CITY OF SOUTH PASADENA
CITY COUNCIL

AGENDA

REGULAR COUNCIL MEETING
WEDNESDAY, JUNE 3, 2026, AT 7:00 PM

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

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

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

Public participation may be made as follows:

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

Meeting may be viewed at:

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

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

PUBLIC COMMENT GUIDELINES

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

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

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

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

PRESENTATIONS

1. A PRESENTATION FROM THE SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS' PRESIDENT

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 $150,631.64; GENERAL CITY WARRANTS IN THE AMOUNT OF $1,131,916.74; ONLINE PAYMENTS IN THE AMOUNT OF $128,005.82; VOIDS IN THE AMOUNT OF ($0); PAYROLL IN THE AMOUNT OF $1,231,070.91

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

6. CONSIDERATION OF APPROVAL OF SPECIAL SESSION AND REGULAR MEETING MINUTES FOR MAY 20, 2026

Recommendation
It is recommended that the City Council approve the minutes from the Special Session and Regular City Council meetings held on May 20, 2026.

7. CONSIDERATION OF APPROVAL OF THE FOLLOWING RESOLUTIONS FOR THE GENERAL MUNICIPAL ELECTION TO BE HELD ON NOVEMBER 3, 2026:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, CALLING AND GIVING NOTICE OF THE HOLDING OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 3, 2026, FOR THE ELECTION OF CERTAIN OFFICERS AND THE SUBMISSION OF A BALLOT MEASURE OR MEASURES TO THE VOTERS, AS REQUIRED BY THE PROVISIONS OF THE LAWS OF THE STATE OF CALIFORNIA RELATING TO GENERAL LAW CITIES;

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES CONSOLIDATE THE CITY'S GENERAL MUNICIPAL ELECTION WITH THE STATEWIDE ELECTION BEING HELD; AND

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADOPTING REGULATIONS FOR CANDIDATES FOR ELECTIVE OFFICE PERTAINING TO CANDIDATE'S STATEMENTS SUBMITTED TO THE VOTERS AT AN ELECTION TO BE HELD ON TUESDAY, NOVEMBER 3, 2026

Recommendation
It is recommended that the City Council adopt the following resolutions related to the November 3, 2026, General Municipal Election:

1. Resolution No. 8004 calling and giving notice of the holding of a General Municipal Election, Tuesday, November 3, 2026, for the election of certain officers; and
2. Resolution No. 8005 requesting the Board of Supervisors of the County of Los

Angeles consolidate the municipal election with the statewide election; and
3. Resolution No. 8006 adopting regulations for candidates for elective office pertaining to candidate's statements submitted to the voters.

8. CONSIDERATION TO AUTHORIZE STAFF TO SUBMIT AN APPLICATION FOR THE 2025 ASSISTANCE TO FIREFIGHTERS GRANT FOR A TYPE 3 WILDLAND/URBAN INTERFACE FIRE APPARATUS

Recommendation
It is recommended that the City Council authorize staff to submit a Fiscal Year 2025 Assistance to Firefighters Grant application for the purchase of a Type III wildland/urban interface fire apparatus.

9. CONSIDERATION TO APPROVE AN AMENDMENT TO THE TASK ORDER WITH GIBSON TRANSPORTATION CONSULTING, INC. FOR TRAFFIC AND TRANSPORTATION ENGINEERING SERVICES RELATED TO AN EVALUATION FOR THE ORANGE GROVE AVENUE CORRIDOR, FOR A NEW TOTAL CONTRACT AMOUNT OF $67,800

Recommendation
It is recommended that the City Council approve an amendment to the Task Order with Gibson Transportation Consultant, Inc, in final form by the City Attorney, to provide traffic and transportation engineering services related to an evaluation for the Orange Grove Avenue corridor for a new not to exceed total of $67,800.

10. CONSIDERATION TO APPROVE AN AGREEMENT FOR GENERAL LIABILITY THIRD-PARTY ADMINISTRATOR SERVICES WITH GEORGE HILLS COMPANY

Recommendation
It is recommended that the City Council approve an agreement with George Hills Company for General Liability Third-Party Administrator services in the final form negotiated and approved by the City Manager and City Attorney.

11. CONSIDERATION TO RECEIVE AND FILE THE MARCH 2026 MONTHLY BUDGET REPORT

Recommendation
It is recommended that the Finance Commission receive and file the monthly budget report through March 31, 2026 (Attachment No. 1).

12. CONSIDERATION OF APPROVAL OF AN AMENDMENT TO AN AGREEMENT WITH AVANT-GARDE, INC. TO EXTEND ON-CALL PROGRAM MANAGEMENT SUPPORT SERVICES, FOR A NEW TOTAL CONTRACT AMOUNT OF $64,000.

Recommendation
It is recommended that the City Council approve the amendment to the Agreement with Avant-Garde, Inc. to provide on-call program management support services, increasing the total not-to-exceed amount to $64,000 to cover services through June 30, 2026.

13. CONSIDERATION OF APPROVAL OF AN AMENDMENT TO AN AGREEMENT WITH

W.G. ZIMMERMAN ENGINEERING, INC., TO EXTEND ON-CALL PROGRAM MANAGEMENT SUPPORT SERVICES, FOR A NEW TOTAL CONTRACT AMOUNT OF $74,750.

Recommendation

It is recommended that City Council approve the amendment to the Agreement with W.G. Zimmerman Engineering, Inc., to provide on-call program management support services, increasing the total not-to-exceed amount to $74,750 to cover services through June 30, 2026.

14. CONSIDERATION OF APPROVAL OF AN AMENDMENT TO AN AGREEMENT WITH ECS, INC. TO EXTEND PROJECT MANAGEMENT SUPPORT SERVICES RELATED TO THE HUNTINGTON DRIVE AND FREMONT AVENUE CORRIDOR IMPROVEMENT PROJECT, FOR A NEW TOTAL CONTRACT AMOUNT OF $105,098.

Recommendation

It is recommended that City Council approve the amendment to the Agreement with ECS, Inc. in the form approved by the City Attorney to provide project management support services related to the Huntington Drive and Fremont Avenue Corridor Improvement Project, increasing the total not-to-exceed amount to $105,098.

PUBLIC HEARING

15. CONSIDER INTRODUCTION OF ORDINANCE NO. 2414, AN UNCODIFIED ORDINANCE TO DELAY EFFECTUATION AND EXCLUDE CERTAIN INDIVIDUAL SITES, ORDINANCE NO. 2415 TO AMEND CHAPTER 36 (ZONING) OF THE SOUTH PASADENA MUNICIPAL CODE (SPMC) AND TO THE SOUTH PASADENA ZONING MAP TO ADOPT A TRANSIT-ORIENTED DEVELOPMENT ALTERNATIVE PLAN PURSUANT TO SENATE BILL 79 (GOVERNMENT CODE SECTIONS 65912.155 ET SEQ.), AND ADOPTION OF RESOLUTION NO. 8007 AMENDNIG THE DOWNTOWN SPEICIFC PLAN TO REFELCT THE TRANSIT-ORIENTED DEVELOPMENT ALTERNATIVE PLAN, AND MAKING A DETERMINATION OF EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

Recommendation

It is recommended that the City Council open the public hearing as has been advertised and continue this item until the July, 15, 2026 meeting at 7:00 p.m., at which time the City Council will be asked to take the following actions after the official SCAG and HCD directives have been released and confirmed:

(a) Introduce Ordinance No. 2414 by title only and waive full reading of the ordinance that will delay effectuation and exclude only individual sites designated as historic on a local register (Attachment 1);

(b) Introduce Ordinance No. 2415 by title only and waive full reading of the ordinance to adopt a corresponding Transit-Oriented Development Alternative Plan (“TOD Alternative Plan”) by amending Article 2 Division 36.240 of Chapter 36 (Zoning) of the South Pasadena Municipal Code (SPMC), and the Zoning Map (Attachment 2); and

(c) Adopt Resolution No. 8007 to amend the Downtown Specific Plan to reflect the Transit-Oriented Development Alternative Plan ("TOD Alternative Plan") (Attachment 3).

16. CONSIDERATION OF ADOPTION OF RESOLUTION NO. 8008, DECOMMITTING COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS PREVIOUSLY ALLOCATED TO THE SENIOR NUTRITION PROGRAM

Recommendation

It is recommended that the City Council:

1. Conduct a public hearing regarding the proposed decommitment of Community Development Block Grant (CDBG) funds previously allocated to the Senior Nutrition Program for Fiscal Year 2025-2026;
2. Adopt Resolution No. 8008 of the decommitment of $17,604 in CDBG funds from the Senior Nutrition Program; and
3. Authorize the City Manager, or designee, to take any actions necessary to implement the decommitment and any related budget or program amendments, as applicable.

ACTION/DISCUSSION

17. DISCUSSION AND DIRECTION REGARDING AFTERMARKET ELECTRIC VEHICLE CONVERSIONS FOR THE PUBLIC WORKS FLEET AND AUTHORIZATION TO PURSUE GRANT FUNDING

Recommendation

It is recommended that the City Council:

1. Provide general direction regarding pursuing aftermarket Electric Vehicle (EV) conversions where Original Equipment Manufacturer (OEM) electric alternatives are currently unavailable; and
2. Authorize the City Manager, or designee, to submit a grant application for two (2) heavy duty Public Works vehicles through the Transportation Electrification Advancement for Municipalities (TEAM) program funded by the South Coast Air Quality Management District (SCAQMD) to provide funding for fifty percent (50%) of the total cost of the vehicles.

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

Recommendation

It is recommended that the City Council:

a. Receive a presentation from staff regarding the Huntington Drive and Fremont Avenue Corridor Improvements Project (Project), which includes a community feedback summary;
b. Select design alternatives presented for Fremont Avenue, which include Option 2 for Segment 1, Option 2A for segments 2 and 3, Option 2 or 5 for segment 3, the roundabout concepts at the intersection of Fremont Avenue and Hope Street and Fremont Avenue and Oxley Street; and

c. Direct staff to move forward on the selected design alternative.

PUBLIC COMMENT - CONTINUED

19. 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

20. COUNCILMEMBER COMMUNICATIONS

21. CITY MANAGER COMMUNICATIONS

ADJOURNMENT

FOR YOUR INFORMATION

FUTURE CITY COUNCIL MEETINGS

June 17, 2026	Regular City Council Meeting	7:00 P.M.
July 1, 2026	Regular City Council Meeting (Cancelled)	7:00 P.M.
July 15, 2026	Regular City Council Meeting	7:00 P.M.
August 5, 2026	Regular City Council Meeting	7:00 P.M.

PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS

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

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

AGENDA NOTIFICATION SUBSCRIPTION

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

ACCOMMODATIONS

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

CERTIFICATION OF POSTING

I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on June 3, 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.

05/28/2026	/S/
Date	Mark Perez, Deputy City Clerk

City Council Agenda Report

ITEM NO. 5

DATE: June 3, 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 $150,631.64; GENERAL CITY WARRANTS IN THE AMOUNT OF $1,131,916.74; ONLINE PAYMENTS IN THE AMOUNT OF $128,005.82; VOIDS IN THE AMOUNT OF ($0); PAYROLL IN THE AMOUNT OF $1,231,070.91**

Recommendation

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

Executive Summary

Prepaid Warrants:
Warrant # 323516-323527, **$37,548.60**
ACH: **$113,083.04**

General City Warrants
Warrant # 323528-323584, **$643,941.79**
ACH: **$487,974.95**

Voids: **($0)**
Online Payments: **$128,005.82**

Payroll Period Ending 05/22/2026: **$1,231,070.91**

Total: $2,641,625.11

Analysis

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

Explanation of Terms

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

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

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

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

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

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

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

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

City of South Pasadena
Demand/Warrant Register
Recap by fund

Date 6/3/2026

	Fund No.	Amounts	
		Prepaid	**Written**
General Fund	101	68,152.41	319,630.27
Insurance Fund	103	33,040.22	-
Street Improvement Program	104	-	-
Technology Surcharge Fund	106	-	-
Facilities & Equip.Cap. Fund	105	-	-
Programs and Projects	107	-	-
Special Projects Fund	116	-	95,892.73
Vehicle Replacement Fund	120	-	-
Tree Replacement Fund	121	-	-
Local Transit Return "A"	205	-	956.74
SLFRF Fund	206	-	-
Local Transit Return "C"	207	-	84,664.16
TEA/Metro	208	-	-
Sewer Fund	210	59.58	4,450.99
CTC Traffic Improvement	211	-	-
SB2 Planning Grant	213	-	-
Rogan HR5294 Grant	214	10,000.00	362,083.36
Street Lighting Fund	215	932.10	49,198.98
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	3,117.47	8,041.51
County Park Bond Fund	232	-	-
Measure R	233	-	18,970.00
Measure M	236	-	18,970.00
Road Maint & Rehab (SB1)	237	-	-
MSRC Grant Fund	238	-	-
Measure W	239	-	22,519.00
Measure H	241	-	-
Prop C Exchange Fund	242	-	-
Reimbursable Grant Fund	244	-	128,370.99
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	-	590.00
State SR 710 LATIP	297	-	-
Sewer Capital Projects Fund	310	-	-
400 Capital Improvement Program	400	-	-
Water Fund	500	1,103.24	17,262.45
Water Efficiency Fund	503	-	315.56
2016 Water Revenue Bonds Fund	505	-	-
SRF Loan - Water	506	-	-
Water & Sewer Impact Fee	510	-	-
Public Financing Authority	550	-	-
Payroll Clearing Fund	700	34,226.62	-
			-
Column Totals:		150,631.64	1,131,916.74

City Report Totals:	1,282,548.38
Payroll Period Ending 05/22/2026	1,231,070.91
Online Payments	128,005.82
Voids	-
Grand Report Total:	**2,641,625.11**

Sheila Rossi, Mayor

William Castrillon, Budget & Purchasing Manager

Nikima Newsome, Chief City Clerk

Accounts Payable

Check Detail

User: tfernandez
Printed: 05/27/2026 - 9:07AM

Check Number	Check Date	Amount

CEAP7000 - S.P. Public Service Employees Association-PT 700-0000-0000-2249-000

0 05/19/2026

Inv PR 05.08.2026

Line Item Date	Line Item Description	
05/06/2026	PR Batch 00001.05.2026 PART TIME ASSN. DUES / FEE	184.00
Inv PR 05.08.2026 Total		184.00
0 Total:		184.00
CEAP7000 - S.P. Public Service Employees Association-PT Total:		184.00

DEP5072 - CA Dept of Transportation

323516 05/19/2026

Inv 8

Line Item Date	Line Item Description	
04/29/2026	Federal/State Proj. No. RABA01-5071 (024)	10,000.00
Inv 8 Total		10,000.00
323516 Total:		10,000.00
DEP5072 - CA Dept of Transportation Total:		10,000.00

PARS3011 - Phase II Systems a California Corporation

0 05/19/2026

Inv PR 05.08.2026

Line Item Date	Line Item Description	
05/06/2026	PR Batch 00001.05.2026 PARS Employer Contribution	262.04
05/06/2026	PR Batch 00001.05.2026 PARS Employer Contribution	55.08
05/06/2026	PR Batch 00001.05.2026 PARS Employer Contribution	104.11
05/06/2026	PR Batch 00001.05.2026 PARS Employer Contribution	87.49
05/06/2026	PR Batch 00001.05.2026 PARS Employee Contribution	508.74
Inv PR 05.08.2026 Total		1,017.46
0 Total:		1,017.46
PARS3011 - Phase II Systems a California Corporation Total:		1,017.46

SCFT0000 - Franchise Tax Board

323517 05/19/2026

Inv PR 05.08.2026

Line Item Date	Line Item Description	
05/06/2026	PR Batch 00001.05.2026 Garnishment-Christopher Case#211-23208	200.00
Inv PR 05.08.2026 Total		200.00

Inv PR 05.08.26

Line Item Date	Line Item Description	
05/06/2026	PR Batch 00001.05.2026 Garnishment - Garcia AN#121-27932-75	795.08
Inv PR 05.08.26 Total		795.08

323517 Total: 995.08

SCFT0000 - Franchise Tax Board Total: 995.08

SCFT0001 - Franchise Tax Board

323518 05/19/2026

Inv PR 05.08.2026

Line Item Date	Line Item Description	
05/06/2026	PR Batch 00001.05.2026 Garnishment -Christiana Case #11025452(	90.00
Inv PR 05.08.2026 Total		90.00

323518 Total: 90.00

SCFT0001 - Franchise Tax Board Total: 90.00

SOU5230 - S.P.Firefighters L-3657

0 05/19/2026

Inv PR 05.08.2026

Line Item Date	Line Item Description	
05/06/2026	PR Batch 00001.05.2026 Firefighters 3657 - Union	1,925.00
05/06/2026	PR Batch 00001.05.2026 Fire Assn. Insurance	147.42
05/06/2026	PR Batch 00001.05.2026 FFA Fire Rec Fees	90.00
Inv PR 05.08.2026 Total		2,162.42

0 Total: 2,162.42

SOU5230 - S.P.Firefighters L-3657 Total: 2,162.42

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

0 05/19/2026

Inv PR 05.08.2026

Line Item Date	Line Item Description	
05/06/2026	PR Batch 00001.05.2026 SPPOA - Union Dues	4,762.00
05/06/2026	PR Batch 00001.05.2026 SPPOA Insurance	2,857.91

Inv PR 05.08.2026 Total 7,619.91

0 Total: 7,619.91

SOU5435 - S.P. Police Officers Association Total: 7,619.91

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

0 05/19/2026

Inv PR 05.08.2026

Line Item Date	Line Item Description	
05/06/2026	PR Batch 00001.05.2026 SPPSEA - Union Dues	1,700.00

Inv PR 05.08.2026 Total 1,700.00

0 Total: 1,700.00

SOU5451 - S.P. Public Service Employees Association Total: 1,700.00

SSDV2018 - Sandoval, Sheila

0 05/19/2026

Inv PR 05.08.2026

Line Item Date	Line Item Description	
05/06/2026	PR Batch 00001.05.2026 Garnishment - Sandoval	956.03
05/06/2026	PR Batch 00001.05.2026 Sandoval - Garnishment	61.67

Inv PR 05.08.2026 Total 1,017.70

0 Total: 1,017.70

SSDV2018 - Sandoval, Sheila Total: 1,017.70

Total: 24,786.57

Accounts Payable

Check Detail

User: tfernandez
Printed: 05/27/2026 - 9:11AM

Check Number	Check Date	Amount
AFLA7010 - AFLAC		
0	05/26/2026	
Inv 811965		
Line Item Date	Line Item Description	
05/08/2026	Payment for Employee Optional Insurance April 2026	693.35
Inv 811965 Total		693.35
0 Total:		693.35
AFLA7010 - AFLAC Total:		693.35
AIS0107 - Alliant Insurance Services, Inc.		
0	05/26/2026	
Inv 3510463		
Line Item Date	Line Item Description	
04/27/2026	5/3/25 - 5/3/26 UST Pollution Coverage	495.26
Inv 3510463 Total		495.26
Inv 3517012		
Line Item Date	Line Item Description	
04/30/2026	Pollution Liability Policy 5/3/26 - 5/23/27	11,026.42
Inv 3517012 Total		11,026.42
0 Total:		11,521.68
AIS0107 - Alliant Insurance Services, Inc. Total:		11,521.68
AME0229 - Ameritas		
0	05/26/2026	
Inv Dental-May2026		
Line Item Date	Line Item Description	
05/01/2026	Dental Plan Premiums Ameritas Coverage for May 2026	12,727.88
05/01/2026	AKasparian paid city for premiums in excess Family dental plan	54.56
Inv Dental-May2026 Total		12,782.44

Inv Vision-May2026

Line Item Date	Line Item Description	
05/01/2026	Vision Plan Premiums Ameritas Coverage for May 2026	3,168.20
05/01/2026	AKasparian paid City premium excess family vision plan	9.24

Inv Vision-May2026 Total 3,177.44

0 Total: 15,959.88

AME0229 - Ameritas Total: 15,959.88

AMJCD803 - Cordero, Ambison J

323522 05/26/2026

Inv 1236-DEP

Line Item Date	Line Item Description	
03/31/2026	Movies in Park Projection Screen Set Up 50% DEP	1,267.00

Inv 1236-DEP Total 1,267.00

323522 Total: 1,267.00

AMJCD803 - Cordero, Ambison J Total: 1,267.00

AT&T5011 - AT&T

323519 05/26/2026

Inv 33184108023436

Line Item Date	Line Item Description	
05/07/2026	AN 331 841-0802 343 6 Serv 5/7 - 6/6/26	32.11

Inv 33184108023436 Total 32.11

Inv 5/13-6/12/26

Line Item Date	Line Item Description	
05/13/2026	AN 626 441-6497 357 0 Serv 5/13 - 6/12/26	2,928.31

Inv 5/13-6/12/26 Total 2,928.31

Inv 5/7-6/6/2026

Line Item Date	Line Item Description	
05/07/2026	AN 331 841-0756 343 2 Serv 5/7 - 6/6 May 2026	31.76

Inv 5/7-6/6/2026 Total 31.76

323519 Total: 2,992.18

AT&T5011 - AT&T Total: 2,992.18

Check Number	Check Date	Amount
ATTE2011 - AT&T DW Holdings, Inc		
323520	05/26/2026	
Inv 1685607112		
Line Item Date	Line Item Description	
05/07/2026	AN 831-001-4896 776 Serv for May 2026	4,968.27
Inv 1685607112 Total		4,968.27
Inv 1695607110		
Line Item Date	Line Item Description	
05/07/2026	AN 831-001-5489 449 May 2026	724.07
Inv 1695607110 Total		724.07
323520 Total:		5,692.34
ATTE2011 - AT&T DW Holdings, Inc Total:		5,692.34
CIN4011 - AT&T Mobility		
323521	05/26/2026	
Inv 287288006612X05		
Line Item Date	Line Item Description	
05/02/2026	Mobile Device Services for March & April 2026 AN 287288006612	8,266.81
Inv 287288006612X05 Total		8,266.81
Inv 287312118886X05		
Line Item Date	Line Item Description	
05/02/2026	AN 287312118886 3/3-4/2/26 First Responders	2,666.14
Inv 287312118886X05 Total		2,666.14
Inv 287351491376X05		
Line Item Date	Line Item Description	
05/06/2026	AN 287351491376 Internet Srv at PW location 5/7-6/6/26 MAY 202	68.08
Inv 287351491376X05 Total		68.08
323521 Total:		11,001.03
CIN4011 - AT&T Mobility Total:		11,001.03
COBR7131 - The Advantage Group		
0	05/26/2026	
Inv 052026HRA		
Line Item Date	Line Item Description	
05/08/2026	HRA Admin Fee for May 2026	23,480.39
Inv 052026HRA Total		23,480.39

Inv 197609

Line Item Date	Line Item Description	
05/05/2026	HRA Admin Fee for April 2023	294.00

Inv 197609 Total 294.00

0 Total: 23,774.39

COBR7131 - The Advantage Group Total: 23,774.39

GRTE2011 - Granite Telecommunications, LLC

0 05/26/2026

Inv 743634234

Line Item Date	Line Item Description	
05/01/2026	AN 05506451 EPIK - May 2026	1,195.94

Inv 743634234 Total 1,195.94

0 Total: 1,195.94

GRTE2011 - Granite Telecommunications, LLC Total: 1,195.94

ITCR2501 - Pacific Secured Equities Inc.

0 05/26/2026

Inv 76-015890

Line Item Date	Line Item Description	
04/30/2026	Indemnity Annual Per Claim Fees April 2026	21,518.54

Inv 76-015890 Total 21,518.54

0 Total: 21,518.54

ITCR2501 - Pacific Secured Equities Inc. Total: 21,518.54

LEXI4011 - Lexipol LLC

0 05/26/2026

Inv INVPM11265892

Line Item Date	Line Item Description	
02/01/2026	3/1/26-2/28/27 Annual LEFTA Shield Suite Base & User (54) Subsc	7,675.19

Inv INVPM11265892 Total 7,675.19

0 Total: 7,675.19

LEXI4011 - Lexipol LLC Total: 7,675.19

Check Number	Check Date	Amount

MUSCOLGH - Musco Corporation

323525 05/26/2026

Inv 452691-DEP

Line Item Date	Line Item Description	
05/08/2026	6/12/2026 Viewing Party Garfield Park 60% Deposit	3,978.00
Inv 452691-DEP Total		3,978.00
323525 Total:		3,978.00
MUSCOLGH - Musco Corporation Total:		3,978.00

PARS3011 - Phase II Systems a California Corporation

0 05/26/2026

Inv PR 05.22.2026

Line Item Date	Line Item Description	
05/21/2026	PR Batch 52226.05.2026 PARS Employer Contribution	628.28
05/21/2026	PR Batch 52226.05.2026 PARS Employee Contribution	628.28
Inv PR 05.22.2026 Total		1,256.56
0 Total:		1,256.56
PARS3011 - Phase II Systems a California Corporation Total:		1,256.56

POS5265 - Post Alarm Systems

0 05/26/2026

Inv 1929111

Line Item Date	Line Item Description	
05/01/2026	Fire Monitoring at War Memorial Building JUN2026	64.85
05/01/2026	Fire Monitoring at Orange Grove Building JUN2026	64.85
Inv 1929111 Total		129.70
0 Total:		129.70
POS5265 - Post Alarm Systems Total:		129.70

SCFT0000 - Franchise Tax Board

323523 05/26/2026

Inv PR 05.22.2026

Line Item Date	Line Item Description	
05/21/2026	PR Batch 52226.05.2026 Garnishment -Christopher No. 211-23208-	200.00
Inv PR 05.22.2026 Total		200.00

Inv PR 05.22.26

Line Item Date	Line Item Description	
05/21/2026	PR Batch 52226.05.2026 Garnishment - Garcia AN#121-27932-75	795.08

Inv PR 05.22.26 Total 795.08

323523 Total: 995.08

SCFT0000 - Franchise Tax Board Total: 995.08

SCFT0001 - Franchise Tax Board

323524 05/26/2026

Inv PR 05.22.2026

Line Item Date	Line Item Description	
05/21/2026	PR Batch 52226.05.2026 Garnishment -Christiana Miller	90.00

Inv PR 05.22.2026 Total 90.00

323524 Total: 90.00

SCFT0001 - Franchise Tax Board Total: 90.00

SOU5132 - South Coast A.Q.M.D

323526 05/26/2026

Inv 4711957

Line Item Date	Line Item Description	
04/16/2026	AQMD Fees July 2025 - June 2026 Hot Spots Programs Fee	172.49

Inv 4711957 Total 172.49

323526 Total: 172.49

SOU5132 - South Coast A.Q.M.D Total: 172.49

SSDV2018 - Sandoval, Sheila

0 05/26/2026

Inv PR 05.22.2026

Line Item Date	Line Item Description	
05/21/2026	PR Batch 52226.05.2026 Garnishment - Sandoval	956.03
05/21/2026	PR Batch 52226.05.2026 Sandoval - Garnishment	61.67

Inv PR 05.22.2026 Total 1,017.70

0 Total: 1,017.70

SSDV2018 - Sandoval, Sheila Total: 1,017.70

STA5219 - Staples Business Advantage

0 05/26/2026

Inv 6053570034

Line Item Date	Line Item Description	
01/23/2026	PD Office Supplies	24.91

Inv 6053570034 Total 24.91

Inv 6055170278

Line Item Date	Line Item Description	
02/05/2026	breakroom supplies for PW operations staff	17.85
02/05/2026	breakroom supplies for PW operations staff	17.86
02/05/2026	breakroom supplies for PW operations staff	17.85
02/05/2026	breakroom supplies for PW operations staff	17.86
02/05/2026	breakroom supplies for PW operations staff	17.85
02/05/2026	breakroom supplies for PW operations staff	17.86

Inv 6055170278 Total 107.13

Inv 6056480180

Line Item Date	Line Item Description	
02/24/2026	breakroom supplies for PW operations staff	159.64

Inv 6056480180 Total 159.64

Inv 6056480184

Line Item Date	Line Item Description	
02/24/2026	office supplies for parks supervisor	4.41

Inv 6056480184 Total 4.41

Inv 6061750970

Line Item Date	Line Item Description	
04/24/2026	padded mailers	60.21

Inv 6061750970 Total 60.21

Inv 6061750973

Line Item Date	Line Item Description	
04/24/2026	padded mailers	35.13

Inv 6061750973 Total 35.13

Inv 6061858266

Line Item Date	Line Item Description	
04/25/2026	batteries	10.82

Inv 6061858266 Total 10.82

Inv 6061858269

Line Item Date	Line Item Description

	04/25/2026	furniture sliders	16.34
	Inv 6061858269 Total		16.34
	Inv 6062270383		
	Line Item Date	Line Item Description	
	04/29/2026	ipad stand	79.55
	Inv 6062270383 Total		79.55
	Inv 6062337715		
	Line Item Date	Line Item Description	
	04/30/2026	Break Room Supplies	90.23
	04/30/2026	Break Room Supplies	90.23
	Inv 6062337715 Total		180.46
	Inv 6062820791		
	Line Item Date	Line Item Description	
	05/01/2026	hand sanitizer	123.25
	Inv 6062820791 Total		123.25
	Inv 6062951315		
	Line Item Date	Line Item Description	
	05/02/2026	Hard Drive	123.98
	Inv 6062951315 Total		123.98
	Inv 6062951317		
	Line Item Date	Line Item Description	
	05/02/2026	Senior Center office supplies	64.64
	Inv 6062951317 Total		64.64
	Inv 6062951318		
	Line Item Date	Line Item Description	
	05/02/2026	paper	46.95
	Inv 6062951318 Total		46.95
	Inv 6062951321		
	Line Item Date	Line Item Description	
	05/02/2026	PD Office Supplies	571.94
	Inv 6062951321 Total		571.94
	Inv 6063118477		
	Line Item Date	Line Item Description	
	05/05/2026	PD Office Supplies	28.39
	Inv 6063118477 Total		28.39

Inv 6063118478

Line Item Date	Line Item Description	
05/05/2026	cricut transfer tape	43.60

Inv 6063118478 Total 43.60

Inv 6063190467

Line Item Date	Line Item Description	
05/06/2026	breakroom supplies for PW operations staff	41.73
05/06/2026	breakroom supplies for PW operations staff	41.72
05/06/2026	breakroom supplies for PW operations staff	41.72
05/06/2026	breakroom supplies for PW operations staff	41.72
05/06/2026	breakroom supplies for PW operations staff	41.73
05/06/2026	breakroom supplies for PW operations staff	41.72

Inv 6063190467 Total 250.34

Inv 6063190468

Line Item Date	Line Item Description	
05/06/2026	Office Supplies	277.61

Inv 6063190468 Total 277.61

Inv 6063190469

Line Item Date	Line Item Description	
05/06/2026	corkboard for parks department	23.06

Inv 6063190469 Total 23.06

Inv 6063190471

Line Item Date	Line Item Description	
05/06/2026	Office Supplies	154.69

Inv 6063190471 Total 154.69

Inv 6063264867

Line Item Date	Line Item Description	
05/07/2026	sharpie markers	61.31

Inv 6063264867 Total 61.31

Inv 6063264869

Line Item Date	Line Item Description	
05/07/2026	headset, post-its	42.81

Inv 6063264869 Total 42.81

Inv 6063264872

Line Item Date	Line Item Description	
05/07/2026	Credit Memo-return	-64.64

Inv 6063264872 Total -64.64

Inv 6063343699

Line Item Date	Line Item Description	
05/08/2026	Adult face masks	219.78

Inv 6063343699 Total 219.78

Inv 6063343700

Line Item Date	Line Item Description	
05/08/2026	PD Office Supplies	486.09

Inv 6063343700 Total 486.09

Inv 6063343701

Line Item Date	Line Item Description	
05/08/2026	PD Office Supplies	23.97

Inv 6063343701 Total 23.97

0 Total: 3,156.37

STA5219 - Staples Business Advantage Total: 3,156.37

TCGS3012 - The Corporate Gift Service, Inc.

323527 05/26/2026

Inv 35850

Line Item Date	Line Item Description	
03/16/2026	CD-Sticky Notes	275.40

Inv 35850 Total 275.40

323527 Total: 275.40

TCGS3012 - The Corporate Gift Service, Inc. Total: 275.40

TIM4011 - Charter Communications Holdings, LLC

0 05/26/2026

Inv 188597901050126

Line Item Date	Line Item Description	
05/01/2026	AN 188597901 416 Garfield Serv 5/2-6/1/26	501.55

Inv 188597901050126 Total 501.55

Inv 188598001050126

Line Item Date	Line Item Description	
05/01/2026	AN 188598001 660 Stoney Dr Serv 5/1 - 5/31/26	93.95

Inv 188598001050126 Total 93.95

Inv 188598401050126

Line Item Date	Line Item Description	
05/01/2026	AN 188598401 815 Mission Street Serv 5/5 - 6/4/26	132.52

Inv 188598401050126 Total 132.52

Inv 188598901050126

Line Item Date	Line Item Description	
05/01/2026	AN 188598901 1414 Mission Serv 5/2 - 6/1/26	71.41

Inv 188598901050126 Total 71.41

0 Total: 799.43

TIM4011 - Charter Communications Holdings, LLC Total: 799.43

WLHD8020 - Westlake Hardware

0 05/26/2026

Inv 14306469

Line Item Date	Line Item Description	
01/27/2026	Mission/Meridian Garage Paint	46.86

Inv 14306469 Total 46.86

Inv 14306586

Line Item Date	Line Item Description	
03/02/2026	Community Garden	165.74

Inv 14306586 Total 165.74

Inv 14306607

Line Item Date	Line Item Description	
03/09/2026	Supplies for Park Restrooms	44.11

Inv 14306607 Total 44.11

Inv 14306609

Line Item Date	Line Item Description	
03/09/2026	Mission Yard Restroom Supplies	52.56

Inv 14306609 Total 52.56

Inv 14306610

Line Item Date	Line Item Description	
03/09/2026	Police Department Restroom Supplies	25.40

Inv 14306610 Total 25.40

Inv 14306611

Line Item Date	Line Item Description	
03/09/2026	Blower for Potholes and Safety Glasses	981.33
Inv 14306611 Total		981.33

Inv 14306629

Line Item Date	Line Item Description	
03/13/2026	Street Light Bulb and Sockets	812.95
Inv 14306629 Total		812.95

Inv 14306638

Line Item Date	Line Item Description	
03/17/2026	Paint and Building Paper for CM Parking	39.97
Inv 14306638 Total		39.97

Inv 14306640

Line Item Date	Line Item Description	
03/18/2026	Soap Dispenser and Motion Light	111.55
Inv 14306640 Total		111.55

Inv 14306646

Line Item Date	Line Item Description	
03/19/2026	Pressure Washer	1,354.72
Inv 14306646 Total		1,354.72

Inv 14306648

Line Item Date	Line Item Description	
03/19/2026	CM Conference Room Paint & Library Locks	289.01
Inv 14306648 Total		289.01

Inv 14306650

Line Item Date	Line Item Description	
03/19/2026	Adhesive for manhole Repair	57.44
Inv 14306650 Total		57.44

Inv 14306652

Line Item Date	Line Item Description	
03/23/2026	Safety Gloves & Drill Set for Sign Install	572.31
Inv 14306652 Total		572.31

Inv 14306659

Line Item Date	Line Item Description	
03/24/2026	Library Light Panels	97.20

Inv 14306659 Total 97.20

Inv 14306681

Line Item Date	Line Item Description	
04/01/2026	Paint Srv Yard & Roach Bait HR	217.07

Inv 14306681 Total 217.07

Inv 14306686

Line Item Date	Line Item Description	
04/02/2026	Library conference room light panels	48.60

Inv 14306686 Total 48.60

Inv 14306687

Line Item Date	Line Item Description	
04/03/2026	Mosquito Box at Meridian Garage	85.21

Inv 14306687 Total 85.21

Inv 14306688

Line Item Date	Line Item Description	
04/06/2026	Chain Parts	48.81

Inv 14306688 Total 48.81

Inv 14306694

Line Item Date	Line Item Description	
04/07/2026	Mail Room Keys	22.06

Inv 14306694 Total 22.06

Inv 14306721

Line Item Date	Line Item Description	
04/16/2026	Sign Installation Tools/Equipment	892.16

Inv 14306721 Total 892.16

Inv 14306758

Line Item Date	Line Item Description	
04/28/2026	Sign Installation Tools/Equipment	320.41

Inv 14306758 Total 320.41

Inv 14306775

Line Item Date	Line Item Description	
05/04/2026	Pole Installation Equipment	147.40

Inv 14306775 Total 147.40

Check Number	Check Date		Amount
Inv 14306792			
Line Item Date	Line Item Description		
05/07/2026	Replenish older rake, broom, and small tools		582.19
Inv 14306792 Total			582.19
Inv 14306803			
Line Item Date	Line Item Description		
05/11/2026	Replenish depleted shovels		430.82
Inv 14306803 Total			430.82
0 Total:			7,445.88
WLHD8020 - Westlake Hardware Total:			7,445.88
Total:			122,608.13

Accounts Payable

Check Detail

User: tfernandez
Printed: 05/27/2026 - 9:29AM

Check Number	Check Date	Amount
PER4770 - Pers Retirement		
0	05/26/2026	
Inv 100000018273636		
Line Item Date	Line Item Description	
04/13/2026	Replacement Benefit Contribution EYoung & SDEWOLFE 2026	673.83
Inv 100000018273636 Total		673.83
0 Total:		673.83
PER4770 - Pers Retirement Total:		673.83
Total:		673.83

Accounts Payable

Check Detail

User: tfernandez
Printed: 05/27/2026 - 9:31AM

Check Number	Check Date	Amount
DBAR3011 - Brink's Incorporated		
0	05/26/2026	
Inv 13179651-CM		
Line Item Date	Line Item Description	
04/27/2026	CREDIT APR 2026 missed srv	-72.33
Inv 13179651-CM Total		-72.33
Inv 13191990		
Line Item Date	Line Item Description	
05/01/2026	MAY 2026 Transportation Services	2,635.44
Inv 13191990 Total		2,635.44
0 Total:		2,563.11
DBAR3011 - Brink's Incorporated Total:		2,563.11
Total:		2,563.11

Accounts Payable

Check Detail

User: tfernandez
Printed: 05/27/2026 - 9:34AM

Check Number	Check Date	Amount
ACCOEG - ACCO Engineered Systems, Inc.		
323528	05/26/2026	
Inv 20783174		
Line Item Date	Line Item Description	
01/30/2026	Fire Dept Srv Call Captain's Unit	924.19
Inv 20783174 Total		924.19
Inv 20783240		
Line Item Date	Line Item Description	
01/30/2026	Fire Dept Srv Call AC unit	1,198.00
Inv 20783240 Total		1,198.00
Inv 20785912		
Line Item Date	Line Item Description	
02/06/2026	Police Dept Srv Call Dispatch HVAC	781.93
Inv 20785912 Total		781.93
Inv 20786092		
Line Item Date	Line Item Description	
02/09/2026	Srv Yard Split System AC units second floor back office	627.33
Inv 20786092 Total		627.33
Inv 20809720		
Line Item Date	Line Item Description	
04/20/2026	Fire department water treatment	420.00
Inv 20809720 Total		420.00
Inv 20816366		
Line Item Date	Line Item Description	
04/28/2026	HVAC services at service yard	3,802.00
Inv 20816366 Total		3,802.00
Inv 20816367		
Line Item Date	Line Item Description	
04/28/2026	HVAC services senior center	484.11
Inv 20816367 Total		484.11

Inv 20816754

Line Item Date	Line Item Description	
04/29/2026	HVAC Srv War Memorial Bldg	1,878.00

Inv 20816754 Total 1,878.00

Inv 20818054

Line Item Date	Line Item Description	
04/30/2026	HVAC services for Police Department	1,261.69

Inv 20818054 Total 1,261.69

323528 Total: 11,377.25

ACCOEG - ACCO Engineered Systems, Inc. Total: 11,377.25

ACMT2920 - All City Management Services, Inc.

323532 05/26/2026

Inv PS-INV105754

Line Item Date	Line Item Description	
05/01/2026	Crossing Guard Services 4/12-4/25/2026	14,095.44

Inv PS-INV105754 Total 14,095.44

323532 Total: 14,095.44

ACMT2920 - All City Management Services, Inc. Total: 14,095.44

ACTM3010 - Robert Half International, Inc.

0 05/26/2026

Inv 66197184

Line Item Date	Line Item Description	
05/11/2026	WE 5/8/26 HL Accounts Payable Specialist Staffing	1,157.04
05/11/2026	WE 5/8/26 HL Accounts Payable Specialist Staffing	96.42
05/11/2026	WE 5/8/26 HL Accounts Payable Specialist Staffing	674.94

Inv 66197184 Total 1,928.40

Inv 66220303

Line Item Date	Line Item Description	
05/18/2026	WE 5/15/26 HL AP Specialist Services	1,157.04
05/18/2026	WE 5/15/26 HL AP Specialist Services	96.42
05/18/2026	WE 5/15/26 HL AP Specialist Services	674.94

Inv 66220303 Total 1,928.40

0 Total: 3,856.80

ACTM3010 - Robert Half International, Inc. Total: 3,856.80

ACTSGV3 - Active San Gabriel Valley

323529 05/26/2026

Inv #2026058

Line Item Date	Line Item Description	
05/11/2026	6/12/26 Garfield Park Fun Zone.Two Futsal courts, Foosball table	1,725.00

Inv #2026058 Total 1,725.00

323529 Total: 1,725.00

ACTSGV3 - Active San Gabriel Valley Total: 1,725.00

ALH0179 - Alhambra Car Wash

323531 05/26/2026

Inv April 2026

Line Item Date	Line Item Description	
05/09/2026	PD Vehicle Maintenance	224.00

Inv April 2026 Total 224.00

Inv March 2026

Line Item Date	Line Item Description	
04/09/2026	PD Vehicle Maintenance	256.00

Inv March 2026 Total 256.00

323531 Total: 480.00

ALH0179 - Alhambra Car Wash Total: 480.00

ALTAPLDE - Alta Planning + Design, Inc.

323533 05/26/2026

Inv 304.2023.071-16

Line Item Date	Line Item Description	
11/12/2024	Slow Streets Design, MOnitoring, & Project Admin	355.00

Inv 304.2023.071-16 Total 355.00

Inv 304.2023.071-17

Line Item Date	Line Item Description	
02/20/2025	Slow Streets Design, Monitoring, Install, Project Admin, & Parkl	23,938.16

Inv 304.2023.071-17 Total 23,938.16

Inv 304.2023.071-18

Line Item Date	Line Item Description	
05/22/2025	Slow Streets Design, Monitoring, & Project Admin	13,020.00

Inv 304.2023.071-18 Total 13,020.00

Inv 304.2023.071-19

Line Item Date	Line Item Description	
07/02/2025	Slow Streets Design, Monitoring, & Project Admin	11,272.00

Inv 304.2023.071-19 Total 11,272.00

323533 Total: 48,585.16

ALTAPLDE - Alta Planning + Design, Inc. Total: 48,585.16

AMARTINZ - Martinez, Angel

323563 05/26/2026

Inv H0116142400

Line Item Date	Line Item Description	
05/11/2026	Angel Martinez Safety Boots	325.94

Inv H0116142400 Total 325.94

323563 Total: 325.94

AMARTINZ - Martinez, Angel Total: 325.94

AMAZONCP - Amazon Capital Services, Inc.

0 05/26/2026

Inv 16KN-WDF6-QJWN

Line Item Date	Line Item Description	
05/12/2026	Office Supplies	379.24

Inv 16KN-WDF6-QJWN Total 379.24

Inv 16QF-JX1N-HV1Y

Line Item Date	Line Item Description	
05/05/2026	Office Supplies	18.74

Inv 16QF-JX1N-HV1Y Total 18.74

Inv 1DWT-XNFT-XFDG

Line Item Date	Line Item Description	
05/14/2026	Office Supplies	38.16

Inv 1DWT-XNFT-XFDG Total 38.16

Inv 1MJT-MHVQ-QWXJ

Line Item Date	Line Item Description	
04/29/2026	Books for Library Collection	13.45

Inv 1MJT-MHVQ-QWXJ Total 13.45

Inv 1NT6-KF71-WJKN

Line Item Date	Line Item Description	
05/04/2026	2026 Sustainability Fair Supplies	315.56

Inv 1NT6-KF71-WJKN Total 315.56

Inv 1NV6-J4H9-JVND

Line Item Date	Line Item Description	
05/06/2026	Office Supplies	746.55

Inv 1NV6-J4H9-JVND Total 746.55

Inv 1RPK-WCC7-YK36

Line Item Date	Line Item Description	
05/04/2026	PD Office Supplies	59.56

Inv 1RPK-WCC7-YK36 Total 59.56

Inv 1VKJ-9HKV-L9JQ

Line Item Date	Line Item Description	
05/12/2026	Mother's Day event supplies	19.54

Inv 1VKJ-9HKV-L9JQ Total 19.54

0 Total: 1,590.80

AMAZONCP - Amazon Capital Services, Inc. Total: 1,590.80

ANGY8030 - Grady, Anthony Q.

323551 05/26/2026

Inv JUJITSpring26

Line Item Date	Line Item Description	
05/13/2026	Contract Class Instructor payment for Ju Jitsu class Spring 2026	143.00

Inv JUJITSpring26 Total 143.00

323551 Total: 143.00

ANGY8030 - Grady, Anthony Q. Total: 143.00

ANTLOPEZ - Lopez, Anthony

323561 05/26/2026

Inv 4/13-4/16/2026

Line Item Date	Line Item Description	
05/12/2026	Mileage Reimb CALACT Conference 4/13-4/16/2026	136.74

Inv 4/13-4/16/2026 Total 136.74

323561 Total: 136.74

ANTLOPEZ - Lopez, Anthony Total: 136.74

AUTOCSPC - Echeveria, Jose

323548 05/26/2026

Inv 12739

Line Item Date	Line Item Description	
06/14/2025	Facility Maintenance Unit #612	449.08

Inv 12739 Total 449.08

Inv 12978

Line Item Date	Line Item Description	
08/28/2025	Vehicle Maintenance Unit #30	1,749.07

Inv 12978 Total 1,749.07

323548 Total: 2,198.15

AUTOCSPC - Echeveria, Jose Total: 2,198.15

AXON4010 - Axon Enterprise Inc.

0 05/26/2026

Inv INUS438798

Line Item Date	Line Item Description	
04/15/2026	AXON VOUCHER TO ATTEND MANDATORY TASER INSTRU	895.00

Inv INUS438798 Total 895.00

0 Total: 895.00

AXON4010 - Axon Enterprise Inc. Total: 895.00

BLSP8010 - Blackstone Publishing

0 05/26/2026

Inv 2232720

Line Item Date	Line Item Description	
04/28/2026	Books, DVDs, CDs, AudioBooks Purchase FY25-23	112.77

Inv 2232720 Total 112.77

0 Total:		112.77
BLSP8010 - Blackstone Publishing Total:		112.77

BSHL6710 - Base Hill, Inc., dba Jan Point

0 05/26/2026

Inv 27026

Line Item Date	Line Item Description	
04/29/2026	Citywide Janitorial Services April 2026	17,033.33
04/29/2026	Citywide Janitorial Services April 2026	916.67
Inv 27026 Total		17,950.00
0 Total:		17,950.00
BSHL6710 - Base Hill, Inc., dba Jan Point Total:		17,950.00

CAL5236 - Dy-Dee Services of Pasadena, Inc.

323547 05/26/2026

Inv 2597821

Line Item Date	Line Item Description	
04/23/2026	Linen & Cleaning Services FY25-26	95.44
Inv 2597821 Total		95.44

Inv 2600454

Line Item Date	Line Item Description	
04/30/2026	Linen & Cleaning Services FY25-26	91.55
Inv 2600454 Total		91.55

Inv 2603808

Line Item Date	Line Item Description	
05/07/2026	Linen & Cleaning Services FY25-26	103.78
Inv 2603808 Total		103.78
323547 Total:		290.77
CAL5236 - Dy-Dee Services of Pasadena, Inc. Total:		290.77

CAME2015 - California Maintenance & Environmental

0 05/26/2026

Inv 41747

Line Item Date	Line Item Description	
04/22/2026	Fire Dept call for S-4 Fuel Alarm	200.00

Inv 41747 Total 200.00

Inv 41757

Line Item Date	Line Item Description	
04/27/2026	call out for unleaded 87-replace Healy vaccum motor	3,064.50

Inv 41757 Total 3,064.50

Inv 41784

Line Item Date	Line Item Description	
05/01/2026	monthly inspection April 2026 at service yard	125.00

Inv 41784 Total 125.00

Inv 41785

Line Item Date	Line Item Description	
05/01/2026	monthly inspection April 2026 at fire/PD	125.00

Inv 41785 Total 125.00

0 Total: 3,514.50

CAME2015 - California Maintenance & Environmental Total: 3,514.50

CAMERPL - California Metro Patrol & EMS, Inc.

323536 05/26/2026

Inv 14134

Line Item Date	Line Item Description	
04/08/2026	Security Guard Concierge Srv So Pas Library 4/7-4/20/2026	4,768.76

Inv 14134 Total 4,768.76

Inv 14238

Line Item Date	Line Item Description	
04/21/2026	Security Guard Concierge Srv So Pas Library 4/21-5/4/2026	4,768.76

Inv 14238 Total 4,768.76

Inv 14296

Line Item Date	Line Item Description	
05/12/2026	Security Guard Concierge Srv SoPas Library 5/5 -5/18/26	4,439.88

Inv 14296 Total 4,439.88

323536 Total: 13,977.40

CAMERPL - California Metro Patrol & EMS, Inc. Total: 13,977.40

Check Number	Check Date	Amount
CAN0607 - Cantu Graphics Inc.		
0	05/26/2026	
Inv 65590-2		
Line Item Date	Line Item Description	
05/11/2026	adhesive & pvc signs for library	649.74
Inv 65590-2 Total		649.74
Inv 65719-2		
Line Item Date	Line Item Description	
05/04/2026	scrap paper	164.19
Inv 65719-2 Total		164.19
0 Total:		813.93
CAN0607 - Cantu Graphics Inc. Total:		813.93
CGUSA - Compass Group USA, Inc.		
323542	05/26/2026	
Inv SOC329990		
Line Item Date	Line Item Description	
05/01/2026	Coffee Supplies & Monthly Servicing FY25-26	52.47
Inv SOC329990 Total		52.47
Inv SOC330463		
Line Item Date	Line Item Description	
05/08/2026	Coffee Supplies & Monthly Servicing FY25-26	91.31
Inv SOC330463 Total		91.31
323542 Total:		143.78
CGUSA - Compass Group USA, Inc. Total:		143.78
CHMILLER - Miller, Christiana		
0	05/26/2026	
Inv May2026		
Line Item Date	Line Item Description	
05/05/2026	YMCA reimbursement for May 2026	55.00
Inv May2026 Total		55.00
0 Total:		55.00
CHMILLER - Miller, Christiana Total:		55.00

Check Number	Check Date	Amount

CINTAS - Cintas Corporation

323538 05/26/2026

Inv 8408304723

Line Item Date	Line Item Description	
05/01/2026	First Aid Kit for May 2026	388.76
05/01/2026	AED 815 Mission St Lease May 2026	1,109.04
Inv 8408304723 Total		1,497.80

Inv 9357513854

Line Item Date	Line Item Description	
01/31/2026	eyewash station Jan 2026	438.38
Inv 9357513854 Total		438.38
323538 Total:		1,936.18
CINTAS - Cintas Corporation Total:		1,936.18

CON9152 - Control Automation Design Inc

323543 05/26/2026

Inv 26-015

Line Item Date	Line Item Description	
04/29/2026	backup pressure gauges for elevated water tanks	2,066.35
Inv 26-015 Total		2,066.35
323543 Total:		2,066.35
CON9152 - Control Automation Design Inc Total:		2,066.35

CRDA1021 - Corodata Records Management, Inc.

0 05/26/2026

Inv RS7150106

Line Item Date	Line Item Description	
01/31/2026	Corodata Records Management Services FY2025-2026 - January	566.95
Inv RS7150106 Total		566.95

Inv RS7169261

Line Item Date	Line Item Description	
04/30/2026	Corodata Records Management Services FY2025-2026 - April	580.58
Inv RS7169261 Total		580.58
0 Total:		1,147.53

CRDA1021 - Corodata Records Management, Inc. Total: 1,147.53

CRSR2010 - Corodata Shredding Inc.

0 05/26/2026

Inv DN1576020

Line Item Date	Line Item Description	
05/13/2026	FY 25-26 Pickup & Provide Secured Destruction of Documents at C	370.60

Inv DN1576020 Total 370.60

0 Total: 370.60

CRSR2010 - Corodata Shredding Inc. Total: 370.60

CUR7778 - L.N. Curtis & Sons

323558 05/26/2026

Inv INV1059439

Line Item Date	Line Item Description	
04/16/2026	Firefighting Safety PPE Inspection - Repair & Maintenance	4,735.40

Inv INV1059439 Total 4,735.40

323558 Total: 4,735.40

CUR7778 - L.N. Curtis & Sons Total: 4,735.40

DCSG - DocuSign Inc.

0 05/26/2026

Inv 111100673168

Line Item Date	Line Item Description	
04/30/2026	DocuSign subscription renewal 4/30/26-4/29/27 IAM Professional &	9,477.00

Inv 111100673168 Total 9,477.00

0 Total: 9,477.00

DCSG - DocuSign Inc. Total: 9,477.00

DDLP8010 - Dr. Detail Ph.D LLC

0 05/26/2026

Inv 3620

Line Item Date	Line Item Description	
04/16/2026	Biweeklyl fleet washing Dial-A-Ride vehicles; interior & exterio	500.00

Inv 3620 Total 500.00

0 Total: 500.00

DDLP8010 - Dr. Detail Ph.D LLC Total: 500.00

DEL4000 - Dell Marketing LP

0 05/26/2026

Inv 10861954331

Line Item Date	Line Item Description	
02/13/2026	New Workstation for Public Works Parks Supervisor	3,103.14

Inv 10861954331 Total 3,103.14

Inv 10863228102

Line Item Date	Line Item Description	
02/23/2026	New Workstation for Public Works Yard Supervisor	3,103.14

Inv 10863228102 Total 3,103.14

Inv 10867739138

Line Item Date	Line Item Description	
03/25/2026	New Workstation Fire Division Chief Office at Fire Dept	3,172.48

Inv 10867739138 Total 3,172.48

Inv 10872722896

Line Item Date	Line Item Description	
04/28/2026	Dell Computer & Accessories for new PD Chief: Pro Max 14 Premi	2,356.88

Inv 10872722896 Total 2,356.88

0 Total: 11,735.64

DEL4000 - Dell Marketing LP Total: 11,735.64

DEM0777 - Demco Inc.

323545 05/26/2026

Inv 7799431

Line Item Date	Line Item Description	
04/27/2026	durafold jacket covers	340.04

Inv 7799431 Total 340.04

323545 Total: 340.04

DEM0777 - Demco Inc. Total: 340.04

DEP5072 - CA Dept of Transportation

Check Number	Check Date		Amount
323535	05/26/2026		
Inv 9			
Line Item Date	Line Item Description		
04/29/2026	Federal/State Proj. No. RABA01-5071 (024)		362,083.36
Inv 9 Total			362,083.36
323535 Total:			362,083.36
DEP5072 - CA Dept of Transportation Total:			362,083.36
DROW8010 - D & R Office Works, Inc.			
323544	05/26/2026		
Inv 138447			
Line Item Date	Line Item Description		
02/10/2026	Office workstation install		318.82
02/10/2026	office workstation install		885.55
02/10/2026	office workstation install		212.55
Inv 138447 Total			1,416.92
323544 Total:			1,416.92
DROW8010 - D & R Office Works, Inc. Total:			1,416.92
DUB0187 - DuBois, Andrew			
323546	05/26/2026		
Inv WHPKS00246918			
Line Item Date	Line Item Description		
05/04/2026	PD reimbursement		102.22
Inv WHPKS00246918 Total			102.22
323546 Total:			102.22
DUB0187 - DuBois, Andrew Total:			102.22
ERNMCACO - Camacho, Ernest M.			
323537	05/26/2026		
Inv 362-01			
Line Item Date	Line Item Description		
08/13/2025	EVSE Design, PS&E, Procurement, Construction Supprt thru 7.31.2		23,800.00
Inv 362-01 Total			23,800.00
Inv 362-03			
Line Item Date	Line Item Description		
10/08/2025	EVSE Design, PS&E, Procurement, Construction Supprt thru 9.30.2		28,000.00

Inv 362-03 Total		28,000.00
323537 Total:		51,800.00
ERNMCACO - Camacho, Ernest M. Total:		51,800.00

FARADAYD - Faraday Defense Corporation

0 05/26/2026

Inv INV3292

Line Item Date	Line Item Description	
05/08/2026	Jacket Power Locker SKU 14058 Qty2 FY2025-2026	9,360.00
05/08/2026	Jacket Power Locker SKU 14058 Qty2 FY2025-2026	982.80
Inv INV3292 Total		10,342.80
0 Total:		10,342.80
FARADAYD - Faraday Defense Corporation Total:		10,342.80

FERNO - Ferno Washington Inc

0 05/26/2026

Inv 971636

Line Item Date	Line Item Description	
05/06/2026	Ferno Power X2 powered gurneys & Power F2 fastening systems M	63,024.41
05/06/2026	Ferno Power X2 powered gurneys & Power F2 fastening systems M	-142.92
05/06/2026	Ferno Power X2 powered gurneys & Power F2 fastening systems M	142.92
Inv 971636 Total		63,024.41

Inv 971638

Line Item Date	Line Item Description	
05/06/2026	Ferno Power X2 powered gurneys & Power F2 fastening systems M	65,056.14
05/06/2026	Ferno Power X2 powered gurneys & Power F2 fastening systems M	-147.52
05/06/2026	Ferno Power X2 powered gurneys & Power F2 fastening systems M	147.52
Inv 971638 Total		65,056.14
0 Total:		128,080.55
FERNO - Ferno Washington Inc Total:		128,080.55

GALL5011 - Galls, LLC

323550 05/26/2026

Inv 034667190

Line Item Date	Line Item Description	
04/07/2026	PD Safety Clothing/Equipment shipped to Los Angeles	1,666.71

Inv 034667190 Total 1,666.71

Inv 034776495

Line Item Date	Line Item Description	
04/17/2026	Fire Safety Clothing and Uniform	167.60

Inv 034776495 Total 167.60

Inv 034825852

Line Item Date	Line Item Description	
04/22/2026	PD Safety Clothing/Equipment	995.46

Inv 034825852 Total 995.46

Inv 034836790

Line Item Date	Line Item Description	
04/23/2026	Fire Safety Clothing and Uniform	239.26

Inv 034836790 Total 239.26

Inv 034838577

Line Item Date	Line Item Description	
04/23/2026	PD Safety Clothing/Equipment	995.46

Inv 034838577 Total 995.46

Inv 034885674

Line Item Date	Line Item Description	
04/28/2026	PD Safety Clothing/Equipment	995.46

Inv 034885674 Total 995.46

Inv 034908335

Line Item Date	Line Item Description	
04/30/2026	PD Safety Clothing/Equipment	207.39

Inv 034908335 Total 207.39

Inv 034996674

Line Item Date	Line Item Description	
05/08/2026	PD Safety Clothing/Equipment	934.08

Inv 034996674 Total 934.08

323550 Total: 6,201.42

GALL5011 - Galls, LLC Total: 6,201.42

GLE2563 - City of Glendale

323540 05/26/2026

Inv 4122

Line Item Date	Line Item Description	
05/06/2026	Cust# 4. Verdugo Dispatch MDC Equipment Fire Apparatus	10,994.24
Inv 4122 Total		10,994.24
323540 Total:		10,994.24

GLE2563 - City of Glendale Total: 10,994.24

GOVE2013 - GovernmentJobs.com, Inc.

0 05/26/2026

Inv INV-136718

Line Item Date	Line Item Description	
05/14/2026	Governmentjobs.com Subscription 7/25 - 7/26	1,508.49
Inv INV-136718 Total		1,508.49
0 Total:		1,508.49

GOVE2013 - GovernmentJobs.com, Inc. Total: 1,508.49

GRA6601 - Grainger

323552 05/26/2026

Inv 9828460833

Line Item Date	Line Item Description	
03/03/2026	utility carts for facility maintenance staff	886.24
Inv 9828460833 Total		886.24
323552 Total:		886.24

GRA6601 - Grainger Total: 886.24

GRAN2032 - Granicus, LLC

0 05/26/2026

Inv 229997

Line Item Date	Line Item Description	
05/14/2026	Peak Agenda Management 6/15/2026 - 6/14/2027	10,578.88
Inv 229997 Total		10,578.88
0 Total:		10,578.88

GRAN2032 - Granicus, LLC Total: 10,578.88

Check Number	Check Date		Amount
HAA5569 - Haaker Equipment Company			
323553	05/26/2026		
Inv INV34949			
Line Item Date	Line Item Description		
04/22/2026	vaccum tube attachment for vactor truck		745.88
Inv INV34949 Total			745.88
323553 Total:			745.88
HAA5569 - Haaker Equipment Company Total:			745.88
HODE8011 - HD Supply Facilities Maintenance, Ltd.			
323554	05/26/2026		
Inv 9248756703			
Line Item Date	Line Item Description		
05/04/2026	foam hand sanitizer		433.20
Inv 9248756703 Total			433.20
323554 Total:			433.20
HODE8011 - HD Supply Facilities Maintenance, Ltd. Total:			433.20
IIALIFTS - IIA Lifting Services, Inc			
0	05/26/2026		
Inv INDI113070			
Line Item Date	Line Item Description		
04/30/2026	Annual Ground Ladder Inspection		1,375.58
Inv INDI113070 Total			1,375.58
0 Total:			1,375.58
IIALIFTS - IIA Lifting Services, Inc Total:			1,375.58
INGRMLIB - INGRAM LIBRARY SERVICE LLC			
323555	05/26/2026		
Inv 95922208			
Line Item Date	Line Item Description		
04/15/2026	OPEN Purchase Order Books FY2025-2026		20.26
Inv 95922208 Total			20.26
Inv 95922209			
Line Item Date	Line Item Description		
04/15/2026	OPEN Purchase Order Books FY2025-2026		27.55

Inv 95922209 Total 27.55

Inv 95922210

Line Item Date	Line Item Description	
04/15/2026	OPEN Purchase Order Books FY2025-2026	28.88

Inv 95922210 Total 28.88

Inv 95941043

Line Item Date	Line Item Description	
04/16/2026	OPEN Purchase Order Books FY2025-2026	28.89

Inv 95941043 Total 28.89

Inv 95971302

Line Item Date	Line Item Description	
04/17/2026	OPEN Purchase Order Books FY2025-2026	234.21

Inv 95971302 Total 234.21

Inv 96018854

Line Item Date	Line Item Description	
04/20/2026	OPEN Purchase Order Books FY2025-2026	478.45

Inv 96018854 Total 478.45

Inv 96018855

Line Item Date	Line Item Description	
04/20/2026	OPEN Purchase Order Books FY2025-2026	423.87

Inv 96018855 Total 423.87

Inv 96018856

Line Item Date	Line Item Description	
04/20/2026	OPEN Purchase Order Books FY2025-2026	432.04

Inv 96018856 Total 432.04

Inv 96018857

Line Item Date	Line Item Description	
04/20/2026	OPEN Purchase Order Books FY2025-2026	421.66

Inv 96018857 Total 421.66

Inv 96018858

Line Item Date	Line Item Description	
04/20/2026	OPEN Purchase Order Books FY2025-2026	1,448.72

Inv 96018858 Total 1,448.72

Inv 96018859

Line Item Date	Line Item Description	
04/20/2026	OPEN Purchase Order Books FY2025-2026	274.86

Inv 96018859 Total 274.86

Inv 96018860

Line Item Date	Line Item Description	
04/20/2026	OPEN Purchase Order Books FY2025-2026	441.06

Inv 96018860 Total 441.06

Inv 96041191

Line Item Date	Line Item Description	
04/21/2026	OPEN Purchase Order Books FY2025-2026	437.14

Inv 96041191 Total 437.14

Inv 96051356

Line Item Date	Line Item Description	
04/21/2026	OPEN Purchase Order Books FY2025-2026	30.87

Inv 96051356 Total 30.87

Inv 96084475

Line Item Date	Line Item Description	
04/22/2026	OPEN Purchase Order Books FY2025-2026	500.74

Inv 96084475 Total 500.74

Inv 96084476

Line Item Date	Line Item Description	
04/22/2026	OPEN Purchase Order Books FY2025-2026	652.80

Inv 96084476 Total 652.80

Inv 96084477

Line Item Date	Line Item Description	
04/22/2026	OPEN Purchase Order Books FY2025-2026	533.89

Inv 96084477 Total 533.89

323555 Total: 6,415.89

INGRMLIB - INGRAM LIBRARY SERVICE LLC Total: 6,415.89

ITERISIN - Iteris, Inc.

323556 05/26/2026

Inv 186629

Line Item Date	Line Item Description

Check Number	Check Date		Amount
	12/15/2025	Field Inventory and ITS & Traffic Signal Design Review	24,679.00
	Inv 186629 Total		24,679.00
	Inv 187645		
	Line Item Date	Line Item Description	
	01/30/2026	ITS and Traffic Signal Design Review thru 12.31.25	3,600.00
	Inv 187645 Total		3,600.00
	Inv 188416		
	Line Item Date	Line Item Description	
	03/04/2026	ITS & Traffic Signal Design Review and Signal Timing Docs	7,800.00
	Inv 188416 Total		7,800.00
323556 Total:			36,079.00
ITERISIN - Iteris, Inc. Total:			36,079.00
JCLTRAFF - JCL Traffic Services			
0	05/26/2026		
	Inv 133727		
	Line Item Date	Line Item Description	
	04/07/2026	street name signs for Milan Ave & Laurel St.	157.13
	Inv 133727 Total		157.13
	Inv 133871		
	Line Item Date	Line Item Description	
	04/21/2026	Arroyo Elementary School new traffic pattern	232.05
	Inv 133871 Total		232.05
	Inv 133876		
	Line Item Date	Line Item Description	
	04/21/2026	new park rules and regulation signs	325.53
	Inv 133876 Total		325.53
	Inv 133878		
	Line Item Date	Line Item Description	
	04/21/2026	Student drop off/pick up signs for Arroyo Vista Elementary	562.56
	Inv 133878 Total		562.56
0 Total:			1,277.27
JCLTRAFF - JCL Traffic Services Total:			1,277.27

JEPURSEL - Pursel, Jeanne

323569 05/26/2026

Inv 1055115050

Line Item Date	Line Item Description	
05/13/2026	Refund for deposit for WMB rental on 05/09/2026	590.00
Inv 1055115050 Total		590.00
323569 Total:		590.00
JEPURSEL - Pursel, Jeanne Total:		590.00

JHMS8020 - JHM Supply Inc

0 05/26/2026

Inv 117926/3

Line Item Date	Line Item Description	
05/12/2026	Storm Drain Filter Runoff	380.24
Inv 117926/3 Total		380.24
0 Total:		380.24
JHMS8020 - JHM Supply Inc Total:		380.24

JMCB6710 - Cipres Bravo, Jose Manuel

323539 05/26/2026

Inv 5.10.26

Line Item Date	Line Item Description	
05/10/2026	416 Garfield Ave Main Break 5/10/26	28.57
Inv 5.10.26 Total		28.57

Inv 5.9.26

Line Item Date	Line Item Description	
05/09/2026	Main Break 461 Prospect Circle 5/9/26	28.57
Inv 5.9.26 Total		28.57
323539 Total:		57.14
JMCB6710 - Cipres Bravo, Jose Manuel Total:		57.14

KEY2011 - Keyser Marston Associates Inc

323557 05/26/2026

Inv 0040742

Line Item Date	Line Item Description

Check Number	Check Date		Amount
	05/12/2026	Real Estate & Econ Advisory Srv Arroyo Seco Golf Course APR202	590.00
	Inv 0040742 Total		590.00
323557 Total:			590.00
KEY2011 - Keyser Marston Associates Inc Total:			590.00
KTFL2031 - Faulmino, Katrina			
0	05/26/2026		
	Inv May2026		
	Line Item Date	Line Item Description	
	05/02/2026	YMCA Reimbrsement for May 2026 K. Faulmino	55.00
	Inv May2026 Total		55.00
0 Total:			55.00
KTFL2031 - Faulmino, Katrina Total:			55.00
LIFE822 - Life-Assist Inc.			
323560	05/26/2026		
	Inv 2111675		
	Line Item Date	Line Item Description	
	04/29/2026	Paramedic Medical Supplies FY25-26. Amended to $22K to cover u	296.14
	Inv 2111675 Total		296.14
	Inv 2113922		
	Line Item Date	Line Item Description	
	05/04/2026	Paramedic Medical Supplies FY25-26. Amended to $22K to cover u	323.77
	Inv 2113922 Total		323.77
323560 Total:			619.91
LIFE822 - Life-Assist Inc. Total:			619.91
LILESTDA - Estrada, Lilly			
323549	05/26/2026		
	Inv 05132026-1		
	Line Item Date	Line Item Description	
	05/13/2026	Office Supplies-Reimb	68.86
	Inv 05132026-1 Total		68.86

Inv 05132026-2

Line Item Date	Line Item Description	
05/13/2026	Office Supplies-Reimb	36.00

Inv 05132026-2 Total 36.00

Inv 05132026-3

Line Item Date	Line Item Description	
05/13/2026	Office Supplies-Reimb	15.96

Inv 05132026-3 Total 15.96

Inv 05132026-4

Line Item Date	Line Item Description	
05/13/2026	Office Supplies-Reimb	11.25

Inv 05132026-4 Total 11.25

323549 Total: 132.07

LILESTDA - Estrada, Lilly Total: 132.07

LOU1111 - Louie, Spencer

323562 05/26/2026

Inv 04/18-22/2026

Line Item Date	Line Item Description	
05/11/2026	SPENCER LOUIE MOTOROLA SEMINAR REIMBURSEMENT	1,361.84

Inv 04/18-22/2026 Total 1,361.84

323562 Total: 1,361.84

LOU1111 - Louie, Spencer Total: 1,361.84

LWEI2010 - Lan Wan Enterprise Inc

0 05/26/2026

Inv 77322

Line Item Date	Line Item Description	
05/01/2026	IT Subscription Licenses for May 2026	4,540.00

Inv 77322 Total 4,540.00

0 Total: 4,540.00

LWEI2010 - Lan Wan Enterprise Inc Total: 4,540.00

MDONOVAN - Donovan, Michael

Check Number	Check Date	Amount
0	05/26/2026	
Inv MD-May 2026		
Line Item Date	Line Item Description	
05/02/2026	May 2026-Wellness Reimb	55.00
Inv MD-May 2026 Total		55.00
0 Total:		55.00
MDONOVAN - Donovan, Michael Total:		55.00
MDWSTPE - Midwest Tape LLC		
323564	05/26/2026	
Inv 508698365		
Line Item Date	Line Item Description	
04/09/2026	DVDs Purchase for Collection FY25-26	35.63
Inv 508698365 Total		35.63
Inv 508698452		
Line Item Date	Line Item Description	
04/09/2026	DVDs Purchase for Collection FY25-26	35.63
Inv 508698452 Total		35.63
Inv 508726802		
Line Item Date	Line Item Description	
04/17/2026	DVDs Purchase for Collection FY25-26	203.79
Inv 508726802 Total		203.79
Inv 508764337		
Line Item Date	Line Item Description	
04/24/2026	DVDs Purchase for Collection FY25-26	237.00
Inv 508764337 Total		237.00
Inv 508798380		
Line Item Date	Line Item Description	
05/01/2026	DVDs Purchase for Collection FY25-26	171.03
Inv 508798380 Total		171.03
323564 Total:		683.08
MDWSTPE - Midwest Tape LLC Total:		683.08
MIGINC - Moore Iacofano Goltsman, Inc.		
0	05/26/2026	

Inv 0096210

Line Item Date	Line Item Description	
04/24/2026	Consultant will provide GIS Analytical & Map-Making services add	11,285.00

Inv 0096210 Total 11,285.00

Inv 0096218

Line Item Date	Line Item Description	
04/24/2026	Consultant will provide GIS Analytical & Map-Making services on	2,462.50

Inv 0096218 Total 2,462.50

0 Total: 13,747.50

MIGINC - Moore Iacofano Goltsman, Inc. Total: 13,747.50

MNBL8170 - Crestline Software, LLC

0 05/26/2026

Inv #INV19422

Line Item Date	Line Item Description	
05/10/2026	APR 2026 Printing & Postage	2,434.55

Inv #INV19422 Total 2,434.55

Inv #INV19497

Line Item Date	Line Item Description	
05/10/2026	APR 2026 LockBox, Return/Merlchant Fees	697.16

Inv #INV19497 Total 697.16

0 Total: 3,131.71

MNBL8170 - Crestline Software, LLC Total: 3,131.71

MRKPRERZ - Perez, Mark

323567 05/26/2026

Inv MP-3/31/26

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

Inv MP-3/31/26 Total 80.00

Inv MP-4/30/26

Line Item Date	Line Item Description	
04/30/2026	Reimb Rideshare APR 2026	80.00

Inv MP-4/30/26 Total 80.00

323567 Total: 160.00

MRKPRERZ - Perez, Mark Total: 160.00

MUSCOLGH - Musco Corporation

323565 05/26/2026

Inv 452691-BAL

Line Item Date	Line Item Description	
05/08/2026	6/12/2026 Viewing Party Garfield Park 40% Balance Remaining	2,652.00

Inv 452691-BAL Total 2,652.00

323565 Total: 2,652.00

MUSCOLGH - Musco Corporation Total: 2,652.00

OLNP8010 - LCM-NEWS, Inc.

323559 05/26/2026

Inv 85797

Line Item Date	Line Item Description	
04/30/2026	Camp Med Summer Promo Ad	590.00

Inv 85797 Total 590.00

323559 Total: 590.00

OLNP8010 - LCM-NEWS, Inc. Total: 590.00

OVDR8011 - OverDrive Inc.

0 05/26/2026

Inv 01148CO26126287

Line Item Date	Line Item Description	
04/15/2026	eBooks, eAudiobooks Purchase FY25-26	1,242.07

Inv 01148CO26126287 Total 1,242.07

0 Total: 1,242.07

OVDR8011 - OverDrive Inc. Total: 1,242.07

PAS4012 - City of Pasadena

323541 05/26/2026

Inv 30028894

Line Item Date	Line Item Description	
04/21/2026	Cust# 117963 Inmate housing MAR 2026	1,120.00

Check Number	Check Date	Amount
Inv 30028894 Total		1,120.00
Inv 30028938		
Line Item Date	Line Item Description	
05/05/2026	Cust# 117963 Inmate housing FEB 2026	1,044.00
Inv 30028938 Total		1,044.00
323541 Total:		2,164.00
PAS4012 - City of Pasadena Total:		2,164.00
PHS4011 - Pasadena Humane Society		
323566	05/26/2026	
Inv MAY2026SoPas		
Line Item Date	Line Item Description	
05/01/2026	Animal Care & Control Srv MAY 2026	15,797.45
Inv MAY2026SoPas Total		15,797.45
323566 Total:		15,797.45
PHS4011 - Pasadena Humane Society Total:		15,797.45
POR4707 - United Site Services, Inc.		
323583	05/26/2026	
Inv INV-6081779		
Line Item Date	Line Item Description	
05/12/2026	Monthly billing for skate park toilet & washing 5.12.26 - 6.8.26	607.46
Inv INV-6081779 Total		607.46
323583 Total:		607.46
POR4707 - United Site Services, Inc. Total:		607.46
PRCIVENG - Precision Civil Engineering, Inc.		
323568	05/26/2026	
Inv 33819		
Line Item Date	Line Item Description	
05/05/2026	City Permit Processing APR 2026	5,744.00
Inv 33819 Total		5,744.00
323568 Total:		5,744.00

Check Number	Check Date		Amount
PRCIVENG - Precision Civil Engineering, Inc. Total:			5,744.00
PUWA8020 - Pure Water			
0	05/26/2026		
Inv 219341			
Line Item Date	Line Item Description		
05/01/2026	Fire - Drinking Water May		66.24
Inv 219341 Total			66.24
0 Total:			66.24
PUWA8020 - Pure Water Total:			66.24
REP6115 - Yunex LLC			
0	05/26/2026		
Inv 5610007610			
Line Item Date	Line Item Description		
02/20/2026	Traffic Signal and Streetlight Inspection, Maintenance Jan 2026		4,958.98
Inv 5610007610 Total			4,958.98
Inv 5610008007			
Line Item Date	Line Item Description		
04/15/2026	Traffic Signal and Streetlight Inspection, Maintenance 3/26		2,885.21
Inv 5610008007 Total			2,885.21
Inv 90006129			
Line Item Date	Line Item Description		
01/23/2026	Furnish Delivery & Installation of Solar Speed Advisory Signs		18,970.00
01/23/2026	Furnish Delivery & Installation of Solar Speed Advisory Signs		18,970.00
Inv 90006129 Total			37,940.00
Inv 90010179			
Line Item Date	Line Item Description		
05/06/2026	traffic signal maintenance & repair callouts April 2026		3,435.00
Inv 90010179 Total			3,435.00
0 Total:			49,219.19
REP6115 - Yunex LLC Total:			49,219.19
REPBEV - Republic EVS, LLC			
323571	05/26/2026		

Check Number	Check Date		Amount
Inv 13281			
Line Item Date	Line Item Description		
04/30/2026	FD Maltese for Staff Vehicle		422.76
Inv 13281 Total			422.76
323571 Total:			422.76
REPBEV - Republic EVS, LLC Total:			422.76
RFCI8180 - Raftelis Financial Consultants, Inc.			
323570	05/26/2026		
Inv 45798			
Line Item Date	Line Item Description		
05/13/2026	Water & Sewer Rate Study		2,235.00
05/13/2026	Water & Sewer Rate Study		2,235.00
Inv 45798 Total			4,470.00
323570 Total:			4,470.00
RFCI8180 - Raftelis Financial Consultants, Inc. Total:			4,470.00
RHAL9158 - RHA Landscape Architects-Planners			
323572	05/26/2026		
Inv 123120			
Line Item Date	Line Item Description		
05/13/2026	Parks Comprehensive Plan 3.26.2026-4.25.2026		800.00
Inv 123120 Total			800.00
323572 Total:			800.00
RHAL9158 - RHA Landscape Architects-Planners Total:			800.00
RHCC7101 - Rio Hondo College			
323573	05/26/2026		
Inv S26-229-ZSPS			
Line Item Date	Line Item Description		
04/28/2026	MANDATORY USE OF FORCE TRAINING 04/8/26 FOR CPL MI		25.00
Inv S26-229-ZSPS Total			25.00
323573 Total:			25.00
RHCC7101 - Rio Hondo College Total:			25.00

RIN7777 - Rincon Consultants, Inc.

0 05/26/2026

Inv 74269

Line Item Date	Line Item Description	
05/12/2026	Update to the City's Noise Ordinance & other Zoning Codes	2,553.75
Inv 74269 Total		2,553.75
0 Total:		2,553.75
RIN7777 - Rincon Consultants, Inc. Total:		2,553.75

RTTKLLP - Rutan & Tucker, LLP

323574 05/26/2026

Inv 1063982

Line Item Date	Line Item Description	
05/11/2026	Holy Family Specific Plan-May 2026	300.00
Inv 1063982 Total		300.00
323574 Total:		300.00
RTTKLLP - Rutan & Tucker, LLP Total:		300.00

RWGN8160 - Richards, Watson & Gershon

0 05/26/2026

Inv 258228

Line Item Date	Line Item Description	
04/29/2026	Legal 3-2026	3,052.80
Inv 258228 Total		3,052.80

Inv 258230

Line Item Date	Line Item Description	
04/29/2026	Legal 3-2026	95.70
Inv 258230 Total		95.70

Inv 258391

Line Item Date	Line Item Description	
04/30/2026	Legal 3-2026	45,884.72
Inv 258391 Total		45,884.72

Inv 258392

Line Item Date	Line Item Description	
04/30/2026	Legal 3-2026. Reploaces 258229	4,709.60

Inv 258392 Total 4,709.60

0 Total: 53,742.82

RWGN8160 - Richards, Watson & Gershon Total: 53,742.82

SDSI0107 - SDS Security Design Systems

323576 05/26/2026

Inv 252739

Line Item Date	Line Item Description	
05/01/2026	Door / Access Security System PD Interrogation JUN 2026	65.18

Inv 252739 Total 65.18

Inv 252740

Line Item Date	Line Item Description	
05/01/2026	Door / Access Security System PD JUN 2026	217.46

Inv 252740 Total 217.46

Inv 252741

Line Item Date	Line Item Description	
05/01/2026	Door / Access Security System PD Surveillance JUN 2026	113.00

Inv 252741 Total 113.00

Inv 252742

Line Item Date	Line Item Description	
05/01/2026	Door / Access Security System PD Ceullar Monitoring JUN26	55.00

Inv 252742 Total 55.00

323576 Total: 450.64

SDSI0107 - SDS Security Design Systems Total: 450.64

SGVMC111 - AHMC San Gabriel Valley Medical Center LP

323530 05/26/2026

Inv 951266

Line Item Date	Line Item Description	
05/05/2026	PD Blood alcohol withdrawals	48.00

Inv 951266 Total 48.00

323530 Total: 48.00

SGVMC111 - AHMC San Gabriel Valley Medical Center LP Total: 48.00

SGVPCA00 - San Gabriel Valley Police Chief's Association, Chief Scott Wiese

323575 05/26/2026

Inv SGVPCA 26-27

Line Item Date	Line Item Description	
05/12/2026	San Gabriel Valley Police Chief's Association: 2026-2027 Dues	400.00

Inv SGVPCA 26-27 Total 400.00

323575 Total: 400.00

SGVPCA00 - San Gabriel Valley Police Chief's Association, Chief Scott Wiese Total: 400.00

SOTIREMA - Southern Tire Mart LLC

323578 05/26/2026

Inv 7100036220

Line Item Date	Line Item Description	
02/28/2025	Public Works Vehicle Tires	1,008.64

Inv 7100036220 Total 1,008.64

323578 Total: 1,008.64

SOTIREMA - Southern Tire Mart LLC Total: 1,008.64

SPBK - Springbrook Holding Company, LLC

0 05/26/2026

Inv CM-001288

Line Item Date	Line Item Description	
10/30/2025	Credit Software. Employee Self Srv, Finance Ste, HR Mgmt, Payrol	-28,608.28

Inv CM-001288 Total -28,608.28

Inv CM-001353

Line Item Date	Line Item Description	
01/20/2026	DEC2025 Credit CivicPay	-102.00

Inv CM-001353 Total -102.00

Inv INV-021985

Line Item Date	Line Item Description	
10/23/2025	9/30/25-9/29/26 Advanced Budgeting Subscription	6,570.49
10/23/2025	9/30/25-9/29/26 Advanced Budgeting Subscription	2,609.51

Inv INV-021985 Total 9,180.00

Inv INV-022231

Line Item Date	Line Item Description	
10/31/2025	OCT 2025 CivicPay PayPad Transaction Fee	141.00

Inv INV-022231 Total 141.00

Inv INV-022368

Line Item Date	Line Item Description	
11/30/2025	NOV 2025 CivicPay PayPad Transaction Fee	81.00

Inv INV-022368 Total 81.00

Inv INV-022680

Line Item Date	Line Item Description	
12/31/2025	DEC 2025 CivcPay	102.00

Inv INV-022680 Total 102.00

Inv INV-022853

Line Item Date	Line Item Description	
01/30/2026	DEC2025 CivicPay	12.00

Inv INV-022853 Total 12.00

Inv INV-022970

Line Item Date	Line Item Description	
01/31/2026	JAN 2026 CivicPay PayPad Transaction Fee	143.00

Inv INV-022970 Total 143.00

Inv INV-023220

Line Item Date	Line Item Description	
02/28/2026	FEB 2026 CivicPay PayPad Transaction Fee	139.00

Inv INV-023220 Total 139.00

Inv INV-023447

Line Item Date	Line Item Description	
03/31/2026	MAR 2026 CivicPay PayPad Transaction Fee	166.00

Inv INV-023447 Total 166.00

Inv INV-023700

Line Item Date	Line Item Description	
05/03/2026	7/1/26-6/30/27 Finance Ste, Employee Self Srv, HR Mgmt, Payroll	65,330.52

Inv INV-023700 Total 65,330.52

Inv INV-023919

Line Item Date	Line Item Description	
04/30/2026	APR 2026 CivicPay PayPad Transaction Fee	128.00

Inv INV-023919 Total 128.00

Inv TM INV-011003

Line Item Date	Line Item Description	
03/31/2026	NOV25 Advanced Budgeting Diana Clark	250.00

Inv TM INV-011003 Total 250.00

0 Total: 46,962.24

SPBK - Springbrook Holding Company, LLC Total: 46,962.24

SPEC5011 - Spectrum Gas Products

323579 05/26/2026

Inv 0000687141

Line Item Date	Line Item Description	
04/30/2026	Oxygen Supplies Medical Grade FY25-26	134.94

Inv 0000687141 Total 134.94

Inv 0000892357

Line Item Date	Line Item Description	
04/30/2026	Oxygen Supplies Medical Grade FY25-26	54.00

Inv 0000892357 Total 54.00

323579 Total: 188.94

SPEC5011 - Spectrum Gas Products Total: 188.94

SSW8031 - S&S Worldwide, Inc.

0 05/26/2026

Inv #IN101741492

Line Item Date	Line Item Description	
04/08/2026	Cust# 192280 Camp Med Supplies	139.94

Inv #IN101741492 Total 139.94

0 Total: 139.94

SSW8031 - S&S Worldwide, Inc. Total: 139.94

STA5219 - Staples Business Advantage

0 05/26/2026

Inv 6063711021

Line Item Date	Line Item Description	
05/14/2026	Finance Dept Office Supplies MAY2026	136.45

Inv 6063711021 Total 136.45

0 Total:		136.45
STA5219 - Staples Business Advantage Total:		136.45

STKLINFO - Sterling Infosystems Inc.

323580	05/26/2026	
Inv 10660148		
Line Item Date	Line Item Description	
04/30/2026	Pre-Employmeny Background Check Services - April 2026	311.39
Inv 10660148 Total		311.39
323580 Total:		311.39
STKLINFO - Sterling Infosystems Inc. Total:		311.39

STSM1020 - Studio Spectrum, Inc.

0	05/26/2026	
Inv 193481		
Line Item Date	Line Item Description	
04/01/2026	Video Production & Streaming CC & Planning Comm thru 3/25	6,120.00
Inv 193481 Total		6,120.00
Inv 193512		
Line Item Date	Line Item Description	
05/01/2026	Video Production & Streaming CC & Planning Comm thru 4/14/26	5,725.00
Inv 193512 Total		5,725.00
0 Total:		11,845.00
STSM1020 - Studio Spectrum, Inc. Total:		11,845.00

TERE6201 - Terex USA, LLC

323581	05/26/2026	
Inv 7651712		
Line Item Date	Line Item Description	
04/22/2026	Public Works Yard Aerial Boom Truck, Unit# 635 Urgent Repair FY	6,799.52
04/22/2026	Public Works Yard Aerial Boom Truck, Unit# 635 Urgent Repair FY	6,000.00
Inv 7651712 Total		12,799.52
323581 Total:		12,799.52

TERE6201 - Terex USA, LLC Total: 12,799.52

THES8267 - Siegel, Theodore

323577 05/26/2026

Inv 682026

Line Item Date	Line Item Description	
04/02/2026	Presentation and Screening for June 8-Ball of Fire	150.00

Inv 682026 Total 150.00

323577 Total: 150.00

THES8267 - Siegel, Theodore Total: 150.00

TORTGALL - Neal I. Payton Architectural Corporation

0 05/26/2026

Inv 0076648

Line Item Date	Line Item Description	
04/30/2026	Development of Objective Design Standards and Updates to the Res	20,000.00

Inv 0076648 Total 20,000.00

0 Total: 20,000.00

TORTGALL - Neal I. Payton Architectural Corporation Total: 20,000.00

TRA5998 - Transtech Engineers, Inc.

0 05/26/2026

Inv 20263426

Line Item Date	Line Item Description	
04/30/2026	Fire Plan Reviews Services at 65% of Fees Collected by the City	2,691.00

Inv 20263426 Total 2,691.00

0 Total: 2,691.00

TRA5998 - Transtech Engineers, Inc. Total: 2,691.00

TRIOVLLY - Valley Services, Inc.

323584 05/26/2026

Inv INV2230079563

Line Item Date	Line Item Description	
04/07/2026	MAR 2026 Sr Meal Program Catering	5,938.75

Inv INV2230079563 Total 5,938.75

Inv INV2230080868

Line Item Date	Line Item Description	
05/05/2026	Senior Center Nutrition Program Hot bulk & Frozen meals APR26	4,839.85

Inv INV2230080868 Total 4,839.85

323584 Total: 10,778.60

TRIOVLLY - Valley Services, Inc. Total: 10,778.60

TSCHOLEF - Scholefield, Tim

0 05/26/2026

Inv TS-0426

Line Item Date	Line Item Description	
04/30/2026	APR 2026 Reimb Rideshare	80.00

Inv TS-0426 Total 80.00

0 Total: 80.00

TSCHOLEF - Scholefield, Tim Total: 80.00

TYBL7000 - Borrello, Tyler

323534 05/26/2026

Inv 05/06/2026

Line Item Date	Line Item Description	
05/11/2026	BORRELLO MENTORSHIP/RECRUITMENT LUNCH WITH AP	33.13

Inv 05/06/2026 Total 33.13

323534 Total: 33.13

TYBL7000 - Borrello, Tyler Total: 33.13

UQMS8010 - Unique Management Services, Inc.

323582 05/26/2026

Inv 6158878

Line Item Date	Line Item Description	
05/01/2026	Agency Collection Recovery Services FY25-26	291.25

Inv 6158878 Total 291.25

323582 Total: 291.25

UQMS8010 - Unique Management Services, Inc. Total: 291.25

Check Number	Check Date		Amount
VUL6601 - Vulcan Materials Company			
0	05/26/2026		
Inv 5934949			
Line Item Date	Line Item Description		
03/20/2026	Crush Aggregate Rock, Fill Sand, Asphalt, and Asphalt Emulsions		525.44
Inv 5934949 Total			525.44
Inv 6119037			
Line Item Date	Line Item Description		
04/08/2026	Crush Aggregate Rock, Fill Sand, Asphalt, and Asphalt Emulsions		1,212.61
Inv 6119037 Total			1,212.61
Inv 6119407			
Line Item Date	Line Item Description		
04/08/2026	Crush Aggregate Rock, Fill Sand, Asphalt, and Asphalt Emulsions		303.46
Inv 6119407 Total			303.46
0 Total:			2,041.51
VUL6601 - Vulcan Materials Company Total:			2,041.51
WCASTRIL - Castrillon, William			
0	05/26/2026		
Inv WC 04-26			
Line Item Date	Line Item Description		
04/30/2026	APR 2026 Reimb Rideshare		80.00
Inv WC 04-26 Total			80.00
0 Total:			80.00
WCASTRIL - Castrillon, William Total:			80.00
WES4152 - West Coast Arborists, Inc.			
0	05/26/2026		
Inv 240310			
Line Item Date	Line Item Description		
02/15/2026	urban forestry services including: arborist services 2/1-2/15/26		2,801.60
Inv 240310 Total			2,801.60
Inv 240311			
Line Item Date	Line Item Description		
02/15/2026	urban forestry svcs incl grid pruning and svc requests 2/1-2/15		25,312.25
Inv 240311 Total			25,312.25

Inv 240312

Line Item Date	Line Item Description	
02/15/2026	urban forestry: stump removal and tree planting 2/1/26-2/15/26	1,680.00

Inv 240312 Total 1,680.00

Inv 242786

Line Item Date	Line Item Description	
04/15/2026	Citywide Urban Forestry Srv 4/1-4/15/26	700.40

Inv 242786 Total 700.40

Inv 242787

Line Item Date	Line Item Description	
04/15/2026	urban forestry svcs incl. tree removals 4/1/26-4/15/26	9,918.90

Inv 242787 Total 9,918.90

0 Total: 40,413.15

WES4152 - West Coast Arborists, Inc. Total: 40,413.15

WIL2010 - Willdan Financial Services

0 05/26/2026

Inv 00630647

Line Item Date	Line Item Description	
08/13/2025	Hanscom Dr & Las Palmitas St Drainage Improvements thru 08/01/	3,826.00

Inv 00630647 Total 3,826.00

Inv 00630861

Line Item Date	Line Item Description	
09/10/2025	Hanscom Dr & Las Palmitas St Drainage Improvements thru 8/29/2	2,787.50

Inv 00630861 Total 2,787.50

Inv 00631062

Line Item Date	Line Item Description	
10/21/2025	Hanscom Dr & Las Palmitas St Drainage Improvements thru 10/03/	8,346.50

Inv 00631062 Total 8,346.50

Inv 00631217

Line Item Date	Line Item Description	
11/19/2025	Hanscom Dr & Las Palmitas St Drainage Improvements thru 10/31/	216.00

Inv 00631217 Total 216.00

Inv 00631396

Line Item Date	Line Item Description	
12/09/2025	Hanscom Dr & Las Palmitas St Drainage Improvements thru 11/28/	216.00
Inv 00631396 Total		216.00

Inv 00631534

Line Item Date	Line Item Description	
01/14/2026	Hanscom Dr & Las Palmitas St Drainage Improvements thru 01/02/	2,635.00
Inv 00631534 Total		2,635.00

Inv 00631739

Line Item Date	Line Item Description	
02/16/2026	Hanscom Dr & Las Palmitas St Drainage Improvements thru 1/30/2(	290.00
Inv 00631739 Total		290.00

Inv 00631922

Line Item Date	Line Item Description	
03/18/2026	Hanscom Dr & Las Palmitas St Drainage Improvements thru 02/27/	2,184.00
Inv 00631922 Total		2,184.00

Inv 00632131

Line Item Date	Line Item Description	
04/22/2026	Hanscom Dr & Las Palmitas St Drainage Improvements thru 04/03/	2,018.00
Inv 00632131 Total		2,018.00

Inv 010-64777

Line Item Date	Line Item Description	
01/19/2026	Conduct User Fee Study & Cost Allocation Plan DEC25	450.00
Inv 010-64777 Total		450.00

Inv 010-64948

Line Item Date	Line Item Description	
02/19/2026	Conduct comprehensive user fee study & cost allocation plan 1-26	6,700.00
Inv 010-64948 Total		6,700.00

0 Total:	29,669.00
WIL2010 - Willdan Financial Services Total:	29,669.00
Total:	1,131,916.74

City of
SOUTH PASADENA

Online Payment Log			
Date	**Vendor**	**Amount**	**Description**
5/25/2026	Columbia Bank	$27,715.72	Online Payment for April 2026 Citywide Credit Card Expenses.
5/27/2026	So Cal Edison	$11,378.06	Online Payment for City Owned Electric Account # 3859.
6/1/2026	So Cal Edison	$88,912.04	Online Payment for City Owned Electric Account # 1581.
Total:		***$128,005.82***	

Payroll

Payroll Summary Report

Payroll Date:	**05.22.2026**	**Regular**		
Checks			$	832.86
Direct Deposits			$	612,389.03
IRS Payments			$	113,954.93
EDD - State of CA			$	39,000.36
PERS Pension			$	168,338.64
Deferred Comp			$	40,206.23
PARS			$	1,256.56
PERS Health			$	255,092.30
		Subtotal:	**$**	**1,231,070.91**
		Grand Total:	**$**	**1,231,070.91**

City Council Agenda Report

ITEM NO. 6

DATE: June 3, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Nikima S. Newsome, Chief City Clerk

SUBJECT: **CONSIDERATION OF APPROVAL OF SPECIAL SESSION AND REGULAR MEETING MINUTES FOR MAY 20, 2026**

Recommendation
It is recommended that the City Council approve the minutes from the Special Session and Regular City Council meetings held on May 20, 2026.

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

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

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

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

Attachment:
Attachment No. 1 - Regular Meeting Minutes - May 20, 2026
Attachment No. 2 - Special Meeting Minutes - May 20, 2026

CITY OF SOUTH PASADENA
CITY COUNCIL MINUTES
MAY 20, 2026

CALL TO ORDER:

A regular meeting of the South Pasadena City Council was called to order by Mayor Rossi at 7:17 p.m., on Wednesday, May 20, 2026, at City Council Chambers, 1424 Mission Street, South Pasadena, California 91030.

ROLL CALL:

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

All Councilmembers were present and a quorum was determined. Councilmember Michael Cacciotti led the assemblage in the Pledge of Allegiance.

PRESENTATIONS

1. **PRESENTATION OF 4TH OF JULY POSTER CONTEST WINNERS**, was presented.

CLOSED SESSION ANNOUNCEMENTS

2. **CLOSED SESSION ANNOUNCEMENTS**

   The City Attorney reported that all items on the closed session agenda from the May 20, 2026, regular meeting were heard with no reportable action.

PUBLIC COMMENT

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

Members of the public, JT Parr and Brandon Gonzalez spoke in person.

CHANGES TO THE AGENDA

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

Item No. 9 was removed from the agenda by City Council consensus.

CONSENT CALENDAR

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

Motion by Councilmember Cacciotti, seconded by Councilmember Braun to approve the consent calendar, except Item No. 9, as presented. The motion was approved by the following roll call vote:

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

5. CONSIDERATION OF THE APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF $129,173.89; GENERAL CITY WARRANTS IN THE AMOUNT OF $1,241,723.36; ONLINE PAYMENTS IN THE AMOUNT OF $19,684.17; VOIDS IN THE AMOUNT OF ($9,171.47); PAYROLL IN THE AMOUNT OF $991,389.84, was approved.

Recommendation

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

6. CONSIDERATION OF APPROVAL OF STUDY SESSION AND CITY COUNCIL AND HOUSING AUTHORITY - BOARD OF DIRECTORS MEETING MINUTES FOR MAY 6, 2026, was approved.

Recommendation

It is recommended that the City Council approve the minutes from the Study Session Regular City Council and Housing Authority - Board of Directors meeting held on May 6,

2026.

7. CONSIDERATION OF ADOPTION OF RESOLUTION NO. 8002 APPROVING THE FISCAL YEAR 2026-2027 PROJECT LIST AND EXPENDITURE PLAN TO BE FUNDED BY SENATE BILL 1 (SB 1) ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017, was adopted.

Recommendation
It is recommended that the City Council:

a. Receive a staff report for consideration and provide direction on a proposed Street Improvement Program;
b. Adopt Resolution No. 8002 approving the Fiscal Year (FY) 2026-2027 project list and expenditure plan for the Senate Bill 1 (SB 1) Road Repair and Accountability Act of 2017 (SB 1) to be funded through the State's Road Maintenance and Rehabilitation Account (RMRA); and
c. Authorize the City Manager or his designee to sign the application and all related program documents.

8. CONSIDERATION OF THE ADOPTION OF RESOLUTION NO. 8003 APPROVING THE FISCAL YEAR 2026-2027 ENGINEER'S REPORT, DECLARING THE CITY'S INTENTION TO PROVIDE FOR AN ANNUAL LEVY AND COLLECTION OF ASSESSMENTS AND SETTING A DATE AND TIME FOR A PUBLIC HEARING FOR THE FY 2026-2027 LIGHTING AND LANDSCAPING MAINTENANCE DISTRICT, was adopted.

Recommendation
It is recommended that the City Council:

a. Adopt Resolution No. 8003 approving the Fiscal Year (FY) 2026-2027 Engineer's Report declaring the City of South Pasadena's intention to provide for an annual levy and collection of assessments; and
b. Schedule the Public Hearing for the FY 2026-2027 Lighting and Landscaping Maintenance District (LLMD) for June 17, 2026, at 7:00 p.m. in the Council Chambers.

9. CONSIDERATION OF APPROVAL OF PLANS AND SPECIFICATIONS RELATED TO THE NORTH SOUTH CORRIDOR INTELLIGENT TRANSPORTATION SYSTEMS DEPLOYMENT ON FAIR OAKS AVENUE PROJECT RABA01-5071 (024), was removed from the agenda by City Council consensus.

Recommendation
It is recommended that the City Council approve the plans (Attachment 1) and specifications (Attachment 2) for the North South Corridor Intelligent Transportation Systems (ITS) Deployment on Fair Oaks Avenue Project RABA01-5071 (024) Project (Project) that are

on file with the Public Works Department.

10. CONSIDERATION OF SECOND READING AND ADOPTION OF ORDINANCE NO. 2412, AN ORDINANCE OF THE CITY OF SOUTH PASADENA AMENDING CHAPTER 36 OF THE SOUTH PASADENA MUNICIPAL CODE TO REVISE SECTIONS OF ARTICLE 3, 4 AND 6 OF THE ZONING CODE RELATED TO VARIOUS ROUTINE AND PERIODIC UPDATES TO STREAMLINE DESIGN REVIEW PROCEDURES, CLARIFY REVIEW AUTHORITY AND ENSURE CONSISTENCY WITH RECENT MUNICIPAL CODE AMENDMENTS WITHIN CHAPTER 36, was adopted.

Recommendation

It is recommended that the City Council adopt Ordinance No, 2412, amending Chapter 36 (Zoning) of the South Pasadena Municipal Code to revise sections of article 3, 4 and 6 of the zoning code related to design review authority and procedures, clarify review authority and ensure consistency with recent municipal code amendments within Chapter 36.

11. CONSIDERATION TO APPROVE THE CITY OF SOUTH PASADENA INVESTMENT POLICY FOR FISCAL YEAR 2026-2027, was approved.

Recommendation

It is recommended that the City Council approve the City's Investment Policy for Fiscal Year 2026-2027 (Attachment 1).

PUBLIC HEARING

12. CONSIDER INTRODUCTION OF ORDINANCE NO. 2413, AN ORDINANCE OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING CHAPTER 19A (NOISE REGULATION) OF THE SOUTH PASADENA MUNICIPAL CODE IN ITS ENTIRETY

Recommendation

It is recommended that the City Council:

a. Conduct a Public Hearing; and

b. Introduce Ordinance No. 2413 by title only and waive full reading of the ordinance amending Chapter 19A (Noise Regulation) of the South Pasadena Municipal Code in its entirety.

The Public Hearing was opened at 8:34 p.m. Member of the public Steven Lawrence spoke to the item remotely. There being no further public comment, the Public Hearing was closed at 8:37 p.m.

No action was taken regarding the item. The item is to be brought back at a later date with revisions for consideration.

13. PUBLIC HEARING TO RECEIVE AND FILE THE ANNUAL REPORT ON WORKFORCE VACANCIES, RECRUITMENT AND RETENTION IN COMPLIANCE WITH ASSEMBLY BILL 2561

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

The Public Hearing was opened at 8:55 p.m. There being no public comment, the Public Hearing was closed at 8:57 p.m.

Motion by Councilmember Braun, seconded by Mayor Pro Tem Ferguson to receive and file. The motion was approved by the following roll call vote:

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

ACTION/DISCUSSION

14. APPROVAL OF AGREEMENT WITH CAPRA ENVIRONMENTAL SERVICES CORPORATION FOR TARGETED GRAZING AND VEGETATION MANAGEMENT SERVICES FOR THE MONTEREY HILLS AREA OF THE CITY

Recommendation

It is recommended that the City Council:

1. Approve an agreement with Capra Environmental Services Corporation for targeted grazing and vegetation management services in the Monterey Hills area in an amount not to exceed $29,750 in the form approved by the City Attorney and City Manager; and
2. Authorize the City Manager to execute the agreement and any related documents necessary to implement the project.

Motion by Mayor Pro Tem Ferguson, seconded by Mayor Rossi to approve as presented. The motion was approved by the following roll call vote:

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

15. DISCUSSION AND REQUEST FOR CITY COUNCIL DIRECTION REGARDING THE CITY'S GRANT APPLICATION TO MOBILE SOURCE AIR POLLUTION REDUCTION REVIEW COMMITTEE FOR MUNICIPAL ELECTRIC VEHICLE INFRASTRUCTURE RESILIENCY AND EXPANSION PROJECT

Recommendation

It is recommended that the City Council:

a. Receive and discuss the four options outlined in this report regarding the Mobile Source Air Pollution Reduction Review Committee (MSRC) Charging Infrastructure Resiliency Program grant opportunity;
b. Provide direction to staff as to which option to pursue:
    a. Option A: Submit a grant application in the amount of $200,000 for two EV ARC solar-powered charging stations at the Garfield Reservoir Parking Lot (1) and Police Department Parking Lot (1), with a local match of $100,000;
    b. Option B: Submit a grant application in the amount of $800,000 for Level 3 fast-charger battery storage upgrades at the Police Department Parking Lot, with a local match requirement of $400,000;
    c. Option C: Submit a grant application in the amount of $1,000,000 for both projects in Options A and B, with a match requirement of $500,000; or
    d. Option D: Direct staff to take no action or explore alternative grant opportunities.
c. Should Council direct staff to proceed under Options A, B, or C, authorize staff to prepare and submit the corresponding grant application, with the understanding that staff will return to a future meeting to seek formal appropriation of General Fund reserves of the required local match funds, as part of the FY 2026-2027 budget process.

Motion by Councilmember Braun, seconded by Councilmember Cacciotti to approve option a. as approved by the City Manager. The motion was approved by the following roll call vote:

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

16. CONSIDERATION TO APPROVE A MASTER EQUITY LEASE AGREEMENT WITH ENTERPRISE FLEET MANAGEMENT INC. FOR LEASING OF FLEET VEHICLES, AND APPROVE POLICY EXEMPTION FOR NON-ELECTRIC VEHICLES

Recommendation

It is recommended that the City Council:

a. Approve Master Equity Lease Agreement with Enterprise Fleet Management Inc. for the leasing of seventeen (17) new replacement fleet vehicles;
b. Authorize staff to explore MSRC grant funding opportunities to fund the purchase of an EV alternative for one (1) Heavy-Duty vehicle;
c. Approve the use of cooperative purchasing agreements, including Enterprise Fleet Management;
d. Approve a policy exemption for the purchase on non-electric vehicles where electric vehicles are not operationally feasible; and

e. Authorize the City Manager to execute all necessary agreements and administer the program consistent with operational needs and budget appropriations.

Motion by Mayor Pro Tem Ferguson, seconded by Councilmember Primuth to approve as amended by the additional documents and a report be provided every 2 and a half years. The motion was approved by the following roll call vote:

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

Motion by Mayor Rossi, seconded by Councilmember Cacciotti to agendize a discussion on the vehicles for the next city council meeting.

PUBLIC COMMENT CONTINUED

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

There was no continued public comment.

COMMUNICATIONS

18. Mayor Rossi made an announcement stating the locations and hours for the vote centers located in South Pasadena for the June 2, 2026, Statewide Direct Primary Election.

Councilmember Cacciotti gave a presentation on his recently attended events.

19. There were no City Manager Communications.

ADJOURNMENT
On order of the Mayor, the City Council meeting adjourned at 10:53 p.m., without objection.

ATTEST: APPROVED:

Nikima S. Newsome
Chief City Clerk

Sheila Rossi
Mayor

CITY OF SOUTH PASADENA
CITY COUNCIL MINUTES
MAY 20, 2026

CALL TO ORDER:

A special meeting of the South Pasadena City Council was called to order by Mayor Rossi at 7:17 p.m., on Wednesday, May 20, 2026, at City Council Chambers, 1424 Mission Street, South Pasadena, California 91030.

ROLL CALL:

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

All Councilmembers were present and a quorum was determined.

PRESENTATIONS

1. **A PROCLAMATION DECLARING MAY 2026 AS ASIAN AMERICAN AND PACIFIC ISLANDER HERITAGE MONTH**, was presented.

ADJOURNMENT

On order of the Mayor, the City Council meeting adjourned at 10:53 p.m., without objection.

ATTEST:

Nikima S. Newsome
Chief City Clerk

APPROVED:

Sheila Rossi
Mayor

City Council Agenda Report

ITEM NO. 7

DATE: June 3, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Nikima S. Newsome, Chief City Clerk

SUBJECT: **CONSIDERATION OF APPROVAL OF THE FOLLOWING RESOLUTIONS FOR THE GENERAL MUNICIPAL ELECTION TO BE HELD ON NOVEMBER 3, 2026:**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, CALLING AND GIVING NOTICE OF THE HOLDING OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 3, 2026, FOR THE ELECTION OF CERTAIN OFFICERS AND THE SUBMISSION OF A BALLOT MEASURE OR MEASURES TO THE VOTERS, AS REQUIRED BY THE PROVISIONS OF THE LAWS OF THE STATE OF CALIFORNIA RELATING TO GENERAL LAW CITIES;

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES CONSOLIDATE THE CITY'S GENERAL MUNICIPAL ELECTION WITH THE STATEWIDE ELECTION BEING HELD; AND

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADOPTING REGULATIONS FOR CANDIDATES FOR ELECTIVE OFFICE PERTAINING TO CANDIDATE'S STATEMENTS SUBMITTED TO THE VOTERS AT AN ELECTION TO BE HELD ON TUESDAY, NOVEMBER 3, 2026

Recommendation

It is recommended that the City Council adopt the following resolutions related to the November 3, 2026, General Municipal Election:

1. Resolution No. 8004 calling and giving notice of the holding of a General Municipal Election, Tuesday, November 3, 2026, for the election of certain officers; and
2. Resolution No. 8005 requesting the Board of Supervisors of the County of Los Angeles consolidate the municipal election with the statewide election; and
3. Resolution No. 8006 adopting regulations for candidates for elective office pertaining to candidate's statements submitted to the voters.

Background

The next General Municipal Election will be held on Tuesday, November 3, 2026, and the

standard resolutions for calling and conducting an election consolidated with the County are attached.

The nomination period for elective offices will commence on Monday, July 13, 2026, until Friday, August 7, 2026 (California Election Code § 13307). Should an incumbent not file or qualify by August 9, 2026, the deadline will be extended to Wednesday, August 12, 2026, for persons other than the incumbent (California Election Code § 10225). Prospective candidates are requested to make an appointment with the City Clerk's Department to pull and/or file nomination documents.

Currently there are two City Council seats and one City Treasurer seat slated for voter consideration on the November 3, 2026, ballot. The following seats are up for election: District 4 (Councilmember Cacciotti), District 5 (Councilmember Braun), and City Treasurer (Treasurer Tao).

With respect to City initiated ballot measures, the last date to take action is August 7, 2026. It is anticipated that one ballot measure will be submitted to the voters related to a street bond measure. The resolution calling for this ballot measure will be brought to the City Council at a later meeting.

Analysis
Pursuant to state law, the City is required to hold a General Municipal Election in November of even-numbered years. As with previous elections, this election will be consolidated with the statewide election conducted by the Los Angeles County Registrar-Recorder/County Clerk.

The deadline for jurisdictions to adopt a resolution calling and giving notice of a local election and a resolution requesting an election consolidation with the County of Los Angeles is June 15, 2026. The last day to adopt a regulation for candidate statements prior to the opening of the candidate filing period is July 6, 2026.

Next Steps
1. Once the resolutions have been adopted, staff will forward fully executed copies to the Los Angeles County Registrar-Recorder/County Clerk and the Clerk of the Board of Supervisors.
2. Staff will publish appropriate Election Notices as required by law.

Fiscal Impact
The cost for the Los Angeles County Registrar-Recorder/County Clerk to conduct the election for the City of South Pasadena has yet to be determined. The County provided election cost estimates of $162,284.12 for November 3, 2026. The County estimate is not inclusive of election supplies, advertising, or additional ballot measures. The City's estimate for the cost of the election is $180,000 based on previous election years with similar seats available and ballot measures on the voter's ballot. The City's estimated costs are included in the proposed Fiscal Year 2026-2027 budget under account number 101-1020-1022-8170-000.

Public Notification
Election notices will be published in the South Pasadena Review or Pasadena Star News along with the required languages of Korean, Spanish, and Chinese in The Korea Times, La Opinion, and World Journal.

Attachment:
Attachment 1 - Resolution 8004 Calling and Giving Notice of Election and Requesting Consolidation with the LA County Election
Attachment 2 - Resolution 8005 Approving Consolidation of Election with the Board of Supervisors of the County of Los Angeles
Attachment 3 - Resolution 8006 Adopting Regulations for Candidates for Elective Office pertaining to Candidate's Statements submitted to the voters
Attachment 4 - Los Angeles County RRCC Cost Estimate

Attachment No. 1

RESOLUTION NO. 8004

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, CALLING AND GIVING NOTICE OF THE HOLDING OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 3, 2026, FOR THE ELECTION OF CERTAIN OFFICERS AND THE SUBMISSION OF A BALLOT MEASURE OR MEASURES TO THE VOTERS, AS REQUIRED BY THE PROVISIONS OF THE LAWS OF THE STATE OF CALIFORNIA RELATING TO GENERAL LAW CITIES

WHEREAS, under the provisions of the laws relating to General Law Cities in the State of California, a General Municipal Election is required to be held in the City of South Pasadena (City) on Tuesday, November 3, 2026, for the election of two City Council seats, one City Treasurer seat, and the possible submission of one or more ballot measures to the voters.

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

SECTION 1. That pursuant to the requirements of the laws of the State of California relating to General Law Cities, there is called and ordered to be held in the City of South Pasadena, California, on Tuesday, November 3, 2026, a General Municipal Election for the purpose of electing two members of the City Council and one City Treasurer for the full term of four years from 2026 to 2030 as follows;

Councilmember, 4th District, Full Term of Four Years
Councilmember, 5th District, Full Term of Four Years
City Treasurer, Citywide, Full Term of Four Years

SECTION 2. That the City Council may, by separate resolution, order that one or more ballot measures be submitted to the voters at the General Municipal Election.

SECTION 3. That the ballots to be used at the election shall be in form and content as required by law.

SECTION 4. The City Clerk is authorized, instructed, and directed to coordinate with the County of Los Angeles Registrar-Recorder/County Clerk to procure and furnish any and all official ballots, notices, printed matter and all supplies, equipment and paraphernalia that may be necessary in order to properly and lawfully conduct the election.

SECTION 5. The vote centers for the election shall be open at seven o'clock a.m. of the day of the election and shall remain open continuously from that time until eight o'clock p.m. of the same day when the polls shall be closed, pursuant to Election Code Section 10242, except as provided in Section 14401 of the Election Code of the State of California.

SECTION 6. That in all particulars not recited in this Resolution, the General Municipal Election shall be held and conducted as provided by law for holding municipal elections.

SECTION 7. That notice of the time and place of holding the election is given and the City Clerk is authorized, instructed, and directed to give further or additional notice of the election, in time, form and manner as required by law.

SECTION 8. That in the event of a tie vote (if any two or more persons receive an equal and the highest number of votes for an office) as certified by the County of Los Angeles Registrar-Recorder/County Clerk, the City Council, in accordance with Elections Code Section 15651(a), shall set a date and time and place and summon the candidates who have received the tie votes to appear and will determine the tie by lot.

SECTION 9. That the City Council authorizes the County of Los Angeles Registrar-Recorder/County Clerk to conduct the election and canvass the results, and all reasonable and actual election expenses incurred by the County shall be paid by the City upon presentation of a properly submitted bill.

SECTION 10. That 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 3rd day of June 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 No. 8004 was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 3rd day of June 2026, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Nikima S. Newsome, Chief City Clerk

Attachment No. 2

RESOLUTION NO. 8005

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES CONSOLIDATE THE CITY'S GENERAL MUNICIPAL ELECTION WITH THE STATEWIDE ELECTION BEING HELD

WHEREAS, a General Municipal Election is to be held in the City of South Pasadena, California, on Tuesday, November 3, 2026 for the purpose of electing two members of the City Council, a City Treasurer, and the possible submission of one or more ballot measures to the voters; and

WHEREAS, the Los Angeles County Registrar-Recorder's Elections Department will conduct the Statewide General Election throughout the County on the same date; and

WHEREAS, the Elections Code permits the City Council to request that the Los Angeles County Board of Supervisors allow the consolidation of the General Municipal Election with the Statewide election through the adoption of a resolution at least 88 days prior to the election.

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

SECTION 1. That pursuant to Elections Code Section 10403, the City Council requests that the Board of Supervisors of the County of Los Angeles permit the General Municipal Election on November 3, 2026, to be consolidated with the Statewide General Election the County Elections Department will conduct throughout the County on the same date.

SECTION 2. That the consolidated election shall be held and conducted in the manner prescribed in Elections Code Section 10418.

SECTION 3. That the City shall reimburse the County for services performed when the work is completed and upon presentation to the City of a properly approved bill.

SECTION 4. That the City Clerk is directed to forward certified copies of this Resolution without delay to the Board of Supervisors and to the County Election Department.

SECTION 5. That the City Clerk shall certify the passage and adoption of this Resolution and enter it into the book of original Resolutions.

PASSED, APPROVED AND ADOPTED ON this 3rd day of June 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 No. 8005 was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 3rd day of June 2026, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Nikima S. Newsome, Chief City Clerk

RESOLUTION NO. 8006

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADOPTING REGULATIONS FOR CANDIDATES FOR ELECTIVE OFFICE PERTAINING TO CANDIDATE'S STATEMENTS SUBMITTED TO THE VOTERS AT AN ELECTION TO BE HELD ON TUESDAY, NOVEMBER 3, 2026

WHEREAS, Section 13307 of the Elections Code of the State of California provides that the governing body of any local agency adopt regulations pertaining to materials prepared by any candidate for a municipal election, including costs of the candidate statement.

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

SECTION 1. GENERAL PROVISIONS. That pursuant to Section 13307 of the Elections Code of the State of California, each candidate for elective office to be voted for at the General Municipal Election to be held in the City of South Pasadena on November 3, 2026, may prepare a candidate's statement on an appropriate form provided by the City Clerk. The statement may include the name, age and occupation of the candidate and a brief description of no more than 200 words of the candidate's education and qualifications expressed by the candidate themself. The statement shall not include party affiliation of the candidate, nor membership or activity in partisan political organizations. The statement shall be filed in typewritten form in the office of the City Clerk at the time the candidate's nomination papers are filed. The statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period.

SECTION 2. FOREIGN LANGUAGE POLICY

A. Pursuant to the Federal Voting Rights Act, candidates' statements will be translated into all languages required by the County of Los Angeles (County). The County is required to translate candidates' statements into the following languages: Armenian, Bengali, Burmese, Chinese, Cambodian/Khmer, Farsi, Filipino/Tagalog, Gujarati, Hindi, Indonesian, Japanese, Korean, Mongolian, Russian, Spanish, Telugu, Thai, and Vietnamese.

B. The County will print and mail sample ballots in English to all registered voters. If the candidate submits a candidate's statement for the sample ballot, the County can include a Spanish translation of the statement—if the candidate requests this and agrees to pay for the printing. Otherwise, Spanish-language sample ballots, which include all candidates' statements, will be sent to those on the County voter file as having requested a sample ballot in Spanish (required for the City of South

Pasadena). The County will also make such sample ballots available through its website and its multilingual hotline.

C. The County will mail separate sample ballots, which include candidates' statements, in Chinese and Korean to those voters who are on the County voter file as having requested a sample ballot in Chinese or Korean (required for the City of South Pasadena). The County will also make such sample ballots available through its website and its multilingual hotline.

D. The County will make the sample ballot available in the remainder of the languages required by law, i.e., Japanese, Tagalog, Vietnamese, Thai, Hindi, and Khmer, which are not required in South Pasadena, through its website.

E. The County will make the sample ballots, which include all candidates' statements, available at all polling places in Spanish, Chinese, and Korean. Language assistance in nine required languages is available at the polling places in the County of Los Angeles through the multilingual hotline.

SECTION 3. PAYMENT

A. Translations:

1. The candidate shall not be required to pay for the cost of translating the candidate's statement into any required foreign language as specified in Section 2 above pursuant to Federal and\or State law.

B. Printing:

1. The candidate shall be required to pay for the cost of printing the candidate's statement in English in the main voter pamphlet.
2. The candidate shall be required to pay for the cost of printing the candidate's statement in Spanish in the main voter pamphlet.
3. The candidate shall not be required to pay for the cost of printing the candidate's statement in a required language in the translated sample ballot (not in the main voter pamphlet mailed to all voters).

The City Clerk's Office obtained an estimate from the County of the total cost of printing, handling, translating, and mailing the candidates' statements filed pursuant to this section, including costs incurred as a result of complying with the Voting Rights Act of 1965 (as amended), and require each candidate filing a statement to pay in advance to the local agency his or her estimated pro rata share as a condition of having his or her statement included in the voter's pamphlet. In the event the estimated payment is required, the estimate is just an approximation of the actual cost that varies from one election to another election and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements. Accordingly, the City Clerk is not bound by the estimate and may, on a pro rata basis, bill the candidate for additional actual expenses or refund any excess paid depending on the final actual cost. In the event of underpayment, the City Clerk may require the candidate to pay the

balance of the cost incurred. In the event of overpayment, the City Clerk shall prorate the excess amount among the candidates and refund the excess amount paid within 30 days of the election.

SECTION 4. ELECTRONIC DISTRIBUTION [CITY COUNCIL OPTIONAL]

Pursuant to Section 13307(c) of the California Elections Code, the South Pasadena City Council also authorizes the preparation of candidate statements for nonpartisan elective office for the purpose of electronic distribution. Candidates will prepare statements for electronic distribution pursuant to Section 13307(a) of the Elections Code. A statement prepared pursuant to this subdivision shall be posted on the internet website of the County Elections Official. Pursuant to Elections Code Section 13307.7(a), candidates shall pay the requisite fee charged by the County of $279.60 to cover the duties and procedures set forth in Elections Code Sections 13307(b) and (d).

SECTION 5. MISCELLANEOUS.

A. Candidates' statements will be translated by translators qualified by the County.
B. The County will determine various formatting styles permitted in the candidates' statements, e.g., bold type, capitalization, bullets.
C. The City Clerk shall comply with all recommendations and standards set forth by the California Secretary of State regarding occupational designations and other matters relating to elections as determined by the County.

SECTION 6. ADDITIONAL MATERIALS. No candidate will be permitted to include additional materials in the voter information guide.

SECTION 7. The City Clerk shall provide each candidate or the candidate's representative a copy of this Resolution at the time nominating petitions are issued.

SECTION 8. All previous resolutions establishing council policy on payment for candidates' statements are repealed.

SECTION 9. This resolution shall apply only to the election to be held on November 5, 2024, and shall then be repealed.

SECTION 10. That the City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED, APPROVED AND ADOPTED ON this 3rd day of June 2026.

_____
Sheila Rossi, Mayor

ATTEST: **APPROVED AS TO FORM:**

Nikima S. Newsome, Chief City Clerk Roxanne Diaz, City Attorney

I HEREBY CERTIFY the foregoing Resolution No. 8006 was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 3rd day of June 2026, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Nikima S. Newsome, Chief City Clerk

Los Angeles County
Registrar-Recorder/County Clerk

VOTING & ELECTIONS | RECORDS | COUNTY CLERK | NEWSROOM | PUBLICATIONS | JOBS | CONTACT

Election Estimating Calculator

Go to Election Estimate Home

- Select Estimate Type
- Select Jurisdiction(s)
- **Estimated Result**

The estimated cost is based on the cost factors below. **Any changes to the election cost factors will impact the final costs for your jurisdiction.**

If you need cost estimates for other elections or further assistance in using the cost estimate calculator, please contact our Election Billing team at electionbilling@rrcc.lacounty.gov.

CITY OF SOUTH PASADENA
2026 November General Election

CITY OF SOUTH PASADENA - At Large

Voter Count	*Rate Breakdown*	*Estimated Cost*
Registered Voters (RV)	18,288	
***Election Operations** (rate * RV)*	$2.7201 * 18288	$49,745.19
***Vote By Mail Processing** (rate * RV)*	$0.8878 * 18288	$16,236.09
Sample Ballot Processing and Printing		
Office(s)/Seat(s) ***(rate * No. of Offices * RV)***	$0.0242 * 1 * 18288	$442.57
Measures(s) ***(rate * No. of Measures * RV)***	$0.0242 * 1 * 18288	$442.57
Measure Text ***(rate * No. of Text Pages for all measures * RV)***	$0.0725 * 25 * 18288	$33,147.00
Voting Information ***(rate * RV)***	$0.3761 * 18288	$6,878.12
***Candidate Filing and Campaign Finance** (rate * No. of Candidates)*	$1843.1509 * 2	$3,686.30

CITY OF SOUTH PASADENA 4TH COUNCIL

Voter Count	*Rate Breakdown*	*Estimated Cost*
Registered Voters (RV)	3,370	
***Election Operations** (rate * RV)*	$2.7201 * 3370	$9,166.74
***Vote By Mail Processing** (rate * RV)*	$0.8878 * 3370	$2,991.89
Sample Ballot Processing and Printing		
Office(s)/Seat(s) ***(rate * No. of Offices * RV)***	$0.0242 * 1 * 3370	$81.55
Measures(s) ***(rate * No. of Measures * RV)***	$0.0242 * 1 * 3370	$81.55
Measure Text ***(rate * No. of Text Pages for all measures * RV)***	$0.0725 * 25 * 3370	$6,108.13
Voting Information ***(rate * RV)***	$0.3761 * 3370	$1,267.46
***Candidate Filing and Campaign Finance** (rate * No. of Candidates)*	$1843.1509 * 2	$3,686.30

CITY OF SOUTH PASADENA 5TH COUNCIL

Voter Count	*Rate Breakdown*	*Estimated Cost*
Registered Voters (RV)	4,008	
Election Operations *(rate * RV)*	$2.7201 * 4008	$10,902.16
Vote By Mail Processing *(rate * RV)*	$0.8878 * 4008	$3,558.30
Sample Ballot Processing and Printing		
Office(s)/Seat(s) *(rate * No. of Offices * RV)*	$0.0242 * 1 * 4008	$96.99
Measures(s) *(rate * No. of Measures * RV)*	$0.0242 * 1 * 4008	$96.99
Measure Text *(rate * No. of Text Pages for all measures * RV)*	$0.0725 * 25 * 4008	$7,264.50
Voting Information *(rate * RV)*	$0.3761 * 4008	$1,507.41
Candidate Filing and Campaign Finance *(rate * No. of Candidates)*	$1843.1509 * 2	$3,686.30

Election Preparation Cost *(Flat rate per jurisdiction)* **$1,210.00**

CITY OF SOUTH PASADENA TOTAL ESTIMATE **$162,284.12**

DISCLAIMER: Please note that calculating an estimate using the Election Cost Estimate Calculator is not consent or agreement to hold, consolidate or provide support services for an election. Requests from jurisdictions for any election scenario must be received in the form of an adopted resolution or other official document and considered by the Board of Supervisors and Registrar-Recorder/County Clerk at the appropriate time. For more information, please contact the Election Information and Preparation Division at ecu@rrcc.lacounty.gov.

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City Council Agenda Report

ITEM NO. 8

DATE: June 3, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Greg Lloyd, Fire Chief

SUBJECT: **CONSIDERATION TO AUTHORIZE STAFF TO SUBMIT AN APPLICATION FOR THE 2025 ASSISTANCE TO FIREFIGHTERS GRANT FOR A TYPE 3 WILDLAND/URBAN INTERFACE FIRE APPARATUS**

Recommendation

It is recommended that the City Council authorize staff to submit a Fiscal Year 2025 Assistance to Firefighters Grant application for the purchase of a Type III wildland/urban interface fire apparatus.

Executive Summary

The Fire Department is seeking City Council authorization to apply for a Fiscal Year 2025 Assistance to Firefighters Grant for the purchase of a Type III wildland/urban interface fire apparatus. The estimated cost of the apparatus is $750,000. Based on the City's population of approximately 26,000 residents, the grant would require a ten percent (10%) local cost share if awarded. Using FEMA's cost share calculation, the estimated federal share would be approximately $675,000, and the required City cost share would be approximately $75,000.

The proposed apparatus would improve the Fire Department's ability to respond to brush fires, wildland/urban interface incidents, severe weather events, and mutual aid requests. Approval of this item would authorize staff to submit the grant application only. If awarded, staff would return to City Council for consideration of grant acceptance, approval of the required local cost share, and any necessary budget amendment.

Background

In January 2025, the Eaton Fire occurred within five miles of the City of South Pasadena. According to the Fire Hazard Severity Zone Assessment, the Eaton Fire burned 14,021 acres, destroyed 9,418 homes, and resulted in 17 fatalities. This incident reinforced the potential consequences of wildland/urban interface fires in hillside communities and the importance of maintaining appropriate response capabilities for areas with similar terrain, fuels, and access limitations.

Analysis

The City of South Pasadena has identified the Monterey Hills as an area of elevated wildfire concern due to topography, vegetation, limited roadway access, and residential development patterns. The Fire Department's Fire Hazard Severity Zone Assessment explains that the Monterey Hills area has been locally identified as high and very high-risk fire hazard severity

zones, and that local knowledge of terrain, fuel loads, and access limitations is important when evaluating wildfire hazard in South Pasadena.

The Monterey Hills contain steep terrain, narrow streets, and vegetation areas that can contribute to fire spread. The Monterey Hills encompasses approximately 660 acres, including 122 acres of vegetation, multiple contiguous fuel areas, and areas where fuels may also exist in backyards and along adjoining property lines. The assessment further explains that slope and fuel loading are significant factors in fire behavior, and that fire can move faster uphill because heat preheats fuel above the fire and upslope drafts push flame into available fuel.

Access is also a key operational challenge. Several Monterey Hills streets that are less than 20 feet wide and notes that roadway width and parked vehicles can make fire apparatus access difficult during emergencies. Staff also recommend future access and evacuation planning strategies for the Monterey Hills, including parking restrictions and pre-designated evacuation routes.

While the Type III wildland engine is not dramatically narrower than a typical urban Type I engine, it is substantially shorter, lighter, and purpose-built for access in constrained wildland-urban interface conditions. Using representative apparatus dimensions, a Type III engine is approximately 5.5 feet shorter and about 11,500 pounds lighter than the department's Type I pumper. These differences improve access and operational flexibility on narrow hillside streets, streets with parked vehicles, unimproved access roads, and areas where maneuverability and pump-and-roll capability are important.

The Fire Department currently maintains a 1995 Air Utility Unit as a regional asset. Staff reviewed regional needs and discussed options with regional partners. Based on those discussions, staff determined that there are already two air utility units in the region that are requested on average one to two incidents per month. Staff believes that a Type III wildland/urban interface apparatus would better address the City’s current local risks and provide a more useful regional asset.

Grant Opportunity

The purpose of the proposed grant application is to seek federal funding for an apparatus that is better suited to South Pasadena’s current local and regional fire service needs. A Type III wildland/urban interface apparatus is designed to support brush fire and wildland/urban interface response while maintaining greater maneuverability than a traditional structure engine. The shorter wheelbase and off-road capability of a Type III apparatus would improve the Fire Department’s ability to access steep, narrow, and constrained hillside streets, particularly in the Monterey Hills.

The proposed apparatus would not serve as a daily front-line engine company. Instead, it would be deployed primarily for low-frequency, high-consequence incidents such as brush fires, red flag weather deployments, wind-driven fire conditions, evacuation support, severe weather events, and regional mutual aid responses. Based on anticipated use, the annual call volume for this apparatus is expected to be fewer than 300 incidents.

The Assistance to Firefighters Grant program is an appropriate funding source for this request. The FY 2025 AFG NOFO identifies Vehicle Acquisition as an allowable project type and states that the program supports the acquisition of emergency response vehicles. The NOFO also identifies “Brush Type III or larger” as a high-priority eligible vehicle activity for urban

communities, which aligns with South Pasadena's community classification and the proposed apparatus request.

The grant program also requires applicants to demonstrate need based on the age and condition of existing vehicles and the demands placed on the organization. The City's current regional asset, a 1995 Air Utility Unit, is nearly 30 years old and does not provide the same operational benefit as a Type III apparatus for the Monterey Hills or regional wildland/urban interface response. The proposed apparatus would not be a simple one-for-one replacement of the air utility function. Rather, it would transition the City's regional capability from an older and less-needed regional asset to a more useful wildland/urban interface resource.

Staff's discussions with regional partners support this approach. Existing air utility capability is already available within the region, and those units are requested on average one to two incidents per month. A Type III apparatus would reduce duplication of regional resources and provide a response capability that is more directly tied to the increasing wildland/urban interface concerns in South Pasadena and surrounding communities.

A Type III apparatus would also complement the City's broader wildfire preparedness efforts in the Monterey Hills. The Fire Department has already evaluated local fire hazard severity, defensible space needs, access limitations, and evacuation considerations. The proposed apparatus would provide a response tool that aligns with these identified operational needs by improving access, mobility, and fire suppression capability in hillside and brush environments.

The plan to staff the apparatus if granted would be to utilize on-duty personnel in a cross-staffing model where people would move to the appropriate apparatus for incidents that meet that criteria. During periods of high winds or red-flag conditions, off-duty staff can augment department capabilities to protect life, property, and the environment.

Staff reviewed the potential for alternative-fuel or electric fire apparatus. While electric fire apparatus platforms are emerging in the municipal fire service, staff is not aware of a fully electric Type III wildland/urban interface apparatus that currently provides the required combination of off-road capability, pump-and-roll performance, water capacity, range, reliability, mutual aid compatibility, and proven Type III compliance needed for the Monterey Hills response environment. Staff will continue to monitor the market, but at this time a conventional Type III apparatus is the most operationally appropriate and grant-ready option.

Alternatives

Alternative 1:
Council elects not to pursue application for funding through AFG and decides to purchase the vehicle with city funds.

Alternative 2:
Council elects to take no action on this item. Staff would continue to serve using existing resources as well as reliance on Type III apparatus from other agencies in the region dependent on availability.

Fiscal Impact

Approval of this item would authorize staff to apply for the grant only. It would not authorize acceptance of grant funds, appropriation of the local match, purchase of the apparatus, or execution of grant-related documents. If the City is awarded the grant, staff will return to City

Council for consideration of grant acceptance, approval of the required local cost share, and any necessary budget amendment.

The total estimated cost of the Type III wildland/urban interface apparatus is $750,000. Based on the City's population of approximately 26,000 residents, the AFG program requires a 10 percent local cost share for jurisdictions serving more than 20,000 and up to 1 million residents.

Projected Grant Funding Summary

Sources	Amount
Assistance to Firefighters Grant Federal Share	$675,000
City Local Cost Share	$75,000
Total Estimated Apparatus Cost	$750,000

The required cost share must be provided as a cash match. In-kind match is not allowable under the AFG program. If awarded, staff would identify the appropriate funding source for the City's local match and return to City Council for consideration of grant acceptance and any required budget amendment.

If the grant is awarded and the apparatus is purchased and placed into service, the apparatus would have an ongoing impact on the Fire Department's annual operating budget. The apparatus is not intended to serve as a daily front-line engine company. It would be deployed primarily for brush fire, wildland/urban interface, severe weather, and mutual aid response needs. Based on anticipated limited use and an annual call volume of fewer than 300 incidents, annual operating and maintenance costs are estimated at approximately $10,000 per year.

Estimated Annual Operating, Maintenance, and Replacement Cost

Estimated Annual Cost Item	Amount
Preventive maintenance, fluids, filters, and chassis service	$2,500
Pump testing and annual inspections	$1,500
Minor repairs, wear items, batteries, plumbing, and electrical	$2,000
Tire replacement reserve	$1,500
Fuel	$1,000
Equipment testing and replacement allowance	$1,000
Apparatus Replacement (20 year replacement)	$37,500
Estimated Annual Budget Impact	$46,500

For budget planning purposes, staff recommends using $47,000 annually as the projected operating, maintenance, and replacement impact once the apparatus is received and placed into service. Routine maintenance and operating costs, including gasoline, tire replacement, oil changes, inspections, and related supplies, are the City's responsibility and are not eligible for AFG reimbursement.

Replacement Program:
Adding this vehicle into the replacement program, its cost would be amortized over 20 years. This is longer than other fire apparatus due to it reduced utilization. Adding this apparatus to the program would entail an additional annual allocation of $37,500 to the vehicle replacement fund.

City Council Agenda Report

ITEM NO. 9

DATE: June 3, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Julian Lee, Director of Public Works
Michael Vartanians, City Engineer
Bassam Al-Beitawi, Transportation Manager

SUBJECT: **CONSIDERATION TO APPROVE AN AMENDMENT TO THE TASK ORDER WITH GIBSON TRANSPORTATION CONSULTING, INC. FOR TRAFFIC AND TRANSPORTATION ENGINEERING SERVICES RELATED TO AN EVALUATION FOR THE ORANGE GROVE AVENUE CORRIDOR, FOR A NEW TOTAL CONTRACT AMOUNT OF $67,800**

Recommendation

It is recommended that the City Council approve an amendment to the Task Order with Gibson Transportation Consultant, Inc, in final form by the City Attorney, to provide traffic and transportation engineering services related to an evaluation for the Orange Grove Avenue corridor for a new not to exceed total of $67,800.

Executive Summary

This item requests approval of an amendment to the Task Order (TO) with Gibson Transportation Consultant, Inc. (Gibson) for the evaluations being conducted along the Orange Grove Avenue corridor to cover additional scenario analysis. Due to additional alternatives proposed by the community, funds originally allocated for these services were expended and additional funds are needed to continue safety assessments of the corridor.

Gibson has been working with staff to evaluate options to improve the Orange Grove Avenue corridor, particularly near the intersection of Orange Grove Avenue and Oliver Street. Approval of this amendment will support continued analysis and allow staff to continue coordination efforts with the community stakeholders near the study intersection on proposed improvements.

Background

Following a September 2025 traffic accident at the intersection of Orange Grove Avenue and Oliver Street, Gibson was awarded a task order contract to evaluate traffic and transportation along the Orange Grove Avenue corridor for a not-to-exceed amount of $47,300. The original scope of work included data collection, staff working sessions, and the development of conceptual alternatives and recommendations. After completing several of these initial tasks, City staff met with neighborhood stakeholders, who proposed additional traffic alternatives for review. This task order amendment expands the scope to evaluate these community-requested scenarios, specifically:

- **Traffic Circulation Impacts**: Assessing the closure of both Oliver Street and Prospect Avenue on the neighborhood east of Orange Grove and north of the SR-110.
- **Design Alternative**: Evaluating a dedicated left-turn lane onto Oliver Street.

Analysis
The proposed amendment to the Task Order with Gibson Transportation Consulting, Inc. is required to expand the technical scope of the ongoing Orange Grove Avenue corridor evaluation.

Under the existing Task Order, Gibson was authorized to conduct a baseline operational safety evaluation of the corridor between Columbia Street and Monterey Road, with a specific focus on the intersection at Oliver Street. This initial work phase encompassed comprehensive traffic data collection at eight intersections and thirteen roadway segments, a five-year historical collision analysis, multiple staff work sessions, the development of conceptual design illustrations, and participation in up to two neighborhood stakeholder workshops.

During the initial public outreach process, community stakeholders presented several alternative geometric and operational design scenarios that fell outside the project's original analysis parameters. Because the thorough evaluation of these community-requested alternatives completely exhausted the original project budget, an amendment is necessary to finalize the project. Approval of this amendment will add supplemental traffic engineering and assessments specifically tailored to the new design alternatives proposed by the neighborhood. It will also provide the necessary resources to continue data-driven coordination efforts with local stakeholders, ensuring that the final recommendations brought forward for implementation are technically viable under current street engineering standards and reflective of direct community input.

Fiscal Impact
The existing task order is funded through available Measure R Local Return funds in the Fiscal Year 2025-2026 Operating Budget. There is adequate funding available within the same Measure R Local Return account (account string 233-6010-6011-8170-000) to cover the proposed $20,500 amendment.

Attachment:
Attachment No 1 - Proposed Amended Task Order

FIRST AMENDMENT TO
GIBSON TASK ORDER 2 [GTCI6011_002]: ORANGE GROVE CORRIDOR

THIS FIRST AMENDMENT ("Amendment") to Contract No. **[GTCI6011_002]** is made and entered into as June 3, 2026, by and between the City of South Pasadena ("City") and and Gibson Transportation Consulting ("Consultant").

RECITALS

WHEREAS, the City and Consultant entered into an agreement entitled Master On-Call Professional Services Agreement dated July 17, 2024 ("Agreement"), by which the Consultant agreed to perform Traffic/Transportation Engineering Services in accordance with Task Orders issued by the City; and

WHEREAS, the City and Consultant subsequently entered into Task Order No. GTCI6011_002, which was approved by the City Council ("Task Order"), for Consultant to assist the City with the **Operational Safety Evaluation for the Orange Grove Avenue Corridor South Pasadena,** ("Project"); and

WHEREAS, the Task Order was in the amount of $47,300.00 for the services described therein; and

WHEREAS, the City now desires additional engineering services related to the Operational Safety of the Orange Grove Avenue Corridor Project, which requires an amendment to the Agreement for the additional services and compensation in the amount of $20,500 for those services;

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

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

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

Section 2. For the Additional Services, City shall pay Consultant an amount not to exceed $20,500, as more particularly described in Exhibit A based on the hourly rates set forth therein. Accordingly, the maximum compensation for the Scope of Task Order shall not exceed $67,800.

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

"City" City of South Pasadena	"Consultant" Gibson Transportation Consulting
By:_____ *Signature*	By:_____ *Signature*
Printed:_____	Printed:_____
Title:_____	Title:_____

Attest:

By:_____
Nikima Newsome, Chief City Clerk

Approved as to form:

By:_____
Roxanne Diaz, City Attorney

EXHIBIT A TO THE FIRST AMENDMENT TO THE TASK ORDER

ADDITIONAL SERVICES AND COMPENSATION

Gibson transportation consulting, inc.

SCOPE OF SERVICES

ADDITIONAL OPERATIONAL ASSESSMENT AND FEASIBILITY EVALUATION FOR THE ORANGE GROVE AVENUE CORRIDOR SOUTH PASADENA, CALIFORNIA

The City of South Pasadena, California (City) is currently exploring options to improve the operational safety of Orange Grove Avenue between Columbia Street and State Route (SR) 110 (Project Corridor).

WORK TASKS

Gibson Transportation Consulting, Inc. (GTC) has been asked to assess the operational impacts of implementing southbound left-turn restrictions on the Project Corridor (specifically as it relates to the effect on traffic patterns within the residential neighborhood to the east) and conduct a feasibility evaluation for the latest improvement option put forward by the community for consideration, as detailed below.

TASK 1: EVALUATION OF OPERATIONAL SAFETY IMPROVEMENTS

Task 1.1 - Data Collection & Review

The operational safety improvements currently being considered for the Project Corridor include either southbound left-turn restrictions or median crossing modifications. To evaluate the operational effects of the proposed southbound left-turn restrictions at Oliver Street and Prospect Drive, GTC will collect and review weekday morning and afternoon peak period traffic volume data at six intersections, 24-hour daily traffic volume data at eight roadway segments within the residential neighborhood to the east of the Project Corridor, and 24-hour daily traffic volume data at two southbound left turns along the Project Corridor, as detailed below.

Intersections

1. Meridian Avenue & Oliver Street
2. Meridian Avenue & Buena Vista Street
3. Meridian Avenue & Grevelia Street
4. Prospect Drive & Prospect Circle
5. Prospect Drive & Buena Vista Street
6. Prospect Avenue & Grevelia Street

Roadway Segments

1. Oliver Street between Orange Grove Avenue and Meridian Avenue
2. Meridian Avenue between Oliver Street and Prospect Circle/Highland Street

3. Meridian Avenue between Prospect Circle/Highland Street and Buena Vista Street
4. Meridian Avenue between Buena Vista Street and Grevelia Street
5. Prospect Drive between Orange Grove Avenue and Prospect Circle
6. Prospect Circle between Prospect Drive and Buena Vista Street
7. Prospect Avenue between Buena Vista Street and Grevelia Street
8. Buena Vista Street between Prospect Circle/Prospect Avenue and Meridian Avenue

Left Turns

1. Southbound Left Turn at Orange Grove Avenue & Oliver Street
2. Southbound Left Turn at Orange Grove Avenue & Prospect Drive

Task 1.2 – Operational Assessment

GTC will utilize the collected traffic volume data to determine the baseline operational conditions of the intersections and street segments within the residential neighborhood to the east of the Project Corridor.

GTC will then determine the operational conditions of the intersections and street segments within the residential neighborhood to the east of the Project Corridor under the following Project Corridor safety improvement scenarios:

1. Southbound Left-Turn Restriction at Oliver Street
2. Southbound Left-Turn Restrictions at Oliver Street and Prospect Drive

For the purposes of this assessment, GTC will review the southbound left-turn volumes at each of the above locations and reassign those volumes to the adjacent intersections and associated corridors based on the shortest (and most logical) path of travel to/from the southern access points of the residential neighborhood.

Task 1.3 – Feasibility Evaluation

GTC will conduct a feasibility evaluation based on geometric standards and associated operational design requirements for the latest improvement option put forward by the community for consideration, which includes raised median channelization for both the southbound and westbound left turns at Oliver Street.

Task 1.4 – Technical Memorandum

GTC will prepare a technical memorandum summarizing the results of the operational assessment and feasibility evaluation for City review. GTC will then prepare a final memorandum incorporating City comments (if any).

TASK 2: MEETINGS/WORK SESSIONS WITH CITY STAFF AND STAKEHOLDERS

GTC will prepare for and attend up to two virtual meetings/conference calls (assuming two-hour meetings) with the City throughout this effort, as requested. The budget for each meeting with the City is anticipated to be approximately $1,200.

GTC will also prepare for and attend up to two in-person stakeholder meetings (assuming two hour meetings) to discuss the improvement recommendations for near-term and long-term implementation. The two stakeholder meetings will be coordinated by the City based on the availability of City staff, GTC staff, and key representatives. The budget for each neighborhood stakeholder meeting/work session is anticipated to be approximately $1,800.

ADDITIONAL SERVICES

Attendance at additional team or stakeholder meetings, coordination with the adjacent municipality or the City's design consultant, or the conduct of any work beyond the scope identified above, may be completed, upon City staff approval, for an additional fee to be billed on a time and expense basis.

SCHEDULE

Data collection (Task 1.1) could commence upon receipt of the signed Task Order. Tasks 1.2, 1.3, and 1.4 could be completed based on the schedule established by GTC and the City after the completion of Task 1.1. Meetings and coordination with City staff (Task 2) would be conducted at the direction and availability of City staff.

BUDGET

As detailed in the Attachment, the budget for the Scope of Services defined in this proposal is $20,500, including $2,300 for new traffic counts, and will be billed according to the conditions of our master contract.

ATTACHMENT
GIBSON TRANSPORTATION CONSULTING, INC.
COST ESTIMATE
ORANGE GROVE AVENUE CORRIDOR
ADDITIONAL OPERATIONAL ASSESSMENT AND FEASIBILITY EVALUATION

EMPLOYEE	HOURLY RATE	HOURS PER TASK 1.1	1.2	1.3	1.4	2	TOTAL	TOTAL COSTS
Principal	$325	2	4	4	2	12	24	$7,800
Senior Associate	$195	5	10	8	10	12	45	$8,775
Associate	$165						0	$0
Administrative Manager	$175				2		2	$350
Technician	$135				5	4	9	$1,215
TOTAL HOURS		7	14	12	19	28	80	--
TOTAL LABOR COSTS		$1,625	$3,250	$2,860	$3,625	$6,780	--	$18,140

OTHER DIRECT COSTS:					
Traffic Counts:	@	$180	per intersection	6	$1,080
	@	$90	per segment (tube)	8	$720
	@	$250	per left turn (camera)	2	$500
Mileage/Parking:	@	$0.725	per mile		$60
Travel Costs:					
Total Other Direct Costs					$2,360
TOTAL COST					$20,500

Note: This estimate does not include review, permit or other fees the City or jurisdiction may assess on the project.
Note: Hours per task by employee are for budget estimation purposes only.

City Council Agenda Report

ITEM NO. 10

DATE: June 3, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Roger Sung, Human Resources Director

SUBJECT: **CONSIDERATION TO APPROVE AN AGREEMENT FOR GENERAL LIABILITY THIRD-PARTY ADMINISTRATOR SERVICES WITH GEORGE HILLS COMPANY**

Recommendation

It is recommended that the City Council approve an agreement with George Hills Company for General Liability Third-Party Administrator services in the final form negotiated and approved by the City Manager and City Attorney.

Executive Summary

The City currently contracts with Carl Warren & Company to provide General Liability Third-Party Administrator (TPA) services for the administration of the City's self-insured liability program. The agreement was made and entered into as of June 4, 2014, which includes claims administration, investigations, reserve management, litigation coordination, settlement administration, reporting, and related claims management services.

As part of the City's ongoing effort to evaluate operational effectiveness, customer service responsiveness, claims management practices, and overall risk management support, the City issued Request for Proposals (RFP) No. CM26-01 seeking qualified firms to provide General Liability TPA services.

The City received four (4) proposals from qualified firms and subsequently conducted proposal reviews and interviews to evaluate each vendor's qualifications, service model, communication practices, technical capabilities, reporting tools, litigation management approach, and overall alignment with the City's operational needs.

Based on the evaluation process, staff recommends the selection of the George Hills Company. Staff determined that the firm demonstrated extensive public sector experience, strong claims management capabilities, proactive communication standards, comprehensive reporting tools, and an operational approach that best aligns with the City's risk management objectives.

Approval of the agreement will support continued professional administration of the City's General Liability Program while enhancing claims oversight, reporting transparency, and overall operational coordination.

Background
In June 2014, the City entered into a professional services agreement with Carl Warren & Company to provide services related to claims administration, investigative services, claims adjustment services, legal support services, subrogation services, administrative support, reserve review, and reporting functions.

On March 4, 2026, the City issued Request for Proposals No. CM26-01 through PlanetBids seeking qualified firms to provide General Liability Third-Party Administrator services. Carl Warren & Company did not submit a proposal during the RFP process.

Analysis
The City utilizes a Third-Party Administrator (TPA) to administer general liability claims associated with the City's self-insured liability program. TPA services generally include claims intake, investigation, evaluation, reserve management, litigation coordination, settlement administration, subrogation recovery, financial reporting, and coordination with excess insurance carriers.

The City's General Liability Program is self-insured up to a self-insured retention, with excess coverage provided through the City's participation in excess liability coverage programs. The City's TPA serves as an extension of the City's Risk Management function and plays a critical role in protecting public resources through timely claim administration, reserve oversight, litigation coordination, and defensible claim resolution practices.

As part of the City's ongoing effort to evaluate service delivery, operational effectiveness, reporting capabilities, and long-term risk management practices, staff initiated a competitive procurement process to evaluate available TPA providers and identify opportunities to strengthen the administration of the City's General Liability Program.

RFP Process
To this end, the City conducted a formal RFP process to engage a provider with demonstrated public sector experience, strong claims management practices, effective communication standards, robust reporting capabilities, and the ability to support the City through timely claim handling, reserve management, litigation oversight, and coordination with excess carriers and legal counsel.

The City received four (4) proposals from the following firms:
- George Hills Company
- A-Claims, Inc. dba ADAPPS
- AdminSure Inc.
- RiverWood Claims Management

Consistent with the RFP evaluation criteria, proposals were reviewed based on the following factors:

- Qualifications and experience with public agencies;
- Technical approach and understanding of services;
- Staffing structure and service model;
- Cost proposal and overall value;
- Technology and reporting capabilities; and
- References and overall responsiveness.

Following the initial proposal review process, the City established an evaluation committee and conducted interviews with the to two (2) proposing firms to further evaluate each vendor's operational approach, claims handling philosophy, communication practices, litigation management processes, reserve methodologies, customer service standards, and reporting capabilities.

During the interview process, vendors were also provided background information regarding the City's operational structure, claims environment, reporting expectations, and coordination requirements with City staff and external partners. This process allowed staff to assess each firm's ability to adapt its service model to the City's operational needs and risk management expectations.

Findings and Evaluation

Following review of the written proposals, interviews, references, and overall service approach, staff determined that George Hills Company best aligned with the City's operational goals and service expectations.

The proposal submitted by George Hills Company demonstrated extensive experience administering liability claims programs for California public agencies and municipalities. The firm identified experience working with numerous public entities, Joint Powers Authorities, and municipalities throughout California, including PRISM and agencies located within the greater Los Angeles region.

George Hills Company

George Hills demonstrated substantial experience serving California public agencies and municipal entities. Founded in 1954, the firm has operated for more than 70 years and has specialized in public-sector liability and property claims administration for over four decades. George Hills currently serves nearly 150 California cities and a significant percentage of counties throughout the state, including municipalities, counties, and joint powers authorities. George Hills also highlighted longstanding relationships with the Counties of Sacramento and El Dorado, each spanning approximately 35 years, as well as work with PRISM, the City of Beverly Hills, the City of Ventura, and the West San Gabriel Valley JPA. The proposed service team for South Pasadena also reflects extensive public-sector claims experience, with key personnel ranging from 16 to more than 37 years in municipal claims administration and risk management.

George Hills presented a structured claims management model with clearly defined service standards, supervisory oversight, and formal escalation procedures. Under the proposal, new claims are entered into the claims management system within 24 hours, with acknowledgment to the City typically provided within one business day. Two-point contact with the claimant and the City is initiated within two days, and initial reserves are established within five days of assignment. For litigated matters, George Hills outlined a process requiring contact with defense counsel within five days, a litigation budget within 45 days, and a comprehensive case analysis within 60 days, followed by recurring status updates. The firm also maintains a watch list for high-exposure claims or matters with the potential to approach or exceed the City's self-insured retention.

The recommended agreement is intended to support the City's continued efforts to strengthen claims administration practices, improve operational coordination, enhance reporting transparency, and support prudent management of public resources.

Fiscal Impact
Funding for TPA services is included within the City's FY 2025/26 Risk Management budget. No additional funding is needed.

The City's current agreement with Carl Warren & Company utilizes a time-and-expense billing structure that includes hourly claims handling fees, administrative charges, reporting fees, and additional claim-related costs that fluctuate based on claim activity, litigation, investigations, and related services. Based on the previous years, the City has paid Carl Warren & Company approximately $30,000 per fiscal year.

The proposed agreement with George Hills Company utilizes a fixed-fee structure of approximately $55,000 annually, subject to limited adjustments based on significant changes in claim frequency. Unlike the City's current model, the proposed structure incorporates many services within the annual fee that are currently billed separately under the existing agreement, including claims administration oversight, reporting, and claims management functions.

Although the proposed annual fixed fee may initially appear higher than the current administrative base fee, staff anticipates that the fixed-fee structure may provide greater budget predictability, reduced exposure to fluctuating hourly claim-handling costs, and operational efficiencies associated with proactive claims management, reporting, reserve oversight, and litigation coordination.

Overall, staff believes the proposed agreement provides a cost structure and service model that better aligns with the City's long-term operational and risk management objectives.

City Council Agenda Report

ITEM NO. 11

DATE: June 3, 2026

FROM: Todd Hileman, City Manager

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

SUBJECT: **CONSIDERATION TO RECEIVE AND FILE THE MARCH 2026 MONTHLY BUDGET REPORT**

Recommendation

It is recommended that the Finance Commission receive and file the monthly budget report through March 31, 2026 (Attachment No. 1).

Executive Summary

This report presents the General Fund budget status for the period ending March 31, 2026. As of that date, the City collected **61%** of budgeted General Fund revenues and expended **68%** of budgeted General Fund appropriations. Both revenues and expenditures are tracking within expected ranges for this point in the fiscal year.

This report is submitted monthly as a recurring consent item to provide the Finance Commission and City Council with current information on the City's fiscal position relative to the adopted budget.

Background

On August 20, 2025, City Council adopted the FY 2025-2026 Budget. The adopted General Fund budget includes $43,715,328 in revenues and $43,325,013 in appropriations. The Adopted Budget includes Work Plans for each City Department. The Finance Department's Work Plan includes preparing monthly budget reports to enhance financial management and transparency.

On February 26, 2026, the Finance Commission reviewed the Mid-year report, monthly budget report for December 2025, 5-year forecast, and the fiscal year 2026-2027 budget calendar. While supportive of the monthly budget report, the Commission focused on refining the monthly reporting format to make it more digestible for City Council, requesting clearer variance and percentage information to improve usability for policy decision-making.

On March 4, 2026, the City Council reviewed the Mid-year report, monthly budget report for December 2025, 5-year forecast, fiscal year 2026-2027 budget calendar, and the feedback provided by the Finance Commission.

On March 26, 2026, the Finance Commission reviewed and filed the monthly budget report for January 2026 and provided feedback on the report. The Finance Department received the

feedback and updated the January report for City Council review.

On April 23, 2026, the Finance Commission provided recommendations and corrections before filing the monthly February 2026 report. The Finance staff reviewed and updated the February report for City Council review.

On May 6, 2026, the monthly report for February 2026 was presented to the City Council for review and approval, with the recommendations from the Finance Commission.

On May 14, 2026, the monthly report for March 31, 2026, was received and filed by the Finance Commission and sent to be presented to the City Council.

Analysis
The purpose of this report is to present General Fund budget performance as of March 31, 2026, which represents nine (9) months, or approximately 75%, of the fiscal year. Attachment 1 includes detailed revenues received and expenditures incurred through that date against the Adjusted Budget.

NOTE: Because the City does not "hard-close" its books on a monthly basis, revenues and expenditures are posted to the applicable accounting period as transactions are processed. Accordingly, prior-month figures in this report may differ from those presented in previous months' reports.

The following items are noted for the reporting period.

REVENUES BY CATEGORY
The following notable changes occurred:

- Charges for Current Services
  - In February, the City received about $327,000 in charges for current services. March saw a significant increase of about $634,000, driven largely by a $287,796 Plan Check Fee processed by Community Development for the review of the Senior Living Development on Fair Oaks Avenue. More information at: https://www.southpasadenaca.gov/Your-Government/Department-Service-Areas/Community-Development/Planning-Division/Major-Projects-Map
- Fines, Forfeitures & Penalties
  - March revenues totaled $19,000, reflecting a notable increase over the average monthly revenue of $7,000. The variance was primarily attributed to an increase in parking citations, which generated $10,225 during the month.

EXPENDITURES BY DEPARTMENT
Notable changes include:

- Community Development
  - March shows that the department is back to its normal expenses after spiking in January and February.
- Finance
  - The City processed quarterly internal services allocation for General Liability Insurance of $235,900.

Based on the data presented, General Fund revenues and expenditures for the reporting period are consistent with expectations for this point in the fiscal year. Staff recommends that

the Finance Commission receive and file this report.

Fiscal Impact
This report is informational only. There is no fiscal impact associated with receiving and filing this report.

Attachment:
Attachment No. 1 - Monthly Report As of March 2026

Monthly Budget Report as of March 31, 2026
General Fund (101)

I. REVENUE BY CATEGORY

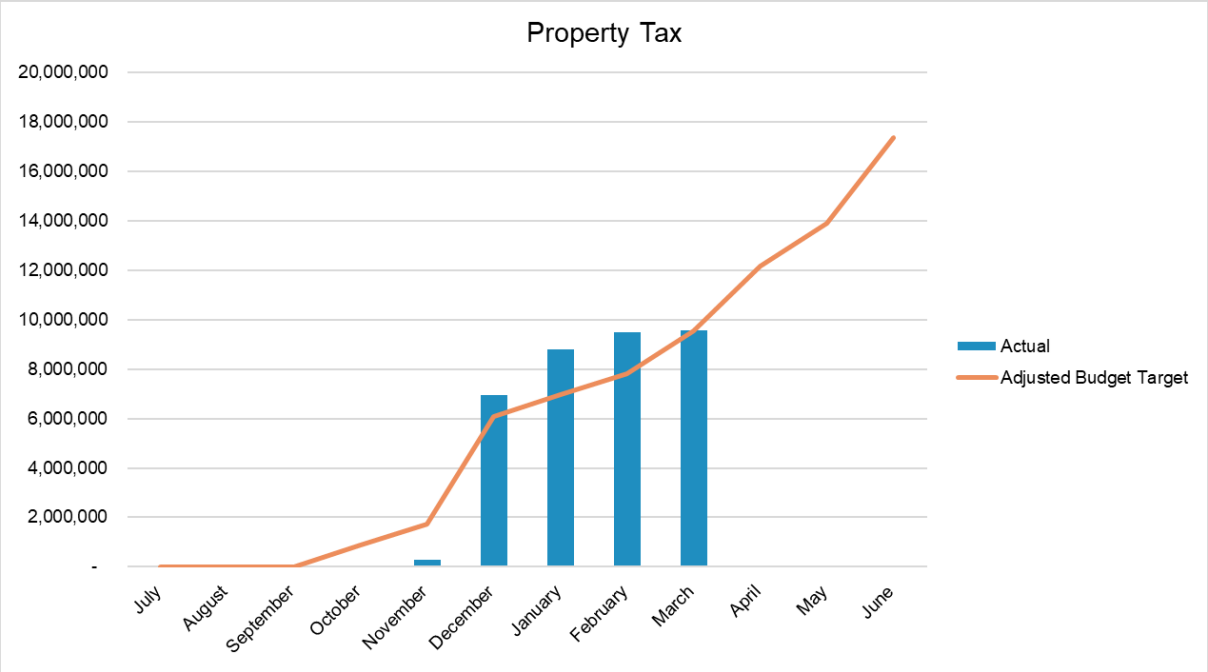
ADOPTED BUDGET	
Category	FY 2025-2026 Adopted Budget
Property Tax	17,377,356
Sales Tax	5,562,209
Utility Users Tax	4,544,810
Charges for Current Services	3,390,618
Intergovernmental	4,811,273
Assessment	428,200
Fines, Forfeitures & Penalties	63,350
Licenses & Permits	1,026,802
Use of Money & Property	1,148,690
Interfund Transfer	1,610,849
Other Taxes	1,943,598
Other Revenue	1,807,573
Total	43,715,328

ACTUAL BY PERIOD

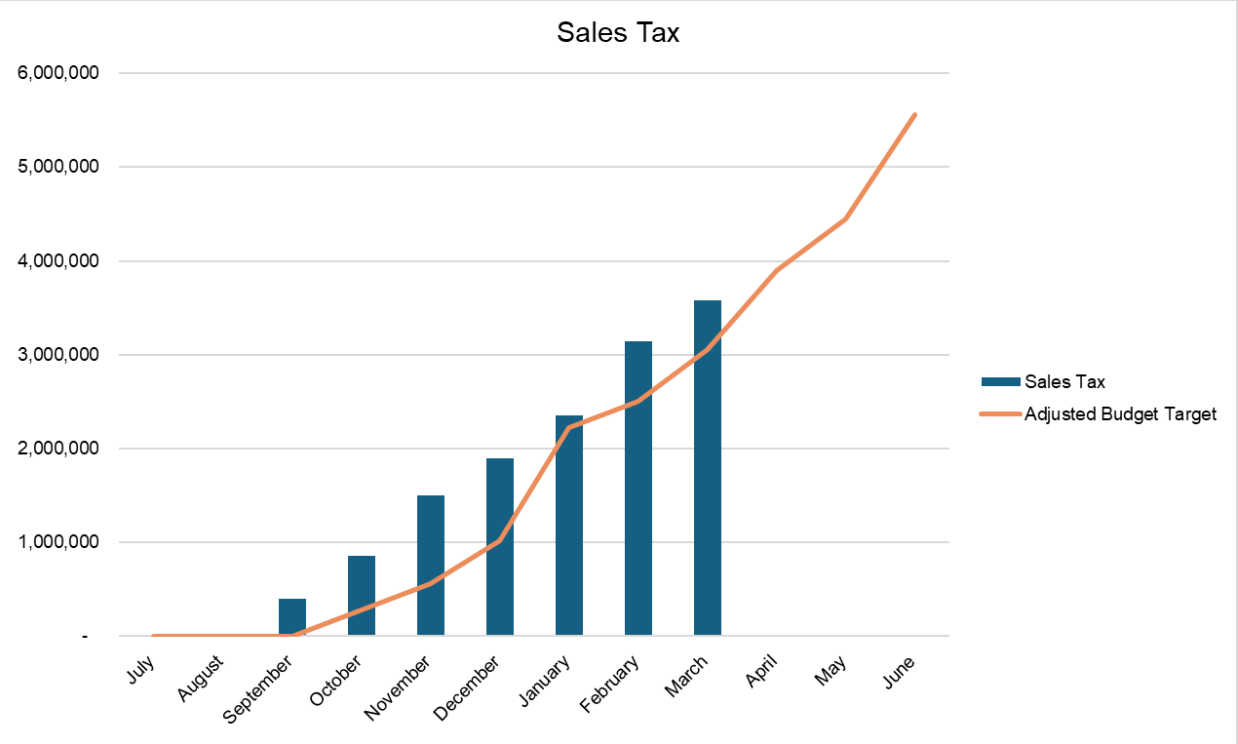
Category	July	August	September	October	November	December	January	February	March
Property Tax	-	1	-	-	295,840	6,667,747	1,839,623	692,778	75,448
Sales Tax	-	-	399,140	457,254	640,509	403,497	456,430	784,723	438,032
Utility Users Tax	(5,741)	218,578	481,011	396,355	395,605	302,975	346,517	369,280	358,687
Charges for Current Services	381,843	325,542	305,755	319,984	535,790	600,235	606,614	327,316	634,747
Intergovernmental	-	-	50,371	1,599	-	261,250	2,282,746	123,281	20,708
Assessment	-	(1)	-	-	3,647	171,978	43,427	44,264	-
Fines, Forfeitures & Penalties	8,723	7,824	8,551	7,207	6,573	5,770	8,071	8,090	19,175
Licenses & Permits	37,091	137,403	78,771	104,434	91,880	123,045	102,714	103,408	115,687
Use of Money & Property	(159,682)	44,451	245,762	46,442	47,940	58,246	152,008	70,498	71,892
Interfund Transfer	-	-	-	-	-	-	-	-	-
Other Taxes	-	200,438	68,055	91,282	82,870	51,950	286,222	81,639	54,857
Other Revenue	9,203	20,426	9,097	27,900	17,789	600,731	114,832	119,148	116,824
Total	**271,436**	**954,663**	**1,646,513**	**1,452,457**	**2,118,443**	**9,247,425**	**6,239,202**	**2,724,424**	**1,906,057**

YEAR TO DATE ACTUAL

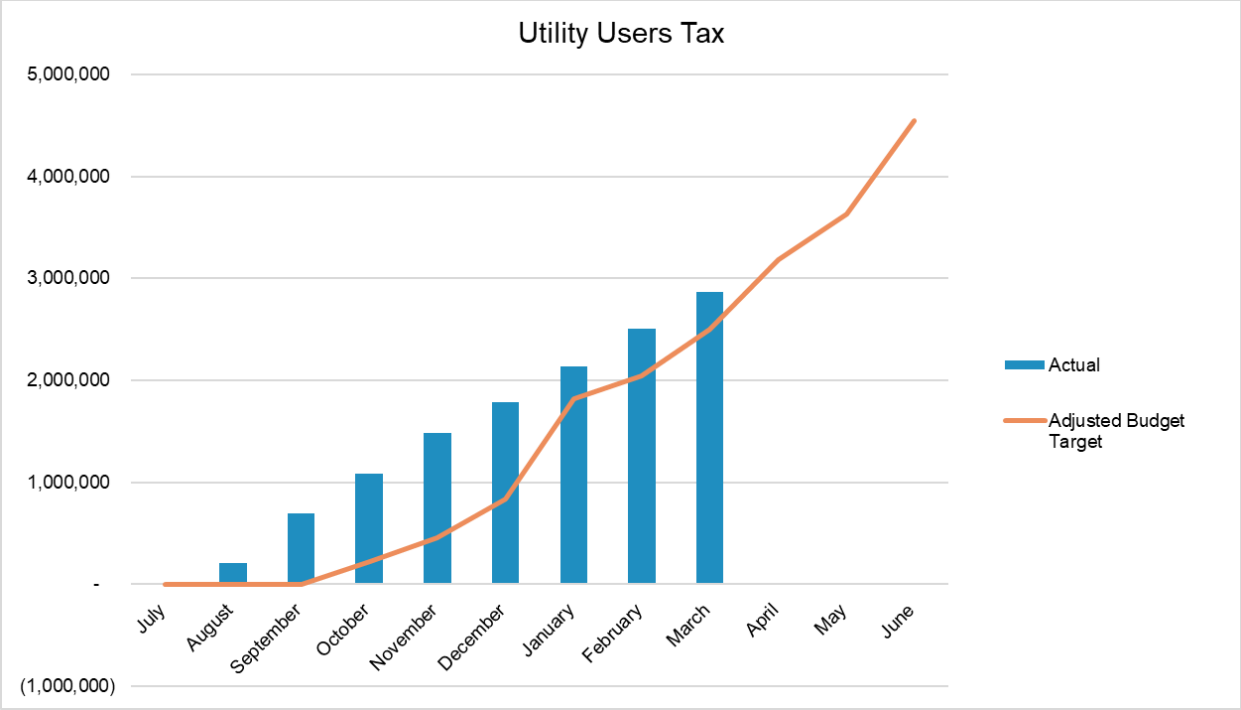
Category	July	August	September	October	November	December	January	February	March
Property Tax	-	1	1	1	295,841	6,963,588	8,803,211	9,495,989	9,571,437
Sales Tax	-	-	399,140	856,394	1,496,903	1,900,401	2,356,831	3,141,554	3,579,586
Utility Users Tax	(5,741)	212,837	693,848	1,090,203	1,485,809	1,788,784	2,135,300	2,504,580	2,863,268
Charges for Current Services	381,843	707,385	1,013,140	1,333,124	1,868,913	2,469,149	3,075,762	3,403,078	4,037,825
Intergovernmental	-	-	50,371	51,971	51,971	313,221	2,595,966	2,719,247	2,739,956
Assessment	-	(1)	(1)	(1)	3,647	175,625	219,051	263,315	263,315
Fines, Forfeitures & Penalties	8,723	16,547	25,098	32,305	38,878	44,648	52,719	60,809	79,984
Licenses & Permits	37,091	174,494	253,265	357,698	449,578	572,624	675,338	778,746	894,433
Use of Money & Property	(159,682)	(115,231)	130,531	176,972	224,912	283,158	435,167	689,716	761,608
Interfund Transfer	-	-	-	-	-	-	-	-	-
Other Taxes	-	200,438	268,493	359,775	442,645	494,595	780,817	862,456	917,313
Other Revenue	9,203	29,629	38,726	66,626	84,415	685,145	799,978	907,126	1,023,950
Total	**271,436**	**1,226,099**	**2,872,612**	**4,325,070**	**6,443,513**	**15,690,938**	**21,930,140**	**24,826,615**	**26,732,673**



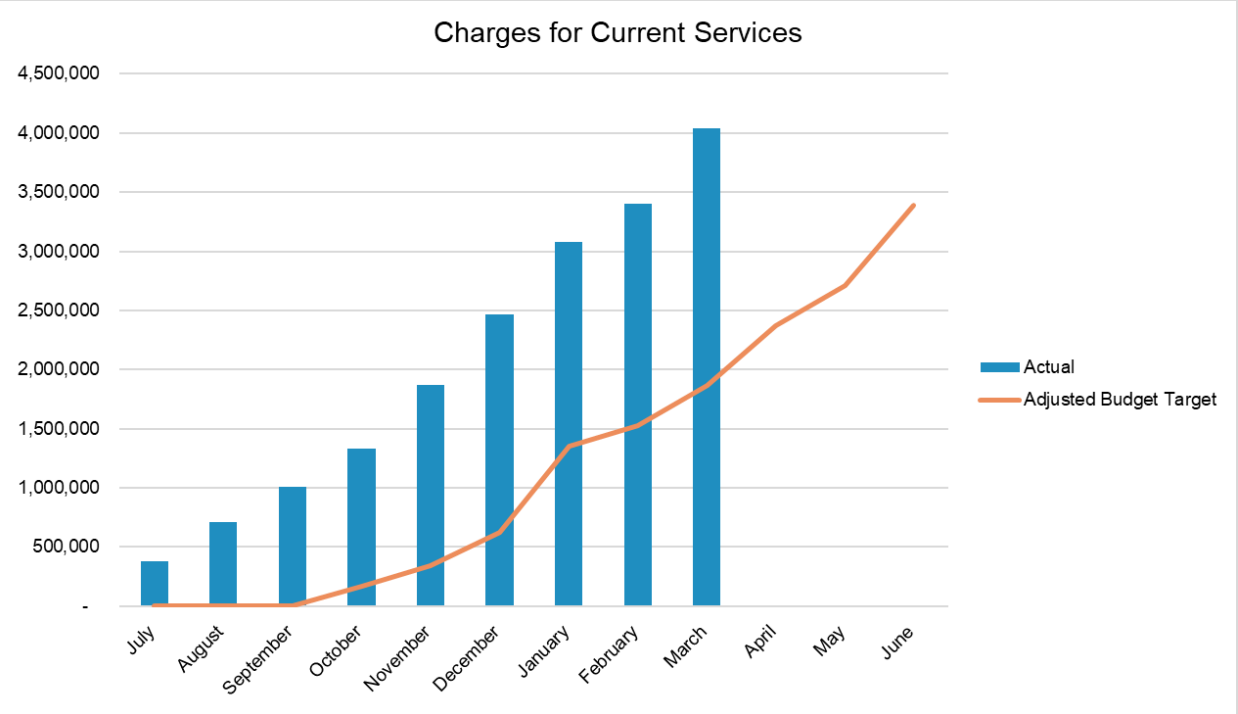
Property Tax					
Month	Period Actual	YTD Actual	Variance YTD and Adopted	% YTD to FY Adopted Total	Adopted Budget
July	-	-	-	0%	-
August	1	1	(1)	0%	-
September	-	1	(1)	0%	-
October	-	1	868,867	0%	868,868
November	295,840	295,841	1,441,895	2%	1,737,736
December	6,667,747	6,963,588	(881,514)	40%	6,082,075
January	1,839,623	8,803,211	(1,852,269)	51%	6,950,943
Feburary	692,778	9,495,989	(1,676,178)	55%	7,819,810
March	75,448	9,571,437	(13,890)	55%	9,557,546
April	-	-	-	0%	12,164,150
May	-	-	-	0%	13,901,885
June	-	-	-	0%	17,377,356
TOTAL	**9,571,437**				



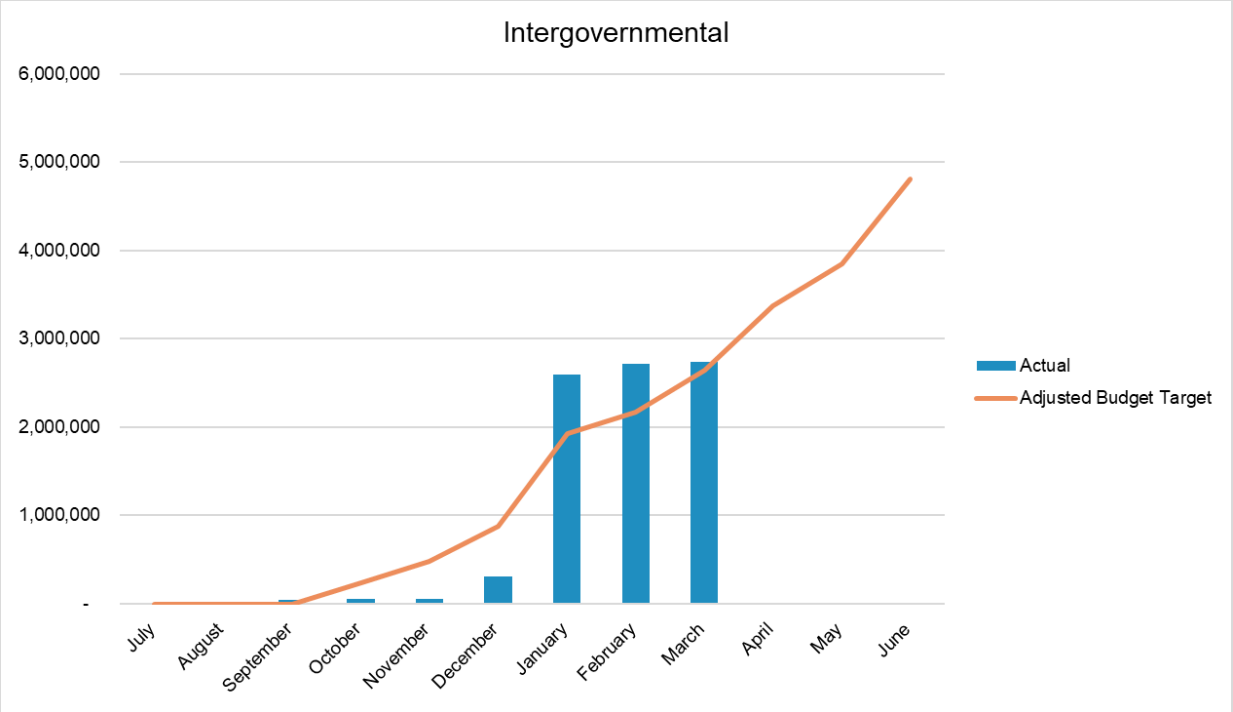
Sales Tax					
Month	**Period Actual**	**YTD Actual**	**Variance YTD and Adopted**	**% YTD to FY Adopted Total**	**Adopted Budget**
July	-	-	-	0%	-
August	-	-	-	0%	-
September	399,140	399,140	(399,140)	7%	-
October	457,254	856,394	(578,284)	15%	278,110
November	640,509	1,496,903	(940,682)	27%	556,221
December	403,497	1,900,401	(880,662)	34%	1,019,738
January	456,430	2,356,831	(131,947)	42%	2,224,884
Feburary	784,723	3,141,554	(638,560)	56%	2,502,994
March	438,032	3,579,586	(520,371)	64%	3,059,215
April	-	-	-	0%	3,893,546
May	-	-	-	0%	4,449,767
June	-	-	-	0%	5,562,209
TOTAL	**3,579,586**				



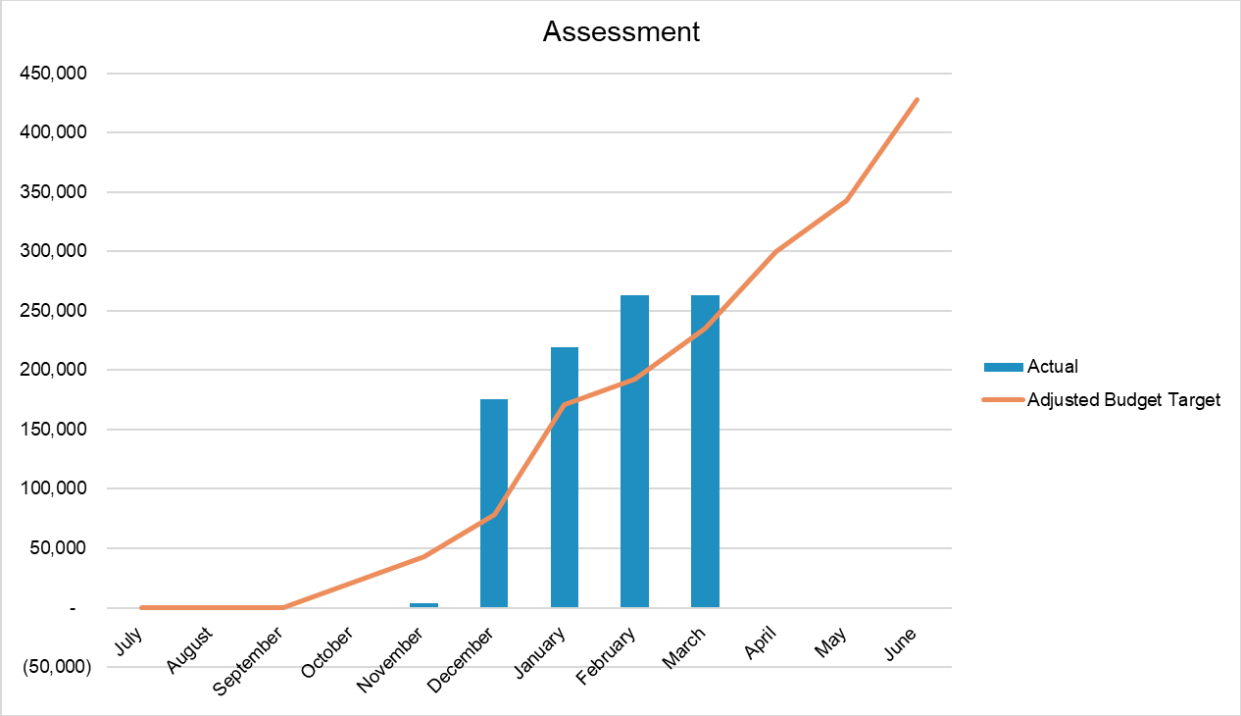
Utitlity Users Tax					
Month	**Period Actual**	**YTD Actual**	**Variance YTD and Adopted**	**% YTD to FY Adopted Total**	**Adopted Budget**
July	(5,741)	(5,741)	5,741	0%	-
August	218,578	212,837	(212,837)	5%	-
September	481,011	693,848	(693,848)	15%	-
October	396,355	1,090,203	(862,963)	24%	227,240
November	395,605	1,485,809	(1,031,328)	33%	454,481
December	302,975	1,788,784	(955,568)	39%	833,215
January	346,517	2,135,300	(317,376)	47%	1,817,924
Feburary	369,280	2,504,580	(459,416)	55%	2,045,164
March	358,687	2,863,268	(363,622)	63%	2,499,645
April	-	-	-	0%	3,181,367
May	-	-	-	0%	3,635,848
June	-	-	-	0%	4,544,810
TOTAL	**2,863,268**				



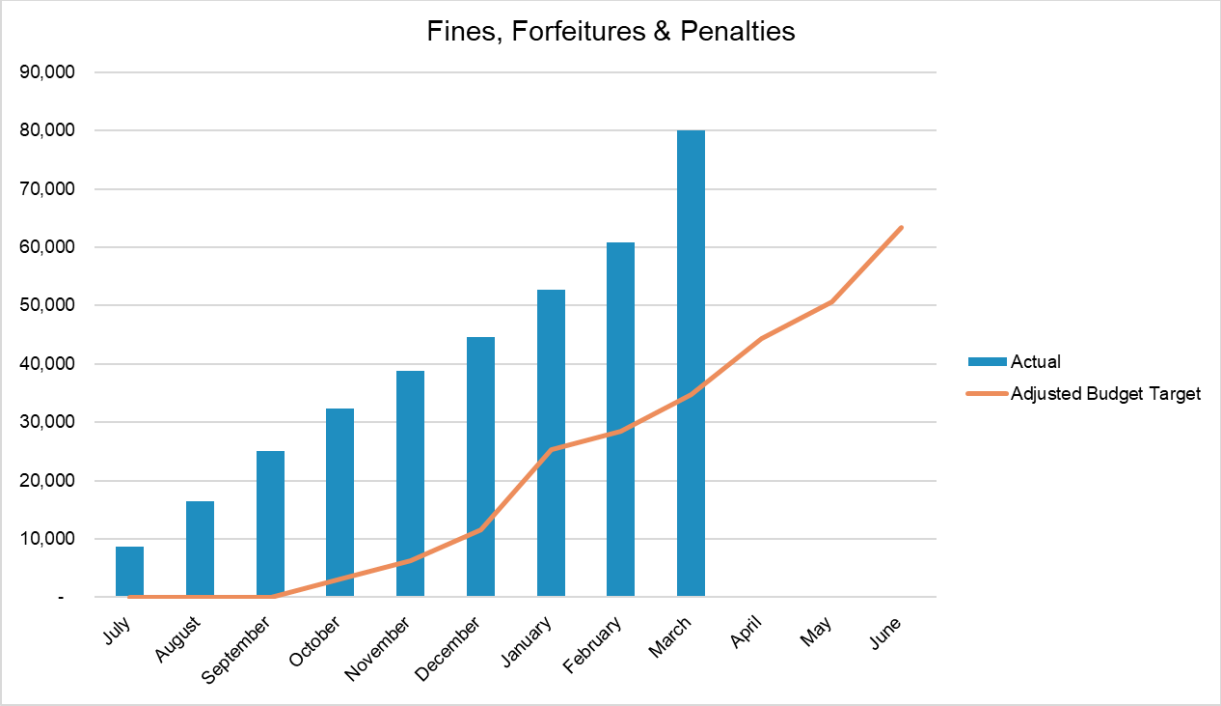
Charges for Current Services					
Month	**Period Actual**	**YTD Actual**	**Variance YTD and Adopted**	**% YTD to FY Adopted Total**	**Adopted Budget**
July	381,843	381,843	(381,843)	11%	-
August	325,542	707,385	(707,385)	21%	-
September	305,755	1,013,140	(1,013,140)	30%	-
October	319,984	1,333,124	(1,163,593)	39%	169,531
November	535,790	1,868,913	(1,529,852)	55%	339,062
December	600,235	2,469,149	(1,847,535)	73%	621,613
January	606,614	3,075,762	(1,719,515)	91%	1,356,247
Feburary	327,316	3,403,078	(1,877,300)	100%	1,525,778
March	634,747	4,037,825	(2,172,985)	119%	1,864,840
April	-	-	-	0%	2,373,433
May	-	-	-	0%	2,712,494
June	-	-	-	0%	3,390,618
TOTAL	**4,037,825**				



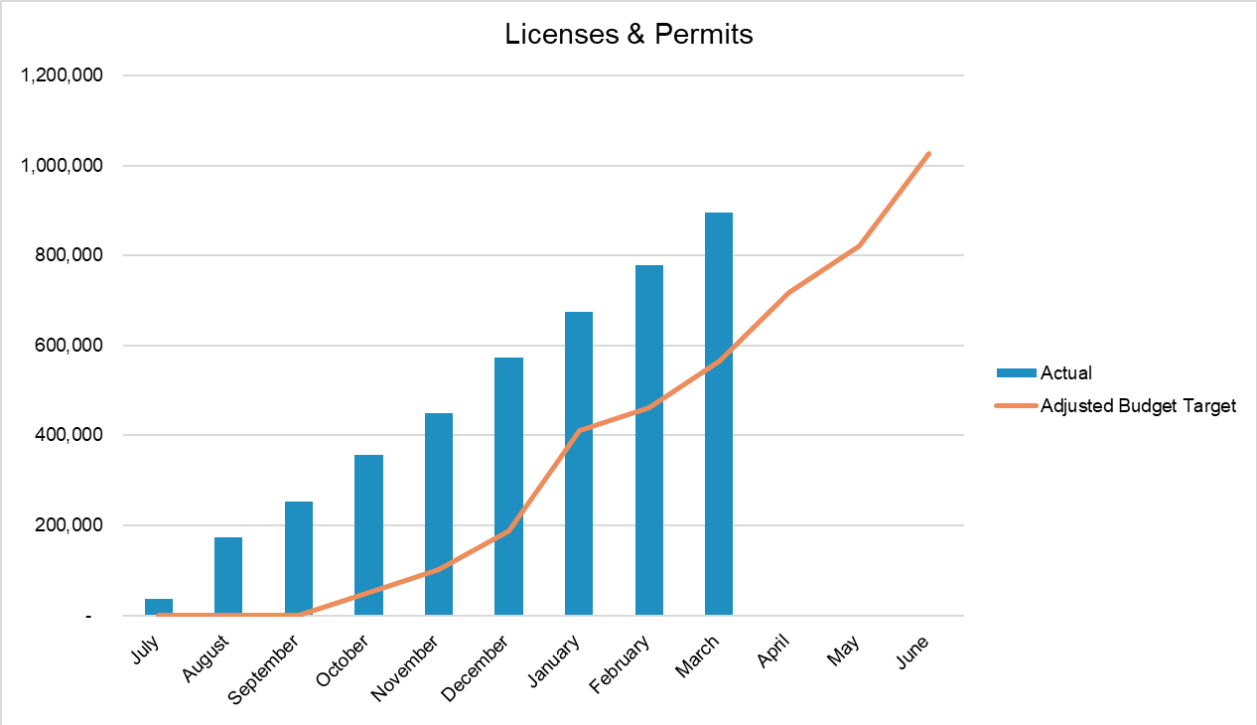
Intergovernmental					
Month	**Period Actual**	**YTD Actual**	**Variance YTD and Adopted**	**% YTD to FY Adopted Total**	**Adopted Budget**
July	-	-	-	0%	-
August	-	-	-	0%	-
September	50,371	50,371	(50,371)	1%	-
October	1,599	51,971	188,593	1%	240,564
November	-	51,971	429,156	1%	481,127
December	261,250	313,221	568,846	7%	882,067
January	2,282,746	2,595,966	(671,457)	54%	1,924,509
Feburary	123,281	2,719,247	(554,174)	57%	2,165,073
March	20,708	2,739,956	(93,755)	57%	2,646,200
April	-	-	-	0%	3,367,891
May	-	-	-	0%	3,849,018
June	-	-	-	0%	4,811,273
TOTAL	**2,739,956**				



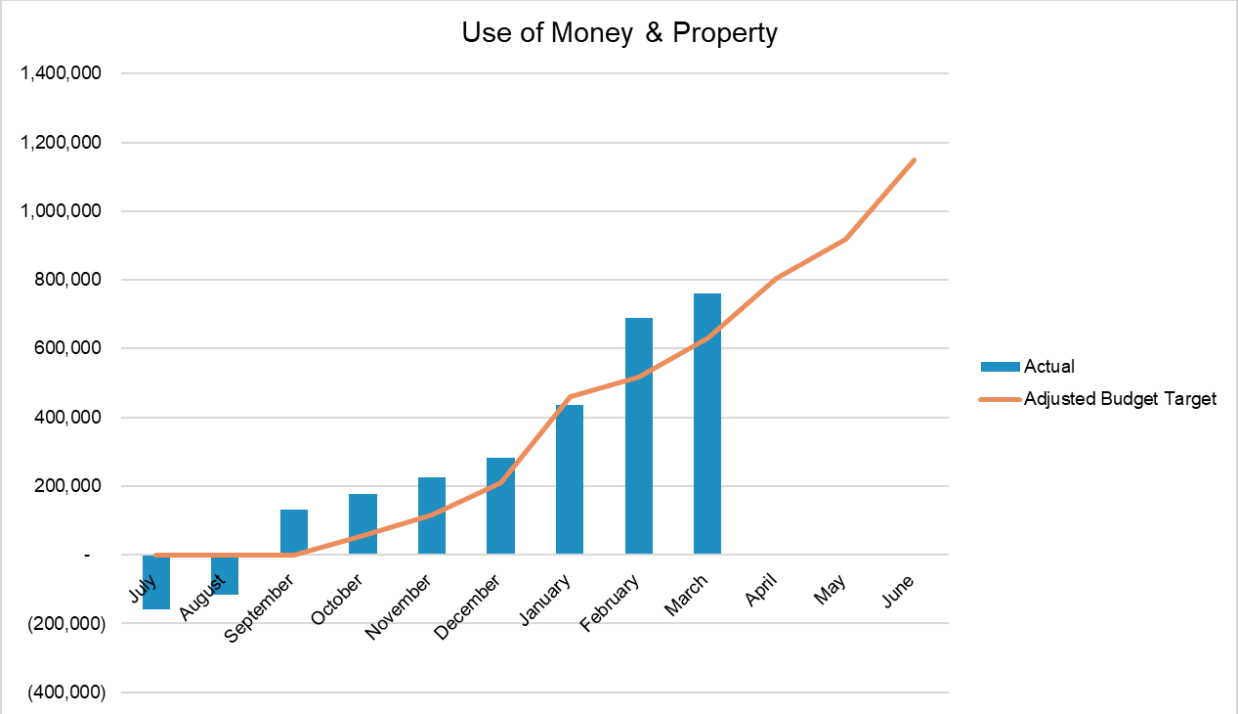
Assessment					
Month	Period Actual	YTD Actual	Variance YTD and Adopted	% YTD to FY Adopted Total	Adopted Budget
July	-	-	-	0%	-
August	(1)	(1)	1	0%	-
September	-	(1)	1	0%	-
October	-	(1)	21,411	0%	21,410
November	3,647	3,647	39,173	1%	42,820
December	171,978	175,625	(97,121)	41%	78,503
January	43,427	219,051	(47,771)	51%	171,280
Feburary	44,264	263,315	(70,625)	61%	192,690
March	-	263,315	(27,805)	61%	235,510
April	-	-	-	0%	299,740
May	-	-	-	0%	342,560
June	-	-	-	0%	428,200
TOTAL	**263,315**				



Fines, Forfeitures & Penalties					
Month	**Period Actual**	**YTD Actual**	**Variance YTD and Adopted**	**% YTD to FY Adopted Total**	**Adopted Budget**
July	8,723	8,723	(8,723)	14%	-
August	7,824	16,547	(16,547)	26%	-
September	8,551	25,098	(25,098)	40%	-
October	7,207	32,305	(29,138)	51%	3,167
November	6,573	38,878	(32,543)	61%	6,335
December	5,770	44,648	(33,034)	70%	11,614
January	8,071	52,719	(27,379)	83%	25,340
Feburary	8,090	60,809	(32,301)	96%	28,507
March	19,175	79,984	(45,141)	126%	34,842
April	-	-	-	0%	44,345
May	-	-	-	0%	50,680
June	-	-	-	0%	63,350
TOTAL	**79,984**				

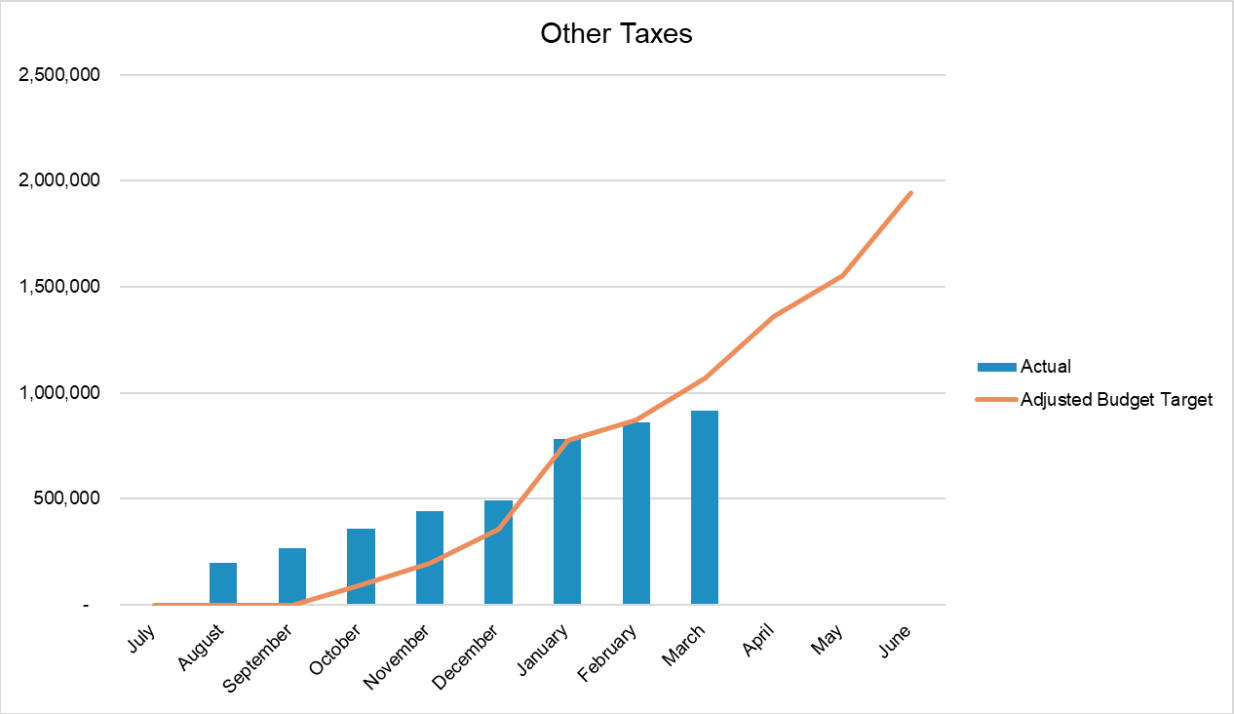


Licenses & Permits					
Month	**Period Actual**	**YTD Actual**	**Variance YTD and Adopted**	**% YTD to FY Adopted Total**	**Adopted Budget**
July	37,091	37,091	(37,091)	4%	-
August	137,403	174,494	(174,494)	17%	-
September	78,771	253,265	(253,265)	25%	-
October	104,434	357,698	(306,358)	35%	51,340
November	91,880	449,578	(346,898)	44%	102,680
December	123,045	572,624	(384,377)	56%	188,247
January	102,714	675,338	(264,617)	66%	410,721
Feburary	103,408	778,746	(316,685)	76%	462,061
March	115,687	894,433	(329,692)	87%	564,741
April	-	-	-	0%	718,761
May	-	-	-	0%	821,442
June	-	-	-	0%	1,026,802
TOTAL	**894,433**				

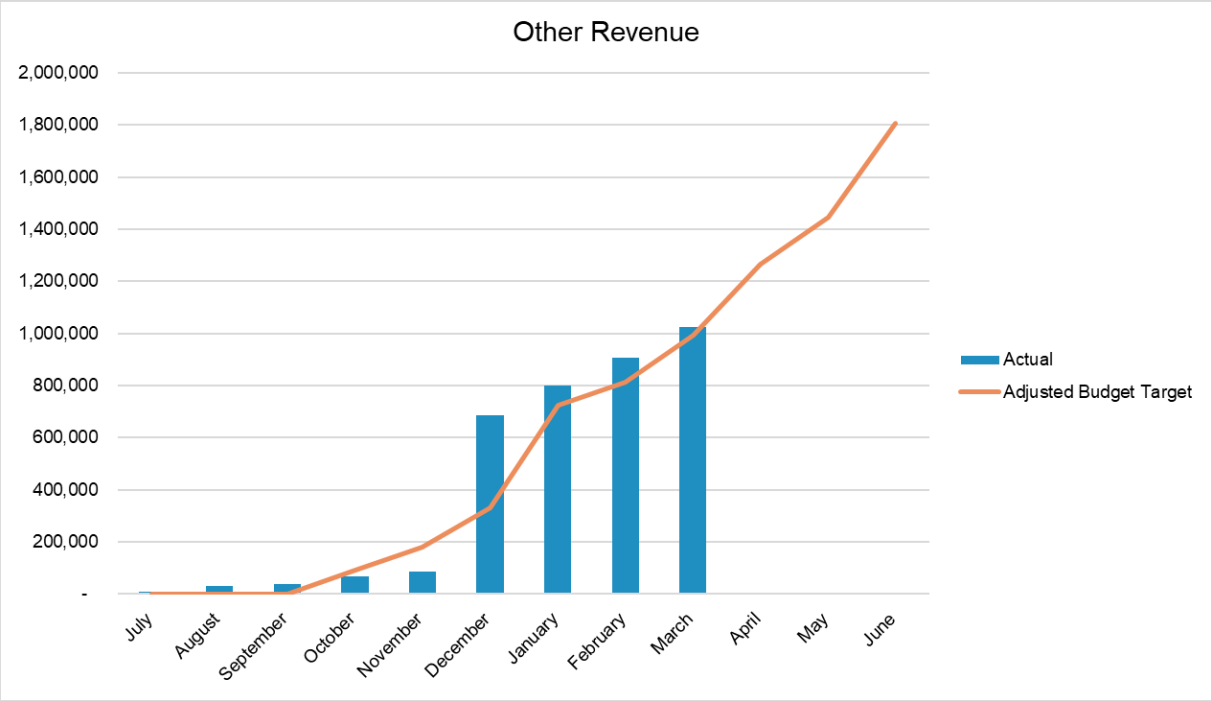


Use of Money & Property					
Month	**Period Actual**	**YTD Actual**	**Variance YTD and Adopted**	**% YTD to FY Adopted Total**	**Adopted Budget**
July	(159,682)	(159,682)	159,682	-14%	-
August	44,451	(115,231)	115,231	-10%	-
September	245,762	130,531	(130,531)	11%	-
October	46,442	176,972	(119,538)	15%	57,435
November	47,940	224,912	(110,043)	20%	114,869
December	58,246	283,158	(72,565)	25%	210,593
January	152,008	435,167	24,309	38%	459,476
Feburary	70,498	689,716	(172,805)	60%	516,911
March	71,892	761,608	(129,828)	66%	631,780
April	-	-	-	0%	804,083
May	-	-	-	0%	918,952
June	-	-	-	0%	1,148,690
TOTAL	**577,556**				

***Note: Find 184,052 difference.**



Other Taxes					
Month	Period Actual	YTD Actual	Variance YTD and Adopted	% YTD to FY Adopted Total	Adopted Budget
July	-	-	-	0%	-
August	200,438	200,438	(200,438)	10%	-
September	68,055	268,493	(268,493)	14%	-
October	91,282	359,775	(262,595)	19%	97,180
November	82,870	442,645	(248,285)	23%	194,360
December	51,950	494,595	(138,269)	25%	356,326
January	286,222	780,817	(3,378)	40%	777,439
Feburary	81,639	862,456	12,164	44%	874,619
March	54,857	917,313	151,666	47%	1,068,979
April	-	-	-	0%	1,360,519
May	-	-	-	0%	1,554,878
June	-	-	-	0%	1,943,598
TOTAL	**917,313**				



Other Revenue					
Month	**Period Actual**	**YTD Actual**	**Variance YTD and Adopted**	**% YTD to FY Adopted Total**	**Adopted Budget**
July	9,203	9,203	(9,203)	1%	-
August	20,426	29,629	(29,629)	2%	-
September	9,097	38,726	(38,726)	2%	-
October	27,900	66,626	23,753	4%	90,379
November	17,789	84,415	96,343	5%	180,757
December	600,731	685,145	(353,757)	38%	331,388
January	114,832	799,978	(76,948)	44%	723,029
Feburary	119,148	907,126	(93,718)	50%	813,408
March	116,824	1,023,950	(29,785)	57%	994,165
April	-	-	-	0%	1,265,301
May	-	-	-	0%	1,446,058
June	-	-	-	0%	1,807,573
TOTAL	**1,035,950**				

I. EXPENSES BY CATEGORY[1]

ADOPTED BUDGET BY CATEOGORY	
Category	**FY 2025-2026 Adopted Budget**
Salaries & Wages	21,251,246
Benefits	7,757,857
Operating Expenses	13,032,481
Capital Outlay	435,050
Other Expenses	2,039
Transfers	846,340
Total	**43,325,013**

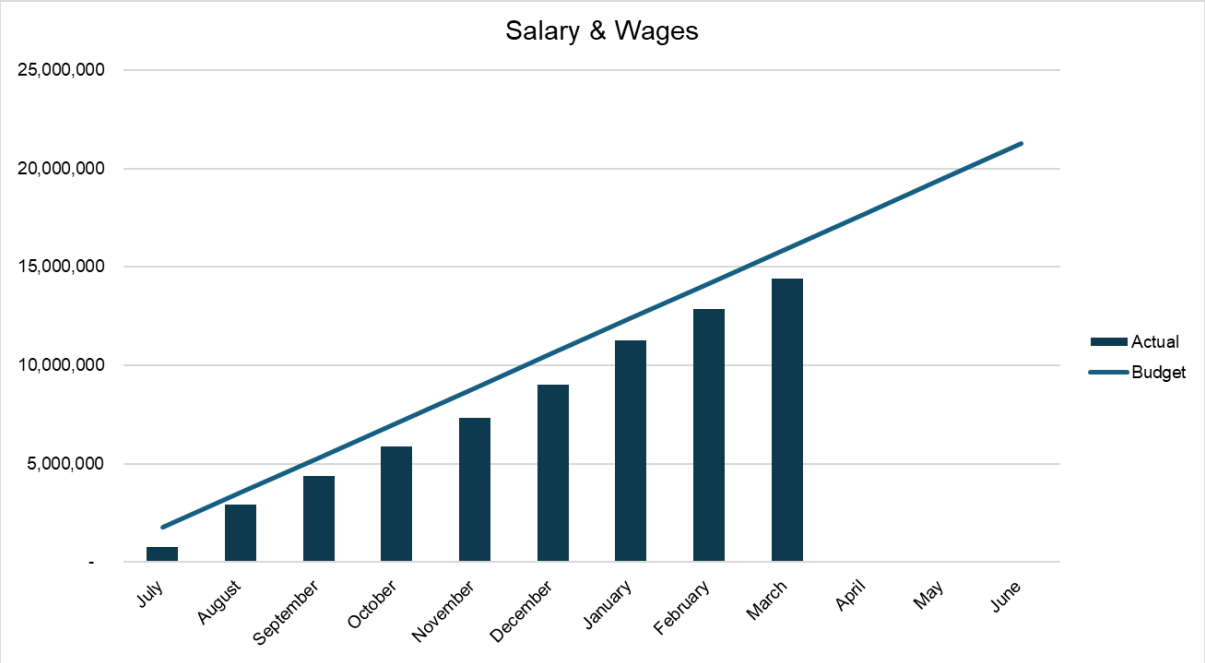
ACTUAL BY PERIOD

Category	July	August	September	October	November	December	January	February	March
Salaries & Wages	791,166	2,137,814	1,467,291	1,458,323	1,497,844	1,686,552	2,250,326	1,565,131	1,561,263
Benefits	4,121,272	451,936	307,128	313,595	271,140	300,548	518,142	292,618	369,525
Operating Expenses	498,896	677,029	1,138,667	1,099,886	722,253	916,412	1,177,251	985,520	1,122,987
Capital Outlay	-	1,203	8,010	19,539	1,512	20,475	5,754	4,444	9,591
Other Expenses	-	-	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	45,469	-	-	-
Total	**5,411,334**	**3,267,981**	**2,921,095**	**2,891,343**	**2,492,749**	**2,969,455**	**3,951,473**	**2,847,712**	3,063,366

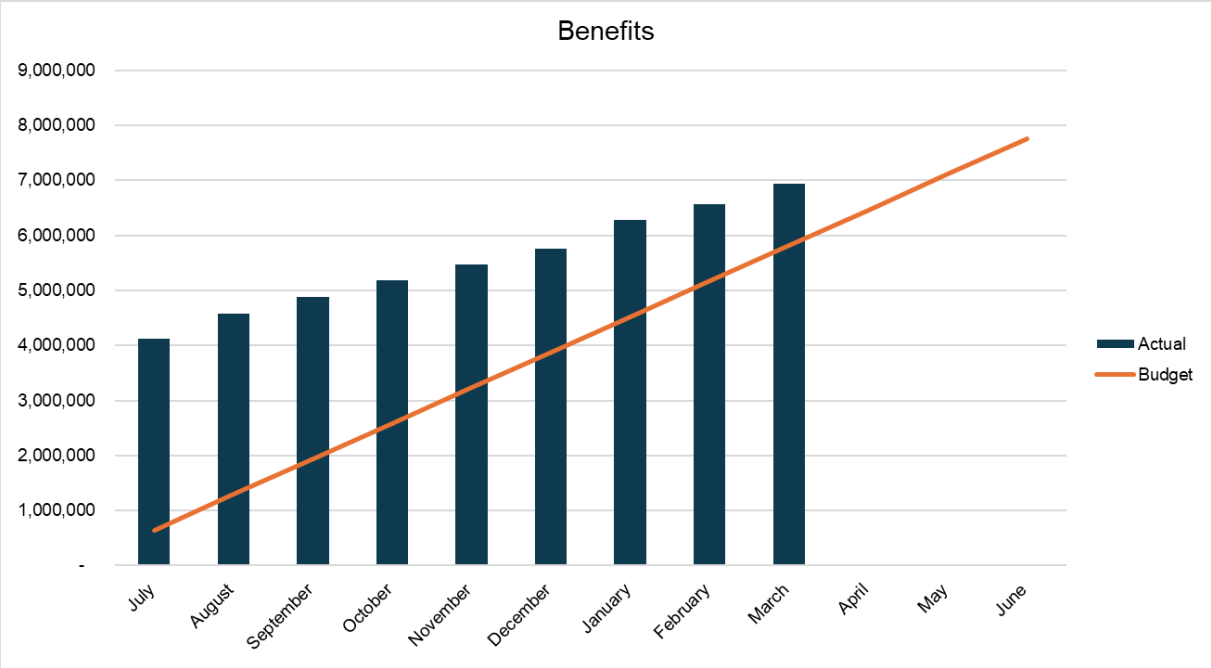
YEAR TO DATE ACTUAL

Department	July	August	September	October	November	December	January	February	March
Salaries & Wages	791,166	2,928,980	4,396,271	5,854,593	7,352,437	9,038,989	11,289,315	12,854,446	14,415,709.16
Benefits	4,121,272	4,573,208	4,880,335	5,193,931	5,465,071	5,765,619	6,283,760	6,576,378	6,945,903
Operating Expenses	498,896	1,175,925	2,314,592	3,414,478	4,136,731	5,053,143	6,230,393	7,238,150	8,361,020
Capital Outlay	-	1,203	9,212	28,751	30,263	50,738	56,492	60,860	70,451
Other Expenses	-	-	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	45,469	45,469	45,469	45,469
Total	**5,411,334**	**8,679,315**	**11,600,411**	**14,491,753**	**16,984,502**	**19,953,957**	**23,905,430**	**26,775,303**	**29,838,552**

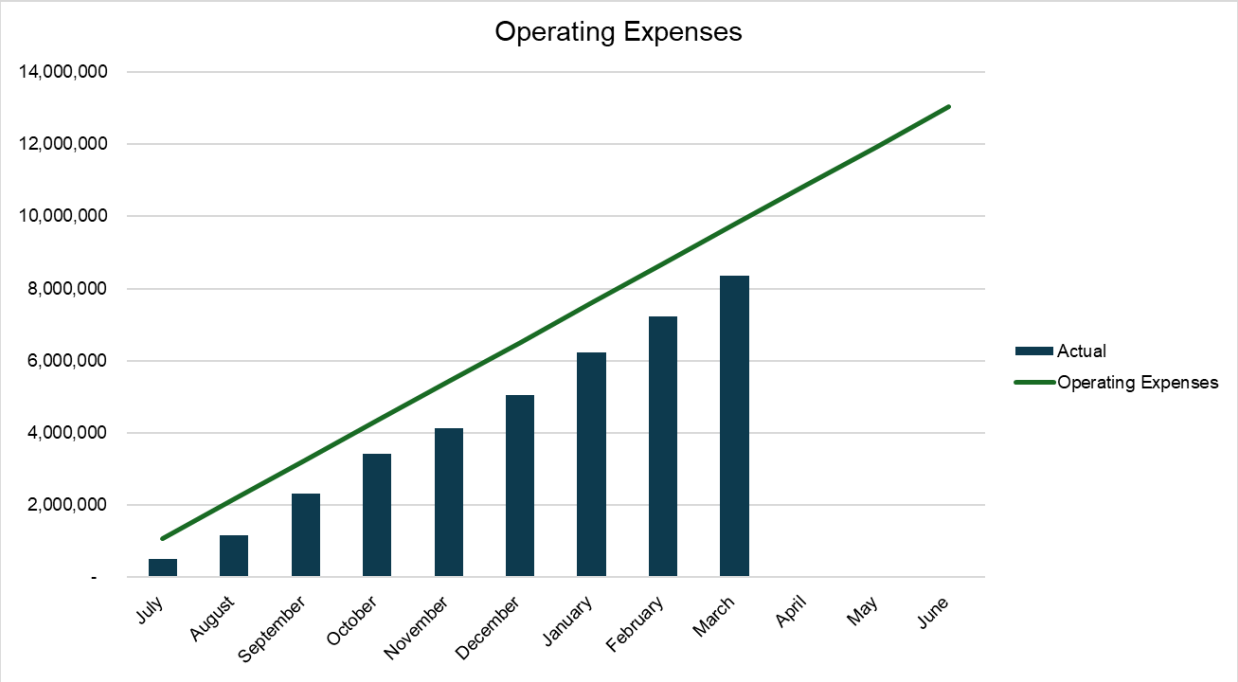
[1] Charts and tables for categories that have no data have been excluded from this report.



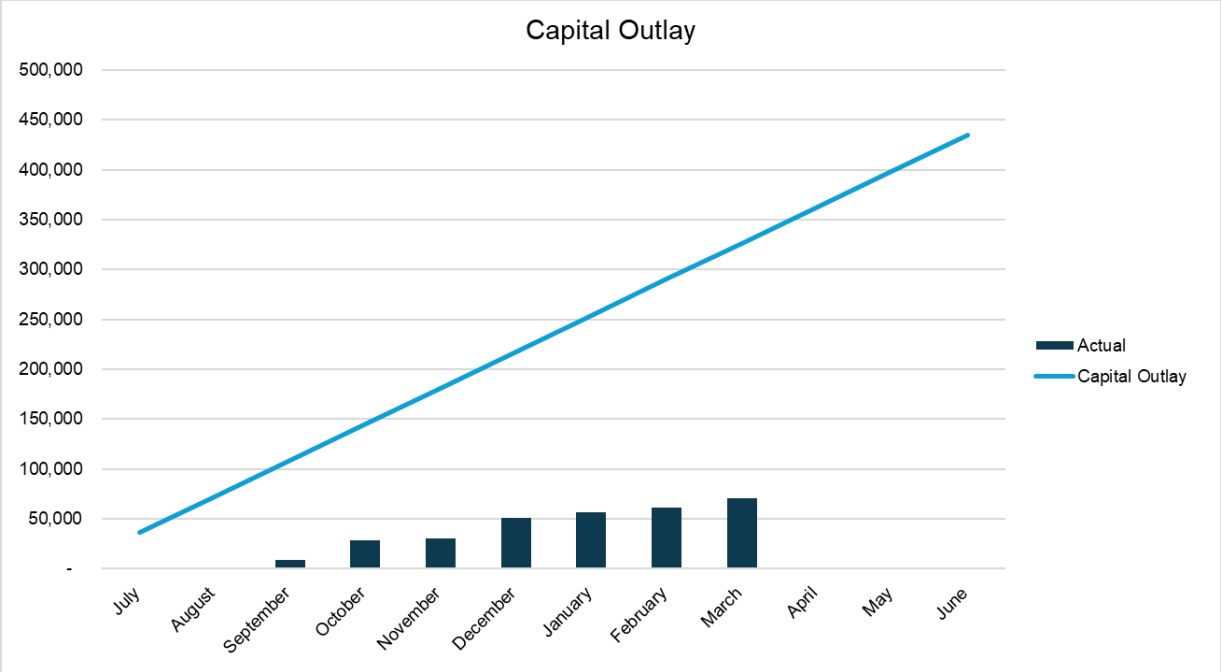
Salary & Wages					
Month	Period Actual	YTD Actual	Variance YTD and Adopted	% YTD to FY Adopted Total	Adopted Budget
July	791,166	791,166	979,771	4%	1,770,937
August	2,137,814	2,928,980	612,895	14%	3,541,874
September	1,467,291	4,396,271	916,541	21%	5,312,811
October	1,458,323	5,854,593	1,229,155	28%	7,083,749
November	1,497,844	7,352,437	1,502,249	35%	8,854,686
December	1,686,552	9,038,989	1,586,634	43%	10,625,623
January	2,250,326	11,289,315	1,107,245	53%	12,396,560
Feburary	1,565,131	12,854,446	1,313,051	60%	14,167,497
March	1,561,263	14,415,709	1,522,725	68%	15,938,434
April	-	-	-	0%	17,709,372
May	-	-	-	0%	19,480,309
June	-	-	-	0%	21,251,246
TOTAL	**14,415,709**				



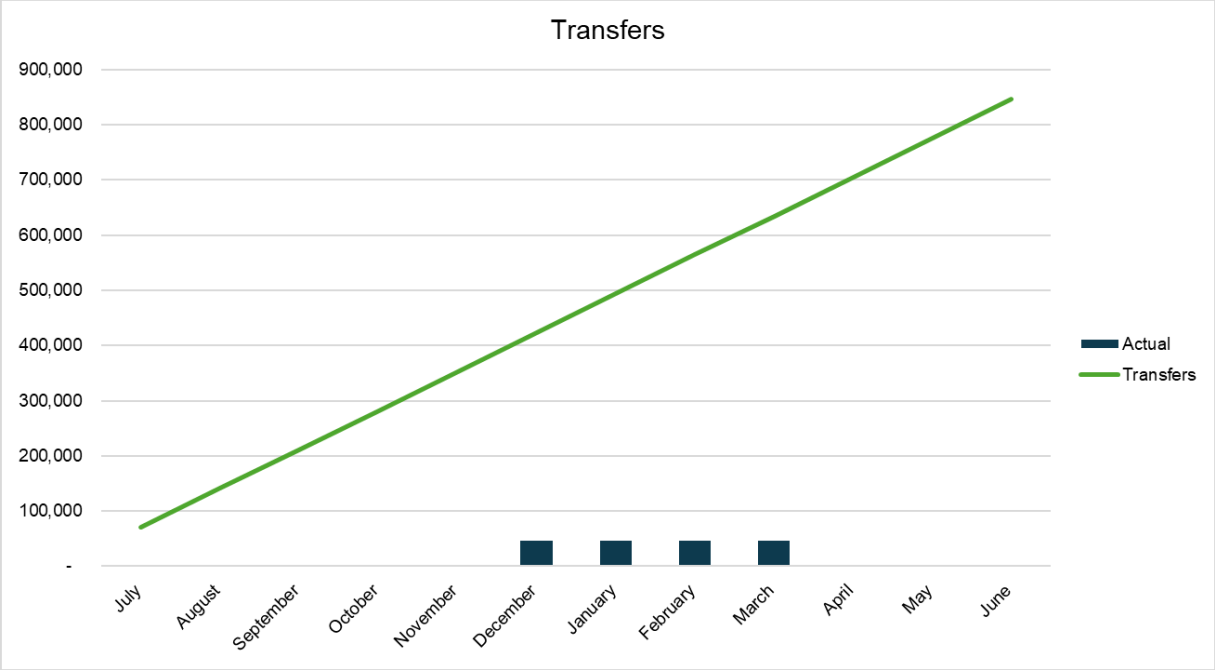
Benefits					
Month	Period Actual	YTD Actual	Variance YTD and Adopted	% YTD to FY Adopted Total	Adopted Budget
July	4,121,272	4,121,272	(3,474,784)	53%	646,488
August	451,936	4,573,208	(3,280,232)	59%	1,292,976
September	307,128	4,880,335	(2,940,871)	63%	1,939,464
October	313,595	5,193,931	(2,607,979)	67%	2,585,952
November	271,140	5,465,071	(2,232,631)	70%	3,232,440
December	300,548	5,765,619	(1,886,690)	74%	3,878,929
January	518,142	6,283,760	(1,758,344)	81%	4,525,417
Feburary	292,618	6,576,378	(1,404,474)	85%	5,171,905
March	369,525	6,945,903	(1,127,510)	90%	5,818,393
April	-	-	-	0%	6,464,881
May	-	-	-	0%	7,111,369
June	-	-	-	0%	7,757,857
TOTAL	**6,945,903**				



Operating Expenses					
Month	**Period Actual**	**YTD Actual**	**Variance YTD and Adopted**	**% YTD to FY Adopted Total**	**Adopted Budget**
July	498,896	498,896	587,144	4%	1,086,040
August	677,029	1,175,925	996,155	9%	2,172,080
September	1,138,667	2,314,592	943,528	18%	3,258,120
October	1,099,886	3,414,478	929,682	26%	4,344,160
November	722,253	4,136,731	1,293,470	32%	5,430,200
December	916,412	5,053,143	1,463,098	39%	6,516,241
January	1,177,251	6,230,393	1,371,887	48%	7,602,281
Feburary	985,520	7,238,150	1,450,171	56%	8,688,321
March	1,122,987	8,361,020	1,413,341	64%	9,774,361
April	-	-	-	0%	10,860,401
May	-	-	-	0%	11,946,441
June	-	-	-	0%	13,032,481
TOTAL	**8,338,900**				



Capital Outlay					
Month	Period Actual	YTD Actual	Variance YTD and Adopted	% YTD to FY Adopted Total	Adopted Budget
July	-	-	36,254	0%	36,254
August	1,203	1,203	71,306	0%	72,508
September	8,010	9,212	99,550	2%	108,763
October	19,539	28,751	116,265	7%	145,017
November	1,512	30,263	151,007	7%	181,271
December	20,475	50,738	166,787	12%	217,525
January	5,754	56,492	197,287	13%	253,779
Feburary	4,444	60,860	229,174	14%	290,033
March	9,591	70,451	255,837	16%	326,288
April	-	-	-	0%	362,542
May	-	-	-	0%	398,796
June	-	-	-	0%	435,050
TOTAL	**70,528**				



Transfers					
Month	Period Actual	YTD Actual	Variance YTD and Adopted	% YTD to FY Adopted Total	Adopted Budget
July	-	-	70,528	0%	70,528
August	-	-	141,057	0%	141,057
September	-	-	211,585	0%	211,585
October	-	-	282,113	0%	282,113
November	-	-	352,642	0%	352,642
December	45,469	45,469	377,701	5%	423,170
January	-	45,469	448,229	5%	493,698
Feburary	-	45,469	518,758	5%	564,227
March	-	45,469	589,286	5%	634,755
April	-	-	-	0%	705,283
May	-	-	-	0%	775,812
June	-	-	-	0%	846,340
TOTAL	**45,469**				

II. EXPENSES BY DEPARTMENT[2]

ADOPTED BUDGET	
Department	FY 2025-2026 Total Adopted
City Council	148,444
City Manager's Office	2,616,104
City Treasurer	9,835
Community Development	3,098,239
Community Services	2,183,925
Finance	7,429,406
Fire	7,732,501
Human Resources	-
Library	2,486,768
Police	13,222,090
Public Works	3,551,361
Transfers	846,340
Total	**43,325,013**

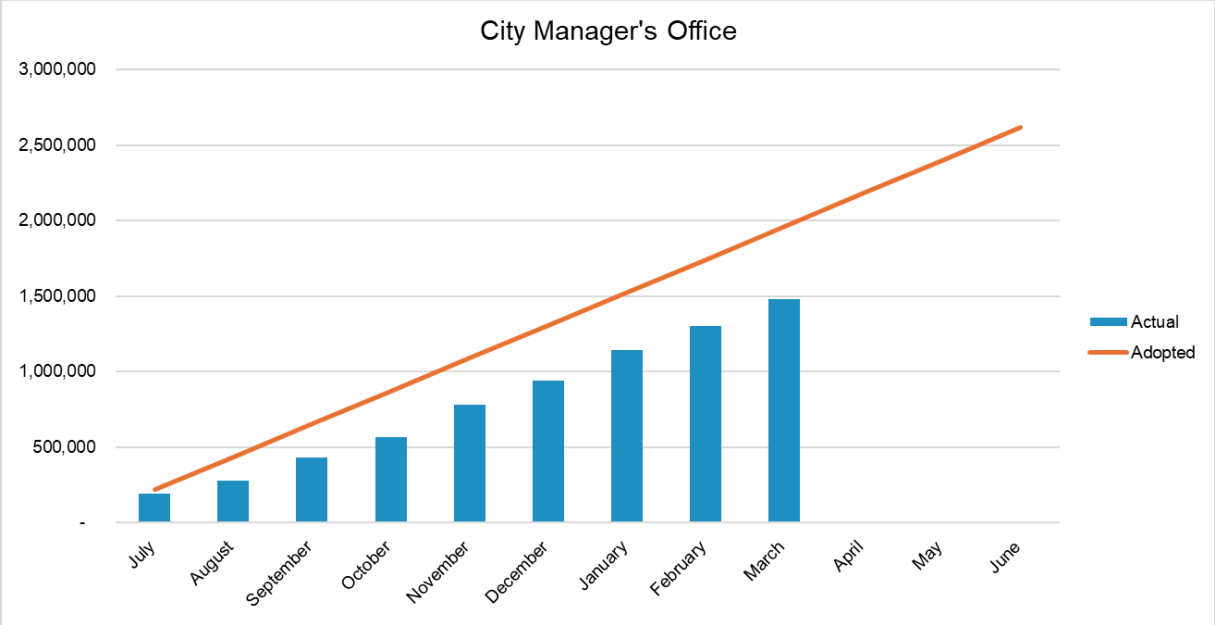
ACTUAL BY PERIOD

Department	July	August	September	October	November	December	January	February	March
City Manager's Office	191,604	86,937	153,983	135,854	213,764	157,144	204,571	183,407	175,847
Community Development	260,805	228,583	155,570	266,779	196,792	121,252	448,560	406,697	142,854
Community Services	215,380	183,538	140,655	108,286	99,752	102,711	118,599	109,325	109,592
Finance	261,638	523,058	758,923	254,773	229,238	744,977	458,519	272,154	581,343
Fire	1,384,574	615,519	497,241	446,065	426,208	478,397	747,935	475,877	465,225
Human Resources	-	-	-	358,633	18,551	25,081	65,725	39,742	28,851
Library	325,329	281,581	127,821	176,192	165,343	166,615	239,584	169,076	197,187
Police	2,558,016	1,099,260	841,516	844,081	840,817	903,993	1,264,842	903,717	1,002,267
Public Works	217,312	230,873	229,701	273,848	299,500	218,643	369,768	272,451	342,664
Total	**5,414,659**	**3,249,351**	**2,905,411**	**2,864,509**	**2,489,966**	**2,918,812**	**3,918,102.56**	**272,450.62**	**3,045,828.95**

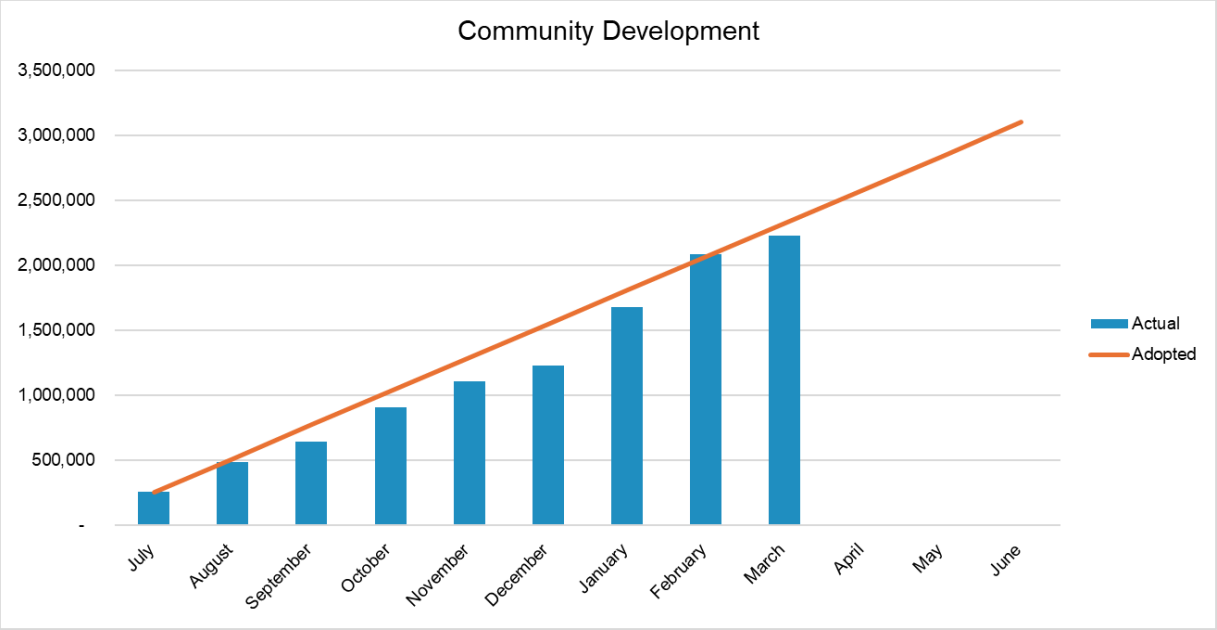
YEAR TO DATE ACTUALS

Department	July	August	September	October	November	December	January	February	March
City Manager's Office	191,604	278,541	432,524	568,378	782,142	939,286	1,143,780	1,301,917	1,477,763.86
Community Development	260,805	489,388	644,959	911,737	1,108,529	1,229,781	1,678,341	2,085,038	2,227,891.98
Community Services	215,380	398,918	539,573	647,859	747,611	850,322	968,921	1,078,246	1,187,837.50
Finance	261,638	784,696	1,543,619	1,798,392	2,027,630	2,772,607	3,231,126	3,503,280	4,084,606.11
Fire	1,384,574	2,000,094	2,497,335	2,943,400	3,369,608	3,848,004	4,595,940	5,071,816	5,537,041.89
Human Resources	-	-	-	358,633	377,184	402,265	467,990	507,732	536,582.51
Library	325,329	606,910	734,731	910,923	1,076,266	1,242,881	1,482,465	1,651,541	1,848,727.87
Police	2,558,016	3,657,277	4,498,793	5,342,873	6,183,691	7,087,683	8,352,526	9,256,243	10,258,509.18
Public Works	217,312	448,185	677,886	951,734	1,251,234	1,469,877	1,839,645	2,112,095	2,454,759.64
TOTAL ACTUALS	**5,414,659**	**8,664,009**	**11,569,420**	**14,433,930**	**16,923,895**	**19,842,707**	**23,760,733**	**26,567,908.59**	**29,613,720.54**

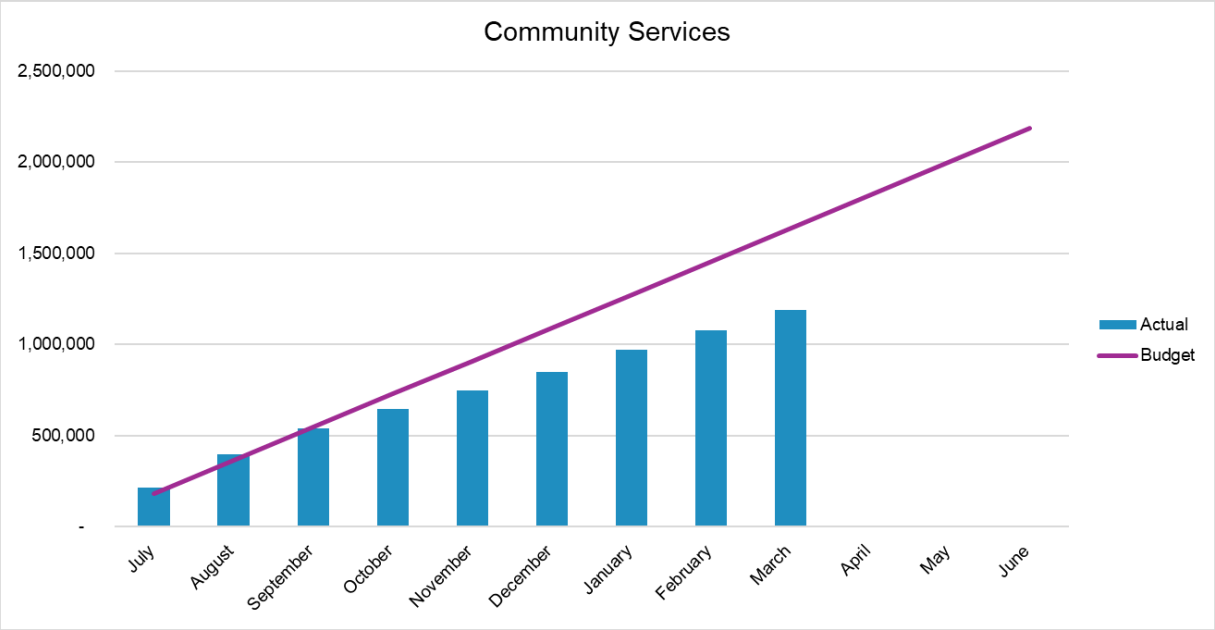
[2] This report only includes operating departments (i.e., City Manager's Office, Community Development). Transfers will be reflected in section II Expenses by Category.



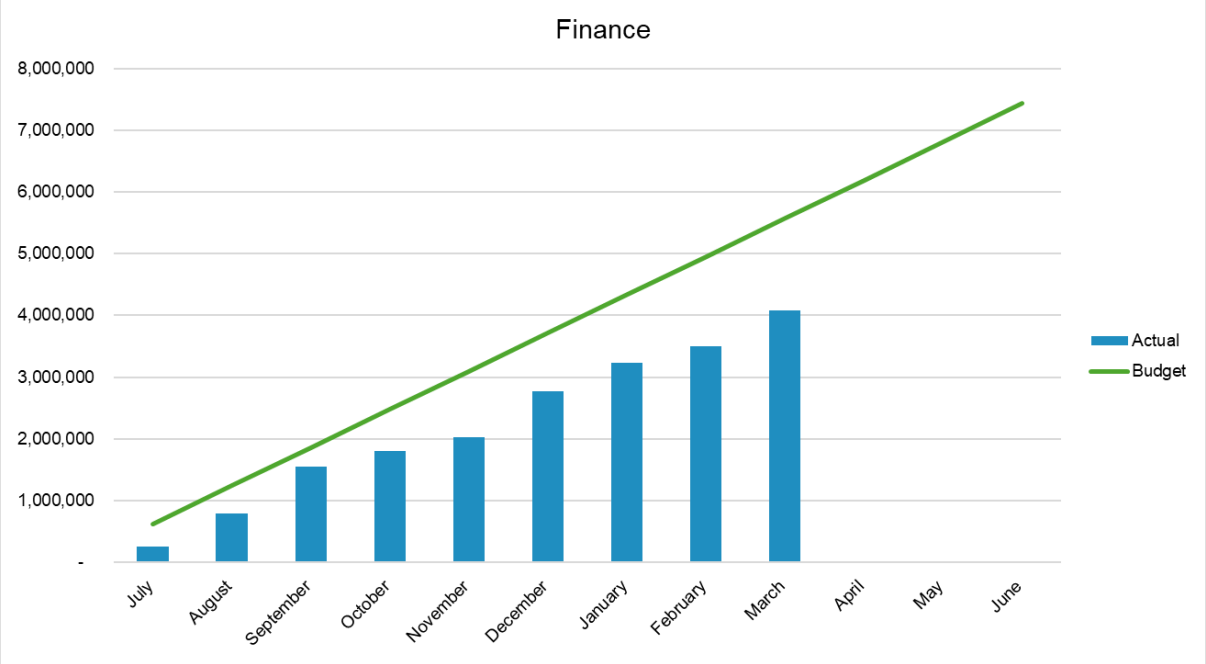
CITY MANAGER'S OFFICE					
Month	**Period Actual**	**YTD Actual**	**Variance YTD and Adopted**	**% YTD to FY Adopted Total**	**Adopted Budget**
July	191,604	191,604	26,405	7%	218,009
August	86,937	278,541	157,476	11%	436,017
September	153,983	432,524	221,502	17%	654,026
October	135,854	568,378	303,656	22%	872,035
November	213,764	782,142	307,901	30%	1,090,043
December	157,144	939,286	368,766	36%	1,308,052
January	204,571	1,143,780	382,280	44%	1,526,060
Feburary	183,407	1,301,917	442,152	50%	1,744,069
March	175,847	1,477,764	484,314	56%	1,962,078
April	-	-	-	0%	2,180,086
May	-	-	-	0%	2,398,095
June	-	-	-	0%	2,616,104
TOTALS	**1,503,110**				



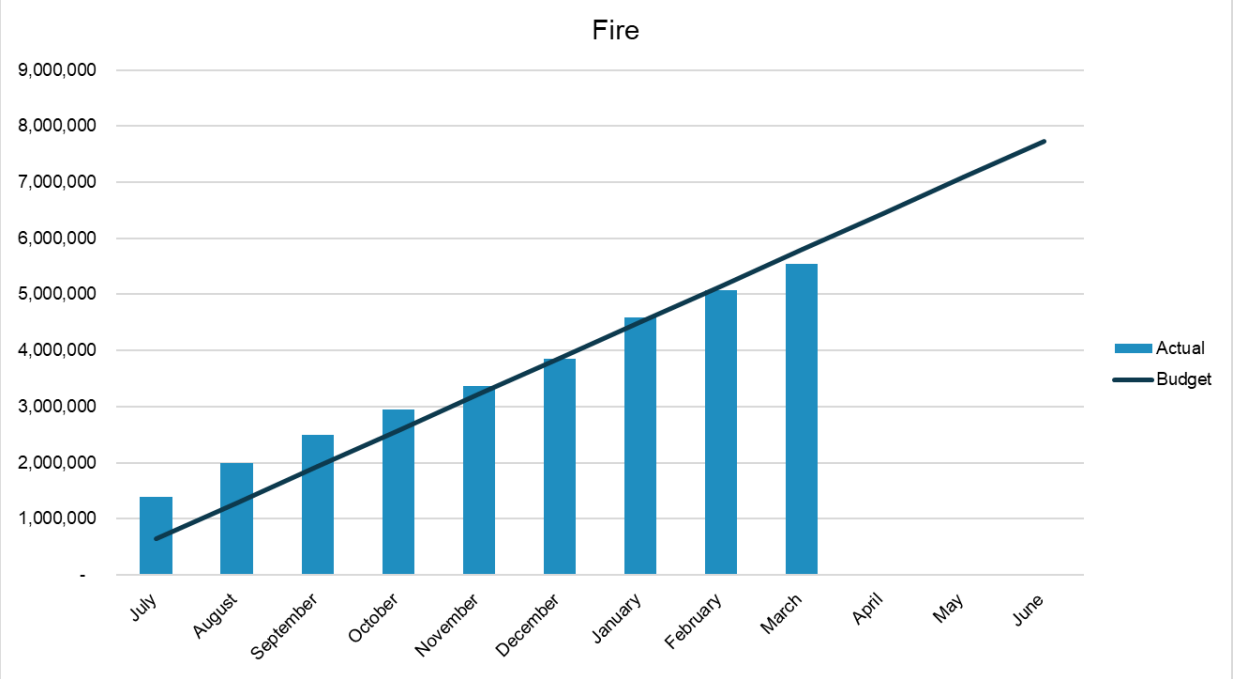
COMMUNITY DEVELOPMENT					
Month	**Period Actual**	**YTD Actual**	**Variance YTD and Adopted**	**% YTD to FY Adopted Total**	**Adopted Budget**
July	260,805	260,805	(2,618)	8%	258,187
August	228,583	489,388	26,985	16%	516,373
September	155,570	644,959	129,601	21%	774,560
October	266,779	911,737	121,009	29%	1,032,746
November	196,792	1,108,529	182,404	36%	1,290,933
December	121,252	1,229,781	319,338	40%	1,549,119
January	448,560	1,678,341	128,964	54%	1,807,306
Feburary	406,697	2,085,038	(19,546)	67%	2,065,492
March	142,854	2,227,892	95,787	72%	2,323,679
April	-	-	-	0%	2,581,866
May	-	-	-	0%	2,840,052
June	-	-	-	0%	3,098,239
TOTAL	**2,227,892**				



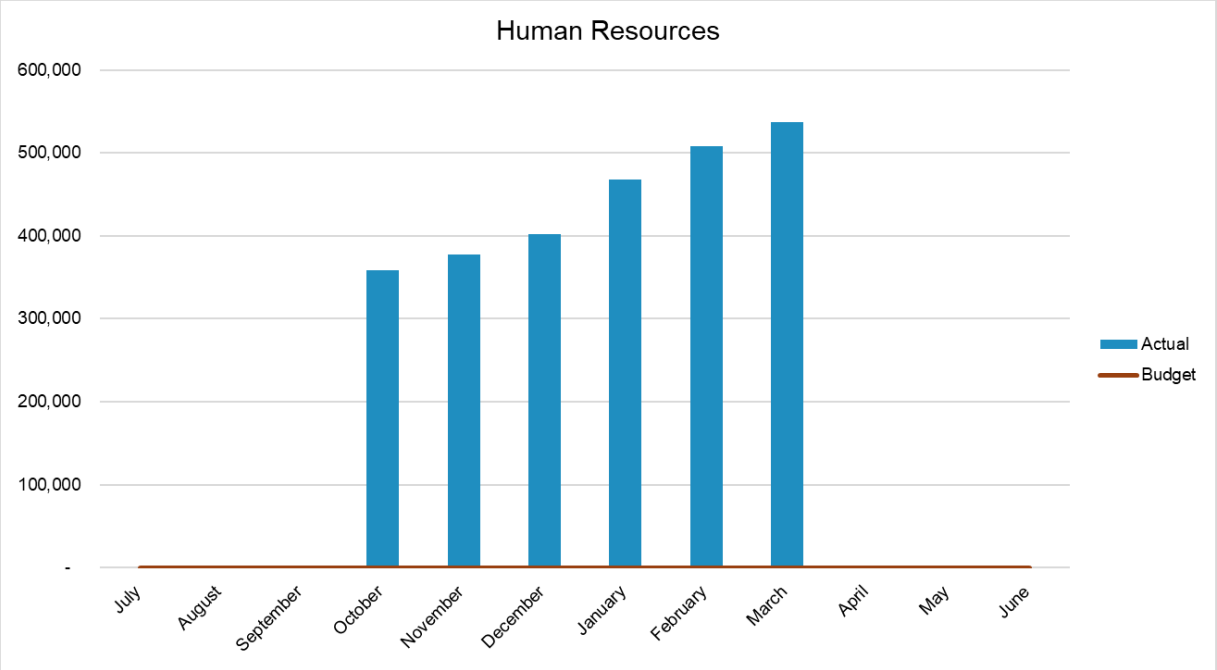
COMMUNITY SERVICES					
Month	Period Actual	YTD Actual	Variance YTD and Adopted	% YTD to FY Adopted Total	Adopted Budget
July	215,380	215,380.30	(33,386.53)	10%	181,994
August	183,538	398,918	(34,930)	18%	363,988
September	140,655	539,573	6,408	25%	545,981
October	108,286	647,859	80,116	30%	727,975
November	99,752	747,611	162,358	34%	909,969
December	102,711	850,322	241,641	39%	1,091,963
January	118,599	968,921	305,036	44%	1,273,956
Feburary	109,325	1,078,246	377,704	49%	1,455,950
March	109,592	1,187,838	450,106	54%	1,637,944
April	-	-	-	0%	1,819,938
May	-	-	-	0%	2,001,932
June	-	-	-	0%	2,183,925
TOTAL	**1,187,838**				



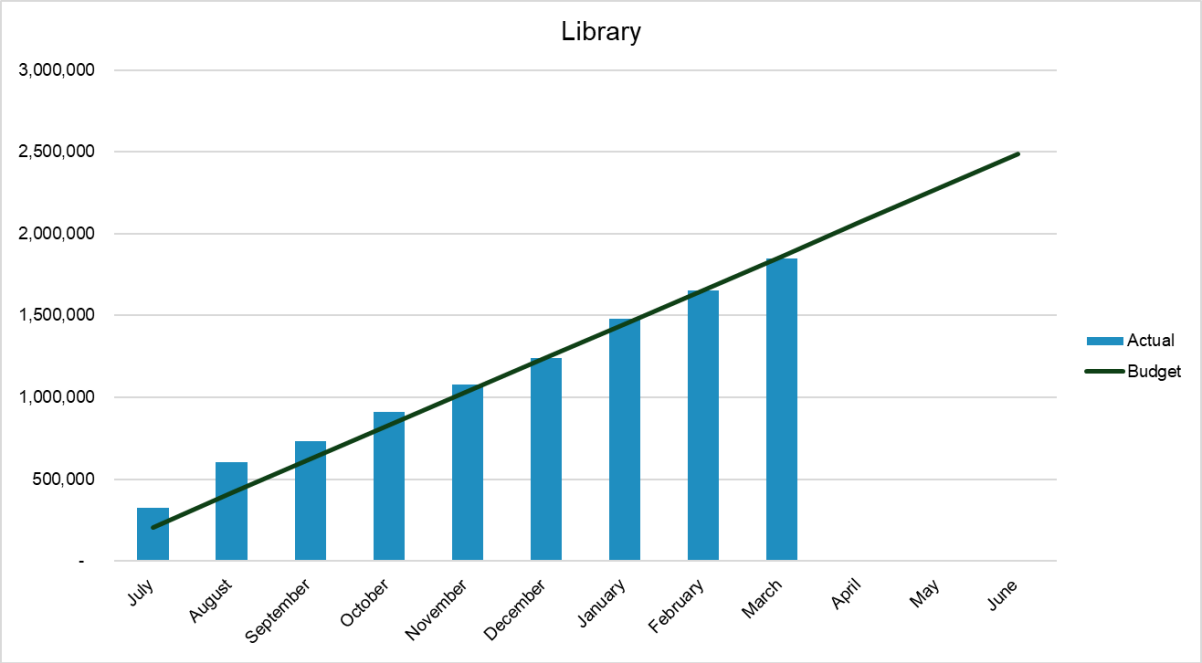
FINANCE					
Month	Period Actual	YTD Actual	Variance YTD and Adopted	% YTD to FY Adopted Total	Adopted Budget
July	261,638	261,638	357,479	4%	619,117
August	523,058	784,696	453,538	11%	1,238,234
September	758,923	1,543,619	313,732	21%	1,857,351
October	254,773	1,798,392	678,077	24%	2,476,469
November	229,238	2,027,630	1,067,956	27%	3,095,586
December	744,977	2,772,607	942,096	37%	3,714,703
January	458,519	3,231,126	1,102,694	43%	4,333,820
Feburary	272,154	3,503,280	1,449,657	47%	4,952,937
March	581,343	4,084,606	1,487,448	55%	5,572,054
April	-	-	-	0%	6,191,172
May	-	-	-	0%	6,810,289
June	-	-	-	0%	7,429,406
TOTAL	**4,084,623**				



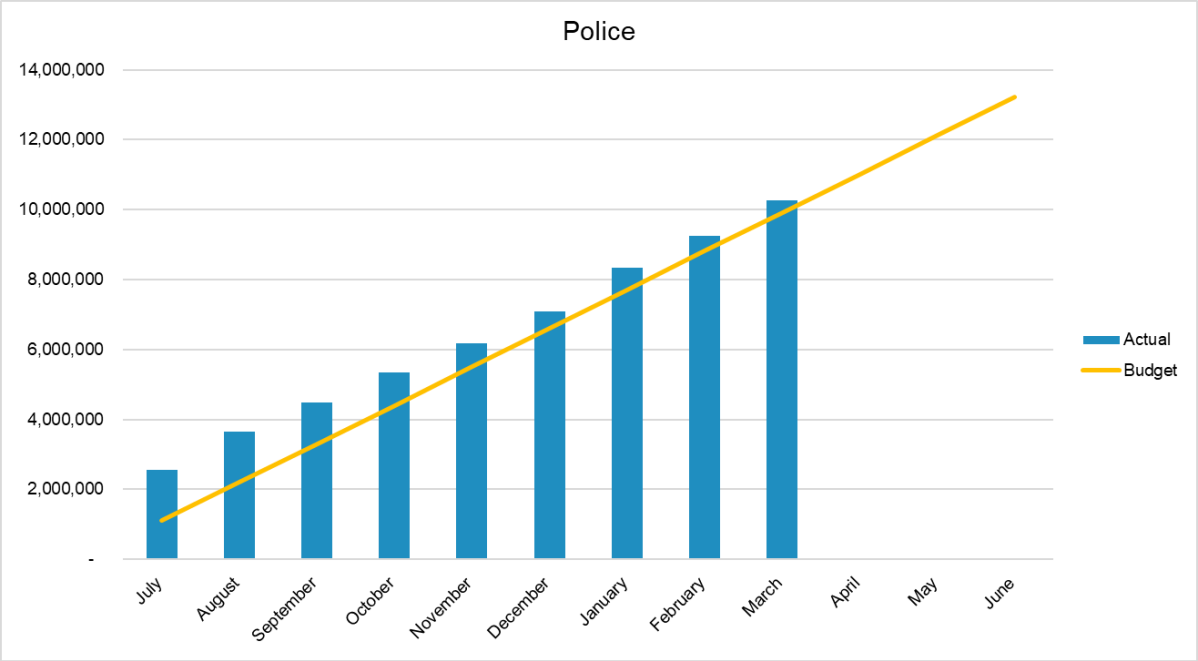
FIRE					
Month	Period Actual	YTD Actual	Variance YTD and Adopted	% YTD to FY Adopted Total	Adopted Budget
July	1,384,574	1,384,574	(740,199)	18%	644,375
August	615,519	2,000,094	(711,344)	26%	1,288,750
September	497,241	2,497,335	(564,210)	32%	1,933,125
October	446,065	2,943,400	(365,899)	38%	2,577,500
November	426,208	3,369,608	(147,732)	44%	3,221,875
December	478,397	3,848,004	18,246	50%	3,866,251
January	747,935	4,595,940	(85,314)	59%	4,510,626
Feburary	475,877	5,071,816	83,184	66%	5,155,001
March	465,225	5,537,042	262,334	72%	5,799,376
April	-	-	-	0%	6,443,751
May	-	-	-	0%	7,088,126
June	-	-	-	0%	7,732,501
TOTAL	**5,537,042**				



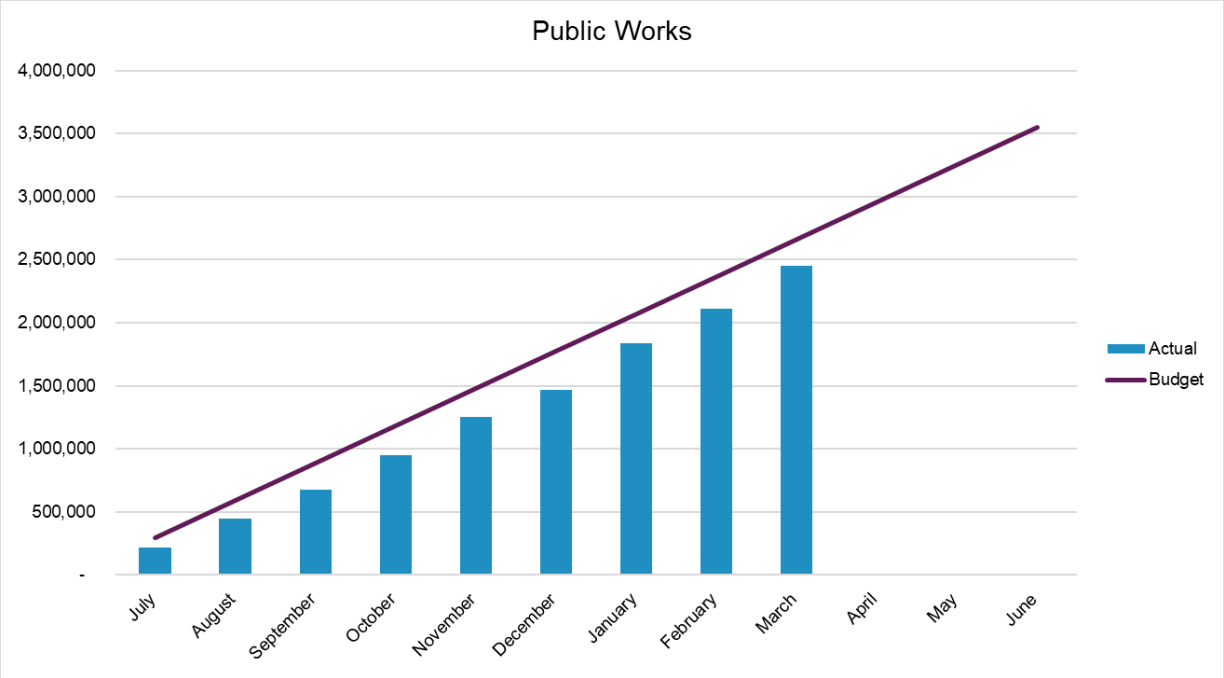
HUMAN RESOURCES					
Month	Period Actual	YTD Actual	Variance YTD and Adopted	% YTD to FY Adopted Total	Adopted Budget
July	-	-	-	0%	-
August	-	-	-	0%	-
September	-	-	-	0%	-
October	358,633	358,633	(358,633)	0%	-
November	18,551	377,184	(377,184)	0%	-
December	25,081	402,265	(402,265)	0%	-
January	65,725	467,990	(467,990)	0%	-
Feburary	39,742	507,732	(507,732)	0%	-
March	28,851	536,583	(536,583)	0%	-
April	-	-	-	0%	-
May	-	-	-	0%	-
June	-	-	-	0%	-
TOTAL	**536,583**				



LIBRARY					
Month	Period Actual	YTD Actual	Variance YTD and Adopted	% YTD to FY Adopted Total	Adopted Budget
July	325,329	325,329	(118,098)	13%	207,231
August	281,581	606,910	(192,449)	24%	414,461
September	127,821	734,731	(113,039)	30%	621,692
October	176,192	910,923	(82,000)	37%	828,923
November	165,343	1,076,266	(40,113)	43%	1,036,153
December	166,615	1,242,881	503	50%	1,243,384
January	239,584	1,482,465	(31,850)	60%	1,450,615
Feburary	169,076	1,651,541	6,304	66%	1,657,845
March	197,187	1,848,728	16,348	74%	1,865,076
April	-	-	-	0%	2,072,306
May	-	-	-	0%	2,279,537
June	-	-	-	0%	2,486,768
TOTAL	**1,848,728**				



POLICE					
Month	Period Actual	YTD Actual	Variance YTD and Adopted	% YTD to FY Adopted Total	Adopted Budget
July	2,558,016	2,558,016	(1,456,175)	19%	1,101,841
August	1,099,260	3,657,277	(1,453,595)	28%	2,203,682
September	841,516	4,498,793	(1,193,270)	34%	3,305,522
October	844,081	5,342,873	(935,510)	40%	4,407,363
November	840,817	6,183,691	(674,486)	47%	5,509,204
December	903,993	7,087,683	(476,638)	54%	6,611,045
January	1,264,842	8,352,526	(639,640)	63%	7,712,886
Feburary	903,717	9,256,243	(441,516)	70%	8,814,727
March	1,002,267	10,258,509	(341,942)	78%	9,916,567
April	-	-	-	0%	11,018,408
May	-	-	-	0%	12,120,249
June	-	-	-	0%	13,222,090
TOTAL	**10,258,509**				



PUBLIC WORKS					
Month	Period Actual	YTD Actual	Variance YTD and Adopted	% YTD to FY Adopted Total	Adopted Budget
July	217,312	217,312	78,635	6%	295,947
August	230,873	448,185	143,708	13%	591,894
September	229,701	677,886	209,954	19%	887,840
October	273,848	951,734	232,053	27%	1,183,787
November	299,500	1,251,234	228,500	35%	1,479,734
December	218,643	1,469,877	305,804	41%	1,775,681
January	369,768	1,839,645	231,983	52%	2,071,627
Feburary	272,451	2,112,095	255,479	59%	2,367,574
March	-	-	-	0%	2,663,521
April	-	-	-	0%	2,959,468
May	-	-	-	0%	3,255,414
June	-	-	-	0%	3,551,361
TOTAL	**2,112,095**				

City Council Agenda Report

ITEM NO. 12

DATE: June 3, 2026

FROM: Todd Hileman, City Manager

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

SUBJECT: **CONSIDERATION OF APPROVAL OF AN AMENDMENT TO AN AGREEMENT WITH AVANT-GARDE, INC. TO EXTEND ON-CALL PROGRAM MANAGEMENT SUPPORT SERVICES, FOR A NEW TOTAL CONTRACT AMOUNT OF $64,000.**

Recommendation

It is recommended that the City Council approve the amendment to the Agreement with Avant-Garde, Inc. to provide on-call program management support services, increasing the total not-to-exceed amount to $64,000 to cover services through June 30, 2026.

Executive Summary

Staff requests approval of an amendment to the existing Agreement with Avant-Garde, Inc. to increase the budget for on-call program management support services. Since the agreement began, the consultant has provided both on-site and off-site support, including preparation of reports for funding agencies, development of City Council staff reports, coordination with internal departments, and assistance with tracking project progress and expenditures. Due to additional services provided and extended support, the originally approved budget for these services needs to be increased, and the proposed amendment will allow Avant-Garde, Inc. to continue providing support services to the Public Works Department.

Background

Avant-Garde, Inc., incorporated in September 2002, is a 100% woman-owned California corporation headquartered in Diamond Bar, California, and holds certifications as a Minority Business Enterprise, Women Business Enterprise, Disadvantaged Business Enterprise, and Small Business Enterprise (MBE, WBE, DBE, SBE). The City engaged Avant-Garde, Inc. to supplement staff capacity and provide specialized expertise in program and project management. Since the commencement of services, the consultant has supported the Department with guidance of preparation of reports for funding agencies, coordination with administrative staff to improve workflows, and technical assistance on capital and grant-funded projects. Additional efforts have included reviewing financial data for consistency with project budgets and coordinating with internal departments to enhance tracking and reporting processes.

Through this work, Avant-Garde, Inc. has demonstrated a strong understanding of federal and state funding requirements, as well as the operational needs of the Public Works Department. As project demands have increased and services have expanded, the need for continued

consultant support has become crucial to maintain continuity, ensure compliance, and avoid disruptions to the workflows currently being established. For these reasons, staff recommends approval of the amendment to the agreement with Avant-Garde, Inc., to allow for the continuation of program management support services.

Analysis

The Public Works Department is responsible for the planning, design, construction, and maintenance of the City's infrastructure, including streets, utilities, and capital improvement projects. The Department also oversees the implementation of grant-funded programs, ensures regulatory compliance, and manages project delivery to support the community's safety, mobility, and quality of life.

Avant-Garde, Inc. provides on-call program management support to supplement staff capacity and assist with the effective delivery of these responsibilities among others. The consultant supports a range of functions, including project coordination, preparation of reports for funding agencies, development of staff reports for City Council consideration, and technical assistance on capital and grant-funded projects. In addition, Avant-Garde assists with monitoring project progress and expenditures, reviewing financial data for consistency with project budgets, and coordinating with internal departments to ensure accurate tracking and reporting. This support helps the Department maintain compliance, meet funding requirements, and deliver projects efficiently.

Since the agreement commenced on March 24, 2026, Avant-Garde, Inc. has provided support services to the Public Works Department. Initial efforts have included participation in budget and administrative meetings, coordination to improve internal workflows, budget transfer processes, and support for data organization. The consultant has also begun establishing internal tracking procedures to enhance task management and operational efficiency.

To continue the program management support services through June 30, 2026, current agreement with Avant-Garde, Inc. needs to be increased by $35,000 for the total new agreement amount of $64,000.

Fiscal Impact

To maintain continuity, ensure compliance, and avoid disruptions to the workflows currently being established, staff is requesting a contract increase of $35,000, increasing the total not-to-exceed amount for the Agreement from $29,000 to $64,000 to cover services through June 30, 2026.

Adequate funding is available within the FY 2025-2026 Public Works budget through a one-time transfer of salary savings in various accounts to professional services. The transfer will not result in an overall increase in the Public Works Department budget, therefore, it can be processed administratively and no additional appropriation is required.

Attachment:

Attachment 1 - Avant-Garde, Inc. Agreement

Attachment 2 - Amendment to Avant-Garde, Inc. Amendment 1

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PROFESSIONAL SERVICES AGREEMENT FOR CONSULTANT SERVICES

(City of South Pasadena /Avant-Garde Inc.)

1. IDENTIFICATION

This PROFESSIONAL SERVICES AGREEMENT ("Agreement") is entered into by and between the City of South Pasadena, a California municipal corporation ("City"), and **Avant-Garde Inc.** ("Consultant").

2. RECITALS

2.1. City has determined that it requires the following professional services from a consultant: **On-call Program Management Support 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": **see Exhibit A**

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

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

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

3.4. "Maximum Amount": The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is Twenty Nine Thousand Dollars ($29,000).

3.5. "Commencement Date": March 24, 2026.

3.6. "Termination Date": **Until determined to be complete by the City of South Pasadena Public Works Director.**

4. TERM

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

5. CONSULTANT'S DUTIES

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

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

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

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

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

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

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

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

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

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

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as part of any audit of City, for a period of three (3) years after final payment under this Agreement.

6. SUBCONTRACTING

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

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

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

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

7. COMPENSATION

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

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

Invoices shall be submitted electronically to PWAP@southpasadenaca.gov

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

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

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

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

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

8. PREVAILING WAGES

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

9. OWNERSHIP OF WRITTEN PRODUCTS

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

10. RELATIONSHIP OF PARTIES

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

10.2. **No Agent Authority.** Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of

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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.

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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: [**On-call Program Management Support 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.

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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.

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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 policies of insurance have been renewed or replaced with other policies providing at

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least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages. The name and address for Additional Insured Endorsements, Certificates of Insurance and Notices of Cancellation is: **City of South Pasadena, Attn: Risk Management, 1414 Mission St., South Pasadena, CA 91030. Telephone: (626) 403-7230.**

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

Julian Lee
Public Works Director
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030
Telephone: (626) 403-7240
Facsimile: (626) 403-7241

If to Consultant

Lissette Montoya
Vice President and CFO
Avant-Garde Inc.
807 S. Lemon Ave
Diamond Bar, CA 91789
Telephone: (909) 895-7146

With courtesy copy to:

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

Invoices shall be submitted electronically to PWAP@southpasadenaca.gov

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,

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

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

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

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

17. INTERPRETATION OF AGREEMENT

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

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

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

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

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

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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,

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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.

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

"City"	"Consultant"
City of South Pasadena	Avant-Garde Inc.
By: Signed by: Todd Hileman 5CE386AC460044B...	By: Signed by: Lisette Montoya BD7C083FD9484FC...
Signature	*Signature*
Printed: Todd Hileman	Printed: Lisette Montoya
Title: City Manager	Title: Vice President

Attest:

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

Approved as to form:

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

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EXHIBIT A

Scope of Work

Avant-Garde Inc.

On-call Program Management Support Services

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AVANT GARDE

March 17, 2026

Julina Lee, P.E.
Director of Public Works
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030

Subject: On-call Program Management Support Services

Dear Mr. Lee:

It is with great pleasure that I provide this proposal to provide On-call Program Management Support Services for the City of South Pasadena.

Our years of practice have resulted in a solid foundation of experience and technical expertise and a dedication to integrity, excellence, and quality. We are proud of our strong reputation in meeting aggressive schedules and our ability to multi-task to provide our clients specialized attention and service. Services offered by our firm include:

- Grant Writing and Administration
- Program Management
- Funding Administration
- Compliance Management including Labor Compliance
- Construction Coordination (Bid development, analysis, etc.)

Advanced AVANT-GARDE Corporation was incorporated in September 2002 and our corporate office from which services will be provided is located at 807 S. Lemon Ave, Diamond Bar, CA 91789. AVANT-GARDE is a 100% woman-owned California Corporation. Furthermore, AVANT-GARDE is a certified minority business enterprise, women business enterprise, disadvantaged business enterprise and small business enterprise (**MBE, WBE, DBE, SBE**).

The professional staff of AVANT-GARDE well understands the many ways that a single project may affect the entire organization as well as its desired growth and development. We believe in working as a team and bringing our collective strengths to the table to complement each other's efforts, ultimately resulting in options and services that best serve the client's goals and objectives. We have extensive experience in serving municipalities with our success achieved through close attention to detail, emphasis on meeting the particular needs of each client and prompt delivery of products, studies and services.

Our understanding of federal and state requirements, funding administration, and the complex diversity of Southern California make AVANT-GARDE uniquely qualified to perform the services requested from inception to conclusion; and administer Federal, State and regional required submittals and reporting.

We have prepared this proposal, which will address the following: (A) our proposed scope of work (B) our consulting fees.

807 S. Lemon Ave, Diamond Bar CA 91789
tel: 909.895.7146 • fax: 909.859.3881 • www.avant-garde-inc.com

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AVANT GARDE

A. Scope of Work

1. Provide on-site and off-site support services
2. Prepare reporting for funding agencies
3. Prepare staff reports for all Council approvals related to projects
4. Provide technical assistance to staff and other project management support services as needed
5. Monitor project implementation, progress, and expenditures, reviewing financial summaries for alignment with project goals and the City's budget.
6. Coordination with the Finance Department and other teams will ensure effective tracking of program expenditures

B. Compensation

We are establishing a budget of $29,000 for as needed support services. Our time will be billed on a time and material basis in accordance with the following hourly rates.

Program Director.....$170
Program Manager.....$140
Senior Program Coordinator..... $125
Program Coordinator..... $110
Program Assistant..... $100

If you have any questions, or if I can be of further assistance, please feel free to contact Lissette Montoya at 323-371-5530 or by email at lmontoya@agi.com.co.

Sincerely,

Ana Marie LeNoue

Ana Marie LeNoue
President/CEO

Approval to Proceed:

_____

807 S. Lemon Ave, Diamond Bar CA 91789
tel: 909.895.7146 • fax: 909.859.3881 • www.avant-garde-inc.com

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EXHIBIT B

Project Fees and Hourly Billing Rates

Task Number & Name		Cost
1	On-call Program Management Support Services	**$29,000**
Total		**$29,000**

B. Compensation

We are establishing a budget of $29,000 for as needed support services. Our time will be billed on a time and material basis in accordance with the following hourly rates.

Program Director.....$170

Program Manager.....$140

Senior Program Coordinator..... $125

Program Coordinator..... $110

Program Assistant..... $100

FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT FOR ON-CALL PROGRAM MANAGEMENT SUPPORT SERVICES

THIS AMENDMENT ("Amendment") is made on this 3rd day of May 2026, by and between the CITY OF SOUTH PASADENA ("CITY") and AVANT GARDE, INC. ("CONSULTANT').

RECITALS

WHEREAS, on March 24, 2026, the CITY and CONSULTANT entered into an Agreement for PROFESSIONAL SERVICES ("Agreement") for CONSULTANT to assist City with program administration and management support services; and

WHEREAS, the original Agreement was in the amount of $29,000, which included all expenses and project costs defined in the Scope of Services; and

WHEREAS, the CITY desires to execute the first amendment to the Agreement to increase the total contract in an amount not to exceed of $35,000, for a new aggregrate total of Agreement and Amendment sum total of $64,000; and

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

1. 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 Sixty-Four Thousand Dollars ($64,000).

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

"City"
City of South Pasadena

By:_____
Signature

Printed: Todd Hileman

Title: City Manager

Date:_____

"Consultant"
Consultant Name

By:_____
Signature

Printed:_____

Title: _____

Date:_____

Attest:

By:_____
Nikimia Newsome, Chief City Clerk

Date:_____

Approved as to form:

By:_____
Roxanne M. Diaz, City Attorney

Date:_____

City Council Agenda Report

ITEM NO. 13

DATE: June 3, 2026

FROM: Todd Hileman, City Manager

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

SUBJECT: **CONSIDERATION OF APPROVAL OF AN AMENDMENT TO AN AGREEMENT WITH W.G. ZIMMERMAN ENGINEERING, INC., TO EXTEND ON-CALL PROGRAM MANAGEMENT SUPPORT SERVICES, FOR A NEW TOTAL CONTRACT AMOUNT OF $74,750.**

Recommendation

It is recommended that City Council approve the amendment to the Agreement with W.G. Zimmerman Engineering, Inc., to provide on-call program management support services, increasing the total not-to-exceed amount to $74,750 to cover services through June 30, 2026.

Executive Summary

Staff requests approval of an amendment to the Agreement with W.G. Zimmerman Engineering, Inc. (WGZE) for on-call program management and engineering support services, increasing the total not-to-exceed contract amount from $30,000 to $74,750.

WGZE has been assisting the Public Works Department with engineering review, permit support, and other municipal engineering services. Due to ongoing operational and staffing needs, additional funding is necessary to continue these services without disruption. The proposed amendment would add $44,750 to the existing Agreement and allow the City to continue utilizing experienced engineering staff familiar with City procedures and operations.

Background

The Public Works Department utilizes on-call professional engineering support services to supplement existing staff resources and assist with operational workload demands, engineering review, permit processing, and program management activities.

The City previously entered into an Agreement with W.G. Zimmerman Engineering, Inc. (WGZE) for staff support services in the amount of $30,000. Since the execution of the Agreement, WGZE has assisted the Department with various engineering and municipal support functions, including plan review, permit issuance support, and coordination related to Public Works operations and capital improvement activities.

WGZE has assigned experienced personnel to support the City, including Bill Zimmerman, P.E., T.E., PTOE, who has more than 30 years of experience working with public agencies on roadway, traffic, storm drain, water, wastewater, and municipal engineering projects, and Jonathan Bui, EIT, who has experience supporting local agencies with pavement

rehabilitation, traffic engineering, and municipal staff support services.

Analysis
The Public Works Department continues to experience operational and project workload demands that require supplemental engineering support services. To maintain continuity of operations and ensure timely service delivery, the Department utilizes on-call consultant assistance to manage staffing limitations and fluctuating application volumes. Under the amended Agreement, WG Zimmerman Engineering (WGZE) will provide targeted municipal engineering support, specifically focusing on private land development and engineering standardization.

WGZE's scope of work will include processing development applications and conducting technical plan check reviews for land development projects. Additionally, the consultant will evaluate proposed developments to establish appropriate public works conditions of approval. Beyond individual project reviews, WGZE will collaborate with City staff to standardize internal plan check review procedures and assist in developing updated standard plans and general notes for public right-of-way improvements. Given WGZE's familiarity with City procedures and ongoing workflows, retaining their services ensures consistent delivery of these critical development services without disrupting departmental operations.

To continue the engineering and operational support services through June 30, 2026, staff requested an additional proposal from WGZE to continue providing assistance to the Department. WGZE submitted a proposal for additional staff support services in the amount of $44,750 for the total new agreement amount of $74,750.

Staff has reviewed the proposal and determined that the requested services and rates are reasonable and necessary to support ongoing departmental operations and project coordination efforts. Approval of the amendment will allow the City to continue utilizing experienced engineering support personnel while maintaining operational efficiency and service continuity.

Fiscal Impact
To maintain continuity of services, support ongoing workflow implementation, and ensure compliance with established City procedures, staff is requesting a budget increase of $44,750, increasing the total not-to-exceed amount of the Agreement from $30,000 to $74,750 to cover services through June 30, 2026. The requested increase is based on the attached proposal from W.G. Zimmerman Engineering Inc. for additional staff support services, including engineering review, permit issuance support, and related municipal engineering assistance.

Adequate funding for the original PO value of $30,000 and this amendment is available within the FY 2026-2027 budget and will be funded using available funds in the following accounts :

500-6010-6710-7000-000 - $25,000.00
210-6010-6501-7000-000 - $25,000.00
230-6010-6116-7000-000 - $24,750.00

Total: $74,750.00 (inclusive of original PO value of $30,000)

Attachment:

Attachment No 1 - EXECUTED PSA (2026-230)-PSA WGZ(WGZimmerman-Staff Support Services)
Attachment No. 2 - PSA Amendment

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PROFESSIONAL SERVICES AGREEMENT
FOR CONSULTANT SERVICES

(City of South Pasadena /W.G. Zimmerman Engineering Inc. (WGZE))

1. IDENTIFICATION

This PROFESSIONAL SERVICES AGREEMENT ("Agreement") is entered into by and between the City of South Pasadena, a California municipal corporation ("City"), and **W.G. Zimmerman Engineering Inc.**("Consultant").

2. RECITALS

2.1. City has determined that it requires the following professional services from a consultant: **Staff Support 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": **see Exhibit A**

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

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

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

3.4. "Maximum Amount": The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is Thirty Thousand Dollars ($30,000).

3.5. "Commencement Date": March 30, 2026.

3.6. "Termination Date": **Until determined to be complete by the City of South Pasadena Public Works Director.**

4. TERM

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

5. CONSULTANT'S DUTIES

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

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

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

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

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

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

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

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

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

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

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as part of any audit of City, for a period of three (3) years after final payment under this Agreement.

6. SUBCONTRACTING

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

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

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

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

7. COMPENSATION

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

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

Invoices shall be submitted electronically to PWAP@southpasadenaca.gov

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

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

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

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

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

8. PREVAILING WAGES

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

9. OWNERSHIP OF WRITTEN PRODUCTS

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

10. RELATIONSHIP OF PARTIES

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

10.2. **No Agent Authority.** Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of

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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.

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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: [**Staff Support 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.

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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.

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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 policies of insurance have been renewed or replaced with other policies providing at

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least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages. The name and address for Additional Insured Endorsements, Certificates of Insurance and Notices of Cancellation is: **City of South Pasadena, Attn: Risk Management, 1414 Mission St., South Pasadena, CA 91030. Telephone: (626) 403-7230.**

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

Julian Lee
Public Works Director
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030
Telephone: (626) 403-7240
Facsimile: (626) 403-7241

If to Consultant

Bill Zimmerman
President
WG Zimmerman Engineering Inc.
7812 Edinger Avenue
Suite 302
Huntington Beach, CA 92647
Telephone: (714) 799-1700

With courtesy copy to:

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

Invoices shall be submitted electronically to PWAP@southpasadenaca.gov

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,

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

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

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

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

17. INTERPRETATION OF AGREEMENT

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

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

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

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

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

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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,

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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.

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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: Todd Hileman 5CF380AC4000448...
Signature

Printed: Todd Hileman

Title: City Manager

"Consultant"
WG Zimmerman Engineering Inc.

By: DocuSigned by: Bill Zimmerman 531A9DE9974C4C5...
Signature

Printed: Bill Zimmerman

Title: President

Attest:

By: DocuSigned by: Mark Perez 8C28A8A8EFB14A7...
Nikima S. Newsome, Chief City Clerk

Approved as to form:

By: DocuSigned by: Roxanne Diaz A7886E5CA8A241F...
Roxanne , City Attorney

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EXHIBIT A

Scope of Work

WG Zimmerman Engineering Inc.

Staff Support Services

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March 18, 2026

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

Subject: Letter Proposal for Staff Support Services

Dear Mr. Lee:

We at W.G. Zimmerman Engineering Inc. (WGZE) are very excited to submit this Letter Proposal for Staff Support Services.

Our staff members are well trained in City procedures, design and review, as well as issuing permits. We have worked on various civil, municipal and traffic engineering projects on behalf of agencies and take pride in the quality and efficiency of our work. We proposed Bill Zimmerman as Principal Civil Engineer and Jonathan Bui as the Associate Engineer.

Bill Zimmerman, P.E., T.E., PTOE – has over 30+ years in working for and with agencies. His experience includes roadways, highways, traffic engineering, signal design, storm drain systems, water and wastewater systems, and municipal engineering.

Jonathan (Jonny) Bui, EIT (Studying for the P.E.) – has been with WGZE since 2024. His experience includes pavement rehabilitation design for arterial and local streets, intersection widening, traffic signal design, traffic studies, and providing staff support to various agencies such as South Gate, Carson, and Westminster.

Our rates for Bill Zimmerman and Jonny Bui are $210 and $140, respectively. In July, we respectively request a rate change to $230 for Bill Zimmerman and $160 for Jonny Bui. Bill Zimmerman start date will be March 30, 2026 and Jonny Bui will be decided by the City.

We look forward to serving the community of South Pasadena. Please contact me directly at (657) 845-9500 office or cell phone at (714) 412-1597 should you have any questions.

Respectfully submitted,

W.G. Zimmerman Engineering, Inc.,

Bill Zimmerman, PE, TE, PTOE
President

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EXHIBIT B

Project Fees and Hourly Billing Rates

Task Number & Name		Cost
1	Staff Support Services	**$30,000**
Total		**$30,000**

Our rates for Bill Zimmerman and Jonny Bui are $210 and $140, respectively. In July, we respectively request a rate change to $230 for Bill Zimmerman and $160 for Jonny Bui. Bill Zimmerman start date will be March 30, 2026 and Jonny Bui will be decided by the City.

FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT FOR W.G ZIMMERMAN ENGINEERING, INC. SERVICES

THIS AMENDMENT ("Amendment") is made on this third day of June 2026, by and between the CITY OF SOUTH PASADENA ("CITY") and CONSULTANT NAME. ("CONSULTANT').

RECITALS

WHEREAS, on March, 30 2026, the CITY and CONSULTANT entered into an Agreement for PROFESSIONAL SERVICES ("Agreement") for CONSULTANT to provide staff support services and

WHEREAS, the original Agreement was in the amount of $30,000, which included all expenses and project costs defined in the Scope of Services; and

WHEREAS, the CITY desires to execute the first amendment to the Agreement to increase the total contract in an amount not to exceed of $44,750, for a new aggregrate total of Agreement and Amendment sum total of $74,750; and

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

1. That Section 2.4 "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 seventy four thousand seven hundred and fifty Dollars ($74,750.00).

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

"City"
City of South Pasadena

By:_____
Signature

Printed: Todd Hileman

Title: City Manager

Date:_____

"Consultant"
Consultant Name

By:_____
Signature

Printed:_____

Title: _____

Date:_____

Attest:

By:_____
Nikimia Newsome, Chief City Clerk

Date:_____

Approved as to form:

By:_____
Roxanne M. Diaz, City Attorney

Date:_____

City Council Agenda Report

ITEM NO. 14

DATE: June 3, 2026

FROM: Todd Hileman, City Manager

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

SUBJECT: **CONSIDERATION OF APPROVAL OF AN AMENDMENT TO AN AGREEMENT WITH ECS, INC. TO EXTEND PROJECT MANAGEMENT SUPPORT SERVICES RELATED TO THE HUNTINGTON DRIVE AND FREMONT AVENUE CORRIDOR IMPROVEMENT PROJECT, FOR A NEW TOTAL CONTRACT AMOUNT OF $105,098.**

Recommendation

It is recommended that City Council approve the amendment to the Agreement with ECS, Inc. in the form approved by the City Attorney to provide project management support services related to the Huntington Drive and Fremont Avenue Corridor Improvement Project, increasing the total not-to-exceed amount to $105,098.

Executive Summary

Staff requests approval of an amendment to the agreement with ECS, Inc. to increase the budget for project management support services. Since the contract's inception, ECS, Inc. has provided critical on-site and off-site support for the North-South Fair Oaks ITS Deployment Project and the Huntington Drive and Fremont Avenue Corridor Improvement Project. Their services have included design reviews, agency and stakeholder coordination, grant tracking, and community outreach and City Council meeting support. While the Fair Oaks ITS project is nearing construction, the Huntington/Fremont corridor project remains in the design phase. To ensure uninterrupted support through this next stage, staff recommends increasing the budget to account for extended services and ongoing project management needs.

Background

The City previously entered into an agreement with ECS, Inc. to provide comprehensive project management and engineering support services. Since the contract's inception, the consultant has provided critical on-site and off-site technical and administrative assistance for two of the City's high-priority corridor initiatives: the North-South Fair Oaks Intelligent Transportation Systems (ITS) Deployment Project and the Huntington Drive and Fremont Avenue Corridor Improvement Project.

To date, ECS, Inc. has successfully augmented City staff by delivering a wide range of essential services. These efforts have included performing detailed design reviews to ensure project plans meet regulatory standards, managing complex inter-agency coordination between regional stakeholders and utilities, and tracking grant funding to ensure strict

compliance and reimbursement. Additionally, the consultant has provided vital support during public engagement efforts, helping staff prepare for and present at community outreach meetings, Commission meetings, and City Council sessions.

Analysis
The two corridor projects are currently moving through distinct phases of project delivery, both of which require continued professional oversight. The North-South Fair Oaks ITS Deployment Project is transitioning out of the design phase and is preparing to enter the construction phase. Staff is currently finalizing the bid package and anticipates advertising the project for construction bids in the coming weeks.

Concurrently, the Huntington Drive and Fremont Avenue Corridor Improvement Project remains in the active design phase following the City Council's recent selection of a design alternative. ECS, Inc. will support staff with review of the detailed engineering plans, specifications, and cost estimates. Furthermore, as these design plans develop, they must be thoroughly vetted and coordinated with a wide range of external stakeholders and public agencies. This process will involve extensive discussions and reviews with Caltrans, neighboring cities, and the South Pasadena Unified School District to ensure regional compatibility and traffic synchronization. The consultant will also support staff in presenting these plans at upcoming public infrastructure commissions and community outreach meetings to gather vital feedback from residents and local businesses.

Due to the expanded scope of day-to-day coordination, enhanced stakeholder engagement, and the extended timeline required to advance the Huntington and Fremont design, the consultant has exhausted the originally allocated budget. The proposed contract amendment is necessary to increase the project budget, ensuring uninterrupted professional support from ECS, Inc. to maintain project momentum through the completion of the design phase and into the upcoming construction cycles.

Fiscal Impact
The existing agreement with ECS, Inc. is currently funded through Measure R and Measure M Local Return funds within the Fiscal Year (FY) 2025-2026 Operating Budget. However, staff recommends that the proposed amendment of $54,600 be funded specifically by Measure R Local Return funds, which are already budgeted within the FY 2025-2026 Capital Improvement Project CIP Budget. Because these funds have already been allocated, no additional appropriation is required.

Attachment:
Attachment No. 1 - ECS, Inc. Proposed Amendment

Engineering Consulting Services, Inc.

Date: 5/12/2026

City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030

Attention: Michael Vartanians, P.E.
City Engineer

Subject: **PROPOSAL FOR PROFESSIONAL ENGINEERING CONSULTING SERVICES**
REQUEST FOR AMENDMENT TO THE CURRENT PSA
CONTRACT NO.: 2023-176
Co-Manager Support for Capital Improvement Projects

Dear Mr. Vartanians,

Per your request, ECS, Inc. is pleased to submit this proposal to the City of South Pasadena to provide professional engineering consulting services in support of the Fremont Ave./Huntington Dr. Corridor Improvements Project

Our team will serve as Co-Manager, working collaboratively with City staff to provide design review, construction management, and coordination with agencies and stakeholders to ensure successful project delivery.

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1. PROJECT UNDERSTANDING

The City of South Pasadena is advancing key infrastructure improvements requiring coordination with regional agencies and adherence to applicable design and construction standards. These projects involve ITS deployment, corridor multi-modal transportation

enhancements, and construction oversight, all of which require careful planning, technical review, and proactive management.

Key considerations include:

- Compliance with City standards and applicable state guidelines
- Integration of ITS systems with existing infrastructure
- Minimizing impacts to traffic and the community
- Coordination with utilities and external agencies
- Compliance with funding source guidelines and requirements

2. SCOPE OF SERVICES

2.1 Design Review

Fremont Ave./Huntington Dr. Corridor Improvements Project:

- Perform reviews at 30%, 60%, 90%, and final design stages
- Review plans, specifications, and estimates (PS&E)
- Evaluate constructability and identify potential conflicts
- Ensure compliance with applicable standards and guidelines
- Track and resolve review comments

2.2 Agency and Stakeholder Coordination

- Coordinate with state and regional agencies
- Support permitting and approvals
- Facilitate communication among City staff, contractors, and stakeholders
- Coordinate with utility companies for relocations and conflicts
- Attending Community outreach meetings

2.3 Project Controls

- Review project schedules and budgets developed by others
- Track project progress and milestones
- Identify risks and recommend mitigation measures upon request
- Prepare regular status reports upon request

3. PROJECT APPROACH

Our approach emphasizes collaboration, communication, and proactive problem-solving:

- Function as an extension of City staff
- Maintain clear and consistent communication
- Identify and address issues early
- Ensure quality and compliance at all stages
- Support timely project delivery

4. PROJECT TEAM

- Senior Project Manager / Co-Manager: Edward Hitti, P.E.

5. STAFFING MATRIX AND LEVEL OF EFFORT

The estimated hours are based on 35 weeks, unit the end of the 2026 calendar year (from May to December 2026) as requested.

Tasks	Hrs	Amount
Fremont Ave./Huntington Dr. Corridor Improvements Project:		
Co-Project Management & Coordination @ 1 hrs./Wk.:	35	$6,825
Design Review (PS&E 30%, 60%, 90%, & Final @ .25hr./sheet):	200	$39,000
Sub-total 1:	*235*	*$45,825*

General Co-Management of CIP - April Invoice 33 (Part 2)	45	$8,775
Sub-total 2:	*45*	*$8,775*
TOTAL:	***280***	***$54,600***

Note1: Hours are estimated for this project and may be adjusted based on final scope and schedule. The actual number of sheets for Fremont Ave./Huntington Dr. Corridor Improvement project is not available at this point. It is estimated to be 200 sheets per the RFP of Kimley-Horn Associates for the purpose of this proposal.

Note 2: No charges for the hours to attend City Council or PWIC meetings.

6. SCHEDULE

ECS, Inc. is available to begin work upon authorization. A detailed schedule will be developed in coordination with the City. The term of the service will be till the end of the 2026 calendar year as requested by the City.

7. FEE

Services will be provided on a time-and-materials basis with a not-to-exceed budget. The typical billing rates and estimated costs are based on the staffing matrix.

7.1 Billing Total Hours

- Senior Project Manager / Co-Manager: Edward Hitti, P.E.: 280 hours.

7.2 Billing Rates

- Senior Project Manager / Co-Manager: Edward Hitti, P.E.: $195/hr.

7.3 Expenses

No reimbursable project-related cost expenses will be requested including travel, printing, business permit fees, and other direct expenses.

7.4 Total Estimated Project Cost

- $54,600.00

8. Budget Note:

The amount in the amended contract request of $54,600 of the total estimated service including the unbilled 45 labor hours for the month of April (Part 2), Invoice No. 33, in the amount of $8,775.00 (See enclosed Part 2). The Part 2 April invoice to be added to the May 2026 invoice once the contract is amended. Part 1 April Invoice No. 33 (Partial) in the amount of $2,340.00 (see enclosed Part 1) will be paid under the current P.O.

ECS, Inc. is committed to supporting the City of South Pasadena in delivering these important infrastructure projects. Our team brings the experience, technical expertise, and collaborative approach necessary to ensure successful outcomes.

Best Regards,

Edward G. Hitti

Edward Hitti, P.E.
President/CEO
Engineering Consulting Services, Inc.
Arcadia, CA.
Cell: (626) 343-2157

Enclosures:

- April Invoice No. 33 (Part 1)
- April Invoice No. 33 (Part 2)

City Council
Agenda Report

ITEM NO. 15

DATE: June 3, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Erika Ramirez, Community Development Director
Dean Flores, Senior Planner
Roxanne Diaz, City Attorney

SUBJECT: **CONSIDER INTRODUCTION OF ORDINANCE NO. 2414, AN UNCODIFIED ORDINANCE TO DELAY EFFECTUATION AND EXCLUDE CERTAIN INDIVIDUAL SITES, ORDINANCE NO. 2415 TO AMEND CHAPTER 36 (ZONING) OF THE SOUTH PASADENA MUNICIPAL CODE (SPMC) AND TO THE SOUTH PASADENA ZONING MAP TO ADOPT A TRANSIT-ORIENTED DEVELOPMENT ALTERNATIVE PLAN PURSUANT TO SENATE BILL 79 (GOVERNMENT CODE SECTIONS 65912.155 ET SEQ.), AND ADOPTION OF RESOLUTION NO. 8007 AMENDNIG THE DOWNTOWN SPEICIFC PLAN TO REFELCT THE TRANSIT-ORIENTED DEVELOPMENT ALTERNATIVE PLAN, AND MAKING A DETERMINATION OF EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)**

Recommendation

It is recommended that the City Council open the public hearing as has been advertised and continue this item until the July, 15, 2026 meeting at 7:00 p.m., at which time the City Council will be asked to take the following actions after the official SCAG and HCD directives have been released and confirmed:

(a) Introduce Ordinance No. 2414 by title only and waive full reading of the ordinance that will delay effectuation and exclude only individual sites designated as historic on a local register (Attachment 1);

(b) Introduce Ordinance No. 2415 by title only and waive full reading of the ordinance to adopt a corresponding Transit-Oriented Development Alternative Plan (“TOD Alternative Plan”) by amending Article 2 Division 36.240 of Chapter 36 (Zoning) of the South Pasadena Municipal Code (SPMC), and the Zoning Map (Attachment 2); and

(c) Adopt Resolution No. 8007 to amend the Downtown Specific Plan to reflect the Transit-Oriented Development Alternative Plan (“TOD Alternative Plan”) (Attachment 3).

City Council Agenda Report

ITEM NO. 16

DATE: June 3, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Melissa Snyder, Community Services Director

SUBJECT: **CONSIDERATION OF ADOPTION OF RESOLUTION NO. 8008, DECOMMITTING COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS PREVIOUSLY ALLOCATED TO THE SENIOR NUTRITION PROGRAM**

Recommendation

It is recommended that the City Council:

1. Conduct a public hearing regarding the proposed decommitment of Community Development Block Grant (CDBG) funds previously allocated to the Senior Nutrition Program for Fiscal Year 2025-2026;
2. Adopt Resolution No. 8008 of the decommitment of $17,604 in CDBG funds from the Senior Nutrition Program; and
3. Authorize the City Manager, or designee, to take any actions necessary to implement the decommitment and any related budget or program amendments, as applicable.

Executive Summary

The purpose of this item is to consider the decommitment of $17,604 in CDBG funds previously allocated to the Senior Nutrition Program. Staff is recommending this action following issuance of Los Angeles County Development Authority (LACDA) guidance requiring operating agencies for certain direct-benefit CDBG-funded activities to verify citizenship or eligible immigration status and maintain declaration forms and supporting documentation in participant files.

Background

The CDBG Program is a federally funded program administered through the U.S. Department of Housing and Urban Development (HUD) and is intended to support eligible activities that benefit low- and moderate-income persons or otherwise meet federal program objectives.

On January 15, 2025, the City Council conducted a public hearing and approved the allocation of $17,604 in CDBG funds for the Senior Nutrition Program as part of the City's CDBG program and related budget adoption for the Fiscal Year 2025-2026.

Subsequently, the Los Angeles County Development Authority (LACDA) Community Development Division issued CDD Bulletin 25-0018 (Attachment No. 1) on October 20, 2025, effective July 1, 2025, regarding citizenship and immigration status declaration requirements for certain direct-benefit HUD-funded activities. The bulletin states that CDBG-funded public service activities that directly benefit households and individuals require operating agencies,

except eligible nonprofit organizations acting as program subrecipients, to verify legal status and maintain declaration forms and supporting documentation in participant files.

Analysis
Staff is recommending decommitment of the $17,604 in CDBG funds previously allocated to the Senior Nutrition Program because implementation of the program under the CDBG funding structure would require the City to collect, review, and maintain participant eligibility documentation related to citizenship or eligible immigration status. As outlined in LACDA CDD Bulletin 25-0018, operating agencies for certain direct-benefit CDBG-funded activities are required to maintain declaration forms and supporting evidence in participant files.

Staff does not recommend that the City undertake that administrative role as part of the Senior Nutrition Program. As a result, the originally allocated CDBG funds are no longer proposed for use for this activity.

This action would also ensure that the City's CDBG records accurately reflect current and anticipated use of those federal funds. Any future reallocation of the decommitted CDBG funds to another eligible activity would be presented for separate consideration, subject to applicable program requirements.

Fiscal Impact
Approval of the recommended action would decommit $17,604 in CDBG funds previously allocated to the Senior Nutrition Program. The associated reduction in CDBG support would be offset by existing General Fund resources within the Senior Services Contract Services budget (101-8030-8021-8180), which currently includes $60,006 in appropriated funding. Accordingly, staff anticipates that the General Fund will be able to absorb this funding change without requiring additional appropriation at this time.

Attachment:
Attachment No. 1 - LACDA CDD Bulletin 25-0018
Attachment No. 2 - Resolution No. 8008

HOUSING COMMUNITY ECONOMIC
LACDA
Los Angeles County Development Authority

CDD BULLETIN

700 West Main Street, Alhambra, CA 91801

NUMBER: **25-0018** SUBJECT: **CITIZENSHIP/ IMMIGRATION STATUS DECLARATION**

DATE: **10/20/2025** EFFECTIVE DATE: **JULY 1, 2025** PAGE **1** OF **1**

TO: PARTICIPATING CITIES
COMMUNITY-BASED ORGANIZATIONS
OTHER PUBLIC AGENCIES
COUNTY DEPARTMENTS
LAHSA
LACDA DIVISIONS

Under Executive Order 14218, including the Personal Responsibility and Work Opportunity Act of 1996 (PRWORA), verification for direct benefit Housing and Urban Development (HUD) projects must demonstrate eligibility for assistance by:

- Submitting evidence of citizenship or eligible immigration status for each member of the household regardless of age, to qualify for assistance under HUD programs to your agency; and
- Declaring and attesting to U.S. citizenship or eligible immigration status. For U.S. citizens, sign a declaration of citizenship and for noncitizens, sign a declaration of eligible immigration status, along with proof of age or other documentation.

CDBG and HOME funded activities that provide **direct benefit** to households and individuals, including but not limited to housing rehabilitation, public services, or job creation activities, require operating agencies, except eligible nonprofit organizations as program subrecipients, to verify the legal status of those receiving the service. Please implement the Citizenship Declaration Form (Attachment I) and keep it in your participant files. The Declaration Form and supporting evidence must be available upon request.

This guidance may be superseded with future directives provided by HUD or County Counsel.

If you have any questions, please contact your assigned Management Analyst.

Sincerely,

Linda Jenkins
Linda Jenkins (Oct 20, 2025 17:54:57 PDT)

LINDA JENKINS, Director
Community Development Division

Attachment

LJ:MC;JED:ab:CMT_Bulletin 25-0018_CITIZENSHIP-IMMIGRATION STATUS DECLARATION_10072025.docx

CITY OF SOUTH PASADENA
RESOLUTION NO. 8008

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AUTHORIZING THE DECOMMITMENT OF COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS PREVIOUSLY ALLOCATED TO THE SENIOR NUTRITION PROGRAM FOR FISCAL YEAR 2025/2026

WHEREAS, the Community Development Block Grant (CDBG) Program has operated since 1974 to provide local governments the resources to meet the needs of persons of low-and moderate-income; and

WHEREAS, the City of South Pasadena contracts with the Los Angeles County Development Authority for the disbursement of Community Development Block Grant Funds, through the Small Cities Program; and

WHEREAS, on January 15, 2025, the City Council conducted a public hearing and approved the allocation of $17,604 in CDBG funds for the Senior Nutrition Program as part of the City's CDBG program and related budget adoption for Fiscal Year 2025/2026; and

WHEREAS, subsequently, LACDA Community Development Division issued CDD Bulletin 25-0018 on October 20, 2025, effective July 1, 2025, regarding citizenship and immigration status declaration requirements for certain direct-benefit HUD-funded activities; and

WHEREAS, CDD Bulletin 25-0018 states that CDBG-funded public service activities that directly benefit households and individuals require operating agencies, except eligible nonprofit organizations acting as program subrecipients, to verify legal status and maintain declaration forms and supporting documentation in participant files; and

WHEREAS, implementation of the Senior Nutrition Program under the CDBG funding structure would require the City to collect, review, and maintain participant eligibility documentation related to citizenship or eligible immigration status; and

WHEREAS, the City does not recommend undertaking that administrative role as part of the Senior Nutrition Program, and the CDBG funds previously allocated for this activity are no longer proposed for use for the Senior Nutrition Program; and

WHEREAS, the City Council has conducted a public hearing, with the

required prior notice, to provide the public an opportunity to comment on the proposed decommitment of CDBG funds previously allocated to the Senior Nutrition Program.

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 hereby approves the decommitment of $17,604 in CDMG funds previously allocated to the Senior Nutrition Program for Fiscal Year 2025/2026.

SECTION 2. The City Council authorizes the City Manager, or designee, to take any actions necessary to implement the decommitment and any related budget or program amendments, as applicable, including submitting any required documentation to LACDA and updating City CDBG records accordingly.

SECTION 3. Any future reallocation of the decommitted CDBG funds to another eligible activity shall be presented for separate consideration, subject to applicable CDBG program requirements.

SECTION 4. This resolution shall take effect from and after the date of its passage and adoption.

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.

PASSED, APPROVED AND ADOPTED ON this 3rd day of June, 2026.

AYES:
NOES:
ABSENT:
ABSTAIN:

Sheila Rossi, Mayor

ATTEST:

Nikima Newsome, Chief City Clerk

APPROVED AS TO FORM:

Roxanne Diaz, City Attorney

City Council Agenda Report

ITEM NO. 17

DATE: June 3, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Julian Lee, Director of Public Works
Anteneh Tesfaye, Deputy Public Works Director

SUBJECT: **DISCUSSION AND DIRECTION REGARDING AFTERMARKET ELECTRIC VEHICLE CONVERSIONS FOR THE PUBLIC WORKS FLEET AND AUTHORIZATION TO PURSUE GRANT FUNDING**

Recommendation

It is recommended that the City Council:

1. Provide general direction regarding pursuing aftermarket Electric Vehicle (EV) conversions where Original Equipment Manufacturer (OEM) electric alternatives are currently unavailable; and
2. Authorize the City Manager, or designee, to submit a grant application for two (2) heavy duty Public Works vehicles through the Transportation Electrification Advancement for Municipalities (TEAM) program funded by the South Coast Air Quality Management District (SCAQMD) to provide funding for fifty percent (50%) of the total cost of the vehicles.

Executive Summary

The Public Works Department is requesting City Council authorization to pursue available grant funding opportunities related to electric vehicle (EV) conversion programs for select fleet vehicles scheduled for future replacement. As part of Council's discussions regarding fleet sustainability and potential cost-saving opportunities at the May 20, 2026, Council meeting, staff evaluated whether certain critical operational vehicles may qualify for EV conversion opportunities through aftermarket conversion programs and related grant funding initiatives.

Background

On February 4, 2026, City Council approved and adopted the Fleet Replacement Policy. This policy established a standardized framework for evaluating and replacing fleet assets based on objective criteria, including age, mileage, maintenance history, and lifecycle cost-benefit analysis. A cornerstone of this policy is the commitment to transitioning the City toward low-emission and zero-emission vehicles (ZEVs) to ensure compliance with California Air Resources Board (CARB) Advanced Clean Fleets (ACF) regulations.

On May 20, 2026, City Council approved a policy exemption for the purchase of non-electric vehicles where electric vehicles are not operationally feasible for seventeen (17) fleet vehicles through a Master Lease Agreement with Enterprise Fleet Management. City Council also directed staff to explore a grant funding opportunity for the purchase of Electric Vehicle

alternatives for heavy-duty public works vehicles and provide the information at the next regular City Council meeting on June 3, 2026.

Analysis

In response to the City Council direction on May 20, 2026, staff has prepared an initial analysis regarding the feasibility of exploring EV conversion alternatives when OEM options are not readily available. Specifically, staff has provided a discussion of: 1) purchasing OEM Electric vehicles versus converting a gas-powered vehicle to electric through aftermarket outfitters, 2) lessons learned from prior aftermarket vehicle purchases, and 3) funding opportunities for aftermarket conversion of heavy-duty vehicles.

Original Equipment Manufacturer (OEM) vs. Aftermarket EV Conversions

In evaluating the replacement of the City's heavy-duty fleet vehicles to comply with CARB, a critical factor to consider is the distinction between Original Equipment Manufacturer (OEM) electric vehicles and aftermarket electric vehicle (EV) conversions:

- *OEM Electric Vehicles*: These platforms are engineered, safety-tested, and assembled from the ground up by major automotive manufacturers. They feature standardized components, comprehensive factory warranties, integrated onboard diagnostics, and access to established dealership service networks.

- *Aftermarket EV Conversions*: This process involves a third-party contractor retrofitting an existing internal combustion engine (ICE) chassis, either new or currently in service, with proprietary electric powertrains, battery packs, and custom software integration.

Currently, OEM EVs in the heavy-duty vehicle market are either unavailable or do not meet the specified payload, towing, and operational range demands required by Public Works. Consequently, the only pathway to electrify these specific assets currently available is through third-party aftermarket conversion programs.

Lessons Learned from CNG Retrofits

While aftermarket EV conversions present a pathway to achieve zero-emission goals, it is important to consider the City's previous experience with aftermarket vehicle conversions, specifically Compressed Natural Gas (CNG) conversions.

The City's existing CNG conversion vehicles have experienced frequent component failures that leave them out of service for extended periods of time. Since aftermarket conversions typically utilize proprietary, specialized systems rather than mass-produced, standardized OEM components, the City is reliant on the vendor that designed and installed the system to diagnose technical issues and source parts. Additionally, the aftermarket conversion typically voids any OEM warranty for the vehicle being converted. The lack of options for maintenance and repairs has resulted in longer downtime and increased maintenance expense than the City's OEM vehicles.

Although aftermarket CNG conversions and aftermarket EV conversions are different markets, the reliance on one vendor to design, install, diagnose and maintain the vehicles is comparable between the two markets and should be highlighted for City Council consideration.

Grant Funding Opportunity

In response to direction from City Council on May 20, 2026 to explore a grant funded Heavy-duty Electric Vehicle Pilot Program, the Public Works Department conducted a preliminary analysis of select fleet vehicles to evaluate potential electric vehicle (EV) conversion opportunities and available grant funding programs that may offset the initial purchase price.

Staff had originally anticipated exploring heavy-duty vehicle electrification options during Phase 3 of the Public Works vehicle replacement program in FY 2027-2028 due to the limited EV options at this time. However, based on City Council direction, this timeline has been accelerated to explore the potential to apply for grant funding through MSRC to offset a portion of the replacement cost. Based on the remaining heavy-duty vehicles that need to be replaced, staff recommends the following two (2) vehicles for consideration:

- 1991 GMC Sierra 2500 (Water Operations Vehicle) - Used on a weekly basis for water service installations, water main repair and break response, and fire hydrant replacement and installation.
- 2015 Ford F350 (Sewer Operations Vehicle) - Used for daily sewer maintenance activity, including but not limited to, sewer main repair and break response.

The California Air Resources Board (CARB) recently awarded the South Coast Air Quality Management District (SCAQMD) $35,110,390 for the Transportation Electrification Advancement for Municipalities (TEAM) project. Funded under CARB's Advanced Technology Demonstration and Pilot Projects program, the TEAM initiative specifically targets the unique deployment challenges municipalities face in electrifying their fleets (Attachment 1).

Under the terms of the initial proposal, the grant funding source will subsidize 50% of the vehicle purchase price with the City responsible for the remaining 50% of the cost. In preparation for potential submitting a grant application, staff reached out to Voltu Motor Inc., who provided a demonstration vehicle at the May 20, 2026 City Council meeting, for pricing on their heavy-duty EV conversion vehicle (Attachment 2). The Fiscal Impact section includes more information related to the potential purchase price and grant funding.

Staff's understanding is the final programmatic details of the TEAM grant are scheduled for SCAQMD Board approval on June 5, 2026. To secure eligible grant funding amounts, SCAQMD requires the City to finalize its proposed funding request list and submit vendor-provided quotes for financial evaluation by the end of June 2026. A final commitment of the specific vehicle list and the identified matching funds must be provided by the City by June 30, 2026.

Request for Direction

Given the tight administrative timelines for the SCAQMD TEAM grant, staff is requesting authorization from City Council to submit a grant to replace two (2) heavy-duty vehicles.

If the City is awarded the grant, then staff will return to City Council to accept the grant, appropriate the funds, approve a purchase order with the recommended vendor, and place the order. If the City is not awarded the grant, or if the grant is less than the full 50%, staff recommends not moving forward with the replacement at this time.

Fiscal Impact
Staff requested a quote from Voltu Motor Inc. to understand the approximate cost of a heavy-duty electric vehicle conversion (Attachment 2). Based on this quote, the net cost of one replacement vehicle is provided below:

Description	Amount
Voltu3 HD Dual Motor XL Trim 4WD SRW Extended Cab 8ft Bed	$135,000
Voltu Smart Charging Socket - Wall Mount	$10,000
Reading Classic II 8 Ft Service Body w/ Options	$70,551
Estimated Sales Tax	$22,633
MSRC TEAMs Grant @ 50% Cost	($119,092)
Net Purchase Cost to City per Vehicle	**$119,092**

Based on prior analysis of annual operating costs (i.e. maintenance and fuel) for EV's versus gas powered vehicles, the annual savings for an EV is approximately $7,500 per vehicle per year.

Attachment:
Attachment 1 - SAQMD Hybrid Technology Committee TEAMs Agenda Item 6-3-2026
Attachment 2 - Voltu Heavy Duty Vehicle Quotation

BOARD MEETING DATE: June 5, 2026 AGENDA NO.

PROPOSAL: Adopt Resolution and Accept Terms and Conditions, Execute Agreement, Recognize Revenue, Transfer Funds, and Reimburse General Fund to Deploy Zero-Emission Municipal Vehicles

SYNOPSIS: CARB awarded South Coast AQMD $35,110,390 for the Transportation Electrification Advancement for Municipalities (TEAM) project to deploy zero-emission municipal vehicles in the South Coast AQMD region under its Advanced Technology Demonstration and Pilot Projects program. The TEAM project is a deployment initiative to address the unique challenges municipalities face in electrifying their fleets. These actions are to: 1) adopt a Resolution and accept grant terms and conditions for TEAM per CARB's Advanced Technology Demonstration and Pilot Projects program solicitation; 2) authorize the Executive Officer to execute and amend the agreement with CARB for TEAM; 3) recognize, upon receipt, up to $35,110,390 from CARB into the GHG Reduction Projects Special Revenue Fund (67); 4) Transfer up to $10,565,000 from the Clean Fuels Program Fund (31) into the GHG Reduction Projects Special Revenue Fund (67) for cost share; and 5) reimburse the General Fund of up to $2,449,315 for administrative costs to implement TEAM from the GHG Reduction Projects Special Revenue Fund (67).

COMMITTEE: Technology, May 15, 2026; Recommended for Approval

RECOMMENDED ACTIONS:

1. Adopt the attached Resolution and accept the grant terms and conditions for TEAM per the CARB Advanced Technology Demonstration and Pilot Projects program solicitation;
2. Authorize the Executive Officer to execute and amend the agreement with CARB for the TEAM project;
3. Recognize, upon receipt, up to $35,110,390 from CARB into the GHG Reduction Projects Special Revenue Fund (67);
4. Transfer up to $10,565,000 from the Clean Fuels Program Fund (31) into the GHG Reduction Projects Special Revenue Fund (67) for TEAM project cost share by South Coast AQMD; and

5. Reimburse the General Fund up to $2,449,315 for administrative costs to implement the TEAM project from the GHG Reduction Projects Special Revenue Fund (67).

Wayne Nastri
Executive Officer

AK:MW:FX:SC:MW

Background

On October 26, 2023, South Coast AQMD submitted a proposal for the Transportation Electrification Advancement for Municipalities (TEAM) project in response to a competitive solicitation of the CARB's FY 2021-2022 and FY 2022-2023 Advanced Technology Demonstration and Pilot Projects under the "Municipal Green Zone" category. On February 17, 2026, CARB notified South Coast AQMD of the preliminary award of $35,110,390.

The TEAM project is a deployment initiative to address the unique challenges municipalities face in transitioning to zero-emission fleets. Municipal fleets vary widely in size, purpose, and operational needs and generally have a wide variety of vehicle categories such as refuse trucks, street sweepers, utility trucks, shuttle buses, and emergency vehicles. Many of these are subject to CARB's Advanced Clean Fleet regulation.

Proposal

The TEAM project will deploy a wide variety of zero-emission municipal vehicles in the South Coast AQMD jurisdiction, as listed in Table 1 below, prioritizing vehicle categories that are in the early deployment stage and/or can generate relatively higher emission reductions. The TEAM Project will also fund chargers to support the deployment, where needed, develop a fleet transition planning guide, and conduct workforce training and community outreach. Up to one year of demonstration will be conducted to assess project performance and identify deployment and operational challenges. The CARB Advanced Technology Demonstration and Pilot Projects (ATDPP) program requires 1:1 match for CARB's funding, which will be provided by participating municipalities and South Coast AQMD. Staff will solicit participation from counties and cities in the South Coast AQMD jurisdiction. The final vehicle deployment scope will be defined and presented to the Governing Board at a later date.

Table 1: Vehicle Classes and Examples

Vehicle Class	Vehicle Type Examples
2B	Service truck, delivery van
3	Service truck, vocational truck, utility truck
4	Vocational truck, shuttle bus
5	Vocational truck, refuse rear loader
6	Box truck, police command vehicle
7	Vocational truck, box truck
8	Refuse truck, fire truck, semi-truck

Benefits to South Coast AQMD

The TEAM project supports accelerating the deployment of zero-emission vehicles and charging infrastructure, aligning with the emission reduction measures for mobile sources in the 2022 AQMP. Successful completion of the TEAM project will deploy zero-emission vehicles and infrastructure with municipal fleets and further enhancement of workforce on zero-emission technologies to progress towards attainment of NAAQS in the South Coast Air Basin by eliminating PM and NOx emissions from these fleets.

Resource Impacts

The execution of the grant agreement with CARB will include the cost-share contributions presented in Table 2. Total funding for the TEAM project to be received from CARB will not exceed $35,110,390 to cover vehicle deployment and implementation costs, including up to $2,449,315 for administrative costs.

Table 2: Funding Sources

Sources	Amount
CARB	$35,110,390[1,2]
Participating Municipalities	$44,710,075
South Coast AQMD *(requested)*	$10,565,000[3,4]
Total	**$90,385,465**

[1] Including $32,661,075 for projects, and $2,449,315 for South Coast AQMD administrative cost
[2] Required match share to the CARB funding is $35,110,390
[3] Funding sources: Clean Fuels
[4] Potentially reduced by MSRC contribution once approved

Sufficient funds will be available from CARB in the GHG Reduction Projects Special Revenue Fund (67) and the Mobile Source Air Pollution Reduction Fund (23) to execute agreements for the TEAM Project. Sufficient funds are available from the Clean Fuels Program Fund (31) to transfer up to $10,565,000 for the South Coast AQMD project cost share into the GHG Reduction Projects Special Revenue Fund (67) for the

TEAM Project. The contribution from municipalities participating in the TEAM project is estimated at up to $44,710,075.

Attachment
Resolution

RESOLUTION NO. xx

A Resolution of the South Coast Air Quality Management District (South Coast AQMD) Board Recognizing Funds and Accepting Grant Funds from the California Air Resources Board (CARB) Advanced Technology Demonstration and Pilot Projects Program

WHEREAS, under Health & Safety Code §40400 et seq., the South Coast Air Quality Management District (South Coast AQMD) is the local agency with the primary responsibility for the development, implementation, monitoring and enforcement of air pollution control strategies, clean fuels programs and motor vehicle use reduction measures; and

WHEREAS, the South Coast AQMD is authorized by Health & Safety Code §§40402, 40440, and 40448.5 to implement programs to reduce transportation emissions, including programs to encourage the use of alternative fuels and zero and low emission vehicles; to develop and implement other strategies and measures to reduce air contaminants and achieve the state and federal air quality standards; and

WHEREAS, the Governing Board has adopted several programs to reduce emissions from on-road and off-road vehicles, as well as emissions from other equipment, including infrastructure, and participated extensively in projects intended to demonstrate new technologies for on-road and off-road vehicles with the intention of reducing emissions of air pollutants; and

WHEREAS, in July 2023, CARB released the Fiscal Year (FY) 2021-22 and FY 2022-23 Advanced Technology Demonstration and Pilot Projects solicitation ("Solicitation") that included a focus on municipal green zones to support zero-emission projects across a wide range of municipal operations in a city, municipality, or group of cities that currently use combustion technologies; and

WHEREAS, the Solicitation was open to local air districts, California-based public entities (e.g., public agencies, municipalities, counties, cities, special districts), and California-based non-profit organizations; and

WHEREAS, on October 26, 2023, the South Coast AQMD submitted the "California Transportation Electrification Advancement for Municipalities" (TEAM) proposal in response to the Solicitation. The TEAM project aims to deploy and demonstrate zero-emission medium- and heavy- duty vehicles with municipalities, conduct workforce training and community outreach, and collect data; and

WHEREAS, on February 17, 2026, CARB notified South Coast AQMD of the preliminary award of $35,110,390 for the TEAM project; and

WHEREAS, CARB requires applicants to submit a resolution of its Governing Board prior to execution of the grant agreements that commit the agency to comply with the requirements of the Solicitation, accept the funds, and commit to cost-share provided by South Coast AQMD and its project partners.

THEREFORE, BE IT RESOLVED that the Governing Board, in regular session assembled on June 5, 2026, does hereby accept the TEAM grant award and recognizes up to $35,110,390 in CARB funds to deploy and demonstrate zero emission municipal vehicles and supporting chargers, and conduct workforce training and public outreach.

BE IT FURTHER RESOLVED that the Governing Board agrees to comply with the terms in the FY 2021-22 and FY 2022-23 Grant Solicitation for the Advanced Technology Demonstration and Pilot Projects program and commits to a total cost share of up to $55,275,075, including up to $10,565,000 from South Coast AQMD, and up to $44,710,075 from its project partners at the time that South Coast AQMD executes grant agreements with CARB.

BE IT FURTHER RESOLVED that the Executive Officer is authorized and directed to take all steps necessary to carry out this Resolution, including making modifications to the grant agreements with CARB, as needed, to implement the TEAM Project.

_____ _____

Date Faye Thomas, Clerk of the Board

Back to Agenda

Agenda Item #2

Adopt Resolution and Accept Terms and Conditions, Execute Agreement, Recognize Revenue, Transfer Funds, and Reimburse General Fund to Deploy Zero-Emission Municipal Vehicles

Fan Xu

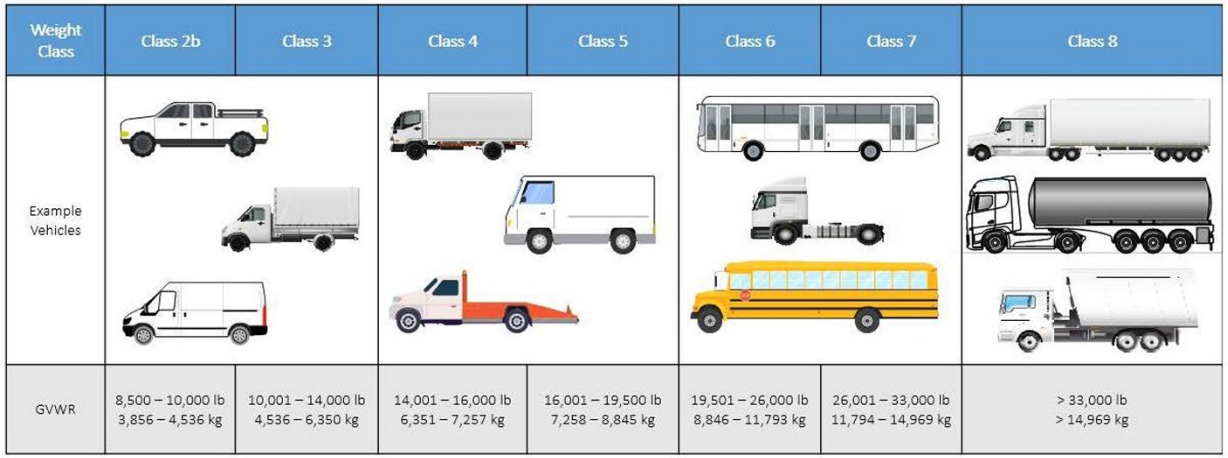
Background

- October 2023, submitted a proposal under CARB's Advanced Technology Demonstration and Pilot Projects program
  - TEAM: Transportation Electrification Advancement for Municipalities
  - Supporting the "Municipal Green Zones" category
  - Partnering with municipalities for deployment
  - Minimum 50% cost share
- February 2026, the preliminary award of $35,110,390



Proposal

- Deployment and demonstration of zero-emission municipal vehicles (ACF and emergency vehicles) with participating local counties and cities
- Deployment of chargers supporting the vehicles
- Collection of performance and operation data collection
- Fleet transition planning guide
- Workforce training



Vehicle Class	Vehicle Type Examples
2B	Service truck, delivery van
3	Service truck, vocational truck, utility truck
4	Vocational truck, shuttle bus
5	Vocational truck, refuse rear loader
6	Box truck, police command vehicle
7	Vocational truck, box truck
8	Refuse truck, fire truck, semi truck

Proposed Project Funding

Sources	Amount
CARB	$35,110,3901 [1,2]
Participating Municipalities	$44,710,075
South Coast AQMD and MSRC (requested)	$10,565,000 [3,4]
Total	$90,385,465

[1] Including $32,661,075 for projects, and $2,449,315 for South Coast AQMD admin cost
[2] 1:1 or $35,110,3901 cost share required
[3] Funding sources: Clean Fuels
[4] Potentially reduced with MSRC contribution once approved

Summary of Recommended Actions

- Adopt the resolution required by CARB
- Execute the agreement with CARB
- Recognize up to $35,110,390 in revenue into Fund (67)
- Transfer up to $10,565,000 from the Clean Fuels Program Fund (31) into Fund (67) for South Coast AQMD cost share
- Reimburse the General Fund up to $2,449,315 for administrative costs









Voltu Motor Inc
1980 Eastridge Ave
Riverside CA 92507
United States

Invoicing Address
City of South Pasadena, 1414 Mission Street South Pasadena, CA 91030

City of South Pasadena

Shipping Address
1414 Mission Street South Pasadena, CA 91030, Anteneh Tesfaye
+1 626-403-7378

Quotation # S00058

Quotation Date
05/26/2026

Salesperson
Juan Ignacio Artola

Description	Quantity	Unit Price	Taxes	Amount
Voltu3 HD Dual Motor XL Trim Dual Motor 4WD SRW Extended Cab 8ft Bed	1.000 Units	135,000.000 US$	10.50%	135,000.000 US$
Voltu Smart Charging Socket - Wall Mount	1.000 Units	10,000.000 US$	10.50%	10,000.000 US$
READING CLASSIC II 8FT SERVICE BODY w/detailed optionals	1.000 Units	70,551.400 US$	10.50%	70,551.400 US$

Untaxed Amount	215,551.400 US$
Tax 10.5%	22,632.897 US$
Total	**238,184.297 US$**

• **Quote Validity**
This quotation is valid for **twenty (20) calendar days** from the date of issue. Pricing and availability are subject to change after this period.

• **DMV Fees**
DMV registration, title, and associated state and local fees are not included.

• **Service Body Scope**
Due to format limitations, not all components are itemized. All equipment, options, and installation details correspond to the previously shared specifications and agreed scope of work.

City Council Agenda Report

ITEM NO. 18

DATE: June 3, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Julian Lee, Director of Public Works
Michael Vartanians, City Engineer
Bassam AL-Beitawi, Transportation Manager

SUBJECT: **CONSIDERATION AND SELECTION OF DESIGN ALTERNATIVES FOR THE HUNTINGTON DRIVE AND FREMONT AVENUE CORRIDOR IMPROVEMENT PROJECT**

Recommendation

It is recommended that the City Council:

a. Receive a presentation from staff regarding the Huntington Drive and Fremont Avenue Corridor Improvements Project (Project), which includes a community feedback summary;
b. Select design alternatives presented for Fremont Avenue, which include Option 2 for Segment 1, Option 2A for segments 2 and 3, Option 2 or 5 for segment 3, the roundabout concepts at the intersection of Fremont Avenue and Hope Street and Fremont Avenue and Oxley Street; and
c. Direct staff to move forward on the selected design alternative.

Executive Summary

The Huntington Drive and Fremont Avenue Corridor Improvements Project advances the City's goals to improve safety, reduce speeds, and expand multimodal transportation options. Funded by $16.6 million in grants, with a proposed $30 million reallocation to fully fund construction, for a total of $46M. The Project is now moving into design selection stage.

Based on prior planning, technical analysis, and extensive community input, preferred alternatives emphasize lane reductions on Huntington Drive and protected bicycle infrastructure. The Public Works and Infrastructure Commission unanimously recommend Option 3 for Huntington Drive and Option 2A for Fremont Avenue.

At its May 7, 2026 meeting, the City Council approved Option 3 for Huntington Drive. However, a decision on the Fremont Avenue corridor was deferred to June 3, 2026, requesting further analysis from staff to address outstanding questions.

Background

Two Los Angeles Metro grants were awarded to the City in 2021 and 2022 for the Project. The first grant in the amount of $6 million is from the Measure M Active Transportation Program (MAT), which was approved on September 1, 2022, and the second funding is a $10 million grant from a reallocation of Interstate 710 funds through the Measure R program for local

Mobility Improvement Projects (MIP), which was approved on August 12, 2021. In addition to the Los Angeles Metro grants, $323,000 in Local Alternative Transportation Improvement Program (LATIP) funds were adopted by the California Transportation Commission on June 26-27, 2025. $1,017,161 of the Measure M funds, $1,100,000 of the Measure R MIP funds and $323,000 of the LATIP funds, for a total of $2,440,161, are designated for Project Approval & Environmental Documentation (PA&ED) and Plans, Specification and Estimates (PS&E) for the Project. The Metro M and R grants will also have funding for construction, with approximately $5M in construction funds expiring on June 30, 2028. To meet the construction deadline, it is imperative that design be completed as soon as possible.

The funding for the Project did not include an early planning phase, however, and in order to seek conceptual public input for this project, on July 18, 2023, Public Works staff presented the scope of proposed design charrettes at the Mobility and Transportation Infrastructure Commission (MTIC). On July 19, 2023, City Council, approved a task order with Toole Design Group, LLC for transportation planning services in an amount of $430,473. Toole was assigned to complete four key tasks:

1. Preparation, research, and logistics
2. A multi-step charrette process starting with discovery and a site visit
3. The first and second design charrettes consisting of two 4-day sessions during the Fall of 2023, and,
4. Documentation session and deliverable focusing on recommendations for the three major corridors of Fremont Avenue, Huntington Drive, and Fair Oaks Avenue.

On October 17, 2023, the MTIC held a public meeting presenting the preliminary findings of the Toole Report, a summary and the background of the charrettes and initial public and stakeholder feedback. The MTIC was presented with the Toole Design Report (Report) on October 15, 2024; seven (7) residents spoke on behalf of the findings in the Report.

On July 9, 2025, City staff posted a Request for Proposals (RFP) from qualified professional civil/traffic engineering firms experienced in the design of roadway and traffic signal design/improvements. On October 1, 2025, City Council approved the selection of Kimley-Horn and Associates for civil design services related to the Project.

On April 15, 2026, City Council conducted a study session and received a presentation regarding the Project's design alternatives. Discussion items at the meeting included consideration of a bike lane in the center median on Huntington Drive, pedestrian crossing improvements at Huntington Dr/Court Ave, throughput differences between a mini-roundabout and an all-way stop on Fremont Ave and Hope Street, parking loss in areas of high demand along Fremont Ave, addition of trees or vegetation on bike lane buffer, placement of new traffic signals, and consideration of conduit installations for future utility undergrounding.

At its May 7, 2026 meeting, the City Council reviewed design alternatives for Fremont Avenue and Huntington Drive, addressing follow-up questions from the April 15 study session. The Council officially approved Option 3 for Huntington Drive and authorized the City Manager to submit a letter to METRO requesting the reappropriation of $30 million to help fund the project.

Analysis

To refine the Project and advance toward selecting a preferred design, Kimley-Horn and Associates developed a set of alternatives in early 2026, building on the Toole Design Report

and incorporating findings from completed fieldwork and preliminary technical studies.

Huntington Drive:
Option 1. Retain 3 driving lanes in each direction and add a Class II bike lane
Option 2. Retain 3 driving lanes in each direction and add a Class IV protected bike lane.
Option 3. Reduce driving lanes to two in each direction and add a Class IV protected bike lane.
Option 4. Reduce driving lanes to two in each direction and add a Class I bike path

Fremont Avenue:
Option 1. Add a Class III bike route
Option 2A. Remove parking on east side of Fremont Ave and add a Class IV two-way cycle track
Option 2B. Remove center turn lane and add a Class IV two-way cycle track.
Option 3. Remove center turn lane and add a Class II bike lane
Option 4. Remove center turn lane and add a Class I two-way cycle track

These alternatives were presented at an open house held at the South Pasadena Library Community Room on February 23, 2026. At this meeting, residents expressed low support for Class II and Class III bicycle lanes and emphasized the importance of safety. On Fremont Avenue, Options 2A and 2B were most favored; on Huntington Drive, Options 3 and 4 were favored which both support a reduction in driving lanes along with protected bike lanes.

Integrating the feedback received during the first meeting and other correspondence, a second meeting was held on March 5, 2026, which summarized the input received, including a request for open Q&A time during the meetings, prioritizing reducing speeds, preference over protected bike lanes, inclusion of cost estimates and more online project resources. Alternatives with Class II and III (unprotected) bike lanes were removed from the presentation.

A third public meeting was held on March 31, 2026, to further answer the public's questions regarding trash pickup, maintenance, coordination with stakeholders, traffic safety, traffic calming, placemaking, aesthetics, emergency response and key intersection considerations.

On April 8, 2026, staff presented the Project to the Public Works and Infrastructure Commission (PWIC) to receive feedback. The project was discussed and the commission made several motions in support of design alternatives for the project. The motions and recommendations made by PWIC are included in the "Commission Review and Recommendation" section of this report.

On May 7, 2026, the City Council approved Option 3 for the Huntington Drive corridor but requested additional data regarding the Fremont Avenue corridor. In response, Kimley-Horn and Associates evaluated potential parking and tree impacts, conducted supplemental traffic and parking studies, and developed a fifth option (a modified version of Option 4). This new option (Option 5) retains the center turn lane and on-street parking while introducing a shared bicycle and pedestrian multi-use path on the sidewalk for Council's review.

Huntington Drive:
Option 3. ($23M) Reduce driving lanes to two in each direction and add a Class IV protected bike lane.

Option 4. ($37M) Reduce driving lanes to two in each direction and add a Class I bike path.

Fremont Avenue:
Option 2A*. ($23M) Remove parking on east side of Fremont Ave and add a Class IV two-way cycle track $23M.
Option 2B. ($23M) Remove center turn lane and add a Class IV two-way cycle track.
Option 5: (26M) Retains center turn lane, proposes a shared multi-use bicycle/pedestrian track on the east side of Fremont Avenue, retains a majority of the parking on the east side of Fremont Avenue but increases impact to trees along the corridor.
*Option 2A or 5 is preferred by South Pasadena Fire Department and Police Department because of impacts to response times should the center turn lane be removed.

The combined cost of Option 3 for Huntington Drive and Option 2A for Fremont Avenue is $46M. This cost estimate is a rough order of magnitude estimate, which includes contingencies.

Fiscal Impact
Funding for the design phase of this Project has been adopted in the FY 2025-2026 Budget. The following grant funding is currently available for the Project and will be adopted in future fiscal years to fund the construction phase of the Project:

Funding Source	**Budget Amount**
Metro Active Transport, Transit and First/Last Mile Program (MAT) Measure M Cycle 1	$6,056,160*
Metro Mobility Improvement Projects (MIP) Measure R	$10,000,000**
California Transportation Commission State Route 710 Local Alternative Transportation Improvement Program (710 LATIP)	$323,000
City Metro Measure M Local Return	$112,795
City Metro Measure R Local Return	$146,690
Total	**$16,638,645**

Note: *$5M of these funds, planned for construction, will expire on 6/30/28.
** City staff will be submitting a letter requesting to re-allocate an additional $30M from the SR-110 Ramp Project to bring the funding to $46,638,645.

In order to fund the improvements along both corridors staff has initiated a conversation with LA Metro to discuss the possibility to reallocate $30M dollars from the SR-110 to the Fremont and Huntington Corridor project. If Metro and City Council approves of this reallocation the proposed funding for the project would be as follows:

Funding Source	**Budget Amount**
Metro Active Transport, Transit and First/Last Mile Program (MAT) Measure M Cycle 1	$6,056,160*
Metro Mobility Improvement Projects (MIP) Measure R **	$40,000,000

California Transportation Commission State Route 710 Local Alternative Transportation Improvement Program (710 LATIP)	$323,000
City Metro Measure M Local Return	$112,795
City Metro Measure R Local Return	$146,690
Total	**$46,638,645**

Note: *$5M of these funds, planned for construction, will expire on 6/30/28.
** The City Manager or his designee will submit a letter to the Metro Board requesting reappropriation of an additional $30M currently allocated towards the SR-110 project.

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

Commission Review and Recommendation
The Huntington Drive and Fremont Avenue Corridor Improvements Project has been discussed at multiple meetings of the former Mobility and Transportation Infrastructure Commission and the former Public Works Commission throughout the development of the Project.

In addition, on April 8, 2026, the Public Works and Infrastructure Commission discussed the Project's design alternatives and made unanimous motions in support of staff's recommendation for Option 2A for Fremont Avenue, Option 3 for Huntington Drive and re-allocating Measure R funds from the SR-110 Ramps Project to complete the proposed improvements. The Public Works and Infrastructure Commission was also strongly in favor of construction of a mini roundabout at the intersection of Fremont Avenue and Hope Street.

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

Attachment:
Attachment No. 1 - Presentation

Attachment No. 1

Kimley»Horn
Expect More. Experience Better.

City of SOUTH PASADENA



City Council Meeting
June 3, 2026

Huntington Drive and Fremont Avenue
Corridor Improvements Project

Agenda

Fremont Avenue Recap

Action Items

Project Limits

Huntington Drive:

- Alhambra Road to Garfield Avenue
- Concept approved at City Council meeting May 6, 2026

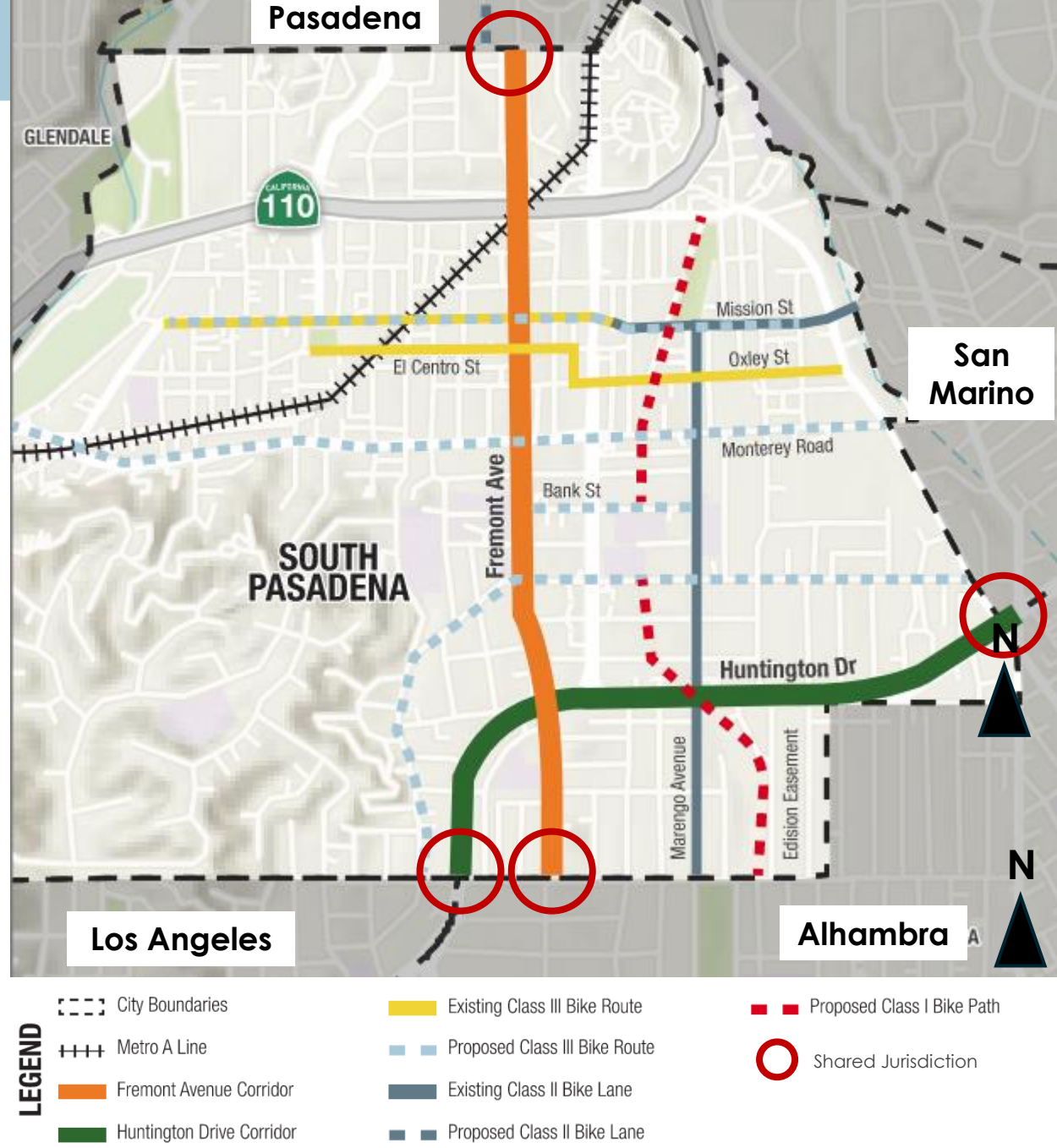
Fremont Avenue:

- Alhambra Road to Columbia Street

Neighboring Cities:

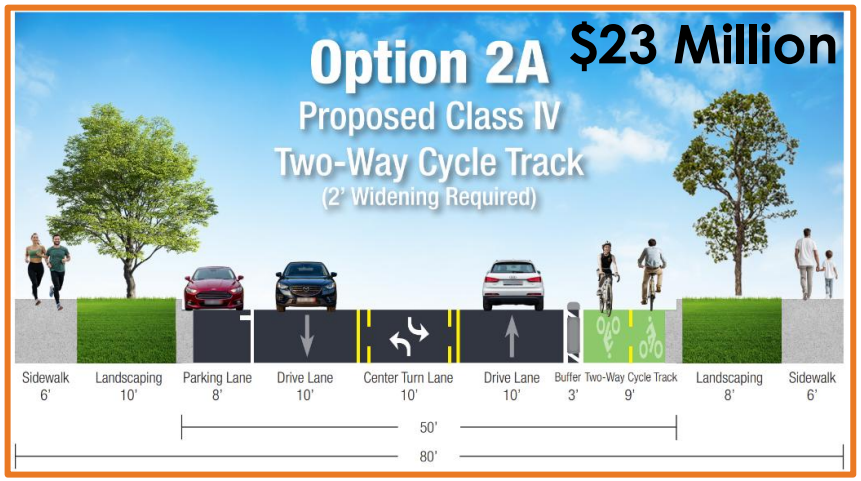
- Alhambra, San Marino, Los Angeles, and Pasadena

- Create safe, multimodal corridors that serve all users
- Coordinate with neighboring cities for connections and consistent design

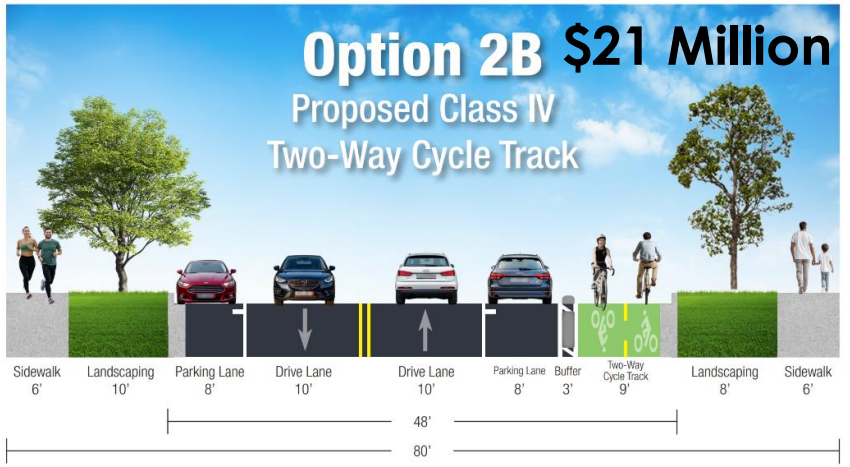


Previous Fremont Avenue Design Options

TWLTL = Two-Way Left-Turn Lane
= Recommended Options



Preserves TWLTL, removes east parking, and widens roadway 2 feet



Removes TWLTL and preserves parking

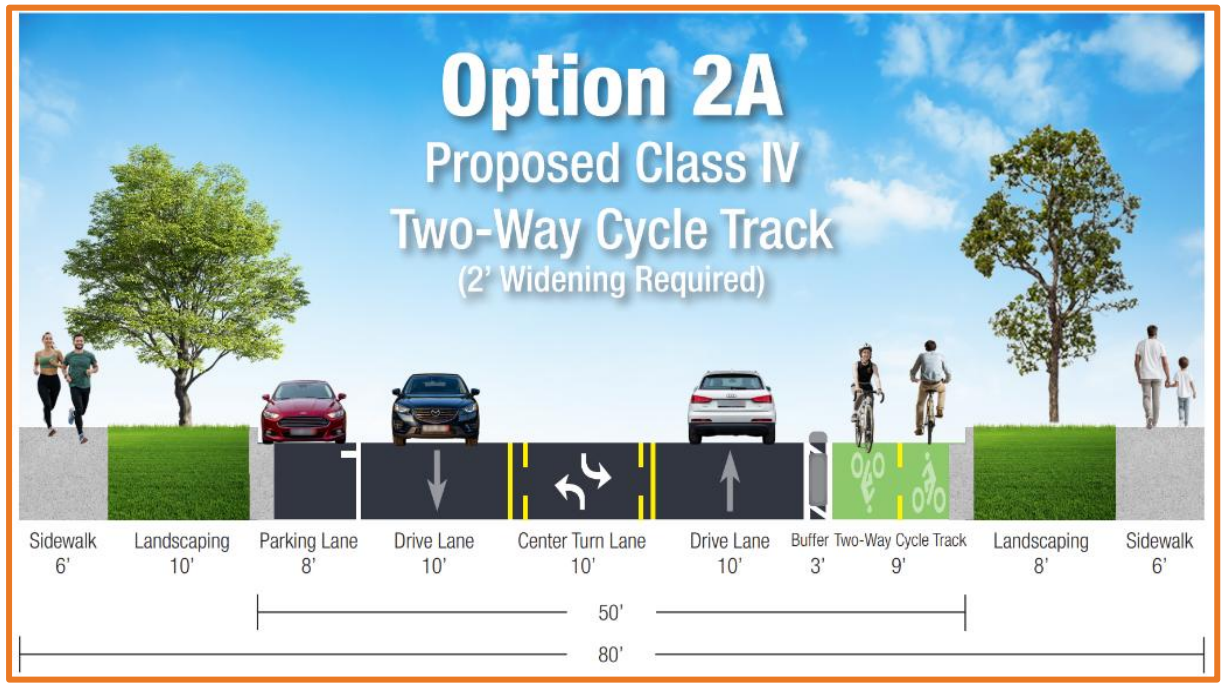


Removes TWLTL and preserves parking



Preserves TWLTL and preserves parking

Fremont Avenue Design Options Comparison



- **CENTER TURN LANE** Maintained
- **COSTS** $23 Million
- **PARKING** West Side Only
- **LANDSCAPING** Replaces 57 trees and 32 palm trees



- **CENTER TURN LANE** Maintained
- **COSTS** $26 Million
- **PARKING** Both Sides
- **LANDSCAPING** Replaces 97 trees and 46 palm trees

Parking and tree quantities are preliminary and may change based on final design



Fremont Avenue - Segments

Segment 1: 38’ Curb-to-Curb Width

- Columbia Street to Grevelia Street

Segment 2: 48’ Curb-to-Curb Width

- Grevelia Street to Oxley Street

Segment 3: 48’ Curb-to-Curb Width

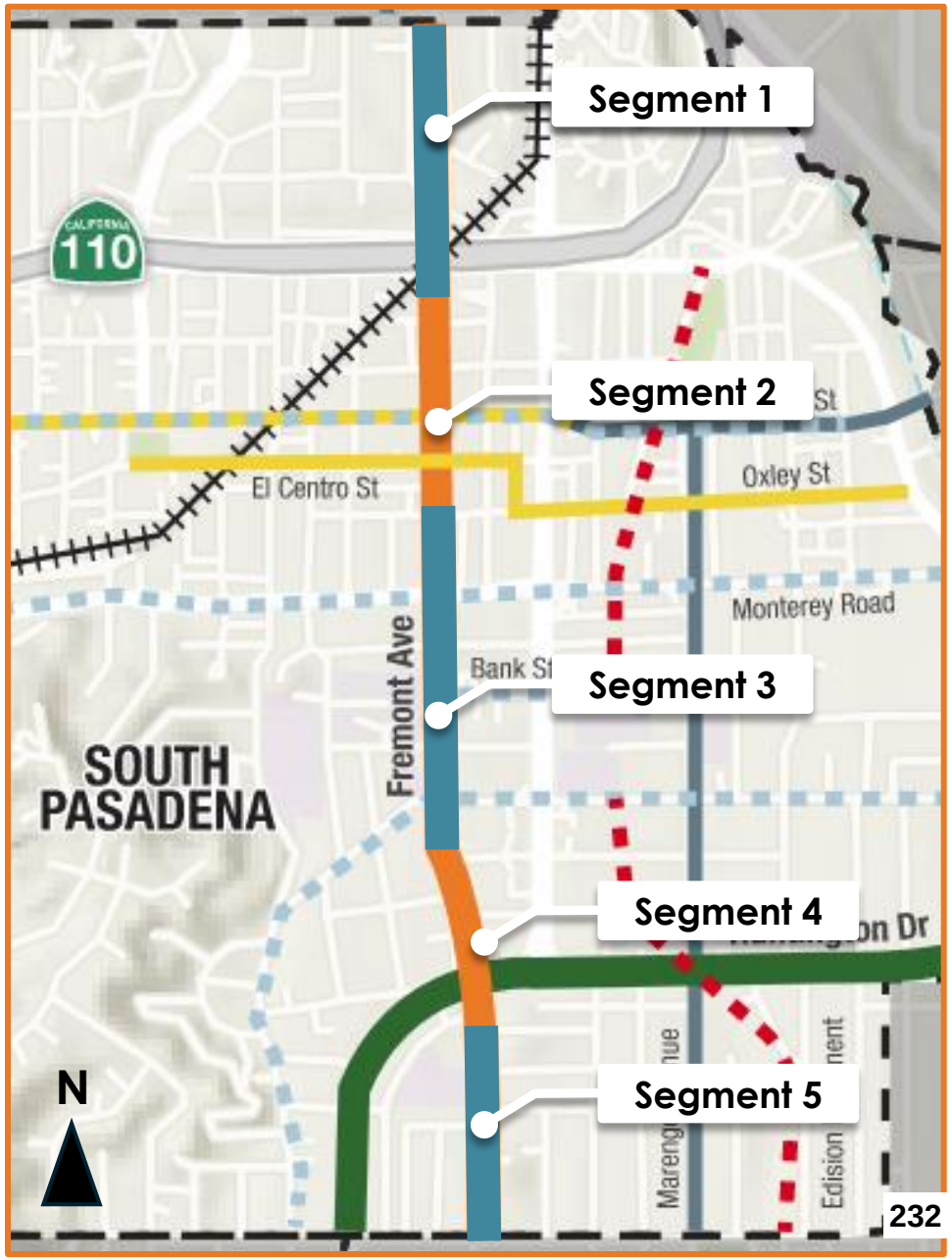
- Oxley Street to Oak Street

Segment 4: 55’ Curb-to-Curb Width

- Oak Street to Oneonta Knoll

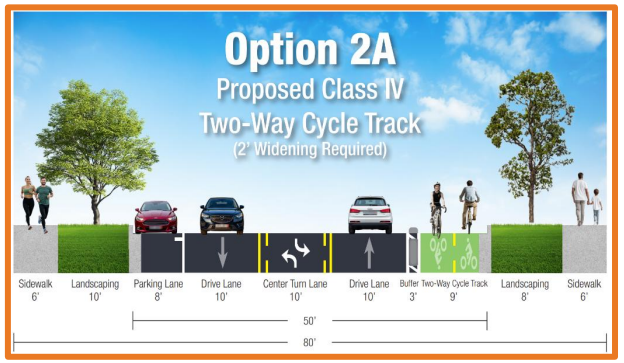
Segment 5: 48’ Curb-to-Curb Width

- Oneonta Knoll to Alhambra Road



Summary Design Considerations







	Existing Conditions	Option 2A Class IV: Two-Way Cycle Track	Hybrid Option 2A and Option 5	Option 5 Class I: Multi-Use Path
Costs	N/A	**$23 Million**	**$25 Million**	**$26 Million**
Parking Spaces	258	**97 Removed**	**59 Removed**	**5 Added**
Trees (Palms Excluded)	334	**57 Replaced**	**81 Replaced**	**97 Replaced**
Palms	98	**32 Replaced**	**33 Replaced**	**46 Replaced**

All design options include proposed roundabouts at Hope Street and Oxley Street

Parking and tree quantities are preliminary and may change based on final design



City Council Requested Action



Action Requested from City Council

Segment 1: Fremont Avenue from Columbia Street to Grevelia Street

Option 2 Design Concept

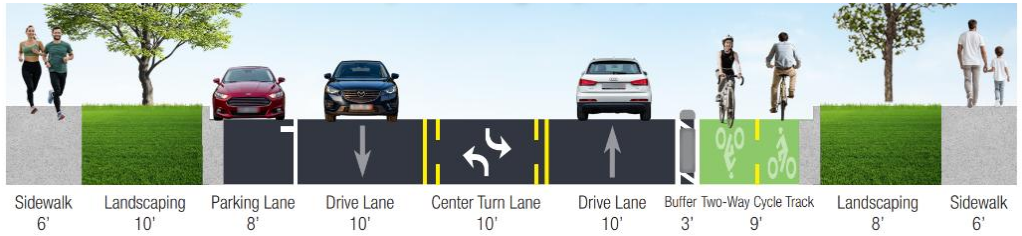




Action Requested from City Council

Segment 2: Fremont Avenue from Grevelia Street to Oxley Street

Option 2A Design Concept



Option 5 Design Concept

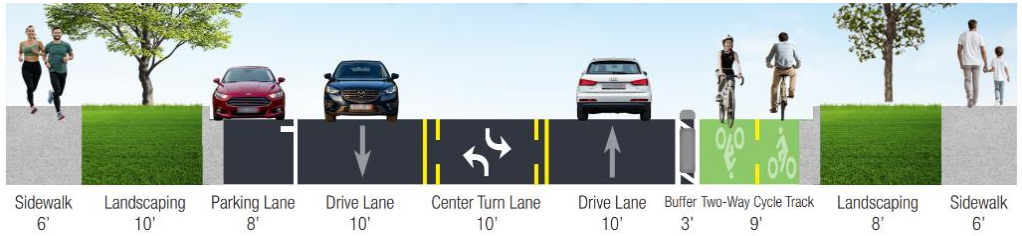




Action Requested from City Council

Segment 3: Fremont Avenue from Oxley Street to Oak Street

Option 2A Design Concept



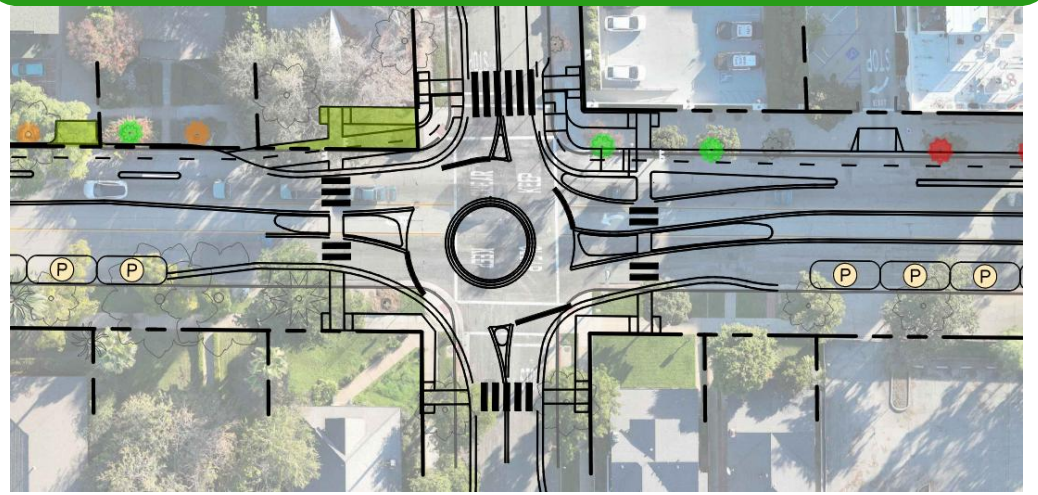
Option 5 Design Concept



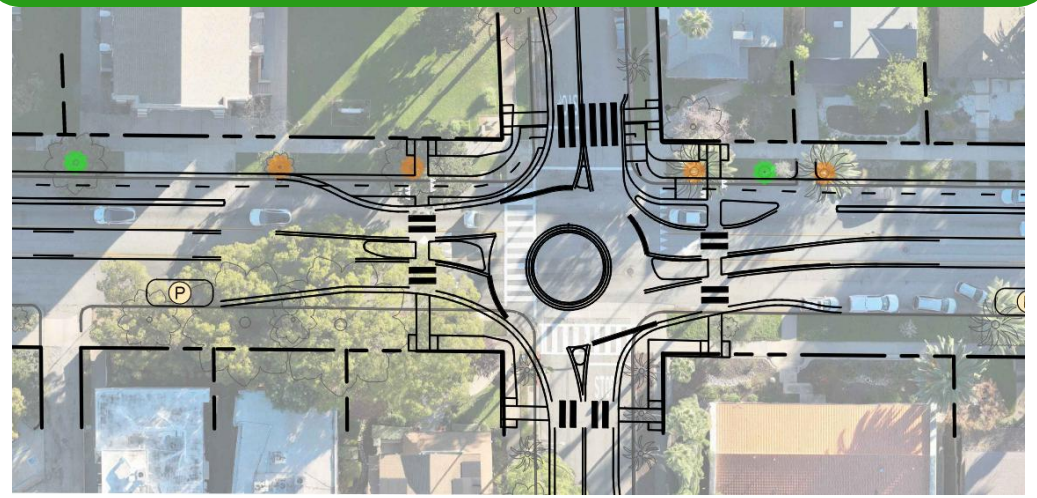
Action Requested from City Council

Approve roundabouts at Oxley Street and Hope Street

Hope Street Roundabout



Oxley Street Roundabout

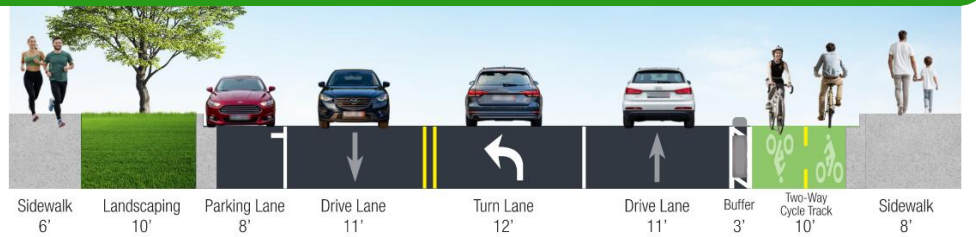




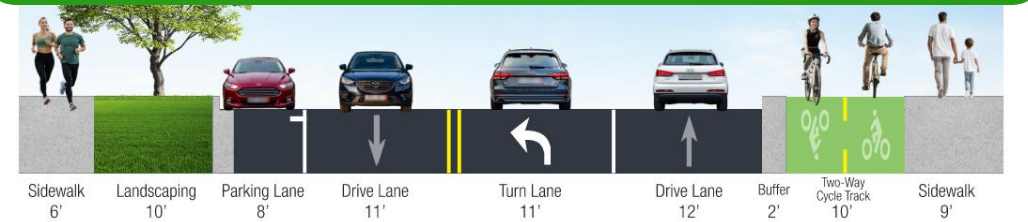
Action Requested from City Council

Segment 4: Fremont Avenue from Oak Street to Oneonta Knoll

Option 2A Design Concept



Option 5 Design Concept



Action Requested from City Council

Segment 5: Fremont Avenue from Oneonta Knoll to Alhambra Road

Option 2A Design Concept



Option 5 Design Concept

