Parked Within 20' of Crosswalk-Prohibited	New	NA	NA	$90.00	NA
49	**Parking Pass Fees:**					
50	Parking 1 Year	$144.00	NA	NA	$165.00	$21
51	Parking - Senior Citizens (65 Years old min.)	$116.00	NA	NA	$125.00	$9
52	Parking - Alternate Fuel Vehicles	$116.00	NA	NA	$125.00	$9
53	Parking - Monthly Pass	$35.00	NA	NA	$40.00	$5
54	Parking - Replacement/ Transfer	$19.00	NA	NA	$25.00	$6
55	Parking - Daily Pass	$2.40	$20.40	75%	$5.00	$3
56	**All Police Reports:**					
57	Redacted	$103.00	$122.39	14%	$105.00	$2
58	Non-Redacted - Non-Resident	$26.00	$32.64	8%	$30.00	$4
59	Non-Redacted - Resident	$26.00	$32.64	8%	$30.00	$4
60	**False Alarm:**					
61	False Alarm 1st	$0.00	$37.53	100%	$0.00	$0
62	False Alarm 2nd - 3rd	$178.00	NA	NA	$176.00	-$2
63	False Alarm 4th and beyond	$650.00	NA	NA	$176.00	-$474
64	**Reproduction:**					
65	Photo Reproduction - Per Photo	$26.00	$32.64	8%	$30.00	$4
66	Video/Audio Reproduction	$103.00	$114.23	8%	$105.00	$2
67	**Miscellaneous Fees:**					
68	DUI Emergency Response	Actual Cost	NA	NA	Actual Cost	$0
69	Records Check/ Clearance Letter	$26.00	$61.19	18%	$50.00	$24
70	Special Business Background Check	$614.00	NA	NA	$614.00	$0
71	Impound Fee - Vehicle Release	$151.00	$208.26	4%	$200.00	$49
72	Impound Fee - DUI Vehicle Release	New	NA	NA	$400.00	NA

POLICE

#	Description	Current Fee/Charge	Full Cost	Subsidy %	Suggested Fee	Fee Δ
73	Juvenile Recovery	Actual Cost	NA	NA	Actual Cost	$0
74	Firearms Storage & Release	$35.00	$112.11	46%	$60.00	$25
75	Citation Corrections/ Inspection Service (resident)	$18.00	$75.06	67%	$25.00	$7
76	Citation Corrections/ Inspection Service (non-resident)	$44.00	$75.06	33%	$50.00	$6
77	Civil Subpoena	Fee set by Courts	NA	NA	Fee set by Courts	$0
78	Duces Tecum Subpoena (Per CA Evidence Code)	$15.00	NA	NA	$15.00	$0
79	Tow Franchise Fee - per year	$1,102.00	$3,737.02	33%	$2,500.00	$1,398
80	CCW Application Fee	$317.00	NA	NA	$317.00	$0
81	CCW Clerical Fee	$35.00	NA	NA	$35.00	$0
82	Psychological Evaluation	$150.00	NA	NA	$150.00	$0
83	CCW Amendment Fee	$20.00	NA	NA	$20.00	$0
84	Vehicle Boot -Release Fee	$95.00	NA	NA	$150.00	$55
85	Fingerprint Services -Ink Rolled Per Card	New	$40.80	26%	$30.00	NA

PUBLIC WORKS

#	Description	Current Fee/Charge	Unit	Full Cost	Subsidy %	Suggested Fee	Fee Δ
1	**PUBLIC WORKS**						
2	**Water Fees:**						
3	Water Turn Off (After Hours)	$171.00		$535.81	0%	$535.00	$364
4	Water Turn On (After Hours)	$171.00		$535.81	0%	$535.00	$364
5	Water 24 Hour Door Hanger Fee	$37.00		$144.50	0%	$144.00	$107
6	Water Turn Off for Non-Payment***	$76.00		$144.50	0%	$144.00	$68
7	Water - New/Change Account	$118.00		$144.50	0%	$144.00	$26
8	Water - Discontinue Service	$118.00		$144.50	0%	$144.00	$26
9	Water - Discontinue for Non-Compliance	$228.00		$238.68	4%	$228.00	$0
10	Water - Unauthorized Turn on	$228.00		$238.68	6%	$225.00	-$3
11	Fire Flow Testing	$609.00		$701.55	0%	$701.00	$92
12	Temporary Meter Rental - Install	$47.00		$221.30	0%	$221.00	$174
13	Temporary Meter Rental - Move	$118.00		$183.48	36%	$118.00	$0
14	Temporary Meter Rental - Rental	$90.00		$149.38	0%	$149.00	$59
15	Inspection of Backflow Prevention Device	$211.00		$331.33	0%	$331.00	$120
16	Backflow Prevention Review	$50.00		$94.18	0%	$94.00	$44
17	Backflow Prevention Program Penalty	$353.00		$400.66	12%	$353.00	$0
18	Water Installation Inspection Fee	$364.00		$426.71	0%	$426.00	$62
19	**Deposit-Based Fees:**						
20	Water Service Installation	$5,894.00		$12,400.00	0%	$12,400.00	$6,506
21	Water Meter installation	$1,178.00		$1,200.00	0%	$1,200.00	$22
22	Temporary Meter Rental	$2,947.00		$3,000.00	0%	$3,000.00	$53
23	**Sewer Fees:**						
24	Sewer Connection/Inspection, Existing Lateral	$413.00		$510.53	0%	$510.00	$97
25	Sewer Connection/Inspection, Existing WYE	$413.00		$510.53	0%	$510.00	$97
26	Sewer Connection/Inspection, Saddle Connect	$413.00		$510.53	0%	$510.00	$97
27	Capping of Sewer Lateral	$413.00		$510.53	0%	$510.00	$97
28	Sewer Construction Fee - New Construction	$817.00		$859.22	0%	$859.00	$42
29	Sewer Spill in Public ROW	Actual Cost		NA	NA	Actual Cost	$0
30	Fats, Oils, & Grease Permit Fee (annual)	$167.00		$577.15	0%	$577.00	$410
31	Fats, Oils, & Grease Inspection Fee (annual)	Actual Cost		NA	NA	Actual Cost	$0

PUBLIC WORKS

#	Description	Current Fee/Charge	Unit	Full Cost	Subsidy %	Suggested Fee	Fee Δ
32	Fats, Oils, & Grease Mitigation Penalty (annual)	$413.00		$1,101.03	0%	$1,101.00	$688
33	**PW Engineering:**						
34	Excavate - Utility Trenches <= 100 l.f.	$675.00		$748.96	0%	$748.00	$73
35	Excavations-Utility Trenches >= 100 l.f.	$819.00		$969.90	0%	$969.00	$150
36	Excavations-Utility Trenches > 100 l.f. - per 100 l.f.	$0.64		$866.62	0%	$866.00	$865
37	Excavation-Utility Patches	$604.00		$510.53	0%	$510.00	-$94
38	Concrete Sidewalk / Driveway Parkway / Permit	$213.00		$288.57	0%	$288.00	$75
39	Concrete Sidewalk / Driveway / Parkway Inspection	$284.00		$425.40	0%	$425.00	$141
40	Curb & Gutter Permit	$213.00		$288.57	0%	$288.00	$75
41	Curb & Gutter Inspection Flat Fee	$284.00		$425.40	0%	$425.00	$141
42	Curb Coring Base Permit	$235.00		$288.57	0%	$288.00	$53
43	Curb Coring Inspection Flat Fee	$224.00		$425.40	0%	$425.00	$201
44	Pavement Street & Alley	$476.00		$1,424.54	0%	$1,424.00	$948
45	Pavement Street & Alley Inspections Flat Fee	$641.00		$1,036.03	0%	$1,036.00	$395
46	Street/ROW Vacation/ Abandonment	$6,297.00		$12,808.47	0%	$12,808.00	$6,511
47	Public Improvement Inspection (Per Day)	$570.00		$1,786.73	0%	$1,786.00	$1,216
48	Public Works Plan Check Fee - Single Family*	$590.00		$1,730.13	0%	$1,730.00	$1,140
49	Public Works Plan Check Fee - Multi Family*	New		$1,730.13	0%	$1,730.00	NA
50	Public Works Plan Check Fee - Mixed Use*	New		$4,799.18	0%	$4,799.00	NA
51	Public Works Plan Check Fee - Commercial*	New		$6,901.69	0%	$6,901.00	NA
52	Public Works Plan Check Fee - Other Uses**	$1,055.00		$7,242.19	0%	$7,242.00	$6,187
53	Additional Plan Check/ Reviews Beyond 2	$177.00		$628.58	0%	$628.00	$451
54	Public Works Plan Check Fee - Traffic Control Plan	New		$918.59	0%	$918.00	NA
55	Final Parcel Map Review	$3,312.00		$7,006.78	0%	$7,006.00	$3,694
56	Final Tract Map Review	$3,312.00		$7,006.78	0%	$7,006.00	$3,694
57	Lot Line Adjustment/Lot Merger/ Parcel Split	New		$4,000.96	0%	$4,000.00	NA
58	Final Map Amendment - Administrative	$177.00		$962.64	0%	$962.00	$785
59	Temp Encroachment - Dumpster	$106.00		$182.64	0%	$182.00	$76
60	Temp Encroachment - Signs/Goods	$106.00		$182.64	0%	$182.00	$76
61	Temp Encroachment - Southwest Hills	$231.00		$1,309.90	0%	$1,309.00	$1,078
62	Temp Encroachment - All Other	$124.00		$1,071.47	0%	$1,071.00	$947
63	**Deposits (Time and Material):**						
64	Street Renaming Processing	$5,894.00		$9,345.38	0%	$9,345.00	$3,451

PUBLIC WORKS

#	Description	Current Fee/Charge	Unit	Full Cost	Subsidy %	Suggested Fee	Fee Δ
65	**Miscellaneous Fees:**						
66	Sidewalk Vendor Permit	$157.00		$450.41	0%	$450.00	$293
67	House Number Change (SFR & ADU)	$529.00		$763.34	0%	$763.00	$234
68	House Number Change (Other)	$529.00		$354.78	0%	$354.00	-$175
69	Oversized/Overloads Permits (Per Transportation Code)	$19.00		$135.66	88%	$16.00	-$3
70	Block Party Street Closure - Initial	$314.00		$322.67	0%	$322.00	$8
71	Block Party Street Closure - Renewal	$118.00		$203.45	0%	$203.00	$85
72	Blueprint/ Map Reproduction	Actual Cost		NA	NA	Actual Cost	$0
73	Banner Installation & Removal	$225.00		$1,044.56	0%	$1,044.00	$819
74	Banner Installation - Initial	$372.00		$167.44	0%	$167.00	-$205
75	Parade/ Special Event Staffing	Hourly Rate		NA	NA	Hourly Rate	$0
76	No Parking Signs (temporary)	$44.00		$312.77	0%	$312.00	$268
77	**Trees:**						
78	Tree Removal / Replacement Permit	$364.00		$284.37	0%	$284.00	-$80
79	Tree Removal/Replacement for Developments	$504.00		$840.71	0%	$840.00	$336
80	Tree Trimming Permit	$75.00		$101.72	1%	$101.00	$26
81	Inspection For Trimming or Removal	$141.00		$80.92	1%	$80.00	-$61
82	Inspection For Trimming or Removal (Development)	$141.00		$242.76	0%	$242.00	$101
83	Private Tree Trimming in Public ROW	Actual Cost		NA	NA	Actual Cost	$0
84	Tree Replacement Deposit	$462.00	Each	NA	NA	$462.00	$0
85	Standard Tree Permit Appeal Fee	New		$1,182.38	0%	$1,182.00	NA

TRANSPORTATION

#	Description	Current Fee/Charge	Unit	Full Cost	Subsidy %	Suggested Fee	Fee Δ
1	**TRANSPORTATION**						
2	Mission Meridian Village Parking	$3.00	(Daily)	NA	NA	$5.00	$2
3	Mission Meridian Village Parking (Monthly)	$50.00		NA	NA	$70.00	$20
4	Mission Meridian Village Parking (Monthly Senior)	$12.00		NA	NA	$16.00	$4

ATTACHMENT 3

City of South Pasadena, CA

User Fee Study





April 20, 2026

WILLDAN FINANCIAL SERVICES

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Executive Summary

The City of South Pasadena engaged Willdan Financial Services (Willdan) to determine the full costs incurred by the City to support the various activities for which the City charges user fees. Due to the complexity and the breadth of performing a comprehensive review of fees, Willdan employed a variety of fee methodologies to identify the full costs of individual fee and program activities. This report and the appendices herein identify 100% full cost recovery for City services. ***Appendix C*** details the full cost and suggested fees as determined through discussion with departmental staff. The recommended fees identified herein are either at or less than full cost recovery.

User Fee Background

Background

As part of a general cost recovery strategy, local governments adopt user fees to fund programs and services that provide limited or no direct benefit to the community as a whole ("User Fees"). As cities struggle to maintain levels of service and variability of demand, they have become increasingly aware of subsidies provided by the General Fund and have implemented cost-recovery targets. To the extent that governments use general tax monies to provide individuals with private benefits, and not require them to pay the full cost of the service (and, therefore, receive a subsidy), the government is limiting funds that may be available to provide other community-wide benefits. In effect, the government is using community funds to pay for private benefits. Unlike most revenue sources, cities have more control over the level of user fees they charge to recover costs, or the subsidies they can institute.

Fees in California are required to conform to the statutory requirements of the California Constitution, Proposition 218, Proposition 26, and the California Code of Regulations. The Code also requires that the City Council adopt fees by either ordinance or resolution, and that any fees in excess of the estimated total cost of rendering the related services must be approved by a popular vote of two-thirds of those electors voting because the charge would be considered a tax and not a fee. There are no fees suggested to be set above the cost of service and as such a public vote is not required.

California User Fee History

Before Proposition 13, in times of fiscal shortages, California cities were able to raise property taxes, which funded everything from police and recreation to development-related services. However, this situation changed with the passage of Proposition 13 in 1978.

Proposition 13 established the era of revenue limitation in California local government. In subsequent years, the state saw a series of additional limitations to local government revenues. Proposition 4 (1979) defined the difference between a tax and a fee: a fee can be no greater than the cost of providing the service; and Proposition 218 (1996) further limited the imposition of taxes for certain classes of fees. As a result, cities were required to secure a supermajority vote in order to enact or increase taxes. Due to the thresholds needed to increase local taxes, cities have less control and very few successful options for new revenues. The State of California took a series of actions in the 1990's and 2000's to improve the State's fiscal situation, at the expense of local governments. In 2004-05, the Educational Revenue Augmentation Funds ("ERAF") take-away of property taxes and the reduction of Vehicle License Fees further reduced local tax revenues.

In addition, on November 2, 2010, California voters approved Proposition 26, the "Stop Hidden Taxes Initiative", which is aimed at defining "regulatory fees" as a special tax rather than a fee, thus requiring approval by two-thirds vote of local voters. These regulatory fees are typically intended to mitigate the societal and environmental impacts of a business or person's activities. Proposition 26 contains seven categories of exceptions. The fees analyzed as part of a user fee study typically fall under categories one through five consisting of charges for specific benefits, government service, regulatory need, for use of government property, or a fine/penalty.

Additional Policy Considerations

State regulations require that municipalities update their fee schedules to reflect the actual costs of certain public services primarily benefiting users. User fees recover costs associated with the provision of specific services benefiting the user, thereby typically reducing the use of General Fund monies for such purposes.

In addition to collecting the direct cost of labor and materials associated with processing and administering user services, it is common for local governments to recover reasonable support costs. Support costs are those costs relating to a local government's central service departments that are allocable to the local government's operating departments. Central services support cost allocations were incorporated using the resulting indirect overhead percentages determined through the City's cost allocation plan. A cost allocation plan identifies the central service functions of the City such as Finance, City Manager, and Human Resources and allocates their cost to the departments and funds of the City that they support. This plan was used in the user fee study to account for the burden placed upon central services by the operating departments in order to allocate a proportionate share of central service cost through the study.

As labor effort and costs associated with the provision of services fluctuate over time, a significant element in the development of any fee schedule is that it has the flexibility to remain current. Therefore, it is recommended that the City include an inflationary factor in the resolution adopting the fee schedule to allow the City to annually increase or decrease the fees by changes in a pre-approved inflationary index, as described below. However, such inflationary increases shall not exceed the reasonable estimated cost of providing the services each year.

The City may employ many different inflationary factors. The most commonly used inflator is some form of the Consumer Price Index (CPI) as it is widely well known and accepted. A similar inflator is the implicit price deflator for GDP, which is much like the CPI except that while the CPI is based on the same "basket" of goods and services every year, the price deflators' "basket" can change year to year. Since the primary factor for the cost of a City's services is usually the costs of the personnel involved, tying an inflationary factor that connects more directly to the personnel costs can also be suitable if there is a clear method, or current practice of obtaining said factor.

Each City should use an inflator that they believe works the best for their specific situation and needs but cannot rely solely on the CPI increase as it is incumbent upon each agency to ensure the amount of the fees charged does not exceed the reasonable estimated costs of providing the services. It is also recommended that the City perform this internal review annually with a comprehensive review of services and fees performed every five years, which would include adding, amending, or removing fees for programs/services.

Study Objective

As the City of South Pasadena seeks to efficiently manage limited resources and adequately respond to increased service demands, it needs a variety of tools. A user fee study provides assurance that the City has the best information and the best resources available to make sound decisions, fairly and legitimately set fees, maintain compliance with state law and local policies, and meet the needs of the City administration and its constituency. Given the limitations on raising revenue in local government, the City recognizes that a user fee Study is a very cost-effective way to understand the total cost of services and identify potential fee deficiencies. Essentially, a user fee is a payment for a requested service provided by a local government that primarily benefits an individual or group.

The total cost of each service included in this analysis is based on the full cost of providing City services, including direct salaries and benefits of City staff, direct departmental costs, and indirect costs from central service support. This study determines the full cost recovery fee for the City to provide each service; however, each fee is set at the City's discretion, up to 100% of the total cost, as specified in this report.

The principal goal of the study was to help the City determine the full cost of the services that the City provides. In addition, Willdan established a series of additional objectives including:

- Developing a rational basis for setting fees
- Identifying subsidy amount, if applicable, of each fee in the model
- Ensuring compliance with State law
- Developing an updatable and comprehensive list of fees
- Maintaining accordance with City policies and goals

The study results will help the City better understand its true costs of providing services and may serve as a basis for making informed policy decisions regarding the most appropriate fees, if any, to collect from individuals and organizations that require individualized services from the City.

Scope of the Study

The scope of this study encompasses a review and calculation of the user fees charged by the following South Pasadena departments and fee groups:

- City Clerk
- Community Services
- Community Development
- City Manager
- Finance
- Fire
- Library
- Police
- Public Works
- Transportation

The study involved the identification of existing and potential new fees, fee schedule restructuring, data collection and analysis, orientation and consultation, quality control, communication and presentations, and calculation of individual service costs (fees) or program cost recovery levels.

Aim of the Report

The user fee study focused on the cost of City services, as City staff currently provide them at existing, known, or reasonably anticipated service and staff level needs. This report provides a summary of the study results, and a general description of the approach and methods Willdan and City staff used to determine the recommended fee schedule. The report is not intended to document all of the numerous discussions throughout the process, nor is it intended to provide an influential dissertation on the qualities of the utilized tools, techniques, or alternative approaches.

Project Approach and Methodology

Conceptual Approach

The basic concept of a user fee study is to determine the "reasonable cost" of each service provided by the City for which it charges a user fee. The full cost of providing a service may not necessarily become the City's fee, but it serves as the objective basis as to the maximum amount that may be collected.

The standard fee limitation established in California law for such fees is the "estimated, reasonable cost" principle. In order to maintain compliance with the letter and spirit of this standard, every component of the fee study process included a related review. The use of budget figures, time estimates, and improvement valuation clearly indicates reliance upon estimates for some data.

Fully Burdened Hourly Rates

The total cost of each service included in this analysis is primarily based on the Fully Burdened Hourly Rates (FBHRs) that were determined for City personnel directly involved in providing services. The FBHRs include not only personnel salary and benefits (see ***Appendix B***), but also any costs that are reasonably ascribable to personnel. The cost elements that are included in the calculation of fully burdened rates are:

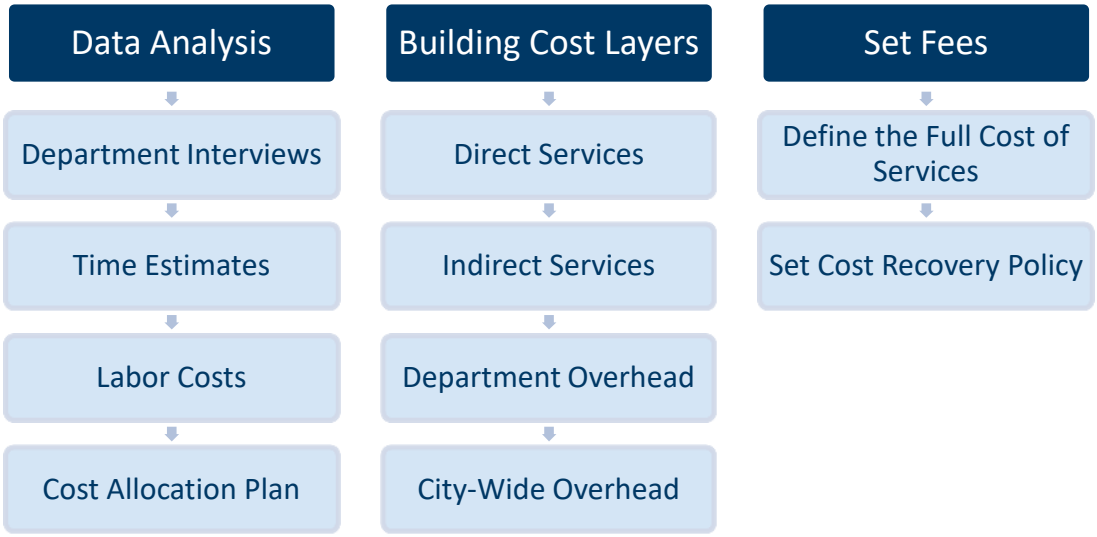
- Salaries & benefits of personnel involved
- Operating costs applicable to fee operations
- Departmental support, supervision, and administration overhead
- Central service overhead costs allocated through the cost allocation plan

An important factor in determining the fully burdened rate is in the calculation of productive hours for personnel. This calculation takes the available workable hours in a year of 2,080 and adjusts this figure to 1,650 productive or billable hours to account for calculated or anticipated hours' employees are involved in non-billable activities such as paid vacation, sick leave, holidays, and other considerations as necessary. Dividing the full cost, including overhead, of a position by the number of productive hours provides the FBHR.

The FBHRs are then used in conjunction with time estimates, when appropriate for how a service is provided, to calculate a fee's cost based on the personnel and the amount of their time that is involved in providing each service.

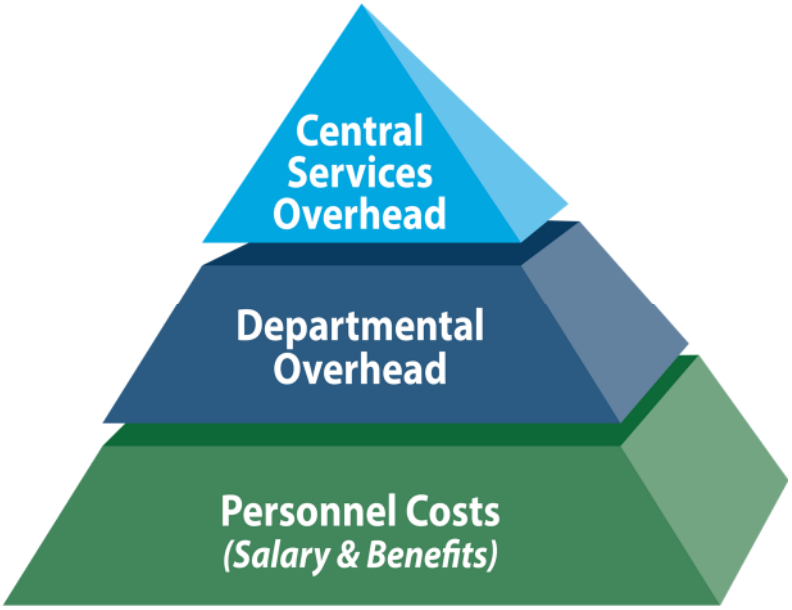
Summary Steps of the Study

The process of the study is straightforward and simple in concept. The following list provides a summary of the study process steps:



Allowable Costs

This report identifies three types of costs that, when combined, constitute the fully burdened cost of a service ***(Appendix A)***. Costs are defined as direct labor, including salary and benefits, departmental overhead costs, and the City's central services overhead, where departmental and central service overhead costs constitute support costs. These cost types are defined as follows:



- ***Direct Labor (Personnel Costs):*** The costs related to staff salaries for time spent directly on fee-related services.
- ***Departmental Overhead:*** A proportional allocation of departmental overhead costs, including operation costs such as supplies and materials that are necessary for the department to function.
- ***Central Services Overhead:*** These costs, as provided via the City's cost allocation plan, represent services provided by those central services departments whose primary function is to support other City departments.

Methodology

The two methods of analysis for calculating fees used in this report are the:

Case Study Method (Standard Unit Cost Build-Up Approach): This approach estimates the actual labor and material costs associated with providing a unit of service to a single user. This analysis is suitable when City staff time requirements do not vary dramatically for a service, or for special projects where the time and cost requirements are easy to identify at the project's outset. Further, the method is effective in instances when a staff member from one department assists on an application, service or permit for another department on an as-needed basis. Costs are estimated based upon interviews with City staff regarding the time typically spent on tasks, a review of available records, and a time and materials analysis.

Program Cost Approach: In some instances, the underlying data is not available or varies widely, leaving a standard unit cost build-up approach impractical. In addition, market factors and policy concerns (as opposed to actual costs) tend to influence rental based fee levels more than other types of services. Willdan employed a different methodology where appropriate to fit a program's needs and goals. Typical programmatic approach cases are facility use fees, penalties, and instances where a program cost is divided over the user base to obtain a per applicant cost for shared cost services.

Quality Control/Quality Assurance

All study components are interrelated, thus flawed data at any step in the process will cause the ultimate results to be inconsistent and unsound. The elements of our Quality Control process for user fee calculations include:

- Involvement of knowledgeable City staff
- Clear instructions and guidance to City staff
- Reasonableness tests and validation
- Internal and external reviews
- Cross-checking

Reasons for cost increases/decreases over current fees

Within the fee tables in ***Appendix C***, the differences are identified between the full costs calculated through the study and the fee levels currently in effect. The reasons for differences between the two can arise from a number of possible factors including:

- Previous fee levels may have been set at levels less than full cost intentionally, based on policy decisions
- Staffing levels and the positions that complete fee and service activity may vary from when the previous costs were calculated
- Personnel and materials costs could have increased at levels that differed from any inflationary factors used to increase fees since the last study
- Costs that this study has identified as part of the full cost of services may not have been accounted for in a previous study

- Departmental overhead and administration costs
- Indirect overhead from the cost allocation plan

- Changes in processes and procedures within a department, or the City as a whole
- Changes in the demand for services in a City may have also changed the staffing or cost structure of departments over time

City Staff Contributions

As part of the study process, Willdan received tremendous support and cooperation from City staff, who contributed and reviewed a variety of components to the study, including:

- Budget and other cost data
- Staffing structures
- Fee and service structures, organization, and descriptions
- Direct and indirect work hours (billable/non-billable)
- Time estimates to complete work tasks
- Review of draft results and other documentation

A user fee study requires significant involvement of the managers and line staff from the departments on top of their existing workloads and competing priorities. The contributions from City staff were critical to this study. We would like to express our appreciation to the City and its staff for their assistance, professionalism, positive attitudes, helpful suggestions, responsiveness, and overall cooperation.

South Pasadena User Fees

Cost Recovery

The cost recovery models, by department/division fee type, are presented in detail in ***Appendix C***. Full cost recovery is determined by summing the estimated amount of time each position (in increments of minutes or hours) spends to render a service. Time estimates for each service rendered were obtained through interviews conducted with City staff for each department/division fee included in the study. The resulting cost recovery amount represents the total cost of providing each service. The City's current fee being charged for each service, if applicable, is provided in this section, as well, for reference.

It is important to note that the time data used to determine the amount of time each employee spends assisting in the provision of the services listed on the fee schedule is essential in identifying the total cost of providing each service and will differ from City to City depending on staffing, positions involved, experience of staff, the use of consultants, and the policies and procedures in place for each City. Specifically, in providing services, a number of employees are often involved in various aspects of the process, spending anywhere from a few minutes to several hours on the service.

The primary goal of this study was to identify the cost of City services, to provide information to help the City make informed decisions regarding the actual fee levels and charges. The responsibility of determining the final fee levels is a complicated task. City staff must consider many issues in formulating recommendations, and the City Council must consider those same issues and more in making the final decisions.

City staff assumes the responsibility to develop specific fee level recommendations to present to the City Council. Unfortunately, there are no hard and fast rules to guide the City, since many of the considerations are based on the unique characteristics of the City of South Pasadena, and administrative and political discretion. However, in setting the level of full cost recovery for each fee, one should consider whether the service solely benefits one end user or the general community.

Subsidization

Recalling the definition of a user fee helps guide decisions regarding subsidization. The general standard is that individuals (or groups) who receive a wholly private benefit should pay 100% of the full cost of the services. In contrast, services that are simply public benefit should be funded entirely by the general fund's tax dollars. Unfortunately, for the decision makers, some services fall into the range between these two extremes.

Further complicating the decision, opponents of fees often assert that the activities subject to the fees provide economic, cultural, "quality of life," or other community benefits that exceed the costs to the City, but it is important to distinguish the difference between any purported possible benefits that may be conveyed through the result of activities of the service receiver and the direct benefit being conveyed through the City providing the service to the requestor.

It is recommended the City consider such factors during its deliberations regarding appropriate fee levels.

Of course, subsidization can be an effective public policy tool since it can be used to reduce fees to encourage certain activities (such as to ensure public safety) or allow some people to be able to afford to receive services they otherwise could not at the full cost. In addition, subsidies can be an appropriate and justifiable action, such as to allow citizens to rightfully access services, without overburdensome costs.

Despite the intent, it is important for the City and public to understand that subsidies must be covered by another revenue source, typically the General Fund's other unrestricted funds.

Impact on Demand (Elasticity)

Economic principles of elasticity suggest that increased costs for services (higher fees) will eventually curtail the demand for the services; whereas lower fees may spark an incentive to utilize the services and encourage certain actions. Either of these conditions may be a desirable effect to the City. However, the level of the fees that would cause demand changes is largely unknown. The cost of service study did not attempt to evaluate the economic or behavioral impacts of higher or lower fees; nevertheless, the City should consider the potential impacts of these issues when deciding on fee levels.

Summary

City staff is recommending setting user fees at suggested fee amounts as detailed in ***Appendix C***. City and departmental goals, City Council priorities, policy initiatives, past performance, implementation issues, and other internal and external factors should influence staff recommendations and City Council decisions. In this case, the proper identification of additional services (new or existing services) and the update to a consistent and comprehensive fee schedule were the primary objectives of this study. City staff has reviewed the full costs and identified the recommended fee levels for consideration by City Council.

The following sections provide background for each department, division, and fee group and the results of this study's analysis of their fees. For the full list of each fee's analysis, refer to ***Appendix C*** of this report.

City Clerk

The City Clerk is the official record-keeper of the City of South Pasadena. Our office coordinates all municipal and special elections held by the City, coordinates the annual boards, commissions, and committees' recruitment process, administers the records retention and destruction policy, and receives official filings required by the Fair Political Practices Commission, such as the Campaign Contribution Reports, Statements of Economic Interest, and other such filings.

Analysis

Willdan individually reviewed the services associated with the City Clerk. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The services listed under City Clerk services consist of a one flat cost-based fee, duplication fees, and others set by the State. The analysis of City Clerk services relied primarily upon a standard unit cost build-up approach, whereby the reasonable cost of each fee occurrence was determined using staff time involved with providing the service to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City central services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that the flat fee is currently set below the full cost of providing the service. Staff are not suggesting any changes to the fee schedule and are to remain as currently set as detailed in ***Appendix C***.

Community Services

The Community Services Department has four key divisions: the Senior Services Division, the Recreation and Youth Services Division, Community Transit, and the Community Services Division, which deliver essential programs, services, and events that enhance the quality of life for South Pasadena residents.

Analysis

Willdan individually reviewed the services associated with the Community Services Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of most Community Services programs encompassed facility rentals and other recreation services. The fee for use of government owned facilities and property can be set discretionally by the City per Proposition 26 to reduce the cost to the public for related facilities costs, and because there is market availability for facility use elsewhere. The cost of acquisition, maintenance, repair, and upgrade to the City and subsequently the community is partially offset by rental or use fee revenue. As such these fees should be set using the knowledge of activity use for the facilities, policy desires of the City, and market factors when desirable. It is generally accepted that many Community Services programs provide a measure of public benefit to the residents and City as a whole. In addition, cities generally want to ensure that their programs and services remain affordable to the community at large, and that the programs remain competitive with surrounding jurisdictions and private businesses. Therefore, full cost recovery is typically not the primary goal of fee setting. An overall program cost analysis for Community Services was also performed and determined that the department is currently operating at around 12% cost recovery. A time and cost analysis was performed on a few of the fees in the schedule that could have direct staff involvement identified to determine the direct cost for each. Staff have suggested reasonable fee adjustments to the fee schedule, and they are detailed in ***Appendix C***. As a result, there would be:

- An increase for 36 fees;
- 26 new fees would be added;
- 6 fees would decrease;
- 23 fees would remain as currently set, and;
- The average fee change would be an increase of 2% for current fees.

Community Development

The Community Development Department is comprised of four divisions: Planning, Building and Safety, Community Improvement (code enforcement), and Housing.

The Planning Division administers the City's Zoning Code, including land use and development regulations, processes land use permits, and undertakes long-range land use planning. The Building Division enforces construction standards to safeguard life, health, and property by reviewing building plans for code compliance, issuing building permits, and performing construction inspections. The Community Improvement Division works with property owners to secure compliance with the municipal code and health and safety issues. The Housing Division focuses on developing affordable housing policies and implementing strategies to improve housing opportunities for all income levels. Department staff facilitate the work of the Planning Commission, the Cultural Heritage Commission, and the Public Art Commission.

Analysis

Willdan individually reviewed the services and programs associated with the Community Development Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Community Development services relied primarily upon a standard unit cost build-up approach, whereby the reasonable cost of each fee occurrence was determined using staff time involved with providing the service to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City central services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that most fees are currently set below the full cost of providing the service. Staff have suggested increasing cost recovery of fees as detailed in ***Appendix C***. As a result, there would be:

- An increase for 60 fees;
- 3 fees would decrease;
- 22 new fees would be added;
- 18 fees would remain as currently set, and;
- The average fee change would be an increase of 107% for current fees.

City Manager

The City Manager is appointed by the Council to oversee the activities of the city. The City Manager serves as the Chief Administrative Officer, ensuring that the policies of the Mayor and City Council are executed effectively and efficiently.

Specific areas of responsibility include oversight of eight operating departments, public information and community engagement, legislative affairs, economic development, following up on citizen concerns, providing recommendations to promote organizational efficiency and overseeing the development and presentation of the annual budget.

Analysis

Willdan individually reviewed the services associated with the City Manager. The review also consisted of an evaluation of existing services in an effort t update the fee schedule.

The analysis of City Manager services relied primarily upon a standard unit cost build-up approach, whereby the reasonable cost of each fee occurrence was determined using staff time involved with providing the service to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City central services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that current fees are below the cost of providing service. Staff have suggested reasonable fee adjustments to the fee schedule as detailed in ***Appendix C.*** As a result, there would be:

- An increase for 13 fees;
- 1 new Film Liaison Monitoring fee would be added;
- 2 fees would remain as currently set, and;
- The average fee change would be an increase of 6% for current fees.

Finance

The Finance Department is responsible for overseeing the City's fiscal health, including its budgeting, purchasing, and accounting for all departments, under the direction of the Assistant City Manager / Chief Financial Officer (CFO). Its core responsibilities include the administration of the financial affairs of the city, compiling budget expenses and income estimates, maintaining a general accounting system, monitoring the disbursements of all money, processing payroll and accounts payable, submitting comprehensive financial statements and reports, working with external vendors, and supervising the keeping of current inventories of all City property. The department prepares reports for audits, the Annual Comprehensive Financial Report (ACFR), and reporting required by the State Controller. Under the department's budget, the citywide Insurance Fund is managed.

Analysis

Willdan individually reviewed the services associated with the Finance Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Finance services relied primarily upon a standard unit cost build-up approach, whereby the reasonable cost of each fee occurrence was determined using staff time involved with providing the service to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City central services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that current fees are not in line with the cost of providing service. Staff have suggested reasonable fee adjustments to the fee schedule as detailed in ***Appendix C.*** As a result, there would be:

- An increase for 1 fee;
- 1 new Check Reissuance Fee would be added;
- 1 fee would remain as currently set, and;
- The average fee change would be an increase of 20% for current fees.

Fire

The Fire Department provides for the protection of life, property, and the environment from the adverse effects of fires, medical emergencies, and hazardous conditions through sustained training, progressive education, and constant diligence to provide the highest level of customer service. The Department offers Fire prevention programs and community education activities. The Fire Department provides emergency fire and life safety response consisting of one engine and one rescue ambulance around the clock every day of the year.

Analysis

Willdan individually reviewed the services associated with the Fire Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Fire services relied primarily upon a standard unit cost build-up approach, whereby the reasonable cost of each fee occurrence was determined using staff time involved with providing the service to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City central services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that current fees are not in line with the cost of providing service. Staff have suggested reasonable fee adjustments to the fee schedule as detailed in ***Appendix C.*** As a result, there would be:

- An increase for 53 fees;
- 36 fees would decrease;
- 72 fees would remain as currently set, and;
- The average fee change would be an increase of 3% for current fees.

Library

The South Pasadena Public Library is a welcoming environment where the evolving and diverse needs of our users are met with physical and digital resources, outstanding service, and engaging programs for all.

The library supports reading readiness, literacy, lifelong learning, recreation, and professional development with its collections, programs, services, and space. The library is open 58 hours, 7 days a week, and has exceeded our statistical key performance indicators in almost every category.

Analysis

Willdan individually reviewed the services associated with the Library. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of most Library programs encompassed facility rentals and other library services. The fee for use of government owned facilities and property can be set discretionally by the City per Proposition 26 to reduce the cost to the public for related facilities costs, and because there is market availability for facility use elsewhere. The cost of acquisition, maintenance, repair, and upgrade to the City and subsequently the community is partially offset by rental or use fee revenue. As such these fees should be set using the knowledge of activity use for the facilities, policy desires of the City, and market factors when desirable. It is generally accepted that many Community Services programs provide a measure of public benefit to the residents and City as a whole. In addition, cities generally want to ensure that their programs and services remain affordable to the community at large, and that the programs remain competitive with surrounding jurisdictions and private businesses. Therefore, full cost recovery is typically not the primary goal of fee setting. An overall program cost analysis for Library was also performed and determined that the department is currently operating at around 1% cost recovery. A time and cost analysis was performed on a few of the fees in the schedule that could have direct staff involvement identified to determine the direct cost for each. Staff have suggested reasonable fee adjustments to the fee schedule, and they are detailed in ***Appendix C***. As a result, there would be

- An increase for 7 fees;
- 1 fee would decrease;
- 5 fees would remain as currently set, and;
- The average fee change would be an increase of 5% for current fees.

Police

The South Pasadena Police Department is dedicated to delivering high-quality, professional law enforcement services to the community with integrity and compassion.

Key responsibilities of the Department include 9-1-1 emergency response, proactive crime prevention, traffic enforcement, collision investigation, criminal investigations, and case development, as well as community and school-based policing initiatives.

The Department is structured into three primary divisions: Administrative Services, Field Services, and Support Services, each playing a critical role in fulfilling the Department's mission and ensuring public safety.

Analysis

Willdan individually reviewed the services associated with the Police Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The services included in Police are a mixture of penalties and user fees. Penalties are set to deter the listed activities, and the analysis of the user fees relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that most flat rate fees are currently set below the full cost of providing the service. Staff have suggested reasonable fee adjustments to the fee schedule as detailed in ***Appendix C.*** As a result, there would be:

- An increase for 61 fees and penalties;
- 2 penalties would decrease;
- 1 new fee and 2 new penalties would be added;
- 12 fees and penalties would remain as currently set, and;
- The average fee change would be an increase of 44% for current fees and penalties.

Public Works

The Public Works Department provides for the efficient operation of public works systems and programs such as water system management, sewer maintenance, waste management and recycling, water conservation, traffic management, street design and maintenance, maintenance of public facilities and parks, and graffiti removal while protecting the environment and responding to the needs of the citizens.

Public Works Administration coordinates all activities of the City's Capital Improvement Program. It also reviews plans, issues permits, and provides inspections for private construction projects involving grading or public right-of-way work.

Analysis

Willdan individually reviewed the services associated with the Public Works Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Public Works services relied primarily upon a standard unit cost build-up approach, whereby the reasonable cost of each fee occurrence was determined using staff time involved with providing the service to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City central services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that most fees are currently set below the full cost of providing the service. Staff have suggested adjusting most fees to obtain full cost recovery as detailed in ***Appendix C.*** As a result, there would be:

- An increase for 55 fees;
- 7 fees would decrease;
- 6 new fees would be added;
- 9 fees would remain as currently set, and;
- The average fee change would be an increase of 93% for current fees.

Transportation

The transportation fees include Mission Meridian Village parking fees.

Analysis

No cost analysis was made of the Parking fees. Fees should be adjusted to ensure they are achieving the purpose of the program. Staff is recommending all 3 fees to increase with an average fee increase of 40%.

Appendix A – Total Allowable Cost to be Recovered

Below are the total allowable costs that may be recovered through user fees; however, only a portion of the total allowable cost is recovered as staff not only works on services related to user fees, but also works on an array of other City functions during the operational hours of the City. The direct overhead percentages below are derived by dividing other operational costs by salaries and benefits. The indirect allocation percentages are provided through the cost allocation plan. The amounts listed below may be less than those in City budgets as costs that should not be included in overhead for personnel in the application of determining fully burdened hourly rates were excluded. Examples of these costs are capital, debt, monetary transfers, contract costs, and other costs that are charged directly to the service requestor.

South Pasadena - User Fee

Overhead Rate Calculations

Department	Total Personnel Services	Department Operations & Administration	Department Overhead %	Indirect Allocation %
101: City Manager	1,442,078	156,500	11%	0%
101: Community Development	1,655,879	459,360	28%	21%
101: Community Services	1,482,538	559,756	38%	56%
101: Finance	833,660	280,000	34%	0%
101: Fire	6,711,151	1,464,336	22%	16%
101: Human Resources	690,663	391,800	57%	0%
101: Library	2,012,178	474,590	24%	45%
101: Police	11,835,194	1,346,896	11%	19%
101: Public Works	924,150	260,700	28%	34%
101: Public Works - Facilities Maintenance	524,011	317,700	61%	0%
210: Sewer	891,564	591,467	66%	20%
500: Water	2,966,040	2,119,581	71%	13%

Appendix B –Fully Burdened Hourly Rates

Below are fully burdened hourly rates (FBHR) of staff positions that provide for the services detailed in ***Appendix C.*** The FBHRs were used to determine the full cost of each service. They include the salary and benefit costs for each position as well as all applicable overhead amounts for each position. For any user fee service request that is outside the scope of the fees detailed in ***Appendix C***, or for services for which there is no fee currently set, the City can charge up to the full cost of the FBHR for personnel involved.

South Pasadena - User Fee

Fully Burdened Hourly Rate Calculation

Department	Position	Fully Burdened Hourly Rate
	Position Rates	
101: Community Development	CD - Administrative Assistant	$106.39
101: Community Development	CD - Assistant Planner	$139.06
101: Community Development	CD - Associate Planner	$162.14
101: Community Development	CD - Code Enforcement Officer	$127.73
101: Community Development	CD - Community Development Director	$360.75
101: Community Development	CD - Community Services Coordinator	$129.01
101: Community Development	CD - Permit Counter Technician	$105.91
101: Community Development	CD - Planning Manager	$244.45
101: Community Development	CD - Senior Management Analyst	$204.64
101: Community Development	CD - Senior Planner	$184.36
101: City Manager	CM - Chief City Clerk	$209.16
101: City Manager	CM - City Manager	$316.95
101: City Manager	CM - Deputy City Clerk	$93.92
101: City Manager	CM - Executive Assistant	$106.89
101: City Manager	CM - Management Analyst	$108.00
101: City Manager	CM - Management Assistant	$91.61
101: City Manager	CM - Senior Management Analyst	$146.51
101: Community Services	CS - Community Services Coordinator	$178.89
101: Community Services	CS - Community Services Director	$440.45
101: Community Services	CS - Community Services Supervisor	$211.24
101: Community Services	CS - Deputy Community Services Director	$330.29
101: Community Services	CS - Management Aide	$158.59
101: Community Services	CS - Management Analyst	$209.20
101: Community Services	CS - Management Assistant	$177.45
101: Finance	FIN - Accountant	$125.24
101: Finance	FIN - Accounting Mgr Controller	$252.06
101: Finance	FIN - Accounting Technician I	$94.46
101: Finance	FIN - Budget & Purchasing Manager	$210.90
101: Finance	FIN - CIP Analyst	$137.27
101: Finance	FIN - Management Analyst	$130.15
101: Finance	FIN - Management Assistant	$110.40
101: Finance	FIN - Senior Accountant	$159.06
101: Fire	FIRE - Fire Captain	$206.20
101: Fire	FIRE - Fire Chief	$348.06
101: Fire	FIRE - Fire Division Chief	$281.19
101: Fire	FIRE - Fire Engineer	$185.72
101: Fire	FIRE - Fire Inspector	$143.13
101: Fire	FIRE - Firefighter/Paramedic	$176.87

Fully Burdened Hourly Rate Calculation

Department	Position	Fully Burdened Hourly Rate
101: Fire	FIRE - Management Assistant	$117.29
101: Human Resources	HR - Human Resources & Risk Manager	$247.43
101: Human Resources	HR - Human Resources Analyst	$163.55
101: Human Resources	HR - Senior Human Resource Analyst	$207.14
101: Library	LIB - ADMINISTRATIVE ASSISTANT	$123.07
101: Library	LIB - Librarian	$156.97
101: Library	LIB - Library Clerk II	$102.17
101: Library	LIB - Library Director	$367.40
101: Library	LIB - Library Manager	$211.58
101: Library	LIB - Library Technical Assistant	$127.86
101: Police	PD - ADMINISTRATIVE ASSISTANT	$90.73
101: Police	PD - Deputy Police Chief	$289.21
101: Police	PD - Lead Police Dispatcher	$112.11
101: Police	PD - Management Analyst	$128.64
101: Police	PD - Parking Control Officer	$83.45
101: Police	PD - Police Chief	$323.82
101: Police	PD - Police Clerk II	$81.59
101: Police	PD - Police Corporal	$167.47
101: Police	PD - Police Lieutenant	$249.13
101: Police	PD - Police Officer	$150.12
101: Police	PD - Police Sergeant	$195.80
101: Public Works	PW - Associate Civil Engineer	$203.45
101: Public Works	PW - CIP Program Manager	$208.68
101: Public Works	PW - CIP Project Manager	$208.68
101: Public Works	PW - City Engineer	$340.50
101: Public Works	PW - Civil Engineering Assistant	$165.04
101: Public Works	PW - Deputy Director of Public Works	$340.50
101: Public Works	PW - Electrician	$145.62
101: Public Works	PW - Facilities and Parks Supervisor	$177.41
101: Public Works	PW - Lead Maintenance Worker	$142.32
101: Public Works	PW - Maintenance Worker I	$110.56
101: Public Works	PW - Maintenance Worker II	$115.92
101: Public Works	PW - Management Analyst	$167.44
101: Public Works	PW - Management Assistant	$142.03
101: Public Works	PW - Public Works Director	$400.41
101: Public Works	PW - Public Works Inspector	$161.84
101: Public Works	PW - Senior Civil Engineer	$271.32
101: Public Works	PW - Senior Water Production/Treatment Operator	$165.95
101: Public Works	PW - Senior Water Utility Worker	$153.60
101: Public Works	PW - Street Supervisor	$174.40
101: Public Works	PW - Transportation Program Manager	$238.43
101: Public Works	PW - Water Operations Supervisor	$188.35
101: Public Works	PW - Water Production/Treatment Operator	$142.50
101: Public Works	PW - Water Utility Worker I	$122.65
101: Public Works	PW - Water Utility Worker II	$138.53
101: Public Works - Facilities Maintenance	PW-FAC - Building Maintenance Worker	$115.52
210: Sewer	SEW - Public Works Operations Manager	$294.72
500: Water	WTR - Environmental & Sustainability Manager	$269.50
500: Water	WTR - Management Analyst	$189.25
500: Water	WTR - Water Operations Manager	$285.96

Appendix C – Cost Recovery Analysis

The following tables provide the results of the analysis, resulting full cost recovery amount, and recommended fees. For fees, services, and penalties in which the full cost, existing fee, and suggested fee is listed as "NA", the amount or percentage was not calculable. This is most common when either the current or the suggested fee includes a variable component that is not comparable on a one-to-one basis, a full cost was not calculated (for penalties, fines, market-based fees, or items not included in the study), or when there is not a current fee amount to compare against.

CITY CLERK

#	Description	Current Fee/Charge	Unit	Full Cost	Subsidy %	Suggested Fee	Fee Δ
1	Duplication - FPPC Regulations	$0.10		NA	NA	$0.10	$0
2	Digital Records Duplication (Formerly: Duplication - CD/DVD)	$17.00		$303.08	94%	$17.00	$0
3	Duplication - Photocopy	$0.10		NA	NA	$0.10	$0
4	Filing Fees - Candidates Nominations (Per CA Election Code Section 10228)	$25.00		NA	NA	$25.00	$0
5	Filing Fees - Initiative Petition (Per CA Election Code 9103 (b))	$200.00		NA	NA	$200.00	$0
6	Notary Services	$15.00	per signature	NA	NA	$15.00	$0

COMMUNITY SERVICES

#	Description	Current Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Fee Δ
1	**Camp Med Fees:**							
2	Camp Med - Five Day Rate - 1st Child - Resident	$178.00			NA	NA	$180.00	$2
3	Camp Med - Five Day Rate - Each Additional Child - Resident	$165.00			NA	NA	$170.00	$5
4	Camp Med - Five Day Rate - 1st Child - Non-Resident	$199.00			NA	NA	$200.00	$1
5	Camp Med - Five Day Rate - Each Additional Child - Non-Resident	$187.00			NA	NA	$190.00	$3
6	Camp Med - Extended Care - 1st Child (AM & PM)	New			NA	NA	$45.00	NA
7	Camp Med - Extended Care - Each Additional Child (AM & PM)	New			NA	NA	$40.00	NA
8	Camp Med - One Day Rate - 1st Child - Resident	New			NA	NA	$36.00	NA
9	Camp Med - One Day Rate - Each Additional Child - Resident	New			NA	NA	$34.00	NA
10	Camp Med - One Day Rate - 1st Child - Non-Resident	New			NA	NA	$40.00	NA
11	Camp Med - One Day Rate - Each Additional Child - Non-Resident	New			NA	NA	$38.00	NA
12	Camp Med After School - Five Day Rate - 1st Child	$106.00			NA	NA	$106.00	$0
13	Camp Med After School - Five Day Rate - Each Additional Child	$101.00			NA	NA	$101.00	$0
14	Camp Med After School - One Day Rate - 1st Child	New			NA	NA	$25.00	NA
15	Camp Med After School - One Day Rate - Each Additional Child	New			NA	NA	$24.00	NA
16	Camp Med - Late Fee After First 5 Minutes - per minute	$3.50	per minute/child		NA	NA	$3.50	$0
17	Camp Med - T-Shirt	New			NA	NA	$10.00	NA
18	**Field and Open Space Rental Fees:**							
19	Sport Fields -- Non-Profit (per hr.)	$60.00	Per Hour		NA	NA	$55.00	-$5
20	Sport Fields - Resident (per hr.)	$47.00	Per Hour		NA	NA	$47.00	$0
21	Sports Field - Non-Resident (per hr.)	$60.00	Per Hour		NA	NA	$62.00	$2
22	Sports Field - Commercial	New	Per Hour		NA	NA	$75.00	NA
23	Sports Field - Lights (per hr.)	New	Per Hour		NA	NA	$25.00	NA
24	Gazebo Rental - Resident (4 hr. block)	$95.00			NA	NA	$95.00	$0
25	Gazebo Rental - Non-Resident (4 hr. block)	$141.00			NA	NA	$140.00	-$1
26	Open Space - Groups < 50 Persons - Resident	New	Per Hour		NA	NA	$25.00	NA
27	Open Space - Groups < 50 Persons - Non-Resident	New	Per Hour		NA	NA	$40.00	NA
28	Arroyo Park Amphitheater	New	Per Hour		NA	NA	$25.00	NA
29	Multi-Use Courts - OG & Garfield Parks - Resident (per hr.)	$59.00	Per Court		NA	NA	$30.00	-$29
30	Multi-Use Courts - OG & Garfield Parks - Non-Resident (per hr.)	New	Per Court		NA	NA	$38.00	NA
31	Multi-Use Courts - OG & Garfield Parks - Non-Profit (per hr.)	New	Per Court		NA	NA	$34.00	NA
32	Multi-Use Courts - OG & Garfield Parks - Commercial (per hr.)	New	Per Court		NA	NA	$45.00	NA
33	Multi-Use Courts - Tournament Fee	New	Each		NA	NA	$150.00	NA
34	**OG Rec Center Rental Fees:**							
35	Security Deposit	$294.00			NA	NA	$300.00	$6
36	Non-Profit (per hr.)	$35.00		4-hour minimum	NA	NA	$35.00	$0
37	Resident (per hr.)	$35.00		4-hour minimum	NA	NA	$35.00	$0
38	Non-Resident (per hr.)	$47.00		4-hour minimum	NA	NA	$50.00	$3
39	Girl & Boy Scouts - local (up to 2 hrs.)	$12.00	Weekdays Only		NA	NA	$15.00	$3
40	**Eddie Park House Rental Fees:**							
41	Security Deposit	$294.00			NA	NA	$300.00	$6
42	Non-Profit (per hr.)	$106.00		4-hour minimum	NA	NA	$110.00	$4
43	Resident (per hr.)	$95.00		4-hour minimum	NA	NA	$100.00	$5
44	Non-Resident (per hr.)	$118.00		4-hour minimum	NA	NA	$120.00	$2
45	Girl & Boy Scouts - local (up to 2 hrs.)	$12.00	Weekdays Only		NA	NA	$15.00	$3
46	**Garfield Youth House Rental Fees:**							

COMMUNITY SERVICES

#	Description	Current Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Fee Δ
47	Security Deposit	$294.00			NA	NA	$300.00	$6
48	Non-Profit (per hr.)	$82.00		4-hour minimum	NA	NA	$85.00	$3
49	Resident (per hr.)	$71.00		4-hour minimum	NA	NA	$75.00	$4
50	Non-Resident (per hr.)	$118.00		4-hour minimum	NA	NA	$120.00	$2
51	Event (4 hr. block) Resident Only	$178.00			NA	NA	$200.00	$22
52	Girl & Boy Scouts - local (up to 2 hrs.)	$12.00	Weekdays Only		NA	NA	$15.00	$3
53	**War Memorial Rental Fees:**							
54	Security Deposit	$590.00			NA	NA	$600.00	$10
55	War Memorial - Non-Profits	$207.00		4-hour minimum	NA	NA	$210.00	$3
56	War Memorial - Resident / Local Business (per hr.)	$194.00		4-hour minimum	NA	NA	$195.00	$1
57	War Memorial - Non-Resident (per hr.)	$230.00		4-hour minimum	NA	NA	$235.00	$5
58	War Memorial - Lower Floor - Non-Profits (per hr.)	$101.00			NA	NA	$100.00	-$1
59	War Memorial - Lower Floor - Resident (per hr.)	$88.00			NA	NA	$90.00	$2
60	War Memorial - Lower Floor - Non-Resident (per hr.)	$118.00			NA	NA	$120.00	$2
61	War Memorial - Kitchen Use (per event / use)	$178.00			NA	NA	$180.00	$2
62	War Memorial - AV/Sound System (per event / use)	New			NA	NA	$150.00	NA
63	**Senior Center Rental Fees:**							
64	Security Deposit	$294.00			NA	NA	$300.00	$6
65	Main Room - Non-Profits (per hr.)	$106.00		4-hour minimum	NA	NA	$110.00	$4
66	Main Room - Resident (per hr.)	$95.00		4-hour minimum	NA	NA	$100.00	$5
67	Main Room - Non-Resident (per hr.)	$118.00		4-hour minimum	NA	NA	$120.00	$2
68	Activity Room - Non- Profits (per hr.)	$35.00			NA	NA	$35.00	$0
69	Activity Room - Resident / Local Business (per hr.)	$35.00			NA	NA	$35.00	$0
70	Activity Room - Non-Resident (per hr.)	$47.00			NA	NA	$50.00	$3
71	Patio (per event / use)	New			NA	NA	$35.00	NA
72	Kitchen Use (per event / use)	$59.00			NA	NA	$60.00	$1
73	AV/Sound System (per event / use)	New			NA	NA	$50.00	NA
74	**Senior Center Programs:**							
75	Hot Meals - Senior 55 & Over / Disabled Persons	$3.00			NA	NA	$3.00	$0
76	Hot Meals - Persons Under 55	$5.00			NA	NA	$5.00	$0
77	Home Delivered Meals - Senior 55 & Over / Disabled Persons	$3.50			NA	NA	$3.50	$0
78	Senior Center Membership - Single Person Over 55	$25.00			NA	NA	$25.00	$0
79	Senior Center Membership - Couples Over 55	$35.00			NA	NA	$35.00	$0
80	Computer Lab Printing (Black Ink)	$0.20	Per Page		NA	NA	$0.25	$0
81	Computer Lab Printing (Color Ink)	New	Per Page		NA	NA	$0.50	NA
82	Leisure Classes - Seniors	Varies		80% Instructor; 20%	NA	NA	Varies	$0
83	Coffee	$0.50			NA	NA	$0.50	$0
84	Excursions	New			NA	NA	Varies	NA
85	**Dial-A-Ride Fees:**							
86	Senior Resident (Registered) 55>	$0.50			NA	NA	$0.50	$0
87	Disabled Resident (Registered)	$0.50			NA	NA	$0.50	$0
88	Caregiver	$0.00			NA	NA	$0.00	$0
89	**Miscellaneous Fees:**							
90	Breakfast with Santa Event	$24.00	Per Person	Children 2 and under	NA	NA	$25.00	$1
91	Spring Family Event - Presale	$12.00	Per Child	17 and under	NA	NA	$10.00	-$2
92	Spring Family Event - Day of Event	$18.00	Per Child	17 and under	NA	NA	$15.00	-$3

COMMUNITY SERVICES

#	Description	Current Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Fee Δ
93	Fourth of July Sky Show - Pre Sale	New			NA	NA	$15.00	NA
94	Fourth of July Sky Show - Day Of Event	New			NA	NA	$20.00	NA
95	Booth Rental - All Facilities - per booth	$59.00			NA	NA	$59.00	$0
96	Event -Vendor/Catering Booth - per vendor/ booth	$118.00			NA	NA	$118.00	$0
97	Leisure Classes	Varies			NA	NA	Varies	$0
98	Refund Processing Fee	$22.00			$39.65	45%	$22.00	$0
99	Special Events Applications	New	Per Application		$1,008.13	75%	$250.00	NA
100	Facility/Event Staff (Supervision)	$47.00	Per Hour		$55.38	10%	$50.00	$3
101	Facility/Event Staff (Alcohol)	$47.00	Per Hour		$55.38	10%	$50.00	$3

COMMUNITY DEVELOPMENT

#	Description	Current Fee/Charge	Unit	Full Cost	Subsidy %	Suggested Fee	Fee Δ
1	**Building Fees:**						
2	Building Permit & Plan Check	See LA County Fee Schedule		NA	NA	See LA County Fee Schedule	$0
3	**Use Permits:**						
4	Administrative Use Permit	$1,834.00		$6,467.12	0%	$6,467.00	$4,633
5	Conditional Use Permit	$4,125.00		$15,051.54	0%	$15,051.00	$10,926
6	CUP Modification	$2,947.00		$9,462.57	0%	$9,462.00	$6,515
7	Parking Use Permit	$2,079.00		$9,635.45	0%	$9,635.00	$7,556
8	Temporary Use Permit 0-75 person event and seasonal sales	$271.00		$4,468.88	98%	$100.00	-$171
9	Temporary Use Permit 76-150 person event	$543.00		$4,468.88	83%	$750.00	$207
10	Temporary Use Permit >150 person event	$543.00		$4,468.88	66%	$1,500.00	$957
11	Variance- First	$3,890.00		$15,051.54	0%	$15,051.00	$11,161
12	Variance - Each Add	$2,744.00		$4,341.80	0%	$4,341.00	$1,597
13	**Maps:**						
14	Lot Line Adjustment / Parcel Merger / Certificate of Compliance	$2,358.00		$4,065.80	0%	$4,065.00	$1,707
15	Tentative Parcel Map	$4,376.00		$13,670.51	0%	$13,670.00	$9,294
16	Tentative Tract Map	$11,867.00		$16,804.85	0%	$16,804.00	$4,937
17	**Design Review:**						
18	ADU Review - Ministerial	$360.00		$906.17	0%	$906.00	$546
19	Director Design Review - Residential	$360.00		$1,111.87	0%	$1,111.00	$751
20	PC Chair Design Review - Residential	$910.00		$1,021.68	0%	$1,021.00	$111
21	Single Family Residence* (1-2 units)	$2,353.00		$9,406.63	0%	$9,406.00	$7,053
22	Director Sign Permit	$360.00		$1,234.10	59%	$500.00	$140
23	Sign Program	$910.00		$4,225.95	53%	$2,000.00	$1,090
24	**Multi Family:**						
25	3-8 Units	$3,530.00		$15,015.85	0%	$15,015.00	$11,485
26	9-16 Units	$4,706.00		$15,927.44	0%	$15,927.00	$11,221
27	17-50 Units	$5,295.00		$17,520.40	0%	$17,520.00	$12,225
28	51-100 Units	$5,883.00		$18,939.48	0%	$18,939.00	$13,056
29	101 Units or More	$7,060.00		$19,993.20	0%	$19,993.00	$12,933
30	**Commercial:**						
31	PC Chair - Commercial	$1,090.00		$1,437.98	0%	$1,437.00	$347
32	2,001 - 10,000 sq ft	$4,715.00		$11,134.53	0%	$11,134.00	$6,419
33	10,000 + sq ft	$7,073.00		$13,494.86	0%	$13,494.00	$6,421
34	**Cultural Heritage Commission Fees:**						
35	Chair Review - Residential	545.00		$1,990.75	0%	$1,990.00	$1,445
36	Cultural Hert. Comm. - Landmark Review	$1,769.00		$14,538.66	0%	$14,538.00	$12,769
37	**C.H.C. Cert. of Approp. (incl. Demo)**						
38	Single-Family* (1-2 units)	$1,769.00		$9,406.63	0%	$9,406.00	$7,637
39	**Multi-Family:**						

COMMUNITY DEVELOPMENT

#	Description	Current Fee/Charge	Unit	Full Cost	Subsidy %	Suggested Fee	Fee Δ
40	3-8 Units	$3,537.00		$16,032.52	0%	$16,032.00	$12,495
41	9-16 Units	$4,715.00		$16,944.11	0%	$16,944.00	$12,229
42	17-50 Units	$7,073.00		$18,537.08	0%	$18,537.00	$11,464
43	51-100 Units	$8,251.00		$19,956.16	0%	$19,956.00	$11,705
44	101 Units or More	$10,610.00		$21,254.32	0%	$21,254.00	$10,644
45	**Commercial:**						
46	less than 2,000 sq ft	$3,537.00		$5,373.03	0%	$5,373.00	$1,836
47	2,001 - 10,000 sq ft	$5,894.00		$11,799.79	0%	$11,799.00	$5,905
48	10,000 + sq ft	$10,610.00		$13,097.95	0%	$13,097.00	$2,487
49	CHC Chair Review	$1,043.00		$5,282.85	0%	$5,282.00	$4,239
50	**Hilldside Permit Fees:**						
51	Hillside Development Review	$2,358.00		$15,051.54	0%	$15,051.00	$12,693
52	**Environmental Analysis Fees:**						
53	**Flat Fees:**						
54	Negative Declaration Filing	$333.00	see below for suggested new structure of Enviro fees	$2,468.19	0%	$2,468.00	$2,135
55	Negative Declaration (including Mitigated Neg. Dec)-contractor	New		NA	NA	Actual Cost	NA
56	Environmental Impact Fee - city admin fee	New		NA	NA	15% of consultant cost	NA
57	Mitigation Monitoring Inspection & Administrative Fee	Actual Cost		NA	NA	Actual Cost	$0
58	Categorical Exemption (CEQA) - Filing	$166.00	see below for class 32 exemption	$536.12	0%	$536.00	$370
59	Class 32 Exemption - city admin fee	New		$3,882.66	0%	$3,882.00	NA
60	Class 32 Exemption- contractor	New		NA	NA	Actual Cost	NA
61	**Deposit-Based Fees:**						
62	Initial Environmental Study	$5,894.00		NA	NA	$5,894.00	$0
63	EIR	$29,471.00		NA	NA	$29,471.00	$0
64	**Appeals:**						
65	Appeal	$2,358.00		$6,506.92	62%	$2,500.00	$142
66	**Deposits:**						
67	Zoning Text & Map Amendments	$11,788.00		$17,390.39	0%	$17,390.00	$5,602
68	Specific Plan Application	$11,788.00		$18,650.39	0%	$18,650.00	$6,862
69	General Plan Amendment	$23,577.00		$23,937.20	0%	$23,937.00	$360
70	Specific Plan Amendment	$23,577.00		$18,614.19	0%	$18,614.00	-$4,963
71	Development Agreement Review	$11,788.00		$31,061.13	0%	$31,061.00	$19,273
72	Planned Development	$11,788.00		$30,239.95	0%	$30,239.00	$18,451
73	**Other Planning Applications:**						
74	Zoning Code Admin Modification	$1,340.00		$1,953.18	0%	$1,953.00	$613
75	Zoning Code Interpretation	$1,083.00		$6,263.09	60%	$2,500.00	$1,417
76	Zoning - Written Analysis of Conformance	$830.00					
77	Zoning Verification Letter	$125.00		$1,830.96	56%	$800.00	$675

COMMUNITY DEVELOPMENT

#	Description	Current Fee/Charge	Unit	Full Cost	Subsidy %	Suggested Fee	Fee Δ
78	Zoning Clearance for Business License Review	$74.00		$222.97	67%	$74.00	$0
79	Discretionary Time Extension Request	$3,162.00		$3,006.90	33%	$2,000.00	-$1,162
80	Covenants	$644.00	plus cost of recording	$1,900.38	37%	$1,200.00	$556
81	Mills Act Contract	$2,358.00		$9,397.03	0%	$9,397.00	$7,039
82	Changes / Modifications to Approved Plans (initiated by Applicant) - Administrative	$590.00		$3,675.02	47%	$1,953.00	$1,363
83	Changes / Modifications to Approved Plans (initiated by Applicant) - Public Hearing	$2,358.00		$6,835.35	30%	$4,800.00	$2,442
84	Temporary Banners - Per Banner, Per Permit	$59.00		$222.97	66%	$75.00	$16
85	Garage/Yard Sale Permit	$12.00		$26.60	25%	$20.00	$8
86	Historic Resource Evaluation	$499.00	admin staff time only	$1,021.68	12%	$900.00	$401
87	After-the-fact Filing	New		NA	NA	2 x app fee	NA
88	Density Bonus & Affordable Agreement Review	New		$7,425.85	0%	$7,425.00	NA
89	Projects with Combined Applciations (except Administrative Applications)	New	each	NA	NA	each @ 100% of the highest fee and 50% of additional fee	NA
90	Preparation of Special/Technical Studies - admin fee	New		NA	NA	15% of consultant cost	NA
91	Preparation of Special/Technical Studies - contractor	New		NA	NA	Actual cost	NA
92	Fee for Service Contract Planner	New		NA	NA	consultant + 15%	NA
93	Pre-application fee	New		$4,314.18	42%	$2,500.00	NA
94	Mills Act - Annual Review	New		$697.97	28%	$500.00	NA
95	Zoning Clearance	New		$931.50	73%	$250.00	NA
96	Landscape Plan Check	New	Deposit	NA	NA	$750.00	NA
97	Landscape Inspection	New	Deposit	NA	NA	$300.00	NA
98	Special Research by Planning Division Staff - in excess of 1 hour	New	Deposit	NA	NA	$200.00	NA
99	Major (new multi-family or mixed use)	New		$648.99	0%	$648.00	NA
100	Major (new non-residential)	New		$384.82	0%	$384.00	NA
101	Moderate (new single-family, non residential additions/alteration)	New		$303.89	0%	$303.00	NA
102	Minor (single-family additions, accessory dwelling units, non-residential TI)	New		$222.97	0%	$222.00	NA
103	**Miscellaneous Fees:**						
104	Public Noticing Fee (Does Not Include Material / Mailing Costs)	$336.00		$537.42	0%	$537.00	$201
105	Newspaper Publishing Fee	New		NA	NA	Actual Cost	NA
106	Re-Review - Per hour	$182.00		$313.15	0%	$313.00	$131
107	Planning Inspection Per Hour	$182.00		$161.85	1%	$161.00	-$21
108	City Architect Review Fee - New Single Family	$340.00		$484.84	0%	$484.00	$144
109	City Architect Review Fee - Multi-family	$1,360.00		$1,939.37	0%	$1,939.00	$579
110	Administrative Citation 1st Violation (per Ordinance #2383)	$100.00		NA	NA	$100.00	$0

COMMUNITY DEVELOPMENT

#	Description	Current Fee/Charge	Unit	Full Cost	Subsidy %	Suggested Fee	Fee Δ
111	Administrative Citation 2nd Violation (per Ordinance #2383)	$200.00		NA	NA	$200.00	$0
112	Administrative Citation 3rd Violation (per Ordinance #2383)	$500.00		NA	NA	$500.00	$0
113	Strong Motion Instrumentation Program - SMIP (California Public Resources Code)	Varies		NA	NA	Varies	$0
114	Amplified sound permit requirement	New		$80.93	1%	$80.00	NA
115	**Surcharges:**						
116	Technology Surcharge (percentage applied to fire, building, engineering, and planning permits)	10%		10%	0%	10%	$0
117	General Plan Update Surcharge Fee	15%	of Building Permit Fees	32%	53%	15%	$0
118	**Growth Requirement Capital Fees:**						
119	Growth Mgmt.: Residential Development (SP Ordinance #1985)	$1.64 per Sq Ft		NA	NA	$1.64 per Sq Ft	$0
120	Growth Mgmt.: Commercial/Industrial Development (SP Ordinance #1985)	$1.07 per Sq Ft		NA	NA	$1.07 per Sq Ft	$0
121	Growth Mgmt.: Park Impact Fee - Residential NEW (Resolution # 7466)	$7.65 per Sq Ft		NA	NA	$7.65 per Sq Ft	$0
122	Growth Mgmt.: Park Impact Fee - Residential REMODEL (Resolution # 7466)	$7.65 per Sq Ft >250 sq ft		NA	NA	$7.65 per Sq Ft >250 sq ft	$0
123	Growth Mgmt.: Park Impact Fee - Residential SENIOR HOUSING (Resolution # 7466)	$2.95 per Sq Ft		NA	NA	$2.95 per Sq Ft	$0
124	**Public Art:**						
125	Public Art Development Fee - On Site	1% of Total Building Valuation		NA	NA	1% of Total Building Valuation	$0
126	Public Art Development Fee - In Lieu	1.5% of Total Building Valuation		NA	NA	1.5% of Total Building Valuation	$0

CITY MANAGER

#	Description	Current Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Fee Δ
1	**Film Permit Fees:**							
2	Still photography - Per Day	$157.00	per day (includes $59 of BIT)		$167.00	1%	$166.00	$9
3	Motion Picture Photography - Per Day	$625.00	per day (includes $234 of BIT)		$667.00	0%	$667.00	$42
4	Student Films/ Public Service Announcements/ Educational Films - Per Day	$24.00	per day		$54.00	56%	$24.00	$0
5	Handheld Video Crew with less than 20 people - Per Day	$157.00	per day (includes $59 of BIT)		$167.00	1%	$166.00	$9
6	**Location / Hourly Fees:**							
7	Still Photography / Handheld Video Crew - On Public Right-Of-Way - Per Hour	$88.00	per hour		$93.00	0%	$93.00	$5
8	Student Filming On Public Right-of-way - per hour	$18.00	per hour		$18.00	0%	$18.00	$0
9	Street or Lane Closure - Per Hour	$178.00	per hour		$186.00	0%	$186.00	$8
10	Streets/Sidewalks/Alleys as Principal Site - Per Hour	$178.00	per hour		$186.00	0%	$186.00	$8
11	City Parking Lots - Per Hour	$178.00	per hour		$186.00	0%	$186.00	$8
12	City Building (Four Hour Minimum)/City Park - Per Hour	$208.00	per hour		$218.00	0%	$218.00	$10
13	Police (Eight Hour Minimum) - per hour	$95.00	per hour (8hr minimum)		$195.80	44%	$110.00	$15
14	Police Vehicles - per hour	$24.00			$35.00	29%	$25.00	$1
15	Fire (Eight Hour Minimum) - per hour	$95.00			$176.87	38%	$110.00	$15
16	Traffic Control Plan Review - per review	$132.00			$587.40	77%	$138.00	$6
17	Cancellation Fee	$118.00			$123.00	0%	$123.00	$5
18	Film Liaison Monitoring	New		Staff per hour	$108.00	35%	$70.00	NA

FINANCE

#	Description	Current Fee/Charge	Unit	Full Cost	Subsidy %	Suggested Fee	Fee Δ
1	**Miscellaneous Fees:**						
2	NSF Check Fee (CA Civil Code Section 1719)	$25.00		$56.51	47%	$30.00	$5
3	Credit Card Transaction Fee (Percentage of Transaction Cost)	3%		NA	NA	3%	$0
4	Check Reissuance Fee	New		$35.00	0%	$35.00	NA

FIRE

#	Description	Current Fee/Charge	Unit	Full Cost	Subsidy %	Suggested Fee	Fee Δ
1	**Emergency Medical Services**						
2	BLS Flat Rate	$3,184.00		$4,673.95	0%	$4,673.00	$1,489
3	ALS Flat Rate	$3,408.00		$5,002.77	0%	$5,002.00	$1,594
4	No Transport Assessment Fee	$565.00		NA	NA	$600.00	$35
5	Paramedic Subscription Fee (Residential)	$95.00		NA	NA	$100.00	$5
6	Paramedic Subscription Fee (Commercial)	$106.00		NA	NA	$115.00	$9
7	**Fire Hazard Severity Zone**						
8	New / Remodel Site Map Review	$146.00		$170.73	0%	$170.00	$24
9	Annual Defensible Space Inspection	$55.00		$400.43	0%	$400.00	$345
10	Abatement Enforcement Administrative Fee	$750.00		NA	NA	$750.00	$0
11	**Noncompliance after Second Inspection**						
12	Other EMS Fees	LA County Fee		NA	NA	LA County Fee	NA
13	**Building Plan Review**						
14	Residential, one and two-family	$565.00		$170.73	0%	$170.00	-$395
15	**Multifamily residential**						
16	3-10 units	$750.00		$687.12	0%	$687.00	-$63
17	> 10 units	$75.00	per unit	$1,520.67	0%	$1,520.00	$1,445
18	Photovoltaic residential	$776.00		$456.98	0%	$456.00	-$320
19	Photovoltaic commercial	$776.00		$456.98	0%	$456.00	-$320
20	Commerical (B,S,F,M)	$776.00		$456.98	0%	$456.00	-$320
21	Assembly Occupancy	$706.00		$600.11	0%	$600.00	-$106
22	Educational / Insitutional Occupancy	$1,059.00		$1,582.48	0%	$1,582.00	$523
23	Hazardous Occupancy	$918.00		$600.11	0%	$600.00	-$318
24	Mid-Rise Building 30-74 feet in height	$800.00		$2,564.85	0%	$2,564.00	$1,764
25	High-Rise Building over 75 feet in height	$1,694.00		$3,137.36	0%	$3,137.00	$1,443
26	Smoke-control rational analysis	$1,412.00		$1,412.00	0%	$1,412.00	$0
27	High-Piled Combustible Storage	$565.00		$313.85	0%	$313.00	-$252
28	Site Plan Review - water and access	$565.00		$313.85	0%	$313.00	-$252
29	**Sprinkler Plan Check**						
30	**Residential**						
31	NFPA 13D fire sprinkler one or two-family dwelling	$606.00		NA	NA	$250.00	-$356
32	NFPA 13R fire sprinkler system multifamily dwellings	$706.00		$456.98	0%	$456.00	-$250

FIRE

#	Description	Current Fee/Charge	Unit	Full Cost	Subsidy %	Suggested Fee	Fee Δ
33	Remodel	$432.00		$313.85	0%	$313.00	-$119
34	**Commercial**						
35	**New:**						
36	0 - 10,000 sq ft.	$565.00		$456.98	0%	$456.00	-$109
37	10,000 - 25,000 sq ft.	$935.00		$743.23	0%	$743.00	-$192
38	25,000 - 50,000 sq ft.	$1,489.00		$1,458.86	0%	$1,458.00	-$31
39	50,000+ sq ft.	$1,765.00		$1,745.12	0%	$1,745.00	-$20
40	**Remodel/T.I.:**						
41	0 - 5,000 sq ft.	$565.00		$456.98	0%	$456.00	-$109
42	5,000 - 10,000 sq ft.	$813.00		$743.23	0%	$743.00	-$70
43	10,000 - 25,000 sq ft.	$1,212.00		$1,172.61	0%	$1,172.00	-$40
44	25,000+ sq ft.	$1,489.00		$1,458.86	0%	$1,458.00	-$31
45	Sprinkler - Extra Plan Check/ Site Visit - per check / visit	$138.00		NA	NA	$138.00	$0
46	**Additional Fire Protection Systems**						
47	Standpipe System (Class I, II, III)	$565.00		$600.11	0%	$600.00	$35
48	Water Storage Tank	$565.00		$600.11	0%	$600.00	$35
49	Special Hazard Extinguishing System	$565.00		$600.11	0%	$600.00	$35
50	Fire Pump	$706.00		$743.23	0%	$743.00	$37
51	**Fire Alarms:**						
52	**New: (# of Devices) - Commercial**						
53	1 - 25 Devices	$372.00		$313.85	0%	$313.00	-$59
54	26-50 Devices	$536.00		$600.11	0%	$600.00	$64
55	51-100 Devices	$606.00		$743.23	0%	$743.00	$137
56	100+ Devices	$1,159.00		$1,172.61	0%	$1,172.00	$13
57	**Remodel/ T.I.: Commercial**						
58	1-5 Systems	$303.00		$313.85	0%	$313.00	$10
59	6-15 Systems	$398.00		$456.98	0%	$456.00	$58
60	16-50 Systems	$536.00		$600.11	0%	$600.00	$64
61	**Miscellaneous Plan Review**						
62	Alternative materials, design, and methods of construction and equipment	$553.00		NA	NA	$553.00	$0
63	Additional Plan review after initial review and one resubmittal	$156.00		NA	NA	$156.00	$0
64	Expedited review	$282.00		NA	NA	$282.00	$0
65	Pre-submittal meeting	$282.00		NA	NA	$282.00	$0

FIRE

#	Description	Current Fee/Charge	Unit	Full Cost	Subsidy %	Suggested Fee	Fee Δ
66	Aboveground propane/butane tank installation (125-499 gallons)	$565.00		NA	NA	$565.00	$0
67	Commerical kitchen hood systems (UL300)	$293.00		NA	NA	$293.00	$0
68	Paint Spray Booth	$293.00		NA	NA	$293.00	$0
69	Medical gas storage system	$390.00		NA	NA	$390.00	$0
70	Fuel Cell power system	$424.00		NA	NA	$424.00	$0
71	Underground Storage Tank Removal	$553.00		NA	NA	$553.00	$0
72	Clean Up, 1st Responder	Actual Cost		NA	NA	Actual Cost	$0.00
73	Extra Plan Check/Site Visits	$138.00		$170.73	0%	$170.00	$32
74	Hydrostatic Test and Alarm Test	$138.00		$170.73	0%	$170.00	$32
75	Any Plan Check Not listed	$138.00		$170.73	0%	$170.00	$32
76	**Hazmat Fees:**						
77	Hazmat Disclosure Level I	LA County Fee		NA	NA	LA County Fee	$0
78	Hazmat Disclosure Level II	LA County Fee		NA	NA	LA County Fee	$0
79	Hazmat Disclosure Level III	LA County Fee		NA	NA	LA County Fee	$0
80	Hazmat Placard Start Up Cost	LA County Fee		NA	NA	LA County Fee	$0
81	Hazmat Placard Updates	LA County Fee		NA	NA	LA County Fee	$0
82	**False Alarm Fees:**						
83	False Alarm - 1st Response	$0.00		NA	NA	$0.00	$0
84	False Alarm - 2nd and 3rd responses	$178.00		NA	NA	$178.00	$0
85	False Alarm - 4th and beyond	$911.00		NA	NA	$911.00	$0
86	**Inspections:**						
87	Dwelling, one and two-family	$390.00		$313.85	0%	$313.00	-$77
88	Multifamily residence	$390.00		$456.98	0%	$456.00	$66
89	Photovoltaic residential	$293.00		$170.73	0%	$170.00	-$123
90	Photovoltaic commercial	$780.00		$456.98	0%	$456.00	-$324
91	Commercial (B,S,F,M)	$585.00		$600.11	0%	$600.00	$15
92	Assembly	$585.00		$600.11	0%	$600.00	$15
93	Educational/Institutional Occupancy	$390.00		$600.11	0%	$600.00	$210
94	Hazardous Occupancy	$480.00		$313.85	0%	$313.00	-$167
95	Mid-Rise 30-74 feet in height	$480.00		$600.11	0%	$600.00	$120
96	High-rise over 75 feet in height	$780.00		$886.36	0%	$886.00	$106
97	Smoke Control acceptance testing	$1,951.00		$1,029.48	0%	$1,029.00	-$922
98	High-piled combustible storage	$1,171.00		$600.11	0%	$600.00	-$571
99	Petroleum/Chemical Unit inspection	$390.00		$456.98	0%	$456.00	$66
100	Above ground propane/butane storage tank (125-499 gallons)	$195.00		$170.73	0%	$170.00	-$25

FIRE

#	Description	Current Fee/Charge	Unit	Full Cost	Subsidy %	Suggested Fee	Fee Δ
101	Tank installation or removal	$488.00		$456.98	0%	$456.00	-$32
102	Any Other Inspection Not Listed	$138.00		$170.73	0%	$170.00	$32
103	**Sprinkler Inspections**						
104	**NFPA 13D**						
105	One or two-famiy dwelling	$390.00		$456.98	0%	$456.00	$66
106	Tract model one or two-family dwelling	$390.00		$456.98	0%	$456.00	$66
107	**NFPA 13R**						
108	<100 heads per system	$780.00		$743.23	0%	$743.00	-$37
109	>100 heads per system	$976.00		$1,172.61	0%	$1,172.00	$196
110	**Tenant Improvements to NFPA 13 system**						
111	< 20 heads	$390.00		$385.42	0%	$385.00	-$5
112	> 20 heads and < 100 heads	$585.00		$600.11	0%	$600.00	$15
113	> 100 heads per system	$976.00		$1,029.48	0%	$1,029.00	$53
114	5 year sprinkler recertification	$390.00		$385.42	0%	$385.00	-$5
115	**Underground Fire Protection system**						
116	1-4 connections for hydrants and/or risers	$390.00		$385.42	0%	$385.00	-$5
117	> 5 connections for hydrants and/or risers	$780.00		$743.23	0%	$743.00	-$37
118	Fire Flow Test witness/perform	$282.00		$313.85	0%	$313.00	$31
119	Water storage tank	$195.00		$170.73	0%	$170.00	-$25
120	Fire pump acceptance test	$673.00		NA	NA	$673.00	$0
121	**Fire Alarm Field Inspection**						
122	< 10 devices and/or fire sprinkler monitoring system	$390.00		$385.42	0%	$385.00	-$5
123	11-50 devices	$585.00		$600.11	0%	$600.00	$15
124	51-90 devices	$683.00		$743.23	0%	$743.00	$60
125	91-130 devices	$780.00		$886.36	0%	$886.00	$106
126	> 130 devices	$988.00		$1,172.61	0%	$1,172.00	$184
127	**Special Systems Field Inspection**						
128	Emergency responder communication Coverage	$1,561.00		NA	NA	$1,561.00	$0
129	Two-way communication system	$195.00		$242.29	0%	$242.00	$47
130	Commercial kitchen hood systems	$390.00		$456.98	0%	$456.00	$66
131	Special extinguishing systems CO2, foam, clean agent	$390.00		$456.98	0%	$456.00	$66
132	Gas detection system	$390.00		$456.98	0%	$456.00	$66
133	Medical gas storage system	$195.00		$242.29	0%	$242.00	$47
134	Energy Storage system	$390.00		NA	NA	$390.00	$0

FIRE

#	Description	Current Fee/Charge	Unit	Full Cost	Subsidy %	Suggested Fee	Fee Δ
135	Special/priority inspection (including after-hour, additional technical assistance, and other deemed necessary by the fire chief)	$156.00	hourly (includes travel time)	NA	NA	$156.00	$0
136	**Annual Inspection of Apartments**						
137	3-8 Units	$165.00		$170.73	0%	$170.00	$5
138	9-16 Units	$208.00		$242.29	0%	$242.00	$34
139	17-50 Units	$276.00		$313.85	0%	$313.00	$37
140	51-100 Units	$346.00		$385.42	0%	$385.00	$39
141	101 Units or More	$415.00		$600.11	0%	$600.00	$185
142	**Annual Inspection of Businesses**						
143	less than 2,000 sq ft	$106.00		$134.94	1%	$134.00	$28
144	2,001 - 10,000 sq ft	$235.00		$313.85	0%	$313.00	$78
145	10,000 + sq ft	$534.00		$600.11	0%	$600.00	$66
146	Additional Inspection (3rd Visit, 2nd Reinspection)	$166.00		NA	NA	$166.00	$0
147	Inspection (4th Visit and Subsequent)	$228.00		NA	NA	$228.00	$0
148	**New Business Fire Inspection**						
149	less than 2,000 sq ft	$70.00		$134.94	1%	$134.00	$64
150	2,001 - 10,000 sq ft	$138.00		$170.73	0%	$170.00	$32
151	10,000 + sq ft	$276.00		$313.85	0%	$313.00	$37
152	**Permits:**						
153	Activities in High or Very High Fire Hazard Severity Zones	$390.00		NA	NA	$390.00	$0
154	Additive Manufacturing	$390.00		NA	NA	$390.00	$0
155	Aerosol Products	$390.00		NA	NA	$390.00	$0
156	Amusement Buildings	$390.00		NA	NA	$390.00	$0
157	Automobile Wrecking Yard	$390.00		NA	NA	$390.00	$0
158	Bonfire	$390.00		NA	NA	$390.00	$0
159	Carbon Dioxide Systems used in Beverage Dispensing Applications	$390.00		NA	NA	$390.00	$0
160	Carnivals and Fairs	$390.00		NA	NA	$390.00	$0
161	Cellulose Nitrate Film	$390.00		NA	NA	$390.00	$0
162	Combustible Dust Producing Operations	$390.00		NA	NA	$390.00	$0
163	Combustible Fibers	$390.00		NA	NA	$390.00	$0
164	Commercial Rubbish-Handling Operation	$390.00		NA	NA	$390.00	$0
165	Compressed Gases	$390.00		NA	NA	$390.00	$0

FIRE

#	Description	Current Fee/Charge	Unit	Full Cost	Subsidy %	Suggested Fee	Fee Δ
166	Cryogenic Fluids	$390.00		NA	NA	$390.00	$0
167	Cutting and Welding Permit	$390.00		NA	NA	$390.00	$0
168	Dry Cleaning Plants	$390.00		NA	NA	$390.00	$0
169	Energy Storage Systems	$390.00		NA	NA	$390.00	$0
170	Exhibits and Trade Shows	$390.00		NA	NA	$390.00	$0
171	Explosives	$390.00		NA	NA	$390.00	$0
172	Fireworks Display	$620.00		NA	NA	$620.00	$0
173	Flammable or Combustible Liquids	$390.00		NA	NA	$390.00	$0
174	Floor Finishing	$390.00		NA	NA	$390.00	$0
175	Fumigation and Insecticidal Fogging	$390.00		NA	NA	$390.00	$0
176	Hazardous Materials	$390.00		NA	NA	$390.00	$0
177	Special Events	$390.00		NA	NA	$390.00	$0
178	Spraying or Dipping	$390.00		NA	NA	$390.00	$0
179	Storage of Scrap Tires and Tire By-Products	$390.00		NA	NA	$390.00	$0
180	Temporary Sales Lots	$390.00		NA	NA	$390.00	$0
181	Temporary Membrane Structures and Tents*	$390.00		NA	NA	$390.00	$0
182	Tire Storage	$390.00		NA	NA	$390.00	$0
183	Waste Handling	$390.00		NA	NA	$390.00	$0
184	Wood Products	$390.00		NA	NA	$390.00	$0
185	Permits - Any Other Required by Chief	$390.00		NA	NA	$390.00	$0
186	**Film Production and Permit Fees**						
187	Special Film Fueling Truck	$390.00		NA	NA	$390.00	$0
188	Pyrotechnics and Special Effects	$351.00		NA	NA	$351.00	$0
189	Filming	$343.00		NA	NA	$343.00	$0
190	Fire Safety Officer	$156.00	Hourly	NA	NA	$156.00	$0
191	**Fire Reports:**						
192	Redacted	$53.00		NA	NA	$53.00	$0
193	Non-Redacted	$9.00		NA	NA	$9.00	$0
194	**Miscellaneous Fees:**						
195	Investigation Cost Recovery	Actual Cost		NA	NA	Actual Cost	$0
196	Witness Fees	$178.00		NA	NA	$178.00	$0
197	Record Research: Intensive, Interpretive - Per Half Hour	$53.00		NA	NA	$53.00	$0
198	Records: Duplication Per Page	$0.11		NA	NA	$0.11	$0

LIBRARY

#	Description	Current Fee/Charge	Unit	Full Cost	Subsidy %	Suggested Fee	Fee Δ
1	**Library Services Fees:**						
2	Replacement of Library Item	Actual Cost		NA	NA	Actual Cost	$0
3	Inter-Library Loan (Per Title)	$5.00		NA	NA	$5.00	$0
4	Library Asset Recovery Service	Actual Cost		NA	NA	Actual Cost	$0
5	**Printing / Reproduction Fees:**						
6	Black & White	$0.15		NA	NA	$0.15	$0
7	Color Copies	$0.50		NA	NA	$0.50	$0
8	**Community Room Rental Fees:**						
9	Community Room - Non-Profit Groups (Min. 2 Hrs.)	$194.00	per hour	$369.20	47%	$195.00	$1
10	Community Room - Resident / Local Business - (Min. 2 Hrs.)	$183.00	per hour	$369.20	51%	$180.00	-$3
11	Community Room -Non-Resident - (Min 2 Hrs.)	$218.00	per hour	$369.20	40%	$220.00	$2
12	Community Room - Staff (Cleanup and Supervision)	$47.00		$50.81	2%	$50.00	$3
13	Community Room - Staff (Alcohol)	$47.00		$50.81	2%	$50.00	$3
14	Community Room - Security Deposit	$294.00		NA	NA	$300.00	$6
15	**Equipment Rental Fees:**						
16	Audio/Visual Equipment Rental	$70.00		NA	NA	$75.00	$5
17	Equipment Rental - Baldwin Piano	$42.00		NA	NA	$75.00	$33

POLICE

#	Description	Current Fee/Charge	Full Cost	Subsidy %	Suggested Fee	Fee Δ
1	**POLICE**					
2	**Penalties:**					
3	Display Vehicle for Sale	$50.00	NA	NA	$90.00	$40
4	Parking in Red Zone	$50.00	NA	NA	$90.00	$40
5	Parking in Yellow Zone	$50.00	NA	NA	$90.00	$40
6	Parking in White Zone	$50.00	NA	NA	$90.00	$40
7	Parking in Green Zone	$50.00	NA	NA	$90.00	$40
8	Parked on Parkway	$50.00	NA	NA	$90.00	$40
9	Parking Prohibited by Sign	$50.00	NA	NA	$90.00	$40
10	1 HR, 2 HR, 4HR Time Limited Parking	$50.00	NA	NA	$90.00	$40
11	Parking Outside Spaces	$50.00	NA	NA	$90.00	$40
12	Parked Over 72 Hours	$50.00	NA	NA	$90.00	$40
13	Parking Vehicle for Sale	$50.00	NA	NA	$90.00	$40
14	Washing, Servicing or Repairing Vehicle	$50.00	NA	NA	$90.00	$40
15	Selling from Motor Vehicle	$50.00	NA	NA	$90.00	$40
16	Parking Left Side of Roadway	$50.00	NA	NA	$90.00	$40
17	Parking Adjacent to Schools	$50.00	NA	NA	$90.00	$40
18	Exceeding 3% Grade/ Wheels Not Curbed	$50.00	NA	NA	$90.00	$40
19	Emergency No Parking	$50.00	NA	NA	$90.00	$40
20	Alley Parking - Sign Posted	$50.00	NA	NA	$90.00	$40
21	Parked on Private Property	$50.00	NA	NA	$90.00	$40
22	Parking on Public Property	$50.00	NA	NA	$90.00	$40
23	Parking on City Owned Off-street Facility	$50.00	NA	NA	$90.00	$40
24	Oversized Vehicle	$50.00	NA	NA	$200.00	$150
25	Unattended Trailer	$50.00	NA	NA	$90.00	$40
26	PARKED IN A HANDICAPPED SPACE	$333.00	NA	NA	$400.00	$67
27	BLOCKING DISABLED SPACE	$333.00	NA	NA	$400.00	$67
28	Double Parking	$33.00	NA	NA	$90.00	$57
29	Failure to Park Within 18" of Right Curb	$28.00	NA	NA	$90.00	$62
30	Parked Next to Fire Hydrant-No Operator	$33.00	NA	NA	$90.00	$57
31	Unattended Vehicle-Motor Running	$28.00	NA	NA	$90.00	$62
32	Car Alarm Sounding in Excess of 20 Min.	$38.00	NA	NA	$90.00	$52
33	Blocking Legally Parked Vehicle	$43.00	NA	NA	$90.00	$47
34	Expired Registration	$50.00	NA	NA	$90.00	$40
35	Foreign Registration	$25.00	NA	NA	$90.00	$65
36	Displaying Wrong License Plate	$77.00	NA	NA	$90.00	$13

POLICE

#	Description	Current Fee/Charge	Full Cost	Subsidy %	Suggested Fee	Fee Δ
37	Missing License Plate	$108.00	NA	NA	$108.00	$0
38	No Current Registration Tab	$108.00	NA	NA	$108.00	$0
39	Fire Lane	$58.00	NA	NA	$150.00	$92
40	Parked on Crosswalk	$33.00	NA	NA	$90.00	$57
41	All municipal code parking violations not listed	$50.00	NA	NA	$90.00	$40
42	Parked on Crosshatched Lines	$333.00	NA	NA	$400.00	$67
43	PARKED ON LINE 22507.8 C1 VC	$333.00	NA	NA	$400.00	$67
44	PARKED IN FRONT OF DRIVEWAY	$28.00	NA	NA	$90.00	$62
45	Overnight Parking	$50.00	NA	NA	$90.00	$40
46	City Parking Lot (2 HR Limit)	$50.00	NA	NA	$90.00	$40
47	PARKED ON SIDEWALK	$33.00	NA	NA	$90.00	$57
48	22500(n)1- Parked Within 20' of Crosswalk-Prohibited	New	NA	NA	$90.00	NA
49	**Parking Pass Fees:**					
50	Parking 1 Year	$144.00	NA	NA	$165.00	$21
51	Parking - Senior Citizens (65 Years old min.)	$116.00	NA	NA	$125.00	$9
52	Parking - Alternate Fuel Vehicles	$116.00	NA	NA	$125.00	$9
53	Parking - Monthly Pass	$35.00	NA	NA	$40.00	$5
54	Parking - Replacement/ Transfer	$19.00	NA	NA	$25.00	$6
55	Parking - Daily Pass	$2.40	$20.40	75%	$5.00	$3
56	**All Police Reports:**					
57	Redacted	$103.00	$122.39	14%	$105.00	$2
58	Non-Redacted - Non-Resident	$26.00	$32.64	8%	$30.00	$4
59	Non-Redacted - Resident	$26.00	$32.64	8%	$30.00	$4
60	**False Alarm:**					
61	False Alarm 1st	$0.00	$37.53	100%	$0.00	$0
62	False Alarm 2nd - 3rd	$178.00	NA	NA	$176.00	-$2
63	False Alarm 4th and beyond	$650.00	NA	NA	$176.00	-$474
64	**Reproduction:**					
65	Photo Reproduction - Per Photo	$26.00	$32.64	8%	$30.00	$4
66	Video/Audio Reproduction	$103.00	$114.23	8%	$105.00	$2
67	**Miscellaneous Fees:**					
68	DUI Emergency Response	Actual Cost	NA	NA	Actual Cost	$0
69	Records Check/ Clearance Letter	$26.00	$61.19	18%	$50.00	$24
70	Special Business Background Check	$614.00	NA	NA	$614.00	$0
71	Impound Fee - Vehicle Release	$151.00	$208.26	4%	$200.00	$49
72	Impound Fee - DUI Vehicle Release	New	NA	NA	$400.00	NA

POLICE

#	Description	Current Fee/Charge	Full Cost	Subsidy %	Suggested Fee	Fee Δ
73	Juvenile Recovery	Actual Cost	NA	NA	Actual Cost	$0
74	Firearms Storage & Release	$35.00	$112.11	46%	$60.00	$25
75	Citation Corrections/ Inspection Service (resident)	$18.00	$75.06	67%	$25.00	$7
76	Citation Corrections/ Inspection Service (non-resident)	$44.00	$75.06	33%	$50.00	$6
77	Civil Subpoena	Fee set by Courts	NA	NA	Fee set by Courts	$0
78	Duces Tecum Subpoena (Per CA Evidence Code)	$15.00	NA	NA	$15.00	$0
79	Tow Franchise Fee - per year	$1,102.00	$3,737.02	33%	$2,500.00	$1,398
80	CCW Application Fee	$317.00	NA	NA	$317.00	$0
81	CCW Clerical Fee	$35.00	NA	NA	$35.00	$0
82	Psychological Evaluation	$150.00	NA	NA	$150.00	$0
83	CCW Amendment Fee	$20.00	NA	NA	$20.00	$0
84	Vehicle Boot -Release Fee	$95.00	NA	NA	$150.00	$55
85	Fingerprint Services -Ink Rolled Per Card	New	$40.80	26%	$30.00	NA

PUBLIC WORKS

#	Description	Current Fee/Charge	Unit	Full Cost	Subsidy %	Suggested Fee	Fee Δ
1	**PUBLIC WORKS**						
2	**Water Fees:**						
3	Water Turn Off (After Hours)	$171.00		$535.81	0%	$535.00	$364
4	Water Turn On (After Hours)	$171.00		$535.81	0%	$535.00	$364
5	Water 24 Hour Door Hanger Fee	$37.00		$144.50	0%	$144.00	$107
6	Water Turn Off for Non-Payment***	$76.00		$144.50	0%	$144.00	$68
7	Water - New/Change Account	$118.00		$144.50	0%	$144.00	$26
8	Water - Discontinue Service	$118.00		$144.50	0%	$144.00	$26
9	Water - Discontinue for Non-Compliance	$228.00		$238.68	4%	$228.00	$0
10	Water - Unauthorized Turn on	$228.00		$238.68	6%	$225.00	-$3
11	Fire Flow Testing	$609.00		$701.55	0%	$701.00	$92
12	Temporary Meter Rental - Install	$47.00		$221.30	0%	$221.00	$174
13	Temporary Meter Rental - Move	$118.00		$183.48	36%	$118.00	$0
14	Temporary Meter Rental - Rental	$90.00		$149.38	0%	$149.00	$59
15	Inspection of Backflow Prevention Device	$211.00		$331.33	0%	$331.00	$120
16	Backflow Prevention Review	$50.00		$94.18	0%	$94.00	$44
17	Backflow Prevention Program Penalty	$353.00		$400.66	12%	$353.00	$0
18	Water Installation Inspection Fee	$364.00		$426.71	0%	$426.00	$62
19	**Deposit-Based Fees:**						
20	Water Service Installation	$5,894.00		$12,400.00	0%	$12,400.00	$6,506
21	Water Meter installation	$1,178.00		$1,200.00	0%	$1,200.00	$22
22	Temporary Meter Rental	$2,947.00		$3,000.00	0%	$3,000.00	$53
23	**Sewer Fees:**						
24	Sewer Connection/Inspection, Existing Lateral	$413.00		$510.53	0%	$510.00	$97
25	Sewer Connection/Inspection, Existing WYE	$413.00		$510.53	0%	$510.00	$97
26	Sewer Connection/Inspection, Saddle Connect	$413.00		$510.53	0%	$510.00	$97
27	Capping of Sewer Lateral	$413.00		$510.53	0%	$510.00	$97
28	Sewer Construction Fee - New Construction	$817.00		$859.22	0%	$859.00	$42
29	Sewer Spill in Public ROW	Actual Cost		NA	NA	Actual Cost	$0
30	Fats, Oils, & Grease Permit Fee (annual)	$167.00		$577.15	0%	$577.00	$410
31	Fats, Oils, & Grease Inspection Fee (annual)	Actual Cost		NA	NA	Actual Cost	$0

PUBLIC WORKS

#	Description	Current Fee/Charge	Unit	Full Cost	Subsidy %	Suggested Fee	Fee Δ
32	Fats, Oils, & Grease Mitigation Penalty (annual)	$413.00		$1,101.03	0%	$1,101.00	$688
33	**PW Engineering:**						
34	Excavate - Utility Trenches <= 100 l.f.	$675.00		$748.96	0%	$748.00	$73
35	Excavations-Utility Trenches >= 100 l.f.	$819.00		$969.90	0%	$969.00	$150
36	Excavations-Utility Trenches > 100 l.f. - per 100 l.f.	$0.64		$866.62	0%	$866.00	$865
37	Excavation-Utility Patches	$604.00		$510.53	0%	$510.00	-$94
38	Concrete Sidewalk / Driveway Parkway / Permit	$213.00		$288.57	0%	$288.00	$75
39	Concrete Sidewalk / Driveway / Parkway Inspection	$284.00		$425.40	0%	$425.00	$141
40	Curb & Gutter Permit	$213.00		$288.57	0%	$288.00	$75
41	Curb & Gutter Inspection Flat Fee	$284.00		$425.40	0%	$425.00	$141
42	Curb Coring Base Permit	$235.00		$288.57	0%	$288.00	$53
43	Curb Coring Inspection Flat Fee	$224.00		$425.40	0%	$425.00	$201
44	Pavement Street & Alley	$476.00		$1,424.54	0%	$1,424.00	$948
45	Pavement Street & Alley Inspections Flat Fee	$641.00		$1,036.03	0%	$1,036.00	$395
46	Street/ROW Vacation/ Abandonment	$6,297.00		$12,808.47	0%	$12,808.00	$6,511
47	Public Improvement Inspection (Per Day)	$570.00		$1,786.73	0%	$1,786.00	$1,216
48	Public Works Plan Check Fee - Single Family*	$590.00		$1,730.13	0%	$1,730.00	$1,140
49	Public Works Plan Check Fee - Multi Family*	New		$1,730.13	0%	$1,730.00	NA
50	Public Works Plan Check Fee - Mixed Use*	New		$4,799.18	0%	$4,799.00	NA
51	Public Works Plan Check Fee - Commercial*	New		$6,901.69	0%	$6,901.00	NA
52	Public Works Plan Check Fee - Other Uses**	$1,055.00		$7,242.19	0%	$7,242.00	$6,187
53	Additional Plan Check/ Reviews Beyond 2	$177.00		$628.58	0%	$628.00	$451
54	Public Works Plan Check Fee - Traffic Control Plan	New		$918.59	0%	$918.00	NA
55	Final Parcel Map Review	$3,312.00		$7,006.78	0%	$7,006.00	$3,694
56	Final Tract Map Review	$3,312.00		$7,006.78	0%	$7,006.00	$3,694
57	Lot Line Adjustment/Lot Merger/ Parcel Split	New		$4,000.96	0%	$4,000.00	NA
58	Final Map Amendment - Administrative	$177.00		$962.64	0%	$962.00	$785
59	Temp Encroachment - Dumpster	$106.00		$182.64	0%	$182.00	$76
60	Temp Encroachment - Signs/Goods	$106.00		$182.64	0%	$182.00	$76
61	Temp Encroachment - Southwest Hills	$231.00		$1,309.90	0%	$1,309.00	$1,078
62	Temp Encroachment - All Other	$124.00		$1,071.47	0%	$1,071.00	$947
63	**Deposits (Time and Material):**						
64	Street Renaming Processing	$5,894.00		$9,345.38	0%	$9,345.00	$3,451

PUBLIC WORKS

#	Description	Current Fee/Charge	Unit	Full Cost	Subsidy %	Suggested Fee	Fee Δ
65	**Miscellaneous Fees:**						
66	Sidewalk Vendor Permit	$157.00		$450.41	0%	$450.00	$293
67	House Number Change (SFR & ADU)	$529.00		$763.34	0%	$763.00	$234
68	House Number Change (Other)	$529.00		$354.78	0%	$354.00	-$175
69	Oversized/Overloads Permits (Per Transportation Code)	$19.00		$135.66	88%	$16.00	-$3
70	Block Party Street Closure - Initial	$314.00		$322.67	0%	$322.00	$8
71	Block Party Street Closure - Renewal	$118.00		$203.45	0%	$203.00	$85
72	Blueprint/ Map Reproduction	Actual Cost		NA	NA	Actual Cost	$0
73	Banner Installation & Removal	$225.00		$1,044.56	0%	$1,044.00	$819
74	Banner Installation - Initial	$372.00		$167.44	0%	$167.00	-$205
75	Parade/ Special Event Staffing	Hourly Rate		NA	NA	Hourly Rate	$0
76	No Parking Signs (temporary)	$44.00		$312.77	0%	$312.00	$268
77	**Trees:**						
78	Tree Removal / Replacement Permit	$364.00		$284.37	0%	$284.00	-$80
79	Tree Removal/Replacement for Developments	$504.00		$840.71	0%	$840.00	$336
80	Tree Trimming Permit	$75.00		$101.72	1%	$101.00	$26
81	Inspection For Trimming or Removal	$141.00		$80.92	1%	$80.00	-$61
82	Inspection For Trimming or Removal (Development)	$141.00		$242.76	0%	$242.00	$101
83	Private Tree Trimming in Public ROW	Actual Cost		NA	NA	Actual Cost	$0
84	Tree Replacement Deposit	$462.00	Each	NA	NA	$462.00	$0
85	Standard Tree Permit Appeal Fee	New		$1,182.38	0%	$1,182.00	NA

TRANSPORTATION

#	Description	Current Fee/Charge	Unit	Full Cost	Subsidy %	Suggested Fee	Fee Δ
1	**TRANSPORTATION**						
2	Mission Meridian Village Parking	$3.00	(Daily)	NA	NA	$5.00	$2
3	Mission Meridian Village Parking (Monthly)	$50.00		NA	NA	$70.00	$20
4	Mission Meridian Village Parking (Monthly Senior)	$12.00		NA	NA	$16.00	$4







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City Council and the Housing Authority - Board of Directors Agenda Report

ITEM NO. 18

DATE: May 6, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Erika Ramirez, Community Development Director
Jasmin Kim, AICP, Planning Manager
Tatianna Marin, Assistant Planner

SUBJECT: **CONSIDER INTRODUCTION OF AN ORDINANCE OF THE CITY OF SOUTH PASADENA AMENDING CHAPTER 36 OF THE SOUTH PASADENA MUNICIPAL CODE TO REVISE SECTIONS OF ARTICLE 3, 4 AND 6 OF THE ZONING CODE RELATED TO VARIOUS ROUTINE AND PERIODIC UPDATES TO STREAMLINE DESIGN REVIEW PROCEDURES, CLARIFY REVIEW AUTHORITY AND ENSURE CONSISTENCY WITH RECENT MUNICIPAL CODE AMENDMENTS WITHIN CHAPTER 36**

Recommendation

It is recommended that the City Council hold a public hearing and introduce Ordinance No. 2412 by title only and waive full reading of Ordinance No. 2412, an ordinance amending Chapter 36 (Zoning) of the South Pasadena Municipal Code to revise sections of article 3, 4 and 6 of the zoning code related to design review authority and procedures, clarify review authority and ensure consistency with recent municipal code amendments within Chapter 36.

Executive Summary

The proposed Zoning Code amendments seek to update Articles 3, 4, and 6 of Chapter 36 of the South Pasadena Municipal Code to streamline design review procedures, clarify review authority, and ensure consistency with recent Municipal Code amendments. The changes are informed by Planning Commission feedback regarding the Chair review process, the dissolution of the Design Review Board, and City Council actions amending Chapter 2 to update the composition of City commissions, including the expansion of the Planning Commission from five to seven members.

Key updates include delegating certain design review functions, such as rooftop mechanical equipment, to staff rather than a Chair Review; correcting that non-ministerial multifamily and mixed-use projects are subject to Planning Commission review; and revising provisions to reflect the updated composition and qualifications of the Planning Commission. Collectively, the amendments improve efficiency, resolve inconsistencies, and align the Zoning Code with the City's current governance structure and regulatory framework.

Background

On April 16, 2025, the City Council adopted Ordinance No. 2395, amending Chapter 36 of the South Pasadena Municipal Code eliminating the Design Review Board and reallocating

Design Review authority to the Planning Commission and Planning Commission Chair.

On November 18, 2025, the Planning Commission provided feedback to staff on the Planning Commission Chair review process.

On December 5, 2025, the City Council adopted Ordinance No. 2406, amending Chapter 2 of the South Pasadena Municipal Code and revising the general provisions applicable to all commissions.

On April 14, 2026, the Planning Commission adopted PC Resolution No. 26-05 recommending that the City Council adopt a zoning text amendment to the Chapter 36 (Zoning) of the South Pasadena Municipal Code.

Analysis

The City of South Pasadena's Zoning Code establishes the framework for how land is used and developed within the City, implementing the goals and policies of the General Plan through regulations that guide land use, building standards, and site design. It provides clarity and predictability for residents, property owners, and developers while helping to protect public health, safety, and overall quality of life. Periodic amendments to the Zoning Code are necessary to address correct inconsistencies or outdated provisions and improve administrative efficiency and clarity in implementation.

On November 18, 2025, the Planning Commission held a public meeting to provide feedback on the Planning Commission Chair review process. In response to and following subsequent amendments to Chapter 2 of the Municipal Code that updated the composition of the Planning Commission, staff evaluated the Zoning Code for consistency and opportunities to improve processes. Proposed amendments also informed by the dissolution of the Design Review Board and the expansion of the Planning Commission from five to seven members. Based on direction from the Commission and recent Municipal Code amendments, staff proposes targeted amendments to Articles 3, 4, and 6 of Chapter 36 to streamline procedures, update review authority, and ensure internal consistency with recently adopted Municipal Code amendments and the Zoning Code.

Summary of Proposed Amendments

The proposed amendments to Articles 3, 4 and 6 of SPMC Chapter 36 are summarized below.

Article 3: Site Planning and General Development Standards

1. 36.300.030 (Setback Measurement and Exceptions) - Removes the requirement for Planning Commission Chair review and approval of rooftop HVAC equipment, delegating this function to staff.
2. 36.300.080 (Mechanical Equipment) - Removes the requirement for Planning Commission Chair review of rooftop mechanical equipment to streamline the review process.

Article 4: Zoning Approval Procedures

1. 36.400.020 (Authority for Land Use Zoning Decisions) - Updates Table 4-1 (Review Authority) to correct that multifamily and mixed-use projects not eligible for ministerial review are subject to Planning Commission review.
2. 36.410.040 Design Review - Removes the existing threshold requiring Planning Commission review for multifamily developments of six or fewer units and instead

corrects that all non-ministerial multifamily and mixed-use projects are subject to Planning Commission design review.

Article 6: Zoning Code Administration

1. 36.600.040 (B) and (G) (Planning Commission) - Updates the composition of the Planning Commission to reflect its expansion from five to seven members and establishes qualification criteria, including a minimum of three licensed architects and at least two members with demonstrated experience or interest in planning, community development, or urban design.

Collectively, these amendments streamline design review, align the Zoning Code with recently adopted Municipal Code provisions regarding Planning Commission composition, and ensure consistency within the City's broader regulatory framework.

Fiscal Impact

There is no direct fiscal impact associated with adoption of the proposed Ordinance. Processing routine code amendments is included within the Community Development Department's work plan.

Commission Review and Recommendation

On April 14, 2026, the Planning Commission adopted PC Resolution No. 26-05 recommending that the City Council adopt a zoning text amendment to the Chapter 36 (Zoning) of the South Pasadena Municipal Code.

Public Notification

A public notice for this Public Hearing was published in the South Pasadena Review on April 24, 2026. The public was also made aware of the regularly scheduled Public Hearing on April 30, 2026, through its inclusion in the legally publicly noticed agenda, posted physically at City Hall and also on the City's website.

Environmental Analysis

The proposed amendments are routine, relate to the City's review process and code clarification. The proposed amendments do not include any development proposal and can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment. Therefore, the amendments qualify for the commonsense exemption from the California Environmental Quality Act (CEQA), as found in CEQA Section 15061(b)(3).

Attachment:

Attachment 1 - Draft Ordinance No. 2412 Combined

ORDINANCE NO. 2412

AN ORDINANCE OF THE CITY OF SOUTH PASADENA AMENDING CHAPTER 36 OF THE SOUTH PASADENA MUNICIPAL CODE TO REVISE SECTIONS OF ARTICLE 3, 4 AND 6 OF THE ZONING CODE RELATED TO VARIOUS ROUTINE AND PERIODIC UPDATES TO STREAMLINE DESIGN REVIEW PROCEDURES, CLARIFY REVIEW AUTHORITY AND ENSURE CONSISTENCY WITH RECENT MUNICIPAL CODE AMENDMENTS WITHIN CHAPTER 36

WHEREAS, the City of South Pasadena desires to streamline design review procedures, clarify review authority, and ensure consistency with recent Municipal Code amendments.; and

WHEREAS, the proposed project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061 (b)(3); and

WHEREAS, on April 16, 2025, the City Council adopted Resolution No. 2394, amending Chapter 36 of the South Pasadena Municipal Code eliminating the Design Review Board and reallocating Design Review authority to the Planning Commission and Planning Commission Chair; and

WHEREAS, on November 18, 2025, the Planning Commission provided feedback to staff on the Planning Commission Chair review process; and

WHEREAS, on December 5, 2025, the City Council adopted Resolution No. 2406, amending Chapter 2 of the South Pasadena Municipal Code and revising the general provisions applicable to all commissions; and

WHEREAS, on April 3, 2026, the City of South Pasadena Planning Division, published a legal notice in the *South Pasadena Review*, a local newspaper of general circulation, indicating the date, time, and location of the public hearing in compliance with state law concerning Project No. ZTA26-0001; and

WHEREAS, on April 14, 2026, the Planning Commission adopted PC Resolution No. 26-05 recommending that the City Council adopt a zoning text amendment to the Chapter 36 (Zoning) of the South Pasadena Municipal Code in the form of an ordinance as set forth therein; and

WHEREAS, following the public hearing, the City Council considered the entire record of information received at the public hearings before the Planning Commission and City Council.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1: RECITALS. The above recitals are hereby declared to be true and correct and are incorporated herein as findings of the South Pasadena City Council.

SECTION 2: EVIDENCE AND PUBLIC TESTIMONY. Based upon substantial evidence presented to the City Council during the Public Hearing, including public testimony and written and oral staff reports, and the environmental documentation, the City Council finds:

A. All necessary Public Hearings and opportunities for public testimony and comment have been conducted in compliance with applicable law;

B. That the proposed Zoning Amendment complies with the Housing Goals in the 2021-2029 (6th Cycle) Housing Element and the General Plan.

SECTION 3: ENVIRONMENTAL FINDINGS. The proposed amendments are routine, reflect changes in state law, relate to the City's review process and code clarification, do not include any development proposal, and can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment. Therefore, the amendments qualify for the Common Sense exemption from the California Environmental Quality Act (CEQA), as found in CEQA Section 15061(b)(3).

SECTION 4: ZONING AMENDMENT FINDINGS. South Pasadena Municipal Code (SPMC) Section 36.620.070(B) stipulates that a Zoning Amendment and Zoning Map Amendment may be approved if the following findings are met:

1. *Findings required for all Zoning Code/Map amendments:*
   a. *The proposed amendment is consistent with the actions, goals, objectives, policies, and programs of the General Plan;*

   The proposed Zoning Text Amendment (ZTA) is consistent with the actions, goals, objectives, policies, and programs of the General Plan because it would implement the following:

Housing Element Program 3.n:	Zoning Changes.
General Plan Policy P5.8:	Support the reduction of governmental and regulatory constraints, and advocate for the production of affordable housing.

The ZTA would support the actions, goals, objectives, policies and programs of the General Plan by increasing the clarity in code language and further streamlining the development process thereby reducing constraints to the production of affordable housing. The Planning Commission can make this finding in support of the project.

b. The proposed amendment would not be detrimental to the public interest, health, safety, convenience, or general welfare of the City;

The ZTA would not be detrimental to the public interest, health, safety, convenience or general welfare of the City because it would support internal consistency between the Housing Element, General Plan, and Zoning Ordinance. The proposed ZTA does not include any development proposal nor would it approve any project. Therefore, the Planning Commission can make this finding.

2. The proposed amendment is internally consistent with other applicable provisions of this Zoning Code.

The proposed ZTA is internally consistent with other applicable provisions of the Zoning Code. The proposed amendments would revise text to reflect the City's current organizational structure, and would make the SPMC more descriptive in terms of development standards and approval processes and procedures. Therefore, the Planning Commission can make this finding.

3. Additional finding for Zoning Map amendments. The site is physically suitable (including absence of physical constraints, access, compatibility with adjoining land uses, and provision of utilities) for the requested zoning designations and anticipated land uses/projects.

The proposed ZTA does not include a Zoning Map Amendment. Therefore, this finding does not apply.

The Project does not include a Zoning Map Amendment. Therefore, this finding does not apply.

SECTION 4. ZONE TEXT AMENDMENT. The City Council hereby amends various sections of Chapter 36 (Zoning) of the South Pasadena Municipal Code to incorporate the text changes as well as the revisions to the tables as set forth in Exhibit A, attached hereto and incorporated herein by reference, with all sections and tables of Chapter 36 that have no amendments identified in Exhibit A remaining in effect without amendment.

SECTION 5. 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 6. 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 6th day of May, 2026.

AYES:

NOES:

ABSENT:

ABSTAIN:

Sheila Rossi, Mayor

ATTEST:

Nikima S. Newsome, 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, Nikima S. Newsome, Chief City Clerk of the City of South Pasadena, do hereby certify that Ordinance No. 2412, was duly and regularly approved and adopted at a Regular meeting of the City Council on this 6th day of May 2026, by the following votes as the same appears on file and of record in the Office of the City Clerk.

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Nikima S. Newsome
Chief City Clerk

Exhibit A
Zoning Text Amendment

Amendments are depicted in **Bold Underline** for text additions and ~~**Bold Strikethrough**~~ for text deletions.

Article 3 Site Planning and General Development Standards

36.300.030 Setback Measurement and Exceptions.

A. No changes to this section
B. No changes to this section
C. No changes to this section
D. Setback exceptions, allowed projections into setbacks. An architectural feature may extend beyond the wall of the structure and into the front, side, and rear setbacks, in compliance with Table 3-1.

TABLE 3-1. ALLOWED PROJECTIONS INTO SETBACKS

Projecting Feature	Allowed Projection into Specified Setback		
	Front	Side	Rear
Sills, cornices, roof overhang or eaves	No closer than 30 inches to a lot line; provided, that the lowest edge of the feature is at least eight feet above ground level.		
Chimney, bay window, greenhouse window	24 inches for no more than 10% of the length of the building wall from which it projects, or a maximum length of 10 feet, whichever is less; but no closer than 30 inches to a side lot line.		
Stoops, balconies, decks, or porches, which may be roofed but are otherwise unenclosed	8 feet, but no closer than 30 inches to a lot line	36 inches for a deck if its walking surface is 30 inches or less above grade. 36 inches for another projecting feature if it extends along no more than 10% of the length of the building wall from which it projects, or a maximum length of 10 feet, whichever is less. In no case shall a feature project closer than 30 inches to a side lot line.	8 feet
Uncovered steps or landings up to 36 inches in height	36 inches in width, up to 10 feet in length.		
Miscellaneous equipment attached to the structure	24 inches. Attached equipment shall not be located less than three feet to any lot line and shall not be located in the front yard setback.		

TABLE 3-1. ALLOWED PROJECTIONS INTO SETBACKS			
Projecting Feature	Allowed Projection into Specified Setback		
	Front	Side	Rear
Note: Air conditioning (HVAC) units may be permitted if located outside the front setback, and may be located in the side yard setback provided the equipment is not located closer than three feet to any lot line. Such equipment shall be fully screened when it is located in a street side yard. ~~HVAC equipment located on rooftops in single-family residential districts (RE, AM and RS zones) shall require approval by the Planning Commission Chair.~~			

36.300.080 Mechanical Equipment

Each piece of mechanical equipment including HVAC (heating, ventilation, and air conditioning) equipment, and other compressors, battery storage and associated generators, filters, pumps, and similar equipment installed outside of the exterior walls or roof of a building shall constitute a structure, and shall comply with the following requirements:

A. *No changes to this section.*

B. Roof-mounted equipment. Mechanical equipment may be located on a roof; provided, that it is not visible from the street and is screened from the view of abutting residential properties in compliance with SPMC 36.300.070(C)(1). Roof-mounted HVAC equipment may be allowed in single-family zones (RE, AM, and RS) ~~with approval by the Planning Commission Chair (see SPMC 36.410.040(D)(2))~~. See also SPMC 36.340.040(F)(3) for hillside projects.

- **Article 4 Zoning Approval Procedures**

36.400.020 Authority for Land Use and Zoning Districts

TABLE 4-1. REVIEW AUTHORITY					
Type of Decision	Procedure is in Section:	Role of Review Authority (1)			
		Director	PC Chair (2)	Planning Commission	City Council
Administrative Modification	36.410.070	Decision (3)		Appeal	Appeal
Administrative Use Permit	36.410.060	Decision (3)		Appeal	Appeal
Affordable Housing Review	36.370			Decision	Appeal
CDC Overlay District Development Application	36.250.060	Decision			Appeal
CEQA Certification/ Adoption	36.400.070		Certify (6)	Certify (4) (6)	Certify (4) (6)
Conditional Use Permit	36.410.060			Decision	Appeal
Density Bonus Review	36.370	Decision			
Design Review (5)	36.410.040	Decision	Decision	Appeal	

TABLE 4-1. REVIEW AUTHORITY					
Type of Decision	Procedure is in Section:	Role of Review Authority (1)			
		Director	PC Chair (2)	Planning Commission	City Council
Design Review for Mixed-Use or Multifamily ~~of~~ dwelling units ~~, or not exempt from CEQA (5)~~ **that are not subject to ministerial review**	36.410.040			Decision	Appeal
Development Agreement	36.430			Recommend	Decision
Emergency Shelters	36.350.250	Decision			
General Plan amendment	36.620			Recommend	Decision
Hillside Development Permit—New structures	36.410.065			Decision	Appeal
Home Occupation Permit	36.410.030	Issued			
Ministerial Review	36.410.040	Decision		Appeal	
Minor Design Review	36.410.040	Decision (2)		Appeal	Appeal
Minor Hillside Development Permit – Modifications to existing structures (7)	36.410.065	Decision	Decision	Appeal	Appeal
Parking Use Permit	36.410.090	Decision		Appeal	Appeal
Planning Clearance	36.410.020	Issued			
Planned Development Permit	36.410.100			Decision	Appeal
Reasonable Accommodation	36.410.110	Decision		Appeal	Appeal
Sign Permit (8)	36.320	Decision	Decision	Appeal	Appeal
Single-Room Occupancy	36.350.260	Decision			
Specific Plan	36.440			Recommend	Decision
Temporary Use Permit	36.410.050	Issued			
Valet Parking Use Permit	36.310.111			Decision	Appeal
Variance	36.410.080			Decision	Appeal
Zoning Code Amendment	36.620			Recommend	Decision
Zoning Code Interpretation	36.110	Decision (3)		Appeal	Appeal
Zoning Map Amendment	36.620			Recommend	Decision

Notes:
(1) “Recommend” means that the review authority makes a recommendation to a higher decision-making body; “Decision” means that the review authority makes the final decision on the matter; “Appeal” means that the review authority may consider and decide upon appeals to the decision of an earlier decision-making body, in compliance with Division 36.610 (Appeals); and “Issued” means the nondiscretionary permit shall be granted by the Director.
(2) “PC Chair” means the Chair of the Planning Commission or his/her designee (See SPMC 36.410.040(D)(2)).

TABLE 4-1. REVIEW AUTHORITY					
Type of Decision	Procedure is in Section:	Role of Review Authority (1)			
		Director	PC Chair (2)	Planning Commission	City Council
(3) The Director may defer action on zoning approval applications and refer the items to the Commission for the final decision. (4) The Planning Commission and Cultural Heritage Commission shall certify/approve the CEQA documents, except in those instances where the Council has final review authority for the application, in which case the Planning Commission and/or Cultural Heritage Commission provide recommendation on the CEQA documents to City Council. When a Certificate of Appropriateness is part of a project that requires Planning Commission approval, the Cultural Heritage Commission is the recommending body to the Planning Commission for the Certificate of Appropriateness and associated CEQA and technical documents relating to historic resources. (5) Design Review of all structures is required pursuant to SPMC 36.410.040. (6) "CEQA" means the California Environmental Quality Act. (7) For Minor Hillside Development Permits, the Director reviews applications for up to 500 square feet of additional floor area; the PC Chair reviews applications that exceed 500 square feet of additional floor area. (8) Signs on historic buildings shall require approval by the chair of the CHC. (See also SPMC 36.320.070(A)(1) and Table 3-9)					

36.410.040 Design Review

A. No changes to this section
B. No changes to this section
C. No changes to this section
D. Design Review Authority.

1. Planning Commission review. The Planning Commission shall be responsible for the Design Review of the following developments:

a. As identified in subsection (B) (Applicability) of this section, all developments which require a Hillside Development Permit, a Conditional Use Permit, a Variance, a Planned Development Permit, or any combination thereof;

b. **Mixed-Use or** Multifamily developments ~~containing seven or more units,~~ that are not subject to ministerial review (subsection (D)(4) of this section);

~~c. Mixed -Use or Multifamily developments containing six or fewer units not exempt from CEQA;~~

~~d~~**c**. For commercial and industrial structures: additions of more than 3,000 square feet to existing structures, or any new structure of more than 3,000 square feet;

~~e~~**d**. New single-family structures;

~~f~~**e**. Any other application in which the Planning Commission is identified in the Zoning Code as the Review Authority for design review.

2. Planning Commission Chair Review. The Planning Commission Chair ("Chair") or a Planning Commissioner delegated by the Chair who is a state-registered architect or retired from that status shall be responsible for Design Review of the developments listed below. The Chair shall form a review committee with a City planner(s) appointed by the

Director to review the project design. The committee shall decide on the project's approval without a public hearing.

a. For commercial and industrial structures: additions to existing structures or any new structure between 500 and 3,000 square feet in floor area; exterior modifications that would result in a change of architectural style of the building.
b. For residential structures:

(1) Exterior modifications to existing structures that propose to substantially change the architectural style of the structure through changes in materials including, but not limited to, new siding type, windows, roofing, front porch posts and balcony railings and other features characteristic of an architectural style that the existing structure does not reflect.

(2) Additions of more than 500 square feet in area, or more than 25 percent of the existing structure, whichever is less, for an outdoor structure or a habitable space. Developments that require a Minor Hillside Development Permit with more than 500 square feet in area.

~~(3) Rooftop mechanical equipment in RE, AM and RS Zoning Districts.~~

(4**3**) Freestanding/monument signs in excess of three feet in height (see SPMC 36.320.080).

(~~5~~**4**) Two-story ADUs in front of the primary dwelling (see SPMC 36.350.200(E)(1)(d)).

3. *No changes to this section*
4. Ministerial review of qualifying residential projects. The Director shall develop an application for ministerial approvals of qualifying residential projects pursuant to the requirements of State law, as well as procedures for processing applications for the ministerial approvals. The procedures may include a limited design review process and applicable standards. However, any limited design review process shall not constitute a "project" for purposes of the California Environmental Quality Act. "Qualifying residential projects" are either (a) residential or mixed-use projects located on a site included in either Table **VI-52** ~~VI-50~~ or Table **VI-53** ~~VI-51~~ of the Adopted 2021-2029 Housing Element with at least 20 percent of the residential units reserved for lower income households, or (b) residential or mixed-use projects that are subject to the inclusionary housing requirements of SPMC 36.375. Qualifying residential projects pursuant to criterion in subsection (D)(4)(a) of this section shall also qualify for priority processing as compared to other projects processed by the Community Development Department, and shall be exempt from and not subject to the Public Art Program and Public Art Development requirements of SPMC 36.390 and 36.395. Eligible residential projects may include units for rent, for sale, or a combination of both. In the case of an eligible residential project with for-sale units, the Community Development Director shall be the review authority for any Tentative Map required by the project, in accordance with State law.

- **Article 6 Zoning Code Administration**

36.600.040 Planning Commission

A. Establishment. The Planning Commission, referred to in this Zoning Code as the Commission, is hereby established, in compliance with the provisions of State law (Government Code Section 65100 et seq.).

B. Composition and appointment. The Commission shall consist of **seven** ~~five~~ adult members, all to be appointed by the Mayor, with the approval of the Council. To the greatest extent feasible, members shall represent the following professions/occupations:

1. **At minimum three** ~~Two~~ who are state-licensed architects or retired from that status.

2. Two who are urban planners, historic preservation professionals, urban designers, landscape architects or retired from that status.

3. **Two** ~~One~~ who **have** ~~has~~ demonstrated special interest, competence, experience, or knowledge in planning, community development and/or urban design.

C. Eligibility for membership. Eligibility for Commission service shall be consistent with SPMC 2.24.

D. Repealed by Ordinance No. 2394.

E. Chairperson and Vice Chairperson.

1. The Commission shall, at its first regular meeting after January 1st of each year, elect a Chairperson from among its appointed members to serve for a term of one year.

2. The person selected as Chairperson shall serve no more than two consecutive one-year terms as Chairperson. A Chairperson may be reelected as Chairperson after at least a 12-month vacancy from that position.

3. The Commission shall also select a Vice Chairperson from the membership of the Commission.

F. Monthly meetings. The Commission shall hold at least one regular meeting in each month, unless determined otherwise by the Commission.

G. Quorum. **Four** ~~Three~~ members of the Commission shall constitute a quorum. No action of the Commission shall be valid without the affirmative vote of at least three members.

H. *No changes to this section*

I. *No changes to this section*

J. *No changes to this section*

K. *No changes to this section*
L. *No changes to this section*

M. *No changes to this section*

N. *No changes to this section*

O. *No changes to this section*

City Council and the Housing Authority - Board of Directors Agenda Report

ITEM NO. 19

DATE: May 6, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Nick Kimball, Assistant City Manager/CFO

SUBJECT: **RECEIVE A PRESENTATION ON A POTENTIAL REFUNDING OF THE CITY'S 2016 WATER REVENUE BONDS AND PROVIDE DIRECTION TO STAFF**

Recommendation

It is recommended that the City Council:

a. Receive a presentation regarding a potential refunding of the City's 2016 Water Revenue Refunding Bonds; and
b. Provide direction to staff on whether to proceed with a competitive procurement of fiscal advisory services to evaluate and, if market conditions support it, execute a refunding of the 2016 Water Revenue Refunding Bonds.

Executive Summary

The City of South Pasadena carries outstanding water revenue bond debt issued to fund prior capital improvement projects to the City-owned water system. Among the outstanding obligations, the 2016 Water Revenue Refunding Bonds present a potential refunding opportunity that, based on a preliminary analysis prepared by Urban Futures, Inc. as of March 17, 2026, could generate approximately $191,000 in average annual debt service savings and approximately $2.3 million in total savings over the remaining life of the bonds (i.e. approximately 13 years); representing a net present value (NPV) savings of approximately 7%. These estimates are preliminary and subject to refinement based on market conditions at the time of any transaction.

On March 26, 2026, staff presented this opportunity to the Finance Commission in connection with a broader informational presentation on the City's fund structure. Following discussion, the Finance Commission recommended that staff bring the matter to City Council for consideration. If Council provides direction to proceed, staff would release a Request for Proposals (RFP) for Municipal Advisor services. The selected Municipal Advisor would serve as the City's fiduciary throughout the process to advise the City on the structure, timing, and pricing of the bond issue, as well as assist in procuring and coordinating bond counsel, an underwriter, and a financial consultant.

Background

In May 2009, the City issued $43,405,000 Water and Wastewater Revenue Bonds to finance certain capital improvements to the City's water system and construct two water storage reservoirs.

In November 2016, the City issued $37,845,000 Water Revenue Refunding Bonds to refund all of the outstanding 2009 Water Revenue Bonds. The 2016 series carries an average coupon of approximately 4.23% and will be fully repaid in 2039. These bonds become callable after 10 years, with the first call opportunity in July 2026.

On March 26, 2026, the Finance Commission received an informational presentation on the City's fund structure, including an overview of Enterprise Fund operations and significant ongoing efforts. As part of that presentation, Urban Futures, Inc., which served as municipal advisor on the 2016 issuance and currently assists the City with its annual continuing disclosure obligations, provided a preliminary analysis of a potential refunding of the 2016 bonds. Following discussion, the Finance Commission reached consensus directing staff to present the opportunity to City Council and seek direction on whether to proceed with a formal procurement process.

Analysis

Municipal water systems require continuous capital investment to construct, maintain, and replace infrastructure, including, but not limited to, pipelines, reservoirs, pumping stations, and treatment facilities. Because these projects often include an up front financial investment that far exceeds what can be reasonably funded from operating revenues in any single year, municipalities routinely issue long-term revenue bonds to finance capital improvements. Issuing debt to spread the cost of infrastructure over its useful life is standard and sound municipal finance practice; it ensures that current ratepayers do not bear the full cost of assets that will serve future generations as well.

A refunding is the municipal equivalent of refinancing a mortgage: the city issues new bonds at a lower interest rate to retire the outstanding higher-rate bonds, reducing its annual debt service obligations and generating savings for ratepayers over the remaining life of the debt. Like a home refinancing, a refunding makes economic sense when interest rates have declined sufficiently relative to the original borrowing rate to produce meaningful savings after accounting for the costs of the new issuance.

Water revenue bonds are repaid from the fees charged to water customers, not from property taxes or the General Fund, making them self-supporting obligations of the Water Enterprise Fund. The Water Enterprise Fund currently carries outstanding debt obligations totaling approximately $54 million as of June 30, 2025, issued to fund prior capital improvement projects to the City's water distribution system, including infrastructure upgrades and reservoir construction.

Refunding Opportunity — 2016 Water Revenue Refunding Bonds

Based on market conditions as of March 17, 2026, Urban Futures, Inc. projects that a refunding of the 2016 bonds could achieve a true interest cost (TIC) of approximately 2.94%, compared to the current average coupon of 4.23% (see Table 1).

These figures are illustrative and based on market conditions as of March 17, 2026. Interest rates have continued to fluctuate due to geopolitical and macroeconomic factors. Actual savings will depend on market conditions at the time of issuance and will be refined once a fiscal advisor is engaged and a formal transaction analysis is prepared. The preliminary analysis assumes a negotiated transaction structure (as opposed to competitive sale), which is appropriate for this credit type and allows the City to time its market entry based on conditions rather than committing to a fixed sale date. The current debt will be retired in 2039. Any

potential refunding options would be structured to maintain the existing debt retirement date and would not extend beyond 2039.

Table 1: Key preliminary financial metrics:

Metric	Preliminary Estimate
Existing Average Coupon (2016 Bonds)	4.23%
Projected True Interest Cost (Refunding)	2.94%
Estimated Average Annual Debt Service Savings	~$191,000
Estimated Total Savings (Remaining Bond Life)	~$2.3 million
Estimated Net Present Value (NPV) Savings	~7%
Average Remaining Life of Bonds	~7.8 years
Earliest Call / Refunding Date	July 2026
Final Debt Payment	2039

Bond Team Structure and Procurement Approach
A successful bond issue requires a coordinated team of specialists. If Council directs staff to proceed, the following professionals would need to be engaged:

- Fiscal (Municipal) Advisor: Serves as the City's fiduciary throughout the transaction. Monitors market conditions, advises on transaction structure and timing, coordinates the bond team, and reviews all documentation to protect the City's interests. The fiscal advisor would be procured through a competitive RFP process.

- Bond Counsel: A law firm specializing in municipal bond law. Responsible for drafting the bond indenture, official statement, continuing disclosure agreement, and required resolutions, and for rendering the tax-exempt legal opinion.

- Underwriter: The investment bank that markets and sells the bonds to investors. The fiscal advisor would solicit competitive bids from qualified underwriters and make a recommendation to the City based on proposed fees and demonstrated performance on comparable water revenue transactions.

- Financial Consultant (Fiscal Consultant): Prepares independent financial projections for the official statement, demonstrating the water system's ability to service the refunding debt. This role is separate from the fiscal advisor.

With the exception of the bond rating agency (e.g. Standard & Poor's, Moody's, etc.), all members of the financing team are compensated on a contingency basis, which means they are paid only if the bonds are successfully sold. At the time that Council approves the bond documents, they will also establish a minimum savings threshold by resolution. If that savings threshold cannot be achieved at the time of sale, the transaction will not proceed, similar to a minimum bid at an auction.

Based on the preliminary analysis, the projected savings meet or exceed the Government Finance Officers Association (GFOA) standard of 3% NPV savings. The negotiated transaction structure preserves the City's ability to monitor market conditions and decline to proceed if the minimum savings threshold is not achievable on the day of sale. Staff therefore recommends that Council provide direction to proceed with a competitive RFP for fiscal advisory services so that the necessary groundwork can be completed within a timeframe consistent with a potential July 2026 execution. The term of the debt would not be extended beyond the current retirement date of 2039.

Alternatives
The following alternatives are available to City Council:

a. Direct staff to proceed with issuance of an RFP for fiscal advisory services (staff recommendation). This option positions the City to evaluate the refunding opportunity in detail and, if market conditions support it, execute a transaction prior to or during the July 2026 call window.
b. Direct staff to continue monitoring market conditions and return to Council at a future date. This option defers action but carries the risk that favorable conditions may not persist.
c. Take no action. The City would forgo the current refunding opportunity. The bonds would remain outstanding at their existing debt service levels.

Fiscal Impact
No fiscal impact is associated with receiving this presentation or providing direction to staff. If Council directs staff to proceed and a fiscal advisor is subsequently selected, the cost of issuance, including all professional fees, would be funded from bond proceeds and would not require an appropriation from the General Fund or the Water Fund operating budget, with the exception of the bond rating agency fee; that cost will be quantified and presented to Council for consideration prior to any rating engagement.

If a refunding is successfully executed, the Water Fund would realize estimated average annual debt service savings of approximately $191,000, with projected total savings of approximately $2.3 million over the remaining life of the bonds.

Additionally, the Water Fund is currently conducting a comprehensive utility rate study, with results anticipated for City Council consideration in late spring or early summer 2026. That study will evaluate the full cost of service, project capital replacement requirements, and recommend a rate structure designed to support long-term fund solvency. Annual debt service savings of approximately $191,000, if achieved through a refunding, would represent a meaningful reduction in the Water Fund's cost structure. If Council directs the refunding to proceed, the fiscal advisor will coordinate with the rate consultant to ensure that refunding savings are incorporated into the rate study's financial projections. This coordination could result in a more modest rate adjustment than would otherwise be required.

Commission Review and Recommendation
The Finance Commission reviewed this matter at its regular meeting on March 26, 2026. Following a presentation by staff and Urban Futures, Inc., the Finance Commission reached consensus on a recommendation to present the refunding opportunity to City Council and seek direction on whether to proceed with procurement of fiscal advisory services.

City Council and the Housing Authority - Board of Directors Agenda Report

ITEM NO. 20

DATE: May 6, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Nick Kimball, Assistant City Manager/CFO

SUBJECT: **CONSIDERATION TO DISCUSS AND PROVIDE DIRECTION RELATED TO THE PROGRAM STRUCTURE AND ECONOMIC DEVELOPMENT SERVICES PROVIDED BY THE SOUTH PASADENA CHAMBER OF COMMERCE THROUGH THE BUSINESS IMPROVEMENT TAX FUNDS FOR FISCAL YEAR 2026-2027**

Recommendation

It is recommended that the City Council receive this report and provide direction to staff on the preferred structure for the FY 2026-27 Business Improvement Tax (BIT) program including:

a) The scope of economic development events and services to be funded; and
b) The framework for a revised agreement with the South Pasadena Chamber of Commerce for consideration at the June 2026 City Council meeting.

Executive Summary

The City of South Pasadena has partnered with the South Pasadena Chamber of Commerce for many years to administer Business Improvement Tax (BIT) funds in support of economic development through community events and business promotion activities. The current agreement allocates $82,000 in BIT funding toward four quarterly Arts Crawl events, a Business Resource Center, and related marketing and administrative costs. As part of the City's ongoing efforts to modernize its operations and strengthen the BIT program, staff has been meeting with the Chamber to improve coordination, enhance financial reporting to City Council, and prepare for the FY 2026-27 program year.

Through that process, staff identified that the actual cost of producing the current event program exceeds $125,000 annually and is heavily reliant on volunteer hours and donations, which exceeds the $82,000 in BIT funding. The Chamber has been supplementing BIT revenues with its own funds, primarily generated through the Farmers' Market, to bridge the gap. BIT revenues have also declined in recent years, from approximately $125,000 prior to COVID to approximately $68,000 in FY 2024-25, further widening the gap between available public funding and the cost of the current program. Both the City and the Chamber have identified long-term program sustainability as a shared concern requiring a more clearly defined agreement framework.

This report presents City Council with two options for structuring the FY 2026-27 BIT program: 1) focusing BIT funding on a smaller number of events that can be substantially funded at

current revenue levels; or 2) continuing the existing four-event partnership model with the Chamber under a revised agreement that improves financial transparency, defines City participation, and establishes clear performance goals. Staff is requesting Council direction to inform the preparation of a revised agreement for approval at a June 2026 City Council meeting.

Background

In 1977, the City Council adopted Ordinance No. 1738 (Attachment 1) establishing the Business Improvement Tax (BIT), which was subsequently amendment by Ordinance Nos. 1751 and 1757. BIT revenues may be used for four statutorily defined purposes: (1) decoration of public places in the area; (2) promotion of public events in public places; (3) furnishing of music in public places; and (4) general promotion of retail trade activities. BIT revenue is collected from businesses operating within the designated area and remitted to the City.

The City has contracted with the Chamber to administer BIT funds for many years through successive annual agreements. The Chamber has been responsible for producing community events and operating a Business Resource Center, among other activities, on behalf of the City.

On September 3, 2025, City Council approved the most recent annual agreement (Attachment 2), which allocates $82,000 toward quarterly Arts Crawl Events (4), Business Resource Center activities, and related marketing and administrative costs.

Annual BIT revenue has declined in recent years. Collections in FY 2024-25 totaled approximately $68,000, down from approximately $125,000 prior to COVID.

Analysis

Cities invest in economic development events to activate commercial corridors, drive foot traffic to local businesses, and foster the community identity that makes a city an attractive place to live, shop, and do business. Events such as arts crawls, farmers markets, and music festivals generate direct economic activity for merchants and service providers while building the sustained community engagement that supports long-term business retention and recruitment. Because these objectives align closely with the mission of local chambers of commerce, who bring established relationships with the business community, event production expertise, and supplemental private revenues, cities commonly partner with their local chamber to produce and administer such events.

The City of South Pasadena has operated under this model since 1977, when the City Council established the Business Improvement Tax to fund community events and business promotion activities. The agreement between the City and Chamber has not been substantially updated in many years despite changes in production costs, community expectations, and other factors related economic development service delivery through the BIT program.

As part of the City's continuing efforts to modernize and professionalize all aspects of City operations, staff has been meeting with the Chamber to: a) improve communication and coordination between the City and Chamber; b) enhance the quality of information and reporting provided to City Council through the existing agreement, and c) prepare for the FY 2026-27 BIT program.

Through these meetings, the Chamber has indicated that the cost of producing each event has increased over the years and the current level of BIT funding only provides partial funding for the economic development services outlined in the current agreement. To provide a more complete financial picture, staff has been working with the Chamber to provide full event cost information, including costs subsidized by Chamber-generated revenues (e.g. Farmers' Market receipts, sponsorships, beverage sales, etc.).

Structural Challenges
The current agreement has evolved over time and reflects the Chamber's commitment to the South Pasadena business community and producing events that attract visitors, and customers, to South Pasadena. Due to declining BIT revenue over the years, coupled with increases in actual event production costs, the Chamber has had to provide additional funding to produce each event.

As the City looks ahead to FY 2026-27, both sides have concerns over long term program sustainability. The Chamber's capacity to supplement BIT funding depends in part on revenues from the Farmers' Market and other Chamber activities. A clearer agreement framework will help both parties plan effectively and ensure program continuity if those revenue streams fluctuate. Additionally, the current agreement reflects an $82,000 program; the actual cost of the event program is in excess of $125,000 and relies heavily on volunteer hours and donations, which can be unreliable from event to event. Updating the agreement to reflect the full financial picture, including both BIT and Chamber contributions, will provide the City Council with accurate information and establish a more durable foundation for the program going forward.

Key Agreement Terms
To address some of the structural challenges with the existing agreement, staff has been working with the Chamber to develop a substantially revised framework to define the relationship and responsibilities for the BIT program. The following structural considerations have been identified as priorities that a revised agreement should address:

- Formal designation of all BIT-funded events as City of South Pasadena events, with the City seal prominently displayed on all materials.

- Defined, measurable performance goals for each event and program area, tied to agree upon Key Performance Indicators (KPI).

- Full financial reporting requirements, including both BIT and Chamber-funded costs, and an explanation of any material variance.

- Elimination of the general Administration category, with administrative costs to produce each event reflected in the respective event's budget.

- Defined communication with City regarding event branding, marketing materials, run of show, and City participation.

Scope of Events and Funding Model
To address program sustainability, staff is presenting Council with potential options for structuring BIT fund expenditures in FY 2026-27, along with the key policy tradeoffs associated with each. Staff is not recommending a specific option at this time; each approach

is viable, and the choice appropriately reflects Council's priorities regarding City participation, community benefit, and fiscal stewardship.

Option 1: Focused BIT Program: Fully Fund Fewer Events
Reduce the number of BIT-funded events to a smaller set that can be substantially or fully funded with the available ~$75,000. Based on current cost estimates, BIT revenues could support one large event, or two smaller events, per year. The Chamber could continue producing additional events independently, but those would not be City-funded events and would not carry City branding or oversight.

Policy tradeoffs:
- City retains clear ownership and control over funded events.
- Agreement terms accurately reflect the financial relationship.
- Reduces City exposure to performance risk on events it does not meaningfully fund.
- Reduces the number of City-funded economic development events.

Option 2: Continued Partnership: Partial Funding with Defined Roles
Continue to partially fund the existing four-event program through a revised agreement that establishes clear City participation through BIT funding, fee waivers, staff support, full financial reporting, and defined performance goals. The Chamber would continue contributing its own funds to bridge the gap, with those contributions being defined and reported to Council (Attachment 3).

Policy tradeoffs:
- Maintains the current four-event community calendar.
- Leverages Chamber revenues, primarily through the Farmer's Market, to extend the reach of BIT dollars.
- Full financial reporting will give Council visibility into the true cost of each program.
- City participation and control to be proportional to amount of funding provided for the event.
- City is dependent on the Chamber's continued financial capacity to sustain the program.

Next Steps
Based on the direction provided by City Council regarding the desired terms, scope of events, and funding model for FY 2026-27, staff will work with the Chamber to bring a proposed agreement incorporating these elements for Council approval in June 2026.

Fiscal Impact
There is no fiscal impact associated with discussing this item. The FY 2026-27 BIT program will be funded entirely from restricted BIT revenues projected at approximately $75,000.

Attachment:
Attachment 1 - Business Improvement Tax Ordinance as Amended
Attachment 2 - Chamber of Commerce Agreement Regarding 2026 BIT Program
Attachment 3 - Chamber of Commerce FY 26-27 Draft of Proposed Events (5-6-2026)

RESOLUTION VOL 20 PAGE 210 MEETING DATED 10/3/77

RESOLUTION NO. 5346

A RESOLUTION OF THE CITY OF SOUTH PASADENA GIVING NOTICE OF INTENTION TO ESTABLISH A PARKING AND BUSINESS IMPROVEMENT AREA AND SETTING THE TIME AND PLACE OF HEARING THEREFOR

THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA DOES RESOLVE AS FOLLOWS:

SECTION 1. That the City Council of South Pasadena hereby gives notice of its intention to establish a Parking and Business Improvement Area No. 1 pursuant to the Parking and Business Improvement Law of 1965, being Sections 36000 et seq of the Streets and Highways Code of the State of California, encompassing the following described area within the City of South Pasadena, County of Los Angeles, State of California:

The Entire City of South Pasadena.

SECTION 2. That the City Council will conduct a public hearing on October 19, 1977, at the hour of 7:30 P.M., at the City Council Chambers in the City Hall, at which time all evidence for and against the establishment of said Parking and Business Improvement Area will be heard and all protests considered. (817 Mound Avenue)

SECTION 3. The proposed uses to which the proposed revenues of said Parking and Business Improvement Area shall be put are:

(a) The acquisition, construction or maintenance of parking facilities for the benefit of the area.

(b) Decoration of any public place in the area.

(c) Promotion of public events which are to take place on or in public places in the area.

(d) Furnishing of music in any public place in the area.

(e) The general promotion of retail trade activities in the area.

SECTION 4. That an additional tax is proposed for levy upon the businesses in said area according to the following rates and classifications:

MANUFACTURERS - 50% of the Business License Tax otherwise payable up to a maximum of 30 employees. Any such businesses employing more than 30 employees shall not be required to pay the additional tax on such additional employees.

APARTMENTS - 50% of the Business License Tax otherwise payable.

ALL OTHER BUSINESSES LICENSED BY THE CITY OF SOUTH PASADENA- 75% of the Business License Tax otherwise payable.

ORIGINAL IN FILE NO 1329

RESOLUTION VOL.___PAGE 211 MEETING DATED_____

SECTION 5. The City Clerk shall certify to the adoption and passage of this Resolution and cause this Resolution to be published according to law and copies hereof mailed to each business in the proposed area; such publication and mailing to be completed no less than 10 days prior to the date set for hearing.

PASSED, APPROVED AND ADOPTED this 3rd day of October, 1977.

AlvaLee C. Arnold
Mayor of the City of
South Pasadena, California

ATTEST:

Ruby W. Kerr
City Clerk

I HEREBY CERTIFY that the foregoing resolution was adopted by the City Council of the City of South Pasadena at a regular meeting held on the 3rd day of October, 1977, by the following vote of the Council:

AYES: Councilmen Sullivan, Swan and Mayor Pro tem Veir

NOES: None

ABSENT: Councilman Harker and Mayor Arnold

Ruby W. Kerr
City Clerk of the
City of South Pasadena, California

ORIGINAL IN FILE NO.____

Amended
Ord. 1757, 1751

ORDINANCE NO. 1738

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA ESTABLISHING A PARKING AND BUSINESS IMPROVEMENT AREA

THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA DOES ORDAIN AS FOLLOWS:

SECTION 1. That the City Council adopted Resolution No. 5346 entitled, A RESOLUTION OF THE CITY OF SOUTH PASADENA GIVING NOTICE OF INTENTION TO ESTABLISH A PARKING AND BUSINESS IMPROVEMENT AREA AND SETTING THE TIME AND PLACE OF HEARING THEREFOR, at an adjourned meeting held on October 3 1977.

SECTION 2. That the City Council held a public hearing on this matter on October 19, 1977, at 7:30 P.M., in the Council Chambers, 817 Mound Avenue, South Pasadena, California.

SECTION 3. That the boundaries of this Parking and Business Improvement Area include the entire City of South Pasadena.

SECTION 4 That all businesses in the area established by this ordinance shall be subject to the provisions of the additional tax provided by this ordinance.

SECTION 5. That an additional tax is imposed for levy upon the businesses in said area according to the following rates and classifications:

Manufacturers—50% of the Business License Tax otherwise payable up to a maximum of 30 employees. Any such businesses employing more than 30 employees shall not be required to pay the additional tax on such additional employees.

Apartments—50% of the Business License Tax otherwise payable.

All Other Businesses Licensed by the City of South Pasadena—75% of the Business License Tax otherwise payable. (Home Occupations of any type shall be excluded.)

SECTION 6. That a Parking and Business Improvement Area is hereby established, pursuant to Section 36000 et. seq., of the California Streets and Highways Code.

SECTION 7. That the uses to which the revenue shall be put are as follows.

(a) Decoration of any public place in the area.
(b) Promotion of public events which are to take place on or in public places in the area.
(c) Furnishing of music in any public place in the area.
(d) The general promotion of retail trade activities in the area.

SECTION 8. The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this ordinance and to its approval by the Mayor and shall cause the same to be published in the South Pasadena Review, a newspaper of general circulation, printed, published, and circulated in the City of South Pasadena.

APPROVED, PASSED, and ADOPTED this 2nd day of November. 1977.

ALVALEE C. ARNOLD
Mayor of the City of
South Pasadena

ATTEST:
RUBY W. KERR
City Clerk
Publish: November 9, 1977
(South Pasadena Review)

I do hereby certify that the foregoing is a true and correct copy of ~~Resolution~~ Ordinance No. 1738, and that said ~~Resolution~~ Ordinance was duly passed and adopted by the City Council of the City of South Pasadena at its meeting held 11/2/77 and was attested to and certified by the City Clerk and was signed by the Mayor.

Clerk of the City of South Pasadena

ORIGINAL IN FILE NO. 1329-6

Vol. 12

Meeting of 6/28/78

Amended Ord. 1757

ORDINANCE NO. 1751

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA AMENDING ORDINANCE NO. 1738, SECTION 5, PERTAINING TO A PARKING AND BUSINESS IMPROVEMENT AREA

THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA DOES ORDAIN AS FOLLOWS:

SECTION 1. Ordinance No. 1738, Section 5, of the South Pasadena City Code is hereby amended reducing the additional tax provided for in the Parking and Business Improvement Area. Said Section 5 is hereby amended to read as follows:

SECTION 5. That an additional tax is imposed for levy upon the businesses in said area according to the following rates and classifications.

Manufacturers - 20% of the Business License Tax otherwise payable up to a maximum of 30 employees. Any such businesses employing more than 30 employees shall not be required to pay the additional tax on such additional employees.

Apartments - 20% of the Business License Tax otherwise payable.

All Other Businesses Licensed by the City of South Pasadena - 30% of the Business License Tax otherwise payable. (Home Occupations of any type shall be excluded.)

SECTION 2. The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this Ordinance and to its approval by the Mayor and shall cause the same to be published and circulated in the City of South Pasadena.

APPROVED, PASSED AND ADOPTED this 28th day of June, 1978.

Fletcher A. Swan
Mayor of the City of South Pasadena

ATTEST:

Ruby N. Kerr
City Clerk

I HEREBY CERTIFY that the foregoing Ordinance was adopted by the City Council of the City of South Pasadena at a regular meeting held on the 28th day of June, 1978 by the following vote of the City Council.

AYES: Councilmembers Knowles, Arnold, Simmons, Shaw, Mayor Swan

NOES: None

ABSENT: None

Ruby N. Kerr
City Clerk

FILE NO. 424.C

2

ORDINANCE NO. 1757

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA AMENDING ORDINANCE NO. 1738, SECTION 5, AND ORDINANCE NO. 1751, SECTION 1, PERTAINING TO A PARKING AND BUSINESS IMPROVEMENT AREA

THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA DOES ORDAIN AS FOLLOWS:

SECTION 1. Ordinance No. 1738, Section 5, and Ordinance No. 1751 Section 1, of the South Pasadena City Code is hereby amended increasing the additional tax provided for in the Parking and Business Improvement Area. Said Sections are hereby amended to read as follows:

SECTION 5. That an additional tax imposed for levy upon the businesses in said area according to the following rates and classifications.

Manufacturers - 25% of the Business License Tax otherwise payable up to a maximum of 30 employees. Any such businesses employing more than 30 employees shall not be required to pay the additional tax on such additional employees.

Apartments - 25% of the Business License Tax otherwise payable.

All Other Businesses Licensed by the City of South Pasadena - 37.5% of the Business License Tax otherwise payable. (Home Occupations of any type shall be excluded.)

SECTION 2. The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this Ordinance and to its approval by the Mayor and shall cause the same to be published and circulated in the City of South Pasadena.

APPROVED, PASSED AND ADOPTED this 5th day of July, 1978.

Mayor, City of South Pasadena

ATTEST:

City Clerk

I HEREBY CERTIFY that the foregoing Ordinance was adopted by the City Council of the City of South Pasadena at a regular meeting held on the 5th day of July, 1978 by the following vote of the City Council.

AYES: Councilmembers Knowles, Arnold, Simmons, Shaw and Mayor Swan

NOES: None

ABSENT: None

City Clerk

FILE NO. 1329G

AGREEMENT BETWEEN THE CITY OF SOUTH PASADENA AND THE SOUTH PASADENA CHAMBER OF COMMERCE

THIS AGREEMENT is made and entered into this 3rd day of September, 2025 by and between the CITY OF SOUTH PASADENA, a municipal corporation, hereinafter referred to as "City", and the SOUTH PASADENA CHAMBER OF COMMERCE, a California corporation, hereinafter referred to as "Chamber".

WHEREAS, in 1977, the City Council adopted Ordinance No. 1738 establishing a Business Improvement Tax (BIT) to collect funds that may be used for the following four purposes:

1. Decoration of any public place in the area;
2. Promotion of public events which are to take place on or in public places in the area;
3. Furnishing of music in any public place in the area;
4. The general promotion of retail trade activities in the area; and

WHEREAS, the Chamber of Commerce was established to represent and advocate for the business community in South Pasadena, has created goals and objectives and a work plan and budget, and has submitted a proposal for a scope of work to be funded by Business Improvement Tax (BIT) BIT funds, and

WHEREAS, the City wishes to have carried out a program to promote the business community in order to encourage economic stability and development, and

WHEREAS, the City wishes to support the efforts of the Chamber of Commerce for the purposes permitted under Ordinance No. 1738, and

WHEREAS, Chamber is willing to undertake the services hereinafter set forth on behalf of City in the manner and for the purpose hereinafter provided;

NOW THEREFORE, AND IN CONSIDERATION of the mutual covenants, promises and agreements contained herein, City and Chamber agree as follows:

1. For the entire term of this Agreement, Chamber agrees to do and perform the following services and activities as part of its work plan during the term of this Agreement:

   a. Marketing activities including multimedia advertising campaign, branding, and website review, update, and maintenance;

   b. Economic development activities promoting and representing the South Pasadena business community at meetings and functions and in brochures and business directories;

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c. Maintenance and staffing of a business resource center providing information and services to the South Pasadena business community;

d. Events and programs of interest and support to the South Pasadena business community;

e. Outreach to all members of the business community in the execution of these activities in order to create a single unified organization for the South Pasadena businesses;

f. Independently, and at the request of City, confer with business representatives to encourage and urge the establishment of their business, commercial or industrial activities in City;

g. Participate in, support and cooperate with City, to the best of its ability and to the extent authorized by Chamber's governing body, programs sponsored or encouraged by City for promotion of the business community;

h. Welcome new businesses to the community by both a written communication of welcome and a personal contact (phone or in-person) where possible, by a representative of Chamber;

j. Independently, and as requested by City, advertise City at Chamber functions throughout the region at other conferences and activities as may be deemed beneficial to extolling the advantages of business development within City;

k. Make written progress reports to the City Manager or Designee, to be transmitted to City Council no less than once per calendar quarter, including showing all information required by City, including, but not limited to the services provided by Chamber hereunder during the applicable quarter;

l. Meet periodically, but no less than quarterly, with City Manager or Designee to review Chamber's progress in meeting its program and budget goals for the year, and to report on the services provided under this contract.

m. Prior to raising them publicly, make every good faith effort to notify City, through its City Manager or Designee of concerns raised by Chamber Board members, regarding actions or inactions of City pursuant to this Agreement;

n. Continue to provide public event programs such as the quarterly Arts Crawl and the annual Eclectic Music Festival to encourage shopping, dining and the promotion of the arts in South Pasadena.

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o. Make one annual presentation at a City Council meeting on efforts pertaining to this agreement, accomplishments, highlights, joint efforts with the City, as an annual year-in-review.

2. City shall compensate Chamber in the amount of $82,000 for the 2025-26 fiscal year for the services described above in accordance with the following terms:

   a. *Chamber Budget.* Chamber shall provide City with an adopted annual budget, including specific expenditures of BIT funding that is consistent with the funding allocations set forth in Exhibit A, before the first disbursement of City funds, as well as a copy of IRS 990 (first page) for the Chamber when completed during the fiscal year of the effective date of this Agreement and for each complete Chamber fiscal year thereafter for the term of this Agreement. City will not be obligated to make any payments to Chamber until and unless those documents are submitted to the City Manager or Designee. Entire tax documents can be made available to the City at City's request, to be viewed at the Chamber office.

   b. *Schedule of Disbursement.* The annual compensation shall be disbursed in unequal quarterly installments upon receipt of a Chamber invoice and the written quarterly report; the schedule for payment is as follows: 40% of total amount payable in the first quarter; 20% in the second quarter, 20% in the third quarter and the remainder 20% in the fourth quarter.

   c. *Payment for Additional Services & Programs.* From time to time the City Council may authorize payment for Chamber services and programs beyond the immediate scope of this Agreement. In such cases, City will pay for such services only after receipt of an invoice from Chamber. Payment is due within 30 days after receipt of required documentation, satisfactory to the City Manager or Designee; and

3. Prior to raising them publicly, City shall make every good faith effort to notify Chamber, through its President/CEO or a majority of Chamber's Executive Board members, of concerns raised by City Council members, or staff regarding actions or inactions of Chamber pursuant to this Agreement.

4. Chamber shall not utilize any monies received under this Agreement for the endorsement, opposition, or participation in any public office campaign or other political or lobbyist activity.

5. Chamber shall keep such books and records as shall be necessary to perform the services required by this Agreement and to enable City to evaluate the cost and the performance of such services. Books and records shall be kept and prepared in accordance with generally accepted accounting principles and shall be maintained for five years after their preparation.

6. City shall have the right to audit Chamber's records pertaining to this Agreement and the services to be performed hereunder. Chamber agrees to make available all pertinent

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records for the purpose of conducting such an audit at Chamber offices, during normal business hours. Such records shall be maintained for five years after their preparation.

7. Chamber and any agent or employee of Chamber shall act in an independent capacity and not as officers or employees of City. City assumes no liability for Chamber's actions or performance, nor assumes responsibility for taxes, bonds, payments, or other commitments, implied or expressed, by or for Chamber. Chamber shall not have authority to act as an agent on behalf of City. Chamber acknowledges that it is aware that because it is an independent contractor, City is making no deduction from any amount paid to Chamber and is not contributing to any fund on its behalf. Chamber disclaims the right to any fee or benefits except as expressly provided for in this Agreement.

8. Chamber shall indemnify, hold harmless and defend City, its officers, employees and agents from any and all actions, claims, liabilities, losses, expenses, awards, damages and judgments, including attorney's fees and court costs, which are related to or result from any intentional, reckless, negligent or otherwise wrongful acts, errors or omissions of Chamber or its officers, employees or agents related to or arising under this Agreement or the use of the compensation paid hereunder, except that the Chamber shall not be responsible under the foregoing with respect to any loss or damage to the extent that a court of competent jurisdiction or arbitrator determines that such loss or damage resulted from the City's or indemnified person's willful misconduct, bad faith, or gross negligence. All duties of Chamber under this provisions shall survive termination or expiration of the Agreement.

9. At all times during the term of this Agreement, Chamber shall carry, maintain and keep in full force and effect general commercial liability insurance and automobile liability insurance in amounts and with endorsements required by the City, as well as worker's compensation insurance in an amount required by State law.

10. This Agreement may be terminated in whole or in part at any time by either party upon 90 days' written notice to the other. In the event of termination, payments from City to Chamber hereunder shall be adjusted on a pro rata basis to the date of termination as set forth in the notice and such payment shall be in full satisfaction of City's obligations hereunder. Chamber, however, shall return any monies advanced to Chamber by City for performing services that were not yet performed within thirty (30) days of this Agreement being terminated.

The term of this Agreement shall be for the period from July 1, 2025 to June 30, 2026 ("term");

12. Resolution of Disputes:

    A. Disputes regarding the interpretation or application of any provisions of this Agreement shall, to the extent reasonably feasible, be resolved through good faith negotiations between the parties.

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B. If any action, at law or in equity, is brought to enforce or to interpret any provisions of this Agreement, the prevailing party in such action shall be entitled to recover reasonable attorney's fees, costs and necessary disbursements, in addition to such other relief as may be sought and awarded.

13. The respective duties and obligations of the parties hereunder shall be suspended while and so long as performance hereto is prevented or impeded by strikes, disturbances, riots, fire, severe weather, government action, war acts, acts of God, or any other cause similar or dissimilar to the foregoing which are beyond the control of the party from whom the affected performance was due.

14. Chamber shall not discriminate against any employee, subcontractor, or applicant for employment on the basis of race, color, religious creed, sex, gender, gender identity, gender expression, marital status, national origin, ancestry, age, physical disability, mental disability, medical condition, genetic information, sexual orientation or other basis prohibited by law.. In the performance of this Agreement, Chamber assures that no person shall, on the basis of race, color, religious creed, sex, gender, gender identity, gender expression, marital status, national origin, ancestry, age, physical disability, mental disability, medical condition, genetic information, sexual orientation or other basis prohibited by law, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Agreement or under any project, program or activity supported by the Agreement.

15. If any provision of this agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions nevertheless will continue in full force and effect without being impaired or invalidated in any way.

16. This Agreement shall be governed by and construed in accordance with laws of the State of California. In the event of litigation between the parties, venue in state trial courts shall lie exclusively in the County of Los Angeles. In the event of litigation in a U.S. District Court, exclusive venue shall lie in the Central District of California.

17. This Agreement supersedes any and all other agreements, either oral or in writing, between the parties with respect to the subject matter herein. Each party to this Agreement acknowledges that no representation by any party, which is not embodied herein, nor any other agreement, statement or promise not contained in this Agreement shall be valid and binding. Any modification of the Agreement shall be effective only if it is in writing and signed by both the City and Chamber.

18. Any notices, bills, invoices, etc. required by this Agreement shall be deemed received on (a) the day of delivery if delivered by hand or courier such as federal express, during the receiving party's regular business hours; or (b) on the second business day following deposit in the United States mail, postage prepaid to the addresses set forth herein, or to such other addresses as the parties may, from time to time, designate in writing

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pursuant to this section, as follows: If to City, City of South Pasadena, 1414 Mission Street, South Pasadena, CA 91030; If to Chamber, Chamber of Commerce, 1121 Mission Street, South Pasadena, CA 91030.

19. Chamber shall obtain and maintain during the Agreement term all necessary licenses, permits and certificates required by law for the provision of services under this Agreement.

20. The City shall not be obligated or liable under this Agreement to any party other than the Chamber.

IN WITNESS HEREOF, the parties have executed this Agreement on the dates written on the next page.

CITY OF SOUTH PASADENA:

DATED: 9/15/2025

BY: Signed by: Todd Hileman 5CF386AC460044B...
Todd Hileman, City Manager

CHAMBER OF COMMERCE:

DATED: 9/8/2025

BY: DocuSigned by: Karie Reynolds AB74E483216549A...
Karie Reynolds, Board Chair

DATED: 9/9/2025

BY: DocuSigned by: Laurie Wheeler 576BB72170C24ED...
Laurie Wheeler, President/CEO

ATTEST:

DocuSigned by: Mark Perez 8C28A8A8EFB14A7...
Mark Perez, Acting Chief City Clerk
(seal)

APPROVED AS TO FORM:

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DocuSigned by:
Roxanne Diaz
A7800E5CA8A241F...

Roxanne M. Diaz, City Attorney

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EXHIBIT A

BIT FUNDING ALLOCATION

Item Funded	Funding Amount
Arts Crawl (quarterly)	$33,000
Business Center	$9,300
Marketing	$10,000
Administration	$29,700
Total	**$82,000**

THE SOUTH PASADENA CHAMBER OF COMMERCE

Proposed Contract Outline
BIT July 2026 – June 2027
4.28.26

OVERVIEW

The following outline is intended as a starting point for the Council's consideration of the allocation of BIT funding for the 2026/27 fiscal year. The Chamber staff and board developed the proposed activities based on the City's estimated BIT revenue ($80,000), the needs expressed by South Pasadena retail merchants, and the four voter-approved uses for BIT revenue:

1. Decoration of any public place in the area.
2. Promotion of public events which are to take place on or in public places in the area.
3. Furnishing of music in any public place in the area.
4. The general promotion of retail trade activities in the area.

With these three considerations in mind, we are happy to have the opportunity to present this outline to South Pasadena City Councilmembers for their input. We look forward to hearing Council's feedback on these ideas and Council's priorities for FY 2026/27.

QUARTERLY PROGRAMMING ($54,000)

Two Downtown South Pas Events that follow the spirit of the traditional Arts Crawls – partnering with local merchants to offer special programming, unique activities, and compelling incentives and with local organizations to provide community activities that complement merchant programming throughout the event. All to create a memorable experience for attendees of all ages from South Pasadena and surrounding communities

The goal: draw people downtown, drive foot traffic to area businesses, and showcase South Pasadena's vibrant creative community.

Timing: Sept/October 2026 and April 2027
BIT Budget Allocation: $45,000

BIT Allocation for event expenses: $31,000
BIT Allocation for staff time: $14,000

The scope of the two events to be determined based on additional funding required to cover costs that exceed BIT funding. Chamber funds invested in these events are generated by revenue generated by Chamber programming and events, including the weekly Farmers' Market, membership dues, sponsorship and other fundraising efforts.

Two Promotional Activations (e.g. South Pas Local: *Eat. Shop. Enjoy South Pasadena*)

IDEA: South Pas Local: *Eat. Shop. Enjoy South Pasadena*

We are proposing the creation of a four-week, citywide retail and dining activation designed to drive measurable increases in foot traffic, local spending, business visibility, and strengthen repeat visitation across South Pasadena.

Proposed for Summer 2026 and Winter 2027, the program would be anchored by the unified brand platform **"**South Pas Local: *Eat. Shop. Enjoy South Pasadena*" and utilize weekly themes—Family Friendly, Date Night, Lunchtime Local, and Weekend Discoveries—to attract a wide mix of participating businesses and customers.

Proposed Timeframes: July/August 2026 and January/February 2027
BIT Budget Allocation: $9,000

BIT Allocation for expenses: $6,000
BIT Allocation for staff time: $3,000

PROPOSED CALENDAR
Q1: South Pas Local: *Eat. Shop. Enjoy South Pasadena*
South Pas Local: Summer Edition

Q2: Downtown South Pas Event
Timing: September or October 2026

Q3: South Pas Local: *Eat. Shop. Enjoy South Pasadena*
South Pas Local: Winter Edition

Q4: Downtown South Pas Event
Timing: April 2027

ANNUAL PROGRAMMING ($26,000)

Business Resource Center

- Advocacy and guidance for South Pasadena businesses through phone calls and meetings, and drop-in guests.
- Meeting space for program planning meetings (Board, Ambassador, and Event Committees) and community gatherings (e.g. Meet the Mayor).
- Events such as ribbon cuttings for all South Pasadena businesses
- Welcome new businesses to South Pasadena
- Business resources and training for all South Pasadena businesses (online and in-person)

BIT Allocation for Rent & Utilities: $10,000
BIT Allocation for staff time: $16,000

City Council and the Housing Authority - Board of Directors Agenda Report

ITEM NO. 21

DATE: May 6, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Julian Lee, Director of Public Works
Michael Vartanians, City Engineer
Bassam AL-Beitawi, Transportation Manager

SUBJECT: **CONSIDERATION OF SELECTION OF DESIGN ALTERNATIVES FOR HUNTINGTON DRIVE AND FREMONT AVENUE CORRIDOR IMPROVEMENT PROJECT**

Recommendation

It is recommended that the City Council:

a. Receive a presentation from staff regarding the Huntington Drive and Fremont Avenue Corridor Improvements Project (Project), which includes a community feedback summary; and
b. Select a design alternative 2A for Fremont Avenue, Option 3 for Huntington Drive and approve the roundabout concept at the intersection of Fremont Avenue and Hope Street; and
c. Authorize the City Manager or his designee to submit a letter to the Metro Board requesting reappropriation of funds currently allocated towards the State Route 110 project.

Executive Summary

The Huntington Drive and Fremont Avenue Corridor Improvements Project advances the City's goals to improve safety, reduce speeds, and expand multimodal transportation options. Funded by $16.6 million in grants, with a proposed $25 million reallocation to fully fund construction, the Project is now moving into design selection.

Based on prior planning, technical analysis, and extensive community input, preferred alternatives emphasize lane reductions on Huntington Drive and protected bicycle infrastructure. The Public Works and Infrastructure Commission unanimously recommend Option 3 for Huntington Drive and Option 2A for Fremont Avenue.

The combined project cost is estimated at $46 million, with efforts underway to reduce costs to approximately $41 million.

Background

The City's Public Works Department (PWD) is responsible for developing and implementing the City's Capital Improvement Program (CIP), including improvements of the City's street, water, and sewer infrastructure. City Council have received a presentation from the PWD on a multi-year plan to improve street infrastructure throughout the City. The Huntington Drive and

Fremont Avenue Corridor Improvements Project (Project) was included in this presentation.

Two Los Angeles Metro grants were awarded to the City in 2021 and 2022 for the Project. The first grant in the amount of $6 million is from the Measure M Active Transportation Program (MAT), which was approved on September 1, 2022, and the second funding is a $10 million grant from a reallocation of Interstate 710 funds through the Measure R program for local Mobility Improvement Projects (MIP), which was approved on August 12, 2021. In addition to the Los Angeles Metro grants, $323,000 in Local Alternative Transportation Improvement Program (LATIP) funds were adopted by the California Transportation Commission on June 26-27, 2025. $1,017,161 of the Measure M funds, $1,100,000 of the Measure R MIP funds and $323,000 of the LATIP funds, for a total of $2,440,161, are designated for Project Approval & Environmental Documentation (PA&ED) and Plans, Specification and Estimates (PS&E) for the Project. The Metro M and R grants will also have funding for construction, with approximately $5M in construction funds expiring on June 30, 2028. To meet the construction deadline, it is imperative that design be completed as soon as possible.

The funding for the Project did not include an early planning phase, however, and in order to seek conceptual public input for this project, on July 18, 2023, Public Works staff presented the scope of proposed design charrettes at the Mobility and Transportation Infrastructure Commission (MTIC). On July 19, 2023, City Council, approved a task order with Toole Design Group, LLC for transportation planning services in an amount of $430,473. Toole was assigned to complete four key tasks:

1. Preparation, research, and logistics
2. A multi-step charrette process starting with discovery and a site visit
3. The first and second design charrettes consisting of two 4-day sessions during the Fall of 2023, and,
4. Documentation session and deliverable focusing on recommendations for the three major corridors of Fremont Avenue, Huntington Drive, and Fair Oaks Avenue.

On October 17, 2023, the MTIC held a public meeting presenting the preliminary findings of the Toole Report, a summary and the background of the charrettes and initial public and stakeholder feedback. The MTIC was presented with the Toole Design Report (Report) on October 15, 2024; seven (7) residents spoke on behalf of the findings in the Report.

On July 9, 2025, City staff posted a Request for Proposals (RFP) on Planet Bids requesting proposals from qualified professional civil/traffic engineering firms experienced in the design of roadway and traffic signal design/improvements. Six (6) firms submitted proposals and these were reviewed by a panel of experts. The firms were ranked based on an evaluation of the written proposals and a subsequent oral interview. Based on this comprehensive review, the panel made a recommendation to award a design services contract to Kimley-Horn and Associates. On October 1, 2025, City Council approved the selection of Kimley-Horn and Associates for civil design services related to the Project.

On April 15, 2026, City Council conducted a study session and received a presentation regarding the Project's design alternatives. Discussion items at the meeting included consideration of a bike lane in the center median on Huntington Drive, pedestrian crossing improvements at Huntington Dr/Court Ave, throughput differences between a mini-roundabout and an all-way stop on Fremont Ave and Hope Street, parking loss in areas of high demand along Fremont Ave, addition of trees or vegetation on bike lane buffer, placement of new traffic

signals, and consideration of conduit installations for future utility undergrounding.

Analysis
To refine the Project and advance toward selecting a preferred design, Kimley-Horn and Associates developed a set of alternatives in early 2026, building on the Toole Design Report and incorporating findings from completed fieldwork and preliminary technical studies.

Huntington Drive:

Option 1. Retain 3 driving lanes in each direction and add a Class II bike lane
Option 2. Retain 3 driving lanes in each direction and add a Class IV protected bike lane.
Option 3. Reduce driving lanes to two in each direction and add a Class IV protected bike lane.
Option 4. Reduce driving lanes to two in each direction and add a Class I bike path

Fremont Avenue:

Option 1. Add a Class III bike route
Option 2A. Remove parking on east side of Fremont Ave and add a Class IV two-way cycle track
Option 2B. Remove center turn lane and add a Class IV two-way cycle track.
Option 3. Remove center turn lane and add a Class II bike lane
Option 4. Remove center turn lane and add a Class I two-way cycle track

These alternatives were presented at an open house held at the South Pasadena Library Community Room on February 23, 2026. At this meeting, residents expressed low support for Class II and Class III bicycle lanes and emphasized the importance of safety. On Fremont Avenue, Options 2A and 2B were most favored; on Huntington Drive, Options 3 and 4 were favored which both support a reduction in driving lanes along with protected bike lanes.

Integrating the feedback received during the first meeting and other correspondence, a second meeting was held on March 5, 2026, which summarized the input received, including a request for open Q&A time during the meetings, prioritizing reducing speeds, preference over protected bike lanes, inclusion of cost estimates and more online project resources. Alternatives with Class II and III (unprotected) bike lanes were removed from the presentation.

A third public meeting was held on March 31, 2026, to further answer the public’s questions regarding trash pickup, maintenance, coordination with stakeholders, traffic safety, traffic calming, placemaking, aesthetics, emergency response and key intersection considerations.

On April 8, 2026, staff presented the Project to the Public Works and Infrastructure Commission (PWIC) to receive feedback. The project was discussed and the commission made several motions in support of design alternatives for the project. The motions and recommendations made by PWIC are included in the "Commission Review and Recommendation" section of this report.

Huntington Drive:

Option 3. ($23M) Reduce driving lanes to two in each direction and add a Class IV protected bike lane.
Option 4. ($37M) Reduce driving lanes to two in each direction and add a Class I bike path.

Fremont Avenue:
Option 2A*. ($23M) Remove parking on east side of Fremont Ave and add a Class IV two-way cycle track $23M
Option 2B. ($23M) Remove center turn lane and add a Class IV two-way cycle track.
*Option 2A is preferred by South Pasadena Fire Department and Police Department

The combined cost of Option 3 for Huntington Drive and Option 2A for Fremont Avenue is $46M. This cost estimate is a rough order of magnitude estimate, which includes contingencies.

Fiscal Impact
Funding for the design phase of this Project has been adopted in the FY 2025-2026 Budget. The following grant funding is currently available for the Project and will be adopted in future fiscal years to fund the construction phase of the Project:

Funding Source	**Budget Amount**
Metro Active Transport, Transit and First/Last Mile Program (MAT) Measure M Cycle 1	$6,056,160*
Metro Mobility Improvement Projects (MIP) Measure R	$10,000,000**
California Transportation Commission State Route 710 Local Alternative Transportation Improvement Program (710 LATIP)	$323,000
City Metro Measure M Local Return	$112,795
City Metro Measure R Local Return	$146,690
Total	**$16,638,645**

Note: *$5M of these funds, planned for construction, will expire on 6/30/28.
** City staff proposes to re-allocate an additional $25M from the SR-110 Ramp Project to bring the funding to $41,379,160.

In order to fund the improvements along both corridors staff has initiated a conversation with LA Metro to discuss the possibility to reallocate $25M dollars from the SR-110 to the Fremont and Huntington Corridor project. If Metro and City Council approves of this reallocation the proposed funding for the project would be as follows:

Funding Source	**Budget Amount**
Metro Active Transport, Transit and First/Last Mile Program (MAT) Measure M Cycle 1	$6,056,160*
Metro Mobility Improvement Projects (MIP) Measure R **	$40,000,000

California Transportation Commission State Route 710 Local Alternative Transportation Improvement Program (710 LATIP)	$323,000
City Metro Measure M Local Return	$112,795
City Metro Measure R Local Return	$146,690
Total	**$46,638,645**

Note: *$5M of these funds, planned for construction, will expire on 6/30/28.
** The City Manager or his designee will submit a letter to the Metro Board requesting reappropriation of an additional $30M currently allocated towards the SR-110 project.

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

Commission Review and Recommendation
The Huntington Drive and Fremont Avenue Corridor Improvements Project has been discussed at multiple meetings of the former Mobility and Transportation Infrastructure Commission and the former Public Works Commission throughout the development of the Project.

In addition, on April 8, 2026, the Public Works and Infrastructure Commission discussed the Project's design alternatives and made unanimous motions in support of staff's recommendation for Option 2A for Fremont Avenue, Option 3 for Huntington Drive and re-allocating Measure R funds from the SR-110 Ramps Project to complete the proposed improvements. The Public Works and Infrastructure Commission was also strongly in favor of construction of a mini roundabout at the intersection of Fremont Avenue and Hope Street.

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

City Council and the Housing Authority - Board of Directors Agenda Report

ITEM NO. 23

DATE: May 6, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Nikima S. Newsome, Chief City Clerk

SUBJECT: **COUNCILMEMBER COMMUNICATIONS**