CITY OF SOUTH PASADENA
CITY COUNCIL

AGENDA

REGULAR COUNCIL MEETING
WEDNESDAY, SEPTEMBER 2, 2026, AT 7:00 PM

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

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

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

Public participation may be made as follows:

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

Meeting may be viewed at:

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

CALL TO ORDER:	Mayor	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:	Councilmember	Jon Primuth

PUBLIC COMMENT GUIDELINES

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

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

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

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

PUBLIC COMMENT

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

CHANGES TO THE AGENDA

2. 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.

3. CONSIDERATION OF THE APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF $34,795.94; GENERAL CITY WARRANTS IN THE AMOUNT OF $1,201,956.96; ONLINE PAYMENTS IN THE AMOUNT OF $190,963.06; VOIDS IN THE AMOUNT OF ($10,551.55); PAYROLL IN THE AMOUNT OF $1,037,620.92

Recommendation

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

4. CONSIDERATION OF APPROVAL OF THE REGULAR MEETING MINUTES FOR AUGUST 19, 2026

Recommendation

It is recommended that the City Council approve the minutes of the August 19, 2026, Regular City Council Meeting.

5. CONSIDERATION TO APPROVE THE FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH TORTI GALLAS + PARTNERS FOR A TWO-PHASE OBJECTIVE DESIGN STANDARDS PROGRAM AND ADOPT RESOLUTION NO. 8026 APPROVING A $50,000 AMENDMENT TO THE FISCAL YEAR 2026-2027 BUDGET

Recommendation

It is recommended that the City Council:

a. Approve an amendment to the Professional Services Agreement with Torti Gallas + Partners (TGP) to revise the scope of services to implement a two-phase approach for preparation and adoption of Objective Design Standards and amend the project budget;
b. Authorize the City Manager to execute the First Amendment in a form approved by the City Attorney; and
c. Adopt Resolution No. 8026 approving a $50,000 budget amendment to the Fiscal Year 2026-2027 budget and the related budget adjustments.

6. CONSIDERATION TO APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH URBAN FUTURES, INC. FOR MUNICIPAL ADVISOR SERVICES IN CONNECTION WITH THE REFUNDING OF THE CITY'S OUTSTANDING WATER REVENUE BONDS

Recommendation

It is recommended that the City Council:

1. Approve a Professional Services Agreement with Urban Futures, Inc. ("UFI") to provide Municipal Advisor services in connection with a potential refunding of the City's outstanding Water Revenue Bonds, for a contingent fee not to exceed $39,000, payable solely from bond proceeds upon the successful closing of a refunding transaction; and
2. Authorize the City Manager, or designee, to execute a Professional Services Agreement with Urban Futures, Inc., (Attachment 1) in a form approved by the City Attorney, and to execute any amendments thereto that do not materially increase the City's obligations.

7. CONSIDERATION TO INTRODUCE FOR FIRST READING ORDINANCE NO. 2421, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA AMENDING THE SOUTH PASADENA MUNICIPAL CODE RELATING TO CITY LIBRARY RULES AND ESTABLISHING AN ADMINISTRATIVE APPEAL PROCESS FOR SUSPENSION OF LIBRARY VISITATION PRIVILEGES

Recommendation

It is recommended that the City Council introduce for first reading by title only and waive full reading of Ordinance No. 2421 amending the South Pasadena Municipal Code relating to the establishment and enforcement of library rules and establishing an administrative appeal process for the suspension of library visitation privileges.

8. CONSIDERATION TO RENEW AND APPROVE AN AGREEMENT WITH NEOGOV, A SOFTWARE PLATFORM PROVIDING HUMAN RESOURCES SUPPORT SERVICES

Recommendation

It is recommended that the City Council approve the annual contract renewal with NEOGOV in an amount not to exceed $68,137.24 and authorize the City Manager to execute the renewal agreement in a form approved by the City Attorney.

9. CONSIDERATION TO ACCEPT PROJECT COMPLETION AND AUTHORIZE FILING OF THE NOTICE OF COMPLETION FOR THE LIBRARY CARD ACCESS AND CAMERA PROJECT, AND AUTHORIZE RELEASE OF THE RETENTION PAYMENT TO CONVERGINT TECHNOLOGIES, LLC IN THE AMOUNT OF $5,885.40.

Recommendation

It is recommended that the City Council:

a. Accept the Library Card Access and Camera Project (Project) as complete;
b. Authorize the recordation of the Notice of Completion (NOC) with the Los Angeles County Registrar-Recorder/County Clerk; and
c. Authorize release of retention payment to Convergint Technologies, LLC (Contractor) in the amount of $5,885.40.

10. CONSIDERATION TO APPROVE THE SCOPE AND PRIORITY OF THE CITYWIDE INFORMATION TECHNOLOGY AND CYBERSECURITY MODERNIZATION PROGRAM, ADOPT RESOLUTION NO. 8030 AMENDING THE FISCAL YEAR 2026-2027 BUDGET FOR AN APPROPRIATION AND AUTHORIZE THE CITY MANAGER TO PROCURE, APPROVE AND EXECUTE AGREEMENTS UP TO THE BUDGETED AMOUNT FOR THE PROGRAM

Recommendation

It is recommended that the City Council:

1. Approve the scope and priority sequencing of the thirteen infrastructure projects described in this report, including the Water Department SCADA Network Modernization project;
2. Adopt Resolution No. 8030 (Attachment No. 1), amending the Fiscal Year 2026-2027 Adopted Budget to appropriate $650,000 to Account No.101-3010-3032-8170-000 for the Citywide Information Technology and Cybersecurity Infrastructure Modernization Program ("Program") described in this report, as further described in the Fiscal Impact section; and
3. Authorize the City Manager to procure and approve and execute all necessary contracts and piggybackable master agreements to implement the projects described in this report up the budgeted amount for the Program.

ACTION/DISCUSSION

11. CONSIDERATION OF ADOPTION OF RESOLUTION NO. 8029, A RESOLUTION AMENDING RESOLUTION NO. 8000 TO AUTHORIZE THE CITY MANAGER, OR DESIGNEE, TO REDUCE OR WAIVE CERTAIN PUBLIC WORKS ENCROACHMENT PERMIT FEES FOR SIDEWALK, DRIVEWAY, AND RELATED RIGHT-OF-WAY REPAIR WORK

Recommendation

It is recommended that the City Council adopt Resolution No. 8029, a Resolution amending Resolution No. 8000 to authorize the City Manager, or designee, on a discretionary, case-by-case basis, to reduce or waive certain Public Works encroachment permit and inspection fees for qualifying privately funded sidewalk, driveway, and related right-of-way repair work.

12. CONSIDERATION OF USING THE TEMPORARY USE PERMIT APPLICATION AS THE PRIMARY APPLICATION FOR SPECIAL EVENTS AND ESTABLISHING A FRAMEWORK FOR CO-SPONSORSHIP AND FEE WAIVER REQUESTS

Recommendation

It is recommended that the City Council:

1. Receive and file an update regarding staff's discontinuation of the separate Special Event Application and use of the Temporary Use Permit (TUP) Application as the City's primary application and intake process for special events;
2. Receive and file information regarding fee waivers currently provided pursuant to the City's existing Co-Sponsorship Policy;
3. Review and provide direction to staff regarding the proposed Fee Waiver Policy, which would replace the existing Co-Sponsorship Policy and Exhibit A; and
4. Provide direction to staff, as appropriate.

PUBLIC COMMENT - CONTINUED

13. 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

14. COUNCILMEMBER COMMUNICATIONS

15. CITY MANAGER COMMUNICATIONS

ADJOURNMENT

FOR YOUR INFORMATION

FUTURE CITY COUNCIL MEETINGS

September 16, 2026	Regular City Council Meeting	7:00 P.M.
October 7, 2026	Regular City Council Meeting	7:00 P.M.
October 21, 2026	Regular City Council Meeting	7:00 P.M.
November 4, 2026	Regular City Council Meeting	7:00 P.M.

PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS

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

Regular meetings are live streamed via the internet at: http://www.spectrumstream.com/streaming/south_pasadena/live.cfm

AGENDA NOTIFICATION SUBSCRIPTION

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

ACCOMMODATIONS

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

CERTIFICATION OF POSTING

I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on September 2, 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.

08/27/2026	/S/
Date	Nikima S. Newsome, Chief City Clerk

City Council Agenda Report

ITEM NO. 3

DATE: September 2, 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 $34,795.94; GENERAL CITY WARRANTS IN THE AMOUNT OF $1,201,956.96; ONLINE PAYMENTS IN THE AMOUNT OF $190,963.06; VOIDS IN THE AMOUNT OF ($10,551.55); PAYROLL IN THE AMOUNT OF $1,037,620.92**

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

Executive Summary
Prepaid Warrants:
Warrant # 324072-324083, **$12,919.45**
ACH: **$ 21,876.49**

General City Warrants
Warrant # 324084-324147, **$262,819.07**
ACH: **$939,137.89**

Online Payments: **$190,963.06**

Regular Payroll Ending 8/14/2026: **$1,037,620.92**

Voids: **($10,551.55)**

Total: **$2,454,785.33**

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

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

(payments) are only released after City Council approval.

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

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

General City Warrant List – Detailed listing of all payments made for a specific cycle. The beginning of the cycle is the period after the last set of warrants were approved by Council and released as payment. The end of the cycle is the last date of invoice processing.

Online Payments – Payments made online. These are typically for time sensitive utilities, credit card payments, and sometimes require the use of the payee's portal (SCE, So Cal Gas, Amazon, etc.).

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

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

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

City of South Pasadena
Demand/Warrant Register

Date 9/2/2026

Recap by fund	**Fund No.**	**Amounts**	
		Prepaid	**Written**
General Fund	101	12,724.44	255,458.20
Insurance Fund	103	2,907.00	3,480.00
Street Improvement Program	104	-	5,941.50
Facilities & Maintenance	105	1,466.96	5,544.06
Technology Surcharge Fund	106	-	-
Programs and Projects	107	-	-
Special Projects Fund	116	-	-
Vehicle Replacement Fund	120	-	-
Tree Replacement Fund	121	-	-
Local Transit Return "A"	205	-	20,107.58
SLFRF Fund	206	-	-
Local Transit Return "C"	207	-	-
TEA/Metro	208	-	-
Sewer Fund	210	-	13,192.20
CTC Traffic Improvement	211	-	-
SB2 Planning Grant	213	-	-
Rogan HR5294 Grant	214	-	-
Street Lighting Fund	215	-	26,210.10
Public, Education & Govt Fund	217	-	-
Clean Air Act Fund	218	-	-
Business Improvement Tax	220	-	32,800.00
Gold Line Mitigation Fund	223	-	-
Mission Meridian Public Garage	226	-	-
Successor Agency to the CRA	227	-	-
Housing Authority Fund	228	-	-
State Gas Tax	230	1,076.36	-
County Park Bond Fund	232	-	-
Measure R	233	-	21,558.23
Garfield Walkways State Grant	234	-	-
Measure M	236	-	2,155.72
Road Maint & Rehab (SB1)	237	-	-
MSRC Grant Fund	238	-	-
Measure W	239	-	-
Measure M MSP	240	-	-
Measure H	241	-	-
Prop C Exchange Fund	242	-	-
Measure R MIP	243	-	-
Reimbursable Grant Fund	244	-	2,971.59
Bike & Pedestrian Paths	245	-	-
BTA Grants	248	-	-
Golden Street Grant	249	-	-
Measure A Grant	251	-	-
Proposition 68 Grant	252	-	-
Affordable Housing Trust Fund	254	-	-
Capital Growth Fund	255	-	-
CDBG	260	-	45,000.00
OTS Grant	269	-	-
Asset Forfeiture	270	-	-
Police Grants - State	272	-	-
Homeland Security Grant	274	-	-
Park Impact Fees	275	-	-
Historic Preservation Grant	276	-	-
HSIP Grant	277	-	-
Arroyo Seco Golf Course	295	-	2,770.00
State SR 710 LATIP	297	-	-
Sewer Capital Projects Fund	310	-	-
400 Capital Improvement Program	400	-	-
Water Fund	500	-	764,767.78
Water Efficiency Fund	503	-	-
2016 Water Revenue Bonds Fund	505	-	-
SRF Loan - Water	506	-	-
Water & Sewer Impact Fee	510	-	-
Public Financing Authority	550	-	-
Payroll Clearing Fund	700	16,621.18	-
			-
Column Totals:		34,795.94	1,201,956.96
City Report Totals:			1,236,752.90
Regular Payroll Ending 8/14/2026			1,037,620.92
Online Payments			190,963.06
Voids			(10,551.55)
Grand Report Total:			**2,454,785.33**

Sheila Rossi, Mayor

William Castrillon, Budget & Purchasing Manager

Nikima Newsome, Chief City Clerk

Accounts Payable

Check Detail

User: tfernandez
Printed: 08/24/2026 - 4:30PM

Check Number	Check Date	Amount
AIS0107 - Alliant Insurance Services, Inc.		
0	08/20/2026	
Inv 3588096		
Line Item Date	Line Item Description	
06/24/2026	FY 26-27 ACIP Crime Renewal AN SOUTPAS-01	2,907.00
Inv 3588096 Total		2,907.00
0 Total:		2,907.00
AIS0107 - Alliant Insurance Services, Inc. Total:		2,907.00
AT&T5011 - AT&T		
324072	08/20/2026	
Inv 33184107563432		
Line Item Date	Line Item Description	
08/07/2026	AN 331 841-0756 343 2 Serv 8/7 -9/6/26 August	31.79
Inv 33184107563432 Total		31.79
Inv 33184108023436		
Line Item Date	Line Item Description	
08/07/2026	AN 331 841-0802 343 6 Sev 8/7 - 9/6/26 August	31.82
Inv 33184108023436 Total		31.82
324072 Total:		63.61
AT&T5011 - AT&T Total:		63.61
ATTE2011 - AT&T DW Holdings, Inc		
324073	08/20/2026	
Inv 4802668115		
Line Item Date	Line Item Description	
08/07/2026	AN 831 001-5489 449 Internet - August 2026	726.07
Inv 4802668115 Total		726.07
Inv 4891668118		
Line Item Date	Line Item Description	

Check Number	Check Date		Amount
	08/07/2026	AN 831 001-4896 776 ADI Internet - August 2026	4,978.27
	Inv 4891668118 Total		4,978.27
324073 Total:			5,704.34
ATTE2011 - AT&T DW Holdings, Inc Total:			5,704.34
CEAP7000 - S.P. Public Service Employees Association-PT 700-0000-0000-2249-000			
0	08/20/2026		
	Inv PR 08.14.2026		
	Line Item Date	Line Item Description	
	08/12/2026	PR Batch 81426.08.2026 PART TIME ASSN. DUES / FEE	152.00
	Inv PR 08.14.2026 Total		152.00
0 Total:			152.00
CEAP7000 - S.P. Public Service Employees Association-PT Total:			152.00
CIN4011 - AT&T Mobility			
324074	08/20/2026		
	Inv 287288006612X08102026		
	Line Item Date	Line Item Description	
	08/02/2026	287288006612 Mobile Devices Srv 7/3-8/2/26	4,682.52
	Inv 287288006612X08102026 Total		4,682.52
324074 Total:			4,682.52
CIN4011 - AT&T Mobility Total:			4,682.52
COBR7131 - The Advantage Group			
0	08/20/2026		
	Inv 201054		
	Line Item Date	Line Item Description	
	08/05/2026	HRA Administration Fee July 2026	294.00
	Inv 201054 Total		294.00
0 Total:			294.00
COBR7131 - The Advantage Group Total:			294.00
FED1109 - FedEx			
324075	08/20/2026		

Inv 9-403-80307

Line Item Date	Line Item Description	
07/31/2026	PD Postage	16.30

Inv 9-403-80307 Total 16.30

324075 Total: 16.30

FED1109 - FedEx Total: 16.30

LAPCMB - Los Angeles County Police Chiefs' Association

324079 08/20/2026

Inv 09/26-10/02/26

Line Item Date	Line Item Description	
08/18/2026	PRE-PAY FOR CHIEF ELMORE TRAINING REGISTRATION 09	300.00

Inv 09/26-10/02/26 Total 300.00

324079 Total: 300.00

LAPCMB - Los Angeles County Police Chiefs' Association Total: 300.00

PARS3011 - Phase II Systems a California Corporation

0 08/20/2026

Inv PR 08.14.2026

Line Item Date	Line Item Description	
08/12/2026	PR Batch 81426.08.2026 PARS Employee Contribution	1,220.88
08/12/2026	PR Batch 81426.08.2026 PARS Employer Contribution	1,220.88

Inv PR 08.14.2026 Total 2,441.76

0 Total: 2,441.76

PARS3011 - Phase II Systems a California Corporation Total: 2,441.76

PASADENA - Los Angeles Sheriff's Department

324080 08/20/2026

Inv PR 08.14.2026

Line Item Date	Line Item Description	
08/14/2026	PR Batch 81426.08.2026 Garnishment Case# 23NWLC28549 Eric C	152.70

Inv PR 08.14.2026 Total 152.70

324080 Total: 152.70

PASADENA - Los Angeles Sheriff's Department Total: 152.70

Check Number	Check Date	Amount

SCFT0000 - Franchise Tax Board

324076 08/20/2026

Inv PR 08.14.2026.

Line Item Date	Line Item Description	
08/12/2026	PR Batch 81426.08.2026 Garnish-Hernandez Ric Acc. 121-05653-0	150.00
Inv PR 08.14.2026. Total		150.00
324076 Total:		150.00
SCFT0000 - Franchise Tax Board Total:		150.00

SCFT0001 - Franchise Tax Board

324077 08/20/2026

Inv PR 08.14.26

Line Item Date	Line Item Description	
08/12/2026	PR Batch 81426.08.2026 Garnishment -Christiana Case #11025452(	90.00
Inv PR 08.14.26 Total		90.00
324077 Total:		90.00
SCFT0001 - Franchise Tax Board Total:		90.00

SCFT0004 - Franchise Tax Board

324078 08/20/2026

Inv PR 08.14.2026

Line Item Date	Line Item Description	
08/12/2026	PR Batch 81426.08.2026 Garnish-Andrew Rodriguez Acc#214-219{	674.98
Inv PR 08.14.2026 Total		674.98
324078 Total:		674.98
SCFT0004 - Franchise Tax Board Total:		674.98

SOU5230 - S.P.Firefighters L-3657

0 08/20/2026

Inv PR 08.14.2026

Line Item Date	Line Item Description	
08/12/2026	PR Batch 81426.08.2026 FFA Fire Rec Fees	90.00
08/12/2026	PR Batch 81426.08.2026 Fire Assn. Insurance	147.42
08/12/2026	PR Batch 81426.08.2026 Firefighters 3657 - Union	2,175.00
Inv PR 08.14.2026 Total		2,412.42

0 Total:		2,412.42
SOU5230 - S.P.Firefighters L-3657 Total:		2,412.42

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

0 08/20/2026

Inv PR 08.14.2026

Line Item Date	Line Item Description	
08/12/2026	PR Batch 81426.08.2026 SPPOA Insurance	2,825.91
08/12/2026	PR Batch 81426.08.2026 SPPOA - Union Dues	4,544.00
Inv PR 08.14.2026 Total		7,369.91
0 Total:		7,369.91
SOU5435 - S.P. Police Officers Association Total:		7,369.91

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

0 08/20/2026

Inv PR 08.14.2026

Line Item Date	Line Item Description	
08/12/2026	PR Batch 81426.08.2026 SPPSEA - Union Dues	1,870.00
Inv PR 08.14.2026 Total		1,870.00
0 Total:		1,870.00
SOU5451 - S.P. Public Service Employees Association Total:		1,870.00

SSDV2018 - Sandoval, Sheila

0 08/20/2026

Inv PR 08.14.2026

Line Item Date	Line Item Description	
08/12/2026	PR Batch 81426.08.2026 Sandoval - Garnishment	81.38
08/12/2026	PR Batch 81426.08.2026 Garnishment - Sandoval	956.03
Inv PR 08.14.2026 Total		1,037.41
0 Total:		1,037.41
SSDV2018 - Sandoval, Sheila Total:		1,037.41

SWA2992 - Swank Motion Pictures, Inc

324081 08/20/2026

Inv RG 4376589

Line Item Date	Line Item Description

Check Number	Check Date		Amount
	06/24/2026	Movies in the park Licensing/ movie Hoppers 7-10-2026	815.00
	Inv RG 4376589 Total		815.00
324081 Total:			815.00
SWA2992 - Swank Motion Pictures, Inc Total:			815.00
TIM4011 - Charter Communications Holdings, LLC			
0	08/20/2026		
	Inv 187633401081426		
	Line Item Date	Line Item Description	
	08/14/2026	AN 187633401 1414 Mission Serv 8/16-9/15/26	407.33
	Inv 187633401081426 Total		407.33
0 Total:			407.33
TIM4011 - Charter Communications Holdings, LLC Total:			407.33
WLHD8020 - Westlake Hardware			
0	08/20/2026		
	Inv 14006993		
	Line Item Date	Line Item Description	
	07/08/2026	Vehicle Charger Replacements 7.8.26	128.15
	Inv 14006993 Total		128.15
	Inv 14306980		
	Line Item Date	Line Item Description	
	07/01/2026	Bathroom Supplies	14.55
	Inv 14306980 Total		14.55
	Inv 14306985		
	Line Item Date	Line Item Description	
	07/02/2026	FIre & PD AC Fans	161.31
	Inv 14306985 Total		161.31
	Inv 14306995		
	Line Item Date	Line Item Description	
	07/08/2026	Fire Station Electrical Supplies	11.04
	Inv 14306995 Total		11.04
	Inv 14306999		
	Line Item Date	Line Item Description	
	07/10/2026	Bathroom Supplies	93.04

Inv 14306999 Total 93.04

Inv 14307000

Line Item Date	Line Item Description	
07/10/2026	Fire Station Electrical Outlets	65.17

Inv 14307000 Total 65.17

Inv 14307005

Line Item Date	Line Item Description	
07/13/2026	Pest Control Supplies	193.29

Inv 14307005 Total 193.29

Inv 14307007

Line Item Date	Line Item Description	
07/13/2026	Battery Stock for Irrigation Park Controllers	110.44

Inv 14307007 Total 110.44

Inv 14307008

Line Item Date	Line Item Description	
07/13/2026	Fire Station Electrical Supplies	16.31

Inv 14307008 Total 16.31

Inv 14307013

Line Item Date	Line Item Description	
07/14/2026	Fire Station Electrical Outlet & Switch	43.70

Inv 14307013 Total 43.70

Inv 14307014

Line Item Date	Line Item Description	
07/14/2026	Arroyo Park Restroom Supplies & Small Tools	99.93

Inv 14307014 Total 99.93

Inv 14307017

Line Item Date	Line Item Description	
07/14/2026	Council Chamber Electrical Supplies	18.74

Inv 14307017 Total 18.74

Inv 14307023

Line Item Date	Line Item Description	
07/15/2026	Extension Cord & Small Tools (Split)	200.00
07/15/2026	Extension Cord & Small Tools	195.55

Inv 14307023 Total 395.55

Inv 14307025

Line Item Date	Line Item Description	
07/15/2026	Council Chamber Supplies	86.81

Inv 14307025 Total 86.81

Inv 14307063

Line Item Date	Line Item Description	
07/28/2026	Senior Center Dummy Door Handle for the Kitchen	2.75

Inv 14307063 Total 2.75

Inv 14307066

Line Item Date	Line Item Description	
07/29/2026	Wilson Water Plant Supplies	36.45

Inv 14307066 Total 36.45

Inv 14307070

Line Item Date	Line Item Description	
07/29/2026	Hermosa Water Plant Electrical Supplies	5.51

Inv 14307070 Total 5.51

Inv 14307080

Line Item Date	Line Item Description	
08/03/2026	Saw Blades & Screws	335.72

Inv 14307080 Total 335.72

Inv 14307081

Line Item Date	Line Item Description	
08/03/2026	Library Paint Supplies	740.64

Inv 14307081 Total 740.64

Inv 14307082

Line Item Date	Line Item Description	
08/03/2026	Orange Grove Supplies	39.74

Inv 14307082 Total 39.74

Inv 14307085

Line Item Date	Line Item Description	
08/04/2026	Library Paint Supplies	385.82

Inv 14307085 Total 385.82

0 Total: 2,984.66

Check Number	Check Date	Amount
WLHD8020 - Westlake Hardware Total:		2,984.66
Total:		34,525.94

Accounts Payable

Check Detail

User: tfernandez
Printed: 08/24/2026 - 4:35PM

Check Number	Check Date	Amount
SCFT0000 - Franchise Tax Board		
324082	08/20/2026	
Inv PR 08.14.2026		
Line Item Date	Line Item Description	
08/12/2026	PR Batch 81426.08.2026 Garnishmt-Christopher Ac. No.211-23208·	200.00
Inv PR 08.14.2026 Total		200.00
324082 Total:		200.00
SCFT0000 - Franchise Tax Board Total:		200.00
Total:		200.00

Accounts Payable

Check Detail

User: tfernandez
Printed: 08/24/2026 - 4:36PM

Check Number	Check Date	Amount
SCFT0000 - Franchise Tax Board		
324083	08/24/2026	
Inv PR 08.14.2026..		
Line Item Date	Line Item Description	
08/12/2026	PR Batch 81426.08.2026 Garnishment - Cipres Acc. 121-04537-47	70.00
Inv PR 08.14.2026.. Total		70.00
324083 Total:		70.00
SCFT0000 - Franchise Tax Board Total:		70.00
Total:		70.00

Accounts Payable

Check Detail

User: tfernandez
Printed: 08/24/2026 - 4:37PM

Check Number	Check Date	Amount
AAGUILAR - Aguilar, Adrian		
324084	08/24/2026	
Inv AA MAY-JUN26		
Line Item Date	Line Item Description	
06/30/2026	FD Reimb Wellness Gym MAY-JUN 2026	99.99
Inv AA MAY-JUN26 Total		99.99
324084 Total:		99.99
AAGUILAR - Aguilar, Adrian Total:		99.99
AIRT5150 - Air-Tro Inc.		
324085	08/24/2026	
Inv 467662		
Line Item Date	Line Item Description	
07/10/2026	AC for cooling tower assessment and quote	160.00
Inv 467662 Total		160.00
324085 Total:		160.00
AIRT5150 - Air-Tro Inc. Total:		160.00
ALH0179 - Alhambra Car Wash		
324086	08/24/2026	
Inv July 2026		
Line Item Date	Line Item Description	
08/08/2026	PD Vehicle Maintenance	448.00
Inv July 2026 Total		448.00
324086 Total:		448.00
ALH0179 - Alhambra Car Wash Total:		448.00
ALL0197 - All Star Fire Equipment, Inc.		
324087	08/24/2026	

Inv 274166

Line Item Date	Line Item Description	
07/26/2026	Annual PO Safety Firefighting ClothingEquipment FY 26-27	74.90

Inv 274166 Total 74.90

324087 Total: 74.90

ALL0197 - All Star Fire Equipment, Inc. Total: 74.90

AMAZONCP - Amazon Capital Services, Inc.

0 08/24/2026

Inv 113G-HNXV-R4WY

Line Item Date	Line Item Description	
08/07/2026	Items for Library's Fall Campaign	103.18

Inv 113G-HNXV-R4WY Total 103.18

Inv 11N6-CMF4-V1J6

Line Item Date	Line Item Description	
08/06/2026	Movies in the Park Supplies Popcorn Machine	179.41

Inv 11N6-CMF4-V1J6 Total 179.41

Inv 11TV-9NTT-4K74

Line Item Date	Line Item Description	
08/05/2026	Summer Camp Med Supplies	32.03

Inv 11TV-9NTT-4K74 Total 32.03

Inv 14VJ-XVDJ-713M

Line Item Date	Line Item Description	
08/05/2026	under desk keyboards, desk dividers	181.80

Inv 14VJ-XVDJ-713M Total 181.80

Inv 17HP-KTCT-JD9M

Line Item Date	Line Item Description	
08/02/2026	Items for Library's Fall Campaign	153.79

Inv 17HP-KTCT-JD9M Total 153.79

Inv 19C7-9PLR-GCK6

Line Item Date	Line Item Description	
08/13/2026	Nespresso Coffee Pods Finance TF	40.50

Inv 19C7-9PLR-GCK6 Total 40.50

Inv 1CFF-14KF-WQKR

Line Item Date	Line Item Description

08/16/2026	PD Supplies	98.94
Inv 1CFF-14KF-WQKR Total		98.94

Inv 1GDX-7NK6-X34X

Line Item Date	Line Item Description	
07/31/2026	Water Division UV Protective Shirts	342.00
Inv 1GDX-7NK6-X34X Total		342.00

Inv 1HCP-YMFJ-KGFP

Line Item Date	Line Item Description	
08/07/2026	painter's tape	116.70
Inv 1HCP-YMFJ-KGFP Total		116.70

Inv 1MLP-9JWF-QYXF

Line Item Date	Line Item Description	
08/07/2026	Items for Library's Fall Campaign	107.98
Inv 1MLP-9JWF-QYXF Total		107.98

Inv 1MYN-PT4D-6V33

Line Item Date	Line Item Description	
08/05/2026	Senior Center event and supplies	79.43
Inv 1MYN-PT4D-6V33 Total		79.43

Inv 1P64-LP4M-KWDY

Line Item Date	Line Item Description	
08/11/2026	Supplies for Summer BBQ August 2026	63.63
Inv 1P64-LP4M-KWDY Total		63.63

Inv 1RLT-VWMC-FYD4

Line Item Date	Line Item Description	
08/11/2026	PD Supplies	20.90
Inv 1RLT-VWMC-FYD4 Total		20.90

Inv 1X4D-LY7M-44GN

Line Item Date	Line Item Description	
08/03/2026	Lego DUPLO building blocks	46.95
Inv 1X4D-LY7M-44GN Total		46.95

Inv 1YRY-C46H-T46F

Line Item Date	Line Item Description	
07/31/2026	Printer Toner	70.43
Inv 1YRY-C46H-T46F Total		70.43

Check Number	Check Date		Amount
0 Total:			1,637.67
AMAZONCP - Amazon Capital Services, Inc. Total:			1,637.67
ANGY8030 - Grady, Anthony Q.			
324110	08/24/2026		
Inv JuJitsu Summer 2026			
Line Item Date	Line Item Description		
08/03/2026	Contract Class Instructor payment for Ju Jitsu class Summer 2026		260.00
Inv JuJitsu Summer 2026 Total			260.00
324110 Total:			260.00
ANGY8030 - Grady, Anthony Q. Total:			260.00
ANTLAGRP - Annealta Group			
324089	08/24/2026		
Inv 497-3843			
Line Item Date	Line Item Description		
08/03/2026	Program Management Support Services - CIP (TO#3) Water Main R		4,718.25
Inv 497-3843 Total			4,718.25
Inv 497-3844			
Line Item Date	Line Item Description		
08/03/2026	Program Support Services - CIP (TO#3) Street Repairs		5,941.50
Inv 497-3844 Total			5,941.50
Inv 497-3845			
Line Item Date	Line Item Description		
08/03/2026	Program Support Services - CIP (TO#3) Sewer System Repair		1,922.25
Inv 497-3845 Total			1,922.25
Inv 497-3846			
Line Item Date	Line Item Description		
08/03/2026	Program Support Services - CIP (TO#3) PW Admin & Engineering S		3,902.75
Inv 497-3846 Total			3,902.75
324089 Total:			16,484.75
ANTLAGRP - Annealta Group Total:			16,484.75
APWA6010 - American Public Works Assoication			

Check Number	Check Date		Amount
324088	08/24/2026		
Inv 000949488			
Line Item Date	Line Item Description		
07/08/2026	APWA Group Membership Renewal Nov 1, 2026 - Oct 1, 2026		1,643.00
Inv 000949488 Total			1,643.00
324088 Total:			1,643.00
APWA6010 - American Public Works Assoication Total:			1,643.00
AZTL1011 - Zavala, Jose Luis			
324147	08/24/2026		
Inv 001.26			
Line Item Date	Line Item Description		
08/10/2026	Summer Concerts & 4th of July Staging & Audio 07/26 & 08/26		18,550.00
Inv 001.26 Total			18,550.00
Inv 001.26A			
Line Item Date	Line Item Description		
08/10/2026	Concerts in the Park Stage and Sound Set Up 6.28.26		4,150.00
Inv 001.26A Total			4,150.00
324147 Total:			22,700.00
AZTL1011 - Zavala, Jose Luis Total:			22,700.00
BRMR8267 - BRIT West Soccer			
324093	08/24/2026		
Inv BWClubProsSummer26			
Line Item Date	Line Item Description		
08/03/2026	Contract Class Instructor Payment Brit West Club Pros Summer 26		1,300.00
Inv BWClubProsSummer26 Total			1,300.00
Inv BWParent&MeSummer26			
Line Item Date	Line Item Description		
08/03/2026	Contract Class Instructor Payment Brit West Parent&Me Summer 26		1,300.00
Inv BWParent&MeSummer26 Total			1,300.00
Inv BWTinyProsSummer26			
Line Item Date	Line Item Description		
08/03/2026	Contract Class Instructor Payment Brit West Tiny Pros Summer 26		650.00
Inv BWTinyProsSummer26 Total			650.00

324093 Total:		3,250.00
BRMR8267 - BRIT West Soccer Total:		3,250.00

BSIS6011 - Big State Industrial Supply, Inc.

324092 08/24/2026

Inv 1638429

Line Item Date	Line Item Description	
07/06/2026	Water Distirbution Small Tools	1,513.30
Inv 1638429 Total		1,513.30
324092 Total:		1,513.30
BSIS6011 - Big State Industrial Supply, Inc. Total:		1,513.30

CAL5236 - Dy-Dee Services of Pasadena, Inc.

324104 08/24/2026

Inv 2629103

Line Item Date	Line Item Description	
07/02/2026	Fire Department Linen Services for FY 26-27	102.31
Inv 2629103 Total		102.31

Inv 2632292

Line Item Date	Line Item Description	
07/09/2026	Fire Department Linen Services for FY 26-27	94.32
Inv 2632292 Total		94.32

Inv 2635728

Line Item Date	Line Item Description	
07/16/2026	Fire Department Linen Services for FY 26-27	104.03
Inv 2635728 Total		104.03

Inv 2641260

Line Item Date	Line Item Description	
07/30/2026	Fire Department Linen Services for FY 26-27	101.33
Inv 2641260 Total		101.33

Inv 2644011

Line Item Date	Line Item Description	
08/06/2026	Fire Department Linen Services for FY 26-27	111.93
Inv 2644011 Total		111.93

324104 Total:		513.92
CAL5236 - Dy-Dee Services of Pasadena, Inc. Total:		513.92

CAN0607 - Cantu Graphics Inc.

0 08/24/2026

Inv 65434-3

Line Item Date	Line Item Description	
02/26/2026	Lance Escalera Business Cards	44.14
Inv 65434-3 Total		44.14

Inv 65917-4

Line Item Date	Line Item Description	
07/06/2026	Water Quality & Consumer Confidence Report	141.00
Inv 65917-4 Total		141.00

Inv 65953-2

Line Item Date	Line Item Description	
07/10/2026	City Clerk Tablecloths	311.55
Inv 65953-2 Total		311.55

Inv 65989-4

Line Item Date	Line Item Description	
07/16/2026	Anteneh Tesfaye Business Cards	44.14
Inv 65989-4 Total		44.14

0 Total:		540.83
CAN0607 - Cantu Graphics Inc. Total:		540.83

CAPI2010 - CAPIO

324094 08/24/2026

Inv 28121

Line Item Date	Line Item Description	
06/21/2026	CAPIO Membership Renewal though 8/4/27	300.00
Inv 28121 Total		300.00

324094 Total:		300.00
CAPI2010 - CAPIO Total:		300.00

CATYSTGP - Catalyst Consulting Group

Check Number	Check Date		Amount
324095	08/24/2026		
Inv	SPas-CRM-S-001		
Line Item Date	Line Item Description		
08/14/2026	Customer Success Platform Initiation		1,189.47
08/14/2026	Customer Success Platform Initiation		1,189.46
08/14/2026	Customer Success Platform Initiation		1,189.47
Inv SPas-CRM-S-001 Total			3,568.40
Inv	SPas-CRM-S-002		
Line Item Date	Line Item Description		
08/14/2026	Customer Success Platform - Discovery & Design		9,596.73
08/14/2026	Customer Success - Discovery & Design		9,596.73
08/14/2026	Customer Success Platform- Discovery and Design		9,596.74
Inv SPas-CRM-S-002 Total			28,790.20
324095 Total:			32,358.60
CATYSTGP - Catalyst Consulting Group Total:			32,358.60
CFNSPR - California Newspapers Partnership			
0	08/24/2026		
Inv	0011802647		
Line Item Date	Line Item Description		
07/20/2026	Advertising - Elections Notice - 2 Listings		8,370.45
Inv 0011802647 Total			8,370.45
Inv	0011804314		
Line Item Date	Line Item Description		
07/30/2026	Advertising - Notice of Offices and Nominations		537.07
Inv 0011804314 Total			537.07
0 Total:			8,907.52
CFNSPR - California Newspapers Partnership Total:			8,907.52
CGUSA - Compass Group USA, Inc.			
324101	08/24/2026		
Inv	SOC347981		
Line Item Date	Line Item Description		
08/01/2026	Coffee Supplies & Monthly Servicing for FY26-27		52.47
Inv SOC347981 Total			52.47
324101 Total:			52.47

CGUSA - Compass Group USA, Inc. Total:		52.47
CHTA4011 - Tamer, Christian		
324142	08/24/2026	
Inv 07/05-10/2026		
Line Item Date	Line Item Description	
08/12/2026	DUI SEMINAR REIMBURSEMENT FOR OFFICER CHRISTIAN	1,282.23
Inv 07/05-10/2026 Total		1,282.23
324142 Total:		1,282.23
CHTA4011 - Tamer, Christian Total:		1,282.23
CINTA3 - Cintas Corporation		
324096	08/24/2026	
Inv 4277741044		
Line Item Date	Line Item Description	
08/03/2026	Public Works Uniforms Parks Division FY2026-2027	50.16
Inv 4277741044 Total		50.16
Inv 4278539885		
Line Item Date	Line Item Description	
08/10/2026	Public Works Uniforms Parks Division FY2026-2027 Week 8.10.26	50.16
Inv 4278539885 Total		50.16
324096 Total:		100.32
CINTA3 - Cintas Corporation Total:		100.32
CITIGUAR - Citiguard Inc		
324098	08/24/2026	
Inv 84367		
Line Item Date	Line Item Description	
08/03/2026	Security Guard Concierge Srv Library JUL 2026	5,419.00
Inv 84367 Total		5,419.00
324098 Total:		5,419.00
CITIGUAR - Citiguard Inc Total:		5,419.00
CMCKENNA - McKenna, Conor		
0	08/24/2026	

Inv CM 3.31-6.30.26

Line Item Date	Line Item Description	
06/30/2026	FD Reimb Wellness FFA 3.31-6.30.26	164.00

Inv CM 3.31-6.30.26 Total 164.00

0 Total: 164.00

CMCKENNA - McKenna, Conor Total: 164.00

COM0699 - Compressed Air Specialties Inc

324102 08/24/2026

Inv 00046535

Line Item Date	Line Item Description	
08/06/2026	Fire - Air Compressor Annual Service Bauer K14	702.57

Inv 00046535 Total 702.57

324102 Total: 702.57

COM0699 - Compressed Air Specialties Inc Total: 702.57

CRYPNNY - Pinney, Crystal

324131 08/24/2026

Inv 120564

Line Item Date	Line Item Description	
05/04/2022	Refund due to child attending sumnnmer school camp reissue	1,413.00

Inv 120564 Total 1,413.00

324131 Total: 1,413.00

CRYPNNY - Pinney, Crystal Total: 1,413.00

CWNC2501 - Carl Warren & Company LLC

0 08/24/2026

Inv CWC-2066546

Line Item Date	Line Item Description	
07/16/2026	Billing Data Transfer Exit Fee - July 2026	3,480.00

Inv CWC-2066546 Total 3,480.00

0 Total: 3,480.00

CWNC2501 - Carl Warren & Company LLC Total: 3,480.00

Check Number	Check Date	Amount

DDLP8010 - Dr. Detail Ph.D LLC

0 08/24/2026

Inv 3697

Line Item Date	Line Item Description	
08/12/2026	8/7/26 cleaning of carpets in administrative office	195.00
Inv 3697 Total		195.00

Inv 3701

Line Item Date	Line Item Description	
08/07/2026	Washing DAR vehicles #82 & 93 7/11 & 7/25/26	500.00
Inv 3701 Total		500.00
0 Total:		695.00
DDLP8010 - Dr. Detail Ph.D LLC Total:		695.00

DTATK701 - Data Ticket, Inc.

324103 08/24/2026

Inv 197511

Line Item Date	Line Item Description	
08/06/2026	Code Enforcement Processing-July 2026	200.00
Inv 197511 Total		200.00
324103 Total:		200.00
DTATK701 - Data Ticket, Inc. Total:		200.00

EDGHITI - Engineering Consulting Services, Inc.

324105 08/24/2026

Inv 27

Line Item Date	Line Item Description	
10/30/2025	Contract 2023-176 Fremont/Huntington Re-issue	2,155.73
10/30/2025	Contract 2023-176 Fremont/Huntington Re-issue	2,155.72
Inv 27 Total		4,311.45

Inv 33 (part 2)

Line Item Date	Line Item Description	
05/01/2026	Public Works Project Mgmt Assistance APR 2026	8,775.00
Inv 33 (part 2) Total		8,775.00

Inv 34

Line Item Date	Line Item Description	
06/01/2026	Public Works Project Mgmt Assistance MAY 2026	6,825.00

Inv 34 Total		6,825.00
Inv 35		
Line Item Date	Line Item Description	
07/01/2026	Public Works Project Mgmt Assistance JUN 2026	1,462.50
Inv 35 Total		1,462.50
Inv 36		
Line Item Date	Line Item Description	
08/01/2026	Public Works Project Mgmt Assistance JUL 2026	2,340.00
Inv 36 Total		2,340.00
324105 Total:		23,713.95
EDGHITI - Engineering Consulting Services, Inc. Total:		23,713.95
EMSQIPAR - Givot, David		
0	08/24/2026	
Inv SPFD-07/2026		
Line Item Date	Line Item Description	
07/20/2026	Continuing Education In Prehospital Emergency JUL 2026	2,499.00
Inv SPFD-07/2026 Total		2,499.00
0 Total:		2,499.00
EMSQIPAR - Givot, David Total:		2,499.00
ERCARRYO - Arroyo, Eric		
324090	08/24/2026	
Inv 4042		
Line Item Date	Line Item Description	
08/03/2026	CRIME ANALYST APPLICANT BACKGROUND INVESTIGATI	1,700.00
Inv 4042 Total		1,700.00
324090 Total:		1,700.00
ERCARRYO - Arroyo, Eric Total:		1,700.00
FIEL7101 - Finest Electric		
324106	08/24/2026	
Inv 6657		
Line Item Date	Line Item Description	
08/13/2026	609 Prospect Ave #4-Permit Canceled-Refund	816.57

Inv 6657 Total		816.57
324106 Total:		816.57
FIEL7101 - Finest Electric Total:		816.57

FOO7777 - Foothill Lock & Key

324107 08/24/2026

Inv 1767485

Line Item Date	Line Item Description	
07/23/2026	Keys made for Parks/community services facilities	2,380.17
Inv 1767485 Total		2,380.17
324107 Total:		2,380.17
FOO7777 - Foothill Lock & Key Total:		2,380.17

GDOTSSIM - General Dynamics Ordnance & Tactical Systems

324109 08/24/2026

Inv CO 363339

Line Item Date	Line Item Description	
08/11/2026	SIMUNITIONS INSTRUCTOR TRAINING FOR OFFICER EDER	755.00
Inv CO 363339 Total		755.00
324109 Total:		755.00
GDOTSSIM - General Dynamics Ordnance & Tactical Systems Total:		755.00

GRED4011 - Gramajo, Ederson

324111 08/24/2026

Inv 07/08-10/2026

Line Item Date	Line Item Description	
08/12/2026	LESS LETHAL INSTRUCTION REIMBURSEMENT FOR OFFIC	625.29
Inv 07/08-10/2026 Total		625.29
324111 Total:		625.29
GRED4011 - Gramajo, Ederson Total:		625.29

HIRNADA - Nada Bus, Inc.

324125 08/24/2026

Inv 53091

Line Item Date	Line Item Description	
07/10/2026	Summer Camp Med Transportation California Science Center 7.08.2	2,530.00
Inv 53091 Total		2,530.00

Inv 53097

Line Item Date	Line Item Description	
07/21/2026	John's Incredible Pizza camp med transportation 7/15/2026	2,530.00
Inv 53097 Total		2,530.00

Inv 53108

Line Item Date	Line Item Description	
07/29/2026	Crypto Arena Camp Med transportation 7/22/2026	2,530.00
Inv 53108 Total		2,530.00

Inv 53124

Line Item Date	Line Item Description	
07/31/2026	Adventure City Camp Med transportation 7/29/2026 Revised	1,897.50
Inv 53124 Total		1,897.50

Inv 53141

Line Item Date	Line Item Description	
08/07/2026	Mother's Beach Camp Med Transportation 8/5/2026	2,530.00
Inv 53141 Total		2,530.00

324125 Total:	12,017.50
HIRNADA - Nada Bus, Inc. Total:	12,017.50

IICC8025 - Occupational Health Centers of California

324128 08/24/2026

Inv 19278280

Line Item Date	Line Item Description	
07/22/2026	Random drug testing - S. Friezer	55.00
Inv 19278280 Total		55.00

324128 Total:	55.00
IICC8025 - Occupational Health Centers of California Total:	55.00

ISGU4011 - Gutierrez, Issac

0 08/24/2026

Inv 07/20-31/2026

Line Item Date	Line Item Description	
08/12/2026	DETECTIVE ISSAC GUTIERREZ ICI CORE COURSE TRAININ	3,378.25

Inv 07/20-31/2026 Total 3,378.25

0 Total: 3,378.25

ISGU4011 - Gutierrez, Issac Total: 3,378.25

JCTCRP - JCtees.com Corporation

324113 08/24/2026

Inv 11254

Line Item Date	Line Item Description	
08/07/2026	City Apparel	176.17

Inv 11254 Total 176.17

324113 Total: 176.17

JCTCRP - JCtees.com Corporation Total: 176.17

JKIKUCHI - Kikuchi, Jamie

324115 08/24/2026

Inv 112379417

Line Item Date	Line Item Description	
08/12/2026	Refund for deposit for WMB on 08/03/2026	590.00

Inv 112379417 Total 590.00

324115 Total: 590.00

JKIKUCHI - Kikuchi, Jamie Total: 590.00

JMCB6710 - Cipres Bravo, Jose Manuel

324097 08/24/2026

Inv 7.31.26-1

Line Item Date	Line Item Description	
07/31/2026	534 Arroyo Drive / Turn on Water Service 7/31 2:30pm	30.31

Inv 7.31.26-1 Total 30.31

Inv 7.31.26-2

Line Item Date	Line Item Description	
07/31/2026	747 Old Mill Road / Main Break 7/31/26 11am	30.31

Inv 7.31.26-2 Total 30.31

Inv 7.31.26-3

Line Item Date	Line Item Description	
07/31/2026	534 Arroyo Drive / Turn on Water Srv 7/31/26 7:30pm	30.31

Inv 7.31.26-3 Total 30.31

Inv 8.1.26

Line Item Date	Line Item Description	
08/01/2026	1031 Stratford Ave / Main Break 8/1/26 8pm	30.31

Inv 8.1.26 Total 30.31

324097 Total: 121.24

JMCB6710 - Cipres Bravo, Jose Manuel Total: 121.24

JMONTONE - Montone, Dr. Julie

324122 08/24/2026

Inv 112889572

Line Item Date	Line Item Description	
08/10/2026	Refund for deposit for WMB on 08/08/2026	590.00

Inv 112889572 Total 590.00

324122 Total: 590.00

JMONTONE - Montone, Dr. Julie Total: 590.00

JSAR4011 - Jack's Auto Repair

324112 08/24/2026

Inv 21173

Line Item Date	Line Item Description	
08/07/2026	45-day inspections for DAR #81	66.00

Inv 21173 Total 66.00

324112 Total: 66.00

JSAR4011 - Jack's Auto Repair Total: 66.00

KEY2011 - Keyser Marston Associates Inc

324114 08/24/2026

Inv 0040997

Line Item Date	Line Item Description	
08/10/2026	Real Estate & Econ Advisory Srv re: Arroyo Seco Golf Course July	2,770.00

Check Number	Check Date		Amount
Inv 0040997 Total			2,770.00
324114 Total:			2,770.00
KEY2011 - Keyser Marston Associates Inc Total:			2,770.00
KMTR4011 - Turner, Kimberly			
324143	08/24/2026		
Inv 8750			
Line Item Date	Line Item Description		
08/12/2026	REPORT WRITING TRAINING FOR TWO POLICE DISPATCHE		598.00
Inv 8750 Total			598.00
324143 Total:			598.00
KMTR4011 - Turner, Kimberly Total:			598.00
LACODEVE - Los Angeles County Development Authority			
324118	08/24/2026		
Inv 602649-23			
Line Item Date	Line Item Description		
08/17/2026	Return Funds Sidewalk Replacements & ADA Ramp Upgrade Proje		45,000.00
Inv 602649-23 Total			45,000.00
324118 Total:			45,000.00
LACODEVE - Los Angeles County Development Authority Total:			45,000.00
LBBM4010 - RCA Investments Inc			
324133	08/24/2026		
Inv 57432			
Line Item Date	Line Item Description		
07/31/2026	PD Vehicle Maintenance		837.93
Inv 57432 Total			837.93
324133 Total:			837.93
LBBM4010 - RCA Investments Inc Total:			837.93
LEBE8032 - Betts, Lemar			
324091	08/24/2026		
Inv SkateCampWk5			
Line Item Date	Line Item Description		

	08/03/2026	Contract Class Instructor for The Skateside Camp Week 5	913.50
	Inv SkateCampWk5 Total		913.50
	Inv SkateIntApril20		
	Line Item Date	Line Item Description	
	04/29/2026	Class Instructor Payment Skateside Int APR2026 reissue	1,269.10
	Inv SkateIntApril20 Total		1,269.10
324091 Total:			2,182.60
LEBE8032 - Betts, Lemar Total:			2,182.60
LETCHENG - Cheng Ku, Leticia Jane			
0	08/24/2026		
	Inv LC SEP25-JUN26		
	Line Item Date	Line Item Description	
	06/30/2026	Library Wellness Reimb SEP2025 - JUN2026	550.00
	Inv LC SEP25-JUN26 Total		550.00
0 Total:			550.00
LETCHENG - Cheng Ku, Leticia Jane Total:			550.00
LIFE822 - Life-Assist Inc.			
324117	08/24/2026		
	Inv 2154489		
	Line Item Date	Line Item Description	
	07/01/2026	Annual PO for Medical Supplies FY 26-27	1,717.88
	Inv 2154489 Total		1,717.88
	Inv 2156977		
	Line Item Date	Line Item Description	
	07/07/2026	Annual PO for Medical Supplies FY 26-27	1,502.80
	Inv 2156977 Total		1,502.80
	Inv 2169783		
	Line Item Date	Line Item Description	
	07/24/2026	Annual PO for Medical Supplies FY 26-27	257.44
	Inv 2169783 Total		257.44
324117 Total:			3,478.12

LIFE822 - Life-Assist Inc. Total: 3,478.12

LRODRIGU - Rodriguez, Luis

324135 08/24/2026

Inv 07/05-10/2026

Line Item Date	Line Item Description	
08/12/2026	DUI SEMINAR REIMBURSEMENT FOR OFFICER LUIS RODR	1,324.41

Inv 07/05-10/2026 Total 1,324.41

324135 Total: 1,324.41

LRODRIGU - Rodriguez, Luis Total: 1,324.41

LWEI2010 - Lan Wan Enterprise Inc

0 08/24/2026

Inv 77552

Line Item Date	Line Item Description	
08/01/2026	IT Subscription Licenses - August 2026	4,540.00

Inv 77552 Total 4,540.00

0 Total: 4,540.00

LWEI2010 - Lan Wan Enterprise Inc Total: 4,540.00

MAC1529 - Macdonald, Douglas A.

0 08/24/2026

Inv SCD7.30.2026

Line Item Date	Line Item Description	
08/03/2026	Contract Class Instructor Scottish Country Dancing 7/30/2026	45.50

Inv SCD7.30.2026 Total 45.50

0 Total: 45.50

MAC1529 - Macdonald, Douglas A. Total: 45.50

MAN5011 - Manhattan Stitching Co

324120 08/24/2026

Inv 116926

Line Item Date	Line Item Description	
07/22/2026	Water Division Custom Shirts	690.25
07/22/2026	Water Division Custom Shirts	1,610.58

Inv 116926 Total 2,300.83

Check Number	Check Date		Amount
324120 Total:			2,300.83
MAN5011 - Manhattan Stitching Co Total:			2,300.83
MCIMEDIC - MCI Medical Certifications Inc			
324121	08/24/2026		
Inv 1040			
Line Item Date	Line Item Description		
08/01/2026	Professional Services - CPR Heartsaver Instructor Course		1,900.00
Inv 1040 Total			1,900.00
324121 Total:			1,900.00
MCIMEDIC - MCI Medical Certifications Inc Total:			1,900.00
MICH4011 - Sanchez, Michael			
324136	08/24/2026		
Inv MS SEP25-JUN26			
Line Item Date	Line Item Description		
06/30/2026	PD Wellness Reimb SEP 2025-JUN 2026		495.00
Inv MS SEP25-JUN26 Total			495.00
324136 Total:			495.00
MICH4011 - Sanchez, Michael Total:			495.00
MNBL8170 - Crestline Software, LLC			
0	08/24/2026		
Inv #INV20267			
Line Item Date	Line Item Description		
07/01/2026	LockBox & Call Center Services JUL 2026		1,816.00
07/01/2026	Utility Billing Mgmt Services JUL 2026		29,062.50
Inv #INV20267 Total			30,878.50
Inv #INV20667			
Line Item Date	Line Item Description		
08/01/2026	Utility Billing Mgmt Services AUG 2026		29,104.35
08/01/2026	LockBox & Call Center Services AUG 2026		1,816.00
Inv #INV20667 Total			30,920.35
0 Total:			61,798.85

MNBL8170 - Crestline Software, LLC Total: 61,798.85

MOR2900 - Morrow & Holman Plumbing Inc

324123 08/24/2026

Inv P-7-28041

Line Item Date	Line Item Description	
07/28/2026	Emergency repair at Fire Department for water leak	2,431.24

Inv P-7-28041 Total 2,431.24

324123 Total: 2,431.24

MOR2900 - Morrow & Holman Plumbing Inc Total: 2,431.24

MPLC8021 - Motion Picture Licensing Corp.

324124 08/24/2026

Inv 504480804

Line Item Date	Line Item Description	
08/01/2026	Motion Picture Licensing Camp Med 10/1/26-9/30/27	1,118.39

Inv 504480804 Total 1,118.39

324124 Total: 1,118.39

MPLC8021 - Motion Picture Licensing Corp. Total: 1,118.39

MRKPRERZ - Perez, Mark

324130 08/24/2026

Inv MP-6/30/26

Line Item Date	Line Item Description	
06/30/2026	City Clerk Transit Rideshare Reimb JUN 2026	80.00

Inv MP-6/30/26 Total 80.00

Inv MP-7/31/26

Line Item Date	Line Item Description	
07/31/2026	City Clerk Reimb Transit Rideshare JUL2026	80.00

Inv MP-7/31/26 Total 80.00

324130 Total: 160.00

MRKPRERZ - Perez, Mark Total: 160.00

MSG6711 - Main San Gabriel Basin Watermaster

0 08/24/2026

Inv 8.14.26

Line Item Date	Line Item Description	
08/14/2026	FY2025-26 Ground Water Production Assessment	679,480.50
Inv 8.14.26 Total		679,480.50
0 Total:		679,480.50
MSG6711 - Main San Gabriel Basin Watermaster Total:		679,480.50

MVARTANI - Vartanians, Michael

324144 08/24/2026

Inv MV 7-15-2026

Line Item Date	Line Item Description	
07/15/2026	APWA Training Session of ADA Compliance Laws & Practices Rei	210.00
Inv MV 7-15-2026 Total		210.00
324144 Total:		210.00
MVARTANI - Vartanians, Michael Total:		210.00

NBSFIN - NBS Government Finance Group

324126 08/24/2026

Inv 202606-2333

Line Item Date	Line Item Description	
06/20/2026	Library Parcel District Admin CFD Special Tax	1,975.00
Inv 202606-2333 Total		1,975.00
324126 Total:		1,975.00
NBSFIN - NBS Government Finance Group Total:		1,975.00

NCC 7777 - South Pasadena Chamber of Commerce

324139 08/24/2026

Inv 10302

Line Item Date	Line Item Description	
08/13/2026	BIT Allocation- Chamber of Commerce 1/4 payment	32,800.00
Inv 10302 Total		32,800.00
324139 Total:		32,800.00
NCC 7777 - South Pasadena Chamber of Commerce Total:		32,800.00

Check Number	Check Date		Amount
OFPEOPLE - Office of People			
0	08/24/2026		
Inv 2602-005			
Line Item Date	Line Item Description		
08/05/2026	pre-approved Accessory Dwelling Unit (ADU) Plan Program JUL20		7,549.51
Inv 2602-005 Total			7,549.51
0 Total:			7,549.51
OFPEOPLE - Office of People Total:			7,549.51
OGOV3011 - OpenGov, Inc.			
0	08/24/2026		
Inv INV27479			
Line Item Date	Line Item Description		
07/10/2026	Online Permitting & Land Mgmt Software for JUL26-JUN27		68,704.08
Inv INV27479 Total			68,704.08
0 Total:			68,704.08
OGOV3011 - OpenGov, Inc. Total:			68,704.08
OLNP8010 - LCM-NEWS, Inc.			
324116	08/24/2026		
Inv 7742			
Line Item Date	Line Item Description		
06/10/2026	So Pasadena Review 2 Year Subscription 6/10/2026-6/10/2028		99.00
Inv 7742 Total			99.00
324116 Total:			99.00
OLNP8010 - LCM-NEWS, Inc. Total:			99.00
OREI6711 - O' Reilly Automotive Inc.			
324127	08/24/2026		
Inv 3213-460052			
Line Item Date	Line Item Description		
07/08/2026	belt for exhaust fan at council chambers		17.09
Inv 3213-460052 Total			17.09
324127 Total:			17.09

OREI6711 - O' Reilly Automotive Inc. Total: 17.09

PAS4012 - City of Pasadena

324099 08/24/2026

Inv 30029733

Line Item Date	Line Item Description	
06/30/2026	Inmate housing for the month of June, 2026	552.00

Inv 30029733 Total 552.00

324099 Total: 552.00

PAS4012 - City of Pasadena Total: 552.00

PHS4011 - Pasadena Humane Society

324129 08/24/2026

Inv AUG2026SoPas

Line Item Date	Line Item Description	
08/01/2026	PD Animal Control FY26/27	17,377.00

Inv AUG2026SoPas Total 17,377.00

324129 Total: 17,377.00

PHS4011 - Pasadena Humane Society Total: 17,377.00

PRECIADO - Preciado, Celia

0 08/24/2026

Inv CP FEB-APR26

Line Item Date	Line Item Description	
04/30/2026	CSD Rideshare Reimb FEB-APR 2026	240.00

Inv CP FEB-APR26 Total 240.00

0 Total: 240.00

PRECIADO - Preciado, Celia Total: 240.00

PRKWOD - Parkwood Landscape Maintenance, Inc.

0 08/24/2026

Inv 111595

Line Item Date	Line Item Description	
07/31/2026	Citywide Landscaping Services FY 2026-27 July 2026	39,507.56
07/31/2026	Citywide Landscaping Services JUL 2026	2,083.33
07/31/2026	Citywide Landscaping Services FY 2026-27 July 2026	12,083.33

Inv 111595 Total 53,674.22

0 Total: 53,674.22

PRKWOD - Parkwood Landscape Maintenance, Inc. Total: 53,674.22

PTRAN - Tran, Phillip

0 08/24/2026

Inv Metro JUL26 PT

Line Item Date	Line Item Description	
07/31/2026	Rideshare Bicycle Metro JUL2026	80.00

Inv Metro JUL26 PT Total 80.00

Inv PT BSEP25-JUN26

Line Item Date	Line Item Description	
06/30/2026	PW Rideshare Bicylce Reimb SEP2025 - JUN2026	520.00

Inv PT BSEP25-JUN26 Total 520.00

0 Total: 600.00

PTRAN - Tran, Phillip Total: 600.00

PTSP2011 - The Print Spot

0 08/24/2026

Inv 10340-A

Line Item Date	Line Item Description	
07/13/2026	2026 Summer Newsletter (difference for extra pages)	1,603.08

Inv 10340-A Total 1,603.08

0 Total: 1,603.08

PTSP2011 - The Print Spot Total: 1,603.08

PWCW6710 - PollardWater

324132 08/24/2026

Inv 0316148

Line Item Date	Line Item Description	
08/05/2026	Pressure Gauges	522.70

Inv 0316148 Total 522.70

324132 Total: 522.70

PWCW6710 - PollardWater Total: 522.70

RHCC7101 - Rio Hondo College

324134 08/24/2026

Inv X26-98-XSPS

Line Item Date	Line Item Description	
07/28/2026	PHYSICAL AGILITY TEST FOR TWO POLICE OFFICER APPLI	50.00
Inv X26-98-XSPS Total		50.00
324134 Total:		50.00
RHCC7101 - Rio Hondo College Total:		50.00

RYAN - Garcia, Ryan

324108 08/24/2026

Inv 8.2.26-1

Line Item Date	Line Item Description	
08/02/2026	Travel Reimb Auto Mileage Onario LV Tri-St conf 8/2/26	38.72
Inv 8.2.26-1 Total		38.72

Inv 8.2.26-2

Line Item Date	Line Item Description	
08/02/2026	Travel ReimbMeals & Incidentals Per Diem 8/2/26	63.40
Inv 8.2.26-2 Total		63.40

Inv 8.3.26

Line Item Date	Line Item Description	
08/03/2026	Travel Reimbusement- Meals and Incidentals Per Diem	77.54
Inv 8.3.26 Total		77.54

Inv 8.4.26

Line Item Date	Line Item Description	
08/04/2026	Travel Reimbusement- Meals and Incidentals Per Diem	44.81
Inv 8.4.26 Total		44.81

Inv 8.5.26

Line Item Date	Line Item Description	
08/05/2026	Travel Reimbusement- Meals and Incidentals Per Diem	9.31
Inv 8.5.26 Total		9.31

Inv 8.6.26-1

Line Item Date	Line Item Description	
08/06/2026	Travel Reimbusement- Garage and Parking Expense	100.00
Inv 8.6.26-1 Total		100.00

Inv 8.6.26-2

Line Item Date	Line Item Description	
08/06/2026	Travel Reimbusement- Airport Transportation / Rideshare	31.31
Inv 8.6.26-2 Total		31.31

Inv 8.6.26-3

Line Item Date	Line Item Description	
08/06/2026	Travel Reimbusement- Meals and Incidentals Per Diem	18.63
Inv 8.6.26-3 Total		18.63

324108 Total: 383.72

RYAN - Garcia, Ryan Total: 383.72

SCAQ6010 - South Coast A.Q.M.D.

324138 08/24/2026

Inv 4750782

Line Item Date	Line Item Description	
07/01/2026	Annual Fee for Fuel Pump at Fire Department	172.54
Inv 4750782 Total		172.54

Inv 4750787

Line Item Date	Line Item Description	
07/01/2026	Annual Fee for Fuel Pump at Service Yard	172.54
Inv 4750787 Total		172.54

324138 Total: 345.08

SCAQ6010 - South Coast A.Q.M.D. Total: 345.08

SDSI0107 - SDS Security Design Systems

324137 08/24/2026

Inv 253592

Line Item Date	Line Item Description	
08/01/2026	So Pas PD Interrogation Sep 2026	65.18
Inv 253592 Total		65.18

Inv 253593

Line Item Date	Line Item Description	
08/01/2026	So Pas PD Access & Software Upgrades Sep 2026	217.46
Inv 253593 Total		217.46

Inv 253594

Line Item Date	Line Item Description	
08/01/2026	So Pas PD Surveillance SEP 2026	113.00

Inv 253594 Total 113.00

Inv 253595

Line Item Date	Line Item Description	
08/01/2026	So Pas PD Lease & Cellular Monitoring SEP 2026	55.00

Inv 253595 Total 55.00

324137 Total: 450.64

SDSI0107 - SDS Security Design Systems Total: 450.64

SKYHAWKS - Lenear Sports, LLC

0 08/24/2026

Inv SKYMultiSummer2026

Line Item Date	Line Item Description	
08/03/2026	Contract Class Instructor payment for Skyhawks Multi Sport	399.75

Inv SKYMultiSummer2026 Total 399.75

Inv SKYMultiTotSummer2026

Line Item Date	Line Item Description	
08/03/2026	Contract Class Instructor payment for Skyhawks Multi Sport Tot	1,199.25

Inv SKYMultiTotSummer2026 Total 1,199.25

0 Total: 1,599.00

SKYHAWKS - Lenear Sports, LLC Total: 1,599.00

SOU5340 - City of South Pasadena-Library Petty Cash

324100 08/24/2026

Inv 03/27/2026

Line Item Date	Line Item Description	
03/27/2026	Mileage to cash petty cash check	2.68

Inv 03/27/2026 Total 2.68

Inv 04/14/2026

Line Item Date	Line Item Description	
04/14/2026	crafts for story time	14.33

Inv 04/14/2026 Total 14.33

Inv 04/30/2026

Line Item Date	Line Item Description	
04/30/2026	Ice for Volunteer Appreciation Event	6.62

Inv 04/30/2026 Total 6.62

Inv 05/21/2026

Line Item Date	Line Item Description	
05/21/2026	Mileage reimbursement for Summer Reading Program promotion	27.55

Inv 05/21/2026 Total 27.55

Inv 06/10/2026

Line Item Date	Line Item Description	
06/10/2026	Mileage reimbursement to attend Shelter Fundamentals training	19.36

Inv 06/10/2026 Total 19.36

Inv 06/16/2026

Line Item Date	Line Item Description	
06/16/2026	Refreshments for 6/12/26 Death Cafe	19.97

Inv 06/16/2026 Total 19.97

Inv 06/29/2026

Line Item Date	Line Item Description	
06/29/2026	Mileage reimbursement to LCW Difficult Conversations training	11.60

Inv 06/29/2026 Total 11.60

Inv 07/30/2026

Line Item Date	Line Item Description	
07/30/2026	Storage boxes	27.57

Inv 07/30/2026 Total 27.57

Inv 08/03/2026

Line Item Date	Line Item Description	
08/03/2026	Storage boxes	55.14

Inv 08/03/2026 Total 55.14

324100 Total: 184.82

SOU5340 - City of South Pasadena-Library Petty Cash Total: 184.82

SPSLLC - Sterckx, David

324141 08/24/2026

Inv SPCJULY25

Line Item Date	Line Item Description

Check Number	Check Date		Amount
	07/22/2025	Summer Camp Week 4 & 7 JUL 2025 reissue	1,560.00
	Inv SPCJULY25 Total		1,560.00
324141 Total:			1,560.00
SPSLLC - Sterckx, David Total:			1,560.00
SSSS8267 - Round Star West, LLC			
0	08/24/2026		
	Inv 6314/6316-20		
	Line Item Date	Line Item Description	
	10/29/2020	Class Instructor Super Soccer Stars (4 classes) reissue	1,248.00
	Inv 6314/6316-20 Total		1,248.00
0 Total:			1,248.00
SSSS8267 - Round Star West, LLC Total:			1,248.00
STA5219 - Staples Business Advantage			
0	08/24/2026		
	Inv 6066865895		
	Line Item Date	Line Item Description	
	06/24/2026	Office Supplies	7.19
	Inv 6066865895 Total		7.19
	Inv 6066865897		
	Line Item Date	Line Item Description	
	06/24/2026	Office Supplies	44.64
	Inv 6066865897 Total		44.64
	Inv 6066865898		
	Line Item Date	Line Item Description	
	06/24/2026	Office Supplies	44.18
	Inv 6066865898 Total		44.18
	Inv 6067205271		
	Line Item Date	Line Item Description	
	06/26/2026	Office Supplies	51.03
	Inv 6067205271 Total		51.03
	Inv 6067205273		
	Line Item Date	Line Item Description	
	06/26/2026	Office Supplies	14.85

Inv 6067205273 Total 14.85

Inv 6067205275

Line Item Date	Line Item Description	
06/26/2026	Office Supplies	24.49

Inv 6067205275 Total 24.49

Inv 6068285527

Line Item Date	Line Item Description	
07/08/2026	Office Supplies	332.59

Inv 6068285527 Total 332.59

Inv 6068432200

Line Item Date	Line Item Description	
07/10/2026	batteries, paper, spring water	90.25

Inv 6068432200 Total 90.25

Inv 6068432204

Line Item Date	Line Item Description	
07/10/2026	montly planner	17.01

Inv 6068432204 Total 17.01

Inv 6069966301

Line Item Date	Line Item Description	
07/30/2026	cardstock, labels	46.23

Inv 6069966301 Total 46.23

Inv 6069966302

Line Item Date	Line Item Description	
07/30/2026	just water	52.99

Inv 6069966302 Total 52.99

Inv 6070050438

Line Item Date	Line Item Description	
07/31/2026	PD Office Supplies	203.44

Inv 6070050438 Total 203.44

Inv 6070050439

Line Item Date	Line Item Description	
07/31/2026	PD Office Supplies	163.81

Inv 6070050439 Total 163.81

Inv 6070050440

Line Item Date	Line Item Description	
07/31/2026	PD Office Supplies	134.51

Inv 6070050440 Total 134.51

Inv 6070050442

Line Item Date	Line Item Description	
07/31/2026	PD Office Supplies	509.75

Inv 6070050442 Total 509.75

Inv 6070506682

Line Item Date	Line Item Description	
08/01/2026	glossy labels	41.21

Inv 6070506682 Total 41.21

Inv 6070506683

Line Item Date	Line Item Description	
08/01/2026	tally counters	23.34

Inv 6070506683 Total 23.34

Inv 6070506684

Line Item Date	Line Item Description	
08/01/2026	blue paper, air freshener	41.66

Inv 6070506684 Total 41.66

Inv 6070506685

Line Item Date	Line Item Description	
08/01/2026	pencil box	43.71

Inv 6070506685 Total 43.71

Inv 6070747143

Line Item Date	Line Item Description	
08/04/2026	plastic folders	49.49

Inv 6070747143 Total 49.49

Inv 6070829528

Line Item Date	Line Item Description	
08/05/2026	Senior Center office supplies and water cups	132.63
08/05/2026	Senior Center office supplies and water cups	154.17

Inv 6070829528 Total 286.80

Inv 6070997876

Line Item Date	Line Item Description

	08/07/2026	PD Office Supplies	1,033.73
	Inv 6070997876 Total		1,033.73
	Inv 6070997877		
	Line Item Date	Line Item Description	
	08/07/2026	PD Office Supplies	148.50
	Inv 6070997877 Total		148.50
	Inv 6071079204		
	Line Item Date	Line Item Description	
	08/08/2026	binder clips	9.60
	Inv 6071079204 Total		9.60
	Inv 6071243028		
	Line Item Date	Line Item Description	
	08/11/2026	labels	31.59
	Inv 6071243028 Total		31.59
	Inv 6071243029		
	Line Item Date	Line Item Description	
	08/11/2026	Water Division Office Supplies	47.97
	Inv 6071243029 Total		47.97
	Inv 6071847862		
	Line Item Date	Line Item Description	
	08/19/2026	Finance Dept Supplies TF	79.85
	Inv 6071847862 Total		79.85
	Inv 6071847864		
	Line Item Date	Line Item Description	
	08/19/2026	Finance Dept Supplies TF	9.27
	Inv 6071847864 Total		9.27
0 Total:			3,583.68
STA5219 - Staples Business Advantage Total:			3,583.68
STAT8030 - Los Feliz Ford, Inc. dba Star Ford			
324119	08/24/2026		
	Inv 77000		
	Line Item Date	Line Item Description	
	08/05/2026	Collision repair for DAR #81	4,008.64

Inv 77000 Total		4,008.64
324119 Total:		4,008.64
STAT8030 - Los Feliz Ford, Inc. dba Star Ford Total:		4,008.64

STFRLNCL - Star Ford Lincoln

324140 08/24/2026

Inv 501577/3

Line Item Date	Line Item Description	
08/03/2026	Specialized repair for DAR Ford F-250	2,460.44
Inv 501577/3 Total		2,460.44
324140 Total:		2,460.44
STFRLNCL - Star Ford Lincoln Total:		2,460.44

TORTGALL - Neal I. Payton Architectural Corporation

0 08/24/2026

Inv 0077074

Line Item Date	Line Item Description	
07/31/2026	JUL2026 Object Standards (update Residential Design Guidelines)	9,900.00
Inv 0077074 Total		9,900.00
0 Total:		9,900.00
TORTGALL - Neal I. Payton Architectural Corporation Total:		9,900.00

UQMS8010 - Unique Management Services, Inc.

0 08/24/2026

Inv 6162321

Line Item Date	Line Item Description	
08/01/2026	Open Purchase Order for Agency Recovery Services	407.75
Inv 6162321 Total		407.75
0 Total:		407.75
UQMS8010 - Unique Management Services, Inc. Total:		407.75

VEOC5011 - Veoci Inc.

0 08/24/2026

Inv 4094

Line Item Date	Line Item Description

Check Number	Check Date		Amount
	08/10/2026	Emergency Operations and Disaster Veoci Subscription 08/01/26-07	6,350.00
	Inv 4094 Total		6,350.00
0 Total:			6,350.00
VEOC5011 - Veoci Inc. Total:			6,350.00
WES4152 - West Coast Arborists, Inc.			
0	08/24/2026		
	Inv 244109		
	Line Item Date	Line Item Description	
	05/15/2026	Tree Maintenance Service 5/1-5/15/2026	978.50
	05/15/2026	Tree Maintenance Service 5/1-5/15/2026	5,515.65
	Inv 244109 Total		6,494.15
	Inv 244900		
	Line Item Date	Line Item Description	
	05/31/2026	Urban Forestry Services: Consulting Arborist 5/16-5/31/26	875.50
	Inv 244900 Total		875.50
	Inv 247551		
	Line Item Date	Line Item Description	
	07/31/2026	Urban Forestry Services Emergency Response Srv 7/16-7/31/26	4,134.00
	Inv 247551 Total		4,134.00
	Inv 247552		
	Line Item Date	Line Item Description	
	07/31/2026	Urban Forestry Services 7/22/26 & 7/29/26	2,522.80
	Inv 247552 Total		2,522.80
0 Total:			14,026.45
WES4152 - West Coast Arborists, Inc. Total:			14,026.45
WHAINC - William Hezmalhalch Architects, Inc.			
324145	08/24/2026		
	Inv 117237		
	Line Item Date	Line Item Description	
	08/10/2026	City Architect-July 2026	2,433.00
	Inv 117237 Total		2,433.00
324145 Total:			2,433.00

Check Number	Check Date		Amount
WHAINC - William Hezmalhalch Architects, Inc. Total:			2,433.00
WIL2010 - Willdan Financial Services			
0	08/24/2026		
Inv 010-67002			
Line Item Date	Line Item Description		
08/17/2026	Development Impact Fee Study professional srv 7/31/26		483.75
08/17/2026	Development Impact Fee Study professional srv 7/31/26		483.75
08/17/2026	Development Impact Fee Study professional srv 7/31/26		483.75
08/17/2026	Development Impact Fee Study professional srv 7/31/26		483.75
Inv 010-67002 Total			1,935.00
0 Total:			1,935.00
WIL2010 - Willdan Financial Services Total:			1,935.00
WSIC6601 - Wright's Supply, Inc.			
324146	08/24/2026		
Inv ARI-0003097			
Line Item Date	Line Item Description		
07/07/2026	Motor replacement for council chambers restroom		210.48
Inv ARI-0003097 Total			210.48
324146 Total:			210.48
WSIC6601 - Wright's Supply, Inc. Total:			210.48
Total:			1,201,956.96

City of
SOUTH PASADENA

Online Payment Log			
Date	**Vendor**	**Amount**	**Description**
8/25/2026	Columbia Bank	$26,678.68	Online Payment for July 2026 Citywide Credit Card Expenses.
8/26/2026	So Cal Edison	$22,055.81	Online Payment for City Owned Electric Account # 3859.
9/1/2026	So Cal Edison	$142,228.57	Online Payment for City Owned Electric Account # 1581.
Total:		***$190,963.06***	

Payroll

Payroll Summary Report

Payroll Date:	**08.14.2026**	**Regular Payroll**		
Checks			-	
Direct Deposits			$	653,039.40
IRS Payments			$	127,567.71
EDD - State of CA			$	44,189.68
PERS Pension			$	173,316.60
Deferred Comp			$	37,065.76
PARS			$	2,441.77
PERS Health			$	-
		Subtotal:	**$**	**1,037,620.92**
		Grand Total:	**$**	**1,037,620.92**

Accounts Payable

VOID CHKS# 311599 - 321879 - 322503 - 323445. REASON: LOST

Void Check Proof List

User: HLin
Printed: 08/13/2026 - 1:32PM
Batch: 00001.08.2026 - VOID CHKS 8-13-26

Account Number	Amount	Invoice No	Inv Date	Description	Reference	Task Label	Type	PONumber	Close PO?	Line Item
Vendor: EDGHITI	Engineering Consulting Service									
Check No: 322503	Check Date: 11/20/2025									
	2,155.73	27	10/30/2025	Contract 2023-176 Fremont/Huntingto				26043	No	1
233-6010-6011-8170-000										
	2,155.72	27	10/30/2025	Contract 2023-176 Fremont/Huntingto				26043	No	2
236-6010-6011-8170-000										
Check Total:	4,311.45									
Vendor Total:	4,311.45									
Vendor: LEBE8032	Lemar Betts									
Check No: 323445	Check Date: 05/11/2026									
	1,269.10	SkateIntApril2	04/29/2026	Contract Class Instructor Payment for					No	0
101-8030-8032-8267-000										
Check Total:	1,269.10									
Vendor Total:	1,269.10									
Vendor: SPSLLC	David Sterckx									
Check No: 321879	Check Date: 08/11/2025									
	1,560.00	SPCJULY25	07/22/2025	Contract Class Instructor Summer Can					No	0
101-8030-8032-8267-000										
Check Total:	1,560.00									
Vendor Total:	1,560.00									
Vendor: SSSS8267	Round Star West, LLC									
Check No: 311599	Check Date: 11/04/2020									
	1,248.00	6314/6316-20	10/29/2020	Class Instructor Super Soccer Stars (4					No	0

Account Number	Amount	Invoice No	Inv Date	Description	Reference	Task Label	Type	PONumber	Close PO?	Line Item
101-8030-8032-8267-000										
Check Total:	1,248.00									
Vendor Total:	1,248.00									
Report Total:	8,388.55									

Accounts Payable

Void Check Distribution List

User: HLin
Printed: 8/13/2026 - 1:43 PM
Batch: 00001.08.2026 - VOID CHKS 8-13-26

	DR Amount	CR Amount	Acct Number	Description	Vendor
Fund:101General Fund					
	4,077.10	0.00	101-0000-0000-1000-000	Cash & Cash Equivalents	
	0.00	1,560.00	101-8030-8032-8267-000	Classes	SPSLLC
	0.00	1,248.00	101-8030-8032-8267-000	Classes	SSSS8267
	0.00	1,269.10	101-8030-8032-8267-000	Classes	LEBE8032
Total for Fund:101	4,077.10	4,077.10			
Fund:233Measure R					
	2,155.73	0.00	233-0000-0000-1000-000	Cash & Cash Equivalents	
	0.00	2,155.73	233-6010-6011-8170-000	Professional Services	EDGHITI
Total for Fund:233	2,155.73	2,155.73			
Fund:236Measure M					
	2,155.72	0.00	236-0000-0000-1000-000	Cash & Cash Equivalents	
	0.00	2,155.72	236-6010-6011-8170-000	Professional Services	EDGHITI
Total for Fund:236	2,155.72	2,155.72			
Grand Total:	8,388.55	8,388.55			

Bank Reconciliation

Outstanding Transactions

User: HLin
Printed: 08/12/2026 - 3:48PM

VOID CHKS# 311599 - 321879 - 322503 - 323445. REASON: LOST

Check/Tran Date	Check Number	Name	Comment	Amount
BW	Bank of the West			
AP 2	City of So. Pasadena AP	041533688		
07/17/2025	N/A	Pers Health Insurance		-112.45
08/29/2025	N/A	Pers Health Insurance		-820.20
10/22/2025	N/A	Pers Health Insurance		-278.00
08/11/2017	199665	County of Los Angeles		-2,433.00
01/17/2018	201476	Sunnyland Investment LLC		-2,000.00
05/09/2019	307029	Bank of the West		-2,366.00
07/30/2019	307904	CA Fire Chiefs Ass'n		-60.00
12/18/2019	309420	Daren Wong		-292.54
05/06/2020	310580	Superior Court of California, Coun		-17,508.50
11/04/2020	311599	Round Star West, LLC		-1,248.00
04/20/2022	314292	Jessie Kley		-522.00
05/04/2022	314393	Crystal Pinney		-1,413.00
06/01/2022	314566	Kellen Trout		-250.00
07/20/2022	314762	Ramon V. Ortega		-100.00
09/07/2022	315058	Diana Kwok		-384.00
09/07/2022	315066	Cristin Katherine Mendoza		-50.00
09/21/2022	315160	Luis Ibarra		-4.80
11/02/2022	315377	Luis Ibarra		-4.80
07/02/2025	321517	Grant Writing USA		-495.00
07/16/2025	321566	City of South Pasadena Finance Pe		-629.97
07/16/2025	321620	Victor Magana		-743.63
08/11/2025	321826	H & H Wholesale Parts		-90.33
08/11/2025	321879	David Sterckx		-1,560.00
09/18/2025	322120	Victor Magana		-300.00
10/06/2025	322194	Richard Arriola		-18.62
10/22/2025	322256	Maria Felix		-496.65
10/23/2025	322356	Jacob Wickman		-733.36
11/20/2025	322503	Engineering Consulting Services, I		-4,311.45
11/20/2025	322511	Danielle Garcia		-123.82
11/20/2025	322525	Spencer Louie		-60.85
11/20/2025	322542	Chief Scott Wiese San Gabriel Vall		-400.00
12/08/2025	322591	Bee Removers		-185.00
12/08/2025	322596	Spencer Brown		-33.87
12/08/2025	322620	Elias Giron-Garrido		-215.27
12/08/2025	322627	Yihui Huang		-16.60
12/08/2025	322628	Luis Ibarra		-59.07
12/08/2025	322640	Wilfredo Lima		-16.60
12/08/2025	322648	Toru Natsuki		-61.00
12/08/2025	322673	Melanis Stepanian		-3.41
12/08/2025	322685	VCA Animal Hospitals Inc		-284.34
12/08/2025	322689	HOWARDS WOODS		-149.00
12/08/2025	322691	Natalie A. Xifo		-16.60
01/12/2026	322805	Juan Sanchez		-592.26
01/14/2026	322825	Pacific Secured Equities Inc.		-1,912.12
02/19/2026	323009	Erik Benitez		-51.50
03/09/2026	323131	Christopher Gruenewald		-82.45

Check/Tran Date	Check Number	Name	Comment	Amount
03/31/2026	323226	Fast Deer Bus Charter Inc.		-1,470.00
03/31/2026	323233	KRISTIAN GONZALEZ		-10.30
03/31/2026	323260	O'Ryan McKinney		-800.00
03/31/2026	323270	Xochitl Orozco		-590.00
04/23/2026	323390	KAYLA SANTOS		-400.00
04/23/2026	323404	Angus Wong		-848.00
05/11/2026	323442	Jose L. Almeda		-22.77
05/11/2026	323445	Lemar Betts		-1,269.10
05/11/2026	323448	Californians Organized for Police S		-400.00
05/11/2026	323468	Charles Hinchcliffe		-400.00
05/11/2026	323479	Michelle Mendez		-500.00
05/11/2026	323498	Michael Smith		-18.27
05/11/2026	323501	Bono Stevens		-75.00
05/11/2026	323509	Vital Medical Services, LLC		-1,388.00
05/26/2026	323534	Tyler Borrello		-33.13
05/26/2026	323543	Control Automation Design Inc		-2,066.35
05/26/2026	323571	Republic EVS, LLC		-422.76
05/26/2026	323575	Chief Scott Wiese San Gabriel Vall		-400.00
		Outstanding Checks:64 Items		-54,603.74

Accounts Payable

VOID REASON: LOST / Never Received

Void Check Proof List

User: HLin
Printed: 08/24/2026 - 9:30AM
Batch: 00003.08.2026 - VOID CHK 314393

Account Number	Amount	Invoice No	Inv Date	Description	Reference	Task Label	Type	PONumber	Close PO?	Line Item
Vendor: CRYPNNY	Crystal Pinney									
Check No: 314393	Check Date:	05/04/2022								
	1,413.00	120564	04/19/2022	Refund due to child will be attending s					No	0
101-0000-0000-5270-001										
Check Total:	1,413.00									
Vendor Total:	1,413.00									
Report Total:	1,413.00									

Accounts Payable

Void Check Distribution List

User: HLin
Printed: 8/24/2026 - 9:31 AM
Batch: 00003.08.2026 - VOID CHK 314393

	DR Amount	CR Amount	Acct Number	Description	Vendor
Fund:101General Fund					
	1,413.00	0.00	101-0000-0000-1000-000	Cash & Cash Equivalents	
	0.00	1,413.00	101-0000-0000-5270-001	Camp Med Fees	CRYPNNY
Total for Fund:101	1,413.00	1,413.00			
Grand Total:	1,413.00	1,413.00			

Accounts Payable

Void Check Proof List

REASON: Vendor Incorrect Billing on Invoice

User: HLin
Printed: 08/13/2026 - 4:12PM
Batch: 00002.08.2026 - VOID CHK 323737

Account Number	Amount	Invoice No	Inv Date	Description	Reference	Task Label	Type	PONumber	Close PO?	Line Item
Vendor: ECOQLTY	Eco-Quality Analysis Inc.									
Check No: 323737	Check Date: 07/07/2026									
	750.00	26-1859-LT	06/01/2026	HMBS PD Locker Room				26216	No	1
270-9001-9229-8170-000										
Check Total:	750.00									
Vendor Total:	750.00									
Report Total:	750.00									

Accounts Payable

Void Check Distribution List

User: HLin
Printed: 8/13/2026 - 4:16 PM
Batch: 00002.08.2026 - VOID CHK 323737

	DR Amount	CR Amount	Acct Number	Description	Vendor
Fund:270Asset Forfeiture					
	750.00	0.00	270-0000-0000-1000-000	Cash & Cash Equivalents	
	0.00	750.00	270-9001-9229-8170-000	Professional Services	ECOQLTY
Total for Fund:270	750.00	750.00			
Grand Total:	750.00	750.00			

City Council Agenda Report

ITEM NO. 4

DATE: September 2, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Nikima S. Newsome, Chief City Clerk

SUBJECT: **CONSIDERATION OF APPROVAL OF THE REGULAR MEETING MINUTES FOR AUGUST 19, 2026**

Recommendation
It is recommended that the City Council approve the minutes of the August 19, 2026, Regular City Council Meeting.

Executive Summary
The meeting minutes are attached to this staff report for the City Council's consideration and approval.

Background
The City Clerk's Department is responsible for preparing the official action minutes for City Council meetings.

Analysis
The City Clerk prepares action minutes, which serve as the official written record of actions taken by the City Council during a meeting, including motions, votes, and direction provided to staff, without documenting the full discussion. Action minutes provide a clear and permanent record of Council proceedings for the public, City staff, and legal purposes. The City Council approves the minutes of prior meetings to confirm that they accurately and completely reflect the actions taken. Councilmembers may vote to approve meeting minutes even if they were not in attendance, as the minutes constitute the official record of the legislative body's actions rather than those of any individual Councilmember.

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 - Regular Meeting Minutes - August 19, 2026

CITY OF SOUTH PASADENA
CITY COUNCIL MINUTES
AUGUST 19, 2026

CALL TO ORDER:

A regular meeting of the South Pasadena City Council was called to order by Mayor Rossi at 7:10 p.m., on Wednesday, August 19, 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
ALSO PRESENT	City Manager Todd Hileman	
	City Attorney Roxanne	
	Deputy City Clerk Mark Perez	

All Councilmembers were present and a quorum was determined. Councilmember Cacciotti led the pledge of allegiance.

CLOSED SESSION ANNOUNCEMENTS

1. CLOSED SESSION ANNOUNCEMENTS

The City Attorney reported that all items on the closed session agenda were heard with no reportable action.

PUBLIC COMMENT

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

Members of the public, Colin Campbell, Gino Thomas, and Walter Quinn spoke in person. Member of the public Josh Betta spoke remotely.

CHANGES TO THE AGENDA

3. 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.

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

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

4. CONSIDERATION OF THE APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF $2,795,131.36; GENERAL CITY WARRANTS IN THE AMOUNT OF $1,422,323.14; ONLINE PAYMENTS IN THE AMOUNT OF $28,493.11; VOIDS IN THE AMOUNT OF ($0), was approved.

Recommendation

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

5. CONSIDERATION OF ADOPTION OF RESOLUTION NO. 8024 APPOINTING THE NOMINATED CANDIDATE FOR CITY COUNCIL DISTRICT 5 TO A FULL FOUR-YEAR TERM AND THE NOMINATED CANDIDATE FOR CITY TREASURER TO A FULL FOUR-YEAR TERM, AND CANCELLING THE NOVEMBER 3, 2026 GENERAL MUNICIPAL ELECTION FOR CITY COUNCIL DISTRICT 5 AND CITY TREASURER PURSUANT TO CALIFORNIA ELECTIONS CODE SECTION 10229, was adopted.

Recommendation

It is recommended that the City Council adopt Resolution No. 8024 appointing the nominated candidate for City Council District 5 to a full four-year term and the nominated candidate for City Treasurer to a full four-year term, and cancel the November 3, 2026 General Municipal Election for City Council District 5 and City Treasurer pursuant to California Elections Code section 10229.

6. CONSIDERATION OF APPROVAL OF AMENDMENT 2 TO THE PROFESSIONAL SERVICES AGREEMENT WITH OPENGOV, INC. TO ADD SIGNAL AND WASTEWATER COLLECTION ASSET DOMAINS TO ENTERPRISE ASSET MANAGEMENT SERVICES, was approved.

Recommendation

It is recommended that the City Council:

1. Approve Amendment 2 to the Professional Services Agreement between the City and OpenGov, Inc., in the form approved by the City Attorney that adds the Signals and Wastewater Collection asset domains to the City's Enterprise Asset Management scope of services and increasing the Agreement's Maximum Amount from $831,711.30 to $926,264.56; and
2. Authorize the City Manager to execute all related documents.

7. CONSIDERATION OF APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT FOR VIDEO PRODUCTION SERVICES WITH STUDIO SPECTRUM, INC. FOR A THREE-YEAR TERM IN AN AMOUNT NOT TO EXCEED $90,000 EACH YEAR, was approved.

Recommendation

It is recommended that the City Council approve the proposed Professional Services Agreement with Studio Spectrum, Inc., for a term ending June 30, 2029, for video production services.

8. CONSIDERATION OF APPROVAL OF A PROFESSIONAL SERVICE AGREEMENT WITH ARROYO BACKGROUND INVESTIGATIONS FOR 3 YEARS WITH AN OPTION TO EXTEND FOR 2 ADDITIONAL YEARS IN AN AMOUNT NOT TO EXCEED $150,000.00 FOR THE POLICE DEPARTMENT'S PRE-EMPLOYMENT BACKGROUND INVESTIGATIONS, was approved.

Recommendation

It is recommended that the City Council consider approval of a three-year professional services agreement with Arroyo Background Investigations for pre-employment background investigation services for the South Pasadena Police Department, with an option to extend for 2 additional years and for a cumulative amount not to exceed $150,000.00.

9. RECEIVE THE ANNUAL STATUS REPORT ON ACTIVE MILLS ACT CONTRACTS AND ACCEPT THE UPDATED 10-YEAR WORK PLANS AND CONTINUE RENEWAL OF FIVE ELIGIBLE MILLS ACT CONTRACTS, was received and filed.

Recommendation

It is recommended that the City Council:

1. Receive and file the report; and

2. Accept the updated 10-year work plans for the five contracts in Group 1 and continue renewal of those contracts.

10. CONSIDERATION OF APPROVAL OF A LETTER OF INTENT BETWEEN THE CITY OF SOUTH PASADENA AND THE SOUTH PASADENA TOURNAMENT OF ROSES ASSOCIATION FOR A PROPOSED GROUND LEASE OF CITY PROPERTY LOCATED AT 435 SOUTH FAIR OAKS AVENUE, was approved.

Recommendation

It is recommended that the City Council:

a. Approve a Letter of Intent ("LOI") between the City of South Pasadena and the South Pasadena Tournament of Roses Association ("SPTORA"), outlining the proposed terms for a ground lease of the City-owned property at 435 South Fair Oaks Avenue; and
b. Authorize the City Manager to sign the LOI.

11. CONSIDERATION OF APPROVAL OF THE SECOND AMENDMENT TO A TASK ORDER WITH EGIS, FORMERLY KOA CORPORATION, A LOCHNER COMPANY, FOR ADDITIONAL ENGINEERING DESIGN SERVICES FOR THE INDIANA AVENUE RECONSTRUCTION PROJECT, INCREASING THE TOTAL NOT-TO-EXCEED AMOUNT BY $384,640, FOR A NEW TOTAL CONTRACT AMOUNT OF $917,199 AND ADOPTION OF RESOLUTION NO. 8025 AMENDING THE FISCAL YEAR 2026-2027 CAPITAL IMPROVEMENT PROGRAM BUDGET FOR THE AMENDMENT, was approved.

Recommendation

It is recommended that the City Council:

a. Approve the Second Amendment (Attachment No. 1) to a Task Order with Egis, formerly KOA Corporation, a Lochner company, to authorize additional engineering design services related to the Indiana Avenue Reconstruction Project, increasing the total not-to-exceed amount by $384,640.00 for a new total not-to-exceed amount of $917,199.00; and
b. Adopt Resolution No. 8025 (Attachment No. 2) amending the Fiscal Year 2026-2027 Capital Improvement Program budget transferring $417,200 from unencumbered funds appropriated towards the Orange Zone Reconstruction Project to the Indiana Avenue Reconstruction Project; and
c. Authorize the City Manager to approve all related documents, subject to approval as to form by the City Attorney.

12. CONSIDERATION OF APPROVAL OF A FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH CIVICPLUS, LLC FOR RECREATION MANAGEMENT SOFTWARE, was approved.

Recommendation

It is recommended that the City Council:

a. Approve the First Amendment to the Professional Services Agreement with CivicPlus, LLC in the form approved by the City Attorney to extend the agreement

through September 20, 2028, establish the annual fees for the two-year renewal period and subsequent renewals, update the Agreement Administrator, and establish a total not-to-exceed amount of $66,225.30 for the two-year renewal period; and

b. Authorize the City Manager to execute the agreement.

13. CONSIDERATION TO ACCEPT PROJECT COMPLETION AND AUTHORIZE FILING OF THE NOTICE OF COMPLETION FOR THE WAR MEMORIAL AUDIO-VISUAL SYSTEM UPGRADE PROJECT, was accepted.

Recommendation

It is recommended that the City Council:

a. Accept the War Memorial Building Audio/Visual System Upgrade Project (Project) as complete; and
b. Authorize the recordation of the Notice of Completion (NOC) with the Los Angeles County Registrar-Recorder/County Clerk.

ACTION/DISCUSSION

14. CONSIDERATION OF A POLICY FOR USE OF MEMORANDA OF UNDERSTANDING AND PARTNERSHIP AGREEMENTS FOR THE USE OF CITY FACILITIES, INCLUDING PARKS, PROGRAMS AND PUBLIC SPACES

Recommendation

It is recommended that the City Council:

1. Review and provide feedback on the proposed Policy for Use of Memoranda of Understanding and Partnership Agreements ("Policy"); and
2. Consider approval of the Policy to provide staff with a consistent framework for evaluating future partnership arrangements with outside organizations.

Members of the public, Stacey Lewis and Serena Fong spoke to the item in person. Member of the public Josh Betta spoke to the item remotely.

Motion by Councilmember Braun, 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

15. CONSIDERATION TO DISCUSS THE SOUTH PASADENA POLICE DEPARTMENT'S EVALUATION OF PROSPECTIVE VENDORS PROVIDING AUTOMATED LICENSE PLATE READER (ALPR) TECHNOLOGY AND PROVIDE DIRECTION REGARDING VENDOR SELECTION AND CONTRACT NEGOTIATIONS

Recommendation

It is recommended that the City Council review and discuss the South Pasadena Police Department's (SPPD) evaluation and analysis of prospective vendors offering Automated License Plate Reader (ALPR) technology and provide direction regarding vendor selection.

Members of the public, Sam Gurley, Humeria, Daniel Angel, Mrs. Swawa, and Tucker Nelson, spoke in person. Members of the public "The Commotion Camp", Anthony Lai, Josh Betta and Joey Angelfield spoke remotely.

Questions asked and answered of staff included clarification on the number and locations of the cameras.

Discussion ensued including but not limited to support for the transition based on previous issues with Flock regarding data privacy and secondary business plans. The Council requested a review of the contract language, specifically focusing on data anonymization and strong termination clauses.

City Manager Todd Hileman stated that staff will work with the City Attorney to negotiate a three-year term with a focus on termination rights. The department aims to return to Council within 45 to 60 days with a finalized contract agreement. Staff intends to keep the Flock contract active until the new vendor contract is ready to ensure no gap in coverage. The police department will provide detailed documentation explaining the necessity of installing between 14 and 27 camera locations. A performance reporting system will be developed to help Council assess the tool's effectiveness over time.

PUBLIC COMMENT

16. CONTINUED PUBLIC COMMENT - GENERAL

There was no public comment.

COMMUNICATIONS

17. Councilmember Cacciotti shared various community updates, including recognition for motorcycle patrol officer Holland and mentions of local concerts and scout activities.

Mayor Sheila Rossi thanked Melissa Snyder's team for summer events and noted upcoming programs like National Night Out and public safety open houses in October. She reminded residents about the upcoming Art Crawl on Mission that is this Saturday at 4:00 p.m.

18. There were no City Manager Communications.

ADJOURNMENT

On order of the Mayor, the City Council meeting adjourned at 9:09 P.M.to Wednesday, September 2, 2026, at 7:00 P.M. in Council Chambers

ATTEST:

Mark Perez
Deputy City Clerk

APPROVED:

Sheila Rossi
Mayor

City Council Agenda Report

ITEM NO. 5

DATE: September 2, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Erika Ramirez, Community Development Director

SUBJECT: **CONSIDERATION TO APPROVE THE FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH TORTI GALLAS + PARTNERS FOR A TWO-PHASE OBJECTIVE DESIGN STANDARDS PROGRAM AND ADOPT RESOLUTION NO. 8026 APPROVING A $50,000 AMENDMENT TO THE FISCAL YEAR 2026-2027 BUDGET**

Recommendation

It is recommended that the City Council:

a. Approve an amendment to the Professional Services Agreement with Torti Gallas + Partners (TGP) to revise the scope of services to implement a two-phase approach for preparation and adoption of Objective Design Standards and amend the project budget;
b. Authorize the City Manager to execute the First Amendment in a form approved by the City Attorney; and
c. Adopt Resolution No. 8026 approving a $50,000 budget amendment to the Fiscal Year 2026-2027 budget and the related budget adjustments.

Executive Summary

The City Council is being asked to approve a First Amendment to its Professional Services Agreement with Torti Gallas + Partners (TGP) and adopt Resolution No. 8026, authorizing a $50,000 budget amendment for the Objective Design Standards (ODS) program. The original $150,000 agreement (December 2025) covered one citywide ODS document, but the Council-appointed ODS Subcommittee recommended splitting the work into two phases prioritizing Mission Street and Fair Oaks Avenue, the areas under the most development pressure — especially given SB 79's new density allowances near the Metro A Line station. Phase 1 adds ODS standards to the Downtown Specific Plan (adoptable by resolution, effective immediately); Phase 2 covers the rest of the City via a Zoning Code amendment (adoptable by ordinance, effective 30 days later).

This restructured scope requires TGP to produce two coordinated documents instead of one, adding $48,000 to its contract and bringing the total project budget to $198,000, which is within the agreement's $235,000 not-to-exceed authority but it exceeds the available budget. Staff recommends the $50,000 budget amendment (funded from the General Fund Reserve), which includes a $2,000 contingency. The action is not subject to CEQA review, as it's a fiscal action only; environmental review will occur when the actual design standards come forward for adoption.

Background
On December 17, 2025, following a competitive selection process, the City Council approved an agreement with TGP to prepare ODS for multifamily and mixed-use development with a maximum do-not-exceed authority amount of $235,000, and a budget allocation amount of $150,000. Work began in January 2026. The original scope contemplated a single citywide ODS program and included research, community engagement, a technical report, draft standards and graphics, zoning consistency updates, a consolidated adoption process, and post-adoption implementation assistance.

Initial community engagement included focus groups with design professionals, residents, and youth; a community walk on March 14, 2026; and an online survey. Recurring themes included building scale and massing, pedestrian-oriented frontages, high-quality materials, landscaping, neighborhood compatibility, and economic feasibility.

At the April 8, 2026, joint study session, the City Council and Planning Commission directed staff to proceed with a six-part framework addressing building types, frontage types, articulation and massing, architectural standards, architectural styles, and landscaping, with particular emphasis on Mission Street.

On June 9, 2026, the Planning Commission received and filed an update on the ODS effort.

On July 7, 2026, the City Council established the ODS Subcommittee, consisting of two Councilmembers and three Planning Commissioners. The Subcommittee serves in an advisory capacity and provides recommendations to the Planning Commission and City Council.

On July 14, 2026, the Planning Commission dissolved its ODS/Accessory Dwelling Unit Ad Hoc Subcommittee and established a new ADU Ad Hoc Subcommittee.

On July 22, 2026, the ODS Subcommittee began meeting with staff and the consultant.

Analysis
State housing laws increasingly require qualifying housing projects to be reviewed through ministerial processes using standards that are objective, measurable, and verifiable without reliance on personal judgment. In addition, Senate Bill 79 (SB 79), which took effect on July 1, 2026, provides for increased residential densities and building heights within one-quarter mile of the Metro A Line station. These changes have heightened the need for clear objective standards to guide higher-density development. The City initiated the current Objective Design Standards (ODS) effort to provide predictable requirements for applicants while supporting context-sensitive design, neighborhood compatibility, and South Pasadena's architectural character.

To expedite the process for developing Objective Design Standards, the City Council appointed a joint subcommittee to provide guidance and feedback to City staff and the consultant. The Subcommittee meetings on July 22 and August 5, 2026 focused on advancing the standards and refining the geographic and procedural approach. The work confirmed the importance of prioritizing Mission Street and Fair Oaks Avenue, where much of the City's multifamily and mixed-use development opportunity and development pressure is concentrated. Completing the Downtown standards first would allow the City to apply the new requirements in the priority area while work continues on standards for the remainder of the

City.

Revised Two-Phase Approach

Phase	Primary Product and Adoption	Result
Phase 1- Downtown	A new ODS chapter in the Downtown Specific Plan, supported by district-specific standards, graphics, applicability provisions, public review, and Planning Commission and City Council consideration. The DTSP amendment would be adopted by resolution.	Earlier implementation of ODS for Downtown, including the Mission Street and Fair Oaks Avenue priority corridors, upon adoption of the resolution.
Phase 2- Rest of City	A coordinate citywide ODS document and Zoning Code amendment establishing standards for multifamily and mixed-use development outside Downtown. Adoption would require an ordinance and the associated public hearing process.	A comprehensive citywide framework that builds on the Downtown standards and applies consistent objective criteria in other applicable zones.

Additional Scope of Services

The proposed First Amendment would replace the applicable scope provisions with a revised scope reflecting the two-phase approach and would add $48,000 in compensation for the expanded services. The amendment would retain the remaining terms of the agreement unless expressly modified. The additional services include:

- Project management and coordination for an extended schedule and two related adoption tracks;
- Separate Downtown and citywide standards documents, including distinct applicability matrices and integration between the two products;
- Additional graphics, illustrations, quality-control review, and document coordination;
- Separate public review materials and additional stakeholder, staff, Subcommittee, and Planning Commission coordination;
- Separate adoption packages and additional Planning Commission and City Council hearing support; and
- Additional implementation guidance, application updates, and staff training support following phased adoption.

Project Budget

TGP's July 30, 2026 proposed revised project budget identifies the following additional services:

Task	Original	Additional	Revised
1. Project Initiation and Management	$7,700	$4,800	$12,500
2. Data Gathering	$15,100	$0	$15,100
3. Community Engagement and Outreach	$31,200	$7,800	$39,000
4. Technical Report	$12,000	$0	$12,00
5. Preparation of ODS	$61,800	$19,700	$81,500
6. Final Documents and Adoption	$21,000	$13,000	$34,000
7. Post-Approval Activities	$13,000	$2,700	$15,700
Total	**$150,000**	**$48,000**	**$198,000**

The requested $50,000 budget amendment would increase the funded project from $150,000 to $200,000, which includes $2,000 contingency fund. The requested funding remains within the agreement's $235,000 maximum compensation authority.

Adoption Processing and Timing

Under the revised approach, Phase 1 would proceed through preparation of the Downtown ODS chapter, staff and Subcommittee review, public review, Planning Commission consideration, and City Council adoption by resolution. The standards would become operative upon adoption of the resolution. Phase 2 would then proceed through preparation and review of the standards applicable outside Downtown, followed by Planning Commission consideration and City Council adoption of a Zoning Code amendment by ordinance. An ordinance becomes effective 30 days after adoption.

The two-step process would advance standards for the priority corridors sooner than the original consolidated approach, but it would potentially extend the overall project schedule as it requires an additional adoption process.

Alternatives

Alternatively, the City Council may:

- Approve the First Amendment and budget amendment with modifications, including a different funding amount or revised scope;
- Deny the First Amendment and direct staff to continue under the original single-document, citywide scope; or
- Provide alternative direction to staff.

Fiscal Impact

Approval of the First Amendment would add $50,000 to the ODS project budget, increasing the total project budget from $150,000 to $200,000. The additional scope of work was not originally contemplated during the FY 2026-2027 Budget process. Adoption of Resolution No. 8026 would appropriate $50,000 from the General Fund Reserve to Account No. 101-7010-7011-8170-000 (Community Development Professional Services) in the 2026-2027 Adopted Budget.

Environmental Analysis
Approval of the budget amendment is a fiscal activity that does not authorize a physical development project or commit the City to a particular set of development standards. Accordingly, this action is not a “project” subject to the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15378(b)(4) and (5). The future adoption of the Downtown and citywide Objective Design Standards will be evaluated separately for CEQA compliance, as appropriate, when the standards are presented for consideration.

Attachment:
Attachment No 1 - ODS Budget Amendment Reso. 8026
Attachment No. 2- First Amendment
Attachment No. 3 - Professional Services Agreement-TGP

RESOLUTION NO. 8026

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA AMENDING THE FISCAL YEAR 2026-2027 ADOPTED BUDGET

WHEREAS, the City Council of the City of South Pasadena adopted the Fiscal Year 2026-2027 Budget on June 17, 2026, establishing the City's financial plan for the fiscal year beginning July 1, 2026 and ending June 30, 2027; and

WHEREAS, subsequent to adoption, the City has identified a need to amend the budget to restructure the development of Objective Design Standards into two coordinated phases to prioritize adoption of Objective Design Standards for the Downtown area, including the Mission Street and Fair Oaks Avenue corridors, followed by standards applicable to multifamily and mixed-use development in the remainder of the City; and

WHEREAS, the proposed amendments are necessary to ensure the continued delivery of essential services, 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 2026-2027 Adopted Budget is hereby amended as set forth in the table below:

Revenue Account No.	Description	Amount
TOTAL:		

Expenditure Account No.	Description	Amount
101-7010-7011-8170-000	Professional Services	$50,000
TOTAL:		**$50,000**

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 2nd day of September 2026.

_____
Shelia 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 2nd day of February, 2026, by the following roll call vote:

AYES:
NAYES:
ABSENT:
ABSTAIN:

_____
Nikima S. Newsome, Chief City Clerk

FIRST AMENDMENT TO
PROFESSIONAL SERVICES AGREEMENT FOR CONSULTANT SERVICES

This Amendment ("Amendment") is made and entered into on this 2nd day of September, 2026, by and between the City of South Pasadena ("City") and Torti Gallas + Partner ("Consultant").

RECITALS

WHEREAS, on December 17, 2025, the City and Consultant entered into an Agreement for Professional Services ("Agreement") for Consultant to perform objective design standards; and

WHEREAS, the City desires to add certain additional services to the Agreemnent as set forth in Exhibit A of this Amendment and update the approved fee schedule.

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

Section 1. Section 3.1 "Scope of Services" of the Agreement is hereby amended to read as follows:

> ""Scope of Services": Attached herein as Exhibt A and Exhibit A set forth in the First Amendment to the Agreement dated September 2, 2026."

Section 2. Section 3.3 "Approved Fee Schedule" of the Agreement is hereby amended to read as follows:

> ""Approved Fee Schedule": Consultant's compensation rates are set forth in the fee schedule attached herein as Exhibit B and the fee schedule set forth in Exhibit A of the First Amendment to the Agreement, both of which are incorporated herein by this reference (collectively "fee schedule"). This fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties."

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

“City” City of South Pasadena	“Consultant” Torti Gallas + Partner
By:_____ Todd Hileman City Manager	By:_____ Neal I. Payton Senior Principal

Attest:

By:_____
Nikima S. Newsome, Chief City Clerk

Approved as to form:

By:_____
Roxanne Diaz, City Attorney

EXHIBIT A TO FIRST AMENDMENT

ADDITIONAL SCOPE OF SERVICES AND REVISED FEE SCHEDULE

[to be added after approval]

Amendment Exhibit A

July 30, 2026

City of South Pasadena
Community Development Department
1414 Mission Street
South Pasadena, CA 91030

Re: Proposed Phased Approach for Development and Adoption of Objective Design Standards

Dear Erika Ramirez:

In response to the City's desire to expedite adoption of Objective Design Standards (ODS) within the Downtown area, we propose restructuring the project from a single citywide standards document into a phased implementation program. This approach would allow the City to prioritize adoption of standards in Downtown while maintaining a clear framework for subsequent expansion of the standards throughout the remainder of the City.

The phased approach recognizes the urgency of establishing objective standards in areas experiencing the greatest development pressure, while providing sufficient time to thoughtfully develop standards tailored to South Pasadena's neighborhoods and commercial corridors.

Proposed Project Structure

Phase 1: Downtown Objective Design Standards

The first phase would focus on preparation and adoption of ODS applicable to the Downtown area, including mixed-use, multifamily, commercial, and other applicable development types within the designated Downtown planning area.

Deliverables

- Downtown Objective Design Standards document
- District-specific development and design standards
- Building form, massing, frontage, and streetscape standards
- Architectural and site design standards
- Illustrative graphics and visual examples
- Standards applicability matrix
- Administrative procedures and implementation provisions
- Draft zoning code amendments and ordinance language
- Administrative draft and public review draft
- Planning Commission public hearing support

- City Council public hearing support
- Adoption package

Outcome

Adoption of a standalone Downtown ODS program that can be immediately applied to qualifying development projects within the Downtown area.

Phase 2: Citywide Neighborhood and Corridor Objective Design Standards

Following completion of Phase 1, the second phase would extend the ODS framework to the remainder of the City, including residential neighborhoods, commercial corridors, mixed-use districts outside Downtown, and other applicable zoning districts.

Deliverables

- Citywide Objective Design Standards document
- Neighborhood-residential standards
- Commercial corridor standards
- Mixed-use district standards outside Downtown
- Additional graphics and visual guidance
- Applicability matrix by zoning district
- Integration with the Downtown standards framework
- Draft zoning code amendments and ordinance language
- Administrative draft and public review draft
- Planning Commission public hearing support
- City Council public hearing support
- Final adoption package

Outcome

Adoption of a comprehensive citywide ODS program that builds upon the Downtown standards and establishes a consistent design review framework throughout South Pasadena.

Project Sequencing

Phase 1 – Downtown Standards

Step 1 Project refinement and confirmation of Downtown study area boundaries.

Step 2 Preparation of Downtown ODS framework and district-specific standards.

Step 3 Staff review and revisions.

Step 4 Preparation of public review draft and ordinance language.

Step 5 Planning Commission hearing(s).

Step 6 City Council hearing(s) and adoption.

Phase 2 – Neighborhood and Corridor Standards

Step 7 Initiation of citywide standards phase following adoption of Downtown ODS.

Step 8 Development of neighborhood and corridor-specific standards.

Step 9 Staff review and revisions.

Step 10 Preparation of public review draft and ordinance language.

Step 11 Planning Commission hearing(s).

Step 12 City Council hearing(s) and adoption.

Benefits of the Phased Approach

The proposed approach would:

- Advance the City's highest-priority standards package on an accelerated timeline.
- Allow for earlier implementation of objective standards in the Downtown area.
- Reduce the complexity of the initial adoption effort.
- Provide an opportunity to incorporate lessons learned during Downtown implementation into the citywide standards.
- Maintain a consistent framework and graphic language between the Downtown and citywide products.
- Establish a clear roadmap toward a comprehensive citywide ODS program.

Scope and Budget Considerations

The original project scope contemplated preparation and adoption of a single citywide Objective Design Standards program. The phased approach creates two independent standards documents and two separate adoption processes, each requiring its own drafting, review, ordinance preparation, hearing support, project management, and implementation coordination efforts.

Accordingly, we recommend amending the current scope to focus on Phase 1 – Downtown Objective Design Standards and authorizing Phase 2 – Citywide Neighborhood and Corridor Objective Design Standards as a subsequent task order.

This structure provides flexibility for the City while ensuring continuity between the two efforts.

We look forward to discussing this phased approach with City staff and refining the scope, schedule, and budget to meet the City's priorities.

Sincerely,

Neal I. Payton, FAIA, FCNU
Senior Principal
Torti Gallas + Partners

Proposed Revised Budget

Task	Original	Amendment	Revised
Task 1 – Project Initiation and Management	$7,700	$4,800	$12,500
Task 2 – Data Gathering	$15,100	$0	$15,100
Task 3 – Community Engagement and Outreach	$31,200	$7,800	$39,000
Task 4 – Technical Report	$12,000	$0	$12,000
Task 5 – Preparation of ODS	$61,800	$19,700	$81,500
Task 6 – Final Documents & Adoption	$21,000	$13,000	$34,000
Task 7 – Post Approval Activities	$13,000	$2,700	$15,700
Total	**$150,000**	**$48,000**	**$198,000**

Breakdown of Additional Services

Task 1 – Additional Project Management (+$4,800)

Additional effort associated with:

- Weekly meetings during Phase 1
- Phasing strategy development
- Extended project duration
- Additional staff coordination meetings
- Management of two adoption tracks
- Additional consultant team coordination

Task 3 – Additional Outreach and Stakeholder Coordination (+$7,800)

Additional effort associated with:

- Separate review process for Downtown standards
- Supplemental stakeholder engagement for Phase 2
- Additional staff workshops
- Additional Planning Commission coordination

- Additional review materials and presentation preparation

Task 5 – Preparation of Two ODS Documents (+$19,700)

Additional effort associated with:

- Preparation of Downtown ODS document
- Preparation of Neighborhood and Corridor ODS document
- Separate applicability matrices
- Additional graphics and illustrations
- Additional ordinance drafting
- Additional quality control and document integration

Task 6 – Separate Adoption Packages (+$13,000)

Additional effort associated with:

- Downtown Planning Commission hearing support
- Downtown City Council hearing support
- Citywide Planning Commission hearing support
- Citywide City Council hearing support
- Preparation of two adoption packages
- Additional revisions following hearings

Task 7 – Additional Implementation Support (+$2,700)

Additional effort associated with:

- Updates to application materials
- Supplemental implementation guidance
- Additional staff training support
- Coordination following phased adoption

The proposed amendment reflects the City's direction to restructure the Objective Design Standards project into two distinct implementation phases consisting of: (1) Downtown Objective Design Standards and (2) Neighborhood and Corridor Objective Design Standards. The revised approach requires preparation of two standards

documents, two ordinance packages, two public review processes, and two adoption efforts. The amendment primarily covers additional project management, stakeholder engagement, ordinance preparation, hearing support, and implementation coordination associated with the phased approach.

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PROFESSIONAL SERVICES AGREEMENT FOR CONSULTANT SERVICES

City of South Pasadena /Torti Gallas + Partners

1. IDENTIFICATION

This PROFESSIONAL SERVICES AGREEMENT ("Agreement") is entered into as of December 17, 2025 by and between the City of South Pasadena, a California municipal corporation ("City"), and Torti Gallas + Partner ("Consultant").

2. RECITALS

2.1. City has determined that it requires the following professional services from a consultant: Development of Objective Design Standards and Update to the Residential Design Guidelines.

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, 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 Two Hundred Thirty-Five Thousand Dollars ($235,000.00).

3.5. "Commencement Date": December 17, 2025

3.6. "Termination Date": April 30, 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 16 ("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

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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. Neal I. Payton 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

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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 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.

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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

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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 **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: Objective Design Standards
- 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,

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	$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. **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

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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.

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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 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

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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

Neal I. Payton, FAIA, FCNU
Senior Principal
Torti Gallas + Partners
601 West 5th Street, Suite 600
Los Angeles, CA 90071
Telephone 213-607-0053
npayton@tortigallas.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), 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 here from 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.

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

Signed by: Todd Hileman
5CF386AC460044B...

By:_____
Todd Hileman
City Manager

"Consultant"

Signed by: Neal I. Payton
4302EB53A94C431...

By:_____
Neal I. Payton
Senior Principal

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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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Exhibit "A"













TORTI GALLAS + PARTNERS

PROPOSAL FOR CITY OF SOUTH PASADENA

OBJECTIVE DESIGN STANDARDS CONSULTANT SERVICES

DUE BY:
OCTOBER 9, 2025

SUBMITTED BY:
Neal I. Payton, FAIA, FCNU
Senior Principal
Torti Gallas + Partners
601 W. 5th Street, 600
Los Angeles, CA 90071
(213) 607-0053
npayton@tortigallas.com

SUBMITTED TO:
Erika Ramirez
Community Development Director
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030
(626) 403-7222
eramirez@southpasadenaca.gov

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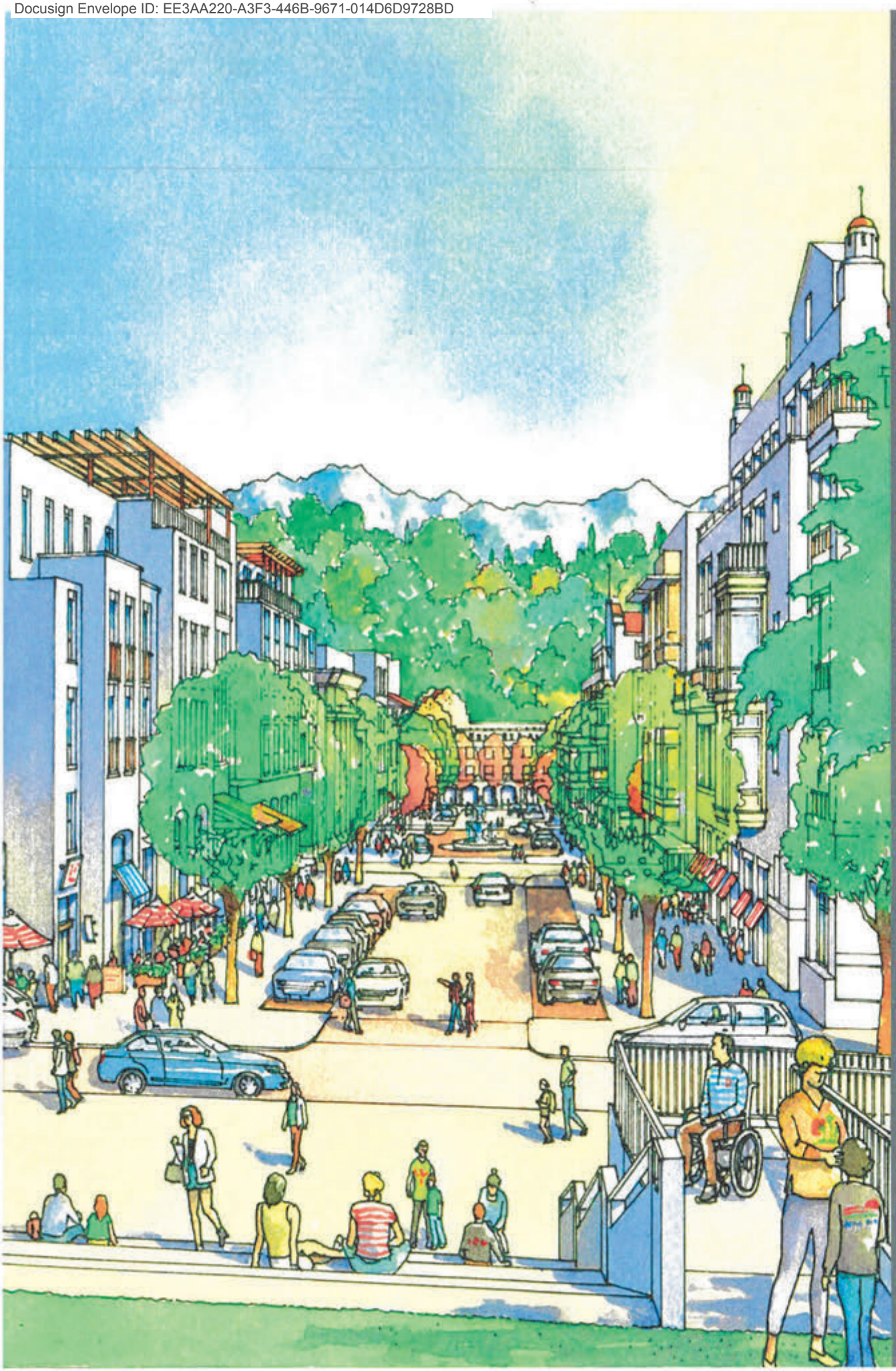
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TAB 1 - COVER LETTER

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TORTI GALLAS + PARTNERS

October 9, 2025

Ms. Erika Ramirez
Community Development Director
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030

PRINCIPALS
John Francis Torti, FAIA, FCNU
Thomas M. Gallas, CPA
Lawrence V. Antoine, FAIA, AICP
Sarah Alexander, AIA
Micheal D. Rollison
Scott A. Welch, AIA
Charles G. Coleman, III, RA
Neal I. Payton, FAIA, FCNU
Erik J. Aulestia, AICP
Troy E. McGhee, AICP
Stephanie Farrell, AIA
Greyson H. Goon, CDT
Jonathan A. Johnson, AIA
F. Nesli Dogrusoz, CDT
William Fears
Diane M. McCloskey, CPA
Jeremy Sharp, AIA
Felix C. Deloatch
Brandon R. Diamond, NCARB
Christopher M. Jonick, CDT
Julian Goldman, AIA

DIRECTOR SHAREHOLDERS
Carlos Guzman, AIA
Omer Mushabwar

EMERITUS
Robert S. Wallach, AIA
Daniel Ashtary, AIA

Re: Request for Proposal Objective Design Standards Consultant Services

Dear Ms. Ramirez,

We are pleased to submit our proposal for the Objective Design Standards Consultant Services for the City of South Pasadena. As a community with a proud architectural heritage–ranging from its nationally significant Craftsman and Bungalow neighborhoods to Spanish Colonial Revival and other revival styles–South Pasadena is also facing the modern challenge of accommodating new housing in compliance with State law. The City's small-town character, tree-lined neighborhoods, and historic commercial core must remain central to its identity, even as it adapts to state housing mandates, market pressures, and community expectations for design quality.

As "Architects of Community" we are thrilled to be considered for such a task. I will be the Principal-in-Charge of this effort and primary contact. I will lead the effort from our office in Downtown Los Angeles. We have no sub-consultants, and to the best of my knowledge, we have no conflicts of interest in performing this work.

We believe that our firm's approach to creating Objective Design Standards is unique among planning firms, and our experience within the San Gabriel Valley makes us ideally suited to this effort. Our practice includes both planning–establishing the pattern of streets and open spaces, the size and geometry of the block, its subdivision into lots, and parcels; and architecture–designing the dwellings, shops, and workspaces that respond to the needs of everyday life and give character to public spaces. Unlike many master planning firms whose work tends to be one-directional, from the macro-scale inward, our efforts are two-directional–from the scale of the region inward and from the scale of the individual home outward–simultaneously. We refer to this as the inextricable link between architecture and urban design. In other words, we understand the implications of building design and cost of the Objective Design Standards that we author.

Our 70+ year history, coupled with our award-winning track record, gives us many essential qualities to deliver on the promises above. We have provided urban design services for over 2,700 communities. We pride ourselves on being neighborhood makers. From our experience, we've learned that great neighborhoods require:

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TORTI GALLAS + PARTNERS

- The understanding we have gained from leading hundreds of urban design efforts, most of them complex, multi-disciplinary efforts requiring robust outreach to a variety of stakeholders.
- A deep commitment to projects in which a high sustainability approach to urban regeneration is embedded, with an actionable, implementable plan for going forward.
- The energy, passion, and curiosity to be innovative and think on our feet when it comes to taking holistic and inventive yet implementable project approaches.
- Experience crafting Objective Design Standards, with successfully adopted and functioning codes around the nation and in California for the City of Diamond Bar (in progress), City of Carlsbad, City of Santa Monica on its Downtown Community Plan (Specific Plan), City of Seaside (in its Campus Town Specific Plan), Elk Grove's Livable Employment Area, Rancho Cordova's ODS, City of Palm Springs Design Guidelines and City of Oceanside on the redevelopment of its three-mile stretch of Coast Highway (Historic Route 101).

Please note: This proposal does not include environmental documents required by CEQA because we do not believe that CEQA is necessary, based on the "common sense" exemption, and the Class 8 exemption, and because the adoption of these Objective Design Standards will not constitute a project, nor will they change the underlying land use intensity or density allowed by the General Plan.

We are excited about this effort and look forward to further discussions with you. I can assure you that Torti Gallas + Partners (TG+P) and all assigned key professional staff are properly licensed to conduct business in California. Please do not hesitate to call me if you have any questions. In the meantime, many thanks for your interest in TG+P and for your review of our proposal. We are very much looking forward to working with you on this endeavor.

Best regards,

Neal I. Payton, FAIA, FCNU
Senior Principal
Torti Gallas + Partners
npayton@tortigallas.com | (213) 607-0053

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TAB 2 - STATEMENT OF EXPERIENCE

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TORTI GALLAS + PARTNERS

601 W. 5TH STREET, SUITE 600
LOS ANGELES, CA 90071
P. 213.607.0070

FIRM PROFILE

Torti Gallas + Partners (TG+P) was established in 1953. Today, with offices in Los Angeles, Washington, DC; Tampa, FL; and Istanbul, Turkey; the firm is one of the largest planning and architectural design firms in the United States dedicated to meeting the challenges of our time. TG+P has extensive experience with all scales of master planning and building projects in the residential, mixed-use downtown, transit-oriented, campus, and commercial settings, applying jurisdictional needs and code requirements in local, national, and international markets. With extensive experience in the public and private sectors, we take pride in balancing the diverse range of communities' needs with the realities of the marketplace to arrive at buildable and affordable solutions that bring value to our clients and to the communities in which we work. In applying this successful, market-focused balance, TG+P has designed over 525,000 residential units and planned over 2,700 residential and mixed-use communities that house over 1 million people. Since our founding, these projects have resulted in more than $80 billion in construction. Our dedication to full implementation of our designs and master plans over 70+ years of practice enables our team to arrive at inventive solutions for communities and institutions that provide value to our clients and to the people who will ultimately live, work, learn, shop, visit, and play in them.

DESIGNING NEIGHBORHOODS, MAKING COMMUNITIES

TG+P is committed to enhancing the desirability of neighborhoods in everything we do. We work as planners, placemakers, and architects to design buildings that complement their context and neighborhoods to enable people to thrive. Our passion is to work with residents, community stakeholders, developers, builders, and public officials to knit together new and existing communities that create safe, comfortable, and high-quality neighborhoods at all scales, uses, and densities that are supported by realistic construction economics. The strengths of any community are engendered by its physical characteristics—streetscapes, parks, and open spaces—to encourage safe and comfortable pedestrian activities, the buildings that occupy them, and of course, the people that call it their home. By holistically planning and mixing the design aesthetics, the uses, and the lifestyles of our buildings and neighborhoods, we aim to create a shared and memorable sense of community that welcomes all.



Downtown Community Plan | Santa Monica, CA



Downtown Specific Plan | Westminster, CO



Town Center Specific Plan | Diamond Bar, CA



Alice Griffith | San Francisco, CA

Docusign Envelope ID: EE3AA220-A3F3-446B-9671-014D6D9728BD

DESIGN AWARDS

TG+P has been the recipient of numerous awards for our innovative design work. We have won over 425 international, national, and local design awards for planning and design. This recognition by such prestigious groups as the American Institute of Architects, the Congress for the New Urbanism, the International Council of Shopping Centers, the Urban Land Institute, the American Planning Association, the American Society of Landscape Architects, and the National Association of Home Builders establishes TG+P's long standing commitment to high quality design over our 70+ year history. Recognition of our work by these prestigious groups is gratifying, but of even greater importance to our Firm is the pride and happiness of the people who reside and visit the quality neighborhoods we create.

MASTER PLANNING AND URBAN DESIGN EXPERIENCE

TG+P's practice is grounded on the inextricable links between architecture, planning, urban design and community. We believe great cities are created through beautiful buildings, intelligent planning policies and pragmatic implementation strategies. Our work strives to develop land responsibly – be that greenfield communities connected to the edges of metropolitan areas, suburban communities interested in creating a defined city center and in refining their neighborhoods, or brownfield redevelopment projects to revitalize inner cities. The overarching concern of our practice is to create a "sense of place" that will be the mainstay for a vibrant experience of living, working, shopping and playing. As such, we are guided by the following principles:

HOLISTIC PLANNING - Looking at land use, design codes, planning policies and community engagement as an integrated system rather than a sum of parts.

DIVERSITY OF USES - Designing and planning for a diversity of uses to support and sustain jobs, housing, commerce and civic space for a fully functioning community.

VIBRANT PUBLIC REALM - Planning public spaces and civic structures to be accessible and flexible to support civic, cultural and recreational activities for a wide range of ages and groups.

VARIETY OF HOUSING TYPES - Building a wide range of housing types and densities that reflect the many ways of living and diverse levels of income that can be inter-mixed in a neighborhood, block or street.

DIVERSITY OF TRANSPORTATION OPTIONS - Developing a multi-modal transportation infrastructure (walking, bicycling, driving, riding on mass transit, etc.) to connect neighborhoods, schools, jobs, etc, and supporting transportation funding reform to include quality of life indicators when evaluating performance.



Exposition Park Master Plan | Los Angeles, CA



Foothill/Route 66 Corridor Plan and Code | Rancho Cucamonga, CA



Path Villas at South Gate | South Gate, CA



Livable Employment Area | Elk Grove, CA

Docusign Envelope ID: EE3AA220-A3F3-446B-9671-014D6D9728BD

We have extensive experience in the complexities of planning and urban design and have been highly successful in the following core competencies:

- Visioning and Strategic Plans
- Creation of vibrant downtowns and city centers
- Design of mixed-income, mixed-use neighborhoods
- Transit-oriented development
- Multi-modal linkage strategies, including pedestrian and bicycle usage
- Integration of residential planning and architectural design
- Community-sensitive revitalization
- Holistic design of sustainable communities
- Smart growth, Form-Based Codes, and Design Guidelines
- Community involvement
- Planning and zoning analysis
- Public / Private partnerships
- 3-D Modeling

OBJECTIVE DESIGN STANDARDS GUIDELINES

We recognize the importance of implementation tools in moving from vision to reality. We also recognize that form matters and that the right configuration brings added economic value, an increase in the quality of life, an increase in healthy behaviors, and a reduction in the use of non-renewable energy. Form based codes and guidelines provide the most predictable physical form while at the same time providing sufficient flexibility to adjust to changing needs. We have drafted award winning form based codes, regulating plans, guidelines, and pattern books that are in use today. More importantly, built communities are a testament to their efficacy. We have also administered form based codes which gives us the ability to learn what works and what doesn't from their implementation.

PLACEMAKING

No two places are the same. TG+P's approach to creating great places in our communities is based on the strategic employment of Placemaking design principles. We firmly believe great places are those where people want to live, work, shop and play – places that enliven, inspire and entertain their residents and guests. To that end, our goal is to create pedestrian-oriented, walkable, amenity-rich neighborhoods that provide the framework for enriching experiences, social engagement, and patron ownership.

TG+P brings together teams of experts in Placemaking Visioning and Placemaking Design to access, identify and design all aspects of the destination. Our integrated and highly collaborative teams focus on retail strategies, brand design, urban design, architectural design, and landscape design to create a holistic "place" aimed at offering unique and appropriate solutions for the given market,



Campus Town Specific Plan | Seaside, CA



MacArthur Park Apartments | Los Angeles, CA



The Village at Montclair | Montclair, CA



State Street Village | Redlands, CA

Docusign Envelope ID: EE3AA220-A3F3-446B-9671-014D6D9728BD

demographics, and location that will resonate with the community and the intended market. All team experts play important roles in the collaborative Place Creation Process and inform decision making based upon the client's underlying development goals and brand positioning – from developing the project name and logo to identifying the appropriate retail tenant mix, to streetscape and amenity planning, to landscape, signage and lighting design, to storefront and building design.

COMMITMENT TO SUSTAINABLE AND EQUITABLE COMMUNITIES

TG+P has made a firm-wide commitment to designs that yield economically viable and environmentally sustainable communities. Every new project begins with a Sustainable Development Workshop where we identify beneficial and feasible development options that integrate sustainable horizontal and vertical construction strategies. Our 35 LEED Accredited Professionals are supported by the entire firm's resources in researching, designing, monitoring, and implementing designs and master plans that preserve the earth's resources by creating developments that enhance the natural setting and buildings that maximize energy efficiency and indoor air quality.

Our national leadership in designing environmentally sustainable and economically viable communities ensures clients that we have the expertise to utilize innovative strategies that are financially feasible and buildable in a way that brings value to all.



Claremont South Village | Claremont, CA



Westminster New Downtown | Westminster, CO



Downtown Wyandanch | Long Island, NY



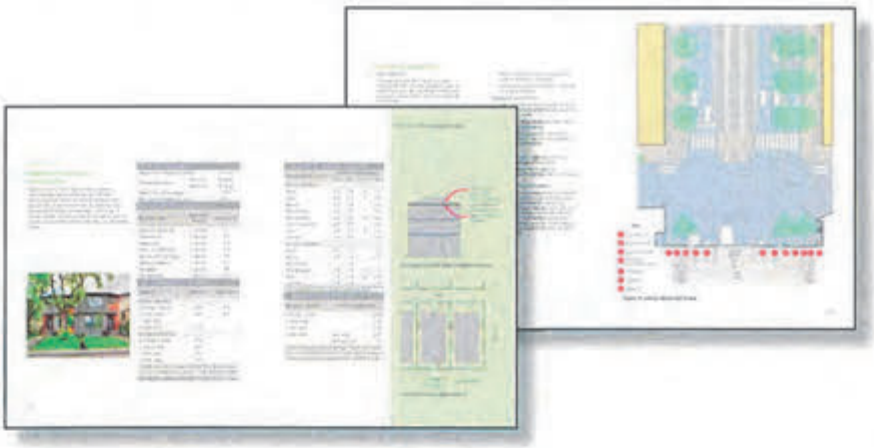
The Commons at Aliso Viejo | Aliso Viejo, CA

Docusign Envelope ID: EE3AA220-A3F3-446B-9671-014D6D9728BD

Livable Employment Area Special Planning Area Objective Design Standards

ELK GROVE, CA







PAGES FROM OBJECTIVE DESIGN STANDARDS

Torti Gallas collaborated with city staff to develop the Livable Employment Area Special Planning Area (the SPA), to carry out the policies of the Elk Grove General Plan. The SPA is set up as a modified form-based code to place greater emphasis on the character and function of development than what is typically provided in traditional zoning to create a more complete and vibrant community. We accomplished this by producing standards for pedestrian spaces, requirements for building orientation, and objective design standards for new buildings. Specifically, development requirements are organized based upon the type of building being developed (e.g., Townhouse, Flex Building, Urban Block) which allows particular standards to be applied to each building form, rather than applying generalized, universal standards to all development. The desired pedestrian scale and character of the SPA requires that new project development not appear as massive, monolithic structures, but instead as a series of smaller scale buildings. The standards are intended to ensure that larger projects are designed to appear as carefully conceived groups of separate structures that, along with an attractive streetscape, contribute to the overall urban, pedestrian-friendly quality desired for the SPA.

Docusign Envelope ID: EE3AA220-A3F3-446B-9671-014D6D9728BD

 Year of completion: Ongoing

Diamond Bar Objective Design Standards

DIAMOND BAR, CA



STANDARDS AND GUIDELINES FROM DRAFT PLAN



PAGE FROM DRAFT PLAN

Torti Gallas is collaborating with the City of Diamond Bar to establish objective design standards (ODS) tailored for multifamily and mixed-use developments throughout the city. The aim of the ODS is for the City to continue its tradition of careful planning and to implement its vision for high quality architecture, and place-based, infill development. The focus is on creating a comprehensive set of design standards that will apply exclusively to multifamily housing, including mixed-use projects, while excluding single-family and non-residential zones. Torti Gallas is actively researching existing architectural styles within Diamond Bar, engaging with stakeholder groups, and conducting meetings to gather valuable feedback. This process will help define various building types, frontages, and style options, ultimately resulting in a user-friendly document that presents clear and objective design criteria for future developments.

SERVICES PROVIDED

- community and stakeholder meetings
- urban design
- architectural guidelines
- public meetings

Docusign Envelope ID: EE3AA220-A3F3-446B-9671-014D6D9728BD

Year of completion: Ongoing

Diamond Bar Town Center Specific Plan

DIAMOND BAR, CA

Torti Gallas + Partners is leading a multidisciplinary team of design and planning professionals, including Gibson Transportation, Sapphos Environmental, SALT Landscape Architecture, RCLCo and KPFF, in creation of a dramatic vision for a new mixed-use downtown. The 45-acre commercial area, spread over 39 separate parcels, is envisioned to feature a vibrant joyful and pedestrian-friendly Downtown for the City of Diamond Bar. The City aims to create plazas and paseos lined with shops, restaurants, entertainment venues, community gathering spaces, and urban living opportunities. In addition, it wants to accomplish this goal in a manner that will allow the Downtown to evolve over time, ultimately becoming the center of life, activity and economic activity in the city.

Torti Gallas led workshops and intensive visioning exercises during a week-long charrette with community members and stakeholders to create an inspiring downtown.



MAIN STREET



CROSS SECTION



SITE PLAN

PROJECT DATA

- 45 acres
- 2,055 residential units
- 411,500 sf of retail/commercial (including a 41,400 sf cultural center)
- 165 keys hotel



PAGES FROM OBJECTIVE DESIGN STANDARDS

Docusign Envelope ID: EE3AA220-A3F3-446B-9671-014D6D9728BD

Year of completion: Ongoing

Claremont South Village

CLAREMONT, CA



VIEW LOOKING TOWARDS THE PLAZA



The Village South at Claremont consists of a mix of uses in the neighborhood of South Claremont, California, located within easy walking and biking distance to the Claremont Village and the Claremont Metrolink/Future Gold Line Station. Developed with the community values of sustainability, quality design and aesthetic appeal integrated throughout, the project's details will be further developed as the City progresses on the Village South Specific Plan. The Specific Plan will implement guidelines based on the community's vision for the area including the shape of the development, mix of housing and retail, diversity of housing, size and massing of the buildings, pedestrian and bike mobility through the area, and continuity of the Village character.

PROGRAM DATA

- 236,000 total SF
- 207 dwelling units
- 35,000 SF of retail space
- 15,400 SF indoor/outdoor amenity
- 370 structured parking spaces

Docusign Envelope ID: EE3AA220-A3F3-446B-9671-014D6D9728BD

Year of completion: 2025

The Village at Montclair

MONTCLAIR, CA



AERIAL VIEW OF THE VILLAGE AT MONTCLAIR



VIEW FROM ARROW HIGHWAY



OPEN SPACE



TRANSIT PLAZA

TG+P is working with Village Partners on the design and development of this new transit oriented development at the Transcenter in Montclair, CA. The project is steps from the Montclair TransCenter, which currently hosts the Metrolink and will be the final stop on the Metro Gold Line (currently under-construction), providing current and expanded future access to Los Angeles, Pasadena, and the Inland Empire.

PROGRAM DATA

- 6.32-acre site
- 360 apartments in 5 buildings
- 483 space parking garage plus curb parking

Docusign Envelope ID: EE3AA220-A3F3-446B-9671-014D6D9728BD

Year of completion: 2023

Westminster New Downtown

WESTMINSTER, COLORADO 2013-2015

Adopted 2014; Congress for the New Urbanism Charter Award, Neighborhood, District and Corridor, 2016



AERIAL VIEW OF WESTMINSTER



Torti Gallas worked with the City of Westminster to create a dramatic vision for a new mixed-use downtown to replace a demolished indoor shopping mall situated midway between the burgeoning Denver – Boulder tech corridor. This central, 105-acre site is adjacent to a planned new station of Denver's RTD train line. Key components of the plan include a seamless integration of a mix of retail, residential and office uses, a network of streets and public open spaces, multi-modal circulation and access to transit, urban design, development flexibility, and taking advantage of the fabulous views of the Front Range of the Rocky Mountains. The implementation of the vision will be accomplished via a Specific Plan (the first in the State of Colorado) and an accompanying Form-Based Code.

PROGRAM DATA

- 105 acre site
- 21 acres of open space
- 1,000,000 SF of office
- 1,050,000 SF of retail
- 2,000 residential units
- client: City of Westminster
- adopted 2014

SERVICES PROVIDED

- programming
- community workshops
- master planning
- conceptual design
- entitlement
- Town Information Modeling (TIM)® services



TIM® MODEL OF WESTMINSTER

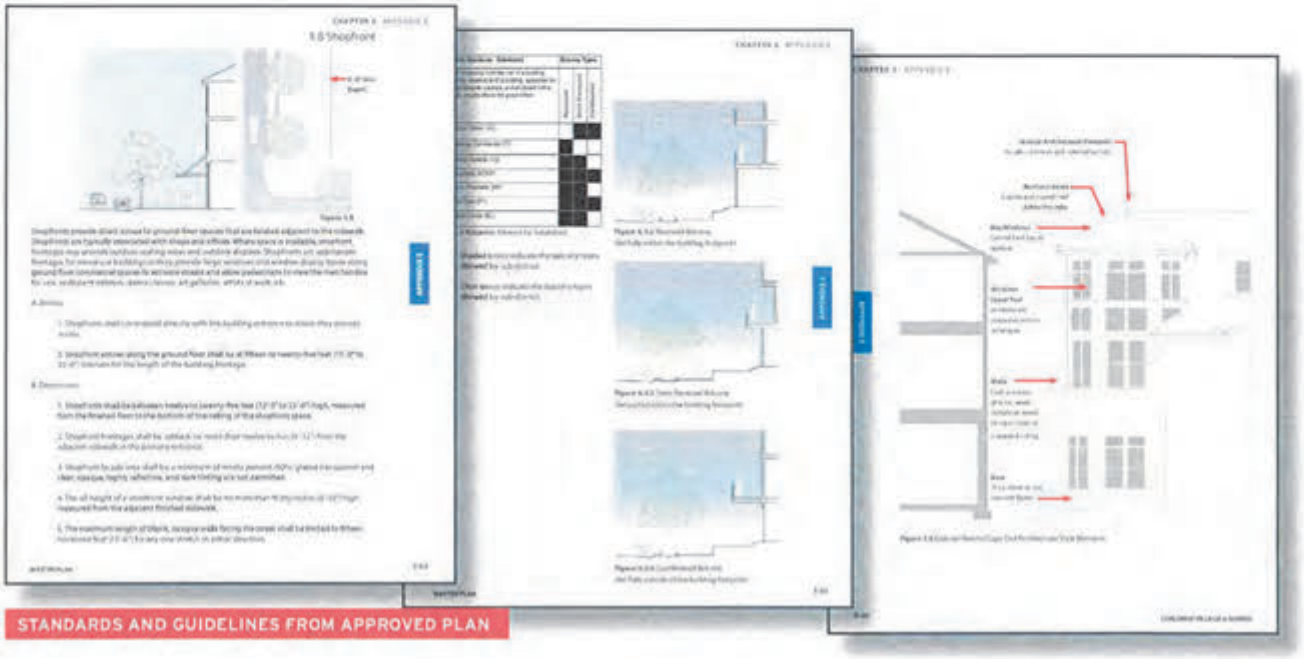
The plan can be viewed at: https://www.westminstereconomicdevelopment.org/wp-content/uploads/2017/11/Downtown-Specific-Plan_2015-Update_WEB.pdf

Docusign Envelope ID: EE3AA220-A3F3-446B-9671-014D6D9728BD

Year of completion: 2023

Village and Barrio Objective Design Standards

CARLSBAD, CA



STANDARDS AND GUIDELINES FROM APPROVED PLAN



PAGE FROM APPROVED PLAN

Torti Gallas collaborated with AVRP Studios and the City of Carlsbad on the creation of objective architectural design standards for multi-family housing and mixed-use projects in Village and Barrio, two of Carlsbad's oldest neighborhoods.

The team led several series of public workshops for community input as well as opportunities for online input. The new standards will help ensure new apartment, condo and duplex projects built in Carlsbad meet objective criteria for building and site design features in order to help expedite the approval process for those projects that are conforming. The objective design standards do not include any changes to existing development standards such as building heights, density or setbacks, and the standards will only apply to future apartment, condo and mixed-use projects.

Seven architectural styles were approved for specific subdistricts and building types in the Village and Barrio: Spanish revival, craftsman, American mercantile, Victorian, colonial revival/cape cod, traditional modern and California Contemporary.

SERVICES PROVIDED

- community and stakeholder meetings
- urban design
- architectural guidelines
- public meetings

Docusign Envelope ID: EE3AA220-A3F3-446B-9671-014D6D9728BD

Year of completion: 2023

Erie Gateway South PD District

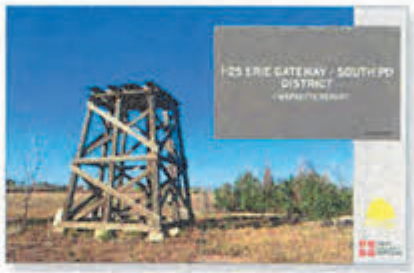
ERIE, CO

The Town of Erie, Colorado has produced a Vision Plan for the site known as Erie Gateway which is located 20 minutes from Boulder. Bordering I-25, the site consists of several parcels of land that collectively total 1100 acres. The Town's intent is to create a regionally-scaled retail and employment center at Erie's eastern gateway servicing the Northern Colorado marketplace that is recognized as a true destination where businesses and people flourish. The vision for the development future of the Plan area is one that maximizes the site's revenue generating potential while employing sound land use and high quality design principles.

TG+P worked with the Town to develop the details and supporting documents to facilitate the implementation of the Vision Plan to ensure its realization. A three-day charrette provided TG+P and the Town the opportunity to discuss project goals, collaborate on preliminary design strategies while exploring opportunity sites in person. This onsite work culminated in a Charrette Report that documented this early schematic effort. A Residential Building Type Compendium was also prepared for the Town that provides a range of suitable building types that would foster the diverse community envisioned along with built examples to illustrate how to effectively position them to maximize their benefits. Ultimately, the resulting PD Development Plan established Regulating Zones, Thoroughfare Types, Building Types, Frontage Types, and Parks and Open Space Types along with Architectural Standards and Guidelines. These development standards reinforce and foster the mixed-use, multi-modal, and human-centric growth that is both economically and socially sustainable.











Docusign Envelope ID: EE3AA220-A3F3-446B-9671-014D6D9728BD

Year of completion: 2022

Campus Town Specific Plan

SEASIDE, CALIFORNIA



CAMPUS TOWN

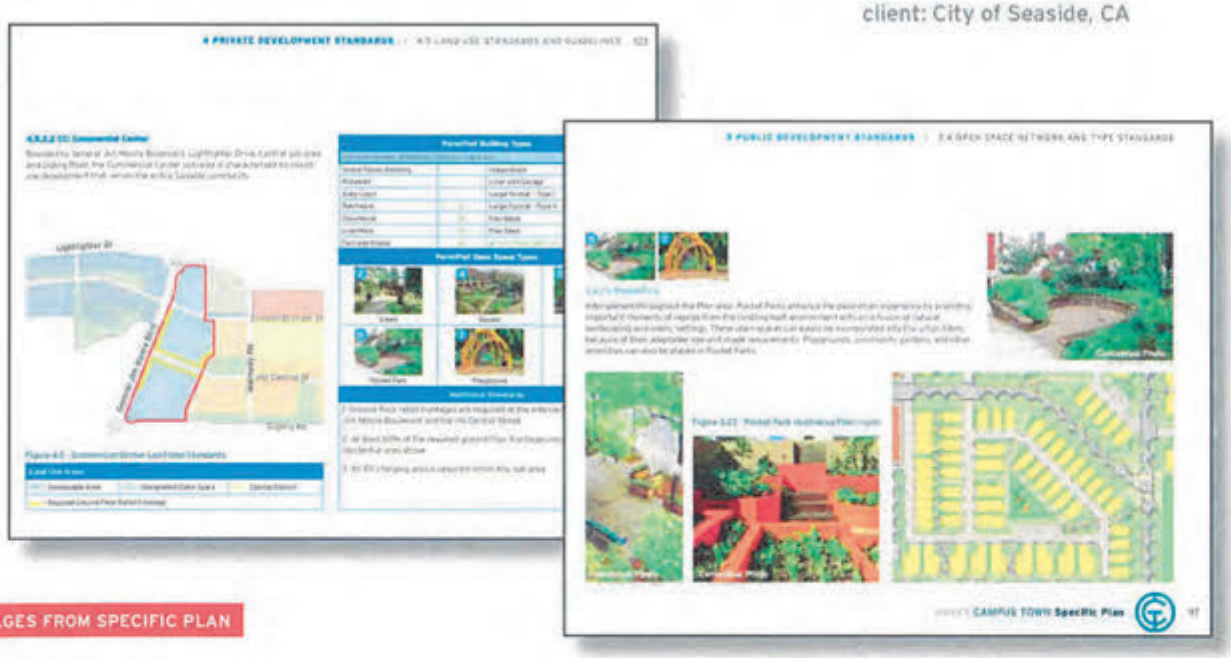


SITE PLAN

The 85 acre site is envisioned as a walkable, mixed-use community that serves the needs of residents and visitors alike, Campus Town is designed to capitalize on the positive momentum of existing and emerging local developments throughout the former Fort Ord. Bolstered by the continued growth of CSUMB along with ongoing public infrastructure improvements across Monterey Bay, Campus Town connects and expands upon these nodes of activity by creating a vibrant network that links and supports the region at large. The Site connects with the Main Gate development in the northwest and with CSUMB's 6th Street hub in the northeast, thus extending the economic opportunities throughout Campus Town and beyond.

Torti Gallas led a public week-long charrette to maximize optimal community engagement.

client: City of Seaside, CA



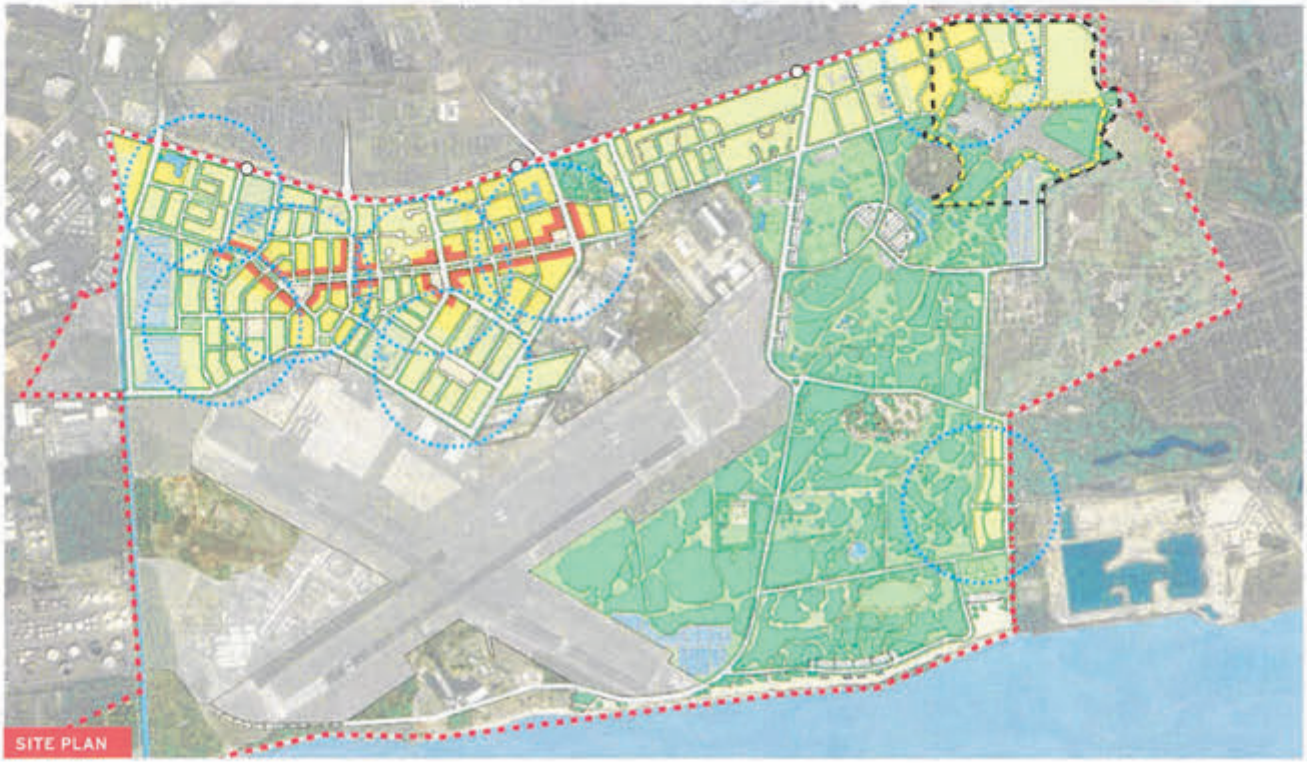
PAGES FROM SPECIFIC PLAN

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Year of completion: 2021

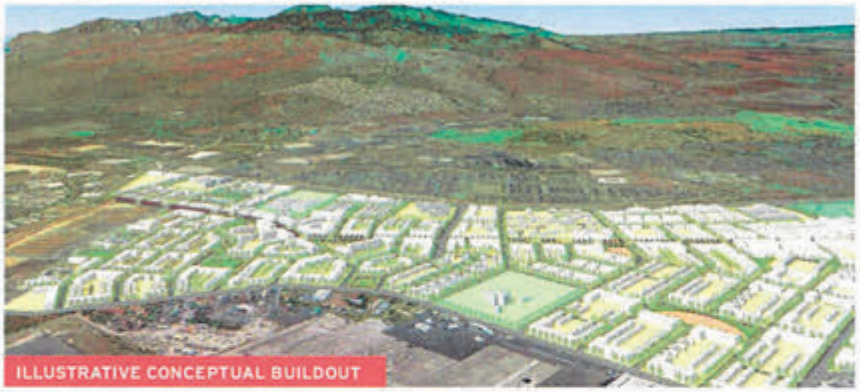
Kalaeloa Community Development District Plan and Rules Update

HONOLULU, HI



SITE PLAN

In 2020, the HCDA began the process of preparing a revision to the 2006 Kalaeloa Master Plan, the 2700-acre site that had formerly been home to Barber's Point Naval Air Station. This Master Plan Amendment responds to the current and anticipated challenges facing redevelopment and charts an economically feasible and realistic course toward the vision of Kalaeloa as a Wahi Hookela (Center for Excellence) that includes 700 acres of new development, and over 500 acres of park space, in addition to continued use of the airfield runway. TG+P conducted a concerted effort that involved the review of the 2006 Kalaeloa Master Plan and Urban Design Guidelines along with ancillary plans, studies, and other reference documents completed since then. Additionally, the planning team conducted interviews with stakeholders, met with government agencies, and held workshops with the community and HCDA to receive clarification and feedback on the direction and concepts being developed. The Master Plan Amendment was written with the intent of distilling this information into an understandable planning document that offers the reader an overview of the opportunities and vision for Kalaeloa



ILLUSTRATIVE CONCEPTUAL BUILDOUT



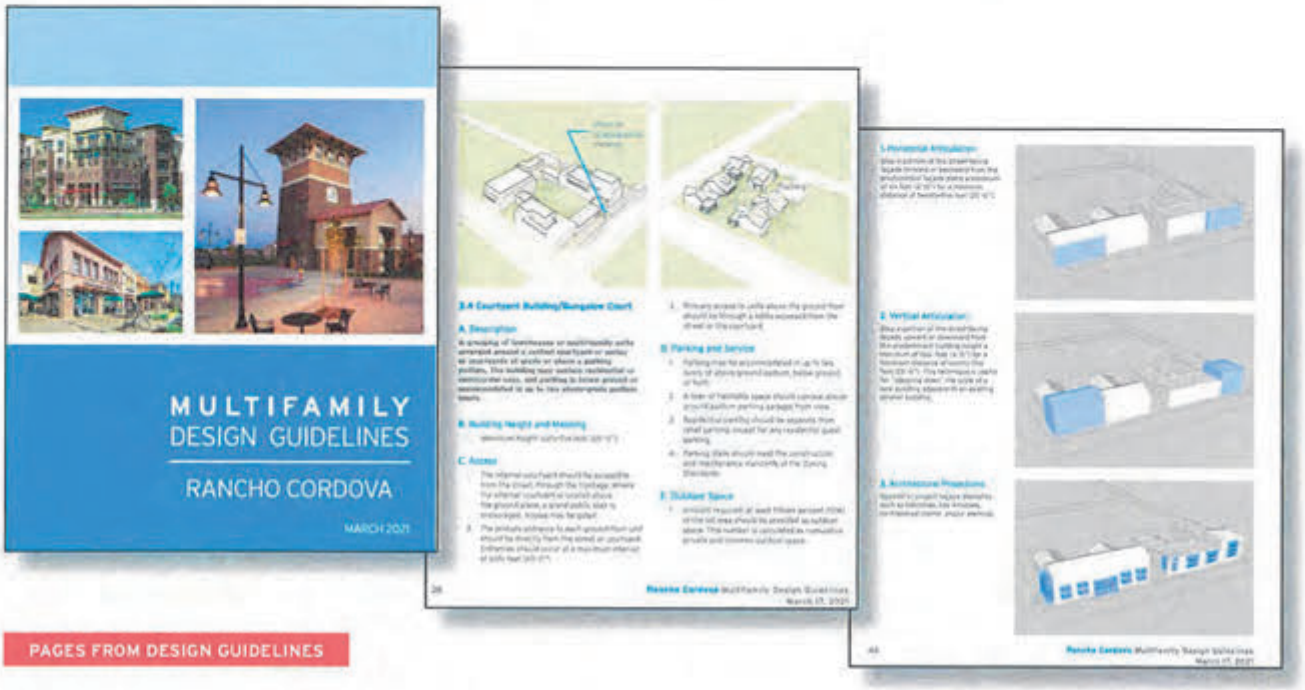
PARKS AND OPEN SPACE PLAN

Docusign Envelope ID: EE3AA220-A3F3-446B-9671-014D6D9728BD

Year of completion: 2021

MultiFamily and Mixed-Use Objective Design Standards

RANCHO CORDOVA, CA



PAGES FROM DESIGN GUIDELINES



PAGES FROM DESIGN GUIDELINES

SERVICES PROVIDED

- public outreach
- design guidelines
- coordination with staff and other consultants
- public meetings

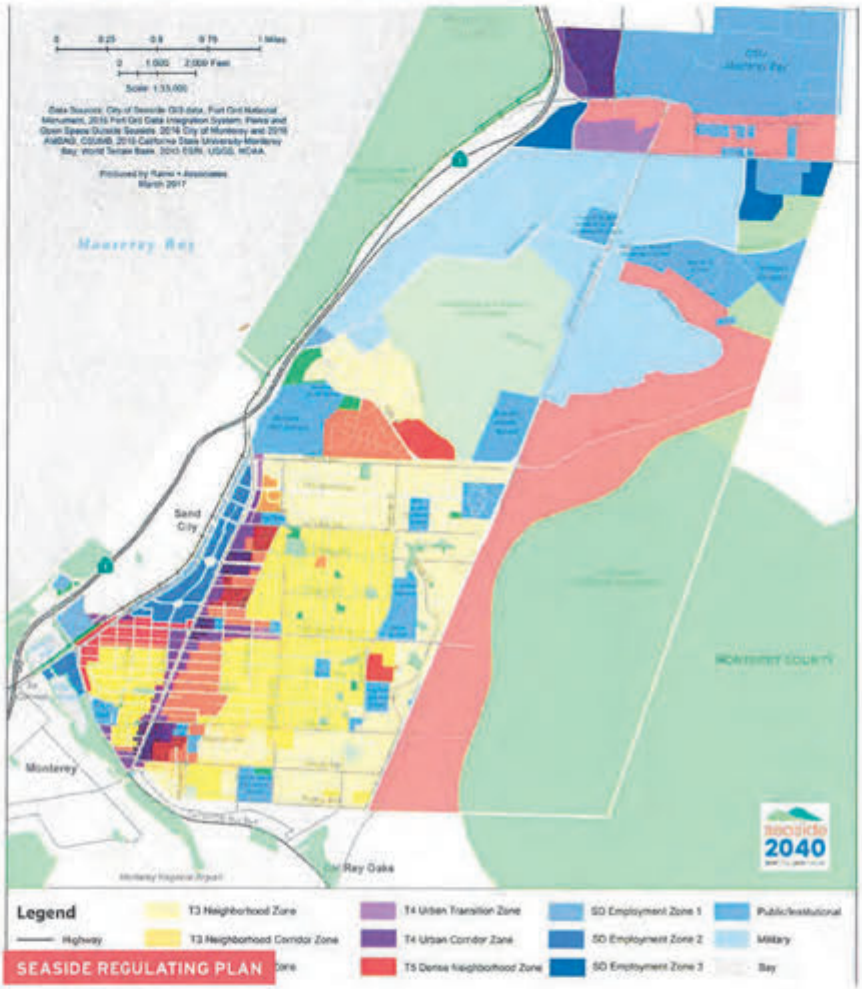
TG+P worked with city staff, and elected officials, as well as the development and design community to craft the Rancho Cordova Multi-Family and Mixed Use Guidelines to provide the minimum objective standards that will assure that new multi-family and mixed-use development in the city embodies a high architectural and urban design standard, while simultaneously streamlining the approval process. They have been established to meet a set of Goals consistent with the aspirations of the community, while ensuring a consistent and objective set of standards are applied to all proposed projects. The Guidelines cover Site Planning, Building Types and Frontages, Façade Increment and architectural Styles in order to create the image of authentic, diverse streetscapes that have evolved over time.

Docusign Envelope ID: EE3AA220-A3F3-446B-9671-014D6D9728BD

Year of completion: 2020

Seaside Form Based Code

SEASIDE, CALIFORNIA



SEASIDE REGULATING PLAN

Torti Gallas + Partners was commissioned by the City of Seaside to create a new form-based zoning ordinance to implement the forward-thinking goals and policies established in their general plan update.

The limits of the existing zoning ordinance precluded the type of development the City was seeking to encourage, mainly the development of new and the reinvestment in existing commercial nodes into resilient mixed-use neighborhood centers that are accessible, both physically and economically, to all residents. Utilizing the transect planning methodology, the Euclidean zoning categories were reimagined into new transect zone subcategories that emphasize built-form intensity over land-use designations. Standards that regulate building massing, ground-floor frontages, and multimodal streetscapes were developed to ensure a harmonious urban landscape while architectural guidelines were provided to inform a coherent urban character. The Form-Based Code supports the city's transformational goal to enrich the urban fabric into a built environment that fosters a diversity of uses and users for the benefit and advancement of all Seaside.







PAGES FROM FORM BASED CODE

Docusign Envelope ID: EE3AA220-A3F3-446B-9671-014D6D9728BD

Year of completion: 2020

Foothill Boulevard/Route 66 Corridor Plan and Code

RANCHO CUCAMONGA, CA



FOOTHILL CORRIDOR NEIGHBORHOOD



VICTORIA GARDENS MODEL



MODEL OF SITE 2

In collaboration with Sargent Town Planning, Torti Gallas prepared a vision plan and code update for the 6.5 mile Foothill Boulevard (Historic Route 66) Corridor in the center of Rancho Cucamonga, and working with City staff to update mixed-use development standards for this area.

Beginning with mapping/diagramming of existing conditions and comparative mapping/diagramming more mature corridors in other cities, the team developed a conceptual urban "framework plan". That plan organizes the area into pedestrian-sheds and defines the general trajectories of a complete network of multi-modal streets extending into the existing large-parcel development pattern. The framework plan thus generates a range of block types for which Torti Gallas prepared illustrative plans and 3-D models of commercial, mixed-use and residential development. Such infill development is organized into a series of mixed-use "villages" (or "pockets of urbanism") at several scales appropriate to their context, which can be implemented over time as market conditions dictate and support.

Based on the Torti Gallas-generated building typologies and the STP-generated block structure, street and open space types, City staff will be updating their existing mixed-use development standards. It is anticipated that circulation network defined in this plan will inform the up-coming general plan update, which will also include updated goals and policies to support plan implementation.



PARKING LANE PLANTER

Docusign Envelope ID: EE3AA220-A3F3-446B-9671-014D6D9728BD

Year of completion: 2017

Downtown Community Plan

SANTA MONICA, CALIFORNIA

With the arrival of the Exposition Line providing a rail connection from Downtown Los Angeles to the Pacific Ocean for the first time since 1953, the Downtown Plan will guide the next phase of the pedestrian-oriented evolution of this beachfront city. The plan encompasses roughly forty city blocks, six of which, front the iconic Third Street Promenade. The plan capitalized on the energy and vitality of the Promenade and seeks to expand and extend this energy to the east and west.

Recognizing that no matter how one arrives to the Downtown area, sooner or later, everyone becomes a pedestrian, the plan lavishes attention on the public realm through streetscape improvements and roadway reconfigurations to prioritize pedestrian comfort, utility, and safety as well as multimodal accessibility. By planning for both a range of public spaces of varying scales and by treating the street network as the Downtown's greatest public space the plan provides for an immersive pedestrian experience. 'Signature sidewalks' are strategically incorporated throughout the plan area, created by enhanced building setbacks, or road diets depending on the opportunities present. Meanwhile, design and development standards focus on the design of the sidewalk and building facades that front them in order to create humanscale, attractive and inviting frontages. The use of Town Information Modeling® (TIM®) allowed Torti Gallas to test various land use and development alternatives to arrive at design standards that are predictable and flexible to promote creative and elegant buildings and public spaces.

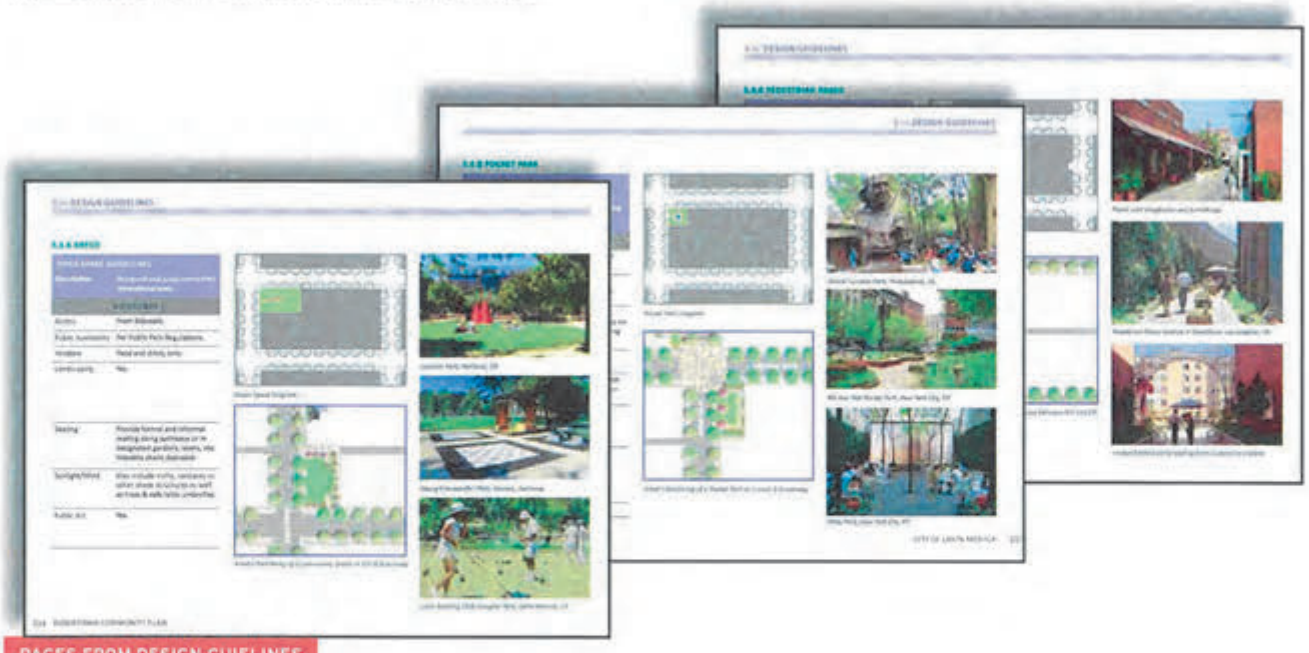
Even with its focus on the pedestrian, the plan provides strategic parking enhancements, aimed primarily at using existing parking assets more efficiently, while also providing for short and long term actions to increase the overall capacity of the circulation network including an enhanced bicycle network, and new street connections over the freeway. Incentives for desperately needed affordable housing, and a greater range of cultural and arts amenities are also feature prominently in the plan.



MODEL VIEW OF SANTA MONICA

PROJECT DATA

- 40 city blocks
- community design workshops
- stakeholder meetings
- public hearings
- specific plan
- 3D modeling
- design and development standards
- implementation and phasing
- client: City of Santa Monica
- adopted 2017



PAGES FROM DESIGN GUIELINES

The plan can be viewed at: https://www.smgov.net/uploadedFiles/Departments/PCD/Plans/Downtown-Specific-Plan/FINAL%20DCP_web.pdf

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Downtown Wyandanch TOD and Form Based Code

TOWN OF BABYLON, LONG ISLAND, NY

Congress for the New Urbanism Charter Award, 2015; Richard H. Driehaus Charitable Lead Trust Form-Based Codes Award, 2013

The Town Board of the Town of Babylon, New York undertook a public outreach process which helped the Wyandanch community define and envision its future. What emerged is a community generated "vision" plan, known as the "Wyandanch Rising Hamlet Plan," that is based upon a New Urbanist paradigm, characterized by a pedestrian-friendly, transit oriented development, with a mix of uses, networked thoroughfares and opportunities for civic buildings and spaces; in short, a recipe for a sustainable and joyful public realm at a mass transit station. TG+P was commissioned by the Town of Babylon and the New York Department of State to lead a multi-discipline team to create a highly sustainable and implementable TOD plan, undertake a corridor study, create a new form-based zoning ordinance, and lead a public charrette. The Town is pursuing LEED-ND certification of this 135 acre brownfield revitalization that will include 1,300 new homes, 150,000 SF of retail, 70,000 SF of civic space and parking for 2,000 cars.



DOWNTOWN WYANDANCH

PROJECT DATA

- 135.7 acres
- 150,000 SF of retail
- 1,300 residential units
- 70,000 SF of civic space
- 2,000 parking spaces

SERVICES PROVIDED

- neighborhood planning
- feasibility/yield analysis
- multi-disciplinary team leader
- community charrette
- concept design
- sustainability code
- form-based code
- Town Information Modeling®



SAMPLE CODE PAGES







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TAB 3 - REFERENCES

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REFERENCES

Mr. Christopher Jordan
Director of Strategic Planning and Innovation
City of Elk Grove
8401 Laguna Palms Way
Elk Grove, CA 95758
cjordan@elkgrovecity.org
(916) 478-2222
Project: Livable Employment Area (2019-2020), Objective Design Standards (2022 - Ongoing)

Mr. Greg Gubman
Community Development Director
City of Diamond Bar
21810 Copley Drive
Diamond Bar, CA 91765
(909) 839- 7031 | (909) 839-7000 main
ggubman@diamondbarca.gov
Project: Diamond Bar Town Center Specific Plan (2022 - Ongoing) and Objective Design Standards (2024 - Ongoing))

Mr. Kurt Overmeyer
Former City of Seaside Economic Development Director
City of Seaside
(510) 333-9753
Kto1243@mac.com
Project: Campus Town Specific Plan (July 2017-March 2020) | Form-Based Code (2021 - 2022)

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TAB 4 - PROJECT TEAM

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Neal I. Payton, FAIA, FCNU, LEED-AP ·

Principal-in-Charge | Project Manager



Education

- Master of Architecture, Syracuse University
- Bachelor of Architecture, Carnegie-Mellon University

Registrations/Certifications

- 1983, Architect, AZ, CA, CO, HI, LA, MD, NV, NY, TX, UT, NCARB
- LEED Accredited Professional



Diamond Bar



Westminster New Downtown



Livable Employment Area

Neal is a Senior Principal at Torti Gallas + Partners, where he directs the West Coast office. His work involves Urban Design and Town Planning activities at a variety of scales, including greenfield development, resorts, transit-oriented development in emerging development areas as well as regional plans for counties and metropolitan areas. Often called upon to work on sensitive sites, Neal has led over 50 design charrettes and participated in close to 100. Neal's urban design efforts have been honored nationally with numerous design awards from the American Institute of Architects and the Congress for the New Urbanism (CNU), among others. He was awarded the "Paul Crawford Memorial Award' by the California Chapter of the CNU.

In addition to these planning efforts, Neal works on crafting many of the individual architectural commissions of the firm to the urban context within which they will sit. The architectural work of TG+P focuses on residential and mixed-use development that is inextricably linked to urbanism and placemaking rather than to the making of individual object buildings. As a result of this experience, Neal is able to craft urban and architectural guidelines that are market sensitive, yet support the urban design.

Selected Project Experience

Diamond Bar Town Center Specific Plan, Diamond Bar, CA - TG+P is working with the City to create a dramatic vision for a new mixed-use downtown. The 45-acre commercial area is envisioned to feature pedestrian-only plazas and paseos lined with shops, restaurants, entertainment venues, community gathering spaces, and urban living opportunities. TG+P led workshops and intensive visioning exercises during a week-long charrette with community members and stakeholders to create an inspiring downtown.

City-wide Objective Design Standards, Diamond Bar, CA - TG+P is working with the City to establish Objective Design Standards tailored for multifamily and mixed-use developments throughout the city.

Multifamily and Mixed-Use Objective Design Standards, Rancho Cordova, CA - TG+P worked with city staff, and elected officials, as well as the development and design community to craft the guidelines to provide the minimum objective standards that will assure that new multifamily and mixed-use development in the city embodies a high architectural and urban design standard, while also streamlining the approval process.

Livable Employment Area Special Planning Area Objective Design Standards, Elk Grove, CA - The SPA is set up as a modified form-based code to place greater emphasis on the character and function of development than what is typically provided in traditional zoning to create a more complete and vibrant community. TG+P accomplished this by producing standards for pedestrian spaces, requirements for building orientation, and Objective Design Standards for new buildings.

Village and Barrio Objective Design Standards Carlsbad, CA - TG+P collaborated with AVRP Studios to provide Objective Design Standards for future multifamily housing and mixed-use projects. A separate set of design standards and architectural styles were created specifically for the Village and Barrio, two of Carlsbad's oldest neighborhoods. Seven architectural styles were approved for specific subdistricts and building types in the Village and Barrio.

Palm Springs Zoning Code and Design Guidelines, Palm Springs, CA - TG+P is working with Code Studios and the City to implement objective residential design standards, establish clear commercial design guidelines and maintain a high-quality historic inventory.

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Selected Project Experience Continued

Foothill Boulevard/Route 66 Corridor Plan and Code, Rancho Cucamonga, CA - In collaboration with Sargent Town Planning, TG+P prepared a vision plan and code update for the 6.5 mile Foothill Boulevard (Historic Route 66) Corridor in the center of Rancho Cucamonga, and worked with City staff to update mixed-use development standards for this area. Based on TG+P-generated building typologies and an STP-generated block structure, street and open space types, City staff can update their existing mixed-use development standards.

Santa Monica Downtown Specific Plan, Santa Monica, CA - This Plan laid the ground work for a pedestrian-oriented evolution of the district with the arrival of the Exposition Line and other major civic projects. Design and development standards focus on the design of the sidewalk and building facades that front it to create human-scale, attractive and inviting frontages.

Form-Based Code, Seaside, CA - TG+P created a new form-based zoning ordinance to implement the forward-thinking goals and policies established in the general plan update, which was to encourage, mainly the development of new and the reinvestment in existing commercial nodes into resilient mixed-use neighborhood centers that are accessible, both physically and economically, to all residents.

Campus Town Specific Plan, Seaside, CA - TG+P led a week-long charrette with community members and stakeholders to create a walkable, Mixed-Use Urban Village with arts and entertainment, retail, housing, visitor lodging and employment space for the 85-acre site, formerly part of Fort Ord, consistent with the Fort Ord Base Reuse Plan (BRP).

Coast Highway Vision Plan and Design Guidelines, Oceanside, CA - TG+P led workshops and intensive visioning exercises with community members and stakeholders to create an inspiring downtown 'Main Street' with two transit-oriented mixed-use neighborhoods, a new harbor hospitality/entertainment node, a vibrant Arts & Technology District, and design guidelines to preserve the unique beach character of neighborhoods.

Central City Specific Plan, Sacramento, CA - Anticipating the construction of the new Downtown streetcar, the plan crafts a new policy recommendations to support TOD around the station areas, and create a more livable downtown area. TG+P crafted a Public Arts Plan, updated existing Design Guidelines and recommended Zoning Ordinance changes.

Westminster New Downtown (Specific Plan), Westminster, CO - TG+P worked with the City of Westminster to create a vision and framework for a new downtown to replace a demolished indoor shopping mall, located in the Denver-Boulder tech corridor.

Waikiki Design Guidelines, Honolulu, HI - TG+P was asked by the Waikiki Improvement Association to update development design guidelines for their iconic Pacific Island district. Required by Honolulu's zoning code, the Guidelines assist developers, designers and city staff in interpreting the zoning code and applying its provisions to projects in the Waikiki area.

The Village South at Claremont, Claremont, CA - The redevelopment of a parcel of approximately 12 acres in Clare mont, a major portion of the upcoming Village South Specific Plan. Only ¼ mile from the Claremont Metrolink and Future Gold Line Station, The Village South at Claremont will be a transit-oriented mixeduse development. The project will provide a mix of uses including housing, retail, office, public market, public plaza, and public green space.

Selected Articles Written by Neal Payton

- "Covid was an extraordinary experiment in rethinking street design" in Public Square, A CNU Journal, 2021. https://www.cnu.org/publicsquare/2021/06/08/ covid-was-extraordinary-experiment-rethinking-streetdesign
- "Thoughts about urbanism and architecture in the face of COVID-19" in Public Square, A CNU Journal, 2021. https://www.cnu.org/publicsquare/2020/08/03/ thoughts-about-urbanism-and-architecture-facecovid-19
- "Transit-Oriented Development" Architects of Community – Torti Gallas + Partners, Vendome Publisher, 2017
- "The Metropolis versus the City" a chapter in Landscape Urbanism and its Discontents: Dissumulating the Sustainable City, New Society Publishers, 2013
- "Designing new transit systems using a transectbased model", Co-written with Amber Hawkes. http://www.tortigallas.com/images/thumbs/ news/357278.pdf, Proceedings of the ICE - Urban Design and Planning September, 2012
- "TOD without the 'T'" at ReConnecting America: Blog of the Center for TOD, http:// reconnectingamerica.org/ posts/tod-withoutthe-t,January 8, 2010
- "Transit Oriented Development: A Vehicle for Great Streets and Great Sidewalks", Urban Land Institute, LA, August 2009 Newsletter. http://www.uli-la.org/node/326
- "Seeking Urban Parking Solutions," with Brian O'Looney in Places: Forum of Design of the Public Realm, (Summer, 2006) http://repositories.cdlib.org/ced/places/vol18/iss1/OLooney_Payion/
- "Creating that Hometown Feeling" with Beth Hesler, in Defense Communities (Sept./Oct., 2005) http:// www.phma.com/PHMA_DOWNLOADS/2005.SeptOct.DC.pdf
- "Greyfields: Pursuing the Smaller Increment", in Land
- Development (Summer, 2003) http://www.lisc.org/ duluth/about_us/publications_8468/revitalizing_8733.pdf
- "Rebuilding in Older Neighborhoods," in Land Development (Summer, 2002)
- "Ispartakule: A Neighborly Mix," with John F. Torti, Urban Land, (March, 1998)
- "Patrick Geddes' Plan for Tel Aviv," The New City 3: "The Rational City," (1996)

Select Speaking Engagements

- "Construction and Design" at Bisnow Los Angeles Multifamily, Los Angeles, CA 2022
- "Utilizing Affordable Housing to Catalyze Redevment at TODs" at Congress for the New Urbanism (CNU), Seattle, WA 2016
- "Transit as a Catalyst for Redevelopment in Busan" Keynote speaker at TOD conference in Busan, South Korea, 2015
- "Transit as a Catalyst for Redevelopment in Panama" Keynote speaker at Panama Green-Build Conference, Panama City, Panama, 2017

Relevant Civic Work

- Member of the Landmarks Commission of Santa Monica
- Member of the California State Historical Resources Commission

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Rogelio Huerta • Associate Project Manager | Urban Designer



Education

- Bachelor of Architecture, University of Notre Dame, 2012

Rogelio's experience has been shaped by working on varied scales of the built environment including town planning, historic preservation and rehabilitation, and custom single family residences. His broad involvement in different facets of the field establishes his symbiotic approach to architecture and urban planning that emphasizes the important relationship between the public and private realm and how it shapes how we live.

Selected Project Experience

Livable Employment Area Special Planning Area Objective Design Standards, Elk Grove, CA - The SPA is set up as a modified form-based code to place greater emphasis on the character and function of development than what is typically provided in traditional zoning to create a more complete and vibrant community. Torti Gallas accomplished this by producing standards for pedestrian spaces, requirements for building orientation, and Objective Design Standards for new buildings.

Multifamily and Mixed-Use Objective Design Standards, Rancho Cordova, CA - TG+P crafted the guidelines to provide the minimum objective standards that will assure that new multifamily and mixed-use development in the city embodies a high architectural and urban design standard, while also streamlining the approval process.

Form-Based Code, Seaside, CA - TG+P created a new form-based zoning ordinance to implement the forward-thinking goals and policies established in the general plan update, which was to encourage, mainly the development of new and the reinvestment in existing commercial nodes into resilient mixed-use neighborhood centers that are accessible, both physically and economically, to all residents.



Livable Employment Area

Campus Town Specific Plan, Seaside, CA - TG+P led a week-long charrette with community members and stakeholders to create a walkable, Mixed-Use Urban Village with arts and entertainment, retail, housing, visitor lodging and employment space for the 85-acre site, formerly part of Fort Ord, consistent with the Fort Ord Base Reuse Plan (BRP). TG+P led a week-long charrette with community members and stakeholders to create a walkable, Mixed-Use Urban Village with arts and entertainment, retail, housing, visitor lodging and employment space.



Westminster New Downtown

Santa Monica Downtown Specific Plan, Santa Monica, CA - The Downtown Specific Plan lays the ground work for a pedestrian-oriented evolution of the district with the coming of light rail and other major civic projects. Design and development standards focus on the design of the sidewalk and building facades that front it to create human-scale, attractive and inviting frontages.

Coast Highway Vision Plan and Design Guidelines, Oceanside, CA - TG+P led workshops and intensive visioning exercises with community members and stakeholders to create an inspiring downtown 'Main Street' with two transit-oriented mixed-use neighborhoods, a new harbor hospitality/entertainment node, a vibrant Arts & Technology District, and design guidelines to preserve the unique beach character of neighborhoods.



Campus Town Specific Plan

Palm Springs Zoning Code and Design Guidelines, Palm Springs, CA - TG+P is working with Code Studios and the City to implement objective residential design standards, establish clear commercial design guidelines and maintain a high-quality historic inventory.

Westminster New Downtown (Specific Plan), Westminster, CO - TG+P worked with the City of Westminster to create a vision and framework for a new downtown to replace a demolished indoor shopping mall, located in the Denver-Boulder tech corridor.

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Betina Sason • Visualizations | Urban Designer



Education

- Bachelor of Arts, Architecture, University of California, Berkeley

Betina is an urban designer at Torti Gallas + Partners. Betina's responsibilities include translating sketches for designers into realizable plans and sections, developing renderings, presentation graphics, planning analysis and idea generation. She is proficient at multiple 3D modeling and rendering software such as SketchUp, Lumion, Rhinoceros etc.

Selected Project Experience

Diamond Bar Objective Design Standards, Diamond Bar, CA - TG+P is collaborating with the City of Diamond Bar to establish Objective Design Standards (ODS) tailored for multifamily and mixed-use developments throughout the city.

Diamond Bar Town Center Specific Plan, Diamond Bar, CA - TG+P is working with the City to create a dramatic vision for a new mixed-use downtown. The 45-acre commercial area is envisioned to feature pedestrian-only plazas and paseos lined with shops, restaurants, entertainment venues, community gathering spaces, and urban living opportunities.

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Foothill Boulevard/Route 66 Corridor Plan and Code, Rancho Cucamonga, CA - In collaboration with STP, TG+P prepared a vision plan and code update for the 6.5 mile Foothill Blvd. (Historic Route 66) Corridor, and worked with City staff to update mixed-use development standards for this area. Based on TG+P-generated building typologies and an STP-generated block structure, street and open space types, City staff can update their existing mixed-use development standards.

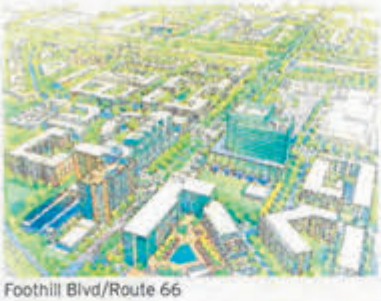
Livable Employment Area Special Planning Area Objective Design Standards, Elk Grove, CA - The SPA is set up as a modified form-based code to place greater emphasis on the character and function of development than what is typically provided in traditional zoning to create a more complete and vibrant community. TG+P accomplished this by producing standards for pedestrian spaces, requirements for building orientation, and Objective Design Standards for new buildings.

Westminster New Downtown, Westminster, CO - TG+P worked with the City to create a vision and framework for a new downtown to replace a demolished indoor shopping mall, located in the Denver-Boulder tech corridor. The redevelopment plan lays the fabric for an urban mixed-use neighborhood with 2,000 new homes, 21 acres of open space and over 1,000,000 SF of both office and retail space on a 105-acre site adjacent to a planned new station of Denver's RTD Train line.

Exposition Park Master Plan, Los Angeles, CA - TG+P led a multidisciplinary team of design and planning professionals in creation of a new Master Plan. Working with nine separate institutions, the goal of the Plan is to provide a unifying thread to tie together the spaces and the institutions, while adding green-space, reducing the dominance of the automobile, and providing a more joyful experience for visitors to the park and its various institutions.



Exposition Park



Foothill Blvd/Route 66



Downtown Westminster

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CAPACITY

Between October 2024 and September 2025, TG+P operated at 73% utilization, and we anticipate, based on real projects in our backlog, availability of 49% of total capacity for the next 12 months. We regularly work across office locations and internal studios to ensure the success of projects, utilizing additional personnel as needed.

UNIQUELY QUALIFIED TEAM

Torti Gallas + Partners is a firm of architects AND urban designers. It means that not only do we understand the importance and implications of Objective Design Standards (ODS) on a community's 'sense of place,' we also understand the implications from a design and construction perspective of every standard that we consider. Not only have we written numerous sets of Objective Design Standards, for multiple California cities, ensuring compliance with state law while achieving local design goals. but we have also been on the other side of the table designing within the envelope of ODS crafted by others. We understand how to craft standards that respect South Pasadena's architectural legacy while accommodating contemporary needs.

We understand, and therefore can talk through, the pros and cons of every standard with Staff and Elected officials so that the final Standards have been adopted knowing full well the implications. Importantly, we've written ODS across the spectrum of urbanism, including small-scale urban locations like Carlsbad, Seaside and Santa Monica, suburbs that are filling-in or urbanizing like Diamond Bar's Town Center and Elk Grove's Livable Employment Area, and suburban areas that need to meet their RHNA requirements with new housing and mixed-use typologies, such as Rancho Cordova and the remainder of Diamond Bar. Coupled with our unmatched experience in multifamily and mixed-use building design (over ½ million housing units designed since our founding in 1953), it means we have a knowledge of housing types and architectural styles at our fingertips, bringing the appropriate densities, scales and building characters to bear. Our standards are visually clear, measurable, and accessible—reducing staff workload and minimizing applicant confusion.

Last, but certainly, not least, we believe in a transparent, iterative process that builds trust among staff, decision-makers, and the community.

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TAB 5 - PROPOSED METHOD TO ACCOMPLISH THE WORK

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Understanding of the Problem

South Pasadena is a community with a proud architectural heritage—ranging from its nationally significant Craftsman and Bungalow neighborhoods to Spanish Colonial Revival and other revival styles—yet is also facing the modern challenge of accommodating new housing in compliance with State law. The City's small-town character, tree-lined neighborhoods, and historic commercial core remain central to its identity, even as it adapts to state housing mandates, market pressures, and community expectations for design quality.

We understand that the City's goals for this project are to:

- Use an **open and inclusive public process** for drafting the Objective Design Standards
- Ensure that qualifying projects align with the community's expectations for maintaining **high quality architecture,** and **compatibility with the character of the surroundings,** including existing development, streetscape, architecture, and neighborhoods in South Pasadena.
- Provide **clear, measurable, and legally compliant objective standards** that streamline project review and reduce subjectivity.
- Ensure **compatibility** between new multifamily and mixed-use buildings and existing neighborhoods, with particular sensitivity to transitions.
- **Preserve the best qualities of the downtown,** while ensuring the standards are flexible enough to encourage high-quality, context-appropriate new development.
- Align the General Plan, Housing Element, DTSP, and zoning with **consistency and clarity.**
- Use **visual tools and plain language** so the standards are accessible to decision-makers, applicants, and community members.

The aim of the ODS is for the City to continue its tradition of careful planning and to implement its vision for high quality architecture in an objective manner.

NOTE ABOUT CEQA: THIS PROPOSAL DOES NOT INCLUDE ANY ENVIRONMENTAL DOCUMENTS REQUIRED BY CEQA BECAUSE:

a. **CEQA Guidelines § 15061(b)(3)** ("common sense exemption") because it can be seen with certainty there will be no possibility of a significant environmental effect from adopting these ODS.

b. **Class 8 exemption (CEQA § 15308)** as a regulatory action for the protection of the environment — because the ODS will promote walkability, reduce auto reliance/emissions, preserve aesthetics, and include open space requirements.

c. The adoption **will not constitute a "project"** under CEQA (i.e. it won't cause direct or indirect physical environmental change).

d. The ODS **will not change the underlying land use intensity or density** allowed under the General Plan. Instead, They will be administrative, clarifying procedures and definitions.

Project Approach

A. Methodology for preparing objective, measurable and enforceable design standards

The project will be led and managed by Torti Gallas + Partners' (TG+P) west coast office in Downtown Los Angeles. Neal I. Payton, FAIA, FCNU, will serve as the Principal-in-Charge and Project Manager consistent with TG+P's practice of having principals manage projects. Rogelio Huerta will serve as Associate Project Manager. This team will ensure responsiveness, while bringing in additional subject matter experts from TG+P as needed Our process follows a logical and transparent series of steps.

1. Meet regularly with staff.
2. Review existing regulatory environment and documents to understand how these standards fit into that context.
3. Tour the city and document existing patterns and typologies, such as building and frontage types; as well as architectural styles, dominant materials, and colors and the like.
4. Create and administer an online community survey
5. Meet with peer reviewers such as architects and developers
6. Regularly meet with the community as well as advisory and decision-making bodies for input. It has been our experience whenever efforts are made to 'streamline' the development review process, they need to be vetted with those that will be using them. To that end three sets of meetings are proposed: 1) Community workshops; 2) Peer review meetings; and 3) Meetings with the Architectural and Preservation Commission, the Planning Commission and ultimately the City Council.

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7. Prepare multiple drafts of the Standards dealing with the following issues:
8. Submit for Review and Approval by the City Council

We understand that the process for arriving at these Standards must be inclusive and transparent, with outreach to community members, the Planning Commission, and local builders/designers to gather feedback and build support. As part of this process, key deliverables will be prepared, both for Staff review as well as for inclusion on the City's website and social media channels.

B. The process for evaluating South Pasadena's existing built environment and character.

As we tour the city, we will take notes and photos as we identify characteristics of the city and its various neighborhoods. We will create a visual inventory of exemplary developments, identified by staff and/or by our team, to inform the process and the eventual standards. Upon concluding all site visits and work sessions, our team will prepare an existing conditions memo that summarizes the conditions. After distribution of the existing conditions memo, our team will meet with the City staff in a work session to discuss the memo and any clarifications, outstanding questions and/ or data needs, and to review next steps. We will prepare photo boards documenting this analysis for review by staff, the Community, the APC and the PC. In particular, we will take note of:

- Site planning, open space, parking, landscaping and lighting
- Building types commonly in use
- Building Form, Massing and Setbacks
- Facade Design and Architectural Articulation
- Materials, Color and Detailing
- Street Frontage, access, and pedestrian Orientation
- Window styles for retail and other ground-level commercial conditions.
- Compatibility with adjacent developments and historic areas

C. Coordination with Staff

We propose regular bi-weekly Team meetings via Zoom (or similar) between key TG+P and the City staff. An agenda for each meeting will be issued at least one day in advance. At this time, we will:

- Review progress from the previous two weeks.
- Review outstanding issues for follow-up.
- Identify action items for the next two weeks.
- Identify issues or concerns that may impact schedule, or overall project objectives.

After each meeting, we will promptly issue minutes with a list of action items and responsible parties for each item. This work is covered in Task 1.5, below.

D. Strategies to ensure legal defensibility and consistency with adopted plans and policy documents.

Our strategy is two-fold. We map out existing policies and identify where those policies or regulations will likely intersect with these ODS, thereby flagging those areas, for inclusion in the Standards. We will also rely, in part, on our experience crafting Objective Design Standards for other municipalities. Having crafted such Standards, in other California cities such as Diamond Bar, Carlsbad, Elk Grove, and Rancho Cordova, we've had our work put through the legal mill and have had city attorneys scrutinize our wording over and over again. We've also had the work peer reviewed, and we've continually honed our efforts. We also expect the City of South Pasadena's land use attorney will provide an equal level of rigor in their review as we proceed. We understand that this standards must not leave room for discretion or interpretation, and if we are selected for this effort, the City of South Pasadena will benefit from this experience, not so much in the building forms, or details, that we codify (those must surely differ from city to city and region to region), but in the language used to inscribe the codification.

Scope of Work

TASK 1: PROJECT INITIATION AND MANAGEMENT

Task 1.1: Kick-off Meeting:

TG+P will meet with Staff in person, to confirm assumptions, establish an understanding of key issues, expectations, timelines, meetings, public workshops, collect data and electronic resources and determine the format and structure of the final document and interim deliverables.

Additional discussion points at the kick-off will include the identification of groups or individuals with whom we should meet. This could include locally prominent developers and architects and interested neighborhood groups.

Tangible Work Products: Meeting Agenda and Meeting Minutes

Task 1.2: City Tour:

Immediately following the Kick-off meeting, a windshield tour of the city to gain additional insight related to the character of the community and recently constructed/ entitled projects and paying attention to the areas that are most likely to receive new development.

Tangible Work Product: Report and Photos on City Tour

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Task 1.3: Project Management and Meetings:

Collaboration with the City of South Pasadena begins on Day 1 and ends when the project is completed. It is regular, systematic, and on-going. At the kickoff meeting we will confirm methods for checking in with staff and create a regular schedule of meetings and Progress Reviews. Included in this Task are bi-weekly check-in meetings with Staff, to review progress, and report on work plan for the coming two weeks. These will be supplemented by meetings every six weeks with the Planning Commission subcommittee (up to five (4) meetings). A tracking matrix will be maintained to ensure all tasks are progressing and that updates in one area are coordinated with others.

Tangible Work Product: Meeting Agendas; Meeting Minutes; Monthly Progress reports and invoices

TASK 2: DATA GATHERING AND DOCUMENT REVIEW

Task 2.1: Review of Existing Regulatory Environment:

After the kick-off meeting, we will our review of the City's General Plan, Housing Element, Downtown Specific Plan, and Zoning and Subdivision Ordinance to identify regulatory inconsistencies and opportunities for alignment.

Tangible Work Product: Report on Review of Existing Regulatory Environment

Task 2.2: Analysis of Recent Projects:

By studying approved and pending development proposals—especially those that have been controversial or appealed—we will understand how current standards are applied and where conflicts or ambiguities exist.

Tangible Work Product: Report on Analysis of Recent Projects

Task 2.3: Site Analysis:

We will conduct targeted site visits, supported by a photographic inventory, to document neighborhood character, development patterns, and transitions. This visual analysis will take the form of field surveys standards to identify good/bad designs and most frequently used architectural styles in the City and beyond. We will create photo boards accompanied by narrative describing the style and the critical elements in that style, including a discussion of materials, windows, doorways, rooflines, color, ground floor conditions and projections. Among the characteristics we will look for and make note of are:

- Characteristic Building Types
- Characteristic Frontage Types
- Characteristic Public Space Conditions (including setbacks)
- Characteristic Architectural style(s)
- Characteristic Massing Conditions including height, length, building articulation
- Characteristic block sizes
- Characteristic materials and colors
- Characteristic parking and open space integration
- Characteristic transitions between neighborhoods

We have a track record of doing this and have systematized this analysis to allow an efficient collection and presentation of data, i.e., the characteristics of each zone.

Tangible Work Product: Field Survey and Documentation

Task 2.4: Discrepancy Memo and Vision Statement:

A concise memo will identify inconsistencies across guiding documents, while a Vision Statement will articulate the goals and guiding principles for the Objective Design Standards. Together, these deliverables will create a strong baseline for the standards.

Tangible Work Product: Discrepancy Memo



Craftsman Style used for multifamily structure is common throughout the west San Gabriel Valley.

TASK 3: COMMUNITY ENGAGEMENT AND OUTREACH

South Pasadena's residents are deeply invested in the City's future, and their perspectives must shape the standards. We will implement an inclusive, multi-phase outreach program designed to reach a broad cross-section of stakeholders, including homeowners, renters, housing advocates, developers, and those who do not typically participate in City processes. We will prepare a flexible engagement plan that blends in-person and virtual strategies.

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We will outreach to various Stakeholders, including prominent residential developers and architects in the region as well as the Community at large to ascertain their comfort and familiarity with Objective Design Standards. All in all, two focus groups with meetings conducted virtually and three in person community meetings are proposed.

Communication objectives

- Clearly convey the purpose, need and scope of this project.
- Provide a variety of methods for stakeholders to provide input, including in person, online, orally and in writing.
- Create opportunities that will encourage traditionally underrepresented groups to provide input.
- Show the public how their input influenced decisions about design standards.

Messages

- Due to a shortage of housing in California, the state has streamlined the approval process for certain kinds of projects.
- This means cities have less control over how many new apartments and condos can be built, when and where.
- Creating Objective Design Standards for apartments, condos and mixed-use projects in the City is one way that new projects reflect the community's character to the greatest extent possible.

Audiences

The following groups are likely to be interested in or affected by the creation of Objective Design Standards:

External

- Residents interested in preserving the City's character
- Residents living near sites of future multifamily housing and mixed-use projects
- Stakeholders interested in following Housing Element progress
- Neighborhood associations
- Building Industry participants, such as developers, architects and the like

Task 3.1 Community Survey

We will create a community survey to receive public input early in the process, including design examples. This survey will be hosted on a web site.
Tangible Work Product: Survey Questions for City web site (for publication on City's website and social media channels)

Task 3.2: Phase 1 Introduction and Issue Identification

- Focus Group 1: Prominent Residential and Developers in the region to see where there are currently issues with approval related to market conditions and to test ideas about possible Standards to see if they meet the market.
- Focus Group 2: Prominent architects of multifamily housing in the region to assess similar questions.
- Community Meeting 1. Community members will be invited to their ideas and concerns, and we will share results from our survey. This will be advertised on the City's website and social media channels

Tangible Work Products: Preparation for and Minutes from each Focus meeting. Preparation for and Minutes from each Community Meeting PPTs available for inclusion on City website

Phase 3.3: Phase 2: Public Review of Draft Standards:

An interactive workshop sessions will present draft standards and invite feedback. A second meeting with the community to show how the standards are being put together in progress and invite feedback.

Phase 3.4 - Phase 3: Public Hearing Draft Standards:

A third meeting with the community to show Draft Final standards and invite additional feedback.

Task 3.5: Workshops with Planning Commission and City Council

Our scope includes four (4) meetings with the Planning Commission (PC) sub-committee and/or Council, including a kickoff Joint Session with the Planning Commission and City Council (in person attendance) and Attendance at two (2) final adoption public hearings- one (1) with the Planning Commission and one (1) City Council (in person).

Tangible Work Product: Preparation for and Minutes from each PC and/or City Council meetings

TASK 4 TECHNICAL REPORT WITH OPTIONS AND RECOMMENDATIONS

Building on the data and outreach, we will prepare a Technical Report that outlines potential zoning updates and objective standards.

Task 4.1: Options and Trade-Offs:

The report will present multiple approaches to standards, analyzing implications for feasibility, cost, design quality, and community acceptance.

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Tangible Work Product: Objective Design Standards Technical Report and Zoning Consistency Recommendations Memo

4.2: Prototype Analysis:

Using four representative sites, we will illustrate how variations in standards (e.g., massing, setbacks, parking) affect building form and neighborhood compatibility. These visual prototypes will help stakeholders understand the real-world impacts of different choices.
Tangible Work Product: Prototype Analysis

TASK 5: PREPARATION OF DRAFT OBJECTIVE DESIGN STANDARDS AND ZONING UPDATES

We believe that the Objective Design Standards should reflect the variety of building types and architectural styles appropriate for South Pasadena and that these Standards should address topics such as site planning, building massing and elements, building frontages, entrances, exterior materials, landscaping, utilitarian/mechanical elements of building design, etc. The draft standards will consist of Objective Design Standards applicable to multifamily and mixed-use development and standards applicable to specific typologies based on development types (such as walk-up apartment, townhome, apartment building, etc.), design type, lot size and configuration, or other organizing principal. It is our experience that up to seven (7) building types may be necessary and that these types need to be tested on prototypical sites to ensure the standards enable the intended development. Images and exhibits representing a suggested design topic or standard, many which will contain text callouts helping to illustrate the design intent, will be prepared.

Task 5.1 Identification of up to Six (6) Building Types with representative drawings and Images:

Using GIS information, our team will develop a base map for parcels likely to be developed or redeveloped that would be subject to these ODS. We will then identify the palette of Multifamily (MF) and Mixed-use (MU) locations in each area. For example, MF sites at transition sites to single family, might be different than sites in the Downtown area. This will help to identify a variety of MF building types that may be necessary and offer clues to building form, massing and approaches to parking and its configuration.

The MF building types will describe the physical characteristics and disposition of different types by context, such as midblock, corner, and edge conditions. This information will guide the preparation of detailed objective design and development standards. The palette will be layered onto an identified set of likely building types. We suggest that the booklet includes up to seven (7) different building types; each with and without ground floor commercial (where appropriate).

Typically, each building type will have a set of standards that describe a) the type itself (intent); b) building height and massing (including maximum length of facades); c) access; d) parking and service (including locations and screening); e) outdoor space, f) applicable frontage; g) landscape, and special considerations relative to mid-block, corner and edge conditions.



Over the course of our firm's 73-year history, we have designed over 550,000 residential units. We have even designed units for Claremont for the Village South Specific Plan area (though these await implementation). We have no shortage of designs and building type chassis that can be used as starting points for this assignment. But the key is not merely assigning one-model as the base-design while allowing for variation in height style, and the like. The key is providing the essential characteristics of the type allowing a certain amount of flexibility to meet the market and allow for architectural invention. Our experience will allow us to distill the essential ingredients of the type, and then to illustrate how it may vary according to these and other considerations.
An important part of this exercise is to identify to what extent the Building Type standards must be calibrated to each of the land use categories and density provisions within the South Pasadena Zoning Ordinance including all possible bonuses.

Tangible Work Product: Identification, description and characterization of seven building types

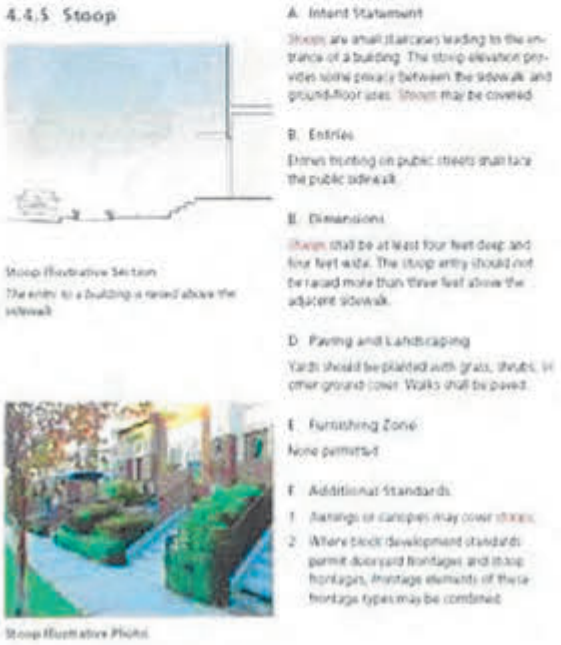
Task: 5.2: Identification of Frontage Types with representative drawings and images

We believe that a critically important compliment to the Building Type standards is a parallel set of Frontage Type standards. By identifying frontage types, one allows something of a mix-and-match to take place (for example,

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four-story multifamily buildings might have retail at the ground floor, or stoops, a small courtyard, or some other variation. Each of the frontage types will describe the: a) intent, b) entry conditions, c) critical dimensions, paving and landscape conditions, as well as special conditions unique to that frontage type.

Tangible Work Product: Identification, description and characterization of frontage types

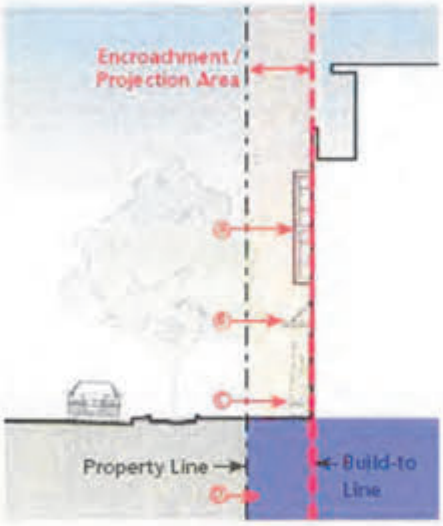


Task 5.3 Site Planning, Articulation Standards and Open Space Standards

Standards in this section will address the composition of buildings as well as functional aspects of building, parking, and outdoor space design. The goal of this section will be to ensure that development is consistent with the goal of creating a human-scale environment in which each individual building furthers the overall vision.

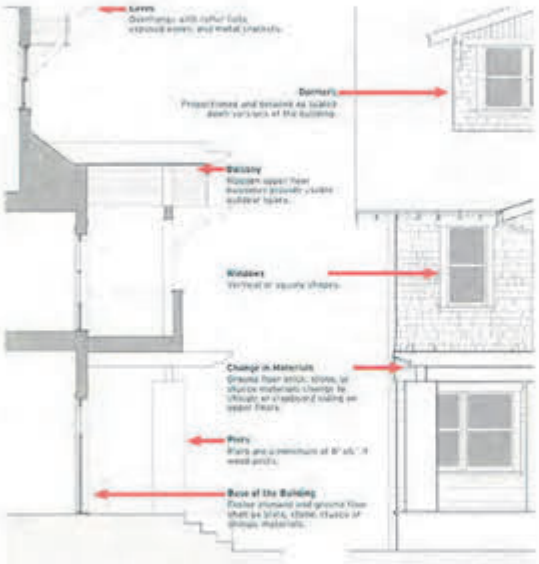
To these Standards we will add one more set of permutations, which might be thought of as accessories. For example, such things as encroachments (bay windows, balconies, canopies, stoops, awnings and the like) will be described, and additional guidelines presented for their possible inclusion in the proposed projects. Other elements, such as fences, hedges, and other enclosing elements as well consideration of such things as paseos, rooftop element and other accessories will also be included. The standards of this section will ensure that larger projects are designed to appear as carefully conceived groups of separate structures that, along with an attractive streetscape, contribute to the overall urban, pedestrian-friendly quality desired for South Pasadena.

Tangible Work Product: Site planning, Articulation and Open Space Standards



Task 5.4: Identification of Four (4) Styles

After our tour of the City, we will identify several likely style types for consideration by staff, ultimately arriving at up to four (4) architectural styles applicable to all building types. After input from staff, the Community, and the Planning Commission we will prepare an Architectural Styles chapter, which will describe the intent of the architectural standards, provide illustrations for each of the five architectural styles, and include checklists of materials and finishes, lighting standards, siding, rooflines, fenestrations, eaves, color, cornice lines, and balconies. The chapter will identify the required approach with



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existing historic buildings, and architectural elements for multifamily buildings. Of note, some of these style selections may be specific to parts of the City, but not all. The majority of these styles will include variations both in materials, color and detail.

Tangible Work Product: Identification, description and characterization of four (4) styles. These will be included on the City's website.

Task 5.5: Prepare Administrative Draft Objective Design Standards

Once the styles have been developed, we will create a Standards document that will showcase each building type, frontage type and style type, with assemblages of various permutations. In effect we will be presenting a menu with the ability to select an item from each column of that menu. Not only will this provide sufficient descriptive detail of the objective elements included in each design allowing Staff and developers to easily interpret and implement the preapproved designs, but it will also allow enormous flexibility because of the mix-and-match manner in which these menus are presented. To these Standards we will add one more set of permutations, which might be thought of as accessories. For example, such things as encroachments (bay windows, balconies, canopies, stoops, awnings and the like) will be described, and additional guidelines presented for their possible inclusion in the proposed projects. Other elements, such as fences, hedges, and other enclosing elements as well consideration of such things as paseos, rooftop element and other accessories will also be included.

Upon assembly of the draft document, we will submit the document for review by Staff and at their discretion by the Planning Commission.

Tangible Work Product: Administrative Draft of the ODS

Task 5.6: Prepare Zoning Code Update

TG+P will prepare zoning code amendments to seamlessly connect the Zoning Code with the ODS. Drafts of said documents will be submitted to City Staff for review. Based on track-changes version of these documents from Staff, TG+ P will make any directed revisions and submit final versions to City Staff. Final documents will be provided to the City in InDesign and part of the Adobe Suite of products as well as MS Word.

TASK 6: FINAL DOCUMENTS AND ADOPTION.

Task 6.1: Prepare Public Hearing Draft:

After receiving comments from staff, the Community and the decision makers on the Administrative Draft we will make corrections as requested to create a Hearing Draft.

Tangible Work Product: Public Hearing Draft of the ODS. The Public Hearing Draft will be available for publication on the City's website.

Task 6.2: Standards Testing

We will apply the standards to prototypical sites to ensure feasibility and alignment with the City's housing goals.

Task 6.3: Public Hearings

In advance of each meeting with the Planning Commission and City Council, TG+P will prepare presentation materials as necessary. We will guide the Planning Commission and City Council through the document which will include a PowerPoint presentation highlighting how their concerns, questions and suggestions have been incorporated. Then we will respond to questions posed by Commission and/or Council members.

Tangible Work Products: Preparation for Public Hearings including PPT, as well as Attendance at Presentation at Hearings

TASK 7: POST APPROVAL ACTIVITIES

After adoption of final documents, we will work with staff on the following:

Task 7.1 Handout, Update applications

We will assist the Staff in developing an applicant handout, and update applications if needed, and provide content to update the City's website.

Tangible Work Products Applicant hand out, Updated applications, Updated content for website

Task 7.2 Checklist and Guidance Document

We will prepare a draft of administrative procedures and processes that streamline the development application and entitlement review process, including drafts of the application and review forms and checklists. Collaborating with city staff, our team will provide input on updated administrative procedures intended to facilitate the permitting process for project applicants. A clear and easy to understand process will also increase staff efficiency with the goal of reducing review time for multifamily and mixed-use residential housing projects.

Tangible Work Products: checklist and guide

Task 7.3 Staff training

To assist the city in clearly understanding the new standards and permitting process with an updated

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methodology for project review based on the new standards, our team will lead two (2) training sessions to walk staff through the applicants and reviewers' forms and procedures. We will explain the processing and review roles and expectations for city staff and development applicants. All training materials will be recorded and will be available to the public.

Tangible Work Products: Training materials, sample project applications, and a PowerPoint to educate and train staff with an overview of the procedures and materials (graphic simulations) to process project applications.

TASK 8 (OPTIONAL): SINGLE FAMILY OBJECTIVE DESIGN STANDARDS:

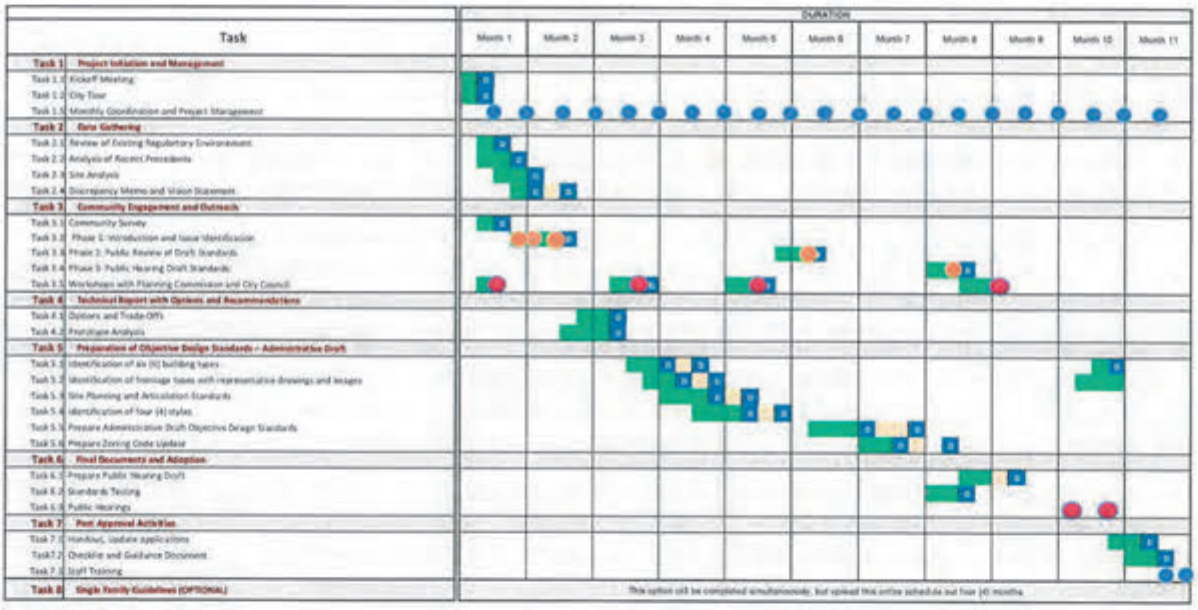
If desired by the City of South Pasadena: We can include Single Family Standards including two story residences, additions and duplexes as an additional Service.

Conclusion

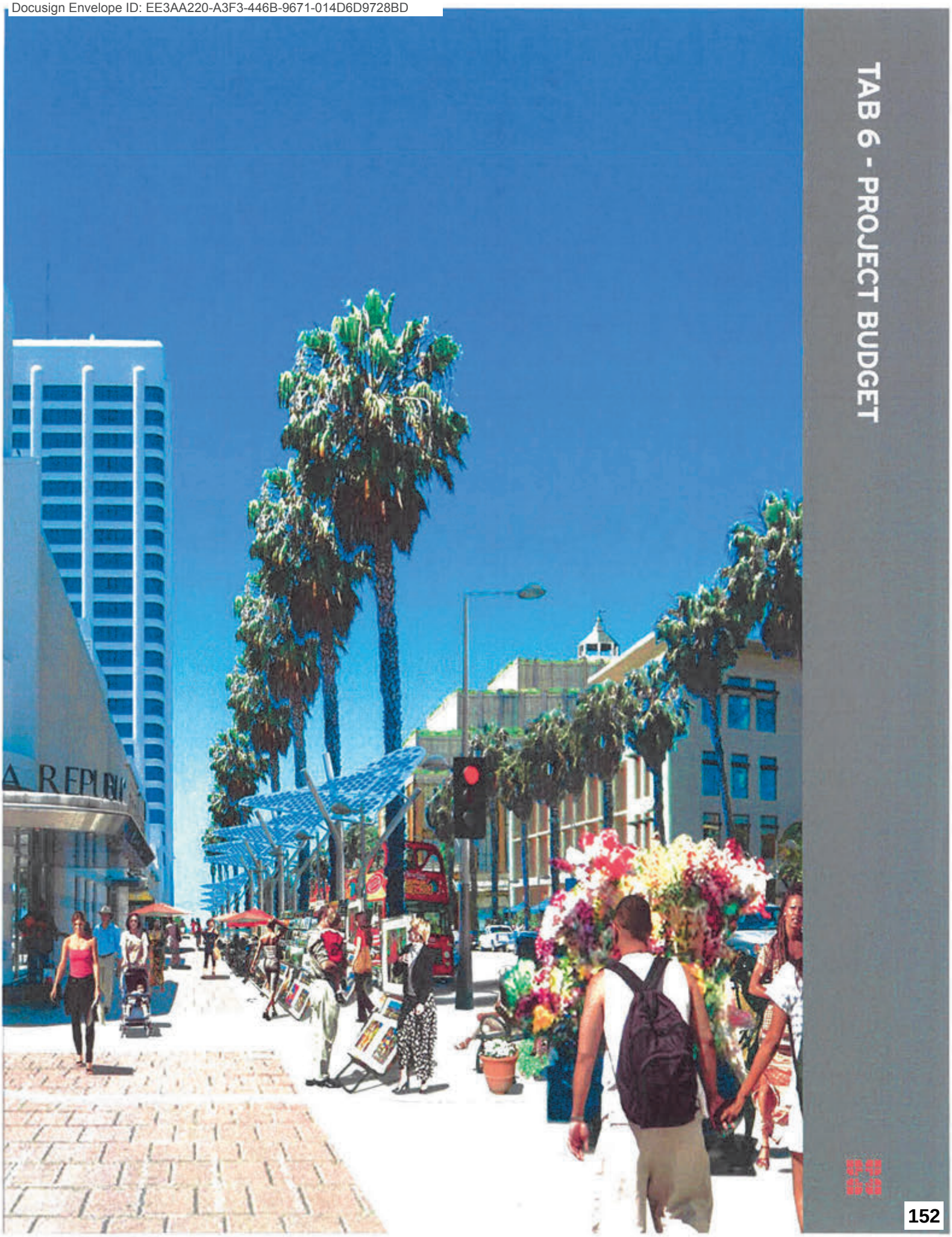
Through this project, South Pasadena has the opportunity to align state housing requirements with its enduring community values. By creating clear, defensible, and context-sensitive Objective Design Standards, we will help the City preserve its architectural heritage, streamline development review, and guide future growth in a way that reflects the community's vision.

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Schedule: South Pasadena Objective Design Standards



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TAB 6 - PROJECT BUDGET

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Cost Summary: South Pasadena ODS

Task		Cost
Task 1	**Project Initiation and Management**	$7,700
Task 1.1	Kickoff Meeting	$1,200
Task 1.2	City Tour	$1,500
Task 1.5	Monthly Coordination and Project Management	$5,000
Task 2	**Data Gathering**	$15,100
Task 2.1	Review of Existing Regulartory Environement	$3,000
Task 2.2	Analysis of Recent Precedents	$1,500
Task 2.3	Site Analysis	$8,000
Task 2.4	Discrepancy Memo and Vision Statement	$2,600
Task 3	**Community Engagement and Outreach**	$31,200
Task 3.1	Community Survey	$2,000
Task 3.2	Phase 1: Introduction and Issue Identification	$9,200
Task 3.3	Phase 2: Public Review of Draft Standards	$5,000
Task 3.4	Phase 3: Public Hearing Draft Standards:	$5,000
Task 3.5	Workshops with Planning Commission and City Council	$10,000
Task 4	**Technical Report with Options and Recommendations**	$12,000
Task 4.1	Options and Trade-Offs	$4,000
Task 4.2	Prototype Analysis	$8,000
Task 5	**Preparation of Objective Design Standards – Administrative Draft**	$61,800
Task 5.1	Identification of six (6) building types	$12,000
Task 5.2	Identification of frontage types with representative drawings and images	$11,000
Task 5.3	Site Planning and Articulation Standards	$10,000
Task 5.4	Identification of four (4) styles	$13,800
Task 5.5	Prepare Administrative Draft Objective Design Standards	$10,000
Task 5.6	Prepare Zoning Code Update	$5,000
Task 6	**Final Documents and Adoption**	$21,000
Task 6.1	Prepare Public Hearing Draft	$12,000
Task 6.2	Standards Testing	$4,000
Task 6.3	Public Hearings	$5,000
Task 7	**Post Approval Activities**	$13,000
Task 7.1	Handout, Update applications	$3,000
Task7.2	Checklist and Guidance Document	$4,000
Task 7.3	Staff Training	$6,000
	SUB-TOTAL	$149,800
	Direct Expenses	$200
	TOTAL	$150,000
Task 8	**Single Family Guidelines (OPTIONAL)**	$65,000
Task 8.1	Prepare Draft Guidelines	$40,000
Task 8.2	Prepare Final Guidelines	$17,500
Task 8.3	Meetings (2) with Cultual Heritage Commission	$4,000
Task 8.4	Staff Training	$3,500
	TOTAL (with Option)	$215,000

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TG+P HOURLY RATES

Senior Principal	$275.00
Principal	$250.00
Associate Principal	$220.00
Director	$200.00
Senior Associate	$185.00
Associate	$165.00
Urban Designer	$110.00
Professional & Administrative Personnel	2 ½ times Direct Personnel Expense

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Task 8 (OPTIONAL): Single Family ~~Objective Design Standards:~~ Design Guidelines

If desired by the City of South Pasadena: We ~~can~~ will substantially update ~~include~~ Single Family ~~Standards~~ Guidelines including two story residences, additions and duplexes as an Optional ~~additional~~ Service. These new guidelines will be web-friendly with hyperlinks and will take into account the latest code updates

The document will be organized into 3 main sections – 1) Non-Historic; 2) Historic and 3) Hillside. Within each section there will be guidelines for new homes as well as additions/alterations. We also imagine a section (which maybe stand-alone or incorporated into the three sections above) that deals with lot splits according to SB-9.

As part of this effort, we will include two workshops with the Cultural Heritage Commission.

Also, as part of this effort, we will provide a training session with staff on use of these Guidelines.

Conclusion

Through this project, South Pasadena has the opportunity to align state housing requirements with its enduring community values. By creating clear, defensible, and context-sensitive Objective Design Standards, we will help the City preserve its architectural heritage, streamline development review, and guide future growth in a way that reflects the community's vision.

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TORTI GALLAS + PARTNERS

City Council Agenda Report

ITEM NO. 6

DATE: September 2, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Nick Kimball, Assistant City Manager/CFO

SUBJECT: **CONSIDERATION TO APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH URBAN FUTURES, INC. FOR MUNICIPAL ADVISOR SERVICES IN CONNECTION WITH THE REFUNDING OF THE CITY'S OUTSTANDING WATER REVENUE BONDS**

Recommendation

It is recommended that the City Council:

1. Approve a Professional Services Agreement with Urban Futures, Inc. ("UFI") to provide Municipal Advisor services in connection with a potential refunding of the City's outstanding Water Revenue Bonds, for a contingent fee not to exceed $39,000, payable solely from bond proceeds upon the successful closing of a refunding transaction; and
2. Authorize the City Manager, or designee, to execute a Professional Services Agreement with Urban Futures, Inc., (Attachment 1) in a form approved by the City Attorney, and to execute any amendments thereto that do not materially increase the City's obligations.

Executive Summary

Following a competitive procurement process considering cost, clarity and thoroughness of analysis, breadth of service offering, a fully RFP-compliant contingent fee structure, and existing institutional knowledge of the City's water financing program, staff recommends that the City Council approve a Professional Services Agreement with Urban Futures, Inc. (UFI) to serve as the City's Municipal Advisor in connection with a potential refunding of the City's outstanding Water Revenue Bonds.

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%. As a 30-year transaction, 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, the Commission received 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.

On May 6, 2026, the City Council directed staff to proceed with a competitive procurement for municipal advisory services to evaluate and execute a refunding of the outstanding Water Revenue Bonds, if market conditions support it.

On June 3, 2026, the City issued Request No. CM26-03 for Municipal Advisor Services for Water Debt Refunding.

On June 29, 2026, the City received proposals from five (5) firms.

Analysis
The City currently carries two series of outstanding water revenue bond debt: the 2013 Water Revenue Bonds (average coupon of approximately 3.13%, currently callable) and the 2016 Water Revenue Refunding Bonds (average coupon of approximately 4.23%, with an outstanding balance of approximately $30.4 million as of June 30, 2025), which became callable for the first time in July 2026 (collectively “Water Bonds”).

Procurement Process
Given the potential for the Water Bonds to generate meaningful debt service savings for the Water Fund upon refunding, staff issued RFP No. CM26-03 to solicit Municipal Advisor proposals. The RFP required, among other things, that the selected firm be compensated on a contingency-fee basis payable solely from bond proceeds at closing, with no fee owed if a transaction does not close, and established a minimum net present value savings threshold of 3%, consistent with Government Finance Officers Association best practices.

The City received proposals by the June 29, 2026 deadline from the following five (5) firms (in alphabetical order):

1. Fieldman, Rolapp & Associates, Inc.;
2. Kosmont Financial Services;
3. PFM Financial Advisors LLC;
4. Sperry Capital Inc.; and
5. Urban Futures, Inc. (UFI)

A rating panel consisting of the City Treasurer, Assistant City Manager/CFO, Accounting Manager/Controller, and Budget & Purchasing Manager (“Rating Panel”) evaluated each proposal and considered the qualifications and experience of the firm, qualifications and experience of key personnel, proposed approach and understanding of scope, fee proposal, and references, among other considerations.

Based on this initial evaluation, Rating Panel invited the three highest-scoring firms – Fieldman Rolapp, PFM, and UFI – to a virtual interview process held on August 11, 2026. Following the interviews, staff requested an additional technical evaluation from each firm as well as their final fee quote.

After considering cost, clarity and thoroughness of analysis, breadth of service offering, a fully RFP-compliant contingent fee structure, and existing institutional knowledge of the City’s water financing program, the Rating Panel recommends award of a Professional Services

Agreement for Municipal Advisor Services to Urban Futures, Inc.

Urban Futures Inc.
Urban Futures, Inc. (UFI) is an independent, employee-owned municipal advisory firm founded in 1972 and headquartered in Walnut Creek, California, with a team of 20 public finance professionals, including 16 Series 50-licensed municipal advisor representatives. Since 2020, UFI has served as municipal advisor on more than $644 million in California water and sewer bond transactions and has advised over 300 public agencies statewide across the full range of municipal debt instruments, including general obligation bonds, lease revenue bonds, tax allocation bonds, and Mello-Roos/community facilities district financings. UFI provides a full range of public finance, financial planning, and post-issuance compliance services to California municipalities and special districts.

Fiscal Impact
UFI's compensation for Municipal Advisory Services is $39,000 and is structured on a contingency-fee basis and is payable solely from bond proceeds upon the successful closing of a refunding transaction, consistent with the requirements of RFP No. CM26-03. No fee is owed to UFI, and there is no impact to the Water Fund's operating budget, if a refunding transaction does not close for any reason, including a City election not to proceed, failure to achieve the minimum net present value savings threshold, or adverse market conditions.

Commission Review and Recommendation
The Finance Commission reviewed this matter at its regular meeting on March 26, 2026. Following a presentation, 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.

Attachment:
Attachment 1 - Urban Futures Inc Professional Services Contract (9-2-2026) DRAFT
Attachment 2 - UFI Proposal to South Pasadena 6-29-2026
Attachment 3 - RFP CM26-03 Municipal Advisor Services for Water Debt Refunding

PROFESSIONAL SERVICES AGREEMENT FOR CONSULTANT SERVICES

City of South Pasadena /Urban Futures, Inc.

1. IDENTIFICATION

This Professional Services Agreement ("Agreement") is entered into as of September 2, 2026, by and between the City of South Pasadena, a California municipal corporation ("City"), and Urban Futures, Inc. ("Consultant").

2. RECITALS

2.1. City has determined that it requires the following professional services from a consultant: Municipal advisor services for water debt refunding.

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 hereto as Exhibit A.

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

3.3. "Approved Fee Schedule": Consultant's compensation rates are set forth in the fee schedule attached hereto as Exhibit B and incorporated herein by this reference. This 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 Thirty-Nine Thousand Dollars ($39,000.00).

3.5. "Commencement Date": September 2, 2026

3.6. "Termination Date": September 1, 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 16 ("Termination") below. The term of this Agreement will be one (1) year beginning on September 2, 2026. The Agreement may be extended for two (2) additional one (1) year terms upon mutual written agreement of both parties.

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. Branden Kfoury shall be Consultant's project administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No change shall be made in Consultant's project administrator without City's prior written consent.

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

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

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

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

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

6. SUBCONTRACTING

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

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

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

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

7. COMPENSATION

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

7.2. **Invoices.** Consultant shall submit to City an invoice, on a monthly basis or as otherwise agreed to by the Agreement Administrator, for services performed pursuant to this Agreement. Each invoice shall identify the 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: Municipal advisor services for water debt refunding.
- 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:	$1,000,000 per occurrence
• General Aggregate:	$2,000,000
• Personal & Advertising Injury	$1,000,000
• Each Occurrence	$1,000,000
• Fire Damage (any one fire)	$100,000
• Medical Expense (any 1 person)	$5,000
• 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, nonowned, 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 claimsmade 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 noncontributory. 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	If to Consultant
Todd Hileman, City Manager of South Pasadena 1414 Mission Street South Pasadena, CA 91030 Phone: 626 403-7212 Email: cmoffice@southpasadenaca.gov	Branden Kfoury, Director City Urban Futures, Inc. 1470 Maria Creek Lane, Suite 315 Walnut Creek, CA 94596 Phone: 714-923-3560 Email: bkfoury@ufi.us

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 here from shall be effective and binding only if made in writing and executed by City and Consultant.

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

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

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

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

18. GENERAL PROVISIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

"City"	"Consultant"
City of South Pasadena	Urban Futures, Inc.
By:_____	By:_____
Todd Hileman	Branden Kfoury
Director	City Manager

Attest:

By:_____
Nikima S. Newsome
Chief City Clerk

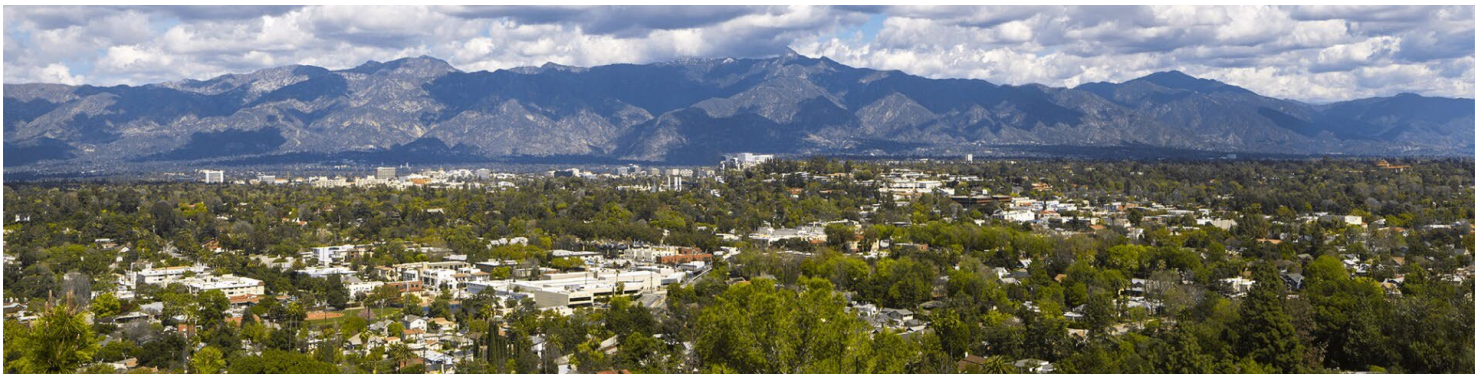
Approved as to form:

By:_____
Roxanne Diaz, City Attorney

City of South Pasadena

Request No. CM26-03
Municipal Advisor Services for Water Debt Refunding

Urban Futures, Inc.
June 29, 2026



UFI Financial Solutions

Public Finance | Public Management |Analytics & Compliance

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UFI | Financial Solutions

Urban Futures, Inc.
1470 Maria Creek Lane, Suite 315
Walnut Creek, CA 94596

June 29, 2026

Joan M. Powe, Procurement Contracts Administrator
1414 Mission Street
South Pasadena, CA 91030
626-403-7316
jpowe@southpasadenaca.gov

Re: Urban Futures, Inc. – Request for Proposals - Municipal Financial Advisory Services

Dear Ms. Powe:

Urban Futures, Inc. ("UFI") is pleased to submit this proposal to the City of South Pasadena (the "City") to serve as municipal advisor for the proposed refunding of the City's Water Revenue Refunding Bonds. UFI offers the City a uniquely qualified advisory team with deep water enterprise expertise, meaningful institutional knowledge of the City's credit, and a well-established technical platform supporting municipal advisory services for California public agencies.

UFI has a long-standing relationship with the City, including service as municipal advisor on the City's 2009 and 2013 water revenue bond financings, as well as ongoing continuing disclosure support for the City's outstanding obligations. This experience provides UFI with valuable institutional understanding of the City's Water Fund, debt covenants, operating history, and long-term infrastructure challenges. Equally important, UFI has evolved significantly since last serving as the City's municipal advisor, with expanded senior staffing, enhanced analytical resources, and substantially stronger quantitative modeling capabilities.

UFI combines deep statewide experience with meaningful local expertise. Our firm has advised over 300 public agencies throughout California and remains highly active in the municipal market. We regularly assist cities throughout the San Gabriel Valley and Southern California, giving us a practical understanding of regional economic conditions, development trends, and credit considerations. The City will be supported by a senior-level team with extensive experience in enterprise financings and long-term capital planning.

Our advisors combine advanced financial modeling, credit analysis, and strategic utility planning experience, allowing UFI to advise clients not only on transaction execution, but also on broader issues of rate stability, reserve adequacy, infrastructure replacement, and long-term financial resilience.

UFI believes South Pasadena's refunding opportunity should be evaluated within the broader context of the City's long-term utility strategy. Over the past decade, the City has made substantial progress strengthening the Water Fund through disciplined rate management, infrastructure investment, and prudent financial planning. In our view, effective debt management is not solely about generating present value savings—it is also about preserving affordability for ratepayers, maintaining financial flexibility, and aligning infrastructure replacement costs with asset life. UFI understands this balance and is well positioned to help the City navigate it.

UFI | Financial Solutions

Firm Profile. Founded in 1972, UFI is a full-service municipal advisory firm 100% dedicated to providing innovative solutions to California public agencies. UFI is registered as an independent municipal advisor with both the MSRB and the SEC and has no pending disciplinary actions. The firm is structured as a C-corporation and has remained independent and employee-owned since its founding. UFI has not been involved in any bankruptcy proceedings and is not aware of any pending or threatened litigation, claims, settlements, or judgments in excess of $25,000 that would materially impact its ability to provide the requested services.

Headquartered in Walnut Creek, UFI employs 20 professionals, including 16 Series 50-licensed municipal advisors, with five team members based in Southern California. The firm also has three registered Series 54 Principals who oversee municipal advisory activities to ensure full compliance with MSRB rules and other applicable regulations.

Clients engage our firm to provide a range of services, including municipal advisory assignments for debt issuance across a multitude of credits, capital funding analysis and preparation of finance plans, and non-municipal advisory services including post-issuance compliance financial forecasting, tax and revenue analysis, and development of fiscal strategies.

While UFI has long been recognized for its strategic advisory insight and client service, the firm today also offers a technically advanced municipal advisory platform supported by a broad team of senior-level municipal advisors with deep quantitative and analytical expertise. We are prepared to dedicate the resources necessary to deliver exceptional service to the City and execute this engagement efficiently and successfully. Michael Busch will serve as engagement lead and strategic advisor, with Branden Kfoury serving as transaction manager and day-to-day lead. This proposal is valid for at least 180 days from submission, and we have no exceptions to the Sample Professional Services Agreement. Further, we acknowledge all RFP addenda and we certify the accuracy of all submitted information.

Sincerely,

Michael Busch, Chief Strategy Officer
Office: (714) 923-3541
E-mail: mbusch@ufi.us

Branden Kfoury, Director
Office: (714) 923-3560
Email: bkfoury@ufi.us

1470 Maria Creek Lane, Suite 315
Walnut Creek, CA 94596

Experience

Experience with providing work for similar projects; thoughtfulness of approach and understanding of what is required to complete the project

PROJECT UNDERSTANDING & EXECUTIVE SUMMARY

UFI understands the City is seeking a municipal advisor to evaluate and, if advantageous, execute a refunding of the City's 2016 Water Revenue Refunding Bonds. The objective is not simply to refinance debt, but to determine whether current market conditions support a transaction that generates meaningful savings while preserving the long-term financial strength, flexibility, and affordability of the City's Water Fund.

South Pasadena's refunding opportunity should be evaluated in the context of the City's broader utility evolution over the past decade. When UFI previously worked with the City's water enterprise financing, the system faced significant infrastructure challenges, with numerous facilities operating beyond useful life and requiring substantial capital reinvestment. The need for infrastructure renewal was so significant that City staff brought deteriorated sections of rusted pipe to City Council meetings and conducted tours of water reservoirs to help decision-makers and the community understand the urgency of system improvements.

Since that time, the City has made substantial progress through disciplined rate management, strategic capital investment, and prudent financial planning. The Water Fund now maintains stronger liquidity, has addressed many critical infrastructure deficiencies, and has developed a more mature capital improvement planning framework.

In UFI's view, this refunding should therefore be evaluated not solely as a debt service savings exercise, but as part of the City's long-term utility strategy. Thoughtful debt management allows the City to smooth capital costs over time, reduce future rate volatility, preserve reserves, and align infrastructure replacement costs with asset life for the benefit of current and future ratepayers.

UFI is prepared to support the City through every phase of the engagement, from preliminary market analysis through transaction closing and post-issuance support. Our approach is designed to allow City staff and policymakers to focus on key strategic decisions while UFI manages the technical, analytical, and procedural complexities of the financing process. Our goal is straightforward: help the City achieve optimal transaction economics while minimizing execution risk and preserving future financial flexibility.

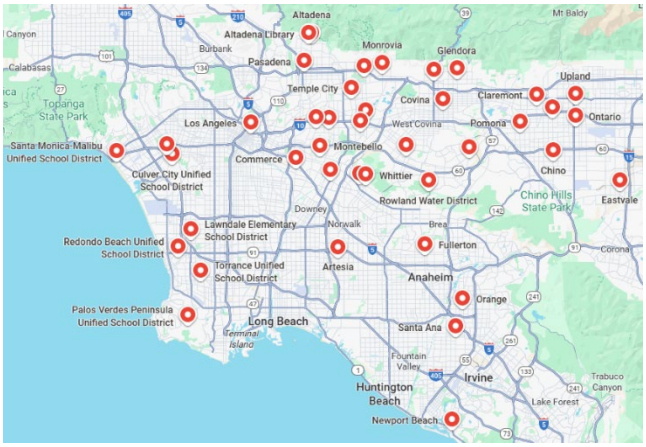
Provided below are select characteristics of our firm, which we believe distinguish us from others:

- **Top-Ranked Advisory Firm.** As California's #1 ranked municipal advisory firm by number of completed bond transactions since 2020 (Source: SDC). Our transaction volume provides real-time visibility into pricing trends, investor demand, credit spreads, and financing structures across California that few competitors can match.

Top Municipal Advisors for CA Municipal Bonds (January 1, 2020 - Present)

Rank	Firm	No. of Issues
1	**Urban Futures Inc**	**720**
2	Fieldman Rolapp & Associates	570
3	KNN Public Finance	414
4	PFM Financial Advisors LLC	341
5	Dale Scott & Company Inc	237

Source: SDC Platinum (Thomson Reuters)



- **San Gabriel Valley Experience.** UFI has intimate knowledge of the City and economic base having served as municipal advisor to numerous other agencies in the San Gabriel Valley, including Arcadia, Covina, Whittier, Pico Rivera, Glendora, Azusa, Monrovia, El Monte, South El Monte, Temple City, Pasadena, South Pasadena, Rosemead, Claremont, Pomona, Walnut Valley Water District, Rowland Water District, and Altadena Library District. In addition, UFI was engaged by the San Gabriel Council of Governments (COG) to analyze a possible termination of the agency's CalPERS pension plan. UFI remains committed to providing services and being an active corporate citizen in the region. Our regional presence gives us practical insight into the economic, political, and regulatory issues facing San Gabriel Valley agencies, including the ratepayer sensitivities and public policy considerations unique to utility enterprise financings.

- **High-Quality / Senior Input.** We are assigning four senior-level municipal advisors to the City's account with a combined 90+ years of public finance experience serving hundreds of public agencies across the State. UFI's municipal advisors and consultants include a former city finance director/assistant city manager, special district general counsel, public finance investment bankers, and a rating agency analyst, which allows us to offer the City a comprehensive blend of qualifications and resources. Prior to joining UFI, Mr. Busch served as Treasurer of the Indio Water Authority, where he was responsible for financing the Authority's administrative headquarters—this experience provided Mr. Busch with practical, operator-level understanding of utility rate setting, debt affordability, reserve policy, infrastructure planning, and enterprise fund governance. With advisors based on Southern California, we are available to meet with the City as often as is necessary to complete upcoming assignments.

- **Fiduciary Duty.** As your municipal advisor, UFI will serve in a fiduciary capacity—providing objective, unbiased advice based solely on the City's best interests***. In our 54-year history, UFI has never been subject to litigation by one of its clients or subject to an audit finding by the SEC or MSRB***. The benefits of our approach to the City include a fully transparent advisory process that is easy to present to Council members and the community at large.

EXPERIENCE PROVIDING WORK FOR SIMILAR PROJECTS

The assigned team has broad experience assisting issuers across California with water and wastewater-related financings, as well as strategic advisory assignments. Since January 1, 2020, UFI has served as municipal advisor on over $644 million of water and sewer transactions in the State (Source: CDIAC). We regularly engage with clients on new money and refunding transactions, and assist with issuers with capital planning, often participating in the rate study process to verify financing assumptions. Our current and recent water and sewer financings include engagements for the Cities of **Monterey Park, Beaumont, Ontario, Santa Ana, Coachella, and Covina, Diablo Water District, Rowland Water District, Walnut Valley Water District, and the Water Replenishment District of Southern California**, among others listed below.

Summary of UFI's Water & Wastewater Bond Financing Experience since 2020			
Sale Date	**Issuer**	**Description**	**Principal**
3/25/2026	Manteca	Water Refunding Bonds	$14,165,000
1/14/2026	Diablo Water District	Water Certificates of Participation	5,025,000
11/5/2025	Manteca Financing Authority	Wastewater Revenue Bonds	46,795,000
6/10/2025	Water Replenishment District of Southern California	Water Refunding Bonds	82,600,000
8/20/2025	City of Beaumont	Wastewater Refunding Bonds	71,805,000
8/7/2024	Ontario Public Financing Authority	Water Revenue Bonds	43,955,000
6/13/2024	Puente Basin Water Agency	Water Revenue Bonds	30,740,000
6/11/2024	Santa Ana Financing Authority	Water Revenue Bonds	44,160,000
4/30/2024	Monterey Park Financing Authority	Water Revenue Bonds	20,555,000
6/23/2022	Goleta Sanitary District	Wastewater Installment Sale Agreement	14,135,000
6/16/2022	Calaveras County Water District	Wastewater Installment Sale Agreement	$11,100,000
6/16/2022	Diablo Water District	Water Revenue Bonds	10,806,000
6/1/2022	Calaveras County Water District	Water Installment Sale Agreement	19,843,000
5/5/2022	Coachella (Series 2022B - Forward Delivery)	Water Refunding Bonds	6,225,000
3/24/2022	Sanger	Wastewater Refunding Bonds	13,655,000
3/1/2022	Upland	Water Refunding Bonds	15,750,000
2/23/2022	Coachella (Series 2022A)	Water Refunding Bonds	4,895,000
1/31/2022	San Juan Water District	Water Loan Agreement	8,152,537
10/1/2021	Upland	Water Refunding Bonds	6,553,000
9/1/2021	Rowland Water District	Water Refunding Bonds	36,170,000
9/1/2021	Walnut Valley Water District	Water Refunding Bonds	15,380,000
7/29/2021	Hercules	Wastewater Project	8,450,000
7/22/2021	Scotts Valley Water District	Water Installment Sale Agreement	6,150,000
6/3/2021	Soledad	Water Refunding Bonds	1,053,920
5/12/2021	King City	Wastewater System	4,012,670
5/11/2021	Oceanside	Water Refunding Bonds	8,950,000
12/3/2020	Ceres	Water Supply	20,280,000
12/1/2020	Covina	Water Installment Sale Agreement	18,883,578
9/22/2020	Tamalpais Community Services District	Wastewater Revenue Bonds	16,430,000
9/1/2020	Millview County Water District	Water System Improvements	3,000,000
3/12/2020	Ceres	Wastewater Installment Sale Agreement	6,355,000
3/12/2020	Ceres	Water Installment Sale Agreement	3,658,000
2/24/2020	Ukiah Valley Sanitation District	Wastewater	25,005,000
Total			**$644,692,705**

Innovative approaches/enhancements to similar projects

For enterprise agencies, including water systems, we evaluate refunding opportunities within the broader context of long-term capital planning, operating resilience, reserve adequacy, and rate affordability. This approach helps ensure each financing structure delivers both near-term savings and long-term strategic flexibility.

We are often engaged well in advance of a financing and work closely with our clients to inform rate studies and validate the capital financing assumptions that underpin long-term planning. In fact, we are currently working with several agencies in early phase capital planning for water system improvements. This includes an assignment with the **City of Azusa**, where we've been working with City staff and the City's rate consultant to provide bond scenarios and borrowing assumptions for a $25 million financing as well as a possible refinancing of existing bonds. Similarly, UFI is working with the **City of Coachella** on advanced planning for a future water and sewer bond issuance, participating in ongoing coordination with City staff and the rate consultant to align financing assumptions with long-term utility planning.

We also view each refunding as an opportunity to review existing debt covenants and, where appropriate, implement structural improvements. In certain cases, we assist clients in structuring refinancings that leverage savings to support new money capital needs or reduce pension liabilities. Equally important, UFI advises clients not to proceed with financings when market conditions or transaction economics do not support the client's objectives. Provided below are examples of recent refunding transactions in which we applied innovative approaches to achieve our clients' objectives.

Mission Springs Water District – UFI was engaged by the Mission Springs Water District through a competitive RFP process in December 2025 to assist with capital and financing planning for its new headquarters administration building. The estimated $28 million financing is a significant milestone for the District which has not previously issued enterprise revenue bonds in the public markets. UFI began working with the District early in the process to identify possible financing mechanisms that could be utilized for the financing. As part of this undertaking, UFI identified several existing water and sewer privately placed loans with restrictive debt covenants that would limit the District's ability to finance its upcoming capital needs. Following an analysis of the full debt portfolio, UFI advised the District on the payoff of approximately $1 million of existing obligations from District funds on hand, which freed up capacity to create a new revenue pledge for its upcoming financing. UFI was also instrumental in assisting the District with the engagement of other financing team members, including underwriter and trustee. This engagement demonstrates UFI's ability to identify covenant constraints early, restructure debt portfolios strategically, and improve financing capacity before entering the capital markets.

Walnut Valley Water District— In 2021, we served as Walnut Valley Water District's municipal advisor on a taxable advance refunding of its 2013 Bonds. As part of that transaction, rather than pursuing a conventional refunding, UFI designed and recommended a leveraged refunding strategy that converted refinancing savings into a meaningful pension liability reduction initiative. Through this structure, the District applied upfront savings as an Additional Discretionary Payment (ADP) to CalPERS to reduce its unfunded liability. We also coordinated the credit rating process with the underwriter, securing an upgrade from "AA" to "AA+" from S&P due to the District's strong debt service coverage. The refunding bonds priced in July 2021, achieving a final true interest cost of 2.07% and generating $2.27 million in debt service savings over the first three years, which were applied to reduce the District's pension liability.

In 2024, we were again engaged by the District to assist with financing for its new administration building. In preparation for the issuance, we worked closely with District staff to define project goals, funding requirements, and the timing of construction bids. The 2024 Bonds, issued in June 2024 through the District's Joint Powers Authority (JPA), received an "AA+" rating from S&P and achieved a true interest cost of 4.00% despite challenging market conditions, providing $33 million in net proceeds to fully fund the project.

City of Beaumont – UFI was engaged by the City of Beaumont in the wake of officials discovering financial mismanagement and fraud that masked a multimillion-dollar structural operating deficit. Less than two years after emerging from the SEC investigation, UFI was engaged by the City to serve as financial advisor on its first rated bond transaction, the 2018 Wastewater Revenue Bonds, which were issued to fund construction of a new Wastewater Plant, requiring $90 million of financing. UFI advised the City on key bond covenants and structuring options in order to strengthen the credit while maintaining flexibility for the City. As this was essentially a brand-

new credit, the presentation to the rating agency and obtaining bond insurance were crucial to the financing. UFI took the lead in developing a credit story for in-person presentations to S&P, Assured Guaranty, and Build America Mutual, which involved walking them through how the new City Council and new City management had meticulously implemented new policies and financial control systems to build transparency and fiscal sustainability (in addition to addressing S&P's rating criteria for wastewater revenue bonds). The City ultimately achieved an "A+" rating, along with very aggressive insurance and surety bids from both Assured Guaranty and Build America Mutual, and was able to lock in a very low all-in fixed borrowing rate of 3.95%.

UFI was engaged by the City again in 2025 on its issuance of $71.8 million Wastewater Revenue Bonds, Series 2025A, which refunded the 2018 Bonds and funded capital projects. ***UFI worked closely with the City's financing team to secure a credit upgrade to "AA-," reflecting the City's fiscal discipline and improved financial health since the issuance in 2018***.

UFI guided the City through a volatile market in the spring of 2026, during which time the NPV savings dropped below 3%. During this time UFI provided frequent market updates to City staff to ensure a transparent process. Starting in early August, interest rates began to decline, which pushed savings above the City's established 3% threshold. After a carefully coordinated process, the underwriter opened the order period on August 4th, receiving $205 million in orders, representing a 2.9x oversubscription. The transaction achieved $2.4 million of NPV savings, or roughly 3.31% of the refunded par amount. The City utilized the cash flow savings to fund various capital needs for the wastewater system.

Identify any aspects of the City's situation that the firm considers significant or that may require special attention

UFI believes the City's current financial position is best understood in the context of the Water Fund's long-term evolution. Over the past decade, South Pasadena has transformed its water utility from a system challenged by significant deferred infrastructure needs into a financially stronger enterprise with healthier reserves, improved infrastructure, and a more disciplined approach to capital planning. Achieving this progress required difficult policy decisions, including meaningful rate adjustments to stabilize operations and fund critical infrastructure investments.

As a result, the City is approaching this refunding from a position of financial strength. In UFI's view, the objective is not simply to refinance outstanding debt, but to determine whether the refunding can further strengthen the Water Fund by lowering borrowing costs while preserving long-term rate stability and financial flexibility.

Call Window and Market Timing. The City's 2016 Water Revenue Refunding Bonds become callable on October 1, 2026, creating a near-term refunding opportunity that requires disciplined execution. Based on preliminary analyses reviewed by UFI, current market conditions may support meaningful economic savings on the 2016 bonds; however, recent volatility in Treasury yields, municipal ratios, and credit spreads makes active market surveillance essential. UFI recommends disciplined monitoring and execution flexibility to capture favorable pricing windows rather than forcing a transaction based solely on calendar timing.

Enterprise Fund Financial Resilience. Because the Water Fund is supported solely by ratepayer revenues, the refunding should be evaluated based on more than debt service savings. UFI will assess the

transaction's impact on debt affordability, debt service coverage, reserve levels, liquidity, capital improvement planning, and future borrowing capacity. Our objective is to ensure the refunding strengthens the Water Fund's long-term financial position while maintaining rate stability and financial flexibility.

Transaction Economics and Savings Threshold. For a transaction of this size, controlling financing costs is critical to achieving meaningful savings. Underwriting compensation, legal fees, rating agency costs, verification expenses, and other costs of issuance must be weighed against projected debt service savings to determine whether the refunding provides sufficient economic benefit.

Based on our preliminary review, the City's 2016 Water Revenue Refunding Bonds appear to present the strongest refunding opportunity, while the 2013 bonds do not currently appear to generate meaningful savings under prevailing market conditions. UFI will continue to monitor market conditions and will recommend proceeding only if the economics justify the transaction.

Integration with Ongoing Rate Planning. Debt management should support the City's broader financial objectives. UFI will evaluate refunding opportunities alongside long-term capital needs, reserve policies, rate planning, and future financing requirements to ensure debt decisions complement the City's overall financial strategy. We will also advise the City on structuring any future new money bonds to comply with the covenants of the City's existing SRF loan.

Credit Story and Market Positioning. South Pasadena's credit profile has improved through stronger reserves, continued infrastructure investment, and disciplined financial management. UFI will work with the City to clearly communicate these strengths to investors, rating agencies, and potential credit enhancement providers. A well-developed credit strategy helps maximize investor demand and supports the lowest possible borrowing costs.

Demonstrated history of working collaboratively and cooperatively amongst team members, including proposed subconsultants

On every financing engagement, UFI serves as an extension of City staff and works collaboratively with all members of the financing team, including City staff, bond counsel, disclosure counsel, underwriters, trustees, fiscal agents, and other consultants. Our professionals have extensive experience working with virtually all of the leading underwriting and bond counsel firms in California, which allows us to efficiently coordinate responsibilities, facilitate communication, and proactively resolve issues as they arise.

We believe successful financings are built on a cooperative team approach. UFI works to ensure that all parties remain aligned on project objectives, schedules, and key decisions, while maintaining a shared focus on achieving the best possible outcome for the City. Our collaborative approach has contributed to the successful execution of hundreds of financings throughout California.

Demonstrated record of meeting budget, scope and schedule

UFI has a proven record of completing engagements within the agreed-upon scope of work, budget, and schedule. As municipal advisor, we serve in a fiduciary capacity and are obligated to act in the City's best interests. Our role is to lead the financing process, coordinate the work of the financing team and other City consultants, and keep the engagement moving efficiently toward timely, cost-effective completion.

Over the past several years, UFI has consistently helped clients achieve their project goals while meeting critical deadlines for governing board approvals, pricing decisions, closing requirements, and other key milestones. Our experience enables us to identify potential issues early, develop practical solutions, maintain project momentum, and control costs throughout the engagement.

Recent examples include UFI's service as municipal advisor on the City of Pasadena's $195 million General Obligation Bond issuance and the Santa Monica Successor Agency's $50.7 million Tax Allocation Bond refunding. In both cases, UFI coordinated multiple financing team participants, maintained the transaction schedule, and completed the financings in accordance with the established financing plan.

Preliminary Transaction Schedule

The 2016 Bonds become callable on October 1, 2026, and may be advance refunded on a tax-exempt basis beginning 90 days prior to the call date. Assuming the City initiates the financing process this summer, UFI anticipates a bond closing in the fall of 2026. Upon engagement, we will work closely with the City and financing team to develop a detailed financing schedule that reflects the City's objectives and transaction priorities. Our goal is to maintain an efficient process while allowing sufficient time for financing analysis, document preparation, credit review, marketing, and pricing. A draft financing schedule identifying the major milestones and responsible parties is provided below.

Date	Action	Responsibility
Month 1	City Council Meeting to approve financing team and proceeding with bond issuance	City
	Kick-Off Call/Meeting	All
	Draft Bond Documents and Prospectus	Bond/Disclosure Counsel
Month 2	Send Credit Package to Rating Agency	UFI
	Due Diligence Call and Rating Agency Credit Meeting	All
	Submit Document Package for City Council Approval	Bond/Disclosure Counsel
Month 3	Premarket Prospectus to Investors	Underwriter
	Sell Bonds/Pricing Call (Lock In Interest Rates)	Underwriter
	Close Bonds and Receive Proceeds	All

Proposed Staffing and Project Organization

Describe organization and management approach

The firm has 20 employees, 16 of whom are Series-50 licensed municipal advisors, including 5 based in Southern California. The firm is 100% committed to delivering consistent, high-quality public finance services from a senior team of qualified municipal advisors.

Urban Futures, Inc.

- ✓ 54 years in business
- ✓ 16 registered MAs
- ✓ 3 Series 54 Principals
- ✓ 100% focus on California public agencies
- ✓ #1 ranked CA firm since 2020*

1470 Maria Creek Lane, Suite 315 | Walnut Creek, CA 94596 | Tel: (714) 923-3541

**Source: SDC Platinum, Equal to each manager*

UFI offers a broad range of services through its three divisions, including the **Public Finance Group**, **Public Management Group**, and **Analytics and Compliance Group**, described below. Clients engage our firm to provide a range of services, including municipal advisory assignments for debt issuance across a multitude of credits, capital funding analysis and preparation of finance plans, and non-municipal advisory services including post-issuance compliance financial forecasting, tax and revenue analysis, and development of fiscal strategies.

***Public Finance Group* ("PFG")** provides municipal advisory services, debt analysis, financing plans, and access to capital markets for various transaction types, including Enterprise Revenue Bonds, General Obligation Bonds, Tax Increment financings, Real Property Leases, Equipment Leases, Land Secured Bonds, and Pension Obligation Bonds, as well as Public Private Partnerships (P3), and Enhanced Infrastructure Financing Districts (EIFDs). We help staff evaluate and implement various financing options for priority projects (including bonds, revolving lines of credit, and State and Federal loan programs) and refinancing opportunities.

***Public Management Group*[1] ("PMG")** provides in-depth and insightful analysis of our client's financial history and current position, revenue and expense structures, long-term liabilities and risks, and fiscal outlook through the use of custom financial models, long-term forecasts, and fiscal assessment tools that integrate a wide variety of econometric, financial and demographic data with key metrics, benchmarks and best practices. More importantly, the diversity and experience of our PMG team enables UFI to transform the financial data and analysis into actionable management information, reports and plans that provide specific recommendations, and strategies supported by the analytics that help our clients achieve their goals and objectives.

***Analytics and Compliance Group*[1]** provides services related to post-issuance compliance, including continuing disclosure, arbitrage rebate, and CDIAC reporting compliance. UFI's Analytics & Compliance Group is dedicated to managing the comprehensive continuing disclosure and post-issuance compliance needs of our California clients. UFI has been providing continuing disclosure services since 1994, when the reporting requirements were first mandated. We currently serve over 200 California cities, enterprise districts, utilities, successor agencies, joint powers and financing authorities, school districts, and charter schools, with extensive experience providing disclosure reporting for various credit types, legal structures, and methods of sale.

[1] Non-Municipal Advisory Service

Identify key personnel: education, credentials, experience, availability, current workload; Provide names, roles, current assignments, and commitment levels; Include a brief narrative on key staff's specialized skills; Submit an organizational chart with all personnel and subconsultant

Key Personnel. For the scope of services outlined in the RFP, UFI is assigning a senior-level team of four municipal advisory professionals with complementary expertise in utility finance, debt structuring, credit analysis, and post-issuance compliance. Michael Busch will serve as Engagement Lead and strategic advisor; Branden Kfoury will serve as Transaction Manager and day-to-day lead; James Morris will oversee post-issuance compliance matters; and Wing-See Fox will provide compliance oversight as the firm's Series 54 Principal. Together, Mr. Busch and Mr. Kfoury provide the City with a powerful combination of strategic advisory leadership and high-level transaction execution capability.
The assigned team brings decades of experience assisting California public agencies, with particular expertise in water and wastewater financings. Each team member contributes distinct strengths and perspectives, allowing UFI to provide comprehensive and strategic advisory services.

Project Team Organizational Chart



Availability/Workload. We will remain readily available to meet with City staff as often as necessary to successfully complete assignments and support the City's financing objectives. UFI carefully manages staff workloads to ensure adequate availability for each client engagement. The proposed team currently supports a variety of public agency clients throughout California; however, UFI intentionally manages staffing to ensure senior professionals remain actively engaged in client assignments. The City will receive direct access to senior advisors throughout the engagement, not delegated junior support. Existing client assignments will not diminish our responsiveness, availability, or service quality.

Furthermore, the core municipal advisory team is supported by a broader bench of professionals who are well-versed in all financing mechanisms utilized by the City. This scalable staffing approach ensures that the City consistently receives a high level of service throughout the term of the engagement. We are committed to delivering consistent, high-quality service throughout the term of the agreement.

Provided below is a summary of the assigned team, individual qualifications, credentials and experience.

UFI Team – Municipal Advisory Team Resumes

Municipal Advisory

Michael Busch, Chief Strategy Officer| (714) 923-3541



Role: Strategy/ Engagement Lead

Experience: Michael Busch brings a rare combination of executive municipal management experience, utility-sector operational knowledge, and sophisticated public finance expertise. With more than 30 years in public finance, including 19 years at UFI as former owner and Chief Executive Officer, Mr. Busch provides strategic leadership on complex financing assignments involving enterprise systems, infrastructure planning, and long-term fiscal strategy.

Current/Recent Clients: Beaumont, Walnut Valley Water District, Water Replenishment District of Southern California, Pomona, Ontario, Covina, Oceanside, Azusa/Azusa Light and Water, Lake Elsinore, and Menifee.

Education: M.P.A. – Finance and Public Works, Cal State University, Long Beach; B. A., Urban and Regional Planning, Cal State Polytechnic University, Pomona

Credentials: Series 50 Municipal Advisor Representative

Branden Kfoury, Director | (714) 923-3560



Role: Transaction Manager/Day-to-day coverage

Experience: Mr. Kfoury is a highly technical municipal advisor with deep expertise in debt structuring, quantitative analysis, and transaction execution. Over the past seven years at UFI, he has served as municipal advisor on more than $2.5 billion of financings across general obligation bonds, lease revenue bonds, enterprise financings, and community facilities districts. Mr. Kfoury is particularly skilled in refunding analysis, debt service optimization, savings modeling, and financing structure evaluation, making him exceptionally well suited to manage the City's proposed water refunding.

Current/Recent Clients: Fullerton, Encinitas, Ontario, Newport Beach, Santa Monica, Eastvale, Fullerton, Pasadena, and Menifee

Education: BS, Finance, New York University

Credentials: Series 50 Municipal Advisor Representative; CFA Level I

PMG Group – Continuing Disclosure Services

James P. Morris, Managing Director



Role: PMG Financial Forecasting/Consulting Lead

Experience: Jim Morris has over twenty-five years of experience working in the fields of financial analysis, municipal law and public agency governance. He specializes in assisting cities and special districts in the areas of long-term forecasting, fiscal stabilization and financial sustainability planning. Jim began his professional career as a public law attorney with Best & Krieger LLP, where he served as Assistant City Attorney for the cities of Corona and Ontario, and General Counsel for Western Municipal Water District.

Current/Recent Clients: Ontario, Alameda, Culver City, Pomona and South San Francisco

Education: Juris Doctorate and Master of Urban Planning, UCLA; Bachelors Degree, Dartmouth College

Credentials: Series 50 Municipal Advisor Representative

Series 54 Representative

Wing-See Fox, Managing Director | (650) 503-1500



Role: Series 54 Principal

Experience: Wing-See Fox currently serves as the firm's Series 54 Municipal Advisor. Ms. Fox has 15 years of experience in the field of municipal advising, public finance, and municipal securities. She has worked on over $3 billion in municipal debt offerings of various credits for cities and special districts. Wing-See excels in credit analysis, advising on bond pricings, and development of capital funding solutions to meet the needs of clients. Ms. Fox brings extensive water and wastewater transaction experience and is currently contracted to provide Interim General Manager services to the Ukiah Valley Sanitation District.

Current/Recent Clients: Oakland, Water Replenishment District of Southern California, Watsonville, Manteca, Pismo Beach, Atascadero, Goleta, and South San Francisco

Education: MBA, Columbia Business School; MSW, Columbia University School of Social Work, and BA from Stanford University.

Credentials: Series 50 Municipal Advisor Representative; Series 54 Municipal Advisor Principal

Include resumes (max 2 pages each) for key staff

Resumes are included in Appendix A.

Identify subcontracted functions and corresponding subconsultants if known

UFI does not intend to utilize sub-consultants for this engagement.

Relevant Qualifications and References

Identification of any actual or potential conflicts of interest with the City of South Pasadena or this transaction, including any existing or contemplated role as underwriter, placement agent, or financial intermediary on this or related transactions.

UFI is not aware of any actual or potential conflicts of interest with the City of South Pasadena or the proposed transaction. UFI is submitting this proposal solely in its capacity as Municipal Advisor and does not currently serve, nor does it contemplate serving, as underwriter, placement agent, broker-dealer, lender, or other financial intermediary in connection with this transaction. UFI has no relationships or interests that would impair its ability to provide independent and objective advice to the City.

As a registered Municipal Advisor, UFI is a fiduciary and acts in the City's best interests. Any contingent fee arrangements are fully disclosed in writing and structured in compliance with applicable SEC and MSRB requirements.

Should any actual or potential conflict of interest arise during the course of the engagement, UFI will promptly disclose such conflict to the City and take appropriate steps to address it in accordance with applicable laws and professional standards.

Detail experience with federal, state, and local codes, standards, and procedures, with example projects

UFI has extensive experience advising public agencies on financings that require compliance with federal, state, and local laws, regulations, policies, and procedures governing the issuance and administration of municipal debt. Our professionals routinely assist issuers with navigating IRS regulations applicable to tax-

exempt bonds, SEC and MSRB requirements, continuing disclosure obligations under SEC Rule 15c2-12, California Government Code provisions governing debt issuance, and local agency debt management policies and procedures.

For enterprise revenue financings such as the City's water bonds, this includes specialized analysis of rate covenant compliance, debt service coverage requirements, reserve requirements, additional bonds tests, and interactions with existing obligations such as SRF loans.

Our team works closely with clients, bond counsel, and other financing participants to ensure compliance throughout the financing process, from planning and structuring through bond issuance and post-closing administration. We also assist agencies with ongoing debt management, arbitrage rebate compliance, annual reporting obligations, and continuing disclosure filings.

Representative projects include:

- **City of Pasadena** – Served as municipal advisor on the approximately $195 million General Obligation Bond financing for the Central Library seismic retrofit and renovation project. UFI assisted the City with implementing the voter-approved bond authorization, coordinating the annual property tax levy process with Los Angeles County, and navigating the statutory and administrative procedures required for the issuance and ongoing administration of general obligation bonds.
- **City of Santa Monica** – Served as municipal advisor on the approximately $50.7 million Tax Allocation Refunding Bonds. UFI coordinated the required approval process with the California Department of Finance, Oversight Board, and Successor Agency, ensuring compliance with the statutory requirements governing redevelopment dissolution and tax allocation bond refundings.
- **City of Newport Beach** – Execution of multiple assessment district financings to fund utility undergrounding projects pursuant to the Improvement Bond Act of 1915. UFI guided the City through the statutory financing process while ensuring compliance with the City's debt management policy, including the preparation of financing memoranda evaluating financing alternatives and recommending the preferred financing structure for City Council consideration.
- **Numerous California Community Facilities Districts (CFDs)** – Formation and bond financings under the Mello-Roos Community Facilities Act, including annexation proceedings, rate and method of apportionment, public hearings, elections, and bond issuance.

Highlight qualifications relevant to the scope of work

As stated above, UFI has the resources, technical expertise, and transaction experience necessary to successfully execute the scope of work. Since 2020, we have completed over $644 million in water and wastewater financings, including multiple recent and ongoing engagements in the San Gabriel Valley, giving us strong familiarity with local agencies, credit dynamics, and capital planning needs in the region.

UFI has a demonstrated track record of structuring and delivering water and sewer financings in an efficient, cost-effective manner, with a consistent focus on meeting client timelines and budget expectations. Our approach is tailored specifically to the tasks outlined in the scope of services and is designed to ensure clear coordination across all phases of the financing process.

We align our work plan directly to the City's six key tasks, leveraging our experience across similar transactions to anticipate issues, streamline execution, and support timely decision-making. A summary of our approach is provided below.

TASK 1 — PRELIMINARY MARKET ASSESSMENT AND FEASIBILITY ANALYSIS

To formulate effective and pragmatic recommendations, UFI begins each engagement with thorough due diligence, research, and preliminary analysis. This process allows us to understand the City's goals and priorities, evaluate the financial and operational constraints affecting the Water Fund, and identify opportunities to achieve the City's objectives. UFI will work with City staff to evaluate financing scenarios, assess the financial impact of each alternative, and develop a comprehensive financing plan. During this phase, UFI will perform the following tasks:

- Schedule meetings or calls with staff to request all necessary data and discuss the needs and goals of the City;
- Review legal and financing documents for the City's current debt obligations, including the 2016 bonds;
- Assist with comprehensive credit analysis to determine the anticipated rating, preferred structure, and interest rate scale;
- Identify and analyze financing options for refunding the prior bonds and addressing any new money needs, if applicable;
- Prepare preliminary cash flows for financing alternatives;
- Advise the City on a minimum net present value savings threshold, consistent with the City's debt policy and GFOA best practices (typically 3%);
- Prepare a summary of cost of issuance; and
- Prepare a financing presentation to the City Council and/or Finance Commission, if desired.

TASK 2 — FINANCING TEAM COORDINATION AND PROCUREMENT

Following evaluation of the available financing options, UFI will work with the City to establish a financing schedule and implement the agreed-upon strategy.

UFI has worked with most major bond counsel, underwriting, and consulting firms active in California public finance. We are familiar with firms that have demonstrated experience with California water revenue bond transactions, as well as those most active in the Southern California region.

We also have significant experience managing and assisting staff with procurement processes for these services. We will review the scope, fees, and qualifications of each respondent; assist with evaluation and scoring; and provide a recommendation to the City. UFI maintains extensive California transaction databases that allow us to benchmark legal, underwriting, and related financing costs to ensure the City receives competitive pricing.

In addition to bond counsel and underwriter, we can assist the City with the engagement of additional service providers, including printers and a verification agent. Further, we anticipate that the City will pursue a bond rating for the refunding bonds, similar to the 2016 bond issue. UFI will coordinate the rating process, assist in preparing the credit presentation, and evaluate whether the cost of obtaining a rating is justified by the expected impact on borrowing costs.

TASK 3 — TRANSACTION STRUCTURING AND DOCUMENTATION REVIEW

One of the municipal advisor's most important responsibilities is independent oversight of the transaction process. UFI will coordinate the activities of the financing team and support the City through the following steps, as well as other related tasks as needed:

- *Develop the financing timetable:* UFI will coordinate with staff to develop a schedule that is consistent with the City's goals, staff availability, financing timing, and existing City Council meeting schedules.
- *Monitor the transaction process:* We will assist with preparation of information for the official statement; review and comment on financing documents, including resolutions, escrow agreements, and the indenture; and advise the City on good faith estimates and not-to-exceed parameters for the authorizing resolution.
- *Post-issuance compliance:* We will assist the City with post-issuance compliance matters, including a review of the continuing disclosure certificate for the refunding bonds.
- *Compute sizing and structure of the debt issue:* Utilizing municipal market data and bond sizing applications, UFI will independently verify cash flows and sizing analyses presented by the underwriter.
- *Plan and Coordinate Presentations to Ratings Agencies, Bond Insurers, and Investors:* UFI is well prepared to assist in the drafting and delivery of credit presentations to rating agencies.
- *Interest rates and timing:* Given the dynamic municipal market environment, UFI will monitor market conditions and provide recommendations on whether to proceed based on the City's minimum savings thresholds.

TASK 4 — MARKET MONITORING AND RATE TIMING ADVICE

UFI offers extensive expertise in the pricing and marketing of municipal securities. We will work on the City's behalf to maximize refunding savings and ensure that the transaction proceeds only if it meets the objectives established at the outset of the engagement. Throughout the process, we will provide regular market updates to City staff and coordinate with the underwriter to determine optimal transaction timing. UFI's work during this phase will include the following tasks:

- Coordinate with the underwriter to recommend a pricing strategy designed to achieve strong subscription levels while preserving investor interest;
- Monitor and track comparable transactions;
- Analyze alternative couponing and optional redemption strategies;
- Evaluate use of bond insurance;
- Assist with the negotiated sale, including advice regarding retail order periods and institutional marketing, analysis of comparable bonds and secondary market data, verification of cash flow calculations, and service as pricing advisor; and
- Provide updated savings figures to the City's rate consultant for incorporation into the City's ongoing utility rate study, if requested.

TASK 5 — CLOSING AND POST-CLOSING SUPPORT

Once the bonds are priced, UFI will coordinate the activities necessary to ensure a smooth closing process. We will review and verify final closing numbers, review all closing documents and certificates, and, if requested, prepare a post-closing summary report documenting the transaction results. UFI will also help oversee related closing activities, including CUSIP registration, CDIAC filings, and other required post-pricing tasks. After the bonds close, UFI will remain available as a resource to the City for finance-related questions, ongoing debt administration, and post-closing support.

TASK 6 — COORDINATION WITH CITY STAFF AND GOVERNING BODIES

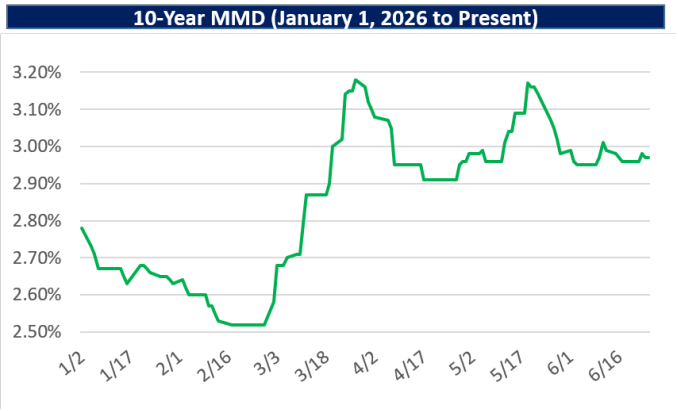
UFI is experienced in preparing and delivering presentations to elected officials and drafting staff report materials related to the adoption of financing documents. We can attend and present at City Council and Finance Commission meetings as requested. All presentations will be prepared in coordination with City staff to ensure consistency with the City's public communication standards and policy objectives.

PRELIMINARY ANALYSIS

Municipal Market Update.

Since we last met with the City in March 2026, the municipal market has experienced periods of volatility driven by inflation concerns, Treasury market movements, and geopolitical uncertainty, all of which have influenced municipal yields and investor sentiment.

Over the past two months, Municipal Market Data (MMD) yields for maturities of 10 years and shorter have increased by approximately 1 to 26 basis points. In contrast, longer-term rates have declined by as much as 15 basis points over the same period, reflecting continued strong investor demand for higher-yielding long-term bonds.



With the City's refunding anticipated later this year, UFI will continue to actively monitor market conditions and provide timely updates and strategic guidance to support the City in achieving optimal execution.

Water Fund Outstanding Debt. We have provided a summary of the City's outstanding water fund debt obligations as of Fiscal Year End 2025. In addition to the 2016 Bonds, the City has $2.065 million of 2013 Water Revenue Bonds outstanding, which are currently subject to optional redemption, as well as a 2018 SRF loan outstanding in the amount of $10.28 million.

Series	Issued	Outstanding	Final Coupon	Final Maturity	Call Date
Water Fund					
2013 Water Revenue Bonds	3/26/2013	$2,065,000	3.125%	10/1/2029	Any date @ 100%
2016 Water Revenue Bonds	11/10/2016	$29,325,000	3.375%	10/1/2039	10/1/2026 @ 100%
2018 SRF State Loan	4/27/2018	$10,281,344	1.700%	1/1/2050	--
Total		**$41,671,344**			

Refunding Analysis of 2016 Bonds. For purposes of the RFP, we conducted a preliminary refunding analysis of the 2016 Bonds based upon public market interest rates as of June 23, 2026. The analysis assumes closing in October 2026, and indicative tax-exempt interest rates based on an "A+" underlying rating, consistent with the 2016 Bonds' current rating. We also assumed the use of bond insurance and a surety policy, which could further reduce borrowing costs.

	Series 2016
Closing Date	10/6/2026
Final Maturity	10/1/2039
Par	$25,485,000
Refunded Par	$28,180,000
Average Coupon of Refunded Bonds	4.22%
True Interest Cost - Refunding Bonds	3.19%
NPV Savings ($)	**$1,586,992**
NPV Savings (%)	**5.63%**

Based on current market conditions, **the estimated net present value savings are roughly $1.59 million or 5.6% of refunded par, as shown in the table above.**

Despite recent upward pressure on short- and intermediate-term interest rates—where much of the refunding debt is expected to price—the projected savings remain strong and well above the City's suggested 3% NPV threshold.

2013 Bonds Refunding. We also evaluated a potential refunding of the 2013 Water Revenue Bonds, which mature in 2029 and carry interest rates ranging from 3.0% to 4.0%. Due to the relatively low coupons and the limited time remaining to maturity, a refunding of these bonds does not currently generate positive economic savings. As previously discussed, UFI will continue to monitor this opportunity and will update the City if market conditions improve sufficiently to meet or exceed the City's 3% NPV savings threshold.

Rating Agency Strategy. The City's water enterprise was last rated "A+" by Standard & Poor's in 2022. At that time, S&P cited key strengths, including robust all-in coverage, a strong local economy, and moderately affordable service rates. Offsetting these strengths, S&P noted moderately high leverage, the impacts of drought conditions, and the absence of regularly produced long-term financial forecasting and capital planning.

Based on the City's most recent 2025 ACFR, we observe several strengthening areas in the water system's financials that make a good case for an upgrade into the "AA" category. Further, we believe the City can demonstrate a strong management story: over the past decade, leadership successfully addressed deferred infrastructure needs through disciplined rate adjustments, capital investment, and prudent reserve accumulation, materially strengthening enterprise financial resilience.

As of fiscal year-end 2025, the water fund reported $33.9 million in unrestricted cash, representing more than 1,200 days of operating expenses—a substantial increase from approximately $9.4 million at the time of the prior rating. The City has also maintained strong debt service coverage over the past five years; based on S&P's all-in calculation, coverage has exceeded 1.6x since 2021, placing it within the strong to very strong range. In addition, the City's debt-to-capitalization ratio has declined over this period as debt has been retired and net position has grown.

Overall, the City's credit profile has strengthened across key S&P rating factors. Accordingly, we believe the City is well-positioned to make a compelling case for a one-notch upgrade from "A+" to the "AA" category. As the City's municipal advisor, UFI's primary objective will be to present the City in the strongest possible light and clearly articulate these credit strengths to achieve the highest possible rating outcome.

Propose procedural or technical enhancements that align with project objectives

UFI proposes five procedural and technical enhancements designed to improve execution efficiency, strengthen decision-making, and maximize savings.

1. *Dynamic Savings Monitoring.* UFI maintains a continuously updated refunding model using institutional-grade analytics tools, including DBC Finance, Bloomberg, TM3, and MMD market data. This enables real-time monitoring of projected savings, credit spreads, and transaction economics,

allowing the City to make informed go/no-go decisions as market conditions evolve.

2. *Scenario-Based Structuring Analysis*. UFI recommends evaluating multiple structuring scenarios, including par refunding, premium structures, and alternative amortization options, to determine which structure maximizes savings while preserving flexibility and minimizing ratepayer impacts.

3. *Independent Underwriter Fee Benchmarking*. UFI maintains extensive comparable transaction databases for California utility financings and uses these benchmarks to negotiate underwriting compensation and validate market pricing, helping reduce transaction costs.

4. *Council Decision Framework*. UFI provides concise decision memos and presentation materials structured around key decision points, including minimum savings thresholds, market windows, and transaction risks. This helps governing bodies make timely and well-informed policy decisions.

5. *Post-Transaction Savings Validation*. In addition to closing support, UFI provides a post-closing reconciliation comparing projected savings to actual results, creating transparency and documenting value delivered to the City.

Provide three references for comparable transactions completed in the last five years

We encourage you to contact any of our recent clients listed below to discuss their experience and satisfaction with UFI. We have provided contact information for three references below.

City of Ontario
Armen Harkalyan, Executive Director of Finance
E-mail: aharkalyan@ontarioca.gov Phone: (909) 395-2355
200 North Cherry Avenue, Ontario, CA 91764
Services provided: MA services for Lease Revenue Bonds, Water Revenue Bonds, Various CFD Bond Issues and CFD Formations; financial forecasting services

City of Santa Monica
Oscar Santiago, Finance Director
E-mail: Oscar.Santiago@santamonica.gov Phone: (310) 458-8281
1685 Main Street, Santa Monica, CA 90401
Services provided: MA services for Tax Allocation Bonds, Water Revenue Bonds (ongoing)

Walnut Valley Water District
Sherry Shaw, General Manager
E-mail: sshaw@walnutvalleywater.gov Phone: (909) 595-7554
271 S. Brea Canyon Road, Walnut, CA 91789
Services provided: MA services Water Revenue Bonds

Cost effectiveness and value of the fee proposal for all services described

UFI believes the value of a municipal advisor should be measured not by fee alone, but by the financial benefit delivered to the client. Through independent structuring analysis, market timing advice, pricing oversight, credit strategy, and fee negotiation, even modest improvements in transaction economics can generate savings to the Water Fund that materially exceed advisory costs.

For the proposed issuance of refunding bonds, UFI proposes a fixed contingent fee of **$45,000**, payable only upon successful closing of the financing, plus a not-to-exceed amount of $2,500 for reimbursable out-of-pocket expenses such as travel, data recovery, third-party data fees, and internal compliance requirements.

UFI is also available on a time-and-materials or hourly basis to provide services outside the municipal advisory scope, including capital and funding analyses, financial forecasts, special fiscal studies, and other consultant projects. Hourly rates for proposed positions are provided below.

UFI's Hourly Fee Schedule	
Chief Strategy Officer	$325
Managing Director/Director	$300
Associate/Analyst	$175

UFI's fee proposal is structured to provide exceptional value while aligning our compensation directly with the City's success.

Our proposed contingent-based fee ensures that the City incurs no advisory cost unless the refunding transaction successfully closes and delivers sufficient economic benefit to justify execution. This structure aligns UFI's incentives with the City's objectives: maximizing savings, minimizing financing costs, and avoiding unnecessary transactions.

The proposed fee reflects the full scope of services described in the RFP, including refunding analysis, financing team coordination, procurement support, transaction structuring, document review, market monitoring, pricing support, meeting attendance, closing coordination, and post-closing reporting.

UFI believes our fee is highly cost-effective when evaluated against the value delivered through:

- Optimization of refunding structure and execution timing
- Reduction in borrowing costs through pricing oversight and fee negotiation
- Protection of the City's financial interests through independent fiduciary advice
- Minimization of staff burden through comprehensive transaction management
- UFI's engagement will be led directly by senior municipal advisors with extensive utility financing

experience, providing the City with high-value strategic and technical guidance throughout the transaction.

Even modest improvements in interest rates, underwriting spread, or transaction structure can generate savings to the Water Fund that substantially exceed advisory fees. UFI's objective is to deliver measurable financial value that materially exceeds the cost of engagement.

Appendix A: Professional Resumes – UFI Team Members



MICHAEL BUSCH

Chief Strategy Officer

CONTACT

1470 Maria Lane, Suite 315,
Walnut Creek, CA 94596
TEL: (714) 923-3541
mbusch@ufi.us

EDUCATION

M.P.A. – Finance and Public Works
Cal State University, Long Beach

B. A., Urban and Regional Planning
Cal State Polytechnic University, Pomona

PROFESSIONAL AFFILIATIONS

Innovating Commerce Serving Communities (ICSC)
California Society of Municipal Finance Officers (CSMFO)
Past President – Municipal Management Association of Southern California (MMASC)
Past Chair – Cal-ICMA

Profile

Michael is a seasoned municipal executive and public finance professional with 30 years in public finance with the last 18 years at Urban Futures, Inc. (UFI), where he served as owner and Chief Executive Officer before becoming Chief Strategy Officer. His career includes senior leadership roles as Assistant City Manager, Finance Director, and founding member of the California Utility Executive Management Association (CUEMA) guiding public agencies with strategic fiscal management and operational leadership. Michael has advised cities, special districts, and nonprofits across California, helping them identify emerging trends, navigate complex policy issues, share best practices, and advance their missions through sound fiscal and economic strategies. Over his career, he has structured and managed more than $5 billion in tax-exempt and taxable debt, including lease revenue bonds/COPs, water and wastewater revenue bonds, pension obligation bonds, tax allocation bonds, CFD and assessment district bonds, and New Market Tax Credits. Recognized for linking prudent fiscal policies with economic development objectives, Michael has helped deliver numerous high-priority projects for communities statewide. His current and recent clients include the Cities of Beaumont, Pomona, Eastvale, Ontario, San Jacinto, Oceanside, Azusa/Azusa Light and Water, Lake Elsinore, and Menifee.

Relevant Project Experience

- City of Ontario – CFD Bonds, Lease Revenue Bonds, Water Revenue Bonds, Private Activity Financing
- Mission Springs Water District – Capital Planning and Certificates of Participation
- City of Beaumont Wastewater Bonds
- Oceanside Water Revenue Refunding Bonds
- City of Azusa Water Revenue Bonds



BRANDEN KFOURY

Director

CONTACT
1470 Maria Lane, Suite 315,
Walnut Creek, CA 94596
Tel: (714) 923-3560
bkfoury@ufi.us

EDUCATION
BS, Finance
New York University

PROFESSIONAL AFFILIATIONS
California Society of Municipal Finance Officers (CSMFO)

Profile

Branden Kfoury joined Urban Futures in 2019. He has worked on a variety of debt offerings for cities and special districts in California including, but not limited to utility revenue bonds, general obligation bonds, lease revenue bonds, CFD and assessment district bonds, as well as tax allocation bonds. Mr. Kfoury has extensive experience in all aspects of the bond financing process and excels at providing value-added debt structuring, credit and quantitative analysis. Previously, Mr. Kfoury worked as a Senior Associate at Fieldman, Rolapp & Associates where he supported the firm's city and special district clients. Mr. Kfoury has held prior roles in public finance investment banking, bond insurance, as well as in the technology industry. He graduated Cum Laude from New York University with a Bachelor of Science degree in Finance and a minor in Politics.

Relevant Project Experience

- City of Pasadena – General Obligation Bonds (Historic Library Renovation Project)
- City of Fullerton – CFD Refundings, tax allocation bonds, and CFD Formation
- City of Ontario – Water Revenue Bonds
- City of Encinitas – Lease Revenue Bonds
- City of Santa Monica – Water Revenue Bonds and Tax Allocation Bonds



WING-SEE FOX

Managing Director

CONTACT
1470 Maria Lane, Suite 315,
Walnut Creek, CA 94596
TEL: (650) 503-1500
wfox@ufi.us

EDUCATION

MBA
Columbia Business School

MSW
Columbia University School of Social Work

BA, Psychology
Stanford University

PROFESSIONAL AFFILIATIONS

Women in Public Finance (WIP)
Asian Americans in Public Finance (AAPF)
California Society of Municipal Finance Officers (CSMFO)
Communications Committee
Class of 2015 LeaderSpring Fellow

Profile

Wing-See Fox has over 15 years of experience in the fields of municipal advising, public finance, and municipal securities. She has worked on over $3 billion in municipal debt offerings for cities and special districts in California including lease revenue bonds and certificates of participation. She has recently executed lease transactions for the Cities of Claremont, South San Francisco, Orange, Atherton, the Town of Apple Valley and Cosumnes Community Services District. Wing-See excels in gaining a thorough understanding of credits, validating assumptions in financial projections, and structuring bond transactions to meet the needs of the issuer while maximizing credit strength and marketability to investors. She has extensive experience developing credit presentations geared towards the criteria of rating agencies in order to achieve the highest possible ratings. Prior to becoming a municipal advisor, Wing-See was a public finance investment banker, having worked at Raymond James Public Finance in San Francisco and UBS Investment Bank in New York.

Relevant Project Experience

- Water Replenishment District of Southern California
- City of Manteca – Wastewater Bonds
- Diablo Water District – Water Certificates of Participation
- San Juan Water District
- City of Alameda – CFD Bonds
- City of Goleta – Lease Revenue Bonds
- Cosumnes Community Services District –Certificates of Participation



JAMES MORRIS

Managing Director

CONTACT
1470 Maria Lane, Suite 315,
Walnut Creek, CA 94596
Tel: (714) 923-3542
jmorris@ufi.us

EDUCATION

Juris Doctorate and Master of Urban Planning
UCLA

Bachelors Degree
Dartmouth College

Jim Morris has over twenty years of experience working in the fields of financial analysis, municipal law and public agency governance. He specializes in assisting cities and special districts in the areas of long-term forecasting, fiscal stabilization and financial sustainability planning. His recent engagements include engagements for the Cities of Alameda, Culver City, Pomona and South San Francisco. Prior to joining UFI, Jim worked with the City of San Bernardino where he was tasked with successfully winding-down San Bernardino's former redevelopment agency, acknowledged as one of the most complex redevelopment dissolutions in the State of California. He was also a key advisor and strategist for the city's bankruptcy team on various organizational and fiscal restructuring matters, and drafted the strategic plan component for San Bernardino's municipal bankruptcy plan of adjustment. Jim began his professional career as a public law attorney with Best & Krieger LLP, where he served as Assistant City Attorney for the cities of Corona and Ontario, and General Counsel for Western Municipal Water District. He is a graduate of Dartmouth College and received both a Juris Doctorate and Master of Urban Planning from UCLA.

Appendix B: Preliminary Cash Flows

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City of South Pasadena
2026 Water Revenue Refunding Bonds (2016 Bonds)
Preliminary; Indicative Scale as of June 23, 2026
Assumed 'A+' Underyling Rating ('AA' Insured)

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SOURCES AND USES OF FUNDS

City of South Pasadena
2026 Water Revenue Refunding Bonds (2016 Bonds)
Preliminary; Indicative Scale as of June 23, 2026
Assumed 'A+' Underyling Rating ('AA' Insured)

Dated Date	10/06/2026
Delivery Date	10/06/2026

Sources:	
Bond Proceeds:	
Par Amount	25,485,000.00
Premium	3,290,759.80
	28,775,759.80

Uses:	
Refunding Escrow Deposits:	
SLGS Purchases	28,228,175.00
Delivery Date Expenses:	
Cost of Issuance	200,000.00
Underwriter's Discount	127,425.00
Bond Insurance	160,606.36
Surety	57,551.52
	545,582.88
Other Uses of Funds:	
Additional Proceeds	2,001.92
	28,775,759.80

SUMMARY OF REFUNDING RESULTS

City of South Pasadena
2026 Water Revenue Refunding Bonds (2016 Bonds)
Preliminary; Indicative Scale as of June 23, 2026
Assumed 'A+' Underyling Rating ('AA' Insured)

Dated Date	10/06/2026
Delivery Date	10/06/2026
Arbitrage yield	3.096563%
Escrow yield	3.096517%
Value of Negative Arbitrage	1.03
Bond Par Amount	25,485,000.00
True Interest Cost	3.191645%
Net Interest Cost	3.450151%
Average Coupon	5.000000%
Average Life	8.009
Par amount of refunded bonds	28,180,000.00
Average coupon of refunded bonds	4.221649%
Average life of refunded bonds	7.944
PV of prior debt to 10/06/2026 @ 3.096563%	30,414,378.51
Net PV Savings	1,586,992.25
Percentage savings of refunded bonds	5.631626%
Percentage savings of refunding bonds	6.227162%

SAVINGS

City of South Pasadena
2026 Water Revenue Refunding Bonds (2016 Bonds)
Preliminary; Indicative Scale as of June 23, 2026
Assumed 'A+' Underyling Rating ('AA' Insured)

Date	Prior Debt Service	Refunding Debt Service	Savings @	Present Value to 10/06/2026 3.0965631%
10/01/2027	2,460,837.50	2,311,552.08	149,285.42	144,919.68
10/01/2028	2,460,337.50	2,311,500.00	148,837.50	139,798.63
10/01/2029	2,456,837.50	2,307,000.00	149,837.50	136,416.94
10/01/2030	3,015,337.50	2,865,000.00	150,337.50	132,666.11
10/01/2031	3,017,137.50	2,867,250.00	149,887.50	128,328.85
10/01/2032	3,020,387.50	2,870,000.00	150,387.50	124,800.29
10/01/2033	3,023,387.50	2,873,000.00	150,387.50	120,961.25
10/01/2034	3,025,887.50	2,876,000.00	149,887.50	116,846.04
10/01/2035	3,027,637.50	2,873,750.00	153,887.50	116,280.41
10/01/2036	3,028,387.50	2,876,250.00	152,137.50	111,407.15
10/01/2037	3,032,887.50	2,883,000.00	149,887.50	106,362.83
10/01/2038	3,040,243.76	2,888,500.00	151,743.76	104,599.16
10/01/2039	3,039,225.00	2,887,500.00	151,725.00	101,602.99
	37,648,531.26	35,690,302.08	1,958,229.18	1,584,990.33

Savings Summary

PV of savings from cash flow	1,584,990.33
Plus: Refunding funds on hand	2,001.92
Net PV Savings	1,586,992.25

SUMMARY OF BONDS REFUNDED

City of South Pasadena
2026 Water Revenue Refunding Bonds (2016 Bonds)
Preliminary; Indicative Scale as of June 23, 2026
Assumed 'A+' Underyling Rating ('AA' Insured)

Bond	Maturity Date	Interest Rate	Par Amount	Call Date	Call Price
2016 Water Revenue Bonds, 2016W, SERIAL:					
	10/01/2027	5.000%	1,210,000	11/05/2026	100.000
	10/01/2028	5.000%	1,270,000	11/05/2026	100.000
	10/01/2029	5.000%	1,330,000	11/05/2026	100.000
	10/01/2030	4.000%	1,955,000	11/05/2026	100.000
	10/01/2031	5.000%	2,035,000	11/05/2026	100.000
	10/01/2032	5.000%	2,140,000	11/05/2026	100.000
	10/01/2033	5.000%	2,250,000	11/05/2026	100.000
	10/01/2034	5.000%	2,365,000	11/05/2026	100.000
	10/01/2035	5.000%	2,485,000	11/05/2026	100.000
	10/01/2036	5.000%	2,610,000	11/05/2026	100.000
			19,650,000		
2016 Water Revenue Bonds, 2016W, TERM39:					
	10/01/2037	3.375%	2,745,000	11/05/2026	100.000
	10/01/2038	3.375%	2,845,000	11/05/2026	100.000
	10/01/2039	3.375%	2,940,000	11/05/2026	100.000
			8,530,000		
			28,180,000		

BOND SUMMARY STATISTICS

City of South Pasadena
2026 Water Revenue Refunding Bonds (2016 Bonds)
Preliminary; Indicative Scale as of June 23, 2026
Assumed 'A+' Underyling Rating ('AA' Insured)

Dated Date	10/06/2026
Delivery Date	10/06/2026
Last Maturity	10/01/2039
Arbitrage Yield	3.096563%
True Interest Cost (TIC)	3.191645%
Net Interest Cost (NIC)	3.450151%
All-In TIC	3.414445%
Average Coupon	5.000000%
Average Life (years)	8.009
Duration of Issue (years)	6.724
Par Amount	25,485,000.00
Bond Proceeds	28,775,759.80
Total Interest	10,205,302.08
Net Interest	7,041,967.28
Total Debt Service	35,690,302.08
Maximum Annual Debt Service	2,888,500.00
Average Annual Debt Service	2,748,344.12
Underwriter's Fees (per $1000)	
Average Takedown	
Other Fee	5.000000
Total Underwriter's Discount	5.000000
Bid Price	112.412536

Bond Component	Par Value	Price	Average Coupon	Average Life	PV of 1 bp change
Serial Bond	25,485,000.00	112.913	5.000%	8.009	17,841.70
	25,485,000.00			8.009	17,841.70

	TIC	All-In TIC	Arbitrage Yield
Par Value	25,485,000.00	25,485,000.00	25,485,000.00
+ Accrued Interest			
+ Premium (Discount)	3,290,759.80	3,290,759.80	3,290,759.80
- Underwriter's Discount	-127,425.00	-127,425.00	
- Cost of Issuance Expense		-200,000.00	
- Other Amounts		-218,157.88	-160,606.36
Target Value	28,648,334.80	28,230,176.92	28,615,153.44
Target Date	10/06/2026	10/06/2026	10/06/2026
Yield	3.191645%	3.414445%	3.096563%

BOND PRICING

City of South Pasadena
2026 Water Revenue Refunding Bonds (2016 Bonds)
Preliminary; Indicative Scale as of June 23, 2026
Assumed 'A+' Underyling Rating ('AA' Insured)

Bond Component	Maturity Date	Amount	Rate	Yield	Price		Yield to Maturity	Call Date	Call Price
Serial Bond:									
	10/01/2027	1,055,000	5.000%	2.370%	102.548				
	10/01/2028	1,090,000	5.000%	2.430%	104.953				
	10/01/2029	1,140,000	5.000%	2.530%	107.060				
	10/01/2030	1,755,000	5.000%	2.600%	109.031				
	10/01/2031	1,845,000	5.000%	2.670%	110.809				
	10/01/2032	1,940,000	5.000%	2.760%	112.281				
	10/01/2033	2,040,000	5.000%	2.800%	113.871				
	10/01/2034	2,145,000	5.000%	2.870%	115.105				
	10/01/2035	2,250,000	5.000%	2.950%	116.078				
	10/01/2036	2,365,000	5.000%	3.040%	116.771				
	10/01/2037	2,490,000	5.000%	3.160%	115.652	C	3.291%	10/01/2036	100.000
	10/01/2038	2,620,000	5.000%	3.240%	114.913	C	3.469%	10/01/2036	100.000
	10/01/2039	2,750,000	5.000%	3.330%	114.088	C	3.630%	10/01/2036	100.000
		25,485,000							

Dated Date	10/06/2026	
Delivery Date	10/06/2026	
First Coupon	04/01/2027	
Par Amount	25,485,000.00	
Premium	3,290,759.80	
Production	28,775,759.80	112.912536%
Underwriter's Discount	-127,425.00	-0.500000%
Purchase Price	28,648,334.80	112.412536%
Accrued Interest		
Net Proceeds	28,648,334.80	

BOND DEBT SERVICE

City of South Pasadena
2026 Water Revenue Refunding Bonds (2016 Bonds)
Preliminary; Indicative Scale as of June 23, 2026
Assumed 'A+' Underyling Rating ('AA' Insured)

Period Ending	Principal	Coupon	Interest	Debt Service
10/01/2027	1,055,000	5.000%	1,256,552.08	2,311,552.08
10/01/2028	1,090,000	5.000%	1,221,500.00	2,311,500.00
10/01/2029	1,140,000	5.000%	1,167,000.00	2,307,000.00
10/01/2030	1,755,000	5.000%	1,110,000.00	2,865,000.00
10/01/2031	1,845,000	5.000%	1,022,250.00	2,867,250.00
10/01/2032	1,940,000	5.000%	930,000.00	2,870,000.00
10/01/2033	2,040,000	5.000%	833,000.00	2,873,000.00
10/01/2034	2,145,000	5.000%	731,000.00	2,876,000.00
10/01/2035	2,250,000	5.000%	623,750.00	2,873,750.00
10/01/2036	2,365,000	5.000%	511,250.00	2,876,250.00
10/01/2037	2,490,000	5.000%	393,000.00	2,883,000.00
10/01/2038	2,620,000	5.000%	268,500.00	2,888,500.00
10/01/2039	2,750,000	5.000%	137,500.00	2,887,500.00
	25,485,000		10,205,302.08	35,690,302.08

ESCROW REQUIREMENTS

City of South Pasadena
2026 Water Revenue Refunding Bonds (2016 Bonds)
Preliminary; Indicative Scale as of June 23, 2026
Assumed 'A+' Underyling Rating ('AA' Insured)

Period Ending	Interest	Principal Redeemed	Total
11/05/2026	118,134.65	28,180,000	28,298,134.65
	118,134.65	28,180,000	28,298,134.65

ESCROW DESCRIPTIONS

City of South Pasadena
2026 Water Revenue Refunding Bonds (2016 Bonds)
Preliminary; Indicative Scale as of June 23, 2026
Assumed 'A+' Underyling Rating ('AA' Insured)

	Type of Security	Type of SLGS	Maturity Date	First Int Pmt Date	Par Amount	Rate	Max Rate
Oct 6, 2026:							
	SLGS	Certificate	11/05/2026	11/05/2026	23,067,158	3.690%	3.690%
	SLGS	Certificate	11/05/2026		5,161,017		3.690%
					28,228,175		

SLGS Summary

SLGS Rates File	26JUN26
Total Certificates of Indebtedness	28,228,175.00

ESCROW STATISTICS

City of South Pasadena
2026 Water Revenue Refunding Bonds (2016 Bonds)
Preliminary; Indicative Scale as of June 23, 2026
Assumed 'A+' Underyling Rating ('AA' Insured)

Total Escrow Cost	Modified Duration (years)	Yield to Receipt Date	Yield to Disbursement Date	Perfect Escrow Cost	Value of Negative Arbitrage	Cost of Dead Time
Global Proceeds Escrow:						
28,228,175.00	0.079	3.096517%	3.096517%	28,228,173.97	1.03	
28,228,175.00				28,228,173.97	1.03	0.00

Delivery date	10/06/2026
Arbitrage yield	3.096563%

ESCROW SUFFICIENCY

City of South Pasadena
2026 Water Revenue Refunding Bonds (2016 Bonds)
Preliminary; Indicative Scale as of June 23, 2026
Assumed 'A+' Underyling Rating ('AA' Insured)

Date	Escrow Requirement	Net Escrow Receipts	Excess Receipts	Excess Balance
11/05/2026	28,298,134.65	28,298,134.85	0.20	0.20
	28,298,134.65	28,298,134.85	0.20	

Regulatory Disclosure

Conflicts of Interest and Other Matters Requiring Disclosures. Pursuant to Municipal Securities Rulemaking Board ("MSRB") Rule G-42, on Duties of Non-Solicitor Municipal Advisors, Municipal Advisors are required to make certain written disclosures to clients which include, amongst other things, Conflicts of Interest and any Legal or Disciplinary events of Urban Futures, Inc. (UFI) and its associated persons.

The following are potential conflicts of interest to be considered.

- UFI represents that in connection with the issuance of municipal securities, UFI may receive compensation from an Issuer or Obligated Person for services rendered, which compensation is contingent upon the successful closing of a transaction and/or is based on the size of a transaction. Consistent with the requirements of MSRB Rule G-42, UFI hereby discloses, that such contingent and/or transactional compensation may present a potential conflict of interest regarding UFI' ability to provide unbiased advice to enter into such transaction. The contingent fee arrangement creates an incentive for UFI to recommend unnecessary financings or financings that are disadvantageous to the client, or to advise the client to increase the size of the issue. This potential conflict of interest will not impair UFI's ability to render unbiased and competent advice or to fulfill its fiduciary duty to the client;
- UFI fees under this potential agreement may be based on hourly fees of UFI's personnel, with the aggregate amount equaling the number of hours worked by such personnel times an agreed-upon hourly billing rate. This form of compensation presents a potential conflict of interest because it could create an incentive for UFI to recommend alternatives that would result in more hours worked. This conflict of interest will not impair UFI's ability to render unbiased and competent advice or to fulfill its fiduciary duty to its clients;
- UFI's fees under this potential agreement, may be a fixed amount established at the outset of the Agreement. The amount is usually based upon an analysis by the client and UFI of, among other things, the expected duration and complexity of the transaction and the Scope of Services to be performed by UFI. This form of compensation presents a potential conflict of interest because, if the transaction requires more work than originally contemplated, UFI may suffer a loss; Thus, UFI may recommend less time-consuming alternatives, or fail to do a thorough analysis of alternatives. This conflict of interest will not impair UFI's ability to render unbiased and competent advice or to fulfill its fiduciary duty to the client;
- The fee paid to UFI increases the cost of investment to client. The increased cost occurs from compensating UFI for municipal advisory services provided.
- UFI serves a wide variety of other clients that may from time to time have interests that could have a direct or indirect impact on the interests of another UFI client. For example, UFI serves as municipal advisor to other municipal advisory clients and, in such cases, owes a regulatory duty to such other clients; These other clients may, from time to time and depending on the specific circumstances, have competing interests. In acting in the interests of its various clients, UFI could potentially face a conflict of interest arising from these competing client interests. UFI fulfills its regulatory duty and mitigates such conflicts through dealing honestly and with the utmost good faith with its clients;
- UFI does not have any affiliate that provides any advice, service, or product to or on behalf of the client that is directly or indirectly related to the municipal advisory activities to be performed by UFI;
- UFI has not made any payments directly or indirectly to obtain or retain its clients municipal advisory business;

- UFI has not received any payments from third parties to enlist UFI's recommendation to its clients of its services, any municipal securities transaction or any municipal finance product;
- UFI has not engaged in any fee-splitting arrangements involving UFI and any provider of investments or services to its clients;
- UFI does not have any legal or disciplinary event that is material to its clients evaluation of the municipal advisory or the integrity of its management or advisory personnel;
- UFI does not act as principal in any of the transaction(s) related to this Agreement;
- Certain employees of Urban Futures, Inc. hold ownership interests in and serve as directors of California Municipal Statistics, Inc., a company that provides information services for municipal bond offerings and ongoing disclosures. These roles may result in financial or other benefits to those employees or the company. Urban Futures, Inc. maintains policies and procedures to manage any potential conflicts of interest and to ensure that our advice to clients remains objective, impartial, and in the best interests of our clients, consistent with our fiduciary duty.

Legal Events and Disciplinary History. UFI does not have any legal events and disciplinary history on its Form MA and Form MA-I, which includes information about any criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations and civil litigation. The Town may electronically access UFI's the most recent Form MA and each most recent Form MA-I filed with the Commission at the following website: www.sec.gov/edgar/searchedgar/companysearch.html. There have been no material changes to a legal or disciplinary event disclosure on any Form MA or Form MA-I filed with the SEC.

Request for Proposals

City of South Pasadena
Request No. CM26-03
for
Municipal Advisor Services for Water Debt Refunding

Anticipated RFP Schedule

Request for Proposals (RFP) Issued	June 3, 2026
Written Questions from Proposers Due	June 15, 2026, by 5:00 PM
Written Proposals Due	June 29, 2026, by 5:00 PM
Virtual Oral Interviews (only if necessary)	TBD
Contract Award	Council Meeting Approval Date TBD

* All dates and times are subject to change at City's sole discretion.

RFP Contact at City of South Pasadena
All communication and/or contact with City staff regarding this RFP prior to contract award shall be directed to:

Joan M. Powe, Procurement Contracts Administrator
1414 Mission Street
South Pasadena, CA 91030
626-403-7316
jpowe@southpasadenaca.gov

Commencing on the date of the issuance of this RFP and continuing until award of the contract or cancellation of this RFP, no Proposer, subconsultant, lobbyist or agent hired by the Proposer shall have any contact or communications regarding this RFP with any City staff or any contractor or Proposer involved with the procurement, other than the City staff named above, or unless expressly permitted by this RFP. Contact includes telephone, e-mail or formal written communication. Any Proposer, subcontractor, lobbyist or agent hired by the Proposer that engages in such prohibited communications may result in disqualification of the Proposer at the sole discretion of the City.

Section 1: Instructions to Proposers

Background
South Pasadena is an independent city with a population of approximately 26,000 residents, located six miles northeast of downtown Los Angeles, bordered by Pasadena, San Marino, Los Angeles, and Alhambra. Known for its high-quality public education, diverse communities, and active civic engagement, the City fosters a strong sense of local identity. South Pasadena is a full-service General Law City operating under the City Council–City Manager form of government, providing police, fire, public works, library, and community development services.

Project Description
The City of South Pasadena (City) invites proposals from qualified, registered municipal advisors to provide municipal advisory services in connection with a potential refunding of the City's 2016 Water Revenue Refunding Bonds ("the Bonds"). The City is soliciting these services to evaluate current market conditions, confirm the feasibility and financial merits of a refunding transaction, and, if directed by City Council, assist in executing a refunding that produces meaningful present value savings for Water Fund ratepayers. The City's Water Fund is an Enterprise Fund that accounts for the construction, operation, and maintenance of the City-owned water distribution system. The Water Fund is funded through utility rates charged to customers and is designed to be financially self-sustaining.

Outstanding Water Revenue Bond Debt

The City currently carries two series of outstanding water revenue bond debt, collectively referred to as the Bonds:

- **2013 Water Revenue Bonds:** Original issuance. Average coupon of approximately 3.13%. Currently callable.
- **2016 Water Revenue Refunding Bonds:** Issued to refund the City's 2009 water revenue bonds. Average coupon of approximately 4.23%. Outstanding balance of approximately $30.4 million as of June 30, 2025. These bonds become callable for the first time in July 2026.

Additional information related to the outstanding Water Fund debt is included in the City's most recent Annual Comprehensive Financial Report as of June 30, 2025:
https://www.southpasadenaca.gov/files/assets/public/v/1/finance/documents/city-of-south-pasadena-acfr-year-ending-june-30-2025.pdf

Municipal Advisor Registration Requirement

Pursuant to the Dodd-Frank Wall Street Reform and Consumer Protection Act and rules adopted by the Municipal Securities Rulemaking Board (MSRB), the selected firm must be registered as a Municipal Advisor with the Securities and Exchange Commission (SEC) and the MSRB, and must act as the City's fiduciary throughout the engagement. Firms that serve or intend to serve in an underwriting capacity on this transaction are not eligible to serve as the City's Municipal Advisor.

Compensation

The Municipal Advisor shall be compensated on a contingency fee basis, payable solely from bond proceeds upon successful closing of the refunding transaction. No fee shall be owed if the transaction does not close for any reason, including a City election not to proceed, failure to achieve the minimum NPV savings threshold, or adverse market conditions.

Proposers shall submit a fee proposal, inclusive of all services described in this Scope of Services. The fee proposal shall clearly identify any services or expenses that are excluded from the proposed fee and would be billed separately, along with the basis for such charges.

Scope of Services

The City reserves the right to expand or modify the scope of work by mutual agreement of the parties. The selected Municipal Advisor shall provide the following services:

Task 1 — Preliminary Market Assessment and Feasibility Analysis

Upon engagement, the Municipal Advisor shall:

- Conduct a current-market assessment of interest rate conditions and projected refunding savings for the Bonds, updating the preliminary analysis based on market conditions at the time of engagement.
- Evaluate and recommend an appropriate transaction structure, including the choice between a current refunding or advance refunding (if applicable under current tax law), negotiated sale versus competitive sale, and fixed-rate versus variable-rate options.

- Identify the optimal call or settlement date and assess any constraints arising from the existing bond documents, including the bond indenture, continuing disclosure agreement, and IRS tax certificate.
- Review the City's existing debt covenants and rate covenant requirements and advise on any structural considerations necessary to ensure compliance in the refunding transaction.
- Establish a minimum net present value savings threshold, consistent with Government Finance Officers Association (GFOA) best practices (minimum 3% NPV), below which the transaction should not proceed.
- Present findings and recommendations to City staff, the Finance Commission, and City Council in connection with the authorization of the refunding.

Task 2 — Financing Team Coordination and Procurement

The Municipal Advisor shall assist the City in assembling and managing the financing team, including:

- **Bond Counsel:** Assist the City in soliciting qualifications from bond counsel firms with demonstrated experience in California water revenue bond transactions. Review proposed scope, fees, and qualifications, and make a recommendation to the City.
- **Underwriter:** Solicit competitive bids or qualifications from investment banks for underwriting services. Evaluate proposed underwriting spread, demonstrated distribution capabilities, and experience with comparable California water enterprise transactions. Make a recommendation to the City.
- **Fiscal Consultant (Financial Consultant):** Assist the City in identifying and engaging a qualified independent fiscal consultant to prepare the rate covenant certificate and financial projections required for the official statement.
- **Bond Rating Agency (if applicable):** Advise the City on whether to pursue a rating on the refunding bonds, including an assessment of the likely rating outcome, the associated fee, and the impact on borrowing cost relative to the cost of the rating engagement.

The Municipal Advisor shall serve as the City's primary point of contact for all financing team members and shall coordinate the activities of the team from transaction initiation through closing.

Task 3 — Transaction Structuring and Documentation Review

The Municipal Advisor shall:

- Develop and maintain a detailed transaction timeline with milestones coordinated across all financing team members, City staff, and City Council authorization requirements.
- Review and provide comment on all transaction documents, including the official statement, bond purchase agreement, indenture supplement or new indenture,

continuing disclosure agreement, escrow agreement, and related resolutions, to ensure that the City's financial interests are protected.

- Advise the City on pricing and market conditions in advance of the pricing date, provide a recommendation on whether to proceed based on the minimum savings threshold, and confirm that the final interest rates and underwriting spread are consistent with market terms for comparable transactions.
- Review the accuracy and completeness of the preliminary official statement and final official statement, including the financial data and risk disclosures pertaining to the Water Fund.
- Advise on post-issuance compliance obligations, including IRS arbitrage rebate requirements and ongoing MSRB/SEC continuing disclosure requirements.

Task 4 — Market Monitoring and Rate Timing Advice

The Municipal Advisor shall monitor interest rate markets from the date of engagement through transaction closing and:

- Provide regular updates to City staff on market conditions and their impact on projected refunding savings.
- Advise the City on the optimal timing for pricing the bonds relative to market conditions, Treasury benchmarks, and the bond calendar.
- If market conditions deteriorate to the point that the minimum NPV savings threshold cannot be achieved, advise the City promptly and recommend deferral or cancellation of the transaction until conditions improve.
- Coordinate with the City's rate study consultant to ensure that projected refunding savings are reflected in the Water Fund's financial projections for purposes of the ongoing utility rate study.

Task 5 — Closing and Post-Closing Support

The Municipal Advisor shall:

- Coordinate and attend all required pre-closing calls and the bond closing.
- Verify the accuracy of the final closing numbers, including the refunding escrow funding amounts, accrued interest, and cost of issuance allocations.
- Provide a post-closing summary report documenting the final transaction terms, achieved savings, and comparison to the preliminary estimates presented to City Council.
- Advise on any post-closing matters, including escrow verification, CUSIP registration, and required filings with the California Debt and Investment Advisory Commission (CDIAC).

Task 6 — Coordination with City Staff and Governing Bodies

The Municipal Advisor shall attend and present at City meetings as requested, which may include:

- Finance Commission meetings to report on transaction progress or market conditions.
- City Council meetings for authorization of refunding documents and bond sale.
- Staff briefings and working sessions as needed throughout the transaction.

All presentations shall be prepared in coordination with City staff and shall comply with the City's public communication standards. Presentation materials shall be submitted to the City Manager's Office for review prior to any public meeting.

Deliverables

The Municipal Advisor shall provide the following deliverables, at a minimum:

1. Updated refunding feasibility analysis with current market data.
2. Written recommendation memorandum addressing transaction structure, call date, minimum savings threshold, and recommended financing team composition.
3. Financing team solicitation materials (RFQ/RFP templates) for bond counsel, underwriter, and fiscal consultant, customized for the City's transaction.
4. Detailed transaction timeline and closing checklist, updated throughout the process.
5. Written review memoranda for each major transaction document, summarizing key terms and flagging any provisions that may conflict with the City's interests.
6. Pre-pricing recommendation memorandum confirming whether the minimum NPV savings threshold has been met and recommending whether to proceed.
7. Post-closing transaction summary report, including final savings analysis, comparison to projections, and documentation of all closing costs.

Section 2: Submittal Requirements

Proposals shall be concise, well organized and demonstrate qualifications and applicable experience**. Each proposal shall be no more than twenty-five (25) pages in length, not including resumes, sample project pages, or proposal forms.**

Proposal Content

Cover Letter (Max 2 pages, addressed to Joan M. Powe, Procurement Contracts Administrator)

- Confirm SEC and MSRB Municipal Advisor firm registration with no pending disciplinary action

- Provide Firm profile; services, founding year, organization type, office locations, and staff size
- Financial status: bankruptcy, litigation, claims over $25,000, office changes, mergers/acquisitions
- Identify the authorized negotiator and signatory, including company legal name, address, phone, and contact info for negotiation and evaluation
- Acknowledge all RFP addenda obligations
- Confirm proposal is valid for at least 180 days from submission
- Accept or note exceptions to the Sample Professional Services Agreement
- Include signature of authorized representative and a statement certifying accuracy of all submitted information

Experience

- Experience with providing work for similar projects; thoughtfulness of approach and understanding of what is required to complete the project
- Innovative approaches/enhancements to similar projects
- Identify any aspects of the City's situation that the firm considers significant or that may require special attention
- Demonstrated history of working collaboratively and cooperatively amongst team members, including proposed subconsultants
- Demonstrated record of meeting budget, scope and schedule

Proposed Staffing and Project Organization

- Describe organization and management approach
- Identify key personnel: education, credentials, experience, availability, current workload
- Include resumes (max 2 pages each) for key staff
- Provide names, roles, current assignments, and commitment levels
- Include a brief narrative on key staff's specialized skills
- Submit an organizational chart with all personnel and subconsultant
- Identify subcontracted functions and corresponding subconsultants if known

Relevant Qualifications and References

- Identification of any actual or potential conflicts of interest with the City of South Pasadena or this transaction, including any existing or contemplated role as underwriter, placement agent, or financial intermediary on this or related transactions.
- Detail experience with federal, state, and local codes, standards, and procedures, with example projects
- Highlight qualifications relevant to the scope of work
- Propose procedural or technical enhancements that align with project objectives
- Provide three references for comparable transactions completed in the last five years
- Cost effectiveness and value of the fee proposal for all services described

Section 3: Evaluation Criteria (100 Points Total)

Proposals will be evaluated by a selection panel that includes the City Treasurer and City staff. The City reserves the right to conduct interviews with one or more finalists prior to selection. Proposals will be evaluated based on the following criteria:

Qualifications and Experience of the Firm	30
Qualifications and Experience of Key Personnel	25
Proposed Approach and Understanding of Scope	25
Fee Proposal	15
References	5
Total Points	**100**

Section 4: General Provisions

Examination of Proposal Documents
By submitting a Proposal, the Proposer represents that they have thoroughly examined and become familiar with the work required under this Request For Proposals (RFP) and can perform quality work to achieve the City's objectives. The Proposer is prepared to comply with all local, state, and federal statutes and regulations applicable to the work performed.

Addenda
The City of South Pasadena reserves the right, at its sole discretion, to revise the RFP documents. Any changes to the requirements of this RFP will be made by written addendum. Any written addenda issued pertaining to this RFP shall be incorporated into the terms and conditions of any resulting Agreement. Addenda will be posted on the City's online bidding system, Planet Bids, and will be available to download. It is the responsibility of Proposers and other interested parties to check the online bidding system regularly during the solicitation period for updated information. The City will not be bound to any modifications to or deviations from the requirements set forth in this RFP as the result of oral instructions. Proposers shall acknowledge receipt of addenda in their proposals. Failure to acknowledge receipt of addenda may cause the proposal to be deemed non-responsive to this RFP and therefore be rejected.

Questions and Requests for Clarifications
- Examination of Documents
    - Proposers and other interested parties are encouraged to promptly notify the City of any apparent errors or inconsistencies in the RFP inclusive of all attachments, exhibits and appendices.
- Submitting Requests

- All questions regarding this RFP must be submitted in writing via the City's online bidding system, Planet Bids, by the deadline listed. No other questions will be received after the deadline. Only written questions will be considered. All questions and answers will be published on Planet Bids.
- Under no circumstances should prospective Proposers discuss with, or inquire of any City Proposers, employees (except for City contact as identified), city and county employees or elected officials on any matter relating to this solicitation.

Submission of Proposals

Proposer shall submit one proposal in PDF Format via the City's online bidding system, Planet Bids, by the deadline listed above.

Acceptance of Proposals

- The City reserves the right to accept or reject any and all proposals, or any item or part thereof, or to waive any informalities or irregularities in any proposals.
- The City reserves the right to amend, withdraw or cancel this RFP at any time without prior notice, and it makes no representations that any contract will be awarded to any Proposer responding to this RFP.
- The City reserves the right at its sole discretion to modify this RFP should the City deem that it is in the best interest to do so.
- Proposals received by the City are public information and will be made available to any person upon request, after the entire proposal evaluation process has been completed.
- Submitted proposals are not to be copyrighted.

Pre-Contractual Expenses

- The City shall not, under any circumstances, be liable for any pre-contractual expenses incurred by any Proposer in preparation of its proposals.
- Pre-contractual expenses are defined as expenses incurred by the Proposer in:
  - Preparing its proposal and related information in response to this RFP
  - Submitting that proposal to the City
  - Negotiating with the City any matter related to this proposal
  - Costs associated with interviews, meetings, travel or presentations
  - Any other expenses incurred by the Proposer prior to the date of award or contract execution

Conflict of Interest

Proposer agrees to avoid organizational conflicts of interest. An organizational conflict of interest means that due to other activities, relationships or contracts, the Proposer is unable, or potentially unable to render impartial assistance or advise the City; Proposer's

objectivity in performing the work identified in the specifications is, or might be, otherwise impaired; or the Proposer has an unfair competitive advantage. Proposer is obligated to fully disclose to the City in writing any conflict-of-interest issues as soon as they are known to the Proposer. All disclosures must be disclosed at the time of Proposal submittal.

Period of Performance
Performance under a contract awarded pursuant to this RFP is estimated to commence in accordance with the anticipated RFP schedule.

General Terms and Conditions

- The City reserves the right to reject any or all proposals, waive informalities, and select the proposal deemed in the best interest of the City.
- Appendix A contains a copy of the anticipated professional services agreement including the general terms and conditions of an agreement to provide services for this project.
- Proposers must review the insurance requirements as they are written in the anticipated professional services agreement provided with this RFP. Upon award, the City will request the appropriate insurance documents and certifications to ensure that the successful Proposer is compliant with the requirements as set forth in the professional services agreement.
- The City reserves the right to modify the professional services agreement to the extent that it deems necessary either before or during any negotiations with the selected Proposer.
- The Proposer is expected to review the general terms and conditions and acknowledge their acceptance of Appendix A in the Proposal Cover letter (or their objections to specific parts of Appendix A) as a mechanism to expedite the contract negotiation process.
- To accommodate possible delays during contract negotiation, all parts of the Proposal shall be valid for one hundred eighty (180) days after submittal of the Proposal.
- Nondiscrimination
  The City will not discriminate against any interested Proposers on the grounds of race, religious creed, color, national origin, ancestry, handicap, disability, marital status, pregnancy, sex, age, or sexual orientation.
- The City's Right to Modify RFP
  The City reserves the right at its sole discretion to modify this RFP (including but not limited to the requirements and or the selection criteria) should the City deem that it is in the best interest to do so. Any changes to the proposal requirements will be made by written addendum and transmitted via email. The failure of a Proposer to read any addenda shall have no effect on the validity of such modification.
- The City's Right to Cancel RFP
  The City reserves the right at its sole discretion to cancel this RFP in part or its entirety should the City deem that it is in the City's best interest to do so.

- The City's Right to Extend RFP Deadlines
  The City reserves the right to extend any of the deadlines listed in this RFP by written addenda should the City deem that it is in the best interest to do so.
- Liability for Proposal Errors
  Proposers are liable for all inaccurate factual statements, errors and omissions contained in their proposals.
- Permits and Licenses
  Proposers, at their sole expense and at the appropriate time, shall obtain and maintain all appropriate permits, certificates and licenses including, but not limited to, a City business license(s), which will be required in connection with their Proposal.

****End****

City Council Agenda Report

ITEM NO. 7

DATE: September 2, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Matthew Patsel, Library Director

SUBJECT: **CONSIDERATION TO INTRODUCE FOR FIRST READING ORDINANCE NO. 2421, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA AMENDING THE SOUTH PASADENA MUNICIPAL CODE RELATING TO CITY LIBRARY RULES AND ESTABLISHING AN ADMINISTRATIVE APPEAL PROCESS FOR SUSPENSION OF LIBRARY VISITATION PRIVILEGES**

Recommendation

It is recommended that the City Council introduce for first reading by title only and waive full reading of Ordinance No. 2421 amending the South Pasadena Municipal Code relating to the establishment and enforcement of library rules and establishing an administrative appeal process for the suspension of library visitation privileges.

Executive Summary

The proposed Municipal Code amendments seek to update Section 2.78-5 of Chapter 2 of the South Pasadena Municipal Code, provided in Attachment 1 to this report, to clarify authority related to the establishment, adoption and enforcement of rules of behavior for library patrons at the City Library and ensure consistency with recent Library Board of Trustees approved "Rules of Behavior, Enforcement and Suspension Policy." In addition, the proposed ordinance adopts a new Section 2.78-6, updating the current appeal provisions to streamline the appeals process for City Library suspensions. The amended Section 2.78-5 and new Section 2.78-6 are provided in Attachment 2 to this report. The changes are informed by Rules of Behavior updates in nearby Library systems and input and review by Library Staff and the Library Board of Trustees.

Key updates include removing specific rules of behavior and suspension lengths from the Municipal Code and instead provide for their establishment administratively by the Library Director. The Library Board of Trustees is then required to review and approve the rules, which become effective upon the Board's adoption. This allows more flexibility for the Library Director and Library Board to adapt and update rules as safety needs dictate. The maximum length for any suspension will continue to be one year, and the update enacts a clearer and more streamlined appeals process for suspensions, ensuring a timely and fair hearing for any patrons wishing to challenge a suspension.

Collectively, the amendments improve efficiency in providing a safe and welcoming environment for staff and patrons, balance the needs of all members of the public who enter

the Library, and ensures a fair and timely appeals process for anyone issued a suspension.

Background
Since its initial adoption in 1998, the “Code of Conduct” provides expectations of behavior for Library visitors to help ensure a safe and welcoming environment for staff and patrons. In order to provide an enforcement mechanism to address anyone violating these rules, the South Pasadena City Council adopted South Pasadena Municipal Code Section 2.78.5, allowing the Library Director or designee to suspend Library visitation and/or use privileges for a period of time, not to exceed one year, for serious and/or repeated infractions of the Library “Code of Conduct,” along with an appeals process for anyone wishing to challenge their suspension.

In August 2026, the Library Board of Trustees approved the new “Library Rules of Behavior, Enforcement and Suspension Policy,” ("Rules of Behavior") to replace the outdated “Code of Conduct.” A copy of the Rules of Behavior are provided in Attachment 3 to this report. To facilitate the adoption of the new Rules of Behavior, a corresponding amendment to Municipal Code Section 2.78.5 was required to provide for the development of the rules by the Library Director who then presents them to the Library Board for their review and approval.

As part of their strategic plan for the year to review Library policies, the Library Board of Trustees recently looked at the “Code of Conduct” policy, which has not been reviewed since 2019, and determined it was in need of updating.

Analysis
Public Libraries utilize a code of conduct to maintain a safe and welcoming environment for all. While staff utilizes a variety of tools to educate patrons on expectations of behavior in our facility, from posted signs to verbally informing anyone violating the rules, unfortunately it is sometimes necessary to suspend a patron due to egregious or excessive actions. Library staff utilize this as a last resort and only when necessary. In the past 12 months the library had 246,000 patron visits, with only 46 documented incidents and 12 suspensions.

The Library has recently taken other steps to enhance patron and staff safety. The installation of a security guard in the Library in 2025 saw a 29% decrease in incidents from the previous year, and a contract with a new security guard company was approved by City Council earlier this year. Other steps recently taken include a training day for staff on how to best handle patron interactions and ensure expectations of behavior are applied equitably to all patrons, installation of security-related building improvements like electronic key card access and security cameras, and implementation of an incident tracking software to make documenting incidents and relaying the information to staff more efficient.

<u>Municipal Code Updates</u>
Currently, Section 2.78.5 provides for the adoption of rules by the City Council or the Library Board in addition to listing specific rules of behavior and the corresponding penalties (i.e. suspension) for the violation of those rules. Section 2.78.5 also contained an appeals process for anyone suspended by the Library Director or designee. The suspension and appeal provisions were also in need of updating to better align with patron expectations, be consistent with surrounding Library systems, and ensure a timely and fair process to contest a suspension.

In order to update the existing policy and related Municipal Code amendment, the Library

Director utilized work the Library Board had engaged in last year, researched nearby Library systems, such as OC Public Libraries and Long Beach Public Library (the later which had recently revised their rules and Municipal Code in 2024), and received staff input, before presenting the matter to the Library Board.

Proposed updates to Municipal Code Section 2.78.5 serve two main purposes:

1. Ensuring Library staff and the Library Board of Trustees have flexibility to update rules of behavior and suspension periods as needed, creating a safer, more inclusive and welcoming environment for all patrons and staff; and
2. Updating the appeals process to ensure a fair and timely hearing for anyone who believes their library privileges were wrongfully suspended.

The proposed ordinance establishes that the Library Director and Library Board of Trustees develop the Rules of Behavior for the Library, which also apply to the adjacent park areas used for scheduled library programming. Anyone violating the Rules of Behavior may be required to leave the library and/or be subject to a suspension of their borrowing and/or library privileges not to exceed the current maximum suspension period of one year. The proposed ordinance makes clear that the Rules of Behavior are to be developed in accordance with Education Code Section 18960 to ensure that libraries and their meeting room facilities serve their intended purposes, including providing an orderly environment in which people may read, study, use library materials and equipment, and participate in library or community programs.

The changes allow the Library Director and Board of Trustees to modify rules when needed and the changes are consistent with the process and procedures of nearby library systems. The proposed ordinance also simplifies suspension periods (currently one day, 15 days, 30 days, or 12 months), changing them to either 30 days or one year, ensuring patrons can readily understand the potential consequences of violating Library rules. Violation of safety-related rules are subject to a 30-day suspension. Patrons that violate non-safety related rules are provided a warning and after continued non-compliance could be subject to a 30-day suspension. Violation of rules labeled "dangerous or illegal behaviors" will subject a violator to a one-year suspension.

In addition, the proposed ordinance adopts a new Section 2.78-6 that outlines a revised appeal process that provides for a streamlined timeline and process for the submission of an appeal. Currently, the process requires the Library Board of Trustees to serve as hearing officers and hold an emergency meeting in a timely manner to hear an appeal and respond, a process which would be difficult to fulfill. By changing the Municipal Code to direct the appeal to the City Manager, or his designee, an appeal can be promptly heard and responded to. Furthermore, new Section 2.78-6 provides that unless the appellant requests an oral hearing, the appeal can be submitted on the written record.

Fiscal Impact
There is no direct fiscal impact associated with adoption of the proposed Ordinance. Updating the Ordinance is included in the Library Department's FY 2026-2027 Work Plan in the Adopted Budget.

Commission Review and Recommendation
On August 13th, 2026 the Library Board of Trustees reviewed the proposed Municipal Code changes and recommend approval.

Environmental Analysis
The City Council finds that this Ordinance is not a project within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) because it involves organizational and administrative activities of government that will not result in a direct or indirect physical change in the environment. In the alternative, the Ordinance is exempt from CEQA pursuant to CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that there is no possibility that the Ordinance may have a significant effect on the environment.

Attachment:
Attachment 1 - CURRENT Municipal Code 2.75-5
Attachment 2 - Ordinance No 2421 Amending So. Pas. MC Section 2.78-5
Attachment 3 - Library Rules of Behavior, Enforcement and Suspension Policy

CURRENT Municipal Code 2.78-5

2.78-5 Suspension or expulsion for violation of library rules.

(a) No person shall willfully disrupt the orderly operation of the library of the city of South Pasadena or violate any rule adopted by resolution of the city council or bylaw, rule or regulation adopted by the library board of trustees to protect the orderly operation of the library. All such policies, rules and regulations are referred to collectively as "library rules."

(b) The library director or the "staff member in charge" of maintaining order and securing compliance with the library rules may notify a person that their library privileges, including the ability to occupy the library premises, has been suspended and then may order such person to leave the library premises whenever there is reasonable cause to believe that such person has willfully violated such library rules. For purposes of this section, "library premises" includes the library and library park, except for the entry way to the senior center and the area within the senior center.

(1) A suspended library privilege shall automatically be reinstated at the end of 24 hours unless within that time such person is notified by the library director or said designated person that consent shall not be reinstated for a specified period, not exceeding 14 days.

(2) In addition, expulsion(s) from the library premises and suspension of all privileges of the library may be imposed against a person whose conduct is sufficiently disruptive to merit expulsion or suspension of privileges for a period of 15 days or more.

(3) Expulsion and suspension of privileges up to 30 days may be imposed whenever there is reasonable cause to believe that a person has done any of the following:

(A) Engaged in loud or disruptive conversations, talking, singing, or other disruptive, noisy, or boisterous behavior; or

(B) Behaved in a manner which reasonably can be expected to disturb other patrons, volunteers, or library staff; or

(C) Violated the standards of behavior adopted by the library board of trustees or the city council from time to time as posted in a conspicuous location in the library such as near the front door and public service area.

(4) Expulsion and suspension of privileges of up to 180 days may be imposed whenever there is reasonable cause to believe that a person has done any of the following:

(A) Violated library rules and been expelled for a period of 30 days each on two or more occasions within the prior 12 months; or

(B) Engaged in any behavior, conduct, or activity which may damage library property or pose a written, oral or physical threat to other patrons, volunteers, or library staff, as reasonably determined by the library director, or designee, and refused or failed to cease such behavior, conduct, or activity when requested by library staff.

(5) Expulsion and suspension of privileges of up to one year may be imposed whenever there is reasonable cause to believe that a person has done any of the following:

(A) Seriously threatened verbally or physically, seriously harassed verbally or physically, or aggressively or annoyingly stared at or followed other patrons, volunteers, or library staff about the library premises, as reasonably determined by the library director, or designee; or

(B) Destroyed, defaced, or illegally removed library materials or property in violation of California Education Code Section 1991; or

(C) Behaved in any manner prohibited by federal, state, or local law.

(6) Only the library director or the "staff member in charge" of maintaining order and securing compliance with the library rules may expel a person from the library premises; only the library director or person designated in writing by the library director may suspend all privileges of the library, for the foregoing periods, as befitting the person's conduct.

(c) Appeals of Suspension of Less Than 30 Days. Any person expelled from the library for a period of 30 days or less may appeal the expulsion to the city manager, whose decision regarding the appeal shall be final and conclusive.

(d) Appeal of Suspension or Expulsion for More Than 30 Days. Any person expelled from the library for a period of more than 30 days may appeal the expulsion to the library board of trustees. Such appeal must be submitted in writing to the library board of trustees no later than 30 calendar days following the issuance of the notice of expulsion to the appellant. The library board of trustees shall render its decision in writing to the appellant to uphold or overturn the expulsion, with a copy to the library director no later than 45 calendar days following completion of the board's hearing on the appeal. The decision of the library board of trustees shall be final and conclusive.

(e) Notwithstanding any provision herein to the contrary, a notice of expulsion or suspension of privileges shall remain in effect during the period of any appeal thereof.

(f) Any person who willfully violates any rule adopted and posted in accordance with this section or who willfully enters or remains in the library premises during the period for which consent has been withdrawn or the individual has been expelled is guilty of a misdemeanor. (Ord. No. 2310, § 1, 2017.)

DRAFT FOR REVIEW

ORDINANCE NO. 2421

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING THE SOUTH PASADENA MUNICIPAL CODE RELATING TO CITY LIBRARY RULES AND ESTABLISHING AN ADMINISTRATIVE APPEAL PROCESS FOR SUSPENSION OF LIBRARY VISITATION PRIVILEGES

THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES ORDAIN AS FOLLOWS:

SECTION 1. Section 2.78-5 (Suspension or expulsion for violation of library rules) of Chapter 2 (Administration) of the City of South Pasadena Municipal Code is hereby repealed and replaced in its entirety as follows:

"2.78-5 City Library Rules.

(a) This Section shall govern the establishment, adoption and enforcement of rules of behavior for library patrons at the South Pasadena Public Library and surrounding park areas when used for scheduled library programming ("City Library").

(b) The Library Director shall establish the rules of behavior, including penalties for violation, related to the use of the City Library ("Rules"). The Rules may regulate disruptive behavior, including engaging in dangerous activities or activities in violation of current state laws, misuse of library facilities or property, excessive noise, offensive odors, health and sanitation hazards, and the bringing of possessions, materials, or objects into the library or facility that are likely to interfere with its use by others and are not consistent with the purposes of the City Library. The Rules shall be reviewed and adopted by the board of library trustees. Upon adoption, the Rules shall be effective.

(c) The Rules are developed in accordance with Education Code Section 18960 to ensure that libraries and their meeting room facilities serve their intended purposes, including outdoor areas that are used for scheduled library programming. In the case of the City Library, these purposes include providing an orderly environment in which people may read, study, use library materials and equipment, and participate in library or community programs.

(d) Any person who has violated any Rules may be required to leave the library and/or be subject to the suspension of his or her borrowing and/or library visitation privileges for a period not to exceed one (1) year as provided by the Rules. Safety-related violations may result in an immediate expulsion from the City Library and an issuance of a written suspension as set forth in the Rules.

(e) Any person subject to suspension of his or her borrowing and/or library visitation privileges, as authorized by subsection (d) above, may appeal the suspension or expulsion pursuant to Section 2.78-6 of this Code. Unless otherwise ordered by the hearing officer, the suspension or expulsion remains in effect while an appeal is pending.

(f) The Rules shall be conspicuously posted at the City Library and on the City's website and shall be available upon request. Any person who violates non-safety related Rules may receive verbal notice of the violation and the applicable Rule that was violated. Any person who fails or refuses to comply with a Rule after receiving such advisement shall be warned that continued noncompliance may result in the person being required to leave the premises or suspension of borrowing and/or library visitation privileges as set forth in the Rules.

(g) Any person who fails or refuses to leave the City Library, or who returns to the City Library during the time in which that person's visitation privileges are suspended and after being provided notice of the violation and directed to leave, shall be guilty of a misdemeanor as set forth in Section 1.7(c) of this Code."

SECTION 2. Section 2.78-6 is hereby added to Chapter 2 (Administration) of the South Pasadena Municipal Code to read as follows:

"2.78-6 Appeal of City Library Suspension.

(a) Any person subject to suspension of his or her borrowing and/or library visitation privileges or expulsion, pursuant to Section 2.78-5 of this Code may appeal the suspension or expulsion in writing by completing an appeal form provided by the City, which requires the appellant to provide an address and contact information, state the basis of the appeal and provide any documents related to the appeal and return the appeal form and all documents, to the city clerk's office within seven (7) days of the date of the start of the suspension or expulsion ("Notice of Appeal). Only after the submission of a fully completed Notice of Appeal ("perfected appeal"), will the city process the appeal, including providing a copy of the Notice of Appeal to the Library Director.

(b) The city manager or his or her designee shall serve as the hearing officer for any appeal ("hearing officer"). Unless the appellant requests an oral hearing in the Notice of Appeal, the appeal shall be deemed submitted on the written record, which includes the notice of suspension or expulsion, the Notice of Appeal, written statements or information submitted by the Library and any other records or documents provided to the hearing officer. The hearing officer may require that additional written evidence be submitted before the appeal is decided and may establish deadlines for the submission of supplemental materials.

(c) If the appellant requests an oral hearing, the hearing officer shall schedule a hearing and provide written notice of the date, time and location of the hearing to the appellant at the address listed on the person's library card application and/or the address

listed on the Notice of Appeal. The notice shall be served on the appellant at least five (5) business days before the hearing by first-class mail and the notice shall be deemed to be served on the date the notice is deposited with the United States postal service. The hearing shall be held within thirty (30) business days of the city's receipt of the perfected appeal, unless the hearing is continued by the hearing officer as provided for in paragraph (d) of this section.

(d) City Library staff shall submit a written report concerning the suspension to the hearing officer, with a copy to the person requesting the hearing, within five business days of the city's receipt of the perfected appeal. If an oral hearing is requested, the appellant may appear, be heard, and present evidence regarding whether the suspension or expulsion should be upheld, modified, or rescinded. The hearing officer may request additional written or oral information from City Library staff or the appellant prior to issuing a written decision. The hearing may be continued by the hearing officer as necessary, but in no event shall the continuance exceed thirty days

(e) If the appellant fails to attend the scheduled hearing, the hearing will proceed without the appellant, and the appellant will be deemed to have waived the right to an administrative hearing and any further appeals.

(f) Within fifteen (15) business days after the close of the hearing, the hearing officer shall issue a written decision affirming, modifying, or rescinding the suspension or expulsion. If the appeal is submitted on the written record, the hearing officer shall issue a written decision affirming, modifying, or rescinding the suspension or expulsion within thirty-five (35) business days of the city's receipt of the perfected appeal. The hearing officer may impose reasonable conditions as part of the decision if deemed necessary to protect library patrons, staff, or property. Notice of the decision shall be served on the appellant in the manner set forth in paragraph (c) of this section. The failure of the appellant to receive a properly addressed decision shall not invalidate the hearing officer's decision. The hearing officer's decision is final.

(g) Any person directly aggrieved by a decision of the hearing officer may obtain review of the decision by filing a petition for review with the superior court in Los Angeles County."

SECTION 3. California Environmental Quality Act. The City Council finds that this Ordinance is not a project within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) because it involves organizational and administrative activities of government that will not result in a direct or indirect physical change in the environment. In the alternative, the Ordinance is exempt from CEQA pursuant to CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that there is no possibility that the Ordinance may have a significant effect on the environment.

SECTION 4. 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 5. 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 _____day of _____, 2026.

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Sheila Rossi, Mayor

ATTEST:

_____
Nikima Newsome, Chief City Clerk

APPROVED AS TO FORM:

_____
Roxanne Diaz, City Attorney

City of South Pasadena, CA
Administrative Policy

Subject: Library Rules of Behavior, Enforcement and Suspension Policy		
Effective Date: 8/24/2026	**Responsible Party:** South Pasadena Public Library	
Revision Date:	**Approved by:** Library Director and Library Board of Trustees	**Approval Date:** 8/24/2026

I. SCOPE

Applicable to South Pasadena Public Library.

II. REASON FOR THE POLICY

Value of Shared Public Spaces

The South Pasadena Public Library values community and inclusivity and is committed to offering a safe and positive library experience for everyone. To maintain a welcoming environment for all, we expect visitors to:

- Respect others
- Follow the rules
- Comply with requests from library staff
- Obey the law

The Library has zero tolerance for dangerous or illegal behavior.

III. POLICY

Rules of Behavior

The Rules of Behavior apply inside the library and outside the library in areas adjacent to the building, such as patio tables, entryways, balconies, and anywhere library programs are being held.

Visitors who fail to comply with Library Staff requests and verbal warnings, or who violate the Library Rules of Behavior or local, state or federal law, may have library access and privileges suspended for up to one year pursuant to City of South Pasadena Municipal Code § 2-78.5. The length of suspension is determined based on the rule or rules violated, the frequency of violation, and the severity of the impact to library operations or the facility. A person violating a suspension by willfully entering Library Park or the library during the period of suspension is guilty of a misdemeanor. **The**

following activities and behaviors are not allowed at the South Pasadena Public Library

(* indicates safety-related violations which may result in immediate suspension)

Dangerous or Illegal Behaviors

1. Violating any federal, state, or local law, including lewd conduct (California Penal Code § 647(a)), and loitering (California Penal Code § 647(h)). *
2. Engaging in or threatening physical or sexual assault or abuse. *
3. Threatening or harassing other patrons or staff, including but not limited to verbal abuse, stalking, touching, staring, gestures, physical intimidation, and unwelcome advances. *
4. Displaying or brandishing a weapon of any type, including but not limited to firearms, knives, swords, tasers. *
5. Exposing parts of the body that a reasonable person would find offensive or inappropriate in a shared public space. *
6. Building of fires or using flammable liquids or materials. *

Disruptive Behavior

Including but not limited to the following:

7. Being excessively noisy. *
8. Engaging in unruly physical behavior, including but not limited to running, jumping, wrestling, shoving, and fighting. *
9. Using electronic devices or other personal equipment in a way that is disruptive, noisy, unsafe or harassing. *
10. Selling goods or services or soliciting signatures or donations, proselytizing or political campaigning, and panhandling.
11. Entering the Library with personal hygiene/odor that is a nuisance to others.

Misuse of Library Facilities, Property and Services

12. Damaging, defacing, or destroying library property. *
13. Sitting or lying on the floor (except in areas designated for youth).
14. Using library facilities, including restrooms, for bathing, shaving, or washing hair, clothing or other belongings, or any kind of personal grooming.
15. Using more than one seat or table space per person or monopolizing outlets, furniture, equipment, or floor space and using belongings to save seats.
16. Violating the Library's *Internet and Wi-Fi Use Policy*.
17. Violating the Library's *Library Card Policy*.

Personal Belongings

All personal belongings are subject to inspection.

18. Bringing excessive personal belongings into the library. An individual's belongings may not collectively or individually exceed 24" x 16" x 12" in size and must fit under the table where they are seated. Exceptions may be made for musical instruments in cases. *
19. Bringing wheeled transportation devices into the library, except for those used to assist mobility or those being used to transport children.
20. Bringing bedding and other household items into the library, such as sleeping bags, tarps, bedrolls, mats, or blankets. (Blankets being used by babies are allowed.)
21. Leaving belongings unattended for more than 15 minutes. *

Eating, Drinking, Smoking, Sleeping

22. Possessing or consuming alcohol, marijuana, or any controlled substances. *
23. Exhibiting signs of being under the influence of alcohol, drugs, or other controlled substances, except any person using lawfully prescribed medication. *
24. Smoking and vaping. *
25. Eating and bringing open food packaging or beverage containers without lids into the library.
26. Sleeping.

Animals

27. Bringing animals into the library, except for animals that are part of library sponsored programs and service dogs trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability as per the Americans with Disabilities Act Title II, Section 35. Service animals must not create hazards for others and food and water for service animals are not allowed in the library. *

Youth and Youth Areas

28. Leaving children under the age of 11 unattended. (See *Unsupervised Children in the Library Policy.*) *
29. Adults using areas designated for children or teens, unless accompanied by a youth or if the adult needs to access youth collections or consult a youth services staff member. *

Enforcement and Suspensions

Upon determination that a library user has failed to comply with these Rules of Behavior, In-Charge staff shall follow the procedures set forth below.

First Time or Minor Violations and Non-Safety Related Violations

In the event of a first time or minor or non-safety related violations, or repeated non-safety violations, In-Charge staff may provide the individual with verbal notice of the violation including notice of the applicable Rules of Behavior that was violated and ask the individual to stop the noncompliant behavior, advising that if the conduct does not cease, the library user may be required to leave the premises or that borrowing and/or library visitation privileges may be suspended. Should this occur, the In-Charge staff member may request the library user to leave the premises.

Suspensions

Any person receiving a written notice of suspension of their borrowing and/or library visitation privileges for thirty (30) days or one (1) year may appeal in writing by submitting a written appeal, stating the basis of the appeal, and returning it to the city clerk's office within seven (7) days of the start of the suspension pursuant to South Pasadena Municipal Code section 2.78-6. Individuals unable to participate in a written process may request reasonable accommodation from the City Clerk.

Suspension - Thirty (30) days

A library user may be suspended from entering library premises and using library services for thirty (30) days by the In-Charge staff member for any violation of safety-related Rules of Behavior, or after a warning by staff and continued non-compliance of non-safety-related violations. The library user shall receive a written letter of suspension from the Library Director or designee.

Suspension - One (1) year

A library user may be suspended from entering library premises and using library services for up to one (1) year for violation of any of the Rules of Behavior listed under *Dangerous or Illegal Behaviors (Numbers on (1) through six (6))* OR if two (2) suspension letters have been issued within a twelve (12) month period with the approval of the Library Director or designee. The library user shall will receive a written letter of suspension from the Library Director or designee.

Expulsion

Safety-related violations may result in an immediate suspension and/or expulsion from the City Library and a written suspension.

Violation of Federal, State or Local Law

Where authorized by Federal, State or local law, violations of the Rules of Behavior may also result in an arrest.

Update Library User's Patron's ILS Record

The staff member handling the suspension process will do the following, or ask a Support Services Full Time or Library Assistant staff member, to bar the library card/account of the suspended library user if the person has a library account and/or if the library user's name or account number is known by staff in order to locate the user's record. Library staff will change the user profile to BARRED and add a note to the library user's record, saying "Patron suspended from library privileges from DATE until DATE" and the record shall include staff's initials.

For thirty (30) day suspensions, when the suspension period is over, the library user's card/account will automatically be un-barred.

For one (1) year suspensions, when suspension period is over, the library user's card/account will be un-barred by staff by changing the user profile once requested from patron.

Appealing Library Suspensions or Expulsions

Any person whose library access privileges have been suspended or any person who has been expelled from the library may appeal the suspension and/or expulsion pursuant to the City of South Pasadena Municipal Code § 2-78.6. The suspension and/or expulsion of library privileges will remain in effect during the appeal process.

IV. ROLES AND RESPONSIBILITIES

A. Library Staff are responsible for ensuring these Policy guidelines are met.

City Council Agenda Report

ITEM NO. 8

DATE: September 2, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Roger Sung, Human Resources Director

SUBJECT: **CONSIDERATION TO RENEW AND APPROVE AN AGREEMENT WITH NEOGOV, A SOFTWARE PLATFORM PROVIDING HUMAN RESOURCES SUPPORT SERVICES**

Recommendation

It is recommended that the City Council approve the annual contract renewal with NEOGOV in an amount not to exceed $68,137.24 and authorize the City Manager to execute the renewal agreement in a form approved by the City Attorney.

Executive Summary

The City utilizes NEOGOV to support core Human Resources functions, including recruitment and candidate communication, onboarding and employee forms, training, performance management, and system access. The proposed one-year renewal is $68,137.24 for the period of July 1, 2026 through June 30, 2027, with funding included in the Fiscal Year 2026-2027 budget. Approval of the renewal will allow the City to continue using the existing NEOGOV services and maintain uninterrupted access to the platform.

Background

In 2013, the City implemented NEOGOV software for applicant tracking and performance management.

In 2022, the City expanded its use of the platform to include additional services supporting candidate communication, onboarding, employee data transfers, and employee training.

On September 21, 2022, the City Council approved an agreement with NEOGOV in the amount of $51,222.29 for the period of October 3, 2022 through June 30, 2024. The 2022 procurement was processed pursuant to South Pasadena Municipal Code Section 2.99-29(12), which exempts professional and contractual services provided by specially trained professional persons or businesses from competitive bidding.

Since that time, the City has renewed its NEOGOV services on an annual basis. The City's current subscription has expanded to support a broader range of Human Resources functions, including job postings, applicant management, candidate communication, onboarding, electronic forms, employee data workflows, training, and performance management. These services provide centralized electronic workflows used by Human Resources and City departments to administer routine personnel processes.

Analysis
NEOGOV is a cloud-based human resources management platform designed specifically for public sector agencies, providing an integrated system for recruitment, onboarding, and employee records management. The City relies on NEOGOV to support critical HR functions, including online job postings and applicant tracking, new-hire onboarding, performance evaluations, and maintenance of employee personnel records, streamlining processes that are central to the City's ability to recruit, hire, and retain qualified staff.

Because the proposed action continues an established Human Resources platform rather than implements a new system, a new competitive solicitation was not conducted as part of this annual renewal. Instead, staff evaluated whether the existing services continue to meet the City's operational needs, remain integrated into established City processes, and provide sufficient value when considering the operational and financial impacts of discontinuing or replacing the platform.

Human Resources evaluated the proposed renewal not only to confirm the subscription components and annual cost, but also to assess the operational role NEOGOV currently serves within the City's Human Resources functions. NEOGOV is no longer used solely as a job-posting or applicant-tracking system. The City's current configuration supports interconnected processes throughout the employee lifecycle, including recruitment and candidate communication, onboarding and electronic forms, employee data transfers, training administration, performance evaluations, reporting, and system access.

The City has progressively incorporated these functions into its Human Resources business processes. Recruitment activities are administered through Governmentjobs.com and Insight, which provide a centralized process for posting vacancies, receiving and reviewing applications, communicating with candidates, and maintaining recruitment records. Candidate Text Messaging supplements this process by allowing Human Resources to communicate directly with applicants during active recruitments.

Onboard, eForms, Employee Import, and New Hire Export support the transition from candidate to employee. These functions allow new employees to complete documents electronically, reduce reliance on paper-based processing, and minimize duplicate entry of employee information between systems. This allows Human Resources to focus a greater portion of the onboarding process on orientation, organizational expectations, benefits, training, and preparing the employee to begin work rather than primarily completing administrative paperwork.

Learn provides a centralized platform for assigning, delivering, and tracking employee training. This includes the City's ability to administer City-specific training as well as maintain records of assigned and completed training. Perform provides the City's electronic process for administering and tracking employee performance evaluations and related approvals. Together, these systems provide Human Resources, supervisors, and departments with a centralized mechanism for monitoring processes that would otherwise require separate spreadsheets, paper files, email reminders, or other manual tracking methods.

Accordingly, the renewal represents more than the continuation of a software subscription. It maintains the technology infrastructure supporting Human Resources processes that have been incorporated into the City's regular operations. Nevertheless, the City is in discussions with NEOGOV to establish a multi-year contract that may reduce future costs.

Basis for Recommendation

Staff's review confirmed that the proposed renewal continues the services currently used by the City at an annual cost of $68,137.24. These services support recruitment and applicant management, new-hire processing, employee training, performance evaluation administration, and related reporting and data workflows.

If the subscription is not renewed without a replacement system in place, these responsibilities would still need to be performed. Human Resources would need to develop interim processes using paper forms, email, spreadsheets, and other manual tracking methods for recruitment, onboarding, training, and performance evaluations. This would increase administrative workload, create additional opportunities for duplicate data entry and inconsistent tracking, and reduce the efficiency of established City processes.

Transitioning to another Human Resources platform would also require time for system configuration, data migration, workflow development, testing, and employee training. Discontinuing the existing system before completing that transition could result in operational disruptions.

Therefore, staff recommends approval of the NEOGOV renewal because the subscribed services support ongoing Human Resources operations and provide continuity for processes that are currently administered electronically. The renewal preserves the City's existing recruitment, onboarding, learning, and performance management functions for fiscal year 2026-27 subscription year while maintaining related data-transfer, communication, reporting, and access capabilities.

Fiscal Impact

The fiscal impact of the proposed renewal is $68,137.24 for the subscription period of July 1, 2026 through June 30, 2027 and was budgeted for fiscal year 2026-2027, in account number 101-2050-2051-8062-000. Approval of the renewal would authorize the City to expend up to $68,137.24 for the NEOGOV services identified in this report.

City Council Agenda Report

ITEM NO. 9

DATE: September 2, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Julian Lee, Director of Public Works
Michael Vartanians, City Engineer
Michael Lau, CIP Project Manager

SUBJECT: **CONSIDERATION TO ACCEPT PROJECT COMPLETION AND AUTHORIZE FILING OF THE NOTICE OF COMPLETION FOR THE LIBRARY CARD ACCESS AND CAMERA PROJECT, AND AUTHORIZE RELEASE OF THE RETENTION PAYMENT TO CONVERGINT TECHNOLOGIES, LLC IN THE AMOUNT OF $5,885.40.**

Recommendation

It is recommended that the City Council:

a. Accept the Library Card Access and Camera Project (Project) as complete;
b. Authorize the recordation of the Notice of Completion (NOC) with the Los Angeles County Registrar-Recorder/County Clerk; and
c. Authorize release of retention payment to Convergint Technologies, LLC (Contractor) in the amount of $5,885.40.

Executive Summary

This item requests approval to close out the completed Library Card Access and Camera Project. 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 and provides for the completion of the remaining administrative requirements. By officially accepting the Project, the City Council acknowledges that the work has been performed in accordance with the contract documents and establishes the start of any applicable warranty periods.

Background

The City owns and operates the Library as a community resource. Prior to this Project, the library lacked an integrated access control and security camera system. The addition of these features to the library modernizes functionality and safety for library staff and the public.

On June 4, 2025, the City Council awarded a contract to Convergint Technologies, LLC for the installation of an access control and video surveillance integrated system in the amount of $123,305.

Analysis

The Project consisted of furnishing and installing a new Genetec Synergis electronic access

control system, high-definition Axis surveillance cameras, and emergency response upgrades at the South Pasadena Library. Improvements included access control hardware and credential system integration on seven key doors, replacement of four existing cameras, installation of additional new cameras throughout the library, a panic button at the circulation desk, and all necessary network provisioning, software licensing, and hardware.

The Project also included installation, system programming, testing and commissioning, and end-user training. Following completion of the installation, Convergint Technologies, LLC performed system programming and testing, and City staff participated in operational training and conducted a final walkthrough of the completed improvements.

Staff has verified that the installed access control and video surveillance equipment is operational and that the Project has been completed in accordance with the approved scope of work and contract requirements. No outstanding contract items remain.

Acceptance of the Project by the City Council will authorize staff to proceed with the project closeout process, including recordation of the NOC with the Los Angeles County Registrar-Recorder/County Clerk. Recording the NOC formally establishes completion of the Project and begins the applicable statutory period for potential lien claims. Upon expiration of the applicable statutory period, the Project will be administratively closed, subject to any applicable warranty obligations under the agreement.

Staff therefore recommends that the City Council accept the Library Card Access and Camera Project as complete and authorize the recordation of the Notice of Completion and authorize release of retention payment to Convergint Technologies, LLC.

Alternatives
Not Applicable

Fiscal Impact
The total value of the purchase order issued to Convergint Technologies, LLC was $123,305 using Account Nos. 105-9004-9405-8170-000 $66,558 and 105-9004-9404-8170-000 $56,747, within the total project budget of $195,698. The unused funds of $72,393 from the project will be returned to the appropriate fund balance to be used to fund a future CIP.

Approval of the recommended actions will complete the administrative closeout of the Project and will have no additional fiscal impact.

Key Performance Indicators and Strategic Plan
The Project supports the City's Strategic Plan by maintaining and improving public facilities, preserving existing public infrastructure, and enhancing the functionality and safety of City-owned facilities available for community programs, public meetings, and private events.

Commission Review and Recommendation
Although the Public Works Infrastructure Commission did not specifically review the contract award, staff has provided regular updates on the Library Card Access and Camera Project as part of the Commission's quarterly Capital Improvement Program updates.

Public Notification
Public notice of this item was provided through publication of the City Council agenda in

accordance with the Brown Act, including posting of the agenda and supporting staff reports on the City's website.

Environmental Analysis
Not Applicable

Attachment:
Attachment 1 - Draft Notice of Completion

RECORDING REQUESTED BY:

City of South Pasadena

AND WHEN RECORDED MAIL TO:

1414 Mission Street
South Pasadena, CA 91030

SPACE ABOVE FOR RECORDER'S USE ONLY

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:

Name: Address:
Name: Address:
Name: Address:
Name: Address:

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:

Name: Address:
Name: Address:
Name: Address:
Name: Address:

7. A work of improvement on the property hereinafter described was COMPLETED April 16, 2026

8. The work of improvement completed is described as follows: Installation of Card Access and Security Cameras for the South Pasadena Library.

9. The NAME OF THE ORIGINAL CONTRACTOR, if any, for such work of improvement is: Convergint Technologies, LLC

10. The street address of said property is: 1100 Oxley St, 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: September 2, 2026

_____
(Signature of Owner or agent of owner)

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:

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.

Date: September 2, 2026

Place: South Pasadena

_____
(Signature of person signing on behalf of owner)

City Council Agenda Report

ITEM NO. 10

DATE: September 2, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Tim Scholefield, Information Technology and Systems Manager

SUBJECT: **CONSIDERATION TO APPROVE THE SCOPE AND PRIORITY OF THE CITYWIDE INFORMATION TECHNOLOGY AND CYBERSECURITY MODERNIZATION PROGRAM, ADOPT RESOLUTION NO. 8030 AMENDING THE FISCAL YEAR 2026-2027 BUDGET FOR AN APPROPRIATION AND AUTHORIZE THE CITY MANAGER TO PROCURE, APPROVE AND EXECUTE AGREEMENTS UP TO THE BUDGETED AMOUNT FOR THE PROGRAM**

Recommendation

It is recommended that the City Council:

1. Approve the scope and priority sequencing of the thirteen infrastructure projects described in this report, including the Water Department SCADA Network Modernization project;
2. Adopt Resolution No. 8030 (Attachment No. 1), amending the Fiscal Year 2026-2027 Adopted Budget to appropriate $650,000 to Account No.101-3010-3032-8170-000 for the Citywide Information Technology and Cybersecurity Infrastructure Modernization Program ("Program") described in this report, as further described in the Fiscal Impact section; and
3. Authorize the City Manager to procure and approve and execute all necessary contracts and piggybackable master agreements to implement the projects described in this report up the budgeted amount for the Program.

Executive Summary

The City of South Pasadena is continuing the modernization of its information technology operations that began with the 2025 cybersecurity assessment, the hiring of an internal Information Technology and Systems Manager, and the competitive selection of a new Managed Services Provider. Those efforts addressed how the City manages and supports its technology. This report addresses the underlying infrastructure itself, which in many areas is at or beyond the end of its supported life.

Working with the City's Managed Services Provider, staff has completed a comprehensive review of the City's servers, network security, identity systems, backup platform, physical environment, wireless infrastructure, and Water Department operational technology. The review identified thirteen priority projects spanning all City sites, including City Hall, the Police Department, and the Water Department SCADA facilities. Together, these projects form a

single, sequenced program to modernize, secure, and future-proof the City's municipal technology environment.

Several matters require near-term action. A number of City servers are running operating systems that are unsupported or approaching the end of vendor support, and no longer receive, or will soon stop receiving, security patches. Identity management is not fully integrated between City Hall and the Police Department, which complicates consistent deployment of multi-factor authentication, and authentication practices across City systems are inconsistent. A recent technical audit identified outdated protocols and expired certificates that require remediation. The Water Department's SCADA environment relies on legacy software and network architecture that does not meet current resiliency or security standards, representing both an operational continuity risk and a cybersecurity exposure to critical infrastructure.

This report requests City Council approval of a budget augmentation to fund the Program and authorization for the City Manager to execute contracts and purchase orders for the projects described above under competitively solicited cooperative purchasing agreements, within the approved budget. This approach allows staff to move directly into procurement and begin time-sensitive security remediation without delay.

Background
In August 2025, City Council approved an agreement with RubinBrown LLP to provide a cybersecurity assessment, remediation management, and interim IT leadership.

In October 2025, the City hired an internal Information Technology and Systems Manager to provide strategic oversight of the City's technology environment.

In December 2025, City Council awarded an agreement with LAN WAN for comprehensive IT managed services following a competitive Request for Proposals process.

Those actions established the governance, staffing, and vendor structure necessary to operate the City's technology environment. They did not, however, replace the underlying hardware, software, and network architecture. The findings summarized in this report reflect discovery work, the cybersecurity assessment, a legacy protocol and certificate audit, and a coordinated technical review of the Water Department's SCADA environment. The resulting thirteen-project roadmap is presented below.

Analysis
The City's technology infrastructure has been built and expanded incrementally over many years, largely under a fully outsourced support model. As the new Managed Services Provider completed its onboarding, discovery, and documentation of the City environment, a series of infrastructure deficiencies were identified that cannot be resolved through managed services alone and that require dedicated capital investment.

The projects described below address critical gaps across backup and disaster recovery, network security, identity management, server infrastructure, physical environment monitoring, wireless connectivity, and operational technology. They are presented in priority order. Several projects have technical dependencies on one another and must be completed in sequence, as described at the end of this section.

To expedite time-sensitive remediation, staff intends to procure the hardware, software, and services described below primarily through competitively solicited cooperative purchasing agreements, commonly known as “piggyback” contracts, under which another public agency has already conducted a qualifying competitive solicitation. Use of these agreements is permitted under the City’s purchasing policy and allows the City to obtain public-agency pricing without conducting a duplicate bidding process for each project.

1. Backup and Disaster Recovery

A robust backup foundation is essential to protecting City data and ensuring continuity of operations. The proposed solution delivers additional on-site storage capacity with enterprise-grade backup software to protect City systems.

The project consists of a storage appliance, installation and configuration labor, and validation of all backup jobs and recovery testing to confirm that the City can restore systems when needed. The City’s existing backup software subscription would be renewed at an expanded coverage and support tier to reflect the increased scope of protected systems.

2. Network Firewall Replacement

Legacy firewalls present a security risk. The proposed upgrade deploys modern firewall appliances at every City site with threat defense subscriptions, expedited hardware replacement support, and professional installation labor.

A larger-capacity appliance is proposed for the main site at City Hall, with standard-capacity appliances at each of the remaining City sites. Each appliance includes a threat defense subscription and a support agreement providing expedited hardware replacement.

Certificate and protocol cleanup is bundled into this project at low to no additional cost. This work retires outdated network protocols, rebuilds expired or self-signed certificates, and strengthens network device management practices. It addresses findings from a recent technical audit and would be completed during scheduled maintenance windows.

3. New Server and Storage Infrastructure

Before any hypervisor migration can occur, the City must introduce three new servers paired with a SAN (Storage Area Network) to replace aging hardware. This investment establishes the physical foundation for a modernized, virtualized environment.

The project includes enterprise-grade servers to replace end-of-life physical hosts, a shared storage area network supporting high-availability virtual machine workloads, server operating system licensing, a hypervisor platform with licensing and support, and the labor required to migrate existing workloads onto the new platform.

4. Server Operating System End-of-Life Upgrades

Several City servers are running server operating system versions that are already end-of-life or approaching end-of-life. Unsupported operating systems no longer receive security patches, creating compliance and security risks. Servers already past end-of-life require immediate action, and the remaining upgrades must be completed before their respective vendor support end dates.

Affected servers are located across the City Hall and Police Department environments. Each upgrade includes pre-upgrade validation, migration, and post-upgrade testing to confirm that

dependent applications continue to operate correctly.

5. Hypervisor and Server Operating System Migration

Only after the new server hardware and SAN are installed and validated will the hypervisor and server operating system migration proceed. This sequencing is critical, as migrating to a new hypervisor platform on legacy hardware introduces unacceptable risk.

The migration follows four phases: deploy and validate the new servers and SAN; migrate the hypervisor and virtualize workloads onto the new platform; validate operation and decommission the legacy hosts; and complete the server operating system end-of-life upgrades on the migrated instances. This phased approach ensures each step is validated before proceeding, minimizing downtime and protecting production services. Detailed scope and labor will be finalized after the hardware deployment phase is complete.

6. Identity and Domain Authentication

The Police Department and City Hall currently operate separate directory-based identity environments. This creates operational and security challenges that must be resolved before multi-factor authentication, single sign-on, and cloud identity can be reliably deployed citywide.

Police Department users currently maintain duplicate accounts across multiple City systems, and password changes do not synchronize between environments, requiring manual IT intervention. This structure complicates consistent multi-factor authentication deployment.

The recommended solution establishes a secure trust between the Police Department and City identity environments, integrates authentication through a unified cloud identity platform, and enables cleaner single sign-on, multi-factor authentication, and application authentication with fewer manual touchpoints. Users would be migrated in phases over three months, including after-hours windows, to minimize disruption to City operations and public safety services.

7. Multi-Factor Authentication Standardization

Multi-factor authentication across the City is inconsistent, with different departments using a mix of authentication tools and no unified policy. The proposed platform standardizes protection citywide.

The proposed deployment standardizes all authentication touchpoints, including servers, directory services, and cloud applications, under a single platform and policy. Implementation covers deployment, policy configuration, user enrollment, and training across both the Police Department and City Hall.

8. Continuous Network and Vulnerability Monitoring

Modern solutions are required for continuous visibility into network health. The proposed solution pairs a network discovery and alerting tool with an ongoing vulnerability scanning tool, covering all City sites.

One network monitoring collector per site performs asset discovery, network topology mapping, configuration backup, and real-time alerting for device changes or failures. The vulnerability scanning tool provides continuous scanning that identifies vulnerabilities and configuration gaps across all networked devices so they can be addressed proactively.

9. Directory Security Policy Audit and Rebuild

The City's directory security policy configurations have accumulated years of undocumented changes, conflicts, and legacy settings. A full audit aligned to industry security benchmarks will clean up overlapping policy configurations and rebuild a consistent, defensible security baseline.

The scope includes a full inventory and audit of all existing policy configurations, identification of conflicts, duplicates, and unenforced policies, a rebuild and documentation of the policy structure aligned to industry security controls, and validation against both the City Hall and Police Department directory environments.

10. Environmental Monitoring

Physical conditions in the server room and the 911/telecom room directly impact system uptime. The proposed solution deploys a rack-mounted environmental monitor in each room, with sensors for temperature, humidity, flooding, and door entry status.

Each room receives a rack-mount environmental monitor with an integrated temperature and humidity sensor, a flood sensor with an eight-foot sensing cable for early leak detection, and a door sensor that reports open and closed status. The door sensor reports status only and is not a card-access lock. Optional add-ons include a PoE camera and a USB cellular modem for out-of-band alerting when the primary network is unavailable.

11. SCADA Network Modernization — Water Department

The Water Department's SCADA environment relies on legacy software and network architecture that presents both operational and cybersecurity risk. SCADA systems directly control the City's water operations, and a failure or compromise in this environment carries public health and public safety consequences beyond those of a typical administrative system. A comprehensive upgrade plan has been scoped in coordination with Public Works and Water Department technical staff and is pending final alignment.

- High Availability and Network Redundancy: Water Department sites currently rely on network connectivity without redundant failover. Each site requires a high-availability networking solution to ensure continuous operations during outages.
- Hosted SCADA Solution: Removing redundant workstations and consolidating SCADA into a hosted environment at the main water plant or the City Hall data center reduces the attack surface and the ongoing maintenance burden.
- Modern SCADA Platform: Upgrading to a current, vendor-supported SCADA software platform provides a native mobile application, a modern interface, and improved vendor support options.
- PLC Reassessment: A full technical assessment of programmable logic controllers (PLCs) across all sites is required to evaluate current configuration and identify needed security improvements.
- Physical Security: Deployment of security cameras at every site to detect and record unauthorized physical access, with 24/7 dispatch capability to the Police Department. Any camera technology involving biometric or facial recognition capability would be brought to City Council separately for policy direction prior to procurement.

A detail of changes for the SCADA environment is in progress. The next step is to finalize scope, vendor options, and project timeline with Public Works and Water Department staff.

12. Roaming Profiles to Cloud File Storage Migration

Roaming profiles, a legacy directory services feature that synchronizes user desktop and file settings across domain-joined machines, introduce instability, performance issues, and tight infrastructure dependency. Migrating user drives to a cloud-based file storage platform modernizes the experience and reduces reliance on on-premises infrastructure.

Today, roaming profiles are stored on-premises, resulting in slow logons, sync conflicts, and full dependency on on-premises directory infrastructure for file access. In the proposed future state, user files reside in cloud-based storage, accessible from any device, cloud-resilient, and independent of on-premises domain availability. Final scope, sequencing relative to the domain trust work, and labor will be confirmed based on the number of users and profile sizes involved.

13. Wi-Fi Redesign and Infrastructure

The current wireless infrastructure has coverage gaps, limited segmentation, and aging hardware that no longer meets the demands of modern municipal operations. A comprehensive Wi-Fi redesign will modernize connectivity across all facilities.

The existing deployment consists of aging, ad-hoc access points with inconsistent coverage, limited segmentation, and insufficient capacity for modern device density. The proposed future state is a redesigned wireless infrastructure with strategic access point placement, VLAN segmentation, and centralized management for reliability and security. Final scope is pending completion of a wireless site survey.

Project Sequencing and Dependencies

Several of these projects cannot be performed in isolation. The new server and storage infrastructure must be deployed and validated before the hypervisor migration begins, and the server operating system end-of-life upgrades are performed on the migrated instances rather than on legacy hardware. The identity and domain trust work must be completed before multi-factor authentication can be standardized citywide and before the roaming profile migration can be sequenced. Backup and disaster recovery capacity should be established early so that a validated recovery point exists before major migration work begins.

Accordingly, staff recommends the following general order of execution: backup and disaster recovery; firewall replacement with the bundled certificate and protocol cleanup; new server and storage infrastructure; hypervisor and operating system migration with the associated server operating system end-of-life upgrades; identity and domain authentication; multi-factor authentication standardization; continuous monitoring, directory security policy audit, and environmental monitoring, which may proceed in parallel; and the SCADA, Wi-Fi, and cloud file storage migration projects as their scopes are finalized. The SCADA Network Modernization project is dependent on Water Department operational scheduling and will be coordinated to avoid any interruption to water system operations.

Fiscal Impact

This item is currently unbudgeted as staff submitted a grant application to fund the cost to address this critical infrastructure. Unfortunately, the City was recently notified that the application was unsuccessful and the City was not awarded the grant funding. However, due to the critical nature of this effort, staff requests City Council approval of a budget appropriation in the amount of $650,000, in account number 101-3010-3032-8170-000 to fund the Citywide Information Technology and Cybersecurity Infrastructure Modernization Program

described in this report. This amount reflects staff's current estimate based on preliminary vendor pricing; final project costs will be confirmed through the competitive quotation.

During the FY 2026-2027 Budget process, staff earmarked $1,500,000 as Designated for Fiscal Findings (DFF) to absorb anticipated cleanup adjustments related to fund balances, audit findings, and disallowed grant expenditures. Although this is request is not a disallowed grant expenditure, it is grant funding that the City was unsuccessful in receiving and the need to harden the City's technology backbone is immediate. Therefore, staff is proposing appropriating funds from the DFF earmark in the General Fund reserve. As such, it would reduce the available DFF earmark to $850,000, but would maintain the projected unassigned General Fund balance at approximately $14.34 million.

Attachment:
Attachment No. 1- IT-Cybersecurity - Budget Amendment Resolution 8030

RESOLUTION NO. 8030

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA AMENDING THE FISCAL YEAR 2026-2027 ADOPTED BUDGET

WHEREAS, the City Council of the City of South Pasadena adopted the Fiscal Year 2026-2027 Budget on June 17, 2026, establishing the City's financial plan for the fiscal year beginning July 1, 2026 and ending June 30, 2027; and

WHEREAS, subsequent to adoption, the City has identified a need to amend the budget to fund the Citywide Information Technology and Cybersecurity Infrastructure Modernization Program, approved by the City Council on September 2, 2026, in order to replace unsupported and end-of-life technology infrastructure, strengthen network, identity, and physical security, and modernize the City's information technology and Water Department SCADA systems. and

WHEREAS, the proposed amendments are necessary to ensure the continued delivery of essential services, 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 2026-2027 Adopted Budget is hereby amended as set forth in the table below:

Revenue Account No.	Description	Amount
TOTAL:		

Expenditure Account No.	Description	Amount
101-3010-3032-8170-000	Professional Services	$650,000
TOTAL:		

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 _____ day of _____ 2026.

_____
Sheila Rossi, Mayor

ATTEST:

_____
Nikima Newsome, Chief City Clerk

APPROVED AS TO FORM:

_____
Roxanne Diaz, City Attorney

I, Nikima 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 1st day of October, 2026, by the following roll call vote:

AYES:
NAYES:
ABSENT:
ABSTAIN:

_____
Nikima Newsome, Chief City Clerk

City Council Agenda Report

ITEM NO. 11

DATE: September 2, 2026

FROM: Todd Hileman, City Manager

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

SUBJECT: **CONSIDERATION OF ADOPTION OF RESOLUTION NO. 8029, A RESOLUTION AMENDING RESOLUTION NO. 8000 TO AUTHORIZE THE CITY MANAGER, OR DESIGNEE, TO REDUCE OR WAIVE CERTAIN PUBLIC WORKS ENCROACHMENT PERMIT FEES FOR SIDEWALK, DRIVEWAY, AND RELATED RIGHT-OF-WAY REPAIR WORK**

Recommendation

It is recommended that the City Council adopt Resolution No. 8029, a Resolution amending Resolution No. 8000 to authorize the City Manager, or designee, on a discretionary, case-by-case basis, to reduce or waive certain Public Works encroachment permit and inspection fees for qualifying privately funded sidewalk, driveway, and related right-of-way repair work.

Background

On May 6, 2026, the City Council adopted Resolution No. 8000, establishing the Fiscal Year 2026-27 Master Fee Schedule, effective July 6, 2026. The Public Works section of Exhibit A includes Fee Nos. 38 through 45 for permits and inspections associated with concrete sidewalk, driveway, and parkway work; curb and gutter work; curb coring; and pavement street and alley work.

Analysis

Property owners and other private parties occasionally voluntarily desire to undertake repairs to deteriorated improvements within the public right-of-way at their own expense. These repairs can include sidewalks, driveway approaches, parkways, curbs, gutters, and related improvements. By completing this work privately, the applicant may address needed repairs that could otherwise require future City funding.

Under the current Master Fee Schedule (Resolution No. 8000), the applicable permit and inspection fees are charged for this work. In some circumstances, the full fees may discourage a property owner or other private party from voluntarily completing repairs at their own expense, particularly when the work is not required as a condition of approval and is not necessitated by damage caused by the applicant.

The proposed resolution would amend Resolution No. 8000 to provide the City Manager, or designee, with limited discretionary authority to reduce or waive the applicable fees for qualifying repair work while preserving all permit, plan review, inspection, and other applicable

requirements.

The proposed amendment would add Section 4.5 to Resolution No. 8000. The new section would authorize the City Manager, or designee, in his or her discretion, to reduce or waive the Public Works encroachment permit and inspection fees identified in Fee Nos. 38 through 45 of Exhibit A for qualifying sidewalk, driveway, parkway, curb, gutter, and related right-of-way repair work. The proposed amendment is also consistent with the User Fee and Service Charge Cost Recovery Policy adopted by Resolution No. 7999 as the Council can authorize fee waivers for specific types of activities that serve a compelling public interest.

The authority would be discretionary and applied on a case-by-case basis. Circumstances supporting a fee reduction or waiver may include when:

- The repair work is performed by an adjacent property owner or other private party at their own expense and without the use of City funds;
- The repair work is not performed pursuant to, or required by, a specific condition of approval of a City permit, entitlement, or other discretionary approval; and/or
- The repair work is not necessitated by damage caused by the applicant.

The proposed amendment does not eliminate or modify the requirement to obtain a valid, approved City encroachment permit before commencing work in the public right-of-way. All work would remain subject to applicable City standards, plan requirements, permit review and issuance, and required inspections. The fee reduction or waiver authority would apply only to the fee amounts identified in Fee Nos. 38 through 45 and would not affect any other fee, deposit, permit requirement, inspection requirement, or approval required by Resolution No. 8000, the Municipal Code, or applicable law.

Staff believes the proposed amendment provides a practical incentive for adjacent property owners and other private parties to voluntarily invest in repairs to public right-of-way infrastructure while maintaining the City's oversight and ensuring that all applicable permitting and inspection requirements continue to be met.

Fiscal Impact
Approval of the proposed resolution may result in a minor reduction in permit and inspection fee revenue associated with Fee Nos. 38 through 45. The amount of foregone revenue will depend on the number and type of qualifying permits for which the City Manager or designee authorizes a fee reduction or waiver.

Any reduction in fee revenue may be offset by the value of privately funded repairs to City-owned infrastructure. In qualifying cases, property owners would be assuming the full construction cost of repairing or replacing public improvements that may otherwise require future City funding for maintenance or replacement.

Key Performance Indicators and Strategic Plan
This item supports the City Council's 2026 Goals and Priorities, specifically Goal 2(A), Streets/Gutter Repair. By providing limited authority to reduce or waive certain permit and inspection fees for qualifying privately funded repairs, the City may encourage additional investment in the repair of sidewalks, curbs, gutters, driveway approaches, parkways, and related public right-of-way infrastructure.

These privately funded improvements supplement the City's ongoing street and infrastructure maintenance efforts and can reduce the amount of deteriorated infrastructure that would otherwise require future City funding. The amendment therefore advances the Council's objective of aggressively pursuing infrastructure repairs while leveraging private investment in the public right-of-way.

Public Notification
Public notice of this item was provided through publication of the City Council agenda in accordance with the Brown Act, including posting of the agenda and supporting staff reports on the City's website.

Attachment:
Attachment 1 - Resolution 8029 - Amending Reso. No. 8000 re Fee Waiver Repair Work in PRW

RESOLUTION NO. 8029

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING RESOLUTION NO. 8000 TO AUTHORIZE THE CITY MANAGER, OR DESIGNEE, TO REDUCE OR WAIVE CERTAIN PUBLIC WORKS ENCROACHMENT PERMIT FEES FOR SIDEWALK, DRIVEWAY, AND RELATED RIGHT-OF-WAY REPAIR WORK

WHEREAS, on May 6, 2026, the City Council of the City of South Pasadena adopted Resolution No. 8000, adopting the Fiscal Year 2026-27 Master Fee Schedule ("Master Fee Schedule"), attached thereto as Exhibit A, effective July 6, 2026; and

WHEREAS, the Public Works section of Exhibit A includes Fee Nos. 38 through 45, which establish permit and inspection fees for concrete sidewalk, driveway, and parkway work, curb and gutter work, curb coring, and pavement street and alley work within the public right-of-way (collectively, the "Sidewalk Repair Fees"), identified as follows:

Fee #	Description (Public Works Section, Exhibit A)
38	Concrete Sidewalk / Driveway / Parkway Permit
39	Concrete Sidewalk / Driveway / Parkway Inspection
40	Curb & Gutter Permit
41	Curb & Gutter Inspection Flat Fee
42	Curb Coring Base Permit
43	Curb Coring Inspection Flat Fee
44	Pavement Street & Alley
45	Pavement Street & Alley Inspections Flat Fee

WHEREAS, the City Council desires to encourage adjacent property owners and other private parties to voluntarily perform sidewalk, driveway, parkway, curb, gutter, and related right-of-way repair work at their own expense, thereby relieving the City of the cost and administrative burden of performing such repairs with City funds; and

WHEREAS, the imposition of the full Sidewalk Repair Fees can, in certain circumstances, discourage adjacent property owners and private parties from voluntarily undertaking such repairs, particularly where the repair is not required by a specific condition of approval of a City permit or entitlement and is not the result of damage caused by the applicant; and

WHEREAS, the City Council finds it in the public interest to authorize the City Manager, or designee, to reduce or waive the Sidewalk Repair Fees on a discretionary, case-by-case basis under such circumstances, provided that an approved City encroachment permit is obtained, and all required inspections are completed, prior to the

commencement of any work in the public right-of-way, so as to protect public safety and the integrity of the right-of-way; and

WHEREAS, this amendment is consistent with the User Fee and Service Charge Cost Recovery Policy adopted by Resolution No. 7999 on May 6, 2026, in that the authority granted herein is discretionary, limited to the Sidewalk Repair Fees identified above, and does not authorize any fee to be set above the amount set forth in Exhibit A to Resolution No. 8000.

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. Resolution No. 8000 is hereby amended to add a new Section 4.5, to be inserted between Section 4 and Section 5 of said Resolution, to read in its entirety as follows:

"**SECTION 4.5.** Fee Reduction or Waiver Authority – Sidewalk Repair. Notwithstanding any other provision of this Resolution or the Master Fee Schedule attached as Exhibit A, the City Manager, or designee, is hereby authorized, in his or her discretion, to reduce or waive the Public Works encroachment permit and inspection fees set forth in Fee Nos. 38 through 45 of Exhibit A (Concrete Sidewalk/Driveway/Parkway Permit and Inspection Fees, Curb & Gutter Permit and Inspection Fees, Curb Coring Permit and Inspection Fees, and Pavement Street & Alley Permit and Inspection Fees) for sidewalk, driveway, parkway, curb, gutter, and related right-of-way repair work, under the following circumstances:

(a) The repair work is performed by an adjacent property owner or other private party at their own expense and without the use of City funds;

(b) The repair work is not performed pursuant to, or required by, a specific condition of approval of a City permit, entitlement, or other discretionary approval; and/or

(c) The repair work is not necessitated by damage caused by the applicant.

This fee reduction or waiver authority does not waive, reduce, or otherwise modify the requirement that a property owner, contractor, or other applicant first obtain a valid, approved City encroachment permit, and comply with all applicable City standards, plan requirements, and inspection requirements, before commencing any work within the public right-of-way. All such work remains subject to permit review, issuance, and inspection by the City. This Section applies only to the fee amounts identified in Fee Nos. 38 through 45 of Exhibit A and does not waive, reduce, or otherwise affect any other fee, deposit, permit requirement, inspection requirement, or approval required by this Resolution, the Municipal Code, or applicable law."

SECTION 3. Except as expressly amended by this Resolution, all other terms, conditions, and provisions of Resolution No. 8000, including Exhibit A thereto, shall remain in full force and effect.

SECTION 4. This Resolution shall take effect immediately upon adoption.

PASSED, APPROVED AND ADOPTED on this 2nd day of September, 2026.

_____ Sheila Rossi, Mayor	_____

ATTEST:	**APPROVED AS TO FORM:**
_____ Nikima S. 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 2nd day of September, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

_____
Nikima S. Newsome, Chief City Clerk

City Council Agenda Report

ITEM NO. 12

DATE: September 2, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Melissa Snyder, Community Services Director

SUBJECT: **CONSIDERATION OF USING THE TEMPORARY USE PERMIT APPLICATION AS THE PRIMARY APPLICATION FOR SPECIAL EVENTS AND ESTABLISHING A FRAMEWORK FOR CO-SPONSORSHIP AND FEE WAIVER REQUESTS**

Recommendation

It is recommended that the City Council:

1. Receive and file an update regarding staff's discontinuation of the separate Special Event Application and use of the Temporary Use Permit (TUP) Application as the City's primary application and intake process for special events;
2. Receive and file information regarding fee waivers currently provided pursuant to the City's existing Co-Sponsorship Policy;
3. Review and provide direction to staff regarding the proposed Fee Waiver Policy, which would replace the existing Co-Sponsorship Policy and Exhibit A; and
4. Provide direction to staff, as appropriate.

Executive Summary

The City currently utilizes separate processes for Temporary Use Permits, special event applications, and co-sponsorship and fee waiver requests. Following a City Council study session on May 6, 2026, staff was directed to return with additional information regarding existing fee waivers before proceeding with changes to the City's special event application process.

The Special Event Application currently used by staff was not formally adopted by the City Council. Accordingly, formal City Council action is not required to rescind the application. Staff is notifying the City Council that the separate Special Event Application will be discontinued and that the Temporary Use Permit (TUP) Application will be used as the City's primary application and intake process for special events. This administrative change is intended to streamline the application process and utilize the City's recently implemented online permit system to facilitate departmental review.

Staff also reviewed fee waivers currently provided through the City's existing Co-Sponsorship Policy. The existing policy, adopted in 2015, includes Exhibit A identifying organizations and events approved for recurring co-sponsorship and fee waivers. Because the organizations, events, and levels of City support reflected in Exhibit A have changed over time, staff recommends rescinding the existing policy and adopting a new Fee Waiver Policy that eliminates Exhibit A and establishes a two-tier framework for future requests. Tier 1 would

apply to one-time, limited, or non-recurring requests, while Tier 2 would apply to recurring, annual, seasonal, multi-event, or otherwise ongoing requests. Both tiers would require City Council approval.

The proposed policy would provide a consistent process for evaluating requests based on their nature, scope, duration, fiscal impact, operational considerations, and level of City support. The policy would also operate in conjunction with Administrative Policy AP-014, Memoranda of Understanding and Partnership Agreements, adopted by the City Council on August 19, 2026, when an organization's broader relationship with the City warrants a formal written agreement.

Background

On March 4, 2015, the City Council approved the City's Co-Sponsorship Policy, which established criteria for waiving or reducing certain City fees for co-sponsored programs or events. The policy also included Exhibit A identifying organizations and events approved for co-sponsorship at that time and provided that new requests or amendments to existing requests be brought to the City Council for approval.

South Pasadena Municipal Code Section 36.410.050 establishes the Temporary Use Permit process for short-term uses and activities. The current TUP framework includes special events among the temporary uses that may be subject to review and provides a mechanism for the City to evaluate temporary activities and impose appropriate conditions.

On April 19, 2023, the City Council reviewed a proposed Special Event and Co-Sponsorship Policy and application, including staffing costs for co-sponsored events and business license requirements for vendors and sub-vendors. No formal action was taken to adopt the proposed Special Event Application or the proposed policy changes. The Special Event Application has subsequently continued to be used administratively by staff as part of the City's special event review process.

On May 6, 2026, the City Council conducted a study session regarding the City's TUP, facility and field rental, special event, and fee waiver processes. Staff identified administrative challenges associated with multiple application pathways and recommended using the TUP Application as the primary intake mechanism for special events. The City Council directed staff to return with additional information regarding fee waivers associated with special events before further action on the proposed changes.

In August 2026, the City launched a new online permit application process. The system provides a centralized portal for applicants to submit permit applications and supporting documentation and establishes an electronic workflow for departmental review. This new process provides the administrative infrastructure to support a more centralized special event application process.

On August 19, 2026, the City Council adopted Administrative Policy AP-014, Memoranda of Understanding and Partnership Agreements. The policy establishes criteria for determining when an organization's relationship with the City warrants a formal written agreement, including circumstances involving recurring use of City property, reduced-fee or no-fee use tied to public benefit, shared responsibilities, or other ongoing partnership arrangements. The policy also distinguishes these relationships from routine, short-term, or occasional uses that may continue to be administered through the City's standard permit or reservation processes.

Analysis
Cities use special event permitting processes to balance the community benefits of public gatherings with responsibilities related to public health and safety, traffic and parking, emergency access, use of public property, insurance, and other operational impacts. Special events frequently require review by multiple City departments and, depending on the proposed activity, may also require separate permits or approvals from outside agencies.

Online Permit Application Process
Under the City's prior process, special event applications and supporting documents were often distributed manually by staff to reviewing departments. Staff was then responsible for tracking responses, following up with individual departments, communicating outstanding requirements to the applicant, and compiling the information necessary to complete the review.

The City's new online permit application process changes this workflow. Applications submitted through the online portal can be routed electronically to applicable City departments for review. Reviewing departments have direct access to the application and supporting materials, and the centralized workflow provides a more consistent method for documenting and tracking departmental review.

The online system reduces administrative handoffs and the need for staff to manually send and follow up on each application. Community Services can remain the primary applicant-facing coordinator for special events while the electronic workflow facilitates review by Community Development, Police, Fire, Public Works, Finance, and other departments, as applicable.

Temporary Use Permit as the Primary Special Event Application
The TUP Application already collects much of the information necessary to begin review of a special event, including the proposed location, event timing, operational details, site or event plans, security information when applicable, insurance documentation, and outside agency approvals. Depending on the event, additional information may be required regarding attendance, parking, temporary structures, amplified sound, vendors, food service, alcohol, street or sidewalk impacts, public safety, fire requirements, or other operational considerations.

Staff will utilize the TUP Application as the City's primary application and intake process for special events. Under this approach, an applicant will submit the TUP Application and supporting materials through the City's online permit portal. The application will then be routed electronically to the appropriate departments based on the characteristics of the event.

Community Development will retain its responsibilities and authority related to issuance of the TUP pursuant to the Municipal Code. Community Services will serve as the primary point of contact for special event applicants and facilitate the overall administrative process, including communication regarding supplemental information, permits, approvals, or operational requirements identified during review.

If a special event is proposed on City-owned property, any necessary facility or property reservation requirements will be coordinated as part of the overall review. Routine reservations of City facilities or fields that do not constitute a special event will continue to be processed

through the applicable Facility or Field Rental Application.

Discontinuation of the Special Event Application

The Special Event Application currently used by staff was never formally adopted by the City Council. As a result, discontinuation of the application is an administrative action and does not require formal rescission by the City Council.

Maintaining both a Special Event Application and a TUP Application can result in applicants providing similar information through multiple forms and creates uncertainty regarding which application should initiate City review. With the TUP Application serving as the primary intake mechanism and the online permitting system providing centralized departmental routing, a separate Special Event Application is no longer necessary.

Staff is therefore notifying the City Council that the Special Event Application will be discontinued (Attachment No. 1). Staff will update website information, internal routing procedures, and applicant instructions to identify the TUP Application and online permit portal as the starting point for special event requests.

Fee Waivers Under the Current Co-Sponsorship Policy

During the May 6 study session, the City Council requested additional information regarding City fee waivers. In response, staff reviewed fee waivers currently being provided pursuant to the City's existing Co-Sponsorship Policy.

The table below identifies the estimated value of fees currently waived or reduced under the existing policy based on the fee waiver information reviewed by staff.

Fee Waiver Category	Estimated Amount Waived
Special Event-Related Permitting Fee Waivers	$29,430.00
Facility/Field Use Rental Fee Waivers	$577,056.50
Estimated Total Fee Waivers	**$606,486.50**

The fee waivers identified above represent the estimated value of City fees currently waived or reduced pursuant to the Co-Sponsorship Policy. Depending on the organization or event, these waivers may include facility or field rental fees, Temporary Use Permit or application fees, street or encroachment permits, banner fees, and other applicable City fees.

Attachment No. 2 provides additional details regarding the organizations, events, and applicable fees waived.

Proposed Fee Waiver Policy

The City's existing Co-Sponsorship Policy (Attachment No. 3) was adopted in 2015 and established criteria for City co-sponsorship and the waiver or reduction of certain City fees. The policy also included Exhibit A identifying organizations and events approved for co-sponsorship at that time and requires new co-sponsorship requests, or amendments to existing requests, to be presented to the City Council for approval.

Since adoption of the policy, the City's relationships with community organizations and the programs and events conducted within the City have continued to evolve. Some organizations and events currently receiving City support may not be reflected in Exhibit A, while other

organizations or events identified in the exhibit may have changed in scope, frequency, operational requirements, or level of City support.

A standing exhibit also does not readily account for changes in City fees, services provided, frequency of use, or other conditions associated with individual organizations. Maintaining Exhibit A as a continuing list of approved organizations and events can therefore make it difficult to ensure that the City's records accurately reflect current approvals and the specific level of support being provided.

Staff recommends rescinding the existing Co-Sponsorship Policy, including Exhibit A, and adopting the proposed Fee Waiver Policy included as Attachment No. 4. The proposed policy would eliminate the standing exhibit and establish a two-tier framework for evaluating future fee waiver requests, with all requests subject to City Council approval.

Two-Tier Approval Framework
Under the proposed Fee Waiver Policy, requests would be assigned to one of two tiers based primarily on whether the requested fee waiver is one-time or recurring. Both Tier 1 and Tier 2 requests would be presented to the City Council for consideration and approval. The tier structure is intended to distinguish the duration and nature of the requested support, not to delegate fee waiver approval authority administratively.

Tier 1 - One-Time Requests would apply to fee waiver or reduction requests that are one-time, limited, or non-recurring in nature. City Council approval would be limited to the specific activity, dates, fees, and conditions authorized. A substantially similar request that occurs annually, seasonally, across multiple events, or on another recurring basis would be evaluated as a Tier 2 request rather than as a series of separate Tier 1 requests.

Tier 2 - Recurring Requests would apply to recurring, annual, seasonal, multi-event, or otherwise ongoing fee waiver requests or City support. City Council approval would identify the scope, duration, fees, estimated value, and conditions of the authorized support and may establish a defined approval term, periodic reporting or review requirements, and, when appropriate, a related MOU or other formal agreement.

Rather than maintaining a standing list of organizations with recurring fee waivers, each request would be evaluated under the applicable tier and returned to the City Council for approval. Neither Tier 1 nor Tier 2 approval would create a perpetual entitlement to future fee waivers or City support. Tier 2 approvals would be reviewed at the end of the approved term, and continuation or renewal would require City Council approval unless the City Council expressly authorizes otherwise.

Relationship to Administrative Policy AP-014
The proposed Fee Waiver Policy would operate in conjunction with Administrative Policy AP-014. When a fee waiver request occurs annually, seasonally, across multiple events, or on another recurring basis, staff would evaluate establishing an MOU or similar agreement as required under AP-014. City Council approval under the Fee Waiver Policy would remain required for the waiver or reduction of City fees and establish a Tier 2 Agreement under AP-014.

This approach would allow the Fee Waiver Policy to establish the City Council approval framework for fee waiver requests while AP-014 provides a separate mechanism for

documenting ongoing partnerships when appropriate. This framework would provide greater clarity regarding the approval of City financial and in-kind support while maintaining flexibility to consider community organizations and events on an individual basis.

Alternatives
In lieu of staff's recommended approach, the City Council may consider the following alternatives:

Alternative 1: Rescind the Co-Sponsorship Policy in its entirety.
The City Council could rescind both the existing Co-Sponsorship Policy and Exhibit A.

Under this alternative, the City would no longer maintain a standing policy for evaluating fee waiver or co-sponsorship requests. Applicable City fees would remain due unless separately waived or reduced through specific City Council action or another authorized agreement.

This alternative would provide the clearest separation between the City's permitting processes and decisions regarding financial support but would eliminate the existing policy framework for considering one-time or limited fee waiver requests.

Alternative 2: Amend and Update the Existing Policy and Exhibit.
The City Council could retain the existing Co-Sponsorship Policy and direct staff to comprehensively amend the policy and update Exhibit A rather than transitioning recurring organizations to individual MOUs.

A revised policy and exhibit could identify organizations and recurring events approved for fee waivers, establish the specific fees eligible for waiver or reduction, establish the duration of approvals, and incorporate periodic review requirements.

This alternative would maintain a centralized policy and exhibit for both recurring and non-recurring requests rather than establishing individual agreements for ongoing partnerships.

Alternative 3: Provide other direction to staff.
The City Council may provide other direction regarding administration of the Co-Sponsorship Policy and future fee waiver requests.

Next Steps
Following City Council direction, staff would implement the approved changes to the special event application process and update applicable website information, application materials, and internal procedures.

Staff would also update the Co-Sponsorship Waiver Policy, as necessary, to reflect City Council direction. Any policy amendments or agreements requiring City Council approval would return for consideration at a future meeting.

Fiscal Impact
Approval of the recommended administrative changes related to the Temporary Use Permit and Special Event Application would not, by themselves, result in a direct fiscal impact. These changes are intended to streamline the application and review process using the City's existing online permit application system.

Based on staff's review of current fee waiver arrangements, approximately $606,486.50 in City fees are estimated to be waived or reduced pursuant to the existing Co-Sponsorship Policy. Transitioning recurring fee waivers to MOUs would not, by itself, increase or decrease the amount of City support provided. Rather, the MOU process would document the amount and type of support authorized for each organization during a defined agreement term and provide an opportunity for organization-specific review prior to renewal.

Any future fiscal impact would depend on the fee waivers, reductions, City services, or other in-kind support ultimately authorized by the City Council through individual MOUs, the Co-Sponsorship Policy, or other approved mechanisms.

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

Attachment:
Attachment No. 1 - Special Event Application
Attachment No. 2 - Co-Sponsorship Event Fee Waiver Overview
Attachment No. 3 - Co-Sponsorship Fee Waiver Policy
Attachment No. 4 - Proposed Fee Waiver Policy
Attachment No. 5 - AP-014 MOU and Partnership Agreements

City of SOUTH PASADENA COMMUNITY SERVICES

Community Services Department
815 Mission St., South Pasadena, CA 91030
Phone: **(626) 403-7380**
Email: **specialevents@southpasadenaca.gov**

SPECIAL EVENT APPLICATION

This application must be submitted for any special event held within the City. All co-sponsorships and special events are subject to approval by the City of South Pasadena and/or City Council. The action to approve an event will state conditions which must be met for the event to be held. Application must be submitted at least 3 months (90 days) prior to event date.

SPECIAL EVENT CRITERIA CHECKLIST

Please check if you are seeking a Co-Sponsored or Special Event:

- ☐ Co-Sponsorship (may include a fee reduction/waiver)
- ☐ Special Event

Proposed Co-Sponsorship applications must meet the following criteria:

- ☐ Applicant must show proof of 501(c)3 non-profit status from the IRS with an EIN.
- ☐ Applicant/organization must be based in the City of South Pasadena and hold a current business license. All vendors must hold current business license.
- ☐ Applicant's event must be open to all South Pasadena residents.
- ☐ Applicant's event must be a benefit to the South Pasadena community.
- ☐ Applicant must complete a Special Events Application and submit all supporting documentation.
- ☐ Special Events Application must be submitted to the Community Services Department by email to specialevents@southpasadenaca.gov

Please fill in the information below and answer all areas as thoroughly as possible. If the information does not pertain to your event, indicate *not applicable (N/A).*

EVENT INFORMATION

Name of Event:					
Type of Event:					
Date of Event:		☐ New Event	☐ Returning Event; # of years offered:		
Proposed Set-Up Time:		**Proposed Break-Down Time:**			
Proposed Start Time:		**Proposed End Time:**			
Requested Location(s):					

ORGANIZATION CONTACT INFORMATION

Organization Name:					
Contact Person Name:					
Street Address:		**City:**		**Zip Code:**	

Day Phone:		**Evening Phone:**		**Cell Phone:**	
Email:					
Alt. Contact Name:				**Phone:**	

ADDITIONAL INFORMATION					
Who is the target audience for the activity?					
Estimated Attendance:					
Will any fees be associated with the event?	☐ Yes	If so, what fees will be charged?		☐ No	
Will fees be collected at the event?	☐ Yes	Who will the proceeds benefit?		☐ No	
Will alcohol be served at the event?	☐ Yes ☐ No	**Will alcohol be sold at the event?**	☐ Yes	☐ No	
ALCOHOL: *City Ordinance allows liquor on premises under special conditions. If selling alcohol, the organization is required to obtain an license by calling the Department of Alcoholic Beverage Control (ABC) and must provide a copy.*					

FACILITY & PARK USE				
If requesting to use a park site or facility, please indicate the location:				
Park:	☐ Arroyo Park	☐ Eddie Park	☐ Garfield Park	☐ Orange Grove Park
	☐ Library Park	☐ Oak Lawn Park	☐ Skate Park	☐ Arroyo Seco Golf Course
Facility:	☐ Eddie Park House	☐ Garfield Youth House	☐ Senior Center	☐ War Memorial Building
	☐ Community Room	*Note: For use of the Community Room, contact Library Administration at 626-403-7330		
Green Space:	Use of City greenspaces, i.e. Parks, Medians, or other areas may require irrigation equipment to be shut off during your event. Please indicate here if you are requesting the use of a greenspace or if your event is adjacent to a City greenspace. ☐			
If not using any park or facility listed, please indicate the specific area of use:				

VEHICLES ON PARK GROUNDS

Vehicles, including catering vehicles, are not permitted to drive or park on public park grounds due to extensive underground irrigation systems that sustain damage when vehicles drive across control boxes and sprinkler heads. Additional insurance will be required.

Are you requesting that vehicles be permitted to drive or park on public park grounds?	☐ Yes ☐ No
If yes, please attach a copy of a valid CA Driver's License and proof of Auto Insurance.	
If yes, please indicate the type(s) of vehicles and the locations and times they would be driven or parked:	

PORTABLE RESTROOMS

Delivery vehicles are not permitted to drive or park on public park grounds due to extensive underground irrigation systems that sustain damage when vehicles drive across control boxes and sprinkler heads. Additional insurance will be required.

Will additional portable restrooms be brought to the event site?		☐ Yes ☐ No	
If yes, please indicate the Company Name and information below:			
Company Name:		**Phone Number:**	
# of Restrooms:		**# of ADA Restrooms:**	
Drop-off Time:		**Pick-up Time:**	

ASSEMBLIES, DEMONSTRATIONS, MARCHES, AND/OR PARADES

Will your event feature an assembly, demonstration, march, and/or parade?	☐ Yes ☐ No
Will the assembly, demonstration, march, and/or parade be mobile or stationary?	☐ Mobile ☐ Stationary
If mobile, please indicate the route:	
Please identify the cause for the assembly, demonstration, march, and/or parade:	
Will the event feature music and/or sound amplification?	☐ Yes ☐ No

EVENT SITE

A map of the event site is <u>REQUIRED</u> and should indicate the event layout with recommended street closures, parade or run/walk routes, etc. Please draw your map in the space provided below or attach your map to the application.

STREET USE PERMIT / BLOCK PARTY

Are you requesting any public streets to be closed for the event?	☐ Yes	☐ No	
If yes, identify the streets/blocks and indicate the times the closure is requested:			
Start Time:		**End Time:**	
Location:			
Description:			
Will your event require bins and roll-off containers?	☐ Yes	☐ No	

Traffic Control Plan: Traffic Control Plan is a necessary component of the application process. It is essential that this plan is submitted to the city in a timely manner for review and approval. Failure to submit the Traffic Control Plan on time may result in the denial of your application or the cancellation of the event.

NOTE: *The City of South Pasadena has an exclusive agreement with Athens Services for refuse removal, as such if your event requires the use of a container you MUST use Athens Services. **Applicant is required to rent or purchase all street closure materials and execute pre-approved street closure and traffic plan.*

STREET BANNERS

Are you requesting the use of a street banner for the event?	☐ Yes	☐ No	
Date of Event:			
Site Priority (Prioritize sites 1-4 with 1 being the priority location)			
Fair Oaks Ave. & Grevelia St.	# _____	Mission St. & Fremont Ave.	# _____
Fair Oaks Ave. & El Centro St.	# _____	Mission St. & Meridian Ave.	# _____

NOTE: *The City of South Pasadena MUST review street banners prior to printing to ensure compliance with City branding guidelines.*

TENT PERMIT

Will your event use canopies, EZ-ups, or any large tents?	☐ Yes	☐ No	
If yes, please indicate the number of canopies/EZ-ups (10'x10' or smaller):			
If yes, please indicate the number of large tents (larger than 10'x10'):			

FOOD VENDORS

Applicant is required to contact Los Angeles County Public Health Department in advance of their event for required permits and guidelines. The applicant shall obtain copies of temporary food service licenses from food vendors prior to the event. In addition, all vendors selling food or other products must have a City of South Pasadena Business License. Additional Insurance will be required.

Will food be served at the event?	☐ Yes	☐ No	
If yes, the food is:	☐ Provided Free	☐ Cooked or Prepared On-Site	☐ Cooked on an Open Flame* (Barbeque)
	☐ Available for Purchase		
Please provide a menu of the food your event will be serving:			

Are you requesting approval to offer other items for sale at the event?	☐ Yes ☐ No
If yes, please indicate the items for sale:	

NOTE: *All persons or companies conducting business within the city limits of South Pasadena are required to obtain a City business license. This includes but is not limited to retailers, wholesalers, manufacturers, service providers, professionals, non-profit organizations, independent contractors, home businesses, food vendors, etc.*

NON-FOOD VENDORS	
Do you possess a City of South Pasadena Business License?	☐ Yes ☐ No
Are you requesting approval to offer other items for sale at the event?	☐ Yes ☐ No
If yes, please indicate the items for sale:	

NOTE: *All persons or companies conducting business within the city limits of South Pasadena are required to obtain a City business license. This includes but is not limited to retailers, wholesalers, manufacturers, service providers, professionals, non-profit organizations, independent contractors, home businesses, food vendors, etc. Applicant to provide a list of vendors' information to City for business license verification. Additional insurance will be required.*

BUSINESS LICENSE	
Do you possess a City of South Pasadena Business License?	☐ Yes ☐ No

Please provide a list of all vendors below:

Business Name(s):	Business License Number(s):	Certificate of Insurance

NOTE: *All persons or companies conducting business within the city limits of South Pasadena are required to obtain a City business license. This includes but is not limited to retailers, wholesalers, manufacturers, service providers, professionals, non-profit organizations, independent contractors, home businesses, food vendors, etc. Applicant to provide a list of vendors' information to City for business license verification. vendors must provide a Certificate of Insurance naming the City of South Pasadena as additionally insured.* ***FAILURE TO PROVIDE THIS INFORMATION IN ITS ENTIRETY MAY RESULT IN DENIAL OF REQUEST.***

PROOF OF NON-PROFIT STATUS		
Do you possess proof of non-profit status?	☐ Yes	☐ No
Employer ID Number (EIN):		
NOTE: *All organizations must present a **letter** from the Internal Revenue Service indicating exemption from Federal Income Tax as described in Internal Revenue Code Section 501(c)(3).*		

BOUNCE HOUSE / INFLATABLES		
Will your event require a bounce house or an inflatable?	☐ Yes	☐ No
Please provide the name of the company where you are renting the bounce house or inflatable. **Address:** **Phone:**		
NOTE: *All additional vendors or subcontractors must present the organization a certificate of insurance naming the City of South Pasadena addition Insured with a minimum amount of $2 million per occurrence and $4 million aggregate along with Automobile liability and endorsements. Additional limits may be required.*		

When turning in your application, you must:

- Complete the application. Incomplete applications will not be accepted and will delay processing, which may affect the availability of the event date and or location.
- Applications accepted a minimum of 3 months (90 days) prior to the event and no more than twelve (12) months in advance of the event date.
- Upon submission of the application a review process will be initiated. A team comprised of a representative from City Departments will review the application. You may be asked to submit additional supporting documentation to your application due to unique or changing circumstances related to the event.
- After the review process and the event is approved, the applicant will be issued a Conditions of Approval for the event. The conditions of approval issued by the City of South Pasadena is valid only for the venue area(s) and event activities including set-up and tear-down, depicted on your site plan described in the application.
- Failure to comply with the Conditions of Approval, may result in the immediate cancellation of the event or denial of future applications.

If the applicant has multiple vendors, the applicant shall act as the coordinator between the City and the vendors. The applicant will provide the City with a list of vendors that will participate in the event, a copy of the certificate of insurance, and the business license for each vendor. **Failure to provide all necessary documents by the applicant will result in denial of the application and/or cancellation of the event.**

Applicant must present a copy of the insurance to the City with a certificate of insurance naming the City of South Pasadena additional insured with a minimum amount of $2 million per occurrence and $4 million aggregate along with Automobile liability and endorsements. Additional limits may be required.

PLEASE NOTE: All applicants will be notified by the Community Services Department regarding the status of the application upon the conclusion of the review period by City Departments.

Applicant Signature: X _____ **Date:** _____

Applicant's Name: _____ **Title:** _____

APPENDIX

SPECIAL EVENT FEE SCHEDULE

The following fees are applicable towards the City Special Event Policy and are approved in the City Master Fee Schedule.

COMMUNITY SERVICES	
Additional Staff (Clean-Up & Supervision)	$47 per hour
Additional Staff (Alcohol)	$47 per hour

COMMUNITY DEVELOPMENT	
Traffic Control Plan Review	$132 per review
Temporary Use Permit (Non-Profit)	$271
Temporary Use Permit	$271
Temporary Banners	$59 per banner per permit

FINANCE	
Business License Fee	*Cost is determined by size of business*

FIRE	
Fire (8-hour minimum)	$95 per hour
Event Tent	$191
Other permits as required by the Fire Chief	$

LIBRARY	
Staff (Clean-Up & Supervisor)	$47 per hour
Staff (Alcohol)	$47 per hour
Audio/Visual Equipment Rental	$70
Equipment Rental-Piano	$42

POLICE	
Police (8-hour minimum)	$95 per hour

PUBLIC WORKS	
Block Party Street Closure - Initial	$314
Block Party Street Closure - Renewal	$118
Banner Installation & Removal	$225
Banner Installation - Initial	$372
Special Event Staffing	*Hourly Rate*
No Parking Signs (Temporary)	$44

Attachment No. 2 - Co-Sponsorship Event Fee Waiver Overview

Co-Sponsorship Event Fee Waiver Overview

Special Event Related Permitting Fees		**Applicable Fees**	**Waived Fees**
Marengo Elementary PTA Lunar New Year		$ 1,044.00	$ 1,044.00
SPMS Booster / DUDES Poker Tournament		$ 390.00	$ 390.00
SPTOR - Legendary BINGO		$ -	$ -
Rotary - Taste of South Pasadena		$ 3,031.50	$ 3,031.50
SPEF - Parti Gras		$ 3,031.50	$ 3,031.50
SPCC - Pickleball Tournament		$ -	$ -
Arroyo Vista Elementary 5th Grade Promotion		$ -	$ -
SPHS Graduation Street Closure		$ 2,827.50	$ 2,827.50
Kiwanis Club - 4th of July Pancake Breakfast		$ 1,987.50	$ 1,987.50
SPTOR - Yard Sale		$ -	$ -
SPCC - Moon Festival		$ 2,434.00	$ 2,434.00
SPHS - Homecoming Dance		$ 1,000.00	$ 1,000.00
SPHS Boosters Tiger Run		$ 3,274.00	$ 3,274.00
SPTOR - Crunch Time Party		$ -	$ -
Chamber of Commerce - Arts Crawls/Eclectic (4)		$ 10,410.00	$ 10,410.00
AYSO Region 214		$ -	$ -
Holy Family		$ -	$ -
South Pasadena Little League		$ -	$ -
	Subtotal	*$ 29,430.00*	*$ 29,430.00*
Facility/Field Use Rental Fees		**Applicable Fees**	**Waived Fees**
Marengo Elementary PTA Lunar New Year		$ 679.00	$ 420.00
SPMS Booster / DUDES Poker Tournament		$ 2,868.00	$ 2,041.00
SPTOR - Legendary BINGO		$ 1,988.00	$ 1,988.00
Rotary - Taste of South Pasadena		$ -	$ -
SPEF - Parti Gras		$ 5,000.00	$ 5,000.00
SPCC - Pickleball Tournament		$ 935.00	$ 685.00
Arroyo Vista Elementary 5th Grade Promotion		$ 519.00	$ 519.00
SPHS Graduation Street Closure		$ -	$ -
Kiwanis Club - 4th of July Pancake Breakfast		$ -	$ -
SPTOR - Yard Sale		$ 4,112.00	$ 4,112.00
SPCC - Moon Festival		$ 1,960.00	$ 1,960.00
SPHS - Homecoming Dance		$ 6,675.00	$ 5,000.00
SPHS Boosters Tiger Run		$ 6,980.00	$ 1,200.00
SPTOR - Crunch Time Party		$ 1,970.00	$ 1,670.00
Chamber of Commerce - Arts Crawls/Eclectic (4)		$ -	$ -
AYSO Region 214		$ 210,513.00	$ 210,513.00
Holy Family		$ 10,998.00	$ 10,998.00
South Pasadena Little League		$ 330,950.50	$ 330,950.50
	Subtotal	*$ 586,147.50*	*$ 577,056.50*
	Total	**$ 615,577.50**	**$ 606,486.50**

Marengo Elementary PTA Lunar New Year			Applicable Fees	Waived Fees	Notes
Permitting Fees					
Encroachment Permit			$ -	$ -	
Fire Permit			$ -	$ -	
Street Banner Installation			$ 1,044.00	$ 1,044.00	
Temporary Use Permit / Conditions of Approval			$ -	$ -	
Traffic Control Plan			$ -	$ -	
No Parking Signs			$ -	$ -	
		Subtotal	$ 1,044.00	$ 1,044.00	
Facility/Field Rental Fees	**Rate / Hour**	**# Hours**			
Field Hourly Rate	$ 47.00	7	$ 329.00	$ 420.00	
Insurance Fee			$ -	$ -	Provides their own COI
Kitchen Use Fee			$ -	$ -	
Staffing Fees	$ 50.00	7	$ 350.00	$ -	
Staffing Fees (Alcohol)			$ -	$ -	
		Subtotal	$ 679.00	$ 420.00	
		Total	$ 1,723.00	$ 1,464.00	

SPMS Booster / DUDES Poker Tournament			Applicable Fees	Waived Fees	Notes
Permitting Fees					
Encroachment Permit			$ -	$ -	
Fire Permit			$ 390.00	$ 390.00	Future event should complete a Fire Permit Application
Street Banner Installation			$ -	$ -	
Temporary Use Permit / Conditions of Approval			$ -	$ -	
Traffic Control Plan			$ -	$ -	
No Parking Signs			$ -	$ -	
		Subtotal	$ 390.00	$ 390.00	
Facility/Field Rental Fees	**Rate / Hour**	**# Hours**			
Facility Hourly Rate	$ 210.00	9	$ 1,890.00	$ 1,863.00	
Insurance Fee			$ -	$ -	Provides their own COI
Kitchen Use Fee			$ 178.00	$ 178.00	
Staffing Fees	$ 50.00	9	$ 450.00	$ -	
Staffing Fees (Alcohol)	$ 50.00	7	$ 350.00	$ -	
		Subtotal	$ 2,868.00	$ 2,041.00	
		Total	$ 3,258.00	$ 2,431.00	

SPTOR - Legendary Bingo			Applicable Fees	Waived Fees	Notes
Permitting Fees					
Encroachment Permit			$ -	$ -	
Fire Permit			$ -	$ -	
Street Banner Installation			$ -	$ -	
Temporary Use Permit / Conditions of Approval			$ -	$ -	
Traffic Control Plan			$ -	$ -	
No Parking Signs			$ -	$ -	
		Subtotal	$ -	$ -	
Facility/Field Rental Fees	**Rate / Hour**	**# Hours**			
Facility Hourly Rate	$ 210.00	6	$ 1,260.00	$ 1,260.00	
Insurance Fee			$ -	$ -	Provides their own COI
Kitchen Use Fee			$ 178.00	$ 178.00	
Staffing Fees	$ 50.00	6	$ 300.00	$ 300.00	
Staffing Fees (Alcohol)	$ 50.00	5	$ 250.00	$ 250.00	
		Subtotal	$ 1,988.00	$ 1,988.00	
		Total	$ 1,988.00	$ 1,988.00	

Rotary - Taste of South Pasadena			Applicable Fees	Waived Fees	Notes
Permitting Fees					
Encroachment Permit			$ 597.50	$ 597.50	
Fire Permit			$ 390.00	$ 390.00	
Street Banner Installation			$ 1,044.00	$ 1,044.00	
Temporary Use Permit / Conditions of Approval			$ 1,000.00	$ 1,000.00	
Traffic Control Plan			$ -	$ -	
No Parking Signs			$ -	$ -	
		Subtotal	$ 3,031.50	$ 3,031.50	
Facility/Field Rental Fees	**Rate / Hour**	**# Hours**			
Facility/Field Hourly Rate			$ -	$ -	
Insurance Fee			$ -	$ -	
Kitchen Use Fee			$ -	$ -	
Staffing Fees			$ -	$ -	
Staffing Fees (Alcohol)			$ -	$ -	
		Subtotal	$ -	$ -	
		Total	$ 3,031.50	$ 3,031.50	

SPEF - Parti Gras			Applicable Fees	Waived Fees	Notes
Permitting Fees					
Encroachment Permit			$ 597.50	$ 597.50	
Fire Permit			$ 390.00	$ 390.00	
Street Banner Installation			$ 1,044.00	$ 1,044.00	
Temporary Use Permit / Conditions of Approval			$ 1,000.00	$ 1,000.00	
Traffic Control Plan			$ -	$ -	
No Parking Signs			$ -	$ -	
		Subtotal	$ 3,031.50	$ 3,031.50	
Facility/Field Rental Fees	**Rate / Hour**	**# Hours**			
Facility/Field Hourly Rate			$ 5,000.00	$ 5,000.00	Special Event Fee related to Golf Course use is waived
Insurance Fee			$ -	$ -	Provides their own COI
Kitchen Use Fee			$ -	$ -	
Staffing Fees			$ -	$ -	
Staffing Fees (Alcohol)			$ -	$ -	
		Subtotal	$ 5,000.00	$ 5,000.00	
		Total	$ 8,031.50	$ 8,031.50	

SPCC - Pickleball Tournament			Applicable Fees	Waived Fees	Notes
Permitting Fees					
Encroachment Permit			$ -	$ -	
Fire Permit			$ -	$ -	
Street Banner Installation			$ -	$ -	
Temporary Use Permit / Conditions of Approval			$ -	$ -	
Traffic Control Plan			$ -	$ -	
No Parking Signs			$ -	$ -	
		Subtotal	$ -	$ -	
Facility/Field Rental Fees	**Rate / Hour**	**# Hours**			
Court(s) Hourly Rate	$ 30.00	10	$ 300.00	$ 300.00	2 courts reserved for 5 hours
Field Hourly Rate	$ 47.00	5	$ 235.00	$ 235.00	
Tournament Fee	$ 150.00	1	$ 150.00	$ 150.00	
Insurance Fee			$ -	$ -	Provides their own COI
Kitchen Use Fee			$ -	$ -	
Staffing Fees	$ 50.00	5	$ 250.00	$ -	
Staffing Fees (Alcohol)			$ -	$ -	
		Subtotal	$ 935.00	$ 685.00	
		Total	$ 935.00	$ 685.00	

Arroyo Vista 5th Grade Promotion			Applicable Fees	Waived Fees	Notes
Permitting Fees					
Encroachment Permit			$ -	$ -	
Fire Permit			$ -	$ -	
Street Banner Installation			$ -	$ -	
Temporary Use Permit / Conditions of Approval			$ -	$ -	
Traffic Control Plan			$ -	$ -	
No Parking Signs			$ -	$ -	
		Subtotal	$ -	$ -	
Facility/Field Rental Fees	**Rate / Hour**	**# Hours**			
Field Hourly Rate	$ 47.00	7	$ 329.00	$ 329.00	
Gazebo Rate	$ 95.00	2	$ 190.00	$ 190.00	Gazebos are reserved in 4 hour blocks
Insurance Fee			$ -	$ -	Provides their own COI
Kitchen Use Fee			$ -	$ -	
Staffing Fees			$ -	$ -	
Staffing Fees (Alcohol)			$ -	$ -	
		Subtotal	$ 519.00	$ 519.00	
		Total	$ 519.00	$ 519.00	

SPHS Graduation Street Closure			Applicable Fees	Waived Fees	Notes
Permitting Fees					
Encroachment Permit			$ 597.50	$ 597.50	
Fire Permit			$ -	$ -	
Street Banner Installation			$ -	$ -	
Temporary Use Permit / Conditions of Approval			$ 1,000.00	$ 1,000.00	
Traffic Control Plan			$ 918.00	$ 918.00	
No Parking Signs			$ 312.00	$ 312.00	
		Subtotal	$ 2,827.50	$ 2,827.50	
Facility/Field Rental Fees	**Rate / Hour**	**# Hours**			
Facility/Field Hourly Rate			$ -	$ -	
Insurance Fee			$ -	$ -	
Kitchen Use Fee			$ -	$ -	
Staffing Fees			$ -	$ -	
Staffing Fees (Alcohol)			$ -	$ -	
		Subtotal	$ -	$ -	
		Total	$ 2,827.50	$ 2,827.50	

Kiwanis Club - 4th of July Pancake Breakfast			Applicable Fees	Waived Fees	Notes
Permitting Fees					
Encroachment Permit			$ 597.50	$ 597.50	
Fire Permit			$ 390.00	$ 390.00	
Street Banner Installation			$ -	$ -	
Temporary Use Permit / Conditions of Approval			$ 1,000.00	$ 1,000.00	
Traffic Control Plan			$ -	$ -	
No Parking Signs			$ -	$ -	
		Subtotal	$ 1,987.50	$ 1,987.50	
Facility/Field Rental Fees	**Rate / Hour**	**# Hours**			
Facility/Field Hourly Rate			$ -	$ -	
Insurance Fee			$ -	$ -	
Kitchen Use Fee			$ -	$ -	
Staffing Fees			$ -	$ -	
Staffing Fees (Alcohol)			$ -	$ -	
		Subtotal	$ -	$ -	
		Total	$ 1,987.50	$ 1,987.50	

SPTOR - Yard Sale			Applicable Fees	Waived Fees	Notes
Permitting Fees					
Encroachment Permit			$ -	$ -	
Fire Permit			$ -	$ -	
Street Banner Installation			$ -	$ -	
Temporary Use Permit / Conditions of Approval			$ -	$ -	
Traffic Control Plan			$ -	$ -	
No Parking Signs			$ -	$ -	
		Subtotal	$ -	$ -	
Facility/Field Rental Fees	**Rate / Hour**	**# Hours**			
Facility/Field Hourly Rate	$ 207.00	16	$ 3,312.00	$ 3,312.00	
Insurance Fee			$ -	$ -	Provides their own COI
Kitchen Use Fee			$ -	$ -	
Staffing Fees	$ 50.00	16	$ 800.00	$ 800.00	
Staffing Fees (Alcohol)			$ -	$ -	
		Subtotal	$ 4,112.00	$ 4,112.00	
		Total	$ 4,112.00	$ 4,112.00	

SPCC - Moon Festival			Applicable Fees	Waived Fees	Notes
Permitting Fees					
Encroachment Permit			$ -	$ -	
Fire Permit			$ 390.00	$ 390.00	
Street Banner Installation			$ 1,044.00	$ 1,044.00	
Temporary Use Permit / Conditions of Approval			$ 1,000.00	$ 1,000.00	
Traffic Control Plan			$ -	$ -	
No Parking Signs			$ -	$ -	
		Subtotal	$ 2,434.00	$ 2,434.00	
Facility/Field Rental Fees	**Rate / Hour**	**# Hours**			
Facility Hourly Rate	$ 195.00	8	$ 1,560.00	$ 1,560.00	
Insurance Fee			$ -	$ -	Provides their own COI
Kitchen Use Fee			$ -	$ -	
Staffing Fees	$ 50.00	8	$ 400.00	$ 400.00	
Staffing Fees (Alcohol)			$ -	$ -	
		Subtotal	$ 1,960.00	$ 1,960.00	
		Total	$ 4,394.00	$ 4,394.00	

SPHS Homecoming Dance			Applicable Fees	Waived Fees	Notes
Permitting Fees					
Encroachment Permit			$ -	$ -	
Fire Permit			$ -	$ -	
Street Banner Installation			$ -	$ -	
Temporary Use Permit / Conditions of Approval			$ 1,000.00	$ 1,000.00	
Traffic Control Plan			$ -	$ -	
No Parking Signs			$ -	$ -	
		Subtotal	$ 1,000.00	$ 1,000.00	
Facility/Field Rental Fees	**Rate / Hour**	**# Hours**			
Facility/Field Hourly Rate			$ 5,000.00	$ 5,000.00	Special Event Fee related to Golf Course use is waived
Insurance Fee			$ -	$ -	Provides their own COI
Kitchen Use Fee			$ -	$ -	
Staffing Fees			$ 1,675.00	$ -	SPUSD pays for golf course staff
Staffing Fees (Alcohol)			$ -	$ -	
		Subtotal	$ 6,675.00	$ 5,000.00	
		Total	$ 7,675.00	$ 6,000.00	

SPHS Boosters Tiger Run			Applicable Fees	Waived Fees	Notes
Permitting Fees					
Encroachment Permit			$ -	$ -	
Fire Permit			$ -	$ -	
Street Banner Installation			$ 1,044.00	$ 1,044.00	
Temporary Use Permit / Conditions of Approval			$ 1,000.00	$ 1,000.00	
Traffic Control Plan			$ 918.00	$ 918.00	
No Parking Signs			$ 312.00	$ 312.00	
		Subtotal	$ 3,274.00	$ 3,274.00	
Facility/Field Rental Fees	**Rate / Hour**	**# Hours**			
Facility/Field Hourly Rate			$ -	$ -	
Insurance Fee			$ -	$ -	Provides their own COI
Kitchen Use Fee			$ -	$ -	
Staffing Fees			$ 6,980.00	$ 1,200.00	Paid for Public Works and Police Department staff
Staffing Fees (Alcohol)			$ -	$ -	
		Subtotal	$ 6,980.00	$ 1,200.00	
		Total	$ 10,254.00	$ 4,474.00	

SPTOR Crunch Time Party			Applicable Fees	Waived Fees	Notes
Permitting Fees					
Encroachment Permit			$ -	$ -	
Fire Permit			$ -	$ -	
Street Banner Installation			$ -	$ -	
Temporary Use Permit / Conditions of Approval			$ -	$ -	
Traffic Control Plan			$ -	$ -	
No Parking Signs			$ -	$ -	
		Subtotal	$ -	$ -	
Facility/Field Rental Fees	**Rate / Hour**	**# Hours**			
Facility/Field Hourly Rate	$ 207.00	6	$ 1,242.00	$ 1,242.00	
Insurance Fee			$ -	$ -	Provides their own COI
Kitchen Use Fee			$ 178.00	$ 178.00	
Staffing Fees	$ 50.00	6	$ 300.00	$ -	
Staffing Fees (Alcohol)	$ 50.00	5	$ 250.00	$ 250.00	
		Subtotal	$ 1,970.00	$ 1,670.00	
		Total	$ 1,970.00	$ 1,670.00	

Chamber of Commerce - Arts Crawls			**Applicable Fees**	**Waived Fees**	**Notes**
Permitting Fees	**Rate**	**# of events**			
Encroachment Permit	$ 597.50	4	$ 2,390.00	$ 2,390.00	
Fire Permit	$ 390.00	4	$ 1,560.00	$ 1,560.00	
Street Banner Installation			$ -	$ -	
Temporary Use Permit / Conditions of Approval	$ 1,000.00	4	$ 4,000.00	$ 4,000.00	
Traffic Control Plan	$ 918.00	2	$ 1,836.00	$ 1,836.00	
No Parking Signs	$ 312.00	2	$ 624.00	$ 624.00	
		Subtotal	$ 10,410.00	$ 10,410.00	
Facility/Field Rental Fees	**Rate / Hour**	**# Hours**			
Facility/Field Hourly Rate			$ -	$ -	
Insurance Fee			$ -	$ -	Provides their own COI
Kitchen Use Fee			$ -	$ -	
Staffing Fees			$ -	$ -	
Staffing Fees (Alcohol)			$ -	$ -	
		Subtotal	$ -	$ -	
		Total	$ 10,410.00	$ 10,410.00	

AYSO Region 214			Applicable Fees	Waived Fees	Notes
Permitting Fees					
Encroachment Permit			$ -	$ -	
Fire Permit			$ -	$ -	
Street Banner Installation			$ -	$ -	
Temporary Use Permit / Conditions of Approval			$ -	$ -	
Traffic Control Plan			$ -	$ -	
No Parking Signs			$ -	$ -	
		Subtotal	$ -	$ -	
Facility/Field Rental Fees	**Rate / Hour**	**# Hours**			
Field Hourly Rate (Fall Permit)	$ 47.00	2803	$ 131,741.00	$ 131,741.00	5 fields reserved for 2,803 hours
Field Hourly Rate (Winter Permit)	$ 47.00	1100	$ 51,700.00	$ 51,700.00	2 fields reserved for 1,100 hours (Arroyo North closed)
Field Hourly Rate (Spring Permit)	$ 47.00	576	$ 27,072.00	$ 27,072.00	1 field reserved for 576 hours
Field Hourly Rate (Summer Permit)	$ 47.00	0	$ -	$ -	
Insurance Fee			$ -	$ -	Provides their own COI
Kitchen Use Fee			$ -	$ -	
Staffing Fees			$ -	$ -	
Staffing Fees (Alcohol)			$ -	$ -	
		Subtotal	$ 210,513.00	$ 210,513.00	
		Total	$ 210,513.00	$ 210,513.00	

Holy Family - Flag Football			Applicable Fees	Waived Fees	Notes
Permitting Fees					
Encroachment Permit			$ -	$ -	
Fire Permit			$ -	$ -	
Street Banner Installation			$ -	$ -	
Temporary Use Permit / Conditions of Approval			$ -	$ -	
Traffic Control Plan			$ -	$ -	
No Parking Signs			$ -	$ -	
		Subtotal	$ -	$ -	
Facility/Field Rental Fees	**Rate / Hour**	**# Hours**			
Field Hourly Rate (Fall Permit)	$ 47.00	78	$ 3,666.00	$ 3,666.00	1 field reserved for 78 hours
Field Hourly Rate (Winter Permit)	$ 47.00	78	$ 3,666.00	$ 3,666.00	1 field reserved for 78 hours
Field Hourly Rate (Spring Permit)	$ 47.00	78	$ 3,666.00	$ 3,666.00	1 field reserved for 78 hours
Field Hourly Rate (Summer Permit)	$ 47.00	0	$ -	$ -	
Insurance Fee			$ -	$ -	Provides their own COI
Kitchen Use Fee			$ -	$ -	
Staffing Fees			$ -	$ -	
Staffing Fees (Alcohol)			$ -	$ -	
		Subtotal	$ 10,998.00	$ 10,998.00	
		Total	$ 10,998.00	$ 10,998.00	

South Pasadena Little League			Applicable Fees	Waived Fees	Notes
Permitting Fees					
Encroachment Permit			$ -	$ -	
Fire Permit			$ -	$ -	
Street Banner Installation			$ -	$ -	
Temporary Use Permit / Conditions of Approval			$ -	$ -	
Traffic Control Plan			$ -	$ -	
No Parking Signs			$ -	$ -	
		Subtotal	$ -	$ -	
Facility/Field Rental Fees	**Rate / Hour**	**# Hours**			
Field Hourly Rate (Fall Permit)	$ 47.00	0	$ -	$ -	
Field Hourly Rate (Winter Permit)	$ 47.00	0	$ -	$ -	
Field Hourly Rate (Spring Permit)	$ 47.00	1601.5	$ 75,270.50	$ 75,270.50	5 fields reserved for 1,601.5 hours
Field Hourly Rate (Summer Permit)	$ 47.00	5440	$ 255,680.00	$ 255,680.00	4 fields reserved for 5,440 hours (Arroyo South closed)
Insurance Fee			$ -	$ -	Provides their own COI
Kitchen Use Fee			$ -	$ -	
Staffing Fees			$ -	$ -	
Staffing Fees (Alcohol)			$ -	$ -	
		Subtotal	$ 330,950.50	$ 330,950.50	
		Total	$ 330,950.50	$ 330,950.50	

Introduction:
The City of South Pasadena routinely receives requests from non-profit organizations, service clubs, and others requesting to co-sponsor various activities, or to waive temporary use permit fees and /or rental fees for the use of City facilities. Examples of these activities include public music performances, art exhibitions, cultural, service club, sporting and school events.

Recognizing the value of partnering with local organizations and the benefits to the community while still upholding its fiscal responsibilities, the City has established the following policy to direct when fees may be waived or co-sponsorship approved.

Policy:
Fees may be waived or reduced when co-sponsored by the City when the City Council makes a determination that the program or event: 1) is of significant value to the community or to a significant portion of its residents, and 2) is within the scope of services normally provided by the City.

Before recommending approval, the City Council or his/her designee will also consider factors including but not limited to: benefit to the City, proposed event location and time of day, impact on the surrounding neighborhood and city staff and resources.

While individuals, organizations, agencies and private enterprises may qualify for fee waivers or co-sponsorship based on meeting this policy's criteria, the City does not guarantee all requests will be accommodated. The City Council (or his/her designee) may determine not to provide support, due to lack of adequate funds or other resources, or when the request represents a conflict of interest or is not in the best interest of the City.

Activities specifically prohibited from City co-sponsorship or waiver of fees include those that: enhance private business; are held on behalf of, in support of, or in opposition to any political candidate or ballot measure or advocate a political position; advocate or promote adult – oriented businesses; or that solicit criminal activity. Religious organizations, companies or groups may obtain fee waivers or co-sponsorships if the proposed program, event, or project neither promotes religious messages nor advocates for or promotes religious beliefs.

All resources to be provided by the City in co-sponsorship of an event or program shall be within current funding allocations, and expenditures shall not result in a reduction of other City services. The City Council intermittently approves the City Fee Schedule. Fee waivers may be reflected in reduced revenue totals at fiscal year end.

The City reserves the right to assess all activities at any time to ensure all rules, regulations, conditions of use, City and health and safety laws are not violated. Co-sponsorships and fee waivers can be revoked at any time effective immediately, if the recipient agency or organization fails to comply with this policy or any other local, State or Federal regulation.

Qualifications for those seeking fee waivers or co-sponsorship:

1. Must be a valid non-profit or community service organization based within the City of South Pasadena; (proof of non-profit status is required if applicable.)
2. All the following criteria shall be demonstrated by the applicant:
    a. Consistent with the City's economic, social, or recreational goals.
    b. Free and open to the public, unless otherwise authorized by the City Council (or his/her designee)
    c. Demonstrate community pride and involvement
    d. Not have a religious or political purpose

Co-sponsorship may include any of the following:

1. Fee waiver or reduction for
    a. Use of a facility
    b. Temporary Use Permit
    c. Street Banner
    d. Tent Permit
    e. Encroachment Permit
    f. Street Closure and /or traffic control plan

Procedures

The following information should be submitted by the non-profit organizations when requesting use of City streets, right-of-ways, and other City properties. The request must be made in writing, at least 60 days prior to event and must include details of the event, including, but not limited to:

1. Name and mailing address of organization making request
2. City facility, property, or street requested for use
3. Proof of non-profit status if applicable
4. Description and purpose of event
5. Time of event and time access to the site is needed
6. Proposed street closure or traffic control plan, prepared and stamped by a registered engineer (if applicable)
7. Concession information, including whether food or drink will be sold
8. List of equipment that will be brought in for the event
9. List of event sponsors and their role (if any)

10. A description of the benefits the non-profit will receive and the benefit the City or its residents will receive from the event
12. Detailed description of any support needed from City staff, including police, fire or public works. **(NOTE: These costs will be the responsibility of the event organizers)**
13. City equipment and supplies will not be available for use or rent unless the facility that is being used houses these items such as tables and chairs. The following will not be used or rented for outdoor use: Audio visual, Public Address System, Tables, Chairs, Canopies, or Electrical Outlets.

Alcohol:
City Ordinance allows liquor on the premises (wine, beer, whiskey, etc.) under special conditions. Obtain an ABC permit by calling the Department of Alcohol & Beverage at (626) 927-1060. See City Staff for additional info on ABC requirements. Alcohol may not be sold or served to minors. Failure to comply, monitor and enforce this law is grounds for terminating the activity and forfeiting all deposits, fees and co-sponsorship. Injuries caused to any person or damage to City premises, shall be the sole responsibility of the organizations, its sponsor or the adult representative. Alcohol may not be served or sold during set-up time. Service for any alcoholic beverage must end one hour before the time stated on the contract for the event to end. Alcohol is only permitted in the rented facility (senior Center and War Memorial Building only) Alcohol may not be served or consumed in parking lots, public patio areas, or outside grounds adjacent to rented facility.

The following conditions apply once fee waiver and or co-sponsorship is approved:
1. Appropriate recognition of the City of South Pasadena as co-sponsor of or contributor to the event or program will be provided on all promotional materials and at all events and programs. The City Manager (or his/her designee) must approve promotional materials, the event/program schedule and activities. If the City is not recognized for its contributions to the event/program, the organization could potentially lose future co-sponsorship opportunities with the City.
2. All non-profits must complete a Facility Use Permit with the Recreation Division of Community Services Department. Conditions may be placed on the use to minimize impacts to facilities or costs to the City, or to restore facilities to pre-event conditions.
3. Proof of General Liability Insurance with the City additionally insured for $1 million per occurrence as well as a hold harmless agreement must accompany the Facility Use Permit.
4. A refundable security deposit is required. Deposit amounts are set to ensure proper clean up and cover the City's costs for remediation of any damage or loss. If the full deposit is not accompanied with the Facility Use Permit by the specified date, the facility request shall be cancelled and approval withdrawn. Security Deposits will be refunded within four (4) to six (6) weeks of the event or activity, if standards have been met. Security Deposits will not be waived.
5. Applicants are responsible for payment of the full cost of materials, labor, replacement, repairs, or damages related to the event, project or program, regardless of the amount. If damage

occurs and the complete remediation costs the City less than the amount of the deposit, the difference shall be refunded.
6. Secure necessary additional permits, e.g., vendors need business license, from food sales need County Health Department permits, and alcohol use permits.

The attached exhibit A is a list of current co-sponsored organizations or city committees and events that have been approved in the past. If any new organizations request co-sponsorship by the City, that request will come to the City Council for approval. If an existing organization would like to amend their current request, that request will also be brought to City Council for approval.

This policy and list of events and organizations will be approved once a year by the City Council.

Attached: Exhibit A – List of Current Co-Sponsored Organizations or City Committees and Events

Approved by City Council:
March 4, 2015

Exhibit A

Current Co-Sponsored Organizations and Events

Chamber of Commerce	Farmers Market Eclectic Music Festival Art Crawl	Every Thursday May February
American Cancer Society	Relay for Life	April
Aztlan Athletics	Greenest Fastest Mile	July
South Pasadena High School Boosters	Tiger Run Booster Bash	December September
AQMD	Clean Air Car Show and Green Living Expo	July
Chinese American Club	Moon Festival	September
Vecinos de South Pasadena	Career Fair Dia de los Muertos	September October
South Pasadena Educational Foundation	Parti Gras	May
Kiwanis	4th of July Pancake Breakfast	July
South Pasadena Unified School District	Fun Fair	May
South Pasadena Little League	Baseball and softball fields, storage and facilities for meetings	February - December
AYSO	Soccer fields, storage and facilities for meetings	August - March
Holy Family	Field rental – flag football	August - November
The Place	Facility rental at mid-level of Orange Grove	School Year
Boy Scouts	Troop meetings at various facilities	Year Round
Girl Scouts	Troop Meetings at various facilities	Year Round
South Pasadena Beautiful	Garden Tour	April
Rotary	Taste of South Pasadena	April

Current Co-Sponsored City Committee Events

4th of July Committee	Festival of Balloons daylong event	July
South Pasadena Tournament of Roses	Classic Car Show Float Building and Storage Crunch Time Party Spring Fling	September August – February December April
Friends of the South Pasadena Library	Multiple cultural events throughout the year	Year round

City of South Pasadena, CA
Administrative Policy

Subject: Fee Waiver Policy		AP-0XX
Effective Date: TBD	**Responsible Party:** Community Services Department	
Revision Date: N/A	**Approved by:** City Council	**Approval Date:** TBD

I. SCOPE

Applicable to all City departments and offices under the authority of the City Manager. This policy governs requests to waive or reduce City-adopted fees and charges associated with the use of City facilities, fields, parks, public property, permits, special events, programs, and other City services. It applies to nonprofit organizations, community-based organizations, service clubs, youth sports organizations, school-affiliated organizations, governmental entities, and other organizations requesting City financial or in-kind support through a fee waiver or reduction.

This policy establishes the approval authority for fee waiver requests. It does not independently authorize use of City property or replace any required permit, reservation, insurance, indemnification, licensing, public safety, or regulatory requirement.

II. POLICY STATEMENT

City fees and charges are established to support cost recovery and the equitable use of public resources. Applicable fees are generally due unless a waiver or reduction is authorized in accordance with this policy.

The City may waive or reduce eligible fees when the proposed activity provides a documented public benefit to South Pasadena residents and the requested support is consistent with City goals, fiscal capacity, operational requirements, and applicable law. Requests shall be evaluated consistently based on the nature and scope of the activity, the level of City support requested, fiscal and operational impacts, risk considerations, equitable access to City resources, and the approval authority established by this policy. All fee waiver and reduction requests under this policy require City Council approval.

The City shall not maintain a standing exhibit or permanent list of organizations automatically entitled to fee waivers. Each request shall be evaluated under the applicable approval tier, and any approval shall apply only to the activity, duration, fees, and conditions specifically authorized. Prior approval does not create an entitlement to future fee waivers or City support.

When a request involves recurring use of City property, ongoing City support, shared responsibilities, or another relationship that warrants a formal written

agreement, the City may require a Memorandum of Understanding ("MOU") or similar agreement consistent with Administrative Policy AP-014, Memoranda of Understanding and Partnership Agreements.

III. REASON FOR THE POLICY

The purpose of this policy is to establish a transparent, consistent, and fiscally responsible process for evaluating and approving requests to waive or reduce City fees. The policy is intended to:

- Promote transparency, consistency, and fairness in the consideration of fee waiver requests;
- Ensure that City financial and in-kind support is tied to a documented public benefit;
- Establish a two-tier approval framework that distinguishes one-time, limited, or non-recurring requests from recurring, annual, seasonal, or otherwise ongoing requests, with both tiers subject to City Council approval;
- Protect City resources by identifying fees and direct costs that remain the responsibility of the applicant unless otherwise specifically authorized;
- Provide a clear record of the scope, value, duration, and conditions of approved City support; and
- Coordinate recurring or ongoing partnerships with Administrative Policy AP-014 when a formal agreement is appropriate.

IV. DEFINITIONS

For the purposes of this Policy, these terms are defined as follows:

A. Eligible City Fee: A City-adopted fee or charge that may lawfully be waived or reduced under this policy. Eligible fees may include, as applicable, facility or field rental fees, Temporary Use Permit or application fees, banner fees, tent permit fees, encroachment permit fees, street closure-related fees, and other City fees determined to be eligible for waiver or reduction.

B. Fee Reduction: An approved partial decrease in an otherwise applicable City fee or charge.

C. Fee Waiver: An approved elimination in full of an otherwise applicable City fee or charge.

D. Direct Cost: A cost incurred by the City specifically because of an applicant's activity, including staff or overtime costs, Police or Fire services, contracted services, materials, utilities, equipment, repair or replacement costs, and other pass-through or out-of-pocket expenses.

E. Organization: A nonprofit organization, community-based organization, service club, youth sports organization, friends group, school-affiliated organization, governmental entity, or other entity requesting City support under this policy.

F. Public Benefit: A documented benefit to South Pasadena residents or the community, including cultural, educational, recreational, health, civic, youth, senior, environmental, service, or other activities that advance City goals or provide meaningful community access or services.

G. Recurring Request: A request for substantially similar fee waivers or City support that occurs seasonally, annually, repeatedly, or as part of an ongoing relationship with the City.

H. City Support or Co-Sponsorship: Financial or in-kind support authorized by the City, including an approved fee waiver or reduction. A fee waiver does not, by itself, create a legal partnership, joint venture, agency relationship, or property right.

V. EXCEPTIONS AND AMENDMENTS

The City Manager, or designee, may approve procedural or administrative exceptions when warranted by extraordinary circumstances or operational requirements, provided the exception is consistent with applicable law and does not waive or reduce City fees or bypass City Council approval required under this policy. Material amendments to this policy shall be presented to the City Council for approval.

VI. POLICY

A. Eligibility and Evaluation Criteria

Fee waivers and reductions are discretionary. An organization is not entitled to City support solely because it has received support in the past or because a similar organization or activity has received a waiver. In evaluating a request, the City shall consider the totality of the circumstances, including the following:

a. The extent to which the activity provides a direct and identifiable benefit to South Pasadena residents or the community;
b. Consistency with the City's economic, social, cultural, educational, recreational, environmental, health, or civic goals and services;
c. The degree to which the activity is accessible to the community and whether participation fees, admission charges, or other barriers affect public access;
d. The proposed location, date, time, duration, attendance, and potential impacts on surrounding neighborhoods or other users of City facilities;
e. The amount and type of City fees requested to be waived or reduced and the overall fiscal impact to the City;
f. The level of City staffing, equipment, public safety, maintenance, or other operational support required;

g. The organization's history of compliance with City permits, agreements, facility rules, insurance requirements, and payment obligations;
h. The organization's ability to demonstrate appropriate planning, financial responsibility, and organizational capacity;
i. The availability of City funds, facilities, staff, and other resources and whether approval would reduce or impair other City services or public access;
j. Whether the primary purpose of the request is community benefit rather than private or commercial benefit; and
k. Any other fiscal, legal, operational, risk, equity, or policy consideration relevant to the request.

Organizations based outside South Pasadena may be considered when the proposed activity provides a substantial and direct benefit to South Pasadena residents. Requests involving private businesses or other commercial entities shall be evaluated under the same public-benefit and eligibility criteria established by this policy and remain subject to City Council approval.

City support shall not be used for campaign activity supporting or opposing a candidate or ballot measure, unlawful activity, or an activity whose primary purpose is private commercial benefit. Requests involving religious organizations shall be evaluated under the same neutral criteria as other applicants and shall be limited to activities eligible for City support under applicable law.

B. Eligible Fees and Costs Not Ordinarily Waived

Subject to legal authority and the approval requirements of this policy, eligible City fees may include:

a. Facility, room, park, or athletic field rental fees;
b. Temporary Use Permit or other City application fees;
c. Street banner, tent, encroachment, or street closure-related permit fees;
d. Other City fees specifically identified and approved through the applicable review process.

The following costs shall remain the responsibility of the applicant unless the City Council expressly authorizes a waiver, reduction, or subsidy as part of its approval under Tier 1 or Tier 2 and adequate budget authority exists:

a. Police, Fire, Public Works, Community Services, or other staff time or overtime attributable to the activity;
b. Contracted services, equipment rentals, materials, utilities, or other direct City costs;
c. Third-party or outside-agency fees, licenses, or permits;
d. Repair, replacement, remediation, or damage-related costs; and

e. Other pass-through or out-of-pocket costs incurred by the City.

Security deposits shall not be waived. The City may apply all or a portion of a deposit to unpaid charges, damage, cleanup, or other costs in accordance with applicable facility, permit, or reservation requirements.

C. Application Requirements

An organization requesting a fee waiver or reduction shall submit a written request through the responsible City department sufficiently in advance of the proposed activity to allow for review. Unless otherwise authorized by the responsible department, requests associated with a special event should be submitted at least 60 days before the event. The request shall include, as applicable:

a. Organization name, address, contact information, and proof of nonprofit status, if applicable;
b. Description and purpose of the event, program, project, or activity;
c. Requested City facility, property, street, field, or other location, including dates and times;
d. The specific City fees requested to be waived or reduced and the estimated value of the request;
e. A description of the public benefit to South Pasadena residents and the benefit, if any, received by the organization;
f. Anticipated attendance, participation fees or admission charges, sponsors, concessions, fundraising, or other financial activity associated with the request;
g. A description of City staffing, equipment, public safety, traffic control, maintenance, or other support requested;
h. Any permits, site plans, insurance, licenses, or outside-agency approvals required for the activity; and
i. Any additional information requested by the City to evaluate the fiscal, operational, legal, or public-benefit implications of the request.

A fee waiver request does not reserve a City facility or property and does not substitute for any required application, permit, reservation, insurance, or other approval.

D. Tier 1 - One-Time Requests

Tier 1 applies to a fee waiver or reduction request that is one-time, limited, or non-recurring in nature. All Tier 1 requests shall be presented to the City Council for consideration and approval.

A Tier 1 request should include the following characteristics:

a. The request applies to a single event, program, project, activity, or other limited use;

b. The organization and activity satisfy the eligibility and public-benefit criteria established by this policy;
c. The request identifies the specific eligible City fees proposed for waiver or reduction and the estimated value of the requested City support;
d. The activity can be administered through the applicable City permit, reservation, insurance, indemnification, and risk-management requirements;
e. The approval is limited to the specific activity, dates, fees, and conditions authorized by the City Council; and
f. The request does not establish an expectation or entitlement to recurring or future fee waivers.

Tier 1 approval shall be documented through the City Council action and shall identify, as appropriate, the approved activity, applicable fees, amount or percentage waived or reduced, duration of approval, and any conditions of City support.

Repeated or substantially similar requests occurring on an annual, seasonal, multi-event, or otherwise recurring basis shall be evaluated as Tier 2 requests rather than as separate Tier 1 requests.

E. Tier 2 - Recurring Requests

Tier 2 applies to recurring, annual, seasonal, multi-event, or otherwise ongoing fee waiver requests or City support. All Tier 2 requests shall be presented to the City Council for consideration and approval.

A Tier 2 request may include one or more of the following:

a. An event, program, activity, or use that is expected to occur on a recurring annual, seasonal, or other repeated basis;
b. Multiple events, dates, programs, or activities proposed for approval as part of a defined term;
c. Recurring use of City facilities, fields, parks, public property, or other City resources associated with an approved fee waiver or reduction;
d. Ongoing City financial or in-kind support, including recurring fee waivers, reductions, staffing, services, equipment, or other authorized support;
e. A recurring relationship that may warrant a Memorandum of Understanding or other formal written agreement under Administrative Policy AP-014; or
f. Any substantially similar request that has been approved previously and is being requested again as part of an ongoing or recurring relationship.

Tier 2 approval shall identify the scope, duration, fees, estimated value, and conditions of the authorized City support. The City Council may establish a defined approval term, require periodic reporting or review, and require an MOU or other written agreement when appropriate.

Tier 2 approval does not create a perpetual entitlement to a fee waiver or City support. Recurring approvals shall be reviewed at the end of the approved term, and any renewal or continuation shall require City Council approval unless expressly authorized otherwise by the City Council.

F. Relationship to Administrative Policy AP-014

This Fee Waiver Policy establishes the approval framework for fee waiver and reduction requests. Administrative Policy AP-014 establishes when an organization's broader relationship with the City warrants an MOU, Partnership Agreement, Lease Agreement, or other formal written arrangement.

When a request involves recurring facility or property use, ongoing City support, shared responsibilities, priority access, stewardship, fundraising, programming, operations, or another continuing relationship, the responsible department shall evaluate whether a formal agreement is required under AP-014. When both policies apply, the fee waiver request and formal agreement should be coordinated; however, City Council approval under this Fee Waiver Policy remains required for the waiver or reduction of City fees, regardless of the approval authority applicable to the related agreement under AP-014.

A formal agreement involving City financial or in-kind support should identify, as applicable:

- The programs, events, facilities, or activities covered by the agreement;
- The term of the agreement and renewal process;
- Each party's responsibilities;
- Applicable City fees and the specific fees approved for waiver or reduction;
- City-provided services, equipment, staffing, or other in-kind support;
- The form of sponsorship acknowledgement or recognition associated with the City's support;
- Insurance, indemnification, reporting, and coordination requirements; and
- Procedures for modification, renewal, suspension, and termination.

G. Conditions of Approval

The following conditions apply to all approved fee waivers or reductions unless otherwise expressly authorized:

a. The organization shall comply with all City permits, reservations, facility rules, insurance and indemnification requirements, safety standards, and applicable federal, State, County, and local laws;

b. Approval of a fee waiver does not guarantee approval of the underlying event, permit, reservation, or use of City property;
c. The organization remains responsible for all fees and costs not specifically waived or reduced in the written approval;
d. The organization is responsible for the full cost of damage, loss, excessive cleanup, remediation, repair, replacement, or other costs attributable to its activity;
e. Any approved fee waiver or reduction is nontransferable and may be used only for the activity and term authorized;
f. The City may impose reasonable operational conditions to minimize impacts to City facilities, surrounding neighborhoods, City services, or other users;
g. The City may revoke or suspend an approved waiver if the organization fails to comply with this policy, the terms of approval, an applicable agreement, permit conditions, or other legal requirements; and
h. Approval does not create a vested right, property interest, expectation of renewal, or entitlement to future City support.

H. Sponsorship Acknowledgement and Recognition

When the City provides a fee waiver, reduction, or other material in-kind support, the City may require appropriate acknowledgement of that support. The form and placement of recognition shall be determined by the responsible department and shall be proportionate to the nature and value of the City's contribution.

When required, recognition may include acknowledgement of the City of South Pasadena as a sponsor, co-sponsor, partner, or contributor on promotional materials, websites, signage, programs, announcements, or at the event or activity. Use of the City name, logo, seal, or other City marks is subject to City approval and applicable branding requirements. Failure to provide required acknowledgement may be considered in determining eligibility for future City support.

I. Documentation, Reporting, and Periodic Review

The responsible department shall maintain documentation of approved fee waivers and reductions, including the organization, activity, approval tier, fees waived or reduced, estimated value, duration, conditions, and any related MOU or agreement.

The Community Services Department shall coordinate an annual informational summary of fee waivers approved under this policy for presentation to the City Council. The summary is intended to provide transparency regarding City support and does not constitute automatic renewal or reapproval of any prior waiver.

Recurring arrangements shall also be reviewed in accordance with AP-014 and any applicable agreement terms. Continued support shall be evaluated based on public benefit, compliance, fiscal impact, operational needs, equitable access, and the availability of City resources.

VII. POLICY ACKNOWLEDGEMENT

Individual employee acknowledgement is not required. Department heads and designated staff responsible for permits, facility use, fee administration, organizational partnerships, or agreement administration shall be familiar with and implement this policy.

VIII. ROLES AND RESPONSIBILITIES

A. Each department head shall identify requests that may qualify for a fee waiver or reduction, verify applicable fees and direct costs, evaluate the request under this policy, coordinate required departmental review, administer approved conditions, and maintain appropriate documentation.

B. The Community Services Department shall serve as the responsible department for policy administration, provide guidance to departments and organizations, maintain or coordinate centralized fee waiver records, and prepare the annual informational summary for the City Council.

C. The Finance Department shall assist in verifying applicable fees, fiscal impacts, budget authority, and accounting or reporting requirements associated with fee waivers and reductions.

D. The City Attorney shall advise on legal authority, equal-treatment requirements, risk allocation, agreement terms, and other legal issues associated with fee waivers, reductions, and City support, as appropriate.

E. The City Manager, or designee, shall oversee administrative review of fee waiver requests, ensure requests are classified as Tier 1 or Tier 2 based on whether the request is one-time or recurring, and forward recommendations to the City Council for consideration. The City Manager may establish administrative procedures for implementing this policy but may not approve a fee waiver or reduction without City Council authorization.

F. The City Council shall exercise approval authority for both Tier 1 and Tier 2 fee waiver requests and approve material amendments to this policy. The City Council may approve, deny, modify, or condition any request and may establish terms, reporting requirements, sponsorship acknowledgement, or formal agreement requirements as part of its approval.

City of South Pasadena, CA
Administrative Policy

Subject: Memoranda of Understanding and Partnership Agreements		AP-014
Effective Date: August 19, 2026	**Responsible Party:** Community Services Department	
Revision Date: N/A	**Approved by:** City Council	**Approval Date:** August 19, 2026

I. SCOPE

Applicable to all City departments and offices under the authority of the City Manager. This policy governs the evaluation, development, approval, and administration of Memoranda of Understanding ("MOU"), Partnership Agreements, Lease Agreements, and other formal written arrangements with nonprofit organizations, youth sports organizations, friends groups, school-affiliated organizations, governmental entities, private businesses, and other community-based entities using City facilities or supporting City parks, recreation programs, or public spaces.

II. POLICY STATEMENT

The City may require a formal written agreement when an organization's relationship with the City extends beyond ordinary short-term facility reservation or permit use.

A formal agreement should be used whenever the organization is receiving priority access, reduced-fee or no-fee use tied to public benefit, or is undertaking responsibilities related to maintenance, equipment, fundraising, volunteer coordination, programming, operations, or stewardship of City property.

Routine, short-term, and occasional uses may continue to be administered through the City's standard permit or reservation process when that process adequately protects the City's interests.

III. REASON FOR THE POLICY

The purpose of this policy is to establish consistent criteria for when the City of South Pasadena should require a Memorandum of Understanding ("MOU"), Lease Agreement, or other formal written partnership agreement with a nonprofit, youth sports organization, friends group, school-affiliated organization, or other community-based entity using City facilities or supporting City parks, recreation programs, or public spaces.

This policy is intended to:

- Promote transparency, consistency, and fairness in City partnerships;
- Protect City assets and reduce operational and liability risk;
- Clarify roles, responsibilities, and performance expectations;

- Ensure public benefit where reduced-fee, no-fee, or priority use is provided; and
- Distinguish routine permit use from partnerships requiring a more formal agreement.

IV. DEFINITIONS

For the purposes of this Policy, these terms are defined as follows:

A. Formal Agreement: An MOU, Partnership Agreement, Lease Agreement, or other City-approved written instrument that establishes the rights, responsibilities, obligations, and approval terms of a relationship between the City and an outside organization.

B. Memorandum of Understanding (MOU): A written agreement documenting a cooperative relationship, shared responsibilities, or mutual understandings between the City and another entity.

C. Organization: A nonprofit organization, youth sports organization, friends group, school-affiliated organization, governmental entity, private business, or other community-based entity seeking to use City property or participate in a City partnership.

D. Partnership Agreement: A formal written agreement documenting an exchange of benefits, services, resources, or responsibilities between the City and an organization.

E. Priority or Recurring Use: Seasonal, year-round, repeated, dedicated, or preferential access to a City field, park, building, facility, program, or public space.

F. Public Benefit: A documented benefit to South Pasadena residents or the community, including programming, youth access, maintenance support, stewardship, volunteer service, equipment contributions, or other services that advance City goals.

G. Routine Permit Use: One-time, short-term, or occasional use administered through the City's standard facility reservation, permit, or special event process without ongoing partnership obligations.

V. EXCEPTIONS AND AMENDMENTS

The City Manager, or designee, may approve an administrative exception when warranted by extraordinary circumstances or operational requirements, provided the exception is consistent with applicable law and does not bypass any required City Council approval. Material amendments to this policy shall be presented to the City Council for approval.

VI. POLICY

A. What Does Not Require a Formal Agreement

This Policy does not apply when the City's standard permit, reservation, or special event process adequately addresses the proposed use. Examples may include:

a. One-time, short-term, or occasional facility rentals or reservations;
b. One-time or occasional athletic field or park use;
c. Special events administered through the City's established permitting process;
d. Uses that do not involve an ongoing partnership, shared responsibilities, or special use rights; and
e. Other routine uses for which the City's standard permit or reservation requirements adequately protect the City's interests.

B. Tier 1 – Administrative Agreements

A Tier 1 agreement may be appropriate when an organization has an ongoing or recurring relationship with the City that warrants a formal written agreement, but the arrangement remains within established City policies, fees, and administrative authority.

Tier 1 agreements may include arrangements where:

a. An organization uses a City facility on a recurring or ongoing basis;
b. All applicable City fees and charges are paid in accordance with adopted fee schedule;
c. The organization satisfies the City's standard insurance, indemnification, and other risk-management requirements;
d. The arrangement does not include a fee waiver, reduction, or subsidy;
e. The organization does not receive exclusive or significant priority rights to City property;
f. The arrangement does not create a material financial obligation or require material improvements to City property; and
g. The arrangement does not involve substantial risk, significant policy considerations, or matters otherwise requiring City Council approval.

Tier 1 agreements may be approved administratively by the City Manager, or designee, consistent with the approval authority established in this Policy.

C. Tier 2 – City Council Approval Agreements

A formal agreement requiring Tier 2 – City Council Approval shall be required when the proposed arrangement extends beyond routine administrative use and includes one or more of the following:

1. Priority or Recurring Use

a. The organization is requesting recurring seasonal or year-round use of a City field, park, building, or other facility.

b. The organization is requesting priority scheduling, dedicated use periods, or preferential access over other users.
c. The organization's use is substantial enough that it affects the City's ability to allocate access equitably to other users.

2. Exchange of Benefits or Services

a. The City is providing reduced-fee, no-fee, or otherwise subsidized use in exchange for community benefit.
b. The organization will provide field preparation, maintenance support, beautification, equipment purchase, capital improvements, volunteer labor, or program support in return for facility use.
c. The organization will provide services that offset City costs or enhance City operations.

3. Operational or Stewardship Responsibilities

a. The organization will coordinate volunteers on City property on a recurring basis.
b. The organization will store equipment or materials on City property.
c. The organization will assist with routine upkeep, habitat restoration, stewardship, or improvement of a specific City-owned site.
d. The organization will operate concessions, clinics, tournaments, camps, or other recurring activities beyond ordinary permitted use.

4. Fundraising or Financial Activity

a. The organization will raise funds specifically for improvements, programming, or maintenance related to City facilities or parks.
b. The organization will collect fees, donations, sponsorships, or concession revenues in connection with City property or City-authorized use.
c. The organization seeks formal recognition as a City partner or steward for a park, field, or public facility.

5. Risk, Safety, or Compliance Considerations

a. The activity involves minors, coaches, volunteers, or staff working with youth.
b. The proposed use involves elevated risk, specialized equipment, tournaments, amplified activity, food service, or large-scale public access.
c. The City determines that written risk allocation, insurance, indemnification, supervision, or code-of-conduct terms are necessary.

C. Minimum Required Terms in a Formal Agreement

All formal agreements under this policy should include, as applicable:

1. Parties and Purpose. Identification of the City department and organization, and a concise statement of the agreement's purpose.

2. Term and Renewal. Effective date, expiration date, renewal options, and review schedule.

3. Facility or Site Description. Specific fields, rooms, parks, or areas covered by the agreement, including dates, seasons, or hours of use where applicable.

4. Use Rights and Limitations. Whether use is priority, recurring, nonexclusive, or exclusive for certain windows; prohibited uses; and City override rights for maintenance, emergencies, or municipal purposes.

5. Roles and Responsibilities. Clear allocation of City and organization duties, including maintenance, setup, cleanup, field prep, volunteer management, stewardship tasks, storage, and equipment responsibilities.

6. Public Benefit and Consideration. Description of the benefit the City receives in exchange for any reduced or no-fee use, including services, maintenance support, community programming, youth access, stewardship, or equipment contributions.

7. Fees, Costs, and Financial Terms. Applicable fees, deposits, reimbursement obligations, utility or staffing costs, and any in-kind support or cost-sharing arrangement.

8. Insurance and Indemnification. Required insurance coverages, additional insured requirements, endorsement requirements, hold harmless and defense language, and any youth-protection coverage requirements deemed necessary by the City.

9. Compliance Requirements. Compliance with municipal code, facility rules, safety standards, background check requirements where applicable, permit conditions, accessibility obligations, and any applicable federal, state, or local laws.

10. Fundraising, Donations, and Recognition. If applicable, limits and approval procedures for fundraising, sponsorships, donor recognition, signage, or acceptance of equipment and improvements.

11. Reporting and Documentation. Participant data, resident benefit information, volunteer hours, proof of services provided, maintenance logs, financial summaries where applicable, and annual review requirements.

12. Inspection and Oversight. City right to inspect sites, review compliance, and require corrective action.

13. Default, Suspension, and Termination. Grounds for suspension or termination, notice and cure provisions, and immediate termination rights for safety, insurance, or legal noncompliance.

14. No Property Right Created. Statement that the agreement does not create a leasehold or vested right unless expressly approved by the City in another form.

15. Approval as to Form and Authority. Required City Attorney review and appropriate approval authority under municipal code and administrative policy.

D. Review Factors

In determining whether to enter into a formal agreement, the City should consider:

1. Whether the organization's mission aligns with City goals;
2. Demonstrated benefit to South Pasadena residents;
3. Effect on equitable public access to City facilities;
4. Staff capacity to administer and monitor the arrangement;
5. Cost recovery implications;
6. Liability and operational risk;
7. Whether the organization is in good standing and adequately insured;
8. Whether the proposed arrangement is sustainable and measurable; and
9. Whether a permit, rather than an MOU, would adequately protect the City's interests.

E. Approval Authority

All agreements under this policy shall be routed through the applicable Department and the City Attorney for review as to form. Agreements may also be routed to the applicable Commission, Risk Management, or other departments based on the subject matter of the proposed arrangement.

The responsible Department, in consultation with the City Attorney and City Manager shall classify each agreement as either Tier 1 – Administrative Agreement or a Tier 2 – City Council Agreement. When an agreement includes elements of both tiers, the higher approval level shall apply.

1. **Tier 1 – Administrative Approval**
   The City Manager, or designee, may approve an agreement administratively when the agreement:
   a. Are routine or operational in nature and consistent with City policies and the adopted fee schedule;
   b. Are within the City Manager's delegated authority;
   c. Do not waive or reduce City fees;
   d. Do not create an unbudgeted or material financial obligation;
   e. Do not grant exclusive or significant priority use of City property;
   f. Do not include material improvements or permanent installations on City property;
   g. Use the City's standard insurance, indemnification, and risk requirements; and
   h. Do not present substantial risk or establish significant new policy.

2. **Tier 2 – City Council Approval**
   City Council approval shall be required when an agreement includes, authorizes, or contemplates any of the following:
   a. Fee waivers, reductions, or subsidies not otherwise authorized by City policy;
   b. Unbudgeted expenditures, cost-sharing, revenue-sharing, or other material financial commitments;
   c. Material donations, fundraising, or sponsorships;
   d. Capital improvements or permanent installations on City property ;
   e. Exclusive or significant priority use of City property;
   f. Leases, easements, or other real property interests;
   g. Substantial legal, financial, safety, liability, or operational risk;
   h. Terms exceeding the City Manager's delegated authority;
   i. Material exceptions to City policy or significant new policy directions; or
   j. Any matter otherwise requiring City Council approval.

   The City Manager may refer any agreement to the City Council when warranted by significant public interest, policy, fiscal, or operational considerations.

3. **Renewal and Amendments**
   An Agreement may be renewed administratively when renewal was previously authorized and there are no material changes to its scope, financial terms, use rights, or City obligation.

F. Periodic Review
Departments shall periodically review active agreements to confirm continued public benefit, compliance, and alignment with City operational needs.

Agreements should be reviewed at minimum every two to three years, or more frequently if warranted by risk, performance concerns, or changing facility demands.

VII. POLICY ACKNOWLEDGEMENT

Individual employee acknowledgement is not required. Department heads and designated staff responsible for facility use, organizational partnerships, or agreement administration shall be familiar with and implement this policy.

VIII. ROLES AND RESPONSIBILITIES

A. Each department head shall identify arrangements that may require a formal agreement, initiate the applicable review process, administer approved agreements, and enforce compliance with this policy.

B. The Community Services Department shall serve as the responsible department for policy administration, provide guidance to departments and organizations, and coordinate periodic policy review.

C. The City Attorney shall review formal agreements as to form and advise on legal authority, risk allocation, indemnification, and compliance requirements.

D. Finance, Risk Management, Public Works, and other departments shall review proposed agreements when fiscal, insurance, facility, maintenance, operational, or subject-matter considerations fall within their respective responsibilities.

E. The City Manager and City Council shall exercise approval authority as provided in this policy and other applicable laws, regulations, and City policies.