CITY OF SOUTH PASADENA
CITY COUNCIL

AGENDA

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

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

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

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

Public participation may be made as follows:

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

Meeting may be viewed at:

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

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

PUBLIC COMMENT GUIDELINES

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

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

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

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

PRESENTATIONS

1. **A PRESENTATION BY THE SOUTH PASADENA TOURNAMENT OF ROSES OF RAFFLE TICKET PRIZE WINNERS**

2. **PRESENTATION OF CERTIFICATES OF RECOGNITION TO THE MEASURE SOS COMMITTEE**

3. **STATE OF THE CITY**

PUBLIC COMMENT

4. **PUBLIC COMMENT - GENERAL (NON-AGENDA ITEMS)**

CHANGES TO THE AGENDA

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

CONSENT CALENDAR OPPORTUNITY TO COMMENT ON CONSENT CALENDARItems 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.

6. **CONSIDERATION OF APPROVAL OF THE REGULAR MEETING AND SPECIAL MEETING MINUTES FOR JULY 15, 2026**

Recommendation

It is recommended that the City Council approve the minutes of the July 15, 2026, Regular and Special City Council Meetings.

7. **CONSIDERATION OF THE APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF $85,998.73; GENERAL CITY WARRANTS IN THE AMOUNT OF $703,680.34; ONLINE PAYMENTS IN THE AMOUNT OF $161,281.27; VOIDS IN THE AMOUNT OF ($0); PAYROLL IN THE AMOUNT OF $1,292,559.07**

   Recommendation

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

8. **CONSIDERATION TO APPROVE THE FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH LAN WAN ENTERPRISE, INC. FOR INFORMATION TECHNOLOGY MANAGED SERVICES PROVIDER SERVICES TO PROVIDE CYBERSECURITY TOOL SUITE COVERAGE FOR ADDITIONAL ACCOUNTS AND DEVICES, INCREASING THE COMPENSATION IN THE AMOUNT OF $55,000 FOR A NEW AGGREGATE TOTAL OF $902,836**

   Recommendation

   It is recommended that the City Council:

   a. Approve Amendment No. 1 to the Professional Services Agreement with LAN WAN Enterprise, Inc. (Attachment No. 1) to increase compensation for cybersecurity tool suite coverage for additional accounts and devices in an amount not-to-exceed $55,000, for a new aggregate contract total of $902,836, in the form approved by the City Attorney and City Manager; and
   b. Authorize the City Manager to execute all related documents.

9. **CONSIDERATION OF SECOND READING AND ADOPTION OF ORDINANCE NO. 2423, AN ORDINANCE OF THE CITY OF SOUTH PASADENA AMENDING CHAPTER 36 (ZONING) OF THE SOUTH PASADENA MUNICIPAL CODE TO INCORPORATE OBJECTIVE DESIGN STANDARDS INTO DESIGN REVIEW, APPLY THE DOWNTOWN SPECIFIC PLAN (DTSP) OBJECTIVE DESIGN STANDARDS (ODS) TO PROJECTS THAT QUALIFY FOR MINISTERIAL DESIGN REVIEW AND ADD A DEFINITION OF OBJECTIVE DESIGN STANDARDS AND MAKING A DETERMINATION OF EXEMPTION UNDER CEQA GUIDELINES SECTIONS 15061(B)(3) AND 15060(C)(3) AND GOVERNMENT CODE SECTION 65912.160(C)(2)**

   Recommendation

   It is recommended that the City Council adopt Ordinance No. 2423 amending Chapter 36 (Zoning) of the South Pasadena Municipal Code to incorporate objective design standards into design review, apply the DTSP Objective Design Standards to qualifying projects subject to ministerial design review, and add a definition of “objective design standard” (Attachment 1).

10. **CONSIDERATION OF SECOND READING AND ADOPTION OF ORDINANCE NO. 2413, AN ORDINANCE OF THE CITY OF SOUTH PASADENA CALIFORNIA AMENDING CHAPTER 19A (NOISE REGULATIONS) OF THE SOUTH PASADENA MUNICIPAL CODE IN ITS ENTIRETY**

Recommendation

It is recommended that the City Council adopt Ordinance No. 2413 amending Chapter 19A (Noise Regulations) of the South Pasadena Municipal Code in its entirety (Attachment 1).

11. CONSIDERATION TO AUTHORIZE SUBMITTAL OF A GRANT APPLICATION TO THE CALIFORNIA STATE LIBRARY IN PARTNERSHIP WITH CALIFA IN AN AMOUNT UP TO $10,000 FOR THE CULTURAL HERITAGE PROTECTION AND PRESERVATION REIMBURSEMENT PROGRAM

Recommendation

It is recommended that the City Council:

a. Authorize the preparation and submission of a grant application to the California State Library, in partnership with Califa, in an amount up to $10,000 to support the South Pasadena Public Library's collection preservation and disaster preparedness efforts; and
b. If awarded, authorize the City Manager to accept the grant and appropriate the funds in accordance with the fiscal year 2026-2027 Budget Resolution No. 8014, and to make substitutions meeting grant requirements as needed.

12. CONSIDERATION TO ADOPT RESOLUTION NO. 8045 AMENDING THE CITY'S TABLE OF ORGANIZATION TO RECLASSIFY ONE POLICE LIEUTENANT TO ONE POLICE CAPTAIN POSITION

Recommendation

It is recommended that the City Council adopt Resolution No. 8045 approving the reclassification of one (1) Police Lieutenant to one (1) Police Captain position and amending the City's authorized position allocation to reflect the reclassification.

13. CONSIDERATION TO APPROVE LEASE AGREEMENTS WITH ENTERPRISE FLEET MANAGEMENT INC. FOR ONE REPLACEMENT CITY HALL POOL VEHICLE (2027 CHEVROLET BOLT LT) AND ONE ADDITIONAL BUILDING DIVISION VEHICLE (2026 FORD MAVERICK XL HYBRID), AND APPROVE AN EXCEPTION UNDER THE FLEET REPLACEMENT POLICY FOR THE 2026 FORD MAVERICK XL HYBRID VEHICLE LEASE

Recommendation

It is recommended that the City Council consider:

1. Approval of a sixty-month lease with Enterprise Fleet Management Inc. for a 2027 Chevrolet Bolt LT all-electric vehicle, in the amount of $682 per month including tax, for a total of $40,914 over the lease term, plus a 10 percent contingency of $4,091, for a total not-to-exceed amount of $45,005, to replace City Hall pool vehicle Unit 101, a 2005 Toyota Prius for which collision repair costs exceed the vehicle's value;
2. Approval of an exception to Section C (Exception from Green Vehicle Replacement) of the Fleet Replacement Policy for the lease of the 2026 Ford Maverick hybrid because an electric pickup suited to the assignment is not practical at this time due to vehicle availability and cost (Policy Sections C. 3 and C.4);
3. Approval of a sixty-month lease with Enterprise Fleet Management Inc. for a 2026

Ford Maverick XL hybrid pickup for the Building Division, in the amount of $713 per month including tax, for a total of $42,782 over the lease term, plus a 10 percent contingency of $4,278, for a total not-to-exceed amount of $47,060; and

4. Authorize the City Manager to execute the lease and all documents necessary to effectuate the same.

14. CONSIDERATION OF APPROVAL OF THE 2027 CITY COUNCIL MEETING SCHEDULE

Recommendation

It is recommended that the City Council approve the proposed 2027 City Council regular meeting schedule, including the cancellation of the January 6 and April 7, 2027, regular meetings.

15. CONSIDERATION OF ADOPTION OF RESOLUTION NO. 8046 MAKING AN APPOINTMENT TO THE METRO GOLD LINE FOOTHILL EXTENSION CONSTRUCTION AUTHORITY BOARD OF DIRECTORS

Recommendation

It is recommended that the City Council adopt Resolution No. 8046, appointing Michael Cacciotti as the City of South Pasadena's Nonvoting Board Member to the Metro Gold Line Foothill Extension Construction Authority Board of Directors, in place of Daniel M. Evans.

PUBLIC HEARING

16. CONTINUED PUBLIC HEARING FOR FIRST READING AND INTRODUCTION OF ORDINANCE NO. 2422, AN UNCODIFIED ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA AMENDING ORDINANCE NO. 2414 TO ADD NEWLY ELIGIBLE SITES INDIVIDUALLY LISTED AS HISTORICAL RESOURCES AND CONTRIBUTING SITES TO A HISTORICAL DISTRICT LISTED IN THE STATE HISTORICAL RESOURCES INVENTORY TO DEFER APPLICATION OF CALIFORNIA SENATE BILL 79 UNTIL ONE YEAR FOLLOWING ADOPTION OF THE CITY'S SEVENTH CYCLE HOUSING ELEMENT PURSUANT TO STATE LAW AND AMENDING THE CITY'S OFFICIAL ZONING MAP

Recommendation

It is recommended that the City Council:

1. Conduct the continued Public Hearing; and
2. Introduce and waive full reading of uncodified Ordinance No. 2422 to delay effectuation of SB 79 and exclude newly eligible sites containing a historic resource or contributing sites to a historical district in the State Historical Resources Inventory pursuant to California Assembly Bill 2576 and amend the City's zoning map.

ACTION/DISCUSSION

17. DISCUSSION AND DIRECTION RELATED TO THE DEVELOPMENT IMPACT FEE STUDY AND CONSIDERATION OF ESTABLISHING ALTERNATIVE

INFRASTRUCTURE FINANCING DISTRICTS, INCLUDING EVALUATION OF AN ENHANCED INFRASTRUCTURE FINANCING DISTRICT FOR THE MISSION STREET AND FAIR OAKS AVENUE COMMERCIAL DISTRICT

Recommendation
It is recommended that the City Council:

a. Receive and file a status presentation and update on the Development Impact Fee Nexus Study (Attachment 1);
b. Receive an informational presentation regarding Alternative Infrastructure Financing Districts, including Enhanced Infrastructure Financing Districts, Community Facilities Districts, and Assessment Districts (Attachment 2); and
c. Discuss and provide direction, as appropriate.

18. UPDATE ON THE CLIMATE ACTION PLAN AD HOC COMMITTEE'S REVIEW OF THE 2020 CLIMATE ACTION PLAN AND SEEK DIRECTION REGARDING SAME

Recommendation
It is recommended that the City Council:

1. Receive and file the final report on the Climate Action Plan Ad Hoc Committee's (Ad Hoc) review of the City's 2020 Climate Action Plan (CAP); and
2. Provide direction to staff regarding reporting on "plays" contained in the CAP going forward.

In addition, staff seeks input as to whether a new ad hoc is desired to assist staff on shaping the scope of a consultant-led CAP update, review staff's first progress reports on the City-controlled plays through December 31, 2027 and provide any further recommendations.

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

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 December 2, 2026, on the bulletin board in the courtyard of City Hall located at 1414 Mission Street, South Pasadena, CA 91030, and on the City, website as required by law, on the date listed below.

11/24/2026	/S/
Date	Nikima S. Newsome, Chief City Clerk

City Council
Agenda Report

ITEM NO. 3

DATE: December 2, 2026

FROM: Sheila Rossi, Mayor

PREPARED BY:

SUBJECT: **STATE OF THE CITY**

City Council Agenda Report

ITEM NO. 4

DATE: December 2, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Nikima S. Newsome, Chief City Clerk

SUBJECT: **PUBLIC COMMENT - GENERAL (NON-AGENDA ITEMS)**

City Council Agenda Report

ITEM NO. 5

DATE: December 2, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Nikima S. Newsome, Chief City Clerk

SUBJECT: **REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA**

City Council Agenda Report

ITEM NO. 6

DATE: December 2, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Nikima S. Newsome, Chief City Clerk

SUBJECT: **CONSIDERATION OF APPROVAL OF THE REGULAR MEETING AND SPECIAL MEETING MINUTES FOR JULY 15, 2026**

Recommendation
It is recommended that the City Council approve the minutes of the July 15, 2026, Regular and Special City Council Meetings.

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

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

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

Fiscal Impact
There is no fiscal impact. Preparation of meeting minutes is included in the City Clerk's work plan as part of the FY 2026-2027 Adopted Budget.

Attachment:
Attachment No. 1 - 20260715 Regular Meeting Minutes
Attachment No. 2 - 20260715 Special Meeting Minutes

CITY OF SOUTH PASADENA
CITY COUNCIL MINUTES
JULY 15, 2026

CALL TO ORDER:

A regular meeting of the South Pasadena City Council was called to order by Mayor Rossi at 7:20 p.m., on Wednesday, July 15, 2026, at City Council Chambers, 1424 Mission Street, South Pasadena, California 91030.

ROLL CALL:

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

All Councilmembers were present, except Mayor Pro Tem Ferguson, and a quorum was determined.

A special meeting of the South Pasadena City Council was called to order by Mayor Rossi at 7:23 p.m., on Wednesday, July 15, 2026, at City Council Chambers, 1424 Mission Street, South Pasadena, California 91030.

ROLL CALL:

PRESENT	Mayor	Sheila Rossi
	Mayor Pro Tem	Omari Ferguson
	Councilmember	Janet Braun
	Councilmember	Jon Primuth
	Councilmember	Michael Cacciotti

ABSENT None

ALSO PRESENT City Manager Todd Hileman
City Attorney Roxanne
Chief City Clerk Nikima Newsome

All Councilmembers were present and a quorum was determined. The special meeting was recessed by at 7:23 P.M. Mayor Rossi led the assemblage in the Pledge of Allegiance.

PRESENTATIONS

1. **A PROCLAMATION DESIGNATING JULY AS "PARK AND RECREATION MONTH" IN THE CITY OF SOUTH PASADENA**, was presented.

2. **CHAMBER OF COMMERCE ANNUAL REPORT,** was presented.

CLOSED SESSION ANNOUNCEMENTS

3. CLOSED SESSION ANNOUNCEMENTS

City Attorney Roxanne Diaz reported on real-property sales involving former Caltrans properties:

- 530 Orange Grove: Sold to Don Vicente Properties Inc. for $1,130,000; approved 3–0, with Councilmember Primuth and Mayor Pro Tem Ferguson absent.

- 534 Orange Grove: Sold to SoCal Residential Homes for $1,435,000; approved 4–0, with Councilmember Primuth absent.

- 901 Bonita Drive: Sold to Stephen McAlpin and Nanel McAlpin for $1,006,000; approved 4–0, with one abstention by Mayor Pro Tem Ferguson.

- 822 Valley View: Sold to Teresa Wei Wong for $1,480,000; approved 4–0, with Councilmember Primuth absent.

City Attorney Diaz stated that the sale proceeds must be used to build affordable housing at a ratio of three affordable units for each property sold.

PUBLIC COMMENT

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

Member of the public Clint Granath spoke in person.

CHANGES TO THE AGENDA

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

At the request of Mayor Rossi, the agenda was reordered to hear Item No. 20 in its current order after which Item No. 26 will be heard. Next, Item No. 21 will be heard after which Item No. 25 will be heard.

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.

Item Nos. 10 and 13 were pulled from the consent calendar.

Motion by Councilmember Braun, seconded by Councilmember Cacciotti to approve the consent calendar except Item Nos. 10 and 13. 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

6. **CONSIDERATION OF THE APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF $576,733.05; GENERAL CITY WARRANTS IN THE AMOUNT OF $3,089,764.78; ONLINE PAYMENTS IN THE AMOUNT OF $177,809.68; VOIDS IN THE AMOUNT OF ($1470.00); PAYROLL IN THE AMOUNT OF $2,265,561.11**, was approved.

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

7. **CONSIDERATION OF APPROVAL OF SPECIAL JOINT CITY COUNCIL MEETING MINUTES FOR JUNE 10, 2026 AND THE REGULAR MEETING MINUTES FOR JUNE 17, 2026**, were approved.

   Recommendation
   It is recommended that the City Council approve the minutes of the June 10, 2026, Special Joint City Council and Finance Commission Meeting and the June 17, 2026, Regular City Council Meeting.

8. **CONSIDERATION OF APPROVAL OF THE PROPOSED MEASURE M MULTI-YEAR SUBREGIONAL PROGRAM (MSP) FUNDING PLAN PROJECT LIST AND**

DIRECT STAFF TO SUBMIT THE LIST TO THE ARROYO VERDUGO COMMUNITIES JOINT POWER AUTHORITY, was approved.

Recommendation

It is recommended that the City Council consider approval of the proposed Measure M Multi-Year Subregional Program (MSP) Funding Plan project list and direct staff to submit the list to the Arroyo Verdugo Communities Joint Power Authority as follows:

a. Re-program $200,000 for Grevelia Street and Fair Oaks Avenue from Fiscal Year (FY) 22-23 and FY 23-24 to FY 26-27 and FY 27-28.
b. De-obligate $300,000 in Freeway/Arterials funds from the Columbia Street Striping and Signals Project (Columbia Place to Orange Grove Avenue). This project has not been initiated, and funds were allocated between FY24 to FY26.
c. De-obligate $500,0000 in Freeway/Arterial funds from the Orange Grove Avenue Widening Project (Oliver Street to Arroyo Seco Parkway). This project has not been initiated, and funds were allocated between FY24 to FY26.
d. Program $1,000,000 in Freeway/Arterial funds to the new Orange Grove Avenue Operational Improvements Project. Improvements are currently being evaluated by the City's traffic consultant to enhance vehicular circulation in the area. This project includes scope to limit or focus roadway movements to improve the network performance (addressing existing problematic left turns into a residential area) and improve safety of all roadway users.
e. Program $600,000 for installation of a roundabout at Marengo Avenue and Maple Street.
f. Program $600,000 for signal improvement upgrades at Monterey Road and Indiana Avenue.
g. Program $150,000 for signal improvement upgrades at Garfield and Mission.
h. Program $200,000 for the purchase of an electric vehicle to replace a 10-year-old vehicle for the City's Dial A Ride program, which serves seniors and disabled community members.
i. Program $700,000 for transit related improvements along the Huntington Drive and Fremont Avenue corridors.

9. **CONSIDERATION OF APPROVAL OF THE FIRST AMENDMENT TO TASK ORDER NO. 2 WITH NV5, INC. FOR CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES FOR THE FY 2019-2020 STREET IMPROVEMENT PROJECT, INCREASING THE TOTAL CONTRACT AMOUNT TO $352,321**, was approved.

Recommendation

It is recommended that City Council approve the First Amendment (Attachment 1) to Task Order No. 2 with NV5, Inc. for Construction Management and Inspection Services for the FY 2019-2020 Street Improvement Project, increasing the total not-to-exceed amount by $78,641, for a new total contract amount of $352,321.

10. CONSIDERATION TO APPROVE A JOINT USE AGREEMENT WITH THE SOUTH PASADENA UNIFIED SCHOOL DISTRICT, was approved.

Recommendation

It is recommended that the City Council approve the Joint Use Agreement (JUA) with the South Pasadena Unified School District (SPUSD) for the shared use of certain City and District facilities as set forth in Exhibit A and Exhibit B in the agreement.

Motion by Councilmember Braun, seconded by Councilmember Primuth to approve the staff recommendation with an amendment to provide reciprocal sponsorship recognition for the City and the School District on applicable event materials. 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

11. CONSIDERATION TO ACCEPT PROJECT COMPLETION AND AUTHORIZE FILING OF THE NOTICE OF COMPLETION FOR THE FIRE DEPARTMENT & POLICE DEPARTMENT VEHICLE ACCESS GATES OPERATOR UPGRADE PROJECT, was approved.

Recommendation

It is recommended that the City Council:

a. Accept the Fire Department & Police Department Vehicle Access Gates Operator Upgrade Project (Project) as complete;
b. Authorize the recordation of the Notice of Completion (NOC) with the Los Angeles County Registrar-Recorder County Clerk

12. CONSIDERATION OF APPOINTMENT OF ~~XXXXXXX~~ DREW WEIGHTMAN TO THE PUBLIC WORKS INFRASTRUCTURE COMMISSION, was approved.

Recommendation

It is recommended by Mayor Rossi that the City Council appoint ~~xxxxxx~~ Drew Weightman to the Public Works Infrastructure Commission to a partial term ending December 31, 2027.

13. CONSIDERATION OF APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT WITH JOHN L. HUNTER AND ASSOCIATES, INC. FOR A MULTI-YEAR TERM FOR NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES), SAFE CLEAN WATER (SCW), TRASH DAILY GENERATION RATE (DGR), AND FATS, OILS, AND GREASE (FOG) PROGRAM COMPLIANCE SERVICES FOR A TOTAL NOT-TO-EXCEED AMOUNT OF $278,181, was approved.

Recommendation

It is recommended that City Council approve a Professional Services Agreement with John L. Hunter and Associates, Inc. to provide compliance services for the National Pollutant Discharge Elimination System (NPDES), Safe Clean Water (SCW) Program, Trash Daily Generation Rate (DGR) requirements, and Fats, Oils, and Grease (FOG) Program for a three-year term with the option for two one-year extensions in an amount not-to-exceed $278,181 for the initial term in the form approved by the City Attorney.

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

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

14. CONSIDERATION OF APPROVAL FOR A MASTER SERVICE AGREEMENT TASK ORDER TO TOOLE DESIGN, INC., FOR TRANSPORTATION ENGINEERING SERVICES RELATED TO THE MISSION/ARROYO/PASADENA INTERSECTION IMPROVEMENT PROJECT FOR A TOTAL NOT-TO-EXCEED AMOUNT OF $65,000, was approved.

Recommendation

It is recommended that City Council:

a. Approve the Master Service Agreement Task Order to Toole Design, Inc. to provide transportation engineering services related to the Mission/Arroyo/Pasadena Intersection Improvement Project; and
b. Authorize the City Manager to execute the agreement, in the final form approved by the City Attorney, for said services in an amount not to exceed $65,000 ($58,644 + 10% Contingency)

15. CONSIDERATION TO ADOPT RESOLUTION NO. 8017 APPROVING THE FISCAL YEAR 2026-2027 TABLE OF ORGANIZATION DELINEATING THE CITY'S STAFFING STRUCTURE CITYWIDE, was adopted.

Recommendation

Staff recommends that the City Council adopt Resolution No. 8017 approving the Citywide Table of Organization for Fiscal Year 2026-2027.

16. CONSIDERATION TO ADOPT RESOLUTION 8018 AMENDING THE CITY'S TABLE OF ORGANIZATION TO SUPPORT THE CUSTOMER SUCCESS PROGRAM AND OPERATIONAL STAFFING NEEDS, was adopted.

Recommendation

It is recommended that the City Council adopt Resolution No. 8018 amending the City's

Table of Organization to reflect the proposed position additions, deletions, and reclassifications as follows:

- Add one (1) full-time, limited-term Management Intern position.
- Approve the salary schedule for the full-time, limited-term Management Intern position.
- Add two (2) full-time Customer Success Representative positions.
- Delete one (1) Environmental & Sustainability Manager position.
- Delete one (1) Police Clerk II position.
- Reclassify one (1) Management Analyst position to one (1) Senior Management Analyst position.
- Reclassify one (1) Deputy Police Chief position to one (1) Police Captain position.

17. **CONSIDERATION OF APPROVAL OF AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH TOWNSEND PUBLIC AFFAIRS, FOR LEGISLATIVE ADVOCACY AND GRANT WRITING SERVICES, IN THE AMOUNT OF $67,500 FOR A NEW TOTAL AGREEMENT AMOUNT OF $90,000 AND EXTEND THE CONTRACT TERM THROUGH JUNE 30, 2027**, was approved.

    Recommendation
    It is recommended that the City Council consider approval of the proposed amendment to the Professional Services Agreement with Townsend Public Affairs, for legislative advocacy and grant writing services, in the amount of $67,500, for a new total not to exceed amount of $90,000, and extend the contract term through June 30, 2027.

18. **CONSIDERATION TO ADOPT RESOLUTION NO. 8020 AUTHORIZING SIGNATORIES ON THE CITY'S COMMERCIAL CARD AGREEMENT WITH COLUMBIA BANK AND APPROVING AN UPDATED CREDIT CARD POLICY**, was adopted.

    Recommendation
    It is recommended that the City Council:
    a. Adopt Resolution No.8020 authorizing designated City officials as signatories on the City's Commercial Card account with Columbia Bank; and
    b. Adopt an updated credit card policy.

PUBLIC HEARING

19. **CONSIDERATION TO HEAR ANY OBJECTIONS REGARDING THE REPORT ON THE COST OF WEED ABATEMENT AND SUBSEQUENTLY CONFIRM THE CHARGES ASSESSED BY THE COUNTY OF LOS ANGELES DEPARTMENT OF AGRICULTURAL COMMISSIONER WEIGHTS AND MEASURES FOR THE ABATEMENT OF HAZARDOUS VEGETATION ON RESPECTIVE PARCELS OF UNIMPROVED PRIVATE PROPERTIES CONSTITUTING A FIRE HAZARD**

Recommendation
It is recommended that the City Council:

a. Hold a Public Hearing to allow property owners with pending weed abatement charges the opportunity to object or receive an explanation of pending charges; and
b. After conducting said hearing, confirm the charges set forth in the 2026 Los Angeles County Report on the Cost of Weed Abatement included as Attachment 3.

No members of the public spoke to this public hearing item.

Motion by Mayor Pro Tem Ferguson, seconded by Mayor Rossi to approve the staff recommendation, as amended by the confirmed charges as set forth in the 2026 LA County Report on the Cost of Weed Abatement as stated in the staff report. 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

At this time, the regular meeting was recessed, and the special meeting of the South Pasadena City Council was reconvened at 8:13 P.M. after which, the special meeting was adjourned at 8:44 P.M., and the regular meeting reconvened at 8:44 P.M.

20. CONSIDERATION FOR FIRST READING OF AN UNCODIFIED ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA DEFERRING APPLICATION OF SENATE BILL 79 ON SITES WITH A HISTORIC RESOURCE ON A LOCAL REGISTER AS OF JANUARY 1, 2025 UNTIL ONE YEAR FOLLOWING ADOPTION OF THE CITY'S SEVENTH CYCLE HOUSING ELEMENT PURSUANT TO STATE LAW AND AMENDING THE CITY'S ZONING MAP, AND MAKING A DETERMINATION OF EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

Recommendation
It is recommended that the City Council:

1. Conduct a Public Hearing;
2. Introduce and waive full reading of an uncodified Ordinance to delay effectuation of SB 79 and exclude only individual sites containing a locally designated historic resource and amend the City's Zoning Map.(Attachment 1)

Mayor Rossi stated for the record that she was recusing herself from this item as the Fair Political Practices Commission (FPPC) had advised her to recuse because one of the properties in question is near her residence, creating a potential conflict under FPPC Regulation 18703(b)(2). She clarified that this was based on the preliminary advice, not an acknowledgment that she had a conflict.

Mayor Rossi was excused from the dais at 8:48 P.M. so that both Items 20 and 26 could be heard. Upon the conclusion of Item No. 26, Mayor Rossi returned to the dais at 9:20 P.M.

No members of the public spoke to this public hearing item.

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

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

21. CONSIDERATION FOR FIRST READING OF AN UNCODIFIED ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA DEFERRING APPLICATION OF SENATE BILL 79 ON SITES THAT ARE ZONED DOWNTOWN SPECIFIC PLAN MIXED USE CORE AND DOWNTOWN SPECIFIC PLAN MIXED USE-50 UNTIL ONE YEAR FOLLOWING ADOPTION OF THE CITY'S SEVENTH CYCLE HOUSING ELEMENT PURSUANT TO STATE LAW AND AMENDING THE CITY'S ZONING MAP AND MAKING A DETERMINATION OF EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA); AND DISCUSSION AND DIRECTION ON A TRANSIT ORIENTED (TOD) ALTERNATIVE PLAN

Recommendation

It is recommended that the City Council:

1. Conduct a Public Hearing;
2. Introduce and waive full reading of an uncodified Ordinance to delay effectuation of SB 79 and exclude only individual sites that are zoned Downtown Specific Plan Mixed Use Core and Downtown Specific Plan Mixed Use-50 (Attachment 1); and
3. Direct staff to develop a local Transit-Oriented Development Alternative Plan.

No members of the public spoke to this public hearing item.

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

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

ACTION/DISCUSSION

22. CONSIDERATION TO APPROVE A MEMORANDUM OF UNDERSTANDING WITH THE SOUTH PASADENA CHAMBER OF COMMERCE FOR ECONOMIC DEVELOPMENT SERVICES FOR FISCAL YEAR 2026-2027

Recommendation

It is recommended that the City Council:

a. Approve the Memorandum of Understanding (MOU) with the South Pasadena Chamber of Commerce (Chamber) for Economic Development Services for Fiscal Year 2026-2027 (Attachment 1);
b. Approve the Scope of Services outlining and describing four (4) events to be produced through the proposed MOU and funded by the Business Improvement Tax (BIT) funds (Attachment 1, Exhibit A); and
c. Authorize the City Manager to execute all related documents.

No members of the public spoke to this item.

Motion by Councilmember Braun, seconded by Councilmember Cacciotti to approve the staff recommendation, as amended by the received additional documents. 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

23. CONSIDERATION TO APPROVE A LEASE AGREEMENT AND A DEVELOPMENT AND DISPOSITION AGREEMENT WITH GC ARROYO SECO, LLC (GRASS CLIPPINGS) FOR THE REDEVELOPMENT AND OPERATION OF THE ARROYO SECO GOLF COURSE

Recommendation

It is recommended that the City Council:

a. Approve the Lease Agreement between the City of South Pasadena and the GC Arroyo Seco, LLC for the redevelopment and operation of the Arroyo Seco Golf Course in the final form negotiated by the City Manager and approved by the City Manager and City Attorney and authorize the City Manager to negotiate the final terms and provisions of the Lease;
b. Authorize the City Manager to negotiate the terms and provisions of a Development and Disposition Agreement ("DDA") and approve the DDA in the final form negotiated by the City Manager and approved by the City Manager and City Attorney;
c. Approve the Troon Golf LLC as the operator for the Arroyo Seco Golf Course. Troon will partner with GC Arroyo Seco, LLC (known as Grass Clippings") for the day-to-day management of the course; and

d. Authorize the City Manager to execute the Lease Agreement and all related documents, including the associated DDA and any other implementing documents to effectuate the purposes of the Lease and the DDA.

Member of the public Dan Mabe spoke to the item in person.

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

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

24. PRESENTATION REGARDING THE CITY'S COMPREHENSIVE FIRE PREVENTION STRATEGY FOR FIRE HAZARD SEVERITY ZONES AND PROVIDE DIRECTION REGARDING PROPOSED WILDFIRE MITIGATION MEASURES WITHIN THE CITY'S FIRE HAZARD SEVERITY ZONES

Recommendation
It is recommended that the City Council:

a. Receive and review the City's comprehensive Fire Prevention Initiative for the Monterey Hills and other designated Fire Hazard Severity Zones (FHSZ), including priority tree trimming, emergency access improvements, strategic vegetation management, and public outreach efforts; and
b. Provide policy direction supporting the implementation of the proposed wildfire mitigation measures within the City's Fire Hazard Severity Zones.

Members of the public Constance Villalvazo and Angelo Gladding spoke to the item remotely.

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

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

25. CONSIDERATION TO ADOPT AN UNCODIFIED INTERIM URGENCY ORDINANCE TO DELAY EFFECTUATION OF SENATE BILL 79 (GOVERNMENT CODE SECTIONS 65912.155 ET SEQ.) FOR CERTAIN SITES THAT ARE ZONED DOWNTOWN SPECIFIC PLAN MIXED USE CORE AND DOWNTOWN SPECIFIC PLAN MIXED USE-50, AMEND THE CITY'S ZONING MAP AND MAKING A DETERMINATION OF EXEMPTION UNDER THE

CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

Recommendation
It is recommended that City Council adopt an uncodified Interim Urgency Ordinance that will delay effectuation and exclude only individual sites that are zoned Downtown Specific Plan Mixed Use Core and Downtown Specific Plan Mixed Use-50 and amend the City's Zoning Map (Attachment 1). Adoption requires a 4/5 vote of the City Council.

Member of the public Josh Albrektson spoke to the item remotely.

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

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

26. CONSIDERATION TO ADOPT AN UNCODIFIED INTERIM URGENCY ORDINANCE TO DELAY EFFECTUATION OF SENATE BILL 79 (GOVERNMENT CODE SECTIONS 65912.155 ET SEQ.) FOR CERTAIN SITES CONTAINING A LOCALLY DESIGNATED HISTORIC RESOURCE, AND MAKING A DETERMINATION OF EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

Recommendation
It is recommended that the City Council:

1. Adopt an uncodified Interim Urgency Ordinance that will delay effectuation and exclude only individual sites containing a locally designated historic resource and amend the City's Zoning Map (Attachment 1).

Mayor Rossi was excused from the dais at 8:48 P.M. so that both Items 20 and 26 could be heard. Upon the conclusion of Item No. 26, Mayor Rossi returned to the dais at 9:20 P.M.

No members of the public spoke to this item.

No action was taken on this item.

PUBLIC COMMENT CONTINUED

27. 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

28. Councilmember Cacciotti thanked city staff and volunteers for serving more than 300 families at the Holy Family Food Bank, noted San Gabriel's July 3 drone show, and reported bike thefts at the library. City Manager Todd Hileman said staff would install cameras covering both bike racks, post signage encouraging riders to secure their bikes, and coordinate camera monitoring with the Police Department.

Mayor Rossi thanked Chief City Clerk Nikima Newsome for accommodating the postponement of a study session and recognized Erika Ramirez and City Attorney Roxanne Diaz for their work on SB 79 and related matters.

29. There were no City Manager Communications.

ADJOURNMENT

On order of the Mayor, the City Council meeting adjourned to Thursday, July 30, 2026, at 5:15 P.M. in Council Chambers.

ATTEST:

Nikima S. Newsome
Chief City Clerk

APPROVED:

Sheila Rossi
Mayor

CITY OF SOUTH PASADENA
CITY COUNCIL MINUTES
JULY 15, 2026

CALL TO ORDER:

A special meeting of the South Pasadena City Council was called to order by Mayor Rossi at 7:23 p.m., on Wednesday, July 15, 2026, at City Council Chambers, 1424 Mission Street, South Pasadena, California 91030.

ROLL CALL:

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

All Councilmembers were present and a quorum was determined. The special meeting was recessed by at 7:23 P.M.

ACTION/DISCUSSION

1. **GENERAL OVERVIEW OF SENATE BILL 79 (ABUNDANT AND AFFORDABLE HOMES NEAR TRANSIT ACT) INCLUDING ITS KEY PROVISIONS AND ITS APPLICATION TO THE CITY, THE STANDARDS AND PROCESSES RELATED TO SB 79 HOUSING DEVELOPMENT AND A REVIEW OF IMPLEMENTATION OPTIONS AVAILABLE TO CITIES AND THEIR PROCESSING WITH HCD**

Recommendation

It is recommended that City Council receive an overview of SB 79 from the Community Development Department, including a review of SB 79 state mandated standards and requirements for an SB 79 transit-oriented housing development project housing, its application to the City and the options available to cities for implementation of the statute, including delayed effectuation of SB 79 and the exclusion of certain sites and/or the development of a local alternative plan.

No action is required.

Director of Community Services Erika Ramirez presented an overview of SB 79 to City Council. No action was taken.

ADJOURNMENT

On order of the Mayor, the special City Council meeting adjourned at 8:44 P.M., without objection

ATTEST:

Nikima S. Newsome
Chief City Clerk

APPROVED:

Sheila Rossi
Mayor

City Council Agenda Report

ITEM NO. 7

DATE: December 2, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Mark Siegfried, Deputy Finance Director/Controller

SUBJECT: **CONSIDERATION OF THE APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF $85,998.73; GENERAL CITY WARRANTS IN THE AMOUNT OF $703,680.34; ONLINE PAYMENTS IN THE AMOUNT OF $161,281.27; VOIDS IN THE AMOUNT OF ($0); PAYROLL IN THE AMOUNT OF $1,292,559.07**

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

Executive Summary
Prepaid Warrants:
Warrant # 324592-324608, **$27,259.15**
ACH: **$58,739.58**

General City Warrants:
Warrant # 324609-324662, **$307,549.69**
ACH: **$396,130.65**

Online Payments: **$161,281.27**

Regular Payroll Ending 11/20/2026: **$1,292,559.07**

Voids: **($0)**

Total: $2,243,519.41

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

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

(payments) are only released after City Council approval.

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

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

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

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

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

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

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

City of South Pasadena
Demand/Warrant Register

Recap by fund	**Fund No.**	**Date** 12/2/2026 **Amounts** Prepaid	Written
General Fund	101	19,865.81	421,586.16
Insurance Fund	103	-	12,583.33
Street Improvement Program	104	-	825.00
Facilities & Maintenance	105	-	7,433.10
Technology Surcharge Fund	106	-	-
Programs and Projects	107	-	-
Special Projects Fund	116	-	-
Vehicle Replacement Fund	120	20,782.33	-
Tree Replacement Fund	121	-	-
Local Transit Return "A"	205	-	6,161.42
SLFRF Fund	206	-	-
Local Transit Return "C"	207	-	19,889.43
TEA/Metro	208	-	-
Sewer Fund	210	-	28,130.50
CTC Traffic Improvement	211	-	-
SB2 Planning Grant	213	-	-
Rogan HR5294 Grant	214	-	-
Street Lighting Fund	215	-	8,275.30
Public, Education & Govt Fund	217	-	-
Clean Air Act Fund	218	-	-
Business Improvement Tax	220	-	-
Gold Line Mitigation Fund	223	-	-
Mission Meridian Public Garage	226	-	-
Successor Agency to the CRA	227	-	-
Housing Authority Fund	228	-	-
State Gas Tax	230	6,302.22	-
County Park Bond Fund	232	-	-
Measure R	233	-	49,013.36
Garfield Walkways State Grant	234	-	-
Measure M	236	-	18,524.00
Road Maint & Rehab (SB1)	237	-	11,575.00
MSRC Grant Fund	238	10,706.05	-
Measure W	239	10,920.00	-
Measure M MSP	240	-	11,244.59
Measure H	241	-	-
Prop C Exchange Fund	242	-	-
Measure R MIP	243	-	-
Reimbursable Grant Fund	244	-	169.80
Bike & Pedestrian Paths	245	-	-
BTA Grants	248	-	-
Golden Street Grant	249	-	-
Measure A Grant	251	-	-
Proposition 68 Grant	252	-	-
Affordable Housing Trust Fund	254	-	-
Capital Growth Fund	255	-	-
CDBG	260	-	-
OTS Grant	269	-	-
Asset Forfeiture	270	-	-
Police Grants - State	272	-	-
Homeland Security Grant	274	-	-
Park Impact Fees	275	-	5,456.00
Historic Preservation Grant	276	-	-
HSIP Grant	277	-	-
Arroyo Seco Golf Course	295	-	6,567.40
State SR 710 LATIP	297	-	-
Sewer Capital Projects Fund	310	-	-
400 Capital Improvement Program	400	-	-
Water Fund	500	-	96,245.95
Water Efficiency Fund	503	1,682.36	-
2016 Water Revenue Bonds Fund	505	-	-
SRF Loan - Water	506	-	-
Water & Sewer Impact Fee	510	-	-
Public Financing Authority	550	-	-
Payroll Clearing Fund	700	15,739.96	-
			-
	Column Totals:	85,998.73	703,680.34
	City Report Totals:		789,679.07
	Online Payments		161,281.27
	Regular Payroll 11/20/2026		1,292,559.07
	Voids		-
	Grand Report Total:		**2,243,519.41**

Sheila Rossi, Mayor

Mark Siegfried, Deputy Finance Director/Controller

Nikima Newsome, Chief City Clerk

Accounts Payable

Check Detail

User: tfernandez
Printed: 11/23/2026 - 4:12PM

Check Number	Check Date	Amount
ENTERPRI - Enterprise FM Trust		
0	11/19/2026	
Inv FBN5790577		
Line Item Date	Line Item Description	
11/04/2026	PD Tesla Fleet Monthly Lease Payments FY26/27	10,706.05
11/04/2026	PD Tesla Fleet Monthly Lease Payments FY26/27	20,782.33
Inv FBN5790577 Total		31,488.38
0 Total:		31,488.38
ENTERPRI - Enterprise FM Trust Total:		31,488.38
TIM4011 - Charter Communications Holdings, LLC		
0	11/19/2026	
Inv 187633401111426		
Line Item Date	Line Item Description	
11/14/2026	AN 187633401111426 1414 Mission St PD Serv 10/16-12/15/26	814.66
Inv 187633401111426 Total		814.66
Inv 188597901110126		
Line Item Date	Line Item Description	
11/01/2026	AN 188597901 416 Garfield Ave Serv 11/2 -12/1/26	513.60
Inv 188597901110126 Total		513.60
Inv 188598001110126		
Line Item Date	Line Item Description	
11/01/2026	AN 188598001 660 Stoney Dr Serv 10/1 -11/30/26 OCT-NOV	187.90
Inv 188598001110126 Total		187.90
Inv 188598401110126		
Line Item Date	Line Item Description	
11/01/2026	AN 188598401 815 Mission St Rec 11/05-12/04/26 NOV	132.52
Inv 188598401110126 Total		132.52
Inv 188598901110126		
Line Item Date	Line Item Description	

Check Number	Check Date		Amount
	11/01/2026	AN 188597901 1414 Mission Streer Serv 11/2 -12/1/26	71.41
	Inv 188598901110126 Total		71.41
0 Total:			1,720.09
TIM4011 - Charter Communications Holdings, LLC Total:			1,720.09
Total:			33,208.47

Accounts Payable

Check Detail

User: tfernandez
Printed: 11/23/2026 - 4:13PM

Check Number	Check Date	Amount
AT&T5011 - AT&T		
324593	11/23/2026	
Inv 33184107563432		
Line Item Date	Line Item Description	
11/07/2026	AN 331 841-0756 343 2 Serv 11/7 - 12/6 Nov 2026	31.76
Inv 33184107563432 Total		31.76
Inv 33184108023436		
Line Item Date	Line Item Description	
11/07/2026	AN 331 841-0802 343 6 Serv 11/7 - 12/6 Nov 2026	31.76
Inv 33184108023436 Total		31.76
324593 Total:		63.52
AT&T5011 - AT&T Total:		63.52
ATTE2011 - AT&T DW Holdings, Inc		
324594	11/23/2026	
Inv 4233713216		
Line Item Date	Line Item Description	
11/07/2026	AN 831-001-4896 776 Serv for Nov 2026	4,978.27
Inv 4233713216 Total		4,978.27
Inv 4243713214		
Line Item Date	Line Item Description	
11/07/2026	AN 831-001-5489 449 Nov 2026	726.07
Inv 4243713214 Total		726.07
324594 Total:		5,704.34
ATTE2011 - AT&T DW Holdings, Inc Total:		5,704.34
AZDB8011 - A to Z Databases		
324592	11/23/2026	
Inv 141900		
Line Item Date	Line Item Description	

Check Number	Check Date		Amount
	08/01/2026	Subscription 8/1/26-7/31/27 Reissue Pymt	1,513.00
	Inv 141900 Total		1,513.00
324592 Total:			1,513.00
AZDB8011 - A to Z Databases Total:			1,513.00
CALWEP - California Water Efficiency Partnership			
324596	11/23/2026		
Inv	MD-2026-1118		
Line Item Date	Line Item Description		
01/01/2026	Membership Dues to Gain Access to Institutional Research		1,682.36
Inv MD-2026-1118 Total			1,682.36
324596 Total:			1,682.36
CALWEP - California Water Efficiency Partnership Total:			1,682.36
CEAP7000 - S.P. Public Service Employees Association-PT 700-0000-0000-2249-000			
0	11/23/2026		
Inv	PR 11.06.2026		
Line Item Date	Line Item Description		
11/05/2026	PR Batch 11626.10.2026 PART TIME ASSN. DUES / FEE		112.00
Inv PR 11.06.2026 Total			112.00
0 Total:			112.00
CEAP7000 - S.P. Public Service Employees Association-PT Total:			112.00
CIN4011 - AT&T Mobility			
324595	11/23/2026		
Inv	287288006612X11102026		
Line Item Date	Line Item Description		
11/02/2026	AN 287288006612 Mobile Services 10/3 - 11/2/26 October		4,916.72
Inv 287288006612X11102026 Total			4,916.72
Inv	287312118886X11102026		
Line Item Date	Line Item Description		
11/02/2026	AN 287312118886 Mobile Services 10/3 - 11/2/26 October		3,063.68
Inv 287312118886X11102026 Total			3,063.68

Check Number	Check Date		Amount
Inv 287351491376X11142026			
Line Item Date	Line Item Description		
11/06/2026	AN 287351491376 Internet Services 11/7-12/6/26 NOV26		70.00
Inv 287351491376X11142026 Total			70.00
324595 Total:			8,050.40
CIN4011 - AT&T Mobility Total:			8,050.40
PARS3011 - Phase II Systems a California Corporation			
0	11/23/2026		
Inv PR 11.06.2026			
Line Item Date	Line Item Description		
11/05/2026	PR Batch 11626.10.2026 PARS Employee Contribution		513.26
11/05/2026	PR Batch 11626.10.2026 PARS Employer Contribution		513.26
Inv PR 11.06.2026 Total			1,026.52
0 Total:			1,026.52
PARS3011 - Phase II Systems a California Corporation Total:			1,026.52
PASADENA - Los Angeles Sheriff's Department			
324599	11/23/2026		
Inv PR 11.06.2026			
Line Item Date	Line Item Description		
11/05/2026	PR Batch 11626.10.2026 Garnish Corona Eric Case No. 25NWLC0(		152.70
Inv PR 11.06.2026 Total			152.70
324599 Total:			152.70
PASADENA - Los Angeles Sheriff's Department Total:			152.70
QLET8032 - Quality Entertainment			
324600	11/23/2026		
Inv 2026TREELIGHTING12.05B			
Line Item Date	Line Item Description		
11/09/2026	Santa Clause BAL for Tree Lighting 12.5.26 (HOLD FOR DAY OF)		240.00
Inv 2026TREELIGHTING12.05B Total			240.00
324600 Total:			240.00
QLET8032 - Quality Entertainment Total:			240.00

Check Number	Check Date	Amount

RDDOTUNF - Red Dot Uniform Inc.

324601 11/23/2026

Inv 3861

Line Item Date	Line Item Description	
06/15/2026	Operations Staff Uniforms	331.54
Inv 3861 Total		331.54

Inv 3872

Line Item Date	Line Item Description	
06/16/2026	Operations Staff Uniforms	271.83
Inv 3872 Total		271.83

Inv 4716

Line Item Date	Line Item Description	
09/29/2026	Operations Staff Uniforms	164.65
Inv 4716 Total		164.65

Inv 4743

Line Item Date	Line Item Description	
10/05/2026	Operations Staff Uniforms	543.13
Inv 4743 Total		543.13

324601 Total:	1,311.15
RDDOTUNF - Red Dot Uniform Inc. Total:	1,311.15

SCFT0000 - Franchise Tax Board

324597 11/23/2026

Inv PR 11.06.2026

Line Item Date	Line Item Description	
11/05/2026	PR Batch 11626.10.2026 Christopher Diaz Garn-AccNo.211-23208-	200.00
Inv PR 11.06.2026 Total		200.00

324597 Total:	200.00
SCFT0000 - Franchise Tax Board Total:	200.00

SCFT0001 - Franchise Tax Board

324598 11/23/2026

Inv PR 11.06.2026

Line Item Date	Line Item Description	
11/05/2026	PR Batch 11626.10.2026 Garnishment -Christiana Case#110254520	90.00

Check Number	Check Date		Amount
Inv PR 11.06.2026 Total			90.00
324598 Total:			90.00
SCFT0001 - Franchise Tax Board Total:			90.00
SGVM2010 - San Gabriel Valley City Manager Association			
324602	11/23/2026		
Inv NOVEMBER26			
Line Item Date	Line Item Description		
11/16/2026	11-18-2026 SGVCMA Meeting - Nick and Alma		80.00
Inv NOVEMBER26 Total			80.00
324602 Total:			80.00
SGVM2010 - San Gabriel Valley City Manager Association Total:			80.00
SOU5230 - S.P.Firefighters L-3657			
0	11/23/2026		
Inv PR 11.06.2026			
Line Item Date	Line Item Description		
11/05/2026	PR Batch 11626.10.2026 Firefighters 3657 - Union		2,300.00
11/05/2026	PR Batch 11626.10.2026 FFA Fire Rec Fees		90.00
11/05/2026	PR Batch 11626.10.2026 Fire Assn. Insurance		363.17
Inv PR 11.06.2026 Total			2,753.17
0 Total:			2,753.17
SOU5230 - S.P.Firefighters L-3657 Total:			2,753.17
SOU5435 - S.P. Police Officers Association 700-0000-0000-2246-000			
0	11/23/2026		
Inv PR 11.06.2026			
Line Item Date	Line Item Description		
11/05/2026	PR Batch 11626.10.2026 SPPOA Insurance		2,870.03
11/05/2026	PR Batch 11626.10.2026 SPPOA - Union Dues		4,866.00
Inv PR 11.06.2026 Total			7,736.03
0 Total:			7,736.03
SOU5435 - S.P. Police Officers Association Total:			7,736.03
SOU5451 - S.P. Public Service Employees Association 700-0000-0000-2248-000			

Check Number	Check Date	Amount
0	11/23/2026	
Inv PR 11.06.2026		
Line Item Date	Line Item Description	
11/05/2026	PR Batch 11626.10.2026 SPPSEA - Union Dues	1,768.00
Inv PR 11.06.2026 Total		1,768.00
0 Total:		1,768.00
SOU5451 - S.P. Public Service Employees Association Total:		1,768.00
SSDV2018 - Sandoval, Sheila		
0	11/23/2026	
Inv PR 11.06.2026		
Line Item Date	Line Item Description	
11/05/2026	PR Batch 11626.10.2026 Garnishment - Sandoval	956.03
11/05/2026	PR Batch 11626.10.2026 Sandoval - Garnishment	259.36
Inv PR 11.06.2026 Total		1,215.39
0 Total:		1,215.39
SSDV2018 - Sandoval, Sheila Total:		1,215.39
SWRCB833 - State Water Resources Control Board		
0	11/23/2026	
Inv SW-0348003		
Line Item Date	Line Item Description	
11/12/2026	MS4 Annual Permit Fees 7/1/26-6/30/27 INDEX # 713093	10,920.00
Inv SW-0348003 Total		10,920.00
0 Total:		10,920.00
SWRCB833 - State Water Resources Control Board Total:		10,920.00
XRXF5010 - Xerox Financial Services		
324603	11/23/2026	
Inv 42983041		
Line Item Date	Line Item Description	
11/02/2026	Lease Contract of 12 Xerox multi-function copiers 10/22-11/21/26	2,219.46
Inv 42983041 Total		2,219.46
324603 Total:		2,219.46

Check Number	Check Date	Amount
XRXF5010 - Xerox Financial Services Total:		2,219.46
Total:		46,838.04

Accounts Payable

Check Detail

User: tfernandez
Printed: 11/23/2026 - 4:15PM

Check Number	Check Date	Amount
RlPU8540 - Roadline Products Inc. USA		
324605	11/23/2026	
Inv 22498		
Line Item Date	Line Item Description	
02/13/2026	School Zone 15 Speed Limit Sign	1,873.25
Inv 22498 Total		1,873.25
Inv 22996		
Line Item Date	Line Item Description	
06/05/2026	Slow Down Residential Neighborhood Sign	246.69
Inv 22996 Total		246.69
Inv 23033		
Line Item Date	Line Item Description	
07/31/2026	LED Flashing Sign System	1,957.65
Inv 23033 Total		1,957.65
Inv 23470		
Line Item Date	Line Item Description	
09/10/2026	Alexander Building Sign	913.48
Inv 23470 Total		913.48
324605 Total:		4,991.07
RlPU8540 - Roadline Products Inc. USA Total:		4,991.07
SCFT0000 - Franchise Tax Board		
324604	11/23/2026	
Inv PR 11.06.26		
Line Item Date	Line Item Description	
11/05/2026	PR Batch 11626.10.2026 Garnis Hernandez Ric Acc. 121-05653-01	150.00
Inv PR 11.06.26 Total		150.00
324604 Total:		150.00

Check Number	Check Date	Amount
SCFT0000 - Franchise Tax Board Total:		150.00
Total:		5,141.07

Accounts Payable

Check Detail

User: tfernandez
Printed: 11/23/2026 - 4:16PM

Check Number	Check Date	Amount
QLET8032 - Quality Entertainment		
324607	11/23/2026	
Inv 2026BWS12.12B		
Line Item Date	Line Item Description	
11/09/2026	Breakfast with Santa Event 12/12/26 Santa BAL (Hold for day of)	275.00
Inv 2026BWS12.12B Total		275.00
324607 Total:		275.00
QLET8032 - Quality Entertainment Total:		275.00
SCFT0000 - Franchise Tax Board		
324606	11/23/2026	
Inv PR 11.06.2026.		
Line Item Date	Line Item Description	
11/05/2026	PR Batch 11626.10.2026 Garnish Cipres Acc. 121-04537-47	70.00
Inv PR 11.06.2026. Total		70.00
324606 Total:		70.00
SCFT0000 - Franchise Tax Board Total:		70.00
Total:		345.00

Accounts Payable

Check Detail

User: tfernandez
Printed: 11/23/2026 - 4:17PM

Check Number	Check Date	Amount
CSD3014 - Ca. State Disbursement Unit		
324608	11/23/2026	
Inv PR 11.06.2026		
Line Item Date	Line Item Description	
11/05/2026	PR Batch 11626.10.2026 Garnish.Navarrete Mark ID:200000001436	466.15
Inv PR 11.06.2026 Total		466.15
324608 Total:		466.15
CSD3014 - Ca. State Disbursement Unit Total:		466.15
Total:		466.15

Accounts Payable

Check Detail

User: tfernandez
Printed: 11/23/2026 - 4:18PM

Check Number	Check Date	Amount
ACMT2920 - All City Management Services, Inc.		
324611	11/23/2026	
Inv PS-INV109242		
Line Item Date	Line Item Description	
10/30/2026	School crossing guard services: Oct. 11, 2026 - October 24, 2026	14,449.76
Inv PS-INV109242 Total		14,449.76
324611 Total:		14,449.76
ACMT2920 - All City Management Services, Inc. Total:		14,449.76
ACTM3010 - Robert Half Inc		
0	11/23/2026	
Inv 66803129		
Line Item Date	Line Item Description	
11/09/2026	Accounts Payable Specialist HL WE 11/6/2026	686.51
11/09/2026	Accounts Payable Specialist HL WE 11/6/2026	1,241.89
Inv 66803129 Total		1,928.40
Inv 66829167		
Line Item Date	Line Item Description	
11/16/2026	Accounts Payable Specialist HL WE 11/13/2026	931.42
11/16/2026	Accounts Payable Specialist HL WE 11/13/2026	514.88
Inv 66829167 Total		1,446.30
0 Total:		3,374.70
ACTM3010 - Robert Half Inc Total:		3,374.70
ADHA6116 - Herrera, Adam		
324635	11/23/2026	
Inv 10.17.26 6:30pm Heritage Park		
Line Item Date	Line Item Description	
10/17/2026	Mileage Reimb 10.17.26 6:30pm Heritage Park Trash Overflow	43.16
Inv 10.17.26 6:30pm Heritage Park Total		43.16

Check Number	Check Date	Amount
324635 Total:		43.16
ADHA6116 - Herrera, Adam Total:		43.16

ALH0179 - Alhambra Car Wash

324610 11/23/2026

Inv October 2026

Line Item Date	Line Item Description	
11/06/2026	PD Vehicle Maintenance	240.00
Inv October 2026 Total		240.00
324610 Total:		240.00
ALH0179 - Alhambra Car Wash Total:		240.00

ALL0197 - All Star Fire Equipment, Inc.

324612 11/23/2026

Inv 276118

Line Item Date	Line Item Description	
10/15/2026	Annual PO Safety Firefighting ClothingEquipment FY 26-27	12,980.34
Inv 276118 Total		12,980.34
324612 Total:		12,980.34
ALL0197 - All Star Fire Equipment, Inc. Total:		12,980.34

ALTAPLDE - Alta Planning + Design, Inc.

324613 11/23/2026

Inv 304.2600590.000 - 5

Line Item Date	Line Item Description	
10/13/2026	Mission/Arroyo/Pasadena Intersection Traffic Engineering Study &	4,642.20
Inv 304.2600590.000 - 5 Total		4,642.20

Inv 304.2600820.000 - 2

Line Item Date	Line Item Description	
10/13/2026	Striping and signage plan for grand ave corridor FY26/27 slurry	8,685.00
Inv 304.2600820.000 - 2 Total		8,685.00

Inv 304.2600820.000 - 3

Line Item Date	Line Item Description	
11/10/2026	FY 26/27 Slurry Seal Striping and Signage Plans	2,890.00
Inv 304.2600820.000 - 3 Total		2,890.00

324613 Total:		16,217.20
ALTAPLDE - Alta Planning + Design, Inc. Total:		16,217.20

AMAZONCP - Amazon Capital Services, Inc.

0 11/23/2026

Inv 11XQ-9M6Q-C4CG

Line Item Date	Line Item Description	
10/26/2026	Garfield Breakroom Supplies	147.37
10/26/2026	Garfield Breakroom Supplies	63.16
Inv 11XQ-9M6Q-C4CG Total		210.53

Inv 1616-YPTY-LMRD

Line Item Date	Line Item Description	
10/28/2026	Garfield Halloween Supplies	20.70
10/28/2026	Garfield Halloween Supplies	20.72
10/28/2026	Garfield Halloween Supplies	20.70
Inv 1616-YPTY-LMRD Total		62.12

Inv 1FWC-LDC1-DHV1

Line Item Date	Line Item Description	
10/23/2026	Office Supplies	7.20
Inv 1FWC-LDC1-DHV1 Total		7.20

Inv 1HKJ-NGPD-LK3

Line Item Date	Line Item Description	
11/12/2026	Public Affairs Equipment	220.89
Inv 1HKJ-NGPD-LK3 Total		220.89

Inv 1JKT-4MCP-MH41

Line Item Date	Line Item Description	
11/12/2026	Public Affairs Equipment	39.95
Inv 1JKT-4MCP-MH41 Total		39.95

Inv 1JT4-WHRG-R1XD

Line Item Date	Line Item Description	
10/10/2026	Supplies Table Cloth and Tally Counter	169.80
Inv 1JT4-WHRG-R1XD Total		169.80

Inv 1LNT-3W4W-HNX3

Line Item Date	Line Item Description	
11/07/2026	Books for Library Collection	445.45

Inv 1LNT-3W4W-HNX3 Total 445.45

Inv 1LPQ-C9QC-GGCF

Line Item Date	Line Item Description	
11/10/2026	Senior Center arts supplies	79.43

Inv 1LPQ-C9QC-GGCF Total 79.43

Inv 1N4K-YHKQ-FGGT

Line Item Date	Line Item Description	
11/04/2026	Veterans Day Luncheon supplies	68.06

Inv 1N4K-YHKQ-FGGT Total 68.06

Inv 1TT4-MM3G-3FH1

Line Item Date	Line Item Description	
10/30/2026	Water Production Charging Cables	194.68

Inv 1TT4-MM3G-3FH1 Total 194.68

Inv 1Y9G-N1YL-Y3LF

Line Item Date	Line Item Description	
11/06/2026	insect traps	320.48

Inv 1Y9G-N1YL-Y3LF Total 320.48

Inv 1YXW-L7JP-JCRQ

Line Item Date	Line Item Description	
10/28/2026	Garfield Halloween Supplies	77.70
10/28/2026	Garfield Halloween Supplies	77.70
10/28/2026	Garfield Halloween Supplies	77.71

Inv 1YXW-L7JP-JCRQ Total 233.11

Inv 1YXX-FD7W-JGG3

Line Item Date	Line Item Description	
11/03/2026	Tech Items	60.81

Inv 1YXX-FD7W-JGG3 Total 60.81

0 Total: 2,112.51

AMAZONCP - Amazon Capital Services, Inc. Total: 2,112.51

AMTIR4 - The Reinalt-Thomas Corporation DBA

324660 11/23/2026

Inv 5093865365

Line Item Date	Line Item Description	
10/20/2026	Blanket Purchase Order for FY26/27	367.86

Inv 5093865365 Total 367.86

324660 Total: 367.86

AMTIR4 - The Reinalt-Thomas Corporation DBA Total: 367.86

CAL5236 - Dy-Dee Services of Pasadena, Inc.

324626 11/23/2026

Inv 2679769

Line Item Date	Line Item Description	
10/29/2026	Fire Department Linen Services for FY 26-27	97.88

Inv 2679769 Total 97.88

Inv 2684479

Line Item Date	Line Item Description	
11/05/2026	Fire Department Linen Services for FY 26-27	104.63

Inv 2684479 Total 104.63

Inv 2687518

Line Item Date	Line Item Description	
11/12/2026	Fire Department Linen Services for FY 26-27	100.13

Inv 2687518 Total 100.13

324626 Total: 302.64

CAL5236 - Dy-Dee Services of Pasadena, Inc. Total: 302.64

CAME2015 - California Maintenance & Environmental

0 11/23/2026

Inv 42456

Line Item Date	Line Item Description	
11/02/2026	October 2026 Underground Storage Tank Monthly Inspection	125.00

Inv 42456 Total 125.00

0 Total: 125.00

CAME2015 - California Maintenance & Environmental Total: 125.00

CAN0607 - Cantu Graphics Inc.

0 11/23/2026

Inv 66328-4

Line Item Date	Line Item Description	
10/27/2026	PD Printing	55.44

Inv 66328-4 Total 55.44

Inv 66338-3

Line Item Date	Line Item Description	
10/27/2026	18x24 PVC signs	38.79

Inv 66338-3 Total 38.79

Inv 66338-4

Line Item Date	Line Item Description	
11/06/2026	Certificate of Recognition	129.87
11/06/2026	Certificate of Recognition	129.87
11/06/2026	Certificate of Recognition	129.87

Inv 66338-4 Total 389.61

0 Total: 483.84

CAN0607 - Cantu Graphics Inc. Total: 483.84

CATYSTGP - Catalyst Consulting Group

0 11/23/2026

Inv SPas-CRM-S-004

Line Item Date	Line Item Description	
10/23/2026	CRM Testing and Training Milestone	23,447.52

Inv SPas-CRM-S-004 Total 23,447.52

0 Total: 23,447.52

CATYSTGP - Catalyst Consulting Group Total: 23,447.52

CGUSA - Compass Group USA, Inc.

324622 11/23/2026

Inv SOC366624

Line Item Date	Line Item Description	
11/01/2026	Senior Center water machine rental -Nov	52.47

Inv SOC366624 Total 52.47

324622 Total: 52.47

CGUSA - Compass Group USA, Inc. Total: 52.47

CHAG8032 - Chang, Emily

0 11/23/2026

Inv KMFALL26

Line Item Date	Line Item Description	
11/09/2026	Contract Class Instructor payment for KinderMusik Fall 2026	309.40

Inv KMFALL26 Total 309.40

0 Total: 309.40

CHAG8032 - Chang, Emily Total: 309.40

CHMA4011 - Chung Marketing Inc

324618 11/23/2026

Inv 6347

Line Item Date	Line Item Description	
10/20/2026	PD Promotional Products	1,404.15

Inv 6347 Total 1,404.15

324618 Total: 1,404.15

CHMA4011 - Chung Marketing Inc Total: 1,404.15

CINTA3 - Cintas Corporation

324619 11/23/2026

Inv 4285352159

Line Item Date	Line Item Description	
10/12/2026	Public Works Uniforms Parks Division Week 10.12.26	46.16

Inv 4285352159 Total 46.16

Inv 4286081062

Line Item Date	Line Item Description	
10/19/2026	Public Works Uniforms Parks Division Week 10.19.26	46.16

Inv 4286081062 Total 46.16

Inv 4287614926

Line Item Date	Line Item Description	
11/02/2026	Public Works Uniforms Parks Division Week 11.2.26	47.79

Inv 4287614926 Total 47.79

324619 Total: 140.11

CINTA3 - Cintas Corporation Total: 140.11

CINTAS - Cintas Corporation

Check Number	Check Date		Amount
324620	11/23/2026		
Inv 8408664758			
Line Item Date	Line Item Description		
09/30/2026	CINTAS AED Units - Monthly Lease for Equipment (FY 26-27)		144.55
09/30/2026	2026-27 eyewash station maintenance		558.28
Inv 8408664758 Total			702.83
Inv 9383712595			
Line Item Date	Line Item Description		
07/31/2026	Payer# 25547763 AED 7/31/26		144.20
Inv 9383712595 Total			144.20
324620 Total:			847.03
CINTAS - Cintas Corporation Total:			847.03
CITIGUAR - Citiguard Inc			
324621	11/23/2026		
Inv 87741R			
Line Item Date	Line Item Description		
11/05/2026	Security Guard Concierge Service at Library OCT2026		5,725.00
Inv 87741R Total			5,725.00
324621 Total:			5,725.00
CITIGUAR - Citiguard Inc Total:			5,725.00
CONVERGT - DG Investment Intermediate Holdings 2, Inc			
0	11/23/2026		
Inv IN00543586			
Line Item Date	Line Item Description		
10/28/2026	Installation of exterior library camera		3,153.33
10/28/2026	Installation of exterior library camera		3,153.33
Inv IN00543586 Total			6,306.66
0 Total:			6,306.66
CONVERGT - DG Investment Intermediate Holdings 2, Inc Total:			6,306.66
CRPC7000 - Pech, Carlos			
324645	11/23/2026		
Inv 11/04/2026			
Line Item Date	Line Item Description		
11/12/2026	DETECTIVE CARLOS PECH ICAC 101 TRAINING REIMBURS		23.00

Inv 11/04/2026 Total 23.00

324645 Total: 23.00

CRPC7000 - Pech, Carlos Total: 23.00

CRSR2010 - Corodata Shredding Inc.

0 11/23/2026

Inv DN 1603339

Line Item Date	Line Item Description	
10/31/2026	32 gallon shred bin console	50.61

Inv DN 1603339 Total 50.61

Inv DN1604302

Line Item Date	Line Item Description	
10/31/2026	Shredding Services for City Hall 2nd Floor	12.23
10/31/2026	Shredding Services for City Hall 2nd Floor	12.23
10/31/2026	Shredding Services for City Hall 2nd Floor	12.24

Inv DN1604302 Total 36.70

0 Total: 87.31

CRSR2010 - Corodata Shredding Inc. Total: 87.31

CVCPLUS - CivicPlus, LLC

0 11/23/2026

Inv 392869

Line Item Date	Line Item Description	
10/28/2026	CS Department Registration Software 9/21/26-9/20/27	31,305.24

Inv 392869 Total 31,305.24

0 Total: 31,305.24

CVCPLUS - CivicPlus, LLC Total: 31,305.24

DROW8010 - D & R Office Works, Inc.

324623 11/23/2026

Inv 140608

Line Item Date	Line Item Description	
09/09/2026	PW Director and Deputy Director Office Relocation	1,040.00

Inv 140608 Total 1,040.00

324623 Total:		1,040.00
DROW8010 - D & R Office Works, Inc. Total:		1,040.00

DSCOVILL - Scoville, Diane

324654 11/23/2026

Inv L&L Tax Refund

Line Item Date	Line Item Description	
11/16/2026	Property Tax Refund	77.70
Inv L&L Tax Refund Total		77.70

Inv Library Tax Refund

Line Item Date	Line Item Description	
11/16/2026	Property Tax Refund	43.94
Inv Library Tax Refund Total		43.94
324654 Total:		121.64
DSCOVILL - Scoville, Diane Total:		121.64

DSP0755 - D & S Printing

324624 11/23/2026

Inv 1104

Line Item Date	Line Item Description	
11/09/2026	Blanket Purchase Order for D&S Printing for FY2026/27	5,733.15
Inv 1104 Total		5,733.15

Inv 1105

Line Item Date	Line Item Description	
11/09/2026	Annual overnight parking decal	1,017.87
Inv 1105 Total		1,017.87
324624 Total:		6,751.02
DSP0755 - D & S Printing Total:		6,751.02

DTATK701 - Data Ticket, Inc.

324625 11/23/2026

Inv 200984

Line Item Date	Line Item Description	
11/09/2026	Citation Processing / Collections OCT2026	200.00
Inv 200984 Total		200.00

324625 Total:		200.00
DTATK701 - Data Ticket, Inc. Total:		200.00

EMPI5011 - ARAMSCO INC

324615	11/23/2026	
Inv S7974098.001		
Line Item Date	Line Item Description	
10/09/2026	Fire Station Cleaning Aparatus	670.88
Inv S7974098.001 Total		670.88
324615 Total:		670.88
EMPI5011 - ARAMSCO INC Total:		670.88

EMSQIPAR - Givot, David

0	11/23/2026	
Inv SPFD-10/2026		
Line Item Date	Line Item Description	
10/20/2026	Continuing Education In Prehospital & Emergency Medicine OCT2(	2,499.00
Inv SPFD-10/2026 Total		2,499.00
0 Total:		2,499.00
EMSQIPAR - Givot, David Total:		2,499.00

FDBC8025 - Fast Deer Bus Charter Inc.

324628	11/23/2026	
Inv 9523		
Line Item Date	Line Item Description	
11/04/2026	Senior Center Excursion Charter Bus to Olvera 11/4/26	1,140.00
Inv 9523 Total		1,140.00
324628 Total:		1,140.00
FDBC8025 - Fast Deer Bus Charter Inc. Total:		1,140.00

GALL5011 - Galls, LLC

324629	11/23/2026	
Inv 035516032		
Line Item Date	Line Item Description	
06/30/2026	PD Safety Clothing/Equipment	142.05

Inv 035516032 Total 142.05

Inv 036278771

Line Item Date	Line Item Description	
09/14/2026	PD Safety Clothing/Equipment	108.75

Inv 036278771 Total 108.75

Inv 036292600

Line Item Date	Line Item Description	
09/15/2026	PD Safety Clothing/Equipment	30.72

Inv 036292600 Total 30.72

Inv 036329514

Line Item Date	Line Item Description	
09/18/2026	PD Safety Clothing/Equipment	88.87

Inv 036329514 Total 88.87

Inv 036375148

Line Item Date	Line Item Description	
09/23/2026	PD Safety Clothing/Equipment	75.92

Inv 036375148 Total 75.92

Inv 036375153

Line Item Date	Line Item Description	
09/23/2026	PD Safety Clothing/Equipment	219.50

Inv 036375153 Total 219.50

Inv 036387696

Line Item Date	Line Item Description	
09/24/2026	PD Safety Clothing/Equipment	207.60

Inv 036387696 Total 207.60

Inv 036510130

Line Item Date	Line Item Description	
10/06/2026	PD Safety Clothing/Equipment	104.74

Inv 036510130 Total 104.74

Inv 036548870

Line Item Date	Line Item Description	
10/09/2026	PD Safety Clothing/Equipment	139.10

Inv 036548870 Total 139.10

Inv 036566315

Line Item Date	Line Item Description	
10/12/2026	PD Safety Clothing/Equipment	83.31

Inv 036566315 Total 83.31

Inv 036594078

Line Item Date	Line Item Description	
10/14/2026	PD Safety Clothing/Equipment	109.74

Inv 036594078 Total 109.74

Inv 036658804

Line Item Date	Line Item Description	
10/20/2026	PD Safety Clothing/Equipment	116.22

Inv 036658804 Total 116.22

Inv 036768708

Line Item Date	Line Item Description	
10/29/2026	PD Safety Clothing/Equipment	116.44

Inv 036768708 Total 116.44

Inv 036783488

Line Item Date	Line Item Description	
10/30/2026	PD Safety Clothing/Equipment	280.26

Inv 036783488 Total 280.26

324629 Total: 1,823.22

GALL5011 - Galls, LLC Total: 1,823.22

GEOHILLS - George Hills Company

324630 11/23/2026

Inv INV1035597

Line Item Date	Line Item Description	
07/01/2026	Admin Fee, Claims Mgmt Fee, Annual Medicare-CMS Fee, FY 26-2	12,583.33

Inv INV1035597 Total 12,583.33

324630 Total: 12,583.33

GEOHILLS - George Hills Company Total: 12,583.33

GLDFARBL - GOLDFARB & LIPMAN LLP

0 11/23/2026

Inv 500053

Line Item Date	Line Item Description	
11/13/2026	Legal Services thru 10/31/26 File No. 2360 - 2	2,624.00

Inv 500053 Total 2,624.00

0 Total: 2,624.00

GLDFARBL - GOLDFARB & LIPMAN LLP Total: 2,624.00

GOGOVAPP - GOGov, Inc.

324631 11/23/2026

Inv 26-875

Line Item Date	Line Item Description	
11/06/2026	Citizen Request Management (CRM) Subscription 7/1/26-6/30/27	14,148.00

Inv 26-875 Total 14,148.00

324631 Total: 14,148.00

GOGOVAPP - GOGov, Inc. Total: 14,148.00

GRA6601 - Grainger

324632 11/23/2026

Inv 9011746634

Line Item Date	Line Item Description	
07/20/2026	Parks Division Vehicle Maintenance Digital Tire Inflator	144.91

Inv 9011746634 Total 144.91

Inv 9017117590

Line Item Date	Line Item Description	
07/23/2026	Blow Gun for John Deere	77.41

Inv 9017117590 Total 77.41

324632 Total: 222.32

GRA6601 - Grainger Total: 222.32

HDRE6011 - HDR Engineering, Inc

0 11/23/2026

Inv 1200871637

Line Item Date	Line Item Description	
10/09/2026	Task Order 3: RRFB Design’s for Grevelia St at Park Ave, Meridia	11,244.59

Inv 1200871637 Total 11,244.59

0 Total:		11,244.59
HDRE6011 - HDR Engineering, Inc Total:		11,244.59

HENYHART - The Howard E Nyhart Company, Inc

324659 11/23/2026

Inv 190090HW_20261031

Line Item Date	Line Item Description	
10/31/2026	Actuarial Valuation FYE 6/30/2026 GASB 75 Report	1,250.00
10/31/2026	Actuarial Valuation FYE 6/30/2026 GASB 75 Report	1,250.00
10/31/2026	Actuarial Valuation FYE 6/30/2026 GASB 75 Report	3,000.00
10/31/2026	Actuarial Valuation FYE 6/30/2026 GASB 75 Report	3,000.00
Inv 190090HW_20261031 Total		8,500.00
324659 Total:		8,500.00
HENYHART - The Howard E Nyhart Company, Inc Total:		8,500.00

HHA5011 - H & H Wholesale Parts

324633 11/23/2026

Inv 1IN0811503

Line Item Date	Line Item Description	
11/11/2026	Vehicle Maintenance - Oil Abosrb	108.23
Inv 1IN0811503 Total		108.23
324633 Total:		108.23
HHA5011 - H & H Wholesale Parts Total:		108.23

INGRMLIB - INGRAM LIBRARY SERVICE LLC

324636 11/23/2026

Inv 30244881

Line Item Date	Line Item Description	
10/20/2026	Purchase Order for Books FY26-27 Acct# 20AZ233	52.93
Inv 30244881 Total		52.93

Inv 30273047

Line Item Date	Line Item Description	
10/21/2026	Open Purchase Order for Books for FY26-27	383.53
Inv 30273047 Total		383.53

Inv 30273048

Line Item Date	Line Item Description	
10/21/2026	Open Purchase Order for Books for FY26-27	22.31
Inv 30273048 Total		22.31

Inv 30301903

Line Item Date	Line Item Description	
10/22/2026	Open Purchase Order for Books for FY26-27	36.45
Inv 30301903 Total		36.45

Inv 30455910

Line Item Date	Line Item Description	
10/28/2026	Open Purchase Order for Books for FY26-27	314.11
Inv 30455910 Total		314.11

Inv 30455911

Line Item Date	Line Item Description	
10/28/2026	Open Purchase Order for Books for FY26-27	137.18
Inv 30455911 Total		137.18

Inv 30455912

Line Item Date	Line Item Description	
10/28/2026	Open Purchase Order for Books for FY26-27	1,644.65
Inv 30455912 Total		1,644.65

Inv 30455913

Line Item Date	Line Item Description	
10/28/2026	Open Purchase Order for Books for FY26-27	341.67
Inv 30455913 Total		341.67

Inv 30455914

Line Item Date	Line Item Description	
10/28/2026	Open Purchase Order for Books for FY26-27	72.90
Inv 30455914 Total		72.90

Inv 30455915

Line Item Date	Line Item Description	
10/28/2026	Purchase Order Books FY26-27 Acct# 20AZ233	1,504.32
Inv 30455915 Total		1,504.32

324636 Total: 4,510.05

INGRMLIB - INGRAM LIBRARY SERVICE LLC Total: 4,510.05

ISGU4011 - Gutierrez, Issac

0 11/23/2026

Inv 11/04/2026

Line Item Date	Line Item Description	
11/12/2026	DETECTIVE GUTIERREZ ICAC 101 TRAINING REIMBURSEM	23.00

Inv 11/04/2026 Total 23.00

0 Total: 23.00

ISGU4011 - Gutierrez, Issac Total: 23.00

JAHE4011 - Hernandez, Javier

324634 11/23/2026

Inv 10/13/2026

Line Item Date	Line Item Description	
11/13/2026	OFFICER JAVIER HERNANDEZ INTOXILYZER 9000 TRAININ	29.64

Inv 10/13/2026 Total 29.64

324634 Total: 29.64

JAHE4011 - Hernandez, Javier Total: 29.64

JHMS8020 - JHM Supply Inc

0 11/23/2026

Inv 119652/1

Line Item Date	Line Item Description	
10/08/2026	Irrigation Replacements Arroyo Park - Quick Coupler and supplies	532.90

Inv 119652/1 Total 532.90

Inv K68358/3

Line Item Date	Line Item Description	
10/22/2026	Garfield Park Irrigation Repairs	724.21

Inv K68358/3 Total 724.21

0 Total: 1,257.11

JHMS8020 - JHM Supply Inc Total: 1,257.11

JSAR4011 - Jack's Auto Repair

324637 11/23/2026

Inv 21401

Line Item Date	Line Item Description	
11/06/2026	45-day inspections for DAR #81	66.00

Inv 21401 Total 66.00

Inv 21405

Line Item Date	Line Item Description	
11/09/2026	Routine vehicle maintenance and 45-day inspections Veh 82	66.00

Inv 21405 Total 66.00

324637 Total: 132.00

JSAR4011 - Jack's Auto Repair Total: 132.00

KERNCOMC - Kern Community College District

324638 11/23/2026

Inv 2027-025

Line Item Date	Line Item Description	
10/28/2026	Firearms/Arrest Training for K. Soto	69.00

Inv 2027-025 Total 69.00

324638 Total: 69.00

KERNCOMC - Kern Community College District Total: 69.00

KMLHRNAS - Kimley-Horn & Associates, Inc.

0 11/23/2026

Inv 36163529

Line Item Date	Line Item Description	
06/30/2026	Pavement Management Support Services	900.00

Inv 36163529 Total 900.00

Inv 36537193

Line Item Date	Line Item Description	
07/31/2026	Pavement Management Support Services	1,500.00

Inv 36537193 Total 1,500.00

0 Total: 2,400.00

KMLHRNAS - Kimley-Horn & Associates, Inc. Total: 2,400.00

LIFE822 - Life-Assist Inc.

Check Number	Check Date		Amount
324639	11/23/2026		
Inv 2223952			
Line Item Date	Line Item Description		
10/13/2026	Annual PO for Medical Supplies FY 26-27		878.34
Inv 2223952 Total			878.34
Inv 2227083			
Line Item Date	Line Item Description		
10/19/2026	Annual PO for Medical Supplies FY 26-27		148.67
Inv 2227083 Total			148.67
Inv 2230534			
Line Item Date	Line Item Description		
10/22/2026	Annual PO for Medical Supplies FY 26-27		636.76
Inv 2230534 Total			636.76
Inv 2245142			
Line Item Date	Line Item Description		
11/13/2026	Annual PO for Medical Supplies FY 26-27		321.68
Inv 2245142 Total			321.68
324639 Total:			1,985.45
LIFE822 - Life-Assist Inc. Total:			1,985.45
LWEI2010 - Lan Wan Enterprise Inc			
0	11/23/2026		
Inv 77926			
Line Item Date	Line Item Description		
10/31/2026	IT Management and Support Serv for October 2026		19,000.00
Inv 77926 Total			19,000.00
Inv 77985			
Line Item Date	Line Item Description		
11/01/2026	Monthly Recurring IT Subscription Licenses for Nov 2026		5,404.00
Inv 77985 Total			5,404.00
0 Total:			24,404.00
LWEI2010 - Lan Wan Enterprise Inc Total:			24,404.00
MAOKASS - Marx I Okubo Associates, LTD			
0	11/23/2026		

Inv ARIV1003192

Line Item Date	Line Item Description	
09/30/2026	Eddie Park House Facility Condition Assessment - Additional Inve	5,456.00

Inv ARIV1003192 Total 5,456.00

0 Total: 5,456.00

MAOKASS - Marx I Okubo Associates, LTD Total: 5,456.00

MCIMEDIC - MCI Medical Certifications Inc

324640 11/23/2026

Inv 1054

Line Item Date	Line Item Description	
11/08/2026	HeartCode BLS online course & AHA eCard BLS	990.00

Inv 1054 Total 990.00

324640 Total: 990.00

MCIMEDIC - MCI Medical Certifications Inc Total: 990.00

MCPSTI - Pusateri, Michele

0 11/23/2026

Inv AdultPickleOct2026

Line Item Date	Line Item Description	
11/05/2026	Adult Pickleball October 2026	1,399.13

Inv AdultPickleOct2026 Total 1,399.13

Inv SeniorPickleOct2026

Line Item Date	Line Item Description	
11/05/2026	Older Adult Pickleball October 2026	780.00

Inv SeniorPickleOct2026 Total 780.00

0 Total: 2,179.13

MCPSTI - Pusateri, Michele Total: 2,179.13

MDWSTPE - Midwest Tape LLC

324641 11/23/2026

Inv 509564355

Line Item Date	Line Item Description	
10/16/2026	Open Purchase Order - DVDs for Library Collection	121.48

Inv 509564355 Total 121.48

Inv 509591586

Line Item Date	Line Item Description	
10/22/2026	Open Purchase Order - DVDs for Library Collection	87.38

Inv 509591586 Total 87.38

Inv 509619019

Line Item Date	Line Item Description	
10/29/2026	Open Purchase Order - DVDs for Library Collection	58.45

Inv 509619019 Total 58.45

324641 Total: 267.31

MDWSTPE - Midwest Tape LLC Total: 267.31

MIGINC - Moore Iacofano Goltsman, Inc.

0 11/23/2026

Inv 0098405

Line Item Date	Line Item Description	
09/30/2026	GIS Migration to Esri ArcGIS Online from LightBox Aug 2026	1,700.00

Inv 0098405 Total 1,700.00

Inv 0098870

Line Item Date	Line Item Description	
10/30/2026	GIS Migration to Esri ArcGIS Online from LightBox Sep 2026	2,465.00

Inv 0098870 Total 2,465.00

0 Total: 4,165.00

MIGINC - Moore Iacofano Goltsman, Inc. Total: 4,165.00

MNBL8170 - Crestline Software, LLC

0 11/23/2026

Inv #INV22495

Line Item Date	Line Item Description	
11/10/2026	OCT 2026 Postage & Printing	2,527.60

Inv #INV22495 Total 2,527.60

Inv #INV22662

Line Item Date	Line Item Description	
11/10/2026	OCT 2026 Lockbox Transaction & Return Fees	786.92

Inv #INV22662 Total 786.92

0 Total:		3,314.52
MNBL8170 - Crestline Software, LLC Total:		3,314.52

MVCH3011 - MV Cheng & Associates Inc.

324642 11/23/2026

Inv 10/31/2026R

Line Item Date	Line Item Description	
11/05/2026	Accounting Consulting Srv OCT2026 R Virany	142.50
11/05/2026	Accounting Consulting Srv OCT2026 R Virany	142.50
Inv 10/31/2026R Total		285.00
324642 Total:		285.00
MVCH3011 - MV Cheng & Associates Inc. Total:		285.00

MYBR2010 - Mayer Brown LLP

0 11/23/2026

Inv 100443158

Line Item Date	Line Item Description	
08/31/2026	Legal Services for April 2026 Re: Surplus Statte Properties	12,070.40
Inv 100443158 Total		12,070.40

Inv 100477757

Line Item Date	Line Item Description	
08/31/2026	Legal Services for July 2026 Re: Surplus State Properties	2,546.10
Inv 100477757 Total		2,546.10

Inv 100477758

Line Item Date	Line Item Description	
08/31/2026	Legal Services for May 2026 Re: Surplus Statte Properties	1,508.80
Inv 100477758 Total		1,508.80

Inv 100477759

Line Item Date	Line Item Description	
08/31/2026	Legal Services for June 2026 Re: Surplus State Properties	5,280.80
Inv 100477759 Total		5,280.80

Inv 100480588

Line Item Date	Line Item Description	
09/08/2026	Legal Services for August 2026 Re: Surplus State Properties	8,725.55
Inv 100480588 Total		8,725.55

Inv 100497439

Line Item Date	Line Item Description	
10/30/2026	Legal Services for September 2026 Re: Surplus Statte Properties	1,791.70

Inv 100497439 Total 1,791.70

0 Total: 31,923.35

MYBR2010 - Mayer Brown LLP Total: 31,923.35

NCGY7000 - Godoy, Nicholas

0 11/23/2026

Inv 10/16/2026

Line Item Date	Line Item Description	
11/12/2026	OFFICER NICHOLAS GODOY INTOXILZYER TRAINING REI	29.64

Inv 10/16/2026 Total 29.64

Inv 10/30/2026

Line Item Date	Line Item Description	
11/12/2026	OFFICER NICHOLAS GODOY DRIVER TRAINING REIMBURS	17.53

Inv 10/30/2026 Total 17.53

0 Total: 47.17

NCGY7000 - Godoy, Nicholas Total: 47.17

NIMO9203 - Ninyo & Moore

324643 11/23/2026

Inv 325672

Line Item Date	Line Item Description	
08/28/2026	Geotechnical Services for FY 25-26 Street Improvements Project	12,790.50

Inv 325672 Total 12,790.50

Inv 327660

Line Item Date	Line Item Description	
09/28/2026	Geotechnical Services for FY 25-26	3,305.26
09/28/2026	Geotechnical Services for FY 25-26	4,102.74

Inv 327660 Total 7,408.00

324643 Total: 20,198.50

NIMO9203 - Ninyo & Moore Total: 20,198.50

Check Number	Check Date		Amount
NV5R9266 - NV5, Inc.			
0	11/23/2026		
Inv 550462			
Line Item Date	Line Item Description		
10/27/2026	Staff Aug services for N-S Fair Oaks and Fremont/Huntington Proj		4,889.42
10/27/2026	Staff Aug services for N-S Fair Oaks and Fremont/Huntington Proj		7,193.26
10/27/2026	Staff Aug services for N-S Fair Oaks and Fremont/Huntington Proj		4,889.43
Inv 550462 Total			16,972.11
Inv 550522			
Line Item Date	Line Item Description		
10/28/2026	Grant Support Services - Septeber 2026		3,422.50
Inv 550522 Total			3,422.50
0 Total:			20,394.61
NV5R9266 - NV5, Inc. Total:			20,394.61
OGOV3011 - OpenGov, Inc.			
0	11/23/2026		
Inv INV29815			
Line Item Date	Line Item Description		
10/22/2026	OpenGov Training Travel Expense		739.81
Inv INV29815 Total			739.81
0 Total:			739.81
OGOV3011 - OpenGov, Inc. Total:			739.81
PHOE4610 - Phoenix Group Information Systems			
324646	11/23/2026		
Inv 092026184			
Line Item Date	Line Item Description		
10/20/2026	Citations Processed SEP2026		10,110.18
Inv 092026184 Total			10,110.18
324646 Total:			10,110.18
PHOE4610 - Phoenix Group Information Systems Total:			10,110.18
PHS4011 - Pasadena Humane Society			
324644	11/23/2026		

Inv NOV2026SoPas

Line Item Date	Line Item Description	
11/01/2026	Animal Control Srv NOV2026	17,377.00

Inv NOV2026SoPas Total 17,377.00

324644 Total: 17,377.00

PHS4011 - Pasadena Humane Society Total: 17,377.00

PRCIVENG - Precision Civil Engineering, Inc.

324647 11/23/2026

Inv 35177

Line Item Date	Line Item Description	
11/04/2026	City's Permitting Processing System 9/26-10/25/2026	3,270.75

Inv 35177 Total 3,270.75

324647 Total: 3,270.75

PRCIVENG - Precision Civil Engineering, Inc. Total: 3,270.75

PRKWOD - Parkwood Landscape Maintenance, Inc.

0 11/23/2026

Inv 111736

Line Item Date	Line Item Description	
08/28/2026	Sod Installation on Arroyo South Field for AYSO	16,363.00

Inv 111736 Total 16,363.00

Inv 112026

Line Item Date	Line Item Description	
10/31/2026	Citywide Landscaping Services October 2026	2,083.33
10/31/2026	Citywide Landscaping Services October 2026	35,481.72
10/31/2026	Citywide Landscaping Services October 2026	8,057.49

Inv 112026 Total 45,622.54

0 Total: 61,985.54

PRKWOD - Parkwood Landscape Maintenance, Inc. Total: 61,985.54

PUWA8020 - REEL Clear Inc

0 11/23/2026

Inv 222415

Line Item Date	Line Item Description	
11/01/2026	Fire - Drinking Water November	66.24

Check Number	Check Date		Amount
Inv 222415 Total			66.24
0 Total:			66.24
PUWA8020 - REEL Clear Inc Total:			66.24
RADOLVA - Radbill, Olivia			
0	11/23/2026		
Inv ORWELLNESS2026			
Line Item Date	Line Item Description		
11/01/2026	Reimbursement - Annual YMCA Membership per Reso. 7939 11/1/2		660.00
Inv ORWELLNESS2026 Total			660.00
0 Total:			660.00
RADOLVA - Radbill, Olivia Total:			660.00
RFCI8180 - Raftelis Financial Consultants, Inc.			
324648	11/23/2026		
Inv 47890			
Line Item Date	Line Item Description		
09/08/2026	Water & Waste Rate Study August 2026		877.50
09/08/2026	Water & Waste Rate Study August 2026		877.50
Inv 47890 Total			1,755.00
Inv 48585			
Line Item Date	Line Item Description		
10/13/2026	Water & Waste Rate Study September 2026		540.00
10/13/2026	Water & Waste Rate Study September 2026		540.00
Inv 48585 Total			1,080.00
324648 Total:			2,835.00
RFCI8180 - Raftelis Financial Consultants, Inc. Total:			2,835.00
RGINC601 - RG Inc.			
324649	11/23/2026		
Inv INV-102724			
Line Item Date	Line Item Description		
05/20/2026	Water Meter Order for Water Distribution		2,430.19
Inv INV-102724 Total			2,430.19

Inv INV-102778

Line Item Date	Line Item Description	
09/28/2026	FY26-27 Water Meter Order	28,994.80

Inv INV-102778 Total 28,994.80

324649 Total: 31,424.99

RGINC601 - RG Inc. Total: 31,424.99

RIV4011 - Riverside County Sheriff's Dept

324650 11/23/2026

Inv BCTC0104322

Line Item Date	Line Item Description	
11/12/2026	OFFICER CHASE TAYLOR REPORT WRITING TRAINING TUT	112.00

Inv BCTC0104322 Total 112.00

324650 Total: 112.00

RIV4011 - Riverside County Sheriff's Dept Total: 112.00

RKAC6010 - RKA Consulting Group

324651 11/23/2026

Inv 37405

Line Item Date	Line Item Description	
10/05/2026	4th Amendment FY19-20 Street Improvement Project Design Servic	75.00
10/05/2026	4th Amendment FY19-20 Street Improvement Project Design Servic	75.00

Inv 37405 Total 150.00

Inv 37487

Line Item Date	Line Item Description	
11/02/2026	4th Amendment FY19-20 Street Improvement Project Design Servic	750.00
11/02/2026	4th Amendment FY19-20 Street Improvement Project Design Servic	750.00

Inv 37487 Total 1,500.00

324651 Total: 1,650.00

RKAC6010 - RKA Consulting Group Total: 1,650.00

RWGN8160 - Richards, Watson & Gershon

0 11/23/2026

Inv 261180

Line Item Date	Line Item Description	
10/31/2026	Legal September 2026	26,381.37
10/31/2026	Arroyo Seco - Legal September 2026	6,107.40

Inv 261180 Total 32,488.77

Inv 261181

Line Item Date	Line Item Description	
10/31/2026	Legal September 2026	2,511.60

Inv 261181 Total 2,511.60

Inv 261182

Line Item Date	Line Item Description	
10/31/2026	Legal September 2026	7,567.40

Inv 261182 Total 7,567.40

Inv 261183

Line Item Date	Line Item Description	
10/31/2026	Legal September 2026	3,150.00

Inv 261183 Total 3,150.00

0 Total: 45,717.77

RWGN8160 - Richards, Watson & Gershon Total: 45,717.77

SAN1111 - Sandoval, Fernando

0 11/23/2026

Inv 10/16/2026

Line Item Date	Line Item Description	
11/12/2026	OFFICER FERNANDO SANDOVAL INTOXILZYER TRAINING	29.64

Inv 10/16/2026 Total 29.64

0 Total: 29.64

SAN1111 - Sandoval, Fernando Total: 29.64

SAN4958 - San Marino Security System, Inc.

324653 11/23/2026

Inv 69988

Line Item Date	Line Item Description	
11/04/2026	Library Card Access System Duress Button Configuration	400.00

Inv 69988 Total 400.00

324653 Total: 400.00

SAN4958 - San Marino Security System, Inc. Total: 400.00

SAN4961 - San Gabriel Valley Council of Governments

324652 11/23/2026

Inv FY2027-01

Line Item Date	Line Item Description	
10/21/2026	SGV Regional Food Recovery Program FY26-7	7,350.00

Inv FY2027-01 Total 7,350.00

324652 Total: 7,350.00

SAN4961 - San Gabriel Valley Council of Governments Total: 7,350.00

SCRR4010 - Superior Court of California, County of LA

324658 11/23/2026

Inv September 2026

Line Item Date	Line Item Description	
10/08/2026	Citations processed for the month of September, 2026	11,721.50

Inv September 2026 Total 11,721.50

324658 Total: 11,721.50

SCRR4010 - Superior Court of California, County of LA Total: 11,721.50

SDSI0107 - SDS Security Design Systems

324655 11/23/2026

Inv 254412

Line Item Date	Line Item Description	
11/01/2026	SPPD Interrogation Lease DEC2026	65.18

Inv 254412 Total 65.18

Inv 254413

Line Item Date	Line Item Description	
11/01/2026	SPPD Access. Maint, Software DEC2026	217.46

Inv 254413 Total 217.46

Inv 254414

Line Item Date	Line Item Description	
11/01/2026	SPPD Surveillance DEC2026	113.00

Inv 254414 Total 113.00

Inv 254415

Line Item Date	Line Item Description

	11/01/2026	SPPD Security Lease & Cellular DEC2026	55.00
	Inv 254415 Total		55.00
324655 Total:			450.64
SDSI0107 - SDS Security Design Systems Total:			450.64

SENV7101 - South Environmental LLC

324656 11/23/2026

Inv 26-0312

Line Item Date	Line Item Description	
10/16/2026	HRE-Report (1055 Lohman Lane) Golf Club House 10/15/26	460.00
Inv 26-0312 Total		460.00
324656 Total:		460.00
SENV7101 - South Environmental LLC Total:		460.00

SGMC2013 - Apramian, Glen John

324614 11/23/2026

Inv 122707

Line Item Date	Line Item Description	
10/13/2026	Payment for Pre-Employment/Physical Exams - October 2026	745.00
Inv 122707 Total		745.00

Inv 159655

Line Item Date	Line Item Description	
10/02/2026	Payment for Pre-Employment/Physical Exams - October 2026	175.00
Inv 159655 Total		175.00

Inv 159921

Line Item Date	Line Item Description	
10/27/2026	Payment for Pre-Employment/Physical Exams - October 2026	175.00
Inv 159921 Total		175.00

Inv 159928

Line Item Date	Line Item Description	
10/27/2026	Payment for Pre-Employment/Physical Exams - October 2026	275.00
Inv 159928 Total		275.00

Inv 159961

Line Item Date	Line Item Description	
10/29/2026	Payment for Pre-Employment/Physical Exams - October 2026	175.00

Inv 159961 Total 175.00

324614 Total: 1,545.00

SGMC2013 - Apramian, Glen John Total: 1,545.00

SGVMC111 - AHMC San Gabriel Valley Medical Center LP

324609 11/23/2026

Inv 956904

Line Item Date	Line Item Description	
11/04/2026	PD Blood alcohol withdrawals	48.00

Inv 956904 Total 48.00

Inv 957139

Line Item Date	Line Item Description	
10/23/2026	PD Blood alcohol withdrawals	48.00

Inv 957139 Total 48.00

324609 Total: 96.00

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

SKYHAWKS - Lenear Sports, LLC

0 11/23/2026

Inv SKYMultiF26

Line Item Date	Line Item Description	
11/09/2026	Contract Class Instructor payment for Skyhawks Multi Sport F26	533.00

Inv SKYMultiF26 Total 533.00

Inv SKYMultiTotF26

Line Item Date	Line Item Description	
11/09/2026	Contract Class Instructor payment for Skyhawks Multi Tot F26	1,066.00

Inv SKYMultiTotF26 Total 1,066.00

0 Total: 1,599.00

SKYHAWKS - Lenear Sports, LLC Total: 1,599.00

SPEC5011 - Spectrum Gas Products Inc

324657 11/23/2026

Inv 0000706471

Line Item Date	Line Item Description

10/29/2026	Medical Oxygen Supplies Acct# 1204	157.32
Inv 0000706471 Total		157.32
Inv 0000707224		
Line Item Date	Line Item Description	
11/05/2026	Medical Oxygen Supplies	243.42
Inv 0000707224 Total		243.42
Inv 0000902050		
Line Item Date	Line Item Description	
10/31/2026	Medical Oxygen Supplies	54.00
Inv 0000902050 Total		54.00
324657 Total:		454.74
SPEC5011 - Spectrum Gas Products Inc Total:		454.74

STA5219 - Staples Business Advantage

0 11/23/2026

Inv 6078118039		
Line Item Date	Line Item Description	
10/27/2026	markers	5.48
Inv 6078118039 Total		5.48
Inv 6078118040		
Line Item Date	Line Item Description	
10/27/2026	lens cleaning wipes	28.62
Inv 6078118040 Total		28.62
Inv 6078189414		
Line Item Date	Line Item Description	
10/28/2026	plastic envelopes	48.82
Inv 6078189414 Total		48.82
Inv 6078189415		
Line Item Date	Line Item Description	
10/28/2026	usb fan	36.06
Inv 6078189415 Total		36.06
Inv 6078189418		
Line Item Date	Line Item Description	
10/28/2026	PD Office Supplies	496.31

Inv 6078189418 Total 496.31

Inv 6079047635

Line Item Date	Line Item Description	
11/03/2026	Office Supplies	213.00

Inv 6079047635 Total 213.00

Inv 6079113935

Line Item Date	Line Item Description	
11/04/2026	Senior center supplies	73.37

Inv 6079113935 Total 73.37

Inv 6079267116

Line Item Date	Line Item Description	
11/06/2026	tape measure, paper, scissors	70.30

Inv 6079267116 Total 70.30

Inv 6079356620

Line Item Date	Line Item Description	
11/07/2026	labels	56.44

Inv 6079356620 Total 56.44

Inv 6079356621

Line Item Date	Line Item Description	
11/07/2026	facial tissue, coffee	80.30

Inv 6079356621 Total 80.30

Inv 6079603013

Line Item Date	Line Item Description	
11/11/2026	PD Office Supplies	1,360.42

Inv 6079603013 Total 1,360.42

Inv 6079603014

Line Item Date	Line Item Description	
11/11/2026	PD Office Supplies	44.39

Inv 6079603014 Total 44.39

0 Total: 2,513.51

STA5219 - Staples Business Advantage Total: 2,513.51

TDGENGIN - TDG Engineering, Inc.

0 11/23/2026

Inv 2LAX114.5_01

Line Item Date	Line Item Description	
09/16/2026	Mission/Pasadena/Arroyo Prelim Design	989.00
09/16/2026	Mission/Pasadena/Arroyo Prelim Design	989.00

Inv 2LAX114.5_01 Total 1,978.00

Inv 2LAX114.5_02

Line Item Date	Line Item Description	
10/30/2026	TO 5: Mission Arroyo Intersection Improvements	13,785.00
10/30/2026	TO 5: Mission Arroyo Intersection Improvements	13,785.00

Inv 2LAX114.5_02 Total 27,570.00

Inv LAX114.04_05

Line Item Date	Line Item Description	
10/27/2026	QA/QC Fremont/Huntington Project	12,948.64

Inv LAX114.04_05 Total 12,948.64

0 Total: 42,496.64

TDGENGIN - TDG Engineering, Inc. Total: 42,496.64

TOWNSEND - Townsend Public Affairs, Inc

0 11/23/2026

Inv 25487

Line Item Date	Line Item Description	
05/01/2026	Grant Writing Services for SS4A Comprehensive Safety Action Plan	3,750.00
05/01/2026	Grant Writing Services - SS4A Comprehensive Safety Action Planni	3,750.00

Inv 25487 Total 7,500.00

Inv 25650

Line Item Date	Line Item Description	
07/01/2026	Grant Writing Services - ATP Grant Application CTC-Arroyo Drive	15,000.00

Inv 25650 Total 15,000.00

Inv 25652

Line Item Date	Line Item Description	
07/01/2026	Grant Writing Services for FY 26-27 July	1,875.00
07/01/2026	Grant Writing Services for FY 26-27 July	1,875.00
07/01/2026	Grant Writing Services for FY 26-27 July	1,875.00
07/01/2026	Grant Writing Services for FY 26-27 July	1,875.00

Inv 25652 Total 7,500.00

Inv 25803

Line Item Date	Line Item Description	
08/01/2026	Grant Writing Services for FY 26-27	1,875.00

08/01/2026	Grant Writing Services for FY 26-27 August	1,875.00
08/01/2026	Grant Writing Services for FY 26-27 August	1,875.00
08/01/2026	Grant Writing Services for FY 26-27 August	1,875.00
Inv 25803 Total		7,500.00

Inv 25961

Line Item Date	Line Item Description	
09/01/2026	Grant Writing Services for FY 26-27 September	250.00
09/01/2026	Grant Writing Services for FY 26-27 September	1,875.00
09/01/2026	Grant Writing Services for FY 26-27 September	2,125.00
09/01/2026	Grant Writing Services for FY 26-27 September	3,250.00
Inv 25961 Total		7,500.00

Inv 26114

Line Item Date	Line Item Description	
10/01/2026	Grant Writing Services for FY 26-27 October	1,000.00
10/01/2026	Grant Writing Services for FY 26-27 October	3,125.00
10/01/2026	Grant Writing Services for FY 26-27	3,375.00
Inv 26114 Total		7,500.00

Inv 26274

Line Item Date	Line Item Description	
11/01/2026	Grant Writing Services for FY 26-27 November	7,500.00
Inv 26274 Total		7,500.00

0 Total:	60,000.00
TOWNSEND - Townsend Public Affairs, Inc Total:	60,000.00

TRIOCOMM - Elior Inc.

324627 11/23/2026

Inv 223ABS100007495

Line Item Date	Line Item Description	
11/09/2026	Senior Center Nutrition Program Meal Catering Oct2026	5,606.15
Inv 223ABS100007495 Total		5,606.15

324627 Total:	5,606.15
TRIOCOMM - Elior Inc. Total:	5,606.15

TYBL7000 - Borrello, Tyler

324617 11/23/2026

Inv 10/30/2026

Line Item Date	Line Item Description	
11/12/2026	CPL. TYLER BORRELLO DRIVER TRAINING REIMBURSEME	20.37

Inv 10/30/2026 Total 20.37

324617 Total: 20.37

TYBL7000 - Borrello, Tyler Total: 20.37

ULIN8021 - Uline, Inc.

0 11/23/2026

Inv 215027286

Line Item Date	Line Item Description	
10/22/2026	floor mats Cust# 26543903	302.94

Inv 215027286 Total 302.94

0 Total: 302.94

ULIN8021 - Uline, Inc. Total: 302.94

UQMS8010 - Unique Management Services, Inc.

0 11/23/2026

Inv 6166848

Line Item Date	Line Item Description	
11/01/2026	Open Purchase Order for Agency Recovery Services	535.90

Inv 6166848 Total 535.90

0 Total: 535.90

UQMS8010 - Unique Management Services, Inc. Total: 535.90

VBENITEZ - Benitez, Victoria

324616 11/23/2026

Inv 00436000

Line Item Date	Line Item Description	
10/29/2026	Parking Citation Refund	206.00

Inv 00436000 Total 206.00

324616 Total: 206.00

VBENITEZ - Benitez, Victoria Total: 206.00

WGZM6011 - WG Zimmerman Engineering Inc.

324661 11/23/2026

Check Number	Check Date	Amount

Inv 26-08-159

Line Item Date	Line Item Description	
09/11/2026	Engineering Staff Support - August 2026	3,653.00
09/11/2026	Engineering Staff Support - August 2026	4,953.00
09/11/2026	Engineering Staff Support - August 2026	1,651.00
09/11/2026	Engineering Staff Support - August 2026	3,653.00
09/11/2026	Engineering Staff Support - August 2026	1,651.00
09/11/2026	Engineering Staff Support - August 2026	10,959.00

Inv 26-08-159 Total 26,520.00

Inv 26-09-208

Line Item Date	Line Item Description	
10/13/2026	Engineering Staff Support - September 2026	5,234.00
10/13/2026	Engineering Staff Support - September 2026	5,234.00
10/13/2026	Engineering Staff Support - September 2026	15,702.00

Inv 26-09-208 Total 26,170.00

Inv 26-10-237

Line Item Date	Line Item Description	
11/05/2026	Engineering Staff Support - October 2026	4,675.00
11/05/2026	Engineering Staff Support - October 2026	14,025.00
11/05/2026	Engineering Staff Support - October 2026	4,675.00

Inv 26-10-237 Total 23,375.00

324661 Total: 76,065.00

WGZM6011 - WG Zimmerman Engineering Inc. Total: 76,065.00

WIT6353 - Wittman Enterprises LLC

324662 11/23/2026

Inv WITT-001181

Line Item Date	Line Item Description	
10/23/2026	Paramedic Billing Srv Cust ID: C-1854	7,826.06

Inv WITT-001181 Total 7,826.06

324662 Total: 7,826.06

WIT6353 - Wittman Enterprises LLC Total: 7,826.06

Total: 703,680.34

City of
SOUTH PASADENA

Online Payment Log			
Date	**Vendor**	**Amount**	**Description**
11/24/2026	So Cal Edison	$23,535.02	Online Payment for City Owned Electric Account # 3859.
11/25/2026	Columbia Bank	$27,720.50	Online Payment for October 2026 Citywide Credit Card Expenses.
12/2/2026	So Cal Edison	$110,025.75	Online Payment for City Owned Electric Account # 1581.
Total:		***$161,281.27***	

Payroll

Payroll Summary Report

Payroll Date:	**11.20.2026**	**Regular Payroll**		
Checks			$	832.86
Direct Deposits			$	650,094.52
IRS Payments			$	132,122.73
EDD - State of CA			$	44,609.07
PERS Pension			$	179,320.73
Deferred Comp			$	37,740.86
PARS			$	1,018.96
PERS Health			$	246,819.34
		Subtotal:	**$**	**1,292,559.07**
		Grand Total:	**$**	**1,292,559.07**

City Council Agenda Report

ITEM NO. 8

DATE: December 2, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Tim Scholefield, Information Technology and Systems Manager

SUBJECT: **CONSIDERATION TO APPROVE THE FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH LAN WAN ENTERPRISE, INC. FOR INFORMATION TECHNOLOGY MANAGED SERVICES PROVIDER SERVICES TO PROVIDE CYBERSECURITY TOOL SUITE COVERAGE FOR ADDITIONAL ACCOUNTS AND DEVICES, INCREASING THE COMPENSATION IN THE AMOUNT OF $55,000 FOR A NEW AGGREGATE TOTAL OF $902,836**

Recommendation

It is recommended that the City Council:

a. Approve Amendment No. 1 to the Professional Services Agreement with LAN WAN Enterprise, Inc. (Attachment No. 1) to increase compensation for cybersecurity tool suite coverage for additional accounts and devices in an amount not-to-exceed $55,000, for a new aggregate contract total of $902,836, in the form approved by the City Attorney and City Manager; and
b. Authorize the City Manager to execute all related documents.

Executive Summary

The cybersecurity tool suite provided under the Master Agreement is licensed per end user or device, per month. The original cost proposal was based on the City's inventory at the time, which covered named City staff, their computers, and some servers and storage. During the transition from the City's prior managed services provider, Acorn Technology Services, LAN WAN's onboarding and discovery identified additional servers, storage, and network-attached devices. The same work also found service accounts, commission accounts, shared mailboxes, and other accounts without a named user that require protection.

This discovery work also informed the Citywide Information Technology and Cybersecurity Infrastructure Modernization Program presented to the City Council on September 2, 2026. City staffing, computers, and supported services have also grown since the Agreement took effect in December 2025. As a result, total payments under the Agreement are projected to reach the approved not-to-exceed amount before the initial term ends on December 31, 2028.

The proposed amendment increases the not-to-exceed amount by $55,000 over the three-year initial term so that every City account and device is covered by the cybersecurity tool suite, including systems deployed through the modernization program. This coverage supports the security posture the program is designed to achieve. The amendment makes no other

changes. The scope of services, the base monthly managed services fee, the hourly rates, the term, and the extension options all remain as approved.

Background
On December 17, 2025, the City Council approved a Professional Services Agreement (Agreement) with LAN WAN Enterprise, Inc. (LAN WAN) to serve as the City's Information Technology Managed Services Provider, following a competitive Request for Proposals (Request No. CM25-02). The Agreement has a term of December 17, 2025, through December 31, 2028, with two optional one-year extensions at the City Manager's discretion, and a not-to-exceed amount of $847,836.

The approved fee schedule (Exhibit B) sets an annual cost of $282,612. This consists of a fixed base managed services fee of $228,000 per year ($19,000 per month) and two cybersecurity tool suite line items totaling $54,612 per year ($4,551 per month). The not-to-exceed amount equals three years of this annual cost, based on the seat counts estimated in the original cost proposal.

After the Agreement took effect, LAN WAN's onboarding and discovery of the City environment informed the Citywide Information Technology and Cybersecurity Infrastructure Modernization Program, which staff presented to the City Council on September 2, 2026. The program consists of thirteen priority projects across City Hall, the Police Department, and the Water Department SCADA facilities. The City Council approved the scope and priority sequencing of the program and directed staff to return with final pricing, proposed agreements, and any required appropriations.

Analysis
The purpose of this amendment is to extend cybersecurity coverage to every City account and device through the end of the initial term. This includes the servers, storage, and network-attached devices identified during onboarding, as well as accounts without a named user. Without additional contract capacity, the City would need to leave these systems and accounts unprotected, or remove protection from existing seats (i.e., users) to stay within the current not-to-exceed amount.

Either outcome would leave unprotected endpoints in the same environment the Citywide Information Technology and Cybersecurity Infrastructure Modernization Program is designed to secure. That program includes multi-factor authentication across servers and Active Directory, continuous vulnerability monitoring at all five City sites, and replacement of end-of-life servers and storage. These investments are only effective if every system in the environment is protected. This amendment keeps cybersecurity tool suite coverage aligned with the program as it is carried out.

Process and Methodology
Exhibit B structures LAN WAN's compensation in two parts. The base managed services fee is a fixed monthly amount that does not change when the number of users or devices increases or decreases. This fee covers onsite and remote support, help desk, NOC/SOC monitoring, backup and disaster recovery, and vCIO services. The cybersecurity tool suite is licensed separately per end user or device, per month, and is billed on the number of seats actually protected. Because of this structure, a change in the number of accounts or devices affects only the cybersecurity tool suite portion of the Agreement.

Staff reviewed several months of cybersecurity tool suite billing since the Agreement began. Monthly seat counts rise and fall as staff join and leave, devices are added or retired, and accounts are created or deactivated. To account for that variation, staff took the average monthly cost above the original fee schedule and projected it over the three-year initial term. The result sets the additional capacity needed.

Findings and Evaluation
The number of seats that require protection is higher than the original estimate for two reasons. First, the original cost proposal was based on an incomplete inventory of City systems. It covered named staff users, their computers, and some servers and storage, but did not account for the following accounts and devices, which are present across City systems and must be protected:

- Additional servers, storage, and network-attached devices discovered during the onboarding transition from Acorn Technology Services to LAN WAN.
- Service accounts used by applications, integrations, and automated processes.
- Commission accounts for appointed commissioners who conduct City business.
- Shared mailboxes used by departments and programs.
- Other accounts and devices without a named user, such as shared workstations, kiosks, and conference room systems.

Second, City staffing, computers, and supported services have grown since the Agreement took effect, which has added named user and device seats.

Based on the average monthly cost above the original fee schedule, the $55,000 increase averages approximately $1,528 per month, or $18,333 per year, over the 36-month initial term. This is a 6.5 percent increase to the total contract value. Because the figure is an average, it covers normal monthly ups and downs in seat counts within one authorized amount. Staff would not need to return to the City Council each time a single month's billing exceeds the original estimate. The increase is limited to per-seat cybersecurity tool suite charges at the unit rates already set in Exhibit B. It does not authorize new services, rate increases, or out-of-scope work.

Procurement Process
LAN WAN was selected through the City's competitive Request for Proposals process (Request No. CM25-02). Sections 3.3 and 5.1 of the Agreement provide that changes in compensation shall be made by written amendment upon mutual agreement of the parties. No new procurement is required, because the amendment adds capacity for services and unit pricing already in the competitively awarded Agreement.

Basis for Recommendation
The proposed amendment closes the gap between the original seat estimate and the number of accounts and devices that actually require protection, so that all of them are covered by the cybersecurity tool suite through the end of the initial term. It keeps the per-seat pricing established through the competitive process and avoids interrupting managed services when the current not-to-exceed amount is reached. All other terms and conditions of the Agreement remain in full force and effect.

Fiscal Impact
The amendment increases the not-to-exceed amount by $55,000 over the initial term. The

estimated Fiscal Year 2026-27 cost of approximately $18,333 is available in the Information Technology operating budget, Account No. 101-3010-3032-8062-000. The breakdown below spreads the increase evenly across the initial term based on the monthly average. Costs in later fiscal years will be included in the proposed Information Technology budget for each year. This amendment is separate from the capital and subscription costs of the modernization program projects, which staff will present to the City Council with final pricing as directed on September 2, 2026. No additional appropriation is requested at this time.

FY 2025-26 (December 2025 through June 2026): $9,167
FY 2026-27: $18,333
FY 2027-28: $18,333
FY 2028-29 (July through December 2028): $9,167
Total: $55,000

Key Performance Indicators and Strategic Plan
The amendment supports the City's established cybersecurity governance framework, aligned to the NIST Cybersecurity Framework 2.0 baseline. Staff will track the following through LAN WAN's Quarterly Business Reviews:

- Percentage of active City accounts and devices, named and non-named, covered by the cybersecurity tool suite (target: 100 percent).
- Monthly seat counts and cybersecurity tool suite spending compared with the revised not-to-exceed amount.

Attachment:
Attachment No. 1 - LAN_WAN_First_Amendment_PSA
Attachment_No._2-_Lan Wan Contract for IT MSP 2025-Exhibit A
Attachment_No._3-_Lan Wan Contract for IT MSP 2025-Exhibit B_Redacted
Attachment_No._4 - PSA - LAN WAN Enterprise, Inc.

FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH LAN WAN ENTERPRISE, INC. FOR INFORMATION TECHNOLOGY MANAGED SERVICES PROVIDER SERVICES

THIS FIRST AMENDMENT ("Amendment") is made on this 2nd day of December 2026, by and between the CITY OF SOUTH PASADENA ("CITY") and LAN WAN ENTERPRISE, INC. ("CONSULTANT").

RECITALS

WHEREAS, on December 17, 2025, the CITY and CONSULTANT entered into a Professional Services Agreement ("Agreement") for CONSULTANT to provide Information Technology Managed Services Provider services for a term ending December 31, 2028, in an amount not to exceed $847,836 ("Maximum Amount"); and

WHEREAS, the Approved Fee Schedule attached to the Agreement as Exhibit B provides a fixed monthly fee for managed services and separately provides that the cybersecurity tool suite is licensed per end user or device, per month; and

WHEREAS, the number of accounts and devices requiring protection by the cybersecurity tool suite, including service accounts, commission accounts, shared mailboxes, and other accounts and devices without a named user, exceeds the estimate on which the Maximum Amount was based; and

WHEREAS, the CITY desires to increase the Maximum Amount by $55,000, to a total of $902,836, with no change to the Scope of Services, the Approved Fee Schedule, or the term of the Agreement;

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

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

> "'Maximum Amount': The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is Nine Hundred Two Thousand, Eight Hundred Thirty-Six Dollars ($902,836.00)."

Section 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	"Consultant" LAN WAN Enterprise, Inc.
By:_____ *Signature*	By:_____ *Signature*
Printed: Todd Hileman	Printed: Rami Dababneh
Title: City Manager	Title: Executive Vice President

Attest:

By:_____
Nikima S. Newsome, Chief City Clerk

Approved as to form:

By:_____
Roxanne Diaz, City Attorney

LAN WAN Enterprise | IT Solutions 844-526-9263

Focus on what you do best and we'll do the rest.



Proposal for

I.T Services Managed Services Provider

Request No. CM25-02

Exhibit A

City of SOUTH PASADENA

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

LAN WAN Enterprise, Inc.
17500 Red Hill Ave., Ste. 120, Irvine, CA 92614
www.lanwane.com | info@lanwane.com
(844) LAN-WAN-E • (844) 526-9263

LAN WAN Enterprise IT Solutions

Cover Letter

Date: November 10, 2025

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

Dear Ms. Powe,

LAN WAN Enterprise, Inc. is pleased to submit this proposal in response to **RFP No. CM25-02 – Information Technology Managed Services Provider.** We bring **23+ years** of MSP experience, with **19 years supporting local municipalities and public safety agencies** across Southern California. Our approach emphasizes **proactive support, CJIS-aligned security**, and fiscal discipline tailored to cities like South Pasadena—full-service organizations balancing public safety, administration, library and community services.

We are deeply familiar with environments like yours (per RFP): ~160 endpoints, ~150 mobile devices, 27 virtualized servers on 6 hosts, and 90+ network devices spanning Dell, Meraki, Cisco, SonicWall, EtherWan and Ubiquiti, integrated with Microsoft 365 GCC, VPN, Dispatch, and other line-of-business systems.

Exhibit A

Authorized Negotiator & Signatory
Rami Dababneh, Executive Vice President
LAN WAN Enterprise, Inc.
17500 Red Hill Ave., Ste. 120, Irvine, CA 92614
O: (949) 955-2451 • M: (714) 393-2264
ramid@lanwane.com • www.lanwane.com

We acknowledge all addenda posted to PlanetBids and confirm proposal validity for **180 days** from November 13, 2025. LAN WAN **accepts the City's Sample Professional Services Agreement**. Required proposal forms are completed and included in the Appendices for PlanetBids submittal.

We appreciate the opportunity to partner with the City to deliver reliable, secure and value-driven IT services. We certify the accuracy of the information herein.

Sincerely,
Rami Dababneh, Executive Vice President
Rami Dababneh

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SECTION 1

Qualifications, Experience

Exhibit A

1.1 Firm Profile & Fit for the City of South Pasadena

23+ years MSP • 19 years serving SoCal cities & public safety • WOSB • 24×7 NOC/SOC• 23 Staff and growing

LAN WAN Enterprise is a municipal-first MSP with 23+ years of delivery and 19 years supporting Southern California city halls, police and public works. As a WOSB headquartered in Irvine, we operate a 24×7 NOC/SOC and a full bench of service desk, field services, systems/network engineering, cybersecurity, and vCIO talent. Our team is built for local government realities clear SLAs, on-site Tier 1 coverage, lifecycle budgeting, and transparent reporting so cities get reliable operations without enterprise overhead.

Security is our starting point, not an add-on. We are one of the few MSPs with **two in-house EC-Council Certified Ethical Hackers (CEH)** a **U.S. Department of Defense recognized** credential, who lead our Security team, vulnerability management, and secure architecture for public-safety and municipal systems. Our stack combines **EDR/XDR on every endpoint**, a **24×7 SOC–backed SIEM**, and continuous internal/external **vulnerability scanning** with remediation SLAs. We enforce **zero-trust controls** (MFA, conditional access, least-privilege/PAM) and harden **Microsoft 365 GCC.**

Exhibit A

For police networks we apply **CJIS-aligned workflows** (fingerprinting/backgrounds & CJIS Security Awareness training), **segmented networks**. Data protection follows a **3-2-1 backup strategy with immutable copies** and **quarterly test-restores** documented for audit.

All technicians and senior engineers are **CLETS-certified** and complete Level 4 CJIS Security Awareness training annually.

The City receives dashboards for tickets, assets & SLA monitoring. We carry $2M cyber liability, align to **NIST CSF** and **CIS Controls**, support **CJIS/PCI-DSS/HIPAA** as applicable, and deliver ongoing **security awareness & phishing resilience training,** making security measurable, compliant, and municipal-ready from day one.

State-Licensed Electrical (C7 & C10) — Why it matters for cities & public safety
LAN WAN Enterprise is a California State licensed C7 (Low Voltage) and C10 (Electrical) contractor. For a municipal MSP, It gives the City one accountable team to design, power, install, and support critical systems , Citywide WiFi, Camera Solutions or Smart City Solutions

1.2 Financial/Legal Status

No bankruptcies, >$25k litigation (past 5 yrs), or delivery-impacting M&A; audited financials confirm stability for multi-year municipal work.

1.3 Relevant Municipal Experience

1.3.1 Current municipal staffing MSP contracts

The engagements below represent our current municipal staffing MSP contracts, with the on-site staffing levels we actively provide today. Each program includes a dedicated full-time or scheduled on-site technician, pooled Tier 2/3 engineering and vCIO coverage, and 24×7 NOC/SOC monitoring. On-site hours shown are the baseline weekly commitments we manage for these cities & Agencies scaling up for projects, public safety priorities, and emergencies while maintaining CJIS-aligned practices and documented SLAs.

Exhibit A

Client	Service Scope	Start Date
City of Bell Gardens & PD	All-inclusive IT services: vCIO, NOC/SOC, cybersecurity 24/7 management, on-site coverage, 80 hrs/week	**2006 – Present**
City of Adelanto	All-inclusive IT services: vCIO, NOC/SOC, cybersecurity 24/7 management, on-site coverage, 80 hrs/week	**2018 – Present**
City of Lomita	All-inclusive IT services: vCIO, NOC/SOC, cybersecurity 24/7 management, on-site coverage, 24 hrs/week	**2025 – Present**
City of Yucaipa	Full managed services; vCIO; NOC/SOC; on-site tech support 16 hrs/week	**2021 – Present**
City of San Gabriel	Co-managed network modernization, assess, build, harden and on-site support.	**2021 – Present**
City of Cypress	Co-managed network modernization, assess, build, harden and on-site support.	**2024 – Present**
Rosebowl Stadium Pasadena	All-inclusive IT services: vCIO, NOC/SOC, cybersecurity 24/7 management, Events on-site coverage, Olympics 2028	**2025 - Present**

1.3.2 Specialized Projects for other government agencies

In addition to our long-term MSP contracts, LAN WAN Enterprise has successfully executed a wide array of specialized public safety and infrastructure projects for major agencies, including:

Client	Service Scope
City of Tustin	Comprehensive Network Infrastructure Assessment
City of Gardena	Integrated Network & Cybersecurity Assessment
City of Lynwood	Recreation Parks WiFi Indoor and Outdoor
City of San Marino	Network Assessment
City of Wildomar	Full managed services and onsite support
City of Adelanto	Outdoor AI Video Analytics & License Plate Recognition Systems
City of Huntington Park	Citywide public Wi-Fi network design & implementation (12,000 residents)
City of Bell Gardens	Installation & Maintenance of New AV System, with Support for Council and Commission Meetings Including Translations and Online Streaming

Exhibit A

LAN WAN Enterprise is also trusted to deliver **complex technology initiatives** for cities and municipalities, backed by our long history of successful engagements with government agencies. Beyond technical execution, we bring the full perspective of a **Virtual CIO,** aligning IT strategy with city goals, **ensuring fiscal budgeting discipline**, and planning effectively for future budget years to maximize long-term value and sustainability.

1.3.3 Specialized Projects for Public Safety and Law Enforcement

In addition to our long-term MSP contracts, LAN WAN Enterprise is an MSI (Motorola Solutions) Partner and a Premier Motorola Avigilon Partner, delivering specialized public safety and critical infrastructure projects, LPR and video analytics, 911/dispatch A/V, radio network hardening for major agencies across Southern California.

Client	Service Scope	Project Year
LAPD	Upgraded 911 dispatch consoles	2024
Orange County Sheriff	Radio system upgrades across 7 simulcast RF sites	2024
Riverside Sheriff	Modernized 911 dispatch centers for 13 police departments	2024
LAX Airport	Dispatch center infrastructure overhaul	2023
UCI	Radio center infrastructure upgrade	2023
Bell Gardens PD	Zero fault tolerance for CAD/RMS operations	2020
Costa Mesa Sanitary District	Disaster recovery site with dark fiber + 8-hour EOC backup	2021
City of Adelanto	Water/sewer surveillance + LPR systems using Motorola Avigilon	2025
Corona Police Department	Various security infrastructure and upgrades for 911 dispatch consoles	2024
Desert Hot Springs Police Department	Various security infrastructure and upgrades for 911 dispatch consoles	2024
Banning Police Department	Various security infrastructure and upgrades for 911 dispatch consoles	2024
Cathedral City Police Department	Various security infrastructure and upgrades for 911 dispatch consoles	2024

Exhibit A

Client	Service Scope	Project Year
Murrieta Police Department	Various security infrastructure and upgrades for 911 dispatch consoles	2024
Beaumont Police Department	Various security infrastructure and upgrades for 911 dispatch consoles	2024
Indio Police Department	Various security infrastructure and upgrades for 911 dispatch consoles	2024
Santa Maria Police Department	Various security infrastructure and upgrades for 911 dispatch consoles	2024
Azusa Police Department	Various security infrastructure and upgrades for 911 dispatch consoles	2024
Burbank Police Department	Various security infrastructure and upgrades for 911 dispatch consoles	2024
Glendora Police Department	Various security infrastructure and upgrades for 911 dispatch consoles	2024
Blythe Police Department	Various security infrastructure and upgrades for 911 dispatch consoles	2024
City of Bell Police Department	Various security infrastructure and upgrades for 911 dispatch consoles	2024
Hemet Police Department	Various security infrastructure and upgrades for 911 dispatch consoles	2024
Palm Springs Police Department	Various security infrastructure and upgrades for 911 dispatch consoles	2024
Riverside Police Department	Various security infrastructure and upgrades for 911 dispatch consoles	2024
Torrance Police Department	Various security infrastructure and upgrades for 911 dispatch consoles	2024

Exhibit A

These projects required deep technical expertise in Microsoft, Cisco, Motorola, Veeam, and Avigilon ecosystems—tools that are fully aligned with the City of South Pasadena's IT landscape.

1.4 Service Plan for Transition to Full Operation

LAN WAN has extensive expertise in transitioning and onboarding new clients by thoroughly mapping out existing environments and coordinating knowledge transfer from the outgoing MSP. We begin by assembling detailed information on custom configurations, workflows, tickets, credentials, and licenses through collaborative discovery sessions. Our technical teams use industry-leading tools such as N-able, 1Password, and HUDU to gather and organize operational data, validate network assets, and prepare for smooth handover.

By focusing on open communication between stakeholders, credential protection, and thorough documentation, LAN WAN ensures that the transition is not solely reliant on the former provider. Instead, we build an independent, comprehensive understanding of your network, covering everything from password rotation and firewall configurations to standard operating procedures, so we can take over seamlessly and keep your operations running without interruption.

Exhibit A

Target Start Date: *Dec 1, 2025 per RFP Q&A (For demonstration only)

1.0 Knowledge Transfer & Incumbent Coordination (Dec 1–2)

sions: Meet with the outgoing MSP to collect custom configurations, historical tickets, specialized workflows, etc.

Handover of Credentials: Secure existing network diagrams, admin credentials, license keys, and vendor contracts Via a Password Vault (Using Secure & Encrypted Password vaults)

2.0 Operational Data Gathering (Dec 3–5)

Inventory & Asset Validation: Use tools like N-able to auto-discover network devices (switches, routers, firewalls, printers).

AD & Licensing Audit: Verify domain controllers, group policies, user accounts, Office 365 seat allocations, and SQL CAL usage.

Legacy System Check: Identify any end-of-life software/hardware needing immediate attention.

3.0 Tool Installation & Integration (Dec 8–12)

RMM Automate: Deployed for endpoint patch management and monitoring.
N-able for Network Monitoring: Baseline bandwidth, switch utilization, link stability.
1Password: Centralize privileged credentials, controlling access by authorized staff only.
HUDU Tool: Prepare or migrate existing documentation for quick retrieval (network topologies, SOPs).

4.0 Password Security Enhancement (Dec 15–16)

Password Rotation: Replace all publicly accessible accounts, especially those managed by the incumbent MSP.
VLAN Validation: Review firewall rules, NAT, VLAN segmentation, ensuring no stale configurations remain.

5.0 Documentation & SOP Setup (Dec 17–19)

HUDU Build-Out: Consolidate network diagrams, user provisioning scripts, vendor contacts, and standard procedures.
Service Desk SOP: Formalize ticket escalation paths, after-hours on-call instructions, and standard response times in ConnectWise Manage.

Exhibit A

6.0 Initial System Assessment (Dec 22–23)

Performance Benchmarks: Evaluate resource usage, identify potential bottlenecks, confirm backup schedules.

7.0 Staff Training & Familiarization (Dec 29)

LAN WAN Team Onboarding: Internal knowledge sessions to ensure engineers understand the City's environment, departmental priorities, and typical issues.
City User Orientation: Brief staff on new help desk contact info, ticketing procedures, and expected SLAs.

8.0 Final Configuration & Testing (Dec 30)

9.0 Go-Live & Post-Go-Live Support (Dec 31 and Beyond)

Formal Handoff: LAN WAN Enterprise officially assumes all IT operations, including 24/7 monitoring and help desk coverage.

Citywide Client Package: LAN WAN will distribute an onboarding package to all City staff introducing our team and outlining how to submit IT tickets, escalation process and service levels, onsite engineer contact, dispatch management, and escalation points for urgent issues.

*Date used for illustrative purposes only to outline our proposed transition strategy

Transition to Full Operations – City of South Pasadena

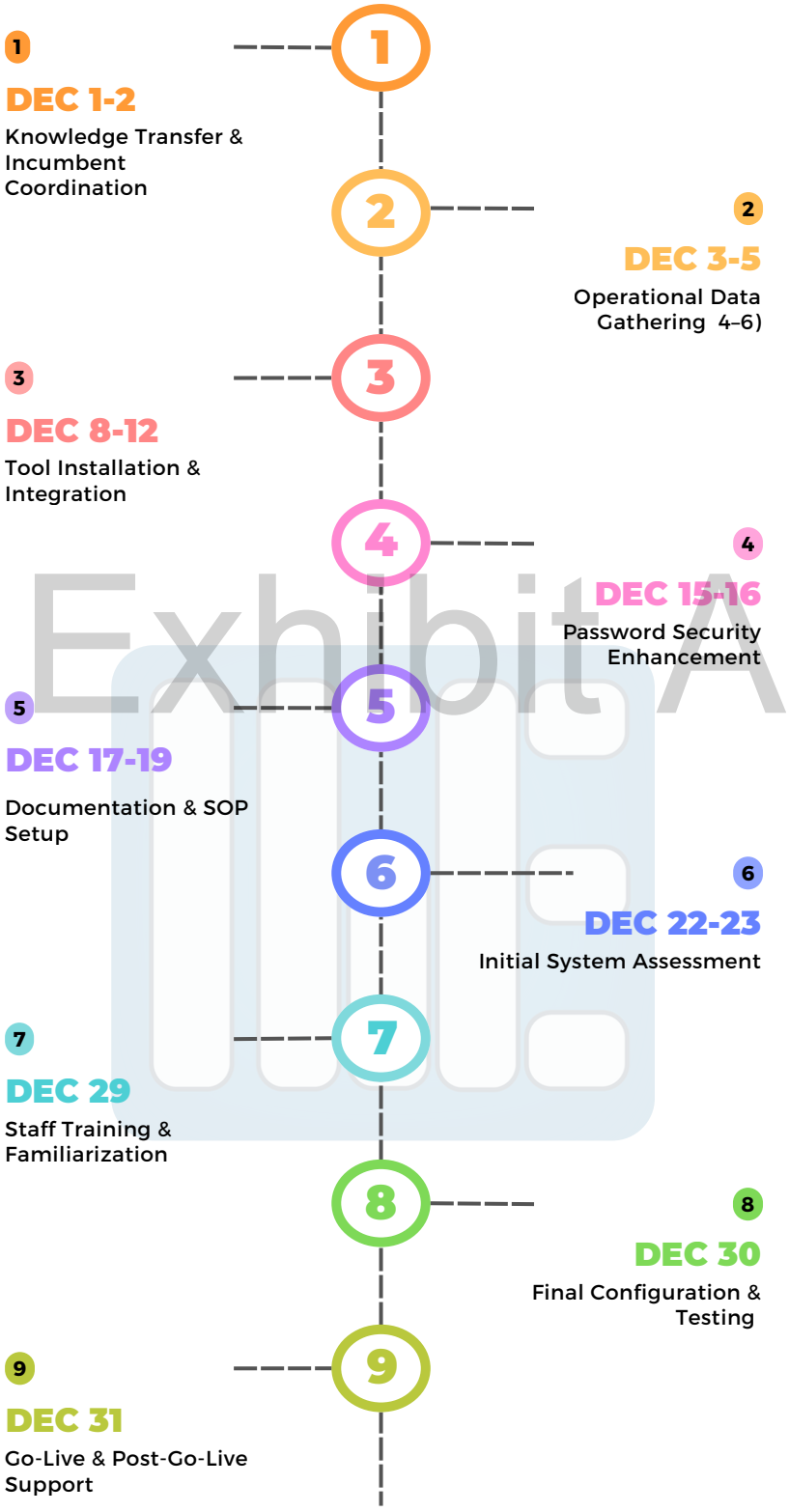


Exhibit A

1.5 Response Time Expectations - SLA

Severity Level	Definition	Response Time	Resolution Goal
Critical	A critical issue that disrupts the organization's core operations, severely impacting the ability to deliver essential services or conduct business. No viable workarounds are available.	Immediate	30 mins
Urgent	An urgent incident that affects multiple users or departments and poses a significant risk to business operations. The situation lacks an immediate workaround, necessitating prompt attention.	15 Minutes	1-2 hours
Routine	Incidents with a moderate impact that can be localized, where a workaround is feasible and can be implemented quickly.	1 Hour	2-4 hours
General	Low-impact incidents involving a single user or issue with minimal disruption, including advisory questions, software requests, routine maintenance, and scheduled tasks.	2-4 Hour	4-6 hours

Exhibit A

SECTION 2

Proposed Staffing & Project Organization

Exhibit A

2.1 IT Services Team Qualifications and Experience

LAN WAN Enterprise IT Solutions is pleased to present our proposal to provide comprehensive IT Managed Services to the City of South Pasadena. With a proven track record of **supporting public sector organizations such as municipalities and law enforcement agencies since 2006**, we bring a wealth of experience and expertise to ensure that the City's IT infrastructure is strong, secure, and future-ready. Our approach is tailored to the City of South Pasadena's specific requirements, ensuring a smooth transition to enhanced IT services while maintaining cost efficiency and high service standards.

2.2 Experience Working with Public Agencies and Similar Assignments

LAN WAN Enterprise has been a trusted provider of comprehensive technology solutions in Southern California since 2002, specializing in delivering reliable and professional IT services. We have a strong track record of partnering with local government agencies, offering customized IT solutions tailored to meet the specific needs of public sector operations.

Exhibit A

Our strengths include:

- Proven Track Record: We have maintained city contracts since 2006, which are still active today. This long-standing relationship is a testament to the high quality of our services and the consistency of our deliverables.
- Unmatched Security: We proudly employ full-time, in-house Certified Ethical Hackers, ensuring our security systems have the longest continuous operational history in the field.
- Expert Team: Our professionals are highly trained across all IT disciplines.
- Certified and Secure: All team members are DOJ CLETS certified and have undergone Live Scan background checks.
- Rapid Response: We never talk in terms of days our response times are measured in minutes or just hours, ensuring your IT needs are addressed promptly.

2.3 Project Organization Chart (Key Personnel and Roles for South Pasadena)

At Lan Wan Enterprise, we apply our **"2-2-1" rule** to ensure comprehensive coverage at every level, guaranteeing no single point of failure. Below is a concise overview of our Points of Contact for the City of South Pasadena:

Dave Miller (Operations Manager / Account Owner)

- Provides executive oversight for all City of South Pasadena IT services, supervising both onsite and senior engineering staff.
- Ensures service delivery quality, SLA compliance, and strategic alignment between LAN WAN Enterprise and City leadership.
- Acts as the primary escalation point for City executives, guaranteeing that any issues beyond day-to-day operations receive immediate attention and resolution.
- Oversees contract performance, staffing allocation, and long-term planning across all municipal accounts.

Jesse Rich (Senior Network Admin / Solutions Architect / Certified Ethical Hacker).

- Leads the City's cybersecurity and compliance initiatives, including PCI, CIS, and NIST audits and assessments.
- Performs ethical hacking and penetration testing to identify and close vulnerabilities before they can be exploited.

Nick Oweis (Senior Network Engineer, Certified Ethical Hacker)

- Serves as Jesse's backup, ensuring that if Jesse is unavailable, senior-level network support remains uninterrupted.

Adam Dababneh (Network Administrator; Primary Dedicated Onsite Tech)

- Acts as the City's primary IT liaison and trusted onsite account manager, ensuring alignment between City staff needs, IT operations, and LAN WAN's managed services.
- Serves as the main onsite IT technician, 32 hours per week (4 days × 8 hrs/day).
- Oversees day-to-day user support, troubleshooting, and hardware/software installations.

Jason Lopez (System Administrator)

- Serves as part of LAN WAN's 2-2-1 staffing model for South Pasadena, ensuring continuity of service and knowledge redundancy.

*Staffing Availability:
LAN WAN Enterprise will provide the proposed personnel to support the City. If the selection timeline extends, staff assignments may change, but replacements will have equal or greater qualifications to ensure seamless service.

2.4 Identification of Experience of Principal Staff Members

Adam Dababneh (Primary\ Dedicated Onsite Support)
System/Network Administrator with 7+ years of IT experience, including the last 2 years fully dedicated to supporting local municipalities. Currently serves as the onsite lead for the City of Adelanto, and previously supported the City of Bell Gardens. Adam has also contributed to multiple municipal and law enforcement technology projects, gaining hands-on expertise in city operations, public safety systems, and end-user support in government environments.

Jason Lopez (System Administrator / Backup to Adam Dababneh)
System Administrator with 5+ years of IT experience supporting municipal networks, user environments, and endpoint security. Serves as a secondary onsite resource under LAN WAN's 2-2-1 staffing model, ensuring continuity of service, redundancy in account knowledge, and reliable backup coverage for the City.

Jesse Rich
Solutions Architect with 17+ years of experience across Windows Servers, Network Security, Cloud Solutions, and extensive work with law enforcement agencies.

Dave Miller
Operations Manager with over 22+ years of experience in network systems administration, service delivery management, and MSP operations.

Nezar Oweis
Senior Network Systems Engineer with 34+ years of enterprise IT experience, specializing in server administration, security, backup systems, and network design.

Exhibit A

2.5 Points of Contact for City of South Pasadena 2-2-1 Rule

Primary

Backup



Dave Miller
Operations\Account Manager
DaveM@lanwane.com
949-955-2451, Ext. 102



Jesse Rich
Solutions Architect \ Ethical Hacker
JesseR@lanwane.com
949-955-2451, Ext. 108



Nick Oweis
Senior Network Engineer
NezarO@lanwane.com
949-955-2451, Ext. 112



Adam Dababneh
System\Network Administrator
ADamD@lanwane.com
949-955-2451, Ext. 119



Jason Lopez
System Administrator
JasonL@lanwane.com
949-955-2451, Ext. 110

Exhibit A

SECTION 3

Exhibit A

REFERENCES

3.0 Municipal Client References

These Local Public Agency references reflect engagements similar in size and complexity to South Pasadena, including full-time on-site coverage and 24×7 support. The City may contact them to verify scope, service quality, and outcomes.

Reference #1
- Title: City Manager
- Agency Name: City of Bell Gardens
- POC Name: Michael B. O'Kelly
- Email: mokelly@bellgardens.org
- Phone: (562) 806-7702

Reference #3
- Title: Finance Director
- Agency Name: City of San Gabriel
- POC Name: Will Kaholokula
- Email: wkaholokula@sgch.org
- Phone: (626) 457-4610

Reference #3
- Title: Assistant City Manager
- Agency Name: City of Yucaipa
- POC Name: Jennifer Crawford
- Email: jcrawford@yucaipa.gov
- Phone: 909-797-2489 Ext. 236

Reference #4
- Title: Assistant City Manager.
- Agency Name: City of Lomita
- POC Name: Lina Hernandez
- Email: lina.hernandez@lomitacity.com
- Phone: 325-325-7110 Ext. 151.

Reference #5
- Title: Police Chief
- Agency Name: Bell Gardens PD
- POC Name: Paul Camacho
- Email:pcamacho@bgpd.org
- Phone: (562) 806-7690

Exhibit A

SECTION 4

Exhibit A

Cost

Cost Proposal

At LAN WAN Enterprise, we believe in providing transparent and straightforward pricing that eliminates the complexities often associated with IT billing. Our business model is designed to offer comprehensive, all-inclusive services that ensure predictability and consistency, so you never have to worry about unexpected costs or hidden fees. **We do not charge per device nor per user nor for any growth of the City, it's a lump sum to simplify budgeting and financial planning.**

We understand the frustration that can arise from unclear billing practices, which is why our pricing structure is built to provide clarity and peace of mind. By offering a predictable, fully-inclusive model, we ensure that your IT needs are fully covered, allowing you to focus on what matters most without financial surprises or discrepancies.

One Onsite Support
City Locations

Exhibit A

Onsite support provided by One System/Network Administrator during City of South Pasadena's Hours of operation

helpdesk support that will ensure immediate and effective resolution of IT issues, with a focus on front-end user support, application support, network management, Backup and backend network support.

City Locations :

- City Hall: 1414 Mission Street
- Fire Department: 817 Mound Avenue
- Police Department: 1422 Mission Street
- Library: 1100 Oxley Street
- Senior Center: 1102 Oxley Street
- Community Services: 815 Mission Street
- Multiple Public Works Facilities

Service Type	Days\Week	Cost
Full Time Tier-1 Onsite Tech 40 hrs/week (Mon–Fri)	5 Days 8 hours per day	Included
End-to-end onboarding & cutover from incumbent MSP	One Time	Included
Client Success Manager (Hybrid)	As needed	Included
Escalation Systems\Security Engineer(Hybrid)	As Needed	Included
Senior engineer escalation support when on-site technicians require advanced expertise.	As Needed	Included
Help desk: 24×7×365 coverage for Fire and Police & City	24/7/365	Included
Remote Emergency Response (After-Hours)	24/7/365	Included
Endpoint Monitoring & Management (Workstations, WiFi APs, Firewalls, Switches, Printers)	24/7/365	Included
NOC/SOC Services	24/7/365	Included
Backup and DR Services	24/7/365	Included
vCIO financial budgeting & fiscal year IT planning.	As Needed	Included
vendor coordination, license Mgmt, Public Requests	As Needed	Included
IDT (Information and Digital Transformation) committee meeting & Quarterly Business Reviews	As Needed	Included
Complete IT Infrastructure and Cyber Security Assessment	One Time	Included
All-Inclusive Monthly Cost Services		**$19,000**

Exhibit A

*Proposal is valid for 180 days from the date of submittal

Section 1 – Base Services (Comprehensive Managed IT Services)

Year	Included Services	Monthly Fee	Annual Fee
Year 1 (Dec 2025 – Nov 2026)	40 hrs/week onsite + 24/7 remote support (helpdesk, NOC/SOC, vCIO, vendor coordination, license management)	$19,000	**$228,000**
Year 2 (Dec 2026 – Nov 2027)	40 hrs/week onsite + 24/7 remote support (helpdesk, NOC/SOC, vCIO, vendor coordination, license management)	$19,000	**$228,000**
Year 3 (Dec 2027 – Nov 2028)	40 hrs/week onsite + 24/7 remote support (helpdesk, NOC/SOC, vCIO, vendor coordination, license management)	$19,000	**$228,000**

Exhibit A

Section 3 – Hourly Rates (Out-of-Scope / After-Hours / Emergency Services)

The hourly rates below are provided for transparency. South Pasadena operates a hybrid environment with on-premises virtual infrastructure and cloud services. All services defined in the RFP scope are included in our fixed monthly fee—we do not bill hourly for in-scope work.

Hourly rates apply only to:

- Out-of-scope efforts authorized by the City (e.g., capital projects, construction/cabling, non-standard software, major hardware refreshes, Major network infrastructure overhaul, special event support).
- Emergency response for issues outside the contracted scope.

We use a single blended hourly rate to keep municipal billing predictable and audits simple—no tier markups, fewer change orders, and faster approvals (especially in emergencies).

For clarity in City procurement, out-of-scope work is billed at one blended rate across engineering tiers, eliminating role disputes and reducing administrative overhead.

Exhibit A

Service Type	Blended Hourly Rate (all levels of support)
Standard Hourly (M–Th, business hours)	$150
After-Hours (Evenings/Weekends/Holidays)	$185
Emergency Response	$185

Exhibits

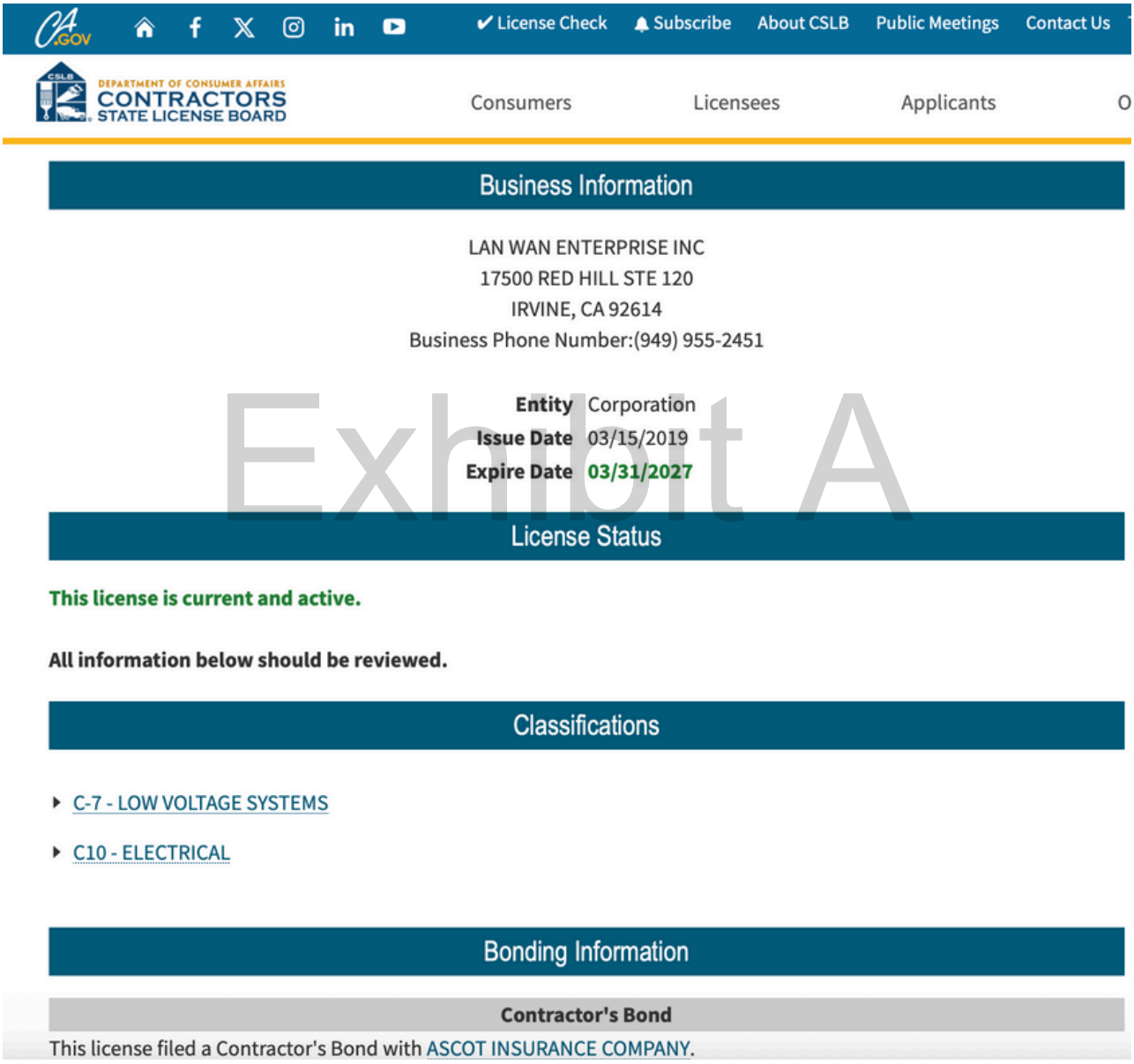
Exhibit A -Certifications

Certifications	Certifications
Microsoft Gold Certified Partner	Registered Cloud Solution Provider (CSP) Partner
Microsoft Certified Solutions Associate (MCSA)	Microsoft Certified Systems Engineer (MCSE)
Microsoft Certified Technology Specialist (MCTS)	Microsoft Certified IT Professional (MCITP)
Certified Ethical Hacker (EC-Council)	Ethical Hacking Certificates (EC-Council)
Certified System Security Professional (CSSP)	Certified SonicWall Security Administrator (CSSA)
Cisco Certified Network Associate (CCNA)	Cisco Certified Network Admin (CCNA)
Cisco Certified Network Professional (CCNP)	Cisco Certified Network Admin Voice (CCNA-Voice)
Certified Meraki Network Operator	Juniper Networks Certified Associate (JNCA)
3Com Certified Specialist (3Com)	VMware Certified Professional (VCP)
Citrix Certified Administrator (CCA)	Citrix Certified Enterprise Administrator (CCEA)
Motorola MSI Installer Partner	IBM Certified Professional (IBM)
Apple Certified Support Professional (Apple CSP)	CompTIA Server+ Certified Professional (Server+)
CompTIA Certified Document Imaging Architect (CDIA+)	Project Management Professional (PMP)

Exhibit A

EXHIBIT - B

C7 C10 CONTRACTOR LICENSES



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DEPARTMENT OF CONSUMER AFFAIRS
CONTRACTORS STATE LICENSE BOARD

Consumers | Licensees | Applicants | O

Business Information

LAN WAN ENTERPRISE INC
17500 RED HILL STE 120
IRVINE, CA 92614
Business Phone Number:(949) 955-2451

Entity Corporation
Issue Date 03/15/2019
Expire Date 03/31/2027

Exhibit A

License Status

This license is current and active.

All information below should be reviewed.

Classifications

- C-7 - LOW VOLTAGE SYSTEMS
- C10 - ELECTRICAL

Bonding Information

Contractor's Bond

This license filed a Contractor's Bond with ASCOT INSURANCE COMPANY.

Exhibit-C Clients we serve - Public Sector

Exhibit A

Exhibit-C Clients we serve - Private Sector

Exhibit A

D. RESUMES

Adam Dababneh – Professional Summary (2 Pages)

Professional Summary

System Administrator with 7 years experience delivering IT support and infrastructure management for city governments, police departments, and public agencies. Skilled in troubleshooting Windows environments, Active Directory, Microsoft 365, Azure, network infrastructure, and cybersecurity solutions. Proven track record in managing municipal IT operations, including cloud-hosted environments (M365, SharePoint, Teams), Motorola dispatch console upgrades, citywide Wi-Fi deployments, and enterprise camera systems with AI analytics and license plate recognition. Experienced in supporting multi-site networks infrastructure, fiber/fixed wireless failover, capabilities that align with the City of South Pasadena's current IT environment. Recognized for technical expertise, problem-solving, and cross-department collaboration.

Exhibit A

Core Competencies Include:

- Active Directory, Group Policy, VPN Setup, Powershell Scripting
- Microsoft 365, Microsoft Azure, VMware, Cisco, Sophos, SonicWall, Veeam, Ubiquiti
- Network Security, Endpoint Protection, Cloud Deployments, Disaster Recovery
- IT Committee Collaboration, Cybersecurity Compliance, Infrastructure Upgrades
- Video Surveillance & Public Safety Technologies (AI Video Analytics, LPR)

Local Municipalities Experience

LAN WAN Enterprise (Jan 2024 – Present)

Dedicated on-site Account Manager & System Administrator supporting:

- City of Adelanto – Provided IT support for city departments, led water/sewer surveillance and camera deployments, antenna buildouts, and network infrastructure.

- City of Bell Gardens Police Department – Delivered direct IT support, including critical public safety operations.
- Managed A/V systems and live streaming for City of Bell Gardens Council meetings.
- Major Projects – Motorola dispatch console upgrades for LAPD (Valley & Metropolitan), Orange County Sheriff's Department, and Orange County Fire Authority.
- Led citywide Wi-Fi deployment in Lynwood and managed enterprise camera infrastructure projects (e.g., Thomson/Oceanside, CA).

Prior Experience
ITON IT Solutions (Jan 2019 – Dec 2023)

- Managed IT infrastructures remotely for a diverse client base, including municipal and small business environments. Responsibilities included administration of backup systems, VPNs, software deployment, and endpoint security, along with Active Directory management, patching, and user support. Gained hands-on experience delivering multi-site IT support and coordinating with vendors to resolve escalated issues.

Exhibit A

B12 Digital Solutions (Oct 2016 - Dec 2018)

- Backend Developer, Designed and maintained backend systems to support enterprise applications, collaborating with cross-functional teams to deliver stable, reliable solutions.

Education

- Bachelor of computer Science \ Software Engineering – Jordan University of Science & Technology, Jordan (2016)

Certifications

- CompTIA Network+ (Network Specialist Certification)
- Microsoft 365 Fundamentals
- Microsoft Azure Fundamentals
- CJIS Security (Advanced) – California Department of Justice
- Certified UCaaS Phone Systems Specialist (Installation Certified)

LAN WAN Enterprise IT Solutions

Jesse Rich – Professional Summary (1 page)

Experienced Network Engineer and Solutions Architect with over 17 years of hands-on expertise in network design, security infrastructure, and IT systems management. Adept at deploying client-centered solutions, maintaining server and network systems, and leading technology initiatives in dynamic environments. Holder of the Certified Ethical Hacker (CEH) credential, recognized by EC-Council and Department of Defense (DoD) cybersecurity standards.

Core Competencies:

- Network Engineering, Systems Architecture, Security Infrastructure
- Server Virtualization, O365, Sharepoint, VMware, Office 365, Security Hardening
- Troubleshooting, Help Desk Management, Client Infrastructure Development

Highlighted Local Municipalities Experience:

- **LAN WAN Enterprise Inc. (May 2016 – Present)**
Solutions Architect / Network Engineer
- Designed and deployed technology solutions for local government and enterprise clients.
- Developed and maintained client server, network, and security infrastructures.
- Led troubleshooting, systems integration, and infrastructure modernization projects across various municipal departments.
- Oversaw local municipality accounts and public safety agency networks, ensuring robust system integrity and security.
- As a Certified Ethical Hacker (CEH), safeguarded all client environments by proactively identifying vulnerabilities, conducting penetration testing, enforcing cybersecurity best practices, and ensuring continuous protection for MSP-managed systems.
- Architected and implemented solutions including Microsoft Azure migrations, SharePoint implementations and migrations, disaster recovery plans, and cloud-based security upgrades.

Previous Roles:

- Calvary Chapel Costa Mesa (Nov 2007 – May 2016)
Network and Systems Engineer
- Managed networks serving 4,000+ devices, implemented virtualization of 80 servers, and led helpdesk teams.
- Richwell Tech, LLC (Oct 2013 – Sept 2015)
Co-Owner – Small business IT consulting focused on infrastructure, server deployment, and web development.

Certifications:

- Certified Ethical Hacker (CEH) – EC-Council (DoD Recognized)

Exhibit A

Nick Oweis – Professional Summary (1 page)

Senior Network Systems Engineer with 34+ years of experience in designing, implementing, and securing enterprise-level LAN, WLAN, and WAN networks. Expert in Microsoft Windows Server environments, VMware, SQL Databases, backup solutions, and enterprise network security. Certified across multiple disciplines, including MCSE, Master CNE, Server+, and CJIS Security (Advanced). Extensive experience supporting local municipalities, law enforcement, and public sector agencies.

Core Competencies:

- Enterprise Network Infrastructure Design, Implementation, and Security
- Active Directory, Microsoft Exchange, VMware, SQL Database Management
- Disaster Recovery, Veeam, Veritas Backup Systems, Endpoint Protection
- Firewall Management (ASA, Sonicwall, WatchGuard, Checkpoint), VPN Setup
- IT Consultation, Client Relations, Remote Customer Service, Network Optimization

Highlighted Local Municipalities Experience:

- LAN WAN Enterprise Inc. (2007 – Present)

Senior Network Systems Engineer

- Oversaw and managed network infrastructure for City of Bell Gardens, City of Huntington Park, City of Yucaipa, Bell Gardens Police Department, and Midway City Sanitary District.
- Designed, deployed, and supported secure network systems, server virtualization (VMware, Hyper-V), Active Directory architecture, SQL database environments, and Exchange email systems.
- Oversaw public safety agency IT environments, ensuring compliance with CJIS security policies and disaster recovery readiness.
- Implemented enterprise-grade security practices including firewalls, intrusion detection, endpoint protection, and backup strategies.
- Designed and implemented solutions including Microsoft Azure deployments, SharePoint migrations, Veeam backup integration, cloud security upgrades, and SQL Server high-availability architectures.

Previous Roles:

- Senior Network Systems Engineer, Ricoh Business Systems (2003 – 2007)
- Senior Network Systems Engineer, 1st Priority Solutions (1999 – 2003)
- Network Computer Specialist, Inland Computer Systems (1996 – 1999)
- Senior Computer Engineer, Jordan Data Systems (1994 – 1996)
- Computer Maintenance Engineer, Petra Computer Services (1991 – 1994)

Education and Certifications:

- B.S. Electrical Engineering (Electronics), University of Salahaddin
- Certifications: CSSP, CSSA, ACTC, ACSP, Master CNE, MCITP, MCTS, MCSE, CCEA, CCA, CLP, CJIS Security (Advanced), CDIA+, Server+, A+, HP STAR, Compaq ASE, API, APS

Exhibit A

Dave Miller– Professional Summary (1 page)

Operations Manager and Senior Network Administrator with over 22 years of hands-on experience in IT infrastructure, network security, virtualization, and client support for both local municipalities and private sector organizations. A reliable escalation point for technical challenges, delivering robust solutions through a strong service-driven, organized, and structured approach.

Core Competencies:

- Operations Management, Escalation Support, Client Relations
- IT Infrastructure Deployment, Virtualization (VMware, Hyper-V)
- Microsoft Server Administration, Exchange Server, Active Directory
- Cisco Networking, VLAN Management, Network Security, VOIP Systems
- Project Management, Wireless Network Installations, Disaster Recovery

Highlighted Local Municipalities Experience:

- LAN WAN Enterprise Inc. (2015 – Present)
Operations Manager and Escalation Lead
- Oversaw technical operations and acted as primary escalation point for complex IT issues across local municipalities and private sector accounts.
- Directly supported and maintained data center infrastructures for the City of Bell Gardens and City of Huntington Park, ensuring high system uptime and optimal network performance.
- Led project management efforts for installations, upgrades, and network development initiatives.
- Delivered integrated solutions for virtualization (VMware, Hyper-V), Exchange Server deployments, SharePoint migrations, VOIP implementations, and wireless network expansions.
- Advised municipalities on network optimization, cybersecurity hardening, and cloud integration strategies.

Previous Roles:

- Network Administrator, Saudi Graphco (2009 – 2015)
- IT Project Coordinator, True Networking Solutions (2002 – 2009)

Education and Certifications:

- Bachelor's Degree in Philosophy
- Microsoft Certified Systems Engineer (MCSE)
- Microsoft Certified Professional (MCP)
- Cisco Certified Network Associate (CCNA)
- CCNA-Voice + QOS
- Star2Star VoIP Systems Professional
- MCSA-Server 2016

Exhibit A

3.8 Availability of the Team and Current Workload Dedicated to the Project

Our team has structured availability, dedicating a minimum of 40 hours of onsite coverage per week at client locations, with rapid escalation through senior engineers. Staffing is specifically scheduled around minimizing service gaps, ensuring that the City's needs would be integrated into our managed calendar.

Based on current resource allocation, we have available capacity of 30–35% to accommodate a new client such as the City of South Pasadena, including the flexibility to adjust technician on-site presence if needed.

3.9 Experience of Firm, Team on Similar IT Services

Exhibit A

LAN WAN Enterprise has extensive experience supporting local government agencies, including city halls and police departments. Our clientele is primarily based in Southern California, where we offer both remote and on-site technical support to meet their diverse needs.

3.9.1 Sub-Consultants

We want to emphasize that LAN WAN Enterprise **does not, and will never**, subcontract any of our core IT services. Our commitment to quality and accountability drives us to handle all IT services in-house, ensuring that our clients receive the highest level of expertise and consistency. If subcontracting is ever necessary, it would only be for larger low or high voltage projects that are part of a broader IT initiative. In such cases, any subcontracted work would be handled by firms that meet our rigorous standards, and we would maintain oversight to ensure seamless integration and quality delivery.

LAN WAN Enterprise | IT Solutions 844-526-9263

Focus on what you do best and we'll do the rest.



Cost Proposal for

I.T Services Managed Services Provider

Request No. CM25-02

Exhibit B

City of SOUTH PASADENA

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

LAN WAN Enterprise, Inc.
17500 Red Hill Ave., Ste. 120, Irvine, CA 92614
www.lanwane.com | info@lanwane.com
(844) LAN-WAN-E • (844) 526-9263

LAN WAN Enterprise IT Solutions

Cost Proposal

At LAN WAN Enterprise, we believe in providing transparent and straightforward pricing that eliminates the complexities often associated with IT billing. Our business model is designed to offer comprehensive, all-inclusive services that ensure predictability and consistency, so you never have to worry about unexpected costs or hidden fees. **We do not charge per device nor per user nor for any growth of the City, it's a lump sum to simplify budgeting and financial planning.**

We understand the frustration that can arise from unclear billing practices, which is why our pricing structure is built to provide clarity and peace of mind. By offering a predictable, fully-inclusive model, we ensure that your IT needs are fully covered, allowing you to focus on what matters most without financial surprises or discrepancies.

One Onsite Support
City Locations

Exhibit B

Onsite support provided by One System/Network Administrator during City of South Pasadena's Hours of operation

helpdesk support that will ensure immediate and effective resolution of IT issues, with a focus on front-end user support, application support, network management, Backup and backend network support.

City Locations :

- City Hall: 1414 Mission Street
- Fire Department: 817 Mound Avenue
- Police Department: 1422 Mission Street
- Library: 1100 Oxley Street
- Senior Center: 1102 Oxley Street
- Community Services: 815 Mission Street
- Multiple Public Works Facilities

Service Type	Days\Week	Cost
Full Time Tier-1 Onsite Tech 40 hrs/week (Mon–Fri)	5 Days 8 hours per day	Included
End-to-end onboarding & cutover from incumbent MSP	One Time	Included
Client Success Manager (Hybrid)	As needed	Included
Escalation Systems\Security Engineer(Hybrid)	As Needed	Included
Senior engineer escalation support when on-site technicians require advanced expertise.	As Needed	Included
Help desk: 24×7×365 coverage for Fire and Police & City	24/7/365	Included
Remote Emergency Response (After-Hours)	24/7/365	Included
Endpoint Monitoring & Management (Workstations, WiFi APs, Firewalls, Switches, Printers)	24/7/365	Included
NOC/SOC Services	24/7/365	Included
Backup and DR Services	24/7/365	Included
vCIO financial budgeting & fiscal year IT planning.	As Needed	Included
vendor coordination, license Mgmt, Public Requests	As Needed	Included
IDT (Information and Digital Transformation) committee meeting & Quarterly Business Reviews	As Needed	Included
Complete IT Infrastructure and Cyber Security Assessment	One Time	Included
All-Inclusive Monthly Cost Services		**$19,000**

Exhibit B

*Proposal is valid for 180 days from the date of submittal

Section 1 – Base Services (Comprehensive Managed IT Services)

Year	Included Services	Monthly Fee	Annual Fee
Year 1	40 hrs/week onsite + 24/7 remote support (helpdesk, NOC/SOC, vCIO, vendor coordination, license management)	$19,000	$228,000
	Cybersecurity tool suite	$1,600	$19,200
	Cybersecurity tool suite	$2,951	$35,412
	Total	**$23,551**	**$282,612**
Year 2	40 hrs/week onsite + 24/7 remote support (helpdesk, NOC/SOC, vCIO, vendor coordination, license management)	$19,000	$228,000
	Cybersecurity tool suite	$1,600	$19,200
	Cybersecurity tool suite	$2,951	$35,412
	Total	**$23,551**	**$282,612**
Year 3	40 hrs/week onsite + 24/7 remote support (helpdesk, NOC/SOC, vCIO, vendor coordination, license management)	$19,000	$228,000
	Cybersecurity tool suite	$1,600	$19,200
	Cybersecurity tool suite	$2,951	$35,412
	Total	**$23,551**	**$282,612**
***Year 4**		**$23,551**	**$282,612**
***Year 5**		**$23,551**	**$282,612**

Exhibit B

* Annual pricing adjustments for Years 4 and 5 shall reflect a 3% increase or the Consumer Price Index (CPI) adjustment, whichever is greater.

Service Type	Unit Cost/month	Monthly Cost
Cybersecurity tool suite		
RMM (REMOTE MONITORING & MANAGEMENT)		
Cybersecurity tool suite	Included in MRC	***$0.00***
Cybersecurity tool suite	Included in MRC	***$0.00***

Section 3 – Hourly Rates (Out-of-Scope / After-Hours / Emergency Services)

The hourly rates below are provided for transparency. South Pasadena operates a hybrid environment with on-premises virtual infrastructure and cloud services. All services defined in the RFP scope are included in our fixed monthly fee—we do not bill hourly for in-scope work.

Hourly rates apply only to:

Exhibit B

- Out-of-scope efforts authorized by the City (e.g., capital projects, construction/cabling, non-standard software, major hardware refreshes, Major network infrastructure overhaul, special event support).
- Emergency response for issues outside the contracted scope.

We use a single blended hourly rate to keep municipal billing predictable and audits simple—no tier markups, fewer change orders, and faster approvals (especially in emergencies).

For clarity in City procurement, out-of-scope work is billed at one blended rate across engineering tiers, eliminating role disputes and reducing administrative overhead.

Service Type	**Blended Hourly Rate (all levels of support)**
Standard Hourly (M–Th, business hours)	$150
After-Hours (Evenings/Weekends/Holidays)	$185
Emergency Response	$185

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PROFESSIONAL SERVICES AGREEMENT
FOR CONSULTANT SERVICES

City of South Pasadena /LAN WAN Enterprise, Inc.

1. IDENTIFICATION

This PROFESSIONAL SERVICES AGREEMENT ("Agreement") is entered into as of December 17, 2025 by and between the City of South Pasadena, a California municipal corporation ("City"), and LAN WAN Enterprise, Inc. ("Consultant").

2. RECITALS

2.1. City has determined that it requires the following professional services from a consultant: Information Technology Managed Services Provider.

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

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

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

3. DEFINITIONS

3.1. "Scope of Services"; Attached herein as Exhibit A.

3.2. "Agreement Administrator": The Agreement Administrator for this project is Tim Scholefield, IT Manager. 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 Eight Hundred Forty-Seven Thousand, Eight Hundred Thirty-Six Dollars ($847,836.00).

3.5. "Commencement Date": December 17, 2025.

3.6. "Termination Date": December 31, 2028.

4. TERM

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall expire at 11:59 p.m. on the Termination Date unless extended by written agreement of the parties or terminated earlier under Section 16 ("Termination") below. The City of South Pasadena's City Manager shall have the option to extend this Agreement for two (2) additional one (1) year terms, subject to the same terms and conditions contained herein, by giving Consultant written notice of the exercise of this option at least thirty (30) days prior to the expiration of the Term or any extension thereof.

5. CONSULTANT'S DUTIES

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

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

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

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

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

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

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

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

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

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

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

6. SUBCONTRACTING

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

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

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

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

7. COMPENSATION

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

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

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

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

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

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

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

8. PREVAILING WAGES

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

9. OWNERSHIP OF WRITTEN PRODUCTS

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

10. RELATIONSHIP OF PARTIES

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

10.2. **No Agent Authority.** Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not

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represent that it is, or that any of its agents or employees are, in any manner employees of City.

10.3. **Independent Contractor Status.** Under no circumstances shall Consultant or its employees look to the City as an employer. Consultant shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Consultant's previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Consultant specifically assumes the responsibility for making such a determination. Consultant shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation, and other applicable federal and state taxes.

10.4. **Indemnification of CalPERS Determination.** In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

11. INDEMNIFICATION

11.1 **Definitions.** For purposes of this Section 11, "Consultant" shall include Consultant, its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Consultant or its subcontractors, in the performance of this Agreement. "City" shall include City, its officers, agents, employees and volunteers.

11.2 **Consultant to Indemnify City.** To the fullest extent permitted by law, Consultant shall indemnify, hold harmless, and defend City from and against any and all claims, losses, costs or expenses for any personal injury or property damage arising out of or in connection with Consultant's alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Consultant or failure to comply with any provision in this Agreement.

11.3 **Scope of Indemnity.** Personal injury shall include injury or damage due to death or injury to any person, whether physical, emotional, consequential or otherwise, Property damage shall include injury to any personal or real property. Consultant shall not be required to indemnify City for such loss or damage as is caused by the sole active negligence or willful misconduct of the City.

11.4 **Attorneys Fees.** Such costs and expenses shall include reasonable attorneys' fees for counsel of City's choice, expert fees and all other costs and fees of litigation. Consultant shall not be entitled to any refund of attorneys' fees, defense costs or expenses in the event that it is adjudicated to have been non-negligent.

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11.5 **Defense Deposit.** The City may request a deposit for defense costs from Consultant with respect to a claim. If the City requests a defense deposit, Consultant shall provide it within 15 days of the request.

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

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

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

12. INSURANCE

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

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

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

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

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

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$2,000,000 aggregate

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

13. MUTUAL COOPERATION

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

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

14. NOTICES

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

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

If to City

Todd Hileman, City Manager
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030
Phone: 626 403-7212
Fax: 626 403-7241

If to Consultant

Rami Dababneh, Executive Vice President
LAN WAN Enterprise, Inc.
17500 Red Hill Ave.,
Ste. 120, Irvine, CA 92614
O: (949) 955-2451 • M: (714) 393-2264
ramid@lanwane.com • www.lanwane.com

With courtesy copy to:

Roxanne M. Diaz
South Pasadena City Attorney
Richards, Watson & Gershon
350 S. Grand Ave, 37th Floor
Los Angeles, CA 90071
Phone: 213-626-8484
Fax: 213-626-0078

15. SURVIVING COVENANTS

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

16. TERMINATION

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

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

16.3. **Compensation Following Termination.** Upon termination, Consultant shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant

Docusign Envelope ID: 22CBD143-716E-4E41-ACFD-D9706D54FED2

for the full performance of the services required by this Agreement. The City shall have the benefit of such work as may have been completed up to the time of such termination.

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

17. INTERPRETATION OF AGREEMENT

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

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

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

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

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

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

18. GENERAL PROVISIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

"City"
City of South Pasadena

Signed by: Todd Hileman
5CF386AC460044B...

By:_____
Todd Hileman
City Manager

"Consultant"

DocuSigned by: Rami Dababneh
14D54F45637F4D5...

By:_____
Rami Dababneh
Executive Vice President

Attest:

DocuSigned by: Mark Perez
8C28A8A8EFB14A7...

By:_____
Mark Perez
Acting Chief City Clerk

Docusign Envelope ID: 22CBD143-716E-4E41-ACFD-D9706D54FED2

Approved as to form:

By: DocuSigned by: Roxanne Diaz A7800E5CA8A241F... _____

Roxanne Diaz, City Attorney

LAN WAN Enterprise | IT Solutions 844-526-9263

Focus on what you do best and we'll do the rest.



Proposal for

I.T Services Managed Services Provider

Request No. CM25-02

Exhibit A

City of SOUTH PASADENA

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

LAN WAN Enterprise, Inc.
17500 Red Hill Ave., Ste. 120, Irvine, CA 92614
www.lanwane.com | info@lanwane.com
(844) LAN-WAN-E • (844) 526-9263

LAN WAN Enterprise IT Solutions

Cover Letter

Date: November 10, 2025

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

Dear Ms. Powe,

LAN WAN Enterprise, Inc. is pleased to submit this proposal in response to **RFP No. CM25-02 – Information Technology Managed Services Provider.** We bring **23+ years** of MSP experience, with **19 years supporting local municipalities and public safety agencies** across Southern California. Our approach emphasizes **proactive support, CJIS-aligned security**, and fiscal discipline tailored to cities like South Pasadena—full-service organizations balancing public safety, administration, library and community services.

We are deeply familiar with environments like yours (per RFP): ~160 endpoints, ~150 mobile devices, 27 virtualized servers on 6 hosts, and 90+ network devices spanning Dell, Meraki, Cisco, SonicWall, EtherWan and Ubiquiti, integrated with Microsoft 365 GCC, VPN, Dispatch, and other line-of-business systems.

Exhibit A

Authorized Negotiator & Signatory
Rami Dababneh, Executive Vice President
LAN WAN Enterprise, Inc.
17500 Red Hill Ave., Ste. 120, Irvine, CA 92614
O: (949) 955-2451 • M: (714) 393-2264
ramid@lanwane.com • www.lanwane.com

We acknowledge all addenda posted to PlanetBids and confirm proposal validity for **180 days** from November 13, 2025. LAN WAN **accepts the City's Sample Professional Services Agreement**. Required proposal forms are completed and included in the Appendices for PlanetBids submittal.

We appreciate the opportunity to partner with the City to deliver reliable, secure and value-driven IT services. We certify the accuracy of the information herein.

Sincerely,
Rami Dababneh, Executive Vice President
Rami Dababneh

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SECTION 1

Qualifications, Experience

EXHIBIT A

1.1 Firm Profile & Fit for the City of South Pasadena

23+ years MSP • 19 years serving SoCal cities & public safety • WOSB • 24×7 NOC/SOC• 23 Staff and growing

LAN WAN Enterprise is a municipal-first MSP with 23+ years of delivery and 19 years supporting Southern California city halls, police and public works. As a WOSB headquartered in Irvine, we operate a 24×7 NOC/SOC and a full bench of service desk, field services, systems/network engineering, cybersecurity, and vCIO talent. Our team is built for local government realities clear SLAs, on-site Tier 1 coverage, lifecycle budgeting, and transparent reporting so cities get reliable operations without enterprise overhead.

Security is our starting point, not an add-on. We are one of the few MSPs with **two in-house EC-Council Certified Ethical Hackers (CEH)** a **U.S. Department of Defense recognized** credential, who lead our Security team, vulnerability management, and secure architecture for public-safety and municipal systems. Our stack combines **EDR/XDR on every endpoint**, a **24×7 SOC–backed SIEM**, and continuous internal/external **vulnerability scanning** with remediation SLAs. We enforce **zero-trust controls** (MFA, conditional access, least-privilege/PAM) and harden **Microsoft 365 GCC.**

Exhibit A

For police networks we apply **CJIS-aligned workflows** (fingerprinting/backgrounds & CJIS Security Awareness training), **segmented networks**. Data protection follows a **3-2-1 backup strategy with immutable copies** and **quarterly test-restores** documented for audit.

All technicians and senior engineers are **CLETS-certified** and complete Level 4 CJIS Security Awareness training annually.

The City receives dashboards for tickets, assets & SLA monitoring. We carry $2M cyber liability, align to **NIST CSF** and **CIS Controls**, support **CJIS/PCI-DSS/HIPAA** as applicable, and deliver ongoing **security awareness & phishing resilience training,** making security measurable, compliant, and municipal-ready from day one.

State-Licensed Electrical (C7 & C10) — Why it matters for cities & public safety
LAN WAN Enterprise is a California State licensed C7 (Low Voltage) and C10 (Electrical) contractor. For a municipal MSP, It gives the City one accountable team to design, power, install, and support critical systems , Citywide WiFi, Camera Solutions or Smart City Solutions

1.2 Financial/Legal Status

No bankruptcies, >$25k litigation (past 5 yrs), or delivery-impacting M&A; audited financials confirm stability for multi-year municipal work.

1.3 Relevant Municipal Experience

1.3.1 Current municipal staffing MSP contracts

The engagements below represent our current municipal staffing MSP contracts, with the on-site staffing levels we actively provide today. Each program includes a dedicated full-time or scheduled on-site technician, pooled Tier 2/3 engineering and vCIO coverage, and 24×7 NOC/SOC monitoring. On-site hours shown are the baseline weekly commitments we manage for these cities & Agencies scaling up for projects, public safety priorities, and emergencies while maintaining CJIS-aligned practices and documented SLAs.

Exhibit A

Client	Service Scope	Start Date
City of Bell Gardens & PD	All-inclusive IT services: vCIO, NOC/SOC, cybersecurity 24/7 management, on-site coverage, 80 hrs/week	**2006 – Present**
City of Adelanto	All-inclusive IT services: vCIO, NOC/SOC, cybersecurity 24/7 management, on-site coverage, 80 hrs/week	**2018 – Present**
City of Lomita	All-inclusive IT services: vCIO, NOC/SOC, cybersecurity 24/7 management, on-site coverage, 24 hrs/week	**2025 – Present**
City of Yucaipa	Full managed services; vCIO; NOC/SOC; on-site tech support 16 hrs/week	**2021 – Present**
City of San Gabriel	Co-managed network modernization, assess, build, harden and on-site support.	**2021 – Present**
City of Cypress	Co-managed network modernization, assess, build, harden and on-site support.	**2024 – Present**
Rosebowl Stadium Pasadena	All-inclusive IT services: vCIO, NOC/SOC, cybersecurity 24/7 management, Events on-site coverage, Olympics 2028	**2025 - Present**

1.3.2 Specialized Projects for other government agencies

In addition to our long-term MSP contracts, LAN WAN Enterprise has successfully executed a wide array of specialized public safety and infrastructure projects for major agencies, including:

Client	Service Scope
City of Tustin	Comprehensive Network Infrastructure Assessment
City of Gardena	Integrated Network & Cybersecurity Assessment
City of Lynwood	Recreation Parks WiFi Indoor and Outdoor
City of San Marino	Network Assessment
City of Wildomar	Full managed services and onsite support
City of Adelanto	Outdoor AI Video Analytics & License Plate Recognition Systems
City of Huntington Park	Citywide public Wi-Fi network design & implementation (12,000 residents)
City of Bell Gardens	Installation & Maintenance of New AV System, with Support for Council and Commission Meetings Including Translations and Online Streaming

Exhibit A

LAN WAN Enterprise is also trusted to deliver **complex technology initiatives** for cities and municipalities, backed by our long history of successful engagements with government agencies. Beyond technical execution, we bring the full perspective of a **Virtual CIO,** aligning IT strategy with city goals, **ensuring fiscal budgeting discipline**, and planning effectively for future budget years to maximize long-term value and sustainability.

1.3.3 Specialized Projects for Public Safety and Law Enforcement

In addition to our long-term MSP contracts, LAN WAN Enterprise is an MSI (Motorola Solutions) Partner and a Premier Motorola Avigilon Partner, delivering specialized public safety and critical infrastructure projects, LPR and video analytics, 911/dispatch A/V, radio network hardening for major agencies across Southern California.

Client	Service Scope	Project Year
LAPD	Upgraded 911 dispatch consoles	2024
Orange County Sheriff	Radio system upgrades across 7 simulcast RF sites	2024
Riverside Sheriff	Modernized 911 dispatch centers for 13 police departments	2024
LAX Airport	Dispatch center infrastructure overhaul	2023
UCI	Radio center infrastructure upgrade	2023
Bell Gardens PD	Zero fault tolerance for CAD/RMS operations	2020
Costa Mesa Sanitary District	Disaster recovery site with dark fiber + 8-hour EOC backup	2021
City of Adelanto	Water/sewer surveillance + LPR systems using Motorola Avigilon	2025
Corona Police Department	Various security infrastructure and upgrades for 911 dispatch consoles	2024
Desert Hot Springs Police Department	Various security infrastructure and upgrades for 911 dispatch consoles	2024
Banning Police Department	Various security infrastructure and upgrades for 911 dispatch consoles	2024
Cathedral City Police Department	Various security infrastructure and upgrades for 911 dispatch consoles	2024

Exhibit A

Client	Service Scope	Project Year
Murrieta Police Department	Various security infrastructure and upgrades for 911 dispatch consoles	2024
Beaumont Police Department	Various security infrastructure and upgrades for 911 dispatch consoles	2024
Indio Police Department	Various security infrastructure and upgrades for 911 dispatch consoles	2024
Santa Maria Police Department	Various security infrastructure and upgrades for 911 dispatch consoles	2024
Azusa Police Department	Various security infrastructure and upgrades for 911 dispatch consoles	2024
Burbank Police Department	Various security infrastructure and upgrades for 911 dispatch consoles	2024
Glendora Police Department	Various security infrastructure and upgrades for 911 dispatch consoles	2024
Blythe Police Department	Various security infrastructure and upgrades for 911 dispatch consoles	2024
City of Bell Police Department	Various security infrastructure and upgrades for 911 dispatch consoles	2024
Hemet Police Department	Various security infrastructure and upgrades for 911 dispatch consoles	2024
Palm Springs Police Department	Various security infrastructure and upgrades for 911 dispatch consoles	2024
Riverside Police Department	Various security infrastructure and upgrades for 911 dispatch consoles	2024
Torrance Police Department	Various security infrastructure and upgrades for 911 dispatch consoles	2024

Exhibit A

These projects required deep technical expertise in Microsoft, Cisco, Motorola, Veeam, and Avigilon ecosystems—tools that are fully aligned with the City of South Pasadena's IT landscape.

1.4 Service Plan for Transition to Full Operation

LAN WAN has extensive expertise in transitioning and onboarding new clients by thoroughly mapping out existing environments and coordinating knowledge transfer from the outgoing MSP. We begin by assembling detailed information on custom configurations, workflows, tickets, credentials, and licenses through collaborative discovery sessions. Our technical teams use industry-leading tools such as N-able, 1Password, and HUDU to gather and organize operational data, validate network assets, and prepare for smooth handover.

By focusing on open communication between stakeholders, credential protection, and thorough documentation, LAN WAN ensures that the transition is not solely reliant on the former provider. Instead, we build an independent, comprehensive understanding of your network, covering everything from password rotation and firewall configurations to standard operating procedures, so we can take over seamlessly and keep your operations running without interruption.

Exhibit A

Target Start Date: *Dec 1, 2025 per RFP Q&A (For demonstration only)

1.0 Knowledge Transfer & Incumbent Coordination (Dec 1–2)

sions: Meet with the outgoing MSP to collect custom configurations, historical tickets, specialized workflows, etc.

Handover of Credentials: Secure existing network diagrams, admin credentials, license keys, and vendor contracts Via a Password Vault (Using Secure & Encrypted Password vaults)

2.0 Operational Data Gathering (Dec 3–5)

Inventory & Asset Validation: Use tools like N-able to auto-discover network devices (switches, routers, firewalls, printers).

AD & Licensing Audit: Verify domain controllers, group policies, user accounts, Office 365 seat allocations, and SQL CAL usage.

Legacy System Check: Identify any end-of-life software/hardware needing immediate attention.

3.0 Tool Installation & Integration (Dec 8–12)

RMM Automate: Deployed for endpoint patch management and monitoring.
N-able for Network Monitoring: Baseline bandwidth, switch utilization, link stability.
1Password: Centralize privileged credentials, controlling access by authorized staff only.
HUDU Tool: Prepare or migrate existing documentation for quick retrieval (network topologies, SOPs).

4.0 Password Security Enhancement (Dec 15–16)

Password Rotation: Replace all publicly accessible accounts, especially those managed by the incumbent MSP.
VLAN Validation: Review firewall rules, NAT, VLAN segmentation, ensuring no stale configurations remain.

5.0 Documentation & SOP Setup (Dec 17–19)

HUDU Build-Out: Consolidate network diagrams, user provisioning scripts, vendor contacts, and standard procedures.
Service Desk SOP: Formalize ticket escalation paths, after-hours on-call instructions, and standard response times in ConnectWise Manage.

6.0 Initial System Assessment (Dec 22–23)

Performance Benchmarks: Evaluate resource usage, identify potential bottlenecks, confirm backup schedules.

Exhibit A

7.0 Staff Training & Familiarization (Dec 29)

LAN WAN Team Onboarding: Internal knowledge sessions to ensure engineers understand the City's environment, departmental priorities, and typical issues.
City User Orientation: Brief staff on new help desk contact info, ticketing procedures, and expected SLAs.

8.0 Final Configuration & Testing (Dec 30)

9.0 Go-Live & Post-Go-Live Support (Dec 31 and Beyond)

Formal Handoff: LAN WAN Enterprise officially assumes all IT operations, including 24/7 monitoring and help desk coverage.

Citywide Client Package: LAN WAN will distribute an onboarding package to all City staff introducing our team and outlining how to submit IT tickets, escalation process and service levels, onsite engineer contact, dispatch management, and escalation points for urgent issues.

*Date used for illustrative purposes only to outline our proposed transition strategy

Transition to Full Operations – City of South Pasadena

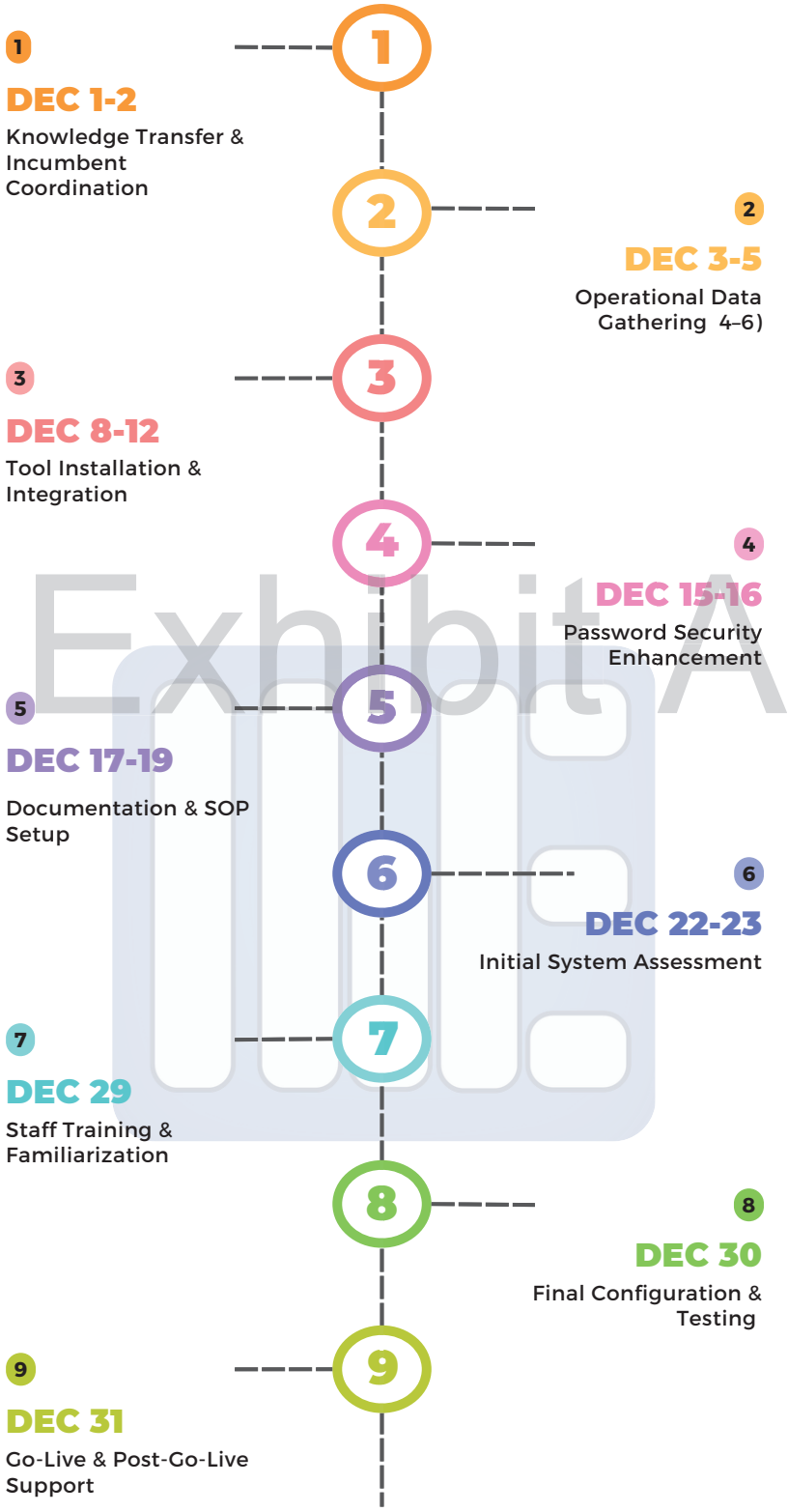


Exhibit A

1.5 Response Time Expectations - SLA

Severity Level	Definition	Response Time	Resolution Goal
Critical	A critical issue that disrupts the organization's core operations, severely impacting the ability to deliver essential services or conduct business. No viable workarounds are available.	Immediate	30 mins
Urgent	An urgent incident that affects multiple users or departments and poses a significant risk to business operations. The situation lacks an immediate workaround, necessitating prompt attention.	15 Minutes	1-2 hours
Routine	Incidents with a moderate impact that can be localized, where a workaround is feasible and can be implemented quickly.	1 Hour	2-4 hours
General	Low-impact incidents involving a single user or issue with minimal disruption, including advisory questions, software requests, routine maintenance, and scheduled tasks.	2-4 Hour	4-6 hours

Exhibit A

SECTION 2

Proposed Staffing & Project Organization

Exhibit A

2.1 IT Services Team Qualifications and Experience

LAN WAN Enterprise IT Solutions is pleased to present our proposal to provide comprehensive IT Managed Services to the City of South Pasadena. With a proven track record of **supporting public sector organizations such as municipalities and law enforcement agencies since 2006**, we bring a wealth of experience and expertise to ensure that the City's IT infrastructure is strong, secure, and future-ready. Our approach is tailored to the City of South Pasadena's specific requirements, ensuring a smooth transition to enhanced IT services while maintaining cost efficiency and high service standards.

2.2 Experience Working with Public Agencies and Similar Assignments

LAN WAN Enterprise has been a trusted provider of comprehensive technology solutions in Southern California since 2002, specializing in delivering reliable and professional IT services. We have a strong track record of partnering with local government agencies, offering customized IT solutions tailored to meet the specific needs of public sector operations.

Our strengths include:

- Proven Track Record: We have maintained city contracts since 2006, which are still active today. This long-standing relationship is a testament to the high quality of our services and the consistency of our deliverables.
- Unmatched Security: We proudly employ full-time, in-house Certified Ethical Hackers, ensuring our security systems have the longest continuous operational history in the field.
- Expert Team: Our professionals are highly trained across all IT disciplines.
- Certified and Secure: All team members are DOJ CLETS certified and have undergone Live Scan background checks.
- Rapid Response: We never talk in terms of days our response times are measured in minutes or just hours, ensuring your IT needs are addressed promptly.

2.3 Project Organization Chart (Key Personnel and Roles for South Pasadena)

At Lan Wan Enterprise, we apply our **"2-2-1" rule** to ensure comprehensive coverage at every level, guaranteeing no single point of failure. Below is a concise overview of our Points of Contact for the City of South Pasadena:

Dave Miller (Operations Manager / Account Owner)

- Provides executive oversight for all City of South Pasadena IT services, supervising both onsite and senior engineering staff.
- Ensures service delivery quality, SLA compliance, and strategic alignment between LAN WAN Enterprise and City leadership.
- Acts as the primary escalation point for City executives, guaranteeing that any issues beyond day-to-day operations receive immediate attention and resolution.
- Oversees contract performance, staffing allocation, and long-term planning across all municipal accounts.

Jesse Rich (Senior Network Admin / Solutions Architect / Certified Ethical Hacker).

- Leads the City's cybersecurity and compliance initiatives, including PCI, CIS, and NIST audits and assessments.
- Performs ethical hacking and penetration testing to identify and close vulnerabilities before they can be exploited.

Nick Oweis (Senior Network Engineer, Certified Ethical Hacker)

- Serves as Jesse's backup, ensuring that if Jesse is unavailable, senior-level network support remains uninterrupted.

Adam Dababneh (Network Administrator; Primary Dedicated Onsite Tech)

- Acts as the City's primary IT liaison and trusted onsite account manager, ensuring alignment between City staff needs, IT operations, and LAN WAN's managed services.
- Serves as the main onsite IT technician, 32 hours per week (4 days × 8 hrs/day).
- Oversees day-to-day user support, troubleshooting, and hardware/software installations.

Jason Lopez (System Administrator)

- Serves as part of LAN WAN's 2-2-1 staffing model for South Pasadena, ensuring continuity of service and knowledge redundancy.

*Staffing Availability:
LAN WAN Enterprise will provide the proposed personnel to support the City. If the selection timeline extends, staff assignments may change, but replacements will have equal or greater qualifications to ensure seamless service.

2.4 Identification of Experience of Principal Staff Members

Adam Dababneh (Primary\ Dedicated Onsite Support)
System/Network Administrator with 7+ years of IT experience, including the last 2 years fully dedicated to supporting local municipalities. Currently serves as the onsite lead for the City of Adelanto, and previously supported the City of Bell Gardens. Adam has also contributed to multiple municipal and law enforcement technology projects, gaining hands-on expertise in city operations, public safety systems, and end-user support in government environments.

Jason Lopez (System Administrator / Backup to Adam Dababneh)
System Administrator with 5+ years of IT experience supporting municipal networks, user environments, and endpoint security. Serves as a secondary onsite resource under LAN WAN's 2-2-1 staffing model, ensuring continuity of service, redundancy in account knowledge, and reliable backup coverage for the City.

Jesse Rich
Solutions Architect with 17+ years of experience across Windows Servers, Network Security, Cloud Solutions, and extensive work with law enforcement agencies.

Dave Miller
Operations Manager with over 22+ years of experience in network systems administration, service delivery management, and MSP operations.

Nezar Oweis
Senior Network Systems Engineer with 34+ years of enterprise IT experience, specializing in server administration, security, backup systems, and network design.

Exhibit A

2.5 Points of Contact for City of South Pasadena
2-2-1 Rule

Primary

Backup



Dave Miller
Operations\Account Manager
DaveM@lanwane.com
949-955-2451, Ext. 102



Jesse Rich
Solutions Architect \ Ethical Hacker
JesseR@lanwane.com
949-955-2451, Ext. 108



Nick Oweis
Senior Network Engineer
NezarO@lanwane.com
949-955-2451, Ext. 112



Adam Dababneh
System\Network Administrator
ADamD@lanwane.com
949-955-2451, Ext. 119



Jason Lopez
System Administrator
JasonL@lanwane.com
949-955-2451, Ext. 110

Exhibit A

SECTION 3

Exhibit A

REFERENCES

3.0 Municipal Client References

These Local Public Agency references reflect engagements similar in size and complexity to South Pasadena, including full-time on-site coverage and 24×7 support. The City may contact them to verify scope, service quality, and outcomes.

Exhibit A

Reference #1
- Title: City Manager
- Agency Name: City of Bell Gardens
- POC Name: Michael B. O'Kelly
- Email: mokelly@bellgardens.org
- Phone: (562) 806-7702

Reference #3
- Title: Finance Director
- Agency Name: City of San Gabriel
- POC Name: Will Kaholokula
- Email: wkaholokula@sgch.org
- Phone: (626) 457-4610

Reference #3
- Title: Assistant City Manager
- Agency Name: City of Yucaipa
- POC Name: Jennifer Crawford
- Email: jcrawford@yucaipa.gov
- Phone: 909-797-2489 Ext. 236

Reference #4
- Title: Assistant City Manager.
- Agency Name: City of Lomita
- POC Name: Lina Hernandez
- Email: lina.hernandez@lomitacity.com
- Phone: 325-325-7110 Ext. 151.

Reference #5
- Title: Police Chief
- Agency Name: Bell Gardens PD
- POC Name: Paul Camacho
- Email:pcamacho@bgpd.org
- Phone: (562) 806-7690

SECTION 4

Exhibit A

Cost

Cost Proposal

At LAN WAN Enterprise, we believe in providing transparent and straightforward pricing that eliminates the complexities often associated with IT billing. Our business model is designed to offer comprehensive, all-inclusive services that ensure predictability and consistency, so you never have to worry about unexpected costs or hidden fees. **We do not charge per device nor per user nor for any growth of the City, it's a lump sum to simplify budgeting and financial planning.**

We understand the frustration that can arise from unclear billing practices, which is why our pricing structure is built to provide clarity and peace of mind. By offering a predictable, fully-inclusive model, we ensure that your IT needs are fully covered, allowing you to focus on what matters most without financial surprises or discrepancies.

One Onsite Support
City Locations

Exhibit A

Onsite support provided by One System/Network Administrator during City of South Pasadena's Hours of operation

helpdesk support that will ensure immediate and effective resolution of IT issues, with a focus on front-end user support, application support, network management, Backup and backend network support.

City Locations :

- City Hall: 1414 Mission Street
- Fire Department: 817 Mound Avenue
- Police Department: 1422 Mission Street
- Library: 1100 Oxley Street
- Senior Center: 1102 Oxley Street
- Community Services: 815 Mission Street
- Multiple Public Works Facilities

Service Type	Days\Week	Cost
Full Time Tier-1 Onsite Tech 40 hrs/week (Mon–Fri)	5 Days 8 hours per day	Included
End-to-end onboarding & cutover from incumbent MSP	One Time	Included
Client Success Manager (Hybrid)	As needed	Included
Escalation Systems\Security Engineer(Hybrid)	As Needed	Included
Senior engineer escalation support when on-site technicians require advanced expertise.	As Needed	Included
Help desk: 24×7×365 coverage for Fire and Police & City	24/7/365	Included
Remote Emergency Response (After-Hours)	24/7/365	Included
Endpoint Monitoring & Management (Workstations, WiFi APs, Firewalls, Switches, Printers)	24/7/365	Included
NOC/SOC Services	24/7/365	Included
Backup and DR Services	24/7/365	Included
vCIO financial budgeting & fiscal year IT planning.	As Needed	Included
vendor coordination, license Mgmt, Public Requests	As Needed	Included
IDT (Information and Digital Transformation) committee meeting & Quarterly Business Reviews	As Needed	Included
Complete IT Infrastructure and Cyber Security Assessment	One Time	Included
All-Inclusive Monthly Cost Services		**$19,000**

Exhibit A

*Proposal is valid for 180 days from the date of submittal

Section 1 – Base Services (Comprehensive Managed IT Services)

Year	Included Services	Monthly Fee	Annual Fee
Year 1 (Dec 2025 – Nov 2026)	40 hrs/week onsite + 24/7 remote support (helpdesk, NOC/SOC, vCIO, vendor coordination, license management)	$19,000	**$228,000**
Year 2 (Dec 2026 – Nov 2027)	40 hrs/week onsite + 24/7 remote support (helpdesk, NOC/SOC, vCIO, vendor coordination, license management)	$19,000	**$228,000**
Year 3 (Dec 2027 – Nov 2028)	40 hrs/week onsite + 24/7 remote support (helpdesk, NOC/SOC, vCIO, vendor coordination, license management)	$19,000	**$228,000**

Exhibit A

Section 3 – Hourly Rates (Out-of-Scope / After-Hours / Emergency Services)

The hourly rates below are provided for transparency. South Pasadena operates a hybrid environment with on-premises virtual infrastructure and cloud services. All services defined in the RFP scope are included in our fixed monthly fee—we do not bill hourly for in-scope work.

Hourly rates apply only to:

- Out-of-scope efforts authorized by the City (e.g., capital projects, construction/cabling, non-standard software, major hardware refreshes, Major network infrastructure overhaul, special event support).
- Emergency response for issues outside the contracted scope.

We use a single blended hourly rate to keep municipal billing predictable and audits simple—no tier markups, fewer change orders, and faster approvals (especially in emergencies).

For clarity in City procurement, out-of-scope work is billed at one blended rate across engineering tiers, eliminating role disputes and reducing administrative overhead.

Exhibit A

Service Type	Blended Hourly Rate (all levels of support)
Standard Hourly (M–Th, business hours)	$150
After-Hours (Evenings/Weekends/Holidays)	$185
Emergency Response	$185

Exhibits A

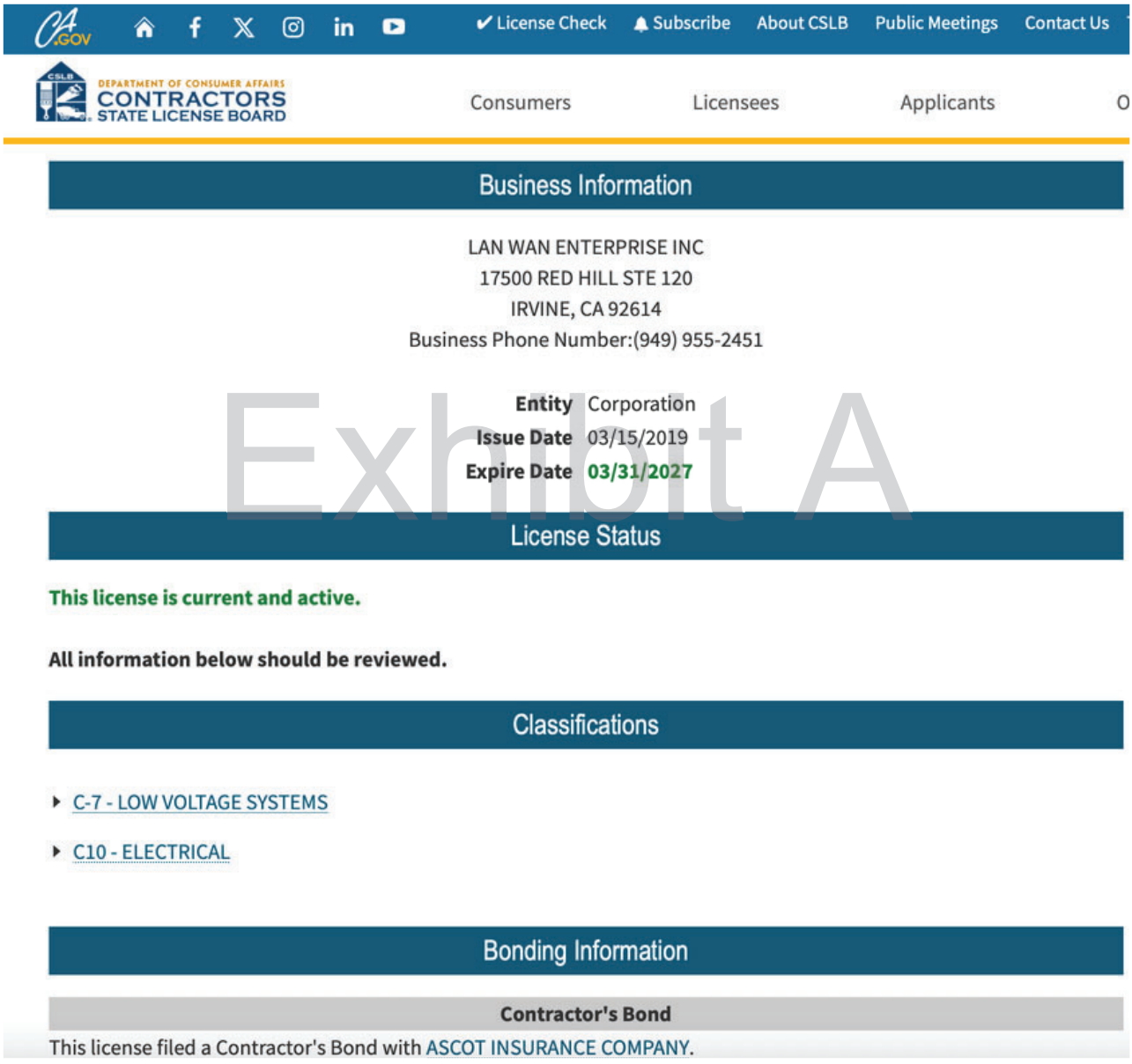
Exhibit A -Certifications

Certifications	Certifications
Microsoft Gold Certified Partner	Registered Cloud Solution Provider (CSP) Partner
Microsoft Certified Solutions Associate (MCSA)	Microsoft Certified Systems Engineer (MCSE)
Microsoft Certified Technology Specialist (MCTS)	Microsoft Certified IT Professional (MCITP)
Certified Ethical Hacker (EC-Council)	Ethical Hacking Certificates (EC-Council)
Certified System Security Professional (CSSP)	Certified SonicWall Security Administrator (CSSA)
Cisco Certified Network Associate (CCNA)	Cisco Certified Network Admin (CCNA)
Cisco Certified Network Professional (CCNP)	Cisco Certified Network Admin Voice (CCNA-Voice)
Certified Meraki Network Operator	Juniper Networks Certified Associate (JNCA)
3Com Certified Specialist (3Com)	VMware Certified Professional (VCP)
Citrix Certified Administrator (CCA)	Citrix Certified Enterprise Administrator (CCEA)
Motorola MSI Installer Partner	IBM Certified Professional (IBM)
Apple Certified Support Professional (Apple CSP)	CompTIA Server+ Certified Professional (Server+)
CompTIA Certified Document Imaging Architect (CDIA+)	Project Management Professional (PMP)

Exhibit A

EXHIBIT - B

C7 C10 CONTRACTOR LICENSES



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DEPARTMENT OF CONSUMER AFFAIRS CONTRACTORS STATE LICENSE BOARD

Consumers | Licensees | Applicants | O

Business Information

LAN WAN ENTERPRISE INC
17500 RED HILL STE 120
IRVINE, CA 92614
Business Phone Number:(949) 955-2451

Entity Corporation
Issue Date 03/15/2019
Expire Date 03/31/2027

Exhibit A

License Status

This license is current and active.

All information below should be reviewed.

Classifications

- C-7 - LOW VOLTAGE SYSTEMS
- C10 - ELECTRICAL

Bonding Information

Contractor's Bond

This license filed a Contractor's Bond with ASCOT INSURANCE COMPANY.

Exhibit-C Clients we serve - Public Sector

Exhibit A

Exhibit-C Clients we serve - Private Sector

Exhibit A

D. RESUMES

Adam Dababneh – Professional Summary (2 Pages)

Professional Summary

System Administrator with 7 years experience delivering IT support and infrastructure management for city governments, police departments, and public agencies. Skilled in troubleshooting Windows environments, Active Directory, Microsoft 365, Azure, network infrastructure, and cybersecurity solutions. Proven track record in managing municipal IT operations, including cloud-hosted environments (M365, SharePoint, Teams), Motorola dispatch console upgrades, citywide Wi-Fi deployments, and enterprise camera systems with AI analytics and license plate recognition. Experienced in supporting multi-site networks infrastructure, fiber/fixed wireless failover, capabilities that align with the City of South Pasadena's current IT environment. Recognized for technical expertise, problem-solving, and cross-department collaboration.

Exhibit A

Core Competencies Include:

- Active Directory, Group Policy, VPN Setup, Powershell Scripting
- Microsoft 365, Microsoft Azure, VMware, Cisco, Sophos, SonicWall, Veeam, Ubiquiti
- Network Security, Endpoint Protection, Cloud Deployments, Disaster Recovery
- IT Committee Collaboration, Cybersecurity Compliance, Infrastructure Upgrades
- Video Surveillance & Public Safety Technologies (AI Video Analytics, LPR)

Local Municipalities Experience

LAN WAN Enterprise (Jan 2024 – Present)

Dedicated on-site Account Manager & System Administrator supporting:

- City of Adelanto – Provided IT support for city departments, led water/sewer surveillance and camera deployments, antenna buildouts, and network infrastructure.

- City of Bell Gardens Police Department – Delivered direct IT support, including critical public safety operations.
- Managed A/V systems and live streaming for City of Bell Gardens Council meetings.
- Major Projects – Motorola dispatch console upgrades for LAPD (Valley & Metropolitan), Orange County Sheriff's Department, and Orange County Fire Authority.
- Led citywide Wi-Fi deployment in Lynwood and managed enterprise camera infrastructure projects (e.g., Thomson/Oceanside, CA).

Prior Experience

ITON IT Solutions (Jan 2019 – Dec 2023)

- Managed IT infrastructures remotely for a diverse client base, including municipal and small business environments. Responsibilities included administration of backup systems, VPNs, software deployment, and endpoint security, along with Active Directory management, patching, and user support. Gained hands-on experience delivering multi-site IT support and coordinating with vendors to resolve escalated issues.

B12 Digital Solutions (Oct 2016 - Dec 2018)

- Backend Developer, Designed and maintained backend systems to support enterprise applications, collaborating with cross-functional teams to deliver stable, reliable solutions.

Education

- Bachelor of computer Science \ Software Engineering – Jordan University of Science & Technology, Jordan (2016)

Certifications

- CompTIA Network+ (Network Specialist Certification)
- Microsoft 365 Fundamentals
- Microsoft Azure Fundamentals
- CJIS Security (Advanced) – California Department of Justice
- Certified UCaaS Phone Systems Specialist (Installation Certified)

Jesse Rich – Professional Summary (1 page)

Experienced Network Engineer and Solutions Architect with over 17 years of hands-on expertise in network design, security infrastructure, and IT systems management. Adept at deploying client-centered solutions, maintaining server and network systems, and leading technology initiatives in dynamic environments. Holder of the Certified Ethical Hacker (CEH) credential, recognized by EC-Council and Department of Defense (DoD) cybersecurity standards.

Core Competencies:

- Network Engineering, Systems Architecture, Security Infrastructure
- Server Virtualization, O365, Sharepoint, VMware, Office 365, Security Hardening
- Troubleshooting, Help Desk Management, Client Infrastructure Development

Highlighted Local Municipalities Experience:

- **LAN WAN Enterprise Inc. (May 2016 – Present)**
Solutions Architect / Network Engineer
- Designed and deployed technology solutions for local government and enterprise clients.
- Developed and maintained client server, network, and security infrastructures.
- Led troubleshooting, systems integration, and infrastructure modernization projects across various municipal departments.
- Oversaw local municipality accounts and public safety agency networks, ensuring robust system integrity and security.
- As a Certified Ethical Hacker (CEH), safeguarded all client environments by proactively identifying vulnerabilities, conducting penetration testing, enforcing cybersecurity best practices, and ensuring continuous protection for MSP-managed systems.
- Architected and implemented solutions including Microsoft Azure migrations, SharePoint implementations and migrations, disaster recovery plans, and cloud-based security upgrades.

Previous Roles:

- Calvary Chapel Costa Mesa (Nov 2007 – May 2016)
Network and Systems Engineer
- Managed networks serving 4,000+ devices, implemented virtualization of 80 servers, and led helpdesk teams.
- Richwell Tech, LLC (Oct 2013 – Sept 2015)
Co-Owner – Small business IT consulting focused on infrastructure, server deployment, and web development.

Certifications:

- Certified Ethical Hacker (CEH) – EC-Council (DoD Recognized)

Nick Oweis – Professional Summary (1 page)

Senior Network Systems Engineer with 34+ years of experience in designing, implementing, and securing enterprise-level LAN, WLAN, and WAN networks. Expert in Microsoft Windows Server environments, VMware, SQL Databases, backup solutions, and enterprise network security. Certified across multiple disciplines, including MCSE, Master CNE, Server+, and CJIS Security (Advanced). Extensive experience supporting local municipalities, law enforcement, and public sector agencies.

Core Competencies:

- Enterprise Network Infrastructure Design, Implementation, and Security
- Active Directory, Microsoft Exchange, VMware, SQL Database Management
- Disaster Recovery, Veeam, Veritas Backup Systems, Endpoint Protection
- Firewall Management (ASA, Sonicwall, WatchGuard, Checkpoint), VPN Setup
- IT Consultation, Client Relations, Remote Customer Service, Network Optimization

Highlighted Local Municipalities Experience:

- LAN WAN Enterprise Inc. (2007 – Present)
Senior Network Systems Engineer
- Oversaw and managed network infrastructure for City of Bell Gardens, City of Huntington Park, City of Yucaipa, Bell Gardens Police Department, and Midway City Sanitary District.
- Designed, deployed, and supported secure network systems, server virtualization (VMware, Hyper-V), Active Directory architecture, SQL database environments, and Exchange email systems.
- Oversaw public safety agency IT environments, ensuring compliance with CJIS security policies and disaster recovery readiness.
- Implemented enterprise-grade security practices including firewalls, intrusion detection, endpoint protection, and backup strategies.
- Designed and implemented solutions including Microsoft Azure deployments, SharePoint migrations, Veeam backup integration, cloud security upgrades, and SQL Server high-availability architectures.

Previous Roles:

- Senior Network Systems Engineer, Ricoh Business Systems (2003 – 2007)
- Senior Network Systems Engineer, 1st Priority Solutions (1999 – 2003)
- Network Computer Specialist, Inland Computer Systems (1996 – 1999)
- Senior Computer Engineer, Jordan Data Systems (1994 – 1996)
- Computer Maintenance Engineer, Petra Computer Services (1991 – 1994)

Education and Certifications:

- B.S. Electrical Engineering (Electronics), University of Salahaddin
- Certifications: CSSP, CSSA, ACTC, ACSP, Master CNE, MCITP, MCTS, MCSE, CCEA, CCA, CLP, CJIS Security (Advanced), CDIA+, Server+, A+, HP STAR, Compaq ASE, API, APS

Exhibit A

Dave Miller– Professional Summary (1 page)

Operations Manager and Senior Network Administrator with over 22 years of hands-on experience in IT infrastructure, network security, virtualization, and client support for both local municipalities and private sector organizations. A reliable escalation point for technical challenges, delivering robust solutions through a strong service-driven, organized, and structured approach.

Core Competencies:

- Operations Management, Escalation Support, Client Relations
- IT Infrastructure Deployment, Virtualization (VMware, Hyper-V)
- Microsoft Server Administration, Exchange Server, Active Directory
- Cisco Networking, VLAN Management, Network Security, VOIP Systems
- Project Management, Wireless Network Installations, Disaster Recovery

Highlighted Local Municipalities Experience:

- LAN WAN Enterprise Inc. (2015 – Present)
Operations Manager and Escalation Lead
- Oversaw technical operations and acted as primary escalation point for complex IT issues across local municipalities and private sector accounts.
- Directly supported and maintained data center infrastructures for the City of Bell Gardens and City of Huntington Park, ensuring high system uptime and optimal network performance.
- Led project management efforts for installations, upgrades, and network development initiatives.
- Delivered integrated solutions for virtualization (VMware, Hyper-V), Exchange Server deployments, SharePoint migrations, VOIP implementations, and wireless network expansions.
- Advised municipalities on network optimization, cybersecurity hardening, and cloud integration strategies.

Previous Roles:

- Network Administrator, Saudi Graphco (2009 – 2015)
- IT Project Coordinator, True Networking Solutions (2002 – 2009)

Education and Certifications:

- Bachelor's Degree in Philosophy
- Microsoft Certified Systems Engineer (MCSE)
- Microsoft Certified Professional (MCP)
- Cisco Certified Network Associate (CCNA)
- CCNA-Voice + QOS
- Star2Star VoIP Systems Professional
- MCSA-Server 2016

Exhibit A

3.8 Availability of the Team and Current Workload Dedicated to the Project

Our team has structured availability, dedicating a minimum of 40 hours of onsite coverage per week at client locations, with rapid escalation through senior engineers. Staffing is specifically scheduled around minimizing service gaps, ensuring that the City's needs would be integrated into our managed calendar.

Based on current resource allocation, we have available capacity of 30–35% to accommodate a new client such as the City of South Pasadena, including the flexibility to adjust technician on-site presence if needed.

3.9 Experience of Firm, Team on Similar IT Services

Exhibit A

LAN WAN Enterprise has extensive experience supporting local government agencies, including city halls and police departments. Our clientele is primarily based in Southern California, where we offer both remote and on-site technical support to meet their diverse needs.

3.9.1 Sub-Consultants

We want to emphasize that LAN WAN Enterprise **does not, and will never**, subcontract any of our core IT services. Our commitment to quality and accountability drives us to handle all IT services in-house, ensuring that our clients receive the highest level of expertise and consistency. If subcontracting is ever necessary, it would only be for larger low or high voltage projects that are part of a broader IT initiative. In such cases, any subcontracted work would be handled by firms that meet our rigorous standards, and we would maintain oversight to ensure seamless integration and quality delivery.

LAN WAN Enterprise | IT Solutions 844-526-9263

Focus on what you do best and we'll do the rest.



Cost Proposal for

I.T Services Managed Services Provider

Request No. CM25-02

Exhibit B

City of SOUTH PASADENA

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

LAN WAN Enterprise, Inc.
17500 Red Hill Ave., Ste. 120, Irvine, CA 92614
www.lanwane.com | info@lanwane.com
(844) LAN-WAN-E • (844) 526-9263

LAN WAN Enterprise IT Solutions

Cost Proposal

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City Locations

Exhibit B

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- Senior Center: 1102 Oxley Street
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- Multiple Public Works Facilities

Service Type	Days\Week	Cost
Full Time Tier-1 Onsite Tech 40 hrs/week (Mon–Fri)	5 Days 8 hours per day	Included
End-to-end onboarding & cutover from incumbent MSP	One Time	Included
Client Success Manager (Hybrid)	As needed	Included
Escalation Systems\Security Engineer(Hybrid)	As Needed	Included
Senior engineer escalation support when on-site technicians require advanced expertise.	As Needed	Included
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Remote Emergency Response (After-Hours)	24/7/365	Included
Endpoint Monitoring & Management (Workstations, WiFi APs, Firewalls, Switches, Printers)	24/7/365	Included
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Backup and DR Services	24/7/365	Included
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Complete IT Infrastructure and Cyber Security Assessment	One Time	Included
All-Inclusive Monthly Cost Services		**$19,000**

Exhibit B

*Proposal is valid for 180 days from the date of submittal

Section 1 – Base Services (Comprehensive Managed IT Services)

Year	Included Services	Monthly Fee	Annual Fee
Year 1	40 hrs/week onsite + 24/7 remote support (helpdesk, NOC/SOC, vCIO, vendor coordination, license management)	$19,000	$228,000
	Cybersecurity tool suite	$1,600	$19,200
	Cybersecurity tool suite	$2,951	$35,412
	Total	**$23,551**	**$282,612**
Year 2	40 hrs/week onsite + 24/7 remote support (helpdesk, NOC/SOC, vCIO, vendor coordination, license management)	$19,000	$228,000
	Cybersecurity tool suite	$1,600	$19,200
	Cybersecurity tool suite	$2,951	$35,412
	Total	**$23,551**	**$282,612**
Year 3	40 hrs/week onsite + 24/7 remote support (helpdesk, NOC/SOC, vCIO, vendor coordination, license management)	$19,000	$228,000
	Cybersecurity tool suite	$1,600	$19,200
	Cybersecurity tool suite	$2,951	$35,412
	Total	**$23,551**	**$282,612**
***Year 4**		**$23,551**	**$282,612**
***Year 5**		**$23,551**	**$282,612**

Exhibit B

* Annual pricing adjustments for Years 4 and 5 shall reflect a 3% increase or the Consumer Price Index (CPI) adjustment, whichever is greater.

Service Type	Unit Cost/month	Monthly Cost
Cybersecurity tool suite		
RMM (REMOTE MONITORING & MANAGEMENT)		
Cybersecurity tool suite	Included in MRC	***$0.00***
Cybersecurity tool suite	Included in MRC	***$0.00***

Section 3 – Hourly Rates (Out-of-Scope / After-Hours / Emergency Services)

The hourly rates below are provided for transparency. South Pasadena operates a hybrid environment with on-premises virtual infrastructure and cloud services. All services defined in the RFP scope are included in our fixed monthly fee—we do not bill hourly for in-scope work.

Hourly rates apply only to:

Exhibit B

- Out-of-scope efforts authorized by the City (e.g., capital projects, construction/cabling, non-standard software, major hardware refreshes, Major network infrastructure overhaul, special event support).
- Emergency response for issues outside the contracted scope.

We use a single blended hourly rate to keep municipal billing predictable and audits simple—no tier markups, fewer change orders, and faster approvals (especially in emergencies).

For clarity in City procurement, out-of-scope work is billed at one blended rate across engineering tiers, eliminating role disputes and reducing administrative overhead.

Service Type	**Blended Hourly Rate (all levels of support)**
Standard Hourly (M–Th, business hours)	$150
After-Hours (Evenings/Weekends/Holidays)	$185
Emergency Response	$185

City Council Agenda Report

ITEM NO. 9

DATE: December 2, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Erika Ramirez, Community Development Director

SUBJECT: **CONSIDERATION OF SECOND READING AND ADOPTION OF ORDINANCE NO. 2423, AN ORDINANCE OF THE CITY OF SOUTH PASADENA AMENDING CHAPTER 36 (ZONING) OF THE SOUTH PASADENA MUNICIPAL CODE TO INCORPORATE OBJECTIVE DESIGN STANDARDS INTO DESIGN REVIEW, APPLY THE DOWNTOWN SPECIFIC PLAN (DTSP) OBJECTIVE DESIGN STANDARDS (ODS) TO PROJECTS THAT QUALIFY FOR MINISTERIAL DESIGN REVIEW AND ADD A DEFINITION OF OBJECTIVE DESIGN STANDARDS AND MAKING A DETERMINATION OF EXEMPTION UNDER CEQA GUIDELINES SECTIONS 15061(B)(3) AND 15060(C)(3) AND GOVERNMENT CODE SECTION 65912.160(C)(2)**

Recommendation

It is recommended that the City Council adopt Ordinance No. 2423 amending Chapter 36 (Zoning) of the South Pasadena Municipal Code to incorporate objective design standards into design review, apply the DTSP Objective Design Standards to qualifying projects subject to ministerial design review, and add a definition of “objective design standard” (Attachment 1).

Executive Summary

This is a second reading of an ordinance for a zoning code amendment to integrate objective design standards (ODS) into the City’s design review procedures. ODS provide measurable, verifiable requirements that communicate design expectations and allow consistent review without personal or subjective judgment.

Ordinance No. 2423 would incorporate ODS into the Zoning Code’s design review provisions, define “objective design standard,” and apply the newly adopted Downtown Specific Plan (DTSP) ODS as interim requirements for qualifying residential and mixed use projects outside the DTSP that are subject to ministerial design review. This amendment would not change permitted land uses, allowable density, building height, or setbacks.

The proposed standards were developed through community engagement and reviewed by the ODS Subcommittee, Planning Commission, and City Council. Following a public hearing on October 20, 2026, the Planning Commission voted 4–1 to recommend approval. On November 18, 2026, the City Council adopted Resolution No. 8038 and introduced Ordinance No. 2423 on a 4-0 vote.

Background
December 17, 2025: The City Council approved an agreement with Torti Gallas + Partners (TGP), following a competitive selection process, to prepare Objective Design Standards for multifamily and mixed-use development. Work began in January 2026.

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

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

June 9, 2026: The Planning Commission received and filed an ODS update.

July 7, 2026: The City Council established an advisory ODS Subcommittee consisting of two Councilmembers and three Planning Commissioners.

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

July 22, 2026: The ODS Subcommittee began meeting with staff and TGP.

September 2, 2026: The City Council approved a First Amendment to the consultant agreement, revising the scope to a two-phase approach to respond to the priority of the downtown area.

September 3, 2026: The ODS Subcommittee provided direction on the Phase 1 timeline, design topics, and document format.

September 8, 2026: The Planning Commission reviewed the phasing plan, proposed outline and design topics considered by the Subcommittee.

October 7, 2026: The City Council and Planning Commission held a joint study session to review the draft DTSP ODS.

October 20, 2026: Following a duly noticed public hearing, the Planning Commission adopted Resolution No. 26-14 by a 4–1 vote, recommending that the City Council adopt Resolution No. 8038 and introduce for first reading and subsequently adopt Ordinance No. 2423.

November 18, 2026: Following a duly noticed public hearing, the City Council adopted Resolution No. 8038 introduced by title only and waived a full reading of Ordinance No. 2324, by a vote of 4-0.

Analysis
The City of South Pasadena's design review process has historically relied on design criteria that require interpretation and judgment by staff and the Planning Commission. The City does not currently have a comprehensive set of Objective Design Standards (ODS) for multifamily

and mixed-use development. This creates a gap in the City's design review framework, particularly for qualifying projects that are eligible for ministerial review, which evaluates compliance with established requirements without discretionary design review.

ODS are measurable and verifiable requirements that applicants and staff can understand before an application is submitted and apply consistently without personal or subjective judgment. They create specific requirements for features such as building form, façade articulation, architectural details, and materials. Establishing these standards would communicate design expectations to applicants and provide staff with a defined basis for evaluating project compliance.

The proposed Specific Plan and Zoning Text Amendments would establish ODS for applicable development within the DTSP and provide interim design requirements for qualifying ministerial residential projects outside the DTSP. The standards are intended to reflect South Pasadena's architectural character while accommodating development allowed by applicable regulations and State law. They would operate with existing zoning and Specific Plan requirements, as amended, without changing permitted land uses, allowable density, or building height.

The City entered into an agreement with Torti Gallas + Partners (TGP) to develop the proposed standards through community engagement, review of existing regulations and precedent standards, and consideration of direction from the City Council, Planning Commission, and ODS Subcommittee. Initial engagement included focus groups with design professionals, residents, and youth; a community walk; and an online survey. Feedback addressed building scale and massing, pedestrian-oriented frontages, materials, landscaping, and neighborhood compatibility. These topics informed the framework presented at the April 8, 2026 joint City Council and Planning Commission kick off study session.

Subcommittee Direction and Commission and Council Feedback

The ODS Subcommittee, consisting of two Councilmembers and three Planning Commissioners, began meeting weekly with staff and TGP on July 22, 2026. The Subcommittee prioritized Mission Street and Fair Oaks Avenue, selected the DTSP as the Phase 1 boundary and regulatory framework, and directed the use of American Mercantile and Spanish Colonial Revival architectural pathways. Pasadena's high-density housing ODS provided a starting point, with modifications for South Pasadena's context. TGP prepared a matrix documenting precedent standards, examples, consultant recommendations, Subcommittee direction, and Planning Commission feedback.

Following Planning Commission review on September 8, 2026, the consulting team added standards addressing historic resources and development adjacent to historic resources. These provisions were included in the draft reviewed at the October 7, 2026 joint City Council and Planning Commission study session. The Commission also discussed using primary and secondary street classifications instead of cardinal directions for building orientation and adding architectural pathways; these discussions did not result in revisions.

At the Planning Commission meeting of October 20, 2026 additional clarification was requested related to the applicability section and also slight revisions to various diagrams. These changes were included in the draft presented to the City Council at a duly noticed public hear on November 18, 2026.

Zoning Text Amendment

Ordinance No. 2423 would amend SPMC Section 36.410.040 to incorporate objective design standards into the purposes of design review and the applicable findings. It would also revise subsection D.4 to require a limited review of qualifying ministerial projects for compliance with DTSP Chapter C10 Objective Design Standards and other applicable standards. These amendments would integrate ODS into the design review process and provide interim design requirements for qualifying ministerial residential and mixed use projects outside the DTSP until Phase 2 is completed and the code is revised to refer to the appropriate ODS document.

The ordinance would also add a definition of "Objective Design Standard" to Division 36.700. The proposed definition describes standards that require no personal or subjective judgment, are uniformly verifiable against external, objective benchmarks, and may be applied through ministerial review.

Required Findings

South Pasadena Municipal Code (SPMC) Section 36.620.070(B) establishes the required findings for Zoning Code amendments. The following analysis supports the required findings for the proposed amendment.

General Plan and Specific Plan Consistency

The proposed ordinance is consistent with General Plan Policy P3.1 and Action A3.1a, which support development regulations that maintain and enhance established neighborhood character, and Policy P3.5 and Action A3.5a, which support a form-based code for Downtown and objective design standards outside Downtown. The amendment also support Housing Element Goal 3.0 and Program 3.n by providing a predictable design review framework for housing development.

Public Interest and Welfare

The proposed Zoning Text Amendment would support the public interest, health, safety, convenience, and general welfare by establishing clear design requirements and a transparent basis for evaluating compliance. The standards guide the relationship between buildings, neighboring properties, and the public realm. Individual projects would remain subject to applicable building, fire, accessibility, and other health and safety requirements.

Internal Zoning Code Consistency

The proposed Zoning Text Amendment integrates objective design standards into the existing design review framework and supports the Zoning Code's purposes of orderly development, neighborhood character, compatibility, and pedestrian orientation. The standards would operate with applicable zoning and Specific Plan requirements, subject to State housing laws governing approvals, density bonuses, incentives, concessions, and waivers.

The proposed amendment would establish a measurable design framework for qualifying development, implement General Plan policies, and provide interim standards for qualifying ministerial residential projects outside Downtown. The amendment would support consistent application review while guiding building design to reflect South Pasadena's architectural character.

Fiscal Impact

The ODS project budget is included in Account No. 101-7010-7011-8170-000 (Professional Services) in the Community Development Department's FY 2026–2027 Adopted Budget.

Preparation and implementation of the amendments are part of the ODS work program. The proposed action does not authorize a construction project or capital expenditure.

Key Performance Indicators and Strategic Plan
The proposed amendments advance Strategic Plan Item No. 5—Plan for Affordable Housing to Comply with State Mandates and Respond to Community Needs. Clear, measurable design requirements support housing production and predictable review while guiding development that responds to South Pasadena's neighborhood character.

Commission Review and Recommendation
Following a duly noticed public hearing on October 20, 2026, the Planning Commission adopted Resolution No. 26-14 by a 4–1 vote, recommending that the City Council adopt Resolution No. 8038 and introduce for first reading and subsequently adopt Ordinance No. 2423.

Commission comments primarily addressed revisions to text and diagrams to improve consistency and clarity. The Commission also recommended accounting for cumulative building modifications over a three-year period to prevent phased improvements from avoiding ODS compliance thresholds. This provision is included in the proposed standards presented to the City Council. A couple of Commissioners continued to express concerns about the limited number of architectural pathways; however, no changes to the pathways are proposed.

Environmental Analysis
The proposed amendment is exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3), consistent with the common sense exemption stated in the supplied ordinance. The amendment establishes objective design requirements and clarifies their application. It does not change permitted land uses, increase allowable density or height, or authorize construction of a specific development project. Future development proposals would be reviewed under applicable environmental requirements.

Attachment:
Attachment No. 1- Ordinance No. 2423

ORDINANCE NO. 2423

AN ORDINANCE OF THE CITY OF SOUTH PASADENA AMENDING SECTION 36.410.040 OF ARTICLE 4 (ZONING APPROVAL PROCEDURES) AND SECTION 36.700.020(O) OF ARTICLE 7 (DEFINITIONS) OF CHAPTER 36 (ZONING) OF THE SOUTH PASADENA MUNICIPAL CODE TO APPLY THE DOWNTOWN SPECIFIC PLAN (DTSP) OBJECTIVE DESIGN STANDARDS (ODS) SET FORTH IN C10 (OBJECTIVE DESIGN STANDARDS) OF THE DTSP TO PROJECTS THAT QUALIFY FOR MINISTERIAL DESIGN REVIEW AND MAKING A DETERMINATION OF EXEMPTION UNDER CEQA GUIDELINES SECTIONS 15061(B)(3) AND 15060(C)(3) AND GOVERNMENT CODE SECTION 65912.160(C)(2)

WHEREAS, recent amendments and ongoing trends in state housing laws, including the Housing Accountability Act (Gov. Code, § 65589.5), the Housing Crisis Act of 2019 (Gov. Code, §§ 65941.1, 65905.5, 66300), and SB 79 (Gov. Code, § 65912.155 *et seq.*), limit the City's authority to disapprove or reduce the density of housing projects that comply with all objective General Plan, zoning and design standards; and

WHEREAS, Government Code Section 66300(a)(7) defines an "objective design standard" as a "standard that involves no personal or subjective judgment by a public official and is uniformly verifiable by reference to an external and uniform benchmark," and the City seeks to adopt and apply design standards meeting that definition; and

WHEREAS, the City conducted a publicly noticed joint study session on the concept of objective design standards ("ODS") with the City Council and the Planning Commission on April 8, 2026 during which the concept of ODS was introduced and discussed and the Council and Commission provided direction on potential ODS topics; and

WHEREAS, the City Council appointed ad-hoc committee members composed of two Council members and three Planning Commissioners to work closely with City staff and City consultant to decide on an approach regarding architectural styles, identify core design principles and priority areas of the City, resulting in creating a set of ODS for the Downtown Specific Plan (DTSP) area and another for outside of the DTSP area, and subsequently a draft amendment to the DTSP adding ODS was completed first leaving qualifying multifamily and mixed use projects without applicable objective design standards until the next phase of ODS is completed (the "Specific Plan Amendment"); and

WHEREAS, the proposed Specific Plan Amendment would not include multifamily and mixed-use projects that qualify for ministerial review outside of the

DTSP area, and the proposed Zoning Text Amendment was drafted to apply the DTSP ODS to said development projects; and

WHEREAS, the proposed Zoning Code Amendment would amend Section 36.410.040 of Article 4 (Zoning Approval Procedures) and Section 37.700.020(O) of Article 7 (Definitions) of Chapter 36 (Zoning) of the South Pasadena Municipal Code ("SPMC") to apply the DTSP ODS set forth in the proposed Specific Plan Amendment to projects that qualify for ministerial design review under SPMC Section 36.410.040.D.4 and other related amendments; and

WHEREAS, the City conducted a publicly noticed joint study session on the draft ODS for the DTSP area with the City Council and the Planning Commission on October 7, 2026, during which the proposed Specific Plan Amendment and Zoning Code Amendment were received and discussed; and

WHEREAS, the Planning Commission held a duly noticed public hearing on October 20, 2026, at which time it considered all evidence presented, both written and oral, and at the end of the hearing on a 4-1 vote adopted Resolution No. PC 26-14, recommending the City Council adopt the proposed Specific Plan Amendment and the proposed Zoning Code Amendment; and

WHEREAS, on November 18, 2026, the City Council held a duly noticed public hearing, at which time it considered all evidence presented, both written and oral, and following receipt of public testimony closed the public hearing and introduced for first reading by a vote of 4-0 Ordinance No. 2423; and

WHEREAS, all legal preconditions to the adoption of this Ordinance have occurred.

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

SECTION 1. Recitals. The above recitals are true and correct and are incorporated herein by reference as if fully set forth herein.

SECTION 2. California Environmental Quality Act (CEQA). The proposed Zoning Code Amendment is exempt from the requirements of the California Environmental Quality Act ("CEQA") and the State CEQA Guidelines pursuant to CEQA Guidelines Section 15061(b)(3) because it can be seen with certainty that there is no possibility that the proposed Zoning Code Amendment, as described in the recitals of this Ordinance, will have a significant effect on the environment. The proposed Zoning Code Amendment is an administrative process of the City that will not result in direct or indirect physical changes in the environment. Further, the proposed Zoning Code Amendment is not subject to the requirements of CEQA because it is not considered a "project" under CEQA pursuant to Government Code Section 65912.160(c)(2) and CEQA Guidelines Section 15060(c)(3). The

City Council has reviewed the administrative record concerning the proposed Zoning Code Amendment and the proposed CEQA determinations, and based on its own independent judgement, finds that the proposed Zoning Code Amendment is not subject to, or is exempt from, the requirements of CEQA and the State CEQA Guidelines pursuant to CEQA Guidelines Sections 15061(b)(3) and 15060(c)(3) and Government Code Section 66912.160(c)(2).

SECTION 3. Findings. Based upon substantial evidence presented, including public testimony and written and oral staff reports, and the environmental documentation the City Council finds:

A. All necessary public hearing and opportunities for public testimony and comment have been conducted in compliance with applicable law because the Planning Commission conducted a duly noticed public hearing on October 20, 2026, to consider the proposed Zoning Text Amendment. Notice was provided on October 9, 2026, in accordance with South Pasadena Municipal Code ("SPMC") Section 36.620.040, Division 36.630, and applicable State law. The proposed Zoning Code Amendment and supporting materials were made available for public review, and interested persons were provided an opportunity to submit written comments and present oral testimony. The Planning Commission considered the staff report, the proposed Zoning Code Amendment, and the public comments before making its recommendation to the City Council. The City Council conducted a separately noticed public hearing on November 18, 2026, before taking action on the proposed Zoning Code Amendment. Notice was provided on November 6, 2026, in accordance with SPMC Section 36.620.040, Division 36.630, and applicable State law.

B. The proposed Zoning Code Amendment is consistent with the actions, goals objectives, policies, and programs of the General Plan. The proposed Zoning Code Amendment implements the General Plan's direction to accommodate housing while maintaining neighborhood character and promoting context-sensitive development. Specifically, Policy P3.1 and Action A3.1a support updating development regulations so that infill development maintains and enhances established neighborhood character. Policy P3.4 and Actions A3.4a and A3.4b support buildings that respond to their surroundings, reinforce the pedestrian environment, and enhance the City's architectural and cultural traditions. Policy P3.5 and Action A3.5a further call for removing barriers to good design through a form-based code for Downtown and objective design standards outside Downtown. The proposed Zoning Code Amendment advances these objectives by establishing measurable design requirements that provide consistent expectations for applicants and staff.

The proposed Zoning Code Amendment also advances Housing Element Goal 3.0, which supports housing production through appropriate zoning, objective design standards, and efficient, transparent review procedures. It supports Program 3.n—Zoning Changes—by providing an objective basis for design review and reducing reliance on subjective judgments in the review of qualifying residential development. Together, these provisions support compatible multifamily and mixed-use development while facilitating implementation of the City's housing policies.

C. The proposed Zoning Code Amendment will not be detrimental to the public interest, health, safety, convenience or general welfare of the City. The proposed Zoning Code Amendment promotes the public interest and general welfare by establishing clear, measurable design requirements for applicable multifamily and mixed-use development. These requirements guide building design and the relationship between development, adjacent properties, and the public realm, supporting neighborhood compatibility and a pedestrian-oriented environment. An objective framework also improves transparency and predictability by allowing applicants, residents, and staff to understand how compliance will be evaluated. Individual development proposals remain subject to applicable building, fire, accessibility, and other health and safety requirements. The proposed Zoning Cod Amendment therefore supports orderly development and housing opportunities while providing enforceable design expectations consistent with the purposes of the Zoning Code. The proposed Zoning Code Amendment does not authorize new development and therefore would not result in adverse impacts to public health, safety, or welfare. Instead, they strengthen existing regulatory processes in a manner that supports orderly development and the overall well-being of the community.

D. The proposed Zoning Code Amendment is internally consistent with other applicable provision of the Zoning Code. The proposed Zoning Code Amendment will integrate ODS into the Zoning Code's existing framework for regulating development and reviewing applicable housing projects. It advances the purposes identified in SPMC Section 36.100.010, including orderly development, conservation of neighborhood character, compatibility between land uses, and pedestrian-oriented development. The proposed Zoning Code Amendment identifies the projects subject to the standards and establishes their relationship to applicable zoning and specific plan requirements. The ODS operate together with other applicable development regulations and remain subject to State-law requirements governing housing approvals, density bonuses, incentives, concessions, and waivers. This coordinated framework provides a consistent basis for applying design requirements within the Zoning Code.

SECTION 4. Adoption of Zoning Code Amendment. Based on the foregoing, the City Council of the City of South Pasadena adopts the Zoning Code Amendment, amending Section 36.410.040 of Article 4 (Zoning Approval Procedures) and Section 36.700.020(O) of Article 7 (Definitions) of Chapter 36 (Zoning) of the South Pasadena Municipal Code, as set forth in Exhibit A, attached hereto and incorporated herein by this reference, with all the sections of Chapter 26 that have no amendments identified in Exhibit A remaining in effect without amendment.

SECTION 5. Severability. If any section, subsection, sentence, clause, or phrase in this Ordinance or the application thereof to any person or circumstance is for any reason held invalid, the validity of the remainder of this Ordinance or the application of such provision to other persons or circumstances shall be adopted thereby. The City Council hereby declares it would have passed this Ordinance and each section, subsection, sentence, clause, or phrase thereof, irrespective of the fact that one or more sections, subsections, sentences, clauses, or phrases or the application thereof to any person or circumstance be held invalid.

SECTION 6. Effective Date. This Ordinance shall take effect thirty days after its adoption.

SECTION 7. Certification. The Chief City Clerk shall certify it's the adoption of this Ordinance, and shall cause the same to be published and posted in the manner required by law.

PASSED, APPROVED AND ADOPTED ON this __ day of _____, 2026.

AYES:

NOES:

ABSENT:

ABSTAIN:

Sheila Rossi, Mayor

ATTEST:

Nikima Newsome, Chief City Clerk

APPROVED AS TO FORM:

Roxanne Diaz, City Attorney

Exhibit A

Amend Subsection (A)(6) of Section 36.410.040 (Design Review) of Division 36.410 (Zoning Approvals or Disapprovals) of Article 4 (Zoning Approval Procedures) of Chapter 36 (Zoning) of the SPMC as follows:

"6. Ensure that development complies with all applicable City standards, objective design standards, and design guidelines, and does not result in an adverse affect on the City aesthetics, architectural, health, and safety-related qualities of adjoining properties or upon the City in general; and"

Amend Subsection (D)(4) of Section 36.410.040 (Design Review) of Division 36.410 (Zoning Approvals or Disapprovals) of Article 4 (Zoning Approval Procedures) of Chapter 36 (Zoning) of the SPMC as follows:

"4. Ministerial review of qualifying residential projects. The Director shall develop an application for ministerial approvals of qualifying residential projects pursuant to the requirements of State law, as well as procedures for processing applications for the ministerial approvals. The procedures ~~may~~ shall include a limited design review process for compliance with objective design standards as set forth in the Downtown Specific Plan (DTSP) Part C10 Objective Design Standards and applicable standards. However, any limited design review process shall not constitute a "project" for purposes of the California Environmental Quality Act. "Qualifying residential projects" are either:"

Amend Subsection (I)(1) of Section 36.410.040 (Design Review) of Division 36.410 (Zoning Approvals or Disapprovals) of Article 4 (Zoning Approval Procedures) of Chapter 36 (Zoning) of the SPMC as follows:

"1. Is consistent with the General Plan, any adopted objective design standards, design guidelines and any applicable design criteria for specialized areas (e.g., designated historic or other special districts, plan developments, or specific plans);"

Amend Subsection (O) (Definitions, "O") of Section 36.700.020 (Definitions of Specialized Terms and Phrases) of Division 36.700 (Definitions/Glossary) of Article 7 (Definitions) of Chapter 36 (Zoning) of the SPMC to add the following definition of the term "objective design standard" in alphabetical order:

"Objective Design Standard. A design standard as defined by Government Code Section 66300(a)(7), as it may be amended from time to time. For the purposes of this title, such a design standard (i) involves no personal judgement, (ii) is uniformly verifiable by reference to external and objective benchmarks, and (iii) may be applied ministerially."

City Council Agenda Report

ITEM NO. 10

DATE: December 2, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Erika Ramirez, Community Development Director
Stephen Peterson, Senior Planner
Andrew Rodriguez, Lead Code Enforcement Officer

SUBJECT: **CONSIDERATION OF SECOND READING AND ADOPTION OF ORDINANCE NO. 2413, AN ORDINANCE OF THE CITY OF SOUTH PASADENA CALIFORNIA AMENDING CHAPTER 19A (NOISE REGULATIONS) OF THE SOUTH PASADENA MUNICIPAL CODE IN ITS ENTIRETY**

Recommendation

It is recommended that the City Council adopt Ordinance No. 2413 amending Chapter 19A (Noise Regulations) of the South Pasadena Municipal Code in its entirety (Attachment 1).

Executive Summary

This is the second reading of a proposed ordinance to update Chapter 19A (Noise Regulations) of the South Pasadena Municipal Code in its entirety. The proposed ordinance seeks to modernize standards originally adopted in 1970, improve consistency with the City's 2023 General Plan, and establish clear, measurable, and enforceable noise limits. City Staff evaluated noise ordinances from more than 10 jurisdictions, conducted approximately 75 field measurements, and incorporated public input and City Council direction received during three City Council discussions in 2026.

The proposed regulations establish three zones based on land use and street classification, with separate daytime and nighttime limits for continuous and impulsive noise, standardized measurement protocols, and provisions allowing site-specific standards through existing City approvals. The update also retains existing provisions addressing power yard equipment, leaf blowers, and unruly gatherings; expands the Temporary Noise Permit to cover all noise sources; and identifies exempt activities. The proposed ordinance is intended to improve clarity, consistency, and enforceability while balancing neighborhood noise concerns with the needs of businesses, community activities, and the City's evolving development patterns.

Background

On October 21, 1970, City Council adopted Ordinance No. 1582 amending the South Pasadena Municipal Code (SPMC) to add Chapter 19A (Noise Regulations).

On April 17, 1991, City Council adopted Ordinance No. 1996 amending SPMC Chapter 19A (Noise Regulations) to address power yard maintenance equipment.

On September 27, 2023, City Council adopted the General Plan, including the Noise section within Part B, Chapter 6 (Our Healthy Community), but the Noise Regulations were not amended to provide consistency with the General Plan.

On September 3, 2025, City Council adopted Ordinance No. 2402 amending SPMC Chapter 19A (Noise Regulations) to address unruly gatherings.

On February 10, 2026, the City entered into a contract with Rincon Consultants to conduct a comprehensive update to SPMC Chapter 19A (Noise Regulations).

On May 20, 2026, City Council conducted a public hearing on a preliminary draft of the updated regulations, received public comment, and directed staff to conduct additional analysis and prepare revisions.

On September 16, 2026, City Council held a study session to review the revised draft regulations, received public comment, and directed staff to conduct additional analysis and prepare revisions.

On October 7, 2026, City Council held a second study session to receive additional information from staff, reviewed the revised draft regulations, received public comment, and directed staff to return with an ordinance for first reading.

On November 18, 2026, City Council introduced for first reading by a vote of 3-1, the ordinance amending SPMC Chapter 19A (Noise Regulations) in its entirety.

Analysis

Chapter 19A of the South Pasadena Municipal Code was originally adopted in 1970 and has been amended periodically since to address specific noise concerns and activities. The chapter contains a patchwork of standards that vary by noise source and relies on a mix of subjective language and undefined measurement criteria such as ambient noise levels, without establishing a consistent method for determining ambient noise levels. These provisions require multiple measurements and can make enforcement outcomes difficult to explain and apply consistently. With the City's ongoing evolution toward denser development patterns and a more active downtown with increased nighttime activity, these limitations have become more pronounced.

The proposed update would replace source-specific and ambient-based provisions with standards intended to be easily measurable and consistently applied across comparable land-use settings.

<u>Process and Methodology</u>

City planning and code enforcement staff worked with Rincon Consultants to prepare the proposed Noise Regulations update, using the City’s 2023 General Plan noise compatibility ranges as guidance. The team reviewed noise ordinances from more than 10 jurisdictions, evaluated and purchased noise monitoring equipment, and conducted approximately 75 field measurements. These measurements helped assess whether the proposed limits would accommodate typical daily activities while providing measurable standards to address excessive noise.

Public input and City Council direction were received at a public hearing on May 20 and study

sessions on September 16 and October 7, 2026. These discussions identified several issues for further consideration, including:

- Potential weaponization of the noise regulations.
- Acceptable noise levels for commercial properties located on main streets versus commercial properties located on local neighborhood streets.
- Relationship between Temporary Nosie Permits and the City's established permitting framework for Special Events and Temporary Uses.
- City's ability to set individual, specialized noise standards for Conditional Use Permit uses or Specific Plan areas.
- Clarification of standards and protocols when generating and receiving properties are in a different noise zone.

These areas of the Noise Regulations were further researched and refined in preparing the final Draft Noise Ordinance as proposed.

Key Features of the Proposed Noise Regulations

The proposed regulations establish measurable noise limits based on zoning districts, street designations, and time of day, along with procedures for consistent measurement and enforcement. The update also revises temporary noise permitting, retains recently adopted provisions, and identifies exempt activities. Key features are summarized below.

Noise Zones and Standards

Proposed noise standards are organized into three noise zones based on zoning districts and street designations:

- Zone 1: Residentially zoned properties, with the lowest noise limits.
- Zone 2: Open Space and Community Facilities zoning districts, and commercially zoned properties on local streets, with intermediate noise limits.
- Zone 3: Commercially zoned properties on designated main streets, with the highest noise limits.

Table 1 identifies the proposed exterior noise limits foreach zone. Nighttime limits apply from 10:00 p.m. to 7:00 a.m. are lower than daytime limits. Attachment 2 shows the proposed Noise Zone Map.

Table 1. South Pasadena Exterior Noise Standards

Noise Zone	Equivalent Continuous Sound Level (dBA Leq)	Impulsive Noise Level (dBA Lmax)	Time Period
Zone 1	65	80	7:00 a.m. - 10:00 p.m.
	55	70	10:00 p.m. - 7:00 a.m.
Zone 2	70	85	7:00 a.m. - 10:00 p.m.
	60	75	10:00 p.m. - 7:00 a.m.
Zone 3	75	90	7:00 a.m. - 10:00 p.m.
	65	80	10:00 p.m. - 7:00 a.m.

The regulations establish limits for average sound levels (Leq) and maximum sound levels (Lmax), replacing separate limits for individual noise sources, such as vehicles, amplified

music, radios, and televisions.

Application and Measurement

- Site-specific standards. Noise standards established through a Conditional Use Permit, Administrative Use Permit, Specific Plan, or other City authorization supersede the generally applicable limits.
- Measurement locations. Noise may be measured at the property line of the noise source, the affected property, or both.
- Measurement procedures. The regulations specify equipment requirements, settings, measurement locations, and measurement duration.

Permits and Retained Provisions

- Temporary Noise Permit. The Amplified Sound Permit is renamed the Temporary Noise Permit, and its scope is expanded to include noise sources other than amplified sound.
- Existing provisions. Recently adopted provisions addressing power yard equipment, leaf blowers, and unruly gatherings are retained without separate noise limits.

Exempt Activities

The proposed regulations identify activities exempt from the noise standards, including school activities; emergency work responding to disasters or power outages; solid waste collection and removal; City-sponsored events; City construction projects; construction under an active building permit during permitted construction hours; and filming under an active permit during permitted filming hours.

The proposed update would provide a more consistent framework for evaluating noise complaints by establishing measurable limits and defined measurement procedures. The approach accounts for differing land-use settings and daytime and nighttime conditions while retaining flexibility through site-specific standards, temporary permits, and specified exemptions. These changes are intended to improve clarity for residents and businesses and support consistent enforcement while accommodating typical community activities.

Fiscal Impact

Expenses related to amending Chapter 19A (Noise Regulations) in its entirety, including new noise monitoring equipment, were included in the Community Development Department's 2025-2026 Budget.

Environmental Analysis

The noise standards utilized in the updated Chapter 19A Noise Regulations are within a range established in the General Plan (Table B6.5, City of South Pasadena Land Use/Noise Compatibility Matrix) and were analyzed previously in the General Plan EIR.

Further, the proposed amendment is routine, clarifies existing City regulations, does not include any development proposal, and can be see with certainty that there is no possibility that the activity in question may have significant effect on the environment. Therefore, the amendments qualify for the common sense exemption from the California Environmental Quality Act (CEQA), as found in CEQA Section 15061(b)(3).

Attachment:

Attachment No. 1- Ordinance No. 2413

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

WHEREAS, On October 21, 1970, City Council adopted Ordinance No. 1582 amending the South Pasadena Municipal Code (SPMC) to add Chapter 19A (Noise Regulations); and

WHEREAS, On April 17, 1991, City Council adopted Ordinance No. 1996 amending SPMC Chapter 19A (Noise Regulations) to address power yard maintenance equipment; and

WHEREAS, On September 27, 2023, City Council adopted the General Plan, including the Noise section within Part B, Chapter 6 (Our Healthy Community), but the Noise Regulations were not amended to provide consistency with the General Plan; and

WHEREAS, On September 3, 2025, City Council adopted Ordinance No. 2402 amending SPMC Chapter 19A (Noise Regulations) to address unruly gatherings.; and

WHEREAS, On February 10, 2026, the City entered into a contract with Rincon Consultants to conduct a comprehensive update to SPMC Chapter 19A (Noise Regulations).; and

WHEREAS, On May 20, 2026, City Council conducted a public hearing on a preliminary draft of the updated regulations, received public comment, and directed staff to conduct additional analysis and prepare revisions.; and

WHEREAS, On September 16, 2026, City Council held a study session to review the revised draft regulations, received public comment, and directed staff to conduct additional analysis and prepare revisions.; and

WHEREAS, On October 7, 2026, City Council held a second study session to receive additional information from staff, reviewed the revised draft regulations, received public comment, and directed staff to return with an ordinance for first reading.; and

WHEREAS, On November 18, 2026, City Council held a public hearing for first reading of the ordinance, reviewed the proposed regulations, received public comment, and on a vote of 3-1, introduced Ordinance No.2413; and

WHEREAS, all legal prerequisites to the adoption of this Resolution have occurred.

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

SECTION 1: RECITALS. The above recitals are hereby declared to be true and correct and are incorporated herein as findings of the South Pasadena City Council.

SECTION 2: EVIDENCE AND PUBLIC TESTIMONY. Based upon substantial evidence presented to the City Council during the Public Hearings, including public testimony and written and oral staff reports, and the environmental documentation, the City Council finds all necessary Public Hearings and opportunities for public testimony and comment have been conducted in compliance with applicable law.

SECTION 3: ENVIRONMENTAL FINDINGS. The noise standards utilized in the updated Chapter 19A Noise Regulations are within a range established in the General Plan (Table B6.5, City of South Pasadena Land Use/Noise Compatibility Matrix) and were analyzed previously in the General Plan EIR.

Further, the proposed amendment is routine, clarifies existing City regulations, does not include any development proposal, and can be seen with certainty that there is no possibility that the activity in question may have significant effect on the environment. Therefore, the amendments qualify for the common sense exemption from the California Environmental Quality Act (CEQA), as found in CEQA Section 15061(b)(3).

SECTION 4: ZONING CODE AMENDMENT FINDINGS. South Pasadena Municipal Code (SPMC) Section 36.620.070(B) stipulates that a Zoning Map Amendment may be approved if the following findings are met:

1. *Findings required for all Zoning Code/Map amendments:*
   a. *The proposed amendment is consistent with the actions, goals, objectives, policies, and programs of the General Plan;*

   The proposed Zoning Code Amendment (ZCA) is consistent with the actions, goals, objectives, policies, and programs of the General Plan because it would implement the following:

   Our Healthy Community Policy P6.6:

   Reduce the prevalence of unpleasant noise and smell.

   The comprehensive update to Chapter 19A (Noise Regulations) of the South Pasadena Municipal Code will modernize standards originally adopted in 1970, improve consistency with the City's 2023 General Plan, and establish clear, measurable, and enforceable noise limits. The proposed regulations establish three zones based on land use and street classification, with separate daytime and nighttime limits for continuous and impulsive noise, standardized measurement

protocols, and provisions allowing site-specific standards through existing City approvals. The update also retains existing provisions addressing power yard equipment, leaf blowers, and unruly gatherings; expands the Temporary Noise Permit to cover all noise sources; and identifies exempt activities. The proposed ordinance is intended to improve clarity, consistency, and enforceability while balancing neighborhood noise concerns with the needs of businesses, community activities, and the City's evolving development patterns. Therefore, the Zoning Code Amendment would be consistent with Policy P6.6 of the General Plan.

Our Healthy Community Action A6.6a:

Manage relationship between homes and major noise sources through zoning and environmental review.

The Noise Regulation Update manages the relationship between homes and noise sources through implementation of modernized clear numerical noise standards which include: 1) different noise standards for commercial and residential areas, 2) a distinct protocol for addressing noise from commercial properties that is affecting residential properties, and 3) provides adjusted noise standards for commercial properties located on main, thoroughfare and connector streets versus those located on access streets.

The Amendment also codifies proper sound measurement locations and procedures to ensure fair and consistent application of the Noise Regulations.

The Amendment creates an objective set of standards, measurement protocols and enforcement processes to manage the relationship between homes and major noise sources.

b. *The proposed amendment would not be detrimental to the public interest, health, safety, convenience, or general welfare of the City;*

   The proposed Zoning Code Amendment would benefit the public interest, health, safety, convenience, and general welfare by reducing noise pollution and nuisance noise.

   The amendment does not authorize new development and therefore would not result in adverse impacts to public health, safety, or welfare. Instead, the updated Noise Regulations would strengthen existing regulatory processes in a manner that supports orderly development and the overall well-being of the community.

2. *The proposed amendment is internally consistent with other applicable provisions of this Zoning Code.*

   The proposed Zoning Code amendment has been analyzed for internal consistency with other applicable provisions of the Zoning Code and has been determined by staff to be consistent.

   As stated above, the City Council can make all of the necessary findings listed in SPMC Chapter 36.620.070(B) to adopt the Zoning Code Amendment.

SECTION 5: SEVERABILITY. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, or contravened by reason of any preemptive legislation, the remaining sections and/or provisions of this Ordinance shall remain valid. The City Council hereby declares that it would have adopted this Ordinance, and each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof, regardless of the fact that any one or more section(s) or provision(s) may be declared invalid or unconstitutional or contravened via legislation.

SECTION 6: TIMELINE. This Resolution shall take effect 30 days after its adoption.

Based upon the foregoing, Chapter 19A entitled ”Noise Regulation” of the South Pasadena Municipal Code is hereby amended in its entirety to read as follows:

“CHAPTER 19A
NOISE REGULATION

ARTICLE 1. GENERAL PROVISIONS
- **19A.1 Declaration of policy.**
- **19A.2 Definitions.**
- **19A.3 Violations: Misdemeanors.**
- **19A.4 Violations: Additional remedies: Injunctions.**
- **19A.5 Severability.**

ARTICLE 2. GENERAL NOISE REGULATIONS
- **19A.6 Decibel measurement criteria.**
- **19A.7 Noise, prohibition of.**
- **19A.8 Exterior noise standards.**

ARTICLE 3. EXEMPTIONS
- **19A.9 Exemptions.**

ARTICLE 4. SPECIAL NOISE SOURCES
- **19A.10 Power yard maintenance equipment.**
- **19A.11 Leaf blowers—Regulation of use.**
- **19A.12 Power yard maintenance equipment—Violation and penalty.**
- **19A.13 Loud or unruly gatherings.**
- **19A.14 Construction of buildings and projects.**

ARTICLE 5. TEMPORARY NOISE PERMIT
- **19A.15 Temporary noise permit.**

ARTICLE 6. FILMING ACTIVITIES
- **19A.16 Filming activities.**

ARTICLE 1. GENERAL PROVISIONS

19A.1 Declaration of policy.

It is declared to be the policy of the city to prohibit unnecessary, excessive, and annoying noises from all sources subject to its police power. At certain levels noises are detrimental to the health and welfare of the citizenry and in the public interest shall be systematically proscribed.

19A.2 Definitions.

As used in this chapter, unless the context otherwise clearly indicates, the words and phrases used in this chapter are defined as follows:

(a) A-WEIGHTED DECIBEL. “A-weighted decibel” (dBA) is the overall frequency-weighted sound level in decibels that approximates the frequency response of the human ear as represented by the A-weighted network. The reference pressure is 20 micropascals.

(b) ACCESS STREET. “Access street” means a local/neighborhood serving street, typically with low volumes of traffic, primarily serving low- to medium-density residential uses. Illustrated in Figure B4.8 of Chapter 4 of the South Pasadena General Plan (2040).

(c) AFFECTED PROPERTY. “Affected Property” means any property, other than the Generating Property, where noise is received and can be heard, felt, or otherwise noticed.

(d) AMBIENT NOISE. “Ambient Noise” means the all-encompassing noise associated with a given environment, usually being a composite of sounds with many sources near and far.

(e) CONNECTOR STREET. “Connector street” means a crosstown street, typically with moderate volumes of traffic, primarily serving low- to medium-density residential uses. Illustrated in Figure B4.8 of Chapter 4 of the South Pasadena General Plan (2040).

(f) CONSTRUCTION ACTIVITY. “Construction Activity” is an activity requiring or exempted from a building permit, and defined to include, but not limited to, the operation of any manual, electric or pneumatic hammer, saw, shovel, hoist, derrick or any other device used in the performance of site preparation, grading, assembly, repair, demolition, alteration or similar action on structures, rights-of-way, or land.

(g) DECIBEL. “Decibel” (db) is a unit measure of sound (noise) level relative to a standard reference sound on a logarithmic scale.

(h) EQUIVALENT CONTINUOUS SOUND LEVEL. “Equivalent Continuous Sound Level” (Leq) means the value of an equivalent, steady sound level which, in a 10-minute time period, has the same sound energy as the time-varying sound. The Leq metric is a single numerical value that represents the equivalent amount of variable sound energy received at a location over a specified duration.

(i) FILMING ACTIVITY. “Filming activity” is activity requiring a film permit and defined to include, but is not limited to, activities related to the setup for and engagement in commercial filming, videotaping or still photography.

(j) FREQUENCY. “Frequency” of the function periodic in time means the reciprocal of the primitive period. The unit is the cycle per unit time and shall be specified.

(k) GENERATING PROPERTY. “Generating Property” means any property where noise is created or originates from.

(l) HOLIDAY. Any holiday recognized by the City.

(m) IMPULSIVE NOISE. “Impulsive noise” means sound of short duration, usually less than one second, with an abrupt onset and rapid decay.

(n) LEAF BLOWER. “Leaf blower” means a machine, powered by a gasoline engine or electric motor, which uses a concentrated stream of air to blow, displace, or vacuum leaves, grass clippings, dirt, and/or other debris or material.

(o) LOT. “Lot” means an area of real property within the city as defined in Chapter 36 SPMC, zoning ordinance of the city.

(p) LOUD OR UNRULY GATHERING. “Loud or unruly gathering” means a gathering of two or more persons for a social occasion or any other activity at any residential unit or its curtilage during which loud or unruly conduct occurs that constitutes a violation of the California Penal Code or is otherwise a threat to the public peace, health, safety, or welfare, including, without limitation, any or all of the following:

(1) Loud noise or music from any source within the residential unit or its

(2) curtilage that interferes with the quiet enjoyment of residential property;

(3) Obstruction of a street or other public right-of-way, or a portion thereof, with vehicles or pedestrians;

(4) Public intoxication or drinking in public;

(5) The service of alcohol to minors;
(6) Possession and/or consumption of alcohol, marijuana, or narcotics by minors;

(7) Assaults, batteries, fights, domestic violence or other disturbances of the peace;

(8) Vandalism or destruction of real or personal property;

(9) Littering of any trash, debris, bottles, cans or other items of personal property on real property or on a public right-of-way;

(10) Urinating, vomiting, or defecating in public; or

(11) Other disturbances of the peace, including, but not limited to, throwing objects or spraying liquids into the public right-of-way, sidewalks or alleys, or other conduct that constitutes a threat to public health, safety, or quiet enjoyment of residential property or public property.

(q) MAIN STREET. “Main street” means a pedestrian-oriented retail street, typically with moderate volumes of traffic, primarily serving pedestrian oriented retail uses. Illustrated in Figure B4.8 of Chapter 4 of the South Pasadena General Plan (2040).

(r) MAXIMUM NOISE LEVEL. “Maximum Noise Level” (Lmax) means the highest root-mean-square sound level measured during a measurement period.

(s) MINOR. “Minor” means any person under the age of 18 years.

(t) NOISE LEVEL. “Noise level” means the “A-weighted” sound pressure level in decibels obtained by using a sound level meter at slow response with a reference pressure of twenty (20) micronewtons per square meter. The unit of measurement shall be designated as dBA.

(u) OWNER. “Owner” means any person(s), including any individual, firm, association, organization, partnership, trust, business, corporation, company or other entity, who owns the residential unit where a loud or unruly gathering occurs, as shown on Los Angeles County’s last equalized property tax assessment roll, or the supplemental roll, whichever is more current.

(v) PERSON. “Person” means a person, firm, association, co-partnership, joint venture, corporation, or any entity, public or private in nature.

(w) POWER YARD MAINTENANCE EQUIPMENT. “Power yard maintenance equipment” means any gasoline or electric powered engine-driven device or machine used primarily for the maintenance of lawns, shrubs, trees or other landscaping. Such devices include, but are not limited to, lawn mowers, leaf blowers, string trimmers, edgers, hedge trimmers, and chain saws.

(x) RESIDENTIAL UNIT. “Residential unit” means any “dwelling unit,” as defined in SPMC 36.700.020(D), and each unit of all “multi-family dwellings,” as defined in SPMC 36.700.020(M). A “residential unit” also includes:

(1) any other buildings, structures, and improvements on the premises, as well as balconies, decks, patios, yards, and all other interior and exterior areas; and

(2) common use or other areas of multi-family dwellings. “Residential unit” does not include any room or unit of a hotel or motel.

(y) RESPONSIBLE PERSON. “Responsible person” means and includes, without limitation, any person(s), individual, firm, association, organization, partnership, trust, business, corporation, company, or other entity:

(1) Who is the owner or who rents, leases, uses or otherwise is in charge of the residential unit, regardless of whether such residential unit is rented, leased or used with or without compensation, where a loud or unruly gathering occurs; or

(2) Who organizes, promotes, or sponsors a gathering that becomes loud or unruly; or

(3) Receives money, compensation, or consideration for granting access to a residential unit where a loud or unruly gathering occurs.

(z) SOUND AMPLIFYING EQUIPMENT. "Sound amplifying equipment" means any machine or device for the amplification of the human voice, music, or any other sound. "Sound amplifying equipment" shall not include standard automobile radios when used and heard only by the occupants of the vehicle in which the automobile radio is installed. "Sound amplifying equipment," as used in this chapter, shall not include authorized emergency warning devices.

(aa) SOUND LEVEL METER. "Sound level meter" shall mean an instrument meeting American National Standard Institute's Standard S1.4-2014 for Type 1 or Type 2 integrating sound level meters or an instrument and the associated recording and analyzing equipment which will provide equivalent data.

(bb) SOUND PRESSURE LEVEL. "Sound pressure level" in decibels, of a sound means twenty times the logarithm to the base ten of the ratio of the pressure of this sound to the reference pressure, which reference pressure shall be explicitly stated.

(cc) THOROUGHFARE STREET. "Thoroughfare street" means a major regional street, typically with high volumes of traffic, primarily serving retail and high-density residential use. Illustrated in Figure B4.8 of Chapter 4 of the South Pasadena General Plan (2040).

19A.3 Violations: Misdemeanors.

Any person violating without satisfactory cause any of the provisions of this chapter shall be deemed guilty of a misdemeanor. Each day such violation is committed or permitted to continue shall constitute a separate offense and shall be punishable as such.

19A.4 Violations: Additional remedies: Injunctions.

As an additional remedy, the operation or maintenance of any device, instrument, vehicle, or machinery in violation of any provision of this chapter shall be deemed, and is declared to be, a public nuisance and may be subject to abatement summarily by a restraining order or injunction issued by a court of competent jurisdiction.

19A.5 Severability.

If any provision, clause, sentence or paragraph of this chapter, or the application thereof to any person or circumstances, shall be held invalid, such invalidity shall not affect the other provisions or application of the provisions of this chapter which can be given effect without the invalid provisions or application and, to this end, to provisions of this chapter are declared to be severable.

ARTICLE 2. GENERAL NOISE REGULATIONS

19A.6 Decibel measurement criteria.

(a) Measurement Equipment and Procedure: Noise level measurements made pursuant to the provisions of this chapter shall be performed using a sound level meter which meets at least American National Standards Institute (ANSI) Type 2 standards.

Noise level measurements to determine violations of the noise limits in this Chapter shall be measured at a height of at least four feet, at least four feet away from reflective surfaces, and for a duration of at least 10 minutes, where feasible. The measurements shall be made using the A-weighting network (dBA) with "slow" meter response. Impulsive noises shall be measured using "fast" meter response. Maximum Noise Level (Lmax) shall be used to determine noise violations for impulsive noise.

(b) Measurement Location: Noise level measurements shall be taken from an exterior location, at the parcel property line (or other legally accessible location) nearest to the noise source at the generating property.

When a noise complaint has been received from a specific address, noise level measurements may be made at the parcel property line (or other legally accessible location) of the affected property nearest the generating property, and at the generating property line (or other legally accessible location) nearest to the affected property.

(c) Site Specific Noise Standards: Where a City or other agency permit has established a noise standard specific to a certain property (which differs from the regular City noise standards established in Section 19A.8), it shall supersede the regular City noise standard.

(d) Ambient Noise Adjustment: At the discretion of the Community Development Director, if high ambient noise levels exist at the generating or affected property, an ambient noise measurement may be conducted. If the ambient noise level exceeds the exterior noise standard, the applicable standard may be increased to the ambient noise level. If the measurement is intended to adjust the limit for a higher ambient noise level, a minimum of three 10-minute measurements shall be taken over a 24-hour period, with no less than 3 hours between each measurement.

(e) Noise Complaints from Outside the City: If a noise complaint is received from outside the City's jurisdiction, the exterior noise standards shall be enforced at the City boundary closest to the complainant's location.

19A.7 Noise, prohibition of.

It is unlawful for any person within the city to make, continue or cause to be made or continued, or suffer or permit to be made, or continued, any noise exceeding the provisions of this chapter.

19A.8 Exterior noise standards.

Noise Zones are based on the zoning of the property as prescribed in Chapter 36 of the South Pasadena Municipal Code, the street classification as defined in this Chapter and shown on Figure B4.8 of the General Plan, and as illustrated in the Noise Zone Map below (Figure 2-1).

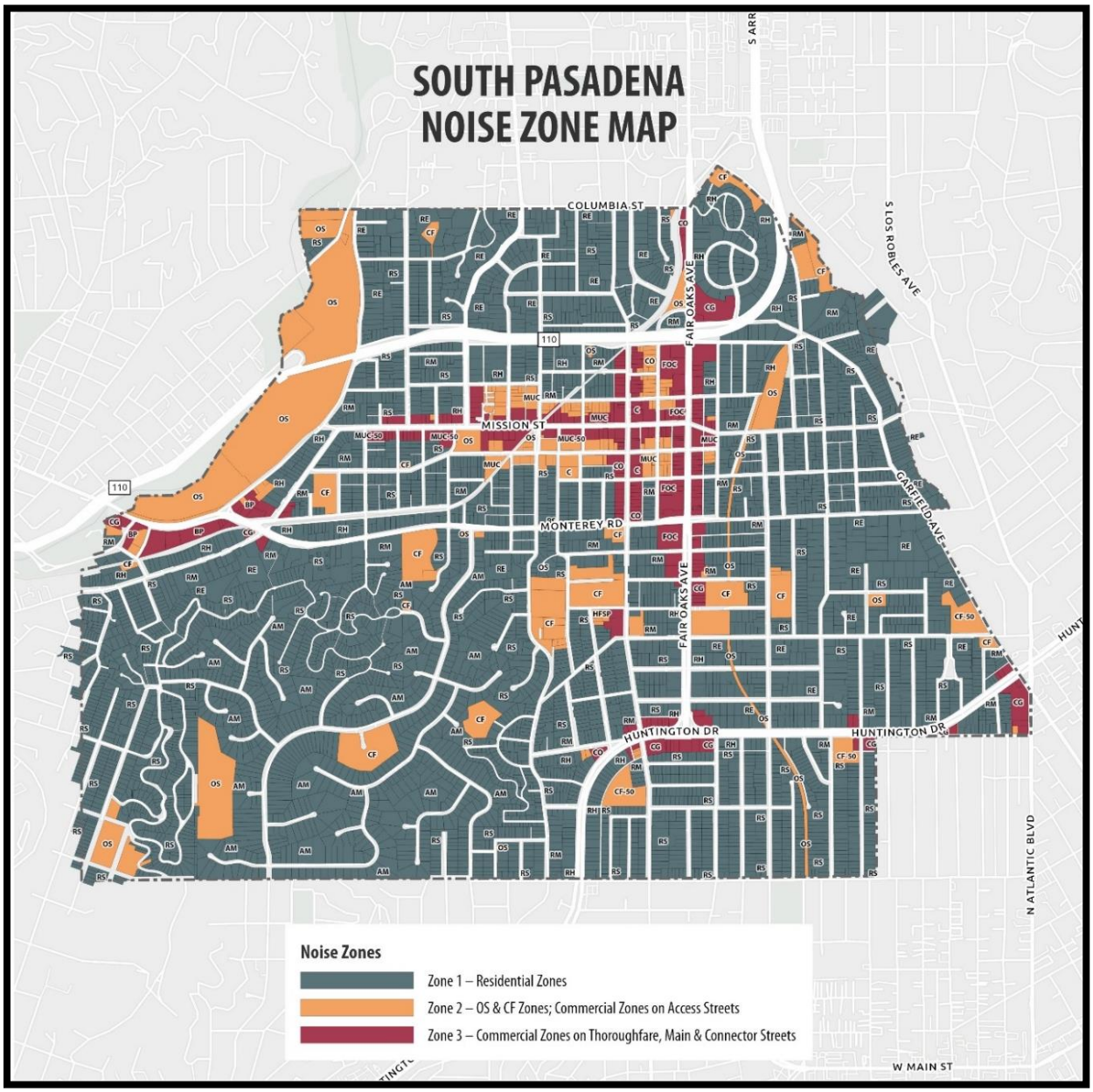

Figure 2-1. Noise Zone Map

Maximum allowable noise levels for each Noise Zone and time period are shown in the Exterior Noise Standards below (Table 2.1).

Table 2-1. Exterior Noise Standards			
Noise Zone	**Equivalent Continuous Sound Level (dBA Leq)**	**Maximum Noise Level (dBA Lmax)**	**Time Period**
Zone 1 •Residential Estate (RE) •Residential Single-Family (RS) •Residential Medium Density (RM) •Residential High Density (RH) •Altos De Monterey Residential (AM)	65	80	7:00 a.m.–10:00 p.m.
	55	70	10:00 p.m.–7:00 a.m.
Zone 2 •Open Space (OS) •Community Facilities (CF) •Holy Family Specific Plan (HFSP)* •Commercial General (CG)* •Commercial Office (CO)* •Business Park (BP)* •Mixed Use (MU)* •Downtown Specific Plan (DTSP)* *on Access Streets	70	85	7:00 a.m.–10:00 p.m.
	60	75	10:00 p.m.–7:00 a.m.
Zone 3 •Holy Family Specific Plan (HFSP)** •Commercial General (CG)** •Commercial Office (CO)** •Business Park (BP)** •Mixed Use (MU)** •Downtown Specific Plan (DTSP)** **on Thoroughfare, Main & Connector Streets	75	90	7:00 a.m.–10:00 p.m.
	65	80	10:00 p.m.–7:00 a.m.

ARTICLE 3. EXEMPTIONS

19A.9 Exemptions.

The following activities shall be exempt from the provisions of this chapter:

(a) Activities preempted by State or Federal law. The provisions of this chapter shall not apply to any activity to the extent regulation thereof has been preempted by State or Federal law.

(b) City projects. Construction activity conducted by City departments or a city-authorized contractor.

(c) City-sponsored or City-affiliated events. Any event organized or supported by the City. Examples of such events include, but are not limited to, the Festival of Balloons Parade, Arts Crawl, and Spring Eggstravaganza.

(d) Construction activity. Construction activity is any activity requiring or exempted from a building permit, during construction hours outlined in SPMC 19A.14.

(e) Emergency equipment. Any device, apparatus or equipment (including generators) used, related to or connected with emergency work.

(f) Emergency work. "Emergency work" means work made necessary to restore property to a safe condition following a calamity, work required to protect persons or property from an imminent exposure to danger, or work to provide temporary utility service or to restore utility service.

(g) Filming activity. Filming activity associated with an active film permit during permitted film hours.

(h) Public safety operations, equipment testing, and training. Noise generated by the Police Department, Fire Department, or other authorized public safety agencies in the performance of official duties, including but not limited to the inspection, testing, maintenance, and operation of emergency vehicles, sirens, air horns, public address systems, emergency warning devices, and other public safety equipment.

(i) School activities. School activities, held on school grounds or at school-owned facilities, such as school bands, school athletics, and school entertainment events.

(j) Solid waste collection and removal. Noise sources associated with solid waste collection and removal.

(k) Temporary Noise Permit. Activities conducted or noise generated in accordance with an approved Temporary Noise Permit.

ARTICLE 4. SPECIAL NOISE SOURCES

19A.10 Power yard maintenance equipment.

Power yard maintenance equipment shall be operated only between the following hours:

(a) Monday through Friday, 8:00 a.m. to 7:00 p.m.

(b) Saturday, 9:00 a.m. to 7:00 p.m.

(c) Sunday and holidays, 10:00 a.m. to 7:00 p.m.

19A.11 Leaf blowers —Regulation of use.

(a) Commencing October 1, 2022, it is prohibited for any property owner (including the city) or tenant or any employee, agent, or contractor working for a property owner or tenant to operate or authorize the operation of a gas-powered leaf blower at any time for any purpose. The property owner or tenant, whichever person is responsible for authorizing the use of a gas-powered leaf blower, shall be responsible for violations of this section. The use of gasoline-powered leaf blowers approved by California Air Resources Board (CARB) shall be allowed until October 1, 2022.

(b) The property owner or tenant, whichever person is responsible for authorizing the use of a gas-powered leaf blower, shall be responsible for violations of this section. Until October 1, 2022, all gasoline-powered leaf blowers shall prominently display a city issued decal/seal verifying its status as approved by the California Air Resources Board (CARB).

(c) Commencing October 1, 2022, the following shall be exempt from the provisions of subsections (a) and (b) of this section:

(1) Leaf blowers (gas-powered or electrically powered) utilized by emergency responders for the purpose of responding to an emergency, or necessary to restore, preserve, protect or save lives or property from imminent danger of loss or harm.

(2) Leaf blowers (gas-powered or electrically powered) used to clear downed trees in areas needing expedient clearance for the safety of the public.

(d) As of October 1, 2022, no leaf blower shall be operated in a manner that directs dust and debris onto any neighboring parcel, storm drain, public property, or public street.

(e) Commencing October 1, 2010, no business license shall be issued to any gardener and/or landscaper without proof of purchase of a leaf blower(s) allowed under subsection (a) of this section and a signed declaration that the company will not use prohibited leaf blowers in the city.

(f) The full blower nozzle extension shall be used for maximum efficiency and to minimize the spread of dust.

(g) After leaf blower use, debris and waste materials shall be disposed of in the appropriate disposal receptacle or any other equivalent container.

(h) Leaf blowers shall be in proper working order and all manufacturers' noise and dust control equipment on the leaf blower shall remain on the blower and be in operating condition.

19A.12 Power yard maintenance equipment—Violation and penalty.

No person, whether as principal, agent, employee or otherwise, shall violate, cause the violation or otherwise fail to comply with the provisions of SPMC 19A.10 through 19A.11. Any violation of SPMC 19A.10 through 19A.11 shall be punishable as follows:

(a) For the first violation, the city manager or his/her designee, upon determination that a violation of this chapter has occurred, shall issue a written warning notice to the person which authorizes the use of gas-powered leaf blowers which will specify the violation and the appropriate penalties in the event of future violations.

(b) Thereafter, the following schedule shall apply:

(1) A fine not exceeding $100.00 for the second violation;

(2) A fine not exceeding $200.00 for the third violation;

(3) A fine not exceeding $500.00 for the fourth and any subsequent violation that occurs.

19A.13 Loud or unruly gatherings.

(a) Loud or Unruly Gatherings Prohibited. Loud or unruly gatherings are unlawful and prohibited at any residential unit within the city and shall constitute a public nuisance subjecting the owner and/or responsible person to fines and/or penalties under this section. The city may abate a loud or unruly gathering by all available means, including, without limitation: (1) an order from a peace officer to the responsible person(s) to immediately terminate the loud or unruly gathering; and/or (2) an order of a peace officer to all non-resident persons at a gathering to immediately leave the premises. It shall be unlawful and a violation of this section for any person to fail to comply with an order of a peace officer that is issued in connection with a loud or unruly gathering. The abatement of a loud or unruly gathering by peace officers shall not preclude the city from exercising other remedies against persons who violate this section, including without limitation, the issuance of administrative or criminal citations.

(b) Liability and Notice Regarding a Loud or Unruly Gathering.

(1) When a peace officer responds to a complaint involving a loud or unruly gathering, or otherwise intervenes, by issuing one or more of the orders stated in subsection (b) of this section at a loud or unruly gathering, the responding officer(s) shall issue a written notice to the responsible person and/or owner if

such person is available on the premises of the residential unit, warning and stating that such responsible person and/or owner will be held liable for the costs of providing police personnel over and above the normal services provided by the police department to those premises (i.e., special police services). This first warning shall be deemed to be the normal services provided. Further, the notice provided shall also state that if a subsequent police response(s) is necessary to address the same or another violation of this section at the same residential unit within one year after issuance of said notice, the responsible person(s) and/or owner shall be jointly and severally liable for the costs of each subsequent police response, including the costs of any law enforcement personnel from other jurisdictions, necessary to abate the condition, as set forth in subsection (h) of this section.

(2) The notice shall be signed by the responsible person and/or owner, acknowledging receipt of the warning, and a signed copy of the notice shall be left with the responsible person and/or owner. If a second or any subsequent response is required, police department personnel shall have the available responsible person and/or owner sign a "second response" notice, acknowledging the occurrence of the second response, and any subsequent additional notice for each response thereafter.

(c) Notice of Unlawful Loud or Unruly Gathering. When police department personnel become aware of any scheduled gathering which would be unlawful under this section, peace officers may issue a written notice to a responsible person describing the unlawful nature of the party. The notice provided shall state that if police department personnel are required to thereafter respond to the scheduled gathering, such response shall constitute special police services. The notice shall state the responsible person and/or owner will be assessed for the costs of each subsequent police response, including the costs of any law enforcement personnel from other jurisdictions, necessary to abate the condition, as set forth in subsection (h) of this section.

(d) Notice—Signature Unavailable. If no responsible person and/or owner is available at the residential unit to sign receipt of the notice described in subsections (c) and/or (d) (collectively "notice") when the police are present, or the responsible person and/or owner refuses to sign receipt of the notice, a copy of the notice shall be posted in a conspicuous place at the residential unit on each occasion the police provides notice. A refusal by a responsible person and/or owner at the residential unit to sign a receipt of the warning or any subsequent notice after being requested to do so by a peace officer is a misdemeanor.

(e) Removal of Posted Notice Prohibited. It shall be unlawful for any person to alter, tamper with or deface a posted notice described in subsection (e) of this section, or remove it prior to one year from the date of the posting. If a posted notice is altered, tampered with, defaced, or removed prior to one year from the date of posting, the notice shall be replaced and a new one-year posting period shall commence on the date of replacement.

(f) Notice to Owner. A copy of the notice provided and/or posted under this section shall be served on the owner by personal service or by depositing in the mail for delivery

by the United States Postal Service, in a sealed envelope, postage prepaid, addressed to the owner shown on the county's last equalized property tax assessment roll.

(g) Cost Reimbursement.

(1) The responsible person(s) or if such person is a minor, then the parents or legal guardians of the minor, and/or the owner, shall be jointly and severally liable for all of the following costs attributable to the loud or unruly gathering:

(A) The actual cost incurred by the city beyond the initial response by the city necessary to abate the loud or unruly gathering, including, without limitation, police and fire response;

(B) Damage to public property;

(C) Injuries to city personnel; and

(D) Administrative costs incurred by the city in connection with the billing and collection of such costs.

(2) The police department shall accurately compute the cost to the city of providing such services pursuant to subsection (i)(1) of this section. The responsible person(s) and/or owner shall be billed for these costs by the city and payment shall be due and payable within 15 days of the billing date. Should the amount of the bill not be paid when due, the city may collect the debt, as well as any costs incurred in collecting the debt due to nonpayment, pursuant to any available provision of the law.

(h) Fines and Penalties for Violations. A responsible person(s) and/or owner violating this section shall be issued a citation utilizing the administrative citation procedures set forth in Chapter 1A SPMC. For any violation of this section, the fine shall be $1,000 for each violation. The issuance of an administrative fine does not preclude other potential civil actions or criminal prosecutions under any other provision of law, including the prosecution for maintaining a public nuisance against the responsible person and/or the owner.

(i) Appeal. Any responsible person and/or owner receiving an administrative fine or a bill for police department services provided pursuant to this section, may file a written request for an appeal hearing pursuant to the provisions of Chapter 1A SPMC.

(j) Absentee Owner—Liability Exceptions. Any owner who does not reside within the residential unit at the time a loud or unruly gathering occurs shall not be liable under this section if such owner has: (1) included covenants within the written lease or rental agreement for the premises on which a loud or unruly gathering occurs that contain specific language prohibiting the activities described in this section; and (2) demonstrated due diligence in abating an unmanageable tenant(s) or responsible person(s) for a loud or unruly gathering. An owner who does not reside within the residential unit and has a written lease

or rental agreement dated on or before the effective date of this section for the residential unit on which a loud or unruly gathering has occurred shall only need to demonstrate due diligence in abating an unmanageable tenant(s) or responsible person(s) for a loud or unruly gathering to not be liable under subsection (h) of this section.

(k) Administrative Rules and Regulations. The chief of police may adopt administrative rules and regulations for the purpose of implementing the provisions of this section.

(l) The provisions of this section shall not apply to activities protected under the United States Constitution.

19A.14 Construction of buildings and projects.

It is unlawful for any person to perform any construction activity within a residential zone or within 500 feet thereof on:

(a) Monday through Friday before 8:00 a.m. and after 7:00 p.m.;

(b) Saturday before 9:00 a.m. and after 7:00 p.m.;

(c) Sundays and holidays before 10:00 a.m. and after 6:00 p.m.

ARTICLE 5. TEMPORARY NOISE PERMIT.

19A.15 Temporary noise permit.

Any person may file an application for a Temporary Noise Permit to temporarily exceed the noise limits in this chapter.

(a) Applications. The Temporary Noise Permit application shall include:

(1) All facts regarding the request, including a detailed description of the noise source and proposed dates and times the noise limits that would be exceeded;

(2) the reasons why compliance with the noise limits cannot be achieved and the basis for such a determination;

(3) all actions the applicant has taken, intends to take, and any proposed methods to minimize noise during the temporary activity; and

(4) any other additional information relevant to and requested by the Community Development Director or designee.

(b) Permit Fee. The application shall be accompanied by a fee in the current amount established by resolution of the city council. A separate application shall be filed for each noise source; provided, however, that several mobile noise sources under common ownership or several sources on a single property may be combined into one application.

(c) Application Deadline. Application for a Temporary Noise Permit must be submitted at least 10 business days before the proposed date. An applicant shall remain subject to the terms of this chapter unless and until a permit to temporarily exceed noise limits is granted.

(d) Community Development Director Review, Authority, and Decision. The Community Development Director shall consider the likely magnitude of nuisance caused by the proposed noise, the uses of property potentially affected by the noise, time of day factors related to potential impacts to surrounding property occupants, the general public interest and welfare and any other relevant considerations and make the following determinations:

(1) Granting the Temporary Noise Permit would be in the public interest and there is no feasible and prudent alternative to the activity, or other method of conducting the activity, for which the Temporary Noise Permit is sought, and;

(2) Strict compliance with the requirements of this chapter will cause practical difficulties, unnecessary hardship or unreasonable expense.

(e) Time Limit. A Temporary Noise Permit shall be for a limited period, not to exceed a maximum of 30 consecutive days.

(f) Permit Requirements. A Temporary Noise Permit may be subject to any terms, conditions or requirements as the Community Development Director deems reasonable to achieve maximum compliance with the provisions of this chapter. Such terms, conditions and requirements may include, but are not limited to, limitations on noise levels and operating hours, and implementation of noise attenuation measures.

(g) Decision. After reviewing the application and all relevant facts and information, the Community Development Director shall render a decision on the application. Such decision shall be transmitted to the applicant in writing and include the approved time period for the permit and any applicable terms, conditions or requirements.

ARTICLE 6. FILMING ACTIVITIES

19A.16 Filming activities.

(a) It is unlawful for any person to perform any filming activity within a residential zone or within 500 feet thereof on Monday through Friday before 7:00 a.m. and after 7:00 p.m., Saturday before 8:00 a.m. and after 7:00 p.m., and on Sundays and city recognized holidays before 8:00 a.m. and after 6:00 p.m.

(b) It is unlawful for any person to use any generators, sound amplifying equipment, forklifts, cranes, or any other machinery or equipment, whether such equipment or machinery is manual, gasoline or electric powered or equipment that runs on compressed air, in the performance of, or in conjunction with, filming within a residential zone or within 500 feet thereof on Monday through Friday before 8:00 a.m. and after 7:00 p.m., Saturday before 9:00 a.m. and after 7:00 p.m., and Sundays and city recognized holidays before 10:00 a.m. and after 6:00 p.m.

(c) Filming hours and the hours for the use of machinery and equipment for filming may only be extended beyond the hours provided in subsections (a) and (b) of this section if approved pursuant to the city's film policy, as adopted by resolution of the city council."

Section 2. Severability. If any section subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, or contravened by reason of any preemptive legislation, the remaining sections and/or provisions of this Ordinance shall remain valid. The City Council hereby declares that it would have adopted this Ordinance, and each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof, regardless of the fact that any one or more section(s) or provision(s) may be declared invalid or unconstitutional or contravened via legislation.

Section 3. Effective Date. The City Clerk shall certify to the passage of this Ordinance and shall cause the same to be published in the manner prescribed by law, and this Ordinance shall become effective 30 days following its adoption.

PASSED, APPROVED AND ADOPTED ON this 2nd day of December, 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. 11

DATE: December 2, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Matthew Patsel, Library Director

SUBJECT: **CONSIDERATION TO AUTHORIZE SUBMITTAL OF A GRANT APPLICATION TO THE CALIFORNIA STATE LIBRARY IN PARTNERSHIP WITH CALIFA IN AN AMOUNT UP TO $10,000 FOR THE CULTURAL HERITAGE PROTECTION AND PRESERVATION REIMBURSEMENT PROGRAM**

Recommendation

It is recommended that the City Council:

a. Authorize the preparation and submission of a grant application to the California State Library, in partnership with Califa, in an amount up to $10,000 to support the South Pasadena Public Library's collection preservation and disaster preparedness efforts; and
b. If awarded, authorize the City Manager to accept the grant and appropriate the funds in accordance with the fiscal year 2026-2027 Budget Resolution No. 8014, and to make substitutions meeting grant requirements as needed.

Executive Summary

The California State Library, in partnership with Califa Group, is offering a Library Services and Technology Act (LSTA)-funded Cultural Heritage Protection & Preservation (CHPP) grant to provide up to $10,000 to support California libraries in protecting and preserving archival collections and improving disaster preparedness (Attachment 1).

The South Pasadena Public Library (Library) proposes to use the grant funding to purchase water leak detection sensors and a handheld environmental monitoring data logger, equipment to secure collection shelving and storage furniture, a locking bookcase, and archival hanging file folders. These purchases will improve emergency evacuation safety, reduce the risk of earthquake and water-related damage, and provide additional protection and organization for the Library's Local History Collection.

The proposed purchases build upon recommendations from the Library's 2025 Emergency Preparedness Consultation, conducted by the Northeast Document Conservation Center (NEDCC). This project supports the Library's responsibility to protect historically significant materials documenting South Pasadena's history while maintaining a safe environment for patrons, visitors, and staff.

Background

In 2024 the California State Library, in partnership with the NEDCC, developed the *Ready – Or Not Cultural Heritage Emergency Preparedness Project* to help small to mid-sized libraries,

museums, and cultural heritage organizations assess risks to their collections and implement measures to improve disaster preparedness and collection preservation. The initiative provides resources, assessments, and grant funding to support risk mitigation and emergency preparedness.

On August 6, 2025, the Library had an Emergency Preparedness Consultation with a representative from the NEDCC, funded by the California State Library.

On August 25, 2025, Emergency Preparedness Consultant Julie Bly DeVere prepared a Report (Attachment 2) to the South Pasadena Public Library outlining emergency preparedness planning objectives, steps toward risk assessment and mitigation, and an overall assessment of the state of emergency preparedness at Library.

Analysis

The Library's Local History Collection contains thousands of historically significant materials documenting the history of South Pasadena, including photographs, newspapers, yearbooks, city directories, and other historical documents and ephemera. Many of these materials are fragile, rare, and require specialized archival storage and handling to ensure their long-term preservation.

The California State Library in partnership with Califa, is offering the CHPP reimbursement grant to help California libraries protect and preserve their archival collections. The program will select approximately 20 to 40 organizations to receive $5,000 to $10,000 in reimbursement for eligible preservation and disaster preparedness supplies that address recommendations identified in a recent collection assessment conducted by the *Ready – Or Not Cultural Heritage Emergency Preparedness Project*. Reimbursement requests may not exceed $10,000 and all purchases must be made between November 2026 and June 2027, with project expenditures completed by June 30, 2027.

The CHPP reimbursement opportunity supports a variety of supplies, equipment, and improvements intended to protect and preserve archival collections and reduce the risk of damage or loss. Eligible uses include, but are not limited to:

- **Archival Housing & Preservation Supplies:** Acid-free boxes, archival folders, document cases, protective enclosures, and other collection storage materials.
- **Disaster Preparedness & Recovery Supplies:** Disaster recovery kits, spill kits, and other supplies that support rapid response to emergencies, particularly water intrusion.
- **Pest Management:** Supplies and equipment to prevent, monitor, and address pest-related damage to collections.
- **Lighting Improvements:** Equipment and improvements to reduce harmful lighting conditions that can contribute to the deterioration of archival materials.
- **Environmental Monitoring & Control**: Temperature and humidity monitoring equipment and systems to maintain appropriate collection storage conditions.
- **Security Improvements:** Equipment and supplies to improve the physical security and protection of archival collections.
- **Digital Storage Improvements:** Supplies and equipment to improve the preservation and protection of digital materials.
- **Inventory System Improvements:** Equipment and supplies to improve collection inventory, tracking, and management.
- **Collection Protection Policies & Practices:** Development or implementation of policies

and practices that strengthen collection protection and preservation.
- **Collections Storage Supplies:** Materials and equipment to improve collection storage conditions and organization.
- **Facilities Equipment & Maintenance:** Equipment and maintenance-related improvements that help protect collections and reduce risks to collection materials.

All proposed purchases must align with the recommendations identified in the 2025 Emergency Preparedness Consultation Report.

Staff recommends applying for and utilizing the CHPP grant funding to purchase equipment and archival storage supplies that will strengthen the Library's emergency preparedness, improve earthquake safety, and protect the Library's Local History Collection.

Specifically, staff is requesting funding for the following items:
- **Two (2) Water Leak Detection Sensors and One (1) Handheld Environmental Monitoring Data Logger ($4,000 total for two water sensors and one handheld monitor)**: Equipment to detect water intrusion in areas with a history of leaks and monitor environmental conditions, allowing staff to identify potential issues and respond more quickly to prevent flooding, water damage, and mold growth. The water sensors provide leak detection and alerts, while the handheld monitor allows staff to assess environmental conditions in areas of concern. The installation of leak detectors in areas including the server/telephone room and elevator control room is specifically recommended in the Emergency Preparedness Consultation Report (Attachment 2, Page 41).
- **Three (3) Adhesive Plate Assembly Kits with 1,000 lb. Weight Capacity ($750 total for the three):** Equipment to secure collection storage furniture and shelving and reduce the risk of materials falling or sustaining damage during an earthquake. Earthquake risk mitigation tools are specifically recommended in the Emergency Preparedness Consultation Report (Attachment 2, Page 16).
- **One (1) Locking Bookcase ($4,500.00):** A secure, enclosed bookcase to provide additional physical security and protection for historically significant bound materials in the Local History Collection. The locking doors will provide a barrier against unauthorized access and potential damage to collection materials. This purchase supports recommendations in the Emergency Preparedness Consultation Report regarding layered physical security for collections, including the use of cabinets with locking doors (Attachment 2, Page 22).
- **Seven (7) 25-Pack Legal-Sized Archival Hanging File Folders ($750 total for the seven):** Archival-quality folders to improve the organization, storage, and protection of historical paper records in the Local History Collection. This purchase supports the collection preservation and storage objectives identified in the Emergency Preparedness Consultation Report, which documents the Library's paper-based records and recommends improvements to special collections storage (Attachment 2, Page 13).

For those reasons, staff recommends that the City Council authorize staff to submit a grant application to the California State Library in partnership with Califa, through the CHPP Grant Program, for the purchase of water leak detection sensors and a handheld environmental monitoring data logger, high-capacity earthquake straps for shelving, a locking bookcase, and archival hanging file folders to improve Library emergency preparedness, earthquake safety, and preservation of the Library's Local History Collection, in an amount up to $10,000.

Fiscal Impact
The City is requesting $10,000 in reimbursement grant funding through the CHPP program. If awarded, the grant will reimburse the City for eligible project expenditures, up to the maximum award amount of $10,000. The proposed purchases total approximately $10,000 and include two (2) water leak detection sensors and one (1) handheld environmental monitoring data logger ($4,000), three (3) adhesive plate assembly kits to secure shelving and storage furniture ($750), one (1) locking bookcase ($4,500), and seven (7) 25-packs of legal-sized archival hanging file folders ($750).

As this is a reimbursement grant, the City will be responsible for initially paying eligible project costs and submitting reimbursement requests in accordance with the grant requirements. There is no requirement to match funding. All purchases must be made within the grant's eligible expenditure period, with project expenditures completed by June 30, 2027.

Attachment:
Attachment_1_Notice_of_Grant_Opportunity
Attachment_2_NEDCC-2025-EmergPrep-SouthPasadenaPubLib

Dear California public libraries,

New for the 2026-2027 fiscal year, the California State Library, in partnership with Califa Group, is conducting an LSTA-funded Cultural Heritage Protection and Preservation Project. This project builds upon four years of state-funded Cultural Heritage Disaster Preparedness Project work.

The major components of the Cultural Heritage Protection and Preservation Project are:

1. Support for Ready—Or Not, on-site **emergency preparedness assessments** for libraries and archives provided by the Northeast Document Conservation Center.

2. **Reimbursement funding** for libraries to purchase supplies to protect and preserve their collections, continuing the work begun through the Groundworks Grants program. **Apply here!**

3. Support for California Revealed, an organization that helps public libraries, archives, museums, historical societies, and other heritage groups digitize, preserve, and provide online access to archival materials documenting the state's histories, arts, and cultures.

If your library has yet to assess your organization's level of emergency preparedness, we highly recommend you do so. Organizations can request free consultations by emailing hellis@nedcc.org (more information in the email below). In short, if you're not already on this map, we'd love to see you there!

The Cultural Heritage Protection and Preservation Project is supported in whole or in part by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian.

If you have any questions, contact Paula MacKinnon at paula@califa.org

Cheers, -Paula

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Emergency Preparedness Consultation

South Pasadena Public Library
South Pasadena, CA
Site Visit Date on August 6, 2025

Submitted on August 25, 2025, by:

Julie Bly DeVere, Emergency Preparedness Consultant
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CALIFORNIA STATE LIBRARY

This consultation is supported in whole or in part by funding provided by the State of California, administered by the California State Library.

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I. Introduction

Sections of this report contain information that is confidential; please review before sharing the report.

Olivia Radbill expressed an interest in improving emergency preparedness for the South Pasadena Public Library [SPPL], highlighting an interest in developing relevant policies and procedures and implementing practical mitigation strategies. On August 6, 2025, Julie Bly DeVere, Emergency Preparedness Consultant at NEDCC, conducted a consultation to address these goals. This report is informed by a full-day site visit with Olivia Radbill, Adult Services/Local History Librarian; Alexis Mendoza, Adult Services/Digital Services Librarian; Barbara Posner, Support Services Manager; and Cathy Billings, Library Director; and by the pre-visit questionnaire completed by Olivia Radbill. The site visit included a review of SPPL's existing policies and procedures, buildings and facilities, and preparedness goals.

The guidance that follows is intended to mitigate risks to SPPL's staff, assets, and patrons, not eliminate them. Indeed, no organization will ever operate in a no-risk environment. However, following these recommendations, accompanied by a proactive approach to emergency preparedness by SPPL, will help the organization respond and recover more effectively in the face of future emergencies.

The report is broken into three primary sections, which are characterized below:

- **Emergency Preparedness Planning:** The policies and procedures SPPL should be created to save lives, secure its buildings, recover assets, and make sure operations continue or are restored quickly.
- **Risk Assessment & Mitigation:** The practical steps SPPL can take to mitigate risks in a variety of areas, including human safety, facilities, and security.
- **Appendices:** Templates, tools, resources, and guidelines that SPPL can use as it strengthens its level of emergency preparedness.

To help SPPL use this report to accomplish its preparedness goals efficiently, I have highlighted a short list of priorities here as a reference point:

- Add fire suppression systems to plans for future renovations or new construction.
- Address ongoing active water leaks to prevent mold and mildew growth.
- Purchase and install climbing steps mobile stairlift equipment and provide staff training in its use.
- Purchase spill kits and salvage supplies to ensure quick and effective response to water-related events.
- Improve earthquake risk mitigation by securing all storage furniture, installing earthquake straps or nets, and safety bars.

I am glad that I had the opportunity to work with Olivia Radbill and their colleagues on this consultation. If any observation made in this report appears misunderstood, I am happy to correct it, and if any recommendation raises questions or if you would like help in achieving the specific recommendation outlined, please do not hesitate to reach out.

Sincerely,



Julie Bly DeVere, Emergency Preparedness Consultant
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II. Emergency Preparedness Planning

Effective emergency management helps to save lives, secures buildings, and recover assets efficiently. Emergency management is an iterative process that requires investigating an organization's potential risks (See III. Risk Mitigation.) and creating a team to develop policies and procedures that outline actions to be taken and resources (e.g., vendors and supplies) to use when a disaster occurs.

A. Preparedness Planning and Policies

Planning to become more prepared in the case of a disaster involves gathering information, procedures, and resources that may be needed in an emergency. This should be done well before a disaster strike and should be accomplished by a diverse cohort of staff in an organization. This makes the work easier to complete and encourages buy-in from the entire organization.

There is no single plan template that will make an organization prepared for all the unique threats that can impact them, so it is more helpful to think of a disaster plan as a compilation of all an organization's procedures, resources, and contacts that will be useful in an emergency. Having your disaster planning committee (see IV. Appendices) identify potential threats, as well as the policies and procedures that would be helpful in the widest variety of threats, will help your organization prioritize the development of its policies and procedures most efficiently.

Observations

- **Organizational structure:**
  - Olivia Radbill, Adult Services/Local History Librarian, is responsible for collections care, acquisitions, processing, and digitization roughly five to ten hours per week or as needed and is the designated disaster plan editor.
  - The library was founded on September 10, 1895, as one of the Carnegie libraries.
  - The library is governed by a five-person Library Board of Trustees whose members are appointed by the City of South Pasadena's City Council. In addition, there is a council liaison, the Library Director, that sits on their board. The Board of Trustees adopts policies that govern the operations of the library.
  - The library is a service of the City of South Pasadena's government.
  - The Library Board of Trustees has delegated emergency preparedness and responses to the Library Director and their staff. Final plans will be reviewed and adopted by the Board.
  - SPPL is supported by annual funding from the City of South Pasadena, and by fundraising by the Friends of the Library organization, occasional State grant funds, and by individual and corporate donations and grants.
  - SPPL is in good standing with the State of California and is eligible for local, state, regional and federal grants.
  - The building is owned by the City of South Pasadena.
  - Maintenance is the responsibility of the South Pasadena Public Works Department (SPPWD) at the request of the Library Director.

- **Staff training:**
  - SPPL staff have received CPR/AED training in the last two years.
  - SPPL staff have received active shooter training in the last year.

- Olivia is registered for an upcoming "Ready-Or Not" wet salvage workshop.
- Some staff received additional fire drills, earthquake drills, and fire extinguisher training in the distant past, but these programs have not been offered in several years.

- **Current practices:**
  - Daily inspections of the building are carried out by library staff at the time of opening to ensure the building is ready for patrons, if hazards or concerns are noted they are immediately reported.
  - SPPL is in the process of transferring to a new incident report software, Savannah Orange Boy, that will allow them to track incidents onsite. Staff are in the process of inputting earlier incidents to ensure legacy data is maintained.
  - The current response practice for behavioral events, unattended children, and medical events is to notify a supervisor if needed, call 911 if appropriate. Staff then complete an incident report form at the time of the event and subsequently enter that information into the spreadsheet. Report forms are not often used to document building incidents and collections damage.
  - SPPL staff are trained to grab the medical response "Go Bags" as part of their response training. These bags are maintained and refreshed by the Full Time Library Clerk.
  - Additional wall mounted first aid kits, bleeding contamination kits, and bloodborne pathogen kits are kept onsite and refilled monthly by a contracted service provider, Cintas.
  - If staff of the SPPWD are needed then a request is submitted through the Administrative Secretary, who enters the request into the Comcate for Public Agencies software. From there, the Secretary can monitor the status of the repair and submit follow up requests and questions if needed.
  - The volume of incidents since Covid necessitated the addition of a full-time security guard to the library this year. Since the addition of the guard incidents have dramatically decreased.
  - The response rate from the local police department has varied depending on the request, time of day, and severity of the complaint or need. In times when it was communicated that there was a life safety risk their response has been timely and effective. For lower grade behavioral concerns, it has varied widely and greatly.

- **Current level of documentation:**
  - There is currently an older disaster response plan for the library, but it is basic and out of date. The included emergency contact list for staff has been recently updated and is current.
  - The current plan does not include emergency response vendors, conservators, or specialty contacts. The existing list focuses more on facility needs such as elevator repair people, plumbers, etc.
  - The current plan does not include emergency response and salvage procedures.
  - There is a City of South Pasadena and the South Pasadena Unified School District Joint Emergency Operations Plan. It was last updated in 2012. Within that plan, it is noted that library personnel may also be pulled to be used as members of the City's EOC operations team. However, current library staff have not received training in this area of operations.
  - SPPWD uses the Comcate for Public Agencies platform which does create and maintains a maintenance log. The log is available to library staff through the Administrative Secretary.

  - SPPL has internally tracked incidents with an existing incident form and spreadsheet that covers behavioral events, unattended children, and medical events. They are in the process of moving to the Savannah Orange Boy software platform and are entering all their legacy data into the new program.
  - SPPL staff are not familiar with the City's insurance policies as they are handled by the city's Risk Manager, though they believe the collection is self-insured.
  - SPPL does not currently use a collections incident form, as that information is tracked by the Technical Services team. However, the Technical Services team does not report or track losses to the history collection.
  - There are not currently any posted floor plans showing emergency exits, fire extinguishers, or emergency equipment such as the AED units.
  - In the past, disasters were not formally documented beyond photographs and maintenance requests.

- **Undocumented practices:**
  - Staff responded to a leak in the library; it did not affect collections. A maintenance request is submitted in Comcate. No collections incident report was completed.

- **Level of need for documentation:**
  - SPPL would like to develop a pocket response plan that includes their updated emergency contact list.
  - SPPL would like to update and expand their current disaster plan and include salvage priorities and procedures for collections.
  - The local history collection would benefit from its own incident form and spreadsheet data collection.
  - Ensure an annual review with the city's Risk Manager to go over the insurance coverage for library building, equipment, materials and staff protection prior to the beginning of each fiscal year is happening.
  - Olivia has created development guidelines for the local history collection, that outline collection priorities within their holdings, digitization status, and more; these findings could be used to formalize an emergency salvage list that could be included in their new emergency response and salvage plans.

- **Areas for improvement:** Staff identified areas for improvement as:
  - The existing emergency disaster plan is out of date. This poses a risk to staff, patrons, the organization, and collections.
  - The existing emergency response plan does not include salvage response procedures. This puts staff and collections at risk.
  - There is a lack of emergency preparedness and response training for library staff. This puts staff and collections at risk.
  - There is a lack of training for collections salvage and recovery. This poses a risk to collections.
  - There is a lack of a formal salvage priorities list with locations. This poses a risk to collections.
  - Staff are unclear about what to do with collections in an evacuation. This poses a risk to collections.

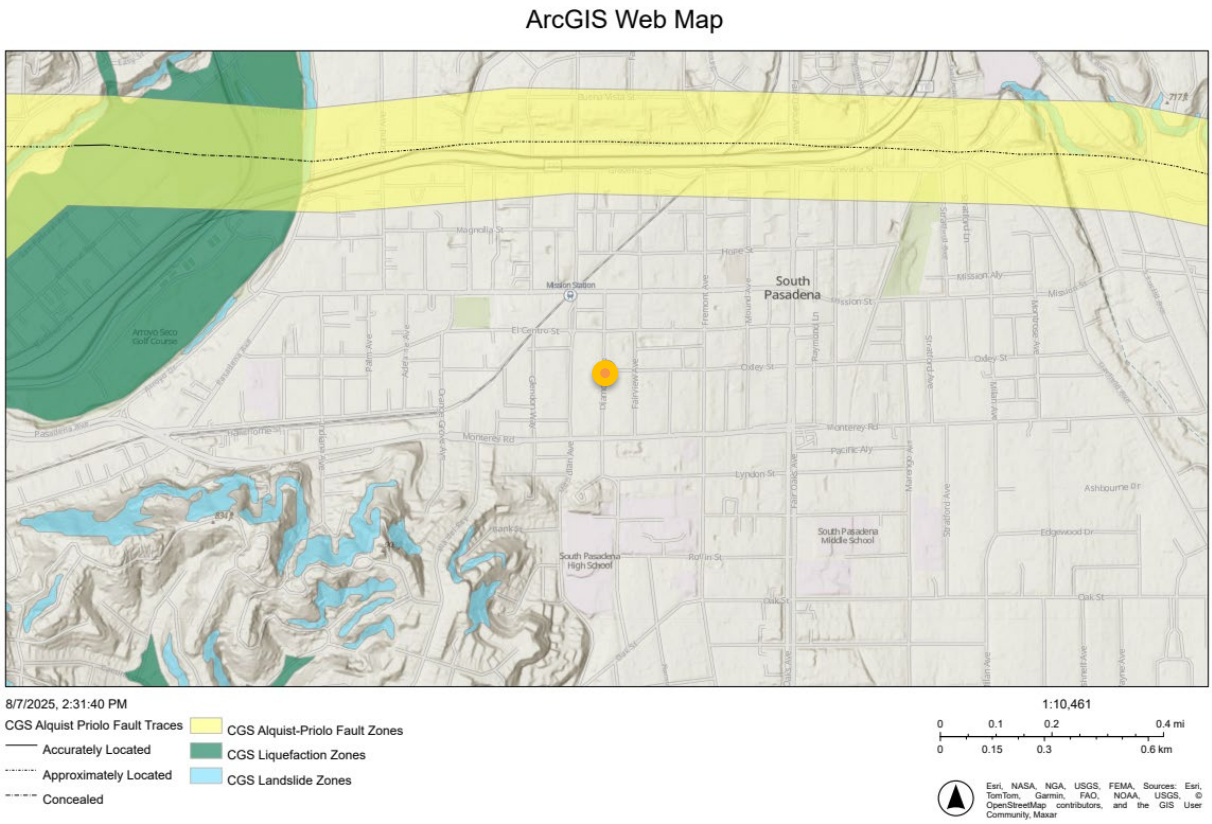

Figure 1: ArcGIS Risk Map for the South Pasadena Public Library location. Image courtesy of the Department of Conservation: California Geological Survey.

Recommendations

- Create a disaster planning committee composed of the Library Director, Local History Librarian, and other key library staff as needed. Share a copy of the completed plan with the SPPWD, Police Department, and Fire Department.
- Create a Pocket Response Plan (PRP) that includes their updated emergency contact list.
- Create a new disaster plan with the following sections included:
    - Incident report form.
    - Phone Tree that includes SPPL staff and key city contacts.
    - Updated and expanded contacts for IT vendors and emergency service providers.
    - Formalized evacuation and shelter-in-place plans for the building.
    - Facilities information (e.g., floor plans, security access, utility shut offs, etc.).
    - Financial & insurance information (e.g., insurance company name and policy information, and notes on emergency contingency funds, key city contacts.)
    - Salvage priorities within the collections with locations noted.
    - Salvage procedures for historical materials. See Appendices for more information.
    - A policy for distribution and regular review of the disaster plan.
- Perform a self-assessment to ensure accessibility is being considered in new disaster plans. The ADA Checklist for Existing Facilities by the Institute for Human Centered Design and the ADA

National Network can be found at: https://www.adachecklist.org/doc/fullchecklist/ada-checklist.pdf

- Purchase and install assistive equipment such as mobile stairlift portable stair chairs near subterranean emergency exits. While we cannot recommend one model, many mid-priced models include battery operated assistance such as moving stair tracks that can greatly reduce the physical stress on those using the devices. Once selected and purchased staff should be trained in its safe and effective use.
- Consider creating a digital version of the disaster plan on dPlan|Arts Ready. This is an online tool for risk assessment and emergency planning:
    - dPlan |Arts Ready: https://www.dplan.org/
    - Use the coupon code "CAHeritage" to access a free one-year subscription.
- For additional guidance in developing an emergency response plan, See NEDCC Leaflet 3-4 03-04 Worksheet for Outlining an Emergency Response Plan: https://nedcc.org/03-04-response-plan
- Review the relevant insurance policies with the city's Risk Manager to guarantee the recovery of collections from natural disasters is covered and consider modifying the contract accordingly. If the city continues to self-insure the collections define that process and its limitations.
- Place disaster supplies and spill kits throughout the building, and ideally in any room where collections are stored. After an incident, be sure to replenish disaster supplies. See the Appendix for a supply list.
- During and after a disaster, report what went well, what could be improved upon, and resources that need replenishing.
- Create and use a local history collection incident report form and spreadsheet to identify recurring issues and possible solutions. See the Appendix for an example of an incident report form.
- Formalize the salvage priority list of collections items.
    - Include for each collections item a location, item's identifying information, and any special handling – two-people to lift heavy items, keys required, or packing instructions on the salvage priority list.
    - Update object locations and add high-priority newly cataloged materials to the salvage priority list each year.
    - Consider including assets such as scanning equipment or external hard drives on the list.
- Disaster plans may need to include how Native American cultural resources should be handled, evacuated, or protected-in-place during a disaster incident, with respect for input from Tribal Consultation. If you have Native American cultural resources at your organization and had federal funding in the past, check to see how Native American Graves Protection and Repatriation Act (NAGPRA) or California NAGPRA AB 52 may apply. NAGPRA federal law covers protection and repatriation, the respectful return of human remains, associated and unassociated funerary objects, sacred objects, and objects of cultural patrimony that have historical, traditional, or cultural importance to a Native American group. Your organization may wish to establish a Tribal Consultation that discusses particular significance of any Native American cultural resources.

  - For more information on Tribal Consultation and California NAGPRA, and digital atlas of California Native Americans, visit the State of California's Native American Heritage Commission: https://nahc.ca.gov/
  - For questions on Tribal Consultation for Native American cultural resources, contact: calnagpra@NAHC.ca.gov
  - For more information and resources on federal NAGPRA: visit the National Park Service NAGPRA site: https://www.nps.gov/subjects/nagpra/index.htm
- Identify team members' roles and responsibilities, e.g., leader, critical facilities functions, public communication, accountant or treasurer, IT support, and collections and assets salvage and recovery. Delegate roles in advance as part disaster planning. It is not uncommon for organizations with a smaller number of staff members to take on multiple roles.
- As staff and volunteers join the library, introduce them to the disaster plan, especially the emergency contacts, evacuation procedures, and designated evacuation gathering point.
- Seek training opportunities for staff and key volunteers in the areas of fire and earthquake drills, fire extinguisher use, basic first aid, and specialty training in assisting differently abled patrons and those in wheelchairs during evacuations.
- Continue ongoing training in CPR/AED and active shooter drills.
- Participate in the Great Shake Out drills: https://www.shakeout.org/california/
- Seek collections salvage training if it is available online or at conferences and workshops in your area.
  - NEDCC's "Ready-Or Not" program is offering free wet salvages workshops throughout the year. The upcoming schedule can be found at https://www.nedcc.org/assessments-and-consultations/ready-or-not-cultural-heritage-disaster-preparedness-project/training
- Establish disaster planning as an agenda item for all-staff meetings.
- Connect to regional disaster response networks and emergency management agencies.
  - The City of South Pasadena uses "Connect South Pasadena" to keep their community connected. Sign up at https://connectsouthpasadena.portal.finalsiteconnect.com/
  - The City of South Pasadena's Emergency Management Program can be found at https://www.southpasadenaca.gov/Your-Government/Department-Service-Areas/Fire/Disaster-Preparedness and includes local CERT training programs.
  - The County of Los Angeles Office of Emergency Management can be found at https://ceo.lacounty.gov/emergency-management/
- For more information, see NEDCC Leaflet 03-03 Emergency Planning: https://nedcc.org/03-03-emergency-planning

B. Business Continuity Planning and Policies

Business continuity planning is a field closely related to emergency management, but instead of focusing on saving lives, securing buildings, and recovering assets, this field focuses on ensuring an organization's operations continue when the unexpected occurs and that it has uninterrupted access to its assets. This is achieved by drafting contingency plans for critical functions, making existing operations resistant to interruptions, and backing up critical documents. Because business interruptions can threaten revenue and an organization's ability to provide services to the public during major disasters, organizations are encouraged to consider continuity planning when preparing for emergencies.

Continuity planning requires the engagement of relevant stakeholders who are involved in carrying out the organization's critical functions. Together, stakeholders must create a list of functions, prioritize these functions, develop contingency plans for each function, and identify strategies to make existing functions more resilient.

There is no single set of policies and procedures that will ensure an organization stays resilient in an emergency. Instead, policies and procedures that support an organization's business continuity should be developed as needs are identified through the planning process and issues arise. These policies and procedures can be collocated in a single planning folder for ease of access.

Observations

- **Current Practices:**
  - There is no practice of continuity planning.
  - There is no practice of succession planning, but work has begun on developing a plan because of a recent major retirement. Cathy and Barb are taking the lead in its development.
  - SPPL maintains an internal WIKI that is regularly updated by both Public Services and Support Services in all areas of operation. The WIKI is keyword searchable and fully open to both working groups. All the critical day-to-day operations are included.
  - The WIKI does not include the local history collection care and maintenance tasks.
  - An updated emergency staff phone list has recently been created.
  - There are detailed job descriptions with roles and responsibilities as defined by the staff Union.
  - SPPL does not currently have a backup power generator.

- **Past experiences:**
  - SPPL closed due to the COVID-19 pandemic roughly between March 2020 and June 2021 based on city and county guidelines and suggestions. SPPL ran the Library Take Out program for their patrons during the period of closure. The local history collection continued to complete research requests via email and delivered scanned materials electronically. Online exhibits helped share stories and resources with their community. Thanks to a grant for "The Memory Lab" those activities took place next door in the Senior Center.
  - SPPL staff report that during periods of heavy rain it is common to lose power for extended periods of time. It is unclear what the causes of the frequent power outages are, but report it is common in the neighborhood. Flashlights are kept at all desks and

counters. Staff follow the five-minute rule and evacuate and close the building if power does not return after five minutes.
    - Paper forms are kept at the circulation desk to allow for limited check-outs during periods of closure.

- **Current needs:**
    - SPPL needs to develop a Continuity of Operations Plan (COOP).
    - SPPL needs to formalize their succession planning.
    - SPPL needs to update their existing emergency plan and add salvage procedures, employee safety training, and include policies requiring their annual review and updating.

- **Continuity priorities:**
    - SPPL staff have identified the need to continue to serve their patrons as their top priority.
    - The new emergency plan needs to include the management of incoming loans; loans should be added to the salvage priority list while they are in SPPL's custody.
    - An alternate location, even a local storage location, where impacted objects could be stored with appropriate conditions for security, climate, and monitoring need to be identified.

- **Factors affecting programming continuity:**
    - Without power and water, the library cannot safely have patrons on-site. The library bathrooms are the only publicly available bathrooms for the park and surrounding community in a five-block radius.
    - Without the internet, the circulation software cannot be used, but paper checkout slips are available for a limited number of items.
    - Friends of the Library sorting, public programs, fundraisers, concerts in the park, and bookshop sales are not possible when the library is closed.
    - Local history collection research requests are available via remote web-based activities to patrons and researchers. Materials and scanned and digital copies of materials are electronically delivered to researchers.

Recommendations

- Develop a plan for a temporary closure that documents how staff will continue to work, how critical functions will be completed, and which aspects of business can be continued.
    - Document expectations regarding staff work (staff duties, remote work locations, resources) during periods of closure.
    - Identify the equipment needed for staff to work remotely, e.g., internet access, laptops, access to programs needed to complete tasks, etc.
    - Create a list of staff expected to perform critical functions during a disaster.
    - Add critical business function documents (e.g., HR paperwork and emergency contacts) to the Microsoft 365 SharePoint cloud-based system to allow for more efficient business continuity when staff are working remotely or are unable to be onsite.

- Formalize what to do during each type of utility outage, e.g. loss of water, power, and or internet.
    - Identify situations when staff should evacuate patrons, and situations when staff should stop work due to loss of utility services or when it is unsafe to continue to work in the building.
    - Coordinate with SPPWD staff to document any equipment that requires special attention to re-start after returning from a power outage.
    - As power outages are frequently disrupting regular operations, consider the purchase of back-up generators that can automatically come on and keep critical building functions running during power outages.
    - Practice preventative shutdowns to familiarize staff with control panels and allow the organization to understand which equipment or systems come back on without issues and which need manual rebooting.
- Create a communication plan to inform the public that regular programming is postponed or cancelled. Prepare a message in advance that can be used when there is a temporary closure that impacts programming.
    - Find alternate locations for programming activities.
    - Identify offsite alternatives where researchers or visitors may be offered programming during a temporary closure. This may include alternate programming such as digital copies being offered to researchers or virtual programs for events.
    - Ensure that SPPL has access to the website without needing to come into the office to update operating hours for the public.
- Identify when a disaster would require moving collections to an alternate location. When choosing an alternate location to house collections, seek a site that is suitable for collections storage, if possible:
    - Archival Storage Standards from the National Archives and Records Administration: https://www.archives.gov/foia/directives/nara1571
    - Identify mutual aid partners that may provide temporary storage that meets archival and museum standards.
- For succession planning, add an Administrative Procedures section to the internal WIKI that communicates how to complete common tasks for each staff member and operations area, especially for the local history collection. This can help to continue some work in a staff member's absence or if there is frequent turnover in a staff position. Some guides for desk manuals and best practices are below:
    - https://tobijohnson.typepad.com/tobisblog/2011/03/use-employee-desk-manuals.html
    - https://museum.bc.ca/brain/best-practices-succession-planning/
- Create a Continuity of Operations Plan (COOP).

C. Risk Assessment

In addition to drafting policies and procedures to respond effectively to disasters and restore business operations quickly, it is also important to employ practical strategies that reduce the likelihood of an emergency occurring and the impact of an emergency should one occur. This is accomplished by regularly assessing potential risks to your organization and mitigating them.

Risk assessment involves identifying potential threats to your organization and evaluating each threat based on their likelihood of occurring and their potential impact. Prioritizing threats that are both likely and impactful will help you to pursue mitigation strategies effectively.

Observations

- **Current risk assessment practices:**
  - SPPL staff control the thermostats for each zone of the structure and set them between sixty-five to sixty-eight degrees Fahrenheit. There is no way to control Relative Humidity (RH) with their current systems.
  - SPPL does not currently track or log their climate conditions.
  - The library's overall pest management is contracted out on a as needed basis by the SPPWD.
    - There is no formal Integrated Preventative Pest Management Plan (IPPM) in place.
    - SPPL staff do not trap or monitor for common pests.
    - It was noted that rats are a common pest in the structure. There was a dead rat in the walls or ceiling near the office area at the time of the site visit.
    - Pest activity was noted near the subterranean emergency exit doors, and near damaged window frames.
  - Staff understand the need to block or reduce sunlight on collections. However, the risk of ultraviolet (UV) and infrared radiation (IR) exposure due to florescent and incandescent light bulbs was less well recognized. There is clear light damage on the spines of books out on the shelves.
  - The exterior windows are covered with UV film. The age and effectiveness of the film is currently unknown.
  - SPPL librarians monitor the general collections daily and the restricted collections at least weekly to check for issues that may cause harm to collections.
  - It was unknown at the time of the site visit whether SPPWD staff are performing routine checks and preventative maintenance on the building and its systems. They have not been noted onsite in recent years performing that work, it was felt there is a substantial backlog of preventative and cyclical maintenance.
  - The city has contracted out to a third-party provider the care and upkeep of all first aid kits, bleeding control kits, bloodborne pathogens infection control kits, and the AED units to Cintas. They come out monthly to check the inventory and refresh the kits. They had visited the day before the site visit according to the log on the first aid boxes.
  - The city's Human Resources department is responsible for monitoring staff safety concerns.

- **Collections storage and display are in the following locations:**
  - The local history collection is stored in the following locations:
    - Basement Level (first floor) contains books, physical objects, paper-based records, rolled paper files, photographs and slides. There are four fireproof cabinets (44.5" x 53" x 23") and three metal shelving units (48"x 77.5" x 18"). Some of these cabinets are in the rear server/telephone/fire detection equipment room. Additional cabinets are in the Quiet Study Room area among the bookshelves.
    - Second Floor Conference room contains books on four (36" x 84" x 12") bookshelves.
    - Second Floor Librarian Office room contains books, physical objects, paper-based records, rolled paper files, acetate film reels, and manuscript files. There are four (25" x 66" x 13") bookshelves, three (48" x 77.5" x 18") metal shelving units, four (44.5" x 53" x 23") vertical file cabinets, and three (41" x 16" x 29") flat file cabinets.

- **Capacity for conducting risk assessments:**
  - **The staff of SPPL identified the highest risks with greatest likelihood or frequency as:**
    - Flooding and water damage due to roof leaks and plumbing related flood events.
    - Air quality due to nearby fire events, and tobacco smoke from local unhoused residents that spend time near the building is an increasing area of concern.
    - Fire risks due to after-hours candle usage and small cooking fires and smoking by local unhoused residents on the library's two balconies.
    - Deferred maintenance of the structure leads to compounding problems (i.e. lack of window maintenance has led to mold growth in portions of the children's room book collection in the past).
    - The lack of available storage space and ability to grow the collection is also a concern.
    - The lack of available space to grow patron facilities. The building is regularly operating at or above safe operating capacity.

  - **Other risks assessed by the Consultant for region, building, collections rooms:**
    - Flooding and water damage due to irrigation and poor drainage management against the foundations, and subgrade walls. This puts the structure and internal collections at risk.
    - SPPL is very near a major fault zone with an increased risk of high ground shaking during earthquakes. This puts staff, volunteers, patrons, the structure and collections at risk.
    - SPPL is in an area of low hazard for natural flooding, but there are areas of higher flood risk in their surrounding neighborhood. This puts business operations at risk during local flooding events.

- **Areas for improvement:**
  - According to the library's published policy, full time library staff should be performing monthly building inspections to determine potential hazards to both the public, staff, and collections. At the time of the site visit it was unknown that this was an assigned task in the published policy. Informal daily walkthroughs are performed of most spaces prior to opening, but not all collection storage areas or equipment areas are covered. This puts

those collections at an increased risk and risks in lesser visited spaces may escape notice for prolonged periods of time.
    - According to library policy, the city's Risk Manager is supposed to perform an annual assessment of the library. At the time of the site visit it was unclear when the last assessment had been performed. This puts staff, patrons, and the collections at risk.
    - The Fire Department has not completed their yearly walkthrough and inspection in an unknown number of years. This puts staff, patrons, and the collections at an increased risk of often preventable fire related causes.
    - There is a lack of an IPPM in place. This puts the collection at risk of undetected pest damage.
    - There is a lack of universal earthquake risk mitigation. This puts the collections and staff at risk during earthquakes.
    - There is no light management plan in place. Though there have been window film applications in years past. There are no florescent UV tubes in use. The switch to LED lights has not been undertaken. This puts the collection at risk of cumulative and irreversible UV and IR radiation damage.
    - There is no formal practice of risk assessment for natural and manmade disasters. This places staff and collections at increased risk.
    - Staff do not document risks or building events and disasters. This puts patrons, staff, volunteers, and the collection at risk.

Recommendations

- Create and use a special local history collection incident report form and spreadsheet to identify recurring issues and possible solutions. Continue to use Savannah Spot On for general incidents.
- Have an annual meeting with staff to discuss potential risks and strategies to mitigate them.
- As staff or volunteers join the library, introduce them to the concept of risk assessment and ask them to report the potential risks that they notice during their shifts.
- Monitor and control environmental conditions to preserve and extend the structural integrity of objects on display or in storage. For more information, see NEDCC Leaflet 02-02 Monitoring Temperature and Relative Humidity: https://nedcc.org/02-02-enviro-monitoring
- To get started with selecting dataloggers for monitoring temperature and relative humidity, see this quick comparison chart of lower-cost environmental dataloggers, updated Summer 2022. Download the pdf here:
    - https://ccaha.org/resources/environmental-datalogger-quick-comparison-chart-0
- If environmental conditions cannot be controlled well by existing HVAC and facilities systems, consult a mechanical engineer or environmental specialist. While we cannot make direct recommendations for outside vendors, we encourage you to consider professionals with experience and knowledge of the unique needs of cultural heritage repositories. Three organizations that specialize in environmental conditions for cultural collections are:
    - Chris Cameron at Sustainable Heritage: https://www.lesscarbonmoreculture.com/
    - Jeremy Linden at Linden Preservation: https://www.lindenpreservation.com/
    - Image Permanence Institute: https://www.imagepermanenceinstitute.org/consulting/index.html

- To help control relative humidity and potential mold growth during water related events, purchase mobile dehumidifier units that can be placed and moved as needed. Remember to check and empty their water collection tanks during use.
- Continue to enact earthquake risk mitigation practices in storage and on display.
    - Ensure all collections storage furniture (shelves and cabinets) are properly secured to the walls or floors and adjacent units when appropriate.
    - Utilize shelf straps, ropes or nets to protect collections while in storage on open shelves.
    - Examples of earthquake protection can be found at Earthquake County Alliance with the Basic "Get Started List" to prepare.: https://www.earthquakecountry.org/step1/
- Implement an Integrated Preventative Pest Management (IPPM) program to monitor, track and possibly prevent any pest infestations. See NEDCC Leaflet 03-10 Integrated Pest Management: https://nedcc.org/03-10-pests
- For the most comprehensive source of information and support for those implementing integrated pest management policies and procedures in collections-holding and cultural heritage institutions see: https://museumpests.net/
- Work with SPPWD to ensure the various root causes of the roof leaks are identified and corrected prior to the next rainy season; arrange for mid-season inspections to ensure repairs were successful and held.
- Work with the SPPWD to enter a cyclical maintenance event within Comcate for Public Agencies for foundation water proofing in known trouble areas. Many of these programs allow cyclical events to be established on set timetables, even those spanning multiple years.
- Monitor and reduce light and UV in areas where collections are exposed.
    - Use the Light Level Calculator to understand and calculate the risk of light exposure causing permanent damage to objects: https://app.pch.gc.ca/application/cdl-ldc/description-about.app?lang=en
    - If UV-blocking filtering materials are used, check the lifespan, and replace as needed.
    - Purchase UV blocking tubes for florescent tube lights or consider replacing them with newer LED replacement bulbs. Many counties and municipalities offer rebate programs that can financially assist with the conversion expenses, and many LED conversions pay for themselves in a short amount of time due to cost savings.
- Monitor and assess risks of wildfires in your area via sites like CalOES and Cal Fire.
    - CalOES: https://www.caloes.ca.gov/
    - Wireless Emergency Alerts https://calalerts.org/wea.html
    - Cal Fire: https://www.fire.ca.gov/
    - Set up alerts for Cal Fire via SMS text at https://plan.readyforwildfire.org/en/plan

III. Risk Mitigation

Once you have identified and evaluated the potential risks to your organization, your organization must take steps to mitigate these potential threats. Identifying strategies that are affordable and simple to implement in addition to strategies that can take more time and funds to pursue will help your organization develop actionable short- and long-term goals. Keep in mind that developing policies and procedures (addressed in II. Emergency Preparedness Planning) is often the most cost-effective mitigation strategy an organization can pursue.

A. Facilities

Note: For the purposes of this assessment, the topic of facilities includes both the physical structure your organization occupies, and the equipment used to heat, cool, and provide water and electricity to the building. Facilities structure and heating and cooling equipment can provide environmental conditions of temperature and relative humidity that are a component of risk assessment and mitigation. Long-term storage and display in poor environmental conditions can cause deterioration to heritage collections. Temporary disruptions to environmental conditions in storage, such as high temperatures after a power outage or high relative humidity after a water incident can be damaging to collections.

Observations

- **Facilities staffing:**
  - Maintenance is scheduled and completed by the City of South Pasadena Public Works Department (CSPPWD) at the request of the Library Director.

- **Brief overview of facilities equipment:**
  - The oldest component of the building dates to the original Carnegie library building onsite, but the rear Community Room and rear façade of the building belong to the second library onsite, built in the 1930s. The historic building was incorporated into the design of the current building when it was constructed in 1982.
  - There have been minor superficial renovations since the 1980s.
  - Some of the HVAC and utilities shutoffs are labeled, others are no longer labeled. There had been shut off wrenches attached to the valves in the past, but they were being repeatedly stolen.
  - Sump pumps keep each subgrade emergency exit staircase dry. All the sump pumps are now locked within cages due to past thefts and damage.
  - SPPL staff are not trained in utility shut offs. CSPPWD staff are responsible for shutting down facilities during evacuations when there is time to prepare.
  - Historically earthquake risk has been mitigated by staff by anchoring bookshelves, cabinets, furniture, etc. However, recent additions of movable metal shelving units, fire resistant cabinets, and vertical files are not all secured. None of these new storage units utilize bungee cords, ropes, or nets to secure storage boxes stored on those shelves.
  - The water heater is correctly earthquake strapped to the wall in the cleaning closet.

- **History of issues and recent progress:**
  - There have been numerous roof leaks reported in recent years, especially during periods of heavy rain, causing flood events and structural damage within the structure.
  - There is currently an active water seep into one of the subgrade walls on the front left elevation.
  - Sump pumps keep each subgrade emergency exit staircase dry. Due to past thefts of the pumps, and subsequent floods, they are now kept caged and locked.

- CSPPWD staff utilize the Comcate for Public Agencies platform for maintenance requests, notes, and log generation. The onsite Administrative Secretary enters tickets, and reviews when they have been marked complete, and resubmits if needed.
- It was unknown at the time of the site visit whether CSPPWD staff were performing routine checks and preventative maintenance on the building and their systems. They have not been noted onsite in recent years performing that work, it was noted there is a substantial backlog of preventive and cyclical maintenance.
- The new library has a series of flat roofs, all of which have had more than eleven thousand three hundred and sixty-one dollars in repairs this year alone.
- SPPL staff are unfamiliar with CSPPWD maintenance repairs and progress on issues that affect collections' storage spaces. They often get pulled off when more critical repairs need their attention elsewhere. Comcate repair tickets are occasionally marked as complete when they are not completed, causing additional tickets and monitoring.
- The city's Risk Management Department is currently in a period of restructuring. It was unknown at the time of the site visit if the annual reviews listed in the posted library policies are being performed.

- **Specific concerns from the building walkthrough:**
  - There is an active water seep coming through the subgrade wall of the front left elevation in the Quiet Room Study Area behind the magazines, due to a broken irrigation sprinkler in the front planting bed. The broken sprinkler head and open sprinkler cavity were located during the visit. The inside wall shows heavy signs of salt efflorescence and dampness. **This water event is ongoing and needs immediate attention and drying to prevent further damage and potential mold and mildew growth.**
  - In 2024, the server room that houses the photograph collection fire-resistant cabinets experienced a water related event due to water flowing down from the air conditioning units' drainage hoses on the wall directly behind the storage cabinets, but none of the collection was directly damaged. The base of these cabinets is below the recommended three-inch raised height recommendations.
  - There are frequent roof and foundation leaks into the structure causing water events below. Ongoing roof repair and maintenance is underway, including this past year. It is unclear if the following events are still active leaks:
    - The window trim (both interior and exterior) in the children's room shows signs of deferred maintenance and ongoing water intrusion (i.e. caulking, dry rot, noticeable openings to the outside). These windows have led to past mold growth on the books below the windows in recent years.
    - The subgrade emergency exit door on the left side of the Quiet Study Room area has an upper window that has been boarded over and is showing signs of multiple window leaks along the bottom edge. The exterior of this windowsill shows heavy damage and deferred maintenance.
    - The set of windows on the left middle side of the new building show heavy signs of deferred maintenance (i.e. dry rot, pest damage, failed glazing putty and caulk, missing components and sills). The middle window in this group is missing its lower exterior sill and has an open wall cavity exposed, and plants growing out of it.
    - Some of the window trim and historic wooden screen frames show signs of deferred maintenance (i.e. need new glazing putty or caulking, due for paint, rotting frame bottoms on the window screens).
    - There is evidence that each of the subgrade emergency exit stairwell doors leak, as used dirty sandbags are still sitting in place on the interior carpet and against the wood trim, with visible related damage to the interior surfaces, carpet staining and noted pest activity.

        - There is evidence of repeated water intrusion in and around the central stained-glass skylight and surrounding light fixtures.
        - There is evidence of repeated water damage to the subgrade wall/exterior foundation at the five-to-six-foot height, outside of the Friends of the Library / staff office bathroom area. The area was dry at the time of the site visit, but the wall paint is bubbling and has not been repaired. It is unclear if the source of the leak has been corrected or is seasonal in nature. Staff noted it has flooded the hallway repeatedly in the past. It was noted that CSPPWD staff have a cyclical maintenance task of waterproofing this section of the exterior foundation every few years due to nearby irrigation system sources of water.
        - There is extensive damage to the wallboard and ceiling materials above the rear staff entrance to the office area. Staff noted this roof leak has caused the area to leak multiple times in the past.
        - There is evidence of a leak in the staff kitchen, above the snack machine, and it is unclear if the source of this leak has been corrected.
        - There is an area of damage and dry rot in the ceiling and beams at a dropped corner junction in the Quiet Room Study area.
    - There was a recent roof leak that flooded through the ceiling of the ladies' restroom above the sink and led to the floor outside the bathroom needing to be replaced. The source of the leak has been stopped. However, there is still evidence of the water damage on the wallpaper in the outer vestibule.
    - There was a recent plumbing flood due to body wipes being flushed down the toilets in the restrooms. New signs about their proper disposal have been added to both restrooms.
    - The bathrooms on the upper balcony level have flooded into the elevator shaft and control room in the past.
    - There are no assistive devices near the rear subgrade emergency exit stairwells for patrons/visitors with limited mobility.
    - There is a history of rat activity in the building, at the time of the site visit, there was noticeable odor of a dead rat in the ceiling or walls of the office area. Staff noted this happens a few times per year.
    - Some of the UV films on the children's room windows are beginning to lift at the corners.
    - The electrical power plug covered panel outside of the Quiet Room Study subgrade emergency exit is unlocked, and full of debris.
    - The two front elevation roof drains are directly above two sculptures displayed below, causing the statues to take the brunt of the falling water. The surrounding rock beds are also in need of refreshment.

Recommendations

- Work with the Public Works department to establish a preventative maintenance schedule which includes:
    - Exterior maintenance, roof inspections, checking drainage, landscaping, exterior lighting, windows, and doors.
    - Systems for heating and air, lighting, plumbing, elevators, and security systems.
    - Inspections and maintenance of human safety and emergency equipment and procedures.
    - Seasonal periodic checks of the sump pumps, by the City Electrician, or other designated person, to help prevent unnecessary water related events.
- Develop policy and train staff and volunteers to report building maintenance issues, emergency or disaster incidents, and collections damage incidents.

- On an annual basis, identify facilities improvements that require additional funding. Report these improvements to the Library Board of Trustees and in turn the City Council to help with strategic planning and budgeting.
- If your historic building, the 1930's Community Room wing, requires architectural preservation, seek a preservation professional. While we cannot make direct recommendations for outside vendors, we encourage you to consider an architectural preservation professional who understands the unique needs of cultural heritage repositories. These architectural preservation organizations have professional directories:
  - California Preservation Foundation: https://californiapreservation.org/directory/
  - Saving Our Heritage Organization (San Diego): http://www.sohosandiego.org/resources/resourcedirectory.htm
  - Los Angeles Conservancy (Los Angeles): https://www.laconservancy.org/find-professional
- Create labels with illustrated shut-off instructions near facilities equipment, and place signs on doors leading to rooms with equipment inside.
- If there are concerns about earthquake risk, consult with an engineer to assess the structural integrity of the building. Consider a seismic retrofit.
- Work with the Public Works Department to ensure ongoing and past leaks are evaluated, repaired, remediated, and cosmetic repairs completed.
  - **Repair the broken front left irrigation sprinkler head.**
  - **Dry the interior wall water seep area in the Quiet Study Room, monitor for mold and mildew growth, repair wall surface, and make cosmetic repairs.**
  - Repair, rebuild as needed, caulk or repair/replace glazing putty, and seal all interior window units.
  - Replace window units or surrounding interior and exterior trim on the windows in the children's room. If units are replaced, consider UV blocking glass units. If existing windows are retained, replace the UV film on the windows in the children's room.
  - Repair leaks in and around the central skylight and repaint the ceiling in those areas.
  - Repair, rebuild, remove failing caulk and re-caulk or repair/replace glazing putty, and seal all exterior window units.
  - Repair and rebuild the historic window screens on the Community Room lower windows.
  - Investigate the source of the past moisture seep in the wall near the back-office bathroom. Waterproof exterior foundation if overdue. Repair the damaged wall finish and repaint.
  - Repair and repaint the ceiling board above the rear staff entrance area.
  - Repair the ceiling and wallboard in the staff kitchen area.
  - Clean and repaint the damaged water wallcovering outside of the main public restrooms.
  - Investigate, rebuild and repair the dry rot damaged ceiling beams in the Quiet Room Study area ceiling near the dropped corner junction.
- Remove dirty sandbags from the subgrade emergency exit doorways. Sandbags should be properly disposed of after each wet event so as not to become a source of mold and pest activity.
  - Thoroughly steam clean the surrounding carpet. Consider replacing the carpet with more water-resistant material near the doorway if annual sandbag use is required.
  - Repair and rebuild the damaged door trim.
  - Repaint the door and door trim as needed.
- Purchase and install assistive equipment such as a mobile stairlift portable stair chair near each of the subgrade emergency exit stairwells. While we cannot recommend one model, many mid-

priced models include battery operated assistance such as moving stair tracks that can greatly reduce the physical stress on those using the devices.

- Implement an Integrated Preventative Pest Management (IPPM) program to monitor, track and possibly prevent pest infestations.
  - Remediate the rodent activity within the building by sealing up all external entrances to the building prior to placing and monitoring traps.
  - Rodent activity is a risk to human health as their animal waste can cause disease in humans, such as Hantavirus Pulmonary Syndrome (HPS). This virus is carried in animal saliva and excreta found in rodents. Humans can contract disease by inhaling contaminated particulates from the excreta.
  - See NEDCC Leaflet 03-10 Integrated Pest Management: https://nedcc.org/03-10-pests
  - To learn more about the health risks visit the Health & Safety: Health and Safety in Emergency Response Wiki by the American Institute of Conservation at https://www.conservation-wiki.com/wiki/Health_%26_Safety:_Health_and_Safety_in_Emergency_Response
  - See NPS Conserve O Gram, 3/12: Identifying Mouse and Rat Damage in Museum Collections at https://www.nps.gov/museum/publications/conserveogram/3-12-COG-Rodent-Damage.pdf
  - For the most comprehensive source of information and support for those implementing integrated pest management policies and procedures in collections-holding and cultural heritage institutions see: https://museumpests.net/
- Install a new locking cover on the exterior electrical outlet box just outside of the subgrade emergency exit, leading out of the Quiet Room Study area. Clean out the box of plant matter and debris prior to locking.
- Relocate sculptures out of the path of the two flat roof drains on the front elevation.

B. Physical Security [CONFIDENTIAL]

Physical security involves layers of protection of collections – the building exterior, the interior rooms, cabinets with locking doors or drawers, and secured collections items in storage or on display. Physical security protects against theft and vandalism. Protection from physical risks to collections also includes reducing risks from mechanical and human forces that can damage collections.

This section is marked confidential, because it contains information regarding the physical security practices for the building, collections, and staff. Please review or redact before sharing the report.

Observations

Building Security:

- **Current security practices:**
  - There are exterior safety lights on all sides of the building.
    - There are five free-standing lamp posts in front of the building, around the front patio and entrance area.
    - There are four sconce lights mounted to the front of the building.
    - There are five sconce lights, and one flood light (above patio steps) mounted to the left side of the building.
    - There are five sconce lights, and one new LED flood light (above the ramp) on the right side of the building, and above the rear staff entrance to the building.
    - There are two sconce lights, and one new LED flood light (above the ramp exit) on the back of the building, the original façade of the 1930s structure, and current entrance to the Community Room.
  - Several of the interior florescent lights are equipped with four-hour battery backups allowing them to stay on during power outages to assist with evacuating the building.
  - Emergency "Exit" signs are equipped with battery backups above emergency exits. Additional exit signs are placed to direct patrons at the back center of the building.
  - There are security cameras in the front entrance area, and work is underway to add seven additional cameras inside the library. There is another camera mounted above the rear staff entrance.
  - A new Ring doorbell unit has been installed at the rear staff entrance to assist with the identification of part-time staff and volunteers requiring entry.
  - Building keys and alarm codes are assigned to full-time library staff. Part-time library staff and volunteers must ring the bell to be admitted.
  - The building is equipped with an alarm system that is set during off hours.
  - The South Pasadena Police Department (SPPD) responds to alarms after hours. Most often performing a drive by of the building on all side streets.
  - SPPD responds to 911 and direct non-emergency calls to the library. Police response times have varied widely, from immediate responses when weapons are involved, to sometimes thirty-to-sixty-minute delays for behavioral complaints and patron removals. SPPL staff have found the wide response time variance to be disconcerting in the heat of the moment with a problematic patron situation onsite.
  - In response to an increase in the number and frequency of incidents onsite, at the beginning of this year a new full-time Security Guard position was added. The guard is on duty in the library lobby during open hours.

- The front circulation desk is equipped with a chime button so that staff can alert other staff that their attention or support is needed. SPPL staff have an internal chime code that has been developed to distinguish between a request that assistance is needed, to as extreme as call 911. The chime bells are distributed throughout the building so they can be heard by all.
- The front entrance and exit are equipped with metal detection gates in anticipation of a new RFID tag program that is set to begin next year.

- **History of physical security issues:**
  - A smashed window-style break-in happened in the recent past; the alarm was triggered; police responded by completing a drive by but did not enter the structure or apprehend the individual that was in the building. Fortunately, the person retrieved their lost items from the lost and found and left without causing additional damage or theft.
  - There was a recent incident involving an intentionally set trashcan fire on the front patio. The Fire Department was alerted. The fire was quickly put out by the Fire Department. The building was not damaged.
  - The most common issue is graffiti in the men's restroom.
  - The free library box in the front patio area has been attacked, vandalized and knocked over in the recent past repeatedly.
  - Petty vandalism and library collection theft happen from time to time.
  - Problematic patrons are occasionally banned for a set amount of time, or permanently in extreme situations, depending on repeated infractions against their behavioral policies. Most frequently these are a result of mental health conditions, drug use, aggressive behavior, vocal outbursts, or destructive activities. For example, one of the recent flood events was a result of a patron overflowing the restrooms by improperly disposing of many non-flushable body wipes.
  - There is a substantial unhoused population that spends a lot of time in and near the library and surrounding park grounds. The two side balconies are considered hot spots for after-hour activities including candles, small cooking fires, public urination, and sleeping areas. Smoking and tobacco use in and around the balconies has impacted on the air quality of adjacent staff offices.
  - Prior to locking many of the electrical plugs, the electrical plugs in nooks, back corners, and up on the interior balcony hallways, were hot spots for impromptu camp spots and sleeping areas.

- **Recent progress:**
  - At the beginning of this year a new full-time Security Guard position was added. The guard is on duty in the library lobby. The short-term impact has been substantial, and incidents have already dramatically decreased.
  - The Code of Conduct / Behavioral Policy has been recently updated and publicly posted. However, the Banning Policy has been more difficult to update due to conflicts with the existing South Pasadena Municipal Codes. Each of these policies is reviewed and approved by the Library Board of Trustees.
  - The interior electrical plugs have had locking covers installed which has greatly reduced the attraction to out of the way areas, nooks, back corners, and the balcony hallways, which has reduced day camping and sleeping activities in those areas.

- New balcony fencing and gates are currently in the design phase. The enclosures will close off the two side balconies from public use. Emergency exit gates will be part of the final design. This will help reduce the risk of accidental fires and remove the tobacco smoke exposure for the adjacent staff office.
- Seven new security cameras are in the process of being added to the interior and exterior of the building.
- A new Ring doorbell unit has been installed at the rear staff entrance to assist with the identification of part-time staff and volunteers needing entry.
- SPPL staff have recently received active shooter training from their local Police Department. As part of that training recommendations were made to remove materials from the upper shelving units of the children's room allowing for greater visibility of the mirrors in that room.

- **Priority risks to address:**
  - SPPL staff have identified the existing floor plan as the largest physical risk due to the number of hidden corners, blind spots, and cramped areas. Those spaces make staff interactions with difficult patrons more dangerous. This puts staff safety at risk.
  - The low light levels in many parts of the building make physical security more difficult. During the frequent power outages, the close quarter spaces, nooks and blind spots are even darker. This puts patrons and staff safety at risk.
  - Day camping and patrons sleeping on the upper balconies continues to be a regular occurrence. This puts other patrons and staff safety at risk.
  - There is an unlocked door that leads from the children's room into the back staff office. All other doors in this secured office area require a key to enter. This puts staff safety at risk.
  - There are several sliding doors within the building that lead out to exterior patios. These doors are treated as large windows and are rarely utilized as doors. They are not included as emergency exits. However, none of these doors appeared to have additional locks or locking bars in place making it easier for someone to use them to gain unauthorized access to the building. This puts the security of the building at risk.

Collections Security:

- **Current practices:**
  - The local history collection materials are kept in four locked fire-resistant cabinets, locked rooms, and within locked closets. The fire-resistant cabinets were purchased roughly fifteen years ago.
  - Keys to these restricted collections are limited to certain staff.
  - Keyholders are reviewed by the Administrative Secretary whenever new staff are onboarded or there is turnover.
  - Beyond the new Security Guard role, no one librarian or staff member is assigned the duties of security over the collections, facilities, and staff. Beyond the Library Director that oversees all activities onsite. All staff help ensure the safety of the building, collections, patrons, fellow staff, and volunteers
  - Research appointments to the restricted local history collection are by appointment only. For onsite research appointments, materials are pulled out and researchers are set up in

the second-floor conference room. Olivia, as local history librarian, reviews the materials prior to their visit, and before rehousing and refiling the materials to ensure they were all returned. There are roughly on average ten onsite research appointments per year.
    - Most research requests are handled via email, and scans of requested materials are provided to the researchers via electronic delivery.
    - Patrons must leave their photographic identification at the front circulating desk if they wish to review yearbooks onsite. Yearbooks are not permitted to be checked out.
    - Olivia, as the local history librarian, is responsible for ensuring that materials are secured while on exhibit. All display cabinets and vitrines are either equipped with locks or utilize security screws.
    - There are only a few long-term loans onsite, but there are plans to begin taking in more short-term exhibit loans related to the local history collection. There are currently no outgoing loan program activities.
    - All the collections were archivally stored in archival grade boxes on shelving units, within cabinets, or within metal file cabinets.
    - None of the metal storage shelving units or cabinets were attached to the walls or floors for earthquake safety. None of the shelves were using bungee cords, straps, ropes or shelf nets to hold objects and boxes on their shelves during an earthquake.
    - All the new metal storage shelving units were at a minimum of three inches above the floor. However, the four fire-resistant cabinets have a low-profile base (roughly one inch tall before the first drawer bottom) which is shorter than the three-inch recommendation to elevate and protect collections from water events. A couple of new donations awaiting processing were placed in boxes on the floor in the staff office area.

- **History of physical security issues:**
    - There have been numerous water-related events in and around the local history collection, but to date, none of the collection has been directly impacted.
    - There was an offsite storage unit that contained additional local history collections as noted on a full index in the collection's records. However, due to miscommunication with the city the materials were thrown out and destroyed without the library being aware of it until after the destruction was complete and the unit was closed. At present, there are no offsite storage units.

- **Recent progress:**
    - New RFID tags are planned for the coming year for the circulating collection. This will help reduce theft.
    - Nearly all the local history collection has been archivally rehoused. This helps extend the lifespan of these materials and slows their deterioration.
    - Digitization and scanning are an ongoing project as time allows. This helps document and preserve these fragile records for the future.

- **Priority risks to address:**
    - There is a lack of fire suppression onsite. Portions of the local history collection do not fit within the existing four fire-resistant cabinets. This puts those portions of the collection at risk of fire damage.

- The manuscript collection is archivally housed in acid free boxes on archival grade metal shelving but has no additional fire protection. This puts those portions of the collection at risk of fire damage and destruction.
- The local history collection's city property records, historic resource inventory, Sanborn maps, applications for historic structure status, and the city hall records are the only copy of those historic files and have not yet been digitized. Many of these collections are also on oversized formats. This puts these collections at risk of total loss in the event of a disaster.
- Earthquake risk mitigation is underutilized in collections storage areas. Unsecured shelving units, and a lack of shelf straps/ropes/nets puts collections at risk during an earthquake.
- The fire-resistant cabinets' low-profile bases are below the three-inch storage recommendations. Multiple cabinets are stored in and near areas that have experienced multiple water related events. This puts those collections at an increased risk during water-related events.

- **Intellectual Control:**
  - SPPL uses the Siri database management system for their circulating collection.
  - The local history collection is tracked with indexes in Microsoft Excel.
  - The local history collection index is currently being uploaded to the Archive.org project, and SPPL's Calisphere site.
  - The local history collection photographs are being uploaded into SPPL's Flickr account, to date roughly sixty percent of the collection has been uploaded in JPG format.
  - Work is underway to ensure all local history collection documentation is accessible remotely on SPPL's Microsoft 365 SharePoint cloud storage.
  - Most of the local history collection is indexed and contained in Excel formatted finding aids, saved as PDFs on their Microsoft 365 SharePoint cloud storage. There are still some uncatalogued and processed materials.
  - All the local history collection is stored in numbered boxes, or file drawers, with interior folder numbers. The collection is organized by subject topics. The individual items are not numbered.
  - There is currently no location tracking system in place. The finding aids identify a subject by its given box, drawer or shelf and folder, but the aids do not identify where that box, drawer or shelf is located. Work is underway to document this information and add it to the finding aids.
  - SPPL has begun the process of creating a priority salvage list based on their collection development guidelines that were just completed. Olivia will use the guidelines and the digitization list to prioritize historically significant and not yet digitized records to help guide the selection process in a formal priority salvage list for the upcoming revision of the emergency response and salvage plan.

- **Digital Collections:**
  - Digital scans are stored in SPPL's Microsoft 365 SharePoint cloud storage file folder system. The older local L-Drive storage system is being phased out and files are being moved over into SharePoint.
    - These folders are synchronized with local workstations so that they are available even during internet outages. Olivia is taking the lead in training

fellow staff members in how to synchronize folders on the new SharePoint system.

- There is currently no additional digital asset management system in use.
- Digitization projects are constantly in process within the local history collection. Currently items are generally scanned at six-hundred DPI and saved in JPG format.
    - A recent donation of roughly two-thousand local school district photographed were just uploaded to Archive.org.
- The SPPL collection includes:
    - Analog media such as sixteen-millimeter film reels, VHS tapes, safety film, and microfilm.
    - Electronic media such as digital copies of much of their film reel collection, DVDs, CDs, USB memory sticks, and external hard drives.
    - Born-digital media such as digital files, JPGs, TIFFs, pictures sent in from community members via their Flickr account, and archived websites in their Archive It grant from 2021 where SPPL harvested three years of local news sites, and city hall website pages.
- Digitization continues to be a priority for SPPL. Aside from major projects, research requests often direct and spur smaller projects.

Recommendations

Building Security:

- Ensure that subcontractors are not given access to the whole building without being accompanied by SPPL or Public Works department staff.
- Continue to ensure all staff sign a key log when given keys and sign off when keys are returned.
- In the short term, consider adding additional mirrors to allow monitoring of hard to see spaces and areas. Ensure that new plans for renovation or new buildings pay special attention to the layout of the shelving units to ensure the problem is not repeated in the new or renovated space.
- Consider purchasing additional battery back-up emergency light units that can be placed in the darker parts of the existing building to aid in safer evacuations of patrons and to aid in staff safety during those evacuations. There are plug-in style units (see Figure 2) that can be wall mounted and may be able to utilize the existing old high wall clock plugs.

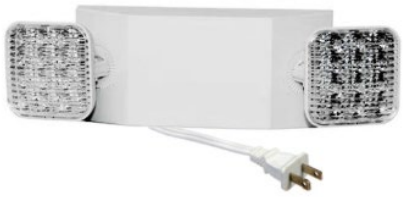

Figure 2: Example of a plug-in LED emergency light, wall mountable. In the $30 to $50 range per unit range.

- There is no quick solution to address the issues of day camping within the library, and patrons sleeping on the upper balconies.
    - SPPL has already updated their Code of Conduct defining acceptable behavior and clearly communicating their policies. Those signs are clearly posted throughout the library.

  - Continue to ensure fairness and apply the rules consistently to all patrons, avoiding discriminatory practices targeting unhoused individuals. As staff know, building relationships with frequent visit patrons is an important approach to gaining buy in to existing policies.
  - Provide information about alternatives in the local area. Consider offering patrons information about nearby shelters, day centers, or other resources in the area if they need a place to sleep.
- Work with SPPWD to install the planned new badge locking mechanism on the currently unlocked door leading from the children's room into the back staff office.
- Purchase and have SPPWD install new secondary locking mechanisms on the sliding door units. There are several types available on the market. From locking bars to track locks to top mounted locking bolts. The top mounted locking bolts are the least obtrusive and are also outside the height of younger patrons. Ensure that closing procedures include checking that these patio sliding doors are locked each day.

Collections Security:

- Ensure that collections storage areas are secured and monitored during repairs, so that subcontractors do not have access to collections.
- Continue to ensure intellectual control of the collections by updating and maintaining the inventory lists by storing them on-site and that they are backed up into the cloud or offsite as well.
- Create a salvage priority list of collections to include in the updated emergency response and salvage plan, and plan to update the list annually as new items enter the collection. Ensure that locations are included to aid in faster response and salvage if needed.
- Protect special collections from fire events until fire suppression systems are available:
  - Purchase additional fire-resistant filing cabinets and vertical files cabinets. When possible, allow room for growth when estimating the linear feet needed to rehouse the remaining special collections. Raise cabinets a minimum of three inches off the floor to protect their bases from water-related events.
  - Purchase additional fire-resistant oversized cabinets (swing door style) to house the manuscript collection in its archival acid free boxes. Raise cabinets a minimum of three inches off the floor to protect their bases from water-related events.
- Utilize photographic reproduction and digital image stitching techniques to document the oversized special records in the collection (city property records, historic resource inventory, applications for historic structure status, and the city hall records). There are many software programs (i.e. Adobe Photoshop, or the free and open-source Hugin or GIMP) available that can make this task much faster and easier than in the past.
- Continue to deploy earthquake risk mitigation techniques ensuring all currently unsecured shelving units and cabinets are properly attached to the walls or floors and adjacent units using appropriate earthquake straps and anchors.
- Purchase shelf straps, ropes or net, or make your own custom straps using nylon webbing, bungee cords, ropes or nets to help protect objects stored on open storage shelving units.
- Elevate the fire-resistant cabinets a minimum of three inches above the floor to protect the cabinets from water-related events. Composite decking material offers more water resistance

and can be cut to size and placed under the cabinets in three positions to fully support and elevate the cabinets.

- Establish a loan program, complete with loan register, loan documents, for the new local history exhibition program. Number and track all loaned objects from the time they enter until they are returned to the lender.
- For a specific preservation question about handling, storage, and care of a collections items or type of material, use NEDCC's free resources to have a preservation specialist answer your question: https://www.nedcc.org/free-resources/ask-nedcc/preservation-questions
- Break down the steps for Security planning. See NEDCC Leaflet 03-11 Collections Security: Planning and Prevention for Cultural Heritage Institutions https://nedcc.org/03-11-security

C. Cyber Security [CONFIDENTIAL]

An effective cyber security approach should include network firewalls and gateways, anti-malware, user access management, and authentication controls, backup management, patch management, and software updates. Disaster planning should include cyber security and business continuity practices for digital assets related to operations as well as digital collections.

This section is marked confidential, because it contains information regarding cyber security practices. Please review or redact before sharing the report.

Observations

- **Current cyber security practices:**
  - SPPL utilizes Acorn Tech Services for their IT services, and web and email security. Due to recent successful phishing attacks against city employee emails, Acorn Tech is sending out practice phishing emails to help educate city staff. All SPPL staff are hyper-aware of email security.
  - Acorn Tech Services is responsible for performing backups. At the time of the visit, SPPL staff were unaware of the extent or schedule of backups. The storage location of those backups was also unknown.
  - At the time of the site visit it was unknown if backups are being saved onto physical media every few years.
  - There is no formal procedure for transferring data from one user computer to the next person in the same staff role for business continuity and succession planning.
  - SPPL has recently adopted a Microsoft 365 SharePoint cloud storage system. Each staff workstation is being locally synchronized to ensure access even during internet outages. Files are shared within the cloud storage and by email as needed. The older Local L-drive is being phased out and transferred over to the new SharePoint cloud storage.
  - Donations are collected by the Friends of the Library organization using the third-party secured provider DonorSnap.com for electronic payments through their website. Additional cash or check donations and sales are collected by the Friends of the Library organization. SPPL staff only accepts checks or cash for lost book fees. Credit cards are not accepted.

- **History of cyber security issues:**
  - The SPPL director's email account was recently spoofed so staff are hyper aware of email scams.
  - SPPL experiences internet outages frequently, as often as twice a month.
  - The public workstations that are available to patrons experience occasional incidents such as unplugged or disconnected components and have at least once had its operating system changed.
  - At the time of the visit, the backup schedule was unknown, as Acorn Tech Services performs this operation remotely on behalf of the library. It is unknown if they are practicing the three copies - in two formats - with one offsite recommendation.
  - The local history collection is attempting to meet the three-two-one backup recommendations by scanning materials, uploading those scans to the SharePoint cloud

storage, and keeping hard copy backups on external hard drives. The cloud storage copy is housed offsite and away from the library.
    - At the time of the visit, it was unknown if any hard copy media backups are maintained for the purposes of a historical archive. If that archive exists, it was unknown if the data is being migrated over time.

- **Factors affecting IT continuity:**
    - Local file synchronization helps ensure access to the collection records during internet outages and allows remote access to the files from offsite locations when needed.

- **Priority risks:**
    - The backup program performed by Acorn Tech Services is unknown. This puts collections records and digital copies at risk.

Recommendations

- Improve cyber security on partner websites by acquiring a password manager and making a schedule for changing passwords every time a staff member who knows the password leaves.
- Improve continuity and succession planning for having a policy of how to transfer data from one user to the next in case a staff member leaves the organization.
- Document IT contacts and best practices for reporting issues to Acorn Tech Services. Include these contacts in the Emergency Response Plan.
- Improve cyber security training for staff members and increase your resilience:
    - If your organization experiences a data breach, you may need to respond. See the Federal Trade Commission (FTC) Data Breach Response: A Guide for Business: https://www.ftc.gov/business-guidance/resources/data-breach-response-guide-business
    - For the basics of Cyber Security Tips for Performing Arts Organizations, staff may want to take online training at Lyrasis Learning: https://lyrasis.aviaryplatform.com/collections/1677/collection_resources/113458/description?access=IZWewu1abqfVuOEJe6R_Xw%3D%3D#description
    - If your organization would like to reduce risk of targeted cyber-attacks, ransomware, data theft, and data loss, consider reviewing Strategies to Mitigate Cyber Security Incidents: https://www.cyber.gov.au/resources-business-and-government/essential-cyber-security/strategies-mitigate-cyber-security-incidents/strategies-mitigate-cyber-security-incidents

- **Regarding storing digital backups, follow these basic guidelines:**
    - Verify backup schedule with Acorn Tech Services and ensure all collection records are being regularly backed up.
    - Inquire about the possibility of physical media backup archival library.
    - Keep three copies of important files, on two different storage media (one on the cloud and one on an external hard drive is a common choice), and keep one copy off-site.
    - Avoid USB drives, which are unstable and easy to lose or reformat by accident.
    - Replace storage media every five to seven years. This is the timeframe during which storage media begins to fail.

- Preserve digital information and maintain the integrity of digital collections and backups. See NEDCC Leaflet 06-05 Digital Preservation: https://nedcc.org/06-05-digital-preservation

D. Protection from Fire

Fire can cause total loss of collections and facilities. If collections survive at all, they are likely to be charred, covered with soot, brittle from exposure to high heat, wet from water used to extinguish the fire, moldy, and smelling of smoke. Protection from fire is therefore a key area of collections protection. Fire protection for cultural heritage properties can be more complex than that required for the average business property, and subsequently there is not a single set of answers or solutions that are applicable for all situations.

Observations

- **History of Fire:**
  - There is no history of wildfires affecting the library site, beyond smoke and poor air quality days when regional fires are burning.
  - There is no history of past fire evacuations onsite.
  - There is no history of past preventive power shutdowns onsite.
  - There is no history of fire within the building.
  - There was one recent incident of an intentionally set trashcan fire in the front of the library. The fire was quickly reported to the Fire Department and extinguished with no damage to the structure. The arsonist was apprehended and banned from the library.

- **Current fire-related equipment:**
  - The building is equipped with smoke detector units throughout.
  - The fire detection system is Radionics, now part of Bosch Security Systems, with integrated Universal Digital Alarm Communicator Transmitter (UDACT) with two on-site backup battery power supplies. It is monitored by Post Alarm Systems, in Arcadia.
  - There are fire extinguishers throughout the building and nearby or in collections storage areas.
  - There are no fire suppression systems onsite.
  - A wheelchair accessible evacuation ramp was added to the right-side balcony to assist patrons in wheelchairs, and patrons with limited mobility to safely evacuating the upper balcony level. The left side balcony is still only equipped with a staircase. The ramp was installed roughly ten years ago.
  - Post Covid, SPPL has recently purchased several freestanding IQAir filtration units that are spread throughout the library and office areas.

- **Staff training and drills:**
  - All full-time SPPL staff are aware of the designated emergency assembly area (or rally point). It was unclear at the time of the site visit if all part-time staff and volunteers knew its location.
  - SPPL has not held fire drills in several years.
  - SPPL staff have not taken part in fire extinguisher training in roughly fifteen years. A couple of long-term staff members took part in those early training courses, but most staff have not had this training.
  - All the fire extinguishers are annually checked and verified by Cintas, in Anaheim, CA. They were last inspected and tagged on December 23, 2024.

- A contracted service, Cintas, inspects and refills the first aid kits, bloodborne pathogens infection control kits, bleeding control kits, and AED units onsite monthly. They were inspected and refilled the day before the site visit.
- SPPL staff believe the Fire Department has not performed an annual inspection and walkthrough in several years.

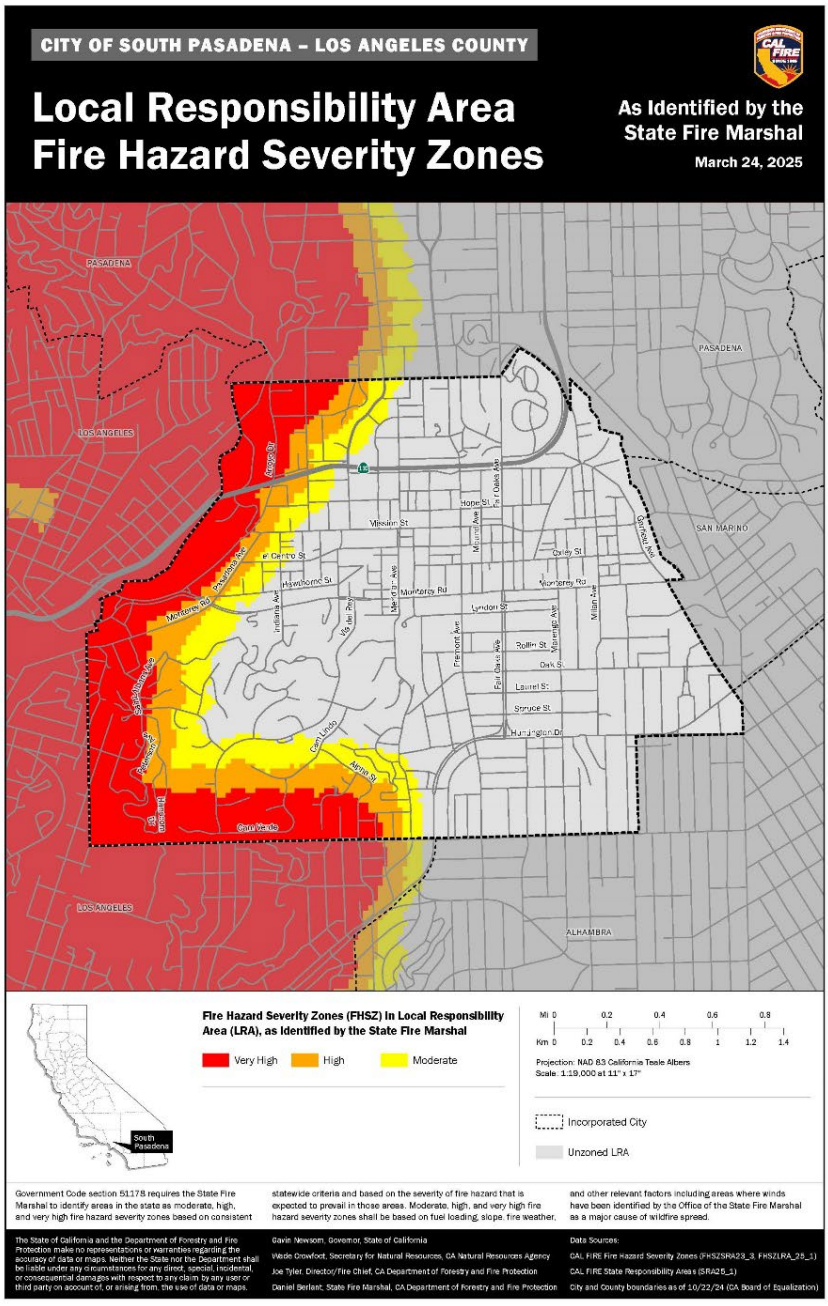

Figure 3: The California State Fire Marshall has recently updated the City of South Pasadena fire risk map in March of 2025. Image courtesy of the State of California and the Department of Forestry and Fire Protection.

- **Other observations, including areas of particular risk:**
  - On either side of the structure, left and right, there are large trees that overhang part of the roof.
    - On the left side, the large Southern magnolia overhangs the roof quite a bit, but the tree does show recent careful and thoughtful pruning raising its canopy high above the roofline.
    - On the right side, near the evacuation ramp the younger trees are beginning to grow to the level of the roof and are growing closer to the side of the structure.
    - These trees could act as "chimneys" during a fire spreading ground fires to the roof level of the structure. This puts the structure at an increased risk of fire.
  - There is a lack of fire suppression onsite. This puts the staff, patrons, collection, and structure at risk.
  - There is a lack of fire drills, and fire extinguisher training for staff. This puts the staff, patrons, collections, and structure at risk.
  - There is a lack of onsite assistive equipment such as mobile stairlift portable stair chairs near the subgrade emergency exits. This puts differently abled staff and patrons at increased risks during evacuations.
  - There is a lack of training for staff in how to assist differently abled people during emergencies and how to team lift patrons in wheelchairs. This puts staff and differently abled patrons at increased risks during evacuations.
  - The two open side balconies are a common site for the local unhoused population to smoke, light candles at night, and possibly light small cooking fires. Lighters are commonly found in the debris in and around both balconies landscaping. This activity places the structure at increased risk of accidental fire.
  - The local history collection's city property records, Sanborn maps, historic resource inventory, applications for historic structure status, and the city hall records are the only copy of those historic files and have not yet been digitized. Many of these collections are also in oversized formats and quite difficult to easily evacuate. This puts these collections at risk of total loss in the event of a disaster.
  - Some of the interior rear emergency exits are tucked away with limited long-range visibility due to nearby library shelving units. This puts patrons and staff at risk during evacuations.
  - At the time of the site visit, The Friends of the Library had two large, wheeled book donation boxes by the rear staff entrance doors. The baskets were blocking the left-hand side emergency exit door from being able to swing outward freely. This puts patrons and staff at risk during evacuations.
  - SPPL's posted policy states that the Fire Department will perform annual onsite inspections and walkthroughs. However, staff noted they were not aware of any recent inspections, or walkthroughs in many years. This puts the structure and collections at an increased risk of preventable sources of fire.

Recommendations

- Continue to ensure that fire extinguishers are annually inspected and recharged.
- Invite the Fire Department for an annual building walkthrough to discuss evacuation procedures and risks. Visits from the Fire Department are also an opportunity to familiarize them with your building and the collections it holds.

- Train staff in the use of fire extinguishers. Your local Fire Department may be able to facilitate this type of training.
- Continue to inspect the fire detection systems annually. Consider combining the testing with a fire drill.
- Establish a practice of annual fire drills.
    - Prepare an announcement to address large crowds.
    - Ensure that alarms or announcements are audible throughout the building.
    - Identify and train all staff and volunteers about the designated emergency assembly area.
    - Determine methods to account for all people present during a fire evacuation.
    - Post floorplans and path of egress that show the location of any fire equipment such as pull alarms or extinguishers. Place these at every door leaving a room and at every stairway.
    - Designate floor warden/safety officer roles to take charge during evacuation protocol.
    - Include procedures for assisting the differently abled during emergencies. Seek additional training regarding team-lifting or other assistive procedures.
    - During drills that occur when few staff or volunteers are present, consider how patrons or event attendees would stay safe in an evacuation.
- Be sure to include fire suppression systems in the ongoing discussions around potential building renovations or new construction plans for the library. Consider at minimum adding smaller fire suppression systems in areas with high-risk collections. Plan to inspect these systems annually.
    - For further information on fire suppression systems and their cost effectiveness, see the following leaflet. See NEDCC Leaflet 03-02 Introduction to Fire Detection and Automatic Sprinklers for Cultural Heritage: https://nedcc.org/03-02-fire
- Remove obstructions from the path of egress and ensure that all interior and exterior doors are clear. Relocate the Friends of the Library book boxes farther away from the rear staff emergency exit doors. Ensure all obstacles to evacuating and getting people away from the building to a designated meeting area are addressed.
- Protect collections from fire with these resources:
    - National Parks Service chapter on fire protection for museums: https://www.nps.gov/museum/publications/mhi/Chap9.pdf
    - Presentation from the National Archives and Records Administration (NARA) on fire protection: https://www.archives.gov/preservation/emergency-prep/fire-prevention.html
    - Publication from the American Institute for Conservation on how to prepare and respond to fire: https://cool.culturalheritage.org/byauth/trinkley/wildfire.html
    - Fire-specific resource guides from “Listos California” providing disaster planning resources for California in 20 different languages: https://www.listoscalifornia.org/resources/?_search=Fire
- Assess risks and prepare for wildfire:
    - Be aware of your regional risk of wildfire. Subscribe to Wireless Emergency Alerts to receive messages regarding imminent threats in your area:
        - https://calalerts.org/wea.html
    - Hardening the building is a form of reducing the chances the building will catch fire. Keep nearby trees and hedges well-trimmed and clear of the building when possible. Included are links from the University of California Agriculture and Natural Resources:
        - https://ucanr.edu/sites/fire/Preparedness/Building/
        - https://ucanr.edu/sites/fire/Preparedness/Landscaping/
- Monitor air quality of the surrounding area via the AirNow Mobile App, created by the U.S. Environmental Protection Agency to monitor the Air Quality Index (AQI) of locations: https://www.airnow.gov/airnow-mobile-app/

- Maintain good indoor air quality. Continue to use the freestanding IQAir filtration units, clean or replace filters as recommended. Replace HVAC system filters as recommended. Plan to change filters more frequently after major smoke events. Refer to this link on how to maintain or recover good air quality: https://www.epa.gov/emergencies-iaq/wildfires-and-indoor-air-quality-iaq

E. Protection from Water

Protection from water damage is essential to the preservation of cultural heritage collections. Even a minor water accident such as a leaky pipe can cause extensive and irreparable harm to materials or require expensive remediation. The subsequent high relative humidity levels and potential for mold growth can cause additional damage to collections after a major water incident.

Observations

- **History of water issues:**
  - There is an active water seep coming through the subgrade wall of the front left elevation into the Quiet Room Study Area behind the periodicals, due to a broken irrigation sprinkler in the front planting bed. The broken sprinkler head and open sprinkler cavity were located during the site visit. The inside wall shows heavy signs of salt efflorescence and dampness. **This water event is ongoing and needs immediate attention and drying to prevent further damage and potential mold growth.**
  - In 2024, the server / telephone room that houses the photograph collection fire-resistant cabinets experienced a water related event due to water flowing down from the air conditioning units' drainage hoses. None of the collection was directly damaged. The lowest drawer base on these cabinets is below the recommended three-inch minimum height storage recommendations.
  - There are frequent roof leaks into the structure causing water events below. Ongoing roof repair and maintenance is underway, including this past year. It is unclear if all the following events are still active leaks (some clearly are) or just in need of final cosmetic repairs:
    - The window trim (both interior and exterior) in the children's room shows signs of deferred maintenance and ongoing water intrusion (i.e. caulking, dry rot, noticeable openings to the outside). These windows have led to past mold growth on the books stored below in recent years.
    - The back left subgrade emergency exit door's upper window has been boarded up and is showing signs of window leaks along the bottom edge. The exterior of this windowsill shows heavy damage and deferred maintenance.
    - The middle windows on the left side of the newer building show heavy signs of deferred maintenance (i.e. dry rot, pest damage, failed glazing putty and caulk). The middle window is missing its lower exterior windowsill, resulting in an open wall cavity that is exposed to the weather with plants currently growing out of it.
    - Some of the window trim and historic wooden screen frames show signs of deferred maintenance (i.e. need new glazing putty or caulking, due for paint, or rotting frames). The two screens on the Community Room's left side are collapsing at their damaged bottoms.
    - There is evidence that each of the subgrade emergency exit stairwell doors leak, as dirty sandbags are still sitting in place on the interior carpet and are pushed up against the wood trim. There is visible related damage to the interior surfaces, and increased pest activity nearby.
    - There is evidence of repeated water intrusion in and around the central stained-glass skylight and surrounding light fixtures.
    - There is evidence of repeated water damage to the subgrade wall at the five-to-six-foot height outside of The Friends of the Library / staff office bathroom area. The area was dry at the time of the site visit, but the wall paint is bubbling and has not been repaired. It is unclear if the source of the leak has been corrected or is seasonal in nature. Staff noted it has flooded the hallway

in the past. SPPWD staff have been known to dig out the exterior area to waterproof that section of the foundation. It was unknown when this treatment was last applied or if it is due again.
    - There is extensive damage to the wallboard and ceiling materials above and around the rear staff entrance to the office area for more than ten feet in each direction. Staff noted this area has leaked multiple times in the past.
    - There is evidence of a leak in the staff kitchen, above the snack machine, it is unclear if the source of this leak has been corrected.
    - There is an area of damage and dry rot in the ceiling and exposed beams at a dropped corner junction in the Quiet Room Study area.
- There was a recent leak that flooded through the ceiling of the ladies' restroom above the sink and resulted in the floor outside the restrooms needing to be replaced. The source of the leak has been stopped. However, there is still evidence of the water damage on the wallpaper in the outer vestibule.
- The bathrooms on the upper balcony level have flooded into the elevator shaft and control room below in the past.
- The rear staff entrance loading area and driveway were regraded at the time of a building expansion on the back side of the adjacent Senior Center. The change in grade and drainage caused the rear staff entrance to the office area to flood. A series of French drains, larger square drains, and a raised berm were added that have seemed to address the problem.

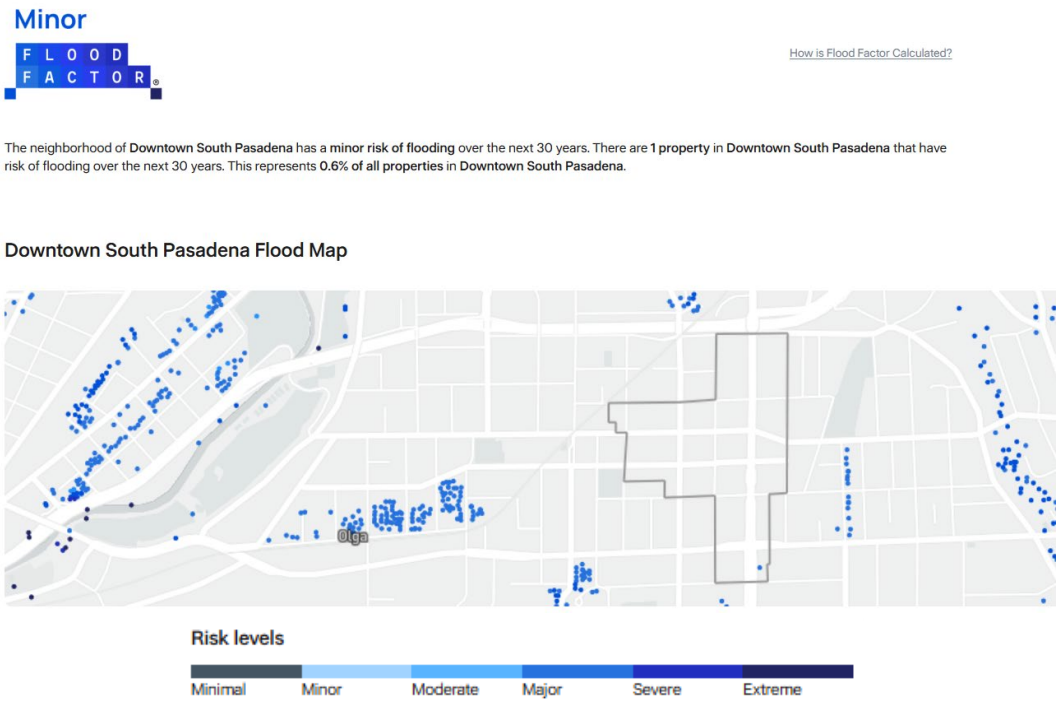

Figure 4: The natural flood risk profile for the area is minor. Image courtesy of FirstStreet.org.

- **Particular risk areas:**
  - There is an active water seep coming through the subgrade wall of the front left elevation into the Quiet Room Study Area behind the periodicals, due to a broken irrigation sprinkler in the front planting bed. The broken sprinkler head and open sprinkler cavity were located during the site visit. The inside wall shows heavy signs of salt efflorescence and dampness. **This water event is ongoing and needs immediate attention and drying to prevent further damage and potential mold growth.** This event is putting collections at risk of water damage and mold growth.
  - Throughout all the rooms, the interior window trim in the 1980s portion of the building shows signs of deferred maintenance and ongoing water intrusion (i.e. caulking, dry rot, noticeable openings to the outside). Some sides of the building were worse than others, but they all showed some level of ongoing water intrusion and damage. This puts the structure and collections at risk.
  - Some of the window trim and historic wooden screen frames show signs of deferred maintenance (i.e. need new glazing putty or caulking, due for paint, rotting frame bottoms on the window screens). This puts the structure at risk.
  - Each of the subgrade emergency exit stairwells have used dirty sandbags sitting in place on the interior carpet and against the wood trim, with visible related damage to the interior surfaces, and increased pest activity in the surrounding area. This puts patrons, staff, and volunteers at risk of health concerns due to potential mold outbreaks and pest infestations.
  - All the restrooms are adjacent to or directly above collection storage spaces. This puts collections at risk.
  - There are frequent roof leaks into the structure causing water events below. Ongoing roof repair and maintenance is underway, including this past year. It is yet unknown if these repairs will hold or fully solve the existing problems. This puts the structure and collections at risk.
  - The two front elevation roof drains are directly above two collection sculptures on anchored brick pedestals below. The surrounding rock beds have largely been absorbed into the surrounding soil and are now below the grade of the intended square drains in front of them. This puts the collection items at risk and raises the concerns of structure related back flooding against the subgrade foundations.
  - The subgrade enclosed light wells on the old wing of the building are full of plant matter and leaf debris, blocking their drains and allowing damp plant matter to remain in place against the window trim. This puts the structure at an increased risk of water damage.
  - The fire-resistant cabinets low profile bases put the contents of the lowest drawer at risk of water related events. Multiple cabinets are stored in and near areas that have experienced multiple water related events. This puts those collections at an increased risk during water-related events.
  - There is a lack of spill kits or emergency response, and salvage supplies onsite. This puts the collection at risk.
  - There is a lack of disaster recovery and salvage procedures for different collections materials within the existing emergency response and salvage plan. This puts the collection at risk.
  - The SPPWD is not able to handle timely emergency management to remove water from flooding and needs to subcontract out those services. This puts the collections and structure at risk.
  - Not all librarians are familiar or knowledgeable of how to mitigate mold after a flood event. This puts the collections at risk and raises the risks of possible mold outbreaks.

Recommendations

- To minimize damage from flooding, materials should always be stored at least three inches above the floor, never directly on the floor. Elevate the fire-resistant cabinets a minimum of three inches above the floor to protect the cabinets from water-related events. Composite decking material offers more water resistance and can be cut to size and placed under the cabinets in three positions to fully support and elevate the cabinets.
- Work with the SPPWD to ensure existing leaks are tracked, evaluated, repaired, remediated, and cosmetic repairs completed:
  - Repair the broken front left irrigation sprinkler head.
  - Remove collections from the impacted area in the Quiet Study Room. Dry the interior wall water seep area, monitoring potential mold growth, repair wall surface, and complete cosmetic repairs.
  - Repair, rebuild, caulk or replace glazing putty, and seal all interior window units.
  - Replace window units or surrounding interior and exterior trim on the windows in the children's room. If window units are replaced, consider UV rated glass as a replacement.
  - Repair leaks in and around the central skylight and repaint the ceiling in those areas.
  - Repair, rebuild, remove failing caulk and re-caulk or replace glazing putty, and seal all exterior window units.
  - Repair and rebuild the historic window screens on the Community Room lower windows.
  - Investigate the source of the moisture seep in the wall near the back-office bathroom. Ask SPPWD to re-seal the foundation if needed. Repair the damaged wall finish and repaint.
  - Repair the ceiling board above the rear staff entrance area.
  - Repair the ceiling and wallboard in the staff kitchen area.
  - Clean and repaint the damaged wallcovering outside of the main public restrooms by the entry doors.
  - Investigate, rebuild and repair the dry rot damaged ceiling beams in the Quiet Room Study area ceiling near the dropped corner junction in the ceiling.
- Purchase materials and create spill kits for the building that are stored near the collection's storage areas.
- Protect collections from water leaks and monitor known leaks (see above for the full list of past water events):
  - Absorbent pads and snakes can be useful to prevent the spread of water.
  - A drip diverter can be handy in those situations where overhead leaks need to be contained. An example of drip diverters can be found through several hardware and supplies companies like Grainger:
    - https://www.grainger.com/category/safety/sorbents-spill-control-spill-containment/spill-containment-systems/leak-diverters-hangers-hoses
  - Install trays beneath overhead pipes to collect condensation and leaks.
  - Utilize leak detectors in spaces where leaks are a concern, so you can be notified via Wi-Fi or a Bluetooth remote monitoring system. Many smart home brands offer affordable leak detectors.
    - The server/telephone room, as a room that has experienced multiple leak events, would be a good location for a sensor.
    - The elevator control room has also experienced past leaks but is not routinely inspected. This space could benefit from a water sensor.

  - Create a map that pinpoints all known leaks. Avoid storage and display of collections in those areas.
- When responding to a water incident**:**
  - Work with SPPWD staff to address water incidents quickly and to contract remediation subcontractors if necessary.
  - In addressing large water leaks and flooding, consider human safety first before addressing collections and assets. Flood water can contain unseen hazards such as biohazards, electrical risk under the water, and water pressure behind doors.
- Create emergency salvage procedures for collections that are onsite or on display. See Appendix C for wet salvage procedures.
- Attend wet salvage training to gain hands-on familiarity with salvage procedures.
  - NEDCC's "Ready-Or Not" project is offering free workshops throughout the coming year. Sign up for an upcoming workshop at https://www.nedcc.org/preservation-training/training-currentlist
- Review the insurance policy coverage with the city's Risk Manager to verify if the recovery of collections from water damage is covered. If the city continues to self-insure the collection, discuss the reality of what that might mean in the event of a large water related event.
- When compiling emergency service provider contacts for the organization, reach out to document and building recovery specialists and request a building walkthrough. Establish pre-approved contracts through the city to speed up response time when needed.
- Monitor and address potential mold outbreaks before it becomes hazardous to the health of staff or a threat to the collection. See NEDCC Leaflet 03-08 Emergency Salvage of Moldy Books and Paper: https://nedcc.org/03-08-moldy-books-paper
- Work with SPPWD to complete a roof inspection to evaluate the age and quality of the existing roof. Incorporate a new roof into the ongoing discussions around renovating the building versus building a new facility.
- Relocate the two collection sculptures and pedestals to safer locations on the front elevation, out of the roof drain path.
- Add additional rock to the drainage beds below the two front elevation roof drains.
- Clean out the subgrade light wells on the old wing of the building to remove plant matter and leaf debris. Clear the window drains. Consider backing the decorative grates with window screen mesh to prevent leaf matter from refilling the light wells.
- Continue to protect the building from water intrusion by using sandbags, door sweeps, and flood barriers:
  - Replace sandbags after events and properly dispose of used bags. Use sandbags correctly according to this guide from the US Army Corps of Engineers: https://www.nmdhsem.org/wp-content/uploads/2022/08/USACE_Albuquerque_Sandbag_Tips_JUNE2022_508_V2.pdf
    - Thoroughly clean the surrounding area of use after an event. Steam clean and sanitize the carpets in this area to ensure mold and mildews have been destroyed.
    - Consider replacing the carpet near these exit doors with more water-resistant material due to repeated and expected sandbag use.
    - Repair and rebuild the damaged door trim and repaint as needed.

- Use sandbags to protect against flood water. A video by the Victoria State Emergency Service further explains proper sandbag usage and configuration: https://youtu.be/-_T--I3b-34
- Water-activated flood barriers can be used as an alternative to sandbags. Linked is an example of a water-activated flood barrier: https://www.newpig.com/pig-water-activated-flood-barrier/p/WTR015?gclid=CjwKCAiA3KefBhByEiwAi2LDHHl2oUQvoGxH_GVjgg8DcWQljdFw09lJn7fz7zN4m8OyGYSqxMyEexoCp9MQAvD_BwE
- Use weatherstripping around doors. While weatherstripping will not make a door completely waterproof, it can close gaps and provide additional protection. A useful guide to weatherstripping offers a comparative chart: https://www.energy.gov/energysaver/weatherstripping
- Inspect the current system of door sweeps, flashings, sill pans, and threshold barriers and ensure they are maintained properly and can continue to mitigate water intrusion under doors. Maintain a level of weatherproofing to ensure a tight seal around the frame. Use the following guide to properly evaluate the installation of doors to prevent water intrusion: https://octopusdoors.com.au/water-coming-in-through-the-top-of-the-door-frame/
- Ensure windows are sealed properly to prevent further water intrusion during wind-driven rain events. The following includes an overview of recommendations and resources from FEMA: https://www.fema.gov/sites/default/files/documents/fema_mat-hurricane-ian-recovery-advisory-3.pdf

F. Human Safety

Human safety encompasses the physical safety of staff, volunteers, and patrons in everyday work situations as well as in less common circumstances such as public events and natural and human-made disasters. It is important to have plans in place for evacuation or shelter-in-place for people in the building. The risk to human safety can be reduced with appropriate training and practice drills.

Observations

- **Current practices:**
  - SPPL staff currently take part in active shooter training.
  - SPPL staff have received CPR/AED training.
  - SPPL staff do not currently take part in evacuation drills, shelter-in-place drills, earthquake or fire drills.
  - None of the recent staff training courses have included basic first aid.
  - SPPL does not currently participate in the Great Shake Out event.
  - SPPL staff have received extensive training in incident response and trauma-informed response.
  - Staff have received de-escalation training in the past, but not within the last year.
  - All SPPL floor staff are assigned roles regarding assisting patrons during power outage related evacuations.
  - The front circulation desk is equipped with a chime button so that staff can alert other staff that their attention or support is needed. SPPL staff have an internal chime code that has been developed to distinguish between assistance needed, to as extreme as call 911. The chime bells are distributed throughout the building so they can be heard by all.
  - There are exterior safety lights on all sides of the building:
    - There are five free-standing lamp posts in front of the building around the front patio and entrance area.
    - There are four sconce lights mounted to the front of the building.
    - There are five sconce lights, and one flood light (above patio steps) mounted to the left side of the building.
    - There are five sconce lights, and one new LED flood light (above the ramp) on the right side of the building, and above the rear staff entrance to the building.
    - There are two sconce lights, and one new LED flood light (above the ramp exit) at the back of the building, on the current Community Room entrance.
  - A few of the interior lights are equipped with four-hour battery backups allowing them to stay on during power outages to assist with evacuating the building.
  - Emergency "Exit" signs are equipped with battery backups above emergency exits. Additional non-lighting exit signs are placed at the rear of the building to help direct patrons to the rear side exits.
  - There are security cameras in the front entrance area, and work is underway to add seven additional cameras inside the library. There is another camera mounted outside the rear staff entrance.
  - A new Ring doorbell unit has been installed at the rear staff entrance to assist with the identification of part-time staff and volunteers needing entry.
  - The building is equipped with an alarm system that is set during off hours.
  - The front entrance and exit are equipped with metal detection gates.

- At the beginning of this year a new full-time Security Guard position was added. The guard is on duty in the library lobby while the library is open.

- **Areas for improvement:**
  - There is a lack of a loudspeaker system that can reach the entire library building to help alert patrons for the need to safely evacuate or to shelter-in-place. This puts patrons at risk.
  - SPPL staff lack training in basic first aid, wheelchair team lift training, and de-escalation training. This puts staff, volunteers and patrons at risk.
  - There is no annual fire drill practice. This puts the structure, patrons, staff, volunteers, and the collections at risk.
  - There is no annual earthquake training. SPPL does not participate in the Great Shake Out. This puts patrons, staff, volunteers, and collections at risk.
  - SPPL staff need HazMat response training awareness around bloodborne pathogens infections and bodily fluids. This puts staff at risk.
  - SPPL staff working in the upper offices (Olivia and Alexis' office) are exposed to second-hand smoke from frequent smokers on the exterior left side balcony area due to a lack of window seals. This puts staff health at risk.
  - The area is experiencing major risks from heat. This risk is forecasted to increase over the next thirty years (see Figure 5 below). This will put HVAC systems under increasing loads and strain in the coming years.



Figure 5: The area has a major risk due to increasing heat temperatures over the coming years. This may push residents to increasingly utilize the library as a cooling station. Image courtesy of FirstStreet.org.

- The area is experiencing major risks due to poor air quality (see Figure 6). This risk is forecasted to increase in the coming years. This will place a strain on HVAC and filtration systems requiring increased maintenance and more frequent filter changes.



Figure 6: The area has a major risk of poor air quality over the coming years. This will place a strain on HVAC and filtration systems requiring increased maintenance and more frequent filter changes. Image courtesy of FirstStreet.org.

Recommendations

- Practice annual evacuation drills for fire, active shooter, and earthquakes. During drills that occur when there are just a few staff or volunteers present, consider how patrons or event attendees stay safe in an evacuation.
  - Prepare an announcement to address large crowds.
  - If there is an accessible evacuation path, attempt to evacuate.
  - Include designated meeting areas and methods to account for all people present during an evacuation.
  - Post signs for floorplans and path of egress, and location of alarm pull stations and fire extinguishers at every door leaving a room and at staircase entryways.
  - Establish floor wardens/safety officers in charge of evacuation protocol on each floor: https://www.ehs.washington.edu/system/files/resources/Evacuation_Warden_Focus_Sheet.pdf
  - Include procedures for assisting the differently abled people during emergencies. Seek any additional training regarding team-lifting or other assistive procedures.

- Practice shelter-in-place drills for earthquakes, active shooters, severe storms, and high winds. Plan shelter-in-place drills with volunteers, patrons, and event attendees in mind.
    - Designate shelter-in-place rooms where individuals can remain out-of-sightlines and properly reside during extended periods of time.
    - Emergency supplies such as First Aid kits, provisions, and comfort supplies should be in the designated shelter-in-place locations. Relocate if needed.
        - Avoid storing expired food or water that may pose risk to health if consumed. Dispose of old disaster supplies as new ones are purchased.
    - Include methods to account for all people present during an evacuation.
    - Shelter-in-place instructions and information can be found on the FEMA Shelter-in-Place Pictogram: https://www.fema.gov/sites/default/files/documents/fema_shelter-in-place_guidance.pdf
    - Include procedures for assisting the differently abled during emergencies. Seek any additional training regarding team-lifting or other procedures.
- Library staff can always benefit from additional training and support around mental health and personal wellness support.
    - Some additional training and guides can be found at: https://blog.pressreader.com/libraries-institutions/ensuring-workplace-safety-for-library-workers-best-practices-and-tips
    - Mental Health First Aid from the National Council for Mental Wellbeing at https://www.mentalhealthfirstaid.org/
- Prepare for power outages or loss of communications that pose a risk to human safety and security.
    - Have other forms of communication that can be used in case the electricity and phone service is down. This can include two-way radio and walkie-talkies.
    - Continue to keep flashlights and batteries in multiple points of the facility that can be used in the case of a power outage or evacuation.
- Research what avenues of acquiring training your City's Emergency Management Program provides a number of training programs and resources at: https://www.southpasadenaca.gov/Your-Government/Department-Service-Areas/Fire/Disaster-Preparedness
- Determine if CERT Training would be beneficial to your institution based on the best regional practices for human safety. See these three resources:
    - The South Pasadena Public Safety Commission's goal for CERT training is to ensure that in the event of a major disaster, if fire, police, utility, and medical personnel are outnumbered by emergencies, neighbors will be trained to help with immediate life-saving and life sustaining needs at https://www.southpasadenaca.gov/Your-Government/Department-Service-Areas/Community-Services/Recreation-Youth-Services/Classes
    - The California Office of Emergency Services: https://www.caloes.ca.gov/office-of-the-director/operations/planning-preparedness-prevention/community-emergency-response-team/
    - FEMA's Emergency Response Team: https://www.fema.gov/emergency-managers/individuals-communities/preparedness-activities-webinars/community-emergency-response-team
- **Seek staff-wide training in the following response areas:**
    - First Aid.

  - CPR / AED Training.
  - Wheelchair team lift training.
  - De-escalation training.
  - Active shooter training with local law enforcement.
  - Identify staff who may need to have NARCAN training.
  - Identify staff who need to have HazMat awareness training.
- Continue to train all staff and volunteers on when to call 9-1-1 and when to offer First Aid or other response. Establish clear language guidelines to help ensure appropriate police response.
- If the organization has just a few staff or volunteers, employ a "buddy system" strategy of two people on-site at a time for staff to feel safe.
- Monitor and assess risks to earthquakes via sites like CalOES and California's Department of Conservation MyHazards.
  - Participate in the Great Shake Out drills: https://www.shakeout.org/california/
  - Secure all the shelving units that are not bolted on the floor to prevent tipping during seismic events. Straps can be bolted to the wall and tied around the movable shelves to secure them.
- Consider what workplace safety training or equipment is needed and identify health and human safety risks in your building. You may wish to seek a no-cost safety consultation from OSHA (separate from OSHA inspection):
  - https://www.osha.gov/consultation
- Familiarize staff with the locations of life safety equipment. See NEDCC Leaflet 03-04 Worksheet for Outlining an Emergency Response Plan: https://nedcc.org/03-04-response-plan
- Explore if the existing phone system can be used as a building wide loudspeaker system that can reach the entire library building to help alert patrons for the need to safely evacuate or to shelter-in-place.
- Work with the SPPWD to add window seals to the upper office windows (Olivia and Alexis' office) to help reduce their exposure to second-hand smoke from smokers on the exterior left side balcony area, as well as from poor air pollution or high smoke days.
- Install the new enclosures and gates on the two side balconies (ensuring the addition of an interior emergency exit crash bar) to prevent smokers and unhoused populations from using the area.
- Monitor the existing HVAC equipment to ensure it can keep up with an ever-increasing heat index in the area. Consider replacing equipment for potential renovations onsite. For possible new construction, consider the growing demands and needs the new system will be working against over the coming decades.
- Continue to utilize the freestanding air filtration units to combat poor air quality in the area. Consider installing building wide systems as part of any potential renovation or new construction. Rising air quality risks in the coming decades will increase the demand on filtration systems and require increased maintenance and more frequent filter changes.

IV. Appendices

A. Disaster Response Team

Emergency planning is most effective when organizational stakeholders work cooperatively by forming a team with assigned roles for response. Multiple roles can be handled by a single person, which may be a necessity in smaller organizations.

The response team should include those who can engage in all the tasks relevant to responding to a disaster, including:

- Serving as a leader and overseeing the entire response and recovery process.
- Shutting off facilities equipment and addressing maintenance issues.
- Communicating with the public.
- Releasing funds needed to facilitate response efforts.
- Contacting key city contacts and insurance agents.
- Managing the IT infrastructure and online platforms and accounts (or liaising with those responsible for these areas); and
- Managing the salvage or recovery of collections and physical assets.

B. Disaster Preparedness and Response Plans

Whatever type of disaster plan your organization has; be sure it is reviewed annually for accuracy.

1. Phone Tree

A phone tree is the easiest disaster response tool to develop. It should exist in paper form and be online in an easy to find location. Additionally, it should list two forms of contact for each person if possible (e.g., work and non-work phone numbers and email addresses).

2. Panic Sheets

Panic sheets serve as quick reference guides for some of the most common issues an organization can face. Each disaster should be addressed in no more than one to two pages – and some panic sheets cover multiple emergencies on a single page. Each section should end with either a reference to the relevant section in the full disaster plan or a phone number to call – such as the staff member in charge of emergency response, the police department, or fire department.

A trained staff member may not need to use the sheet in an emergency, but the panic sheet will help staff respond consistently to different emergencies, especially when nerves are strained, or a staff member is new.

Add copies of the panic sheets to the internal WIKI system.

An example of a list of services needed in an emergency can be found here: 03-04 Worksheet for Outlining an Emergency Response Plan https://nedcc.org/03-04-response-plan

Staff will likely reduce the number of services and enlarge the text to use as a panic sheet.

3. Pocket Plans

A pocket response plan should be customized for your organization. It is intended to be printed on both sides of a legal-size sheet of paper, then folded to fit easily into a Mylar or Tyvek sleeve and carried in a wallet. On one side is an emergency communication directory. On the other side is an emergency response and recovery checklist for actions to be taken. Feel free to customize this to meet the needs of your site, including floor plans, etc. An example of a pocket response plan can be found here: https://www.nedcc.org/assets/media/images/CA%20Pocket%20Response%20Resource%20Template.doc

4. Full Plans

More robust emergency plans will include several separate sections addressing all aspects of your organization's preparedness and response activities. You can use this worksheet to start building your organization's first emergency response plan or to ensure that your current plan has all the elements represented here: 03-04 Worksheet for Outlining an Emergency Response Plan https://nedcc.org/03-04-response-plan

Floor Plans

Floor Plans with annotated information should be present in all buildings, ideally posted on the wall and in the disaster plan binders next to the evacuation plans.

Annotated information should include:

- Arrows for evacuation routes & red boxes for assembly points.
- Primary and secondary emergency exits.
- Facilities shut off locations.
- First aid kits.
- Disaster plan.
- Fire extinguishers; and
- Kits for cleaning up water and any other supplies for water-based emergencies and salvage operations.

Evacuation Plans

Evacuation plans are a critical element of any disaster plan. While evacuation plans can be formatted in a variety of ways, all organizations should ask the following questions when creating their evacuation plans.

Note: It is very important for organizations to consult with their local Fire Department or emergency manager when developing and finalizing evacuation procedures; the Fire Department's expertise will be invaluable when working through problems and ensuring best practices are followed.

- Under which circumstances will an evacuation or sheltering in place be warranted?
- How will evacuations differ during programming, a class, or when no programming is being held?
- How will individuals be alerted to the need for evacuation?
- How will the differently abled receive assistance during the evacuation?
- Under which circumstances – if any – will a sweep of the building be conducted, or utilities be turned off?
- Which "zones" (collections storage, public areas, offices) should be considered when drafting evacuation routes?
- What role will each staff and volunteer play during the evacuation?
- Where will individuals evacuate to?

For more information, consider this United States Department of Labor Occupational Safety and Health Administration's Evacuation Elements guide, which includes example diagrams and floor plans: https://www.osha.gov/SLTC/etools/evacuation/evac.html

Examples
Below is a short list of evacuation plans that should serve as helpful examples of procures and formatting to consider:

- **Evergreen State College:** https://www.evergreen.edu/sites/default/files/2023-07/2014%20Buidling%20Evacuation%20%20Plans%20.pdf
- **Texas Tech University, University Libraries:** https://www.depts.ttu.edu/library/building/evacuation.php

Evacuation of Collections
- collections-evacuation-tip-sheeta7c76846946d640d929bff00002fd16b.pdf (culturalheritage.org)

Shelter-in-Place Plans

In some situations, it may be safer to stay in the building. These may include active shooters, earthquakes, chemical hazards, flooding, hurricane, high winds, thunderstorms, tornado, winter storms, nuclear detonation, or pandemic. The reasons to shelter-in-place may vary for your area, so it is important to learn where to go, what to do, and how long you should shelter-in-place for your specific hazards. It is also important to review shelter-in-place plans that include your building type, whether it has a basement, multiple stories, or is a manufactured or mobile container building.

Examples
Below are several shelter-in-place plans that should serve as helpful procedures for specific hazards:

- **Federal Emergency Management Agency:** https://www.fema.gov/sites/default/files/documents/fema_shelter-in-place_guidance.pdf

C. Emergency Salvage of Collections

Salvage and recovery of documents, books, art, three-dimensional objects, and paper-based materials is a difficult and time-consuming process, and staff from any organization would benefit from receiving training on the subject from a professional and carefully reviewing the procedures they put in their disaster plans.

1. Procedures

Organizations with irreplaceable assets such as art, archival materials, and vital records for business operations should create a plan to recover these assets in a crisis. These recovery procedures should include the following sections:

1. **Identify a location for salvage.** The space should accommodate large tables and a considerable number of staff or volunteers.
2. **Identify roles in a salvage effort** (incident commander, movers/sorters, inventory keepers, washers, air dryers, vendor & outside specialist coordinator).
3. **Wet salvage procedures** for each format in the organization's possession.
    a. The Minnesota Historical Society is a good source of salvage procedures for a variety of formats: http://www.mnhs.org/preserve/conservation/emergency.php
    b. Print out Salvage at a Glance for when the internet is inaccessible: http://www.connectingtocollections.org/wp-content/uploads/2013/03/10-Salvage-at-a-Glance.doc
    c. American Institute for Conservation offers a guide, *Salvaging Water-Damaged Textiles*. https://www.culturalheritage.org/docs/default-source/resources/emergency-resources/guides/salvaging-water-damaged-textiles.pdf?sfvrsn=35a60f20_2
    d. American Institute for Conservation offers a guide, *Saving Photographs After The Flood*: https://www.culturalheritage.org/docs/default-source/resources/emergency-resources/guides/saving-photographs-after-the-flood.pdf?sfvrsn=1ea60f20_4
    e. Ensure that you have the necessary supplies on site in your spill kit.
4. **Fire salvage procedures** for your building and collections**.**
    a. This resource, provided by CAL FIRE, includes a pamphlet checklist for things to observe when returning to a burned site. While the focus is on residential buildings, these steps apply to all circumstances: https://www.readyforwildfire.org/post-wildfire/
    b. The "After the Fires: Health and Safety" video is part one of a three-part webinar series titled: "Salvaging Fire-Damaged Items." The information in this series is to assist institutions and individuals who have been impacted by fire: https://www.youtube.com/watch?v=n74zClof7Nc&list=PLHoWXCtI2nog3w5v_M2Dq7kgeofFUcVTn&index=3
    c. This video is part two of the AIC three-part webinar series titled: "Salvaging Fire-Damaged Items." https://www.youtube.com/watch?v=nOLvVy9AI5k&list=PLHoWXCtI2nog3w5v_M2Dq7kgeofFUcVTn&index=2
    d. This document, titled "Tips on Smoke Removal and Fire Cleanup," includes a list of useful procedures for clean-up: http://www.ashdamage.com/FEMA%20Recommendations.pdf
5. **A list of emergency contacts for the affected materials and the building.** These contacts may be in the emergency contact list of your disaster plan.

a. **For paper-based materials, files, and the building** list a vendor experienced with salvaging unique collections such as Belfor, BMS Cat, and Polygon, listed on this page: https://www.nedcc.org/free-resources/disaster-assistance/
b. **If the above vendors are unable to salvage art and 3-d objects**, identify a conservator in your area who can salvage and conserve these materials. Use AIC's "Find a Professional" online database and contact several conservators to identify one who meets your needs: https://www.culturalheritage.org/about-conservation/find-a-conservator

2. Supplies

Keeping a collection of supplies to help with responding to and recovering from a water emergency can dramatically reduce the amount of time an organization needs to deal with a leak or flood. A salvage or spill kit should include the following materials:

- **Items useful for mitigating the effects of a leak in an area, such as:**
  - **Clear plastic tarps** for covering objects.
  - **Sorbent rolls/snakes and pads** for soaking up water and stopping the advance of water on the ground.
  - **Three mid-size plastic storage bins** for catching dripping water. Office trash cans can be used instead if the liners are removed.
  - **Fans** for circulating air to increase the rate of drying.
  - **Portable dehumidifiers** keep the humidity relatively low, reducing the likelihood of mold developing.
- **Items useful for salvaging, tracking damaged objects, and protecting responders such as:**
  - The widely useful supplies in this article from the Smithsonian: https://blog.library.si.edu/blog/2014/05/01/mayday-whats-in-our-disaster-kit/#.V50vKE3rvIU
  - And the format-specific additional items found in the instructions provided by Minnesota Historical Society: http://www.mnhs.org/preserve/conservation/emergency.php

D. Incident Report Forms

An incident report form should be short and easy to fill out and read. These forms should be maintained in a log notebook and categorized by the nature of the incident (suspicious person/threat, injury/illness, and facilities related), so that a history of problems will be available. An example of such a report form is shown here:

Incident Report Form

Use this form to document any problems, whether or not they caused serious damage to the building or individuals. Give this form to <POSITION TITLE> when complete.

Location (building, room): _____ Date & Time: _____

Person reporting problem: _____

Type of problem: Technology issue: ____ Facility issue: ____ Medical issue: ____

Information of person(s) affected (name, contact info, type of injury):

Description of problem:

Were collections involved or harmed during this incident?

Description of action taken:

E. California Emergency Management Resources

- California Office of Emergency Services
  https://www.caloes.ca.gov/
- Earthquake Warning California
  https://earthquake.ca.gov/toolkit-telecommunications-new/
- California Public Utilities Commission Preparing for a Power Outage
  https://www.cpuc.ca.gov/consumer-support/preparing-for-a-power-outage
- California Employment Development Department (EDD)
  https://edd.ca.gov/en/about_edd/disaster_related_services
- The Bay Area Mutual Aid Network (BAMAN)
  https://cool.culturalheritage.org/byorg/baman/
- Los Angeles as Subject's Archives at Risk Help Desk
  https://laassubject.org/archives-risk-help-desk
- North State Cooperative Library System (NSCLS)
  https://northnetlibs.org/nscls-member-libraries/
- Museum Alliance of Tulare County
  https://matkc.org/members/
- San Diego Intertribal Long-Term Recovery Foundation (ITLTRF) – tribal organizations mutual aid
  https://www.itltrf.org/
- North Coast Museum Alliance
  https://humboldtarts.org/north-coast-museum-alliance
- Monterey Bay Area Cooperative Library System (MOBAC)
  https://www.mobac.org/about/

F. National Response Resources

- NEDCC- 24-Hour Disaster Assistance Hotline
  https://www.nedcc.org/free-resources/disaster-assistance/
- AIC FAIC- Find a Professional
  https://community.culturalheritage.org/expertsearch/local-search
- Federal Emergency Management Administration (FEMA) Grants
  https://www.fema.gov/grants
- National Heritage Responders (Non-urgent Inquiries)
  emergencies@culturalheritage.org
  https://www.culturalheritage.org/resources/emergencies/national-heritage-responders
- Heritage Emergency National Task Force (HENTF) assistance
  https://culturalrescue.si.edu/who-we-are/hentf

City Council Agenda Report

ITEM NO. 12

DATE: December 2, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Roger Sung, Human Resources Director

SUBJECT: **CONSIDERATION TO ADOPT RESOLUTION NO. 8045 AMENDING THE CITY'S TABLE OF ORGANIZATION TO RECLASSIFY ONE POLICE LIEUTENANT TO ONE POLICE CAPTAIN POSITION**

Recommendation

It is recommended that the City Council adopt Resolution No. 8045 approving the reclassification of one (1) Police Lieutenant to one (1) Police Captain position and amending the City's authorized position allocation to reflect the reclassification.

Executive Summary

As part of the City's ongoing efforts to evaluate organizational efficiency and departmental staffing needs, staff recommends establishing a second Police Captain position through the reclassification of an existing Police Lieutenant position.

On July 15, 2026, the City Council approved the first Police Captain position by reclassifying the former Deputy Police Chief position. The resulting salary savings will help offset the cost of reclassifying a Police Lieutenant position to Police Captain, with no additional fiscal impact anticipated for FY 2026–27.

The proposed action represents the second and final phase of the Police Department's command-level restructuring and will provide dedicated oversight of its two major functional areas, Operations and Support Services, without increasing the Department's authorized staffing allocation.

Background

The Police Department previously utilized a limited-term Deputy Police Chief position to provide executive-level management support. Following the conclusion of that assignment in June 2026, the City Council approved reclassifying the position to Police Captain on July 15, 2026. That action aligned command staffing with departmental needs and generated salary savings.

Analysis

The Department's primary functional areas are Operations, which includes patrol and related field services, and Support Services, which encompasses administrative functions, detectives, investigations, and the Crime Analyst Program. The initial reclassification established the first Police Captain position for Operations, with the potential for a second Captain to provide separate command oversight of Support Services.

Staff reviewed the Police Department's organizational structure and the distribution of command responsibilities between Operations and Support Services following the July 2026 reclassification. The review considered management assignments, divisional oversight, departmental operational needs, and the fiscal feasibility of reclassifying an existing Lieutenant position.

The Department plans to assign one Captain to Operations and the second to Support Services. Following the selection of both Captains, senior management assignments will be realigned to balance workload and clarify accountability across the two divisions.

The proposed reclassification of an existing Police Lieutenant to Police Captain would complete the planned command restructuring while retaining the same number of authorized positions.

Findings and Evaluation

1. Dedicated Command-Level Oversight

Under the proposed structure, the Operations Captain will oversee patrol and related field services, while the Support Services Captain will oversee detectives, investigations, administrative functions, and the Crime Analyst Program.

Dedicated command oversight will strengthen accountability within each division and improve coordination, resource management, and follow-through on departmental priorities. Oversight of the Crime Analyst Program will also help integrate crime trends and analysis into investigative priorities and deployment strategies.

2. Strengthening Management Capacity and Organizational Efficiency

The Police Captain classification carries broader division-level responsibility than the Police Lieutenant classification. While Lieutenants primarily manage operational units, Captains provide leadership in strategic planning, personnel management, resource allocation, performance accountability, and coordination of major initiatives.

Distributing command responsibilities between two Captains will help address increasing demands involving mandated training, regulatory compliance, evidence and records management, personnel development, and technology initiatives. It will also provide the Police Chief with additional management capacity to focus on department-wide priorities.

3. Succession Planning and Professional Development

The proposed restructuring supports the City's succession planning objectives by creating an additional opportunity for qualified personnel to advance into command-level leadership and develop experience across Operations and Support Services. Two Captain positions will also strengthen continuity of command during absences, emergency assignments, and leadership transitions.

Basis for Recommendation

Staff recommends the reclassification because the scope of responsibilities associated with overseeing a major Police Department division warrants Captain-level authority. Assigning one Captain to Operations and another to Support Services will establish clear accountability, balance management workload, and provide consistent oversight of the Department's operational and administrative functions.

The two-Captain structure will strengthen the Department's command capacity without adding an authorized position or restoring the former Deputy Police Chief classification. It will also allow the Police Chief to devote greater attention to strategic initiatives, community relations, and interagency coordination.

For these reasons, staff recommends reclassifying one existing Police Lieutenant position to Police Captain as the second and final phase of the Department's command-level restructuring.

Fiscal Impact
The proposed reclassification will be funded through existing salary resources. Approximately $23,000 in salary savings resulting from the July 2026 reclassification of the Deputy Police Chief position to Police Captain will be used to supplement the cost of upgrading an existing Police Lieutenant position to Police Captain.

The action is anticipated to have no additional fiscal impact for FY 2026–27 and will not increase the Department's authorized number of positions. No additional appropriation is requested.

Attachment:
Attachment No: 1 - Reso No. 8045 - Police Captain
Attachment No: 2 - Updated Table of Organization - Amended 12.2.26

Attachment No. 1

RESOLUTION NO. 8045

CONSIDERATION TO AMEND THE CITY'S TABLE OF ORGANIZATION TO RECLASSIFY ONE POLICE LEIUTENANT TO ONE POLICE CAPTAIN POSITION.

WHEREAS, The City periodically reviews its staffing allocations to ensure that authorized positions remain aligned with current operational priorities, service delivery needs, organizational structure, and available resources; and

WHEREAS, The City recommends the reclassification of one (1) Police Lieutenant to one (1) Police Captain position, which aligns the Police Department's command structure with current operational needs and supports internal career progression and succession planning; and

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

SECTION 1. The City's authorized position allocation are hereby amended to reflect the position addition and deletion approved by this Resolution.

SECTION 2. The reclassification of one (1) Deputy Chief Police position to one (1) Police Captain position is hereby adopted.

SECTION 3. The City Manager, Assistant City Manager, Human Resources, and their respective designees are authorized to take all necessary administrative actions to implement the staffing changes approved by this Resolution.

SECTION 4. This Resolution will take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED on this 2nd day of December 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. 8045 was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 2nd of December 2026 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

_____

Nikima S. Newsome, Chief City Clerk

CITY OF SOUTH PASADENA
FY 2026-2027 - TABLE OF ORGANIZATION

DEPARTMENT/TITLE	BUDGETED HOURS (PER WEEK)	FULL TIME EQUIVALENT	AUTHORIZED # OF PERSONNEL IN POSITION	Reso No.
CITY CLERK'S OFFICE				
Chief City Clerk	40	1	1	
Deputy City Clerk	40	1	1	
Total	**80**	**2.00**	**2**	
CITY MANAGER'S OFFICE				
City Manager	40	1	1	
Assistant City Manager/CFO	40	1	1	
Executive Assistant	40	1	1	
Management Assistant	40	1	1	
Management Intern (LT)	40	1	1	*Reso 8018 (1 Added)
Assistant to City Manager	40	1	1	
Public Affairs Manager/PIO	40	1	1	
Film Liaison	40	1	1	
Customer Success Representative	80	2	2	*Reso 8018 (2 Added)
Customer Success Manager	40	1	1	
Total	**440**	**11.00**	**11**	
COMMUNITY DEVELOPMENT				
Community Development Director	40	1	1	
Administrative Assistant	40	1	1	
Management Assistant (Part-Time)	28	0.7	1	
Senior Building Inspector	40	1	1	
Permit Technician	40	1	1	
Lead Code Enforcement Officer	40	1	1	
Code Enforcement Officer	40	1	1	
Planning Manager	40	1	1	
Senior Planner	80	2	2	
Associate Planner	40	1	1	
Assistant Planner	40	1	1	
Senior Management Analyst	40	1	1	
Total	**508**	**12.70**	**13**	
COMMUNITY SERVICES				
Community Services Director	40	1	1	
Senior Management Analyst	40	1	1	
Community Services Supervisor	80	2	2	
Management Analyst	40	1	1	
Management Assistant	40	1	1	
Management Aide	40	1	1	
Community Services Coordinator	40	1	1	
Transportation Driver	108	2.7	3	
Recreation Camp Director	28	0.7	1	
Recreation Leader	580	14.5	30	
Food Services Leader	28	0.7	1	
Public Works Manager	40	1	1	
Public Works Supervisor	40	1	1	
Lead Maintenance Worker	40	1	1	
Maintenance Worker	40	1	1	
Total	**1224**	**30.60**	**47**	
Finance				
Accounting Manager/Controller	0	0	0	*Reso 8039 (1 Deleted)
Deputy Finance Director/Controller	40	1	1	*Reso 8039 (1 Added)
Senior Accountant	40	1	1	
Accountant	40	1	1	
Accounting Technician	40	1	1	

DEPARTMENT/TITLE	BUDGETED HOURS (PER WEEK)	FULL TIME EQUIVALENT	AUTHORIZED # OF PERSONNEL IN POSITION	Reso No.
Management Assistant	40	1	1	
Management Analyst	40	1	1	
CIP Analyst	40	1	1	
Information Technology & Systems Mgr	40	1	1	
Budget & Purchasing Manager	0	0	0	*Reso 8039 (Deleted)
Budget & Finance Manager	40	1	1	*Reso 8039 (Added)
Procurement Contracts Administrator	40	1	1	
Total	**400**	**10.00**	**10**	
Fire				
Fire Chief	40	1	1	
Division Chief	60	1.5	2	
Fire Prevention Specialist/Inspector	40	1	1	
Fire Captain	120	3	3	
Fire Engineer	120	3	3	
Firefighter Paramedic	480	12	12	
Management Assistant	40	1	1	
Total	**900**	**22.50**	**23**	
Human Resources				
Human Resources Director	**40**	1	1	
Risk Manager	**40**	1	1	
Human Resources Analyst	**40**	1	1	
Management Aide	**40**	1	1	
Total	**160**	**4.00**	**4**	
Library				
Library Director	40	1	1	
Assistant Library Director	40	1	1	
Library Manager	40	1	1	
Administrative Assistant	58	1.45	2	
Library Technicial Assistant	40	1	1	
Senior Librarian	160	4	4	
Librarian	76	1.9	3	
Library Clerk II	40	1	1	
Library Clerk	180	4.5	10	
Library Assistant	72	1.8	4	
Total	**746**	**18.65**	**28**	
Police				
Police Chief	40	1	1	
Deputy Police Chief	0	0	0	*Reso 8018 (1 Deletion) *Reso 8018 (1 Added)
Police Captain	80	2	2	*Reso 8045 (1 Added)
Police Lieutenant	0	0	0	*Reso 8045 (1 Deletion)
Police Sergeant	240	6	6	
Police Corporal	240	6	6	
Police Officer	840	21	21	
Management Analyst	40	1	1	*Reso 8018 (1 Deletion)
Police Clerk II	160	4	4	*Reso 8027 (1 Added)
Police Services Representative	40	1	1	
Police Dispatcher	320	8	8	
Parking Control Officer	120	3	3	
Crime Analyst	40	1	1	
Police Cadet	54	1.35	3	*Reso 8027 (3 Deletions)
Total	**2214**	**55.35**	**57**	
Public Works				
Public Works Director	40	1	1	
Deputy Public Works Director	40	1	1	
City Engineer	40	1	1	

DEPARTMENT/TITLE	BUDGETED HOURS (PER WEEK)	FULL TIME EQUIVALENT	AUTHORIZED # OF PERSONNEL IN POSITION	Reso No.
Senior Civil Engineer	40	1	1	
Associate Civil Engineer	40	1	1	
Civil Engineering Assistant	40	1	1	
Public Works Assistant	40	1	1	
Public Works Inspector	40	1	1	
Sr. Management Analyst	80	2	2	*Reso 8018 (1 Addition)
Management Analyst	40	1	1	
Management Assistant	80	2	2	
Transportation Program Manager	40	1	1	
CIP Program Manager	40	1	1	
CIP Project Manager	40	1	1	
Public Works Superintendent	40	1	1	
Public Works Supervisor	40	1	1	
Street & Sewer Supervisor	40	1	1	
Electrician	40	1	1	
Lead Maintenance Worker	120	3	3	
Building Maintenance Worker	80	2	2	
Maintenance Worker II	80	2	2	
Maintenance Assistant	112	2.8	4	
Environmental & Sustainability Manager	0	0	0	*Reso 8018 (1 Deletion)
Management Analyst	0	0	0	*Reso 8018 (1 Deletion)
Water Operations Manager	40	1	1	
Water Operations Supervisor	40	1	1	
Senior Water Utility Worker	40	1	1	
Sr. Water Production/Treatment Operator	40	1	1	
Water Production/Treatment Operator	80	2	2	
Water Utility Worker I/II	200	5	5	
Total	**1632**	**40.80**	**42**	
Grand Total	**8,304**	**207.60**	**237**	

Full-Time Budgeted/Funded Positions
Full-Time Budgeted Positions

		22/23	23/24	24/25	25/26	26/27
City Manager						
	City Manager	1	1	1	1	1
N	Assistant City Manager / CFO	0	0	0	1	1
D	Deputy City Manager	1	1	1	0	0
	Assistant to the City Manager	1	1	0	1	1
	Management Analyst	1	1	1	0	0
	Executive Assistant	0	0	0	1	1
D	Administrative Secretary	1	1	1	0	0
T O	Public Affairs Manager	0	0	0	1	1
T	Chief City Clerk	0	0	0	1	1
T	Deputy City Clerk	0	0	0	1	1
T	Management Assistant	0	0	0	1	1
	Total Funded Positions	5	5	4	8	8
Management Services						
D	Management Services Director	1	1	1	0	0
T	Chief City Clerk	1	1	1	0	0
D	Human Resources Manager	0	0	0	0	0
T	Human Resources/Risk Manager	1	1	1	0	0
D	Sr. Management Analyst	1	1	1	0	0
D	Management Analyst	2	0	0	0	0
T	Deputy City Clerk	1	1	1	0	0
T	Management Assistant	1	1	1	0	0
T	Sr. Human Resources Analyst	0	1	1	0	0
T	Human Resources Analyst	0	1	1	0	0
	Total Funded Positions	8	8	8	0	0
Finance Department						
D	Finance Director	1	1	1	0	0
D	Deputy Finance Director/Controller	0	1	0	0	0
D	Finance Manager	1	1	0	0	0
T O	Accounting Manager / Controller	0	0	1	1	1
	Budget and Purchasing Manager	0	0	1	1	1
N	Procurement & Contract Analyst	0	0	0	1	1
T O	Senior Accountant	0	0	0	1	1
	Accountant	2	2	2	1	1
	Management Analyst	2	2	2	1	1
T O	CIP Analyst	0	0	0	1	1
	Management Assistant	0	1	1	1	1
	Accounting Technician	0	1	1	1	1
T	Human Resources/Risk Manager	0	0	0	1	1
T	*Sr. Human Resources Analyst*	0	0	0	1	1

T	Human Resources Analyst	0	0	0	1	1
N	Human Resources Tech.	0	0	0	1	1
N	*Information Technology Manager*	0	0	0	1	1
	Total Funded Positions	6	9	9	14	14
Police Department						
	Police Chief	1	1	1	1	1
	Deputy Police Chief	1	1	1	1	1
	Police Lieutenant	2	2	2	2	2
	Police Sergeant	5	6	6	6	6
	Police Corporal	6	6	6	6	6
	Police Officer	21	21	21	21	21
	Management Analyst	1	1	1	1	1
	Police Clerk II	4	4	4	4	4
	Police Assistant II (Rotational)	1	1	1	1	1
	Police Assistant	8	9	9	9	9
	Parking Control Officer	3	3	3	3	3
	Total Funded Positions	53	55	55	55	55
Fire Department						
	Fire Chief	1	1	1	1	1
	Division Chief	2	2	2	2	2
	Fire Prevention Specialist/Inspector	1	1	1	1	1
	Fire Captain	3	3	3	3	3
	Fire Engineer	6	6	6	6	6
	Firefighter/Paramedic	9	9	9	9	9
	Management Assistant	0	1	1	1	1
	Total Funded Positions	22	23	23	23	23
Public Works Department						
Administrative/Engineering Division						
	Public Works Director	1	1	1	1	1
	Deputy Public Works Director	1	1	1	1	1
	Deputy Director Water & Sustainability	0	0	0	0	0
	City Engineer	0	1	1	1	1
	Senior Civil Engineer	1	1	1	1	1
	Associate Civil Engineer	1	1	1	1	1
	Civil Engineering Assistant	1	1	1	1	1
	Public Works Assistant	1	1	1	1	1
	Public Works Inspector	2	2	2	2	2
	Sr. Management Analyst	0	0	0	1	1
	Management Analyst	2	2	2	1	1
	Management Assistant	1	1	1	1	1
	Transportation Engineer	1	0	0	0	0
	Transportation Program Manager	0	1	1	1	1
N	*CIP Program Manager*	0	0	0	1	1
N	*CIP Project Manager*	0	0	0	1	1

Operations & Maintenance Division						
N	*Public Works Superintendent*	0	0	0	1	1
	Public Works Operations Manager	1	1	1	1	1
	Facilities and Parks Supervisor	1	1	1	1	1
	Parks Supervisor	1	0	0	0	0
	Facilities Maintenance Supervisor	1	0	0	0	0
	Street & Sewer Supervisor	1	1	1	1	1
	Electrician	1	1	1	1	1
	Senior Maintenance Worker	2	3	3	3	3
	Building Maintenance Worker	2	2	2	2	2
	Maintenance Worker I/II	6	6	6	5	5
Environmental & Sustainability Division						
	Environmental & Sustainability Manager	1	1	1	1	1
	Water Conservation Analyst	0	0	0	0	0
	Management Analyst	0	1	1	1	1
Water Division						
	Water Operations Manager	1	1	1	1	1
	Water Operations Supervisor	0	1	1	1	1
	Senior Water Utility Worker	1	1	1	1	1
	Senior Water Production/Treatment Operator	1	1	1	1	1
	Water Production/Treatment Operator	2	2	2	2	2
	Water Utility Worker I/II	5	5	5	5	5
	Total Funded Positions	39	41	41	43	43
Community Development						
	Community Development Director	1	1	1	1	1
D	Deputy Community Development Director	1	1	1	0	0
	Planning Manager	1	1	1	1	1
	Senior Management Analyst/Housing	1	1	1	1	1
	Principal Management Analyst	0	0	0	0	0
	Senior Planner	0	2	2	2	2
	Associate Planner	3	2	2	2	2
	Assistant Planner	1	1	0	1	1
	Senior Community Improvement Coordinator	0	1	1	1	1
	Community Improvement Coordinator	1	1	1	1	1
D	Film Liaison	1	1	1	0	0
	Administrative Secretary	1	1	1	1	1
D	Permit Counter Technician	1	1	1	0	0
	Total Funded Positions	12	14	13	11	11
Library						
	Library Director	1	1	1	1	1
	Public Services Manager	1	1	1	1	1
	Support Services Manager	1	1	1	1	1
	Librarian	4	4	4	4	4
	Library Technical Assistant	1	1	1	1	1
	Library Clerk I	0	0	0	0	0
	Library Clerk II	1	1	1	1	1

Administrative Secretary	1	1	1	1	1
Total Funded Positions	10	10	10	10	10
Community Services					
Community Services Director	1	1	1	1	1
Deputy Community Services Director	1	1	1	1	1
Senior Services Supervisor	1	1	1	1	1
Youth Services Supervisor	1	1	1	1	1
Management Analyst	1	1	1	1	1
Management Assistant	1	1	1	1	1
Community Services Coordinator	0	0	0	0	0
Program Specialist	1	1	1	1	1
Transportation Driver	2	2	2	2	2
Total Funded Positions	9	9	9	9	9
Total Full-Time Budgeted/Funded Positions	**164**	**174**	**172**	**173**	**173**

Key

D: Position Deleted

N: New Position

T: Transferred

TO: Tentative Offer

Vacant Position

Positions in South Pasadena 2024-25	Positions Eliminated/Reclassified in FY 2024 - 25
City Manager	→
	→
Deputy City Manager	~~Deputy City Manager~~
Assistant to the City Manager	→
Management Analyst	~~Management Analyst~~
Executive Assistant	→
Administrative Secretary	~~Administrative Secretary~~
Management Services Director	~~Management Services Director~~
Chief City Clerk	→ To City Manager's Office
Human Resources Manager	~~Human Resources Manager~~
Human Resources/Risk Manager	→ To Finance Department
Sr. Management Analyst	~~Sr. Management Analyst~~
Management Analyst	~~Management Analyst~~
Deputy City Clerk	→ To City Manager's Office
Management Assistant	→ To City Manager's Office
Sr. Human Resources Analyst	→ To Finance Department
Human Resources Analyst	→ To Finance Department
Finance Director	~~Finance Director~~
Deputy Finance Director/Controller	~~Deputy Finance Director/Controller~~
Finance Manager	~~Finance Manager~~
Budget and Purchasing Manager	→
Accountant	→
Management Analyst (2)	~~Management Analyst (1)~~
	→
Management Assistant	→
Accounting Technician	→
Human Resources/Risk Manager	→
Sr. Human Resources Analyst	→
Human Resources Analyst	→
Human Resources Tech	→
Police Chief	→
Deputy Police Chief	→
Police Lieutenant	→
Police Sergeant	→
Police Corporal	→
Police Officer	→
Management Analyst	→

Police Clerk II	→
Police Assistant II (Rotational)	→
Police Assistant	→
Parking Control Officer	→
Fire Chief	→
Division Chief	→
Fire Prevention Specialist/Inspector	→
Fire Captain	→
Fire Engineer	→
Firefighter/Paramedic	→
Management Assistant	→
Public Works Director	→
Deputy Public Works Director	→
City Engineer	→
Senior Civil Engineer	→
Associate Civil Engineer	→
Civil Engineering Assistant	→
Public Works Assistant	→
Public Works Inspector	→
Management Analyst (2)	~~Management Analyst (1)~~
	→
Management Assistant	→
Transportation Program Manager	→
Public Works Operations Manager	→
Facilities and Parks Supervisor	→
Street & Sewer Supervisor	→
Electrician	→
Senior Maintenance Worker	→
Building Maintenance Worker	→
Maintenance Worker I/II (6)	~~Maintenance Worker I/II (1)~~
Environmental & Sustainability Manager	→
Management Analyst (1)	→
Water Operations Manager	→
Water Operations Supervisor	→
Senior Water Utility Worker	→
Senior Water Production/Treatment Operator	→
Water Production/Treatment Operator	→
Water Utility Worker I/II	→
Community Development Director	→
Deputy Community Development Director	~~Deputy Community Development Director~~
Planning Manager	→
Senior Management Analyst/Housing	→
Senior Planner	→
Associate Planner	→

Assistant Planner	→
Senior Community Improvement Coordinator	→
Community Improvement Coordinator	→
Film Liaison	~~Film Liaison~~
Administrative Secretary	→
Permit Counter Technician	~~Permit Counter Technician~~
Library Director	→
Public Services Manager	→
Support Services Manager	→
Librarian	→
Library Technical Assistant	→
Library Clerk II	→
Administrative Secretary	→
Community Services Director	→
Deputy Community Services Director	→
Senior Services Supervisor	→
Youth Services Supervisor	→
Management Analyst	→
Management Assistant	→
Program Specialist	→
Transportation Driver	→

Positions Added FY 2024-25 and FY 2025-26	Current Positions FY 2025-26
→	City Manager
Assistant City Manager / CFO	Assistant City Manager / CFO
→	Assistant to the City Manager
→	Executive Assistant
Public Affairs Manager	Public Affairs Manager
Chief City Clerk	Chief City Clerk
Deputy City Clerk	Deputy City Clerk
Management Assistant	Management Assistant
Accounting Manager / Controller	Accounting Manager / Controller
→	Budget and Purchasing Manager
Procurement Contract Administrator	Procurement Contract Administrator
→	Accountant
Senior Accountant	Senior Accountant
→	Management Analyst
CIP Analyst	CIP Analyst
→	Management Assistant
→	Accounting Technician
→	Human Resources/Risk Manager
→	Sr. Human Resources Analyst
→	Human Resources Analyst
→	Human Resources Tech
Information Technology Manager	Information Technology Manager
→	Police Chief
→	Deputy Police Chief
→	Police Lieutenant
→	Police Sergeant
→	Police Corporal
→	Police Officer
→	Management Analyst

→	Police Clerk II
→	Police Assistant II (Rotational)
→	Police Assistant
→	Parking Control Officer
→	Fire Chief
→	Division Chief
→	Fire Prevention Specialist/Inspector
→	Fire Captain
→	Fire Engineer
→	Firefighter/Paramedic
→	Management Assistant
→	Public Works Director
→	Deputy Public Works Director
→	City Engineer
→	Senior Civil Engineer
→	Associate Civil Engineer
→	Civil Engineering Assistant
→	Public Works Assistant
→	Public Works Inspector
Sr. Management Analyst	Sr. Management Analyst
→	Management Analyst
→	Management Assistant
→	Transportation Program Manager
CIP Program Manager	CIP Program Manager
CIP Project Manager	CIP Project Manager
Public Works Superintendent	Public Works Superintendent
→	Public Works Operations Manager
→	Facilities and Parks Supervisor
→	Street & Sewer Supervisor
→	Electrician
→	Senior Maintenance Worker
→	Building Maintenance Worker
→	Maintenance Worker I/II
→	Environmental & Sustainability Manager
→	Management Analyst (1)
→	Water Operations Manager
→	Water Operations Supervisor
→	Senior Water Utility Worker
→	Senior Water Production/Treatment Operator
→	Water Production/Treatment Operator
→	Water Utility Worker I/II
→	Community Development Director
	Planning Manager
→	Senior Management Analyst/Housing
→	Principal Management Analyst
→	Senior Planner
→	Associate Planner

→	Assistant Planner
→	Senior Community Improvement Coordinator
→	Community Improvement Coordinator
→	Administrative Secretary
→	Library Director
→	Public Services Manager
→	Support Services Manager
→	Librarian
→	Library Technical Assistant
→	Library Clerk II
→	Administrative Secretary
→	Community Services Director
→	Deputy Community Services Director
→	Senior Services Supervisor
→	Youth Services Supervisor
→	Management Analyst
→	Management Assistant
→	Program Specialist
→	Transportation Driver
	Total Full Time Positions Budgeted

Count	Department
1	City Manager's Office
1	City Manager's Office
0	
1	City Manager's Office
0	
1	City Manager's Office
0	
1	City Manager's Office
1	City Manager's Office
1	City Manager's Office
1	City Manager's Office
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1	Finance
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6	Police
6	Police
21	Police
1	Police

4	Police
1	Police
9	Police
3	Police
1	Fire
2	Fire
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6	Fire
9	Fire
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2	Public Works
5	Public Works
1	Community Development
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1	Community Development
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1	Community Development
0	Community Development
1	Community Development
0	
1	Library
1	Library
1	Library
4	Library
1	Library
1	Library
1	Library
1	Community Services
1	Community Services
1	Community Services
1	Community Services
1	Community Services
1	Community Services
1	Community Services
2	Community Services
173	

City Council Agenda Report

ITEM NO. 13

DATE: December 2, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Alma Medina, Assistant to the City Manager

SUBJECT: **CONSIDERATION TO APPROVE LEASE AGREEMENTS WITH ENTERPRISE FLEET MANAGEMENT INC. FOR ONE REPLACEMENT CITY HALL POOL VEHICLE (2027 CHEVROLET BOLT LT) AND ONE ADDITIONAL BUILDING DIVISION VEHICLE (2026 FORD MAVERICK XL HYBRID), AND APPROVE AN EXCEPTION UNDER THE FLEET REPLACEMENT POLICY FOR THE 2026 FORD MAVERICK XL HYBRID VEHICLE LEASE**

Recommendation

It is recommended that the City Council consider:

1. Approval of a sixty-month lease with Enterprise Fleet Management Inc. for a 2027 Chevrolet Bolt LT all-electric vehicle, in the amount of $682 per month including tax, for a total of $40,914 over the lease term, plus a 10 percent contingency of $4,091, for a total not-to-exceed amount of $45,005, to replace City Hall pool vehicle Unit 101, a 2005 Toyota Prius for which collision repair costs exceed the vehicle's value;
2. Approval of an exception to Section C (Exception from Green Vehicle Replacement) of the Fleet Replacement Policy for the lease of the 2026 Ford Maverick hybrid because an electric pickup suited to the assignment is not practical at this time due to vehicle availability and cost (Policy Sections C. 3 and C.4);
3. Approval of a sixty-month lease with Enterprise Fleet Management Inc. for a 2026 Ford Maverick XL hybrid pickup for the Building Division, in the amount of $713 per month including tax, for a total of $42,782 over the lease term, plus a 10 percent contingency of $4,278, for a total not-to-exceed amount of $47,060; and
4. Authorize the City Manager to execute the lease and all documents necessary to effectuate the same.

Executive Summary

Staff recommends approval to lease two vehicles through the City's Master Equity Lease Agreement with Enterprise Fleet Management (Enterprise). One vehicle is a 2027 Chevrolet Bolt LT EV to replace City Hall pool vehicle Unit 101, a 2005 Toyota Prius that is not worth repairing after a collision. The second vehicles is a 2026 Ford Maverick XL hybrid pickup for the Senior Building Inspector, a new position with no assigned vehicle. The Maverick requires an exception under Section C of the City's Fleet Replacement Policy (Policy) due to vehicle availability and cost. The Fiscal Year 2026-27 cost of $10,420, including a 10% contingency, will be paid from existing budgeted funds.

Background
The City Hall pool vehicle (Unit 101) is a 2005 Toyota Prius and was used by City Hall staff, including Human Resources, the City Manager's Office, and Community Development; by the film liaison for permit compliance checks; and as a backup Dial-A-Ride vehicle. The vehicle previously sat unused and would not start.

In September 2022, the City entered into a Master Lease Agreement with Enterprise Fleet Management Inc. to supply vehicles for the Police Department Fleet.

In August 2025, the City spent $4,131 on repairs to return the pool vehicle to a working condition and it was placed back into service as City Hall as the only Pool vehicle.

On February 4, 2026, the City Council adopted the Policy (Attachment No. 6), which sets an order of priority for vehicle types (electric, plug-in hybrid, hybrid, gas, then diesel) and requires departments to show that an electric vehicle is impractical or infeasible, rather than not merely less desirable, before recommending a non-EV.

In May 2026, the City Council approved amending the Master Lease Agreement with Enterprise Fleet Management Inc. to include the vehicle fleet for the Public Works Department (Water and Streets Operations).

On June 15, 2026, the City Council adopted the Fiscal Year 2026-2027 budget, where the previously contracted position of building inspector was brought in-house as a Senior Building Inspector, in an effort to reduce operating costs, while also improving coordination, oversight, and retention of institutional knowledge.

On July 20, 2026, the Pool vehicle was involved in a collision and has been inoperable since, leaving City Hall without a Pool vehicle.

Analysis
Replacement of the City Hall Pool Vehicle (Unit 101)
Using the recently adopted Vehicle Replacement Policy, staff evaluated the replacement of the inoperable Pool vehicle (2005 Toyota Prius). In this case, the City would spend more to repair the Prius than the vehicle is worth. The Policy defines the "sudden or total failure of a vehicle or equipment where the cost of repair is 50 percent of a vehicle's value" as a "catastrophic failure" and calls for a purchase of a replacement vehicle (Policy- Definitions). Repairs to Unit 101 would cost $6,248, or 125 percent of its maximum Kelley Blue Book value of $5,000, and the 21-year-old vehicle is well past the Policy's seven-year replacement standard. The full analysis to support a replacement vehicle is set forth in Attachment 1. Unit 101 will be designated as surplus property and sold through the City's auction vendor, with proceeds applied to the lease.

The Policy sets the preference for sedan replacements to be all-electric. The Bolt is an all-electric vehicle and has a 262-mile range that will be charged at the existing City Hall and Police Department chargers. After evaluation, it was found that the Chevy Bolt meets the operational needs for its purpose and does not require an exception to the Vehicle Replacement Policy. Therefore, there is no need for additional evaluation, in accordance with the Policy.

Building Division Vehicle and Policy Exception
Staff is proposing a lease of a 2026 Ford Maverick XL hybrid pickup for the Senior Building Inspector. This is a new position approved through the FY 2026-2027 Budget Process that spends a significant amount of time in the field. This was a known need and a one-time enhancement was included in the adopted budget to purchase a vehicle (see Fiscal Impact section). The inspector currently shares the Code Enforcement Division's Chevrolet Bolt, which has limited both Code Enforcement staff and the Building Inspector's ability to complete field work in an efficient manner.

When evaluating the operational needs to be met by the new vehicle, the following capacity requirements were identified: Ability to carry traffic cones, safety gear, and supplies for posting unsafe structures. As previously noted, the inspector currently shares the Chevy Bolt has presented operational challenges with carrying and accessing the safety equipment and inspection gear necessary for the inspector to complete his duties. The equipment currently needs to be stored in the back seat or the trunk, both of which have limited cargo space. A pickup bed is preferable to hold all equipment and keep wet or debris-covered items out of the cab.

To meet the operational needs specified by the Department, staff evaluated the options for a small-medium size pickup trucks currently available from the major vehicle manufacturers. Specifically, staff evaluated a 2026 Ford Maverick XL Hybrid, 2027 Ford F-150 XL Hybrid, and Chevrolet Silverado EV LT, which is included as Attachment No. 2. A summary of the findings is provided in the table below:

Findings and Analysis Summary

Policy Criteria	Summary of Findings
Operational Feasibility	Electric vehicle meets operational feasibility.
Infrastructure & Charging	Infrastructure and chargers are available at City Hall, where the vehicle will be based.
Vehicle Availability & Suitability	• F-150 Lightning EV ended production in December 2025 and is no longer available. • Ford Fathom EV pickup is expected to take orders in January 2027; however, there is currently no estimate delivery date (at this time) • Chevy Silverado EV has a delivery lead time of 30 weeks • Ford Maverick has a delivery lead time of 20 weeks
Cost & Lifecycle	Ford Maverick XL Hybrid has the lowest cost of ownership of the 3 options evaluated. Please refer to total cost of ownership table below.
Safety, Reliability & Risk	Electric vehicle would meet safety, reliability and risk requirements.
Transitional Considerations	The exception covers only this vehicle and lease term. Staff will evaluate a compact electric pickup no later than one year before the lease ends.

Public Health & Environment	The Maverick would emit about 1.9 metric tons of tailpipe carbon dioxide per year, compared with 2.8 for an F-150 Hybrid; electric pickups emit none.

Total Cost of Ownership Breakdown

Cost over 60 months	2026 Maverick XL Hybrid (Proposed)	2027 F-150 XL Hybrid	2027 Silverado EV LT
Monthly rental, including tax	$713.03	$1,158.50	$1,456.80
Lease payments	$42,782	$69,510	$87,408
Fees and lease-end service charge	$1,205	$1,336	$1,501
Fuel or charging	$6,315	$9,600	$5,683
Maintenance	$3,760	$3,760	$2,440
Total cost of ownership	**$54,062**	**$84,206**	**$97,032**

**Amounts are 60-month totals. Lease payments are the quoted monthly rental times 60, and fees include delivery charges and the $400 lease-end charge. Fuel and maintenance assume 8,000 miles per year, $6.00 per gallon gasoline, $0.32 per kWh electricity, and Argonne National Laboratory per-mile maintenance costs.*

Based on the evaluation conducted in accordance with the City's updated Vehicle Replacement Policy, staff is requesting an exception from the EV preference due to cost considerations as set forth in Section C of the Policy (Exception from Green Vehicle Replacement) as the total cost of ownership of the available EV option is almost twice the cost of the hybrid option. Additionally, the California Air Resources Board (CARB) gives the 2026 Maverick XL a Green House Gas Rating of 7 on a 1 - 10 scale, where 10 is the cleanest and the typical gas pickup rating is a 5.

For those reasons, staff recommends leasing the 2026 Maverick XL Hybrid from Enterprise Fleet Management Services for use by the Building Division.

Fiscal Impact

If approved, the Fiscal Year 2026-27 cost of both leases is $10,420. This includes six months of lease payments (assuming delivery in January 2027), fees billed at delivery, and a 10% contingency for possible price changes. Sufficient funds are available in the Fiscal Year 2026-27 budget, in Account No. 101-7010-8125-000 (Community Development- Vehicle Replacement), and in Account No. 101-2050-2051-8125-000 (Human Resources- Vehicle Replacement), so no additional appropriation is requested.

In each full fiscal year after that, the leases will cost $16,739 combined ($8,183 for the Bolt and $8,556 for the Maverick), which will be included in the annual budget. Any proceeds from the auction of Unit 101 will be applied toward the Bolt lease. Fuel, charging, maintenance, and insurance will be paid from existing department budgets.

Attachment:
Attachment No. 1- Analysis for Chevrolet Bolt
Attachment No. 2- Analysis for Ford Maverick

Attachment No. 3- Master Equity Lease Agreement
Attachment No. 4- Chevy Bolt Quote
Attachment No. 5 - Quote for Ford Maverick
Attachment No. 6 - Quote for Chevrolet Silverado EV

Analysis Memo to Request Approval to Lease a 2027 Chevrolet Bolt LT Electric Vehicle for City Hall Pool Use

SUMMARY

The City is subject to the California Air Resources Board (CARB) Advanced Clean Fleets (ACF) regulation, which establishes zero-emission vehicle (ZEV) purchase requirements for applicable state and local government fleets. Where permitted under the regulation, the City may rely on CARB-recognized exemptions, extensions, or alternative compliance pathways, provided that applicable determinations are documented and reported in accordance with ACF requirements.

Consistent with the City's applicable ACF obligations and Fleet Replacement Policy, staff requests City Council approval to lease a **2027 Chevrolet Bolt LT all-electric vehicle** for City Hall pool use. The proposed vehicle would replace a severely damaged 2005 Toyota Prius that is no longer suitable for continued service.

The Chevrolet Bolt LT offers an opportunity to replace the damaged vehicle with a zero-emission alternative while supporting the City's sustainability objectives, reducing dependence on gasoline, and providing reliable transportation for routine municipal business. The vehicle would be leased from Enterprise Fleet Management under the City's open-end (equity) master lease for 60 months at $681.90 per month including tax, or $40,914.00 over the term (see Attachment A, Enterprise Fleet Management Quote No. 10381436). The capitalized vehicle price is $29,931.32; final terms may be adjusted to the manufacturer's invoice and to the interest rate on the delivery date.

This memorandum evaluates the proposed lease based on operational feasibility, vehicle sustainability, cost and lifecycle considerations, and safety, reliability, and operational risk.

NEED FOR REPLACEMENT

On July 20, 2026, the City Hall pool vehicle, a 2005 Toyota Prius (Unit 101, 45,000 miles), was damaged in a collision. At 21 years old, the Prius was already well past the policy's minimum replacement standard for hybrid passenger vehicles (7 years regardless of mileage). Before the accident, Kelley Blue Book valued the vehicle at no more than $5,000 in good working condition. The cost to repair the collision damage is $6,248, or 125% of the vehicle's value. Under the Fleet Replacement Policy, a vehicle has suffered a catastrophic failure when repair would cost at least 50% of its current value or 25% of its replacement cost (as defined in the Policy). The $6,248 repair cost is more than double the $2,500 threshold under the first test, so the Prius qualifies for replacement. Spending more to repair the Prius than the vehicle is worth would not be a financially prudent use of City funds.

The Prius had previously sat unused in the City lot for an extended period and would no longer start. In August 2025, the City spent $4,131 to return it to working condition and put it back into service as the City Hall pool vehicle because City Hall had no pool vehicle for staff to use when conducting City business. The accident has left City Hall without a pool vehicle again. Repairing the collision damage would bring the City's repair spending on the vehicle since August 2025 to $10,379, about twice the vehicle's value. Since the accident, staff have used personal vehicles and city vehicles from other departments when available. As the policy requires, the damaged Prius will be declared surplus and sold through the City's vehicle auction vendor. The sale amount is not yet known; any proceeds will be applied toward the cost of the Bolt lease.

1. OPERATIONAL FEASIBILITY

A. Day-to-Day Vehicle Use

The City Hall pool vehicle is used to support routine municipal operations, including travel between City facilities, attendance at meetings, transportation to project sites, errands for City business, film site visits by the City's film liaison to conduct permit compliance checks, and other official business as assigned. It is shared by staff across City Hall, including Human Resources, the City Manager's Office and Community Development, and on at least one occasion served as a backup for the City's Dial-A-Ride program when the Dial-A-Ride van was out of service. A shared pool vehicle provides staff with access to transportation when needed without requiring each department to maintain a dedicated vehicle.

The replacement vehicle is expected to serve similar purposes and accommodate the City's anticipated annual driving distance of approximately 12,000 to 13,500 miles. Given this anticipated use, an electric vehicle is an option, provided that its driving range, charging requirements, and availability align with the City's daily operating needs.

B. Suitability of the 2027 Chevrolet Bolt LT

The Chevrolet Bolt LT is proposed as a fully electric vehicle for routine City Hall pool operations. Unlike a conventional gasoline-powered vehicle or a non-plug-in hybrid, the Bolt operates on electricity and does not require gasoline for normal driving. Charging infrastructure is available at the City Hall employee parking lot and the Police Department lot, ensuring the pool vehicle is available when needed by Staff.

C. Benefits to Intended Use

The proposed vehicle would serve as a replacement for the damaged 2005 Toyota Prius while allowing the City to transition the City Hall pool fleet toward zero-emission transportation. It would support staff mobility, reduce routine gasoline dependence, and demonstrate the City's commitment to sustainable municipal operations.

Replacing the damaged vehicle with an electric model would also provide an opportunity to incorporate charging and fleet-management practices that may support future zero-emission vehicle acquisitions.

2. VEHICLE SUSTAINABILITY

The proposed lease supports the City's environmental and fleet-modernization objectives by introducing a battery-electric vehicle into the municipal fleet.

The Chevrolet Bolt LT produces no tailpipe emissions during operation. Compared with a conventional gasoline-powered vehicle, it can reduce direct greenhouse gas emissions and local air pollutants associated with vehicle use. The benefit also holds over the full life cycle, including battery manufacturing and electricity generation. The International Council on Clean Transportation (ICCT) found that a battery-electric car sold in the United States produces about 60–68% lower life-cycle greenhouse gas emissions than a comparable gasoline car (2021), and that a conventional hybrid sedan produces about 2.2 times the life-cycle emissions of a comparable electric sedan (2024). California’s cleaner-than-average electricity mix should make the Bolt’s benefit larger.

The lease also supports the City's efforts to evaluate and implement zero-emission vehicles where operationally feasible and consistent with applicable regulatory requirements.

3. COST AND LIFECYCLE CONSIDERATIONS

In addition to the vehicle price, which is the basis for the lease payments, the City should consider charging expenses, maintenance, and the anticipated useful life of the vehicle. For this analysis, an eight-year useful life is assumed.

Table 1. Preliminary Vehicle Cost Comparison

	Chevrolet 2027 Bolt LT	Nissan 2026 LEAF S+ (EV)
Vehicle Price	$29,931.32	$29,990
Annual Fuel Cost (*if EV, Annual Charge Cost)	$1,142 (12,750 mi at $0.32/kWh)	$1,136
Average Annual Maintenance Cost	$778	$778

Useful Life for Vehicle Class	8 years	8 years
Total Cost of Ownership (Vehicle Price PLUS Annual Fuel Cost PLUS Annual Maintenance Cost multiplied by useful life years)	$45,293	$45,303

Although the estimated costs of the Bolt and the LEAF are nearly identical, staff recommends the Bolt because the City already operates three Chevrolet Bolts in its fleet, two in the Public Works Department and one assigned to the Code Enforcement Division, which allows for consistency in maintenance, charging and staff familiarity.

4. SAFETY, RELIABILITY, AND OPERATIONAL RISK

Safety and reliability are essential considerations for any municipal fleet vehicle. The 2027 Chevrolet Bolt LT holds over 20 standard safety and driver assistance features, including the Chevy Assist suite and driver-awareness tech. The vehicle also provides users with a blind spot monitoring, rear automatic braking, safety alert seat, and intersection collision mitigation.

Additionally, operational risks are considered in the determination of a City fleet vehicle. The City evaluates operational risks under the factors of charging infrastructure, vehicle downtime, range limitations, maintenance and repairs, battery performance, and emergency and staff procedures. The following is an evaluation of the criteria:

- **Charging infrastructure:** The Bolt will charge at City Hall, where EV chargers are available in the employee parking lot and the Police Department lot. Having chargers in two lots gives staff a backup if one is in use. The Bolt's 11.5 kW onboard charger can fully recharge its 65 kWh battery overnight on a Level 2 charger, and a typical day's use needs only about 2 hours of charging.
- **Vehicle downtime:** Electric vehicles need less routine service than gasoline vehicles (no oil changes, spark plugs or timing components), which reduces scheduled downtime. When the Bolt is out of service, staff will use a vehicle from another department.

- **Range:** The 2027 Chevrolet Bolt LT holds an EPA-estimated combined driving range of 262 miles, well above the pool vehicle's typical daily use of about 50 miles (12,750 miles a year over about 250 workdays).
- **Maintenance and repairs:** Service and warranty repairs are available through Chevrolet dealers. The Bolt carries a 3-year/36,000-mile basic warranty and an 8-year/100,000-mile warranty on its electric components, including the battery.
- **Battery performance:** The model features standard One-Pedal Driving; this system captures energy normally lost during braking and feeds it directly back into the 65kWh battery pack when lifting off the accelerator.

Analysis Memo to Request Approval to Lease a 2026 Ford Maverick XL Vehicle for the Senior Building Inspector for the Community Development Department

SUMMARY

The City is subject to the California Air Resources Board (CARB) Advanced Clean Fleets (ACF) regulation, which establishes mandatory zero-emission vehicle (ZEV) purchase requirements for State and local government fleets. Where permitted under the ACF regulation, the City may rely on CARB-recognized exemptions, extensions, or alternative compliance pathways, provided such determinations are documented and reported in accordance with ACF requirements.

The Building Division requests a Ford Maverick pickup for daily field inspections and to support the City's emergency response. The Senior Building Inspector conducts daily inspections of construction projects throughout the City. The Senior Building Inspector is a new position that was created and filled within the past year. Because the position is new, no vehicle has been assigned to it, and the inspector borrows the Code Enforcement Division's vehicle, a Chevrolet Bolt, which Code Enforcement needs for its own field operations. The City Hall pool vehicle is not a workable alternative. It was Unit 101, the Prius totaled in the July 20, 2026 collision, and its replacement will be needed by City Hall staff to run errands and conduct City business, including by the City's film liaison, who used the pool vehicle for film site visits to conduct permit compliance checks. The inspector carries traffic cones, safety gear, and supplies for posting unsafe structures on every inspection, for safety at job sites. In the borrowed Bolt, a hatchback, this equipment rides in the same compartment as the driver. The truck bed would provide a dedicated space for this equipment. During an emergency, the Building Inspector may assist with damage assessments, post unsafe structures, and use cones to mark hazards or help restrict access while coordinating with responding departments. The pickup would also provide space to transport additional supplies when needed and keep wet or debris-covered equipment separate from the passenger compartment.

Based on the operational, infrastructure, vehicle availability, cost, safety and transitional considerations outlined in this memorandum, an electric pickup is not a practical option at this time. A battery-electric vehicle could meet the inspector's daily mileage, and charging is available at City Hall. However, Ford's compact-to-midsize electric pickup, the Fathom, is not expected to be delivered until late 2027, and the electric pickups currently on the market are full-size or large mid-size trucks with starting prices of about $50,000 to $80,000, roughly $18,000 to $48,000 more than the Maverick, and larger than this assignment requires.

The Maverick is a light-duty platform with a gross vehicle weight rating of 5,230 lbs, below the 8,500-lb threshold of the CARB Advanced Clean Fleets regulation. It is evaluated under Section C of the City's Fleet Replacement Policy, which requires a documented justification for any vehicle other than a zero-emission vehicle. The Maverick has a 4.5-ft bed (33.3 cubic feet) and a payload of 1,500 lbs.

Consistency with prior Council action. This request is consistent with the City Council's approval on May 20, 2026 (Item No. 16) of Section C exceptions for seven Ford Maverick hybrids assigned to supervisory, field inspection and meter-reading roles. That analysis found that field inspection work requires a compact, maneuverable vehicle for dense urban streets and narrow access areas, and that a hybrid allows refueling in minutes during extended emergency operations. The Building Division vehicle would serve a similar light-duty field inspection role. Unlike the Public Works vehicles, which are based at service yards without charging, the Senior Building Inspector is based at City Hall, where chargers are available; this exception therefore rests on vehicle availability, the need for an open bed, cost and emergency response rather than on a lack of charging.

Accordingly, staff recommend that the City Council approve the lease of a **2026 Ford Maverick XL** for Community Development use as a practical near-term alternative while EV technology, vehicle configurations, and charging infrastructure continue to advance. This approach supports the City's ongoing transition toward a zero-emission fleet while prioritizing operational effectiveness, fiscal responsibility, employee safety, and continuity of essential public services. The proposed lease should be considered a transitional measure rather than a permanent exemption from the City's zero-emission objectives. Staff shall reassess EV feasibility as suitable purpose-built vehicles become available, charging infrastructure is improved, and vehicle performance and lifecycle costs can be evaluated against the Department's operational requirements.

1. OPERATIONAL FEASIBILITY

The proposed vehicle is a compact pickup assigned to the Senior Building Inspector for daily field inspections and emergency response. A typical day includes 15 inspection stops, stop-and-go trips on residential and commercial streets. On every inspection, the inspector carries traffic cones, safety gear, and supplies for posting unsafe structures, for safety at job sites, along with an extension ladder, inspection tools, and plan sets. In the borrowed Bolt, a hatchback, this equipment rides in the same compartment as the driver. A truck bed would hold this equipment and keep wet or debris-covered items out of the passenger compartment. During an emergency, the inspector may assist with damage assessments, post unsafe structures, and use cones to mark hazards or restrict access while coordinating with responding departments. As Table 1 shows, a battery-electric vehicle could meet the daily duty cycle for range, weight and electrical load. The barriers to an electric vehicle are the lack of a suitable, available electric pickup in this size class (see Section 3), the higher cost of the full-size electric pickups (see Section 4), and the risk that charging is unavailable during an emergency (see Section 2).

Table 1: Operational Feasibility Criteria

Operating Criteria	Senior Building Inspector	ZEV Meets Criteria?	If No, Justification with Source

Average Daily Duty Cycle	Single shift; 15 inspection stops a day; frequent short trips; parked at City Hall overnight. Also deployed for emergency damage assessment and posting of unsafe structures	Yes for daily use; uncertain during emergencies	Any EV with 150+ miles of range can cover a single-shift, in-city duty cycle. During a regional emergency, power outages could prevent recharging (see Section 2).
Average Daily Miles Driven	About 32 miles a day (8,000 miles a year, per the lease quote)	Yes	N/A. The shortest-range electric pickup reviewed (F-150 Lightning, about 240 miles) far exceeds daily needs.
Average Daily Operating Weight	Inspector plus about 40lbs of ladder, tools and equipment	Yes	N/A. Every electric pickup reviewed carries at least 2,235 lbs of payload (Table 2).
Add'l Equipment Electrical Load (e.g. radio, lightbar, tablet, etc.)	Tablet and phone charging	Yes	N/A. These loads are small relative to EV battery capacity.

2. INFRASTRUCTURE AND CHARGING AVAILABILITY

The Senior Building Inspector is based at City Hall, where EV chargers are available in the employee parking lot and the Police Department lot. An electric pickup could charge overnight on a Level 2 charger and would not need to charge during the workday, given the short daily mileage. Day-to-day charging is therefore not the deciding factor in this request. Emergency response is different: after an earthquake, wildfire or Public Safety Power Shutoff, the City Hall charger may be without power when the inspector is needed for damage assessments and posting of unsafe structures. A hybrid can be refueled at any gas station and has a range of about 520 miles on a tank. These chargers are shared with other City vehicles, including the proposed pool Bolt.

3. VEHICLE AVAILABILITY AND SUITABILITY

Staff reviewed the electric pickups currently on the U.S. market (Table 2). Ford ended production of the all-electric F-150 Lightning in December 2025. The Chevrolet Silverado EV is a full-size truck, and the Rivian R1T starts near $80,000; both cost far more than the Maverick and are larger than this assignment requires. No manufacturer offers a plug-in hybrid compact pickup. Ford's upcoming midsize electric pickup, the Fathom, is similar in size and price to the Maverick and is expected to start at $28,350 before a $1,595 destination fee. However, orders do not open until early 2027, there is no estimated lead time or delivery date, Ford has not yet published its range, and Enterprise cannot yet provide a quote. Lead times also differ among vehicles that can be ordered now: Enterprise estimates about 30 weeks for the Silverado EV, compared with about 20 weeks for the Maverick.

Table 2. Vehicle Availability and Sustainability

Vehicle Manufacturer Specifications	Ford F-150 Lightning Pro (2025; production ended)	Chevrolet Silverado EV WT (Standard Range)	Ford Fathom (deliveries expected late 2027)	Ford 2026 Maverick XL
Battery Capacity	98 kWh	119 kWh usable	Not yet published (standard-range LFP pack)	Not a plug-in; small hybrid battery
Operations @ Full Charge	240 mi (EPA)	286 mi	Not yet published	About 520 mi (13.8 gal × 38 mpg)
Load Rating	2,235 lbs payload	2,350 lbs payload	Not yet published	1,500 lbs payload
Utility Bed Available	5.5-ft pickup bed; no factory utility body; 5 seats	Pickup bed; no factory utility body; 5 seats	Pickup bed; 5 seats; not yet available to order ($28,350 starting price)	4.5-ft pickup bed; no factory utility body; 5 seats

4. COST AND LIFECYCLE CONSIDERATIONS

Over a seven-year useful life, the full-size electric pickups would cost about $14,000 to $17,000 more to own than the Maverick, because their higher vehicle prices outweigh their lower fuel and maintenance costs (Table 3). No federal incentive is

available to offset the higher cost of the full-size models; the federal EV tax credit ended in September 2025.

Table 3. Cost Considerations

Cost of Ownership Category	Current Vehicle: none (fleet expansion)	Ford F-150 Lightning Pro	Chevrolet Silverado EV WT	Ford 2026 Maverick XL
Vehicle Price	N/A	$49,780	$52,800	$31,852.15
Additional Equipment (upfitting)	N/A	$0 (assumed equal)	$0 (assumed equal)	$1,092 (bedliner, window guards; in price)
LESS: Available Credits/Grants	N/A	$0	$0	$0
a) Subtotal	N/A	$49,780	$52,800	$31,852.15
Annual Fuel Cost (if EV, provide Cost to Charge)	N/A	$1,045	$1,065	$1,263
Annual Maintenance Cost	N/A	$488	$488	$752
b) Subtotal	N/A	$1,533	$1,553	$2,015
Useful Life for Vehicle Class	N/A	7 years	7 years	7 years
Total Cost of Ownership (=Subtotal A PLUS Subtotal B multiplied by useful life years)	N/A	$60,513	$63,672	$45,958

Staff also obtained lease quotes from Enterprise for two full-size alternatives on the same 60-month terms as the Maverick (Table 4). Over the lease term, the F-150 Hybrid would cost approximately $30,100 more than the Maverick, and the Silverado EV approximately $43,000 more.

Table 4. 60-Month Lease Cost Comparison (Enterprise Quotes)

Cost over 60 Months	2026 Ford Maverick XL Hybrid (proposed)	2027 Ford F-150 XL Hybrid	2027 Chevrolet Silverado EV LT

Enterprise Quote No.	10279670	10506955	10506952
Type	Hybrid, compact	Hybrid, full-size	Electric, full-size
EPA Fuel Economy or Range	38 mpg	25 mpg	283 mi
Capitalized Vehicle Price	$31,852	$50,674	$63,840
Monthly Rental (incl. tax)	$713.03	$1,158.50	$1,456.80
Lease Payments	$42,782	$69,510	$87,408
Fees Billed at Delivery	$805	$936	$1,101
Lease-End Service Charge	$400	$400	$400
Fuel or Charging	$6,315	$9,600	$5,683
Maintenance	$3,760	$3,760	$2,440
Total Cost of Ownership	**$54,062**	**$84,206**	**$97,032**
Tailpipe CO2 (8,000 mi/yr)	234 g/mi (1.9 metric tons/yr)	355 g/mi (2.8 metric tons/yr)	0 g/mi

5. SAFETY, RELIABILITY, AND OPERATIONAL RISK

The main safety considerations for this assignment are dependable availability during emergencies, when the inspector may be marking hazards and posting unsafe structures, maneuverability on residential streets and at job sites, and the reliability of a vehicle the inspector depends on for a full day of scheduled inspections. The full-size electric pickups are much larger than the Maverick; the Silverado EV is about 233 inches long, and the Rivian R1T weighs more than 6,300 pounds. That makes parking at crowded job sites and on narrow residential streets more difficult.

NHTSA also notes that extreme temperatures can affect battery performance and driving range, while electric vehicles require specialized high-voltage service expertise and specific procedures for towing and post-crash response.[1] These factors warrant consideration for vehicles expected to operate continuously under emergency or high-stress conditions. Until suitable compact electric pickups demonstrate reliable performance under comparable municipal operating conditions, an alternative vehicle model offers the operational advantages of rapid refueling and an established service network, supporting continuous deployment and a full day of scheduled inspections. This

[1] National Highway Traffic Safety Administration. (n.d.). Electric and Hyrid Vehicles. https://www.nhtsa.gov/vehicle-safety/electric-and-hybrid-vehicles

assessment is based on identified operational risks and document model-specific safety issues, rather than the conclusion that all electric vehicles are unreliable.

6. TRANSITIONAL CONSIDERATIONS

Based on the analysis in this memo, the 2026 Ford Maverick XL is a reasonable near-term alternative to an electric vehicle for this assignment. It provides the open bed needed to carry safety equipment on every inspection, in a compact size suited to residential streets and job sites, at a lower cost than the full-size electric pickups currently available. As a hybrid, it reduces fuel use and emissions compared with a conventional gas pickup and can be refueled quickly during extended emergency operations. Charging is already available at City Hall, so the main barrier to an electric pickup for this assignment is the lack of a compact, available model rather than infrastructure. As compact electric pickups such as the Fathom become available and establish a service record, staff expects an electric pickup to become the practical choice for this assignment.

The Ford Fathom would meet the Policy's first priority in a vehicle similar in size and price to the Maverick. Waiting for it, however, would leave the Senior Building Inspector without a dedicated vehicle until at least late 2027. By the end of this lease term, the Fathom will have a delivery and service record, and staff will evaluate a compact electric pickup, including the Fathom, no later than one year before this lease ends and report its findings to the City Council through the annual budget process. The requested exception applies only to this vehicle, for this lease term, and does not set a precedent for future fleet decisions.

7. PUBLIC HEALTH IMPACTS

The Maverick Hybrid emits about 234 grams of CO2 per mile from the tailpipe, or about 1.9 metric tons a year at 8,000 miles (EPA: 8,887 grams of CO2 per gallon of gasoline ÷ 38 mpg). For comparison, the full-size F-150 Hybrid would emit about 355 grams per mile (about 2.8 metric tons a year), and the Fathom, like the other electric pickups, would have no tailpipe emissions. The electric pickups have no tailpipe emissions; their upstream emissions depend on the electricity mix. Tailpipe particulate matter from the Maverick is limited by EPA's Tier 3 standard of 3 mg per mile. All vehicles, including EVs, also produce brake and tire-wear particles. Because the inspector drives mostly on residential streets, the hybrid's electric-only operation at low speeds and engine shut-off when stopped reduce local exhaust exposure compared with a conventional gasoline truck. These impacts are accepted for this lease term only because a suitable electric pickup is not yet available.

Emission Category	Current Vehicle:	Ford F-150	Chevrolet Silverado EV WT	Ford 2026 Maverick XL

	none (fleet expansion)	Lightning Pro		
Carbon Dioxide (CO2)	N/A	0 g/mile tailpipe; upstream depends on the grid	0 g/mile tailpipe; upstream depends on the grid	About 234 g/mile tailpipe (1.9 metric tons a year)
Particulate Matter ($PM_{2.5}$/PM_{10})	N/A	0 tailpipe; brake and tire wear only	0 tailpipe; brake and tire wear only	Up to 3 mg/mile tailpipe (EPA Tier 3) plus brake and tire wear

Attachment No. 3

enterprise FLEET MANAGEMENT

MASTER EQUITY LEASE AGREEMENT

This Master Equity Lease Agreement is entered into by and between Enterprise FM Trust, a Delaware statutory trust ("Lessor"), and the lessee whose name and address is set forth on the signature page below ("Lessee"), effective as of the date of the last signature thereto.

1. LEASE OF VEHICLES: Lessor hereby leases to Lessee and Lessee hereby leases from Lessor the vehicles (individually, a "Vehicle" and collectively, the "Vehicles") described in the schedules from time to time delivered by Lessor to Lessee as set forth below ("Schedule(s)") for the rentals and on the terms and conditions set forth in this Agreement and in the applicable Schedule. References to this "Agreement" shall include this Master Equity Lease Agreement and the various Schedules, Lease Rate Quotes and addenda to this Master Equity Lease Agreement, each of which are incorporated herein as part of a single, unitary Agreement. Lessor will, on or about the date of delivery of each Vehicle to Lessee, send Lessee a Schedule covering the Vehicle, which will include, among other things, a description of the Vehicle, the lease term and the monthly rental and other payments due with respect to the Vehicle. The terms contained in each such Schedule will be binding on Lessee unless Lessee objects in writing to such Schedule within ten (10) days after the date of delivery of the Vehicle covered by such Schedule. Lessor is the sole legal owner of each Vehicle. This Agreement is a lease only and Lessee will have no right, title or interest in or to the Vehicles except for the use of the Vehicles as described in this Agreement. This Agreement shall be treated as a true lease for federal and applicable state income tax purposes with Lessor having all benefits of ownership of the Vehicles. It is understood and agreed that Enterprise Fleet Management, Inc. or an affiliate thereof (together with any subservicer, agent, successor or assign as servicer on behalf of Lessor, "Servicer") may administer this Agreement on behalf of Lessor and may perform the service functions (if any) herein provided to be performed by Lessor.

2. TERM: The term of this Agreement ("Term") for each Vehicle begins on the earlier of the date such Vehicle is delivered to Lessee or the date the Vehicle lease is activated by Lessor (the "Delivery Date") and, unless terminated earlier in accordance with the terms of this Agreement, continues for the "Lease Term" as described in the applicable Schedule.

3. RENT AND OTHER CHARGES:
(a) Lessee agrees to pay Lessor monthly rental and other payments according to this Agreement. The monthly payments will be in the amount listed as the "Total Monthly Rental Including Additional Services" on the applicable Schedule (with any portion of such amount identified as a charge for maintenance or additional services under Section 4 of the applicable Schedule being payable to Lessor as agent for Enterprise Fleet Management, Inc.) and will be due and payable in advance on the first day of each month. Lessee agrees to pay Lessor the "Interim Interest Charges" set forth in each Schedule, in connection with the acquisition of a Vehicle, for the period between the date Lessor issues payment to acquire such Vehicle and the date the Vehicle is delivered to Lessee. If a Vehicle is delivered to Lessee on any day other than the first day of a month, monthly rental payments will begin on the first day of the next month. In addition to the monthly rental payments, Lessee agrees to pay Lessor a pro-rated rental charge for the number of days that the Delivery Date precedes the first monthly rental payment date. A portion of each monthly rental payment, being the amount designated as "Depreciation Reserve" on the applicable Schedule, will be considered as a reserve for depreciation and will be credited against the "Total Capitalized Amount (Delivered Price)" as shown on the applicable Schedule (hereafter, the "Delivered Price") of the Vehicle for purposes of computing the Book Value of the Vehicle under Section 3(c). Lessee agrees to pay Lessor the "Total Initial Charges" set forth in each Schedule on the due date of the first monthly rental payment under such Schedule. Lessee agrees to pay Lessor the "Service Charge Due at Lease Termination" set forth in each Schedule at the end of the applicable Term (whether by reason of expiration, early termination or otherwise).

(b) In the event the Term for any Vehicle ends prior to the last day of the scheduled Term, whether as a result of a default by Lessee, a Casualty Occurrence or any other reason, the rentals and management fees paid by Lessee will be recalculated in accordance with the rule of 78's and the adjusted amount will be payable by Lessee to Lessor on the termination date in addition to any other amounts owed hereunder.

(c) (i) For each Vehicle, at the end of the Term, if the Book Value exceeds the wholesale value, Lessee agrees to pay Lessor, within thirty (30) days, additional rent equal to such excess. However, if the wholesale value of such Vehicle exceeds the Book Value, Lessor agrees to pay Lessee such excess as a terminal rental adjustment after the end of the applicable Term; provided, Lessor may recoup against this terminal rental adjustment any amounts Lessee owes Lessor and/or Servicer under this Agreement. The wholesale value for each Vehicle shall be determined by Lessor in good faith.

(ii) Notwithstanding the foregoing Section 3(c)(i), so long as (i) the Term for such Vehicle was less than or equal to forty-eight (48) months (including any extension of the Term for such Vehicle), (ii) such Vehicle has less than or equal to 15,000 miles per year on average (prorated on a daily basis), and (iii) in the sole judgment of Lessor, such Vehicle has not been subject to damage or abnormal or excessive wear and tear, then the wholesale value of such Vehicle will not be less than twenty percent (20%) of the Delivered Price.

(iii) The "Book Value" for a Vehicle equals the Delivered Price minus the aggregate Depreciation Reserve plus all accrued and unpaid rent and/or other amounts owed by Lessee for such Vehicle.

(d) Any security deposit of Lessee will be returned to Lessee at the end of the applicable Term, except that the deposit will first be applied to and recouped against any losses and/or damages suffered by Lessor as a result of Lessee's breach of or default under this Agreement and/or to any other amounts then owed by Lessee to Lessor and/or Servicer.

(e) Any rental payment or other amount owed by Lessee to Lessor which is not paid within twenty (20) days after its due date will accrue interest, payable on demand of Lessor, from the date due until paid in full at a rate per annum equal to the lesser of (i) 1.5% per month or (ii) the highest rate permitted by applicable law (the "Default Rate").

(f) If Lessee fails to pay any amount due under this Agreement or to comply with any of the covenants contained in this Agreement, Lessor, Servicer or any other agent of Lessor may, at its option, pay such amounts or perform such covenants and all sums paid or incurred by Lessor in connection therewith will be repayable by Lessee to Lessor upon demand together with interest thereon at the Default Rate.

(g) Lessee's obligations to make all payments of rent and other amounts under this Agreement are absolute and unconditional and such payments shall be made in immediately available funds without setoff, counterclaim or deduction of any kind. Lessee acknowledges and agrees that neither any Casualty Occurrence to any Vehicle nor any defect, unfitness or lack of governmental approval in, of, or with respect to, any Vehicle regardless of the cause or consequence nor any breach by Enterprise Fleet Management, Inc. of any maintenance agreement between Enterprise Fleet Management, Inc. and Lessee covering any Vehicle regardless of the cause or consequence will relieve Lessee from the performance of any of its obligations under this Agreement, including, without limitation, the payment of rent and other amounts under this Agreement.

(h) In the event Lessor, Servicer or any other agent of Lessor arranges for rental vehicle(s) with a subsidiary or affiliate of Enterprise Holdings, Inc., Lessee shall be fully responsible for all obligations under any applicable rental agreement.

4. USE AND SURRENDER OF VEHICLES: Lessee agrees to allow only duly authorized, licensed and insured drivers to use and operate the Vehicles. Lessee agrees to comply with, and cause its drivers to comply with, all laws, statutes, rules, regulations and ordinances and the provisions of all insurance policies affecting or covering the Vehicles or their use or operation. Lessee agrees to keep the Vehicles free of all liens, charges and encumbrances. Lessee agrees that in no event will any Vehicle be used or operated for transporting hazardous substances or persons for hire, for any illegal purpose or to pull trailers that exceed the manufacturer's trailer towing recommendations. Lessee agrees that no Vehicle is intended to be or will be utilized as a "school bus" as defined in the Code of Federal Regulations or any applicable state or municipal statute or regulation. Lessee agrees not to remove any Vehicle from the continental United States without first obtaining Lessor's written consent. At the expiration or earlier termination of this Agreement with respect to each Vehicle, or upon demand by Lessor made pursuant to Section 14, Lessee at its risk and expense agrees to return such Vehicle to Lessor at such place and by such reasonable means as may be designated by Lessor. If for any reason Lessee fails to return any Vehicle to Lessor as and when required in accordance with this Section, Lessee agrees to pay Lessor additional rent for such Vehicle at twice the normal pro-rated daily rent. Acceptance of such additional rent by Lessor will in no way limit Lessor's remedies with respect to Lessee's failure to return any Vehicle as required hereunder.

5. COSTS, EXPENSES, FEES AND CHARGES: Lessee agrees to pay all costs, expenses, fees, charges, fines, tickets, penalties and taxes (other than federal and state income taxes on the income of Lessor) incurred in connection with the titling, licensing, registration, delivery, purchase, sale, rental, and Lessee's use or operation of the Vehicles. If Lessor, Servicer or any other agent of Lessor incurs any such costs or expenses, Lessee agrees to promptly reimburse Lessor for the same.

6. LICENSE AND CHARGES: Each Vehicle will be titled, registered and licensed in the name designated by Lessor at Lessee's expense. Certain other charges relating to the acquisition of each Vehicle and paid or satisfied by Lessor have been capitalized in determining the monthly rental, treated as an initial charge or otherwise charged to Lessee. Such charges have been determined without reduction for trade-in, exchange allowance or other credit attributable to any Lessor-owned vehicle.

7. REGISTRATION PLATES, ETC.: Lessee agrees, at its expense, to obtain in the name designated by Lessor all registration plates and other plates, permits, inspections and/or licenses required in connection with the Vehicles, except for the initial registration plates which Lessor will obtain at Lessee's expense. The parties agree to cooperate and to furnish any and all information or documentation, which may be reasonably necessary for compliance with the provisions of this Section or any federal, state or local law, rule, regulation or ordinance. Lessee agrees that it will not permit any Vehicle to be located in a state other than the state in which such Vehicle is then titled for any continuous period of time that would require such Vehicle to become subject to the titling, licensing and/or registration laws of such other state.

8. MAINTENANCE OF AND IMPROVEMENTS TO VEHICLES:
(a) Lessee agrees, at its expense, to (i) maintain the Vehicles in good condition, repair, maintenance and running order and in accordance with all manufacturer's instructions and warranty requirements and all legal requirements and (ii) furnish all labor, materials, parts and other essentials required for the proper operation and maintenance of the Vehicles (including any safety features required based on Lessee's use of the Vehicle). Lessee will not make (or cause to be made) any alterations, upgrades, upfitting, additions or improvements (collectively, "Alterations") to any Vehicle which could (i) impact or impair the "motor vehicle safety" (as defined by the Motor Vehicle Safety Act) of the Vehicle, (ii) impact, impair, void or render unenforceable the manufacturer's warranty, or (iii) include any equipment, system, or service that uses "covered telecommunications equipment or services" as defined by Federal Acquisition Regulation 52.204-25, as amended from time to time. Without the prior written consent of Lessor, Lessee will not make (or cause to be made) any Alterations to any Vehicle which (i) detracts, impairs, damages or alters the Vehicle's nature, purpose, economic value, remaining useful life, functionality, utility, software or controls, or (ii) subjects the Vehicle or any part or component of such Vehicle to any lien, charge or encumbrance. Any Alterations of any nature to a Vehicle are made at Lessee's sole cost, risk and liability, including without limitation, any such Alterations approved by, or made with the assistance or at the direction of Lessor. Any replacement parts added to any Vehicle shall be in at least as good an operating condition as the prior part before the replacement (assuming such part was, at the time of the replacement, in the condition required by the terms of this Agreement). Any Alterations to a Vehicle will become and remain the property of Lessor and will be returned with such Vehicle upon such Vehicle's return pursuant to Section 4 and shall be free of any liens, charges or encumbrances; provided, however, Lessor shall have the right at any time to require Lessee to remove any such Alteration at Lessee's sole cost, expense and liability. In no event or instance shall the value of any Alterations be regarded as rent. Lessee and Lessor acknowledges and agrees that Lessor will not be required to make any repairs, replacements or Alterations of any nature or description with respect to any Vehicle, to maintain or repair any Vehicle or to make any expenditure whatsoever in connection with any such Vehicle(s) or this Agreement.

(b) Lessor and Lessee acknowledge and agree that if Section 4 of a Schedule includes a charge for maintenance, (i) the Vehicle(s) covered by such Schedule are subject to a separate maintenance agreement between Enterprise Fleet Management, Inc. and Lessee and (ii) Lessor shall have no liability or responsibility for any failure of Enterprise Fleet Management, Inc. to perform any of its obligations thereunder or to pay or reimburse Lessee for its payment of any costs and expenses incurred in connection with the maintenance or repair of any such Vehicle(s).

9. SELECTION OF VEHICLES AND DISCLAIMER OF WARRANTIES:
(a) LESSEE ACCEPTANCE OF DELIVERY AND USE OF EACH VEHICLE WILL CONCLUSIVELY ESTABLISH THAT SUCH VEHICLE IS OF A SIZE, DESIGN, CAPACITY, TYPE AND MANUFACTURE SELECTED BY LESSEE AND THAT SUCH VEHICLE IS IN GOOD CONDITION AND REPAIR AND IS SATISFACTORY IN ALL RESPECTS AND IS SUITABLE FOR LESSEE'S PURPOSE. LESSEE ACKNOWLEDGES THAT LESSOR IS NOT A MANUFACTURER OF ANY VEHICLE OR AN AGENT OF A MANUFACTURER OF ANY VEHICLE.

(b) LESSOR MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO ANY VEHICLE, INCLUDING, WITHOUT LIMITATION, ANY REPRESENTATION OR WARRANTY AS TO CONDITION, MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE, IT BEING AGREED THAT ALL SUCH RISKS ARE TO BE BORNE BY LESSEE. THE VEHICLES ARE LEASED "AS IS," "WITH ALL FAULTS." All warranties made by any supplier, vendor and/or manufacturer of a Vehicle are hereby assigned by Lessor to Lessee for the applicable Term and Lessee's only remedy, if any, is against the supplier, vendor or manufacturer of the Vehicle.

(c) None of Lessor, Servicer or any other agent of Lessor will be liable to Lessee for any liability, claim, loss, damage (direct, incidental or consequential) or expense of any kind or nature, caused directly or indirectly, by any Vehicle or any inadequacy of any Vehicle for any purpose or any defect (latent or patent) in any Vehicle or the use or maintenance of any Vehicle or any repair, servicing or adjustment of or to any Vehicle, or any delay in providing or failure to provide any Vehicle, or any interruption or loss of service or use of any Vehicle, or any loss of business or any damage whatsoever and however caused. In addition, none of Lessor, Servicer or any other agent of Lessor will have any liability to Lessee under this Agreement or under any order authorization form executed by Lessee if Lessor is unable to locate or purchase a Vehicle ordered by Lessee or for any delay in delivery of any Vehicle ordered by Lessee.

(d) In no event shall Lessor, Servicer or any other agent of Lessor or their respective affiliates be liable for consequential, indirect, incidental, special, exemplary, punitive or enhanced damages, lost profits or revenues or diminution in value, arising out of or relating to this Agreement, including, without limitation, any breach or performance of this Agreement, regardless of (i) whether such damages were foreseeable, (ii) whether or not Lessor, Servicer or

any other agent of Lessor or their respective affiliates were advised of the possibility of such damages and/or (iii) the legal or equitable theory (contract, tort or otherwise) upon which a claim, action, cause of action, demand, lawsuit, arbitration, inquiry, proceeding or litigation is based, and notwithstanding the failure of any agreed or other remedy of its essential purpose.

10. RISK OF LOSS: Lessee assumes and agrees to bear the entire risk of loss of, theft of, damage to or destruction of any Vehicle from any cause whatsoever ("Casualty Occurrence"). In the event of a Casualty Occurrence to a Vehicle, Lessee shall give Lessor prompt notice of the Casualty Occurrence and thereafter will place the applicable Vehicle in good repair, condition and working order; provided, however, that if the applicable Vehicle is determined by Lessor to be lost, stolen, destroyed or damaged beyond repair (a "Totaled Vehicle"), Lessee agrees to pay Lessor no later than the date thirty (30) days after the date of the Casualty Occurrence the amounts owed under Sections 3(b) and 3(c) with respect to such Totaled Vehicle. Upon such payment, this Agreement will terminate with respect to such Totaled Vehicle. In the event a Vehicle is stolen, Lessee agrees to promptly report such theft to local law enforcement and Lessor, and thereafter cooperate with law enforcement and Lessor in providing information concerning the theft and the Vehicle.

11. INSURANCE:

(a) Lessee agrees to purchase and maintain in force, insurance policies in at least the amounts listed below covering each Vehicle during the Term and thereafter until the vehicle is sold, to be written by an insurance company or companies satisfactory to Lessor, insuring Lessee, Lessor and any other person or entity designated by Lessor against any damage, claim, suit, action or liability, and that Lessor will suffer immediate and irreparable harm if Lessee fails to comply with such obligations:

(i) Commercial Automobile Liability Insurance (including Uninsured/Underinsured Motorist Coverage and No-Fault Protection where required by law) for the limits listed below (Note - $2,000,000 Combined Single Limit Bodily Injury and Property Damage per accident with No Deductible is required for each Vehicle capable of transporting more than 8 passengers):

State of Vehicle Registration	Coverage
Connecticut, Massachusetts, Maine, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont	$1,000,000 Combined Single Limit Bodily Injury and Property Damage per accident - No Deductible
Florida	$500,000 Combined Single Limit Bodily Injury and Property Damage per accident or $100,000 Bodily Injury Per Person Per Accident, $300,000 Per Accident and $50,000 Property Damage per accident (100/300/50) - No Deductible
All Other States	$300,000 Combined Single Limit Bodily Injury and Property Damage per accident or $100,000 Bodily Injury Per Person Per Accident, $300,000 Per Accident and $50,000 Property Damage per accident (100/300/50) - No Deductible

(ii) Physical Damage Insurance (Collision & Comprehensive): Actual cash value of the applicable Vehicle. Maximum deductible of $2,500 per accident - Collision and $2,500 per accident - Comprehensive).

If the requirements of any governmental or regulatory agency exceed the minimums stated in this Agreement, Lessee must obtain and maintain the higher insurance requirements. Lessee agrees that each required policy of insurance will by appropriate endorsement or otherwise name Lessor and any other person or entity designated by Lessor as additional insureds and loss payees, as their respective interests may appear. Further, each such insurance policy must provide the following: (i) that the same may not be cancelled, changed or modified until after the insurer has given to Lessor, Servicer and any other person or entity designated by Lessor at least thirty (30) days prior written notice of such proposed cancellation, change or modification, (ii) that no act or default of Lessee or any other person or entity shall affect the right of Lessor, Servicer, any other agent of Lessor or any of their respective successors or assigns to recover under such policy or policies of insurance in the event of any loss of or damage to any Vehicle and (iii) that the coverage is "primary coverage" for the protection of Lessee, Lessor, Servicer, any other agent of Lessor and their respective successors and assigns notwithstanding any other coverage carried by Lessee, Lessor, Servicer, any other agent of Lessor or any of their respective successors or assigns protecting against similar risks. Original certificates evidencing such coverage and naming Lessor, Servicer, any other agent of Lessor and any other person or entity designated by Lessor as additional insureds and loss payees shall be furnished to Lessor prior to the Delivery Date, and annually thereafter and/or as reasonably requested by Lessor from time to time. In the event of default, Lessee hereby appoints Lessor, Servicer and any other agent of Lessor as Lessee's attorney-in-fact to receive payment of, to endorse all checks and other documents and to take any other actions necessary to pursue insurance claims and recover payments if Lessee fails to do so. Any expense of Lessor, Servicer or any other agent of Lessor in adjusting or collecting insurance shall be borne by Lessee.

Lessee, its drivers, servants and agents agree to cooperate fully with Lessor, Servicer, any other agent of Lessor and any insurance carriers in the investigation, defense and prosecution of all claims or suits arising from the use or operation of any Vehicle. If any claim is made or action commenced for death, personal injury or property damage resulting from the ownership, maintenance, use or operation of any Vehicle, Lessee will promptly notify Lessor of such action or claim and forward to Lessor a copy of every demand, notice, summons or other process received in connection with such claim or action.

(b) Notwithstanding the provisions of Section 11(a) above: (i) if Section 4 of a Schedule includes a charge for physical damage waiver, Lessor agrees that (A) Lessee will not be required to obtain or maintain the minimum physical damage insurance (collision and comprehensive) required under Section 11(a) for the Vehicle(s) covered by such Schedule and (B) Lessor will assume the risk of physical damage (collision and comprehensive) to the Vehicle(s) covered by such Schedule; provided, however, that such physical damage waiver shall not apply to, and Lessee shall be and remain liable and responsible for, damage to a covered Vehicle caused by wear and tear or mechanical breakdown or failure, damage to or loss of any parts, accessories or components added to a covered Vehicle by Lessee without the prior written consent of Lessor and/or damage to or loss of any property and/or personal effects contained in a covered Vehicle. In the event of a Casualty Occurrence to a covered Vehicle, Lessor may, at its option, replace, rather than repair, the damaged Vehicle with an equivalent vehicle, which replacement vehicle will then constitute the "Vehicle" for purposes of this Agreement; and (ii) if Section 4 of a Schedule includes a charge for commercial automobile liability enrollment, Lessor agrees that it will, at its expense, obtain for and on behalf of Lessee, by adding Lessee as an additional insured under a commercial automobile liability insurance policy issued by an insurance company selected by Lessor, commercial automobile liability insurance satisfying the minimum commercial automobile liability insurance required under Section 11(a) for the Vehicle(s) covered by such Schedule. Lessor may at any time during the applicable Term terminate said obligation to provide physical damage waiver and/or commercial automobile liability enrollment and cancel such physical damage waiver and/or commercial automobile liability enrollment upon giving Lessee at least ten (10) days prior written notice. Upon such cancellation, insurance in the minimum amounts as set forth in 11(a) shall be obtained and maintained by Lessee at Lessee's expense. An adjustment will be made in monthly rental charges payable by Lessee to reflect any such change and Lessee agrees to furnish Lessor with satisfactory proof of insurance coverage within ten (10) days after mailing of the notice. In addition, Lessor may change the rates charged by Lessor under this Section 11(b) for physical damage waiver and/or commercial automobile liability enrollment upon giving Lessee at least thirty (30) days prior written notice.

12. INDEMNITY: Lessee agrees to defend and indemnify Lessor, Servicer, any other agent of Lessor and their respective successors and assigns from and against any and all losses, damages, liabilities, suits, claims, demands, costs and expenses (including, without limitation, reasonable attorneys' fees and expenses) which Lessor, Servicer, any other agent of Lessor or any of their respective successors or assigns may incur: (i) by reason of Lessee's breach or violation of, or failure to observe or perform, any term, provision or covenant of this Agreement, (ii) as a result of any loss, damage, theft or destruction of any Vehicle or its contents, or (iii) related to or arising out of or in connection with the use, operation or condition of any Vehicle.

13. INSPECTION OF VEHICLES; ODOMETER DISCLOSURE; FINANCIAL STATEMENTS: Lessee agrees to accomplish, at its expense, all inspections of the Vehicles required by any governmental authority during the Term. Lessor, Servicer, any other agent of Lessor and any of their respective successors or assigns will have the right to inspect any Vehicle at any reasonable time(s) during the Term and for this purpose to enter into or upon any building or place where any Vehicle is located. Lessee agrees to comply with all odometer disclosure laws, rules and regulations and to provide such written and signed disclosure information on such forms and in such manner as directed by Lessor. Providing false information or failure to complete the odometer disclosure form as required by law may result in fines and/or imprisonment. Lessee hereby agrees to promptly deliver to Lessor updated annual financial statements in addition to such financial statements and other financial information regarding Lessee as Lessor may from time to time reasonably request.

14. DEFAULT; REMEDIES: The following shall constitute events of default ("Events of Default") by Lessee under this Agreement: (a) if Lessee fails to pay when due any rent or other amount due under this Agreement and any such failure shall remain unremedied for ten (10) days; (b) if Lessee fails to perform, keep or observe any term, provision or covenant contained in Section 11 of this Agreement; (c) if Lessee fails to perform, keep or observe any other term, provision or covenant contained in this Agreement and any such failure shall remain unremedied for thirty (30) days after written notice thereof is given by Lessor, Servicer or any other agent of Lessor to Lessee; (d) any seizure or confiscation of any Vehicle or any other act (other than a Casualty Occurrence) otherwise rendering any Vehicle unsuitable for use (as determined by Lessor); (e) if any present or future guaranty in favor of Lessor of all or any portion of the obligations of Lessee under this Agreement shall at any time for any reason cease to be in full force and effect or shall be declared to be null and void by a court of competent jurisdiction, or if the validity or enforceability of any such guaranty shall be contested or denied by any guarantor, or if any guarantor shall deny that it, he or she has any further liability or obligation under any such guaranty or if any guarantor shall fail to comply with or observe any of the terms, provisions or conditions contained in any such guaranty; (f) the occurrence of a material adverse change in the financial condition, a going concern audit comment of Lessee or any guarantor, or if Lessee admits that it cannot pay its debts as they become due, makes an assignment for the benefit of creditors, is the subject of a voluntary or involuntary petition for bankruptcy, is adjudged insolvent or bankrupt, or a receiver or trustee is appointed for any portion of Lessee's assets or property or Lessee dissolves or proposes to dissolve as an entity; (g) if more than one (1) payment by Lessee to Lessor is returned by Lessee's bank for any reason within a twelve (12) month period; or (h) if Lessee or any guarantor is in default under or fails to comply with any other present or future agreement with or in favor of Lessor, Servicer of Lessor, or any direct or indirect subsidiary of Servicer of Lessor, Enterprise Holdings, Inc. or a subsidiary or affiliate of Enterprise Holdings, Inc. For purposes of this Section 14, the term "guarantor" shall mean any present or future guarantor of all or any portion of the obligations of Lessee under this Agreement.

Upon the occurrence of any Event of Default, Lessor, without notice to Lessee, will have the right to exercise concurrently or separately (and without any election of remedies being deemed made), the following remedies: (a) Lessor may demand and receive immediate possession of any or all of the Vehicles from Lessee, without releasing Lessee from its obligations under this Agreement; if Lessee fails to surrender possession of the Vehicles to Lessor on default (or termination or expiration of the Term), (I) Lessor, Servicer, any other agent of Lessor and any of Lessor's independent contractors shall have the right to enter upon any premises where the Vehicles may be located and to remove and repossess the Vehicles, (II) Lessor, Servicer or any other agent of Lessor may report such Vehicles as stolen to applicable law enforcement agencies, and/or (III) Lessor, Servicer or any other agent of Lessor may use vehicle location technology including any telematics capabilities embedded within a vehicle to locate such Vehicles; (b) Lessor may enforce performance by Lessee of its obligations under this Agreement; (c) Lessor may recover damages and expenses sustained by Lessor, Servicer, any other agent of Lessor or any of their respective successors or assigns by reason of Lessee's default including, to the extent permitted by applicable law, all costs and expenses, including court costs and reasonable attorneys' fees and expenses, incurred by Lessor, Servicer, any other agent of Lessor or any of their respective successors or assigns in attempting or effecting enforcement of Lessor's rights under this Agreement (whether or not litigation is commenced) and/or in connection with bankruptcy or insolvency proceedings; (d) upon written notice to Lessee, Lessor may terminate Lessee's rights under this Agreement; (e) Lessor may declare the entire remaining Book Value for each Vehicle immediately due, payable and collectible; (f) with respect to each Vehicle, Lessor may recover from Lessee all amounts owed by Lessee under Sections 3(b) and 3(c) of this Agreement (and, if Lessor does not recover possession of a Vehicle, notwithstanding anything to the contrary in Section 3(c), the estimated wholesale value of such Vehicle for purposes of Section 3(c) shall be deemed to be $0.00; and/or (g) Lessor may exercise any other right or remedy which may be available to Lessor under the Uniform Commercial Code, any other applicable law or in equity. A termination of this Agreement shall occur only upon written notice by Lessor to Lessee. Any termination shall not affect Lessee's obligation to pay all amounts due for periods prior to the effective date of such termination or Lessee's obligation to pay any indemnities under this Agreement. In addition, in the event of any default under Section 14(h) above, Lessor has an absolute right to withhold any amounts that would otherwise be payable to Lessee under this Agreement, if any, until the default under 14(h) is cured in full. All remedies of Lessor under this Agreement or at law or in equity are cumulative.

Further, upon the occurrence of any Event of Default, Lessee shall immediately notify each of its drivers of Vehicles that such Vehicles may be reported stolen to applicable law enforcement agencies and telematics capabilities embedded within such Vehicle will be used to locate such Vehicle.

15. ASSIGNMENTS: Lessor may from time to time assign, pledge or transfer this Agreement and/or any or all of its rights and obligations under this Agreement to any person or entity. Lessee agrees, upon notice of any such assignment, pledge or transfer of any amounts due or to become due to Lessor under this Agreement to pay all such amounts to such assignee, pledgee or transferee. Any such assignee, pledgee or transferee of any rights or obligations of Lessor under this Agreement will have all of the rights and obligations that have been assigned to it. Lessee's rights and interest in and to the Vehicles are and will continue at all times to be subject and subordinate in all respects to any assignment, pledge or transfer now or hereafter executed by Lessor with or in favor of any such assignee, pledgee or transferee, provided that Lessee shall have the right of quiet enjoyment of the Vehicles so long as no Event of Default under this Agreement has occurred and is continuing. Lessee acknowledges and agrees that the rights of any assignee, pledgee or transferee in and to any amounts payable by the Lessee under any provisions of this Agreement shall be absolute and unconditional and shall not be subject to any abatement whatsoever, or to any defense, setoff, counterclaim or recoupment whatsoever, whether by reason of any damage to or loss or destruction of any Vehicle or by reason of any defect in or failure of title of the Lessor or interruption from whatsoever cause in the use, operation or possession of any Vehicle, or by reason of any indebtedness or liability howsoever and whenever arising of the Lessor or any of its affiliates to the Lessee or to any other person or entity, or for any other reason.

Without the prior written consent of Lessor, Lessee may not assign, sublease, transfer or pledge this Agreement, any Vehicle, or any interest in this Agreement or in and to any Vehicle, or permit its rights under this Agreement or any Vehicle to be subject to any lien, charge or encumbrance. Lessee's interest in this Agreement is not assignable and cannot be assigned or transferred by operation of law. Lessee will not transfer or relinquish possession of any Vehicle (except for the sole purpose of repair or service of such Vehicle) without the prior written consent of Lessor.

16. MISCELLANEOUS: This Agreement contains the entire understanding of the parties. In entering into this Agreement (including any Schedule, Quote or addenda related hereto), Lessee states and acknowledges that it is not relying upon any representation, warranty, assertion of fact or other matter that is not expressly set forth in this Agreement. This Agreement may only be amended or modified by an instrument in writing executed by both parties. Lessor shall not by any act, delay, omission or otherwise be deemed to have waived any of its rights or remedies under this Agreement and no waiver whatsoever shall be valid unless in writing and signed by Lessor and then only to the extent therein set forth. A waiver by Lessor of any right or remedy under this Agreement on any one occasion shall not be construed as a bar to any right or remedy, which Lessor would otherwise have on any future occasion. If any term or provision of this Agreement or any application of any such term or provision is invalid or unenforceable, the remainder of this Agreement and any other application of such term or provision will not be affected thereby. Without Lessor's prior written consent, Lessee shall not use or include Lessor's, Servicer's, any other agent of Lessor's names or trademarks orally or in writing in any media, customer lists or marketing materials. Sections 3, 9, 11, 12, 14, 16, 18 and any other provisions which impose an obligation after expiration or termination of this Agreement will survive the expiration or termination of this Agreement. Any reference to consent to be given by Lessor under this Agreement will be given or withheld by Lessor in its sole discretion. Giving of all notices under this Agreement will be sufficient if mailed by certified mail to a party at its address set forth below or at such other address as such party may provide in writing from time to time. Any such notice mailed to such address will be effective one (1) day after deposit in the United States mail, duly addressed, with certified mail, postage prepaid. Lessee will promptly notify Lessor of any change in Lessee's address. This Agreement may be executed in multiple counterparts (including facsimile and pdf counterparts), but the counterpart marked "ORIGINAL" by Lessor will be the original lease for purposes of applicable law.

17. SUCCESSORS AND ASSIGNS; GOVERNING LAW: Subject to the provisions of Section 15, this Agreement will be binding upon Lessee and its heirs, executors, personal representatives, successors and assigns, and will inure to the benefit of Lessor, Servicer, any other agent of Lessor and their respective successors and assigns. This Agreement will be governed by and construed in accordance with the substantive laws of the State of Missouri (determined without reference to conflict of law principles).

18. NON-PETITION: Each party hereto hereby covenants and agrees that, prior to the date which is one year and one day after payment in full of all indebtedness of Lessor, it shall not institute against, or join any other person in instituting against, Lessor any bankruptcy, reorganization, arrangement, insolvency or liquidation proceedings or other similar proceeding under the laws of the United States or any state of the United States.

IN WITNESS WHEREOF, Lessor and Lessee have duly executed this Master Equity Lease Agreement as of the day and year below written.

LESSEE: _____	LESSOR: Enterprise FM Trust By : Enterprise Fleet Management, Inc., its attorney in fact
Signature: _____	Signature: _____
Name: _____	Name: _____
Title: _____	Title: _____
Address: _____	Address: _____
_____	_____
_____	_____
Date Signed: _____	Date Signed: _____

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Open-End (Equity) Lease Rate Quote

Quote No: 10381436

Prepared For: City of South Pasadena
Medina, Alma

Date 10/07/2026
AE/AM ZRJ/CDh

Unit # 2C3VNK
Year 2027 **Make** Chevrolet **Model** Bolt
Series LT 4dr
Vehicle Order Type In-Stock **Term** 60 **State** CA **Customer#** 547143

$ 29,611.32		Capitalized Price of Vehicle [1]
$0.00	*	Sales Tax 0.0000% **State** CA
$ 298.00	*	Initial License Fee
$ 0.00	*	Registration Fee
$ 320.00		Other: (See Page 2)
$ 0.00		Capitalized Price Reduction
$ 0.00		Gain Applied From Prior Unit
$ 0.00	*	Security Deposit
$0.00		Taxes
$ 29,931.32		Total Capitalized Amount (Delivered Price)
$ 448.97		Depreciation Reserve @ 1.5000%
$ 165.36		Monthly Lease Charge (Based on Interest Rate - Subject to a Floor) [2]
$ 614.33		**Total Monthly Rental Excluding Additional Services**

All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.

Order Information

Driver Name	Unassigned
Exterior Color	(0 P) Summit White
Interior Color	Jet Black with Blue and Gray Stitching w/Clot
Lic. Plate Type	Exempt
GVWR	0

Additional Fleet Management

Master Policy Enrollment Fees

$ 0.00 — Commercial Automobile Liability Enrollment

Liability Limit $0.00

$ 0.00 — Physical Damage Management — Comp/Coll Deductible 0 / 0

$ 0.00 — Full Maintenance Program [3] Contract Miles 0 — OverMileage Charge $ 0.0720 Per Mile

Incl: # Brake Sets (1 set = 1 Axle) 0 — # Tires 0 — Loaner Vehicle Not Included

$ 0.00 — **Additional Services SubTotal**

$ 67.57 — Tax 11.0000% **State** CA

$ 681.90 — **Total Monthly Rental Including Additional Services**

$ 2,993.12 — Reduced Book Value at 60 Months

$ 400.00 — Service Charge Due at Lease Termination

Quote based on estimated annual mileage of 15,000
(Current market and vehicle conditions may also affect value of vehicle)
(Quote is Subject to Customer's Credit Approval)
Notes

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle.
Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.

Lessee hereby authorizes this vehicle order, and agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement. In the event Lessee fails or refuses to accept delivery of the ordered vehicle, Lessee agrees that Lessor shall have the right to collect damages, including, but not limited to, a $500 disposal fee, interest incurred, and loss of value.

LESSEE City of South Pasadena

BY **TITLE** **DATE**

* INDICATES ITEMS TO BE BILLED ON DELIVERY.

[1] Capitalized price of vehicle may be adjusted to reflect final manufacturer's invoice, plus a pre delivery interest charge. Lessee hereby assigns to Lessor any manufacturer rebates and/or manufacturer incentives intended for the Lessee, which rebates and/or incentives have been used by Lessor to reduce the capitalized price of the vehicle.

[2] Monthly lease charge will be adjusted to reflect the interest rate on the delivery date (subject to a floor).

[3] The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Other Totals

Description	(B)illed or (C)apped	Price
Initial Administration Fee	C	$ 170.00
Transport to client (estimate)	C	$ 150.00
Courtesy Delivery Fee	C	$ 0.00
Total Other Charges Billed		$ 0.00
Total Other Charges Capitalized		$ 320.00
Other Charges Total		$ 320.00

Open-End (Equity) Lease Rate Quote

Quote No: 10381436

VEHICLE INFORMATION:

2027 Chevrolet Bolt LT 4dr - US

Series ID: 1FF48

Pricing Summary:

	INVOICE	MSRP
Base Vehicle	$26,689.20	$27,600.00
Total Options	$1,248.12	$995.00
Destination Charge	$1,395.00	$1,395.00
Total Price	**$29,332.32**	**$29,990.00**

SELECTED COLOR:

Exterior: GAZ-(0 P) Summit White

Interior: H1N-Jet Black with Blue and Gray Stitching w/Cloth Seat Trim

SELECTED OPTIONS:

CODE	DESCRIPTION	INVOICE	MSRP
2LT	Preferred Equipment Group 2LT	NC	NC
A2V	6-Way Manual Driver Seat Adjuster	Included	Included
A2X	8-Way Power Driver Seat Adjuster	Included	Included
A7H	6-Way Manual Front Passenger Seat Adjuster	Included	Included
ADJ	Dealer Adjustment	$285.95	$0.00
AR7	Front Bucket Seats	Included	Included
DD8	Auto-Dimming Inside Rear View Mirror	Included	Included
EN0	Engine: None	Included	Included
GAZ_01	(0 P) Summit White	NC	NC
H1N_03	Jet Black with Blue and Gray Stitching w/Cloth Seat Trim	NC	NC
KA1	Heated Driver & Front Passenger Seats	Included	Included
KI3	Heated Steering Wheel	Included	Included
MF1	Transmission: Electric Drive Unit	Included	Included
N5E	Flat-Bottom Wrapped Steering Wheel	Included	Included
PAINT	Monotone Paint Application	STD	STD
QBS	Tires: 215/50R17 All-Season Blackwall	Included	Included
RSB	Wheels: 17" Silver Painted Aluminum	Included	Included
STDTM	Cloth Seat Trim	Included	Included
U2K	SiriusXM w/360L Trial Subscription	Included	Included
URL	Radio: 11.3" Diagonal Advanced Color LCD Display	Included	Included
Y55	Comfort Package	$962.17	$995.00

CONFIGURED FEATURES:

Body Exterior Features:

- Number Of Doors 4
- Rear Cargo Door Type: liftgate
- Driver And Passenger Mirror: power remote heated manual folding side-view door mirrors
- Spoiler: rear lip spoiler
- Door Handles: body-coloured
- Front And Rear Bumpers: body-coloured front and rear bumpers with black rub strip
- Body Material: fully galvanized steel body material
- Body Side Cladding: black bodyside cladding
- Grille: black grille

Convenience Features:

- Air Conditioning automatic air conditioning
- Air Filter: air filter
- Voice Activated A/C: voice activated air conditioning
- Cruise Control: cruise control with steering wheel controls, Adaptive Cruise Control adaptive
- Power Windows: power windows with front and rear 1-touch down
- Remote Keyless Entry: yes remote keyless entry
- Illuminated Entry: illuminated entry
- Integrated Key Remote: integrated key/remote
- Auto Locking: auto-locking doors
- Passive Entry: Keyless Open/Keyless Start proximity key
- Valet Key: valet function
- Trunk FOB Controls: keyfob trunk/hatch/door release
- Window FOB Controls: remote window controls
- Remote Engine Start: keyfob remote start - yes
- Steering Wheel: heated style steering wheel with manual tilting, manual telescoping
- Day-Night Rearview Mirror: day-night rearview mirror
- Auto-dimming Rearview Mirror: auto-dimming rearview mirror
- Driver and Passenger Vanity Mirror: auxiliary driver and passenger-side visor mirrors
- Emergency SOS: OnStar and Chevrolet connected services capable emergency communication system
- Navigation System: Google Maps navigation system with voice activation
- Front Cupholder: front and rear cupholders
- Floor Console: full floor console with covered box
- Overhead Console: mini overhead console
- Glove Box: glove box
- Driver Door Bin: driver and passenger door bins
- Rear Door Bins: rear door bins
- IP Storage: bin instrument-panel storage
- Driver Footrest: driver's footrest
- Retained Accessory Power: retained accessory power
- Power Accessory Outlet: 1 12V DC power outlet

Entertainment Features:

- radio with seek-scan
- Voice Activated Radio: voice activated radio
- Speed Sensitive Volume: speed-sensitive volume
- Steering Wheel Radio Controls: steering-wheel mounted audio controls
- Speakers: 6 speakers
- Internet Access: Wi-Fi Hotspot capable internet access
- TV Tuner: OnStar Turn-by-Turn Navigation turn-by-turn navigation directions
- 1st Row LCD: 2 1st row LCD monitor
- Wireless Connectivity: wireless phone connectivity
- Antenna: integrated roof antenna

Lighting, Visibility and Instrumentation Features:

Headlamp Type delay-off reflector LED low/high beam headlamps
Auto-Dimming Headlights: IntelliBeam auto high-beam headlights
Front Wipers: variable intermittent wipers
Rear Window wiper: rear window wiper
Rear Window Defroster: rear window defroster
Tinted Windows: light-tinted windows
Front Reading Lights: front reading lights
Ignition Switch: ignition switch light
Variable IP Lighting: variable instrument panel lighting
Display Type: digital appearance
Compass: compass
Low Tire Pressure Warning: tire specific low-tire-pressure warning
Park Distance Control: Rear Park Assist rear parking sensors
Trip Computer: trip computer
Trip Odometer: trip odometer
Lane Departure Warning: lane departure
Blind Spot Sensor: blind spot
Front Pedestrian Braking: front pedestrian detection
Forward Collision Alert: forward collision
Clock: digital clock
Systems Monitor: driver information centre
Rear Vision Camera: rear vision camera
Battery Warning: battery warning
Lights On Warning: lights-on warning
Key in Ignition Warning: key-in-ignition warning
Low Washer Fluid Warning: low-washer-fluid warning
Bulb Failure Warning: bulb-failure warning
Door Ajar Warning: door-ajar warning
Trunk Ajar Warning: trunk-ajar warning
Brake Fluid Warning: brake-fluid warning
Turn Signal On Warning: turn-signal-on warning

Safety And Security:

ABS four-wheel ABS brakes
Number of ABS Channels: 4 ABS channels
Brake Assistance: brake assist
Brake Type: four-wheel disc brakes
Vented Disc Brakes: front ventilated disc brakes
Daytime Running Lights: daytime running lights
Driver Front Impact Airbag: driver and passenger front-impact airbags
Driver Side Airbag: seat-mounted driver and passenger side-impact airbags
Overhead Airbag: curtain 1st and 2nd row overhead airbag
Occupancy Sensor: front passenger airbag occupancy sensor
Height Adjustable Seatbelts: height adjustable front seatbelts
Seatbelt Pretensioners: front seatbelt pre-tensioners
3Point Rear Centre Seatbelt: 3 point rear centre seatbelt
Side Impact Bars: side-impact bars
Perimeter Under Vehicle Lights: remote activated perimeter/approach lights
Tailgate/Rear Door Lock Type: tailgate/rear door lock included with power door locks
Rear Child Safety Locks: rear child safety locks
Ignition Disable: immobilizer
Security System: security system
Panic Alarm: panic alarm
Tracker System: tracker system
Electronic Stability: StabiliTrak electronic stability
Traction Control: ABS and driveline traction control

Front and Rear Headrests: manual adjustable front head restraints
Rear Headrest Control: 3 rear head restraints

Seats And Trim:

Seating Capacity max. seating capacity of 5
Front Bucket Seats: front bucket seats
Front Heated Cushion: driver and passenger heateds
Number of Driver Seat Adjustments: 8-way driver and passenger seat adjustments
Reclining Driver Seat: power reclining driver and manual reclining passenger seats
Driver Height Adjustment: power height-adjustable driver and passenger seats
Driver Fore/Aft: power driver and passenger fore/aft adjustment
Driver Cushion Tilt: power driver and passenger cushion tilt
Front Centre Armrest Storage: front centre armrest
Rear Seat Type: rear 60-40 bench seat
Rear Folding Position: rear seat fold-forward seatback
Leather Upholstery: cloth front and rear seat upholstery
Door Trim Insert: vinyl door panel trim
Headliner Material: full cloth headliner
Floor Covering: full carpet floor covering
LeatherSteeringWheel: leather steering wheel
Floor Mats: carpet front and rear floor mats
Interior Accents: chrome/metal-look interior accents
Cargo Space Trim: carpet cargo space
Cargo Tie Downs: cargo tie-downs
Cargo Light: cargo light
Concealed Cargo Storage: concealed cargo storage
Air Compressor: tire mobility kit

Standard Engine:

Engine 210-hp, (electric)

Standard Transmission:

Transmission 1-speed automatic

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Open-End (Equity) Lease Rate Quote

Quote No: 10279670

Prepared For: City of South Pasadena
Medina, Alma

Date 09/02/2026
AE/AM ZRJ/CDh

Unit # 2BX5WB
Year 2026 **Make** Ford **Model** Maverick
Series XL Front-Wheel Drive SuperCrew 4.5 ft. box 121.1 in. WB
Vehicle Order Type In-Stock **Term** 60 **State** CA **Customer#** 547143

$ 31,852.15		Capitalized Price of Vehicle[1]
$0.00	*	Sales Tax 0.0000% **State** CA
$ 467.53	*	Initial License Fee
$ 0.00		Registration Fee
$ 0.00		Other: (See Page 2)
$ 0.00		Capitalized Price Reduction
$ 0.00		Gain Applied From Prior Unit
$ 0.00	*	Security Deposit
$17.86	*	Taxes
$ 31,852.15		Total Capitalized Amount (Delivered Price)
$ 477.78		Depreciation Reserve @ 1.5000%
$ 167.47		Monthly Lease Charge (Based on Interest Rate - Subject to a Floor)[2]
$ 645.25		**Total Monthly Rental Excluding Additional Services**

All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.

Order Information

Driver Name	Unassigned
Exterior Color	(0 P) Oxford White
Interior Color	Black Onyx/Dark Slate w/Front Cloth Bucket Se
Lic. Plate Type	Exempt
GVWR	0

Additional Fleet Management

Master Policy Enrollment Fees

$ 0.00 Commercial Automobile Liability Enrollment

Liability Limit $0.00

$ 0.00 Physical Damage Management — Comp/Coll Deductible 0 / 0

$ 0.00 Full Maintenance Program[3] Contract Miles 0 — OverMileage Charge $ 0.0720 Per Mile

Incl: # Brake Sets (1 set = 1 Axle) 0 — # Tires 0 — Loaner Vehicle Not Included

$ 0.00	**Additional Services SubTotal**	
$ 67.78	Tax 10.5000% **State** CA	
$ 713.03	**Total Monthly Rental Including Additional Services**	
$ 3,185.35	Reduced Book Value at 60 Months	
$ 400.00	Service Charge Due at Lease Termination	

Quote based on estimated annual mileage of 8,000
(Current market and vehicle conditions may also affect value of vehicle)
(Quote is Subject to Customer's Credit Approval)
Notes

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle.
Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.

Lessee hereby authorizes this vehicle order, and agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement. In the event Lessee fails or refuses to accept delivery of the ordered vehicle, Lessee agrees that Lessor shall have the right to collect damages, including, but not limited to, a $500 disposal fee, interest incurred, and loss of value.

LESSEE City of South Pasadena

BY **TITLE** **DATE**

* INDICATES ITEMS TO BE BILLED ON DELIVERY.

[1] Capitalized price of vehicle may be adjusted to reflect final manufacturer's invoice, plus a pre delivery interest charge. Lessee hereby assigns to Lessor any manufacturer rebates and/or manufacturer incentives intended for the Lessee, which rebates and/or incentives have been used by Lessor to reduce the capitalized price of the vehicle.

[2] Monthly lease charge will be adjusted to reflect the interest rate on the delivery date (subject to a floor).

[3] The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Aftermarket Equipment Total

Description	(B)illed or (C)apped	Price*
Window Guards/Door Panels	C	$ 397.00
Legacy Bedliners	C	$ 695.00
Total Aftermarket Equipment Billed		$ 0.00
Total Aftermarket Equipment Capitalized		$ 1,092.00
Aftermarket Equipment Total		$ 1,092.00

* Includes applicable taxes

Other Totals

Description	(B)illed or (C)apped	Price
Initial Administration Fee	B	$ 170.00
Transport to client (estimate)	B	$ 150.00
Courtesy Delivery Fee	C	$ 0.00
Total Other Charges Billed		$ 320.00
Total Other Charges Capitalized		$ 0.00
Other Charges Total		$ 320.00

Open-End (Equity) Lease Rate Quote

Quote No: 10279670

VEHICLE INFORMATION:

2026 Ford Maverick XL Front-Wheel Drive SuperCrew 4.5 ft. box 121.1 in. WB - US

Series ID: W8A

Pricing Summary:

	INVOICE	MSRP
Base Vehicle	$27,582.00	$28,145.00
Total Options	$983.15	$860.00
Destination Charge	$1,845.00	$1,845.00
Total Price	**$30,410.15**	**$30,850.00**

SELECTED COLOR:

Exterior: YZ-(0 P) Oxford White

Interior: 9W-Black Onyx/Dark Slate w/Front Cloth Bucket Seats

SELECTED OPTIONS:

CODE	DESCRIPTION	INVOICE	MSRP
100A	Equipment Group 100A	NC	NC
121WB	121.1" Wheelbase	STD	STD
425	50-State Emissions System	NC	NC
44E	Transmission: Power-Split Electric CVT	Included	Included
51D	Conventional 17" Spare Tire (215/70R17)	$107.00	$115.00
64Z	Wheels: 17" Steel w/Sparkle Silver Painted Cover	Included	Included
9	Front Cloth Bucket Seats	Included	Included
91D	Ford Connectivity Pack (One-Time Purchase - 7 Yrs)	$745.00	$745.00
993	Engine: 2.5L Hybrid	Included	Included
9W_03	Black Onyx/Dark Slate w/Front Cloth Bucket Seats	NC	NC
ADJ	Dlr Price Adjustment	$131.15	$0.00
PAINT	Monotone Paint Application	STD	STD
SIRIUS	SiriusXM w/360L	Included	Included
STDAX	2.91 Axle Ratio	Included	Included
STDGV	GVWR: 5,230 lbs	Included	Included
STDRD	Radio: AM/FM Stereo w/6 Speakers	Included	Included
STDTR	Tires: P225/65R17 A/S BSW	Included	Included
SYNC4	SYNC 4	Included	Included
YZ_01	(0 P) Oxford White	NC	NC

CONFIGURED FEATURES:

Body Exterior Features:

- Number Of Doors 4
- Rear Cargo Door Type: tailgate
- Driver And Passenger Mirror: manual folding side-view door mirrors
- Door Handles: black
- Front And Rear Bumpers: body-coloured front and rear bumpers with black rub strip
- Rear Step Bumper: rear step bumper
- Box Style: regular
- Body Material: galvanized steel/aluminum body material
- Grille: black grille

Convenience Features:

- Air Conditioning automatic air conditioning
- Air Filter: air filter
- Voice Activated A/C: voice activated air conditioning
- Cruise Control: cruise control with steering wheel controls
- Fuel Remote Release: power fuel remote release
- Power Windows: power windows with driver 1-touch down
- Remote Keyless Entry: yes remote keyless entry
- Illuminated Entry: illuminated entry
- Integrated Key Remote: integrated key/remote
- Auto Locking: auto-locking doors
- Steering Wheel: steering wheel with manual tilting, manual telescoping
- Day-Night Rearview Mirror: day-night rearview mirror
- Driver and Passenger Vanity Mirror: auxiliary driver and passenger-side visor mirrors
- Emergency SOS: SYNC 4 911 Assist emergency communication system
- Front Cupholder: front and rear cupholders
- Floor Console: full floor console with covered box
- Overhead Console: mini overhead console with storage
- Glove Box: glove box
- Driver Door Bin: driver and passenger door bins
- Rear Door Bins: rear door bins
- Seatback Storage Pockets: 1 seatback storage pockets
- Dashboard Storage: dashboard storage
- Rear Underseat Storage Tray: rear underseat storage tray
- Driver Footrest: driver's footrest
- Retained Accessory Power: retained accessory power
- Power Accessory Outlet: 1 12V DC power outlet

Entertainment Features:

- radio AM/FM/Satellite with seek-scan
- Radio Data System: radio data system
- Voice Activated Radio: voice activated radio
- Speed Sensitive Volume: speed-sensitive volume
- Steering Wheel Radio Controls: steering-wheel mounted audio controls
- Speakers: 6 speakers
- Internet Access: 5G Modem - Ford Connectivity Package internet access
- 1st Row LCD: 2 1st row LCD monitor
- Wireless Connectivity: wireless phone connectivity
- Antenna: integrated roof antenna

Lighting, Visibility and Instrumentation Features:

- Headlamp Type delay-off reflector LED low/high beam headlamps
- Auto-Dimming Headlights: Auto High Beam auto high-beam headlights
- Cab Clearance Lights: cargo bed light
- Tinted Windows: deep-tinted windows

Front Reading Lights: front reading lights
Variable IP Lighting: variable instrument panel lighting
Display Type: digital/analog appearance
Compass: compass
Exterior Temp: outside-temperature display
Low Tire Pressure Warning: tire specific low-tire-pressure warning
Trip Computer: trip computer
Trip Odometer: trip odometer
Lane Departure Warning: lane departure
Front Pedestrian Braking: front pedestrian detection
Forward Collision Alert: forward collision
Water Temp Gauge: water temp. gauge
Clock: digital clock
Systems Monitor: driver information centre
Check Control: redundant digital speedometer
Rear Vision Camera: rear vision camera
Oil Pressure Warning: oil-pressure warning
Water Temp Warning: water-temp. warning
Battery Warning: battery warning
Lights On Warning: lights-on warning
Key in Ignition Warning: key-in-ignition warning
Low Fuel Warning: low-fuel warning
Low Washer Fluid Warning: low-washer-fluid warning
Bulb Failure Warning: bulb-failure warning
Door Ajar Warning: door-ajar warning
Trunk Ajar Warning: trunk-ajar warning
Brake Fluid Warning: brake-fluid warning

Safety And Security:

ABS four-wheel ABS brakes
Number of ABS Channels: 4 ABS channels
Brake Assistance: brake assist
Brake Type: four-wheel disc brakes
Vented Disc Brakes: front and rear ventilated disc brakes
Daytime Running Lights: daytime running lights
Spare Tire Type: full-size spare tire
Spare Tire Mount: underbody mounted spare tire w/crankdown
Driver Front Impact Airbag: driver and passenger front-impact airbags
Driver Side Airbag: seat-mounted driver and passenger side-impact airbags
Overhead Airbag: Safety Canopy System curtain 1st and 2nd row overhead airbag
Knee Airbag: knee airbag
Occupancy Sensor: front passenger airbag occupancy sensor
Height Adjustable Seatbelts: height adjustable front seatbelts
Seatbelt Pretensioners: front and rear seatbelt pre-tensioners
3Point Rear Centre Seatbelt: 3 point rear centre seatbelt
Side Impact Bars: side-impact bars
Tailgate/Rear Door Lock Type: manual tailgate/rear door lock
Rear Child Safety Locks: rear child safety locks
Ignition Disable: SecuriLock immobilizer
Panic Alarm: panic alarm
Electronic Stability: AdvanceTrac w/Roll Stability Control electronic stability stability control with anti-rollover
Traction Control: ABS and driveline traction control
Front and Rear Headrests: manual adjustable front head restraints
Rear Headrest Control: 3 rear head restraints

Seats And Trim:

Seating Capacity max. seating capacity of 5

Front Bucket Seats: front bucket seats
Number of Driver Seat Adjustments: 6-way driver and passenger seat adjustments
Reclining Driver Seat: manual reclining driver and passenger seats
Driver Height Adjustment: manual height-adjustable driver and passenger seats
Driver Fore/Aft: manual driver and passenger fore/aft adjustment
Front Centre Armrest Storage: front centre armrest
Rear Seat Type: rear full bench seat
Rear Folding Position: rear seat fold-forward seatback
Leather Upholstery: cloth front and rear seat upholstery
Headliner Material: full cloth headliner
Floor Covering: full carpet floor covering
Dashboard Console Insert, Door Panel Insert Combination: coloured instrument panel insert, door panel insert, console insert
Floor Mats: carpet front floor mats

Standard Engine:

Engine 191-hp, 2.5-liter I-4 (hybrid regular gas)

Standard Transmission:

Transmission 2-speed CVT w/ OD

enterprise | FLEET MANAGEMENT

Open-End (Equity) Lease Rate Quote

Quote No: 10506952

Prepared For: City of South Pasadena
Medina, Alma

Date 11/17/2026
AE/AM ZRJ/CDh

Unit #
Year 2027 **Make** Chevrolet **Model** Silverado EV
Series LT w/2LT All-Wheel Drive Crew Cab 5.75 ft. box 145.7 in. WB
Vehicle Order Type In-Stock **Term** 60 **State** CA **Customer#** 547143

$ 63,840.42		Capitalized Price of Vehicle[1]
$0.00	*	Sales Tax 0.0000% **State** CA
$ 881.01	*	Initial License Fee
$ 0.00		Registration Fee
$ 320.00		Other: (See Page 2)
$ 0.00		Capitalized Price Reduction
$ 0.00		Gain Applied From Prior Unit
$ 0.00	*	Security Deposit
$220.00	*	Taxes
$ 64,160.42		Total Capitalized Amount (Delivered Price)
$ 962.41		Depreciation Reserve @ 1.5000%
$ 350.03		Monthly Lease Charge (Based on Interest Rate - Subject to a Floor)[2]
$ 1,312.44		**Total Monthly Rental Excluding Additional Services**

All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.

Order Information

Driver Name	Unassigned
Exterior Color	(0 P) Summit White
Interior Color	Black w/Evotex Seat Trim
Lic. Plate Type	Exempt
GVWR	0

Additional Fleet Management

Master Policy Enrollment Fees

$ 0.00 Commercial Automobile Liability Enrollment

Liability Limit $0.00

$ 0.00 Physical Damage Management — Comp/Coll Deductible 0 / 0

$ 0.00 Full Maintenance Program[3] Contract Miles 0 — OverMileage Charge $ 0.0720 Per Mile

Incl: # Brake Sets (1 set = 1 Axle) 0 — # Tires 0 — Loaner Vehicle Not Included

$ 0.00		**Additional Services SubTotal**
$ 144.36		Tax 11.0000% **State** CA
$ 1,456.80		**Total Monthly Rental Including Additional Services**
$ 6,415.82		Reduced Book Value at 60 Months
$ 400.00		Service Charge Due at Lease Termination

Quote based on estimated annual mileage of 15,000
(Current market and vehicle conditions may also affect value of vehicle)
(Quote is Subject to Customer's Credit Approval)
Notes

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle.
Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.

Lessee hereby authorizes this vehicle order, and agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement. In the event Lessee fails or refuses to accept delivery of the ordered vehicle, Lessee agrees that Lessor shall have the right to collect damages, including, but not limited to, a $500 disposal fee, interest incurred, and loss of value.

LESSEE City of South Pasadena

BY **TITLE** **DATE**

* INDICATES ITEMS TO BE BILLED ON DELIVERY.

[1] Capitalized price of vehicle may be adjusted to reflect final manufacturer's invoice, plus a pre delivery interest charge. Lessee hereby assigns to Lessor any manufacturer rebates and/or manufacturer incentives intended for the Lessee, which rebates and/or incentives have been used by Lessor to reduce the capitalized price of the vehicle.

[2] Monthly lease charge will be adjusted to reflect the interest rate on the delivery date (subject to a floor).

[3] The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Other Totals

Description	(B)illed or (C)apped	Price
Initial Administration Fee	C	$ 170.00
EST TRANSPORT DLR TO CLIENT	C	$ 150.00
Courtesy Delivery Fee	C	$ 0.00
Total Other Charges Billed		$ 0.00
Total Other Charges Capitalized		$ 320.00
Other Charges Total		$ 320.00

Open-End (Equity) Lease Rate Quote

Quote No: 10506952

VEHICLE INFORMATION:

2027 Chevrolet Silverado EV LT w/2LT All-Wheel Drive Crew Cab 5.75 ft. box 145.7 in. WB - US

Series ID: CT35843

Pricing Summary:

	INVOICE	MSRP
Base Vehicle	$59,857.30	$61,900.00
Total Options	$855.80	$885.00
Destination Charge	$2,595.00	$2,595.00
Total Price	**$63,308.10**	**$65,380.00**

SELECTED COLOR:

Exterior: GAZ-(0 P) Summit White

Interior: HCN-Black w/Evotex Seat Trim

SELECTED OPTIONS:

CODE	DESCRIPTION	INVOICE	MSRP
2LT	Preferred Equipment Group 2LT	NC	NC
A2X	8-Way Power Driver Seat Adjuster	Included	Included
A7E	Front Passenger 4-Way Manual Seat Adjuster	Included	Included
AL9	Driver 2-Way Power Lumbar Seat Adjuster	Included	Included
AR9	Front Bucket Seats	STD	STD
CGN	Black Chevytec Spray-on Bedliner	$527.02	$545.00
CKU	GVWR: 10,005 lbs (4,538 Kg)	STD	STD
EN0	Engine: None	STD	STD
EWX	Standard Range Battery Pack	Included	Included
FE2	4-Wheel Independent Suspension	STD	STD
FE9	Federal Emissions Requirements	NC	NC
GAZ_01	(0 P) Summit White	NC	NC
HCN_02	Black w/Evotex Seat Trim	NC	NC
KAM	Heated Front Driver & Passenger Seats	Included	Included
MF1	Transmission: None	STD	STD
PAINT	Monotone Paint Application	STD	STD
QWJ	Tires: LT265/70R18 All-Season Blackwall	STD	STD
RIP	Wheels: 18" X 8.5" High Gloss Black Painted Alum	STD	STD
RYC	All-Weather eTrunk Mat (LPO)	$290.10	$300.00
STDAX	Axle Ratio: 11.63	STD	STD
STDTM	Evotex Seat Trim	STD	STD
U2K	SiriusXM w/360L Trial Subscription	Included	Included
UQF	6-Speaker Audio System Feature	Included	Included
URW	Radio: 17.7" Diagonal Advanced Color LCD Display	STD	STD
VK3	Front License Plate Bracket Mounting Package	$38.68	$40.00

CONFIGURED FEATURES:

Body Exterior Features:

- Number Of Doors 4
- Rear Cargo Door Type: tailgate
- Driver And Passenger Mirror: auto dimming power remote heated power folding side-view door mirrors with tilt down
- Running Boards: running boards
- Door Handles: body-coloured
- Front And Rear Bumpers: black front and rear bumpers with metal-look rub strip
- Rear Step Bumper: rear step bumper
- Front License Plate Bracket: front license plate bracket
- Bed Liner: bed liner
- Box Style: regular
- Body Material: galvanized steel/aluminum body material
- : trailering with brake controller
- Fender Flares: black fender flares
- Grille: black grille

Convenience Features:

- Air Conditioning automatic dual-zone front air conditioning
- Air Filter: air filter
- Console Ducts: console ducts
- Cruise Control: cruise control with steering wheel controls, Adaptive Cruise Control adaptive
- Power Windows: power windows with front and rear 1-touch down
- Remote Keyless Entry: yes remote keyless entry
- Integrated Key Remote: integrated key/remote
- Auto Locking: auto-locking doors
- Passive Entry: Keyless Open and Power On proximity key
- Window FOB Controls: remote window controls
- Steering Wheel: heated style steering wheel with manual tilting, manual telescoping
- Day-Night Rearview Mirror: day-night rearview mirror
- Auto-dimming Rearview Mirror: auto-dimming rearview mirror
- Driver and Passenger Vanity Mirror: illuminated driver and passenger-side visor mirrors
- Garage Door Opener: garage door transmitter
- Emergency SOS: OnStar emergency communication system
- Navigation System: navigation system with voice activation
- Front Cupholder: front and rear cupholders
- Floor Console: full floor console with covered box
- Overhead Console: mini overhead console
- Glove Box: locking glove box
- Driver Door Bin: driver and passenger door bins
- Seatback Storage Pockets: 1 seatback storage pockets
- IP Storage: bin instrument-panel storage
- Rear Underseat Storage Tray: rear underseat storage tray
- Driver Footrest: driver's footrest
- Retained Accessory Power: retained accessory power
- Power Accessory Outlet: 2 12V DC power outlets
- AC Power Outlet: 2 interior 120V AC power outlet

Entertainment Features:

- radio with seek-scan
- Radio Data System: radio data system
- Voice Activated Radio: voice activated radio
- Speed Sensitive Volume: speed-sensitive volume
- Steering Wheel Radio Controls: steering-wheel mounted audio controls
- Speakers: 6 speakers
- Internet Access: Wi-Fi Hotspot capable internet access

TV Tuner: OnStar Turn-by-Turn Navigation turn-by-turn navigation directions
1st Row LCD: 2 1st row LCD monitor
Wireless Connectivity: wireless phone connectivity
Antenna: fixed antenna

Lighting, Visibility and Instrumentation Features:
Headlamp Type delay-off reflector LED low/high beam headlamps
Auto-Dimming Headlights: IntelliBeam auto high-beam headlights
Front Wipers: variable intermittent rain detecting wipers wipers
Rear Window Defroster: rear window defroster
Tinted Windows: deep-tinted windows
Front Reading Lights: front and rear reading lights
Variable IP Lighting: variable instrument panel lighting
Display Type: digital/analog appearance
Exterior Temp: outside-temperature display
Low Tire Pressure Warning: tire specific low-tire-pressure warning
Park Distance Control: Front and Rear Park Assist front and rear parking sensors
Trip Computer: trip computer
Trip Odometer: trip odometer
Lane Departure Warning: lane departure
Blind Spot Sensor: blind spot
Front Pedestrian Braking: front pedestrian detection
Forward Collision Alert: forward collision
Clock: digital clock
Systems Monitor: driver information centre
Check Control: redundant digital speedometer
Rear Vision Camera: rear vision camera
Lights On Warning: lights-on warning
Low Washer Fluid Warning: low-washer-fluid warning
Door Ajar Warning: door-ajar warning
Brake Fluid Warning: brake-fluid warning
Turn Signal On Warning: turn-signal-on warning
Brake Pad Wear: brake pad wear

Safety And Security:
ABS four-wheel ABS brakes
Number of ABS Channels: 4 ABS channels
Brake Assistance: brake assist
Brake Type: DuraLife four-wheel disc brakes
Vented Disc Brakes: front and rear ventilated disc brakes
Daytime Running Lights: daytime running lights
Spare Tire Type: full-size spare tire
Spare Tire Mount: underbody mounted spare tire w/crankdown
Driver Front Impact Airbag: driver and passenger front-impact airbags
Driver Side Airbag: seat-mounted driver and passenger side-impact airbags
Overhead Airbag: curtain 1st and 2nd row overhead airbag
Occupancy Sensor: front passenger airbag occupancy sensor
Height Adjustable Seatbelts: height adjustable front seatbelts
Seatbelt Pretensioners: front seatbelt pre-tensioners
3Point Rear Centre Seatbelt: 3 point rear centre seatbelt
Side Impact Bars: side-impact bars
Perimeter Under Vehicle Lights: remote activated w/puddle lights perimeter/approach lights
Tailgate/Rear Door Lock Type: tailgate/rear door lock included with power door locks
Rear Child Safety Locks: rear child safety locks
Ignition Disable: immobilizer
Security System: security system Surround Vision Recorder with video/image recording
Panic Alarm: panic alarm

Tracker System: tracker system
Electronic Stability: StabiliTrak w/Proactive Roll Avoidance electronic stability stability control with anti-rollover
Traction Control: ABS and driveline traction control
Front and Rear Headrests: manual adjustable front head restraints
Rear Headrest Control: 3 rear head restraints

Seats And Trim:

Seating Capacity max. seating capacity of 5
Front Bucket Seats: front bucket seats
Front Heated Cushion: driver and passenger heateds
Number of Driver Seat Adjustments: 8-way driver and passenger seat adjustments
Reclining Driver Seat: power reclining driver and manual reclining passenger seats
Driver Lumbar: power 2-way driver and passenger lumbar support
Driver Height Adjustment: power height-adjustable driver and passenger seats
Driver Fore/Aft: power driver and passenger fore/aft adjustment
Driver Cushion Tilt: power driver and passenger cushion tilt
Front Centre Armrest Storage: front centre armrest with storage
Rear Seat Type: rear 60-40 split-bench seat
Rear Folding Position: rear seat fold-up cushion
Leather Upholstery: Evotex leatherette front and rear seat upholstery
Door Trim Insert: vinyl door panel trim
Headliner Material: full cloth headliner
Floor Covering: full carpet floor covering
Cabback Insulator: cabback insulator
Shift Knob Trim: urethane shift knob
LeatherSteeringWheel: leatherette steering wheel
Floor Mats: carpet front and rear floor mats
Interior Accents: metal-look interior accents
Cargo Tie Downs: cargo tie-downs
Cargo Light: cargo light

Standard Engine:

Engine 605-hp, (electric)

Standard Transmission:

Transmission 1-speed automatic

City Council Agenda Report

ITEM NO. 14

DATE: December 2, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Nikima S. Newsome, Chief City Clerk

SUBJECT: **CONSIDERATION OF APPROVAL OF THE 2027 CITY COUNCIL MEETING SCHEDULE**

Recommendation
It is recommended that the City Council approve the proposed 2027 City Council regular meeting schedule, including the cancellation of the January 6 and April 7, 2027, regular meetings.

Executive Summary
The City Council holds regular meetings on the first and third Wednesdays of each month, as established by Resolution No. 7716. The proposed 2027 meeting schedule maintains this schedule, with the cancellation of the January 6 and April 7, 2027, regular meetings to accommodate the City's winter holiday closure and spring break, respectively. Should City business necessitate an additional meeting, a special meeting may be called in accordance with the Ralph M. Brown Act.

Background
On November 5, 2025, City Council approved the meeting calendar for Calendar Year 2026, which included cancellations for the January 7, 2026, and April 1, 2026 meetings.

Analysis
Pursuant to Resolution No. 7716, the City Council's regular meetings are held on the first and third Wednesdays of each month, with Closed Session generally commencing at 6:00 p.m. and Open Session at 7:00 p.m. This regular schedule supports advance planning for the City Council, staff, and the public. The City Council may consider adjustments to its meeting calendar as needed.

The proposed 2027 meeting schedule identifies the following cancellations:

January 6, 2027: The City's winter holiday closure is scheduled from December 24, 2026, through January 4, 2027. Given the limited time available following the closure to prepare, review, and publish the meeting agenda, staff recommends cancellation of the January 6 regular meeting. If necessary, a special meeting may be scheduled during the second week of January to address time-sensitive City business.

April 7, 2027: Consistent with prior City Council direction, staff recommends cancellation of the April 7 regular meeting to accommodate spring break.

The proposed 2027 City Council meeting schedule maintains the City's established regular meeting dates, with the exception of the January 6 and April 7 meetings, which are recommended for cancellation. Approval of the proposed schedule will provide Councilmembers, City staff, and the public with advance notice of the anticipated meeting calendar and facilitate coordination of City business throughout the year. Should additional meetings become necessary, special meetings may be called in accordance with applicable law.

Fiscal Impact
Approval of the proposed 2027 City Council meeting schedule is not anticipated to result in any additional fiscal impact.

Attachment:
City Council Meeting Schedule 2027

CITY OF SOUTH PASADENA
2027 REGULAR CITY COUNCIL MEETING SCHEDULE

City Council Meeting Date	Notes
January 6	Cancelled: Winter Holiday Closure
January 20	
February 3	
February 17	
March 3	
March 17	
April 7	Cancelled: Spring Break
April 21	
May 5	
May 19	
June 2	
June 16	
July 7	
July 21	
August 4	
August 18	
September 1	
September 15	
October 6	
October 20	
November 3	
November 17	
December 1	
December 15	

City Council Agenda Report

ITEM NO. 15

DATE: December 2, 2026

FROM: Sheila Rossi, Mayor

PREPARED BY: Alma Medina, Assistant to the City Manager

SUBJECT: **CONSIDERATION OF ADOPTION OF RESOLUTION NO. 8046 MAKING AN APPOINTMENT TO THE METRO GOLD LINE FOOTHILL EXTENSION CONSTRUCTION AUTHORITY BOARD OF DIRECTORS**

Recommendation

It is recommended that the City Council adopt Resolution No. 8046, appointing Michael Cacciotti as the City of South Pasadena's Nonvoting Board Member to the Metro Gold Line Foothill Extension Construction Authority Board of Directors, in place of Daniel M. Evans.

Analysis

In 1998, the Pasadena Metro Blue Line Construction Authority, which is an independent transportation planning, design and construction agency, was created by the California State Legislature through the adoption of SB 1847, and which is codified in Section 132400 et. seq of the Public Utilities Code. The enabling legislation was later updated in 2011 (AB 706) and 2012 (AB 1600). This later legislation was adopted to rename the Pasadena Metro Blue Line Construction Authority to the Metro Gold Line Foothill Extension Construction Authority ("Gold Line Construction Authority"), to redefine the project and authorize the Construction Authority to build an extension of the Gold Line, added extension cities and added two nonvoting members, to be appointed by the city councils of the cities of Pasadena and South Pasadena, and made other revisions.

Currently, the Construction Authority is governed by a nine-member Board of Directors ("Board"), which is comprised of five voting members and four nonvoting members. Pursuant to Public Utilities Code Section 132415, the South Pasadena City Council appoints one voting member to the Board as well as an alternate who serves in the member's absence. The statutes require a majority vote of the membership of the City Council, which means three affirmative votes, to approve the appointment.

Daniel M. Evans currently serves as the City's nonvoting Gold Line Construction Authority Board member, for a term expiring on March 1, 2027. Mr. Evans has completed his service on the Board, and the City thanks him for his years of dedicated service representing South Pasadena. The City Council considers it important that a sitting member of the City Council represent the City on the Board, so that the City's elected leadership participates directly in the Construction Authority's deliberations. Public Utilities Code Section 132415(h) expressly permits Board members to also serve as city council members or other elected officials.

No action is being requested regarding the City's voting Board member, City of Glendora Mayor Pro Tem Mendell Thompson, or the alternate voting Board member, City of Ontario Councilmember Paul Leon, whose terms run through December 31, 2027.

Accordingly, it is recommended that Councilmember Cacciotti be appointed to the Board as the City's nonvoting member, effective upon adoption of the resolution, for the remainder of the term ending March 1, 2027

Fiscal Impact
There is no fiscal impact to the City's Budget with this appointment.

Attachment:
Attachment No. 1 - Resolution No. 8046

CITY OF SOUTH PASADENA
RESOLUTION NO. 8046

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, APPOINTING SPECIFIC REPRESENTATIVE TO THE METRO GOLD LINE FOOTHILL EXTENSION CONSTRUCTION AUTHORITY BOARD OF DIRECTORS

WHEREAS, pursuant to Public Utilities Code Section 132415, the Metro Gold Line Foothill Extension Construction Authority ("Construction Authority") is governed by a Board of Directors consisting of five voting members and four nonvoting members, one of which nonvoting members is appointed by the City Council of the City of South Pasadena; and

WHERAS, Daniel M. Evans has served as the City's nonvoting member of the Construction Authority Board of Directors, for a term expiring March 1, 2027; and

WHEREAS, the City of South Pasadena is a member city of the Metro Gold Line and pursuant to Public Utilities Code Section 132415, the City Council desires to make an appointment regarding the nonvoting member.

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

SECTION 1. The South Pasadena City Council hereby appoints Councilmember Michael Cacciotti to serve as the Nonvoting Board Member to the Metro Gold Line Foothill Extension Construction Authority Board of Directors, in place of Daniel M. Evans**.**

SECTION 2. The appointment term for the Nonvoting Board Member shall begin upon adoption of this resolution and terminate on March 1, 2027.

SECTION 3. The City Clerk shall certify to the adoption of this resolution.

PASSED, APPROVED AND ADOPTED on this 2nd day of December 2026.

_____
Sheila Rossi, Mayor

ATTEST: **APPROVED AS TO FORM:**

Nikima Newsome, Chief City Clerk Roxanne Diaz, City Attorney

I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 2nd of December 2026 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Nikima Newsome, Chief City Clerk

City Council Agenda Report

ITEM NO. 16

DATE: December 2, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Erika Ramirez, Community Development Director

SUBJECT: **CONTINUED PUBLIC HEARING FOR FIRST READING AND INTRODUCTION OF ORDINANCE NO. 2422, AN UNCODIFIED ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA AMENDING ORDINANCE NO. 2414 TO ADD NEWLY ELIGIBLE SITES INDIVIDUALLY LISTED AS HISTORICAL RESOURCES AND CONTRIBUTING SITES TO A HISTORICAL DISTRICT LISTED IN THE STATE HISTORICAL RESOURCES INVENTORY TO DEFER APPLICATION OF CALIFORNIA SENATE BILL 79 UNTIL ONE YEAR FOLLOWING ADOPTION OF THE CITY'S SEVENTH CYCLE HOUSING ELEMENT PURSUANT TO STATE LAW AND AMENDING THE CITY'S OFFICIAL ZONING MAP**

Recommendation

It is recommended that the City Council:

1. Conduct the continued Public Hearing; and
2. Introduce and waive full reading of uncodified Ordinance No. 2422 to delay effectuation of SB 79 and exclude newly eligible sites containing a historic resource or contributing sites to a historical district in the State Historical Resources Inventory pursuant to California Assembly Bill 2576 and amend the City's zoning map.

Executive Summary

This is a continued public hearing from November 18, 2026, for a proposed ordinance that would expand the City's historic-site deferral under SB 79 from seven local landmark sites to 86 qualifying historic sites. The City Council adopted Ordinance No. 2414 on July 30, 2026, temporarily deferring application of SB 79 development standards on the seven sites identified as local landmarks on the City's Register of Landmarks and Historic Districts. AB 2576, signed September 14, 2026, expands the categories eligible for temporary historic-site exclusion to include contributing sites within historic districts included in the State Historic Resources Inventory and individually listed historical-resource parcels in that inventory, provided the designation occurred before January 1, 2025.

The proposed action would expand the historic-site deferral list from seven to 86 parcels by adding 79 parcels, with no removals. Of the 79 additions, 15 are already deferred under Ordinance No. 2419 as Mixed Use Core (MUC) or Mixed Use Core-50 (MUC-50) sites; therefore, 64 parcels would be newly deferred. Most additions are contributing properties

within the South of Mission and North of Mission historic districts. All designations predate the January 1, 2025 cutoff. The proposed action would update the Official Zoning Map and address list while retaining the parcels' underlying zoning designations. It would not approve construction or prohibit development under otherwise applicable local regulations and State housing laws. The exclusion period would remain tied to one year following adoption of the City's seventh-cycle Housing Element. Because AB 2576 takes effect January 1, 2027, the ordinance would preserve the existing seven-site deferral and provide that the additional historic-site exclusions become operative no earlier than that date. Accounting for the 15 overlapping parcels newly added parcels in addition to the 4 overlapping parcels from the original historic properties deferred, the combined total under Ordinance No. 2419 and the proposed historic-site amendment would be 197 distinct deferred parcels within the one-quarter-mile area.

Background
SB 79, the Abundant and Affordable Homes Near Transit Act, was signed October 10, 2025, and took effect July 1, 2026. It establishes residential density, building height, and residential floor area standards for qualifying housing developments near designated transit stops. South Pasadena's Metro A Line station qualifies as a Tier 2 stop because it serves light rail. Based on the City's population, the law's default standards apply to eligible sites within one-quarter mile of the station, subject to statutory eligibility requirements and adopted exclusions.

On January 14, 2026, at a Special joint meeting, the City Council and Planning Commission received an overview of SB 79 and City Council directed staff to prepare an ordinance to delay effectuation and exempt certain individual sites in conjunction with a Local Alternative Plan for Planning Commission's recommendation and City Council's consideration.

On May 12, 2026, the Planning Commission opened and continued a public hearing.

On May 19, 2026, the Planning Commission adopted Resolution No. PC 26-09 recommending historic-site deferrals and an alternative plan with related land use amendments.

On June 3, 2026, City Council opened and continued its public hearing.

On July 15, 2026, City Council introduced Ordinance No. 2414 and Ordinance No. 2419, adopted Urgency Ordinance No. 2418 for qualifying Downtown Specific Plan sites, and formed an ad hoc subcommittee to evaluate the alternative plan.

On July 27 and July 30, 2026, the City hosted community meetings concerning SB 79 implementation.

On July 30, 2026, the City Council adopted Ordinance No. 2414 for seven local landmark sites and Ordinance No. 2419 for qualifying Downtown Specific Plan Mixed Use Core and Mixed-Use Core-50 sites. The regular ordinances became effective August 29, 2026.

On August 5, 2026, City Council opened a public hearing to consider a Transit-Oriented Alternative Plan and continued the hearing to September 16, 2026.

On September 14, 2026, AB 2576 was signed, expanding the statutory categories eligible for temporary historic-site exclusions effective January 1, 2027.

On September 16, 2026, City Council continued the public hearing pertaining to a TOD Alternative Plan to a date uncertain and directed staff to republish the hearing notice after a new date is selected.

On October 20, 2026, Planning Commission adopted Resolution No. 26-13 to recommend the City Council adopt uncodified Ordinance No. 2422 amending Ordinance No. 2414 and the Official Zoning Map.

On November 18, 2026, the City Council opened and continued the public hearing to December 2, 2026.

Analysis

AB 2576 amends Government Code Section 65912.161(b)(1)(F) to allow temporary exclusion of any of the following designated before January 1, 2025:

i. A site with a historic resource on a local register.
ii. A contributing site within a historic district included on the State Historic Resources Inventory, as defined in Section 5020.1 of the Public Resources Code.
iii. A parcel individually listed as a historical resource included in the State Historic Resources Inventory, as defined in Section 5020.1 of the Public Resources Code.

The expansion recognizes additional categories of historic resources beyond the local landmarks covered by Ordinance No. 2414. It does not establish a blanket exclusion for all buildings older than 45 years, all properties on the City's Inventory of Historic Resources, or all properties within a historic district.

Proposed ordinance and map amendment

The proposed ordinance would revise the historic-site provisions and replace or amend the associated map and address exhibits to expand the list from seven to 86 qualifying parcels. All seven previously listed parcels would remain, and 79 parcels would be added, with no removals. Most additions are contributing properties within the South of Mission and North of Mission historic districts. All designations predate the January 1, 2025 cutoff. Of the 79 additions, 15 are already deferred under Ordinance No. 2419 as MUC or MUC-50 sites, so the amendment would newly defer 64 parcels.

The Zoning Map Amendment would identify which sites are temporarily excluded from Government Code Section 65912.157 as required by Government Code Section 65912.161(b)(2). The underlying zoning designations, permitted uses, and applicable local development standards would remain in place, subject to other applicable State laws. The ordinance would not grant development entitlements, designate additional historic resources, or change a property's historic status.

The temporary exclusion would continue until one year following adoption of the City's seventh revision of the Housing Element, consistent with Government Code Section 65912.161(b). Ordinance No. 2414 anticipated seventh-cycle adoption around April 15, 2030; that estimate does not establish a fixed expiration date. The actual endpoint depends on the City's adoption date and applicable State law.

The proposed ordinance should preserve the existing seven-site exclusion without interruption and make the expanded exclusions operative on January 1, 2027, or the ordinance's effective date, whichever is later.

Relationship to other SB 79 actions

Ordinance No. 2419 defers application of SB 79 on 126 qualifying Downtown Specific Plan sites with underlying density capacity of at least 50 dwelling units per acre. This capacity meets the statutory threshold of at least 50 percent of the applicable SB 79 default density of 100 dwelling units per acre.

The proposed amendment would expand the historic-site deferral to 86 parcels, including 15 also covered by Ordinance No. 2419. Together, the two measures would defer 197 unique parcels within one-quarter mile of the Metro A Line station as of the expanded exclusion's operative date. Of these parcels:

- 111 would qualify solely based on underlying density capacity;
- 71 would qualify solely based on historic designation; and
- 15 would qualify under both criteria.

The City Council has not action on a Transit-Oriented Development Alternative Plan to redistribute housing capacity.

Zoning Map Amendment Findings

South Pasadena Municipal Code (SPMC) Section 36.620.070(B) requires three findings for Zoning Code or Map amendments and an additional physical suitability finding for Zoning Map amendments. The following analysis supports these findings.

General Plan Consistency

The proposed amendment is consistent with the actions, goals, objectives, policies, and programs of the General Plan. Policy P3.4 calls for conservation of South Pasadena's character, scale, and traditional urban form, and Action A3.4b calls for new buildings and related public improvements to fit their context and enhance the City's architectural and cultural traditions. For affected residential sites, Policy P3.1 and Action A3.1a further support conservation of stable residential neighborhoods and development regulations that maintain and enhance established neighborhood character.

The temporary exclusion supports these provisions by maintaining applicable local development standards and historic preservation requirements for qualifying historic sites. These provisions appear in Chapter 3, Our Well Planned Community, pages 67–68.

Public interest and welfare

The proposed amendment would not be detrimental to the public interest, health, safety, convenience, or general welfare of the City. It exercises the temporary historic-site exclusion authority provided by State law to maintain applicable local regulations for qualifying resources. The amendment does not approve development, demolition, or changes to access or public services. It supports conservation of historic resources and orderly development while preserving the applicability of other State housing laws.

Internal Zoning Code consistency

The proposed amendment is internally consistent with other applicable provisions of the Zoning Code. It identifies sites subject to a temporary statutory exclusion without changing their underlying zoning designations or permitted uses. Existing development regulations and historic preservation requirements would continue to apply to the extent consistent with State law. The ordinance and map would identify the scope and duration of the exclusion and would

not establish conflicting land use designations.

Physical suitability
The affected sites are physically suitable for the proposed map designation because the designation identifies a temporary statutory exclusion while retaining the underlying zoning and associated land uses. The amendment does not authorize construction, alter site conditions or access, or require additional utility infrastructure. It therefore introduces no new physical development demands. Maintaining applicable local standards and historic preservation requirements supports compatibility with adjoining land uses and qualifying historic resources. Site-specific physical constraints, access, and utility requirements for any future development would be addressed through the applicable review process. This finding concerns suitability for the temporary exclusion designation and does not determine that every affected parcel is free of physical constraints or suitable for every potential development project.

California Department of Housing and Community Development (HCD) review
Government Code Section 65912.160 requires submission of the draft implementing ordinance to HCD at least 14 days before adoption and submission of the enacted ordinance within 60 days of enactment. HCD has up to 120 days to determine if the ordinance complies with state law. If HCD does not provide written findings during the review period, the ordinance shall be deemed compliant by default. Staff has submitted the draft Ordinance No. 2422 to HCD on Monday, November 16, 2026.

The proposed ordinance and Zoning Map Amendment would implement the expanded historic-site exclusion authorized by AB 2576, retain the seven existing exclusions, and newly defer 63 parcels. The amendments would preserve applicable local development standards and historic preservation requirements during the statutory deferral period while leaving other applicable State housing laws in effect. Based on the analysis above, staff finds that the proposed amendments support the required Zoning Map Amendment findings and recommends approval, subject to completion of the applicable HCD submission requirements.

Alternatives
Alternatively, the City Council may not introduce the ordinance or may modify the list of sites proposed to be temporarily excluded from SB 79.

Fiscal Impact
Updating the zoning code to comply with state law and implement City Council direction is included in the Community Development Department's FY 2026-2027 Work Plan approved as part of the Adopted Budget.

Commission Review and Recommendation
On October 20, 2026 the Planning Commission adopted Resolution No. 26-13 on a 3-1 vote recommending the City Council adopt an uncodified Ordinance to amend the South Pasadena Official Zoning Map to delay effectuation and exclude certain individual sites with a historic resource pursuant to Senate Bill 79 (Government Code Sections 65912.155 et seq.) as amended by Assembly Bill 2576, and making a determination of exemption under the California Environmental Quality Act (CEQA).

Public Notification
A public notice for this Public Hearing was published in the South Pasadena Review on

November 6, 2026. The scheduled public hearing was opened and continue to a date certain of December 2, 2026, therefore, no additional public hearing notice was required.

Environmental Analysis
The proposed ordinance implements the historic-site exclusions authorized by Government Code Section 65912.161(b) and the associated public zoning map requirement. Pursuant to Government Code Section 65912.160(c)(2), an implementing ordinance described in subdivision (c)(1) is not considered a project under CEQA.

The action is also exempt pursuant to CEQA Guidelines Section 15061(b)(3), consistent with the original ordinance, because it can be seen with certainty that the temporary exclusion and corresponding map amendment have no possibility of causing a significant environmental effect. The action maintains the underlying zoning and applicable historic preservation requirements and does not authorize construction, demolition, or alteration of a historic resource. Environmental review of a future development proposal would be addressed as required by applicable law.

Attachment:
Attachment No. 1- Ordinance No. 2422
Attachment No. 2- SB 79 Revised Base Map
Attachment No. 3- AB2576

ORDINANCE NO. 2423

AN UNCODIFIED ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA AMENDING ORDINANCE NO. 2414 TO ADD NEWLY ELIGIBLE STIES INDIVIDUALLY LISTED AS HISTORICAL RESOURCES IN THE STATE HISTORICAL RESOURCES INVENTORY AND CONTRIBUTING SITES TO A HISTORICAL DISTRICT LISTED IN THE STATE HISTORICAL RESOURCES INVENTORY TO DEFER APPLICATION OF CALIFORNIA SENATE BILL 79 UNTIL ONE YEAR FOLLOWING ADOPTION OF THE CITY'S SEVENTH CYCLE HOUSING ELEMENT PURSUANT TO STATE LAW AND AMENDING THE CITY'S OFFICIAL ZONING MAP

WHEREAS, California Constitution Article XI, Section 7, enables the City of South Pasadena ("City") to enact local planning and land use regulations; and

WHEREAS, the authority to adopt and enforce land use and planning regulations is an exercise of the City's police power to protect the public health, safety, and welfare; and

WHEREAS, Senate Bill 79 ("SB 79"), known as the *Abundant and Affordable Homes Near Transit Act* and codified in California Government Code §§65912.155-65912.162, establishes statewide standards applicable to certain housing development projects located near qualifying transit-oriented development ("TOD") stops, subject to specified requirements and limitations; and

WHEREAS, SB 79 became effective on July 1, 2026, and includes provisions allowing delayed implementation of SB 79 standards on certain sites and development of local TOD alternative plans; and

WHEREAS, SB 79 provides that, prior to one year following adoption of a jurisdiction's seventh revision of its Housing Element, the provisions of SB 79 relating to housing development projects do not apply where a local government has adopted an ordinance consistent with State law demonstrating that the circumstances specified in SB 79 allowing for deferral exist; and

WHEREAS, the City of South Pasadena ("City") is subject to Housing Element requirements pursuant to Government Code Section 65580 et seq. and anticipates that adoption of the Seventh Cycle Housing Element for the Southern California Association of Governments (SCAG) region will occur approximately on or around April 15, 2030, or as may be amended by State law; and

WHEREAS, pursuant to SB 79, sites with a historic resource designated as of January 1, 2025, on a local register, may be deferred and in such case the provisions of SB 79 related to housing development projects shall not apply to those sites until

one year after the Seventh Cycle Housing Element, consistent with Government Code Section 65912.161(b); and

WHEREAS, on July 30, 2026, the City Council adopted Ordinance No. 2414 deferring application of Senate Bill 79 on seven sites with a historic resource designated as of January 1, 2025 on the City of South Pasadena Register of Landmarks and Historic Districts; and

WHEREAS, on September 14, 2026, the California Governor approved Assembly Bill 2576 ("AB 2576"), effective on January 1, 2027, which amends Government Code Section 65912.161 to expand historic preservation exclusions under SB 79 to sites listed on the State Historic Resources Inventory, as defined in Public Resources Code Section 5020.1; and

WHEREAS, the City has analyzed historic properties identified in both the local register and sites that are contributing sites in a historic district or individually historic resources listed in the State Historic Resources Inventory that are located within ¼ mile of the TOD stop; and

WHEREAS, the City identified certain sites listed on the State Historic Recourses Inventory that are additional to those identified in Ordinance No. 2414 that qualify for delayed implementation of SB 79 upon the effective date of AB 2576; and

WHEREAS, the City desires to include historic sites newly eligible for deferred application of SB 79, as specified in AB 2576, to the historic sites identified in Exhibit A of Ordinance 2414; and

WHEREAS, the Planning Commission held a duly noticed public hearing on October 20, 2026, at which time it considered all evidence presented, both written and oral, at the end of the hearing opted to adopt Resolution No. PC 26-13, recommending the City Council adopt an ordinance to amend Ordinance No. 2414 to defer application of Senate Bill 79 on sites listed on both local and state historic registers as of January 1, 2025; and

WHEREAS, on November 18, 2026, the City Council held a public hearing, at which time it considered all evidence presented, both written and oral, and at the end of the hearing voted to introduce for first reading this Ordinance to amend Ordinance 2414 to defer application of Senate Bill 79 on sites listed on both local and state registers as of January 1, 2025; and

WHEREAS, on December 2, 2026, the City Council adopted this Ordinance.

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

SECTION 1. Recitals. The Recitals set forth hereinabove are true and correct and incorporated herein by reference as if fully set forth herein.

SECTION 2. California Environmental Quality Act (CEQA). This Ordinance is not a project under CEQA pursuant to Government Code Section 65912.160(c)(2), which states that a local ordinance enacted to comply with the provisions of SB 79 is not a project. This Ordinance is additionally exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3), which is the general rule that CEQA applies only to projects that have the potential for causing a significant effect on the environment, and CEQA does not apply where it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment. This Ordinance amends a previously adopted ordinance to identify additional sites that are not eligible for the increased development density provided in SB 79 and would maintain the existing development standards in the zoning code and general plan, so it can be seen with certainty that the activity of adopting such an ordinance would not have a significant effect on the environment.

SECTION 3. Amendment to Ordinance 2414. Exhibit A of Ordinance 2414 is hereby replaced with Exhibit A, attached hereto and incorporated herein, which includes both sites on the South Pasadena Register of Landmarks and Historic Districts previously identified in Ordinance 2414 for deferral of Senate Bill 79 and newly eligible sites located with ¼ mile of the Metro A Line Station that are contributing sites within a historic district included on the State Historic Resources Inventory and parcels that are individually listed as a historical resource included in the State Historic Resources Inventory, consistent with AB 2576 amendments to Government Code 65912.161(b)(1)(F).

SECTION 4. Deferral of Senate Bill 79 (Government Code §§ 65912.155-65912.162). Pursuant to Government Code Section 65912.161(b), the provisions of SB 79 relating to transit-oriented housing development projects as set forth in Government Code Section 65912.157 shall not apply to the sites identified in Exhibit A ("Deferred Sites") prior to one year following the City's adoption of its seventh revision of the Housing Element, as permitted by State law.

SECTION 5. Amended Zoning Map. The Community Development Director is hereby authorized to amend the City's Zoning Map to indicate that as of the effective date of this Ordinance, the sites identified in Exhibit B herein are not covered by Government Code Section 65912.157 and the City Council hereby adopts said amended Zoning Map.

SECTION 8. Interpretation and State Law Consistency**.** This Ordinance shall be interpreted and applied in a manner consistent with SB 79 and other applicable provisions of State law. In the event of any conflict between this Ordinance and State law, State law shall control.

SECTION 9. Severability. If any section, subsection, sentence, clause, or phrase in this Ordinance or the application thereof to any person or circumstance is for any reason held invalid, the validity of the remainder of the ordinance or the application of such provision to other persons or circumstances shall be adopted thereby. The City Council hereby declares it would have passed this ordinance and each section, subsection, sentence, clause, or phrase thereof, irrespective of the fact that one or more sections, subsections, sentences, clauses, or phrases or the application thereof to any person or circumstance be held invalid.

SECTION 10. Effective Date. This Ordinance shall take effect the later of thirty days after its adoption or January 1, 2027, shall be certified as to its adoption by the City Clerk, and shall be published as required by law.

PASSED, APPROVED AND ADOPTED ON this __ day of _____, 2026

AYES:

NOES:

ABSENT:

ABSTAIN:

Sheila Rossi, Mayor

ATTEST:

Nikima Newsome, Chief City Clerk

APPROVED AS TO FORM:

Roxanne Diaz, City Attorney

Exhibit A- List of Addresses

APN	ADDRESS	NOTE
5315-018-021	844 Monterey Road	local register (Reso No. 6498)
5319-028-001	1103 Monterey Road	local register (CHC 6/26/75)
5315-019-037	1016 Orange Grove	local register (Reso. No. 7719)
5313-006-041	634-636 Mission Street	local register (CHC 10/26/83)
5315-006-015	1017-1019 El Centro (1003 Diamond Avenue)	local register (CHC 3/16/72)
5313-007-068	729 Mission Street	local register (CHC 6/3/81)
5315-020-906		local register (CHC 3/16/72); SHRI district contributor
5315-020-016	915 Meridian Avenue (913 Meridian Avenue)	local register (CHC 3/16/72); SHRI district contributor
5315-014-047	1000 Mission Street	local register (CHC 2/3/88)
5315-007-055	1131 El Centro St A	SHRI district contributor
5315-008-023	1019 Mission St	SHRI district contributor; and SHRI individually listed
5315-008-024	1001 Mission St	SHRI district contributor
5315-014-021	810 Meridian Ave	SHRI district contributor
5315-014-023	806 Meridian Ave	SHRI district contributor
5315-014-028	1012 Mission St	SHRI district contributor
5315-014-029	1014 Mission St	SHRI district contributor
5315-014-035	1040 Mission St	SHRI district contributor

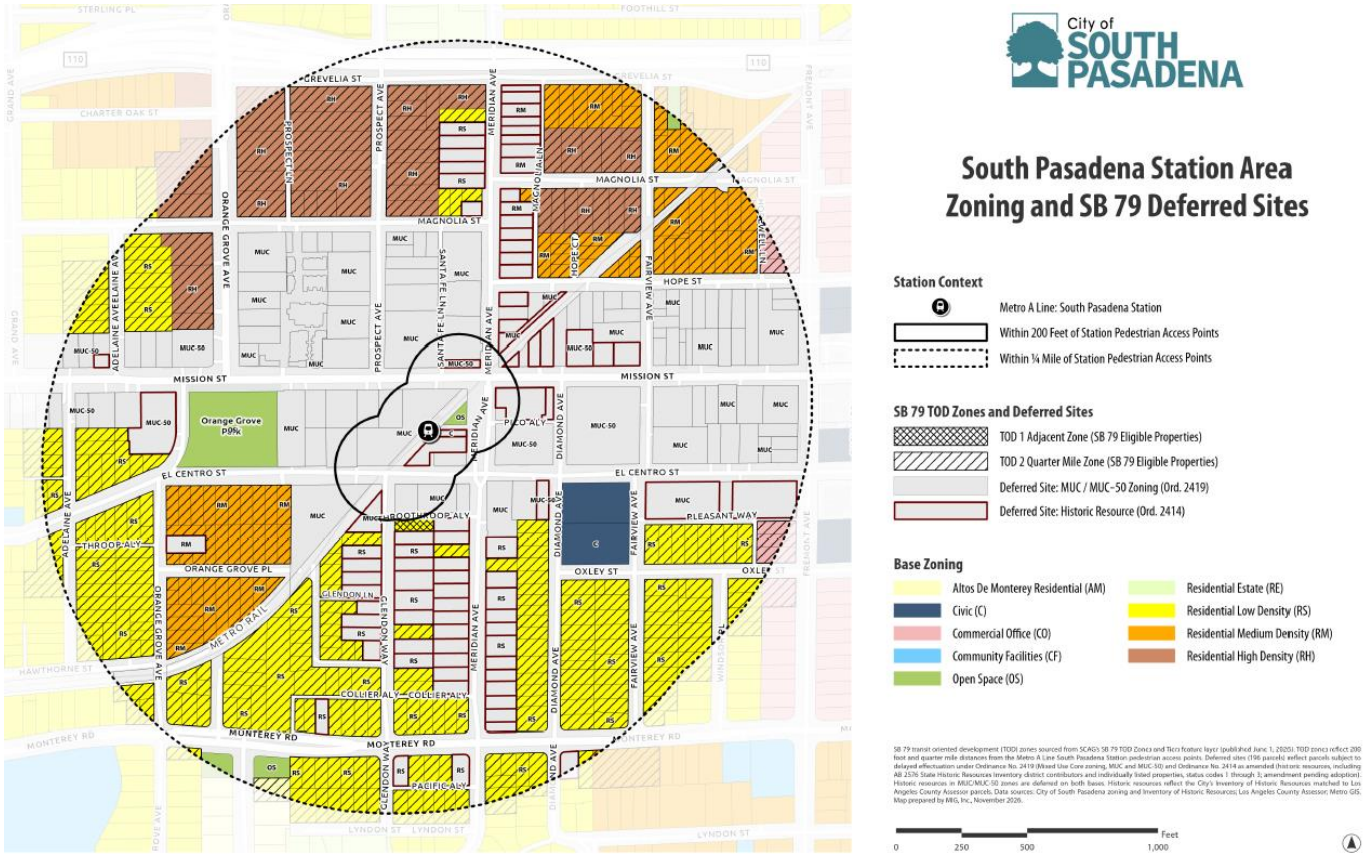
5315-014-043	1030 Mission St	SHRI district contributor
5315-014-044	1020 Mission St	SHRI district contributor
5315-014-049	1002 Mission St	SHRI district contributor
5315-019-047	1001 Glendon Way	SHRI district contributor
5315-021-001	950 Mission St	SHRI district contributor
5314-022-005	921 Monterey Rd	SHRI individually listed
5314-022-900		SHRI individually listed
5315-006-021	1020 Meridian Ave	SHRI district contributor
5315-006-024	1100 Meridian Ave	SHRI district contributor
5315-006-028	1106 Meridian Ave	SHRI district contributor
5315-006-029	1110 Meridian Ave	SHRI district contributor
5315-006-032	1114 Meridian Ave	SHRI district contributor
5315-006-034	1120 Meridian Ave	SHRI district contributor
5315-006-040	1146 Meridian Ave	SHRI district contributor
5315-006-041	1142 Meridian Ave	SHRI district contributor
5315-006-042	1138 Meridian Ave	SHRI district contributor
5315-006-043	1134 Meridian Ave	SHRI district contributor
5315-006-044	1130 Meridian Ave	SHRI district contributor
5315-006-045	1122 Meridian Ave	SHRI district contributor
5315-007-900		SHRI individually listed
5315-012-028	624 Meridian Ave	SHRI district contributor

5315-012-029	620 Meridian Ave	SHRI district contributor
5315-012-030	616 Meridian Ave	SHRI district contributor
5315-012-031	612 Meridian Ave	SHRI district contributor
5315-012-032	610 Meridian Ave	SHRI district contributor
5315-012-033	606 Meridian Ave	SHRI district contributor
5315-012-034	602 Meridian Ave	SHRI district contributor
5315-012-035	600 Meridian Ave	SHRI individually listed
5315-013-037	720 Meridian Ave	SHRI district contributor
5315-013-038	716 Meridian Ave	SHRI district contributor
5315-013-039	712 Meridian Ave	SHRI district contributor
5315-013-040	708 Meridian Ave	SHRI district contributor
5315-013-041	704 Meridian Ave	SHRI district contributor
5315-013-043	702 Meridian Ave	SHRI district contributor
5315-013-049	726 Meridian Ave	SHRI district contributor
5315-015-019	1014 Glendon Way	SHRI district contributor
5315-015-020	1024 Glendon Way	SHRI district contributor
5315-015-021	1028 Glendon Way	SHRI district contributor
5315-015-022	1102 Glendon Way	SHRI district contributor
5315-015-023	1015 Meridian Ave	SHRI district contributor
5315-015-024	1011 Meridian Ave	SHRI district contributor
5315-015-033	1023 Meridian Ave	SHRI district contributor
5315-015-034	1103 Meridian Ave	SHRI district contributor

5315-015-035	1105 Meridian Ave	SHRI district contributor
5315-015-036	1109 Meridian Ave	SHRI district contributor
5315-015-037	1113 Meridian Ave	SHRI district contributor
5315-015-038	1121 Meridian Ave	SHRI district contributor
5315-015-039	1125 Meridian Ave	SHRI district contributor
5315-015-040	1131 Meridian Ave	SHRI district contributor
5315-015-041	1133 Meridian Ave	SHRI district contributor
5315-015-042	1112 Glendon Way	SHRI district contributor
5315-015-044	1118 Glendon Way	SHRI district contributor
5315-015-045	1126 Glendon Way	SHRI district contributor
5315-015-046	1119 Meridian Ave	SHRI district contributor local register (CHC 3/16/72)
5315-015-900	1110 Glendon Way	SHRI district contributor
5315-016-011	637 Meridian Ave	SHRI district contributor
5315-016-015	621 Meridian Ave	SHRI district contributor
5315-016-016	617 Meridian Ave	SHRI district contributor
5315-016-017	613 Meridian Ave	SHRI district contributor
5315-016-021	625 Meridian Ave	SHRI district contributor
5315-016-045	631 Meridian Ave	SHRI district contributor
5315-018-028	1111 Glendon Way	SHRI district contributor
5315-018-030	1115 Glendon Way	SHRI district contributor
5315-018-031	1119 Glendon Way	SHRI district contributor
5315-018-045	1123 Glendon Way	SHRI district contributor

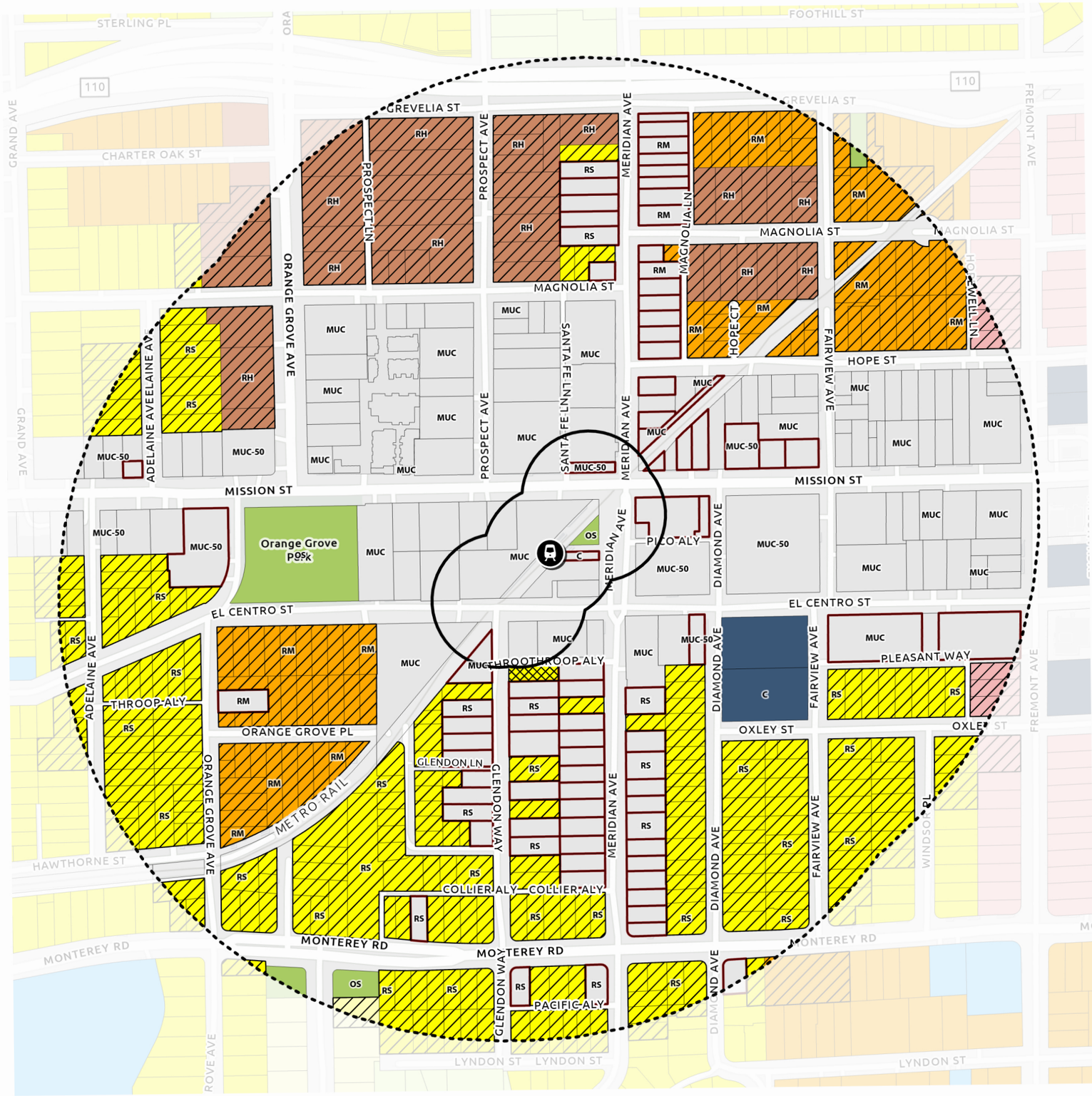
5315-019-020	1021 Glendon Way	SHRI district contributor
5315-019-021	1027 Glendon Way	SHRI district contributor
5315-019-022	1101 Glendon Way	SHRI district contributor
5315-019-023	1105 Glendon Way	SHRI district contributor

Exhibit B – Zoning Map with SB 79 area



City of SOUTH PASADENA

South Pasadena Station Area Zoning and SB 79 Deferred Sites



Station Context

- Metro A Line: South Pasadena Station
- Within 200 Feet of Station Pedestrian Access Points
- Within ¼ Mile of Station Pedestrian Access Points

SB 79 TOD Zones and Deferred Sites

- TOD 1 Adjacent Zone (SB 79 Eligible Properties)
- TOD 2 Quarter Mile Zone (SB 79 Eligible Properties)
- Deferred Site: MUC / MUC–50 Zoning (Ord. 2419)
- Deferred Site: Historic Resource (Ord. 2414)

Base Zoning

- Altos De Monterey Residential (AM)
- Civic (C)
- Commercial Office (CO)
- Community Facilities (CF)
- Open Space (OS)
- Residential Estate (RE)
- Residential Low Density (RS)
- Residential Medium Density (RM)
- Residential High Density (RH)

SB 79 transit oriented development (TOD) zones sourced from SCAG's SB 79 TOD Zones and Tiers feature layer (published June 1, 2026). TOD zones reflect 200 foot and quarter mile distances from the Metro A Line South Pasadena Station pedestrian access points. Deferred sites reflect parcels subject to delayed effectuation under Ordinance No. 2419 (Mixed Use Core zoning, MUC and MUC-50) and Ordinance No. 2414 as amended (historic resources, including AB 2576 California Register district contributors and individually listed properties; amendment pending adoption). Historic resources in MUC/MUC-50 zones are deferred on both bases. Historic resources reflect the City's Inventory of Historic Resources. Data sources: City of South Pasadena zoning and historic resources inventory (2026); Metro GIS. Map prepared by MIG, Inc., October 2026.

0 250 500 1,000 Feet

Assembly Bill No. 2576
CHAPTER 214

An act to amend Section 65912.161 of the Government Code, relating to land use.

[Approved by Governor September 14, 2026. Filed with Secretary of State September 14, 2026.]

LEGISLATIVE COUNSEL'S DIGEST

AB 2576, Harabedian. Transit-oriented development: exclusions: historic sites.
Existing law provides that a housing development project shall be an allowed use as a transit-oriented housing development if specified conditions and requirements are met. Existing law provides that these provisions do not apply to a local agency until July 1, 2026, unless the local agency adopts an ordinance or local transit-oriented development alternative plan, as defined, deemed compliant by the Department of Housing and Community Development before July 1, 2026. Existing law specifies that, beginning on January 1, 2027, a local government that denies a housing development project meeting the requirements referenced above that is located in a high-resource area is presumed to be in violation of specified law and immediately liable for specified penalties. Existing law specifies exclusions from the provisions described above, including, among other sites prior to one year following the adoption of the 7th revision of the housing element, a site with a historic resource designated as of January 1, 2025, on a local register.
This bill would also exclude from the provisions described above, a contributing site within a historic district included on the State Historic Resources Inventory designated before January 1, 2025, and a parcel individually listed as a historical resource included on the State Historic Resources Inventory designated before January 1, 2025.
This bill would incorporate additional changes to Section 65912.161 of the Government Code proposed by AB 2415 to be operative only if this bill and AB 2415 are enacted and this bill is enacted last.

Digest Key

Vote: MAJORITY Appropriation: NO Fiscal Committee: NO Local Program: NO

Bill Text

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1.

Section 65912.161 of the Government Code is amended to read:

65912.161.

(a) For purposes of this section, "transit-oriented development alternative plan" shall mean a plan adopted by the local agency via the adoption of the housing element, a program to implement the housing element, the adoption of a specific plan, a zoning overlay, or enactment of an ordinance; that brings the local agency into compliance with this chapter and that incorporates all of the following:
(1) A local transit-oriented development alternative plan shall maintain at least the same total net zoned capacity, in terms of both total units and residential floor area, as provided for in this chapter across all transit-oriented development zones within the jurisdiction.
(A) Net zoned capacity in units shall be measured by subtracting the current number of units on the site from the number allowed by the applicable development standards.
(B) Net zoned capacity in floor area shall be measured by subtracting the current developed floor area of the site from the amount allowed by the applicable development standards.
(2) The plan shall not reduce the maximum allowed density for any individual site on which the plan allows residential use by more than 50 percent below that permitted under this chapter, except for sites meeting any of the following criteria:
(A) Sites within a very high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection pursuant to Section 51178, or within the state responsibility area, as defined in Section 4102 of the Public Resources Code.
(B) Sites that are vulnerable to one foot of sea level rise, as determined by the National Oceanic and Atmospheric Administration, the Ocean Protection Council, the United States Geological Survey, the University of California, or a local government's coastal hazards vulnerability assessment.
(C) Sites with a historic resource designated on a local register, so long as sites excluded from the density requirements of this paragraph on that basis do not cumulatively exceed 10 percent of the eligible area of any transit-oriented development zone.
(D) Sites within one-half mile of a Tier 2 transit-oriented development stop shall not have a density below 30 units per acre with a residential floor area ratio of 1.0, except for sites specified in subparagraphs (A) to (C), inclusive, and should be considered for attached entry level owner-occupied housing development opportunities.
(3) The plan shall not reduce the capacity in any transit-oriented development zone in total units or residential floor area by more than 50 percent.
(4) A site's maximum capacity counted toward the plan shall not exceed 200 percent of the maximum density established under this chapter. Any site excluded from the minimum density requirements of subparagraphs (A) to (C), inclusive, of paragraph (2) shall not be counted toward the plan's capacity. For purposes of this section, calculations regarding capacity, density, and floor area shall include capacity, density, or floor area available under voluntary local housing incentive programs.
(5) A local transit-oriented development alternative plan may consist of an existing local transit-oriented zoning ordinance, overlay zone, specific plan, or zoning incentive ordinance, provided that it meets the requirements of this subdivision.
(b) (1) Prior to one year following the adoption of the seventh revision of the housing element, Section 65912.157 shall not apply to any of the following for which the local government has adopted an ordinance in accordance with Section 65912.160 indicating the site's exclusion:

(A) A site that has been identified by the local jurisdiction which permits density and residential floor area ratio at no less than 50 percent of the standards specified under subdivision (a) of Section 65912.157.
(B) (i) A site in a transit-oriented development zone in which at least 33 percent of sites in the relevant transit-oriented development zone have permitted density and residential floor area ratio no less than 50 percent of the standards specified under subdivision (a) of Section 65912.157 and which includes sites with densities that cumulatively allow for at least 75 percent of the aggregate density for the transit-oriented development zone specified under subdivision (a) of Section 65912.157.
(ii) A site in a transit-oriented development zone around a transit-oriented development stop that is primarily comprised of a low-resource area which includes sites with densities that cumulatively allow for at least 40 percent of the aggregate density for the transit-oriented development zone specified under subdivision (a) of Section 65912.157.
(iii) A site in an area designated as low resource on the most recently adopted version of the opportunity area maps published by the California Tax Credit Allocation Committee and the department, and within a jurisdiction that cumulatively allows for at least 50 percent of the total capacity for units and floor area as specified under Section 65912.157 across all transit-oriented development zones.
(C) A site that is covered by a local transit-oriented development alternative plan adopted by a local government.
(D) Sites within a very high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection pursuant to Section 51178, or within the state responsibility area, as defined in Section 4102 of the Public Resources Code.
(E) Sites that are vulnerable to one foot of sea level rise, as determined by the National Oceanic and Atmospheric Administration, the Ocean Protection Council, the United States Geological Survey, the University of California, or a local government's coastal hazards vulnerability assessment.
(F) Any of the following designated before January 1, 2025:
(i) A site with a historic resource on a local register.
(ii) A contributing site within a historic district included on the State Historic Resources Inventory, as defined in Section 5020.1 of the Public Resources Code.
(iii) A parcel individually listed as a historical resource included in the State Historic Resources Inventory, as defined in Section 5020.1 of the Public Resources Code.
(2) A local government that has adopted an ordinance pursuant to this subdivision shall indicate on its public zoning map which sites or transit-oriented development zones are and are not covered by Section 65912.157.
(c) For the seventh and subsequent revisions of the housing element, a local government may include a local transit-oriented development alternative plan in any of the following ways:
(1) (A) Include a local transit-oriented alternative plan in its housing element. When a local government includes a transit-oriented development alternative plan in its housing element the plan shall include an analysis of how the plan maintains at least an equal feasible developable housing capacity as the baseline established by this chapter.
(B) If a local government adopts a housing element that the department has determined to be compliant with this section, then any action to enforce or implement a compliant housing element shall be subject to applicable provisions of housing element law (Article 10.6 (commencing with Section 65580) of Chapter 3).
(C) The initial submission of a transit-oriented development alternative plan shall be included in the local government's first draft submittal referenced in subparagraph (C) of paragraph (1) of subdivision (b) of Section 65585.

(D) Sites identified in a local transit-oriented development alternative plan may be included in the inventory of land suitable for residential development, pursuant to the additional requirements of Section 65583.
(2) If a local government does not include the local transit-oriented alternative plan in its housing element, the local government may adopt an alternative plan that has been deemed compliant by the department pursuant to Section 65912.160.
(d) Section 65912.157 shall not apply within a jurisdiction that has a local transit-oriented alternative plan that has been approved by the department as satisfying the requirements of this section in effect. The department's approval pursuant to this section shall be valid through the jurisdiction's next amendment to the housing element of its general plan.
(e) A local transit-oriented development alternative plan may consist of an existing local transit-oriented zoning ordinance, overlay zone, specific plan, zoning incentive ordinance or existing program, provided that it meets the requirements of this section.

SEC. 1.5.

Section 65912.161 of the Government Code is amended to read:

65912.161.

(a) For purposes of this section, "transit-oriented development alternative plan" shall mean a plan adopted by the local agency via the adoption of the housing element, a program to implement the housing element, the adoption of a specific plan, a zoning overlay, or enactment of an ordinance; that brings the local agency into compliance with this chapter and that incorporates all of the following:
(1) A local transit-oriented development alternative plan shall maintain at least the same total net zoned capacity, in terms of both total units and residential floor area, as provided for in this chapter across all transit-oriented development zones within the jurisdiction.
(A) Net zoned capacity in units shall be measured by subtracting the current number of units on the site from the number allowed by the applicable development standards.
(B) Net zoned capacity in floor area shall be measured by subtracting the current developed floor area of the site from the amount allowed by the applicable development standards.
(2) The plan shall not reduce the maximum allowed density for any individual site on which the plan allows residential use by more than 50 percent below that permitted under this chapter, except for sites meeting any of the following criteria:
(A) Sites within a very high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection pursuant to Section 51178, or within the state responsibility area, as defined in Section 4102 of the Public Resources Code.
(B) Sites that are vulnerable to one foot of sea level rise, as determined by the National Oceanic and Atmospheric Administration, the Ocean Protection Council, the United States Geological Survey, the University of California, or a local government's coastal hazards vulnerability assessment.
(C) Sites with a historic resource designated on a local register, so long as sites excluded from the density requirements of this paragraph on that basis do not cumulatively exceed 10 percent of the eligible area of any transit-oriented development zone.
(D) Sites within one-half mile of a Tier 2 transit-oriented development stop shall not have a density below 30 units per acre with a residential floor area ratio of 1.0, except for sites specified in subparagraphs (A) to (C), inclusive, and should be considered for attached entry level owner-occupied housing development opportunities.

(3) (A) The plan shall not reduce the capacity in any transit-oriented development zone in total units or residential floor area by more than 50 percent.
(B) Notwithstanding subparagraph (A), the plan may reduce the capacity in one transit-oriented development zone in total units or residential floor area by more than 50 percent if all of the following conditions are met:
(i) The local jurisdiction adopting the plan is a city.
(ii) The city has a population of less than 150,000.
(iii) A majority of the transit-oriented development zone is part of a local historic district that was designated before January 1, 2000.
(iv) The city has more than one transit-oriented development zone.
(4) A site's maximum capacity counted toward the plan shall not exceed 200 percent of the maximum density established under this chapter. Any site excluded from the minimum density requirements of subparagraphs (A) to (C), inclusive, of paragraph (2) shall not be counted toward the plan's capacity. For purposes of this section, calculations regarding capacity, density, and floor area shall include capacity, density, or floor area available under voluntary local housing incentive programs.
(5) A local transit-oriented development alternative plan may consist of an existing local transit-oriented zoning ordinance, overlay zone, specific plan, or zoning incentive ordinance, provided that it meets the requirements of this subdivision.
(b) (1) Prior to one year following the adoption of the seventh revision of the housing element, Section 65912.157 shall not apply to any of the following for which the local government has adopted an ordinance in accordance with Section 65912.160 indicating the site's exclusion:
(A) A site that has been identified by the local jurisdiction which permits density and residential floor area ratio at no less than 50 percent of the standards specified under subdivision (a) of Section 65912.157.
(B) (i) A site in a transit-oriented development zone in which at least 33 percent of sites in the relevant transit-oriented development zone have permitted density and residential floor area ratio no less than 50 percent of the standards specified under subdivision (a) of Section 65912.157 and which includes sites with densities that cumulatively allow for at least 75 percent of the aggregate density for the transit-oriented development zone specified under subdivision (a) of Section 65912.157.
(ii) A site in a transit-oriented development zone around a transit-oriented development stop that is primarily comprised of a low-resource area which includes sites with densities that cumulatively allow for at least 40 percent of the aggregate density for the transit-oriented development zone specified under subdivision (a) of Section 65912.157.
(iii) A site in an area designated as low resource on the most recently adopted version of the opportunity area maps published by the California Tax Credit Allocation Committee and the department, and within a jurisdiction that cumulatively allows for at least 50 percent of the total capacity for units and floor area as specified under Section 65912.157 across all transit-oriented development zones.
(C) A site that is covered by a local transit-oriented development alternative plan adopted by a local government.
(D) Sites within a very high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection pursuant to Section 51178, or within the state responsibility area, as defined in Section 4102 of the Public Resources Code.
(E) Sites that are vulnerable to one foot of sea level rise, as determined by the National Oceanic and Atmospheric Administration, the Ocean Protection Council, the United States Geological Survey, the University of California, or a local government's coastal hazards vulnerability assessment.

(F) Any of the following designated before January 1, 2025:
(i) A site with a historic resource on a local register.
(ii) A contributing site within a historic district included on the State Historic Resources Inventory, as defined in Section 5020.1 of the Public Resources Code.
(iii) A parcel individually listed as a historical resource included in the State Historic Resources Inventory, as defined in Section 5020.1 of the Public Resources Code.
(2) A local government that has adopted an ordinance pursuant to this subdivision shall indicate on its public zoning map which sites or transit-oriented development zones are and are not covered by Section 65912.157.
(c) For the seventh and subsequent revisions of the housing element, a local government may include a local transit-oriented development alternative plan in any of the following ways:
(1) (A) Include a local transit-oriented alternative plan in its housing element. When a local government includes a transit-oriented development alternative plan in its housing element, the plan shall include an analysis of how the plan maintains at least an equal feasible developable housing capacity as the baseline established by this chapter.
(B) If a local government adopts a housing element that the department has determined to be compliant with this section, then any action to enforce or implement a compliant housing element shall be subject to applicable provisions of housing element law (Article 10.6 (commencing with Section 65580) of Chapter 3).
(C) The initial submission of a transit-oriented development alternative plan shall be included in the local government's first draft submittal referenced in subparagraph (C) of paragraph (1) of subdivision (b) of Section 65585.
(D) Sites identified in a local transit-oriented development alternative plan may be included in the inventory of land suitable for residential development, pursuant to the additional requirements of Section 65583.
(2) If a local government does not include the local transit-oriented alternative plan in its housing element, the local government may adopt an alternative plan that has been deemed compliant by the department pursuant to Section 65912.160.
(d) Section 65912.157 shall not apply within a jurisdiction that has a local transit-oriented alternative plan that has been approved by the department as satisfying the requirements of this section in effect. The department's approval pursuant to this section shall be valid through the jurisdiction's next amendment to the housing element of its general plan.
(e) A local transit-oriented development alternative plan may consist of an existing local transit-oriented zoning ordinance, overlay zone, specific plan, zoning incentive ordinance or existing program, provided that it meets the requirements of this section.

SEC. 2.

Section 1.5 of this bill incorporates amendments to Section 65912.161 of the Government Code proposed by both this bill and Assembly Bill 2415. That section of this bill shall only become operative if (1) both bills are enacted and become effective on or before January 1, 2027, (2) each bill amends Section 65912.161 of the Government Code, and (3) this bill is enacted after Assembly Bill 2415, in which case Section 1 of this bill shall not become operative.

City Council Agenda Report

ITEM NO. 17

DATE: December 2, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Nick Kimball, Assistant City Manager/CFO

SUBJECT: **DISCUSSION AND DIRECTION RELATED TO THE DEVELOPMENT IMPACT FEE STUDY AND CONSIDERATION OF ESTABLISHING ALTERNATIVE INFRASTRUCTURE FINANCING DISTRICTS, INCLUDING EVALUATION OF AN ENHANCED INFRASTRUCTURE FINANCING DISTRICT FOR THE MISSION STREET AND FAIR OAKS AVENUE COMMERCIAL DISTRICT**

Recommendation

It is recommended that the City Council:

a. Receive and file a status presentation and update on the Development Impact Fee Nexus Study (Attachment 1);
b. Receive an informational presentation regarding Alternative Infrastructure Financing Districts, including Enhanced Infrastructure Financing Districts, Community Facilities Districts, and Assessment Districts (Attachment 2); and
c. Discuss and provide direction, as appropriate.

Executive Summary

In November 2025, the City Council approved an agreement with Willdan Financial Services to prepare a Development Impact Fee (DIF) Nexus Study to update the City's development impact fees, which have not been comprehensively updated in over a decade. Staff is working with Willdan to complete outstanding data items before the draft Nexus Study is finalized. Staff is providing a status update prior to proceeding toward City Council consideration of adoption in March 2027.

Development impact fees may only fund the share of new facilities attributable to new development. They cannot fund existing facility deficiencies, maintenance, or operations. To address capital needs that impact fees cannot fund, staff and the City's economic development consultant, Kosmont Companies, have evaluated alternative infrastructure financing districts, including Enhanced Infrastructure Financing Districts (EIFDs), Community Facilities Districts (CFDs), and Assessment Districts. Each approach differs in its revenue source, approval requirements, eligible uses, and effect on property owners and the General Fund.

After reviewing the trade-offs, staff recommends further evaluation of an EIFD encompassing the Mission Street and Fair Oaks Avenue commercial districts. Staff is requesting City Council direction on both items.

Background
On September 27, 2023, the City Council adopted the General Plan and Downtown Specific Plan, which provides zoning to accommodate up to 2,775 residential units and 430,000 square feet of non-residential space.

On September 25, 2025, the City issued a Request for Proposals for a Development Impact Fee Nexus Study.

On November 19, 2025, the City Council approved a professional services agreement with Willdan in an amount not to exceed $56,040.

In January 2026, Kosmont Companies, under the City's on-call real estate, financial advisory, and economic development services agreement, prepared a draft Infrastructure Financing District Analysis Summary evaluating the potential use of an EIFD and/or CFD in South Pasadena (Attachment 2).

The FY 2026-27 Adopted Budget includes updating the City's development impact fees and exploring EIFDs and CFDs as one of four strategic focus areas and is part of the Finance Department's Work Plan.

On September 3, 2026, Willdan provided initial draft impact fee tables for staff review and feedback.

On October 29, 2026, the Finance Commission received an informational report on economic development tools, including development impact fees, EIFDs, and CFDs.

Analysis
Development Impact Fee Study
A development impact fee is a one-time charge imposed on new development to fund the capital facilities needed to serve that development. The Mitigation Fee Act (Government Code Section 66000 et seq.) requires that each fee be supported by a nexus study demonstrating a reasonable relationship between the fee, the type of development on which it is imposed, and the facilities it funds. Assembly Bill (AB) 602 (2021) added requirements, including identification of existing and proposed levels of service, calculation of residential fees in proportion to unit square footage, adoption of the nexus study at a public hearing with at least 30 days' notice, and posting of fee schedules and studies on the City's website.

The City currently has two development impact fees under the South Pasadena Municipal Code: 1) Chapter 16A (Growth Requirement Capital Fee) establishes a fee of $250 per 900 square feet of new or added residential space and $500 per 1,500 square feet of new or added commercial space, 2) Chapter 16B establishes Water and Sewer Impact Fees.

Impact fee revenue may only be used for capital facilities and only for the share attributable to new development. The fees may not fund operations or maintenance, or correct existing deficiencies. The City may adopt fees at or below the maximum justified amount identified in the nexus study.

Status of Nexus Study
Willdan issued its initial data request in January 2026. Staff provided facility inventories,

vehicle and equipment lists, capital improvement project lists, and planning documents. After a number of check-in meetings, Willdan provided draft tables for staff review and feedback related to the proposed fee categories in the table below.

Below are the fee categories included in the draft Nexus Study.

1. Public Safety Facilities: Police and fire facilities, vehicles and equipment, including a potential new fire station in the Monterey Hills area
2. General Government Facilities: City Hall, Public Works yard, and Library/Senior Center Complex
3. Parkland Acquisition: Acquisition of parkland (Quimby Act in-lieu fee for subdivisions; Mitigation Fee Act fee for infill development)
4. Park and Recreation Improvements: Park improvements and recreation facilities
5. Transportation Facilities: Bicycle Master Plan, capital improvement, and Systemic Safety Analysis Report projects
6. Parking In-Lieu Fee: Public parking facilities, paid in lieu of providing required on-site parking

Methodology and Key Assumptions
The draft study follows the standard approach used for California impact fee programs. For each fee category, it does four things:

1. Projects new development through the planning horizon;
2. Sets a facility standard based on existing conditions and service level;
3. Identifies the facilities needed to serve new development and what they cost; and
4. Divides those costs among land uses based on the demand each type of development creates.

The Study is built on the following data:

- *Planning Horizon and Growth Projections*. The study measures population growth from 2026 to buildout of the General Plan using data from the California Department of Finance, Certified Housing Element, Downtown Specific Plan, Census Data, the City's adopted Capital Improvement Plan, and various Master Plans (e.g. Park Master Plan, Water/Sewer Master Plan, Library Master Plan, etc.).

- *Service Population, Occupancy and Unit Size*. Demand for public safety and general government facilities is measured by service population. Service population counts each resident as well as each worker at 0.31 of a resident, based on a 40-hour work week out of 128 non-work hours.

- *Facility Valuation*. Existing facilities are valued at what it would cost to replace them today including land, buildings, contents, vehicles, and information technology. New facilities use current replacement costs with an escalator for future development. Data is sourced from the County Assessor's Office, insurance valuations, appraisals and other building valuation sources.

Outstanding Items
Two data items remain to be completed before the draft Nexus Study is finalized:

Demographic study for population growth. Per-capita costs drive the Public Safety, General Government, and park fees. Typically, population growth, occupancy and unit size projections are taken from Census (2023 American Housing Survey) and Southern California Association of Governments (SCAG) data. However, since state and local housing and density laws enacted since 2023 are not factored into Census data, specifically Measure SP and SB 79, staff engaged MIG to prepare a demographic study that provides min-mid-max population, occupancy, and unit size projects based on current data.

The South Pasadena specific data prepared by MIG is expected to be finalized within the next few weeks and will be incorporated and presented as part of the public hearing to consider the DIFs. This demographic data will also be available for the City to use in other efforts, including but not limited to, Park Master Plan, Mobility Plan, future Library planning efforts, grant applications, etc.

Per-square-foot construction costs. The draft tables currently have a wide range of per square foot replacement value for existing and planned City buildings. Willdan has requested current construction cost estimates, including soft costs, to provide a more realistic and consistent value for existing and planned facilities. Staff is working to obtain these estimates.

Next Steps and Schedule
The following table includes a tentative schedule for the remainder of the project:

Timeframe	**Activity**
November - December 2026	Complete construction cost estimates and demographic study; Willdan prepares Parking In-Lieu Fee analysis; staff completes review of draft tables and project lists
January 2027	Complete Draft Nexus Study;
February 2027	Draft Nexus Study made available to the public and notice of public hearing issued (at least 30 days prior to hearing)
March 2027	City Council public hearing to consider adoption of the Nexus Study, fee resolution, and related Municipal Code amendments
May 2027	Fees take effect (no sooner than 60 days after adoption, per Government Code Section 66017)

ALTERNATIVE INFRASTRUCTURE FINANCING DISTRICTS – EIFDs and CFDs

Development impact fees can only be used to offset the net impact of new development and cannot fund existing deficiencies or the portion of planned facilities serving existing residents and businesses. Therefore, other funding sources are needed for those costs. Special financing districts provide a dedicated revenue stream for infrastructure within a defined area and can support debt financing. The three district types most commonly used by California cities are summarized below.

Enhanced Infrastructure Financing District (EIFD)
An EIFD (Government Code Section 53398.50 et seq.) captures a portion of the growth in

property tax revenue within a district, known as tax increment, and dedicates it to infrastructure and other eligible projects. An EIFD does not impose a new tax. The City and other taxing entities, such as the County of Los Angeles, may elect to contribute a share of their increment; school entities may not participate.

An EIFD is governed by a Public Financing Authority and implemented through an Infrastructure Financing Plan. Formation requires public hearings with a majority protest opportunity for landowners and residents, but no election. A district may last up to 45 years from the first bond issuance. Eligible projects include facilities with a useful life of 15 years or more and communitywide significance, such as streets, parking, utilities, parks, public facilities, and affordable housing.

EIFDs do not levy an additional cost of the subject properties, they provide an additional share of existing property taxes to the City to be used for the purpose(s) specified in the Infrastructure Financing Plan. Revenue accumulates over time as properties are reassessed, resulting in limited funding in the early years before revenues are sufficient to support debt financing.

Community Facilities District (CFD)

A CFD (Mello-Roos Community Facilities Act, Government Code Section 53311 et seq.) levies a special tax on property within a district to fund facilities and certain services, such as maintenance and public safety. Formation requires approval by two-thirds of registered voters within the district, or by landowners if fewer than 12 registered voters reside there. CFDs are commonly formed on undeveloped or single-ownership property before development occurs, and new projects may annex into an existing CFD.

A CFD places an additional special tax levy on top of existing property taxes. Revenues are available immediately to support debt financing.

Assessment Districts

Assessment districts, formed under laws such as the Municipal Improvement Act of 1913 and the Landscaping and Lighting Act of 1972, levy assessments on property in proportion to the special benefit each parcel receives. Under Proposition 218, an engineer's report must separate special benefit from general benefit, the City must fund the general benefit portion from other sources, and the assessment is subject to a majority protest ballot of property owners weighted by assessment amount.

An Assessment District places an additional assessment on top of existing property taxes. Revenues are available immediately to pay for the special service or benefit.

Trade-offs

The table below provides a summary of key features and trade-offs for each type of alternative infrastructure financing district:

	EIFD	**CFD**	**Assessment District**
Revenue source	Share of future property tax growth; no new tax	New special tax on property	New assessment on property

Approval	Public hearings; majority protest; no vote	Two-thirds vote of voters or landowners	Weighted majority property owner ballot
Eligible uses	Capital facilities of communitywide significance; maintenance; affordable housing	Capital facilities and certain services	Improvements and services providing special benefit
Revenue timing	Grows with development and reassessment; limited in early years	Available immediately upon levy	Available immediately upon levy
Effect on General Fund	Dedicates a share of future City property tax growth to the district	None	City pays the general benefit share and assessments on City parcels
Key considerations	County participation subject to County policy; administrative and reporting requirements	Two-thirds approval is difficult in developed areas with many owners and residents	Special benefit analysis is subject to legal challenge

Findings

Because a CFD requires two-thirds approval and an assessment district is limited to special benefit, both are more commonly used for individual development sites or defined maintenance needs than for established commercial districts with many property owners. Additionally, both a CFD and an assessment district represent an additional tax/assessment to property owners on top of base property taxes.

Due to the relative ease of establishment (i.e. no voter approval required) and no financial impact on property owners, staff engaged Kosmont Companies ("Kosmont") to provide an additional analysis of a potential EIFD in South Pasadena.

Preliminary EIFD Analysis

An EIFD would dedicate a share of future City property tax growth within the district to infrastructure in or serving the district, rather than to the General Fund, for the life of the district. The Mission Street and Fair Oaks Avenue commercial districts are where the General Plan and Downtown Specific Plan anticipate most new development, which is the area evaluated by Kosmont.

Kosmont's draft analysis evaluated an EIFD covering approximately 10 acres of economic development opportunity sites (i.e. Mission/Fair Oaks Commercial Corridors) with $87 million in existing assessed value. Assuming approximately $249 million in new development over five to ten years, Kosmont estimated EIFD revenue with a present value of approximately $28.4 million if the City contributes 50 percent of its share of tax increment, and approximately $28.4 million if the City and County contribute 50% of their respective shares of property tax.

Kosmont's analysis also noted that multi-agency districts may score higher for certain State

grant programs, and that the County's EIFD participation policy requires, among other things, that the City's contribution equal or exceed the County's, that participation have a positive net fiscal impact on the County, and that 20% of units or tax increment be set aside for affordable housing.

Recommendation
Based on the preliminary review of alternative infrastructure financing districts and the initial analysis of an EIFD, staff recommends further evaluation of an EIFD encompassing the Mission Street and Fair Oaks Avenue commercial districts. If the City Council concurs, staff would work with Kosmont to define the boundary, update revenue estimates, identify candidate projects, and initiate discussions with the County. After further defining the purpose and boundaries of a possible district, City Council would have an opportunity to review and consider this information before adopting a Resolution of Intention to form the district. Based on Kosmont's illustrative schedule, formation takes approximately nine to twelve months from adoption of a Resolution of Intention, with tax increment allocation beginning the following fiscal year.

Alternatives

- Modify the development fee categories. The City Council may provide direction to add, remove, or combine development fee categories.

- Pursue additional study of alternative infrastructure financing districts. The City Council may direct staff to evaluate a CFD or assessment district instead of, or in addition to, an EIFD. Each would require voter or property owner approval and impose a new tax or assessment.

- Take no action on financing districts. The DIF study would proceed with the current draft development fee categories, and capital needs not funded by impact fees would continue to rely on the General Fund, grants, and other sources.

Fiscal Impact
Updating the City's development impact fees and exploring alternative infrastructure financing opportunities is part of the Finance Department's FY 2026-2027 Adopted Work Plan. There is no direct fiscal impact associated with providing direction on this item.

Additional costs for further EIFD, CFD, or Assessment District analysis by Kosmont, along with all related district formation costs, will be estimated and presented to the City Council with a future contract amendment to expand the scope of the agreement with Kosmont and the Resolution of Intention to establish a district.

Attachment:
Attachment 1 - Development Impact Fee Update
Attachment 2 - Preliminary EIFD Analysis

City of South Pasadena

Development Impact Fee Nexus Study Update

December 2, 2026



WILLDAN

What is a Development Impact Fee?

One-time charge



Usually Imposed at building permit stage



Imposed on development projects within a defined geographic area



Funds facilities to serve new development



Why consider impact fees?

- Impact fees, capacity fees and in-lieu fees ensure that “growth pays its own way.”
- As development occurs service levels will decrease for existing residents, unless new development mitigates its impact.
- Fees hold developers accountable for external costs (increased traffic, lower service levels for existing residents, etc.) and provide a funding source to mitigate the impacts of new development to City facilities.
- Fee revenues free up General Fund revenue to be used for ongoing services and other needs.

Mitigation Fee Act Findings (Govt. Code §66001)

- Key findings
  - **Need**: Development creates need for facilities
  - **Benefit:** Development benefits from use of revenue
  - **Rough Proportionality:** Fee amount development's share of facility costs (i.e. proportional to demand)
- Other findings
  - **Purpose of fee**
  - **Use of fee revenue**



Impact Fees – Basic Methodology



ESTIMATE EXISTING DEVELOPMENT AND FUTURE GROWTH



IDENTIFY FACILITY STANDARDS



DETERMINE NEW FACILITY NEEDS AND COSTS



ALLOCATE SHARE TO ACCOMMODATE GROWTH



IDENTIFY ALTERNATIVE FUNDING NEEDS



CALCULATE FEE BY ALLOCATING COSTS PER UNIT OF NEW DEVELOPMENT

Cost Allocation Methods:
WHAT Facilities Serve WHO

EXISTING INVENTORY

$$\frac{\text{Existing Facilities}}{\text{Existing Demand}}$$

PLANNED FACILITIES

$$\frac{\text{Planned Facilities}}{\text{New Demand}}$$

SYSTEM PLAN METHOD

$$\frac{\text{Existing + Planned Facilities}}{\text{Existing + New Demand}}$$

Facility Categories for Consideration

- Currently imposed: Parks

- Included in upcoming nexus study:
  - Parks
  - Public Safety
    - Includes police and fire facilities
  - General Government
    - Civic Center/administrative space
    - Public Works
    - Library/Senior Center Complex
  - Transportation Facilities
    - Bicycle Master Plan projects
    - Intersection improvements
    - ITS Deployment
    - Safety-related projects
    - Storm drain improvements
  - Parking In-lieu

Mitigation Fee Act AB 602 (2022)

- Requires local jurisdictions to make certain information available on website:
  - Current impact fee schedule
  - Nexus studies
  - Annual AB1600 findings
  - Five-Year AB1600 findings
  - Capacity fee findings
- Changes to impact fee adoption process:
  - Prior to adoption of development fees, an impact fee nexus study and CIP needs to be adopted with 30 days notice
- Technical changes:
  - Residential fees should be charged per square foot, unless findings are supported that justify another metric
  - Large jurisdictions shall adopt a capital improvement plan as a part of the nexus study
  - Nexus study must explain a comparison of the level of service prior to and after adoption of the proposed fee updates
  - If fees are increasing, review the assumptions of the original nexus study and evaluate the amount of fees collected under the original fee

What Projects pay Impact Fees?

- New Residential Construction – Collected at Certificate of Occupancy
- New Nonresidential Development- Collected at Building Permit Issuance
  - New buildings
  - Building expansion
  - Conversions and Changes of Use
    - If a property changes its operational category, resulting in a higher impact calculation, fees apply to the net increase in demand

- Exceptions:
  - Small ADUs: Any Accessory Dwelling Unit under 750 square feet is completely exempt from local development impact fees
  - Rebuilds After Disasters: Replacing a structure destroyed by a wildfire, earthquake, or natural disaster with a building of similar size and use is typically exempt from new impact fee schedules

When Are Impact Fees Imposed?

- Updated fees are imposed (become effective) 61 days after City Council formally adopts the resolution updating the fees

- Exceptions:
  - If a developer submits a preliminary application for a housing project that complies with the requirements of SB 330, then the existing impact fees are locked-in at the time the application is submitted.
  - If a developer submits an application for a tentative map, then the existing impact fees are locked-in at the time the tentative map application is deemed complete.
  - If a developer has a Development Agreement with the City, then impact fees are locked-in according to the terms and effective date of the Development Agreement.

Current Status

- Willdan Financial Services has submitted draft Development Impact Fee (DIF) Nexus Study tables to the City.
- MIG, Inc. is conducting a census and demographic study to supply population data *(projected completion: end of November)*.

Next Steps

- **Integrate Demographic Data:** Incorporate MIG's census/demographic study into the draft DIF Nexus Study *(projected completion: early December)*.
- **City Staff & Attorney Review:** Internal review of the draft study and enabling resolution/ordinance *(projected completion: December/January)*.
- **Stakeholder & Commission Review:** Gather feedback from commissions and development stakeholders *(projected completion: January/February)*.
- **Final Public Draft Issued:** Incorporate feedback and deliver the Final Draft Nexus Study to the City Clerk *(projected completion: March/April 2027)*.



Questions?

Principal Consultant: Carlos Villarreal

cvillarreal@willdan.com

Infrastructure Financing District Analysis Summary

November 2026

Prepared by:
Kosmont Companies

Background

- The City of South Pasadena is evaluating the use of a special purpose financing district such as an Enhanced Infrastructure Financing Districts (EIFD) to capture value from potential new development to fund critical infrastructure and community investment priorities

- EIFD does not increase taxes (different from CFD or BID), and thus does not require a vote

- EIFD tax increment financing (TIF) capacity is estimated to range of up to **~$75M** on a present-value basis (including a County funding match)

- While a City-only financing district strategy would likely achieve favorable "return on investment" for the City, a broader partnership including the County of Los Angeles would further improve financial feasibility

- In addition to the EIFD funding capacity, the EIFD would elevate the City's ability to attract other public funding, particularly state grants

- Subject to feedback from City staff and City Council, immediate next steps could include outreach to the County to discuss potential EIFD partnership

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Mechanics of TIF / EIFD



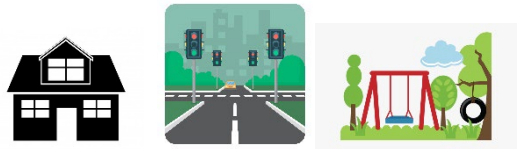
Private property investment or new development within a specific boundary



Increased property tax revenue from new property value



Some portion of growth is deposited in separate EIFD fund



Funds pay for public improvements

Types of Projects EIFD Can Fund
Partial List



Storm / Flood / Public Facilities



Roadway / Parking / Transit



Parks / Open Space / Recreation



Libraries & Childcare Facilities



Brownfield Remediation



Affordable Housing



Broadband



Wildfire Prevention / Other Climate Change Response



Small Business / Nonprofit Facilities

TIF Districts in Progress Statewide



Jurisdiction	Purpose
Artesia + L.A. County	Transportation and affordable housing
Barstow	Industrial and housing supportive infrastructure
Calipatria (CRD)	Economic and climate resilience infrastructure
Carson + L.A. County	Remediation, affordable housing, recreation
Cotati	Water, sewer, parks, roads, housing-supportive infrastructure
Covina	Downtown housing and blended use supportive infrastructure
Desert Hot Springs	Downtown and freeway-oriented housing and infrastructure
Downey + L.A. County	Transit-oriented development, affordable housing
Fresno	Downtown, housing and transit-supportive infrastructure
Humboldt County	Coastal mixed-use and energy supportive infrastructure
Inglewood + L.A. County (CRD)	Transportation and affordable housing
Imperial County	Renewable energy, housing and infrastructure
La Verne + L.A. County	Housing and transit-supportive infrastructure
Lakewood + L.A. County	Mall reimagination, smart streets, affordable housing
Los Angeles County Santa Monica Mountains	Wildfire Recovery and Rebuild
Los Angeles County West Carson	Housing / bio-science / tech infrastructure
Los Angeles County Santa Monica Mountains (DRD)	Fire recovery and resilience
Madera County (3 Districts)	Water, sewer, roads and other housing infrastructure
Montebello	Commercial and Blended Use Corridor Infrastructure
Mount Shasta	Rural brownfield mixed-use infrastructure
Napa	Downtown, housing, tourism supportive infrastructure
Norwalk + L.A. County	Affordable housing and infrastructure
Ontario	Airport-related, blended use, infrastructure
Pasadena + L.A. County	710 Vision Plan infrastructure, other key corridor projects
Palmdale + L.A. County	Housing, blended use, transit infrastructure
Pittsburg	Housing, commercial, and tech park infrastructure
Placentia + Orange County	Housing and TOD infrastructure
Rancho Cucamonga	Blended use and connectivity infrastructure
Redlands	Education related blended use, mall reimagination
Redondo Beach + L.A. County	Parks / open space, recreation infrastructure
Sacramento County (Unincorporated)	Industrial / commercial supportive infrastructure
San Pablo	Affordable housing, technology, roads, lighting, landscaping
Sanger	Commercial, hospitality, supportive infrastructure
Santa Cruz	Downtown, blended use, and climate resilience infrastructure
Santa Fe Springs + L.A. County	Housing and transit-oriented development infrastructure
Santa Rosa + County of Sonoma	Downtown investment, affordable housing, aging infrastructure
Scotts Valley + Scotts Valley Fire + County of Santa Cruz	Housing and mixed-use supportive infrastructure, fire facilities
Sebastopol + County of Sonoma	Housing, flood control, library, civic facilities
Sonoma County West (Unincorporated)	Housing, flood control, sewer, fire facilities
Yreka	Housing, industrial, commercial supportive infrastructure
Yucaipa	Housing and commercial infrastructure

400

Fully Formed | **In Formation Process** | **Under Evaluation**

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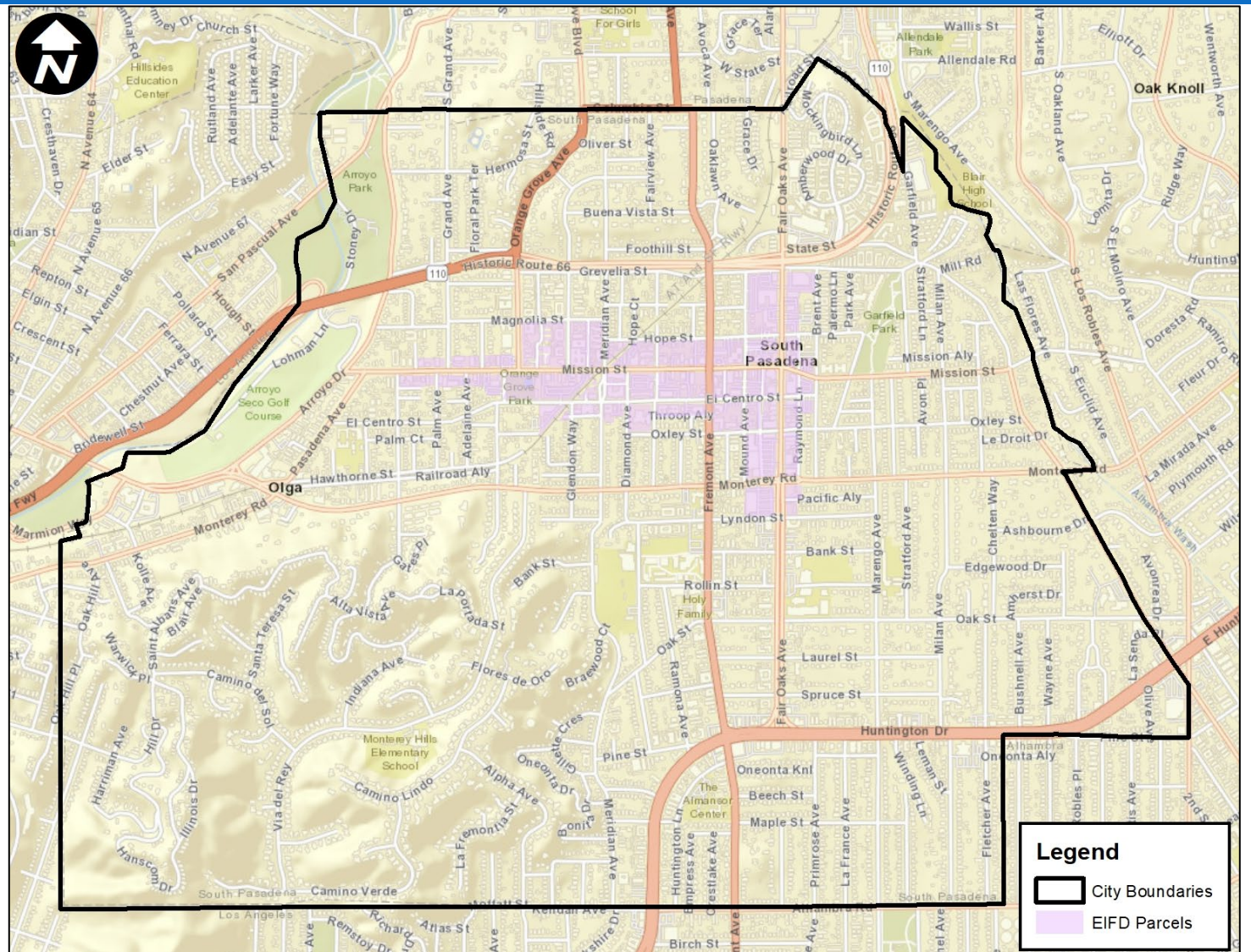
Potential EIFD Boundary

- Focus on Downtown Specific Plan area
- 452 parcels
- Approx. 79 acres (~3.6% of City)
- $592M in existing assessed value (~8.2% of Citywide value)



Source: Los Angeles County Auditor-Controller (2026)

Example EIFD Revenue and Bonding Capacity Scenarios

EIFD Revenue Allocation Scenario	Year 5 Accumulated Revenue + Bonding Capacity*	Year 10 Accumulated Revenue + Bonding Capacity*	50-Year Present-Value @ 3% Discount Rate
A) City 50%	$3,586,000	$10,824,000	$40,186,000
B) Potential County Match of 50%	$3,021,000	$9,299,000	$34,850,000
C) City 50% + County 50%	$7,269,000	$20,785,000	$75,037,000

City allocation includes allocation from both AB8 + MVLF in-lieu. County allocation does not include MVLF in-lieu.
** Bonding capacity assumes Year 5 is first bond issuance for EIFD. "Year 5 means fifth year of revenue following district formation. Net proceeds shown. Bondable revenue assumes $25,000 admin charge, 150% debt service coverage. 6.0% interest rate; 30-year term. Proceeds net of 2% underwriter's discount, estimated reserve fund (maximum annual debt service), costs of issuance estimated at $350,000.Source: Kosmont Financial Services (KFS), registered municipal advisor.*

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Potential Next Steps

- Address questions, receive and incorporate initial feedback from City staff and Council
- Approach County to discuss potential EIFD partnership
- Based on City/County feedback, first task for implementation would be City Council consideration of non-binding Resolution of Intention as lead agency

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THANK YOU

Questions?

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City Council Agenda Report

ITEM NO. 18

DATE: December 2, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Alma Medina, Assistant to the City Manager

SUBJECT: **UPDATE ON THE CLIMATE ACTION PLAN AD HOC COMMITTEE'S REVIEW OF THE 2020 CLIMATE ACTION PLAN AND SEEK DIRECTION REGARDING SAME**

Recommendation

It is recommended that the City Council:

1. Receive and file the final report on the Climate Action Plan Ad Hoc Committee's (Ad Hoc) review of the City's 2020 Climate Action Plan (CAP); and
2. Provide direction to staff regarding reporting on "plays" contained in the CAP going forward.

In addition, staff seeks input as to whether a new ad hoc is desired to assist staff on shaping the scope of a consultant-led CAP update, review staff's first progress reports on the City-controlled plays through December 31, 2027 and provide any further recommendations.

Executive Summary

The City Council adopted the Climate Action Plan (CAP) in 2020 to reduce greenhouse gas emissions, with a target of carbon neutrality by 2045. The CAP contains fifteen "plays" and 94 specific actions ("moves"). It calls for regular progress tracking, plan updates about every three years, and public reporting, none of which has occurred since adoption. After a CAP update to the City Council in October 2025, Mayor Rossi and Mayor Pro Tem Ferguson formed an ad hoc committee to review the CAP.

The review has been completed and the Ad Hoc is providing a final report with a number of recommendations for City Council consideration, including, but not limited to: 1) City climate standards be set to comply with state law, 2) staff reporting be limited to the five City-controlled plays, and 3) City Council consider advocating for funding of unfunded state climate mandates in the 2027 Legislative Platform.

Background

On December 16, 2020, the City Council adopted a Climate Action Plan (CAP) as the City's long-term strategy for reducing greenhouse gas (GHG) emissions, promoting sustainability, and building resilience to climate change.

On August 20, 2025, the City Council requested an informational update on the CAP's implementation.

On October 15, 2025, staff presented a report to City Council that summarized progress to date, including the City's 100% renewable participation in Clean Power Alliance (CPA), SB 1383 organics collection, municipal facility upgrades, and fleet electrification funded through AB 2766. The report also noted that the City had not yet established a formal mechanism for tracking progress toward the CAP's goals. Subsequently, Mayor Sheila Rossi and Mayor Pro Tem Omari Ferguson, volunteered for an ad hoc committee to review the Climate Action Plan.

The Ad Hoc set out to answer two main questions: (1) which state and federal laws apply to the CAP and its plays, and (2) which agency held jurisdiction (i.e. has direct control) over each play (e.g. Federal, State, County, City, or other government agency). The Ad Hoc met with staff from the City Manager's Office and Public Works.

Analysis

The CAP was developed in 2020 with the Natural Resources and Environmental Commission (NREC), City staff, and consultants, with grant support from the Southern California Association of Governments (SCAG). It is based on the City's 2016 GHG inventory, which identified transportation (54%) and building energy use (3%) as the largest sources of communitywide emissions, followed by solid waste (6%) and water and wastewater (6%). The CAP sets targets of 2.9 metric tons of CO2e per person by 2030 and carbon neutrality by 2045, consistent with AB 32, SB 32, and Executive Order B-55-18, and functions as a Qualified Greenhouse Gas Reduction Plan under CEQA Guidelines Section 15183.5, allowing the City to streamline environmental review for consistent projects.

The CAP organizes its strategies into fifteen GHG reduction "plays" across six sectors (Energy, Transportation, Water and Wastewater, Solid Waste, Carbon Sequestration, and Municipal), along with one Cornerstone play focused on youth climate education. Each play is carried out through a series of "moves," or specific actions, for a total of 94 moves. The CAP's implementation framework, called "Keeping Score," calls for regular tracking of progress, plan updates about every three years, and public reporting through tools such as a CAP Report Card, none of which has taken place since the CAP was adopted.

Plays at a Glance

The Ad Hoc reviewed all 15 CAP plays and 94 moves. For each play, staff identified whether a state or federal law applies, who is responsible for carrying it out, and whether the City controls the outcome. The City's legislative consultant reviewed staff's findings and confirmed them, as summarized in the State and Federal Law review below.

Sector	Play	Required by state law?	Responsible Agency	City's Level of Control
Cornerstone	C.1 Youth climate education	No	City, with SPUSD	Limited. Dependent on SPUSD and youth participation.

Energy	E.1 Clean Power Alliance (CPA) participation	No (SB 100 applies to CPA and SCE)	CPA; residents choose to stay enrolled	Limited. Dependent on private customers choice to stay enrolled in the program.
Energy	E.2 All-electric new buildings	Partly (Energy Code; AB 130)	State sets the code; City enforces it through permits	Limited. State sets standards. City only enforces.
Energy	E.3 Electrify existing buildings	No	Property owners; SCE and CPA rebates	Limited. Dependent on private property owner participation.
Energy	E.4 Clean energy and storage	No	Property owners, CPA, SCE	Limited. Dependent on private property owner participation, CPA, and SCE.
Transportation	T.1 Zero-emission vehicles	Partly (EV charging in new buildings)	Residents and the State; City enforces building code	Limited. State sets standards. Dependent on private resident action.
Transportation	T.2 Transit and shared mobility	No (regional, under SB 375)	Metro, SCAG, SGVCOG; City runs Dial-a-Ride	Limited. Dependent on Metro, SCAG, and SGVCOG. City only controls Dial-a-Ride.
Transportation	T.3 Active transportation	No	City, through the Mobility Plan	Limited. City builds and plans the street improvements, but those improvements are dependent on residents.
Water and Wastewater	W.1 Water use per capita	Yes	City, as the water supplier	The City is the water supplier, but reduction of water use requires action by private customers.

Solid Waste	SW.1 SB 1383 organics	Yes	City (ordinances, procurement, enforcement); Athens (collection and reporting)	The City adopts and enforces the ordinances and Franchise Agreement; Rely on Athens to provide data.
Solid Waste	SW.2 Landfill reduction	Yes, to the state's per capita disposal target (SB 1016)	Athens (diversion and reporting)	City sets standards through Franchise Agreement; Rely on Athens to provide data for reporting.
Carbon Sequestration	CS.1 Trees and green space	No	City (public trees); property owners (private trees)	Limited. The City manages public trees, but does not directly manage trees on private property.
Municipal	M.1 City operations	No	City	The City manages its own facilities.
Municipal	M.2 City fleet	Yes, for City vehicles over 8,500 lbs (Advanced Clean Fleets)	City	The City manages its own fleet.
Municipal	M.3 City renewable energy and resilience	No	City, with CPA	The City can make decisions on use of renewable energy at City-owned facilities through is participation in CPA; Rely on CPA to provide data.

Findings

Based on the Ad Hoc's review of the adopted CAP, the following key findings formed the basis of the discussion and recommendation.

- State law does not require a city to adopt a climate action plan, but an adopted CAP helps keep local standards aligned with state law, supports CEQA streamlining, and strengthens grant applications.

- Four (4) of the CAP's fifteen (15) plays are required by state law (W.1, SW.1, SW.2, and M.2), two (2) include state-required components (E.2 and T.1), and the other nine (9) go above and beyond what the law requires.

- For the four (4) required plays, the City demonstrates compliance through the State's existing reporting, such as the annual water use report, the SB 1383 report to CalRecycle, and the annual per capita disposal report.

- While well-intentioned, many moves seemed aspirational and go beyond state law, extend beyond the City's boundaries, and/or the City has limited ability to impact and measure overall climate outcomes.

- The City's fleet and policy currently comply with the Advanced Clean Fleets small-fleet exemption as required by play M.2 City Fleets.

Ad Hoc Recommendations and Next Steps
Since many of the plays are outside of the City's ability to regulate and measure, the Ad Hoc recommends that the City focus on the five (5) plays it directly controls:

1. Water use per capacity (W.1);
2. Compliance with SB 1383 organics regulations and reduction of commercial waste (SW.1 & SW.2);
3. GHG emissions from City facilities/operations (M.1); and
4. Carbon emissions from the City fleet (M.2).

For the remaining ten (10) plays, the measurable impacts are dependent on the actions and decisions of private residents, businesses, or other governmental and non-governmental agencies outside of the City's control.

The Ad Hoc therefore recommends that City climate standards are set to comply with state law and, going forward, the reporting requirements for staff are limited to the five (5) plays within the City's span of control. To the extent information is available for the remaining ten (10) plays through City partnerships, such as LA Metro, the San Gabriel Valley Council of Governments, Clean Power Alliance, Air Quality Management Board, and other responsible regulatory agencies, staff may report on them as information only items.

The Ad Hoc also recommends that the City Council consider prioritizing advocacy for local funding for unfunded state climate mandates during the discussion of the 2027 Legislative Platform.

Next Steps
CAP work was previously supported by a Sustainability Manager and a Management Analyst, both now vacant. The City has reorganized the Sustainability Division around a new Senior Management Analyst position, expected to be filled in early 2027, which will oversee CAP tracking and reporting. A full CAP update would require a new emissions inventory, updated targets, and CEQA review. If directed, staff will bring options for a consultant-led update to the Fiscal Year 2027-28 budget process.

Fiscal Impact
There is no fiscal impact associated with receiving and filing this report. Tracking the five City-controlled plays will use existing staff resources and data the City already collects or receives. The cost of a consultant-led CAP update has not yet been determined and if directed, staff will return with scope and funding options as part of the Fiscal Year 2027-28 budget process.

Attachment:
Attachment No. 1- CAP Plays at a Glance
Attachment No. 2- State and Federal Law Analysis of CAP Plays
Attachment No. 3- Staff Report- Climate Action Plan Update October 15 2025

Sector	Code	Play
Cornerstone	C.1	Youth climate education
Energy	E.1	Clean Power Alliance participation
Energy	E.2	All-electric new buildings
Energy	E.3	Electrify existing buildings
Energy	E.4	Clean energy and storage
Transportation	T.1	Zero-emission vehicles
Transportation	T.2	Transit and shared mobility
Transportation	T.3	Active transportation
Water	W.1	Water use per capita
Solid Waste	SW.1	SB 1383 organics
Solid Waste	SW.2	Landfill reduction
Carbon Sequestration	CS.1	Trees and green space
Municipal	M.1	City operations energy

Municipal	**M.2**	**City fleet**
Municipal	**M.3**	**City renewable energy and resilience**

Climate Action Plan: Plays at a Glance (CAP lan

as analyzed by the Climate Action Ad Hoc Committ

CAP Play (CAP Language)	Required by State Law?
Engage South Pasadena youth in climate change action and provide education on ways to live a sustainable lifestyle	No
Maximize the usage of renewable power within the community, by continuing to achieve an opt-out rate lower than 4% for the Clean Power Alliance.	No (SB 100 applies to CPA and SCE)
Require electrification of 100% of newly constructed buildings.	Partly (Energy Code; AB 130)
Electrify 5% of existing buildings by 2030 and 80% by 2045.	No
Develop and promote reduced reliance on natural gas through increased clean energy systems that build off of renewable energy development, production, and storage.	No
Increase use of zero-emission vehicle and equipment 13% by 2030 and 25% by 2045.	Partly (EV charging in new buildings)
Implement programs for public and shared transit that decrease passenger car vehicle miles traveled 2% by 2030 and 4% by 2045.	No (regional, under SB 375)
Develop and implement an Active Transportation Plan to shift 3% of passenger car vehicle miles traveled to active transportation by 2030, and 6% by 2045.	No
Reduce per capita water consumption by 10% by 2030 and 35% by 2045.	Yes
Implement and enforce SB 1383 organics and recycling requirements to reduce landfilled organics waste emissions 50% by 2022 and 75% by 2025.	Yes
Reduce residential and commercial waste sent to landfills by 50% by 2030 and 100% by 2045.	Yes, to the state's per capita disposal target (SB 1016)
Increase carbon sequestration through increased tree planting and green space.	No
Reduce carbon intensity of City operations.	No

Electrify the municipal vehicle fleet and mobile equipment.	Yes, for City vehicles over 8,500 lbs (Advanced Clean Fleets)
Increase City's renewable energy production and energy resilience.	No

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Attachment No. 1

Metric to Track	Next Step
Students and school events reached	Keep school demos; fold student tree program into the Urban Forest Management Plan.
CPA opt-out rate (%)	Request CPA opt-out data each year and report it.
Share of new-building permits that are all-electric	Enforce the 2025 Energy Code; drop the reach code; report share of all-electric permits.
Electrification permits per year	Add a permit-system flag for electrification swaps; keep promoting rebates.
Solar (kW) and storage (kWh) permitted	Finish the City Hall Power Ready project; merge City pieces into M.3.
ZEVs registered in 91030 (report only); public charging ports	Confirm streamlined EV charger permits; seek grants for public chargers; report ZEV data.
Dial-a-Ride riders; Metro ridership (report only)	Partner with Metro and SGVCOG; track Dial-a-Ride ridership.
Miles of bike/ped improvements built	Use the Mobility Plan as the active transportation plan; pursue ATP grants.
Water use vs. the state urban water use objective	Replace the CAP target with the state water use objective; meet with Water staff.
SB 1383 compliance status; organics tons (Athens)	Finish SB 1383 labeling; set up quarterly reporting from Athens.
Per capita disposal rate vs. state target (report only)	Drop the 100% target; report Athens diversion data for information.
City trees planted/removed; canopy cover (%)	Secure Urban Forest Management Plan funding; complete tree inventory.
City facility kWh and therms	Get no-cost energy audits of City facilities; add findings to the CIP.

Share of City fleet that is zero-emission	Plan for 2027 zero-emission truck purchase rules; confirm small-fleet exemption.
City solar (kW); LED streetlights (%)	Complete the Hope/Mound solar canopy; continue LED streetlight replacement.

Climate Action Plan Plays: Applicable State and Federal Requirements

State and Federal Law Review

The City's legislative consultant confirmed that four plays are required by state law, two are partly tied to state or federal law, and the remaining nine go beyond what the law requires.

Required by State Law:

- **W.1, Water Use:** As an urban retail water supplier, the City must calculate an annual urban water use objective based on state standards for indoor residential use, outdoor residential use, commercial, industrial and institutional landscape irrigation, and water loss. Beginning January 1, 2027, the City's actual water use must stay at or below that objective, and the City must report both figures to the State Water Resources Control Board each January 1. Any variance requests are due October 1.
- **SW.1, SB 1383 Organics:** The City is responsible for SB 1383 compliance, including containers with the required colors and labels, and currently works with Athens to achieve compliance. The City must keep records and report annually to CalRecycle on collection, contamination monitoring, and enforcement, data that generally comes from Athens.
- **SW. 2, Landfill Reduction:** SB 1016 (2008) requires the City to meet a per capita disposal target, the pounds of waste landfilled per resident per day set by CalRecycle, and to report that rate each year through the Electronic Annual Report. The target is equivalent to the former 50 % diversion level, so the CAP's 2030 goal matches existing law, while its goal of 100 % by 2045 goes beyond it.
- **M.2, City Fleet: T**he California Air Resources Board's ("CARB") Advanced Clean Fleets regulation applies to City vehicles over 8,500 pounds gross vehicle weight rating. Under the rule as originally adopted, 50 % of covered purchases must be zero-emission or near-zero-emission from 2024 through 2026, and 100 % beginning January 1, 2027; existing combustion vehicles may remain in service, and school buses, emergency vehicles, and certain other types are excluded. CARB has filed amendments that would extend the 50 % requirement by three years, move the 100 % requirement to 2030, and extend the small-fleet exemption through 2030; as of August 28, 2026, the amendments were pending at the Office of Administrative Law. A fleet with ten or fewer covered vehicles is exempt from the purchase requirement but must still report annually by April 1 through CARB's TRUCRS system and report fleet changes within 30 days. The CAP's goal of electrifying all City vehicles and mobile equipment goes beyond the rule.

Partly Tied to State or Federal Law

- **E.2, All Electric New Buildings:** New buildings must meet the state Energy Code. Under AB 130 (2025), the City likely cannot adopt a new all-electric mandate for new homes before 2031 unless an exception applies, and federal case law limits local gas bans for nonresidential construction. The City may still pursue the goal through incentives, permitting changes, and other measures outside the building standards.
- **T.1, Zero- Emission Vehicles:** CALGreen requires new buildings to include EV-capable or EV-ready parking, such as conduit, panel capacity, or outlets for future chargers. This supports charging availability but does not require anyone to buy or drive a zero-emission vehicle, so it is a supporting condition for the goal rather than a requirement behind it.

No state law requires a city to adopt a climate action plan. However, an adopted CAP gives the City a single place to keep local standards, programs, and goals aligned with changing state law, supports CEQA streamlining, and strengthens grant applications by showing that a project supports locally adopted climate goals.

City Council Agenda Report

ITEM NO. 3

DATE: October 15, 2025

FROM: Todd Hileman, City Manager

PREPARED BY: Alma Medina, Assistant to the City Manager

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

Recommendation

It is recommended that the City Council:

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

Executive Summary

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

Background

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

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

Analysis

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

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

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

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

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

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

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

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

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

Key Focus Areas and Actions

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

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

Implementation and Monitoring of the CAP

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

Progress to Date

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

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

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

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

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

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

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

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

Staff has prepared this informational report to:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

City Council Agenda Report

ITEM NO. 19

DATE: December 2, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Nikima S. Newsome, Chief City Clerk

SUBJECT: **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.

City Council Agenda Report

ITEM NO. 20

DATE: December 2, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Nikima S. Newsome, Chief City Clerk

SUBJECT: **COUNCILMEMBER COMMUNICATIONS**

City Council Agenda Report

ITEM NO. 21

DATE: December 2, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Nikima S. Newsome, Chief City Clerk

SUBJECT: **CITY MANAGER COMMUNICATIONS**