CITY OF SOUTH PASADENA
CITY COUNCIL

AGENDA

REGULAR COUNCIL MEETING
WEDNESDAY, FEBRUARY 4, 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:	Mayor Pro Tem	Omari Ferguson

PUBLIC COMMENT GUIDELINES

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

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

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

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

PRESENTATIONS

1. **Presentation from FM3 regarding community survey related to City's public infrastructure for discussion and direction regarding funding.**

CLOSED SESSION ANNOUNCEMENTS

2. **CLOSED SESSION ANNOUNCEMENTS**

PUBLIC COMMENT

3. **PUBLIC COMMENT - GENERAL (NON-AGENDA ITEMS)**
   General Public Comment will be limited to 30 minutes at the beginning of the agenda. If there are speakers remaining in the queue, they will be heard at the end of the meeting. Only Speakers who submit a Public Comment card within the first 30 minutes of Public Comment period will be queued up to speak.

CHANGES TO THE AGENDA

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

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

5. CONSIDERATION OF THE APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF $92,557.84; GENERAL CITY WARRANTS IN THE AMOUNT OF $571,723.58; ONLINE PAYMENTS IN THE AMOUNT OF $230,766.43; VOIDS IN THE AMOUNT OF ($0); PAYROLL IN THE AMOUNT OF $2,160,588.67

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

6. CONSIDERATION OF ADOPTION OF A RESOLUTION AUTHORIZING THE COUNTY OF LOS ANGELES AGRICULTURE COMMISSIONER'S OFFICE TO INSPECT AND ABATE WEEDS, BRUSH, AND NATIVE VEGETATION DECLARED TO BE AN EXISTING OR POTENTIAL FIRE HAZARD, AND SCHEDULE A PUBLIC HEARING TO BE HELD ON FEBRUARY 18, 2026, TO HEAR OBJECTIONS OR PROTESTS TO THE VEGETATION MANAGEMENT PROGRAM

Recommendation
It is recommended that the City Council adopt the resolution authorizing the County of Los Angeles Agriculture Commissioner's Office to inspect and abate weeds, brush, and native vegetation declared to be an existing or potential fire hazard and schedule a Public Hearing to be held on February 18, 2026, to hear objections or protests to the vegetation management program.

7. CONSIDERATION OF APPROVAL RESOLUTION NO. 7976 AUTHORIZING THE RENEWAL OF A FIVE- YEAR GENERAL SERVICES AGREEMENT WITH THE COUNTY OF LOS ANGELES

Recommendation
It is recommended that the City Council consider adoption of the proposed Resolution No. 7976 authorizing the renewal of a five-year General Services Agreement (GSA) with the County of Los Angeles, allowing the County to provide services as requested by the City.

8. CONSIDERATION OF APPROVAL OF THE THIRD AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH THE ARROYO GROUP FOR SERVICES RELATED TO THE HOUSING ELEMENT, IN THE AMOUNT OF $30,000 AND ADOPTION OF A RESOLUTION NO. 7975 ADOPTING A BUDGET AMENDMENT RELATED THERETO.

Recommendation
It is recommended that the City Council:
a. Approve the third amendment to the Professional Services Agreement with the Arroyo Group, for services related to the Housing Element, subject to the final form of the agreement approved by the City Manager and City Attorney;

b. Adopt Resolution No. 7975 to appropriate $30,000 from General Plan Surcharge Special Fund for the contract amendment and make necessary budget amendments.

9. CONSIDERATION TO APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH BIBLIOTHECA, LLC FOR THE IMPLEMENTATION OF RADIO FREQUENCY IDENTIFICATION TECHNOLOGY AND EQUIPMENT FOR THE LIBRARY IN AN AMOUNT NOT TO EXCEED $82,250.00.

Recommendation

It is recommended that the City Council approve the agreement with Bibliotheca, LLC for the implementation of radio frequency identification technology and equipment for the library in an amount not to exceed $82,250.00 for the project, including the proposed bid amount of $74,769.00 and a contingency of $7,481.00.

10. REVIEW THE SOUTH PASADENA POLICE DEPARTMENT'S UPDATED MILITARY EQUIPMENT USE REPORT AND ADOPT THE RESOLUTION RENEWING ORDINANCE NO. 2365 WHICH ADOPTED THE SOUTH PASADENA POLICE DEPARTMENT'S UPDATED MILITARY EQUIPMENT USE POLICY

Recommendation

It is recommended that the City Council:

1. Review The South Pasadena Police Department's Updated Military Equipment Use Report
2. Adopt the Resolution renewing ordinance No. 2365, which adopted The South Pasadena Police Department's Military Equipment Use Policy.

11. SECOND READING AND ADOPTION OF ORDINANCE NO. 2411 OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING SECTION 35.13 (DISCONTINUANCE OF SERVICE—FOR FAILURE TO PAY BILL) OF CHAPTER 35 (WATER) OF THE SOUTH PASADENA MUNICIPAL CODE TO IMPLEMENT THE SOUTH PASADENA DISCONTINUATION OF RESIDENTIAL WATER SERVICE POLICY IN ACCORDANCE WITH STATE LAW

Recommendation

It is recommended that City Council adopt Ordinance No. 2411 amending Section 35.13 (Discontinuance of Service—For Failure to Pay Bill) of Chapter 35 (Water) of the South Pasadena Municipal Code to implement the Discontinuation of Residential Water Service Policy

12. RECEIVE AND FILE AN UPDATE ON SURPLUS CITY PROPERTY AND PLANNED ACTION

Recommendation

It is recommended that City Council receive and file an informational update on city property deemed as surplus property by the City Manager per the City's adopted Financial Policies and planned action to disposed of the surplus property.

ACTION/DISCUSSION

13. CONSIDERATION AND SELECTION OF THE PREFERRED EVENING SHOW FORMAT FOR THE 2026 FOURTH OF JULY CELEBRATION AND AUTHORIZATION FOR THE CITY MANAGER TO EXECUTE A CONTRACT FOR THE SELECTED SHOW FORMAT

Recommendation
It is recommended that the City Council:

1. Select the preferred evening show format for the 2026 Fourth of July Celebration from the following options:
    a. Traditional Firework Show;
    b. Drone Light Show; or
    c. Hybrid Fireworks and Drone Light Show; and
2. Authorize the City Manager to execute a contract with a qualified vendor for the selected show format, in an amount not to exceed the available budget.

14. PRESENTATION ON SENATE BILL 707 RELATED TO NEW CHANGES IN THE BROWN ACT

Recommendation
Receive and file presentation on Senate Bill 707 from the City Attorney.

15. RECEIVE A PRESENTATION REGARDING A PROPOSED CENTRALIZED CUSTOMER SERVICE CENTER AND ADOPT RESOLUTION NO. 7974 APPROPRIATING $100,000 FOR IMPLEMENTATION

Recommendation
It is recommended that City Council:

1. Receive a presentation from staff regarding a proposed centralized customer service center and provide direction as appropriate; and
2. Adopt Resolution No. 7974 amending the Fiscal Year 2025-2026 budget to appropriate $100,000 to procure the core technology components necessary to establish a centralized customer service center.

PUBLIC COMMENT - CONTINUED

16. 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

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

18. CITY MANAGER COMMUNICATIONS

ADJOURNMENT

FOR YOUR INFORMATION

FUTURE CITY COUNCIL MEETINGS

February 18, 2026 Regular Meeting 7:00 PM

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 February 4, 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.

01/29/2026 /S/

Date Nikima Newsome, Chief City Clerk

City Council Agenda Report

ITEM NO. 5

DATE: February 4, 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 $92,557.84; GENERAL CITY WARRANTS IN THE AMOUNT OF $571,723.58; ONLINE PAYMENTS IN THE AMOUNT OF $230,766.43; VOIDS IN THE AMOUNT OF ($0); PAYROLL IN THE AMOUNT OF $2,160,588.67**

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

Executive Summary
Prepaid Warrants:
Warrant # 322825-322838, 322916-322917, **$51,330.52**
ACH: **$41,227.32**

General City Warrants
Warrant # 322839-322915, **$384,444.85**
ACH: **$187,278.73**
Voids: **($0)**

Online Payments: **$230,766.43**

Payroll Period Ending 1/2/2026: **$963,988.35**
Payroll Period Ending 1/16/2026: **$1,196,600.32**

Total: $3,055,636.52

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 Report
Attachment No. 4 - Online Payments
Attachment No. 5 - Payroll

City of South Pasadena
Demand/Warrant Register

Recap by fund	**Fund No.**	**Date** 2/4/2026 **Amounts**	
		Prepaid	**Written**
General Fund	101	42,758.62	439,026.63
Insurance Fund	103	1,912.12	-
Street Improvement Program	104	-	-
Technology Surcharge Fund	106	-	20.64
Facilities & Equip.Cap. Fund	105	25,513.73	-
Programs and Projects	107	-	-
Special Projects Fund	116	-	-
Vehicle Replacement Fund	120	-	-
Tree Replacement	121	-	-
Local Transit Return "A"	205	-	-
SLFRF Fund	206	-	-
Local Transit Return "C"	207	-	-
TEA/Metro	208	-	-
Sewer Fund	210	-	8,444.41
CTC Traffic Improvement	211	-	-
SB2 Planning Grant	213	-	-
Rogan HR5294 Grant	214	-	-
Street Lighting Fund	215	-	52,724.45
Public, Education & Govt Fund	217	-	-
Clean Air Act Fund	218	-	-
Business Improvement Tax	220	-	-
Gold Line Mitigation Fund	223	-	-
Mission Meridian Public Garage	226	-	-
Housing Authority Fund	228	-	-
State Gas Tax	230	13,951.28	4,473.35
County Park Bond Fund	232	-	-
Measure R	233	-	-
Measure M	236	-	-
Road Maint & Rehab (SB1)	237	-	-
MSRC Grant Fund	238	-	-
Measure W	239	-	-
Measure H	241	-	-
Prop C Exchange Fund	242	-	-
Reimbursable Grant Fund	244	-	-
Bike & Pedestrian Paths	245	-	-
BTA Grants	248	-	-
Golden Street Grant	249	-	-
Affordable Housing Trust Fund	254	-	-
Capital Growth Fund	255	-	-
CDBG	260	-	-
OTS Grant	269	-	-
Asset Forfeiture	270	-	-
Police Grants - State	272	-	-
Homeland Security Grant	274	-	-
Park Impact Fees	275	-	-
Historic Preservation Grant	276	-	-
HSIP Grant	277	-	-
Arroyo Seco Golf Course	295	-	-
State SR 710 LATIP	297	-	-
Sewer Capital Projects Fund	310	-	-
400 Capital Improvement Program	400	-	12,930.07
Water Fund	500	1,565.89	53,491.76
Water Efficiency Fund	503	-	612.27
2016 Water Revenue Bonds Fund	505	-	-
SRF Loan - Water	506	-	-
Water & Sewer Impact Fee	510	-	-
Public Financing Authority	550	-	-
Payroll Clearing Fund	700	6,856.20	-
			-
	Column Totals:	92,557.84	571,723.58

City Report Totals:	664,281.42
Payroll Period Ending 1/2/2026:	963,988.35
Payroll Period Ending 1/16/2026:	1,196,600.32
Online Payments	230,766.43
Voids	-
Grand Report Total:	**3,055,636.52**

Sheila Rossi, Mayor

William Castrillon, Budget & Purchasing Manager

Nikima Newsome, Chief City Clerk

Accounts Payable

Check Detail

User: tfernandez
Printed: 01/27/2026 - 8:50AM

Check Number	Check Date	Amount
ENTERPRI - Enterprise FM Trust		
0	01/14/2026	
Inv FBN5539296		25,513.73
0 Total:		25,513.73
ENTERPRI - Enterprise FM Trust Total:		25,513.73
ITCR2501 - Pacific Secured Equities Inc.		
322825	01/14/2026	
Inv 16223		1,912.12
322825 Total:		1,912.12
ITCR2501 - Pacific Secured Equities Inc. Total:		1,912.12
Total:		27,425.85

Accounts Payable

Check Detail

User: tfernandez
Printed: 01/27/2026 - 8:58AM

Check Number	Check Date	Amount
AT&T5011 - AT&T		
322826	01/22/2026	
Inv 33184107563432		31.86
Inv 33184108023436		31.79
322826 Total:		63.65
AT&T5011 - AT&T Total:		63.65
ATTE2011 - AT&T DW Holdings, Inc		
322827	01/22/2026	
Inv 5062561115		4,968.27
Inv 5072561113		724.07
322827 Total:		5,692.34
ATTE2011 - AT&T DW Holdings, Inc Total:		5,692.34
CIN4011 - AT&T Mobility		
322828	01/22/2026	
Inv 287288006612		3,724.50
Inv 287312118886		2,838.95
Inv 287351491376		69.92
322828 Total:		6,633.37
CIN4011 - AT&T Mobility Total:		6,633.37
CLAP8180 - County of Los Angeles		
322830	01/22/2026	
Inv RE-PW-250908012		13,951.28
322830 Total:		13,951.28
CLAP8180 - County of Los Angeles Total:		13,951.28
CRSC2013 - Capital Research & Consulting LLC		
322829	01/22/2026	
Inv 3460		3,222.87
322829 Total:		3,222.87

Check Number	Check Date	Amount
CRSC2013 - Capital Research & Consulting LLC Total:		3,222.87
FED1109 - FedEx		
322831	01/22/2026	
Inv 9-119-23148		13.30
322831 Total:		13.30
FED1109 - FedEx Total:		13.30
HCISPRIN - HCI Sprinkler, Inc		
322833	01/22/2026	
Inv I0132099		3,124.00
Inv I0134787		1,580.00
Inv I0134788		2,765.00
322833 Total:		7,469.00
HCISPRIN - HCI Sprinkler, Inc Total:		7,469.00
LATS2011 - Nantmedia Holdings, LLC		
322834	01/22/2026	
Inv 1/1/26-1/1/27		598.00
322834 Total:		598.00
LATS2011 - Nantmedia Holdings, LLC Total:		598.00
MUTOMAHA - Mutual of Omaha Insurance Company		
322835	01/22/2026	
Inv 002003018782		2,865.30
Inv 002024911262		2,793.20
322835 Total:		5,658.50
MUTOMAHA - Mutual of Omaha Insurance Company Total:		5,658.50
NYT8011 - The New York Times		
322837	01/22/2026	
Inv 355284C22550		1,541.60
322837 Total:		1,541.60
NYT8011 - The New York Times Total:		1,541.60
SAN4958 - San Marino Security System, Inc.		
322836	01/22/2026	
Inv 61390		1,404.00
Inv 61395		2,277.00
Inv 61506		432.00

Check Number	Check Date	Amount
322836 Total:		4,113.00
SAN4958 - San Marino Security System, Inc. Total:		4,113.00
SCFT0001 - Franchise Tax Board		
322832	01/22/2026	
Inv PR 01.02.2026		90.00
322832 Total:		90.00
SCFT0001 - Franchise Tax Board Total:		90.00
UND6710 - Underground Service Alert/SC		
322838	01/22/2026	
Inv 1120250718		114.00
Inv 25-261903		47.89
322838 Total:		161.89
UND6710 - Underground Service Alert/SC Total:		161.89
Total:		49,208.80

Accounts Payable

Check Detail

User: tfernandez
Printed: 01/27/2026 - 9:04AM

Check Number	Check Date		Amount
DTV5012 - DIRECTV			
322916	01/26/2026		
	Inv 68653046X251229		119.60
322916 Total:			119.60
DTV5012 - DIRECTV Total:			119.60
Total:			119.60

Accounts Payable

Check Detail

User: tfernandez
Printed: 01/27/2026 - 9:05AM

Check Number	Check Date		Amount
SCFT0001 - Franchise Tax Board			
322917	01/26/2026		
	Inv PR 01.16.2026		90.00
322917 Total:			90.00
SCFT0001 - Franchise Tax Board Total:			90.00
SSDV2018 - Sandoval, Sheila			
0	01/26/2026		
	Inv PR 01.16.2026		1,017.70
0 Total:			1,017.70
SSDV2018 - Sandoval, Sheila Total:			1,017.70
Total:			1,107.70

Accounts Payable

Check Detail

User: tfernandez
Printed: 01/27/2026 - 9:07AM

Check Number	Check Date	Amount
CAL0616 - E. D. D.		
0	01/26/2026	
Inv L1581870128		8,104.00
0 Total:		8,104.00
CAL0616 - E. D. D. Total:		8,104.00
Total:		8,104.00

Accounts Payable

Check Detail

User: tfernandez
Printed: 01/27/2026 - 9:10AM

Check Number	Check Date	Amount
PER4770 - Pers Retirement		
0	01/26/2026	
Inv 100000018160467		6,578.28
Inv 100000018180841		13.61
0 Total:		6,591.89
PER4770 - Pers Retirement Total:		6,591.89
Total:		6,591.89

Accounts Payable

Check Detail

User: tfernandez
Printed: 01/27/2026 - 9:15AM

Check Number	Check Date	Amount
ACCOEG - ACCO Engineered Systems, Inc.		
322839	01/26/2026	
Inv 20747105		7,345.00
Inv 20761651		649.00
Inv 20767735		1,956.00
322839 Total:		9,950.00
ACCOEG - ACCO Engineered Systems, Inc. Total:		9,950.00
ACMT2920 - All City Management Services, Inc.		
322841	01/26/2026	
Inv 105902		13,565.82
322841 Total:		13,565.82
ACMT2920 - All City Management Services, Inc. Total:		13,565.82
ACTM3010 - Robert Half International, Inc.		
0	01/26/2026	
Inv 65683416		1,900.00
Inv 65707563		1,900.00
Inv 65731565		1,840.63
Inv 65754870		1,246.88
Inv 65797340		1,928.40
Inv 65819483		1,928.40
0 Total:		10,744.31
ACTM3010 - Robert Half International, Inc. Total:		10,744.31
ADHA6116 - Herrera, Adam		
322871	01/26/2026	
Inv 12/11/25		39.76
322871 Total:		39.76
ADHA6116 - Herrera, Adam Total:		39.76
AGSINC - Automated Gate Services, Inc.		
322844	01/26/2026	
Inv 0090959		328.00

Check Number	Check Date	Amount
322844 Total:		328.00
AGSINC - Automated Gate Services, Inc. Total:		328.00
AKDC9265 - Ashok Kumar Dhingra		
0	01/26/2026	
Inv CSP 2026-01		7,195.12
0 Total:		7,195.12
AKDC9265 - Ashok Kumar Dhingra Total:		7,195.12
AMAZONCP - Amazon Capital Services, Inc.		
0	01/26/2026	
Inv 11VL-FWQH-LRFT		42.31
Inv 14W3-76CF-4P4T		12.90
Inv 179T-913X-1MJQ		13.80
Inv 1F1K-QC63-G3WM		71.65
Inv 1F1M-JWJ7-W3LC		133.43
Inv 1GWY-PN6D-HYGT		43.28
Inv 1H1G-L4RP-6TWY		42.67
Inv 1H6Q-4VXY-DFCG		65.14
Inv 1JJP-JFLV-TR66		137.17
Inv 1KTJ-CWHT-CR34		32.66
Inv 1MFX-6J1M-1X4J		158.29
Inv 1PLG-N9LF-9WWT		11.62
Inv 1PLG-N9LF-D7TK		18.23
Inv 1QLR-VG4Y-RLHD		14.35
Inv 1QX3-GYR7-JP66		101.08
Inv 1WKR-CX1Y-JCKR		46.69
Inv 1WWP-T4XX-NWCK		304.01
Inv 1Y7P-NYHR-HG7P		770.13
Inv 1YDF-W4QG-XF19		12.99
0 Total:		2,032.40
AMAZONCP - Amazon Capital Services, Inc. Total:		2,032.40
AME0217 - American Public Works Assn.		
322842	01/26/2026	
Inv 000906671		1,595.50
322842 Total:		1,595.50
AME0217 - American Public Works Assn. Total:		1,595.50
AMPM5011 - AMPM Door, Inc.		
0	01/26/2026	
Inv 67888		1,444.92
0 Total:		1,444.92

Check Number	Check Date	Amount
AMPM5011 - AMPM Door, Inc. Total:		1,444.92
ARYE7101 - Yemini, Ariel		
322915	01/26/2026	
Inv 6975-1		300.00
Inv 6975-2		150.00
Inv 6975-3		56.43
Inv 6975-4		20.64
322915 Total:		527.07
ARYE7101 - Yemini, Ariel Total:		527.07
ATGC8530 - CU Technology		
0	01/26/2026	
Inv 12958		892.05
Inv 13127		26,413.75
0 Total:		27,305.80
ATGC8530 - CU Technology Total:		27,305.80
AUTOCSPC - Echeveria, Jose		
322865	01/26/2026	
Inv 11397		2,879.36
Inv 12856		2,170.12
Inv 12974		1,330.30
Inv 13018		1,085.04
Inv 13040		1,333.18
Inv 13371		529.34
Inv 9639		850.95
322865 Total:		10,178.29
AUTOCSPC - Echeveria, Jose Total:		10,178.29
BARALPW - Barrera, Alejandro		
322846	01/26/2026	
Inv 12.26.25		76.50
322846 Total:		76.50
BARALPW - Barrera, Alejandro Total:		76.50
BCOMPRES - Seeder, Methel		
322902	01/26/2026	
Inv 32780		1,059.05
322902 Total:		1,059.05

Check Number	Check Date	Amount
BCOMPRES - Seeder, Methel Total:		1,059.05
BLUEBEAM - Bluebeam Inc		
0	01/26/2026	
Inv 2547989		3,020.00
0 Total:		3,020.00
BLUEBEAM - Bluebeam Inc Total:		3,020.00
BNIG9203 - Bucknam, Peter Joseph		
322849	01/26/2026	
Inv 334-08.01		1,770.00
322849 Total:		1,770.00
BNIG9203 - Bucknam, Peter Joseph Total:		1,770.00
BRCL6011 - BluSky Restoration Contractors, LLC		
322848	01/26/2026	
Inv 26889-11		8,127.00
322848 Total:		8,127.00
BRCL6011 - BluSky Restoration Contractors, LLC Total:		8,127.00
BRDE6710 - Bardales Jr., Luis		
322845	01/26/2026	
Inv R122065		340.00
322845 Total:		340.00
BRDE6710 - Bardales Jr., Luis Total:		340.00
BSHL6710 - Base Hill, Inc., dba Jan Point		
0	01/26/2026	
Inv 26589		17,950.00
0 Total:		17,950.00
BSHL6710 - Base Hill, Inc., dba Jan Point Total:		17,950.00
BUSCHSYS - Busch Systems International Inc.		
0	01/26/2026	
Inv IN25-008462		7,055.41
0 Total:		7,055.41
BUSCHSYS - Busch Systems International Inc. Total:		7,055.41

Check Number	Check Date	Amount
CAL5236 - Dy-Dee Services of Pasadena, Inc.		
322863	01/26/2026	
Inv 2540982		116.42
Inv 2544410		92.23
Inv 2546797		90.68
Inv 2553513		96.57
322863 Total:		395.90
CAL5236 - Dy-Dee Services of Pasadena, Inc. Total:		395.90
CAMERPL - California Metro Patrol & EMS, Inc.		
322850	01/26/2026	
Inv 12818		3,823.23
322850 Total:		3,823.23
CAMERPL - California Metro Patrol & EMS, Inc. Total:		3,823.23
CAN0607 - Cantu Graphics Inc.		
322851	01/26/2026	
Inv 65127-2		513.27
Inv 65226-2		82.10
Inv 65232-2		510.51
Inv 65253-2		44.14
322851 Total:		1,150.02
CAN0607 - Cantu Graphics Inc. Total:		1,150.02
CINTA3 - Cintas Corporation		
322852	01/26/2026	
Inv 4250819146		343.43
Inv 4251433724		348.38
Inv 4252999037		382.78
322852 Total:		1,074.59
CINTA3 - Cintas Corporation Total:		1,074.59
CINTAS - Cintas Corporation		
322853	01/26/2026	
Inv 9340116078		438.38
Inv 9348705577		438.38
322853 Total:		876.76
CINTAS - Cintas Corporation Total:		876.76
CLLA6749 - CliftonLarsonAllen LLP		

Check Number	Check Date	Amount
322856	01/26/2026	
Inv L261021178		37,464.00
322856 Total:		37,464.00
CLLA6749 - CliftonLarsonAllen LLP Total:		37,464.00
COMMDOOR - Commercial Door Company, Inc.		
0	01/26/2026	
Inv 91705		3,285.00
0 Total:		3,285.00
COMMDOOR - Commercial Door Company, Inc. Total:		3,285.00
COSO4011 - COUNTY OF SOLANO		
322857	01/26/2026	
Inv 26-G0233		250.00
322857 Total:		250.00
COSO4011 - COUNTY OF SOLANO Total:		250.00
CRDA1021 - Corodata Records Management, Inc.		
0	01/26/2026	
Inv RS7134165		623.03
0 Total:		623.03
CRDA1021 - Corodata Records Management, Inc. Total:		623.03
CRSR2010 - Corodata Shredding Inc.		
0	01/26/2026	
Inv DN1557328		143.09
0 Total:		143.09
CRSR2010 - Corodata Shredding Inc. Total:		143.09
CSDI6601 - Department of Industrial Relations		
322861	01/26/2026	
Inv E 2234082 SB		225.00
322861 Total:		225.00
CSDI6601 - Department of Industrial Relations Total:		225.00
CSULB40 - CSULB Foundation		
322858	01/26/2026	
Inv 3575		466.00

Check Number	Check Date	Amount
322858 Total:		466.00
CSULB40 - CSULB Foundation Total:		466.00
CTYELCSP - City Electric Supply Company		
322854	01/26/2026	
Inv PDA/030900		2,513.56
Inv PDA/030917		3,660.67
322854 Total:		6,174.23
CTYELCSP - City Electric Supply Company Total:		6,174.23
DEL4000 - Dell Marketing L.P.		
0	01/26/2026	
Inv 10856930865		225.55
0 Total:		225.55
DEL4000 - Dell Marketing L.P. Total:		225.55
DENNHIGA - Higa, Dennis		
322872	01/26/2026	
Inv 00431432		28.84
322872 Total:		28.84
DENNHIGA - Higa, Dennis Total:		28.84
DEPC6011 - Dewey Services Inc		
322862	01/26/2026	
Inv 17822004		120.00
Inv 17822005		120.00
Inv 17822006		120.00
Inv 17822007		120.00
Inv 17822008		120.00
Inv 17822009		135.50
Inv 17822011		120.00
Inv 17822012		120.00
Inv 17822015		299.00
322862 Total:		1,274.50
DEPC6011 - Dewey Services Inc Total:		1,274.50
DJON4011 - Jones, David		
322877	01/26/2026	
Inv 135351		103.00
322877 Total:		103.00

DJON4011 - Jones, David Total:		103.00
DROW8010 - D & R Office Works, Inc.		
322859	01/26/2026	
Inv 137512		6,400.13
Inv 137971		11,574.82
Inv 137972		10,214.12
322859 Total:		28,189.07
DROW8010 - D & R Office Works, Inc. Total:		28,189.07
DSP0755 - D & S Printing		
322860	01/26/2026	
Inv 0104		145.86
Inv 0105		97.24
Inv 0106		48.62
322860 Total:		291.72
DSP0755 - D & S Printing Total:		291.72
EGBC4011 - E.G. Brennan & Co. Corp.		
322864	01/26/2026	
Inv i81162		225.00
322864 Total:		225.00
EGBC4011 - E.G. Brennan & Co. Corp. Total:		225.00
ELIZARRA - Lizarraga, Eduardo		
322882	01/26/2026	
Inv 1282025		30.00
322882 Total:		30.00
ELIZARRA - Lizarraga, Eduardo Total:		30.00
ESCLCEPW - Escalera, Lance		
322866	01/26/2026	
Inv 12.20.25		31.36
Inv 12.30.25		160.16
322866 Total:		191.52
ESCLCEPW - Escalera, Lance Total:		191.52
EURO6710 - Eurofins Environment Testing America Holdings, Inc		
0	01/26/2026	

Check Number	Check Date	Amount
Inv 3800110981		3,546.29
0 Total:		3,546.29
EURO6710 - Eurofins Environment Testing America Holdings, Inc Total:		3,546.29
GALL5011 - Galls, LLC		
322868	01/26/2026	
Inv 033695417		23.57
Inv 033707679		15.35
322868 Total:		38.92
GALL5011 - Galls, LLC Total:		38.92
GAY8856 - Gaylord Bros Inc		
0	01/26/2026	
Inv 2939377		457.48
0 Total:		457.48
GAY8856 - Gaylord Bros Inc Total:		457.48
GLE2563 - City of Glendale		
322855	01/26/2026	
Inv 3890		89,984.50
322855 Total:		89,984.50
GLE2563 - City of Glendale Total:		89,984.50
GRA1244 - Woods Maintenance Services, Inc.		
322914	01/26/2026	
Inv 17633		740.00
Inv SPAS1125		1,818.30
322914 Total:		2,558.30
GRA1244 - Woods Maintenance Services, Inc. Total:		2,558.30
GRA6601 - Grainger		
322870	01/26/2026	
Inv 9731022985		900.67
322870 Total:		900.67
GRA6601 - Grainger Total:		900.67
GVRNTAGN - Government Training Agency		
322869	01/26/2026	

Check Number	Check Date	Amount
Inv 84209		625.00
322869 Total:		625.00
GVRNTAGN - Government Training Agency Total:		625.00
HRSCHPIP - Hirsch Pipe & Supply Co Inc.		
322873	01/26/2026	
Inv 1546408		100.04
322873 Total:		100.04
HRSCHPIP - Hirsch Pipe & Supply Co Inc. Total:		100.04
IASPEVIN - Internal Association for Property and Evidence Inc		
322874	01/26/2026	
Inv M26-C691884		65.00
322874 Total:		65.00
IASPEVIN - Internal Association for Property and Evidence Inc Total:		65.00
INT6115 - Interstate Battery Systems of Eastern Los Angeles		
322875	01/26/2026	
Inv 1813194		176.00
322875 Total:		176.00
INT6115 - Interstate Battery Systems of Eastern Los Angeles Total:		176.00
JANSLNAS - Salinas, Juan		
322898	01/26/2026	
Inv 12/24-12/28/25		25.62
322898 Total:		25.62
JANSLNAS - Salinas, Juan Total:		25.62
JASMNKIM - Kim, Jasmin		
0	01/26/2026	
Inv 01142026		660.00
0 Total:		660.00
JASMNKIM - Kim, Jasmin Total:		660.00
JCLTRAFF - JCL Traffic Services		
0	01/26/2026	
Inv 132208		2,250.00
Inv 132308		154.70

Check Number	Check Date	Amount
0 Total:		2,404.70
JCLTRAFF - JCL Traffic Services Total:		2,404.70
JCRS5011 - Jones Coffee Roasters		
322878	01/26/2026	
Inv 80583		320.00
322878 Total:		320.00
JCRS5011 - Jones Coffee Roasters Total:		320.00
JFHL4011 - Jeff Holland		
322876	01/26/2026	
Inv 180479		165.69
322876 Total:		165.69
JFHL4011 - Jeff Holland Total:		165.69
JHMS8020 - JHM Supply Inc		
0	01/26/2026	
Inv 118409/1		634.79
Inv 118410/1		426.35
0 Total:		1,061.14
JHMS8020 - JHM Supply Inc Total:		1,061.14
LEBE8032 - Betts, Lemar		
322847	01/26/2026	
Inv INVSKATEADJ01		129.15
322847 Total:		129.15
LEBE8032 - Betts, Lemar Total:		129.15
LIFE822 - Life-Assist Inc.		
322881	01/26/2026	
Inv 2038941		150.74
322881 Total:		150.74
LIFE822 - Life-Assist Inc. Total:		150.74
LILESTDA - Estrada, Lilly		
322867	01/26/2026	
Inv 01072025		50.80

Check Number	Check Date	Amount
322867 Total:		50.80
LILESTDA - Estrada, Lilly Total:		50.80
LTESTONI - Testoni, Leonardo		
322910	01/26/2026	
Inv 2112026		400.00
322910 Total:		400.00
LTESTONI - Testoni, Leonardo Total:		400.00
MAN5011 - Manhattan Stitching Co		
322883	01/26/2026	
Inv 112169		3,262.50
322883 Total:		3,262.50
MAN5011 - Manhattan Stitching Co Total:		3,262.50
MCM2352 - McMaster Carr Supply Co		
322884	01/26/2026	
Inv 56252958		304.80
Inv 56553050		57.01
322884 Total:		361.81
MCM2352 - McMaster Carr Supply Co Total:		361.81
MDWSTPE - Midwest Tape LLC		
322886	01/26/2026	
Inv 508148375		154.64
Inv 508187714		33.13
Inv 508187715		293.77
Inv 508221430		66.27
Inv 508221431		170.63
322886 Total:		718.44
MDWSTPE - Midwest Tape LLC Total:		718.44
MERPLMBN - Merry Plumbing Co., Inc.		
322885	01/26/2026	
Inv 58805121625		2,668.46
322885 Total:		2,668.46
MERPLMBN - Merry Plumbing Co., Inc. Total:		2,668.46

Check Number	Check Date	Amount
MIGINC - Moore Iacofano Goltsman, Inc.		
0	01/26/2026	
Inv 0094750		1,662.50
0 Total:		1,662.50
MIGINC - Moore Iacofano Goltsman, Inc. Total:		1,662.50
MKLK5010 - Larkin, Mike		
322880	01/26/2026	
Inv 12.28.25		250.00
322880 Total:		250.00
MKLK5010 - Larkin, Mike Total:		250.00
MNBL8170 - Crestline Software, LLC		
0	01/26/2026	
Inv #INV17406		2,319.60
Inv #INV17471		3,129.59
0 Total:		5,449.19
MNBL8170 - Crestline Software, LLC Total:		5,449.19
NCBS587 - Nick Boswell Photography, Inc.		
322887	01/26/2026	
Inv 33537		164.63
322887 Total:		164.63
NCBS587 - Nick Boswell Photography, Inc. Total:		164.63
NICKLOCK - Nick's Lock and Access Control		
322888	01/26/2026	
Inv 829090		676.23
322888 Total:		676.23
NICKLOCK - Nick's Lock and Access Control Total:		676.23
OMEG4011 - Omega Polygraph		
322891	01/26/2026	
Inv 02157		600.00
322891 Total:		600.00
OMEG4011 - Omega Polygraph Total:		600.00
OMEGAIND - Omega Industrial Supply Inc		

Check Number	Check Date	Amount
322890	01/26/2026	
Inv 166935		1,515.16
Inv 167202		1,933.76
322890 Total:		3,448.92
OMEGAIND - Omega Industrial Supply Inc Total:		3,448.92
OREI6711 - O' Reilly Automotive Inc.		
322889	01/26/2026	
Inv 3213-319275		420.83
322889 Total:		420.83
OREI6711 - O' Reilly Automotive Inc. Total:		420.83
OVDR8011 - OverDrive Inc.		
0	01/26/2026	
Inv 01148CO25399030		97.99
0 Total:		97.99
OVDR8011 - OverDrive Inc. Total:		97.99
PENNERPA - PENNER PARTITIONS, INC.		
322894	01/26/2026	
Inv 25-28020		7,048.00
322894 Total:		7,048.00
PENNERPA - PENNER PARTITIONS, INC. Total:		7,048.00
PHOE4610 - Phoenix Group Information Systems		
322895	01/26/2026	
Inv 112025184		4,508.15
322895 Total:		4,508.15
PHOE4610 - Phoenix Group Information Systems Total:		4,508.15
PHS4011 - Pasadena Humane Society		
322893	01/26/2026	
Inv JAN2026SoPas		15,797.45
322893 Total:		15,797.45
PHS4011 - Pasadena Humane Society Total:		15,797.45
PLCARIE - Plescia, Carrie		
0	01/26/2026	

Check Number	Check Date	Amount
Inv LATDANCEJAN26		39.00
0 Total:		39.00
PLCARIE - Plescia, Carrie Total:		39.00
POS5265 - Post Alarm Systems		
0	01/26/2026	
Inv 1887213		129.70
0 Total:		129.70
POS5265 - Post Alarm Systems Total:		129.70
PRKWOD - Parkwood Landscape Maintenance, Inc.		
322892	01/26/2026	
Inv 110466		51,894.22
Inv 110554		4,033.25
Inv 110555		697.13
322892 Total:		56,624.60
PRKWOD - Parkwood Landscape Maintenance, Inc. Total:		56,624.60
PROCST - Pro-Cast Products, Inc.		
0	01/26/2026	
Inv 83890		5,734.95
0 Total:		5,734.95
PROCST - Pro-Cast Products, Inc. Total:		5,734.95
PUWA8020 - Pure Water		
0	01/26/2026	
Inv 217238		66.24
0 Total:		66.24
PUWA8020 - Pure Water Total:		66.24
REP6115 - Yunex LLC		
0	01/26/2026	
Inv 5610006852		10,816.13
Inv 90005835		3,435.00
0 Total:		14,251.13
REP6115 - Yunex LLC Total:		14,251.13
RFCI8180 - Raftelis Financial Consultants, Inc.		

Check Number	Check Date	Amount
322896	01/26/2026	
Inv 43222		11,002.50
322896 Total:		11,002.50
RFCI8180 - Raftelis Financial Consultants, Inc. Total:		11,002.50
RIAL6501 - Arriola, Richard		
322843	01/26/2026	
Inv 12.18.25		18.62
322843 Total:		18.62
RIAL6501 - Arriola, Richard Total:		18.62
RUBINBRO - RubinBrown LLP		
322897	01/26/2026	
Inv 1087106		14,368.75
322897 Total:		14,368.75
RUBINBRO - RubinBrown LLP Total:		14,368.75
RWGN8160 - Richards, Watson & Gershon		
0	01/26/2026	
Inv 256638		32,852.18
Inv 256639		1,008.00
Inv 256640		278.40
Inv 256641		2,242.80
Inv 256642		1,638.00
0 Total:		38,019.38
RWGN8160 - Richards, Watson & Gershon Total:		38,019.38
SBF4585 - South Bay Foundry Inc		
322904	01/26/2026	
Inv 0249436		739.50
322904 Total:		739.50
SBF4585 - South Bay Foundry Inc Total:		739.50
SCRR4010 - Superior Court of California, County of LA		
322909	01/26/2026	
Inv November 2025		6,589.50
322909 Total:		6,589.50
SCRR4010 - Superior Court of California, County of LA Total:		6,589.50

Check Number	Check Date	Amount
SDIPRESE - SDI Presence LLC		
322899	01/26/2026	
Inv 20631		9,975.00
322899 Total:		9,975.00
SDIPRESE - SDI Presence LLC Total:		9,975.00
SDSI0107 - SDS Security Design Systems		
322900	01/26/2026	
Inv 251382		65.18
Inv 251383		217.46
Inv 251384		113.00
Inv 251385		55.00
322900 Total:		450.64
SDSI0107 - SDS Security Design Systems Total:		450.64
SEACLIFF - Seacliff Mechanical Services, LLC		
322901	01/26/2026	
Inv 10000444		3,768.30
322901 Total:		3,768.30
SEACLIFF - Seacliff Mechanical Services, LLC Total:		3,768.30
SGVMC111 - AHMC San Gabriel Valley Medical Center LP		
322840	01/26/2026	
Inv 945873		48.00
Inv 945975		48.00
Inv 946220		48.00
322840 Total:		144.00
SGVMC111 - AHMC San Gabriel Valley Medical Center LP Total:		144.00
SIGNARAM - STELLA & ED LLC		
322907	01/26/2026	
Inv INV-11839		1,301.28
322907 Total:		1,301.28
SIGNARAM - STELLA & ED LLC Total:		1,301.28
SOTIREMA - Southern Tire Mart LLC		
322905	01/26/2026	
Inv 7080032769		564.10
Inv 7080033291		478.10

Check Number	Check Date	Amount
322905 Total:		1,042.20
SOTIREMA - Southern Tire Mart LLC Total:		1,042.20
SPEC5011 - Spectrum Gas Products		
322906	01/26/2026	
Inv 0000674218		138.80
Inv 0000885872		54.00
322906 Total:		192.80
SPEC5011 - Spectrum Gas Products Total:		192.80
STA5219 - Staples Business Advantage		
0	01/26/2026	
Inv 6050778407		9.71
Inv 6050778410		43.58
Inv 6050845525		12.70
Inv 6051089237		87.59
Inv 6051148486		152.46
Inv 6051148488		41.54
Inv 6051427501		28.72
Inv 6051555099		1,008.07
Inv 6051555101		5.29
Inv 6052293750		66.17
Inv 6052381139		276.24
Inv 6052381140		430.09
Inv 6052381141		33.08
Inv 6052550534		27.61
Inv 6052550535		60.22
Inv 6052655821		88.01
Inv 6052833422		447.47
Inv 6052833423		17.78
Inv 6052915990		159.49
Inv 6052915991		15.88
Inv 6052915993		127.28
Inv 6053391355		160.82
0 Total:		3,299.80
STA5219 - Staples Business Advantage Total:		3,299.80
STKLINFO - Sterling Infosystems Inc.		
322908	01/26/2026	
Inv 10542962		118.48
322908 Total:		118.48
STKLINFO - Sterling Infosystems Inc. Total:		118.48
THEARGRP - The Arroyo Group		

Check Number	Check Date	Amount
0	01/26/2026	
Inv 10257-10		4,900.00
0 Total:		4,900.00
THEARGRP - The Arroyo Group Total:		4,900.00
THES8267 - Siegel, Theodore		
322903	01/26/2026	
Inv 292026		150.00
Inv 392026		150.00
322903 Total:		300.00
THES8267 - Siegel, Theodore Total:		300.00
ULIN8021 - Uline, Inc.		
0	01/26/2026	
Inv 200836112		679.74
0 Total:		679.74
ULIN8021 - Uline, Inc. Total:		679.74
UND6710 - Underground Service Alert/SC		
322911	01/26/2026	
Inv 1220250725		164.00
Inv 25-262277		47.89
322911 Total:		211.89
UND6710 - Underground Service Alert/SC Total:		211.89
UPP7789 - Upper San Gabriel Valley MWD		
0	01/26/2026	
Inv So Pas 12.11.25		99.00
0 Total:		99.00
UPP7789 - Upper San Gabriel Valley MWD Total:		99.00
UQMS8010 - Unique Management Services, Inc.		
0	01/26/2026	
Inv 6149395		396.10
0 Total:		396.10
UQMS8010 - Unique Management Services, Inc. Total:		396.10
UTILCOST - Kerkorian, Michael		

Check Number	Check Date	Amount
322879	01/26/2026	
Inv 26374		4,423.28
Inv 26468		2,268.29
322879 Total:		6,691.57
UTILCOST - Kerkorian, Michael Total:		6,691.57
VTMS4011 - Vital Medical Services, LLC		
322912	01/26/2026	
Inv 4801		2,082.00
Inv 4804		1,042.00
322912 Total:		3,124.00
VTMS4011 - Vital Medical Services, LLC Total:		3,124.00
VUL6601 - Vulcan Materials Company		
0	01/26/2026	
Inv 5385161		639.57
Inv 5385461		1,566.48
Inv 5385669		977.73
0 Total:		3,183.78
VUL6601 - Vulcan Materials Company Total:		3,183.78
WES4152 - West Coast Arborists, Inc.		
0	01/26/2026	
Inv 236696		1,050.60
Inv 237343		2,101.20
Inv 237344		12,138.55
Inv 237345		1,181.80
Inv 237346		1,854.00
0 Total:		18,326.15
WES4152 - West Coast Arborists, Inc. Total:		18,326.15
WHAINC - William Hezmalhalch Architects, Inc.		
322913	01/26/2026	
Inv 114712		2,375.00
322913 Total:		2,375.00
WHAINC - William Hezmalhalch Architects, Inc. Total:		2,375.00
WLHD8020 - Westlake Hardware		
0	01/26/2026	
Inv 14306377		32.03
Inv 14306401		584.04

Check Number	Check Date	Amount
Inv 14306419		4.24
Inv 70261927		1,169.53
0 Total:		1,789.84
WLHD8020 - Westlake Hardware Total:		1,789.84
Total:		571,723.58

City of
SOUTH PASADENA

Online Payment Log			
Date	**Vendor**	**Amount**	**Description**
1/25/2026	Columbia Bank	$30,368.74	Online Payment for December 2025 Citywide Credit Card Expenses.
1/27/2026	So Cal Edison	$24,320.42	Online Payment for City Owned Electric Accounts # 3859 and 3411.
1/29/2026	So Cal Edison	$176,077.27	Online Payment for City Owned Electric Account # 1581.
Total:		***$230,766.43***	

Payroll

Payroll Summary Report

Payroll Date:	**01.02.2026**	**Regular**		
Checks			$	-
Direct Deposits			$	588,855.66
IRS Payments			$	129,488.86
EDD - State of CA			$	44,040.56
PERS Pension			$	146,503.01
Deferred Comp			$	55,100.26
PERS Health			$	-
		Subtotal:	**$**	**963,988.35**

Payroll Date:	**01.16.2026**	**Regular**		
Checks			$	832.86
Direct Deposits			$	593,819.70
IRS Payments			$	119,652.42
EDD - State of CA			$	39,628.34
PERS Pension			$	159,333.64
Deferred Comp			$	33,834.84
PERS Health			$	249,498.52
		Subtotal:	**$**	**1,196,600.32**
		Grand Total:	**$**	**2,160,588.67**

City Council Agenda Report

ITEM NO. 6

DATE: February 4, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Greg Lloyd, Fire Chief

SUBJECT: **CONSIDERATION OF ADOPTION OF A RESOLUTION AUTHORIZING THE COUNTY OF LOS ANGELES AGRICULTURE COMMISSIONER'S OFFICE TO INSPECT AND ABATE WEEDS, BRUSH, AND NATIVE VEGETATION DECLARED TO BE AN EXISTING OR POTENTIAL FIRE HAZARD, AND SCHEDULE A PUBLIC HEARING TO BE HELD ON FEBRUARY 18, 2026, TO HEAR OBJECTIONS OR PROTESTS TO THE VEGETATION MANAGEMENT PROGRAM**

Recommendation

It is recommended that the City Council adopt the resolution authorizing the County of Los Angeles Agriculture Commissioner's Office to inspect and abate weeds, brush, and native vegetation declared to be an existing or potential fire hazard and schedule a Public Hearing to be held on February 18, 2026, to hear objections or protests to the vegetation management program.

Executive Summary

The City Council is asked to adopt a resolution authorizing the County of Los Angeles Agriculture Commissioner's Office to inspect and abate weeds, brush, and native vegetation that present existing or potential fire hazards within the City, and to schedule a public hearing to hear objections or protests to the vegetation management program.

The City has participated in the County's vegetation management program since 2011. Under the current agreement approved in 2021, the County issues compliance notices, conducts inspections, and performs abatement on unimproved properties that are not maintained in a fire-safe condition. For the upcoming inspection cycle, 89 unimproved properties within the City have been identified for inspection and possible clearance. Property owners may object to the proposed abatement and cost recovery at a public hearing scheduled for February 18, 2026.

There is no direct fiscal impact to the City beyond routine staff time, as abatement costs are recovered through assessments to non-compliant property owners. Approval of this item supports the Fire Department's annual brush inspection goals and the City's Strategic Plan objective to mitigate hazardous vegetation in high fire hazard severity zones. The Public Safety Commission supports this action.

Background
The City of South Pasadena (City) partnered with the County of Los Angeles' vegetation management program on January 1, 2011. The vegetation management program, executed through the Agriculture Commissioner's office is an efficient and effective method to inspect and mitigate fire hazards associated with the annual growth of grass, brush and native vegetation. South Pasadena Fire Department staff works closely with the Agriculture Commissioner's office to respond to customer complaints regarding brush clearance and to identify high hazard areas in need of weed, brush, and/or rubbish removal.

Analysis
On March 17, 2021, the City Council approved a five-year contract with the County of Los Angeles Agriculture Commissioner's Office to provide brush clearance and vegetation management services within the City from July 1, 2021 to June 30, 2026. Through the vegetation management program, property owners of unimproved and designated properties are sent notices to maintain parcels in a fire safe condition. These notices were sent by the County of Los Angeles on or before February 2, 2026. If the property owner elects not to abate the brush and native vegetation fire hazards, the Agriculture Commissioner's staff facilitates removal and authorizes a special assessment to recover costs. The 2026 Los Angeles County Declaration list identified 89 unimproved properties in the City that require an inspection and or clearance of hazardous vegetation. Property owners who object to the proposed removal of hazardous vegetation and the recovery of costs can attend the Public Hearing on February 18, 2026, to request to have their properties removed from the Los Angeles County Declaration List. The Public Hearing will be held at the Amedee O. "Dick" Richards Jr. Council Chambers, 1424 Mission Street, South Pasadena, CA 91030, where their objections will be heard and given due consideration by the Agricultural Commissioner's Office.

Fiscal Impact
There is no fiscal impact related to this item, outside of staff time and duplication costs which are covered by the department's current budget for FY 2025/2026. Property owners who elect not to abate vegetation hazards are assessed fees through the County of Los Angeles for the inspection, abatement, and administration of the vegetation management program.

Key Performance Indicators and Strategic Plan
This item addresses section 3(e) of the Adopted 2021-2026 Strategic Plan, which identifies controlling/mitigating hazardous vegetation in the City's high fire hazard severity zone.

Commission Review and Recommendation
This matter was presented to and supported by the public safety commission on January 27, 2026.

Attachment:
Attachment 1 - Weed Abatement Resolution 2026
Attachment 2 - DeclaredParcel Keyoff 02026-South Pasadena
Attachment 3 - South_Pasadena Letter 2026
Attachment 4 - Weed Abatement Service Agreement

RESOLUTION NO. __

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA DECLARING THAT WEEDS, BRUSH, RUBBISH AND REFUSE UPON OR IN FRONT OF SPECIFIED PROPERTY IN THE CITY ARE A SEASONAL AND RECURRENT PUBLIC NUISANCE AND DECLARING ITS INTENTION TO PROVIDE FOR THE ABATEMENT THEREOF

WHEREAS, On March 17, 2021, the South Pasadena City Council approved a five-year contract with the Los Angeles County Agriculture Commissioner's Office to provide hazardous vegetation management services within the City of South Pasadena (City); and

WHEREAS, the City is located in the County of Los Angeles, and is subject to long periods of dry, hot, and windy climates, which increase the chance of a fire occurring and predispose the City to large destructive fires. These dry climatic conditions and winds contribute to the rapid spread of even small fires originating in moderate density housing or vegetation.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, PURSUANT TO THE PROVISIONS OF TITLE 4, DIVISION 3, PART 2, CHAPTER 13, ARTICLE 2, OF THE CALIFORNIA GOVERNMENT CODE, SECTIONS 39560 TO 39588, INCLUSIVE, AND EVIDENCE RECEIVED BY IT, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA SPECIFICALLY FINDS:

SECTION 1. That the weeds, brush, or rubbish growing or existing upon the streets, sidewalks, or private property in the City attain such large growth as to become, when dry, a fire menace to adjacent improved property, or which are otherwise noxious, dangerous, or a public nuisance.

SECTION 2. That the presence of dry grass, stubble, refuse, or other flammable materials are conditions that endanger public safety by creating a fire hazard.

SECTION 3. That by reason of the foregoing fact, the weeds, brush, rubbish, dry grass, stubble, refuse, or other flammable material growing or existing upon the private property hereinafter described, and upon the streets and sidewalks in front of said property, constitute a seasonal and recurrent public nuisance and should be abated as such.

SECTION 4. That the private property, together with streets and sidewalks in front of same herein referred to, is more particularly described as follows, to

wit: That certain property described in the attached list hereto and by this reference made a part hereof as though set forth in full at this point.

SECTION 5. The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

NOTICE TO DESTROY WEEDS,
REMOVE BRUSH, RUBBISH AND REFUSE

Notice is hereby given that on February 4, 2026, the City Council of the City of South Pasadena passed or will pass a resolution declaring noxious or dangerous vegetation including weeds, brush, tumbleweeds, sagebrush, and chaparral or rubbish refuse were growing or occurring upon or in front of said property on certain streets in said city or unincorporated area of the County of Los Angeles, and more particularly described in the resolution, and that they constitute a fire hazard or public nuisance which must be abated by the removal of said noxious or dangerous vegetation, rubbish and refuse, otherwise they may be removed and the nuisance abated by County authorities and the cost of removal assessed upon the land from or in front of which the noxious or dangerous vegetation, rubbish and refuse are removed, and such cost will constitute a special assessment against such lots or lands. Reference is hereby made to said resolution for further particulars. In addition, the Board of Supervisors authorized and directed the Agricultural Commissioner to recover its costs of details. All property owners having any objections to the proposed removal of noxious or dangerous vegetation, rubbish and refuse and the recovery of inspection costs, are hereby notified that they may attend a Public Hearing of the City Council of said city to be held at 1424 Mission Street, South Pasadena, CA 91030, in the Council Chamber on February 18, 2026, at 7:00 p.m., where their objections will be heard and given due consideration. If the property owner does not want to present objections to the proposed removal of the noxious or dangerous vegetation including weeds, brush, tumbleweeds, sagebrush, and chaparral or rubbish and refuse, or the recovery of inspection costs, the owner need not appear at the above-mentioned hearings.

_____
Nikima Newsome, Chief City Clerk

BE IT THEREFORE RESOLVED THAT the Agricultural Commissioner is hereby authorized and directed to recover its costs of inspection of the properties hereinabove described in a manner consistent with prior action of the Board adopting a fee schedule for such inspections. The recovery of these costs is vital to the ongoing operation governing the identification and abatement of those properties that constitute a seasonal and recurrent public nuisance and endanger the public safety.

BE IT FURTHER RESOLVED THAT the 18th day of February, 2026, at the hour of 7:00 p.m. of said day, is the day and hour, and the meeting room of the City Council of the City of South Pasadena 1424 Mission Street, South Pasadena, CA 91030, is fixed by this City Council as the place when and where any and all property owners having any objections to the aforesaid proposed removal of weeds, brush, rubbish, dry grass, stubble, refuse or other flammable material may appear before the City Council and show cause why said weeds, brush, rubbish, dry grass, stubble, refuse or other flammable material should not be removed in accordance with this resolution, and said objections will then and there be heard and given due consideration.

BE IT RESOLVED THAT the notices to destroy weeds, brush, rubbish, dry grass, stubble, refuse or other flammable material hereinbefore referred to shall be mailed by said Agricultural Commissioner/Director of Weights and Measures at least ten days prior to February 18, 2026.

PASSED, APPROVED AND ADOPTED ON this 4th day of February 2026.

_____
Sheila Rossi, Mayor

ATTEST:

_____
Nikima Newsome, Chief City Clerk

APPROVED AS TO FORM:

_____
Roxanne Diaz, City Attorney

I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 4th day of February 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

_____
Nikima Newsome, Chief City Clerk

2026
LOS ANGELES COUNTY
DECLARATION LIST
CITY OF SOUTH PASADENA
KEY OF F, CITY CODE 654 (UNIMPROVED)

DATE: 12/16/2025

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
5308 002 064		L S AND E ASSOCIATES	PO BOX 15281	LOS ANGELES CA	90015
5308 002 070		LEVY,SAMUEL S	PO BOX 15281	LOS ANGELES CA	90015
5308 002 072		S AND E ASSOCIATES	PO BOX 556537	LOS ANGELES CA	90055
5308 020 027		WINTER,ERIC	PO BOX 3702	SOUTH PASADENA CA	91031
5308 021 001		WINTER,ERIC	PO BOX 3702	SOUTH PASADENA CA	91031
5308 022 002		BROSMAN,NICOLE TR	353 MONTEREY RD	SOUTH PASADENA CA	91030
5308 022 003		LIU,ANNIE AND PHI,HONG THAI	3360 FOOTHILL BLVD UNIT 405	PASADENA CA	91107
5308 022 004		KWONG DEVELOPMENT INC	1743 CAMINO LINDO	SOUTH PASADENA CA	91030
5308 023 007		JAMJOOM,TALAL M	3 SHERIDAN SQ APT 2M	NEW YORK NY	10014
5308 023 015		YELDING SLOAN,JOHN E TR	227 GOUGH ST	SAN FRANCISCO CA	94102
5308 023 019		SHAN PROPERTY MANAGEMENT LLC	11456 DECENTE CT	STUDIO CITY CA	91604
5308 024 017		IMBUS,CHARLES E TR	908 N SANTA ANITA AVE UNIT B	ARCADIA CA	91006
5308 024 034	1903 HANSCOM DR	NARINYAN, ARMAN	1128 N. HOWARD ST	GLENDALE CA	91207
5308 025 027		CHU,WILLIAM	1825 HANSCOM DR	SOUTH PASADENA CA	91030
5308 027 007		HARRIMAN LOTS LLC	560 W MAIN ST STE C PMB 312	ALHAMBRA CA	91801
5308 027 008		HARRIMAN LOTS LLC	560 W MAIN ST STE C PMB 312	ALHAMBRA CA	91801
5308 027 016		HARRIMAN LOTS LLC	560 W MAIN ST STE C PMB 312	ALHAMBRA CA	91801
5308 027 017		HARRIMAN LOTS LLC	560 W MAIN ST STE C PMB 312	ALHAMBRA CA	91801
5308 027 018		HARRIMAN LOTS LLC	560 W MAIN ST STE C PMB 312	ALHAMBRA CA	91801
5308 027 019		HARRIMAN LOTS LLC	560 W MAIN ST STE C PMB 312	ALHAMBRA CA	91801
5308 027 020		HARRIMAN LOTS LLC	560 W MAIN ST STE C PMB 312	ALHAMBRA CA	91801

2026
LOS ANGELES COUNTY
DECLARATION LIST
CITY OF SOUTH PASADENA
KEY OF F, CITY CODE 654 (UNIMPROVED)

DATE: 12/16/2025

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
5308 031 001		TARMASAL INC	924 HUNTINGTON DR	SAN MARINO CA	91108
5308 031 039		JAMJOOM,TALAL M	3 SHERIDAN SQ APT 2M	NEW YORK NY	10014
5308 031 040		JAMJOOM,TALAL M	3 SHERIDAN SQ APT 2M	NEW YORK NY	10014
5308 031 041		JAMJOOM,TALAL M	3 SHERIDAN SQ APT 2M	NEW YORK NY	10014
5308 031 042		WANG,KEN	147 PALATINE DR	ALHAMBRA CA	91801
5308 031 053		YAO,CAROLINE AND SADLER, SCOTT	156 PETERSON AVE	SOUTH PASADENA CA	91030
5308 031 054		YAO,CAROLINE AND SADLER, SCOTT	156 PETERSON AVE	SOUTH PASADENA CA	91030
5308 031 055		YAO,CAROLINE AND SADLER, SCOTT	156 PETERSON AVE	SOUTH PASADENA CA	91030
5308 032 006		LEUNG,ERIC W AND NANCY X	4641 S HUNTINGTON DR	LOS ANGELES CA	90032
5308 032 009		DUNAWAY,CAM T TR	710 FAIRVIEW AVE	SOUTH PASADENA CA	91030
5308 032 012		YANG,ABRAHAM CSTDN	12012 LOWER AZUSA RD	EL MONTE CA	91732
5308 032 044		KKWT PROPERTIES LLC	423 CAMBRIDGE DR	ARCADIA CA	91007
5308 032 045		KKWT PROPERTIES LLC	423 CAMBRIDGE DR	ARCADIA CA	91007
5308 034 004		EDDY MAURICIO BLANCO	8362 DUARTE RD	SAN GABRIEL CA	91775
5310 021 009		TARMASAL INC	924 HUNTINGTON DR	SAN MARINO CA	91108
5310 022 013		KAROGLU,VARUJAN	3398 HEATHER FIELD DR	HACIENDA HEIGHTS CA	91745
5310 022 901		STATE OF CALIF DEPT OF TRANSPORTATION	120 S SPRING ST	LOS ANGELES CA	90012
5310 026 010		ZHUANG,YAN	298 W HIGHLAND AVE	SIERRA MADRE CA	91024
5310 026 011		ZHUANG,JINRU	298 W HIGHLAND AVE	SIERRA MADRE CA	91024
5311 001 018	5 PASADENA AVE	99 PASADENA AVE LLC	538 MISSION ST	SOUTH PASADENA CA	91030

2026
LOS ANGELES COUNTY
DECLARATION LIST
CITY OF SOUTH PASADENA
KEY OF F, CITY CODE 654 (UNIMPROVED)

DATE: 12/16/2025

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
5311 003 096		PACIFIC RAIL DEVELOPMENTS LLC	210 PASADENA AVE	SOUTH PASADENA CA	91030
5311 007 019		FRANCO,LUCIO AND OLIVIA	810 ROLLIN ST	SOUTH PASADENA CA	91030
5311 008 033		KIM,JOSEPH W	420 S SAN PEDRO ST APT 208	LOS ANGELES CA	90013
5311 008 039		RETINO,CLAIROSE TR CLAIROSE RETINO TRUST	20045 E SKYLINE DRIVE	WALNUT CA	91789
5311 009 055		WILLIAMSON,KATHLEEN D TR	PO BOX 686	SOUTH PASADENA CA	91031
5311 009 056		WILMS,NANCY M AND ROBERT S	1457 OAKCREST AVE	SOUTH PASADENA CA	91030
5311 009 057		AIT MANAGEMENT LLC	330 GODDARD	IRVINE CA	92618
5311 009 058		KWOK,GEORGE AND	300 CAMINO DEL CIELO	SOUTH PASADENA CA	91030
5311 010 010		MPPA LP	2211 S HACIENDA BLVD UNIT 110	HACIENDA HEIGHTS CA	91745
5311 010 012		MPPA LP	2211 S HACIENDA BLVD UNIT 110	HACIENDA HEIGHTS CA	91745
5311 010 015		MPPA LP	2211 S HACIENDA BLVD UNIT 110	HACIENDA HEIGHTS CA	91745
5311 010 027		CASEBEER,PAUL	259 MONTEREY RD	SOUTH PASADENA CA	91030
5311 010 028		MPPA LP	2211 S HACIENDA BLVD UNIT 110	HACIENDA HEIGHTS CA	91745
5311 010 029		MPPA LP	2211 S HACIENDA BLVD UNIT 110	HACIENDA HEIGHTS CA	91745
5311 010 030		MPPA LP	2211 S HACIENDA BLVD UNIT 110	HACIENDA HEIGHTS CA	91745
5311 014 042		LI,DAVID S	1441 LAKE SHORE AVE	LOS ANGELES CA	90026
5311 014 043		NEGRETE,TONY CO TR	1507 INDIANA AVE	SOUTH PASADENA CA	91030
5311 014 048		QUARESMA,DIANE H TR GLENICE B HERSHBERGER TRUST	260 W RUMBLE RD UNIT A	MODESTO CA	95350
5311 014 053		BOLTON,FFILIP AND TELLO BOLTON,MONICA Y	1009 BECKLEE RD	GLENDORA CA	91741

2026
LOS ANGELES COUNTY
DECLARATION LIST
CITY OF SOUTH PASADENA
KEY OF F, CITY CODE 654 (UNIMPROVED)

DATE: 12/16/2025

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
5311 015 005		HOFF,DAVID C	20534 SAN GABRIEL VALLEY DR	WALNUT CA	91789
5311 015 006		HOFF,DAVID C	20534 SAN GABRIEL VALLEY DR	WALNUT CA	91789
5311 015 022		ST ALBANT LLC	2396 SCENIC RIDGE DR	CHINO HILLS CA	91709
5311 015 023		ST ALBANT LLC	2396 SCENIC RIDGE DR	CHINO HILLS CA	91709
5311 017 020		STIJN CASSENAER	1107 E HOWARD STREET	PASADENA CA	91104
5311 017 021		CASSENAER,STIJN AND PAPADOPOULOU, MARIA	1107 E HOWARD ST	PASADENA CA	91104
5312 002 007		SOUTH PASADENA VILLAS LLC	766 E COLORADO BLVD STE 102	PASADENA CA	91101
5312 002 008		SOUTH PASADENA VILLAS LLC	766 E COLORADO BLVD STE 102	PASADENA CA	91101
5312 002 009		SOUTH PASADENA VILLAS LLC	766 E COLORADO BLVD STE 102	PASADENA CA	91101
5312 002 030		SOUTH PASADENA VILLAS LLC	766 E COLORADO BLVD STE 102	PASADENA CA	91101
5312 016 014		YAMAMURO,HITOMI TR	2482 BRIGDEN RD	PASADENA CA	91104
5312 016 015		PARK,KON SOK AND YU,KAYOUNG	330 W 11TH ST UNIT C09	LOS ANGELES CA	90015
5312 016 016		ISLS PROPERTIES LLC	1630 CALLE VAQUERO APT 601	GLENDALE CA	91206
5312 016 017		ISLS PROPERTIES LLC	2850 RIVERSIDE DR UNIT 421	LOS ANGELES CA	90039
5312 017 025		GAVINA,FRANCISCO AND GAVINA, FRANCISCO JR AND AMNEH	84 CLUB RD	PASADENA CA	91105
5312 017 042		JUNG,DAVID TR	2161 CAMORILLA DR	LOS ANGELES CA	90065
5312 017 043		JUNG,DAVID TR	2161 CAMORILLA DR	LOS ANGELES CA	90065
5312 017 044		JUNG,DAVID TR	2161 CAMORILLA DR	LOS ANGELES CA	90065
5312 017 049		JUNG,DAVID TR	2161 CAMORILLA DR	LOS ANGELES CA	90065
5312 020 012		THAM,ERNEST Y AND JANET C AND	11724 CULVER BLVD #9	LOS ANGELES CA	90066

2026
LOS ANGELES COUNTY
DECLARATION LIST
CITY OF SOUTH PASADENA
KEY OF F, CITY CODE 654 (UNIMPROVED)

DATE: 12/16/2025

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
5312 020 022		THAM,ERNEST Y AND JANET C AND	11724 CULVER BLVD #9	LOS ANGELES CA	90066
5314 005 017		TARMASAL INC	924 HUNTINGTON DR	SAN MARINO CA	91108
5314 005 021	619 INDIANA TER	KIM,YONG JU AND SON, CHANG HEE	716 VALLEY VIEW RD	SOUTH PASADENA CA	91030
5314 005 045		VALENSI,NICHOLAS AND	529 5TH AVE 4TH FL	NEW YORK NY	10017
5314 006 005		ZHANG,YI TR	PO BOX 101154	CHICAGO IL	60610
5314 007 017		GETMAN,DANA L AND	60 SUMMIT ST UNIT 3	BROOKLYN NY	11231
5314 008 014		SETO,VANESSA AND	PO BOX 70519	PASADENA CA	91117
5314 018 010		TYLER LEE	857 BANK ST	SOUTH PASADENA CA	91030
5314 026 050		PAN,CHIU SUNG CO TR	1423 MAPLE ST	SOUTH PASADENA CA	91030
				TOTAL VACANT/IMPROVED RECORDS	**0**
				TOTAL UNIMPROVED RECORDS	**89**
				TOTAL RECORDS	**89**

COUNTY OF LOS ANGELES

Department of Agricultural Commissioner/ Weights and Measures

Kurt E. Floren
Agricultural Commissioner
Director of Weights and Measures

12300 Lower Azusa Road
Arcadia, CA 91006-5872
https://acwm.lacounty.gov

Maximiliano E. Regis
Chief Deputy

January 5, 2026

The Honorable City Council
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030

Honorable City Council:

RESOLUTION DECLARING THAT WEEDS, BRUSH, RUBBISH, ETC., ARE A SEASONAL AND RECURRENT PUBLIC NUISANCE

Transmitted herewith is the Declaration List of properties which have been found by inspection to have weeds, brush and/or rubbish growing or occurring upon them and which constitute an existing or potential hazard to the health and safety of adjacent property owners.

Also attached is a resolution for adoption by the City Council declaring that hazardous weeds, brush, rubbish, etc., growing or occurring upon or in front of the listed properties are a seasonal and recurrent public nuisance.

It is my recommendation that the Honorable City Council adopt this resolution at its meeting of February 4, 2026, which sets February 18, 2026, at 7:30 p.m. as the date and time for Hearing of Protests. After your City Council adopts the resolution, please send a copy to our Weed Abatement Division at the above address.

On or before February 2, 2026, annual weed abatement notices will be sent to the owners of the properties identified in the resolution pursuant to state law. If you have any questions, please contact me at (626) 575-5487.

Respectfully submitted,

ADRIAN ZAVALA
Deputy Director/Bureau Chief

AZ:jr

Protecting Consumers and the Environment Since 1881
To Enrich Lives Through Effective and Caring Service

WEED ABATEMENT SERVICE

AGREEMENT

THIS AGREEMENT, dated upon execution by both parties, is made by and between the County of Los Angeles, hereinafter referred to as "County," and the CITY OF SOUTH PASADENA, hereinafter referred to as "City."

RECITALS:

(a) The City is desirous of contracting with the County for the performance of weed abatement functions within its boundaries on both unimproved and designated improved properties by the County of Los Angeles, acting through its Agricultural Commissioner/Director of Weights and Measures.

(b) The County is agreeable to rendering such weed abatement services on the terms and conditions hereinafter set forth.

79186

(c) Such contracts are authorized and provided for by the provisions of Section 56 ½ of the Charter of the County of Los Angeles and California Government Code (Government Code) section 51301.

THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. The County agrees, through the Agricultural Commissioner/Director of Weights and Measures, to provide weed abatement services within the corporate limits of the City in accordance with the provisions of Government Code sections 39560 through 39588.

Such services shall encompass the weed abatement duties and functions of the type coming within the jurisdiction of, and customarily rendered by, the Agricultural Commissioner/Weights and Measures Department of the County of Los Angeles under the Charter of County and the statutes of the State of California.

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The level of service shall be the same basic level of weed abatement service that is currently, and shall be hereinafter during the term of this agreement, provided for in the unincorporated areas of the County of Los Angeles by said Agricultural Commissioner/Director of Weights and Measures.

The County shall have the discretion to terminate services on parcels in tax default.

The rendition of such services, the standard of performance, and other matters incidental to the performance of such services, and the control of personnel so employed shall remain at the discretion of the County.

The standard for hazardous vegetation clearance shall be equivalent to that detailed within the Los Angeles County Fire Code, sections 325.2.1 and 325.2.2, and this standard being the same which currently applies in the unincorporated areas of the County of Los Angeles unless some other standard is requested by the City in writing.

2. To facilitate the performance of said functions, it is hereby agreed that the County shall have full cooperation and assistance from the City Council and other City officers, agents, and employees.

3. For the purpose of performing said functions, County shall furnish and supply all necessary labor, supervision, equipment, and supplies necessary to maintain the level of service to be rendered hereunder.

4. No City Employee as such shall be made into, or considered to be, an employee of the County, and no person employed by the County hereunder shall be granted any City pension, civil service, or any status or right.

For the purpose of performing such services and functions, and for the purpose of giving official status to the performance thereof where necessary, every County officer and employee engaged in the performance of any service hereunder shall be deemed to be an officer

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or employee of said City while performing services for said City, which services are within the scope of this agreement and are purely municipal functions.

5. City shall not be called upon to assume any liability for the direct payment of any salaries, wages, or other compensation to any County personnel performing services hereunder for the County, or any liability other than that provided for in this agreement.

Except as herein otherwise specified, the City shall not be liable for compensation and/or indemnification to any County employee for any injury or sickness arising out of that person's employment.

6. The parties hereto have executed an Assumption of Liability Agreement approved by the Board of Supervisors on December 27, 1977 and/or a Joint Indemnity Agreement approved by the Board of Supervisors on October 8, 1991. Whichever of these documents the City has signed later in time is currently in effect and is hereby made a part of and incorporated into this agreement as if set out in full herein. In the event that the Board of Supervisors later approves a revised Joint Indemnity Agreement, and the City executes such a revised agreement, the subsequent agreement as of its effective date shall supersede the agreement previously in effect between the parties hereto.

The City understands and agrees that the fire protection indemnity provided in Government Code sections 850 and 850.2 applies to the County for work pursuant to this agreement.

7. Unless sooner terminated as provided for herein, this agreement shall be effective commencing July 1, 2021 and will continue in effect through June 30, 2026.

Notwithstanding the provisions of this paragraph hereinbefore set forth, the City may terminate this agreement as of the thirty-first day of December of any year upon notice in writing to the County on or before September 30 of the same year. The County may terminate this agreement at any time and for any reason upon thirty (30) days prior written notice to the City.

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The City, acting through its City Council, will perform the necessary functions required of the legislative body to which is referred in Government Code section 39560 through 39588, as they relate to the execution of this Agreement.

8. If the City fails to adopt a resolution declaring that weeds upon parcels of property located within the City to be a public nuisance pursuant to Government Code section 39561, then the County shall have no obligation to carry out its duties under this agreement until such year that the City does adopt such resolution, unless the City's failure occurs in the final year of this agreement, which shall mean the agreement terminates.

9. It is the intent of this agreement that the Agricultural Commissioner/Director of Weights and Measures of the County shall constitute the public officer designated by the City Council to perform the duties imposed by Government Code section 39560(a), and that the City Council of said City shall perform the duties of the legislative body as set forth in said section.

10. For and in consideration of the rendition of the foregoing services by the County, the City agrees that the costs of abating such weeds shall be assessed in the manner set forth in Government Code sections 39573 to 39585, and that upon collection of such assessments, they will be paid over to the County.

11. Each parcel, except tax-exempt parcels, upon which weeds, brush or rubbish are declared to be a public nuisance pursuant to paragraph 9 of this agreement, shall be assessed the current County Board of Supervisors approved inspection fee whether or not the County determines it is necessary to perform abatement work upon the parcel.

12. The parties hereto contemplate that the services of the County are limited to abatement of weeds, brush and rubbish, and agree that the County will not perform any other type of service or additional work of any kind.

13. This agreement contains the entire agreement between the County and the City for weed abatement services. This agreement may not be modified except by formal amendment executed by the duly authorized representatives of the parties hereto.

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14. Notices regarding this agreement shall be addressed as follows:

COUNTY:

Adrian Zavala

Deputy Director

Los Angeles County Department of Agricultural Commissioner/

Weights and Measures

12300 Lower Azusa Road

Arcadia, California 91006-5872

CITY:

Lucie Colombo, CMC, CPMC

City Clerk

City of South Pasadena

1414 Mission Street

South Pasadena, CA 91030

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IN WITNESS HEREOF, the CITY OF SOUTH PASADENA, by motion duly adopted by its City Council, caused this agreement to be signed by its Mayor and attested by its Clerk, and the County of Los Angeles, by order of its Board of Supervisors, has caused these presents to be subscribed by the Chair of said Board and seal of said Board to be affixed thereto and attested by the Clerk of the Board.

CITY OF SOUTH PASADENA

By DocuSigned by: Diana Mahmud
A05CC7992243481...

Diana Mahmud, Mayor

COUNTY OF LOS ANGELES

By Hilda L. Solis

Chairman, Los Angeles County

79186

ATTEST:

By 9/15/2021

City Clerk

I hereby certify that pursuant to Section 25103 of the Government Code, delivery of this document has been made.

CELIA ZAVALA
Executive Officer
Clerk of the Board of Supervisors

By Maria Oliveira
Deputy

CELIA ZAVALA, Executive Officer
Executive Office of the Board of Supervisors
of the County of Los Angeles

By Maria Oliveira
Deputy

APPROVED AS TO FORM
BY COUNTY COUNSEL
RODRIGO A. CASTRO-SILVA

By
BRIAN T. CHU
Principal Deputy County Counsel

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

20 October 5, 2021

CELIA ZAVALA
EXECUTIVE OFFICER

City Council Agenda Report

ITEM NO. 7

DATE: February 4, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Alma Medina, Assistant to the City Manager

SUBJECT: **CONSIDERATION OF APPROVAL RESOLUTION NO. 7976 AUTHORIZING THE RENEWAL OF A FIVE- YEAR GENERAL SERVICES AGREEMENT WITH THE COUNTY OF LOS ANGELES**

Recommendation

It is recommended that the City Council consider adoption of the proposed Resolution No. 7976 authorizing the renewal of a five-year General Services Agreement (GSA) with the County of Los Angeles, allowing the County to provide services as requested by the City.

Executive Summary

The General Services Agreement with the County of Los Angeles provides the City of South Pasadena with a flexible and cost-effective mechanism to access a broad range of specialized services on an as needed basis. Renewal of the Agreement ensures continuity of service delivery, allows the City to respond efficiently to operational and capital needs, and preserves an established inter agency framework that has served the City well for decades. The proposed renewal would extend the Agreement for a five-year term from July 1, 2026, through June 30, 2031, as the current GSA with the County expires on June 30, 2026.

Background

The City has maintained a General Services Agreement with the County of Los Angeles since 1961. The most recent renewal was approved by the City Council on March 3, 2021, for a five-year term expiring on June 30, 2026. The Agreement establishes a general authorization for the County to provide services to the City when requested, subject to separate project approvals and available appropriations.

Analysis

Renewal of the General Services Agreement is necessary to preserve the City's ability to efficiently obtain specialized and supplemental services that are not always feasible or cost effective to provide in house. The GSA functions as a standing contractual framework that allows the City to draw upon County expertise, personnel, and equipment on a temporary, project specific basis without the need to negotiate a new master agreement each time services are required.

Historically, the City has utilized services under the GSA for a wide range of operational and capital needs--most recently their traffic striping services and weed abatement. Potential services available under the Agreement include, but are not limited to: design, engineering, and contract administration services for capital improvement projects; construction management and inspection; maintenance services such as weed abatement and catch basin cleaning; emergency response services including sewer repairs and infrastructure stabilization; traffic engineering and signal optimization studies; surveying, mapping, and geotechnical services; and other specialized technical or professional services provided by County departments. These services are requested on an as-needed, project-specific basis and are subject to separate authorization and available appropriations. Access to these County-provided services supports current operational realities by allowing the City to address staffing capacity limitations, respond quickly to emergencies or time-sensitive infrastructure needs, and advance capital and maintenance projects without the delay or cost associated with hiring permanent staff or initiating standalone procurements. These services have proven to be reliable, responsive, and of satisfactory quality, particularly during time sensitive or resource constrained situations.

The GSA is especially valuable when the City encounters specialized work that exceeds existing staff capacity, requires technical expertise not maintained internally, or arises on an intermittent basis that does not justify permanent staffing. By leveraging County resources, the City can maintain service levels, manage risk, and respond to emergencies or unanticipated needs without long term staffing or procurement commitments.

Importantly, renewal of the Agreement does not obligate the City to use County services, nor does it commit funding to any specific project. Each request for service must be separately authorized, funded through an existing appropriation, and typically implemented through a supplemental or task specific agreement. This structure preserves City Council oversight while maintaining operational flexibility.

Not renewing the GSA would limit the City's access to County services and could require the City to pursue alternative procurement methods on short notice, potentially increasing costs, delaying project delivery, or reducing responsiveness during emergencies or peak workload periods.

Fiscal Impact

Approval of the General Services Agreement does not authorize or commit City funds to any specific project. Costs are incurred only when services are requested and are based on rates established annually by the County Auditor Controller. All services must be supported by previously appropriated funds and are subject to separate City authorization.

Attachment:
Attachment No. 1 Resolution-County General Services Agreement.doc
Attachment 2- 2026-2031 GSA - City of South Pasadena

RESOLUTION NO. 7976

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AUTHORIZING RENEWAL OF A FIVE (5) YEAR GENERAL SERVICES AGREEMENT WITH THE COUNTY OF LOS ANGELES

WHEREAS, Resolution No. 4404 adopted the General Services Agreement between the County of Los Angeles ("County") and the City of South Pasadena ("City"); and

WHEREAS, Resolution No. 7708 authorized renewal of the General Services Agreement and expires on June 30, 2026; and

WHEREAS, the services provided by the Agreement have provided of value since 1961 and the City wishes to continue these services.

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

SECTION 1. The City Council of the City of South Pasadena does hereby notify the County Board of Supervisors that it desires to renew the General Services Agreement currently in effect between the County and City for a five-year period commencing on July 1, 2026, and ending on June 30, 2031, and requests the Board of Supervisors to consent to the renewal of said Agreement subject to the terms and provisions thereof and to authorize County Departments to continue to provide the services requested pursuant to the existing Agreement.

SECTION 2. Upon consent of the Board of Supervisors, the Mayor or City Manager is authorized to execute the General Services Agreement.

SECTION 3. The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

PASSED, APPROVED AND ADOPTED on this 4th day of February, 2026.

_____

Sheila Rossi, Mayor

ATTEST: **APPROVED AS TO FORM:**

Nikima Newsome, Chief City Clerk Roxanne Diaz, City Attorney

I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 4th day of February, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Nikima Newsome, Chief City Clerk

GENERAL SERVICES AGREEMENT

THIS GENERAL SERVICES AGREEMENT ("Agreement"), dated for purposes of reference only, July 1, 2026, is made by and between the County of Los Angeles, hereinafter referred to as the "County," and the City of South Pasadena, hereinafter referred to as the "City."

RECITALS:

(a) The City is desirous of contracting with the County for the performance by its appropriate officers and employees of City functions.

(b) The County is agreeable to performing such services on the terms and conditions hereinafter set forth.

(c) Such contracts are authorized and provided for by the provisions of Section 56½ of the Charter of the County of Los Angeles and Section 51300, *et seq*., of the Government Code.

THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. The County agrees, through its officers, agents and employees, to perform those City functions, which are hereinafter provided for.

2. The City shall pay for such services as are provided under this Agreement at rates to be determined by the County Auditor-Controller in accordance with the policies and procedures established by the Board of Supervisors.

These rates shall be readjusted by the County Auditor-Controller annually effective the first day of July of each year to reflect the cost of such service in accordance with the policies and procedures for the determination of such rates as adopted by the Board of Supervisors of County.

3. No County agent, officer or department shall perform for said City any

function not coming within the scope of the duties of such agent, officer or department in performing services for the County.

4. No service shall be performed hereunder unless the City shall have available funds previously appropriated to cover the cost thereof.

5. No function or service shall be performed hereunder by any County agent, officer or department unless such function or service shall have been requested in writing by the City on order of the City Council thereof or such officer as it may designate and approved by the Board of Supervisors of the County, or such officer as it may designate, and each such service or function shall be performed at the times and under circumstances which do not interfere with the performance of regular County operations.

6. Whenever the County and City mutually agree as to the necessity for any such County agent, officer or department to maintain administrative headquarters in the City, the City shall furnish at its own cost and expense all necessary office space, furniture, and furnishings, office supplies, janitorial service, telephone, light, water, and other utilities. In all instances where special supplies, stationery, notices, forms and the like must be issued in the name of the City, the same shall be supplied by the City at its expense.

It is expressly understood that in the event a local administrative office is maintained in the City for any such County agent, officer or department, such quarters may be used by the County agent, officer or department in connection with the performance of its duties in territory outside the City and adjacent thereto provided, however, that the performance of such outside duties shall not be at any additional cost to the City.

7. All persons employed in the performance of such services and functions for

the City shall be County agents, officers or employees, and no City employee as such shall be taken over by the County, and no person employed hereunder shall have any City pension, civil service, or other status or right.

For the purpose of performing such services and functions, and for the purpose of giving official status to the performance hereof, every County agent, officer and employee engaged in performing any such service or function shall be deemed to be an agent, officer or employee of said City while performing service for the City within the scope of this agreement.

8. The City shall not be called upon to assume any liability for the direct payment of any salary, wages or other compensation to any County personnel performing services hereunder for the City, or any liability other than that provided for in this agreement.

Except as herein otherwise specified, the City shall not be liable for compensation or indemnity to any County employee for injury or sickness arising out of his or her employment.

9. The parties hereto have executed an Assumption of Liability Agreement approved by the Board of Supervisors on December 27, 1977 and/or a Joint Indemnity Agreement approved by the Board of Supervisors on October 8, 1991. Whichever of these documents the City has signed later in time is currently in effect and hereby made a part of and incorporated into this agreement as set out in full herein. In the event that the Board of Supervisors later approves a revised Joint Indemnity Agreement and the City executes the revised agreement, the subsequent agreement as of its effective date shall supersede the agreement previously in effect between the parties hereto.

10. Each County agent, officer or department performing any service for the

City provided for herein shall keep reasonably itemized and in detail work or job records covering the cost of all services performed, including salary, wages and other compensation for labor, supervision and planning, plus overhead, the reasonable rental value of all County-owned machinery and equipment, rental paid for all rented machinery or equipment, together with the cost of an operator thereof when furnished with said machinery or equipment, the cost of all machinery and supplies furnished by the County, reasonable handling charges, and all additional items of expense incidental to the performance of such function or service.

11. All work done hereunder is subject to the limitations of the provisions of Section 23008 of the Government Code, and in accordance therewith, before any work is done or services rendered pursuant hereto, an amount equal to the cost or an amount 10% in excess of the estimated cost must be reserved by the City from its funds to ensure payment for work, services or materials provided hereunder.

12. The County shall render to the City at the close of each calendar month an itemized invoice which covers all services performed during said month, and the City shall pay County therefore within thirty (30) days after date of said invoice.

If such payment is not delivered to the County office which is described on said invoice within thirty (30) days after the date of the invoice, the County is entitled to recover interest thereon. Said interest shall be at the rate of seven (7) percent per annum or any portion thereof calculated from the last day of the month in which the services were performed.

13. Notwithstanding the provisions of Government Code Section 907, if such payment is not delivered to the County office which is described on said invoice within thirty (30) days after the date of the invoice, the County may satisfy such indebtedness,

including interest thereon, from any funds of any such City on deposit with the County without giving further notice to said City of County's intention to do so.

14. This Agreement shall become effective on the date herein-above first mentioned and shall run for a period ending June 30, 2031, and at the option of the City Council of the City, with the consent of the Board of Supervisors of County, shall be renewable thereafter for an additional period of not to exceed five (5) years.

15. In the event the City desires to renew this Agreement for said five-year period, the City Council shall not later than the last day of May 2031, notify the Board of Supervisors of County that it wishes to renew the same, whereupon the Board of Supervisors, not later than the last day of June 2031, shall notify the City Council in writing of its willingness to accept such renewal. Otherwise, such Agreement shall finally terminate at the end of the aforedescribed period.

Notwithstanding the provisions of this paragraph herein-above set forth, the County may terminate this Agreement at any time by giving thirty (30) days' prior written notice to the City. The City may terminate this Agreement as of the first day of July of any year upon thirty (30) days' prior written notice to the County.

16. This Agreement is designed to cover miscellaneous and sundry services which may be supplied by the County of Los Angeles and the various departments thereof. In the event there now exists or there is hereafter adopted a specific contract between the City and the County with respect to specific services, such contract with respect to specific services shall be controlling as to the duties and obligations of the parties anything herein to the contrary notwithstanding, unless such special contract adopts the provisions hereof by reference.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers.

Executed this _____day of _____2026.

The City of South Pasadena,

By _____
Mayor

ATTEST:

City Clerk

THE COUNTY OF LOS ANGELES

By_____

By_____
Chair, Board of Supervisors

ATTEST:

EDWARD YEN
Executive Officer/Clerk
of the Board of Supervisors

By_____
Deputy

APPROVED AS TO FORM:

DAWYN R. HARRISON
County Counsel

By _____
Senior Deputy

City Council Agenda Report

ITEM NO. 8

DATE: February 4, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Erika Ramirez, Community Development Director

SUBJECT: **CONSIDERATION OF APPROVAL OF THE THIRD AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH THE ARROYO GROUP FOR SERVICES RELATED TO THE HOUSING ELEMENT, IN THE AMOUNT OF $30,000 AND ADOPTION OF A RESOLUTION NO. 7975 ADOPTING A BUDGET AMENDMENT RELATED THERETO.**

Recommendation

It is recommended that the City Council:
a. Approve the third amendment to the Professional Services Agreement with the Arroyo Group, for services related to the Housing Element, subject to the final form of the agreement approved by the City Manager and City Attorney;
b. Adopt Resolution No. 7975 to appropriate $30,000 from General Plan Surcharge Special Fund for the contract amendment and make necessary budget amendments.

Executive Summary

In November 2025, HCD issued a formal response to the City's Sixth Cycle Housing Element Amendment, requesting additional information and analysis related to the implementation of Program 2.n, which addresses the Citywide Height Limit Ballot Initiative. To fully respond to HCD's comments and complete the remaining certification-related tasks, additional consultant support is required beyond the currently authorized scope of work.

Approval of the proposed contract amendment will allow the City to provide the requested analysis requested so as to maintain Housing Element certification, preserve local land use authority, and avoid potential enforcement actions or loss of eligibility for state housing and infrastructure funding. This action supports the City's ongoing commitment to meeting state housing requirements while advancing locally adopted planning goals.

Background

The City has been working on implementing its Housing Element as part of the broader General Plan update, which is required by the State of California for cities to maintain compliance with housing laws and planning requirements.

On December 18, 2024, City Council approved an agreement with the Arroyo Group for the amount of $139,370 to serve as the primary consultant for this project, assisting with the technical analyses and drafting of necessary documents. The professional services agreement and budget agreed to by the Arroyo Group was initially approved for a scope of work that

encompassed preliminary analyses and recommendations.

On May 7, 2025, the City Council approved an amendment of $49, 873 to the contract increasing the do-not-exceed amount to $189,043 for additional scope that included preparing for public hearings, preparing responsive documents to respective agencies, managing the verification process with HCD and implementing updates to the City's planning documents to address policy changes.

On August 20, 2025, the City Council approved a second amendment of $30,000 to the contract increasing the do-not-exceed amount to $219,043.

On November 25, 2025, the City received a letter from HCD regarding the City's 6th Cycle (2021-2029) Amendment to the Housing Element and Implementation. In the letter additional information and analysis was requested related to the implementation of Program 2.n (Citywide Height Limit Ballot Initiative).

Analysis
An amendment of $30,000 to the agreement with the Arroyo Group is being requested to complete the additional information and analysis requested by HCD in their letter dated November 25, 2025. Exhibit A of Attachment No. 2 demonstrates the work completed for the current scope of work, but the main tasks would include:

- Revise the probability calculation in which other high-density nonvacant sites are to be developed and provide the justification.
- Provide additional information and analysis for development achieving maximum allowable densities at 70 and 90 units per acre on a typical lot in the DTSP.

These tasks are essential for ensuring that the City complete the remaining tasks as requested by HCD to maintain the Housing Element certification.

Fiscal Impact
The current agreement is for a not-to-exceed amount of $219,043. With the proposed amendment in the amount of up to $30,000, the new proposed total contract amount is $249,043. Funding for the amendment will be funded from the General Plan Surcharge Special Fund, liability account number 101-0000-0000-2980-001.Funds in amount of $30,0000 will be appropriated to revenue account 101-0000-0000-5200-002 - Planning Fees and expenditure account 101-7010-7011-8170-00 Professional Services respectively. Staff anticipates the budgeted amount to be enough to cover the necessary work. Should the contract be extended and additional funds are needed for unforeseen circumstances, additional City Council authorization would be required.

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

Environmental Analysis
This contract does not constitute a project under the California Environmental Quality Act. No environmental analysis is required.

Attachment:

Attachment No. 1 - Resolution No. 7975 Arroyo Budget Amendment
Attachment No. 2 Arroyo Group Third Amendment
Attachment No. 3 Arroyo Group Agreement
Attachment No. 4 Arroyo Group First Amendment
Attachment No. 5 Arroyo Group Second Amendment

Attachment No. 1

CITY OF SOUTH PASADENA
RESOLUTION NO. 7975

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING THE FISCAL YEAR 2025-2026 ADOPTED BUDGET

WHEREAS, the City Council of the City of South Pasadena adopted the Fiscal Year 2025-2026 Budget on August 20, 2025, establishing the City's financial plan for the fiscal year beginning July 1, 2025 and ending June 30, 2026; and

WHEREAS, subsequent to adoption, the City has identified a need to amend the budget to appropriate funds from the General Plan Surcharge Special Fund- 101 to fund contracted services related to the 2021-2028 Housing Element; 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 2025-2026 Adopted Budget is hereby amended as set forth in the table below:

Revenue Account No.	**Description**	**Amount**
101-0000-0000-5200-002	Planning Fees	$30,000
TOTAL:		**$30,000**

Expenditure Account No.	**Description**	**Amount**
101-7010-7011-8170	Professional Services	$30,000
TOTAL:		**$30,000**

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 on this 4th day of February 2026.

Sheila Rossi, Mayor

ATTEST:

Nikima S. Newsome, Chief City Clerk

APPROVED AS TO FORM:

Roxanne Diaz, City Attorney

I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 4th of February 2026 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

_____

Nikima S. Newsome, Chief City Clerk

THIRD AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT FOR CONSULTANT SERVICES

THIS SECOND AMENDMENT is made on this 4TH day of February, 2026 by and between the CITY OF SOUTH PASADENA ("CITY") and THE ARROYO GROUP. ("CONSULTANT').

RECITALS

WHEREAS, on December 18, 2024, the CITY and CONSULTANT entered into an Agreement for PROFESSIONAL SERVICES ("Agreement") for CONSULTANT to perform Housing Element Revisions Services for the City; and

WHEREAS, the original Agreement was in the amount of $139,170, for the Scope of Services; and

WHEREAS, on May 7, 2025, the CITY approved the First Amendment to the Agreement to increase the compensation by an additional $49,873, for a new aggregate total of $189,043, and to amend the Scope of Services; and

WHEREAS, on August 20, 2025, the CITY approved the Second Amendment to the Agreement to increase the compensation by an additional $30,000, for a new aggregate total of $219,043 and to further amend the Scope of Services; and

WHEREAS, THE CITY desires to enter into this Third Amendment to the Agreement to increase the compensation by an additional $30,000, for a new aggregate total of $249,043 and to further amend the Scope of Services;

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

1. Section 3.1 "Scope of Services" is amended to included attached Exhibit A.

2. Section 3.4 "Maximum Amount" of the Agreement is hereby amended to read as follows:
   "Maximum Amount": The highest total compensation and cost

payable to CONSULTANT by CITY under this agreement. The Maximum Amount under this Agreement is Two Hundred Forty-Nine Thousand Forty- Three Dollars ($249,043).”

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

“City” City of South Pasadena	“Consultant” The Arroyo Group
By:_____ *Signature*	By:_____ *Signature*
Printed: Todd Hileman	Printed: Philip Burns
Title: City Manager	Title: Principal
Date:_____	Date:_____

Attest:

By:_____
Nikima S. Newsome, Chief City Clerk

Date:_____

Approved as to form:

By:_____
Roxanne Diaz, City Attorney

Date:_____

EXHIBIT A

ADDITIONAL SCOPE OF WORK
(SECOND AMENDMENT)

Budget for Housing Element Implementation Response to HCD
City of South Pasadena
Housing Element Amendment Consultant Services

		Description	THE ARROYO GROUP	NEW BUDGET	Principal / PM Philip Burns, AICP $215	Consulting Principal Ian Dickenson $215	Sr Associate - Outreach Anton Anderson $175	Associate - Architecture William Bowser $120	Associate - Planning Margaret Muñoz $120	
	A: HOUSING ELEMENT ANALYSIS									**$15,090**
A.1	Physical Site Planning Analysis	Fair Oaks Ave site taken from the previous massing models completed by MIG. Plus new Mission St model on a smaller parcel to be chosen. Assume 3 iterations each to derive. Focused on the base density only.			12	4		60		$10,640
A.2	Updates to Housing Element Text									$0
A.3	Comprehensive Review and Fixing of Housing Element									$0
A.4	Pro Forma Analysis	Update the memo to disuss lessons learned from the new studies			10			8	4	$3,590
A.5	City Coordination Meetings	4 extra coordination meetings			4					$860
	Non-Labor									$0
	B: HCD INTERFACE									**$860**
B.1	Public Review/Hearing Draft Housing Element									$0
B.2	HCD Submittal Housing Element									$0
B.3	HCD Consultation Meetings	4 extra coordination meetings			4					$860
B.4	Revised Draft Housing Element									$0
	Non-Labor									$0
	C: COMMUNITY OUTREACH AND PRESENTATIONS									**$8,850**
C.1	Community Open Houses (two open houses, in-person)									$0
C.2	Listening Walks									$0
C.3	Pop-Up Event									$0
C.4	City Website Content									$0
C.5	Study Sessions with Planning Commission (2) and City Council (2)									$0
C.6	Planning Commission and City Council Hearings	New presentation and hearing (1 each)			30			8	12	$8,850
	Non-Labor									
	D: REGULATORY DOCUMENT AMENDMENTS									**$1,700**
D.1	Updates to Downtown Specific Plan	Updates to DTSP, General Plan			4			7		$1,700
D.2	Updates to Zoning Code Text									$0
	Non-Labor									
	TOTAL									**$26,500**

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PROFESSIONAL SERVICES AGREEMENT FOR CONSULTANT SERVICES

(City of South Pasadena / the Arroyo Group)

1. IDENTIFICATION

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

2. RECITALS

2.1. City has determined that it requires the following professional services from a consultant: Housing Element Revision Services.

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

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

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

3. DEFINITIONS

3.1. "Scope of Services": The Consultant will serve as the City's expert and lead manager for updating the City's adopted Housing Element and submitting a Housing Element revision to the State. The Consultant will review relevant documents, identify conflicts between the Housing Element and other guiding documents, and propose solutions to make the General Plan, Downtown Specific Plan, and Zoning Code consistent with the Housing Element. Such tasks will require public outreach, technical analysis, and coordination with the Department of Housing and Community Development (HCD). The Consultant is expected to fulfill the tasks, roles, and responsibilities as listed in Exhibit A (attached).

3.2. "Agreement Administrator": The Agreement Administrator for this project is Alison Becker, AICP, Deputy Community Development Director. The Agreement

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

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

3.4. "Maximum Amount": The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is One Hundred Thirty Nine Thousand One Hundred Seventy Dollars ($139,170).

3.5. "Commencement Date": January 1, 2025.

3.6. "Termination Date": Upon completion of the work but no later than December 31, 2025.

4. TERM

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

4.1. **Time Extensions.** The Community Development Director is authorized to extend the term of this Agreement for a one (1) year extension on the same terms and conditions and if the compensation for the one-year extension is included as a budget expense. In no event shall the term of this Agreement, with the extension, exceed two (2) years.

5. CONSULTANT'S DUTIES

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

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

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

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

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

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

5.7. **Appropriate Personnel.** Consultant has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. Philip Burns, AICP, Principal and President, 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.

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

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

6. SUBCONTRACTING

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

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

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

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

7. COMPENSATION

7.1. **General.** City agrees to compensate Consultant for the services provided under this Agreement, and Consultant agrees to accept payment in accordance with the Fee Schedule in full satisfaction for such services. Compensation shall not exceed the

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Maximum Amount. Consultant shall not be reimbursed for any expenses unless provided for in this Agreement or authorized in writing by City in advance.

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

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

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

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

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

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

8. INTENTIONALLY OMITTED

9. OWNERSHIP OF WRITTEN PRODUCTS

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

10. RELATIONSHIP OF PARTIES

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

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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, and hold harmless 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 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 active negligence or willful misconduct of the City.

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11.4 **Intentionally Omitted.**

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

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

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

12. INSURANCE

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

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

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

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

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

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- 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 the following: (1) renewal of the existing policy; (2) an extended reporting period

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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 policies of insurance have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages. The name and address for Additional Insured Endorsements, Certificates of Insurance and Notices of Cancellation is:

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City of South Pasadena, Attn: Alison Becker, AICP, Deputy Community Development Director
1414 Mission Street
South Pasadena, CA 91030., 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.

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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:

Alison Becker, AICP, Deputy Director of Community Development
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030
Telephone: (626) 403-7220
Facsimile: (626) 403-7241
E-mail: abecker@southpasadenaca.gov

If to Consultant:

Philip Burns, AICP, Principal and President
The Arroyo Group
40 E. Colorado Boulevard
Pasadena, CA 91105
Telephone: (626) 795-9771
E-mail: phil@arroyogroup.com

With courtesy copy to:

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

15. SURVIVING COVENANTS

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

16. TERMINATION

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

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

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

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

17. INTERPRETATION OF AGREEMENT

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

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

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

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

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

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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

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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.

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

"City"
City of South Pasadena

By: Signed by: Donald Penman C9C235A36ABD40C...
Signature

Printed: Donald Penman

Title: Interim City Manager

Date: 1/7/2025

"Consultant"
The Arroyo Group

By: Philip Burns
Signature

Printed: Philip Burns

Title: Principal

Date: 12/20/2024

Attest:

By: DocuSigned by: Mark Perez 8C28A8A8EFB14A7...
Deputy City Clerk

Date: 1/7/2025

Approved as to form:

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

Date: 1/7/2025

Final Scope and Budget -
City of South Pasadena
Housing Element Amendment Consultant Services

EXHIBIT A:
SCOPE OF SERVICES AND FEE SCHEDULE

	Description	THE ARROYO GROUP PLANNING, ENGAGEMENT							PUBLIC WORKS PARTNERS ENGAGEMENT SUPPORT			BAE URBAN ECONOMICS FINANCIAL FEASIBILITY					TEAM
			Principal / PM Phillip Bunn, AICP $215	Consulting Principal Ian Dickinson $215	Sr Associate - Outreach Anton Anderson $175	Associate - Architecture William Rawster $120	Associate - Planning Margaret Mudlaff $120			Principal Melissa Lee $375			Principal-in-Charge (Assoc.) Aaron Barker $305	Senior Associate Jacob Ridley $230	Support/Analyst $125		
A: HOUSING ELEMENT ANALYSIS								**$40,685**			**$0**					**$29,265**	**$69,950**
A.1 Physical Site Planning Analysis	Two sites: one Huntington Dr, one Ostrich Farm. Each evaluated under a base, density bonus, and 100% affordable alternative. Derives appropriate development standards provided in presentation.. Adjust after engagement feedback.		8	8		60		$10,640									$10,640
	Updates to public engagement text in various sections of the Element to reflect efforts towards and results of ballot measure, update text related to the ballot measure effort in Program 2.a to reflect results of ballot measure, reflect height limit changes to the Downtown Specific Plan and zoning code in the Housing Element, update development standard tables (residential site and commercial, mixed-use, and business park district) in Housing Element to reflect height limit changes, re-do the realistic capacity analysis taking into account the new height limits and edit Appendix F, following new realistic capacity analysis edit the site inventory table to reflect any necessary changes, edit site inventory maps in Appendix A to reflect any necessary site inventory changes.		20	5	0	15	45	$12,575			$0					$0	$12,575
A.2 Updates to Housing Element Text for Height Limit																	
A.3 Comprehensive Review and Fixing of Housing Element	Review entire Element for errors and other issues, and correct based on guidance from City and HCD		32				40	$11,680									
A.4 Pro Forma Analysis	5-6 pro forma analyses, demonstrating effects of new development standards on financial feasibility		6					$1,290					20	48	85	$27,765	$29,055
A.5 City Coordination Meetings	Assumes 12 coordination meetings, summary notes		12				16	$4,500									$4,500
Non-Labor								$0								$1,500	$1,500
B: HCD INTERFACE								**$12,210**			**$0**					**$0**	**$12,210**
B.1 Public Review/Hearing Draft Housing Element	Compile into public review draft		4				8	$1,820			$0					$0	$1,820
B.2 HCD Submittal Housing Element	Incorporates comments from public, PC and CC up to the amount budgeted		8			8	8	$3,640			$0						$3,640
B.3 HCD Consultation Meetings	Prepare and attend meetings with HCD prior to submittal and post-submittal		12				12	$4,020			$0						$4,020
B.4 Revised Draft Housing Element	Assumes minor changes needed for second submittal, 7-day public review, no new public hearings		6				12	$2,730			$0					$0	$2,730
Non-Labor								$0			$0					$0	$0
C: COMMUNITY OUTREACH AND PRESENTATIONS								**$40,620**			**$7,500**					**$0**	**$48,120**
C.1 Community Open Houses (two open houses, in-person)	Two open houses with same content. Includes development of graphics-based presentations		20		7	24	20	$10,805		15	$5,625					$0	$16,430
C.2 Listening Walks	Two walking tours to HE sites to hear stakeholders discuss issues, and envision development on key sites. Bring precedent projects or site planning studies to stir the imagination.		10	6	6	8		$5,450			$0					$0	$5,450
C.3 Pop-Up Event	Provide materials for pop-up events to be conducted by City staff		3		2	6	8	$2,675			$0					$0	$2,675
C.4 City Website Content	Content for new page on City website related to HE/DTSP update. Post presentations, FAQ		8		2		4	$2,550			$0					$0	$2,550
C.5 Study Sessions with Planning Commission (2) and City Council (2)	Includes development of graphics-based presentations. Assumes one study session with Council about basics of development		26		10	36	24	$14,540			$0						$14,540
C.6 Planning Commission and City Council Hearings	Includes development of graphics-based presentations		5		3	8	7	$3,400		5	$1,875						$5,275
Non-Labor								$1,200			$0					$0	$1,200
D: REGULATORY DOCUMENT AMENDMENTS								**$9,090**			**$0**					**$0**	**$9,090**
A.5 Updates to Downtown Specific Plan	Update regulatory language for height limits and development standards as needed within the Downtown Specific Plan. Assumes no major reworking and all necessary working files are provided.		10			10		$3,350			$0					$0	$3,350
A.6 Updates to Zoning Code Text	Create zoning code section for affordable housing overlay, update height limits/development standards in Housing Opportunity overlay		20				12	$5,740			$0					$0	$5,740
Non-Labor																	
TOTAL								**$102,605**			**$7,500**					**$29,265**	**$139,370**

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Docusign Envelope ID: 0EF43A4C-72A1-4059-8894-31A60BC8E0DA

FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT FOR CONSULTANT SERVICES

THIS AMENDMENT ("Amendment") is made on this 7th day of May 2025, by and between the CITY OF SOUTH PASADENA ("CITY") and THE ARROYO GROUP. ("CONSULTANT').

RECITALS

WHEREAS, on December 18, 2024, the CITY and CONSULTANT entered into an Agreement for PROFESSIONAL SERVICES ("Agreement") for CONSULTANT to perform Housing Element Revisions Services for the City; and

WHEREAS, the original Agreement was in the amount of $139,170, for the Scope of Services; and

WHEREAS, the CITY desires to execute an Amendment to increase the total contract in an amount not to exceed $49,873, for a new aggregate total of Agreement and Amendments sum total of $189,043, and add to and amend the scope of work; and

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

1. That Section 3.1 "Scope of Services" is amended to included attached Exhibit A.

2. That Section 3.4 "Maximum Amount" of the Agreement is hereby amended to read as follows:
   "Maximum Amount": The highest total compensation and cost payable to CONSULTANT by CITY under this agreement. The Maximum Amount under this Agreement is One Hundred Eighty Nine Thousand Forty- Three Dollars ($189,043).

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

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"City"
City of South Pasadena

By:_____ Signed by: Todd Hileman 5CF386AC460044B... _____
Signature

Printed: Todd Hileman

Title: City Manager

Date:5/12/2025_____

"Consultant"
The Arroyo Group

By:_____ DocuSigned by: Philip Burns C5C6F015EDF7430... _____
Signature

Printed: Philip Burns

Title: Principal

Date:5/12/2025_____

Attest:

By:_____ Signed by: Hector Gomez 8C28A8A8EFB14A7... _____
Hector Gomez, Chief City Clerk

Date:5/20/2025_____

Approved as to form:

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

Date:5/12/2025_____

Docusign Envelope ID: 0EF43A4C-72A1-4059-8894-31A60BC8E0DA

Exhibit A

Additional Budget - City of South Pasadena Housing Element Amendment Consultant Services

		Assumption	THE ARROYO GROUP ESTIMATE TO COMPLETE	Principal / PM Philip Burns, AICP $215	Consulting Principal Ian Dickenson $215	Sr Associate - Outreach Anton Anderson $175	Associate - Architecture William Bowser $120	Associate - Planning Margaret Muñoz $120		BAE URBAN ECONOMICS FINANCIAL FEASIBILITY	Principal-in-Charge (Assoc.) $305	Senior Associate Jacob Richey☐ $230	Support/Analyst☐ $125		TEAM
	A: HOUSING ELEMENT ANALYSIS								**$11,580**					**$915**	**$12,495**
A.1	Physical Site Planning Analysis	proving financial feasibility w/ all recommended development standards ,proving suitability of base height limits, etc.		3	2		16		$2,995						$2,995
A.2	Updates to Housing Element Text for Height Limit								$0					$0	$0
A.3	Comprehensive Review and Fixing of Housing Element								$0						
A.4	Pro Forma Analysis	Expand feasibility memo to discuss physical feasibility and justify new standards		7					$1,505					$0	$1,505
A.5	City Coordination Meetings	12 add'l meetings		12				16	$4,500		3			$915	$5,415
A.7	Alternative Rezoning Concept	Evaluation of PC/CC suggested changes to zoning map & effects on RHNA		12					$2,580						
	B: HCD INTERFACE								**$8,835**					**$0**	**$8,835**
B.1	Public Review/Hearing Draft Housing Element	Amend HE to address comments from City staff, Table changes resulting from alt rezoning concepts		8				16	$3,640					$0	$3,640
B.2	HCD Submittal Housing Element	Changes as directed post 7 day review		1				2	$455						$455
B.3	HCD Consultation Meetings	6 remaining		6				6	$2,010						$2,010
B.4	Revised Draft Housing Element	Address HCD comments		6				12	$2,730					$0	$2,730
	Non-Labor								$0					$0	$0
	C: COMMUNITY OUTREACH AND PRESENTATIONS								**$23,063**					**$3,660**	**$26,723**
C.1	Community Open Houses (two open houses, in-person)								$0					$0	$0
C.2	Listening Walks								$0					$0	$0
C.3	Pop-Up Event								$0					$0	$0
C.4	City Website Content								$0					$0	$0
C.5	Study Sessions with Planning Commission (2) and City Council (2)	meeting 0.5x the effort of 3/26 study session. Includes presentations, coordination time, responses, add'l research, etc. Assume BAE attends 2/4.		42	10		20	60	$20,780		12			$3,660	$24,440
C.6	Planning Commission and City Council Hearings								$0					$0	$0
	Non-Labor								$2,283					$0	$2,283
	D: REGULATORY DOCUMENT AMENDMENTS								**$1,820**					**$0**	**$1,820**
A.5	Updates to Downtown Specific Plan	Preparation of graphics to be inserted in document		4			8		$1,820					$0	$1,820
A.6	Updates to Zoning Code Text								$0					$0	$0
	Non-Labor														
	TOTAL								**$45,298**					**$4,575**	**$49,873**

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SECOND AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT FOR CONSULTANT SERVICES

THIS SECOND AMENDMENT is made on this 20th day of August 2025, by and between the CITY OF SOUTH PASADENA ("CITY") and THE ARROYO GROUP. ("CONSULTANT').

RECITALS

WHEREAS, on December 18, 2024, the CITY and CONSULTANT entered into an Agreement for PROFESSIONAL SERVICES ("Agreement") for CONSULTANT to perform Housing Element Revisions Services for the City; and

WHEREAS, the original Agreement was in the amount of $139,170, for the Scope of Services; and

WHEREAS, on May 7, 2025, the CITY approved the First Amendment to the Agreement to increase the compensation by an additional $49,873, for a new aggregate total of $189,043, and to amend the Scope of Services; and

WHEREAS, the CITY desires to enter into this Second Amendment to the Agreement to increase the compensation by an additional $30,000, for a new aggregate total of $219,043 and to further amend the Scope of Services;

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

1. Section 3.1 "Scope of Services" is amended to included attached Exhibit A.

2. Section 3.4 "Maximum Amount" of the Agreement is hereby amended to read as follows:
   "Maximum Amount": The highest total compensation and cost payable to CONSULTANT by CITY under this agreement. The Maximum Amount under this Agreement is Two Hundred Nineteen Thousand Forty- Three Dollars ($219,043)."

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

Docusign Envelope ID: 47D6B0B7-3413-486C-A7E7-086CB3371D91

"City"
City of South Pasadena

By: Signed by: Todd Hileman 5CF386AC460044B... _____
Signature

Printed: Todd Hileman

Title: City Manager

Date: 8/21/2025

"Consultant"
The Arroyo Group

By: DocuSigned by: Philip Burns C5C6F015EDF7430... _____
Signature

Printed: Philip Burns

Title: Principal

Date: 8/21/2025

Attest:

By: DocuSigned by: Mark Perez 8C28A8A8EFB14A7... _____
Mark Perez, Acting Chief City Clerk

Date: 8/25/2025

Approved as to form:

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

Date: 8/21/2025

Docusign Envelope ID: 47D6B0B7-3413-486C-A7E7-086CB3371D91

EXHIBIT A

ADDITIONAL SCOPE OF WORK
(SECOND AMENDMENT)

Docusign Envelope ID: 47D6B0B7-3413-486C-A7E7-086CB3371D91

EXHIBIT A

Additional Budget -
City of South Pasadena
Housing Element Amendment
Consultant Services
June 30, 2025

		Assumption of Work Remaining	THE ARROYO GROUP ESTIMATE TO COMPLETE	Principal / PM Philip Burns, AICP $215	Consulting Principal Ian Dickenson $215	Sr Associate - Outreach Anton Anderson $175	Associate - Architecture William Boyser $120	Associate - Planning Margaret Muñoz $120	BUDGET
	A: HOUSING ELEMENT ANALYSIS								**$8,545**
				3	1		8		**$1,820**
A.1	Physical Site Planning Analysis	1 potential model to illustrate potential or directed CC dev standard changes							
A.2	Updates to Housing Element Text for Height Limit								**$0**
A.3	Comprehensive Review and Fixing of Housing Element								
A.4	Pro Forma Analysis			4					**$860**
		Final memo prep based on CC direction							
A.5	City Coordination Meetings	12 add'l meetings		12				16	**$4,500**
A.7	Alternative Rezoning Concept	None							
				3				6	
	B: HCD INTERFACE								**$6,725**
B.1	Public Review/Hearing Draft Housing Element								**$0**
B.2	HCD Submittal Housing Element			3				6	**$1,365**
		Amend HE to reflect Rite Aid, amend HE to reflect CC changes							
B.3	HCD Consultation Meetings	4 throughout review and response phase		4				4	**$1,340**
B.4	Revised Draft Housing Element			12				12	**$4,020**
		Address HCD comments							
	Non-Labor								**$0**
	C: COMMUNITY OUTREACH AND PRESENTATIONS								**$8,515**
C.1	Community Open Houses (two open houses, in-person)								**$0**
C.2	Listening Walks								**$0**
C.3	Pop-Up Event								**$0**
C.4	City Website Content								**$0**
C.5	Study Sessions with Planning Commission (2) and City Council (2)			29			7	12	**$8,515**
		Assume two City Council meetings pending, with presentations							
C.6	Planning Commission and City Council Hearings								**$0**
	Non-Labor								**$0**
	D: REGULATORY DOCUMENT AMENDMENTS								**$6,215**
A.5	Updates to Downtown Specific Plan			8			8		**$2,680**
		Prepare final amended DTSP including all figures							
A.6	Updates to Zoning Code Text	Develop height averaging methodology; provide consultation to implement all PC directives relating to code amendments. Prepare zoning map		12			8		**$3,540**
	Non-Labor								
	TOTAL								**$30,000**

City Council Agenda Report

ITEM NO. 9

DATE: February 4, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Cathy Billings, Assistant Library Director
Jennifer Rodriquez, Support Services Librarian

SUBJECT:

CONSIDERATION TO APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH BIBLIOTHECA, LLC FOR THE IMPLEMENTATION OF RADIO FREQUENCY IDENTIFICATION TECHNOLOGY AND EQUIPMENT FOR THE LIBRARY IN AN AMOUNT NOT TO EXCEED $82,250.00.

Recommendation

It is recommended that the City Council approve the agreement with Bibliotheca, LLC for the implementation of radio frequency identification technology and equipment for the library in an amount not to exceed $82,250.00 for the project, including the proposed bid amount of $74,769.00 and a contingency of $7,481.00.

Executive Summary

Radio Frequency Identification (RFID) technology has been used in libraries for more than two decades to increase the efficiency of materials handling. RFID improves the customer experience with faster and more accurate checkout transactions and improved self-service options, and it also reduces the amount of time staff spend on collection management functions like inventory and weeding. South Pasadena has a high circulation rate compared to other libraries in the region, which makes improved efficiency around moving and handling materials an even more impactful upgrade.

A competitive bidding process seeking a vendor to lead the RFID conversion and provide the necessary technology and equipment resulted in three proposals from well-established vendors. After a review and rating process, staff are recommending the City engage Bibliotheca to complete this project, based on the company's extensive experience, specific qualifications, project staffing and organization, and references from other libraries.

Background

With over 223,000 visitors a year and approximately 2,000 items borrowed and returned daily, the South Pasadena Public Library is a community anchor and hub for resources and learning that serves people from all walks of life and socioeconomic backgrounds. This robust usage underscores the Library's crucial role in supporting the literacy, lifelong learning, recreation,

and professional development needs of our residents.

The Library currently handles and circulates physical materials—including books, DVDs, CDs, magazines, seed packets, California State Parks Passes, and power banks—using a system of barcodes and optical scanners to identify and track items, and electromagnetic security strips (manually affixed to each item), sensitizers, and gates to prevent theft. The library has one self-checkout machine that was acquired in 2018.

The Library has approximately 115,000 physical items in its collection and in Fiscal Year 2024-2025 items were circulated more than 318,000 times. In addition to the time staff spend processing items for the collection, which includes affixing barcodes and security strips, at the point of transaction (checkout and check-in) items must be handled one by one to scan the barcode and de- or re-magnetize the security strip. With the current system, checking out 30 picture books to a family or multiple CD box sets or a dozen DVDs where each case has to be opened to verify the contents takes a very long time. The risk of human error impacting accuracy is also high.

RFID technology transforms these slow, labor-intensive processes by allowing whole stacks of items to be checked out (and in) by simply placing them on a pad that receives information about the items via radio frequency, instead of by a scanner reading barcodes one at a time. The South Pasadena Public Library has had the goal of implementing RFID since the Library Operations Study completed in 2016 and funding allocated by the City Council this Fiscal Year along with adequate staffing are finally enabling the project to be undertaken.

Analysis
Using RFID for materials handling and collection management benefits both library patrons and staff. Key benefits include:

- Increased Efficiency: RFID technology allows for simultaneous scanning of multiple items, streamlining the circulation process and enabling staff to devote more time to other duties and promoting library programs and services.
- Enhanced Customer Experience: RFID checkout is 3-4 times faster than a barcode checkout. When items are returned, RFID results in materials being returned to the shelves more quickly and to be available for patrons to borrow.
- Reduced Human Error: RFID enhances the speed and accuracy of circulation tasks, minimizing errors associated with manual processing.
- Enhanced Job Satisfaction: Libraries using RFID report higher staff satisfaction due to reduced time spent on material processing and fewer repetitive stress injuries.
- Effective Theft Detection: RFID tags deactivate when items are checked out, preventing false alarms. If an item is not properly checked out, security gates alert staff and pinpoint the item, providing nearly 100% detection reliability.
- Improved Inventory Management: RFID allows for rapid scanning of shelves, updating inventory records, and identifying misplaced items, using handheld devices that receive information about items via radio frequency.

Staff estimates that the project will take between 10 and 14 weeks to complete, depending on how quickly the process of manually affixing RFID tags to each of the 115,000 items in the collection can be completed. The installation of equipment, configuration of software and system testing and staff training take place concurrently with tagging.

The City published a Request for Proposals (No. PL25-01) on Planet Bids on October 20, 2025, seeking a vendor to supply, integrate, install and provide training on the use of, and provide ongoing support for, an RFID system. Bids were due by November 6, 2025 and proposals were received from:

1. FE Technologies
2. Tech Logic
3. Bibliotheca

Proposals were evaluated on the vendor's experience, proposed project staffing and organization, relevant qualifications, references, and costs. The bids were as follows:

Vendor	Base Proposal	Base Proposal + Optional Enhancements	Totals Inclusive of Enhancements
FE Technologies	$67,976	$72,718	$72,718*
Tech Logic	$91,005		$91,005
Bibliotheca	$67,360	$75,310	$75,310**

*FE Technologies' proposal included a quote for optional add-ons for equipment and features beyond the scope outlined in the Request for Proposals in the amount of the amount of $31,860, which is not taken into account in the table above.

**Once staff determined that Bibliotheca was the preferred vendor, slight adjustments to the proposed equipment were made, bringing the final project total to $74,769, which is the amount shown in Exhibit B to the Professional Services Agreement.

Staff reviewed proposals independently and assigned numerical ratings for the criteria listed above, with the following outcome:

Vendor	Rating (Average)
FE Technologies	84
Tech Logic	58
Bibliotheca	98

Based on cost, the evaluation results described below, and the overall quality and clarity of the proposal, staff recommends the City engage Bibliotheca to complete the Library's RFID conversion project.

Bibliotheca is a global library technology company specializing in solutions that help libraries automate operations, improve patron experience, and manage collections more efficiently. They are particularly known for RFID systems, self-service kiosks, automated materials handling, security gates, and associated software and support. While all three vendors provided adequate proposals, the evaluation determined that Bibliotheca stood out from the other submissions and came closer to the goals outlined in the RFP. Bibliotheca's proposal was distinguished from the other vendors by the following:

- Market share and experience: Over 31,000 library clients worldwide, and extensive experience in completing RFID projects with a similar scope for libraries of a similar size and with similar characteristics to South Pasadena, including the cities of Whittier and Downey.
- Qualifications: A consultant team with specialized expertise in library RFID installation and implementation, including library operations analysis, coordination with library staff, integration with current library systems and workflows, and support for staff training.
- Project workplan and organization: Proposal included an extremely thorough and clearly defined project-management timeline that supports successful project execution.
- Technical support and long-term success: 24/7 Technical support and the availability of a local consultant team capable of responding promptly and resolving technical issues on site, thereby minimizing service disruptions and ensuring ongoing system reliability.

Fiscal Impact

Initial Costs: Funding for the RFID project is appropriated in the City's Fiscal Year 2025–26 Adopted Budget in the following CIP Project Account: 400-9000-9004-9339-116. The total project cost will not exceed $82,250.00. This amount is made up of the contract award in the amount of $74,769.00 and a 10% contingency in the amount of $7,481.00. The contract includes all professional services, hardware, equipment, software, and one year of service and maintenance. At minimum, $22,750.00 of the $105,000.00 that was allocated for the project will be released and become available for other uses.

Ongoing Costs: The first year of support and maintenance is included in the scope of the contract. In future years there will be annual costs associated with support and maintenance. Annual maintenance agreements will cover all equipment and hardware, including self-check stations, RFID workstations, RFID gates, and inventory wands. Exhibit B of the Professional Services Agreement provides pricing for support and maintenance for years 2 through 5. Year 2 costs are $7,478.00, with a 3% increase applied annually thereafter through year 5. These expenses will be included in the Library Department's operating budget. The current cost of annual maintenance for the Library's materials lending and security equipment is approximately $3,300.00, however this number reflects that the Library stopped paying $3,000.00/year for support and maintenance for the decades-old security gates (which are essentially beyond repair) in Fiscal Year 2021-2022. Therefore, the increase in annual expenses is due to adding back support and maintenance for the new gates, as well as the addition of new, improved equipment, including a height adjustable self-check station, inventory wands, and 6 RFID workstations.

Key Performance Indicators and Strategic Plan

The implementation of RFID technology is a goal outlined in the Library's 2023-2027 Strategic Plan, with the intended outcome of more efficient collection management and circulation functions and improved customer self-service.

Commission Review and Recommendation

This item was not reviewed by the Library Board of Trustees, however the Trustees adopted the 2023-2027 Strategic Plan and endorsed the technology-related goals it contains.

Attachment:
Attachment No. 1 Professional Services Agreement City of South Pasadena-Biblioteca LLC.docx
Exhibit A: Bibliotheca Proposal - November 6, 2025
Exhibit B: Bibliotheca Cost Detail - December 16, 2025

PROFESSIONAL SERVICES AGREEMENT FOR CONSULTANT SERVICES

City of South Pasadena /Bibliotheca, LLC

1. IDENTIFICATION

This PROFESSIONAL SERVICES AGREEMENT ("Agreement") is entered into as of February 4, 2026 by and between the City of South Pasadena, a California municipal corporation ("City"), and Bibliotheca, LLC ("Consultant").

2. RECITALS

2.1. City has determined that it requires the following professional services from a consultant: Radio Frequency Identification System (RFID) Conversion Project.

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. In addition, Consultant shall provide City with support and maintenance services for years 2 through 5 at the rates listed in Exhibit B, if requested by the City.

3.2. "Agreement Administrator": The Agreement Administrator for this project is Cathy Billings. 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 Seventy-Four Thousand, Seven Hundred and Sixty-Nine Dollars ($74,769.00).

3.5. "Commencement Date": February 4, 2026

3.6. "Termination Date": March 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. Consultant may request extensions of time to perform the services required hereunder. Such extensions shall be effective if authorized in advance by City in writing and incorporated in written amendments to this Agreement.

5. CONSULTANT'S DUTIES

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

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

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

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

5.5. **Professional Standards.** Consultant shall perform all work to the standards of Consultant's profession and in a manner reasonably satisfactory to City. Consultant shall keep itself fully informed of and in compliance with all local, state, and federal

laws, rules, and regulations in any manner affecting the performance of this Agreement, including all Cal/OSHA requirements, the conflict-of-interest provisions of Government Code § 1090 and the Political Reform Act (Government Code § 81000 et seq.).

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

5.7. **Appropriate Personnel.** Consultant has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. AJ Eide 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 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 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. Consultant will submit an invoice for 50% of the project on order placement; balance will be invoiced at shipment, NET 30.

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: RFID Project
- Documentation of Best's rating is acceptable to the City.
- Original endorsements effecting coverage for all policies required by this Agreement.
- City reserves the right to obtain a full certified copy of any Insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of the right to exercise later.

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

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

$2,000,000 aggregate

- General Liability:
  - General Aggregate: $2,000,000
  - Products Comp/Op Aggregate $2,000,000
  - Personal & Advertising Injury $2,000,000
  - Each Occurrence $2,000,000
  - Fire Damage (any one fire) $ 100,000
  - Medical Expense (any 1 person) $ 10,000

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

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

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

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

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

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

12.7. Pr**ofessional Liability Insurance or Errors & Omissions Coverage.** The deductible or self-insured retention may not exceed $50,000. If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of the work. Coverage shall be continued for two years after the completion of the work by one of

the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the work under this Agreement.

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

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

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

12.11. **Notices.** Contractor shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. Consultant shall provide no less than 30 days' notice of any cancellation or material change to policies required by this Agreement. Consultant shall provide proof that cancelled or expired insurance policies have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverage. The name and address for Additional Insured Endorsements, Certificates of Insurance and Notices of Cancellation is: City of South Pasadena, Attn: Office of the City Clerk, South Pasadena, CA 91030.

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

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

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

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

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

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

13. MUTUAL COOPERATION

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

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

14. NOTICES

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile or overnight courier service during Consultant's and City's regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage

prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to City	If to Consultant
Todd Hileman, City Manager City of South Pasadena 1414 Mission Street South Pasadena, CA 91030 Phone: 626 403-7212 Fax: 626 403-7241	Matthew Bellamy, CEO Bibliotheca, LLC 11190 Hudson Blvd. N., Suite 300 Lake Elmo, MN 55042 800-328-0067 m.bellamy@bibliotheca.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.

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.

18. GENERAL PROVISIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

"City" City of South Pasadena	"Consultant" Bibliotheca, LLC
By:_____ Todd Hileman City Manager	By:_____ Matthew Bellamy CEO

Attest:

By:_____
Nikima S. Newsome
Chief City Clerk

Approved as to form:

By:_____
Roxanne Diaz, City Attorney



City of South Pasadena

Request No. PL25-01

Radio Frequency Identification System (RFID)

November 6, 2025

November 5, 2025

Joan Powe, Procurement Contracts Administrator
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030

Re: Request No. PL25-01, Radio Frequency Identification System (RFID)

Dear Ms. Powe:

Bibliotheca is proud to be a longtime partner with the City of South Pasadena and South Pasadena Public Library (SPPL), and now we hope to earn your trust with this important RFID conversion project. The RFID project will help SPPL deliver increased staff efficiencies, accurate inventory and an improved patron experience.

Conversion to RFID can seem daunting. After all, touching every item, placing a tag on it, programming it, and putting it back in shelf order is an important task that needs to be done correctly to ensure the integrity of your RFID system. It's a task that we've helped libraries accomplish successfully for many years. Although the SPPL staff will take on the tagging process, the Bibliotheca team would like to demonstrate our solutions and consult with you regarding best practices for conversion. Our RFID workstation mobile makes conversion faster and safer, and it doesn't run out of battery life. Conversion to RFID also reduces repetitive motion and increases well-being.

Reliable on-site service is a cornerstone of our offering. We have two dedicated technicians based in Los Angeles and Norwalk that serve your area. They know your Bibliotheca solutions and are tasked with serving hundreds of Bibliotheca systems throughout the year.

As a trusted library technology provider, Bibliotheca brings deep familiarity with the needs of libraries. Over the past five years, we have significantly enhanced our self-checkout products and software. The quickConnect patron interface revolutionizes library self-service by delivering a flexible, fully customizable experience that mirrors the library's brand and community identity. Its intuitive design maximizes screen space, supports seamless transactions without staff intervention, and guides patrons through the process with engaging animations and smart pop-ups.

By simplifying interactions and enhancing accessibility, quickConnect empowers patrons while **freeing staff to focus on higher-value tasks.** Your patrons already know quickConnect, the software at work on the your current selfCheck 1000 units, so they will have success with the proposed selfCheck 2500 from the start. In addition, the library staff won't need to learn an all-new system – they can build upon current knowledge and success.

As a certified Premier Partner in the SirsiDynix SIP2 Certification Program, Bibliotheca maintains a long-standing, collaborative relationship with SirsiDynix, supporting real-time integration across thousands of library locations worldwide.

Firm profile: Founded in 2011 by the merger of the former 3M Library Systems and Bibliotheca, Bibliotheca has more than 55 years of experience and has grown into a global leader in library technology. Our journey began with a focus on reliable solutions and has evolved into a mission to invent the future of library service. We've pioneered innovations in RFID, self-service, automated materials handling, and digital engagement, always with libraries at the heart of our work.

Bibliotheca has partnered with over 30,000 libraries worldwide, helping them evolve their services and connect with their communities. Our team includes degreed librarians and passionate library advocates who understand the unique challenges libraries face. We've successfully implemented self-service systems across diverse library environments, including high-security disc media dispensers and ergonomic workstation configurations.

Our commitment to innovation is evident in our constant investment in technology and our ability to future-proof library operations. We offer best-in-class after-sales support, with technicians trained extensively before deployment. Our systems are built with standard, non-proprietary parts for easy maintenance and long-term reliability.

We are also deeply committed to social responsibility, environmental sustainability, and global equity. Our products are designed with low power consumption, durable materials, and accessibility in mind, meeting international standards such as ADA, DDA, and the European Equalities Act.

Bibliotheca has a history of collaboration with SPPS, including prior selfCheck deployment. For this RFP, we will strive to create tailored solutions that address the library's infrastructure and community goals, allowing us to deliver a solution that is both effective and future-proof.

Financial status: Our global support for libraries and history of innovation confirms our long-term commitment to libraries. Our operating performance is one of the strongest in the industry; financial results are audited annually, and we have a solid credit report, no liens, or judgments. We are not currently undergoing bankruptcy, litigation, office changes or mergers/acquisitions. We are very proud of our headquarters and warehouse in Lake Elmo, Minnesota, which allows us to serve our customers throughout North America, offering overnight parts shipping, a modern demonstration lab, R&D, and our US-based support team.

Exceptions/comments: Bibliotheca has the following exceptions to the Sample Professional Services Agreement: We request the inclusion of our payment terms: 50% invoiced on order placement; balance invoiced at shipment, NET 30.

Addenda: We acknowledge receipt of the Addendum 1 and 2, including Question and Answers from the bidding portal and receipt of Attachment A and B.

Validity: This proposal is valid for 180 days from submission.

We certify the accuracy of this proposal. The authorized negotiator and signatory is Matthew Bellamy, CEO. If you have any questions about our proposal, negotiation or evaluation, please reach out to Katie Westfall, Bid Manager, bids-na@biblitoheca.com, 800-328-0067 x1301.

Sincerely,



Matthew Bellamy, President
Bibliotheca, LLC
11190 Hudson Blvd. N., Suite 300
Lake Elmo, MN 55042
www.bibliotheca.com
info-us@bibliotheca.com

Executive Summary



Bibliotheca is proud to present a future-ready solution for South Pasadena Public Library's (SPPL) RFID self-checkout and circulation technology upgrade. With over 55 years of exclusive dedication to libraries, our mission is to empower library systems with intuitive, scalable, and community-centered technology. We also offer manufacturer-trained local support through dedicated technicians based in Los Angeles and Norwalk, ensuring timely service and implementation.

Our constant investment in technology provides a solid foundation built to support SPPL's long-term goals. We recommend the following solutions for your project:

Proposed Solutions
SelfCheck 2500
Stripe payment terminal and QR payment
RFID tag square
RFID tag fullDiscCD
LibraryConnect LINK central management
Training: ▪ Introduction to RFID gates and software ▪ Introduction to libraryConnect LINK ▪ RFID Conversion Workshop ▪ Introduction to DLA inventoryWand
RFID workstation mobile conversion station
RFID workstation USB
DLA inventoryWand
RFID gate 2-aisle, direct mount

Please note: We have provided a more economical recommendation for the RFID workstation mobile conversion station. Based on your collection size, we recommend a one-month lease for a quantity of three conversion stations. Depending on staff availability, SPPL could consider a three-month lease for one conversion station. We will consult with you to determine the most efficient way forward give the library's resources.

quickConnect: Elevating the Self-Service Experience: quickConnect revolutionizes library self-service by delivering a flexible, fully customizable interface that mirrors the library's brand and community identity. Its intuitive design maximizes screen space, supports seamless transactions without staff intervention, and guides patrons through the process with engaging animations and smart pop-ups. Libraries implementing quickConnect™ consistently report self-service usage rates exceeding 95%, a testament to its user-friendly features and operational efficiency. By simplifying interactions and enhancing accessibility, quickConnect™ empowers patrons while freeing staff to focus on higher-value tasks.

The selfCheck 2500 is the perfect solution for libraries seeking high-quality, reliable technology that also delivers excellent value for money. **This solution has exceptional functionality in a compact and space-efficient design.** High-quality third-party integrations – NoveList, Communico, PaperCut, MonitorBM, LocalHop, LibCal – elevate the selfCheck experience. Bibliotheca's centralized management, reporting tools and thoughtful integrations, such as uniFi+ dynamic promotions and wayfinding, integrate with selfCheck 2500 so you can offer the best to your patrons.

Simple back-end management. Behind the intuitive patron-facing side of quickConnect™ lives an **extremely powerful staff management tool** that gives you access to a range of information and statistics, while also letting you control features on the front end.

Other vendors require customization via HTML, INI files and XML files! System Manager is an intuitive web-based tool that allows library staff to easily configure the patron interface.

Remember Me: Give patrons a more customizable and familiar experience! Enjoy the same settings every time at every Bibliotheca self-service solution.

- **Language**: Patrons choose their preferred language, saved for every visit.
- **Theme:** From high contrast to kid-friendly, visual styles match patron needs.
- **Text Size**: Adjustable fonts improve readability for all.
- **Promotions:** Patrons opt into categories like Adult, Teen, or Accessible for a personalized experience.

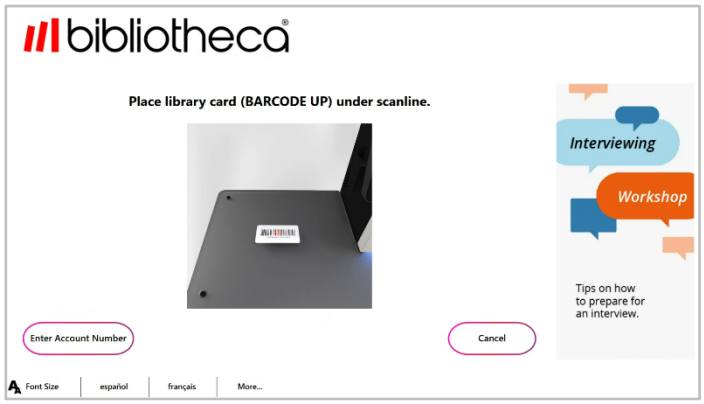
We not only meet ADA guidelines, but Bibliotheca software and hardware are built with accessibility in mind.

- The guidelines we follow include the Australian Human Rights Commission Disability Discrimination Act (DDA), European Equalities Act, and ADA Standards for Accessible Design.
- Compliance with WCAG 2.4, EN ISO 301549, and BITV is documented, demonstrating commitment to high accessibility standards beyond just web pages, extending to kiosks and software as well.

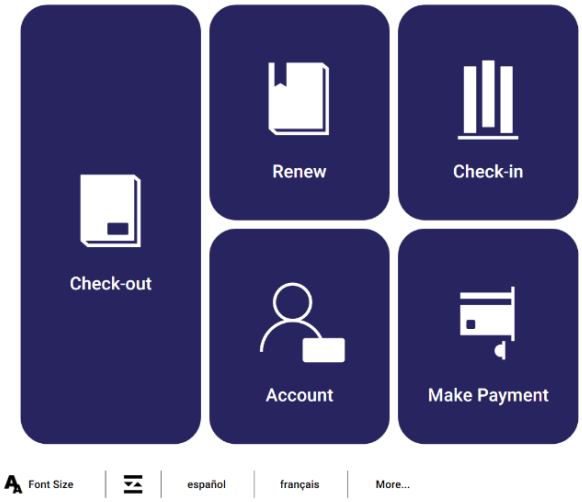
quickConnect™ patron interface has the following accessibility features for patrons:

- Increase the font size to allow for easier reading
- No flashing images
- Text-to-speech for all on-screen text
- High-contrast clarity theme available (at right)
- quickConnect software can be configured to meet color preferences for foreground and background colors and images
- Library configurable text, pop-ups and timeouts









- Animated instructions help patrons complete transactions
- Buttons are all located in the lower third of the screen

As part of **our commitment to equality,** people using Bibliotheca selfCheck™ kiosks have access to more than 70 languages at any time during the self-check experience. No other library vendor provides this level of choice and support for diverse communities. All selfCheck™ kiosks come with all languages, and we can provide a full list of languages upon request.

libraryConnect LINK: Centralized, Intelligent Management for Library Technology empowers libraries with a unified platform to manage all Bibliotheca solutions – existing and future – from a single, intuitive interface. Designed to streamline operations, LINK reduces the time and effort staff spend managing multiple systems and devices. Its cloud-based architecture enables remote monitoring, configuration, and control of equipment across branches, while robust analytics tools allow for system-wide performance assessments and data-driven decision-making. With access from any web-enabled device and support for multiple languages, LINK ensures flexibility and scalability for libraries of all sizes. By consolidating workflows and delivering actionable insights, libraryConnect LINK enhances operational efficiency and elevates the patron experience.

Payment: Security is our top priority. Bibliotheca's selfCheck™ quickConnect™ software does not capture, process, transmit, nor retain payment card data pertaining to library payment transactions. quickConnect™ is designed to integrate with a variety of pre-validated hardware devices, such as a PTS-validated device from third-party vendors.

Processing Charges: Please be advised that some credit card processors charge fees for terminal setup and web log-ins. Check with your credit card processor for a full list of fees.

Contactless Payment: Our fines and fees options help your library stay relevant in the eyes of your patrons with the latest tap-and-pay technology.

Modern payment makes it easy for patrons to pay fines and fees. With Bibliotheca and Stripe, library patrons get simple, fast payment options, and libraries get modern, low-maintenance solutions that are friendly to budgets and staff.



Stripe QR Code: Patrons scan a QR code shown on the selfCheck™ with their mobile device, which takes them to a website where they can pay with credit card, ApplePay, GooglePay, PayPal, AmazonPay, or other services.

- Software-only payment option directs patrons to a website for payment
- Using only the QR code removes the cost of an ethernet line for a payment terminal
- Video demonstration here

Stripe Terminal: For patrons who have come to expect tapping or swiping their card for payment, Stripe Terminal offers a familiar experience. Library staff can also change the appearance of the user interface themes, and the LEDs above the LCD display show the current status of the device.

- Traditional payment terminal: BBPOS WebPos E payment
- Connects via Wi-Fi: no additional LAN cables required
- Compatible with selfCheck™ 3000 and selfCheck™ 2500

- More details can be found here



Stripe Terminal is certified to the EMVCo Level 1 and 2 standards of EMV® Specifications for card and terminal security and interoperability. Terminal is also certified to the PCI Payment Application Data Security Standard (PA-DSS) – the global security standard that aims to prevent payment applications developed for third parties from storing prohibited secure data.

RFID tags: Full RFID coverage and maximized security for all of your print materials, protecting your collection and minimizing theft. And, our tag data model complies with the industry-standard ISO 28560, which is interoperable with other RFID systems.

Bibliotheca RFID tags utilize NXP ICode SLIX2 integrated circuitry. This is the latest in tag chip technology and provides a much higher level of security than SLIX1 chips. In addition, our tags will work seamlessly with all major ILSs.

- Provide maximized security to deter theft
- Ensures items properly checked out
- No barcode scanning – read multiple RFID tags simultaneously
- Rigorous testing ensures tags guaranteed for life of tag

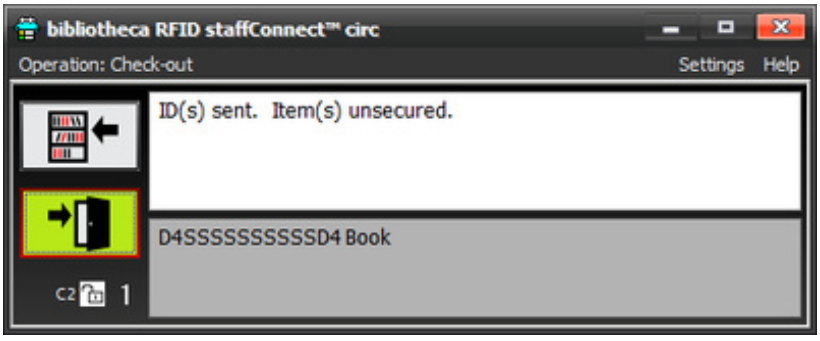


RFID workstation™ USB: Small form factor delivers ultimate in convenience. Provides staff with a fast and efficient solution to program and verify RFID tags. Library staff can now add or remove item security without the LMS/ILS. The system can be used with multiple items of mixed media, placed on the antenna at any time.

- Small form factor utilizes tiny spaces
- Use on-the-go in the community
- Ideal as an extra conversion station
- Harness the power of a laptop

staffConnect™ circ: Bibliotheca RFID staffConnect™ circ is intended for use by library staff to check in and check out library materials. It consolidates a number of library tasks:

- Check-in and checkout — Sends item IDs to circulation and secures or un-secures items.
- Send ID — Sends item IDs read from tags to the library circulation system.
- Secure/unsecure only — Changes the status of item security without sending IDs to the circulation system.
- Read tags only — Read and display tag information

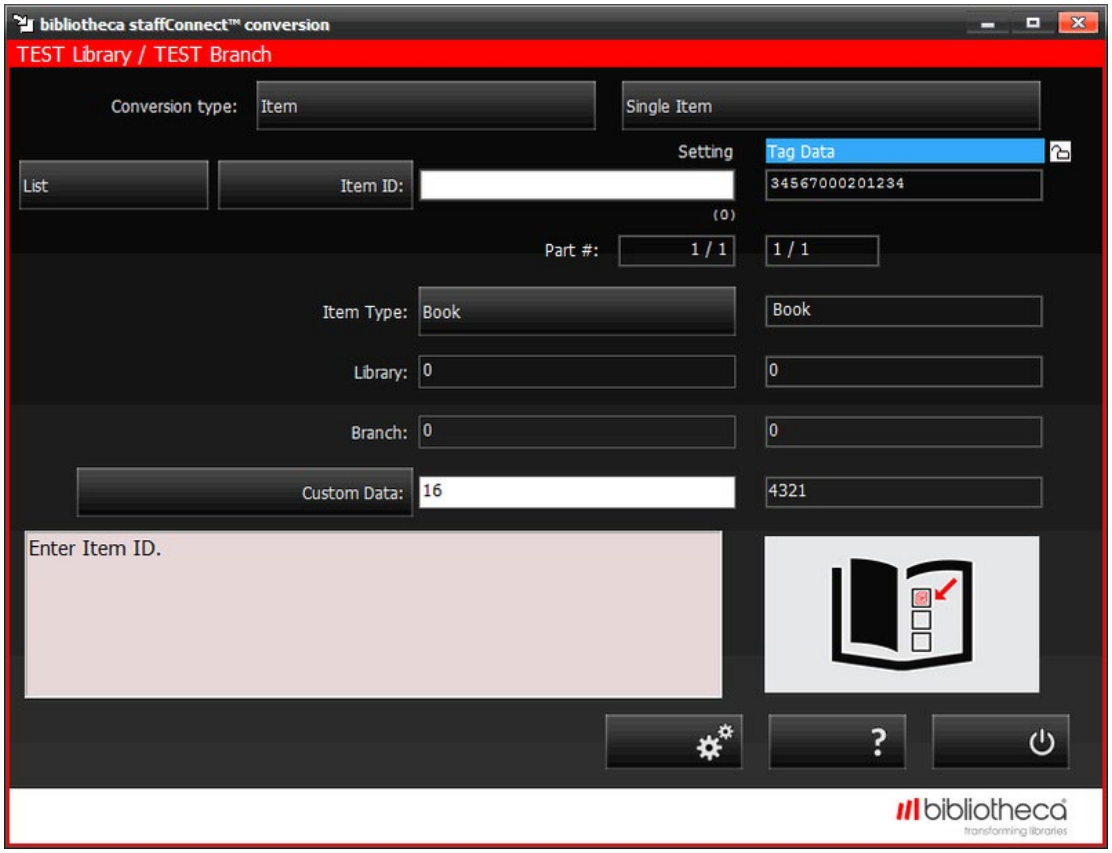


RFID workstation™ mobile: Fast, portable conversion to RFID. Featuring a touch-sensitive screen, optical barcode scanner and RFID reader, this self-contained station rapidly reads barcodes, converts the information and dispenses RFID Tags. The station doesn't require a connection to an automated circulation system, and because it's designed to be self-contained on a portable cart, it works right in the stacks.



- Converts items to RFID quickly and easily
- Touch-sensitive screen for intuitive operation
- Able to weed and convert your collection simultaneously
- Automated tag dispensing speeds up the conversion process

staffConnect conversion: Make the conversion process easy and seamless with staffConnect™ conversion. Item IDs from a barcode are programmed to an RFID tag directly from a barcode, manual keyboard entry, or a list. In addition to the item ID, any other information the library desires within the scope of the data model in use, can be written to the tag. The software alerts staff if an item is on a weed list and won't program the tag.





DLA inventoryWand: Quickly and easily conduct inventory and search your collection with the DLA inventoryWand. With the ability to simultaneously perform multiple functions, this powerful device allows staff to tackle shelf-reading, re-shelving, searching, weeding, exception-finding, and inventory scans in one pass. Save time, increase productivity, and prevent errors.

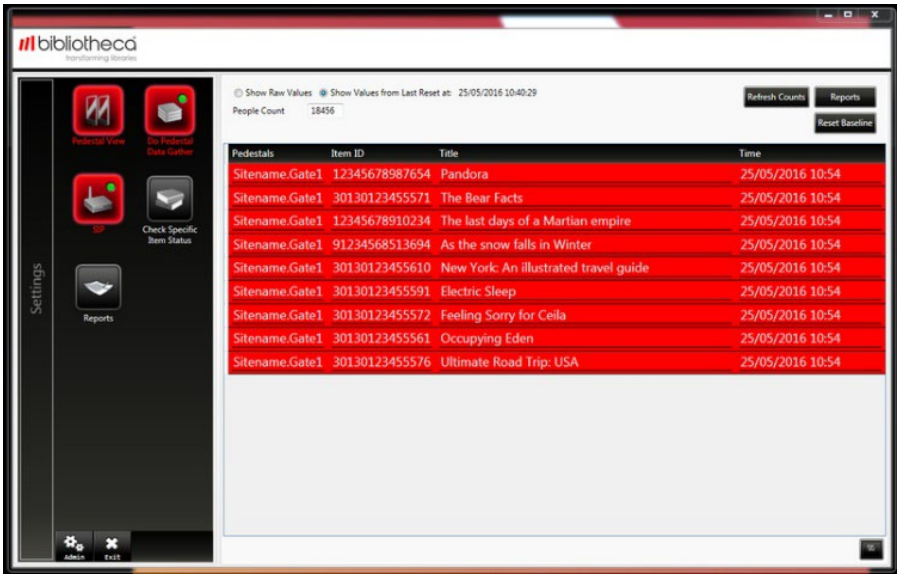
Search for items, take inventory simultaneously, et item security with ease to keep your collection secure. DLA inventoryWand allows you to quickly view and hear alerts when items are found, conveniently work around the stacks with a small Android tablet, and work as long as you need with extended battery life. Audible and visual alerts via software and on the hardware Increase accuracy in hard to scan areas with "Boost mode."



RFID gate: Protect and secure your library materials using state-of-the-art RFID security gates. With a modern and attractive clear panel design, Bibliotheca RFID gate™ not only offers superior detection but perfectly integrates with any library environment. RFID gate™ reduces accidental or deliberate removal of library items by detecting RFID tags in any orientation. Upon detection, a configurable alert provides an immediate audible and/or visual warning. Up to 43-inch aisle width measured from center of each pedestal.

- Outstanding performance to protect your collection
- Analyze traffic patterns with visible patron counters
- Remotely configure and pull management reports
- Choose alarm configuration and LED light colors that fit your library
- Combine multiple gates for wider entrances
- Save energy during off-peak times

staffConnect™ gate: This software allows your library to better utilize the data that your RFID security gate system can gather every day. This software can be installed on your staff computers, and you can designate a staff station to show notifications when an unsecured item passes through the gates. With an ILS connection, staffConnect gate will show which gate was triggered and the item ID and titles of the secured items. Your staff will be able to see a variety of reports and other information as it is gathered throughout the day.



Experience

- **Relevant experience providing the same or similar services described herein**

  Bibliotheca has worked with thousands of libraries to upgrade to RFID technology around the world. Our track record includes successfully supporting the RFID conversion of entire collections for major public library systems, including multi-branch networks with millions of items, as well as single location libraries. Projects were completed on time and within budget, with minimal disruption to daily operations.

  One way we meet schedules and keep projects in scope and on budget is by investing in local on-site support technicians. SPPL's on-site techs are located nearby in Los Angeles and Norwalk, and they are already familiar with your library and equipment. Bibliotheca has the most comprehensive support team serving libraries with network of 80+ authorized techs, US-based remote support and product experts who have been working with Bibliotheca solutions for 10+ years. Our techs complete weeks of training for each product before being certified to work on it. In addition, techs are required to take customer satisfaction service excellence and safety training prior to completing onsite services. We do not send general computer repair people (aka "smarthands") to service our products.

  In addition, we do not fly out from the home office, and we do not charge for travel, hotels and meals, further saving SPPL time and money.

  Another way we meet your budget is by saving you time. For example, your on-site technicians will not require a primer on your library workflows and environment and will be ready to support SPPL immediately, reducing the possibility of downtime. Largest network of on-site support technicians – 80+ strong. We can save the library staff time as they will not need to spend a lot of time warming up to the new selfCheck system because they are already familiar with the software and how it works.

  We provided sample projects on page 11-12 and 19-20 and references on page 18 that attest to our experience. Our proven methodology ensures accuracy and efficiency throughout the project lifecycle. For RFID conversion, Bibliotheca will consult with library staff to refine project goals.

  Our relevant experience also includes:

  Comprehensive Workflow Management: Managed end-to-end processes, including planning, tagging, training and support for SPPL's tagging staff.

  Training and Knowledge Transfer: Provided on-site and virtual training for library staff, equipping teams with best practices for RFID workflows and long-term system maintenance.

  Integration Expertise: All conversions included full integration with leading Integrated Library Systems (ILS) using **SIP2 protocol**, guaranteeing smooth functionality for self-checks, security gates, and inventory management.

- **Knowledge of and experience in working on relevant projects**

  In California we have worked with public and academic libraries. We've included several outstanding customers as our references. While we've provided references on page 18, in addition, we would like to demonstrate our capabilities with the following sample projects where Bibliotheca provided similar services. For Spanish Fork Public Library, the library tagged its own collection with the help of staff and volunteers. For the Hawaii Public Library

System, Bibliotheca provided the tagging services and coordinated the deployment across six islands.

Spanish Fork Public Library: Spanish Fork is a thriving community in the Provo, Utah area, less than ten miles south of the city. The library needed more room in order to properly serve Spanish Fork, and so the city decided to build a brand-new facility. The result is a spectacular, spacious library that was awarded the Most Outstanding Community/Cultural Project by Utah Construction & Design.

"*In 2021, we knew we were building a new building. As part of that, we were really interested in including an AMH system, so that staff wouldn't have to manually check items in. As part of that AMH system, we realized that we needed to convert to RFID. And so, in the fall of 2021, we started that conversion process."*

They converted to RFID at the same time as their new building was being constructed, almost two years before they moved in. That was intentional, Aylett explained, so that library staff and patrons could become accustomed to using RFID well before services moved to the new building. During that time, both staff and patrons experienced firsthand the rewards of a fast, simple, smooth borrow and return process with RFID.

The library originally budgeted for an AMH in its construction costs, but in order to convert to RFID two years prior to opening the new building, they applied for and received an IMLS grant through the Utah State Library. The grant funded the first of their self-check kiosks, plus the RFID conversion cart and initial batch of RFID tags. Library staff took advantage of training sessions from the Bibliotheca team, and they included library volunteers in converting over 75,000 items. *"Volunteers came in, we taught them how to RFID tag,"* Aylett explains, *"and they went through and tagged with us. It was awesome."*

Since converting to RFID, the self-check kiosks average a whopping 76% of transactions, a far cry from the prior 1%. Aylett believes that as younger generations grow up with these and similar technology solutions, self-check usage percentages will continue to rise.

"We've been really pleased with the transition over to RFID and AMH," Aylett says, *"and we've been really pleased with the support that we get from Bibliotheca, especially the AMH team. Their support is fantastic, we love working with them. And we like that we don't feel like we're just another number. I see Bibliotheca reps at different conferences and whatnot, and they know us, they remember us. Our rep was here recently, and we spent time with him. We appreciate that Bibliotheca is a global company, but we don't feel like it's global because of the kind of the attention that we get when we need it."*

That care and attention from Bibliotheca means that Spanish Fork Library staff can concentrate their energy on serving their community in the new building, using its expanded spaces to offer specialized programming and other robust services. When they were planning the new building, they knew that some of their neighboring communities were serving patrons with autism spectrum disorder by providing sensory story times.

Now that they've settled into the new building, with its AMH and RFID and self-checks keeping materials humming along, Spanish Fork Library staff have more time to spend on what they do best: making the patrons the center of attention.

Hawaii Public Library System: The State Library of Hawaii received ARPA funds to implement RFID technology for their library system to increase staff efficiency and patron user

experience. The goal for the library system was to speed up the time it takes materials to return to the shelves, reduce the amount of staff time processing materials, and increase accuracy of inventory. This included - 6 Islands, 51 branches, 3.3 million RFID tags (300,000 printed & encoded), 15 tagging carts, 150 workstations, 68 selfChecks, 57 Inventory Wands and 64 RFID security gates. Hawaii Public Library elected to purchase four years of pre-paid support and maintenance at the time of the initial purchase, maximizing the ARPA funds provided.

"As a statewide library system with 51 branches across 6 islands, we appreciated the level of attention and coordination provided by Bibliotheca in regard to tagging, equipment installation and training. We felt that tagging was going to be the biggest challenge for our system, but the excellent training provided by Bibliotheca was key for soothing staff concerns and successfully tagging such a large collection." – Christine Weis, LSTA Coordinator, Office of the State Librarian, Hawaii State Public Library System

- **Innovative approaches/enhancements for similar projects**

  Bibliotheca's implementation approach ensures a smooth and efficient RFID conversion. Our team works closely with library staff who will lead the tagging to develop a tailored delivery and installation schedule that minimizes disruption to daily operations. We bring deep expertise in RFID tagging workflows and provide hands-on guidance to help library staff tag collections accurately and efficiently. From pre-installation planning to post-deployment support, we coordinate every step to ensure optimal equipment placement, system integration, and staff readiness. With our proven methodology and local technician support, your library will be equipped to deliver a modern, intuitive RFID experience from day one.

  RFID CONVERSION OVERVIEW

  It can seem daunting to convert a collection to RFID, but your project can be broken down into manageable pieces.

  Phase 1: Finalizing products and quantities, determining product placement and placing the order.

  Phase 2: Delivery of RFID tags, RFID workstation mobile conversion stations, RFID workstation USB staff stations.

  Phase 3: RFID conversion. Tagging teams of two begin conversion and return items to the shelves in shelf order.

  TAGGING PROCESS

  We would like to demonstrate our solutions for SPPL prior to award so you can see how Bibliotheca provides superior products and employs best practices processes for important projects such as this.

  Other vendors may provide you with a suitcase that has an RFID pad, scanner and laptop. Bibliotheca provides an all-in-one conversion cart (see RFID workstation mobile on the following page) that automatically peels and dispenses RFID tags and has an embedded RFID pad. The cart has an anti-tip feature and locking wheels to ensure your staff members are safe while tagging.

  This section discusses the activities of the tagging teams provided by SPPL.

  During the initial conversion of your collection, library staff members will apply tags to new items using the proposed RFID workstation mobile conversion stations. After initial

conversion, RFID conversion can also be accomplished with the proposed RFID workstation USB units.

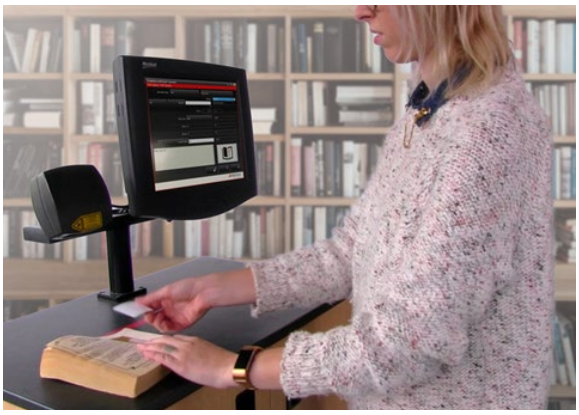
To begin, two people team up and use one mobile conversion station. The first person will pull the items, in shelf order, from the stacks and apply the RFID tags from the automatic tag.

With the beam of the barcode scanner placed directly over the RFID antenna, the tagging software then uses this barcode, plus any other information the library desires within the scope of the data model in use and writes this information to the tag. This normally occurs within a fraction of a second. Once the tag is written, a confirmation read can be performed. The tagging software will alert tagging personnel if the item is on a weed list and will not write that item's data onto the tag.

The first person applies the encoded RFID tag to the item, and then the item is re-shelved in shelf order. Our conversion station can dispense and program tags as fast as a staff person can apply them. Items can be tagged row-by-row in the stacks and replaced on the shelves as the item is tagged. This process significantly limits the occurrence of items being miss-shelved.

The second person is responsible for scanning the barcode on the item and monitoring the success of this transaction both visually on the screen, as well as audibly on the speaker of the RFID workstation™ mobile.

The tagging software will only allow the presence of one tag within the antenna's read range while it is in write/program mode. This method eliminates the possibility that one tag is programmed and placed on the wrong item. Only one barcode can be scanned at once; only one tag can be programmed at once. Therefore, if this method is followed, no tags will be affixed to the wrong item.



Time and money-saving tip: Load weed lists or other criteria to RFID workstation mobile, and you can weed the collection as you convert it. This saves money as you will not tag weeded items.



- **Demonstrated record of meeting budget, scope and schedule**

  We hope you'll contact our references to confirm that Bibliotheca meets its commitments and keeps open communication with the library so that we can appropriately respond to any issues that may arise.

  One way we meet schedules and keep projects in scope and on budget is by investing in local support technicians. Bibliotheca offers one comprehensive support plan, which includes 24/7

technical support. Bibliotheca has the most comprehensive support team serving libraries. Our unsurpassed talent and scale mean that we can accomplish more together.

- Largest network of on-site support technicians – 80+ strong
- Broad geographic coverage ensures you have a local expert on-site when needed
- Deep bench of remote support technicians and product experts – 40+ strong
- Many in-house product experts and on-site technicians have been working with Bibliotheca solutions for 10+ years

Skilled. Our techs know libraries, and they know your equipment. Bibliotheca on-site and remote support technicians are required to complete weeks of training for each product before being certified to work on it. In addition, techs are required to take customer satisfaction service excellence and safety training prior to completing onsite services. We do not send general computer repair people (aka "smarthands") to service our products.

Local. We have local on-site technicians who come prepared. Bibliotheca's technicians for SPPL are located in Los Angeles and Norwalk. We do not fly out a person from the home office, and we do not charge for travel, hotels and meals.

Transparent. Proactive support starts with the Customer Center support portal where we keep you in the loop on all requests.

<table>
<tr><th colspan="2">Bibliotheca's comprehensive service plan</th></tr>
<tr><td>24/7 self-guided learning.
www.libraryconnect.com helps you keep your library running smoothly.
▪ Tips and training materials
▪ How-to videos
▪ Manuals and user guides</td><td>24/7 help desk support.
Connect with a support technician when you need it most. We have extended hours and improved response time.</td></tr>
<tr><td colspan="2">24/7 Customer Center support portal. www.bibliotheca.com/helpdesk is your dashboard for support.
▪ Improved case management
▪ Easily open, edit and close support cases
▪ View current system status and historical cases
▪ Share information between your library and Bibliotheca</td></tr>
<tr><td colspan="2">Responsive on-site help. We focus on support so you can focus on your library.
▪ If an issue requires on-site assistance, our technicians are dispatched to service your equipment
▪ Parts are included, and technicians arrive in vehicles stocked with parts
▪ Time to first response: 4 business hours
▪ Time for on-site response: 8 business hours contingent on geography-specific call-out schedule
▪ On-site support hours are Monday – Friday during standard business hours, less holidays</td></tr>
</table>

Another way we ensure that we meet schedules is by using a standardized approach to handling risks. We can identify possible risks and mitigations at the project kick-off meeting. Example risks and mitigations:

- Project over run - mitigated by monitoring the project throughout with any changes to the Statement of Works being signed off by both parties
- Go live difficulties - mitigated by US-based remote support to assist on-site technicians.
- Equipment failure on site - mitigated by technicians carrying commonly used parts to rectify any unlikely event of failure

In addition, we provide an efficient and smooth project implementation process that is designed to ensure your project goals are met. Our Project Management Team has years of experience implementing library technology. They keep you up to date with scheduled check-in meetings and use SmartSheet to give you a live view of project status.

Proposed Staffing and Project Organization

- **Describe organization and management approach**

  In 2015 Bibliotheca acquired 3M Library Systems. This acquisition created an unmatched solution portfolio and organization scale that has allowed us to expand our capabilities in the North American market.

  Bibliotheca is an LLC, with our organizational structure detailed later on in this section. We encourage inter-departmental collaboration on each of our library projects, believing this creates the best-quality work with input from each department honing our approach.

- **Identify key personnel: education, credentials, experience, availability, current workload**

  Please see our answer below of key personnel resumes. We have the resources and flexibility to begin this project immediately and meet all required deadlines. Our current workload is well-balanced, allowing us to dedicate a focused team with the right expertise to your RFID conversion. This ensures full attention to detail, proactive communication, and high-quality delivery without competing priorities.

- **Include resumes (max 2 pages each) for key staff**



Mason Humphrey, Commercial Director
651-808-4002 | m.humphrey@bibliotheca.com

Mason will provide consulting for this project. He works out of our Minnesota office.

Mason joined Bibliotheca in 2015 after working at 3M Library Systems since 2014. He has held an inside sales position, outside sales position and was recently promoted to Commercial Director. He has consulted with thousands of libraries across the country regarding technology and trends in the industry. He has helped them achieve such goals as convert to RFID to increase self-check usage and staff efficiency. He graduated from the University of Wisconsin, Stout with a Bachelor of Science in Business and Sales then received his Masters in Strategic Business from University of Houston in 2022.



Bryan Pasteryk, Senior Vice President of Sales
214-725-1520 | b.pasteryk@bibliotheca.com

Bryan will provide consulting for this project. He works out of his Prosper, Texas, office.

Bryan has been in technology sales for over 25 years, and library technology since 2003. He started as Account Executive for Bibliotheca before being promoted to Vice President of Sales in January 2015. In this position, Bryan oversees sales in the US and Canada and has a passion for helping libraries achieve their strategic goals and objectives and assisting them in improving the communities that they serve.

Bryan Pasteryk has successfully managed and/or is currently working on the following projects:

- Mid Continent Public Library
- Queens Public Library
- Brooklyn Public Library
- Union County Public Library
- Iredell County Public Library



Tarina Peterson, Account Executive
651-417-5060 | t.peterson@bibliotheca.com

Tarina will provide consulting for this project. She works out of her Vista, California, office.

Tarina has worked in outside sales for over ten years and is passionate about the customer experience and building long lasting relationships. Prior to starting at Bibliotheca in 2025, Tarina represented global manufacturers in a consultative sales capacity whose combined services included printing, machining, tooling, injection molding, CNC, sewing, membrane switches, buttons, and sensors. Before that, she worked at Apple building relationships and providing companies with technology solutions to suit their various needs. She has a Bachelor of Fine Arts (B.F.A.) in Communication Design from the University of North Texas.



Rena Howard, Head of Project Management
877-207-3127 x138 | r.howard@bibliotheca.com

Rena will provide project management leadership for this project. She works out of the Atlanta office.

Rena joined Bibliotheca in 2013 and brings with her 20 years of project management experience and an MBA, with a concentration in Project Management. Now armed with knowledge of RFID technology and implementation, she focuses on setting accurate customer expectations, meeting project goals and on-time delivery and installation. With her background in commercial design and construction, Rena often works with customers on new construction and renovations. Rena has also coordinated transition training and provided branch staff training, highlighting the staff and patron benefits of implementing RFID.

Rena has successfully managed and completed many RFID Library projects. Here is a sample:

- Atlanta-Fulton Public Library, GA

- Cobb County Public Library, GA
- Brooklyn Public Library, NY
- Lee County Library System, FL
- Dakota County Library, MN
- San Jose Public Library, CA
- Wichita Public Library, KS



Katie Westfall, Bid Manager
877-207-3127 x1301 | k.westfall@bibliotheca.com

Katie will be your contact for questions about Bibliotheca's proposal. She works out of the Minnesota office.

Katie guides the response process for RFXs with a goal of providing clear responses that meet customer requirements. Since 2014 she has worked to create winning proposals and a responsive team focused on research and analysis. She brings years of experience in content strategy, writing, editing and project management to her work.

- **Provide names, roles, current assignments, and commitment levels**

  Please see above answer with key personnel resumes.

  Tarina's current assignments include serving libraries in southern California, Hawaii and Alaska. She is located in Vista and is available for consulting throughout the project. The project management team includes five full-time project managers, who manage all North America deployments. Our customer service team supports the remote, on-site technicians and the project management team, ensuring all aspects of your project have visibility across the organization and are supported. Our current workload is well-balanced, allowing us to dedicate a focused team with the right expertise to your RFID conversion. This ensures full attention to detail, proactive communication, and high-quality delivery without competing priorities.

- **Include a brief narrative on key staff's specialized skills**

  Bibliotheca's employees are dedicated to improving libraries across the globe, helping them achieve more, and utilize their quality staff in engaging with patrons on a meaningful level. We employ a solutions consulting team that includes multiple former degreed librarians who provide their unique insight across all levels of Bibliotheca.

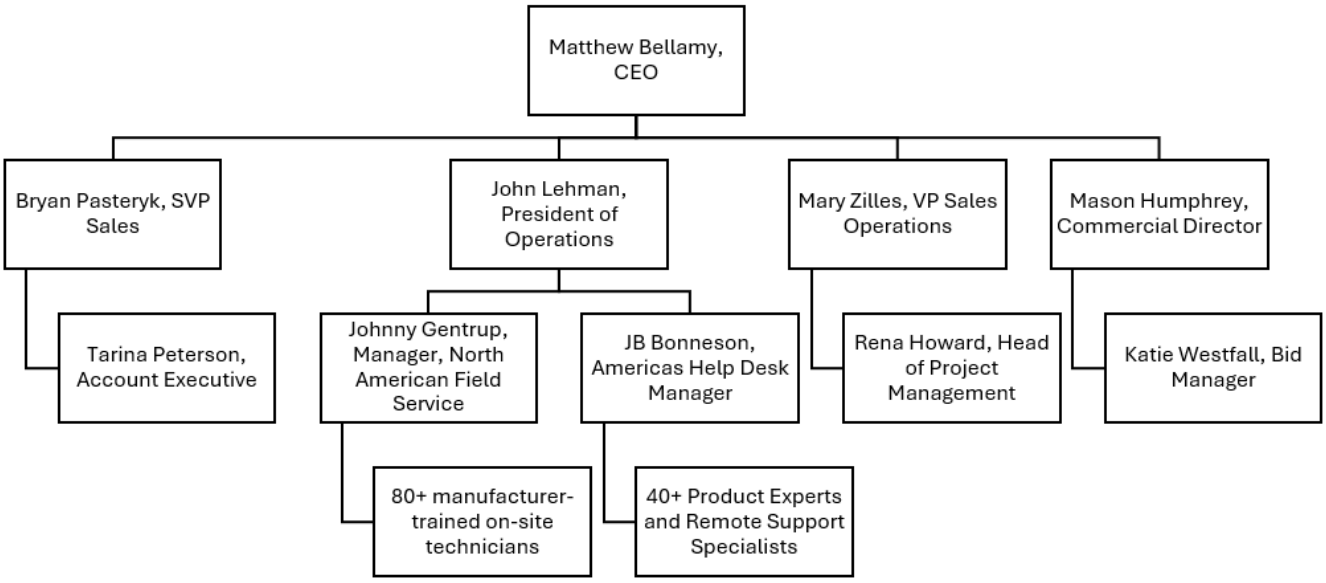
  Head of Project Management: Rena Howard brings extensive experience managing large-scale RFID conversions for public libraries. Skilled in coordinating multi-phase projects, maintaining timelines, and ensuring compliance with local procurement procedures. Known for proactive communication and stakeholder engagement.

  Support & Training Coordinator: Gwyneth Jelinek, MSIS, Head of Global Customer Education specializes in user education and knowledge transfer. Delivers comprehensive virtual training sessions covering RFID best practices, equipment operation, and patron service enhancements. Ensures staff confidence and smooth adoption of new technology.

  On-site technicians based in Los Angeles and Norwalk: Our techs know libraries, and they know your equipment. Bibliotheca on-site and remote support technicians are required to complete weeks of training for each product before being certified to work on it. In addition, techs are required to take customer satisfaction service excellence and safety training prior

to completing onsite services. We do not send general computer repair people (aka "smarthands") to service our products.

- **Submit an organizational chart with all personnel and subconsultants**



- **Identify subcontracted functions and corresponding subconsultants if known**

  No subcontractors will be used for this project.

Relevant Qualifications and References

- **References from Local Public Agencies (LPAs) who are knowledgeable about cited projects; include contact details**

  We appreciate our partnerships with the following customers. They have all completed RFID projects with each of them in the last three years.

  Whittier Public Library
  7344 Washington Ave, Whittier, CA 90602
  Contact: Rachel Fiore, Librarian
  562-567-9900 | rfiore@cityofwhittier.org

  Downey City Library
  11121 Brookshire Ave #586, Downey, CA 90241
  Contact: Dan Martin, Library Administrator
  Office: 562-904-7365 Mobile: 323-719-3143 | dmartin@downeyca.org

  Ontario City Library – Ovitt Family Community Library
  215 E. C Street, Ontario, CA 91764
  Contact: Daisy Flores, Library Services Manager
  909-395-2293 | dcflores@ontarioca.gov

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

  Bibliotheca has extensive experience delivering projects that comply with all applicable codes and standards at the federal, state, and local levels. Our approach ensures full regulatory compliance and smooth project execution:

  Federal Standards

  - Adherence to ADA (Americans with Disabilities Act) requirements for accessibility in self-service kiosks, security gates, and workstations.
  - Compliance with FCC regulations for RFID equipment operating at 13.56 MHz.
  - Payment systems integrated with PCI DSS standards for secure transactions.

  State and Local Codes

  - Proven track record working with state procurement regulations and local building codes for equipment installation.
  - Coordination with municipal IT and facilities teams to ensure electrical, network, and safety requirements are taken into consideration.
  - Experience navigating local approval processes for technology refreshes and county authorizations when required.

  Industry and Technical Standards

  - RFID solutions fully compliant with ISO 15693 / ISO 18000-3 for interoperability and performance.
  - Integration with library systems using SIP2 protocol, ensuring compatibility with ILS platforms.
  - Accessibility features aligned with WCAG guidelines for user interfaces.

  We have experience in library projects across the U.S. and around the globe, and will work with local government to understand and adhere to guidelines and codes. We not only meet ADA guidelines, Bibliotheca software and devices were purpose-built with accessibility in mind. Our on-site technicians will work with the library to ensure that all city codes and accessibility standards are met.

  The following example projects required working with the library to ensure the implementation of RFID solutions met local codes, standards, and procedures:

  Stanford University: Stanford began conversion to RFID in 2022 with the East Asia Library. This was a multistage RFID conversion. The first phase was to convert targeted libraries using our leased tagging carts, tags, workstations, and professional development services. Phase two included expanding into the main library with gates and selfCheck units.

  University of California San Diego: In 2022, we worked with our tagging service partner Iron Mountain to provide 1.4 million printed RFID Tags as well as (5) tagging carts, (2) staff workstations, and on-site training to convert UCSD's Geisel Library to RFID. They have since continued tagging their other libraries and purchased more Bibliotheca solutions.

  San Francisco Public Library: Bibliotheca implemented and supports 75 RFID selfChecks, 41 RFID gates with staffConnect gate software, libraryConnect central management software, RFID conversion stations, and mobile inventory wands. Bibliotheca also provided 3,000,000 RFID tags for this project.

  Corona Public Library: Corona Public Library implemented Bibliotheca solutions starting in 2015 with selfCheck units, and then added Comprise payment terminals. In 2020, CPL added

Bibliotheca's RFID gates, newer selfCheck models, libraryConnect devices central management, open+ extended access and a flexAMH with bulkSeparator module.

Orange Public Library: A longtime Bibliotheca customer, Orange Public Library has used selfCheck and Comprise payment terms, RFID workstations, RFID gate premium and libraryConnect devices central management starting in 2016, and gradually added equipment since then.

Hayward Public Library: Starting with RFID workstations in 2014, Hayward Public Library has deployed RFID gates, selfCheck with coin and note payment, libraryConnect devices central management and a 15-bin flexAMH sorter with two exterior and one interior patron inductions.

- **Highlight qualifications relevant to the scope of work**

  Project management: We deliver a structured approach with clear phases – planning, delivery, and tagging – supported by detailed timelines and resource allocation. Services include virtual training, workflow design assistance, and seamless integration with your ILS. We include a dedicated project manager and expert consultation on your project goals. Rather than charging separately for project management, we include it as part of our complete proposal because we know informed, thoughtful project management is key to a successful, completed project.

  Industry standards: We offer specialized RFID technology and tools that are ISO-compliant, ergonomic, and accurate. Our system is fully compliant with both ISO 28560-1 and the North American standard 28560-2. Bibliotheca has worked with ISO 28560-2 for many years now, starting before the standard was put into place in North America. With the approval of the NISO RP-6-2012 standard, Bibliotheca was the first company to implement 28560-2 in North America at the Ottawa Public Library.

  All Bibliotheca RFID tags are compliant with ISO 18000-3 mode 1, ISO9706 and ISO15693 air interface protocols and our Slix2 silicon chips can store data in the industry standard ISO 28560-2 format.

  Integrations: Bibliotheca's solutions are built to integrate deeply and reliably with SirsiDynix Symphony and other leading ILS platforms, ensuring a seamless experience for both staff and patrons. As a certified Premier Partner in the SirsiDynix SIP2 Certification Program, Bibliotheca maintains a long-standing, collaborative relationship with SirsiDynix, supporting real-time integration across thousands of library locations worldwide.

  Our selfCheck™, staffConnect™, and libraryConnect™ platforms are fully compatible with Horizon and other major ILSs. These integrations support critical workflows such as check-in/check-out, inventory, payments, and automated materials handling, all while maintaining secure, real-time communication via SIP2, NCIP, or Library Communications Framework (LCF).

  Professional training: We propose Introduction to DLA inventoryWand, Introduction to libraryConnect LINK, and Introduction to RFID gates and RFID Conversion Workshop, which cover best practices for tag placement, encoding, troubleshooting, and workflow optimization. Training is delivered by a dedicated Bibliotheca trainer via a live Zoom session, which includes a presentation and a live demo of your product software. Courses are designed to be interactive to provide an opportunity for participants to engage in hands-on learning. Customers can access a video of their training and presentation materials online for one year. Detailed course descriptions are available upon request.

Gwyneth Jelinek, MSIS, Head of Global Customer Education: Gwyneth has trained countless library staff members on numerous, changing procedures and technologies since 2005. Her approach to training is to ensure that patrons are at the forefront of every transaction and that staff members feel knowledgeable and confident in using their Bibliotheca products so that they can ensure the best patron experience at their library. Most recently, Gwyneth was the Circulation Manager at the Fayetteville Public Library in Arkansas where she served on the management team and helped the organization identify best practices regarding patron services and new technologies. She's also held positions at Tulane University, University of Arkansas and Charlotte Mecklenburg Public Library. Gwyneth has a BA in History and BA in Political Science from Tulane University, an MSIS from Florida State University and completed her M.Ed in Human Resources and Workforce Development from the University of Arkansas in 2024.

- **Propose procedural or technical enhancements that align with project objectives**

  All our solutions are designed to streamline the patron and staff experience at each stage of the library journey, from RFID gates to quality RFID tags to self-checkout.

  Increased efficiency: With quickConnect, libraries can increase self-service usage to more than 95%. Your patrons and staff already familiar with the quickConnect software, and you will save staff time and frustration getting to know an entirely new system.

  Enhanced Customer experience: The intuitive quickConnect software used on our selfChecks ensures patrons can easily access their account, renew items, check-out items, pay fines, and more. Guided lights and animations help patrons throughout their check-out, and RememberMe allows patrons to save their preferences, such as chosen language, for all their future transactions. Your patrons will appreciate multi-item, easy-to-understand check-out, with properly tagged materials. RFID gates also prevent materials from leaving the library without being checked out.

  Reduced human error: With an RFID-tagged collection and the DLA inventoryWand makes inventory and shelf management faster and helps reduce human error.

  Enhanced job satisfaction: RFID technology allows your staff to step away from monotonous, repetitive physical tasks to instead engage with patrons on a deep, meaningful level.

  Improved inventory management: The combination of RFID gates, tags, and our proposed selfCheck 2500 will keep inventory on-track. During the RFID conversion process, we also recommend loading a weed list as the collection is tagged, so your time is used as efficiently as possible.

  Procedural enhancements: We provide an efficient and smooth project implementation process that is designed to ensure your project goals are met. Our Project Management Team has years of experience implementing library technology. They keep you up to date with scheduled check-in meetings and use SmartSheet to give you a live view of project status.

  After the project is awarded and a contract agreement is signed, a meeting is scheduled with your sales and project implementation teams. The purpose of the meeting is for your Bibliotheca project manager to learn more about your current environment, business model, workflow and the goals you want to achieve in this project as well as offer consultation and guidance tailored to your project.

  At this initial meeting, we will:

  - Confirm products, quantities and services

- Discuss the high-level goals that need to be achieved to make your project a success and define the project acceptance criteria
- Discuss the escalation and change management process, status reporting and meeting frequency

After the initial meeting, your project is ready to move into the next phase: project kick-off!

1. **Project kick-off with project manager and Library:**
    - Your Bibliotheca Account Executive will schedule a project kick-off meeting and establish a regular communication cadence.
    - The Library will provide a designated point of contact and back-up contact for Bibliotheca to work with throughout the duration of the project. We commit to open communication between the Library and the Bibliotheca team.
    - Work together to create expected timelines for delivery, installation, and training (if applicable)
    - The Project Manager creates the initial version of the project plan which will align with the Library's goals.
2. **Project Plan:** The Library and Bibliotheca will discuss the Project Plan, the project timeline and will schedule the site survey if included in your project order. There may be a need for multiple meetings to define the Project Plan, depending on the size and complexity of the project. Priorities, branch hours, contacts, customer responsibilities, Bibliotheca responsibilities and site preparation are all included in the Project Plan.

    All parties review and approve the Project Plan, which will clearly define the work that is to be performed and an initial project timeline.

    Equipment and software Installation: We will arrange delivery of equipment and will schedule the complete installation with minimal disruption to your library branches. All installation activities will be scheduled during Bibliotheca's standard business hours and coordinated with your approval.
3. **Equipment and Software Training:** Training takes place immediately after implementation. Bibliotheca offers education courses on all our products. Purchased courses will be delivered remotely by a Bibliotheca trainer.
4. **Verification testing:** Software and hardware will be tested and approved by our installation team. The installation team checks system connectivity, software configuration and tests products with your ILS. To ensure all goals have been successfully achieved, it is important that you also perform testing.
5. **Pre-closure meeting:** As the project nears completion, your Bibliotheca project manager will schedule a pre-closure meeting to ensure that all goals have been completed to the satisfaction of the Library.
6. **Project closure:** After all project implementation activities have been successfully completed, we will send the customer acceptance form for you to sign and return. Additionally, after the completion of the project you'll receive a survey to assess your satisfaction with this project. We encourage you to provide your feedback to help us improve our process.

When your project is complete, Bibliotheca will still be here to serve and support you. We provide you with access to our free selfHelp resources on LibraryConnect.com and a toll-free number so that you can quickly reach us regarding concerns.

Implementation responsibilities

The table below highlights which party is responsible for each activity during the project lifecycle.

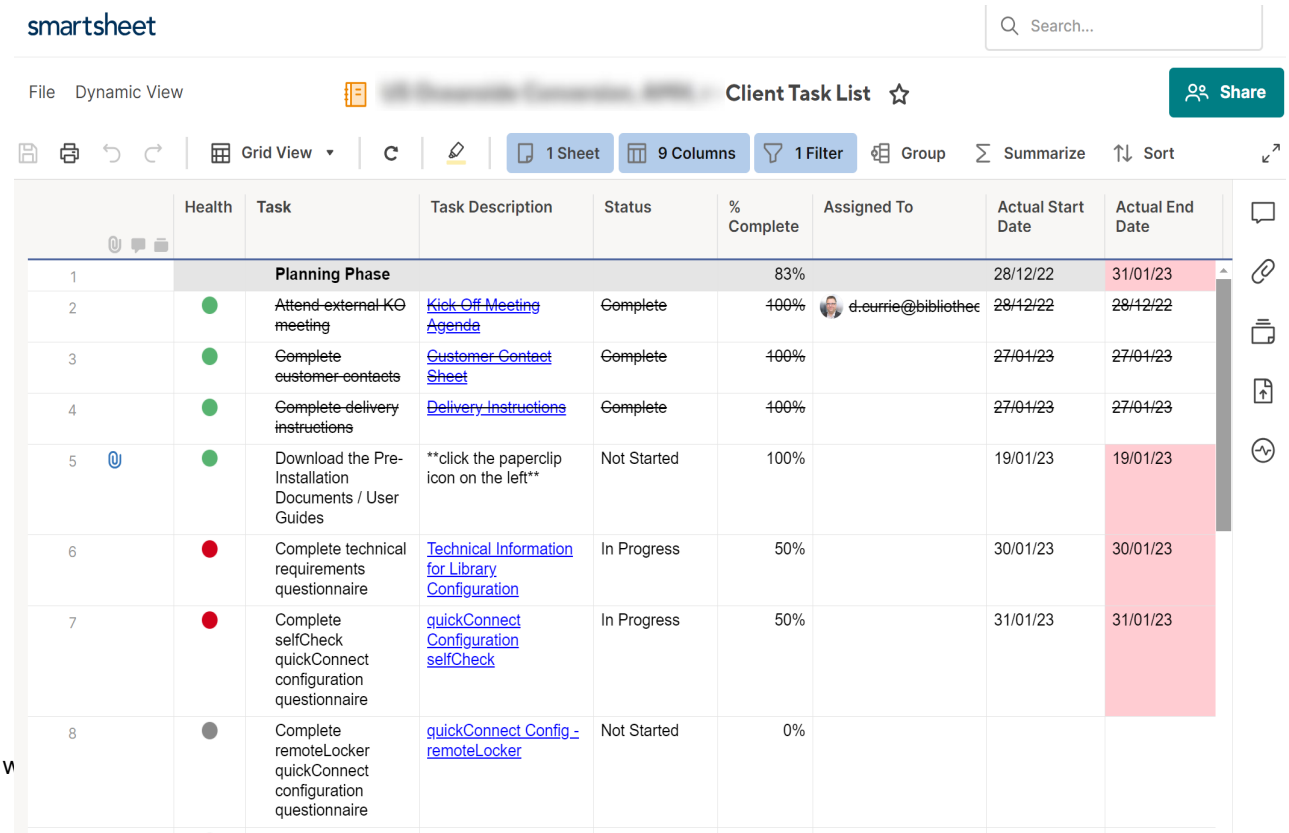
Activities	Bibliotheca	Library
Planning		
Project kick-off meeting	✓	✓
Establish communication channels and agree on reporting procedures, including reporting frequency	✓	✓
Produce a project plan	✓	
Review and agree the project plan	✓	✓
Risk identification, assessment and mitigation	✓	✓
Provide documentation (patron guides and manuals)	✓	
Arrange delivery of equipment	✓	
Schedule installation resource	✓	
Pre-installation		
Arrange installation of power and network access points for solutions and conduits as defined by the site survey (if purchased)		✓
Construction/electrical considerations, hole drilling, wall cutouts, etc.		✓
Procurement of SIP2 licenses		✓
Gather information to establish software configurations and desired features (including network, ILS/LMS information)	✓	✓
Provide IT staff with appropriate credentials to assist in the installation and testing of the equipment		✓
Installation		
Install and configure all products and services	✓	
Deliver staff training to agreed schedule (if purchased)	✓	
Closure		
Agree customer acceptance	✓	✓
Complete customer survey		✓

Here's an example of a typical project timeline. This will be adjusted to fit your specific project goals. We will work with SPPL to schedule all aspects of the project and will keep this information up to date via SmartSheet.

Phase	Timeline
Project Kick-off	1 week after contract executed
Delivery of Equipment	Depending upon products selected and customer schedule. Delivery lead times will be confirmed at the project kick-off. In stock solutions have a lead time of 2-8 weeks currently.
Capturing configuration information	Ongoing
Equipment and software Installation	Beginning within 1 week after equipment delivery. RFID workstation mobile is uncrated and set up upon delivery. Installed according to a mutually agreed upon schedule.
Hardware and Software Training (if purchased)	Upon completion of installation
Acceptance Testing	Upon completion of installation
Pre-closure meeting	Upon completion of installation and training
Project Closure	Upon completion of all project implementation activities

Due to delays with global supply chains and shipping, delivery lead times are subject to change.

Below: We use SmartSheet as the best practice for project management to provide a live view into the project status at any time.



	Health	Task	Task Description	Status	% Complete	Assigned To	Actual Start Date	Actual End Date
1		**Planning Phase**			83%		28/12/22	31/01/23
2		~~Attend external KO meeting~~	~~Kick Off Meeting Agenda~~	~~Complete~~	~~100%~~	~~d.currie@bibliothec~~	~~28/12/22~~	~~28/12/22~~
3		~~Complete customer contacts~~	~~Customer Contact Sheet~~	~~Complete~~	~~100%~~		~~27/01/23~~	~~27/01/23~~
4		~~Complete delivery instructions~~	~~Delivery Instructions~~	~~Complete~~	~~100%~~		~~27/01/23~~	~~27/01/23~~
5		Download the Pre-Installation Documents / User Guides	**click the paperclip icon on the left**	Not Started	100%		19/01/23	19/01/23
6		Complete technical requirements questionnaire	Technical Information for Library Configuration	In Progress	50%		30/01/23	30/01/23
7		Complete selfCheck quickConnect configuration questionnaire	quickConnect Configuration selfCheck	In Progress	50%		31/01/23	31/01/23
8		Complete remoteLocker quickConnect configuration questionnaire	quickConnect Config - remoteLocker	Not Started	0%			

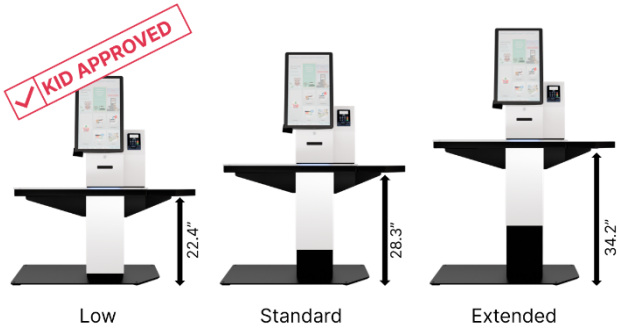
Solution Pricing

We have provided the best value solutions for City of South Pasadena. Please contact us with any questions.

Lead Solutions	Quantity	Unit Price	Extended Price
RFID Conversion and Circulation			
RFID tag fullDiscCD (1,000/Roll)	30	$250	$7,500
RFID tag square (2,000/Roll)	76	$230	$17,480
Tagging/Circulation Station lease – 1 month*	3	$720	$2,160
RFID workstation USB	6	$649	$3,894
DLA InventoryWand	2	$3,788	$7,576
Self-checkout and Detection			
selfCheck 2500 – fixed height	2	$5,400	$10,800
quickConnect selfCheck Stripe QR and POS Integration (1 kiosk)	2	$149	$298
BBPOS Wise Wi-Fi Only Payment Terminal, Stripe	2	$299	$598
RFID gate Direct mount, 2 aisle	2	$6,200	$12,400
Kit, chassis to lattice cables, 40 ft	1	$75	$75
staffConnect gate Individual License (year 1)	1	$129	$129
Central Management			
libraryConnect LINK subscription – 1 license/device**	4	Included	Included
Training			
RFID Conversion Workshop	1	$200	$200
Introduction to RFID Gates and Gate Software	1	$200	$200
Introduction to libraryConnect Devices	1	$200	$200
Introduction to DLA InventoryWand	1	$200	$200
Onsite set-up and configuration (as applicable)	1	Included	Included
One Year Warranty: Onsite Maintenance + parts and remote software support	1	Included	Included
Shipping and Administration	1		$3,650
Total			**$67,360**

*Based on your collection size, we recommend a one-month lease for a quantity of three conversion stations. Depending on staff availability, SPPL could consider a three-month lease for one conversion station. We will consult with you to determine the most efficient way forward give the library's resources.

**As a current customer with libraryConnect devices, we'd like to upgrade SPPL to libraryConnect LINK, our modern, smart, central management solution, for free. SPPL will continue to pay its current annual agreement price.

Optional Solutions	Unit Price
RFID workstation shielded	$799
selfCheck 3000 – base kiosk/Desktop 	$8,700
selfCheck 3000 – height adjustable leg 	$2,400
selfCheck 3000 accessibility panel with audio kit & braille label 	$459
selfCheck 3000 US keyboard kit	$2,810
RFID gate Ultra Direct mount, 1 aisle	$7,950

Pricing Terms:

- Support and maintenance pricing is subject to change based on final quantities and product configuration.
- System returns will be accepted within 30 days from the date of order and must be in original packaging. A 20% restocking fee will be charged and customer will pay for return shipping.
- 50% invoiced on order placement; balance invoiced at shipment, NET 30.
- Due to delays with global supply chains and shipping, delivery lead times are subject to change.
- For fines and fees solutions the customer is responsible for:
  - The set-up of the merchant account with the merchant acquiring bank.
  - Any and all set-up and bank charges associated with the merchant account.
  - For Comprise, additional merchant accounts will be charged annually.

bibliotheca



City of South Pasadena

Request No. PL25-01

Radio Frequency Identification System (RFID)

Solution Pricing

Updated December 16, 2025

Solution Pricing

Thank you for the opportunity to provide updated products and pricing. We have provided the best value solutions for City of South Pasadena. Please contact us with any questions.

Lead Solutions	Quantity	Unit Price	Extended Price
RFID Conversion and Circulation			
RFID tag fullDiscCD (1,000/Roll)	26	$250	$6,500
RFID tag square (2,000/Roll)	80	$230	$18,400
Tagging/Circulation Station lease, 1 month	2	$720	$1,440
RFID workstation USB	6	$649	$3,894
DLA InventoryWand	2	$3,788	$7,576
Self-checkout and Detection			
selfCheck 3000 base kiosk, desktop	1	$8,700	$17,400
selfCheck 3000 height-adjustable leg	1	$2,400	$4,800
selfCheck 2500 base kiosk, desktop	1	$5,400	$5,400
quickConnect selfCheck Stripe QR and POS Integration (1 kiosk)	2	$149	$298
BBPOS Wise Wi-Fi Only Payment Terminal, Stripe	2	$299	$598
RFID gate Direct mount, 2 aisle	2	$6,200	$12,400
Kit, chassis to lattice cables, 40 ft	1	$75	$75
staffConnect gate, 1 license / branch	1	$129	$129
Central Management			
libraryConnect LINK subscription – 1 license/device*	4	Included	Included
Training			
RFID Conversion Workshop	1	$200	$200
Introduction to RFID Gates and Gate Software	1	$200	$200
Introduction to libraryConnect Devices	1	$200	$200
Introduction to DLA InventoryWand	1	$200	$200
Onsite set-up and configuration (as applicable)	1	Included	Included
One Year Warranty: Onsite Maintenance + parts and remote software support	1	Included	Included
Shipping and Administration	1	$6,159	$6,159
Total			**$74,769**

**Information Only/Maintenance Not Included in NTE

Bibliotheca support and maintenance for Years 2-5 by item is below. A limited One Year Warranty is included with all products.

Product	QTY	Year 2	Year 3	Year 4	Year 5
libraryConnect LINK annual subscription 1 license / device	4	$270	$278	$286	$295
DLA Inventory Wand	2	$1,156	$1,191	$1,226	$1,263
staffConnect gate, 1 license / branch	1	$60	$62	$64	$66
quickConnect selfCheck Stripe QR and POS Integration, 1 kiosk	2	$298	$307	$316	$326
selfCheck 2500, fixed height	1	$900	$927	$955	$983
selfCheck 3000, base kiosk, desktop	1	$1,400	$1,442	$1,485	$1,530
selfCheck 3000, height adjust leg	1	$200	$206	$212	$219
RFID workstation USB	6	$594	$612	$630	$649
RFID gate, direct mount, 2 aisle	1	$2,600	$2,678	$2,758	$2,841
Total		$7,478	$7,702	$7,933	$8,171

*As a current customer with libraryConnect devices, we'd like to upgrade SPPL to libraryConnect LINK, our modern, smart, central management solution, for free. SPPL will continue to pay its current annual agreement price.

Pricing Terms:

- Support and maintenance pricing is subject to change based on final quantities and product configuration.
- System returns will be accepted within 30 days from the date of order and must be in original packaging. A 20% restocking fee will be charged and customer will pay for return shipping.
- 50% invoiced on order placement; balance invoiced at shipment, NET 30.
- Due to delays with global supply chains and shipping, delivery lead times are subject to change.
- For fines and fees solutions the customer is responsible for:
    - The set-up of the merchant account with the merchant acquiring bank.
    - Any and all set-up and bank charges associated with the merchant account.
    - For Comprise, additional merchant accounts will be charged annually.

City Council Agenda Report

ITEM NO. 10

DATE: February 4, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Shannon Robledo, Acting Chief of Police
Andrew DuBois, Police Sergeant

SUBJECT: **REVIEW THE SOUTH PASADENA POLICE DEPARTMENT'S UPDATED MILITARY EQUIPMENT USE REPORT AND ADOPT THE RESOLUTION RENEWING ORDINANCE NO. 2365 WHICH ADOPTED THE SOUTH PASADENA POLICE DEPARTMENT'S UPDATED MILITARY EQUIPMENT USE POLICY**

Recommendation

It is recommended that the City Council:

1. Review The South Pasadena Police Department's Updated Military Equipment Use Report
2. Adopt the Resolution renewing ordinance No. 2365, which adopted The South Pasadena Police Department's Military Equipment Use Policy.

Background

On September 30, 2021, Governor Gavin Newsom signed California Assembly Bill 481 (AB 481) adding Sections 7070, 7071 and 7072 to the Government Code. AB 481 went into effect on January 1, 2022. AB 481 outlines and defines specific items which are categorized as military equipment. Although the South Pasadena Police Department does not procure equipment from any branch of the United States military, the definition of military equipment encompassed in the legislation identifies certain tools that can be utilized by the Police Department to ensure the safety of the community of South Pasadena.

AB 481 required a law enforcement agency to obtain the approval of its governing body, through the adoption of a Military Equipment Use Policy, by ordinance at a regular meeting held pursuant to specified open meeting laws, prior to carrying out certain activities relating to the funding, acquisition, or use of military equipment, as defined. Accordingly, on June 1, 2022, the City Council adopted Ordinance No. 2365 ("Ordinance"), which included and approved the Military Equipment Use Policy ("Policy") regulating the funding, acquisition, and use of military equipment. The Policy has been placed on the City's website on the Police Department Page and continues to be available to the public since its adoption in 2022. Subsequent to the adoption of the Policy, AB 481 requires the Police Department to submit a report to the City Council to provide information regarding the use of the military equipment and other information required by AB 481. This agenda item is to provide that report and the appropriate resolution renewing Ordinance No. 2365 for the City Council's approval.

Analysis

AB 481 provides for the review and renewal of the Policy (i.e. Ordinance) by the City Council after its initial adoption. However, prior to renewal of the Ordinance, AB 481 requires that the military equipment use report be publicly released and submitted to the City Council for its review. On October 15, 2025, the initial military equipment use report was presented to the City Council and the Police Department was advised to include necessary updates that were missing. The updated report was presented to the Public Safety Commission during the regular meeting on October 28, 2025, but had to be rescheduled for the Commissions next meeting due to lack of quorum. The Department presented the updated report on the next Public Safety Commission's regular meeting on December 23, 2025, during which a community engagement meeting and a public hearing were held as well. This meeting was advertised in two newspapers two weeks in advance.

The Police Department has compiled information regarding the use of any military equipment for the preceding year in the Military Equipment Use Report included as Attachment 1 ("Report"). As required by Government Code Section 7072, the Report includes
the following information:

• A summary of how the equipment was used and the purpose of its use
There was no deployment of the equipment
• A summary of any complaints or concerns received concerning the equipment
There were none
• The results of any internal audits, any information about violations of the Military Equipment Use Policy, and any actions taken in response
There were none
• The total annual cost for each type of military equipment, including acquisition, personnel, training, transportation, maintenance, storage, upgrade, and other ongoing costs, and from what source funds will be provided for the military equipment in the calendar year following submission of the Annual Military Equipment Use Report
See attached Report
• The quantity possessed of each type of equipment
See attached Report
• If the law enforcement agency intends to acquire additional equipment in the next year, the quantity sought for each type
There is no intention of acquiring additional equipment at this time

It is important to note that during the reporting period, as well as since the adoption of the Policy, there was no use of equipment covered by the Policy and as described in the Report. The Police Department did acquire in this current reporting year (June 2024-September 2025), Deftech 40mm reloadable training rounds used in connection with training. The City expects to expend $1,000 for replacement of expired or expiring 40mm foam duty rounds.

The Police Department has established a demonstrated history of delivering professional law enforcement services to the local community while prioritizing the safety of those under its care. The officers of South Pasadena undergo comprehensive education and training in contemporary police methodologies, placing significant emphasis on de-escalation strategies and the implementation of leading practices within the field.

As required by AB 481, the Police Department has identified particular tools employed and operated by its personnel, encompassing less-than-lethal projectiles and specialized firearms. Within the AB 481 categorization, we have also incorporated equipment essential for

apprehending individuals who present a threat to both the community and first responders. Additionally, equipment necessary for rescuing members of the public or first responders from hazardous situations is included, which comprises tear gas, noise-flash diversionary devices, delivery platforms, specialty rifles, and ballistic ammunition, is also listed in the Policy.

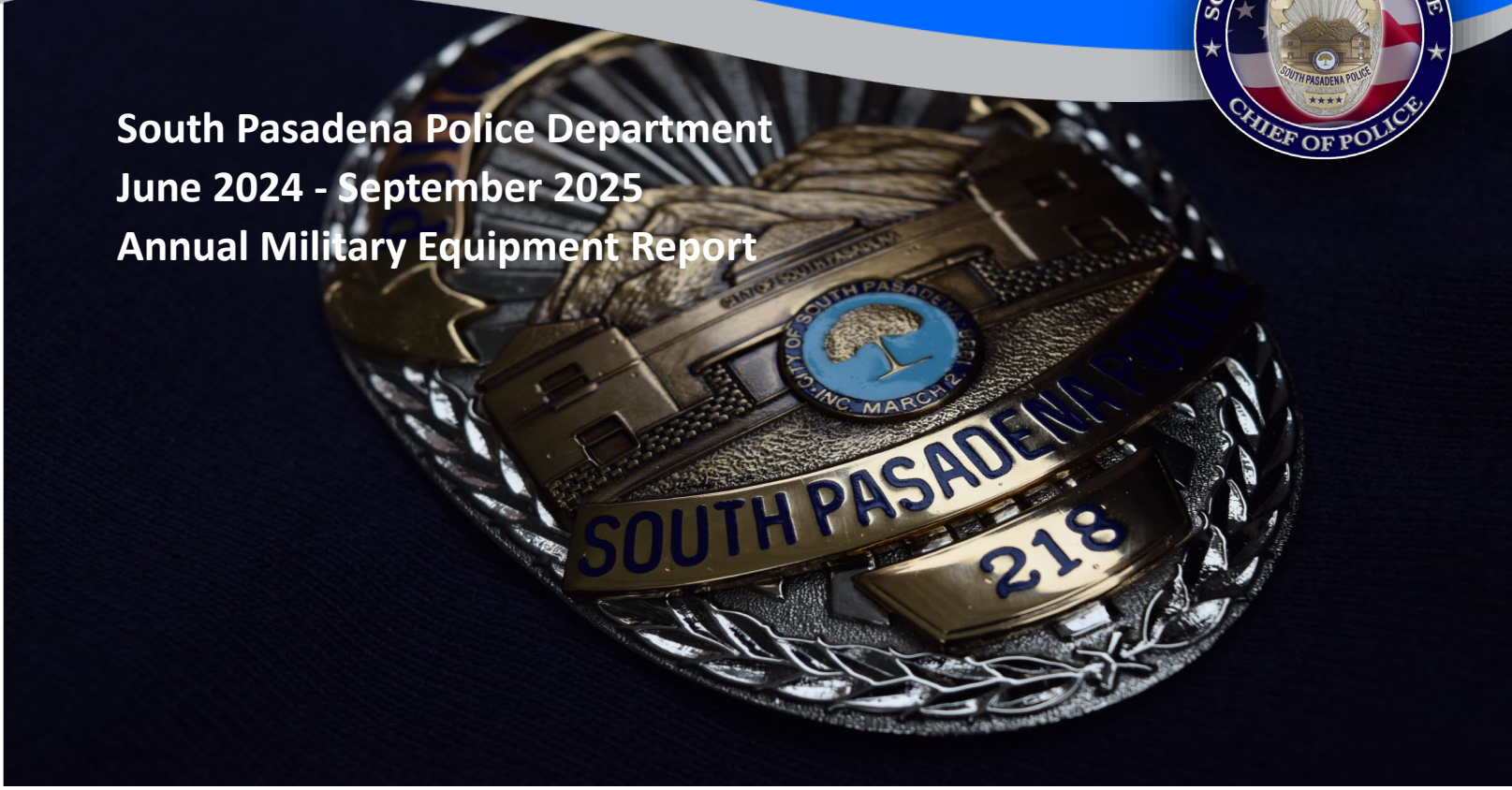
Although the Police Department's use of the items listed in the Policy is rare, the possession of this equipment provides the Police Department with the means to mitigate potential hazards for both community members and first responders in the midst of rapidly evolving and high-risk situations. This equipment also serves to sustain a state of preparedness through ongoing training and familiarity, enabling the Police Department to effectively carry out its mission of safeguarding life and property with strategic precision.

The use of the equipment identified will continue to be strictly regulated through internal processes, policies, applicable law and oversight. None of the items listed in the Policy are new to the Police Department and were available for use or in use prior to the adoption of AB 481.

Fiscal Impact
There is no fiscal impact associated with this agenda item. The Report outlines the fiscal implications associated with each item of equipment. Requests for future funding and acquisition of new military equipment will require City Council review and approval.

Commission Review and Recommendation
The updated report was published and made available on the City's website since December 23, 2025. The report was reviewed by the South Pasadena Public Safety Commission at its Regular meeting on December 23, 2025, and recommended to be presented to the City Council. The Meeting was publicized on the City's website and on the bulletin board by the City Hall. There was also a public hearing scheduled for the same day and the appropriate notice was published in two different newspapers two weeks in advance.

Attachment:
Attachment No. 1 - SouthPasadenaPolice Department-Military Equipment Use Report 24-25
Attachment No. 2 South Pasadena Resolution Renewing the Military Equipment Use Ordinance



South Pasadena Police Department
June 2024 - September 2025
Annual Military Equipment Report

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OUR MISSION AND VALUES

Fostering a safer community through exceptional service, community partnerships, and the professional and equitable application of the law.

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Our Core Values

Accountability
To maintain the public's trust.
Integrity
In everything we do.
Respect and Equality
For all.
Transparency
In our actions.
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PREFACE

The South Pasadena Police Department is committed to earning and maintaining public trust by fostering strong community partnerships, promoting transparency, ensuring accountability, and upholding the highest standards of professionalism and integrity. In line with these principles, the Department has formulated and released this Military Equipment Use Report in strict accordance with Assembly Bill 481, Government Code 7072, and the SPPD Military Equipment Use Policy. Approval for the SPPD's utilization of the specified equipment was initially granted by the South Pasadena City Council in June 2022. This document presents a comprehensive overview of details spanning the timeframe from June 2024 to September 2025. The ensuing content encompasses the following particulars as stipulated by Government Code 7072(a):

1. A summary of how the military equipment was used and the purpose of its use.
2. A summary of any complaints or concerns received concerning the military equipment.
3. The results of any internal audits, any information about violations of the military equipment use policy, and/or any actions taken in response.
4. The total annual costs for each type of military equipment, including acquisitions, personnel, training, transportation, maintenance, storage, upgrade, and other ongoing costs, and from what source funds will be provided for the military equipment in the calendar year following submission of the annual military equipment report.
5. The quantity possessed for each type of military equipment.
6. The additional military equipment SPPD intends to acquire in the next year, and the quantity sought for each type of military equipment.

EQUIPMENT OVERVIEW:

The South Pasadena Police Department does not possess any tactical equipment procured from military sources, nor does it own any equipment originally intended for military purposes. The Department abstains from involvement in the Law Enforcement Support Officer (LESO) 10-33 program. Additionally, the Department is not presently receiving or employing surplus military equipment from the Federal government. The established policy of the South Pasadena Police Department dictates that the acquisition and utilization of equipment is intended to bolster the capabilities of municipal law enforcement in ensuring public safety and well-being.

Items categorized as "military equipment" by Government Code § 7070 serve as integral components within the framework of best practices adopted by law enforcement agencies nationwide. These tools have undergone field testing and have been adopted by law enforcement entities to elevate both the safety of citizens and officers alike.

The term "military equipment," as applied in Government Code § 7070, doesn't exclusively signify equipment that has undergone military utilization. In accordance with AB 481, articles classified as "military equipment" encompass a wide range of items, which are not limited to weaponized unmanned aerial or ground vehicles, armored vehicles, Humvees, microwave weapons, explosive breaching apparatus, explosive launchers, and long-range acoustic devices.

The South Pasadena Police Department is guided by a policy aimed at procuring and utilizing equipment intended to amplify our capacity in safeguarding public safety and well-being. It is incumbent upon members to adhere to the stipulations outlined in Government Code § 7071 pertaining to the utilization of military equipment. For this report, California Government Code § 7070 establishes a compilation of equipment categories categorized as "military equipment," and the Military Equipment Use Policy comprises details about any such equipment categories employed by the South Pasadena Police Department.

BACKGROUND: ASSEMBLY BILL 481

On September 30, 2021, Governor Newsom approved AB-481, requiring law enforcement agencies to obtain approval of the applicable governing body (City Council) by adoption of a military equipment use policy. The Department is required to seek City Council approval of its military equipment use procedure by ordinance at a regular open meeting before taking certain actions relating to the funding, acquisition, or use of military equipment, as defined.

Effective January 1, 2022, AB 481 allows the governing body to approve the funding, acquisition, or use of military equipment within its jurisdiction only if it determines that the military equipment meets specified standards. The ordinance is subject to annual City Council review to determine whether, based on an annual military equipment use report, the standards outlined in the approving ordinance have been met. The City Council may renew the authorizing ordinance, disapprove authorization for particular military equipment where standards have not been met, or require modifications to the military equipment use policy to address any non-compliance with standards.

Lastly, the bill mandates the dissemination of both the military equipment use policy and the yearly military equipment use report on the Department's official website. The military equipment use protocol is required to be made available on the website no less than 30 days before the scheduled Council meeting.

The full text of AB 481 is available at https://www.southpasadenaca.gov/Your-Government/Department-Service-Areas/Police/Military-Equipment-AB-481

SUMMARY AND QUANTITY OF MILITARY EQUIPMENT

The following constitutes a list of military equipment utilized by the Department that meets the statutory definition of military equipment:

	Equipment	Quantity
1.	Defense Technology LMT 40 mm kinetic energy projectile launcher platform	7
2.	Defense Technology eXact iMpact 40 mm projectile, standard range sponge	50
3.	Defense Technology Direct Impact 40 mm projectile, OC crushable foam round	2
4.	Defense Technology Direct Impact 40 mm projectile, Expulsion Grenade - inert	4
5.	Defense Technology Direct Impact 40 mm projectile, Ferret - inert liquid powder	50
6.	Defense Technology Direct Impact 40 mm projectile, Gas	50
7.	Defense Technology Reloadable/ Reusable Training Kit	250
8.	Diversionary Devices (Flashbang), Combined Systems Inc.	108
9	Diversionary Devices (OC Agent), Unknown	5
10.	Colt M4 Commando 5.56mm patrol rifle	39
11.	Winchester 5.56mm rifle ammunition	4000
12.	Colt AR-10 .308 caliber precision rifle	2
13.	Accuracy International model England U4393 .308 caliber bolt action precision rifle	2
14.	Winchester .308 caliber rifle ammunition, Match Hollow Point Boat Tail 168 Grain	1500
15.	Federal .308 caliber rifle ammunition, Gold Medal Sierra MatchKing 168 grain	300
16.	Federal .308 caliber rifle ammunition, Tactical Bonded Tip 168 grain	300
17.	Federal .308 caliber rifle ammunition, Berger Full Metal Jacket 185 grain	200
18.	Hornady .308 Caliber Rifle Ammunition, GMX IB Tap Bar 165 Grain	200

It should be noted, the numerical inventory of military equipment will fluctuate based on a variety of reasons. Factors such as operational usage, operational deterioration, end of service life, training, maintenance, expiration, and replenishment guidelines or schedules may change the quantity of inventory. The South Pasadena Police Department is committed to providing the most accurate military equipment inventory and information at the time of the publication of this report.

MILITARY EQUIPMENT USE

This section outlines the military equipment usage for June 2024 - September 2025 by the South Pasadena Police Department. Certain items of military equipment, particularly consumables (ammunition, diversionary devices, chemical agents, etc.), are used periodically for training in order to maintain proficiency. The mere possession of the equipment does not warrant its use for every incident.

The following is the data for military equipment usage by category for this reporting period:

	Equipment	Use
1.	Defense Technology LMT 40 mm kinetic energy projectile launcher platform	0
2.	Defense Technology eXact iMpact 40 mm projectile, standard range sponge	0
3.	Defense Technology Direct Impact 40 mm projectile, OC crushable foam round	0
4.	Defense Technology Direct Impact 40 mm projectile, Expulsion Grenade - inert	0
5.	Defense Technology Direct Impact 40 mm projectile, Ferret - inert liquid powder	0
6.	Defense Technology Direct Impact 40 mm projectile, Gas	0
7.	Defense Technology Reloadable/ Reusable Training Kit	125
8.	Diversionary Devices (Flashbang), Combined Systems Inc.	0
9	Diversionary Devices (OC Agent), Unknown	0
10.	Colt M4 Commando 5.56mm patrol rifle	0
11.	Winchester 5.56mm rifle ammunition	0
12.	Colt AR-10 .308 caliber precision rifle	0
13.	Accuracy International model England U4393 .308 caliber bolt action precision rifle	0
14.	Winchester .308 caliber rifle ammunition, Match Hollow Point Boat Tail 168 Grain	0
15.	Federal .308 caliber rifle ammunition, Gold Medal Sierra MatchKing 168 grain	0
16.	Federal .308 caliber rifle ammunition, Tactical Bonded Tip 168 grain	0
17.	Federal .308 caliber rifle ammunition, Berger Full Metal Jacket 185 grain	0
18.	Hornady .308 Caliber Rifle Ammunition, GMX IB Tap Bar 165 Grain	0

SUMMARY OF COMPLAINTS OR CONCERNS

The South Pasadena Police Department is committed to promptly responding to complaints, concerns, and/or questions received through any of the methods below.

There were **0** formal complaints or officer-involved shootings related to the use of military equipment as investigated by the Police Department during this reporting period.

Pursuant to California Government Code §7070(d)(7), members of the public may register complaints or concerns or submit questions about the use of each specific type of military equipment in this policy by any of the following means:

1. Via email to: onlineaccountability@southpasasdenaca.gov
2. Via phone call to: 626-403-7297
3. Via mail sent to: South Pasadena Police Department,
   1422 Mission Street,
   South Pasadena, CA 91030

SUMMARY AND RESPONSES TO MILITARY EQUIPMENT USE POLICY VIOLATIONS

The South Pasadena Police did not have any policy violations with the deployment or use of military equipment; therefore, it did not need to conduct any internal audits.

FISCAL IMPACT

The South Pasadena Police Department is budgeted for 37 sworn officers, 9 dispatchers, and 11 full-time and part-time professional staff. The operating budget for the department for the 2024-2025 fiscal year is $12,118,916.

The City of South Pasadena adopts an operating budget on a fiscal year basis (beginning July 1). The equipment owned and possessed by the department was approved in June of 2022 by the City of South Pasadena City Council. The cost of equipment purchases and expenditures is reflected in this report for June 2024 to September 2025 pursuant to Assembly Bill 481.

During this reporting period, the South Pasadena Police Department did not acquire or spend any funding for equipment and training specified in AB 481. The total expenditures represent 0.02% of the South Pasadena Police Department's operational budget. No grant funding was utilized for training or equipment acquisition during this reporting period.

TRAINING SUMMARY

The safe and proficient use of the equipment outlined by AB481 requires countless hours of initial and ongoing training as well as required certifications. Most training for department personnel is conducted internally by department personnel to ensure adherence to law and policy. There are times when department personnel are sent to external training courses to enhance and supplement internal training and to obtain train-the-trainer certifications. Consumable and non-consumable equipment are used during training to ensure proficiency and competency during real-life emergencies. Funding sources for all internal and external training are reflected in the South Pasadena Police Department's operations budget:https://www.southpasadenaca.gov/Your-Government/Department-Service-Areas/Finance/Budget-ACFR

TRAINING COSTS

The following is a breakdown of training costs associated with each piece of authorized military equipment. The quantity captured within the "consumable equipment" column indicates equipment that was expended during training. The personnel cost of training is captured in the department's general operating budget to include line-items in the Training Unit budget.

	Equipment	Initial Cost	Consumable Equipment Used	External Training	Total Cost
1.	Defense Technology LMT 40 mm kinetic energy projectile launcher platform	$811.00/ unit	$0	$0	$0
2.	Defense Technology eXact iMpact 40 mm projectile, standard range sponge	$18.00	$0	$0	$0
3.	Defense Technology Direct Impact 40 mm projectile, OC crushable foam round	$25.00	$0	$0	$0
4..	Defense Technology Direct Impact 40 mm projectile, Expulsion Grenade - inert	$25.00	$0	$0	$0
5.	Defense Technology Direct Impact 40 mm projectile, Ferret - inert liquid powder	$12.00	$0	$0	$0
6.	Defense Technology Direct Impact 40 mm projectile, Gas	$25.00	$0	$0	$0

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	Equipment	Initial Cost	Consumable Equipment Used	External Training	Total Cost
7.	Defense Technology Training Kit	$1,680.00	**$840.00**	$0	$1,680.00
8.	Diversionary Devices (Flashbang), Combined Systems Inc.	$50.00/canister $18.00/ round	$0	$0	$0
9.	Diversionary Devices (OC Agent), Unknown	$30.00/ round	$0	$0	$0
10.	Colt M4 Commando 5.56mm patrol rifle	$1,500.00/ aprx. unit	$0	$0	$0
11.	Winchester 5.56mm rifle ammunition	Variable	$0	$0	$0
12.	Colt AR-10 .308 caliber precision rifle	$2,970.00/unit	$0	$0	$0
13.	Accuracy International model England U4393 .308 caliber bolt action precision rifle	$6,500.00/ unit	$0	$0	$0
14.	Winchester .308 caliber rifle ammunition, Match Hollow Point Boat Tail 168 Grain	$46.00/ 20 rounds	$0	$0	$0
15.	Federal .308 caliber rifle ammunition, Gold Medal Sierra Match King 168 grain	$40.00/ 20 rounds	$0	$0	$0
16.	Federal .308 caliber rifle ammunition, Tactical Bonded Tip 168 grain	$40.00/ 20 rounds	$0	$0	$0
17.	Federal .308 caliber rifle ammunition, Berger Full Metal Jacket 185 grain	$46.00	$0	$0	$0
18.	Hornady .308 Caliber Rifle Ammunition, IB Tap HB 165 Grain	$44.00	$0	$0	$0
	Total		**$840.00**	$0	$0

The cost of the 40mm less-lethal training rounds is captured within the department's equipment budget. The 250-shot disposable primers should allow for two annual training cycles of the 40mm less lethal launcher.

EQUIPMENT COSTS

The following were the equipment-related expenditures for the reporting period. Also listed are the projected expenses through 2026. Equipment expenditures include the acquisition of new equipment, the replacement or repair of damaged equipment, and the ongoing maintenance of our AB 481-related equipment.

	Equipment	Initial Cost	Annual Maintenance / Repair	Projections
1.	Defense Technology LMT 40 mm kinetic energy projectile launcher platform	$811.00/ unit	$0	$0
2.	Defense Technology eXact iMpact 40 mm projectile, standard range sponge	$18.00	$0	**$1,000.00**
3.	Defense Technology Direct Impact 40 mm projectile, OC crushable foam round	$25.00	$0	$0
4.	Defense Technology Direct Impact 40 mm projectile, Expulsion Grenade - inert	$25.00	$0	$0
5.	Defense Technology Direct Impact 40 mm projectile, Ferret - inert liquid powder	$12.00	$0	$0
6.	Defense Technology Direct Impact 40 mm projectile, Gas	$25.00	$0	$0
7.	Defense Technology Training Kit	$1,680.00	$0	$0
8.	Diversionary Devices (Flashbang), Combined Systems Inc.	$50.00/canister $18.00/ round	$0	$0
9.	Diversionary Devices (OC Agent), Unknown	$30.00/ round	$0	$0
10.	Colt M4 Commando 5.56mm patrol rifle	$1,500.00/ aprx. unit	$0	$0
11.	Winchester 5.56mm rifle ammunition	Variable	$0	$0

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	Equipment	Initial Cost	Annual Maintenance/ Repair	Projections
12.	Colt AR-10 .308 caliber precision rifle	$2,970.00/unit	$0	$0
13.	Accuracy International model England U4393 .308 caliber bolt action precision rifle	$6,500.00/ unit	$0	$0
14.	Winchester .308 caliber rifle ammunition, Match Hollow Point Boat Tail 168 Grain	$46.00/ 20 rounds	$0	$0
15.	Federal .308 caliber rifle ammunition, Gold Medal Sierra MatchKing 168 grain	$40.00/ 20 rounds	$0	$0
16.	Federal .308 caliber rifle ammunition, Tactical Bonded Tip 168 grain	$40.00/ 20 rounds	$0	$0
17.	Federal .308 caliber rifle ammunition, Berger Full Metal Jacket 185 grain	$46.00	$0	$0
18.	Hornady .308 Caliber Rifle Ammunition, IB Tap HB 165 Grain	$44.00	$0	$0
	Total		$0	$1,000.00

TRANSPORTATION, STORAGE, AND UPGRADE COSTS

All Military Equipment is stored on site and does not incur any cost for transportation or storage.

At this time, the Department is not seeking any upgrades to our existing Military Equipment.

PROJECTED ACQUISITIONS FOR 2025/26

Replacement of expired or expiring 40mm foam duty rounds. Approximate cost $1,000.00.

CONCLUSION

This Annual Military Equipment Use Report is intended not only to adhere to the law and SPPD policy, but it also demonstrates our commitment to transparency with information provided to our community and elected officials. The equipment, resources, and training outlined in this report support South Pasadena Police Officers 'efforts to protect our community and enhance the safety of the public and our officers. Our police department firmly believes that the responsible use of the equipment described in this report will enhance our ability to deliver the highest level of professional, efficient, safe, and effective service when faced with incidents requiring a thoughtful law enforcement response.

Understanding that law enforcement is a partnership between our department and the community we serve, we will continue to do all we can to guard against the harmful actions of a few individuals. The South Pasadena Police Department remains

Committed to Safety, Dedicated to Service"

General Contact Information:

Office of Professional Standards

1. Via email to: onlineaccountability@southpasadenaca.gov
2. Via phone call to: 626-403-7297

3. For more information on SPPD Military Equipment, visit: https://www.southpasadenaca.gov/Your-Government/Department-Service-Areas/Police/Military-Equipment-AB-481

Attachment No. 2

RESOLUTION NO. 7977

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA RENEWING ORDINANCE NO. 2365, WHICH ADOPTED THE SOUTH PASADENA MILITARY EQUIPMENT USE POLICY

WHEREAS, pursuant to California Assembly Bill 481 ("AB 481"), the South Pasadena City Council adopted Ordinance 2365, which approved the South Pasadena Police Department's policy for the funding, acquisition, or use of military equipment ("Military Equipment Use Policy");

WHEREAS, the South Pasadena Police Department's Military Equipment Use Policy is and has been posted on the South Pasadena's Police Department's website continuously since June 2022;

WHEREAS, the South Pasadena Police Department prepared the Military Equipment Use Report as provided for in AB 481;

WHEREAS, the South Pasadena Police Department hosted a well-publicized, conveniently located public meeting with the City's Public Safety Commission on December 23, 2025, which provided for an opportunity for community engagement and public feedback and an opportunity to ask questions regarding the Military Equipment Use Report; and

WHEREAS, the City Council has received and reviewed the Military Equipment Use Report, Ordinance No. 2365 and the Military Equipment Use Policy adopted by said Ordinance, and has provided for the opportunity for public comment at the City Council meeting of October 15, 2025 and February 4, 2026.

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 true and correct and are incorporated herein by this reference.

SECTION 2. The City Council has reviewed the Military Equipment Use Report ("Report") submitted by the South Pasadena Police Department and hereby determines that based on the Report, the military equipment identified in the Report complies with the standards for approval as set forth in California Government Code section 7071(d), namely:

A. The military equipment is necessary because there is no reasonable alternative that can achieve the same objective of officer and civilian safety.

B. The proposed military equipment use policy will safeguard the public's welfare, safety, civil rights, and civil liberties.

C. If purchasing the equipment, the equipment is reasonably cost effective compared to available alternatives that can achieve the same objective of officer and civilian safety.

D. Prior military equipment use complied with the military equipment use policy that was in effect at the time, or if prior uses did not comply with the accompanying military equipment use policy, corrective action has been taken to remedy nonconforming uses and ensure future compliance.

SECTION 3. The City Council hereby renews Ordinance 2365 and South Pasadena Police Department Military Equipment Use Policy, set forth in said Ordinance.

SECTION 4. The Police Chief or his designee shall remain authorized to maintain and use all military equipment in compliance with the Military Equipment Use Policy and Government Code Sections 7070 through 7075.

SECTION 5. This resolution shall take effect immediately upon its adoption by the City Council, and the City Clerk shall certify to the passage and adoption of this resolution.

PASSED, APPROVED AND ADOPTED ON this 4th day of February, 2026.

_____
Sheila Rossi, Mayor

ATTEST:

_____
Nikima Newsome, Chief City Clerk

APPROVED AS TO FORM:

_____
Roxanne Diaz, City Attorney

I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 4th day of February 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____

Nikima Newsome, Chief City Clerk

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City Council Agenda Report

ITEM NO. 11

DATE: February 4, 2026

FROM: Todd Hileman, City Manager

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

SUBJECT: **SECOND READING AND ADOPTION OF ORDINANCE NO. 2411 OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING SECTION 35.13 (DISCONTINUANCE OF SERVICE—FOR FAILURE TO PAY BILL) OF CHAPTER 35 (WATER) OF THE SOUTH PASADENA MUNICIPAL CODE TO IMPLEMENT THE SOUTH PASADENA DISCONTINUATION OF RESIDENTIAL WATER SERVICE POLICY IN ACCORDANCE WITH STATE LAW**

Recommendation

It is recommended that City Council adopt Ordinance No. 2411 amending Section 35.13 (Discontinuance of Service—For Failure to Pay Bill) of Chapter 35 (Water) of the South Pasadena Municipal Code to implement the Discontinuation of Residential Water Service Policy

Executive Summary

State law requires urban and rural water suppliers to adopt a formal residential water service discontinuation policy that includes enhanced notice requirements, payment plan options, protections for vulnerable populations, and procedural safeguards prior to shutting off residential water service for nonpayment. While the City of South Pasadena currently complies with many of these requirements in practice, portions of the Municipal Code do not fully reflect the detailed statutory standards now required.

The ordinance amendment and its accompanying Discontinuation of Residential Water Service Policy (previously approved in January 21, 2026) will bring the South Pasadena Municipal Code into full compliance with State law, improve transparency and consistency, protect public health, and provide clear guidance to customers and staff regarding delinquent accounts, service discontinuation, and restoration procedures.

Background

In 2018, in response to concerns about public health, housing stability, and access to essential services, the California legislature enacted the Water Shutoff Protection Act (SB 998) regulating discontinuation of residential water services for non-payment. The statutory regulations imposed by SB 998 became effective in early 2020.

Previous to the COVID-19 pandemic, the City was working toward compliance with SB 998 to include the additional notice and other due process requirements prior to service interruption. However, as part of the City's efforts in 2020 to support the community through the pandemic

period, the City suspended water shut offs and reconnecting fees and waived late fees.

On November 19, 2025, staff presented a study session item to City Council regarding the status of water and sewer utility billing delinquencies, programs available to low-income rate payers, and collection efforts to date. City Council directed staff to move forward with updating the municipal code and residential shut-off policy to comply with SB998, while also notifying customers by January 31, 2026, that they may be subject to service disruption if their delinquent account balance is not addressed.

At the January 21, 2026 City Council meeting, the Council considered and introduced for first reading of Ordinance No. 2411 amending Section 35.13 (Discontinuance of Service—For Failure to Pay Bill) of Chapter 35 (Water) of the South Pasadena Municipal Code, in its entirety. The item before the City Council is the adoption of that ordinance.

Analysis

The Water Shutoff Protection Act (SB 998) is a California law enacted in 2018 to protect residential customers from abrupt water service shutoffs due to nonpayment. The law requires urban and rural water suppliers to adopt a formal residential water service discontinuation policy that includes enhanced notice requirements, opportunities for payment plans and bill reviews, multilingual outreach, and additional protections for low-income households and customers with medical or health-related needs. SB 998 is intended to safeguard public health by ensuring access to water while allowing utilities to responsibly manage delinquent accounts in a fair, transparent, and consistent manner.

Section 35.13 of the South Pasadena Municipal Code currently authorizes the discontinuation of water service for failure to pay but does not comprehensively address all statutory requirements now in effect pursuant to SB 998. Adoption of both a revised ordinance and a standalone Discontinuation of Residential Water Service Policy is necessary to ensure the City's legal compliance and to codify best practices.

The second reading and adoption of an ordinance is a required procedural step prior to adoption. Ordinance No. 2411 reflects the policy direction provided by City Council at its January 21, 2026 meeting and incorporates the Discontinuation of Residential Water Service Policy consistent with SB 998 requirements.

Ordinance

Ordinance No, 2411 (Attachment No. 1) updates Section 35.13 of the Municipal Code to reference and incorporate the City's Discontinuation of Residential Water Service Policy and to ensure that any discontinuation of residential water service occurs only in accordance with applicable State law. The Ordinance clarifies the City's authority while aligning enforcement mechanisms with legally required safeguards.

Next Steps

Upon adoption, Ordinance No. 2411 will go into effect, 30 days after its passage. In addition, the City will work with the utility billing processor, MuniBilling, to establish "Standard Operation Procedures" outlining the standardized process for issuing delinquency notices, assessing late fees, and executing disconnections for nonpayment to ensure consistent, timely, and accurate handling of late payments and service interruptions based on the updated Policy.

Door hanger notices are currently being finalized and will be provided to active customers with

delinquent balances with instructions to contact MuniBilling to make payment arrangements by February 28, 2026, or become subject to late fees and/or service disruption.

Fiscal Impact
There is no immediate fiscal impact associated with adoption of the ordinance. The actions formalize existing practices and ensure compliance with State law. However, updating the City's ordinance and policies to comply with SB 998 will allow the City to reinstate discontinuation of water service for non-payment and provide an additional tool for collecting unpaid customer balances, which currently exceed $1.6 million.

Attachment:
Attachment No. 1- Ordinance No. 2411

CITY OF SOUTH PASADENA
ORDINANCE NO. 2411

AN ORDINANCE OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING SECTION 35.13 (DISCONTINUANCE OF SERVICE—FOR FAILURE TO PAY BILL) OF CHAPTER 35 (WATER) OF THE SOUTH PASADENA MUNICIPAL CODE TO IMPLEMENT THE SOUTH PASADENA DISCONTINUATION OF RESIDENTIAL WATER SERVICE POLICY IN ACCORDANCE WITH STATE LAW

THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. Section 35.13 entitled "Discontinuance of Service—For Failure to Pay Bill" of the South Pasadena Municipal Code is hereby amended in its entirety to read as follows:

"34.130 Discontinuance of service—For failure to pay bill

If a customer fails to pay for water service within thirty days after the date the bill is due and payable, pursuant to Section 35.12, water service may be discontinued (1) for non-residential customers with twenty-four-hour prior written notice delivered to the premises where the bill for water service was provided; and (2) for residential customers in accordance with the procedures set forth in the water system's policy on discontinuation of residential water service adopted by the city council. Service will not be resumed unless a fee established by resolution is paid by the customer for the expense of turning the water off and on, subject to limitations set forth in the policy on discontinuation of residential water service. Except for residential service, the department shall resume service on weekdays during regular working hours. The policy on discontinuation of residential water service and applicable state law shall control over any conflicting provisions of this chapter."

SECTION 2. Policy Adoption. The City Council hereby adopts the policy on residential discontinuation of water service attached hereto as Attachment A. The City Council authorizes any future amendments to such policy by City Council resolution and directs staff to post and translate such policy and related notices in accordance with state law.

SECTION 3. Severability. If any section subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, or contravened by reason of any preemptive legislation, the remaining sections and/or provisions

of this Ordinance shall remain valid. The City Council hereby declares that it would have adopted this Ordinance, and each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof, regardless of the fact that any one or more section(s) or provision(s) may be declared invalid or unconstitutional or contravened via legislation.

SECTION 4. Effective Date. The City Clerk shall certify to the passage of this Ordinance and shall cause the same to be published in the manner prescribed by law, and this Ordinance shall become effective 30 days following its adoption.

PASSED, APPROVED AND ADOPTED ON this ____ of February, 2026.

AYES:

NOES:

ABSENT:

ABSTAIN:

Sheila Rossi, Mayor

ATTEST:

Nikima S. Newsome, Chief City Clerk

APPROVED AS TO FORM:

Roxanne Diaz, City Attorney

POLICY ON DISCONTINUATION OF RESIDENTIAL WATER SERVICE

Adopted by Ordinance N. 2411 of the City Council of the City of South Pasadena on February 4, 2026

STATEMENT OF POLICY

The South Pasadena Water Division ("SPWD"), a division of the Public Works Department, is a not-for-profit municipal utility owned and operated by the City of South Pasadena. Effective **January 1, 2026**, this policy on Discontinuation of Residential Water Service for non-payment is set forth by SPWD in accordance with the City of South Pasadena Municipal Code, General Fee Schedule, and pursuant to the Water Shut-Off Protection Act, Part 12, Chapter 6 of Division 104 of California Health and Safety Code.

PROCEDURE

1. **Application of Policy.** This Policy on Discontinuation of Residential Water Service (this "Policy") shall apply to all City accounts for residential water service, but shall not apply to any accounts for non-residential service. To the extent this Policy conflicts with any other rules, regulations, or policies of the City, this Policy shall control.

2. **Contact Information.** For questions or assistance regarding a water bill, the City's Customer Service desk can be reached at (626) 403-7250. Customers may also visit the City's Customer Service desk at City Hall in person Monday through Friday, from 8:00 a.m. to 6:00 p.m., except on City holidays.

3. **Billing Procedures.** Water service charges are payable to the City once every two (2) months, or at such other frequency as determined by the City Council from time to time. Payments can be made by mail, telephone, online, in person at City Hall, or any other method identified on the customer bill. All bills for water service are due and payable thirty (30) days from mailing by the City. Any bills not paid within such period are considered delinquent.

4. **Discontinuation of Water Service for Nonpayment.** If a bill is delinquent for at least sixty (60) days from mailing, the City may discontinue water service to the service address in accordance with California Law.

4.1 Written Notice to Customer. The City will provide a mailed notice to the customer of record at least fifteen (15) days before discontinuation of water service. The notice will contain:

(a) the name and address of the customer;

(b) the amount of the delinquency;

(c) the date by which payment or payment arrangements must be made to avoid discontinuation of service;

(d) the procedure by which the customer may initiate a complaint or request an investigation or appeal concerning service or charges;

(e) a description of the procedure by which the customer may request an alternative payment arrangement, which may include an extension, amortization, alternative payment schedule, or payment reduction;

(f) the procedure for the customer to obtain information on financial assistance, if applicable; and

(g) the telephone number where the customer may request a payment arrangement or receive additional information from the City.

4.2 Written Notice to Occupants or Tenants.

(a) The City will also send a notice to the occupants living at the service address at least ten (10) days before discontinuation of water service under the following circumstances: (1) the City furnishes individually metered service to a single-family dwelling, multi-unit residential structure, or mobile home park and the owner, manager, or operator is the customer of record; or (2) the customer of record's mailing address is not the same as the service address. The notice will be addressed to "Occupant," will contain the information required in Section 4.1 above, and will inform the residential occupants that they have the right to become customers of the City without being required to pay the amount due on the delinquent account. Terms and conditions for occupants to become customers of the City are provided in Section 8 below.

(b) If the City furnishes water through a master meter in a multi-unit residential structure, mobile home park, or multiple permanent residential structures , and the owner, manager, or operator is the customer of record, the City will make a good faith effort to inform the occupants, by means of written notice posted on the door of each residential unit at least fifteen (15) days prior to termination, that the account is in arrears and the service will be terminated on a date specified in the notice. If it is not reasonable or practicable to post the notice on the door of each unit, the City will post two (2) copies of the notice in each accessible common area and at each point of access to the structure or structures. The notice will inform the residential occupants that they have the right to become customers of the City without being required to pay the amount due on the delinquent account. The notice will also specify what the occupants are required to do in order to prevent termination of, or to reestablish service; the estimated monthly cost of service; the title, address, and telephone number of a representative of the City who can assist the occupants in continuing service; and the address or telephone number of a qualified legal services project that has been recommended by the local county bar association. Terms and conditions for occupants to become customers of the City are provided in Section 8 below.

4.3 In-Person or Telephonic Notice. The City will also make a reasonable, good faith effort to contact the customer of record or adult person living at the premises of the customer in person or by telephone at least seven (7) days before discontinuation of service. The City will offer to provide in writing a copy of this Policy and to discuss options

to avert discontinuation of water service for nonpayment, including the possibility of an extension or other payment arrangement.

4.4 Posting of Notice at Service Address. If the City is unable to make contact with the customer or an adult person living at the service address in person or by telephone, the City will make a good faith effort to leave a notice of imminent discontinuation of residential service and a copy of this Policy in a conspicuous place at the service address. The notice and copy of this Policy will be left at the residence at least forty-eight (48) hours before discontinuation of service. The notice will include:

(a) the name and address of the customer;

(b) the amount of the delinquency;

(c) the date by which payment or payment arrangements must be made to avoid discontinuation of service;

(d) the procedure for the customer to obtain information on financial assistance, if applicable; and

(e) the telephone number where the customer may request a payment arrangement or receive additional information from the City.

4.5 Circumstances Under Which Service Will Not Be Discontinued. The City will not discontinue residential water service for nonpayment under the following circumstances:

(a) During an investigation by the City of a customer dispute or complaint under Section 5.1 below;

(b) During the pendency of an appeal to the City Manager under Section 5.3 below; or

(c) During the period of time in which a customer's payment is subject to a City-approved extension, amortization, alternative payment schedule, or reduction under Section 6 below, and the customer remains in compliance with the approved payment arrangement.

4.6 Circumstances Under Which Service Through a Master Meter Will Not Be Discontinued. If the City furnishes water through a master meter in a multi-unit residential structure, mobile home park, or multiple permanent residential structures and the owner, manager, or operator of the dwelling, structure, or park is the customer of record, the City will not discontinue residential water service for nonpayment under the following circumstances:

(a) When the customer's indebtedness is owed to another public agency, or when the obligation represented by the delinquent account or indebtedness was incurred with any public agency other than the City's water utility;

(b) If a delinquent account relates to another property owned, managed, or operated by the customer;

(c) If a public health or building officer certifies that termination would result in a significant threat to the health or safety of the residential occupants or the public.

4.7 Special Medical and Financial Circumstances Under Which Services Will Not Be Discontinued.

(a) The City will not discontinue water service if **ALL** of the following conditions are met:

(i) The customer, or a tenant of the customer, submits to the City the certification of a licensed primary care provider (as defined in Welfare and Institutions Code Section 14088(b)(1)(A)) that discontinuation of water service will be life threatening to, or pose a serious threat to the health and safety of, a resident of the premises where residential service is provided;

(ii) The customer demonstrates that he or she is financially unable to pay for residential service within the City's normal billing cycle. The customer is deemed financially unable to pay during the normal billing cycle if: (a) any member of the customer's household is a current recipient of CalWORKs, CalFresh, state or local general assistance programs, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or (b) the customer declares under penalty of perjury that the household's annual income is less than two hundred percent (200%) of the federal poverty level; and

(iii) The customer is willing to enter into an alternative payment arrangement, including an extension, amortization, alternative payment schedule, or payment reduction with respect to the delinquent charges.

(b) For any customers who meet all of the above conditions, the City shall offer the customer one of the following options, to be selected by the City in its discretion: (1) an extension of the payment period; (2) amortization of the unpaid balance; (3) an alternative payment schedule; or (4) a reduced payment. The City's Finance Department will select the most appropriate payment arrangement, taking into consideration the information and documentation provided by the customer, as well as the City's payment needs.

(c) The customer is responsible for demonstrating that the conditions in subsection (a) have been met. Upon receipt of documentation from the customer, the City will review the documentation within seven (7) calendar days and: (1) notify the customer of the alternative payment arrangement selected by the City and request the customer's signed assent to participate in that alternative arrangement; (2) request additional information from the customer; or (3) notify the customer that he or she does not meet the conditions in subsection (a).

(d) The City may discontinue water service if a customer who has been granted an alternative payment arrangement under this section fails to do any of the following for sixty (60) days or more: (a) to pay his or her unpaid charges by the extended payment date; (b) to pay any amortized amount due under the amortization schedule; (c) to pay any amount due under an alternative payment schedule; (d) to pay the reduced payment amount by its due date; or (e) to pay his or her current charges for water service. The City will post a final notice of intent to disconnect service in a prominent and conspicuous location at the service address at least five (5) business days before discontinuation of service. The final notice will not entitle the customer to any investigation or review by the City.

4.8 Time of Discontinuation of Service. The City will not discontinue water service due to nonpayment on a Saturday, Sunday, legal holiday, or at any time during which the City Hall office are not open to the public.

4.9 Restoration of Service. Customers whose water service has been discontinued may contact the City by telephone or in person regarding restoration of service. Restoration shall be subject to payment of: (a) any past-due amounts, including applicable interest or penalties; (b) any reconnection fees, subject to the limitations in Section 7.1, if applicable; (c) and a security deposit, if required by the City.

5. **Procedures to Contest or Appeal a Bill.**

5.1 Time to Initiate Complaint or Request an Investigation. A customer may initiate a complaint or request an investigation regarding the amount of a bill within five (5) days of receiving a disputed bill. For purposes of this Section 5.1 only, a bill shall be deemed received by a customer five (5) days after mailing and immediately upon e-mailing.

5.2 Review by City. A timely complaint or request for investigation shall be reviewed by the Finance Department, who shall provide a written determination to the customer. The review will include consideration of whether the customer may receive an extension, amortization, alternative payment schedule, or payment reduction under Section 6. The City may, in its discretion, review untimely complaints or requests for investigation; however, such complaints or requests are not subject to appeal.

5.3 Appeal to City Manager. Any customer whose timely complaint or request for an investigation pursuant to this Section 5 has resulted in an adverse determination may appeal the determination to the City Manager by filing a written notice of appeal with the City Clerk within ten (10) business days of the City's mailing of its determination. Upon timely receipt of the notice of appeal, the City Clerk will forward the appeal to the City Manager, who will determine if the investigation was thorough and complete in addressing the aspects of the billing dispute or appeal. The City Manager will make his or her determination and communicate the decision to the customer in writing.

6. Extensions and Other Alternative Payment Arrangements.

6.1 Time to Request an Extension or Other Alternative Payment Arrangement. If a customer is unable to pay a bill during the normal payment period, the customer may request an extension or other alternative payment arrangement described in this Section 6. If a customer submits his or her request within thirteen (13) days after mailing of a written notice of discontinuation of service by the City, the request will be reviewed by the Finance Director. City decisions regarding extensions and other alternative payment arrangements are final and are not subject to appeal to the City Manager.

6.2 Extension. If approved by the City, a customer's payment of his or her unpaid balance may be temporarily extended for a period not to exceed six (6) months after the balance was originally due. The City's Finance Director shall determine, in his or her discretion, how long an extension shall be provided to the customer. The customer shall pay the full unpaid balance by the date set by the City and must remain current on all water service charges accruing during any subsequent billing periods. The extended payment date will be set forth in writing and provided to the customer.

6.3 Amortization. If approved by the City, a customer's payment of his or her unpaid balance may be amortized over a period not to exceed twelve (12) months, as determined by the City's Finance Director, in his or her discretion. If amortization is approved, the unpaid balance will be divided by the number of months in the amortization period, and that amount will be added to the customer's monthly bills for water service until fully paid. During the amortization period, the customer must remain current on all water service charges accruing during any subsequent billing periods. The amortization schedule and amounts due will be set forth in writing and provided to the customer.

6.4 Alternative Payment Schedule. If approved by the City, a customer may pay his or her unpaid balance pursuant to an alternative payment schedule that will not exceed twelve (12) months, as determined by the City's Finance Director, in his or her discretion. If approved, the alternative payment schedule may allow periodic lump-sum payments that do not coincide with the City's established payment date or may provide for payments made more or less frequently than the City's regular payment date. During the period of the alternative payment schedule, the customer must remain current on all water service charges accruing during any subsequent billing periods. The alternative payment schedule and amounts due will be set forth in writing and provided to the customer.

6.5 Payment Reduction. If approved by the City, a customer may receive a reduction of the unpaid balance owed by the customer, not to exceed fifty percent (50%) of the unpaid charges for water service. Any such reduction shall be funded using unrestricted funds of the City, and not from charges or fees paid by other customers. The City's Finance Director shall determine, in his or her discretion, whether to grant a reduced payment, and the amount of such reduction, based on: (a) the availability of City funds to fund the reduction at a given time; (b) the customer's demonstrated financial need; and (c) the customer's prior payment history or prior payment reductions. The amount of the reduced payment and the due date for the reduced payment will be set forth in writing and provided to the customer.

6.6 Failure To Comply. If a customer has been granted a payment arrangement under this Section 6 and fails to: (1) pay the unpaid charges by the extension date; (2) pay an amount due under an amortization schedule; (3) pay an amount due under an alternative payment schedule; or (4) pay a reduced payment amount by its due date, then the City may terminate water service. The City will post a final notice of intent to disconnect service in a prominent and conspicuous location at the service address at least five (5) business days before discontinuation of service. The final notice will not entitle the customer to any investigation or review by the City.

7. Specific Programs for Low-Income Customers.

7.1 Reconnection Fee Limits and Waiver of Interest. For residential customers who demonstrate to the City a household income below two hundred percent (200%) of the federal poverty line, the City will:

(a) Limit any reconnection fees during normal operating hours to fifty dollars ($50), and during non-operational hours to one hundred fifty dollars ($150). The limits will only apply if the City's reconnection fees actually exceed these amounts. These limits are subject to an annual adjustment for changes in the Bureau of Labor Statistics' Consumer Price Index for All Urban Consumers (CPI-U) beginning January 1, 2021.

(b) Waive interest charges on delinquent bills once every 12 months. The City will apply the waiver to any interest charges that are unpaid at the time of the customer's request.

7.2 Qualifications. The City will deem a residential customer to have a household income below two hundred percent (200%) of the federal poverty line if: (a) any member of the household is a current recipient of CalWORKs, CalFresh, state or local general assistance programs, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or (b) the customer declares under penalty of perjury that the household's annual income is less than two hundred percent (200%) of the federal poverty level.

8. **Procedures for Occupants or Tenants to Become Customers of the City.**

8.1 Applicability. This Section 8 shall apply only when the property owner, landlord, manager, or operator of a residential service address is listed as the customer of record and has been issued a notice of intent to discontinue water service due to nonpayment.

8.2 Agreement to City Terms and Conditions of Service. The City will make service available to the actual residential occupants if each occupant agrees to the terms and conditions of service and meets the requirements of the City's rules and regulations. Notwithstanding, if one or more of the occupants are willing and able to assume responsibility for the subsequent charges to the account to the satisfaction of the City, or if there is a physical means, legally available to the City, of selectively discontinuing service to those occupants who have not met the requirements of the City's rules and regulations, the City shall make service available to the occupants who have met those requirements.

8.3 Verification of Tenancy. To be eligible to become a customer without paying the amount due on the delinquent account, the occupant shall verify that the delinquent account customer of record is or was the landlord, manager, or agent of the dwelling. Verification may include, but is not limited to, a lease or rental agreement, rent receipts, a government document indicating that the occupant is renting the property, or information disclosed pursuant to Section 1962 of the Civil Code, at the discretion of the City.

8.4 Methods of Establishing Credit. If prior service for a period of time is a condition for establishing credit with the City, residence and proof of prompt payment of rent for that period of time is a satisfactory equivalent.

8.5 Deductions from Rental Payment. Pursuant to Government Code Section 60371(d), any occupant who becomes a customer of the City pursuant to this Section 8 and whose periodic payments, such as rental payments, include charges for residential water service, where those charges are not separately stated, may deduct from the periodic payment each payment period all reasonable charges paid to the City for those services during the preceding payment period.

9. **Third Party Notification Service for Seniors and Dependent Adults**. The City will make available, to residential customers who are 65 years or older, or who are dependent adults (as defined in Welfare and Institutions Code Section 15610(b)(1)), a third-party notification service whereby the City will attempt to notify a person designated by the customer to receive notification when the customer's account is past-due and subject to termination. The notification will include information on what is required to prevent termination of service. The City will mail the notification to the designated third party at least ten (10) days before termination of service. To participate, the customer must submit a request for third-party notification on a form provided by the City, and must include the written consent of the designated third party. The notification service does

not obligate the third party to pay any overdue charges, nor shall it prevent or delay termination of service.

10. **Language for Certain Written Notices.** All written notices under Section 4 and Section 6.6 of this Policy shall be provided in English, Spanish, Chinese, Tagalog, Vietnamese, Korean, and any other language spoken by ten percent (10%) or more people within the City's service area.

11. **Other Remedies.** In addition to discontinuation of water service, the City may pursue any other remedies available in law or equity for nonpayment of water service charges, including, but not limited to: securing delinquent amounts by filing liens on real property, filing a claim or legal action, or referring the unpaid amount to collections. In the event a legal action is decided in favor of the City, the City shall be entitled to the payment of all costs and expenses, including attorneys' fees and accumulated interest.

12. **Discontinuation of Water Service for Other Customer Violations.** The City reserves the right to discontinue water service for any violations of City ordinances, rules, or regulations other than nonpayment.

13. **Fees and Charges Incurred.** Except as otherwise expressly stated in this Policy, any fees and charges incurred by a customer under any other rules, regulations, or policies of the City, including, but not limited to, delinquent charges, shall be due and payable as set forth therein.

14. **Decisions by City Staff.** Any decision which may be taken by the City's Finance Director or City Manager under this Policy may be taken by his or her designee.

City Council Agenda Report

ITEM NO. 12

DATE: February 4, 2026

FROM: Todd Hileman, City Manager

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

Joan Powe, Procurement Contracts Administrator

SUBJECT: **RECEIVE AND FILE AN UPDATE ON SURPLUS CITY PROPERTY AND PLANNED ACTION**

Recommendation

It is recommended that City Council receive and file an informational update on city property deemed as surplus property by the City Manager per the City's adopted Financial Policies and planned action to disposed of the surplus property.

Executive Summary

This item provides an overview of the City's planned disposal of surplus vehicles in accordance with the City's Purchasing System, Finance Policies, and best practices for public asset management. Multiple City departments have identified a significant number of vehicles as surplus, and staff intends to utilize the City Council–approved contract with J.J. Kane Auctions, authorized on December 17, 2025, to dispose of the assets through a competitive and transparent public auction process.

While additional City Council approval is not required for individual disposals under existing policy, this item is presented for informational purposes due to the unusually large volume of surplus vehicles and the length of time since the City last undertook a surplus property disposal. Disposing of these assets will reduce ongoing maintenance, storage, and administrative costs, generate revenue to offset future vehicle and capital replacements, and ensure responsible stewardship of public resources.

Going forward, staff will proceed with disposal activities subject to City Manager authorization and in accordance with established administrative procedures

Background

The City's Purchasing System Article XI 2.99-29 (19) and the City's Finance Policies and Procedures Manual note that the disposal of capital assets shall be done to provide for the quick and easy removal of surplus items from the department's premises and provide compensation from sale. Several City departments have surplus vehicles that need to be properly disposed.

On December 17, 2025, the City Council approved the recommendation to establish a contract with J.J. Kane Auctions for the disposal of City surplus property. Staff will be moving forward

with utilizing J.J. Kane Auctions for the disposal of surplus vehicles. While City Council approval is not required for individual disposals under the existing contract, this item is being presented for informational purposes due to the a-typically large number of vehicles currently identified as surplus and the length of time it's been since the City last disposed of surplus property.

Analysis
Disposing of surplus property and capital assets is best practice to ensure the responsible stewardship of public resources by removing assets that are no longer needed for current or foreseeable public use, while maximizing their remaining value for the benefit of the community. Disposition allows the City to reduce ongoing maintenance, storage, insurance, and administrative costs, minimize operational inefficiencies, and convert underutilized assets into revenue that can be reinvested in essential services or new capital needs. When managed through a transparent and well-documented process, surplus asset disposal also promotes accountability, supports sound financial management, and ensures compliance with applicable laws and policies governing the use of public property.

Through the agreement approved by City Council, staff intends to proceed with utilizing J.J. Kane Auctions for the disposal of surplus vehicles. Disposal of these assets through public auction allows the City to reduce ongoing maintenance and storage costs while realizing a return to be used to offset future capital asset and vehicle replacements. The use of J.J. Kane Auctions provides a competitive and transparent process consistent with best practices in surplus property disposal.

Although additional City Council approval is not required for the disposal of surplus property under the City's municipal code and related Financial Policy, staff is presenting this item for informational purposes. Staff believes it is appropriate to notify City Council of this upcoming activity based on the volume of assets involved. It has been several years since the City last conducted a surplus property disposal, and a substantial number of vehicles have now been identified as surplus. A list of the surplus vehicles proposed for disposal is included as Attachment 1. Moving forward, staff will obtain City Manager authorization prior to proceeding with the disposal of surplus property in accordance with established administrative procedures.

Fiscal Impact
Disposing of surplus property in accordance with City Policy will generate net revenue based on the sales price of surplus property items at auction. Due to the oversized nature of some of the equipment, there are costs associated with the pickup and transportation of the vehicles, which will be deducted from the proceeds of items sold at auction. Agreed upon consignment fees are deducted from the final sell price, and net revenues will be deposited either into the City's general fund account or into the fund account that originally paid for the item.

Attachment:
Surplus Property List for February 4 Agenda Item-2026

Attachment 1

Surplus City Property Intended for Auction
Februrary 4, 2026

Item	Reason	Department
Ford E-350 Rescue Ambulance	Beyond maximum service life	Fire
Ford Explorer (2)	Nonoperable	Police
Dodge Charger	Nonoperable	Police
GO-4 EV LP (2)	Nonoperable	Police
DUI Trailer	Nonoperable	Police
Radar Trailer	Nonoperable	Police
GMC Boom Truck	Nonoperable	Public Works
Herbicide Sprayer	Not in service	Public Works
Vermeer Trailer	Noncompliant	Public Works
Pressure Washer	Noncompliant	Public Works
Ford F-250 (2)	Nonoperable	Public Works
Ford F-350 (2)	Nonoperable	Public Works
Brush Chipper	Nonoperable	Public Works
Sewer Rod Trailer	Noncompliant	Public Works
Cement Mixer	Beyond maximum service life	Public Works
Vibratory Roller	Beyond maximum service life	Public Works
Arrow Board (2)	Beyond maximum service life	Public Works
Compressor	Beyond maximum service life	Public Works
Backhoe	Beyond maximum service life	Public Works
Chevy Caprise	Nonoperable	Public Works
GMC Sonoma	Nonoperable	Public Works
Ford Dump Truck (2)	Nonoperable	Public Works
Ford Water Truck	Nonoperable	Public Works

Notes

Industry standards of use, 7-10 years, for safe and reliable operation have been exceeded; this ambulance was in use for 16 years, logging 57,012 miles.

Herbicides are administerd by the City's contracted landscape firm.
Does not conform to applicable safety, regulatory, or operational standards and may present safety and liability risks.
Does not conform to applicable safety, regulatory, or operational standards and may present safety and liability risks.

Does not conform to applicable safety, regulatory, or operational standards and may present safety and liability risks.
Industry standards and guidelines of use for safe and reliable operation have been exceeded.
Industry standards and guidelines of use for safe and reliable operation have been exceeded.
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City Council Agenda Report

ITEM NO. 13

DATE: February 4, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Melissa Snyder, Community Services Deputy Director

SUBJECT: **CONSIDERATION AND SELECTION OF THE PREFERRED EVENING SHOW FORMAT FOR THE 2026 FOURTH OF JULY CELEBRATION AND AUTHORIZATION FOR THE CITY MANAGER TO EXECUTE A CONTRACT FOR THE SELECTED SHOW FORMAT**

Recommendation

It is recommended that the City Council:

1. Select the preferred evening show format for the 2026 Fourth of July Celebration from the following options:
   a. Traditional Firework Show;
   b. Drone Light Show; or
   c. Hybrid Fireworks and Drone Light Show; and
2. Authorize the City Manager to execute a contract with a qualified vendor for the selected show format, in an amount not to exceed the available budget.

Executive Summary

The Fourth of July Celebration is one of the City's most visible annual events. In March 2025, the City Council directed staff to evaluate alternative evening show formats for the 2026 celebration in response to considerations related to noise, environmental impacts, wildfire risk, and community expectations. This report summarizes the evaluation of three (3) show formats: 1) traditional firework show, 2) drone light show, and 3) hybrid option. The evaluations presented herein are intended to support City Council's selection of a preferred show format and authorization for contract execution with a selected vendor.

Background

The City of South Pasadena annually hosts a Fourth of July Celebration to commemorate Independence Day and provide a safe, family-oriented community event.

In March 2025, the City Council directed staff to evaluate options for future Independence Day evening shows, including a traditional fireworks show, a drone light show, or a hybrid format, and to present those options to the Community Services Commission, Natural Resource and Environmental Commission, and Public Safety Commission for review and recommendation prior to consideration by the City Council.

In response, staff conducted a comprehensive review that included community feedback from the 2025 event, a vendor market analysis through a formal Request for Proposals (RFP)

process, and an assessment of financial, operational, environmental, and regional considerations. The results of these efforts are presented to the City Council for consideration and action.

Analysis
The City's Fourth of July Celebration is designed to provide a safe and accessible community event. The evening show is a central program element and requires consideration of public safety, fiscal constraints, environmental impacts, operational feasibility, and community feedback.

To evaluate potential evening show formats for 2026, staff undertook the following steps:

- **Community Feedback:** Conducted a post-event survey following the 2025 Fourth of July firework show to assess overall satisfaction and gauge interest in alternative formats, including drone and hybrid shows. The City received 101 survey submittals.

- **Financial Review and Vendor Market Analysis:** Gathered historical event costs, current budget allocations, and projected costs for each format. Staff also issued a RFP and reviewed four qualified vendor submissions for fireworks, drone light shows, and customizable options to provide actual costs for each format rather than estimates.

- **Environmental and Operational Review:** Assessed noise, air quality, wildfire risk, FAA requirements, technical complexity, and visibility considerations.

- **Regional City Review:** Examined how comparable jurisdictions have implemented drone shows and the context in which those events occured. Cities contacted include: Alhambra, Arcadia, Cerritos, Culver City, Duarte, Los Angeles County, Pasadena, Monrovia, Pico Rivera, San Gabriel, and San Marino.

Community Feedback
Community survey results (Attachment 1) demonstrate a high level of satisfaction with the 2025 Fourth of July Celebrations (average rating of 4.8 out of 5), which included comments expressing satisfaction with the fireworks show, live music, food vendors, and other aspects of the event. Survey respondents also expressed varying levels of interested in future event formats consisting of a drone light show (2.2 out of 5) or a hybrid show with fireworks and drones (2.8 out of 5). The community survey data are one factor to consider alongside fiscal, operational, environmental, and regional considerations.

Financial Review and Vendor Market Analysis
Traditional fireworks shows have historically involved established cost ranges and known operational requirements (Attachment 2). Drone light shows offer scalable design options, but may involve variable costs related to customization, staffing, and logistics. Hybrid formats combine elements of both approaches and may require additional coordination.

To support the financial and feasibility for each format, staff released a Request for Proposals (RFP) for each format (Attachment 3). The table below provides a summary of vendor responses with costs for each format:

Option	Vendor	Estimated Cost	Show Elements
Fireworks	Pyro Spectaculars, Inc.	$40,000	20-minute show
Drones*	Open Sky Productions LLC	150 Drones = $58,500 200 Drones = $76,000 250 Drones = $92,500 300 Drones = $108,000 350 Drones = $122,500 400 Drones = $136,000	150 Drones = 20-24 animations 200 Drones = 20-24 animations 250 Drones = 20-23 animations 300 Drones = 20-21 animations 350 Drones = 20-21 animations 400 Drones = 19-20 animations Standard show runs for 13 minutes. ***Custom quotes are available for additional time or added pyrotechnics. Pricing reflects signing a 3 year contract.**
Drones	Grizzly Entertainment LLC	150 Drones = $20,000 350 Drones = $40,000 500 Drones = $55,000	Standard show runs for 10-12 minutes featuring 8-10 animations.
Drones	Skyworx Drone Show LLC	150 Drones = $45,000 350 Drones = $105,000 500 Drones = $150,000	Standard show runs 12-13 minutes. Bid does not include hotel rooms for crew.

Environmental and Operational Review

Fireworks involve noise and air quality impacts and require wildfire risk mitigation measures implemented by licensed operators under established safety protocols. Drone light shows eliminate combustion-related impacts and reduce noise, but introduce other considerations, including equipment manufacturing, battery use and disposal, FAA coordination, and possible limitations on viewing area. Attachment No. 4 provides a summary of published peer reviewed studies that evaluate environmental impacts of traditional fireworks and, to a lesser extent, drone light shows (there are fewer studies as drone shows are a newer format).

Regional City Review

City staff contacted staff from surrounding cities to receive qualitative feedback regarding their respective experiences (Attachment 5). This review from surrounding cities indicates that drone light shows are frequently used in conjunction with longer-duration or destination-style events, while traditional fireworks remain a common format for municipal Independence Day celebrations of similar scale.

Fiscal Impact

Funding for the Fourth of July Celebration is included in the Fiscal Year 2025-2026 Community Services budget Account No. 101-8030-8031-8264, with a total allocation of

$175,000.

Cost Estimates			
	Firework Show	*Drone Show*	*Hybrid Show*
Show	$40,000	$20,000 - $150,000	$60,000 - $150,000
Sound, Stage & Lighting	$7,000	$7,000	$7,000
Band	$2,000	$2,000	$2,000
South Pasadena Unified School District (SPUSD) Permit	$5,000	$5,000	$5,000
People Ready	$700	-	$700
Estimate Total:	**$54,700**	**$34,000 - $164,000**	**$74,700 - $164,700**

Commission Review and Recommendation
The item was reviewed by the Natural Resources and Environmental Commission on December 16, 2025, and the Public Safety Commission on December 23, 2025. After discussion, both Commissions' recommendation is a drone light show for the 2026 Fourth of July evening show for City Council consideration.

On January 20, 2026, the Community Services Commission reviewed the item. After discussion, the Commission provided a recommendation of a fireworks show for the 2026 Fourth of July evening show for City Council consideration; however, one Commissioner expressed interest in a hybrid show and voted in opposition to fireworks.

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

Attachment:
Attachment 1-Fourth of July Post Firework Show Survey Results
Attachment 2-Table of Historical Firework Show Event Costs
Attachment No. 3-Fourth of July Evening Show RFP Vendor Responses
Attachment No. 4-Environmental Analysis Supporting Data Sheet
Attachment No. 5-Summary of Feedback from Surrounding Cities
Attachment No. 6-Fourth of July Festival of Balloons Expenses

Run By Melissa Snyder
Activities Fireworks Show
Sessions 2025 Fireworks Show Tickets

Survey Response Summary By Activity

Activity: Fireworks Show 2025 Fireworks Show Tickets

Question	Type	Response Summary
On a scale of 1 to 5, how would you rate your overall experience at the 4th of July Firework Show? (1 = Very Poor, 5 = Excellent)	Rating	Average Rating: 4.8 Stars
What did you enjoy most about the show?	Comment	Being able to sit up on the stands. 5 accessibility to local fireworks and community Being able to see the show on the field and the family feel. Community. Music beforehand. Show itself. Cool fireworks Ease of arriving, and getting seats to the show right before the show. The show itself was better than expected! We'll be back. Everything was great! The show was terrific and it’s a fun community event. Everything. Fireworks Fireworks show was amazing Fireworks! Great band and long fireworks show Great fireworks and great length of show. High school stadium was an outstanding venue. Great fireworks, I like having the open space on the high school field. great show, but not too long. easy in, pretty easy out. Great view. Great music. Wholesome. Honestly, what I enjoyed was being with my family and having the ability to get to the field (sit on the field) and enjoy the fireworks with no hassle. It was such an easy in and also an easy out experience. We were able to have our own space on the field amongst other families. We missed the concert, but the music was great. I truly enjoyed myself, as our family just moved to the LA area and had much anxiety about finding a location to enjoy fireworks. How long the fireworks show was. How easy it is so find a spot to sit with a family of 4 and how clear the view is. I love the fireworks and the small town atmosphere. It is local It was just a great show. It was lowkey but at the same time very fun. It was my first time attending the show and I brought my family. I loved experiencing a small, local gathering with families spread across the lawn. The fireworks were also amazing. (The band was great, too.) It was such a vibrant fireworks show It was the best fireworks in recent years! It was very convenient to be able to sit on the field and have a great view Length of show was perfect. Length of the show, quality of fireworks light and sound Like how the overall show is short and sweet ! Liked the family friendly vibe ! Local community event Local to South Pas, safe, and not too crowded. Long Long fireworks show and good band. Long show and good band. Loved the community feel, music was really good, and of course the fire work show was great. Music and fireworks were awesome Open seating on the field

		Real fireworks in a pleasant, family friendly environment Seeing friends Small town feel The breadth and length of the show was amazing! Timing was impeccable! Best show ever! the classic small community feel The community and the fireworks The community coming together The firework display and designs chosen The firework show was phenomenal!! It had a small town feel but was super grand. We loved it and were already planning to return next year. The fireworks The fireworks ! The fireworks are great! The fireworks show itself was just fine. The fireworks themselves were wonderful, but the ease and organization of the event is truly what it made it so enjoyable. The fireworks were amazing The fireworks were so amazing! Great music and a great show The fireworks! The fireworks, the music, and the neighbors. The grand finale was great! The quality of the show and the very neighborhood small town feel of the presentation we Have been attending for over 20 years The variety of fireworks The visual AND audio aspects of the show combined. Also, the venue and atmosphere are great. This year's show was well done, better than previous shows. What i enjoyed most about the show was that it was kid friendly . There was lots of space with a small town vibe . Great organization !
What could be improved about the fireworks show?	Comment	1. Music was a little hard to hear. 2. Exit from the show --huge bottleneck 5 a prior year didn't have music during the show—that felt odd. last year's preshow sound also felt off—unclear if volumes were too low for those in the back A second concession stand closer to the stage would have been convinient allow outside food and drinks on the field Bathroom line too long. Not enough bbathrooms available Better food Better food? Better music list during the show. The music needs to be more fun and modern. Change to drone show could use more help at the snack stand. needed more drinks - cold cans of diet coke, etc. No gouging though!! Entrance and exit options- people funneling oin and out of one gate to check in and leave was slow, frustrating and annoying. Food Food - quality, and selection. I think it's time to bring in some outside vendors to bring the food on par with the fireworks/rest of the experience. I can't think of anything! I liked the playlist of more patriotic songs before and after the live band from previous years I think it's a very high-quality presentation as it is I've recently learned about how fireworks are hard on birds and other wild animals, so while I loved the fireworks show, and loved seeing how excited my daughter was to experience them, I'm concerned about fireworks in general now. it was perfect ! Long food lines Long lines for food/drinks. Longer Longer, lol Make it cheaper to enter! Maybe have food trucks there. Maybe some games for kids to occupy time since many families come in early with very little to do. Band was a great idea. More activities for pre-show participants More food vendors so lines are shorter. Music accompanying the fireworks should be louder. No suggestions. None Not enough food vendors

		Nothing nothing that I cab think of Nothing! Nothing, I thought it was great Nothing. Nothing. It was great! Perhaps people at the parking lot waving in if there is space or noting if there is no space. Please do actual ID checks and bag checks for safety. Because the people who take tickets at the actual doors in person don't verify ID so it makes it seem like the safety measures of the online registration system aren't being applied properly. Also wondering if the price could be lower to make it more accessible to the community. Thank you. Please play some music over the speakers while the fireworks are going. Possibly the music . Likes how they had some hip hop and pop type of beats in the show . The traditional music just felt a bit too old at times Pre-show entertainment. Some more pre-show engagement for guests Street parking for handicap The actual show itself is perfect ! It's not quite on an Arose bowl level but it's close enough . Duration was good too . The entertainment The food could have been a bit better . They ran out of certain items and it wasn't quite clear where to stand when paying the music for the fireworks. The music for the the shoot was muffled? Not sure why. The music would be nice to change up a bit. Seems like the same songs each year. The sound system- hard to hear the music for the firework show when you're on the lawn but far away There wasn't much that I would improve. I was satisfied for what I invested financially. Ticketing... there was a huge long line and was very clunky Vendor lines too long We really miss all the community events that used to happen at the fireworks. We miss the big bounce slide, the "awards" presented for entries in the parade, introducing the "Grand Marshall", lots of music and dancing, being able to come early and eat dinner on a big blanket, etc. It used to be a true community event that was packed. Now we just come a little early, play a game as a family then watch the fireworks.
On a scale of 1 to 5, how interested are you in a drone light show in the future? (1 = Not Interested, 5 = Very Interested)	Rating	Average Rating: 2.2 Stars
On a scale of 1 to 5, how interested are you in a hybrid show (fireworks + drones) in the future? (1 = Not Interested, 5 = Very Interested)	Rating	Average Rating: 2.8 Stars
On a scale of 1 to 5, how interested are you in a traditional firework show in the future? (1 = Not Interested, 5 = Very Interested)	Rating	Average Rating: 4.8 Stars
Do you have any other comments, suggestions, or ideas for future 4th of July events?	Comment	A hybrid show sound great, the best of both worlds. Always a wonderful event. I look forward to it every year. Better food options, and possibly activities for kids in a small area on the field in the late afternoon. Bring back how it used to be. Stuff for kids to do. Make it something they are excited to attend. That will keep them coming back their whole lives. Carnival type games or activities for children Drone shows are cool and all, but I prefer a traditional fireworks show for the Fourth of July holiday. BUT, i understand that it comes with environmental & psychological impacts, unfortunately. Easy parking, easy accessibility! fix the sound in the music Good job everybody! I enjoy the show, especially the tradition, and would not pay for a drone show. I think the South Pasadena fireworks show is one of the best on the area. I want to keep my firework show tradition! I've grown up in south pas my whole life and now

share the fun with my own kids! We want traditional fireworks and music! It’s safe place to be on the 4th, don’t take it away from us community members!
I would not go to the event if it was changed to Drones or was a hybrid.
Is this about the air quality after the fireworks show? It is bad. I'd try a drone show, but hard to be enthusiastic about something I don't really know about.
It was good being able to have food available.
Its a great event for July 4th and we prefer a traditional show
Its very expensive
Keep it traditional!
Keep the fireworks old school ????
Keep up the good work ! Maybe some small improvements on the flow of the the concessions and placement of signage . Other than that great job ????
Love how easy and accessible the show is. Simple sand easy
Maybe if they were open earlier with food trucks so he or that we could bring food in to have dinner
n/a, we'll be back next year!
No
No drone show, we want our classic traditional fireworks show!
Please continue the traditional fireworks show. A drone show cannot provide the same experience.
Please do not do drone show, we community members want traditional fireworks show.
Please do not ruin the 4th of July show with drones.
Please don’t eliminate the traditional fireworks! I’ve seen a pure drone show and while interesting, it’s not the same impact as the “shock and awe” of traditional fireworks. Thanks!
Please play some music over the speakers while the fireworks are going.
Thanks for putting it on!
The kings of 88 that played many previous years put on a more fun pre show
The lighting was terrible. No one to facilitate the event was a poor decision. Lights switched off with NO notice. At the end, lights switched up and blinded everyone. Terribly annoying. Also, the firework display was louder than the music being played. Couldn’t hear anything.
Half the fun is the music paired with the fireworks display. Also, very little patriotic music was played. I realize that this town is extremely liberal, but we wanted more patriotic tunes.
TRADITIONAL FIREWORKS PLEASE!! No drone show
While I love fireworks, I realize they are very bad for air quality and would be OK with drones or a combo if that makes sense for the City.
would be curious to see drones incorporated but please don’t entirely replace fireworks, having a local show is a great option for families with young kids

Fourth of July Historical Firework Show Event Costs

Table 1
Summary of 2023 Firework Show Event Costs

Event Element	Cost
Firework Show	$30,590.00
Sound, Stage & Lighting	$6,050.00
Band	$1,500.00
SPUSD Permit	$3,504.15
Misc.	$79.96
TOTAL	**$41,724.11**

Table 2
Summary of 2024 Firework Show Event Costs

Event Element	Cost
Firework Show	$35,590.00
Sound, Stage & Lighting	$6,200.00
Band	$1,500.00
SPUSD Permit	$9,916.00
Misc.	$98.40
TOTAL	**$53,304.40**

Table 3
Summary of 2025 Firework Show Event Costs

Event Element	Cost
Firework Show	$36,620.00
Sound, Stage & Lighting	$6,100.00
Band	$1,500.00
SPUSD Permit	$4,937.26
People Ready	$700.00
TOTAL	**$49,857.26**

Fourth of July Evening Show RFP Results

Table 1
Summary of RFP Results

Option	Vendor	Estimated Cost	Show Elements
Fireworks	Pryo Spectaculars, Inc.	$40,000	20-minute show
Drones*	Open Sky Productions LLC	150 Drones = $58,500 200 Drones = $76,000 250 Drones = $92,500 300 Drones = $108,000 350 Drones = $122,500 400 Drones = $136,000	150 Drones = 20-24 animations 200 Drones = 20-24 animations 250 Drones = 20-23 animations 300 Drones = 20-21 animations 350 Drones = 20-21 animations 400 Drones = 19-20 animations Standard show runs for 13 minutes. ***Custom quotes are available for additional time or added pyrotechnics. Pricing reflects signing a 3 year contract.***
Drones	Grizzly Entertainment LLC	150 Drones = $20,000 350 Drones = $40,000 500 Drones = $55,000	Standard show runs for 10-12 minutes featuring 8-10 animations.
Drones	Skyworx Drone Show LLC	150 Drones = $45,000 350 Drones = $105,000 500 Drones = $150,000	Standard show runs 12-13 minutes. Bid does not include hotel rooms for crew.

VENDOR PROPOSAL SUBMISSION CHECKLIST

(To be completed and submitted with proposal. Attach additional paper if necessary)

#	Requirement	Included (✓) or Fill In
1	Company contact information	Company Name Pyro Spectaculars, Inc. Contact Phone Email
2	Indicate which options(s) you are proposing: Check all that apply	☒ Option A- Fireworks Display Show ☐ Option B- Hybrid Show ☐ Option C- Drone Light Show
3	Option A- Fireworks Only Include a description of shells to be used in the show, along with total number of each type of shell, size of shell (circumference) and its unit price. Proposals should include all costs, including labor, cost of materials, required permits, etc. Safety plan, pyrotechnic license, and proof of insurance shall be included.	See Product Synopsis in Attached Proposal. All Shell Selection to be based on show design and music. Total Price: $40,000.00
4	Option B- Hybrid Only Include a description of shells to be used in the show, along with total number of each type of shell, size of shell (circumference) and its unit price. Include number of drones and displays and/or provide options for 150 drones, 350 drones and 500 drones. Concept design and choreography, drone programming and simulation included. Proposals should include all costs, including labor, cost of materials, required permits, etc. Safety plan, pyrotechnic license, and proof of insurance shall be included.	Hybrid Only (Fireworks and drones) and include show length: ☐ # of fireworks _____ ☐ # of fireworks _____ ☐ # of fireworks _____ ☐ 150 Drones _____ ☐ 350 Drones _____ ☐ 500 Drones _____ ☐ ___ Drones _____
5	Option C- Drone Light Show Include number of drones and displays and/or provide options for 150 drones, 350 drones and 500 drones. Concept design and choreography, drone programming and simulation included. Include show length for each option.	
6	Proposed show duration (in minutes) for each option	Approximately 20 Minute

7	Number of years of experience producing shows (indicate which type of show)	49 years of Shows all over the world. More than 30+ years doing City of South Pasadena
8	Confirmation of availability for July 4, 2026	☒ Yes ☐ No
9	Total estimated cost for each selected show option (itemized, if possible)	$ 40,000.00 plus South Pasadena Fire Department Permit Fees, If applicable
10	Optional: Links to video/photo samples of previous show	South Pasadena 2025 Fireworks https://youtu.be/gOEheyxmU3k?si=g1XUXj9c_OBKX-Oc

VENDOR PROPOSAL SUBMISSION CHECKLIST

(To be completed and submitted with proposal. Attach additional paper if necessary)

#	Requirement	Included (✓) or Fill In
1	Company contact information	Company Name Open Sky Productions LLC Contact Phone Email
2	Indicate which options(s) you are proposing: Check all that apply	☐ Option A- Fireworks Display Show ☐ Option B- Hybrid Show ✅ Option C- Drone Light Show
3	Option A- Fireworks Only Include a description of shells to be used in the show, along with total number of each type of shell, size of shell (circumference) and its unit price. Proposals should include all costs, including labor, cost of materials, required permits, etc. Safety plan, pyrotechnic license, and proof of insurance shall be included.	
4	Option B- Hybrid Only Include a description of shells to be used in the show, along with total number of each type of shell, size of shell (circumference) and its unit price. Include number of drones and displays and/or provide options for 150 drones, 350 drones and 500 drones. Concept design and choreography, drone programming and simulation included. Proposals should include all costs, including labor, cost of materials, required permits, etc. Safety plan, pyrotechnic license, and proof of insurance shall be included.	Hybrid Only (Fireworks and drones) and include show length: ☐ # of fireworks _____ ☐ # of fireworks _____ ☐ # of fireworks _____ ☐ 150 Drones _____ ☐ 350 Drones _____ ☐ 500 Drones _____ ☐ ___ Drones _____
5	Option C- Drone Light Show Include number of drones and displays and/or provide options for 150 drones, 350 drones and 500 drones. Concept design and choreography, drone programming and simulation included. Include show length for each option.	150 Drones = 20-24 animations 200 Drones = 20-24 animations 250 Drones = 20-23 animations 300 Drones = 20-21 animations 350 Drones = 20-21 animations 400 Drones = 19-20 animations We also have pyro add on available for our drones, however this is also a custom quote.
6	Proposed show duration (in minutes) for each option	Our standard show is 13 minutes. We can do a dual launch for a longer show (24 minutes) however that is a custom quote.

7	Number of years of experience producing shows (indicate which type of show)	4 Years Professionally Producing Drone Light Shows.
8	Confirmation of availability for July 4, 2026	✅ Yes (Currently) ☐ No
9	Total estimated cost for each selected show option (itemized, if possible)	$ 150 Drones = $58,500 200 Drones = $76,000 250 Drones = $92,500 300 Drones = $108,000 350 Drones = $122,500 400 Drones = $136,000
10	Optional: Links to video/photo samples of previous show	See Proposal Deck

From:	Kevin Ranta
To:	Melissa Snyder
Cc:	Lucy Hakobian
Subject:	Re: Availability Check – July 4, 2026 Event
Date:	Thursday, January 15, 2026 9:24:27 PM
Attachments:	image001.png image002.png image003.png image004.png

CAUTION: This email originated from outside of the City of South Pasadena. Do not click links or open attachments unless you recognize the sender and know the content is safe.

CAUTION: This email originated from outside of the City of South Pasadena. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Melissa,

Thank you for checking in. Apologies for my delay, we were at our company meetings and I just got back home. I hope you and your team had a happy new year! I reviewed the proposal I sent you and wanted to confirm that we still have availability for the 4th of July. For your reference, please see below for our pricing for the 3rd & 4th of July this year:

100 Drones: $40,000
150 Drones: $59,250
200 Drones: $78,000
250 Drones: $96,250
300 Drones: $114,000
350 Drones: $131,250
400 Drones: $148,000

After reviewing you proposal I see I listed the prices for signing a 3 year contract with us to secure the date of your choosing for 2026, 2027, and 20278 following the pricing structure below:

100 Drones: $40,000
150 Drones: $58,500
200 Drones: $76,000
250 Drones: $92,500
300 Drones: $108,000
350 Drones: $122,500
400 Drones: $136,000

Please let me know if you have any questions or if you have any specifics you need from me to support you with your decision. We'd love to work with you and fly your shows!

Best Regards,

On Wed, Jan 14, 2026 at 1:26 PM Melissa Snyder <msnyder@southpasadenaca.gov> wrote:

Good Afternoon,

I hope you are doing well. We are reviewing the bids submitted in November for our July 4th event and wanted to check in to confirm whether you are still available for July 4, 2026.

We are planning to finalize our decision and award the contract in February. Please let us know if your availability, pricing, or any other details from your original proposal have changed since your submission.

Thank you again for your interest and for taking the time to submit a bid. We appreciate your response and look forward to staying in touch.

Best regards,

Melissa Snyder

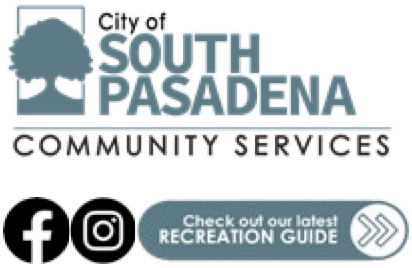
Community Services Deputy Director

Pronouns: She, Her, Hers

City of South Pasadena | Community Services

1102 Oxley St. | South Pasadena, CA 91030

Office: (626) 403-7362 | Mobile: (626) 379-4411



VENDOR PROPOSAL SUBMISSION CHECKLIST

(To be completed and submitted with proposal. Attach additional paper if necessary)

#	Requirement	Included (✓) or Fill In
1	Company contact information	Company Name GRIZZLY ENTERTAINMENT Contact Phone Email
2	Indicate which options(s) you are proposing: Check all that apply	☐ Option A- Fireworks Display Show ☐ Option B- Hybrid Show ☑ Option C- Drone Light Show
3	Option A- Fireworks Only Include a description of shells to be used in the show, along with total number of each type of shell, size of shell (circumference) and its unit price. Proposals should include all costs, including labor, cost of materials, required permits, etc. Safety plan, pyrotechnic license, and proof of insurance shall be included.	
4	Option B- Hybrid Only Include a description of shells to be used in the show, along with total number of each type of shell, size of shell (circumference) and its unit price. Include number of drones and displays and/or provide options for 150 drones, 350 drones and 500 drones. Concept design and choreography, drone programming and simulation included. Proposals should include all costs, including labor, cost of materials, required permits, etc. Safety plan, pyrotechnic license, and proof of insurance shall be included.	Hybrid Only (Fireworks and drones) and include show length: ☐ # of fireworks _____ ☐ # of fireworks _____ ☐ # of fireworks _____ ☐ 150 Drones _____ ☐ 350 Drones _____ ☐ 500 Drones _____ ☐ ___ Drones _____
5	Option C- Drone Light Show Include number of drones and displays and/or provide options for 150 drones, 350 drones and 500 drones. Concept design and choreography, drone programming and simulation included. Include show length for each option.	150 Drones: $20,000 350 Drones: $40,000 500 Drones: $55,000
6	Proposed show duration (in minutes) for each option	Each option includes a show of 10-12 minutes with 8-10 animations

7	Number of years of experience producing shows (indicate which type of show)	5 years of doing drone light shows
8	Confirmation of availability for July 4, 2026	☑ Yes ☐ No
9	Total estimated cost for each selected show option (itemized, if possible)	$ 150 Drones: $20,000 350 Drones: $40,000 500 Drones: $55,000
10	Optional: Links to video/photo samples of previous show 1. Independence Day Week 2025 - https://youtu.be/VHeN5gEigLs 2. Independence Day Week 2024 - https://grizzlyglobal.net/projects/4th-of-july-independence-day-drone-shows-2024/ 3. Independence Day Week 2023 - https://grizzlyglobal.net/projects/independence-day-week-across-usa/ 4. City of Perris July 3rd 2024 Drone Show, 300 Drones - https://youtu.be/P1TnhNXvLHI 5. City of Ontario July 4th 2024 Drone Show, 500 Drones - https://youtu.be/NYDiNL3d08U 6. City of Corona Tree Lighting, 200 Drones - https://youtu.be/e2iGaPW3ZQE 7. More projects - www.grizzlyglobal.net/projects	

VENDOR PROPOSAL SUBMISSION CHECKLIST

(To be completed and submitted with proposal. Attach additional paper if necessary)

#	Requirement	Included (✓) or Fill In
1	Company contact information	Company Name Skyworx Drone Shows LLC Contact Phone Email
2	Indicate which options(s) you are proposing: Check all that apply	☐ Option A- Fireworks Display Show ☐ Option B- Hybrid Show ☑ Option C- Drone Light Show
3	Option A- Fireworks Only Include a description of shells to be used in the show, along with total number of each type of shell, size of shell (circumference) and its unit price. Proposals should include all costs, including labor, cost of materials, required permits, etc. Safety plan, pyrotechnic license, and proof of insurance shall be included.	
4	Option B- Hybrid Only Include a description of shells to be used in the show, along with total number of each type of shell, size of shell (circumference) and its unit price. Include number of drones and displays and/or provide options for 150 drones, 350 drones and 500 drones. Concept design and choreography, drone programming and simulation included. Proposals should include all costs, including labor, cost of materials, required permits, etc. Safety plan, pyrotechnic license, and proof of insurance shall be included.	Hybrid Only (Fireworks and drones) and include show length: ☐ # of fireworks _____ ☐ # of fireworks _____ ☐ # of fireworks _____ ☐ 150 Drones _____ ☐ 350 Drones _____ ☐ 500 Drones _____ ☐ ___ Drones _____
5	Option C- Drone Light Show Include number of drones and displays and/or provide options for 150 drones, 350 drones and 500 drones. Concept design and choreography, drone programming and simulation included. Include show length for each option.	Flat $300 per done with a 150 drone minimum commitment. All design and choreography included. Show length depends on launch location and other factors.
6	Proposed show duration (in minutes) for each option	Approximately 12-13 mins depending on location

7	Number of years of experience producing shows (indicate which type of show)	5
8	Confirmation of availability for July 4, 2026	☑ Yes ☐ No
9	Total estimated cost for each selected show option (itemized, if possible)	$ All inclusive bid with the exception of hotel rooms for the crew (typically 3 rooms for 3 people for 3 nights).
10	Optional: Links to video/photo samples of previous show	https://www.youtube.com/watch?v=6Kh92fVhxs4

Summary of Environmental Research:
Fireworks and Aerial Drone Shows

Summary Conclusion

Fireworks Displays: Multiple peer-reviewed studies and regional air agency reports document that traditional fireworks result in significant short-term increases in particulate air pollution (PM2.5/PM10**)** and contribute to heavy metal deposition in ambient air. These pollutants have established links to respiratory and cardiovascular health effects in sensitive populations and reduce local air quality for hours to days following events. These findings are based on large-scale monitoring networks and chemical analysis of ambient aerosols.

Drone Light Shows: While formal academic research on drones' *full lifecycle environmental impacts* is still emerging, reputable science communication sources and industry analyses consistently state that drone shows generate minimal direct airborne pollutants during operation because they do not rely on combustion. This makes them a useful contrast in environmental evaluations where air quality considerations are a factor.

This summary was developed using the following published reports:

1. Fireworks and Air Quality — National & International Evidence

Seidel et al. (2015) — *Effects of Independence Day fireworks on atmospheric PM2.5*
Summary: Analysis of fine particulate matter (PM2.5) from 315 U.S. monitoring stations showed that Independence Day fireworks lead to significant short-term increases in PM2.5 concentrations. On average, 24-hour PM2.5 levels were ~42% higher on July 4th compared to surrounding control days, with spikes especially notable around show times. Localized peaks near display sites were far more pronounced.
Reliability: Published in *Atmospheric Environment*, this study uses broad, multi-site EPA-comparable monitoring data across the U.S., making it highly relevant for municipal air quality planning.
Link: https://www.sciencedirect.com/science/article/pii/S1352231015301369 (ScienceDirect)

Mousavi et al. (2021) — *Impact of 4th of July Fireworks on Spatiotemporal PM2.5*
Summary: This research found that firework-related PM2.5 increases were associated with both population density and urban location, and that areas with higher rates of respiratory vulnerability (e.g., asthma prevalence) experienced greater exposure to elevated PM2.5 during Independence Day festivities.
Reliability: Peer-reviewed research published in *PMCID/NCBI* highlighting not just pollution levels but implications for sensitive populations.
Link: https://pubmed.ncbi.nlm.nih.gov/ (search "Mousavi 4th of July PM2.5") (PMC)

Rocco et al. (2024) — *Fireworks and Particulate Metal Concentrations*
Summary: Measurements of ambient air during July 4th celebrations in the Los Angeles area detected elevated levels of fine particulate matter containing heavy metals such as barium, chromium, copper, lead, and strontium — elements commonly associated with pyrotechnic compositions.
Reliability: Published in *Atmosphere (MDPI)*, a peer-reviewed environmental science journal, this study assesses real ambient atmospheric samples over consecutive years.
Link: https://www.mdpi.com/2073-4433/16/1/17 (MDPI)

Ambient Air Quality & Health Agency Reports (AQMD, 2023 & 2025)
Summary: Regional air quality management agencies (e.g., South Coast AQMD) consistently report that fireworks emit high levels of PM2.5 and metal pollutants, which are linked to respiratory and cardiovascular effects and can degrade air quality for hours to days after displays.
Reliability: Agency reports are based on local monitoring and established health science linking PM2.5 exposure to health outcomes.
Link: https://www.aqmd.gov/.../fireworks-impact-health (AQMD)

2. Scientific and Public Health Context for Fireworks Emissions

Scientific Consensus & Regulatory Reviews
Fireworks combustion releases sulfur dioxide, nitrogen oxides, CO, fine particulate matter, and trace metals — all of which are known criteria pollutants under U.S. air quality standards and documented in peer-reviewed environmental science literature as contributors to short-term degradation of air quality. This is reflected in the *Fireworks* entry on Wikipedia, which cites multiple studies on environmental impacts.
Link: https://en.wikipedia.org/wiki/Fireworks (Wikipedia)

3. Environmental and Wildlife Context (Supplementary)

National Geographic — *Why drones are replacing fireworks shows*
Summary: National Geographic, while not a peer-reviewed journal, synthesizes scientific and expert views that drones are currently less polluting than fireworks because they do not generate combustion emissions and can be reused, reducing waste and chemical inputs into the environment.
Reliability: National Geographic is widely respected for evidence-based reporting and interviews with subject matter experts.
Link: https://www.nationalgeographic.com/science/article/fireworks-drones-swarm-danger-health-technology (National Geographic)

Multiple Industry & Environmental Analyses on Drone Shows
Summary: Technical and industry sources consistently note that drone light shows avoid direct emissions of particulate matter and heavy metals, substantially reducing local air pollutants and noise compared to fireworks.
Reliability: While not academic studies, these analyses summarize environmental mechanisms supported by combustion vs. electric-powered technology differences; they can be used to support comparative framing.
Links:
• https://tmec.com.au/articles/drone-fireworks-environment/ (Tasmanian Minerals Council)
• https://lumasky.show/journal/are-drone-light-shows-better-for-the-environment/ (Lumasky Drone Show)

Fourth of July Evening Show Regional City Review

Table 1
Summary of Feedback

City/Event Producer	Type of Show	Estimated Cost	Show/Event Elements
Alhambra	Fireworks	$40,000	30-minute show
Arcadia (Downtown Arcadia)	Drones	-	Live music, food trucks, carnival games, parade, drone show
Cerritos	Fireworks	$35,000	20-minute show
Culver City (Downtown Business Association)	Drones	$40,000	Live entertainment, patriotic tributes, 200 drone show
Duarte	Fireworks	-	Live music, food trucks, family play area, 20-minute show
Gloria Molina Grand Park (Los Angeles County)	Drones	-	Art activities, sports games, food trucks, DJs, a Ferris wheel, 800 drone show
Foodieland (Rose Bowl/Pasadena)	Drones	-	200+ vendors, live music, shopping, activities, 750 drone show
Monrovia	Fireworks	-	Concert and firework show 20-minute show
Pico Rivera	Fireworks	$35,000	30-minute show
Rosemead	Fireworks	$33,000	
San Gabriel	Drones	$71,000	Parade, Kid's Day 500 drone and laser show
San Marino	Fireworks	$44,000	20-minute show

FOURTH OF JULY FESTIVAL BALLOONS BUDGET

TOTAL: $102,052.63

Description	Expense
Poster Contest	**$ 148.16**
Poster paper & supplies	$ 148.16
Parade	**$ 27,489.83**
Radios	$ 480.95
Power washing	$ 885.00
Sound (Opening Ceremony & Parade Route)	$ 1,300.00
Meridian Barricades	$ 22,431.50
Opening Ceremony Décor	$ 650.00
Event t-shirts	$ 1,742.38
Party in the Park	**$ 4,440.06**
DJ	$ -
Inflatables	$ 957.80
United Site Services	$ 1,441.82
Prizes	$ 474.80
Health Department Permit	$ 910.00
Power washing	$ 495.00
Health Department Permit Service Fee	$ 20.20
Dick's Sporting Goods	$ 140.44
Firework Show	**$ 49,157.26**
Pyro-Spectacular Inc.	$ 36,620.00
Sound, lighting, stage	$ 6,100.00
Band	$ 1,500.00
SPUSD 2026 Permit	$ 4,937.26
Miscellaneous Items	**$ 4,429.32**
Miscellaneous Items	$ 372.00
Cantu Printing/Advertising	$ 1,431.56
Cantu Printing/Advertising (Flyers & Banner)	$ 1,496.17
Amazon	$ 483.72
Joker Balloon Supplies	$ 237.41
Smart & Final (Staff water)	$ 21.72
Cantu Printing/Advertising	$ 386.74
Staffing Expenditures	**$ 16,388.00**
Staffing	$ 15,688.00
People Ready (Staffing)	$ 700.00

City Council Agenda Report

ITEM NO. 14

DATE: February 4, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Roxanne Diaz, City Attorney

SUBJECT: **PRESENTATION ON SENATE BILL 707 RELATED TO NEW CHANGES IN THE BROWN ACT**

Recommendation
Receive and file presentation on Senate Bill 707 from the City Attorney.

Executive Summary
Senate Bill 707 ("SB 707"), signed in law in October 2025, is considered one the most extensive revisions to the Brown Act and seeks to modernize the Brown Act in the face of technological advancements. SB 707 amends and adds new requirements to make meetings more accessible to the public in addition to other discrete revisions. The City Attorney will provide a presentation of the major revisions to the Brown Act. Portions of SB 707 are already in effect, while some of the more significant changes will be effective on July 1, 2026.

Background
The Ralph M. Brown Act, commonly known as the “Brown Act,” is California’s “sunshine” law for local government. The Brown Act is found in the California Government Code and requires local government business to be conducted at open and public meetings except in certain limited situations.

Current law sets standards for teleconferencing, public notice, agenda posting, and public participation. SB 707 makes revisions in these areas as well as overhauls and standardizes key provisions of the Brown Act.

Analysis
SB 707 has a phased implementation schedule to allow time for certain policy updates and infrastructure readiness. The first phase are those provisions effective January 1, 2026; the second phase are those provisions effective July 1, 2026. A summary is provided below.

Phase 1 - January 1, 2026

The following are discrete revisions to the Brown Act that went into effect on January 1, 2026.

- The sunset date related to the Brown Act's social media-related provisions was removed. The Brown Act allows members of a legislative body to communicate with members of the public on social media, but they are prohibited from responding directly to any communication regarding public agency business that is made, posted or shared

by another member of the same body.
- An oral report is required regarding the compensation of a local agency executive before final action is taken. SB 707 extends this provision to now include department heads.
- The City is required to provide copies of the Brown Act to all members of a legislative body, whether elected or appointed.
- The provisions in the Brown Act allowing the presiding officer of a legislative body to remove a person for disrupting a meeting was amended to also include the removal of remote participants.
- A special meeting may not be called to discuss compensation of the legislative body (i.e. City Council).
- SB 707 updates the teleconference provisions of the Brown Act to allow for a member of a legislative body with a disability (as defined under California and federal law) to participate in the meeting remotely as a reasonable accommodation.

The significant update to the Brown Act relates to teleconference provisions that allows for remote participation by members of a legislative body under specific limited circumstances that were enacted during and after the COVID pandemic (for example in situations that meet the definition of "just cause" and "emergency circumstances"). SB 707 now provides a standard framework of rules that applies for remote participation without complying with the traditional Brown Act teleconferencing requirements. In these limited circumstances, a member may attend a meeting remotely without having to post the agenda at the teleconference location, or identifying the teleconference location in the meeting agenda or making the teleconference location open to the public.

The specific limited circumstances applicable to cities are as follows:
- A member may attend a meeting remotely for "just cause" circumstances which includes for example, when a member has childcare or caregiving needs for certain family members that requires them to attend remotely. Other just cause circumstances includes if the member has a contagious illness, a need related to a physical or mental condition that is not a disability or if they are travelling on official business of the city or for another state or local agency. Similar to previous law, there are limits on the number of times a member can attend remotely under "just cause."
- The entire legislative body can meet remotely if there is a local or state emergency, similar to what occurred during the COVID pandemic.
- The City Council may authorize the use of remote participation for subsidiary bodies (advisory commissions not authorized to take final action), if certain findings are made.

Phase 2 - July 1, 2026

The following are new provisions required to be implemented by July 1, 2026.

- All cities of a certain size are required to have hybrid meetings to allow remote or virtual participation by members of the public. The City of South Pasadena is already compliant in this regard.
- Cities are required to adopt a service disruption policy regarding the handling of a disruption in internet service during a meeting and its restoration.
- Cities are required to provide the public with assistance for those that want to translate a public meeting into any language or have a public meeting interpreted for them by another member of the public. The City will be required to publicize instructions on how to request assistance and assistance includes, at the discretion of the City, arranging a

space for interpreters at a meeting, allowing members of the public to use their own personal interpretation equipment or have access to city facilities for the use of that equipment. The City is not required to provide any interpretation services at any public meetings.

- Cities may be required to translate a public meeting agenda (not the agenda packet) into all "applicable languages." There is specified criteria in SB 707 as to whether there are other languages spoken in a city that would meet the definition of "applicable languages."
- Cities are required to take additional steps to encourage residents, especially residents from underrepresented and/or non/English speaking groups, to participate in public meetings. The City has discretion to determine what reasonable efforts it will take to meet this requirement.
- Cities are required to have an accessible webpage dedicated to public meetings.
- All "special" meetings of all legislative bodies of the City (not just the City Council) will be required to post their agendas on the City's website.

The City Attorney will provide a presentation on these changes and will be available to answer any questions. With the more technical aspects of SB 707, the City Clerk's office along with other City departments is already working on policies and other infrastructure changes to ensure that the City will be compliance on July 1, 2026 with SB 707.

City Council Agenda Report

ITEM NO. 15

DATE: February 4, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Nick Kimball, Assistant City Manager/CFO
Tim Scholefield, Information Technology & Systems Manager
Jennifer Colby, Public Affairs Manager

SUBJECT: **RECEIVE A PRESENTATION REGARDING A PROPOSED CENTRALIZED CUSTOMER SERVICE CENTER AND ADOPT RESOLUTION NO. 7974 APPROPRIATING $100,000 FOR IMPLEMENTATION**

Recommendation

It is recommended that City Council:

1. Receive a presentation from staff regarding a proposed centralized customer service center and provide direction as appropriate; and
2. Adopt Resolution No. 7974 amending the Fiscal Year 2025-2026 budget to appropriate $100,000 to procure the core technology components necessary to establish a centralized customer service center.

Executive Summary

South Pasadena customers currently experience fragmented customer service intake, inconsistent responses to resident inquiries, high call transfer rates (Attachment 2), limited tracking of service outcomes, and the absence of enterprise-wide service level expectations. These operational challenges result in resident frustration, inefficiencies for staff, and limited visibility for City leadership and the City Council into how services are delivered across the organization.

To address these issues, staff proposes development of a central customer service center, modeled after a proven, scalable approach. The proposed program is designed to improve service consistency, accountability, and transparency through a phased, data-driven implementation that is right-sized for South Pasadena. This report provides an overview of the operational challenges, the proven model staff seeks to replicate, the goals of the program, the proposed phased implementation approach, and the resources needed to begin implementation.

Background

South Pasadena residents currently access City services through multiple entry points, including direct department phone numbers, email addresses, in-person counters, and informal referrals. While departments work diligently to assist residents, this decentralized model creates several systemic challenges, including, but not limited to:

- Inconsistent responses to similar questions depending on department or staff member

contacted;
- Frequent call transfers and manual routing of service requests;
- Limited ability to track service requests from intake to resolution;
- No consistent, enterprise-wide performance metrics or service level expectations; and
- Increased staff time spent redirecting calls rather than resolving issues.

These challenges are operational in nature and are not reflective of individual department performance. Rather, they stem from the absence of a centralized intake and tracking framework for non-emergency City services.

Analysis

Through the years, South Pasadena customers have reported experiencing fragmented customer intake and inconsistent responses to service requests, which has resulted in customer frustration and negative interactions with city government. From a management perspective, this fragmented approach has resulted in limited ability to track service outcomes, an absence of enterprise-wide service level expectations (i.e. how long it is expected to take to resolve a particular type of service request), and a lack of performance accountability for City staff.

This is not a challenge unique to South Pasadena. Local governments throughout the United State have increasingly recognized that traditional, decentralized customer service models are no longer sufficient to meet resident expectations for responsiveness, transparency, and accountability. Since the 1990s, dozens of municipalities have implemented centralized service request systems (commonly known as 3-1-1), including City of Los Angeles, as a way to consolidate non-emergency inquiries, improve service tracking, and reduce confusion about where to call for assistance. Cities as varied as New York City, Chicago, Philadelphia, Los Angeles, as well as smaller jurisdictions, have adopted these systems to manage millions of requests annually and provide consistent service delivery across departments.

Research on 311 systems shows that these centralized platforms not only streamline communication between residents and government but also generate valuable data for planning and operational improvements, addressing challenges that are common in municipalities of all sizes.[1]

Proven Model: City of Kyle, TX

In developing this proposal, South Pasadena staff engaged extensively with the City of Kyle, Texas, which has successfully implemented a centralized 3-1-1 customer service operation. Kyle faced many of the same challenges currently experienced by South Pasadena, including fragmented intake, inconsistent information delivery, and limited accountability.

[1] Richard W. Schwester, Tony Carrizales, and Marc Holzer, *An Examination of the Municipal 311 System*, *International Journal of Organization Theory and Behavior* 12, no. 2 (Summer 2009):218–236,www.researchgate.net/publication/265101332_An_examination_of_the_municipal_311_sy

Kyle's experience demonstrates that a well-designed 3-1-1 program – implemented in phases and supported by clear service standards – can significantly improve service consistency, response times, and transparency regardless of city size. Kyle emphasized the importance of establishing a data baseline and foundational service practices, standardizing service language, developing a centralized knowledge base, and introducing technology to bind seemingly disparate efforts of various departments under one management platform. Staff proposes to replicate these core principles while tailoring the program to South Pasadena's organizational structure, fiscal constraints, and community expectations.

Goals and Outcomes

The goals of the proposed Customer Success Center are intentionally data-driven, measurable, and outcome-focused. Rather than relying on anecdotal feedback or isolated service metrics, the program is designed to use technology to establish consistent methods for capturing customer contacts, tracking service requests, and evaluating performance across departments. This approach ensures that service improvements are guided by objective information, allows leadership to understand where demand is greatest, and supports informed decision-making regarding staffing, technology, and service delivery over time.

The program goals include improving the resident experience through consistent, reliable responses to inquiries; reducing call transfers and misdirected requests; establishing clear accountability through standardized key performance indicators (KPIs) and service level agreements (SLAs); and providing City Council and executive leadership with transparent, data-driven insight into service delivery. Collectively, these goals focus on improving both the resident experience and the City's internal service delivery capacity.

By leveraging technology, performance will be measured using standardized key performance indicators such as:

1. First-contact resolution
2. Service response times
3. Request completion times
4. Service volume trends

Success will be defined not by the volume of contacts handled, but by demonstrated improvements in service consistency, timeliness, and clarity, as well as the City's ability to use service data to continuously refine operations and better align resources with community needs.

Phased Implementation Approach

If directed to move forward, staff proposes a phased implementation and timeline, as follows:

1) Phase One – Data Collection and Readiness (2026 Q1):

Formation of a cross-departmental Customer Success Team. The purpose of this Team will be to serve as liaison to each department throughout the data collection and implementation phases, and to be responsible for ensuring that their respective department is meeting deadlines.

The Team will also be crucial for championing the effort in their respective department and quantifying current call, email, and walk-in activity; identifying services that generate the greatest resident confusion or dissatisfaction; and determining seasonal or cyclical demand patterns (such as utility billing or special events). This data collection period will form the foundation for the centralized knowledge base, standardized workflows and SLAs developed during Phase Three.

2) Phase Two – Technology Exploration and Procurement (2026 Q1–Q2):

Evaluation and procurement of core technology components, including customer relationship management, GIS integration, and work order connectivity, building on existing systems where possible. A diagram of expected core software systems is included as Attachment 3 and a related budget is included in the Fiscal Impact Section of this report.

3) Phase Three – Service Foundations (2026 Q3–Q4):

Development of a centralized knowledge base, standardized service workflows, KPIs, and SLAs, along with staff training and change management. This phase focuses on creating the content and reference documentation to be used by the Customer Success Center associates as well as standards that each department will be expected to meet with regards to responsiveness to requests.

4) Phase Four – Testing and Launch (2026 Q4 - 2027 Q1):

Structured testing, a controlled soft launch, public go-live with enhanced monitoring and reporting, and full marketing campaign to communicate the service.

Staffing

Staffing impacts are anticipated to be largely net-neutral through reallocation of existing positions from other departments. It is recommended that a new Customer Success job series is established to include Supervisor, Coordinator, Associate, and Specialist classifications.

If approved to move forward, staff will meet and confer with the proper bargaining unit and return to City Council to adopt the new job classification series. Initial staffing is expected to include one (1) Supervisor with three (3) direct reports to provide service during normal business hours: Monday – Friday; 7:30am – 6pm.

Upon adoption of the new job classifications, staff will also provide a plan to request authorization to recruit customer Success Supervisor to serve as project lead starting with Phase 3 of implementation through project launch, then serve as day-to-day Supervisor once the operation is live. Recruiting and hiring a Supervisor before go-live will keep the project moving forward in a timely manner as there will be one staff member accountable and fully vested in a successful implementation.

Next Steps

If City Council provides direction to move forward as recommended, staff will proceed with forming the Customer Success Team, initiating Phases 1 and 2, and return to City Council with refined scope, performance metrics, and implementation readiness milestones. Council direction regarding pacing, reporting expectations, and desired outcomes will guide subsequent phases.

Fiscal Impact

To initiate implementation, staff is requesting City Council authorization to appropriate resources for Phase One activities, which is primarily to procure the required technology. The appropriation request is for one-time funding in the current FY 2025-2026 budget. The FY 2025-2026 General Fund budget was adopted with an estimated $390,000 surplus.

As illustrated in the table below, start-up costs are recommended to be funded partly through savings identified through cost-cutting measures in the IT operation ($225,000 in savings) and partly through a General Fund enhancement ($100,000 enhancement).

Startup Costs:

Description	FY 2025-2026 (One-time)
Customer Success Management Software (Licenses & Consultant)	$150,000
GIS (Licenses & Consultant)	$75,000
Work Order & Asset Management Software (Licenses)	$50,000
Office Space/Hardware/Marketing	$50,000
Estimated Savings Identified	($225,000)
General Fund One-time Budget Enhancement	**$100,000**

Ongoing Costs to be Included in FY 2026-2027 Proposed Budget:

Description	FY 2026-2027 (Ongoing)
Personnel	
Customer Success Supervisor	$175,000
Customer Success Associates (3)	$375,000
Existing Position Re-Allocations (-4)	($550,000)
Subtotal Personnel:	**$ --**
Operating	
Office Equipment & Supplies	$2,000

Professional Development/Training	$5,000
Marketing/Advertising	$5,000
Subtotal Operating:	**$12,000**

Attachment:
Attachment No. 1- Customer Service Center Budget Resolution 2-4-2026
Attachment No. 2- Customer Service Center Call Data (2-4-2026)
Attachment No. 3-Customer Service Center Software Schematic (2-4-2026)

RESOLUTION NO. 7974

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA AMENDING THE FISCAL YEAR 2025-2026 ADOPTED BUDGET

WHEREAS, the City Council of the City of South Pasadena adopted the Fiscal Year 2025-2026 Budget on August 20, 2025, establishing the City's financial plan for the fiscal year beginning July 1, 2025 and ending June 30, 2026; and

WHEREAS, subsequent to adoption, the City has identified a need to amend the budget to allocate one-time startup funding for a centralized customer service center; 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 2025-2026 Adopted Budget is hereby amended as set forth in the table below:

Revenue Account No.	Description	Amount
	NOT APPLICABLE	
TOTAL:		

Expenditure Account No.	Description	Amount
101-3010-3032-8020-000	Special Department Expense	$100,000
TOTAL:		**$100,000**

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 4th day of February 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 4th day of February, 2026, by the following roll call vote:

AYES:
NAYES:
ABSENT:
ABSTAIN:

_____
Nikima Newsome, Chief City Clerk

Call Queue Department Matrix - Customer Success Readiness

Attachment 2

Queue Name	Department	Service Category	311 Handling Model	Rationale	Count
City Clerk	City Clerk's Office	Records & Public Information	**Yes – Full Intake**	High abandonment, short AHT, mostly informational	4
City Manager Live Answer	City Manager's Office	General City Inquiries	**Yes – Full Intake**	"Where do I go?" calls ideal for triage	3
Dial A Ride	Community Services	Transportation / Senior Services	**Yes – Full Intake**	High volume, repeatable requests	2
Senior Center Front Desk Phones	Community Services	Senior Services	**Yes – Full Intake**	Low abandonment, predictable inquiries	3
Recreation Division Receptionists	Community Services	Parks & Recreation Programs	**Yes – Full Intake**	Scheduling & registration driven	1
Recreation Park Gazebo Rentals	Community Services	Facility Rentals	**Yes – Full Intake**	Scriptable, form-driven	3
Library Reference Services	Library Services	Library Information	**Yes – Full Intake**	Info requests dominate	2
Library Children's Services	Library Services	Library Programs	**Yes – Full Intake**	Event & hours driven	2
Operations Inquiries	Public Works	Service Requests	**Yes – Full Intake**	Core 311 function	
Requests for Services	Public Works	Service Requests	**Yes – Full Intake**	Work-order driven	7
Water Quality	Public Works	Utilities	**Yes – Full Intake**	Informational + escalation	4
Police Dispatch	Police Department	Emergency / Dispatch	**No**	Out of scope for 311	3
Human Resources	Human Resources	Employment & Benefits	**Limited**	Sensitive; info only	3
Police Watch Commander	Police Department	Police Administration	**Limited**	Escalation-only	5
Police Records	Police Department	Police Records	**Hybrid (Non-CJIS)**	Requests + guidance only	5
Library Borrower's Services	Library Services	Library Accounts	**Hybrid**	Extreme abandonment; 311 handles FAQs, library handles accounts	1
Library Borrower's Services Overflow	Library Services	Library Accounts	**Hybrid**	Overflow should terminate at 311 first	8
Community Development Live Answer	Community Development	Planning & Permits	**Hybrid**	High complexity; 311 pre-screens	3
Community Development Overflow Live Answer	Community Development	Planning & Permits	**Hybrid**	Overflow misused as intake today	6
Permits	Community Development	Building & Safety	**Hybrid**	Intake + routing only	3
Finance / Utility Billing	Finance	Billing & Payments	**Hybrid**	311 handles explanations, escalates disputes	7
Fire Department Live Answer	Fire Department	Fire Prevention	**Hybrid**	Scheduling + info first	7

Monthly KPI Report

Month	DaysCovered	# Inbound	Inbound/day	# Answered	Answered/day	# Abandoned	AbandonRate%	# Holds	# Refused
Jul 2025	26	3973	152.8	2713	104.3	1260	31.7	883	99
Aug 2025	31	4419	142.5	3053	98.5	1366	30.9	1012	143
Sep 2025	30	4538	151.3	3197	106.6	1341	29.6	1035	136
Oct 2025	31	4886	157.6	3309	106.7	1577	32.3	954	107
Nov 2025	30	3687	122.9	2506	83.5	1181	32	748	72
Dec 2025	31	4039	130.3	2715	87.6	1324	32.8	764	67

Queue Report - Six Month Aggregate

Name	MonthsPresent	Inbound	Answered	Abandoned	AbandonRate%	Holds	Refused
Dial A Ride	6	3438	2493	945	27.49	223	38
Community Development Live Answer	6	2739	1937	802	29.28	1802	1
Senior Center Front Desk Phones	6	2570	2325	245	9.53	595	8
Police Dispatch	6	2441	2348	93	3.81	0	0
Library Reference Services	6	1935	1566	369	19.07	389	6
Police Records	6	1733	1504	229	13.21	747	3
Fire Department Live Answer	6	1415	656	759	53.64	261	0
Library Borrower's Services	6	1337	89	1248	93.34	21	0
Library Borrower's Services Overflow	6	1111	942	169	15.21	309	0
Police Watch Commander	6	917	619	298	32.5	37	9
Recreation Park Gazebo Rentals	6	784	661	123	15.69	108	95
Community Development Overflow Live Answer	6	717	189	528	73.64	157	0
City Manager Live Answer	6	503	257	246	48.91	182	5
Recreation Division Receptionists	6	441	209	232	52.61	56	223
Operations Inquiries	6	416	204	212	50.96	40	6
City Clerk	6	363	170	193	53.17	30	6
Police Detective Bureau	6	325	198	127	39.08	52	0
Human Resources	6	311	201	110	35.37	67	123
Library Reference Services Overflow	6	269	11	258	95.91	1	2
Library Children's Services	6	245	199	46	18.78	40	2
Finance General Inquiries	6	233	223	10	4.29	165	0
City Manager Overflow Live Answer	6	197	29	168	85.28	24	1
Library Admin	6	186	81	105	56.45	20	0
Engineering	6	184	109	75	40.76	20	0
Service Requests	6	152	94	58	38.16	11	0
Police Traffic Division	6	130	17	113	86.92	1	1
Management Services Live Answer	6	86	30	56	65.12	17	0
Library Admin Overflow	6	71	2	69	97.18	1	7
Water Operations	6	67	26	41	61.19	0	21
Camp Med	6	59	32	27	45.76	1	2
Management Services Overflow	6	50	14	36	72	6	34
Graffiti Hotline	6	38	12	26	68.42	1	0
Requests for Services	6	38	37	1	2.63	12	25
Library Children's Services Overflow	6	29	2	27	93.1	0	0
Water Quality	6	6	4	2	33.33	0	5
Mid Level Program	6	3	1	2	66.67	0	1
Permits	6	3	2	1	33.33	0	0
Friday Front Desk Coverage,	6	0	0	0		0	0
Police Department Overflow Back to Main	6	0	0	0		0	0
Police Records Fax	6	0	0	0		0	0
Services for Requests Overflow	6	0	0	0		0	0

Top 15 Volume Call Queues

Name	MonthsPresent	Inbound	Answered	Abandoned	AbandonRate%	Holds	Refused
Dial A Ride	6	3438	2493	945	27.5	223	38
Community Development Live Answer	6	2739	1937	802	29.3	1802	1
Senior Center Front Desk Phones	6	2570	2325	245	9.5	595	8
Police Dispatch	6	2441	2348	93	3.8	0	0
Library Reference Services	6	1935	1566	369	19.1	389	6
Police Records	6	1733	1504	229	13.2	747	3
Fire Department Live Answer	6	1415	656	759	53.6	261	0
Library Borrower's Services	6	1337	89	1248	93.3	21	0
Library Borrower's Services Overflow	6	1111	942	169	15.2	309	0
Police Watch Commander	6	917	619	298	32.5	37	9
Recreation Park Gazebo Rentals	6	784	661	123	15.7	108	95
Community Development Overflow Live Answer	6	717	189	528	73.6	157	0
City Manager Live Answer	6	503	257	246	48.9	182	5
Recreation Division Receptionists	6	441	209	232	52.6	56	223
Operations Inquiries	6	416	204	212	51	40	6

High Abandoned Call Queues

Name	MonthsPresent	Inbound	Answered	Abandoned	AbandonRate%	Holds	Refused
Library Borrower's Services	6	1337	89	1248	93.3	21	0
Community Development Overflow Live Answer	6	717	189	528	73.6	157	0
Fire Department Live Answer	6	1415	656	759	53.6	261	0
City Clerk	6	363	170	193	53.2	30	6
Recreation Division Receptionists	6	441	209	232	52.6	56	223
Operations Inquiries	6	416	204	212	51	40	6
City Manager Live Answer	6	503	257	246	48.9	182	5
Police Detective Bureau	6	325	198	127	39.1	52	0
Human Resources	6	311	201	110	35.4	67	123
Police Watch Commander	6	917	619	298	32.5	37	9
Community Development Live Answer	6	2739	1937	802	29.3	1802	1
Dial A Ride	6	3438	2493	945	27.5	223	38

Attachment 3

Customer Success Center
Software Schematic

